



**Urbanna Town Council
Work Session
AGENDA
Town Council Chambers
390 Virginia Street Suite B
March 9, 2023 7:00 PM**

1. Call to Order
2. Electronic Participation Request
3. Roll Call
4. Pledge of Allegiance
5. Approval of Agenda
6. Public Comment
7. Public Comment Response
8. Matters of the Town Council
 - a. Drainage Issues-Colorado & Kent Streets
 - b. Feral Cats
9. Action Items
 - a. Minutes-January 26, 2023
 - b. Code of Ethics-Resolution 2023-RES-003
10. Announcements
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-sale contract for 45 Cross Street-Old Town Hall.*
12. Open Meeting
13. Adjourn

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**Agenda Item Summary
March 9, 2023**

Agenda Item: 5-Approval of Agenda

Background: NA

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented.

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Agenda Item Summary
March 9, 2023

Agenda Item: 8a-Drainage Issues-Colorado & Kent Streets

Background: Ongoing drainage issues on properties along Colorado & Kent Streets have been a problem for several years. There are multiple causes for this, and to date, no adequate solutions have been presented.

Fiscal Impact: Unknown

Staff Recommendation: Discussion with Staff and Council

Council Action Requested: Not at this time

Sample Motion(s):

NA

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Agenda Item Summary
March 9, 2023

Agenda Item: 8b-Feral Cats

Background: It was brought up at the last Town Council meeting under Public Comment that feral cats were causing damage to property and increasing in numbers. This has been an issue raised periodically. The Urbanna Cat Project, a volunteer group, works to keep the cats fed, neutered, and do not become a nuisance.

Fiscal Impact: Unknown

Staff Recommendation: Continued discussion between Staff, Council, and Urbanna Cat Project volunteers. A meeting has been scheduled for Friday, 3/10 at 2:00 PM.

Council Action Requested: Not at this time

Sample Motion(s):

NA

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**Agenda Item Summary
March 9, 2023**

Agenda Item: Minutes-January 26, 2023

Background: Draft minutes from the January 26, 2023 monthly meeting

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Note: If changes are requested at the meeting, approval of the minutes will be postponed to the next meeting.

Motion to approve the minutes from the January 26, 2023 monthly meeting as presented.

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**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
January 26, 2023**

CALL TO ORDER & ROLL CALL

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

Present-Members of Council

Mayor Bill Goldsmith
Larry Chowning
Merri Hanson-via zoom
Beth Justice
Sandy Sturgill

Absent-Members of Council

Marjorie Austin
Alana Courtney

Other Attendees

Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Members of the public and press

Councilmember Chowning moved to allow Councilmember Hanson to participate electronically

Councilmember Sturgill seconded

Chowning, Justice, Sturgill, and Goldsmith voted yes

Motion passed 4-0

All present said the Pledge of Allegiance

Andrea Erard asked for the minutes to reflect Councilmember Hanson is participating electronically for a medical reason from her home in Urbanna.

APPROVAL OF AGENDA

Councilmember Chowning made a motion to amend the agenda to add, under New Business, a presentation by RT Taylor of Davenport investments to discuss options for the revenue bond application note (BAN)

Councilmember Sturgill seconded

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

Councilmember Hanson made a motion to accept the agenda as amended

Councilmember Chowning seconded

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

APPROVAL OF MINUTES

**Councilmember Sturgill a motion to approve the December 15, 2022 and January 12, 2023 minutes as presented
Councilmember Justice seconded**

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

PRESENTATION

RT Taylor of Davenport Investments addressed Council to review options for interim financing of the well project (Well #6) and distributed the results to members of Council.

- Request for proposals (RFP) sent to approximately 100 banks for a short-term interim financing note, in anticipation of long-term funding through USDA Rural Development loan program
- Three Bank RFPs were received
- Based on Davenport's review of RFPs, analyses, and discussions with the Town and Bond Counsel, they believe the preferred proposal would be that of Huntington Public Capital Corporation (Huntington)
 - Ability to close on financing by end of February/early March
 - Fixed interest rate on interim financing of 4.81% over next 18 months
 - Up to 18 months versus 1 year. Additional 6 months to complete project if delays occur
 - Flexibility to prepay the BAN

Councilmember Sturgill made a motion to direct Davenport to move forward with the necessary paperwork with the ultimate goal of selecting Huntington as the financing entity and bring back to the February 9th meeting.

Councilmember Hanson seconded

Discussion took place clarifying the USDA loan for the mandated Well #6 will not be paid to the Town until the well is completed. The interim financing will give town the money to complete well, then replace the short-term note (Huntington), with the 40-year note from the USDA

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

REPORTS

Treasurer's Report

Michele Hutton presented the December 2022 Treasurer's Report



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 12/30/2022	Prior Year 12/30/21	Prior Month 11/30/22	Statement Date 12/30/22
Primis Bank General Operating Bank Account	835,159.96	750,713.55	883,066.45
Renter Water Deposits	14,401.66	16,551.66	17,776.66
Net Operating General Bank Account	820,530.42	733,717.58	864,119.96
TRUIST Historic Trust	21,796.47	30,646.43	31,201.57
TRUIST Pool Replacement Account	36,762.79	94,768.04	594,770.35
Primis Bank Water Fund Reserve	113,910.53	114,396.58	114,471.80
Primis Bank General Fund Reserve	94,703.89	94,963.55	95,002.58
Primis Bank Cares Local Recovery	237,641.77	475,383.52	475,403.06
Primis Bank DMV	n/a	3,046.04	4,273.35
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,500.99	2,501.61
Taber Trust – Account Value		1,205,718.35	841,834.25
Taxes listed below are collected for prior month	12/30/21	11/31/22	12/30/22
Meals Tax collected in December	9,318.41	9,883.46	14,659.22
Lodging Tax collected in December	1,215.60	3,711.39	2,527.39
Cigarette Tax collected in December	491.57	1,485.88	554.88

DECEMBER EXPENDITURES:

- Business as usual

REVENUE as of 12/30/2022

12/20/22 Deposited \$500,000 to Truist, Pool Reserve from Taber Fund

Notes: 5 outstanding Oyster Fest Meals tax. Total collected which includes late payers from prior year \$14,340.02

Total Real Estate collected to date: \$247,174.06

Total Personal Property collected to date: \$12,178.67

January 4, 2023
12:07 PM

Lodging Tax

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 12/30/22
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
100-12100-0001	Lodging Tax								
22343.49		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	0.00	0.00
Fund Total		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	0.00	0.00
Grand Total	Count: 1	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	0.00	0.00

January 4, 2023
12:14 PM

Meals Tax

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 12/30/22
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
100-12110-0001	Meals Tax - Local								
77534.74		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	0.00	0.00
Fund Total		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	0.00	0.00
Grand Total	Count: 1	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	0.00	0.00

Water Sales

January 4, 2023
12:16 PM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 500-17010-0001	to 500-17010-0001	Start Month: July	Start Year: 2022
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 12/30/22	
Subtotal CAFR: No			

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Total	Jul							
500-17010-0001	Water Sales Charges							
177919.66	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	0.00	0.00
Fund Total								
177919.66	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	0.00	0.00
Grand Total	Count: 1							
177919.66	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	0.00	0.00

Happy New Year!

DRAFT MINUTES

Finance Committee

Councilmember Goldsmith reported:

- Councilmember Sturgill appointed Chair of the committee
- Committee reviewed current active projects, their status, funding plans, and strategies
 - Purchase of new Town Hall
 - Sale of old Town Hall
 - Pool construction
 - Water system infrastructure upgrades
 - Well #6 construction
 - Trash collection contract
- February and March meetings will be dedicated to preliminary next fiscal year budget planning

Pool Committee

Barbara Hartley, Pool Committee Chair reported:

- Regular meeting times have changed to Mondays at 1:00pm
- Members of the committee met on site with contractor
 - Opening on Memorial Day possible, but can't move forward until final architectural drawings have been completed, and necessary permits applied for and issued
- Fundraising ideas and fees being developed
- Completing a Memorandum of Understanding (MOU) with Friends of Urbanna (FOU) so that they (as an established 501(c)3) can receive tax deductible donations earmarked for the pool
- Funds in excess of construction cost will be used to create a pool fund reserve of \$100,000 for sustainability, with excess going to Taber Fund
- Preliminary donation/sponsorship levels developed
- Charter membership benefits developed
- Preliminary user fees developed
- Sale of memorial/celebration bricks to be installed in walkway at pool for fundraising
- Committee coordinating with UBI to complete an MOU to define placement and ownership of the future Bristow Pavilion

Councilmember Chowning spoke to developing a plan to repay the Taber Fund. Discussion took place about possible plan and diversifying the fund.

Planning Commission

Councilmember Hanson reported:

- No meeting in January or February, will meet second Tuesday in March
- Report of previous two years of Planning Commission activities sent to Council

Water Committee

Mayor Goldsmith reported:

- Councilmember Beth Justice appointed as Chair of Water Committee
- Contracts from AH Environmental discussed
 - Contracts for 30% completion of engineering study to move forward with infrastructure upgrade plan, and to apply for \$35,000 reimbursement grant from VDH
 - Requested from VDH to augment loan/grant funding application in progress to fund water system infrastructure upgrades
- Received 3 bids for interim financing for well #6 discussed
 - Financing to provide short term funds until the approved USDA loan won't be available until well is functional

Discussion took place regarding the water infrastructure upgrades

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Martha Rodenburg, Town Clerk, read the following email received from Megan Brockman:

*This message concerns the entire town; those who live here, work here, and visit here. The "gas station" and that is in quotations for a reason. It's far from a gas station, it's a hideous eyesore and embarrassment to Urbanna. When driving into town you get to enjoy the beautiful view over the bridge, the lovely houses and church and then the most dilapidated, junky view just about ruins everything else. What can be done? Why did they purchase it only to let it sit and look like it's owned by lazy individuals who obviously have no respect or care for this town?? I regularly have customers ask me what's going on with it, I'd like to have an answer on of these days. Thank you for your time,
Megan Brockman
Owner
Urbanna Trading Company
290 Virginia Street*

William Mayo of 320 Rappahannock Ave-inquired about repairs to boat ramp and the 4-way stop at Virginia and Cross Streets.

Garth Wheeler responded repairs to boat ramp had not been addressed, and VDOT had informed him it would be a while before signs installed.

Paul Malone of 10 Haywood Lane spoke about the Mitchell Map and the Haudenosaunee (formerly known as the Six Tribes of the Iroquois Confederacy) seeking assistance to use the Mitchell Map to how their tribe fits in with map and understanding notations. The St Claire Walker 6th grade Mitchell Map essay contest has returned. He presented a copy of the book *Great Maps: The World's Masterpieces Explored and Explained*, which contains information about the Mitchell Map, to the museum as a long-term loan.

Mayor Goldsmith thanked Dr. Malone to his service to Urbanna with his efforts in promoting the Mitchell Map

Andy Anderson of 370 Rappahannock spoke about derelict buildings in Town, including the gas station, and the needs and costs of the water infrastructure upgrades.

Councilmember Hanson responded Roy Kime attended webinar about grants and loans available to revitalize vacant/abandoned spaces. Unfortunately, the Town doesn't have the personnel resources to pursue and apply for these programs. Roy Kime added that buy-in needed from property owner(s). Unless in violation, Town is somewhat limited as to what can be done.

Mayor Goldsmith responded regarding the water upgrades, out of town residents pay higher rates and only water funds paying for upgrades, not Town taxes.

OLD BUSINESS

There was no Old Business

NEW BUSINESS

Fireworks Contract

Garth Wheeler received contract for Independence Day fireworks display. Only dates available June 30 and July 8, and based on discussions, it was determined June 30 was the best date.

Councilmember Sturgill made a motion to approve the contract with American Fireworks for \$13,000 and for the Town to hold this annual event

Councilmember Justice seconded

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

Old Town Hall-structural engineer

Garth Wheeler reported a proposed contract for the purchase of the Old Town Hall had been received, but due to an article in the Southside Sentinel containing negative comments about the structural stability of the building, the contract was withdrawn. In order to clarify questions regarding the structural stability of the building, it is suggested hiring a Structural Engineer to provide an official analysis of the building's foundation.

A study was done in 2014, by a structural engineering firm, and based on that report, \$108,000 in improves were made in 2017 to mitigated the major issues. The foundation stability was not addressed in the report because the firm was not qualified to perform foundation assessments.

Commercial building engineers for foundations are Mr. Wheeler has reached out to Bay Design for recommendations for a commercial building engineer for foundations.

Councilmember Sturgill made a motion to approve the hiring of a structural engineer to provide an analysis of the soundness of the property at 45 Cross Street.

Councilmember Chowning seconded

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

Pool Fundraising-Friends of Urbanna

Councilmember Sturgill made a motion to approve the Memorandum of Understanding (MOU) between the Town of Urbanna and the Friends of Urbanna and allow FOU to receive donations to advance the Urbanna Pool Project.

Councilmember Chowning seconded

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

ADJOURN

Councilmember Sturgill made a motion to adjourn

Councilmember Justice seconded

Chowning, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 5-0

Meeting adjourned at 8:22pm

Submitted by:

**Martha J. Rodenburg
Town Clerk**

Approved by Town Council xx/xx/xxxx



Agenda Item Summary March 9, 2023

Agenda Item: 9b-Resolution 2023-RES-003 Urbana Town Council Code of Ethics

Background: The issue regarding a Code of Ethics for Town Council has been brought up on several occasions in the past. A version of this draft was reviewed and discussed at the Council Retreat a couple years ago. Most governing bodies have a code of ethics.

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion is made to approve Resolution 2023-RES-0003, adopting the Code of Ethics as presented.

**Proposed code of ethics and 2023-RES-003 attached*

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RESOLUTION 2023-RES-003

WHEREAS, a professional code of ethics offers a set of guidelines for Town Council to use to make good decisions in the performance of their duties, and

WHEREAS, it allows it serves as a baseline expectation for what is socially acceptable and how to approach issues, and

WHEREAS, a professional code of ethics sets the standard to work honestly and with integrity, which can help create a healthier work environment and serves as a baseline for effectively dealing with issues, and

WHEREAS, a professional code of ethics is designed to ensure Council members are behaving in a manner that is socially acceptable and respectful of one another, and,

WHEREAS, these principles outline the mission and values of the Town of Urbanna, and

NOW, THEREFORE BE IT RESOLVED that the Urbanna Town Council votes to adopt the attached Code of Ethics for the Town of Urbanna Council that shall serve as a guide for best practices and proper decision making during their tenure on Town Council.

Adopted the ___ day of ___, 2023

A Copy Teste:

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Code of Ethics

Town of Urbanna Town Council

Recognizing that persons holding a position of public trust are under constant observation by the media and interested town residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the governing body should adhere to the following Standards of Conduct.

1. Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or personnel during public meetings and during the performance of public duties.
2. Act in a financially responsible manner to ensure public trust and set a high standard of integrity, paying government bills on a local, state and federal level.
3. Show impartiality, integrity, and ethical behavior during Town Council meetings and in their conduct with citizens and colleagues.
4. Make a conscientious effort to be well prepared for each meeting.
5. Avoid offering public criticism of colleagues or town employees, recognizing the dignity of each individual.
6. Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
7. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
8. Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
9. Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
10. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
11. Communicate directly with the Town Administrator, Town Attorney, and the Mayor on Town matters to enhance communication between staff and the Town Council.
12. Avoid the use of electronic devices during meetings to communicate with others regarding town business.

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