



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, March 24, 2022 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes
 - a. March 10, 2022-Work Session*
6. Reports
 - a. Town Administrator
 - b. Treasurer's Report*
 - c. Finance Committee
 - d. Pool Committee
 - e. Water Committee
 - f. Planning Commission*
7. Public Comment
8. Public Comment Response Period
9. Old Business
 - a. Friends of Urbanna funding request-Founder's Day*
 - b. Urbanna Creek Water Trail-Intermediate Kayak Trail Marker Update*
 - c. Second Saturdays
10. New Business
 - a. Volunteer Appreciation event
 - b. Museum painting contract
 - c. Taber Park Pool-proposed fees*
 - d. Virginia Main Street program
11. Announcements
12. Adjourn

*Document included in meeting packet

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Agenda Item Summary
March 24, 2022

Agenda Item: March 10, 2022 Work Session Minutes

Fiscal Impact: NA

Staff Recommendation: Approve minutes as presented

Council Action Requested: Yes

Sample Motion(s):

Motion to approve the minutes of the March 10, 2022 Urbanna Town Council Work Session as presented.

Draft minutes attached

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**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
March 10, 2022**

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
Merri Hanson-via Zoom
Steve Hollberg
Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Andrea Erard-Town Attorney
Members of the public

Councilmember Hanson requested to participate electronically from San Diego, CA while she is with family during her infant grandson's cancer treatment.

Councilmember Goldsmith moved to allow Councilmember Hanson to participate electronically

Councilmember Smith seconded

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

Motion passed 6-0

Garth Wheeler, Town Administrator, reminded all in attendance the meeting was being recorded and would be posted to YouTube.

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin moved to approve the agenda

Councilmember Goldsmith seconded

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

Motion passed 7-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment or public comment response

MATTERS OF THE TOWN COUNCIL

Town Administrator Update

- Farmer's Market
 - 2nd Saturday of the month beginning in May
 - May Days will now be July Days
 - Marnie Harte would like to move event to the Town green, between ABC store and post office
- Friends of Urbanna
 - Founder's Day
 - August 6th
 - Fife & drum corps to participate
 - Actors portraying Thomas Jefferson & Patrick Henry will debate the Constitution
 - Requesting \$2,400 to support Founder's Day
 - Total event cost is approximately \$8,000
 - Additional funding obtained through donations
 - Scottish Factor
 - Architectural historian continues to conduct study
 - This Scottish Factor is believed to be the only remaining, intact, in country
 - Councilmember Chowning added, in conversation with the historian, the damage to the side of building was done when porch was put on
 - Urbanna Creek Survey Committee
 - First meeting held March 4th
 - Focus on creek and associated projects
 - Next meeting scheduled for April 1 at 11:00am
 - Hometown Heroes/We Proudly Honor
 - Presented by Michele Hutton, Town Treasurer
 - Individual banners sold for \$100 and personalized, including picture
 - Up to 40 banners available (20 on Virginia Street, 20 on Cross Street)
 - Will be displayed beginning July 4th through Labor Day
 - Available to members of community
 - Banners located on Cross Street may need to be a different size due to pole configuration
 - Details still being worked out

Pool Committee Update

- Upcoming meeting, Monday, March 14th
- Paddock Pools proposal
 - Under \$1million
 - Suggests adjusting size to 5,000 sq. ft.
 - Design prepared by April
 - Bid in May
 - Adjustments and final numbers in June
 - Begin construction in Fall, with anticipated completion by Memorial Day
 - Would use current pool foot print
 - Architectural design needed for bathhouse

ACTION ITEMS

Approval of Minutes

February 10, 2022 Minutes

Councilmember Austin made a motion to approve the February 10, 2022 minutes

Councilmember Austin made a motion to amend the salary reduction motion for the Town Administrator and Zoning Administrator, page 5-paragraph 2, to have the Town Clerk add a point of clarification in the minutes regarding the motion made by [Councilmember Austin] at the February 10th meeting to reduce the salaries of the Town Administrator and Zoning Administrator to reflect this was a voluntary salary reduction at [Mr. Wheeler's and Mr. Kime's] request as a cost savings.

Councilmember Smith made a motion to amend his motion to enter into a contract with AH Environmental to

- **Add "for infrastructure upgrades" to the first sentence, to clarify the funding would be for infrastructure upgrades only, not wells**
- **Add "for assistance in the application process for funding" to the last sentence**

Councilmember Austin made a motion to approve the February 10, 2022 minutes with the foresaid motions

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

February 24, 2022 Minutes

Councilmember Austin made a motion to approve

Councilmember Hollberg made a motion to correct and amend [under Public Comment] the following, Sarah Jane Wyatt-spoke in favor of development of Virginia St. Dock/Pier and presented ~~a signed letters from residents in favor of development~~ 72 signed citizen petitions supporting a kayak launch facility And within text of minutes to introduce the additional 72 signatures and letters in favor

Councilmember Smith disagreed as the petition was not sent through council

Mayor Hartley asked the Town Attorney would it be appropriate to insert the signed petitions into the [February 24th] minutes or more appropriate to have them mentioned in the current meeting

Ms. Erard stated the petition can be reflected in the [February 24th] minutes

Councilmember Austin made a motion to approve the February 24, 2022 minutes as amended

Councilmember Hollberg seconded

Discussion took place to clarify motion

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

MATTERS OF TOWN COUNCIL

Cigarette Tax Revenue Allocation

Councilmember Chowning reported the Chesapeake Bay Region Cigarette Tax Board had met that morning

- Essex County has joined
- Accomack and Caroline Counties are considering joining
- The taxes are collected from wholesalers, not the individual retailers

- Some tax payments are direct deposited to commission, some are mailed in, which accounts for the varying amount totals
- Stock in place prior to tax are not stamped to be taxed
- Estimated annual income approximately \$8,000-10,000

Councilmember Hollberg made the following motion:

Whereas cigarette tax is now being collected and remitted to the Town of Urbanna and has been collected to date in the amount of \$3,5892.49 \$3,582.49 (corrected prior to motion vote), and,

Whereas the James Mills Scottish Factor Store is a focal point of historic interest and a draw for visitors to the Town of Urbanna, serving as both a museum and display of, among other things, the Town's John Mitchell map from 1755 and,

Whereas the funding of repairs and maintenance are ongoing for the Scottish Factor Store building, grounds, and streetscape and the Town will need to match grants, or through other means, fund renovations as needed,

Whereas the origins of the Scottish Factor Store system were founded upon tobacco trade and related credit arrangements dating back to the 1600's,

The Town Council hereby establishes a policy to place the existing and future cigarette tax collections quarterly into the Urbanna Historic Trust account, currently housed at Truist Bank, for the benefit of the James Mills Scottish Factor Store building, exhibits and grounds and retaining wall leading up to the building from Virginia Street.

A report of cash inflows and outflows is due monthly for the James Mills Scottish Factor Store and its related financial activities.

Councilmember Austin seconded

Councilmember Smith noted the incorrect amount made in motion and the correct amount was entered

Discussion took place about the scope of the language in the motion

Councilmember Chowning added he is unhappy [the museum] is a visitor center and not more of a museum.

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

ANNOUNCEMENTS

Councilmember Austin announced 4th Fridays has been well received

- Upcoming meeting on the event
- Councilmember Goldsmith mentioned concerns with postal delivery truck unable to access post office due to street closures
- Councilmember Austin responded they would work through the glitches

Garth Wheeler announced the boat ramp is completed

- 16' longer than previous ramp

Councilmember Hanson announced Rebecca Rowe of Virginia Department of Housing and Community Development-Virginia Main Street to speak at next Planning Commission meeting, Tuesday, March 15th

- Economic development, vitality, and marketing program
- Councilmember Hanson, Roy Kime, and Gari Lister will be attending the National Main Street Conference in Richmond in May

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

Meeting adjourned at 7:52pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

DRAFT

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Agenda Item Summary March 24, 2022

Agenda Item: Reports

- Town Administrator-Garth Wheeler
- Treasurer's Report-Michele Hutton
- Finance Committee-Bill Goldsmith
- Pool Committee-Bill Goldsmith
- Water Committee-Bill Smith
- Planning Commission-Merri Hanson (document attached)

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Treasurer's Report

Account Balance thru 2/28/2022	Prior Year	Prior Month	Statement Date
	2/28/21	1/31/22	2/28/22
Primis Bank General Operating Bank Account	577,386.26	781,159.96	717,478.84
Renter Water Deposits	-14,736.66	-14,401.66	-14,511.66
Net Operating General Bank Account	566,382.55	776,520.72	711,142.69
TRUIST Historic Trust	17,503.78	23,046.66	23,046.84
TRUIST Pool Replacement Account	36,759.73	36,763.10	36,763.38
Primis Bank Water Fund Reserve	113,579.49	113,939.55	113,965.77
Primis Bank General Fund Reserve	94,508.36	94,719.98	94,734.51
Primis Bank Cares Local Recovery	n/a	237,651.86	237,660.98
Primis Bank DMV	n/a	100.00	100.00
Taber Trust – Account Value as of 12/31/2021		1,502,728.75	
	2/28/21	1/31/22	2/28/22
Meals Tax collected in February	6,113.26	7,724.74	8,064.21
Lodging Tax collected in February	2,475.45	3,032.54	460.73
Cigarette Tax collected in February	n/a	491.57	741.08

FEBRUARY EXPENDITURES:

\$10,000 to Library
\$10,000 to Middlesex Fire Dept.

REVENUE as of 2/28/2022

- Collected Real Estate \$7,931.54 (Grand Total Year \$250,042.11)
- Collected Real Estate Delinquent \$00.00
Delinquent RE Bills Mailed 2/4/22 – Past Due totaling \$12,521.86
- Personal Property \$36.31 (Grand Total Year \$8,573.79)
- Oyster Fest Meals Tax for Nov/Dec/Jan \$10,418.00 - 4 vendors unpaid

March 3, 2022
02:12 PM

RE CURRENT & DELINQUENT

Town of Urbanna
2022 Revenue Summary by Month

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: 03/03/22
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total											
100-11010-0001	Current Real Estate Taxes										
249927.05	0.00	0.00	361.79	1908.08	86912.74	149606.91	3161.13	7931.54	44.86	0.00	
100-11010-0002	Real Estate Tax - Delinquent										
115.06	0.00	0.00	0.00	0.00	0.00	88.09	26.97	0.00	0.00	0.00	
Fund Total											
250042.11	0.00	0.00	361.79	1908.08	86912.74	149695.00	3188.10	7931.54	44.86	0.00	
Grand Total	Count: 2										
250042.11	0.00	0.00	361.79	1908.08	86912.74	149695.00	3188.10	7931.54	44.86	0.00	

March 3, 2022
02:14 PM

PERSONAL PROPERTY CURRENT & DELINQUENT

Town of Urbanna
2022 Revenue Summary by Month

Range of Accounts: 100-11030-0001 to 100-11030-0002 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/03/22
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total											
100-11030-0001	Current Year Personal Property										
8380.50	0.00	0.00	14.85	7.70	4211.73	4065.73	42.59	36.31	1.59	0.00	
100-11030-0002	Delinquent Personal Property										
193.29	0.00	115.35	0.00	0.74	40.69	28.84	7.67	0.00	0.00	0.00	
Fund Total											
8573.79	0.00	115.35	14.85	8.44	4252.42	4094.57	50.26	36.31	1.59	0.00	
Grand Total	Count: 2										
8573.79	0.00	115.35	14.85	8.44	4252.42	4094.57	50.26	36.31	1.59	0.00	

MEALS TAXMarch 3, 2022
02:03 PMTown of Urbanna
2022 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/03/22
Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total	Jul									
100-12110-0001	Meals Tax - Local									
98142.95	14800.26	16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	0.00	0.00
Fund Total										
98142.95	14800.26	16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	0.00	0.00
Grand Total Count: 1										
98142.95	14800.26	16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	0.00	0.00

LODGING TAXMarch 3, 2022
02:07 PMTown of Urbanna
2022 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/03/22
Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total	Jul									
100-12100-0001	Lodging Tax									
14636.57	3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00
Fund Total										
14636.57	3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00
Grand Total Count: 1										
14636.57	3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00

CIGARETTE TAX

March 3, 2022
02:23 PM

Town of Urbanna
2022 Revenue Summary by Month

Range of Accounts: 100-12040-0001 to 100-12040-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/03/22
Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total	Jul									
100-12040-0001	CIGARETTE TAX									
3582.49	0.00	0.00	0.00	472.95	1493.32	383.57	491.57	741.08	0.00	0.00
Fund Total										
3582.49	0.00	0.00	0.00	472.95	1493.32	383.57	491.57	741.08	0.00	0.00
Grand Total	Count: 1									
3582.49	0.00	0.00	0.00	472.95	1493.32	383.57	491.57	741.08	0.00	0.00

WATER SALES

March 3, 2022
02:22 PM

Town of Urbanna
2022 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/03/22
Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total	Jul									
500-17010-0001	Water Sales Charges									
229867.14	16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	5152.05	40378.87	0.00	0.00
Fund Total										
229867.14	16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	5152.05	40378.87	0.00	0.00
Grand Total	Count: 1									
229867.14	16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	5152.05	40378.87	0.00	0.00

Urbanna Planning Commission (ZOOM and in person)
Meeting Report – March 15, 2022 7:00 – 9:00 PM ET
Submitted by: Merri Hanson, Chair

Present: Donald Drayer, Hank Dunton, Merri Hanson, Wanda Hollberg, , and Roy Kime (Zoning Administrator)

Additional Participants: Martha Rodenburg, Town Clerk, Garth Wheeler, Town Administrator, and Rebecca Rowe, Virginia Department of Housing and community Development/Virginia Main Street Program

Absent: Gari Lister, Alana Courtney

During this brief virtual meeting we discussed:

1. Participated in a Virginia Main Street Presentation by Rebecca Rowe;
2. Review and discuss action steps for UPC sponsored Economic Development Workshop for May 2022;
3. Discussed and agreed upon resolution to pursue “Exploring Main Street Status.”

1. Virginia Main Street Program Presentation

Garth Wheeler welcomed Rebecca Rowe to this UPC meeting to share information about the Virginia Main Street Program which could significantly help a small historic town like Urbanna with many matters associated with economic development and downtown revitalization. As a result of this presentation and other research that Garth Wheeler, Roy Kime, and Merri Hanson have done on the Virginia Main Street Program, the UPC wishes to pursue initial “Exploring Main Street” status which will require submission of a free application and a resolution by the town council (note: a resolution just authorizes initial involvement in this program and doesn’t commit the locality to actions beyond the application). “Exploring Main Street” status will give us with programmatic support from Rebecca and other Virginia Main Street staff Courtney Malley (deputy director) and Kyle Myer (program manager for localities east of I-95). It will also provide access to their network of resources and materials, experts, other Main Street locality personnel, information on grants and other financial resources to incentivize revitalization and economic development.

2. Update on May 10, 2022 1:00 – 5:00 Economic Development Workshop

As a result of the UPC’s new awareness of the Virginia Main Street Program and all of its resources, we are adjusting our plan for the May 10th economic development workshop. We plan to use this workshop as a community “Idea Incubator” event that will be informal and will

give a wide variety of stakeholders the opportunity to generate ideas about perceived needs and wishes related to economic development and downtown revitalization in Urbanna.

The UPC will be meeting twice in April to plan further steps in support of this workshop.

3. Resolution and Application to Pursue “Exploring Main Street”

All agreed for Roy Kime and Merri Hanson to proceed with the application for “Exploring Main Street” status and to seek town council approval of a resolution to do so at the March 24, 2022 town council meeting.

The meeting was adjourned at 9:00 PM ET.

Next Meetings:

Due to deliverables needed to support the May 10, 2022 1:00 – 5:00 economic development workshop, the UPC has agreed to meet on the following dates:

April 5, 2022 7:00 PM

April 26, 2022 7:00 PM

PLEASE MARK YOUR CALENDARS FOR THESE IMPORTANT MEETINGS AND WATCH FOR INFORMATION REGARDING ADDITIONAL TASKS THAT NEED TO HAPPEN.



Agenda Item Summary
March 24, 2022

Agenda Item: #9a-Friends of Urbanna funding request-Founder's Day

Background: The Friends of Urbanna is requesting \$2,400.00 for partial support for the 9th Annual Founder's Day Celebration. See attached document for additional information.

Fiscal Impact: \$2,400.00

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion:

Motion to approve provided \$2,400.00 to the Friends of Urbanna to support their efforts in planning and executing the 9th Annual Founder's Day Celebration to be held August 6, 2022.

Document attached

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Friends of Urbanna

To: Town Council Finance Committee of Urbanna, Virginia
From: Friends of Urbanna
Re: Funding Request for Fiscal Year 2022 - 2023
Date: March 3, 2022

General information about the organization:

Name: Friends of Urbanna (aka: Friends of Urbanna Museum and Parks, Inc.)
Federal ID #: 47-4570084
President: Nancy Fisk
Contact Info: 508-612-9553 (N. Fisk); nancybfisk@aol.com
Mailing address: PO Box 1117, Urbanna VA 23175

The Friends of Urbanna is a small local 501c3 organization dedicated to preserving the history of the Town of Urbanna and the surrounding areas. The goal of the organization is to attract visitors to Urbanna and encourage residents of Urbanna and the surrounding areas to learn about and enjoy the deep history of our special location. This goal was further encouraged and adopted by the Urbanna Town Council in 2019 when it officially declared the month of August, Urbanna History Month.

Funding Request:

Friends of Urbanna is requesting \$2,400.00 from the Town of Urbanna for partial support of the ninth Annual Founders Day Celebration on August 6th and the third annual observance of Urbanna History Month. These activities bring visitors to the town to learn about the local history through engaging events such as; community produced plays reflecting local history and period events; visits to the museum that include presentations on the Mitchell Map and its significant impact on our country, colonial period games and activities held in and around the town, retail shopping and dining, etc. This year, as we did last year, events will be planned and carried out in light of the local and state guidelines for public gatherings.

- The Town of Urbanna has supported some of the costs of planned activities in past years such as entertainment, costume rentals, banners, etc.
- Historically donations of services and event locations have been obtained to support specific activities for this annual event. The estimated total cost of Founder's Day and History Month in 2022 is approximately \$8,000. The additional funding, above the requested \$2400 from the Town of Urbanna, will be obtained through funds raised from local individuals, businesses and associations.

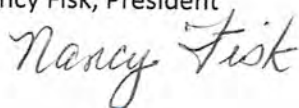
Community service and support:

In the past years, the Founder's Day Celebrations have brought out-of-town visitors and tourists to Urbanna resulting in an increased awareness of the special historic significance of this town and region in the development of our country. This heightened awareness is achieved through interpretive original plays in period costume presentations about the town, its original inhabitants and significance in the early development of the country; historic tours of the town and simply general exposure to a place they might not have visited without this event. Additionally, those visitors shop locally and dine in town supporting the ongoing vibrancy of Urbanna.

In summary, the Founder's Day Celebration and the Urbanna History Month observance supports the Town and its history and encourages the education of its citizens. This organization would very much appreciate the continued support and partnership of the Town of Urbanna in this on-going effort to keep history alive.

Respectfully submitted,

Nancy Fisk, President



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Agenda Item Summary March 24, 2022

Agenda Item: #9b-Urbanna Creek Trail-Intermediate Trail Markers

Background: Attached is a rough draft of the proposed trail markers for the intermediate level of the Urbanna Creek Trail kayak tour.

Fiscal Impact: TBD

Staff Recommendation: N/A

Council Action Requested: Discussion only at this time.

Document attached

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1. Originally there was an island sandbar on the west side of the entrance to Urbanna Creek. After the Civil War, Jimmy Chandler homesteaded the spit by building a small shack up on pilings out on the sandbar. Later on as sand filled in and connected the land to Urbanna, three cottages were built on the spit. The cottages were owned by Mrs. Arthur Chapman, Lewis **Kucion** and Dr. W. P. Jones. A stone jetty was built in the late 1800s to discourage upriver sand from filling in the channel and to collect along the spit. Several other cottages were built there over time but only one of the original cottages are standing today. With the introduction of central sewage in the 1960s, landowners agreed to become part of the incorporated Town of Urbanna. Today, some of the finest homes in town are on the island, as some locals still call the land today.

2. Bailey Point was named for Capt. John Bailey of Rosegill. There was an old pine tree on this point used for over 100 years as a gallows tree. During colonial days the tree was used to hang pirates or their body parts as reminders to those willing to break laws that there was swift and definitive justice in Urbanna and throughout the Virginia colony. The tree was used as a hanging tree into the 19th century when Urbanna was the county seat of Middlesex County. The town was the Middlesex County seat from 1748 to 1853. The tree was visible from the river and creek and people came down to the waters edge and also watched from boats to witness the hangings. The tree was still standing into the 1930s and referred to then by locals as the gallows tree.

3. The old shirt factory stood on the high ground above the bend in the creek. The business founded as the Urbanna Manufacturing Plant in 1902 made overalls and work shirts and was later converted to the Urbanna Beach Hotel. There was a previllion on the shore below the hotel and music with live bands and dances were held there. When live music was not available there was a jukebox and young and old enjoyed themselves there at very little expense. A pier extended into the creek and visitors came regularly by boat. Later, the old hotel was purchased by C. D. Dameron who operated it as the Urbanna Lodge and Motel into the 1970s. Dameron built the first swimming pool in town in the early 1960s. Although the old shirt factory building has been demolished the swimming pool is still there as part of Queen Anne's Cove Condominiums.

4. The Urbanna town swimming beach was located at this site. The beach was wide and sandy. Pilings were installed enclosing the swimming area and fish net was attached to the pilings to keep stinging nettles out. Later on, frames with small mesh wire were used to accomplish the same effect. A pier with a diving board complimented this activity. Many children learned to swim here under the direction of Mr. Bill Jones whose patients extended but so far. When a child was ready to swim but still had doubts, Mr. Jones method of learning was "sink or swim." A many a lad was thrown into deepwater by Mr. Jones with those instructions. No one ever drowned! The beach land was privately owned and leased by the town for a dollar a year from landowners of "Terrapin Hill" who owned the

beachfront.

5. A cotton gin was located at this site. The building was made of galvanized corrugated sheet metal and was two stories high. There was Fordson tractor powered device used to separate seed from cotton and a large mechanical press used to bail the cotton. Pre-World War II, town children recalled that when the cotton gin was not in operation they would jump from the inside second floor level into the large pen that held clean and un-bailed cotton. When the plant closed, the press was moved to Barnhardt Duck Farms, once located a couple miles outside of town and was used to bail duck feathers.

6. Along this beach shore was the staging area for the Urbanna Labor Day Boat Races. The annual races were held on Urbanna Creek from 1940 to 1966. Outboard and inboard hydroplane boats raced for cash and trophies. Outboard races were on Saturday and inboard races on Sunday. The American Powerboat Association (APA) for years warned that the race course was too short and was dangerous. Finally, the APA sanction for inboard races was revoked in 1966. The races were sponsored by the Urbanna Booster's Club and Middlesex Lions Club. The organizers held the outboard races in 1966, but opted to stop the event in 1967. During the early years, there was a beauty pageant and a yacht parade with decorated boats. One year a boat was decorated with a large swain that was carrying the queen of the races and her court. Another year there was a staged battle between the Merrimack and Monitor. Blanks were fired from canons

and firecrackers were shot off to give the effect of gun fire. For most of the years, the race course was located on the eastern side of the bridge but for a few years races were held on the western side of the bridge. The bridge was shutdown to automobile traffic and loaded down with spectators from one end to the other watching and cheering the races.

7. H. S. Chowning & Co. owned a cement manufacturing plant that made building blocks and well curving. There was a pier out in the creek for unloading sand and cement delivered to the plant by boat. Huge lighters were towed across the river to collect tons of white sand that when brought back to Urbanna was off-loaded by wheelbarrows. Cement blocks were hauled from the plant on Chesapeake Bay sail powered schooners and motorized deck boats and delivered throughout the region. There was a six inch pipe free-flowing artesian well on the site used to make the blocks. During and long after the plant closed, town children using the public beach wore a path to the well to use the cool flowing water that contained a bit of sulfur in it to sooth the pain from stinging nettles. If beach sand rubbed across the hurt did not relieve the pain, a race to the well was the next relief step - and look out for those sand briars!

8. At the turn of the 20th century, Standard Oil Co. had a bulk storage plant at this site. It was later known as Urbanna Esso bulk plant. As an ESSO plant it was managed by J. T. Thrift starting in 1922 and oil was delivered by oil barges until 1965 when trucking took over

the business. Prior to barges, gasoline and oil were delivered in barrels on sailing schooners. The Standard Oil Dock had also been used as a steamboat wharf and prior to being called Standard Oil Dock it was named Gressitt and Yates Wharf and later, Gressitt's Wharf. Jno. D. Gressitt ran a general merchandise store near the site and was a "planter and shipper of shell oysters and agent for Standard Oil Co." as was detailed on one of Gressitt's invoices dated March 9, 1910.

9. During colonial times, Jamison Cove had enough water depth for ocean going sailing craft to moor. English ships came annually bringing supplies to town merchants and residents from Scotland and England. Ships were able then to get up in the cove to offload supplies and load hog-heads of tobacco. The waters just south of Jameson Cove entrance was used by oyster grower Russell Davis as state leased private oyster grounds. During times when the creek and river were frozen solid, Davis kept a large supply oysters on these grounds. During long freezes he had his crew punch holes in the ice and, standing on the ice, they would tong up oysters. They would gather the bushels needed to supply his customers when all other growers were stuck in the ice. During these times, he kept a man on shore 24-hours a day with a shotgun to discourage any thievery.

10. This is the site of the ferry landing between Irvington and Urbanna. Beginning on May 15, 1924, a private ferry named *Frances B. Garrett* ran three days a week across the Rappahannock River. Prior to this, a colonial ferry had

operated for many years that came from directly across the Rappahannock River from Urbanna. It was known as Chowning's Ferry. Ferries ran across the river at different locations in the county until the Robert O. Norris Bridge opened at Grey's Point on August 30, 1957 connecting Lancaster and Middlesex counties. **(This is the 30' strip of land that the town owns at the bottom of Virginia Street.)**

11. J. W. Hurley and Son Seafood ran a general merchandize store and were packers of "oysters and fruit." Hurleys' oyster shucking house was one of the largest in the region with over 50 shuckers working in the plant at a time. The famous "Boyd's Favorite Urbanna Brand Tomatoes" were canned in the Hurley tomato packing plant. Later, they opened Hurley's Hotel and Restaurant that was noted for serving fresh caught fish and crabs. The restaurant was later demolished to make way for Norris Grainery, later known as Southern States Granary elevators that held, corn, wheat and soybeans purchased from local farmers and hauled to large facilities in Norfolk and Salisbury, Md. Town boys of the 1960s can remember shaky and "don't look down" mid-night climbs to the top of the elevators to collect pigeon eggs from nests to hatch out in homemade incubators and to grow the birds to complete their Boy Scout bird study merit badges.

12. The town's ice plant was located on shore here. This plant made block ice weighing 300 pounds a standard size for commercial ice. It was sold locally to seafood packers and was also delivered house-to-house in town in a

wheelbarrow. John Street who lived on Watling Street delivered ice via wheelbarrow and had a scale and ice pick to chip the ice of the block. He was noted for allowing small children of the town to ride atop the ice as he pushed the wheelbarrow down the street. The plant was owned by a Mr. Kennard who hauled ice up and down the Rappahannock River to steamboat wharves in his ice boat named Drannek, Kennard spelled backwards. The plant was loud as it was run by a single cylinder Diesel engine with a flywheel, eight or nine feet in diameter and it made a "great big" popping noise when it was pulling the compressor to make ice.

13. Powell's Mill on Urbanna was a two-story frame building used to supply flour and cornmeal in the area. It was originally Rosegill Patent Roller Mills manufactures of high-grade four and meal, shorts, chop and bran." That mill was located on Rosegill millpond outside of Urbanna. The mill building, along with the patent rollers, were moved in 1909 to this location and traded as the Middlesex Manufacturing Co., advertising "the finest patent roller mill in the area." The name of the mill was later changed to Powell's Mill and "Powell's Pride Flour" was the chief product.

14. The James Adam Floating Theater came for a week each summer to town and moored in this spot. It was an annual event in town for many years. After being towed from the last river town from which it played, it would arrive to Urbanna on a Sunday afternoon. There was great excitement among the town's young people when the

theater could be seen on the horizon. It was built on top of a barge and towed by two tugboat, Elk and Trouper. The Trouper was the largest tug and used to tow, while the Elk was used more in the docking process. The captain of the Elk was Will Canon of Urbanna. Town youngsters did odd jobs for the theater and were rewarded with free \$.35 passes for evening shows. Charlie Hunter and Beulah Adams were theater stars and Edna Ferber wrote in 1926 the novel *Show Boat* based on her experience on the James Adams Floating Theater. The floating theater came into Urbanna Creek each summer until the year before it burned in 1941.

15. This was the Texaco Oil Dock that was used for bulk storage of gasoline and fuel oil and there was a warehouse for storage of lubrication oil and associated products. Petroleum products were delivered by tankers at the pier head and pumped to storage tanks on the property. Wilber J. Revere and later F. L. Hall owned delivery trucks and delivered to customers throughout the region.

16. Southside Marine Railway was a railway and boating business started in 1915 by Walter Cary Palmer and Newton Weaver. It featured a railway, machine shop, and boat repair facility. Dodge automobiles and Graham Trucks were once sold there. The marine railway provided work for local boat repairmen. The Dodge agency folded as other car dealership came to the town and county but the boating part survived for many years. The marina was purchased by Ben Hurley in the 1940s. Hurley added

covered boat slips and modernized the facility. The railway was removed in the late 1950s and replaced with a Travel-lift, which then was only the second of its kind located in the state of Virginia. Southside Marine Inc. was the first full-service marina in the area and was a model for all marinas that were to come in Middlesex County.

17. At this location Dixie Pickling Co. built a pickle factory in the creek. It was later owned by Borshay Pickling company, On January 31, 1916, the Urbanna Board of Trade pledged \$92 to encourage the firm to locate in Urbanna. Captain D. M. Nelson and Messrs. Green & Bristow agreed to give 1000 bushels of oyster shells toward the foundation of the pickle house building. The company came to Urbanna and built out in the water on the shoreline at this site. Next to the pickle house, Columbus (Captain Lum) Simon Burton, born in 1845 had a pier with a building on the end near the pickle house. He ran a seasonal business making shaft tongs for oystermen who came to Urbanna during the annual Rappahannock River wintertime oyster tong season. Capt. Lum's 1898 log book showed that he made and sold 105 tong shafts that year out of ash, fir, and pine wood and he grossed \$344.25 from August to December. In the summer he would purchase and repair old sail powered log canoes to sell to boost his yearly income. He could sell a rebuilt log canoe for \$75, according to his 1897 log book. In the warm weather months, Capt. Lum's daughters used his pier to "chicken neck" for hard-shell crabs which were steamed and served for dinner at the Burton House. Capt. Lum and his wife, Lucy Hackney Burton ran a boarding

house up on the hill where many return customers came annually just to get another taste of Lucy's local cuisine.

18. Burton's Steamboat Wharf was run by the steamboat agent Aubrey Burton and named Burton's Wharf for Aubrey's father, Columbus (Lum) Burton. Even though there were two other wharves in town, it was the primary wharf of trade. Lum purchased the steamboat wharf in the 1880s from Alfred Palmer who founded the wharf in the 1840s. Prior to the name Burton's, the wharf was named Palmer's Wharf. Local canneries, farmers and merchants received and shipped their goods to markets in Baltimore, Norfolk and Fredericksburg via steamboat. Passengers bound for any location in Tidewater Virginia and Maryland could book a state room and even arrange for their cars to accompany them aboard the steamers.

19. The broom factory was a single story cement block building with oyster shells around the entire building. The business was owned and operated by R. O. and Ed Smith. It closed about 1930.

20. The Swirley Top was built by Mr. and Mrs. A. H. Henkel in 1950. This was the first fast food take out business in town. The business had a small building beside the main building for playing pool and sitting around. The business was later run by Catherine Payne Via and under her ownership the best banana milkshakes "in the world" could be purchased. When Urbanna Bridge was moved away from the foot of Watling Street in 1957 to its current site, the business continued to operate for a

number of years but closed in the mid-1960s as traffic waned with the change in the road.

21. The River Rink was built in the 1930s out over the water atop oak pilings and was a two story structure. The first story contained a skating rink, snack bar, lounge, galley and pinball and slot machines. The second story had a bowling alley and rooms for the owner and employees. The River Rink burned in 1947.

22. Thornton Store was located here at the foot of Watling Street and was one of just a few businesses in town owned by an African-American. Washington (Wash) Thornton owned the general merchandise store and barber shop and his father had run it before him. Wash was the Urbanna Bridge draw span operator for many years too as his business was right next to the bridge. His store clientele was primarily African-American. He allowed Black oystermen to moor their oyster boats along his shoreline and many boats were left there to die. The bones of several log canoes are buried in the mud below what is today Urbanna Bridge marina. The store was torn down to build the marina.

23. On August 7, 1858, the Urbanna Toll Bridge Company was formed with the sole purpose of building a wooden bridge across Urbanna Creek. The private company was formed to build the bridge to offset efforts by the county to move commerce to more centralized locations in the county. Through a referendum county voters succeeded in 1849 to remove the county seat from Urbanna to Saluda.

The first bridge was completed in 1859 and was one lane with room in the center of the bridge for two cars to pass. The 1859 bridge and was replaced with a new bridge in 1910. That bridge was replaced with a two lane bridge in 1926 and in 1928 Urbanna Bridge was taken into the Virginia Highway System. The concrete bridge across the creek today was built in 1957.

24. The waters of Urbanna Creek have provided a livelihood for generations of watermen. Since man first laid eyes on Chesapeake Bay, we have looked to it for food and nourishment. When the Baptist movement first began in the early 1700s, new members of the denomination looked to the creeks and streams to provide a spiritual type of nourishment. This location was the annual baptismal spot for members of the all-Black Lebanon Baptist Church founded in 1891 and once located just outside of Urbanna on Old Virginia Street. Usually once a year, Blacks congregated on the hill leading down to the bridge and creek water to be baptized. Cars were lined up on both sides of the road up to Rosegill hill. When signaled a long line of children and adults dressed in white ropes would walk single file down to the creek. After some preaching and sweet gospel music, they were immersed in the water as an expression of their faith in Jesus Christ. On the other side of the creek, white children sitting on the hillside watched with interest and, for the most part, with reverence.

25. Barn Landing was on Rosegill Farm and used as a schooner and deck boat landing for the hauling and

delivery of bulk freight - lumber, fertilizer, coal, watermelons, and other bulk commodities. Several yards from the site are the bones of the Kate H. Tighlman, a two mast sailing schooner. After World War II, with the decline of the schooner era and rise of overland trucking, the vessel was beached and left to die on Rosegill shore. The boat was owned by sea captain R. O. Smith Sr. who lived on Oakes Landing Road near Saluda. The centerboard, the trunk surrounding the centerboard and ribs of the vessel could still be seen in the shallows into the 2020s.

26. The path down to the Rosegill boathouse was used by many generations. As late as the early 1960s, boaters had to maneuver around Rosegill's fine herd of Galloway Illinois Buffalo cattle that in the heat of summer would meander down the path to swim in the cool waters of Urbanna Creek. Along that same path in the summer of 1863 John Taylor Wood, nephew to Confederate president Jefferson Davis, launched a series of naval attacks and used Urbanna Creek as his staging grounds. After the capture of two Union vessels, the Rosegill home was used as a makeshift hospital to care for Confederate, and captured Union and former enslaved troops. When it was implied that the Black troops would not be treated, mistress and owner of Rosegill Eliza Bailey, who was originally from New York State made it clear that all would be treated in her house - or none.

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Agenda Item Summary

March 24, 2022

Agenda Item: #9c-Second Saturdays Event May - October

Background: It is suggested to have a monthly event the second Saturday of each month, beginning May 14th thru October 8th to promote businesses in Town and encourage community activities. The event in May will be held in the "Town Green". Beer will be sold and it will be "open mic", encouraging local artists to perform. Time of events - 4:00 PM – 8:00 PM

Fiscal Impact: TBD

Council Action Requested: Discussion only at this time

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Agenda Item Summary March 24, 2022

Agenda Item: #10a-Volunteer Appreciation Event

Background: The Town is very fortunate to have volunteers within our community that donate their time and efforts by providing various services for their community. Whether it is beautification projects, assisting with operational efforts, committee work, event planning, their service greatly contributes to the Town's success; this is not to mention the money it saves the Town and its citizens.

For that reason, staff proposes holding a Volunteer Appreciation Event to celebrate them.

Date: Friday, April 22, 2022

Time: 6:00 PM – 9:00 PM

Location: Portside Grill

Attendees: 100

The Finance Committee has recommended Council's approval.

Fiscal Impact: \$4,602.00

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion:

Motion to approve holding a Volunteer Appreciation Event on April 22, 2022 at a cost of \$4,602.00 to celebrate our volunteers.

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Agenda Item Summary March 24, 2022

Agenda Item: #10b-Museum painting contract

Background: The Museum is in need of exterior cleaning and painting. The Town has requested an estimate from Partlett's Painting. This estimate had not been received at the time of the meeting packet publication. The amount will be provided to Council upon receipt of estimate and the packet will be updated.

Fiscal Impact: TBD

Staff Recommendation: TBD

Council Action Requested: Yes, if estimate has been received

Sample Motion(s):

Motion to approve entering into a contract, in the amount of (TBD) with Partlett's Painting to clean and paint the exterior of the museum.

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Agenda Item Summary
March 24, 2022

Agenda Item: #10c-New Business-Proposed Pool Fees

Background: After researching and receiving community feedback the Pool Committee has developed a proposed template for establishing usage fees for the Taber Park Pool. The proposed fees are attached.

Fiscal Impact: TBD

Staff Recommendation: N/A

Council Action Requested: Discussion only at this time.

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Proposed fee structure:

Town Residents:

3 Family (up to 6 people) day passes as part of resident status. Linked to the property, but transferable.

Individual membership \$100

Family Membership \$200

Day pass \$5.00/ person after use of day passes

Family pass (up to 6 people) \$12

Resident Swim team members no charge.

Residents out of town: Competitive with Deltaville. Price may be adjusted at pool opening date depending on comparison with other pools.

Individual membership \$250

Family membership \$350

Day pass \$5/ person.

Family day pass (up to 6 people) \$20

Swim team member \$50 for the season

Resident and non-resident, No charge for children 5 years old and under when accompanied by a paying adult.

Other sources:

Party rates /hour in and out of town to be determined.

Weekend membership, Saturday & Sunday. Half the full rate. Applies to both in and out of town fees.

Friends of the pool. \$100. Annual donation for support. Provides 5 Family day passes.

Charter Membership: purpose is to decrease debt load and provide needed seed money.

Allow the motel to purchase. Higher rate due to potential use/benefit and deductible business expense, \$20,000.

Annual Family member status for the life of this pool. Next new pool, new membership.

25% discount on facility rental.

Membership linked to a property. Transfers with the property.

That would increase the property value and for Air BNB properties would be advantageous because use of the pool would be available to short term renters at that address at no charge to the renter.

\$12,000 in town ($\$200/\text{year} \times 60 \text{ year life expectancy}$. Really helps the town and has the benefit of no inflation of fees)

\$15,000 out of town. Would bring in the neighbors behind the fire house and possibly Remlik. Needs to be more than in town.

Sell building or pool name?

Sell advertising/sponsorship on fence and buildings.

All fees were either arrived at after comparison with Deltaville, Ashland, Essex County, Pleasant Valley(Warsaw, which is much more expensive).



Agenda Item Summary
March 24, 2022

Agenda Item: #10d-Virginia Main Street Program

Background: Please refer to Planning Commission report

Fiscal Impact: N/A

Staff Recommendation: Approve

Council Action Requested: yes

Motion to be presented at meeting