1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment
6. Public Comment Response
7. Matters of the Town Council
   a. Reports
      i. Town Administrator
      ii. Planning Commission
   b. Property Standards Ordinance/Inspections*
   c. Water accounts
8. Action Items
   a. Minutes-July 28, 2022*
   b. Fund Transfer-Pool fund replacement reserve
   c. Fund Transfer-Water fund reserve
   d. VDH funding application for water infrastructure upgrades
9. Closed Meeting
   a. Pursuant to Section §2.2-3711(A) (3), Code of Virginia -Discussion or consideration ...of
      the disposition of publicly held real property, where discussion in an open meeting would
      adversely affect the bargaining position or negotiating strategy of the Town of Urbanna.
      -Sale of 45 Cross Street
10. Open Meeting
11. Announcements
12. Adjourn

*Document included in meeting packet
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Agenda Item Summary
August 11, 2022

Agenda Item: #4-Approval of Agenda

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):
Motion to approve agenda as presented
Agenda Item Summary
August 11, 2022

Agenda Item: #7a-Reports

Council Action Requested: None

The following reports will be presented to Council:

- Administrator’s Report-Garth Wheeler
- Planning Commission-Merri Hanson
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Agenda Item Summary
August 11, 2022

Agenda Item: #7b-Property Standards Ordinance/Inspections

Background:
Town staff will be conducting property evaluations over the next several weeks, going street by street reviewing any potential Town code and ordinance violations including, but not limited to, buildings without required permits, unregistered or inoperable vehicles, trash and clutter, and tall grass.

Letters and photographs will be sent to property owners in violation of Town codes and ordinances and staff respectfully requests these violations be remedied as soon as possible. Failure to comply with the code and ordinances may result in town officials taking all corrective actions permitted by law.

Staff is also proposing the Town adopt an updated ordinance outlining certain standards and enforcement procedures.

Fiscal Impact: NA

Staff Recommendation: Council review and discuss ordinance in preparation of future action

Council Action Requested: Not at this time

*Proposed ordinance is attached
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Adopted: ____________

ORDINANCE NO. ___

ORDINANCE NO. ___ PROHIBITS TALL GRASS AND WEEDS AND REQUIRES THE REMOVAL OF GARBAGE, TRASH REFUSE AND CLUTTER; IT AUTHORIZES THE CUTTING OF TALL GRASS AND WEEDS AND REMOVAL GARBAGE, TRASH, REFUSE AND CLUTTER BY THE TOWN AFTER NOTICE TO THE PROPERTY OWNER; THE PROPERTY OWNER IS RESPONSIBLE FOR THE COST AND EXPENSE AND SUCH MAY BE COLLECTED AS TAXES ARE COLLECTED OR RECORDED AS A LIEN AGAINST THE PROPERTY. ORDINANCE NO. ___ IS AUTHORIZED BY THE GRANT OF AUTHORITY CONTAINED IN VA. CODE § 15.2-901.

BE IT ORDAINED by the Urbanna Town Council that the Urbanna Town Code Chapter___, “______,” Section ____, “____________,” be amended to read as follows:

"______Cutting and removal of grass, weeds and foreign growth from property.

A. It shall be unlawful for a property owner to have trash, garbage, refuse, litter, clutter, except on land zoned for or in active farming operation, and other substances that might endanger the health or safety of other residents of the Town on his/her property. For purposes of this section, "clutter" includes mechanical equipment, household furniture, containers, and similar items that may be detrimental to the well-being of a community when they are left in public view for an extended period or are allowed to accumulate. Clutter is further defined miscellaneous items, including but not limited to trash, appliances or furniture that are scattered in and about a yard and/or on a porch; a disordered collection of items in a yard or on a porch or up against an accessory structure; items that collect water, are rusted, inoperable or no longer usable.

B. Trash, garbage, refuse, litter, clutter, except on land zoned for or in active farming operation, and other debris shall be disposed of in personally owned or privately owned receptacles that are provided for such use and for the use of the persons disposing of such matter or in authorized facilities provided for such purpose and in no other manner not authorized by law.

C. Upon notice from the Town by letter to a property owner, mailed by first class mail, to the property address and any such other address provided by the property owner for the purpose of receiving tax bills, the property owner shall promptly remove any and all trash,
garbage, refuse, litter, clutter, except on land zoned for or in active farming operation, and
other substances that might endanger the health or safety of other residents of the Town.

D. If a property owner does not promptly remove any and all trash, garbage, refuse, litter,
clutter and other substances that might endanger the health or safety of other residents of
the Town within seven (7) days of the date of the notice, the Town may have such trash,
garbage, refuse, litter, clutter and other like substances, removed by its own agents or
employees, in which event the cost and/or expenses shall be chargeable to and paid by the
property owner and may be collected as taxes are collected.

E. The owners of occupied or vacant developed or undeveloped property, including such
property upon which buildings or other improvements are located, shall keep the grass,
weeds and other foreign growth, including running bamboo, on the property, or any part
thereof, cut. No grass, weeds and other foreign growth, including running bamboo shall
exceed twelve (12) inches in height.

F. Upon one notice per growing season, by letter from the Town, to a property owner, mailed
by first class mail to the property address and any such other address provided by the
property owner for the purpose of receiving tax bills, the property owner shall promptly
cut the grass, weeds and other foreign growth, including running bamboo, on the property,
or any part thereof remove any and all trash, garbage, refuse, litter and other substances
which might endanger the health or safety of other residents of the Town.

G. If a property owner does not promptly cut the grass, weeds and other foreign growth,
including running bamboo, on the property, or any part thereof remove any and all trash,
garbage, refuse, litter and other substances which might endanger the health or safety of
other residents of the Town within seven (7) days of the date of the notice, the Town may
have such grass, weeds and other foreign growth, including running bamboo, on the
property, or any part thereof, cut and removed by its own agents or employees, in which
event the cost and/or expenses shall be chargeable to and paid by the property owner and
may be collected as taxes are collected.

H. Every charge authorized by this section with which the owner of any such property shall
have been assessed and which remains unpaid shall constitute a lien against such property
ranking on a parity with liens for unpaid local real estate taxes and enforceable in the same
manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of
Chapter 39 of Title 58.1 of the Code of Virginia, 1950, as amended. At the option of the
Town of Urbanna, a lien may be waived in order to facilitate the sale of the property to a
purchaser who is unrelated by blood or marriage to the owner and who has no business
association with the owner. All such liens shall remain a personal obligation of the owner
of the property at the time the liens were imposed.”

This Ordinance shall take effect upon adoption.
Agenda Item Summary
August 11, 2022

Agenda Item: #7c-Water accounts

Background: The Town has many water accounts in arrears. Staff will be discussing options to collect on these accounts including, but not limited to shutting off water and attaching liens on properties.

Fiscal Impact: The total of outstanding balances is approximately $30,000

Staff Recommendation: Council review and discuss options to collect past due balances

Council Action Requested: Not at this time
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Agenda Item Summary
August 11, 2022

Agenda Item: #8a-Minutes

Background: Minutes of the July 28, 2022 monthly meeting

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):
Motion to approve the minutes of the July 28, 2022 monthly meeting as presented

*Draft minutes attached*
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CALL TO ORDER & ROLL CALL
Mayor Hartley called the meeting to order at 7:00pm

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

Absent-Councilmember Marjorie Austin

All present said the Pledge of Allegiance

APPROVAL OF AGENDA
Garth Wheeler requested the agenda be amended to add under Old Business, item B, Montague Marina Modification
Councilmember Hanson made a motion to accept the agenda as amended
Councilmember Goldsmith seconded
  Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes
Motion passed 6-0

APPROVAL OF MINUTES
Councilmember Smith made a motion to approve the July 14, 2022 minutes as presented
Councilmember Hanson seconded
  Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes
  Hollberg abstained
Motion passed 6-0-1

REPORTS
Town Administrator
Garth Wheeler reported the following
  • Audit
    o Davis & Associates have completed the audits for 2019, 2020, and 2021
    o Audits will be posted on Town website
• Boundary Line Adjustment
  o Mr. Wheeler, Andrea Erard, Roy Kime, and Martha Rodenburg met with Matt Walker, Middlesex County Administrator, and Heather Lewis, Middlesex County Attorney on July 28.
  o A plan of action is being developed
• Old Town Hall appraisal has been received at $367,000. The full report will be forwarded to Council.
• Removal of old power poles
  o Breezeline submitted work order to transfer line to new poles
  o Verizon transfer will take place when that is completed
  o After all lines have been moved, Dominion will remove old pools and the Town will make necessary repairs to sidewalks
• Cigarette Tax
  o Received $1,087.41 for May and $1,150.72 for June
  o All funds placed in account for the Scottish Factor/Museum
• Pool committee
  o Committee met with Wayne Savage from Bay Design
  o Soil samples have been taken
  o Plan has changed to now fill in old pool site and re-locate pool closer to playground
    ▪ Will allow bathrooms, pump house, and concession stand to be better situated for park-side access for bathrooms
  o Motion filed with court to allow use of Taber Funds for pool construction
  o Concern on the part of Mr. Savage the Memorial Day 2023 opening date may be delayed due to DEQ issues; Ward Hamilton of Paddock Pools is sticking with Memorial Day timeline

Councilmember Hollberg questioned if the DEQ approval would focus on the quality of water that goes into the pool, or was it relative to the whole site and run-off.
  Mr. Wheeler and Mr. Kime responded that it was in regards to the whole site and run-off

Councilmember Chowning asked which court we were dealing with in regards to the Taber money.
  Ms. Erard responded it was filed with Middlesex Circuit Court

Treasurer’s Report
Michele Hutton, Town Treasurer gave the Treasurer’s Report to include:
  • Lodging tax uptick due to successful efforts in collecting overdue funds
  • Ms. Erard is assisting with a problem caused by a short-term management firm that remits payments in lump sums without referencing the individual properties
  • Requested funds ($58,000) from Taber Trust money market reserve not yet received
  • Cost of painting at museum transferred from the Historic Trust

Councilmember Hollberg and Ms. Hutton discussed and clarified the funds transferred from the Taber Trust money market would, when received, be placed in the Truist Bank Pool Fund reserve.

Councilmember Chowning stated the need to have an accurate account of the number of short-term rentals in the Town.
  Ms. Hutton explained her process for ensuring all short-term rentals are accounted for
  Discussion took place regarding monitoring the number of short-term rentals and possible action to be taken in the future

Discussion took place among Council regarding a published statement the Town Marina made a $2,300 profit in the prior fiscal year. Councilmember Hollberg contended this amount should be closer to $20,000, as it did not accurately reflect the $17,000 for the boat ramp was a capital expenditure, not a regular expense.
## Treasurer’s Report

### Account Balance thru 7/31/2022

<table>
<thead>
<tr>
<th>Account Name</th>
<th>7/31/21</th>
<th>6/30/22</th>
<th>7/31/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primis Bank General Operating Bank Account</td>
<td>591,997.20</td>
<td>693,832.66</td>
<td>639,319.37</td>
</tr>
<tr>
<td>Renter Water Deposits</td>
<td>14,551.66</td>
<td>15,876.66</td>
<td>16,101.66</td>
</tr>
<tr>
<td>Net Operating General Bank Account</td>
<td>524,624.26</td>
<td>671,950.71</td>
<td>613,689.21</td>
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<tr>
<td>TRUIST Historic Trust</td>
<td>18,045.57</td>
<td>20,182.25</td>
<td>21,333.14</td>
</tr>
<tr>
<td>TRUIST Pool Replacement Account</td>
<td>36,761.26</td>
<td>36,764.60</td>
<td>36,764.91</td>
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<tr>
<td>Primis Bank Water Fund Reserve</td>
<td>113,747.30</td>
<td>114,083.22</td>
<td>114,133.07</td>
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<tr>
<td>Primis Bank General Fund Reserve</td>
<td>94,608.08</td>
<td>94,799.42</td>
<td>94,825.78</td>
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<tr>
<td>Primis Bank Cares Local Recovery</td>
<td>237,591.65</td>
<td>237,700.70</td>
<td>475,302.77</td>
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<tr>
<td>Primis Bank DMV</td>
<td>n/a</td>
<td>2,540.19</td>
<td>4,289.45</td>
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<tr>
<td>Taber Trust – Account Value</td>
<td>1,471,259.67</td>
<td>1,361,671.49</td>
<td></td>
</tr>
</tbody>
</table>

### JULY EXPENDITURES:

- $5,875.00 for Pool Geotechnical report

### REVENUE as of 7/31/2022

- Taber Trust Funds of $58,000 deposited to TRUIST Bank, Pool Replacement Acc’t 8/1/2022
- Continue to work on delinquent accounts. Personal Property past due mailed 8/1/2022
## MEALS

<table>
<thead>
<tr>
<th>Account No</th>
<th>Description</th>
<th>Total</th>
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<tbody>
<tr>
<td>100-12110-0001</td>
<td>Meals Tax - Local</td>
<td>1435.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
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| Fund Total  | 1435.00 |
|            |         |

| Grand Total | 1435.00  |
|            |         |

## LODGING

<table>
<thead>
<tr>
<th>Account No</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>100-12100-0001</td>
<td>Lodging Tax</td>
<td>3422.19</td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| Fund Total  | 3422.19 |
|            |         |

| Grand Total | 3422.19  |
|            |         |
### WATER SALES

#### Town of Urbanna
2023 Revenue Summary by Month

**August 1, 2022**
04:20 PM

**Range of Accounts:** 500-17010-0001 to 500-17010-0001  
**Start Month:** July  
**Start Year:** 2022  
**Type:** Revenue Activity  
**Includes Accounts with Zero Activity:** No  
**Year To Date As Of:** 08/01/22  
**Subtotal CAFR:** No

<table>
<thead>
<tr>
<th>Account No</th>
<th>Description</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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</thead>
<tbody>
<tr>
<td>500-17010-0001</td>
<td>Water Sales Charges</td>
<td>2878.78</td>
<td>2878.78</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fund Total</td>
<td></td>
<td>2878.78</td>
<td>2878.78</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>Count: 1</td>
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<td>2878.78</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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<td>0.00</td>
</tr>
</tbody>
</table>
Pool Committee
Addressed in Administrator’s report

Water Committee
Councilmember Smith reported the following

- No meeting held in July
- Well #6 has been staked and location approved by VDH (Virginia Department of Health)
  - Next steps are DEQ permit and bid documents for Town and USDA to review
- Five-phase water system upgrades application received for review
  - Meeting with engineers via zoom on August 2, 2022 to discuss application and answer any questions
  - Application amount-$7.6 million for all 5 phases

Planning Commission
Councilmember Hanson reported

- Internet survey results reported with copies distributed to all and available to the public
- High points included:
  - Internet only
  - Peak times 5-10pm
  - 57% have Breezeline equipment
  - 61% not satisfied or somewhat satisfied
  - 8/86% were very satisfied
  - 80.97% lost connectivity daily
  - Complaints about business disruptions
  - Inadequate speed
  - Long wait for customer service
- Councilmember Hanson learned via a Breezeline technician a relay was replaced and they are awaiting another part that, once in place, should improve connectivity and speed
- VATI (Virginia Telecommunication Initiative) funds are being used to place fiber optic lines to areas of Middlesex that do not have internet access
  - Ms. Erard noted there were certain requirements for receiving these funds, and would share the document with Councilmember Hanson
- The Town of Urbanna application to join the Exploring Main Street program has been accepted

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE
No members of the public registered to speak during public comment

PRESENTATION
Town Attorney, Andrea Erard briefed Council on the legislative updates from the 2021 Virginia General Assembly

OLD BUSINESS
Boundary Line Adjustment
Referenced during the Town Administrator’s report-no action taken
Latane Montague Marina Modification
Mr. Montague has requested to make modifications to marina his marina currently under construction. VMRC requires that Town Council be notified. The modifications are to the roofline and does not change the footprint of approved plan.

Councilmember Chowning made a motion to support the modifications as submitted by Mr. Montague
Councilmember Hollberg seconded
Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes
Motion passed 6-0

NEW BUSINESS
Yearly Report
Mr. Wheeler notified Council a yearly report for fiscal year 2021-2022 is being compiled by staff and Patty Wheeler. This report will show activities and financial status of the Town, and should be presented at the August 25, 2022 Town Council meeting.

ADJOURN
Councilmember Smit made a motion to adjourn
Councilmember Goldsmith seconded
Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes
Motion passed 6-0

Meeting adjourned at 8:10pm

Submitted by:

______________________________
Martha J. Rodenburg
Town Clerk
Approved by Town Council xx/xx/xxxx
Agenda Item Summary
August 11, 2022

Agenda Item: #8b-Fund transfer-Pool fund replacement reserve

Background: Councilman Hollberg is requesting the surplus generated from operations at close of year 05/31/2022 be transferred to the pool fund replacement reserve account at Truist. The amount is approximately $20,000 but can be provided by Mssrs. Wheeler and Kime at the Town Office.

Fiscal Impact: Moves $20,000 from the general fund to the pool replacement fund

Staff Recommendation: Matter should be considered by the Finance Committee

Council Action Requested: Yes

Sample Motion(s):
Councilman Hollberg moves to take the surplus generated from operations at close of year 05/31/2022, to increase the pool fund replacement reserve account at Truist.
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Agenda Item Summary
August 11, 2022

Agenda Item: #8c-Fund Transfer-Water fund reserve

Background: Councilman Hollberg moves to take the surplus generated from the water operations at close of year 05/31/2022, to increase the water fund reserve account by $150,000

Fiscal Impact: Moves approximately $150,000 from the water fund to the water fund reserve account

Staff Recommendation: Matter should be considered by the Finance Committee

Council Action Requested: Yes

Sample Motion(s):
Councilman Hollberg moves to take the surplus generated from the water operations at close of year 05/31/2022, to increase the water fund reserve account by $150,000
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Agenda Item Summary
August 11, 2022

Agenda Item: #8d-VDH funding application for water infrastructure upgrades

Background: AH Environmental Consultants have completed a funding application to VDH for Urbanna’s water system upgrades. Authorization needs to be given by council to allow Roy Kime to sign the application on the town’s behalf.

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):
Motion to authorize Roy Kime to sign as the town’s representative the VDH funding application as prepared by AH Environmental Consultants.
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