



**Urbanna Town Council
Public Hearing
Town Council Working Session
AGENDA
Town Council Chambers
45 Cross Street
Thursday, January 13, 2022 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Hearing
 - a. USDA Rural Development financial assistance application
6. Approval of Minutes
 - a. November 18, 2021*
 - b. January 5, 2022*
7. Reports
 - a. Administrator's Report
 - b. Treasurer's Report*
 - c. Finance Committee
 - d. Water Committee
 - e. Pool Committee
 - f. Planning Commission
 - g. Cigarette Tax Board
8. Public Comment
9. Public Comment Response Period
10. Old Business
 - a. Virginia-Opioid Suit Settlement
 - b. Blue Water Trail Update
 - c. Virginia Street Dock and Pier
11. New Business
 - a. 2022 Town Council Working Session and Monthly Meeting Calendar*
12. Closed Meeting
 - a. *Pursuant to Virginia Code section 2.2-3711(A)(29) for the purpose of discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body-Taber Park Pool construction*
13. Open Meeting
14. Announcements

15. Adjourn

*Document included in meeting packet

USDA Rural Development financial assistance application

Public Hearing

Agenda Item: 5a

Council Action Requested: No

Requested by: Councilmember Smith and Staff

The Town of Urbanna intends to file an application with the USDA Rural Development for financial assistance to construct a new water well and associated pumping and monitoring equipment to supply the Town's existing water distribution system.

The cost of the well is anticipated to be approximately \$1.1 million. When a final cost is determined, the loan amount will mirror it.

Approval of Minutes

Agenda Item: 6a & 6b

Council Action Requested: Yes

Requested by: Martha Rodenburg-Town Clerk

A motion is requested to approve the attached minutes:

November 18, 2021-Monthly meeting of Town Council

January 5, 2022-Special meeting of Town Council

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-45 Cross St
November 18, 2021**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:01pm

Present

Mayor Barbara Hartley
Council Members
 Marjorie Austin
 Larry Chowning
 Bill Goldsmith
 Steve Hollberg-via Zoom
 Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Andrea Erard-Town Attorney-via Zoom
Members of the public

Councilmember Hollberg participated electronically via Zoom due to vacation in Hilton Head, SC.
Councilmember Goldsmith moved to allow Councilmember Hanson to participate electronically
Councilmember Austin seconded
Austin, Chowning, Goldsmith, Smith, and Hartley voted yes
Motion passed 5-0

Absent

Councilmember Hanson

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin moved to approve the agenda.
Councilmember Goldsmith seconded
Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes
Motion passed 6-0

APPROVAL OF MINUTES

Councilmember Austin moved to approve the minutes for October 28, 2021 and October 30, 2021 as received.

**Councilmember Smith seconded
Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes
Motion passed 6-0**

REPORTS

Town Administrator

Garth Wheeler reported on the following

- Oyster Festival
- Town Well Pump Failure
 - Town has been reimbursed \$23,173.23 (after \$1,000 deductible) by insurance for repairs made after July pump failure
- Town Marina Bridge
 - Bay Design preparing an architectural study
 - Per Bay Design engineer, while in need of repair, it is not an emergency situation
- Christmas Parade
 - Lois Jean Brooks leading event
 - Scheduled for December 3rd
 - Due to pandemic, food will not be served at fire station
 - Looking to see if Santa can be available to greet children after parade
 - Pool
- Proposal received from Douglas Aquatics and will be discussed in Pool Committee report
- Scottish Factor Museum
 - 120 visitors in October
 - \$110.41 received in donations
- Boat Ramp
 - Docks of the Bay will begin in December, once current project at Tides in is complete
 - Work will coincide with their work on the Montague project
- Cross Street Light Project
 - Poles delivered and installed prior to Oyster Festival
 - Final cost of project to Town was \$18,751.80
 - Total cost-\$33,751.80
 - Contribution by UBI-\$15,000
 - Thank you to the efforts of George DeVries, Jim Hayes, and Sid Hayes to have the lights installed prior to Oyster Festival
- Land swap with Thurston Properties has been completed and the deed recorded with Middlesex County

Treasurer's Report

Michele Hutton gave the Treasurer's report

- Per Councilmember Hollberg's request, Roy Kime reported the YTD sales tax collected was \$5,997.43 of the budgeted \$20,000 for the fiscal year
- Michele Hutton reported real estate and personal property taxes are coming in. As of COB November 17th the following had been collected
 - Real Estate: \$54,529
 - Personal Property: \$3,307
- YTD the Marina had an income of \$14,678
- Net income for Water Fund is up

Finance Committee

Councilmember Goldsmith reported the following

- Thanked Garry Clay for his management of Taber Trust
- After weighing pros and cons, the Finance Committee recommended the Town enter a lease for a portion of the “Waverly Commons” building for the purpose of moving the Town offices to that location

Pool Committee

Councilmember Goldsmith reported a proposal has been received by Douglas Aquatics for construction of a new pool. The Pool Committee will meet to review proposal and review funding options.

Water Committee

Councilmember Smith reported on the following

- Met November 8th
- Not eligible for grant funding from Department of Housing and Community Development (DHCD)
 - Low to Median Income (LMI) criteria of 51% not met
 - Per survey, Town of Urbanna LMI is 48%
- Secondary grant window April/May
- Fire Hydrant flow testing coordinating dates with SERCAP and Fire Department
- Cartegraph go live dates still being discussed
- USDA loan application submitted 11/18 by Roy Kime
- Professional engineering report (PER) accepted
- 5-phase upgrade estimate from AH Environmental (action taken under New Business)

Councilmember Hollberg asked what the USDA loan financing terms were. Councilmember Smith responded it was 1.75% over 40 years.

Planning Commission

No report given

TABER TRUST

After 15 years of managing the Taber Trust, Mr. Garry Clay of Davenport Investments announced his retirement. Mr. Brian Manetz will be the new manager of the Trust.

- Mr. Clay addressed Council and stated the following:
- Income generation is the primary objective of trust management, with long term growth the secondary objective
- 17% growth in past year, with a lifetime growth of 8%
- Current balance of approximately \$1.5 million
 - Fund began with \$125,000-250,000 (the amount cannot be verified)
 - Over 15 years, approximately \$600,000 has been removed
- Broadly diversified portfolio

Mr. Clay thanked council for opportunity to work with them, and he was given a round of applause by all in attendance

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Mike Jolly thanked staff and Council for a successful Oyster Festival and for getting the Cross St. lights erected prior to the festival

OLD BUSINESS

There was no Old Business

NEW BUSINESS

December Meeting Schedule

Councilmember Austin made a motion to move the December monthly meeting to Thursday, December 16th and cancel the work session, scheduled for Thursday, December 9th

Councilmember Smith seconded

Mayor Hartley and Garth Wheeler discussed having a reception and inviting public and determined it would be discussed at a later time

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes

Motion passed 6-0

Water System Infrastructure Upgrades

Councilmember Smith reported a proposal had been received by AH Engineers & Scientists to prepare estimates of phases for upgrades then sent out for bidding. The proposal is for 165 hours of work.

It was clarified the funding would come from Water Fund, not General Fund. Therefore, no amendment to budget needed.

Councilmember Austin made a motion to approve quote from AH Engineers & Scientists and [have Garth Wheeler] give notice to proceed with preparing estimates for the different phases of the Urbanna VA Water System Infrastructure Upgrades at a cost of \$19,711, to be paid from the Water Fund

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes

Motion passed 6-0

Waverly Commons Lease

Ms. Erard prepared draft lease agreement being reviewed by Mullins. Lease up to 24 months, \$3,336 per month.

- Lessor responsible for exterior maintenance and lighting
- Town responsible for adapting office space to suit, utilities, signage, alarm, etc...

It was clarified the DMV Select office would not be a sub-lease, therefore not a conflict with terms.

Councilmember Hollberg moved to, as subject to corrections and final review, [to approve the leasing of the Waverly Commons office space for up to two years for a monthly rent of \$3,336.00]

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes

Motion passed 6-0

ANNOUNCEMENTS

Councilmember Chowning discussed the history behind the naming of the Beryl R. Newman Bridge. Beryl R. Newman was a Medal of Honor recipient for his extraordinary and heroic actions in World War II. At present, bridge signage only bears his name. Councilmember Chowning brought forth more context should be added.

Councilmember Chowning made a motion to have Town staff look into having the signs for the Beryl R. Newman be changed to add "Medal of Honor Recipient".

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes

Motion passed 6-0

Councilmember Hollberg asked for update on audit. Staff informed Council the audit is in process.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.

Motion passed 6-0

Meeting adjourned at 8:20pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

**Town of Urbanna
Town Council
Special Meeting
Council Chambers-45 Cross St
January 5, 2022**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 6:02pm

Present

Mayor Barbara Hartley
Council Members
 Marjorie Austin
 Larry Chowning
 Bill Goldsmith-via Zoom
 Merri Hanson-via Zoom
 Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Martha Rodenburg-Town Clerk

Councilmember Hollberg was absent

Councilmember Hanson requested to participate electronically from Berkley, California due to a family health matter.

Councilmember Goldsmith requested to participate electronically from Urbanna, Virginia due to illness.

Councilmember Austin moved to allow Councilmembers Hanson and Goldsmith to participate remotely

**Councilmember Smith seconded
Austin, Chowning, Smith, and Hartley voted yes
Motion passed 4-0**

All present said the Pledge of Allegiance

CLOSED MEETING

Councilmember Chowning made a motion to go into closed meeting pursuant to Virginia Code section 2.2-3711(A)(1) for the following purpose: Discussion, consideration, or interviews of prospective candidates for employment and discussion of salary - DMV Select Clerk position.

**Councilmember Austin seconded
Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes
Motion passed 6-0**

Councilmember Chowning made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Austin seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes to certify

Motion passed 6-0

OPEN MEETING

Councilmember Austin made a motion to offer candidate #2 a full-time position as DMV Select Clerk.

Councilmember Chowning seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes

Motion passed 6-0

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes.

Motion passed 6-0

Meeting adjourned at 7:05pm

Submitted by:

Martha J. Rodenburg
Town Clerk



Treasurer's Report

Account Balance thru 12/31/2021	Prior Year	Prior Month	Statement Date
	12/31/20	11/31/21	12/31/21
Primis Bank General Operating Bank Account	605,472.10	649,418.40	835,159.96
Renter Water Deposits	-14,511.66	14,401.66	14,401.66
Net Operating General Bank Account	573,232.79	620,983.88	820,530.42
TRUIST Historic Trust	16,936.04	21,796.28	21,796.47
TRUIST Pool Replacement Account	36,759.14	36,762.48	36,762.79
Primis Bank Water Fund Reserve	113,517.43	113,881.51	113,910.53
Primis Bank General Fund Reserve	94,471.48	94,687.81	94,703.89
Primis Bank Cares Local Recovery	n/a	237,631.68	237,641.77
Taber Trust – Account Value as of 09/30/2021		1,443,527.19	
	12/31/20	11/31/21	12/31/21
Meals Tax collected in December	8,767.62	12,199.80	9,318.41
Lodging Tax collected in December	0.00	653.34	1,215.60

EXPENDITURES:
Business as usual

- REVENUE as of 12/31/2021**
- Received Tabor Trust distribution \$30,200.00
 - Real Estate \$ 149,606.91 (Total Year \$240,019.66)
 - Real Estate Delinquent \$115.06
 - Personal Property \$4,094.57 (Total Year \$8,488.38)
 - Oyster Fest Meals Tax for Nov/Dec \$9,802.25 - 7 vendors unpaid

Range of Accounts: 100-11010-0001 to 100-11010-0002 Start Month: July Start Year: 2021
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/07/22
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-11010-0001 240019.66	1. Current Real Estate Taxes	0.00	0.00	361.79	1908.08	86912.74	149606.91	1230.14	0.00	0.00	0.00	0.00	0.00
100-11010-0002 115.06	2. Real Estate Tax - Delinquent	0.00	0.00	0.00	0.00	0.00	88.09	26.97	0.00	0.00	0.00	0.00	0.00
Fund Total 240134.72		0.00	0.00	361.79	1908.08	86912.74	149695.00	1257.11	0.00	0.00	0.00	0.00	0.00
Grand Total 240134.72	Count: 2	0.00	0.00	361.79	1908.08	86912.74	149695.00	1257.11	0.00	0.00	0.00	0.00	0.00

Range of Accounts: 100-12110-0003 to 100-12110-0003 Start Month: July Start Year: 2021
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/07/22
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0003	Oyster Festival Meals Tax	0.00	0.00	0.00	0.00	3527.45	6274.80	0.00	0.00	0.00	0.00	0.00	0.00
9802.25													
Fund Total		0.00	0.00	0.00	0.00	3527.45	6274.80	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1	0.00	0.00	0.00	0.00	3527.45	6274.80	0.00	0.00	0.00	0.00	0.00	0.00
9802.25													

7 unpaid vendors.

Virginia Opioid Suit Settlement Update

Old Business

Agenda Item: 10a

Council Action Requested: No

Requested by: Councilmember Chowning

An update on the Virginia Opioid Suit and whether or not the Town of Urbanna is eligible for any funds from this settlement.

Blue Water Trail Update

Old Business

Agenda Item: 10b

Council Action Requested: No

Requested by: Councilmember Chowning

An update on the progress made in establishing the Blue Water Trail along Urbanna Creek.

Virginia Street Dock-Pier Update

Old Business

Agenda Item: 10c

Council Action Requested: Yes

Requested by: Mayor Hartley and Staff

A request is being made to move forward with a decision regarding the Virginia Street Dock-Pier project. Staff is recommending presenting possible plans to the public for a public hearing at the next Town Council meeting scheduled for January 27, 2022.

2022 Town Council Working Session and Monthly Meeting Calendar

New Business

Agenda Item: 11a

Council Action Requested: Yes

Requested by: Staff

For planning purposes, staff is recommending the attached meeting calendar. In November and December, due to the Thanksgiving and Christmas holidays, the working session meeting would be canceled and the regular monthly meeting would be rescheduled to the third Thursday of the month.

It is understood that, due to unforeseen circumstances, meetings may be canceled or special meetings scheduled. Should that happen, staff will ensure proper notification guidelines are followed.

Motion requested:

To approve the proposed 2022 Town Council meeting schedule.

Urbanna Town Council Meeting Schedule 2022-Proposed

	Work Session	Monthly Meeting	Comment
January	13	27	
February	10	24	
March	10	24	
April	14	28	
May	12	26	<i>Budget public hearing and approval meeting May/June</i>
June	8	22	<i>Budget public hearing and approval meeting May/June</i>
July	14	28	
August	11	25	
September	8	22	
October	13	27	
November	xx	17	Moved due to Thanksgiving holiday
December	xx	15	Moved due to Christmas holiday