



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, May 26, 2022 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes
 - a. April 28, 2022*
 - b. May 12, 2022*
6. Reports
 - a. Town Administrator
 - b. Urbanna Creek Waterfront Committee
 - c. Treasurer's Report*
 - d. Finance Committee
 - e. Pool Committee
 - f. Water Committee
 - g. Planning Commission
7. Public Comment
8. Public Comment Response Period
9. Old Business
10. New Business
 - a. Resolution requesting Middlesex County support for a 4-way stop at the intersection of Virginia and Cross Streets*
 - b. Transfer of Taber Trust funds to Pool Fund Reserve Account
11. Closed meeting- *Pursuant to Virginia Code section 2.2-3711(A)(29) for 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.*
-Bethpage Water Service Agreement
12. Open meeting
13. Adjourn

*Document included in meeting packet

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**Agenda Item Summary
May 26, 2022**

Agenda Item: #4-Approval of agenda

Fiscal Impact: NA

Staff Recommendation: Approve agenda as presented

Council Action Requested: Yes

Sample Motion:

Motion to approve the agenda as presented.

(Or if an amendment or amendments are made)

Motion to approve agenda as amended.

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**Agenda Item Summary
May 26, 2022**

Agenda Item: #5a #5B

April 28, 2022 Monthly Meeting Minutes
May 12, 2022 Work Session Minutes

Fiscal Impact: NA

Staff Recommendation: Approve minutes as presented

Council Action Requested: Yes

Sample Motion:

Motion to approve the minutes of the April 28, 2022 Urbanna Town Council Monthly Meeting minutes and the May 12, 2022 Work Session Meeting minutes as presented.

Draft minutes attached

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**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
April 28, 2022**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order

Present

Mayor Barbara Hartley
Council Members
Marjorie Austin
Bill Goldsmith
Steve Hollberg
Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney
Members of the public

Absent

Councilmember Hanson
Councilmember Chowning

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Goldsmith suggested amending the agenda to move item 9, Presentations, to after item 5
Mayor Hartley recommended tabling item 11a, Recognition of Service-Alana Courtney

Councilmember Hollberg moved to approve the agenda as amended

Councilmember Austin seconded

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

Motion passed 5-0

APPROVAL OF MINUTES

Councilmember Austin made a motion to approve the March 24, 2022 minutes as presented

Councilmember Goldsmith seconded

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

Motion passed 5-0

Councilmember Austin made a motion to approve the April 7, 2022 minutes as presented

Councilmember Goldsmith seconded

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

Motion passed 5-0

PRESENTATION

Bristow Community Pavilion-Urbanna Beautification (UBI)

Officers of the UBI gave a presentation requesting the Town of Urbanna join UBI in the construction of a pavilion to honor Charles & Betsy Bristow, by providing financial support and approval to build on Town property in Taber Park.

Ann Sherman, President of UBI gave the background and purpose of UBI

Judy Mansfield, Vice-President of UBI spoke of Charles & Betsy Bristow's varied contributions to the Town of Urbanna over 63 years, which included

- Organization of the annual Christmas House Tour
- Holiday Fashion show at Lansdowne
- Owner of Cyndy's Bynn
- Members of Urbanna United Methodist Church
- Urbanna Masonic Lodge
- Middlesex Volunteer Rescue Squad & Volunteer Fire Department
- Middlesex Lions Club
- Founding member of Urbanna Oyster Festival Foundation

Nancy Greenwood, Treasurer of UBI presented the specifications of the proposed pavilion, which included

- 30'x40' with gabled roof, architectural shingles, decorative cupola
- 10'x10' covered handicapped entrance
- Concrete slab
- White vinyl soffit and aluminum trim
- 6"X6" white vinyl covered posts spaced 10' apart
- Lights and electrical outlets

Uses could include

- Farmer's Market
- Oyster Festival
- Music Under the Stars
- Private events

Cost for structure-\$77,000

Additional items (picnic tables, memorial plaque, and landscaping) would bring the total cost of the project to \$90,000

Ms. Greenwood requested Council vote to approve the following:

- Area of land in Taber Park for UBI to build facility
- Enter into a financial partnership with UBI in the amount of \$40,000, with the remaining funds to be raised by UBI

Discussion took place between Council and the UBI representatives

Councilmember Smith wants further discussion regarding location to ensure it doesn't interfere with Oyster Festival

Councilmember Goldsmith commented location of pool may change, along with other Taber Park site plan changes, which may affect proposed pavilion location

- UBI explained the proposed location was chosen to use for concerts, as well as maintaining distance from residences

Councilmember Hollberg asked if UBI had considered Oyster Festival land location.

- It was explained, due grant used to purchase Oyster Festival land, structures cannot be placed on the property

Mayor Hartley commented, if approved, Town & UBI would need to work on exact placement due to possible park changes

UBI explained they were closing and remaining open only for this project, and time is of the essence

Councilmember Hollberg asked if UBI would consider donating remainder of their funds to another non-profit to be held for the project

- UBI responded they want to remain in control of project

Councilmember Goldsmith explained, due to budget constraints, other projects are a priority, and asked if UBI would contribute to construction of pool, with the pool and/or bathhouse being named after the Bristows

- UBI responded they were not interested in that option

Members of Council reiterated the budget is still being developed, but the drop in revenue due to business closures and increase in service costs, makes amount of available revenue limited

UBI asked Council

- Would Council approve the use of the land?
 - Councilmember Goldsmith said that he felt Council would support that
- If UBI came to a May meeting would Council know more about being able to fund project?
 - Councilmembers Goldsmith and Hollberg said there would be no funding
 - Mayor Hartley commented that they didn't want to say no to the project, but funding would be difficult due to other projects taking priority

Garth Wheeler suggested tabling land use issue, with both sides coming up with options to be discussed at a May meeting

UBI stated if waiting a year to decide placement, due to their plan to shut down UBI, it would mean they would have to walk away

- Mayor Hartley responded they may know where it can go next month. Waiting on core samples to determine placement of pool

Councilmembers thanked UBI and said they are appreciative of their efforts

Rescue Squad

Tina Minnett and Captain Ellen Jest of the Middlesex County Volunteer Rescue Squad made a presentation to Council regarding the development of a facility to be used to service the needs of the upper part of Middlesex County

They are currently located in a rented space in the Urbanna Fire Department building, which is a temporary solution

Property on Lord Mott Road has been donated for a permanent facility, but there are downsides to moving forward

- Construction costs
- Need assistance with fundraising and building, as their current membership does not have a background in these things

Middlesex County Volunteer Rescue Squad wants to serve upper part of county, but need help with the following:

- Fundraisers
- Project managers
- Understand building trade

Their concept is to build a facility similar to their Deltaville location which includes:

- 2 bays
- Sleep facility

Councilmember Hollberg stated he wants them to maintain presence locally

Garth Wheeler added Middlesex County is supportive of their efforts, and a committee has been formed to assist the rescue squad. Members include David Layman and Councilmember Larry Chowning

Ms. Minnett stated the rescue squad currently has paid staff in Urbanna, in addition to 2 shifts a month filled by volunteers who live locally. She also reiterated the need for a project manager and fundraiser to help their executive committee

Councilmember Hollberg ask if there was representation from Bethpage campground

Garth Wheeler stated Bethpage had donated land for the facility

REPORTS

Town Administrator

Garth Wheeler reported

- Farmer's Market
 - Scheduled to begin May 14th
 - Will be held the 2nd Saturday of the month in Town Green from 9am-1pm
 - July Farmer's Market will take place at Taber Park in July
- Second Saturdays (reported by Councilmember Austin)
 - That Damn Mary and Gloucester Brewing Company participating
 - Thanked the hard work by volunteers and the assistance of the Oyster Festival Foundation
 - Event advertised in River Realm, Local Scoop, radio and yard signs
 - Kathy Hughes working on children's section

Councilmember Hollberg questioned why Oyster Festival Foundation was obtaining ABC license

Councilmember Austin said it was not a best practice for a town government to do that

- Cartegraph
 - Martha Rodenburg coordinating staff training for the asset management system as it relates to the water system
- Marina boundary
 - Bay Design completed boundary survey of north end of the Town Marina
 - Property line runs approximately 4' on other side of fence and runs parallel with the fence
 - Councilmember Hollberg added for clarification, the survey cuts off at end of dock and prevents construction there
- DMV Select
 - Receiving 100 titles per week from DMV for processing
 - 70% of customers are walk-ins
 - Week of April 16th, transactions totaled \$3248.51
 - Monday busiest day, followed by Thursday
 - No pattern in busy days

Councilmember Austin asked when the ribbon cutting would take place
The date is still being determined

- Memorial Day Service
 - Will take place May 30th at 11am, more information to come

Treasurer's Report

Garth Wheeler presented Treasurer's Report (attached)

- Cigarette tax income for March was \$700.11

Finance Committee

Councilmember Goldsmith reported

- Preliminary budget in process
- Based on \$0.21 per \$100 rather than \$0. 23 per \$100
- At \$0.20 under prior income at \$0.21 over prior income, but not a significant increase in real estate taxes for residents
- Due to increased expenses and lost businesses "on a razor's edge in respect with what we can do"
- Using CARES Money for new Town Hall

Pool Committee

Councilmember Goldsmith reported

- Taber Trust funds can be used for the general welfare and recreation of residents
 - May take some principal and then replenish with help from grants, County funding, fundraising
 - Maintenance costs can be funded with taxes, memberships, and Taber Fund (monies can be used for maintenance of facilities built using Taber Fund money)
 - Withdrawing funds from Taber Trust has to be approved by probate court, as the Trust is still part of a will in probate.
- Working with Friends of Urbanna to craft a Letter of Understanding in order for FoU to receive tax deductible donations to for the pool
- Waiting for soil borings to determine whether or not pool can be built in same spot

Councilmember Hollberg commented the general parameters for pool in bathhouse facilities are being kept around \$800,000

- There are project grants available, but the project must be shovel ready and fully funded before reimbursement can be awarded

Water Committee

Councilmember Smith reported

- Committee met April 25th
- Financing for well is complete
 - Kimley-Horn working on contract language with USDA
- Water supply contract with Bethpage-revised document sent to Town Attorney, then will be sent to Council for approval.
- Water system upgrades-looking to EDA & VDH for funds. Estimated cost upwards of \$7million in order to get up to code
- Water budget-line items will be the same
 - Revenue increase from last budget due to last rate increase
 - Rates proposed will be presented to public during budget public hearing

- Urbanna Harbor subdivision-gathering data to do a feasibility study to provide water to the subdivision (35 homes, 128 boat slips)

Planning Commission

Roy Kime reported

- Economic development workshop/idea incubator to be held May 10th at Women's Club
 - First in a series of meetings to see what our current assets and needs are, then formulate a plan
- Planning Commission will put together a task force to develop an economic development plan
 - The task force would only make recommendations, any action would require Council approval

Councilmember Hollberg asked for those who didn't receive invitations, would there be a second round of invitations to allow those who want to be included to participate

Mr. Kime responded the size was limited due to fire code restrictions, but there will be future events

Councilmember Hollberg asked if there were concerns if there are three members of attendance

Andrea Erard, the Town Attorney responded she is in conversation with Merri Hanson regarding this

Urbanna Creek Kayak Trail

Garth Wheeler gave update on Urbanna Creek Kayak trail

- Councilmember Chowning and Dan Snead have identified a list of places
- Councilmember Chowning needs Councilmember Hollberg, Councilmember Goldsmith, Mayor Hartley, Sue Warner, Kristi Anzivino, and any other interested parties to edit copy of locations/backgrounds before he reports to MPPDC at their next meeting
- Dan Snead has questioned whether or not the "Hanging Tree" portion should be included, as it is not positive and is asking for feedback
- Councilmember Chowning and Dan Snead will establish location and coordinates for each site
- Trail with locations will be posted online by MPPDC at no cost
- Up to 200 photos per location can be uploaded
 - Councilmember Austin commented Patty Hall has many pictures

Dan Snead commented once sites established and descriptions proofed, they will go out on a boat and use computer to enter latitude and longitude

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment

OLD BUSINESS

Virginia Main Street Program

Roy Kime reported the Planning Commission was proposing the Town apply to the Exploring Main Street program as presented in a past meeting. A requirement of the application is to submit a resolution supporting the application.

Councilmember Austin made a motion to approve the resolution as presented (resolution attached)

Councilmember Goldsmith seconded

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

Motion passed 5-0

NEW BUSINESS

There was no new business

ANNOUNCEMENTS

Councilmember Austin thanked Tom Chillemi of the Southside Sentinel for his assistance in getting word out via newspaper and The Rivah publication about Second Saturdays. Mr. Chillemi reminded Councilmember Austin the deadline for The Rivah publication is May 15.

Councilmember Goldsmith stated he and Roy Kime plan to have a budget to council prior to next meeting for review and discussion.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

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

Motion passed 5-0

Meeting adjourned

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

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Treasurer's Report

| Account Balance thru 3/31/2022 | Prior Year 3/31/21 | Prior Month 2/28/22 | Statement Date 3/31/22 |
|--|------------------------------|-------------------------------|----------------------------------|
| Primis Bank General Operating Bank Account | 572,951.52 | 781,159.96 | 695,908.41 |
| Renter Water Deposits | -14,736.66 | -14,401.66 | 14,426.66 |
| Net Operating General Bank Account | 567,373.51 | 776,520.72 | 689,088.34 |
| TRUIST Historic Trust | 17,543.93 | 23,046.66 | 23,516.26 |
| TRUIST Pool Replacement Account | 36,760.04 | 36,763.10 | 36,763.69 |
| Primis Bank Water Fund Reserve | 113,615.43 | 113,939.55 | 113,994.81 |
| Primis Bank General Fund Reserve | 94,529.72 | 94,719.98 | 94,750.60 |
| Primis Bank Cares Local Recovery | 0.00 | 237,651.86 | 237,671.07 |
| Primis Bank DMV | 0.00 | 100.00 | 464.31 |
| Taber Trust – Account Value as of 12/31/2021 | | 1,502,728.75 | |
| | | | |
| | 3/31/21 | 2/28/22 | 3/31/22 |
| Meals Tax collected in March | 6,363.65 | 8,064.21 | 8,226.71 |
| Lodging Tax collected in March | 170.52 | 460.73 | 0.00 |
| Cigarette Tax collected in March | n/a | 741.08 | 469.22 |

MARCH LARGE EXPENDITURES:

Docks of the Bay - \$16,000.00

REVENUE as of 3/31/2022

- Collected Real Estate \$3,448.47 (Grand Total Year \$254,452.89)
- Collected Real Estate Delinquent \$1,007.17
Delinquent RE Bills– Past Due Totaling \$7,979.04
- Collected Personal Property \$00.00 (Grand Total Year \$8,669.06)
Delinquent PPT Bill – Past Due Totaling \$9,324.62

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: 04/05/22
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|------------------------------|------|--------|---------|----------|-----------|---------|---------|---------|------|------|------|-----|
| Total | | | | | | | | | | | | | |
| 100-11010-0001 | Current Real Estate Taxes | | | | | | | | | | | | |
| 253330.66 | 0.00 | 0.00 | 361.79 | 1908.08 | 86912.74 | 149606.91 | 3161.13 | 7931.54 | 3448.47 | 0.00 | 0.00 | 0.00 | |
| 100-11010-0002 | Real Estate Tax - Delinquent | | | | | | | | | | | | |
| 1122.23 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 88.09 | 26.97 | 0.00 | 1007.17 | 0.00 | 0.00 | 0.00 | |
| Fund Total | | | | | | | | | | | | | |
| 254452.89 | 0.00 | 0.00 | 361.79 | 1908.08 | 86912.74 | 149695.00 | 3188.10 | 7931.54 | 4455.64 | 0.00 | 0.00 | 0.00 | |
| Grand Total | Count: 2 | | | | | | | | | | | | |
| 254452.89 | 0.00 | 0.00 | 361.79 | 1908.08 | 86912.74 | 149695.00 | 3188.10 | 7931.54 | 4455.64 | 0.00 | 0.00 | 0.00 | |

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: 04/05/22
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|--------------------------------|--------|-------|------|---------|---------|-------|-------|-------|------|------|------|-----|
| Total | | | | | | | | | | | | | |
| 100-11030-0001 | Current Year Personal Property | | | | | | | | | | | | |
| 8475.77 | 0.00 | 0.00 | 14.85 | 7.70 | 4211.73 | 4065.73 | 42.59 | 36.31 | 96.86 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | |
| Fund Total | | | | | | | | | | | | | |
| 8669.06 | 0.00 | 115.35 | 14.85 | 8.44 | 4252.42 | 4094.57 | 50.26 | 36.31 | 96.86 | 0.00 | 0.00 | 0.00 | |
| Grand Total | Count: 2 | | | | | | | | | | | | |
| 8669.06 | 0.00 | 115.35 | 14.85 | 8.44 | 4252.42 | 4094.57 | 50.26 | 36.31 | 96.86 | 0.00 | 0.00 | 0.00 | |

April 5, 2022
02:08 PM

Town of Urbanna
2022 Revenue Summary by Month

Page No: 1

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: 03/31/22
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|-------------------|----------|----------|----------|---------|---------|---------|---------|------|------|------|-----|-----|
| Total | | | | | | | | | | | | | |
| 100-12110-0001 | Meals Tax - Local | | | | | | | | | | | | |
| 106369.66 | 14800.26 16638.47 | 13800.94 | 15596.12 | 12199.80 | 9318.41 | 7724.74 | 8064.21 | 8226.71 | 0.00 | 0.00 | 0.00 | | |
| Fund Total | | | | | | | | | | | | | |
| 106369.66 | 14800.26 16638.47 | 13800.94 | 15596.12 | 12199.80 | 9318.41 | 7724.74 | 8064.21 | 8226.71 | 0.00 | 0.00 | 0.00 | | |
| Grand Total | Count: 1 | | | | | | | | | | | | |
| 106369.66 | 14800.26 16638.47 | 13800.94 | 15596.12 | 12199.80 | 9318.41 | 7724.74 | 8064.21 | 8226.71 | 0.00 | 0.00 | 0.00 | | |

April 5, 2022
02:08 PM

Town of Urbanna
2022 Revenue Summary by Month

Page No: 1

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: 03/31/22
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|-------------|---------|---------|---------|---------|--------|---------|---------|--------|------|------|------|------|
| 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 | 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 | 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 | 0.00 | 0.00 |



At the regularly scheduled meeting of the Urbanna Town Council held at Town Hall located at 390 Virginia Street, Suite B, Urbanna, Virginia on the 28th day of April, 2022, at which the following members were present: Mayor Barbara Hartley and Councilmembers Austin, Goldsmith, Hollberg, and Smith the following resolution was adopted by a vote of 5-0 of all present members.

A RESOLUTION SUPPORTING AN EXPLORING MAIN STREET PROGRAM APPLICATION TO THE VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS the Virginia Department of Housing and Community Development has established the Virginia Main Street Program, which provides technical assistance, consulting services, training and grant funding to communities of all sizes with different levels of experience in, and commitment to, commercial district revitalization; and

WHEREAS interested cities, towns and counties that are exploring the Virginia Main Street Program designation may participate as an affiliate through the Exploring Main Street tier, wherein the Town of Urbanna is currently best suited; and

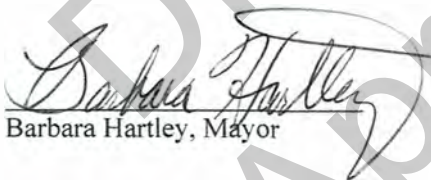
WHEREAS the program requires a local government or a local government and private sector partnership to apply for this affiliate status; and

WHEREAS participation in the Virginia Department of Housing and Community Development's Exploring Main Street program would be of benefit to the Town of Urbanna community; and

WHEREAS the Town of Urbanna understands that participation as an affiliate community does not guarantee selection as a Virginia Main Street Community, and the Town will be able to receive affiliate community services from the Exploring Main Street Program as long as the requirements stated in the Program Guidelines are met; and

WHEREAS the Town of Urbanna will appoint a liaison who will serve in connection with the Virginia Main Street Program and keep Council apprised of all progress of the program status;

NOW, THEREFORE, BE IT RESOLVED, on this 28th day of April, 2022, that the Mayor and Town Council of the Town of Urbanna, Virginia hereby endorse, support and authorize the submission of the Exploring Main Street Program application on behalf of the Town.


Barbara Hartley, Mayor

ATTEST:


Martha J. Rodenburg, Clerk

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**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
May 12, 2022**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:02pm

Present

Present

Mayor Barbara Hartley

Council Members

Larry Chowning

Bill Goldsmith

Steve Hollberg

Bill Smith

Merri Hanson-via Zoom

Garth Wheeler-Town Administrator

Roy Kime-Zoning Administrator

Martha Rodenburg-Town Clerk

Michele Hutton-Town Treasurer

Andrea Erard-Town Attorney

Members of the public

Absent

Councilmember Austin

Councilmember Hanson requested to participate electronically from her home in Urbanna, VA due to health reasons

Councilmember Goldsmith moved to allow Councilmember Hanson to participate electronically

Councilmember Hollberg seconded

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

Motion passed 5-0

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Smith moved to amend the agenda to remove item 7c-Boundary line adjustment update

Councilmember Hollberg seconded

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

Motion passed 5-0

Councilmember Hollberg moved to approve the agenda

Councilmember Goldsmith seconded

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

Motion passed 6-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

William Mayo spoke requesting the Town take action in getting a 4-way stop installed at the intersection of Virginia Street and Cross Street

Discussion took place about steps that could be taken

Councilmember Hollberg made a motion to have Garth follow-up with the county and sheriff's department and target or craft a resolution that he would see fit to solve the problem, or at least take its first step of the four-way stop at Virginia and Cross Street.

Councilmember Goldsmith seconded

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

Motion passed 6-0

MATTERS OF TOWN COUNCIL

Administrator's Report

Garth Wheeler reported

- Memorial Day Service to be held May 30th at 11am-Town Marina
- First "Second Saturday" scheduled to take place May 14th
 - Music, brewery, food truck, vendors scheduled
 - Mr. Wheeler thanked all the volunteers and Oyster Festival Foundation for their assistance with Second Saturdays, and Councilmember Marjorie Austin for her work in spearheading the event
- Farmer's Market
 - 9am-1pm Second Saturday of the month
 - Will be held in Town Green between post office and ABC store
- Town Clerk, Martha Rodenburg has been named to serve on the Education & Development Committee of the Virginia Municipal Clerks Association (VMCA)

Planning Commission Report

Councilmember Hanson reported Susan Armentrout was in the process of capturing work done at the "Idea Incubator"

- Positive feedback
- Full report at next Council meeting

Preliminary budget FY 2022-2023

Councilmember Goldsmith presented a summary of the preliminary budget with comments to include

- Adjusted for increase revenue associated with the real estate tax
- Rate dropping but assessments increasing
- \$27,000 additional from last year
- Many items remain the same
- Unsure of Something Different closure effect on meals tax
- Staff salary adjustments

Councilmember Chowning expressed concerns regarding the increased amount of real estate taxes residents will be paying when some services have decreased

- Wants proposed tax rate lowered from \$0.21 to \$0.20
- Council action assigning cigarette tax to museum should have been studied further before being voting on to be allocated to museum

Councilmembers and staff continued discussion of how the Finance Committee had come to the preliminary numbers, and they are continuing to work on a final budget.

BIG Grant-Marina Improvements

Garth Wheeler reported the waterfront committee met with Preston Smith, Boating Infrastructure Grant Administrator.

- Recommendation of staff, tentatively approved by BIG
 - Replace north standing pier with a floating pier
 - Keep same number of slips
 - Replace finger piers with 8'x40' floating piers
 - Adjust the pier pointing north at a slight angle to increase space for beach usage
 - Eliminate ramp at flag pole leading to north end of pier
- Will improve accessibility and safety
- Looking into applying to additional BIG grant funding

Mayor commented Town is aware of needed improvements and looking at doing them incrementally due to high cost

Councilmember Hollberg commented they were also looking for a solution to improve small boat and kayak access

Councilmember Hollberg inquired as to whether or not a, previously approved, temporary line of credit, in the amount of \$130,000 had been applied for.

Staff responded that it had not

ACTION ITEMS

Middle Peninsula Planning District Commission-All Hazards Mitigation Plan

Federally mandated plan to assist with pre- and post-disaster mitigation funding

Councilmember Smith made a motion to approve the Middle Peninsula Planning District Commission All-Hazards Mitigation Plan as presented

Councilmember Hollberg seconded

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

Motion passed 6-0

Planning Commission appointment

Councilmember Hollberg made a motion to accept Alana Courtney's resignation from the Planning Commission

Councilmember Goldsmith seconded

Councilmember Chowning expressed thanks to Ms. Courtney for her 16 years of service to the Town

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

Motion passed 6-0

Councilmember Hollberg made a motion to approve the appointment of Carol Williams to the Planning Commission to fill the current vacancy. This appointment will take effect immediately, and the term will expire December 31, 2023.

Councilmember Smith seconded

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

Motion passed 6-0

ADJOURN

Councilmember Hollberg made a motion to adjourn

Councilmember Smith seconded

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

Motion passed 6-0

Meeting adjourned at 7:44pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

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Agenda Item Summary May 26, 2022

Agenda Item: #6-Reports

Background:

The following reports are scheduled to be presented

Town Administrator-Garth Wheeler

Urbanna Creek Waterfront Committee-Garth Wheeler

Treasurer's Report*-Michele Hutton

Finance Committee-Bill Goldsmith

Pool Committee-Bill Goldsmith

Water Committee-Bill Smith

Planning Commission-Merri Hanson

Fiscal Impact: NA

Council Action Requested: NA

**Document attached*

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Treasurer's Report

| Account Balance thru 4/30/2022 | Prior Year | Prior Month | Statement Date |
|--|----------------|----------------|----------------|
| | 4/30/21 | 3/31/22 | 4/30/22 |
| Primis Bank General Operating Bank Account | 589,116.91 | 695,908.41 | 661,108.90 |
| Renter Water Deposits | -14,511.66 | -14,511.66 | 14,651.66 |
| Net Operating General Bank Account | 588,447.15 | 695,908.34 | 650,959.12 |
| TRUIST Historic Trust | 17,614.07 | 23,516.26 | 27,799.07 |
| TRUIST Pool Replacement Account | 36,760.34 | 36,763.69 | 36,763.99 |
| Primis Bank Water Fund Reserve | 113,648.11 | 113,994.81 | 114,021.98 |
| Primis Bank General Fund Reserve | 94,549.14 | 94,750.60 | 94,765.66 |
| Primis Bank Cares Local Recovery | 0.00 | 237,651.86 | 237,680.51 |
| Primis Bank DMV | 0.00 | 464.31 | 464.31 |
| Taber Trust – Account Value | | 1,502,728.75 | 1,476,014.25 |
| | | | |
| | 4/30/21 | 3/31/22 | 4/30/22 |
| Meals Tax collected in April | 10,997.62 | 8,226.71 | 5,405.25 |
| Lodging Tax collected in April | 327.69 | 00.00 | 00.00 |
| Cigarette Tax collected in April | n/a | 469.22 | 700.11 |

APRIL EXPENDITURES:

4/7 Cigarette Tax transferred to Historic Trust \$3,582.49
 4/7 River Realm \$5,000.00

REVENUE as of 4/30/2022

- Calls & emails placed to those owing lodging tax. Some short-term rentals now using a service, checks do not state an owner or rental name. I do not know to whom to credit.....and more calls placed.
- DMV April payment will post in May

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: 05/10/22
Subtotal CAFR: No

| Account No | Description | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|-------------------|----------|----------|----------|----------|---------|---------|---------|---------|---------|---------|------|
| Total | Jul | | | | | | | | | | | |
| 100-12110-0001 | Meals Tax - Local | | | | | | | | | | | |
| 117726.91 | 14800.26 | 16638.47 | 13800.94 | 15596.12 | 12199.80 | 9318.41 | 7724.74 | 8064.21 | 8226.71 | 5405.25 | 5952.00 | 0.00 |
| Fund Total | | | | | | | | | | | | |
| 117726.91 | 14800.26 | 16638.47 | 13800.94 | 15596.12 | 12199.80 | 9318.41 | 7724.74 | 8064.21 | 8226.71 | 5405.25 | 5952.00 | 0.00 |
| Grand Total | Count: 1 | | | | | | | | | | | |
| 117726.91 | 14800.26 | 16638.47 | 13800.94 | 15596.12 | 12199.80 | 9318.41 | 7724.74 | 8064.21 | 8226.71 | 5405.25 | 5952.00 | 0.00 |

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: 05/10/22
Subtotal CAFR: No

| Account No | Description | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|-------------|---------|---------|---------|--------|---------|---------|--------|------|------|-------|------|
| Total | Jul | | | | | | | | | | | |
| 100-12100-0001 | Lodging Tax | | | | | | | | | | | |
| 14690.17 | 3166.70 | 1625.18 | 2123.60 | 2358.88 | 653.34 | 1215.60 | 3032.54 | 460.73 | 0.00 | 0.00 | 53.60 | 0.00 |
| Fund Total | | | | | | | | | | | | |
| 14690.17 | 3166.70 | 1625.18 | 2123.60 | 2358.88 | 653.34 | 1215.60 | 3032.54 | 460.73 | 0.00 | 0.00 | 53.60 | 0.00 |
| Grand Total | Count: 1 | | | | | | | | | | | |
| 14690.17 | 3166.70 | 1625.18 | 2123.60 | 2358.88 | 653.34 | 1215.60 | 3032.54 | 460.73 | 0.00 | 0.00 | 53.60 | 0.00 |

May 10, 2022
11:24 AM

Town of Urbanna
2022 Revenue Summary by Month

Page No: 1

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: 05/10/22
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|------------------------------|------|--------|---------|----------|-----------|---------|---------|---------|------|------|------|------|
| Total | | | | | | | | | | | | | |
| 100-11010-0001 | Current Real Estate Taxes | | | | | | | | | | | | |
| 253330.66 | 0.00 | 0.00 | 361.79 | 1908.08 | 86912.74 | 149606.91 | 3161.13 | 7931.54 | 3448.47 | 0.00 | 0.00 | 0.00 | 0.00 |
| 100-11010-0002 | Real Estate Tax - Delinquent | | | | | | | | | | | | |
| 1122.23 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 88.09 | 26.97 | 0.00 | 1007.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund Total | | | | | | | | | | | | | |
| 254452.89 | 0.00 | 0.00 | 361.79 | 1908.08 | 86912.74 | 149695.00 | 3188.10 | 7931.54 | 4455.64 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Total | Count: 2 | | | | | | | | | | | | |
| 254452.89 | 0.00 | 0.00 | 361.79 | 1908.08 | 86912.74 | 149695.00 | 3188.10 | 7931.54 | 4455.64 | 0.00 | 0.00 | 0.00 | 0.00 |

May 10, 2022
11:25 AM

Town of Urbanna
2022 Revenue Summary by Month

Page No: 1

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: 05/10/22
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------|--------------------------------|--------|-------|------|---------|---------|-------|-------|-------|------|------|------|------|
| Total | | | | | | | | | | | | | |
| 100-11030-0001 | Current Year Personal Property | | | | | | | | | | | | |
| 8475.77 | 0.00 | 0.00 | 14.85 | 7.70 | 4211.73 | 4065.73 | 42.59 | 36.31 | 96.86 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 0.00 |
| Fund Total | | | | | | | | | | | | | |
| 8669.06 | 0.00 | 115.35 | 14.85 | 8.44 | 4252.42 | 4094.57 | 50.26 | 36.31 | 96.86 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Total | Count: 2 | | | | | | | | | | | | |
| 8669.06 | 0.00 | 115.35 | 14.85 | 8.44 | 4252.42 | 4094.57 | 50.26 | 36.31 | 96.86 | 0.00 | 0.00 | 0.00 | 0.00 |

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: 05/03/22
Subtotal CAFR: No

| Account No Total | Description Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|-----------------------------|---------------------------------|----------|----------|----------|----------|----------|---------|----------|----------|---------|------|------|
| 500-17010-0001 269344.10 | Water Sales Charges 16617.35 | 54615.16 | 15450.08 | 45620.23 | 14608.38 | 37425.02 | 5152.05 | 40378.87 | 34721.51 | 4755.45 | 0.00 | 0.00 |
| Fund Total 269344.10 | 16617.35 | 54615.16 | 15450.08 | 45620.23 | 14608.38 | 37425.02 | 5152.05 | 40378.87 | 34721.51 | 4755.45 | 0.00 | 0.00 |
| Grand Total 269344.10 | Count: 1 16617.35 | 54615.16 | 15450.08 | 45620.23 | 14608.38 | 37425.02 | 5152.05 | 40378.87 | 34721.51 | 4755.45 | 0.00 | 0.00 |



**Agenda Item Summary
May 26, 2022**

Agenda Item: #6a-Resolution to request VDOT place a 4-way stop at Virginia & Cross Streets

Background: At the May 12, 2022 work session of the Urbanna Town Council, the following motion passed 6-0:

Councilmember Hollberg made a motion to have Garth follow-up with the county and sheriff's department and target or craft a resolution that he would see fit to solve the problem, or at least take its first step of the four-way stop at Virginia and Cross Street.

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested:

Sample Motion:

Motion to approve the resolution to request VDOT place a 4-way stop at Virginia & Cross Streets as presented.

**Document attached*

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RESOLUTION

RESOLUTION TO REQUEST THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO PLACE A FOUR-WAY STOP AT THE INTERSECTION OF CROSS STREET AND VIRGINIA STREET IN THE TOWN OF URBANNA

WHEREAS, the Town of Urbanna has received complaints from Town residents of safety concerns at the intersection of Virginia Street and Cross Street regarding vehicle operators not paying attention to current street signage, and

WHEREAS, this intersection's current two-way stop sign is confusing in its current format, and

WHEREAS, the Mayor and members of Town Council have recently had citizens express their concerns during Public Comment during Town Council meetings, and

WHEREAS, multi-way stop control can be useful as a safety measure to enhance overall intersection safety and efficiency, and

NOW, THEREFORE, BE IT RESOLVED, at a Urbanna Town Council meeting held on Thursday, May 26, 2022, Town Council voted to direct the Town Administrator to contact the Virginia Department of Transportation to conduct a highway safety feasibility study of the intersection of Cross Street and Virginia Street and to contact the appropriate Middlesex County officials to accomplish this task.

Adopted the 26th day of May, 2022

A Copy Teste:

Martha J. Rodenburg
Town Clerk

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Agenda Item Summary May 26, 2022

Agenda Item: Transfer of Taber Trust funds to Pool Fund Reserve Account

Requested by Councilmember Hollberg

Background: Council had previously discussed taking this action. This adds to the pool fund reserve to bring it closer to \$100K. The suggested action hasn't been taken. Given the need to fund the pool, this move underscores this Council's commitment to actually take a step toward funding the project. The earlier \$36K balance has not been increased since the bequest was made in the period when I was Mayor

Fiscal Impact: Transfers \$36,000 from Taber Fund to Pool Fund Reserve Account

Staff Recommendation: In favor of this action being taken

Council Action Requested: Yes

Sample Motion: Council Member Hollberg is making a motion to withdraw the current balance of cash in the Taber Fund accounts, currently known to be \$58,489 reported 03/31/2022, and add it to the Pool Fund Reserve Account.

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