



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, July 28, 2022 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes
 - a. July 14, 2022*
6. Reports
 - a. Town Administrator
 - b. Treasurer's Report*
 - c. Pool Committee
 - d. Water Committee
 - e. Planning Commission*
7. Public Comment
8. Public Comment Response Period
9. Presentation
 - a. Andrea Erard, Town Attorney-Legislative Update
10. Old Business
 - a. Boundary Line Adjustment-update
11. New Business
 - a. Yearly Report
12. Announcements
13. Adjourn

*Document included in meeting packet

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**Agenda Item Summary
July 28, 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
July 28, 2022**

Agenda Item:

#5-July 14, 2022 Monthly Meeting Minutes*

Fiscal Impact: NA

Staff Recommendation: Approve minutes as presented

Council Action Requested: Yes

Sample Motion:

Motion to approve the minutes of the July 14, 2022 Urbana Town Council Work Session minutes as presented.

Draft minutes attached

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**Town of Urbana
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
July 14, 2022**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:00pm

Present

Members of Council

Mayor Barbara Hartley

Council Members

Larry Chowning

Bill Goldsmith

Bill Smith

Merri Hanson

Garth Wheeler-Town Administrator

Roy Kime-Zoning Administrator

Martha Rodenburg-Town Clerk

Michele Hutton-Town Treasurer

Members of the public

Absent

Councilmember Austin

Councilmember Hollberg

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Smith moved to approve the agenda as presented

Councilmember Goldsmith seconded

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

Motion passed 5-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment

MATTERS OF TOWN COUNCIL

Administrator's Report

Garth Wheeler asked Councilmember Goldsmith to update on the FY2021-2022 budget.

- Councilmember Goldsmith reported preliminary numbers for 2021-2022 budget, and all departments had a surplus, with the exception of an anticipated deficit for DMV

Mr. Wheeler continued with his report:

- Audits will be finalized next week
- Second Saturday
 - July event canceled due to weather
 - Moving to Taber Park for remainder of the year

- Breezeline
 - Breezeline has been contacted regarding moving their lines to new poles
 - Once Breezeline's lines have been moved, Verizon will move their lines
 - Old poles are a safety hazard and will be removed once all lines moved
 - Sidewalks will be repaired once old poles removed
- Pool Committee
 - Next meeting to be held Wednesday, July 20
 - Progress is being made, with goal to open pool Memorial Day of 2023
 - Paperwork has been drawn up to submit to Circuit Court regarding the withdrawal of funds from the Taber trust
- Boundary Line Adjustment
 - Presented proposal to Middlesex County Board of Supervisors on July 12
 - Board of Supervisors voted to approve the Middlesex County Attorney and the Middlesex County Administrator to work with the Urbanna Town Attorney and Town Staff to move forward with the project
 - Once a plan is developed, both Middlesex County and the Town of Urbanna will hold the required public hearings

Planning Commission Report

Councilmember Hanson reported the following:

- Main Street Town Hall took place July 12
 - Approximately 57-60 people attended
 - Next step is putting together the Main Street Task Force
- Internet quality survey in progress, will close July 15
 - Once data collected, will coordinate with Middlesex County to take information to Breezeline
- 48 Hours in Urbanna
 - Contest to come up with an ideal 48 Hours in Urbanna
 - Winning entry will be published in the Virginia Main Street newsletter

Kayak Trail

Councilmember Chowning reported

- Coordinates and copy for the 28 sites has been completed
- Compiled, along with photos for each site, into individual folders
- Should be ready to turn into Middle Peninsula Planning District within the next month, for online publication
- This project has been of no cost to Urbanna

ACTION ITEMS

Minutes

Councilmember Hanson moved to accept the June 9 and June 23 minutes as is.

Councilmember Goldsmith seconded

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

Motion passed 5-0

Boundary Line Adjustment

The issue was reported on during the Administrator's report and there was no action required to be taken

ANNOUNCEMENTS

Garth Wheeler informed Council of the following:

- He, along with Councilmember Hanson, would be meeting electronically with Virginia Tourism on Friday, July 15
- Founder’s Day will take place August 6
 - Actor’s representing George Wythe and Patrick Henry will debate the Constitution
 - Will be held at Urbanna Baptist Church at 11:00am
 - Fife & drum corps from Williamsburg will perform

ADJOURN

Councilmember Smith made a motion to adjourn

Councilmember Hanson seconded

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

Motion passed 5-0

Meeting adjourned at 7:21pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

DRAFT

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**Agenda Item Summary
July 28, 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

Pool Committee-Bill Goldsmith

Water Committee-Bill Smith

Planning Commission-Merri Hanson

Internet connectivity survey results*

Fiscal Impact: NA

Council Action Requested: NA

**Document attached*

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Treasurer's Report

Account Balance thru 6/30/2022	Prior Year	Prior Month	Statement Date
	6/30/21	5/31/22	6/30/22
Primis Bank General Operating Bank Account	586,807.48	669,848.80	693,832.66
Renter Water Deposits	14,511.66	14,876.11	15,876.66
Net Operating General Bank Account	551,525.25	662,185.58	671,950.71
TRUIST Historic Trust	17,799.42	28,469.63	20,182.25
TRUIST Pool Replacement Account	36,760.95	36,764.30	36,764.60
Primis Bank Water Fund Reserve	113,714.59	114,051.97	114,083.22
Primis Bank General Fund Reserve	94,588.64	94,782.28	94,799.42
Primis Bank Cares Local Recovery	0.00	237,690.93	237,700.70
Primis Bank DMV	0.00	2,540.19	2,540.19
Taber Trust – Account Value	1,476,022.72	1,476,014.25	1,361,671.49
	6/30/21	5/31/22	6/30/22
Meals Tax collected in June	19,249.27	18,371.10	14,078.74
Lodging Tax collected in June	85.95	236.94	4,699.43
Cigarette Tax collected in June	n/a	670.32	1,087.41

MAY EXPENDITURES:
 Historic Trust – W/D \$9,375.00 for painting

REVENUE as of 6/30/2022

- Business License apps - \$5,135.00
- Fire Grant \$15,000

LODGING TAX

July 7, 2022
11:07 AM

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: 07/07/22
 Subtotal CAFR: No

Account No	Description	2022 Revenue Summary by Month												
		Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12100-0001	Lodging Tax													
19572.94		3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00	236.94	4699.43	
Fund Total														
19572.94		3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00	236.94	4699.43	
Grand Total	Count: 1													
19572.94		3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00	236.94	4699.43	

MEAL TAX

July 7, 2022
11:09 AM

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: 07/07/22
 Subtotal CAFR: No

Account No	Description	2022 Revenue Summary by Month											
		Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12110-0001	Meals Tax - Local												
144224.75		14800.26	16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	8226.71	5405.25	18371.10	14078.74
Fund Total													
144224.75		14800.26	16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	8226.71	5405.25	18371.10	14078.74
Grand Total	Count: 1												
144224.75		14800.26	16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	8226.71	5405.25	18371.10	14078.74

July 7, 2022
11:29 AM

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: 07/07/22
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
500-17010-0001	Water Sales Charges-												
316217.77		16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	5152.05	40378.87	34721.51	4755.45	6179.51	40694.16
Fund Total													
316217.77		16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	5152.05	40378.87	34721.51	4755.45	6179.51	40694.16
Grand Total	Count: 1												
316217.77		16617.35	54615.16	15450.08	45620.23	14608.38	37425.02	5152.05	40378.87	34721.51	4755.45	6179.51	40694.16

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Your Account Expires in 10 Days

Keep access to your survey data and paid features.

Enable auto-renew

Urbanna Internet Connectivity Survey



SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES →

ANALYZE RESULTS → PRESENT RESULTS

RESPONDENTS: 79 of 79

ADD TO DASHBOARD ▼

SAVE AS ▼

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

INDIVIDUAL RESPONSES

Page 1: This survey is being conducted by the Planning Commission of the Town of Urbanna

Q1

Save as ▼

What is your street address within the town limits of Urbanna?

Answered: 79 Skipped: 0

ANSWER CHOICES	RESPONSES	
Name	Responses	0.00% 0
Company	Responses	0.00% 0
Address	Responses	100.00% 79
Address 2	Responses	11.39% 9
City/Town	Responses	97.47% 77
State/Province	Responses	97.47% 77
ZIP/Postal Code	Responses	96.20% 76
Country	Responses	0.00% 0
Email Address	Responses	93.67% 74
Phone Number	Responses	0.00% 0

Q2

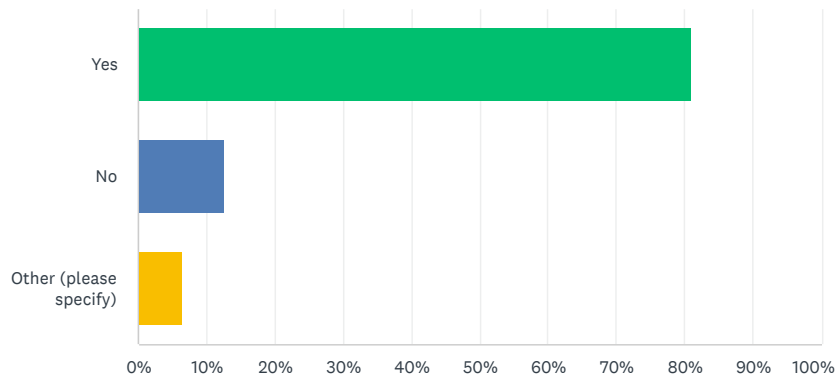


Customize

Save as ▼

Do you have a Breezeline account?

Answered: 79 Skipped: 0



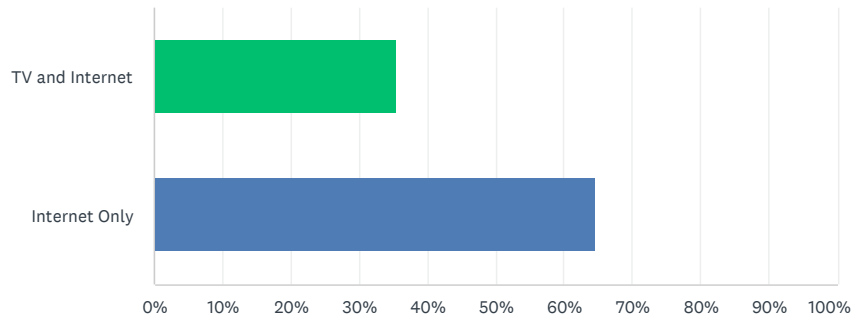
ANSWER CHOICES	RESPONSES	
▼ Yes	81.01%	64
▼ No	12.66%	10
▼ Other (please specify)	Responses 6.33%	5
TOTAL		79

Q3

Customize Save as ▼

What do you rely on broadband connectivity for?

Answered: 79 Skipped: 0



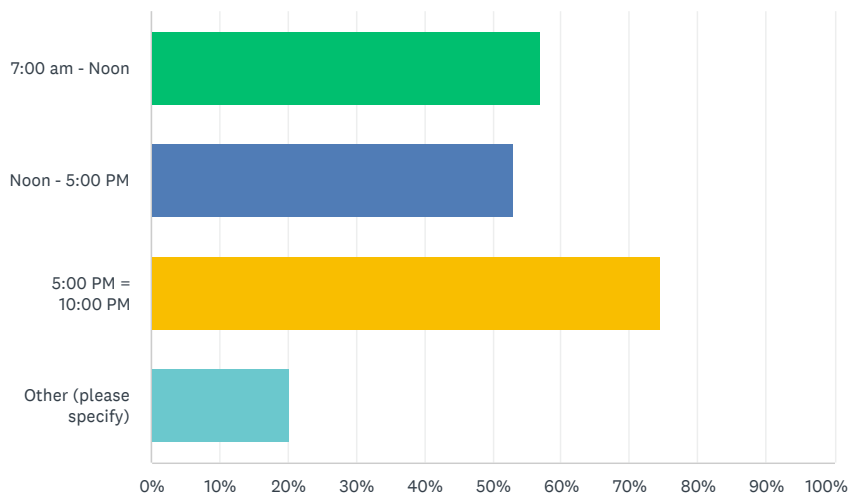
ANSWER CHOICES	RESPONSES	
▼ TV and Internet	35.44%	28
▼ Internet Only	64.56%	51
TOTAL		79

Q4

Customize Save as ▼

Note all peak times of internet use that apply to you:

Answered: 79 Skipped: 0




ANSWER CHOICES

RESPONSES

7:00 am - Noon	56.96%	45
Noon - 5:00 PM	53.16%	42
5:00 PM = 10:00 PM	74.68%	59
Other (please specify)	20.25%	16

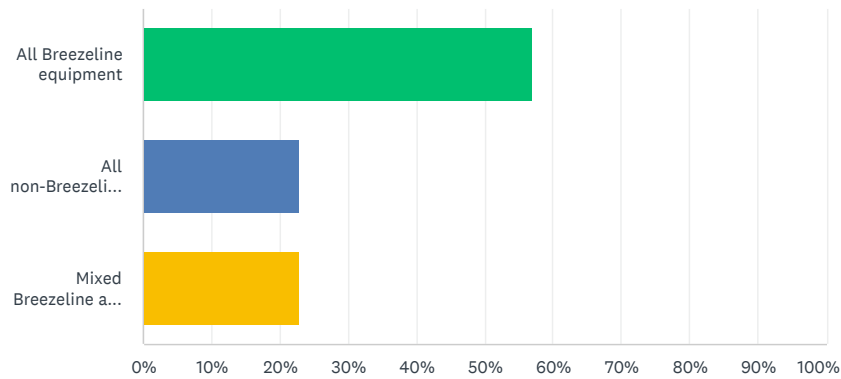
Total Respondents: 79

Q5


Customize
Save as

What type of modem/router/extenders do you use for internet connectivity?

Answered: 79 Skipped: 0




ANSWER CHOICES

RESPONSES

All Breezeline equipment	56.96%	45
All non-Breezeline equipment	22.78%	18
Mixed Breezeline and non-Breezeline equipment	22.78%	18

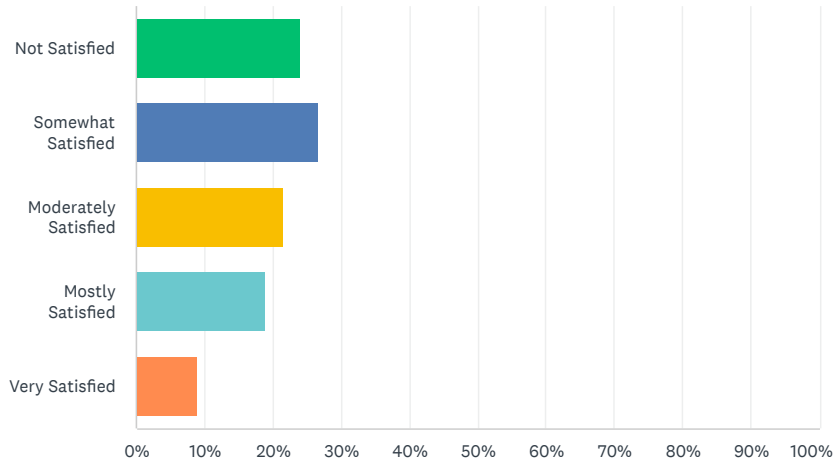
Total Respondents: 79

Q6

 [Customize](#) [Save as ▼](#)

When you have internet connectivity, how satisfied are you with the quality of signal/connectivity?

Answered: 79 Skipped: 0




ANSWER CHOICES

RESPONSES

▼ Not Satisfied	24.05%	19
▼ Somewhat Satisfied	26.58%	21
▼ Moderately Satisfied	21.52%	17
▼ Mostly Satisfied	18.99%	15
▼ Very Satisfied	8.86%	7
TOTAL		79

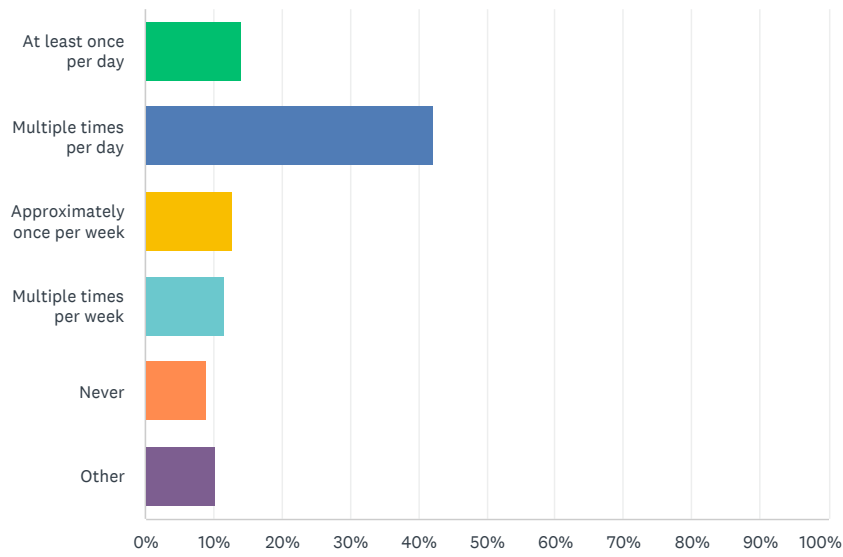


Q7

 [Customize](#) [Save as ▼](#)

How often do you lose internet connectivity?

Answered: 78 Skipped: 1



ANSWER CHOICES

RESPONSES

At least once per day	14.10%	11
Multiple times per day	42.31%	33
Approximately once per week	12.82%	10
Multiple times per week	11.54%	9
Never	8.97%	7
Other	10.26%	8

TOTAL

78

[Comments \(8\)](#)

Q8

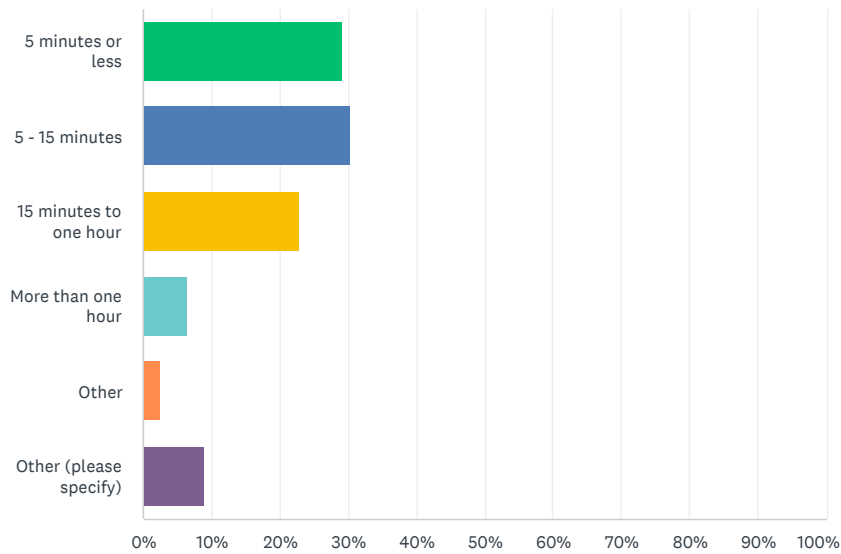


Customize

Save as ▾

How long is an episode of lost connectivity on average?

Answered: 79 Skipped: 0



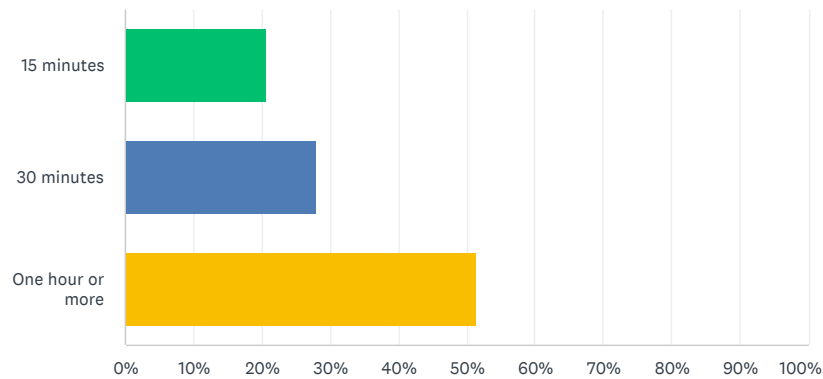
ANSWER CHOICES	RESPONSES	
▼ 5 minutes or less	29.11%	23
▼ 5 - 15 minutes	30.38%	24
▼ 15 minutes to one hour	22.78%	18
▼ More than one hour	6.33%	5
▼ Other	2.53%	2
▼ Other (please specify)	Responses 8.86%	7
TOTAL		79

Q9

Customize Save as ▼

What is your average wait time for Breezeline customer service?

Answered: 68 Skipped: 11



ANSWER CHOICES	RESPONSES	
▼ 15 minutes	20.59%	14
▼ 30 minutes	27.94%	19

▼ One hour or more

51.47%

35

TOTAL

68

Q10

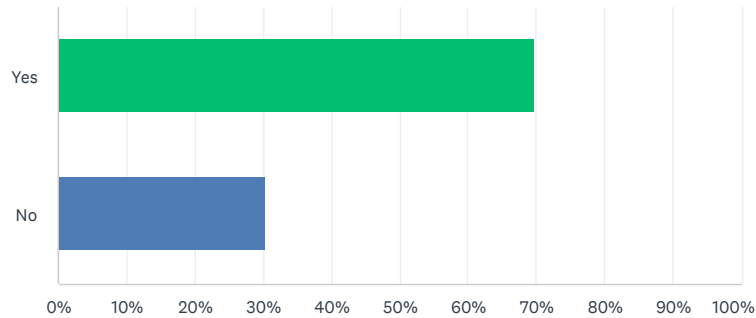


Customize

Save as ▼

Do you rely on internet connectivity to work from home or attend school?

Answered: 79 Skipped: 0



ANSWER CHOICES

▼ Yes

▼ No

TOTAL

RESPONSES

69.62%

30.38%

55

24

79

Q11



Save as ▼

What additional information or concerns would you like us to know about the quality of your internet connectivity?

Answered: 50 Skipped: 29

RESPONSES (50)

WORD CLOUD

TAGS (0)

NEW!

Introducing Sentiment Analysis

Detect the feeling and sentiment behind written responses.

Watch a demo

↑
Try it!

Upgrade



Filter: by tag ▼

Search responses



Showing **50** responses

I would love to see an alternative to Breezeline and Verizon hotspots.

7/15/2022 9:24 PM

[View respondent's answers](#) [Add tags](#)▼

I think the internet service is very poor when streaming video and connection problems with zoom calls and can't open large files

7/13/2022 8:43 PM

[View respondent's answers](#) [Add tags](#)▼

Often at home, emails are slow to download on my iPhone . Can take over a minute.

7/13/2022 1:15 PM

[View respondent's answers](#) [Add tags](#)▼

Internet speed is slow....we need upgraded service.

7/13/2022 9:52 AM

[View respondent's answers](#) [Add tags](#)▼

ENGLISH

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Urbanna Internet Connectivity Survey



SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES →

ANALYZE RESULTS → PRESENT RESULTS

RESPONDENTS: 79 of 79

SAVE AS ▾

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS


INDIVIDUAL RESPONSES


Insights

TOTAL RESPONSES
79

COMPLETION RATE 
100%

TYPICAL TIME SPENT 
3m:17s

MOST-SKIPPED QUESTION 
Q11-What additional information or concerns would you like us to know about the quality of your internet...
Skipped:29



What would you like to see here?

Is this useful?



Is this useful?



Is this useful?



Trends

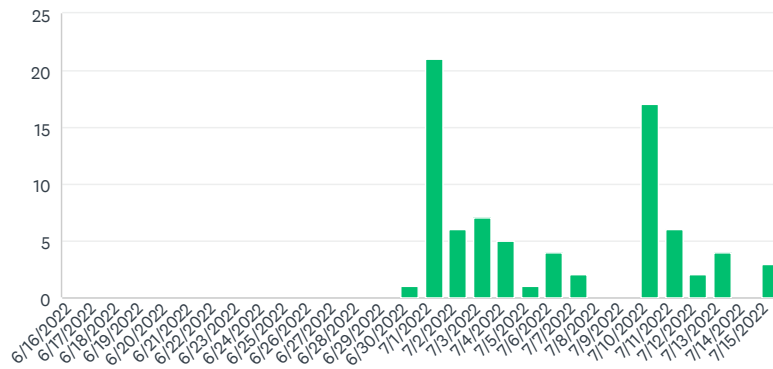
Responses (by day)

First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022

Chart Type ▾

Trend by... ▾

Zoom ▾



Page 1: This survey is being conducted by the Planning Commission of the Town of Urbanna

Q1

What is your street address within the town limits of Urbanna?

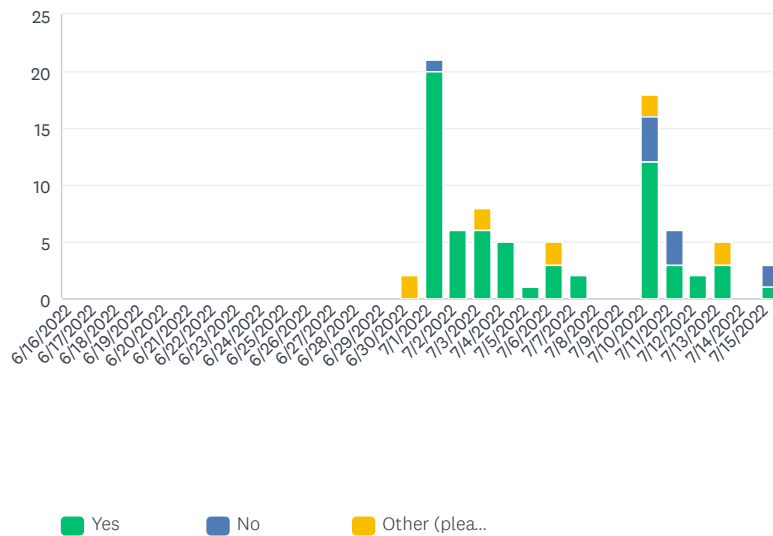
Data Trends do not apply to this question

Q2 (by day)

Chart Type ▼ Display Options ▼ Trend by... ▼ Zoom ▼

Do you have a Breezeline account?

Answered: 79 Skipped: 0 First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022

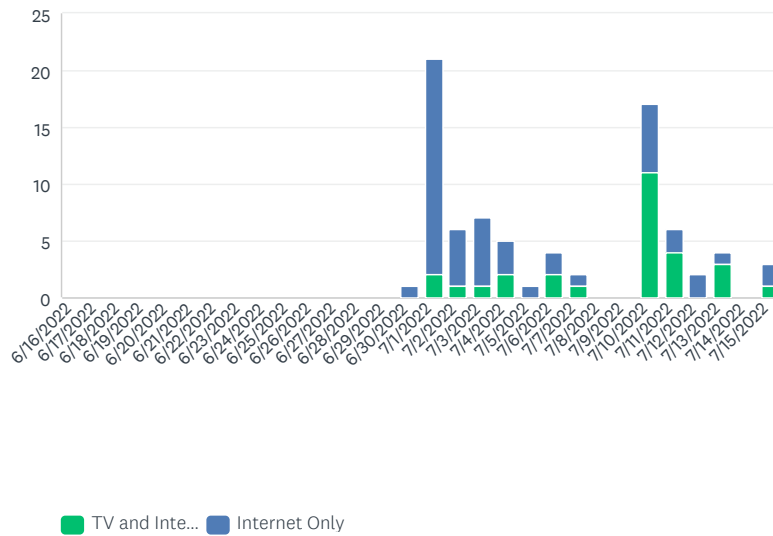


Q3 (by day)

Chart Type ▼ Display Options ▼ Trend by... ▼ Zoom ▼

What do you rely on broadband connectivity for?

Answered: 79 Skipped: 0 First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022



Q4 (by day)

Chart Type ▼

Display Options ▼

Trend by... ▼

Zoom ▼

Note all peak times of internet use that apply to you:

Answered: 79 Skipped: 0 First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022



Q5 (by day)

Chart Type ▼

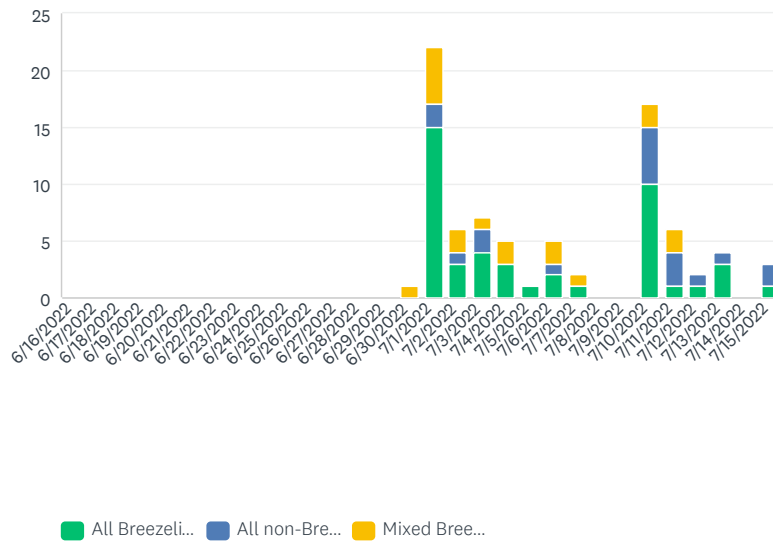
Display Options ▼

Trend by... ▼

Zoom ▼

What type of modem/router/extenders do you use for internet connectivity?

Answered: 79 Skipped: 0 First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022

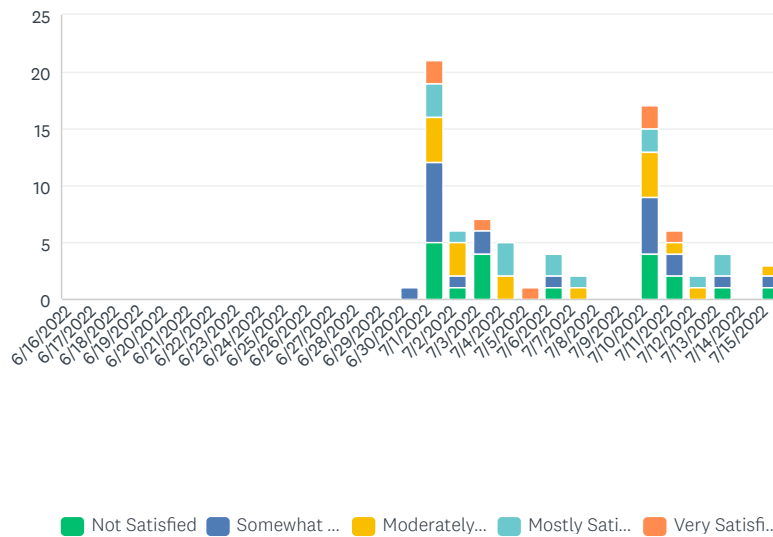


Q6 (by day)

Chart Type Display Options Trend by... Zoom

When you have internet connectivity, how satisfied are you with the quality of signal/connectivity?

Answered: 79 Skipped: 0 First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022

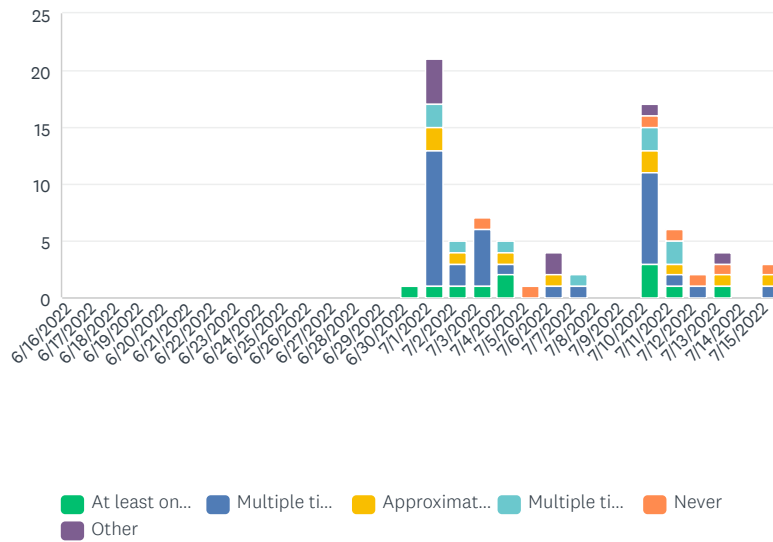


Q7 (by day)

Chart Type Display Options Trend by... Zoom

How often do you lose internet connectivity?

Answered: 78 Skipped: 1 First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022



Q8 (by day)

Chart Type

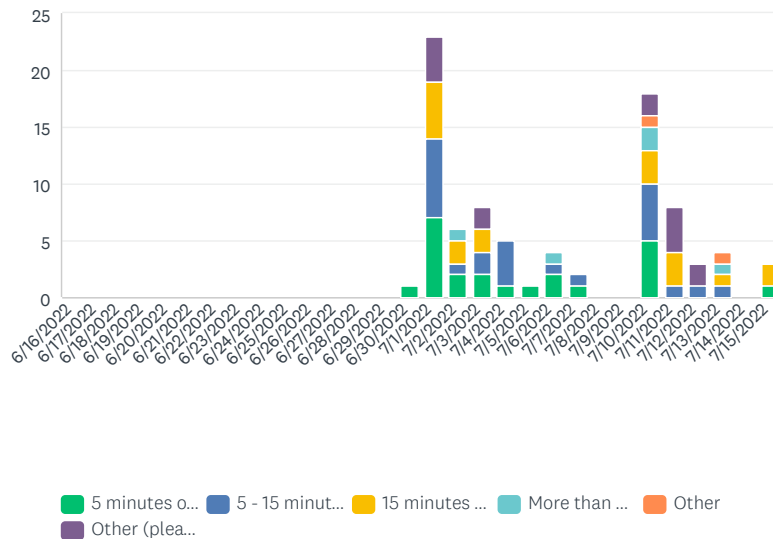
Display Options

Trend by...

Zoom

How long is an episode of lost connectivity on average?

Answered: 79 Skipped: 0 First: 6/30/2022 Zoom: 6/16/2022 to 7/15/2022



ENGLISH

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Agenda Item Summary July 28, 2022

Agenda Item: 10-Land Boundary Adjustment

Background: Council voted to pursue a “Land Boundary Adjustment” of parcels of land to be incorporated into Town limits. Matter was taken before County Board of Supervisors at their meeting July 12th. The Board voted to support this request and assigned Matt Walker, County Administrator and Heather Lewis, County Attorney to work with the Town Administrator and Town Attorney to formulate a plan of action. The first meeting was held earlier today (Thursday).

Fiscal Impact: N/A

Staff Recommendation: Continue to Support this initiative.

Council Action Requested: None

Sample Motion(s): N/A

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Agenda Item Summary July 28, 2022

Agenda Item: 11a. Yearly Report

Background: Prepare a Yearly Report for the FY 2021/2022 to show the activities of the past year and the financial status of the Town. The data for this report will be compiled by staff and the report will be completed by Patty Wheeler. The report should be presented at the August 25th Town Council meeting.

Fiscal Impact: N/A

Staff Recommendation: Town Council support this initiative.

Council Action Requested: N/A

Sample Motion(s): N/A

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