



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, January 11, 2024 6:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes
6. Reports
 - a) Town Administrator
 - b) Treasurer
7. Public Comment
8. Council Comment
9. Old Business
 - a) Trash contract-status update
10. New Business
 - a) Meeting/Work Session 2024 schedule
 - b) Electronic Meeting Policy
 - c) Committee/Commission Appointments
 - d) Main Street Memorandum of Understanding
11. Announcements
12. Adjourn



Agenda Item Summary January 11, 2023

Agenda Item: Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion to approve agenda as presented



Agenda Item Summary January 11, 2023

Agenda Item: Minutes

Background: Draft minutes attached

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Motion to approve the minutes of the October 12, 2023 meeting, and the minutes of the November 30, 2023 special meeting.

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

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
October 10, 2023**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:01pm

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Alana Courtney

Other Attendees

Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

Members of press and public

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Sturgill seconded

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

Motion passed 6-0

PRESENTATION

Ron Peake, Assistant Residency Administrator for VDOT-Saluda addressed Council to give an overview of the VDOT structure in our area, and current and upcoming VDOT projects

- Urbanna falls within the Fredericksburg district, in which there are 3 Residencies, the Saluda Residency includes 6 counties
- VDOT will be present during Oyster Festival to assist with traffic control
- 1.800.367.7623 is the number to call for VDOT customer service
- Schedules for paving projects are developed annually
 - Most Urbanna streets are on VDOT schedule for resurfacing in 2024
 - Cross Street will not be resurfaced, because it was recently done
 - Project will take place at some point between April and October
- A brochure regarding drainage was passed out to all in attendance
- Discussion took place regarding VDOT right-of-way granted by Middlesex County and their deeded maintenance responsibilities
- There is a Board of Supervisors manual Mr. Peaks will send to Mayor Goldsmith electronically

Councilmember Justice asked if VDOT does post-rain inspections and about getting speed bumps
 Mr. Peake responded they do post-rain inspections, but focus is on primary roads not secondary
 Speed bumps are difficult to get and expensive, with the local jurisdiction being financially responsible

MINUTES

Councilmember Austin made a motion to approve the minutes from the August 10, 2023 and August 24, 2023 meetings as presented.

Councilmember Sturgill seconded

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

Motion passed 6-0

REPORTS

Town Administrator

Mayor Goldsmith reported the following:

- Town of Urbanna's DMV Select has had 600,000 views on Google
- Update on security camera bids
- Placer.ai a company that tracks visitor data using mobile phone apps, including distance traveled, age, household income, length of stay, etc...
 - Councilmember Austin informed Council, this type of information is available for free through the Virginia Tourism information
- Oyster Festival Foundation has given permission for Town to use logo on new street signs

Treasurer's Report

Michele Hutton presented the September Treasurer's Report:

- C&F Pool Fundraising checking account being closed due to UBI taking over fundraising for the pool
- Tax file from Middlesex received, and will be brought into the Edmunds system on the 19th

Treasurer's Report			
The Balances Below, Reflect Bank Statements as of Month's End.			
Account Balance thru 09/30/2023	Prior Year 9/30/22	Prior Month 8/31/23	Statement Date 9/30/23
Primis Bank General Operating Bank Account	637,772.34	844,802.28	866,290.20
Renter Water Deposits	-16,551.66	-16,101.66	-16,101.66
Net Operating General Bank Account	635,222.66	846,151.62	859,297.27
C & F Bank Pool Replacement Account (new 2/28/23)	(Truist) 94,764.46	647,246.95	356,509.15
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 28,314.72	38,033.041	44,001.25
C&F Bank Building Fund (new 6/8/23)	n/a	234,200.00	236,856.41
C & F Bank Pool Fundraising checking (new 8/4/23)	n/a	250.00	235.00
Primis Bank Water Fund Reserve	114,243.79	115,085.42	115,158.57
Primis Bank General Fund Reserve	94,884.25	95,320.58	95,358.45
Primis Bank Cares Local Recovery	475,343.79	239,030.61	239,182.54
Primis Bank DMV	7,628.20	2,971.21	100.00
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,506.65	2,507.25
Taber Trust – Account Value	1,205,718.35	877,052.37	846,246.84
Taxes listed below are collected for prior month(s)	9/30/22	8/31/23	9/30/23
Meals Tax collected in September	13,319.79	18,916.41	17,037.21
Lodging Tax collected in September	7,522.80	3,970.51	3,694.95
Cigarette Tax collected in September	1,310.85	759.70	968.24
<div> <div> AUGUST EXPENDITURES: <ul style="list-style-type: none"> 9/8/23 W/D \$302,981.80 for Pool </div> <div> REVENUE as of 9/30/2023 Notes: <ul style="list-style-type: none"> C&F 9/7/23 Interest on Building Fund \$2,656.41 9/7/23 \$5,000.00 from MOM </div> </div>			

October 6, 2023
01:31 PM

Lodging Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12100-0001		to 100-12100-0002		Start Month: July		Start Year: 2023					
Type: Revenue Activity				Includes Accounts with Zero Activity: N		Year To Date As Of: 10/06/23					
Subtotal CAFR: No											
Account No	Description										
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
100-12100-0001	Lodging Tax										
12104.45	4520.69	3970.51	3693.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100-12100-0002	Lodging Tax Penalty & Interest										
1.70	0.00	0.00	1.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fund Total											
12106.15	4520.69	3970.51	3694.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grand Total	Count: 2										
12106.15	4520.69	3970.51	3694.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

October 6, 2023
01:33 PM

Meals Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12110-0001		to 100-12110-0002		Start Month: July		Start Year: 2023					
Type: Revenue Activity				Includes Accounts with Zero Activity: N		Year To Date As Of: 10/06/23					
Subtotal CAFR: No											
Account No	Description										
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
100-12110-0001	Meals Tax - Local										
61492.39	25538.77	18916.41	17037.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100-12110-0002	Penalty Meals Tax										
841.68	841.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total											
62334.07	26380.45	18916.41	17037.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 2										
62334.07	26380.45	18916.41	17037.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Water Sales

October 6, 2023
02:26 PM

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 500-17010-0001			to 500-17010-0001		Start Month: July		Start Year: 2023				
Type: Revenue Activity			Includes Accounts with Zero Activity: N		Year To Date As Of: 10/06/23						
Subtotal CAFR: No											
Account No	Description										
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
500-17010-0001	Water Sales Charges										
81139.55	6051.18	54319.81	20768.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fund Total											
81139.55	6051.18	54319.81	20768.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grand Total	Count: 1										
81139.55	6051.18	54319.81	20768.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Pool Committee

Barbara Hartley reported the following:

- Pool construction progressing
- Volunteer has come forward to paint the snack shack
- Interior of bath house almost complete
- Weather permitting, pool will be filled on October 18th
- Catchment pond and surrounding landscaping almost complete

Project Funding Committee

Councilmember Sturgill reported the following:

- Current pledges for pool
 - Bristow family-\$10,000
 - Montague family-\$15,000
- \$43,500 has been deposited into the UBI account
- 300 mailers have been sent out requesting donations
- \$36,000 has been received for charter memberships

Water Committee

Roy Kime reported the following:

- New well has been drilled completely and is very productive
- Land on hill has been graded and grass seeded
- Phase 2 of construction includes installing a pump and associated plumbing to pumphouse has yet to be bid
 - Enough funds in USDA loan to take pay for Phase 2

Planning Commission

Councilmember Hanson reported the following from their October 10, 2023 meeting:

- Discussed and reviewed revision of the Comprehensive Plan pertaining to the Chesapeake Bay Preservation Act (CBPA)
 - Legal mandate to have completed by December 31, 2023
 - Should be updated every 2 years, has not been done since 2012
- Reviewed and discussed changes for the B1 ordinance
- Discussed short term rental ordinance changes
- Discussed upcoming issues including possible HARB application and the street sign replacement project

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

- William Mayo-spoke regarding the lack of action regarding the kayak trail, purchase of the floating dock from Christchurch, and floating dock proposed to be installed at end of marina
 - Mayor Goldsmith responded the floating dock installation is contingent on the approval of the BIG grant
 - Councilmember Chowning spoke to the need for the kayak trail map to be accessible via the town website, it is currently available on the Middle Peninsula Planning District website
 - Discussion took place regarding the need for better signage, location of kayak rental kiosk, and better storage of resident kayaks
- Tammy Putney-offered to assist with delivery of floating dock, the need to clean up the area where kayaks are stored, and against having cameras installed at park due to difficulty to review recording

OLD BUSINESS

Proposed amendments to zoning ordinance and Comprehensive Plan relating to Chesapeake Bay Protection Act

Mayor Goldsmith provided the background on the topic and discussed the need to move forward

Councilmember Austin made a motion to refer the modification of the Chesapeake Bay Protection Act portion of the Town's Comprehensive Plan, including the amendment to Section 17-4.10.11 of the Town Code to the Planning Commission

Councilmember Sturgill seconded

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

Motion passed 6-0

Mr. Kime noted, in anticipation of Council's referral, the Planning Commission has scheduled a public hearing for 9:00am, October 13, 2023 to review this and bring their recommendation to Council, and discussed future steps.

Further discussion then took place regarding advertising dates, and it was determined, due to the current State Code regarding advertising dates for public hearings, the public hearing scheduled for October 13th could not take place. It was determined the Town Attorney would work with staff to coordinate the logistics of the required public hearings.

Proposed amendment to provisions of Section 17-4.6 the General Commercial District (B-1)

Mayor Goldsmith provided the background on the topic, including discrepancies regarding which uses are considered by-right, and which uses require a special use permit, that needed to be cleaned-up, including, but not limited to, Sec.17-4.6.2(2) and Sec.17-4.6.3(22). It was discussed that Sec.17-4.6.3(22) should be deleted, as it conflicted with Sec.17-4.6.2(2).

Other items were discussed, including the definitions for different types of lodging units. It was explained the locality determines the definition, and the need to clarify current definitions.

Town Attorney Andrea Erard asked Council to tell her what they would like to see in an ordinance, she would work with Mr. Kime on definitions and put an ordinance together.

Further discussion took place regarding ways to separate the B-1 district businesses from using the current ordinance, specifically Sec.17-4.6.2(16) as a work around for establishing Short Term Rentals (STRs) on their property. Ms. Erard suggested a better set of definitions/terms that define where transient people can stay, with a possible solution to define those transient uses as things that have two or more units

In general, Council is in agreement to remove Sec.17-4.6.2(16) by right, and working on a better replacement for Sec.17-4.6.3(22).

Proposed amendment to the Short-Term Rental Ordinance in the Town Code

Ms. Erard asked what problem is Council trying to solve.

Councilmember Hanson responded there are multiple problems they are trying to solve and read the guiding principles they would like to be used to develop a new STR ordinance. The list was developed using National League of Cities and the survey as resources:

1. Preserve the residential quality of neighborhoods
2. Allow economic gain for residents
3. Support tourism in a balanced way
4. Protect the character of Urbanna's historic area
5. Protect Urbanna's small commercial footprint
6. Prevent the loss of rental housing stock
7. Balance the needs and rights of property owners and neighbors
8. Ensure health and safety for guests and residents
9. Protect against overgrowth of STRs

Some of the current problems that need to be resolved are enforcement, unauthorized STRs, and low financial penalty which doesn't keep people from violating the current ordinance.

Ms. Erard explained how it should work with a zoning violation:

- Zoning Administrator receives complaint
- Does an investigation
- Sends a courtesy letter

- Sends a formal notice of violation
- If the violation not fixed, 30 days later go to court and file an injunction that the terms of the violation be enforced by the court

A lengthy discussion took place regarding various problems in the current ordinance, including who is eligible to have a permit, and the history behind the replacing the current STR ordinance.

Ms. Erard explained a written document needs to be referred by Council to the Planning Commission for them to use in creating a new proposed ordinance for Council's approval.

Councilmember Austin suggested Council send Ms. Erard changes they would like made and have her create the document.

Further discussion took place about including items in the ordinance that will not put responsibilities on staff that are not feasible, and possible penalties.

Councilmember Chowning added he was looking at this issue from the viewpoint of the citizens, and the need for short-term rentals, but not too many.

Councilmember Hanson discussed some of the methods and research that had been done to determine how many STRs would be enough for them to succeed, but not so many that none can succeed.

Penalties were discussed, including for those who do not have permits and those who aren't properly reporting, as well as how to address residential homes that are in the B-1 district.

Ms. Erard suggest a first step be to determine in what districts will STRs be allowed, with Councilmember Hanson responding that had been addressed in the document developed by Mr. Kime, with the understanding that it needs to be clarified.

Ms. Erard explained the civil penalty in the proposed changes would limit the town from assessing a criminal penalty. It was decided Council would email Ms. Erard with their suggestions and questions, and Ms. Erard would write a proposal and next steps would be determined after that.

NEW BUSINESS

2021-2022 Audit

Mayor Goldsmith reported the audit for FY2021-2022 had been completed. There were no discrepancies found, and there was a surplus in the amount of approximately \$21,000. The audit will be uploaded to the Town website.

Pool Cover

Mayor Goldsmith reported when the pool contract was negotiated, one of the items left out was a pool cover. The project has stayed on budget, and pool maintenance will be decreased and safety increased with a cover.

Councilmember Austin made a motion to approve the purchase of a pool cover for the new pool for the amount of \$21,505.00

Councilmember Justice seconded

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

Motion passed 6-0

CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to Va. Code section 2.2-3711(A)(1) for the discussion of the hiring of a new Town Administrator and for the discussion of the salary and compensation of the Town Clerk and the Town Treasurer.

Councilmember Sturgill seconded

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

Motion passed 6-0

Councilmember Austion made a motion to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered.

Councilmember Hanson seconded

Austin, Chowning, Hanson, Justice, Sturgill, and Goldsmith certified

Councilmember Austion made a motion to go into closed meeting pursuant to Va. Code section 2.2-3711(A)(1) for the discussion of the salary and compensation of the DMV Operator.

Councilmember Chowning seconded

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

Motion passed 6-0

OPEN MEETING

Councilmember Austion made a motion to reconvene and certify that only the matters identified in the motion to go into closed meeting were heard, discussed or considered.

Councilmember Chowning seconded

Austin, Chowning, Hanson, Justice, Sturgill, and Goldsmith certified

Council Action

Councilmember Austin made a motion to move the Town Treasurer's position to an annual gross salary of \$57,000 per year.

Councilmember Hanson seconded

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

Motion passed 6-0

Councilmember Austin made a motion to move the Town Clerk to an hourly rate of \$23.28, annual gross salary of \$48,422.00.

Councilmember Sturgill seconded

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

Hanson abstained

Motion passed 5-0

Councilmember Austin made a motion to increase the DMV Operator to an hourly rate of \$20.00.

Councilmember Hanson seconded

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

Motion passed 6-0

Councilmember Austin made a motion to make the salary increases for the Town Treasurer, Town Clerk, and DMV Operator retroactive to October 2, 2023

Councilmember Sturgill seconded

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

Motion passed 6-0

PUBLIC COMMENT

There was no public comment

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Sturgill seconded

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

Motion passed 6-0

Meeting adjourned at 8:59pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

DRAFT

**Town of Urbanna
Town Council
Special Meeting
Council Chambers-390 Virginia St. Suite B
November 30, 2023**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alan Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Others Present

Martha Rodenburg-Town Clerk

Mayor Goldsmith called the meeting to order at 5:34pm
All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Justice seconded

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

Motion passed 7-0

CLOSED MEETING

Councilmember Courtney made a motion to go into closed meeting pursuant to Virginia Code section §2.2-3711(A)(1) for the following purposed: to hire a new Town Administrator.

Councilmember Austin seconded

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

Motion passed 7-0

Martha Rodenburg left the meeting

OPEN MEETING

Councilmember Courtney made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion into go into closed meeting were heard, discussed, or considered.

Councilmember Sturgill seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith certified yes

Motion passed 7-0

Councilmember Austin made a motion to approve the Employment Agreement with Philip Costin effective December 4, 2023

Councilmember Sturgill seconded

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

Motion passed 7-0

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Sturgill seconded

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

Motion passed 7-0

Meeting adjourned at 5:45pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx



**Agenda Item Summary
January 11, 2024**

Agenda Item: 6-Reports

Town Administrator Report-Ted Costin (report attached)

Treasurer's Report-Michele Hutton (report attached)



TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175
PHONE: 804-758-2613, FAX: 804-758-0389

To: The Honorable Mayor and Members of the Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: January 5, 2024
Subject: Monthly Report – January 2024

First, thank you and the staff for your condolences and support related to my stepfather's passing.

I continue to familiarize myself with several topical files and processes. More specifically I have transitioned planning/zoning matters from Mr. Kime to include Main Street (to be addressed separately), observed field water meter reading, met with citizens and professionals regarding the Museum, Trolley, solid waste matters (also to be addressed separately), committee assignments (again, also to be addressed separately) which included recruitment confirmation, and regional matters via a meeting with MPPDC Executive Director. Of special note, I attended the Oyster Festival Foundation Board meeting and met face to face for the first time with the Town Attorney. She and I went over several issues to map their respective road ahead.

I have meetings scheduled with the County Administrator and our insurance carrier next week. In addition, I would ask for each committee appointed this evening; especially Finance, meet as early as possible to timeline and begin the budget process.

In a prior communication I indicated I would offer some suggestions on agenda and application deadlines to assure appropriate review time by the staff as well as reviewing and approving authorities. That follows as does a suggested Public Hearing process for all bodies conducting public hearings to follow. Unless council objects, those will be implemented.

I have reviewed the short-term rental issue and recommend the matter be directed to the Planning Commission to consider:

Eliminating R1 by right uses by right in the B1 District, and

Eliminating language that requires residential units be associated with the business in the B1 uses by Special Use Permit.

If you have any questions or concerns, please bring them forward.

Thank you.

PROPOSED DEADLINES:

Town Council agenda items must be submitted with all supporting documentation by noon one week before the scheduled meeting. Town Council reserves the right to include items onto its agenda which were not included.

The application deadline for citizen-initiated matters going before the Town of Urbanna Planning Commission is close of business the second Tuesday of each month for consideration by the Planning Commission and, as soon as practical thereafter, by the Town Council the following month.

The application deadline for citizen-initiated matters going before the Town of Urbanna Board of Zoning Appeals is not set but consideration will be given within a month via a called meeting as soon as practical.

Public Hearing Order

Motion to Enter Public Hearing to consider _____

Second/Discussion/Vote

Presentation by Staff*

Q/A by Body

Proponent/Applicant Presentation*

Q/A by Body

Persons in Support

Persons in Opposition

Opportunity for Proponent/Applicant to address concerns*

Opportunity for Staff to address concerns*

Motion to Close Public Hearing regarding _____

Second/Discussion/Vote

Motion to approve/deny (subject matter)

Second/Discussion/Vote

*No time constraints



Treasurer's Report

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

Account Balance thru 1/31/2023	Prior Year 12/30/22	Prior Month 11/30/23	Statement Date 12/31/23
Primis Bank General Operating Bank Account	883,066.45	957,916.63	1,074,889.37
Renter Water Deposits	-17,776.66	-16,326.66	-16,326.66
Net Operating General Bank Account	864,119.96	930,523.60	1,073,031.70
C & F Bank Pool Replacement Account (new 2/28/23)	(Truist) 594,770.35	Closed 11/1/23	n/a
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 31,201.57	46,315.99	46,718.19
C&F Bank Building Fund (new 6/8/23) CD	n/a	236,856.41	Closed 12/12/23
Primis Bank Water Fund Reserve	114,471.80	115,315.11	115,388.41
Primis Bank General Fund Reserve	95,002.58	95,439.46	95,477.37
Primis Bank Cares Local Recovery	475,403.06	239,507.68	239,659.92
Primis Bank DMV	4,273.35	2,876.63	2,876.63
Primis Bank USDA Well Replacement-new 10/14/22	2,501.61	2,508.53	2,509.13
Taber Trust – Account Value	841,834.25	846,246.84	932,715.71
Taxes listed below are collected for prior month(s)	12/31/22	11/30/23	12/31/23
Meals Tax collected in December	14,659.22	15,123.86	5,777.51
Lodging Tax collected in December	2,527.39	2,909.03	514.88
Cigarette Tax collected in December	554.88	1,351.82	402.20

EXPENDITURES:

- \$173,858.67 final pool payment

REVENUE as of 12/31/2023

- 12/12/2023 Closing withdrawal building fund account = \$239,513.74 w/total interest received = \$5,313.74
- Real estate as of 1/8/24 = \$248,476.75 + Del \$4,744.46
- RE Delinquent = **\$19,786.15**
- Personal Property = \$9,490.42 + Del \$162.87

REVENUE Con't

Due to holidays & me being out of the office, some of the taxes posted in the month of January for December.

- Lodging tax total = \$3,465.22
- Meals tax total = \$14,588.35

January 8, 2024
08:52 AM

Lodging Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/08/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total											
100-12100-0001	Lodging Tax										
20513.71	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	2950.34	0.00	0.00	0.00	
Fund Total											
20513.71	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	2950.34	0.00	0.00	0.00	
Grand Total	Count: 1										
20513.71	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	2950.34	0.00	0.00	0.00	

January 8, 2024
09:23 AM

Meals Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/08/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Total											
100-12110-0001	Meals Tax - Local										
105340.22	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	8810.84	0.00	0.00	0.00	
Fund Total											
105340.22	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	8810.84	0.00	0.00	0.00	
Grand Total	Count: 1										
105340.22	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	8810.84	0.00	0.00	0.00	

Water Sales

January 8, 2024
09:24 AM

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/08/24
Subtotal CAFR: No

Account No	Description									
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges									
195116.71	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	0.00	0.00	0.00	0.00
Fund Total										
195116.71	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	0.00	0.00	0.00	0.00
Grand Total	Count: 1									
195116.71	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	0.00	0.00	0.00	0.00



TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175
PHONE: 804-758-2613, FAX: 804-758-0389

To: The Honorable Mayor and Members of the Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: January 4, 2024
Subject: Solid Waste Management Status

Direct Trash Service: I have researched trash collection vehicles. Prices range from \$1.00 to \$30,000 for used with the oldest available being a 1992 model, \$179,000 to \$274,000 refurbished, and for a 2024 model new - \$343,779. Used and refurbished vehicles were located in Texas, New York, Alabama, and North Carolina. New vehicles could be obtained from a dealership in central Virginia. Keep in mind to maintain service it must be anticipated a vehicle will breakdown and thus at least one additional vehicle would be needed. There are typically heavy equipment lease options available; but I have not researched that option. If council wishes to further explore this issue, I will research lease options.

Staffing would require at least one person holding a Commercial Drivers Licensed (CDL). Consider hourly competitive pay rates are above \$50.00 an hour for CDL holders. Typical trash service in the town takes approximately 5 hours so that using a part-time employee would require annually – and conservatively - \$13,00 for once-a-week pickup. Of course, more pickups per week – even seasonally - would increase this calculation which does not factor in a recycling run should that be desired.

I have a meeting early next week with our insurance carrier and will be asking about insurance costs regarding the establishment of this service. I have yet to solicit input from other towns providing this service, but will do so should council wish to further explore this issue

Contracted Trash Service: I reached out to a representative of Church View and learned they are interested in retaining the town as a client. As a result, this date, the Town Clerk and I met with Anthony Santucci-Curci of Church View. The meeting touched upon existing contract language, the lack of contract provisions or clarity, past service issues, and potential service expansions. I anticipate a proposal in contract form before your next meeting.

With that I will reach out to others who may be interested in making a proposal.



Agenda Item Summary January 11, 2024

Agenda Item: 8a-Urbanna Town Council 2024 Meeting/Work Session Calendar

Background: The proposed 2024 meeting calendar is attached

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve the proposed 2024 Urbanna Town Council Meeting and Work Session calendar as presented.

**Urbanna Town Council
Proposed 2024 Meeting/Work Session
Schedule
Following January 11, 2024**

	Monthly Meeting	Work Session
January	25*	
February	8	22
March	14	28
April	11	25
May	9	23
June	13	27
July	11	25
August	8	22
September	12	26
October	10	24
November	14	
December	12	

*All meetings and work sessions to be held at 6:00pm
unless otherwise noted
Urbanna Town Hall
390 Virginia St.
Suite B
Urbanna, VA 23175*

**-The January 25th meeting will begin at 7:00pm, due to
previously advertised public hearings*



Agenda Item Summary **January 11, 2024**

Agenda Item: 10b-Proposed Electronic/Remote Participation in Meetings Policy

Staff Recommendation: Adoption

Justification: While rarely needed this policy would be “a tool in the toolbox” to allow full participation by council members when ill, caring for the ill, or away on business or even pleasure; the latter being limited.

Although, unlikely, there is also a provision for meetings held more than 60 miles from an attendee’s home. This aspect of the proposed policy comes about due to the enabling statute Section 2.2.3708, Code of Virginia, 1950, as amended being comprehensive so as to cover public bodies such as statewide boards an example being the Commonwealth Transportation Board which has representatives from across the Commonwealth.

The policy goes on to set out the procedure to be followed for notice by the member(s) seeking participation via electronic/remote means, council action when such notice is received, documentation, public inclusion, and emergency exemptions.

Fiscal Impact: N/A

Council Action Requested: Adoption

Sample Motion(s): I move adoption of the Electronic/Remote Participation in Meetings Policy before us this evening.

Electronic/Remote Participation in Meetings Policy

A. It is the policy of the Urbanna Town Council that individual members of the Council may participate in meetings of the governing body by electronic communication as permitted by Virginia Code § 2.2.3708.3, 1950, as amended, provided that a quorum is physically assembled.

B. A Council member who seeks to participate electronically must notify the Mayor in advance of the public meeting that:

1 - The member is unable to attend the meeting due to:

- (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance (medical condition or disability need not be identified) or
- (ii) A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance; or

2 - The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

3 - The member is unable to attend the meeting due to a personal matter and the member identifies with specificity the nature of the personal matter; participation electronically due to a personal matter is limited to two meetings, or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

C. At the meeting, prior to conducting any business, the Council must vote to allow the participation of the Council member electronically. **A Council member shall be permitted to participate electronically so long as the participation is consistent with this policy.** If a member's electronic participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

D. Once participation by a member through electronic communication means is approved by a vote of the quorum that is physically assembled (electronic participation may only be disapproved for failure to follow this policy), the minutes must reflect the reason why the member participated electronically and the location from which the member participated. (The location need not be open to the public unless three or more members are gathered at the same remote location.) If electronic participation is due to the distance between the member's principal residence and the meeting location this shall be included in the minutes along with the location of the Council meeting. If electronic participation is due to a personal matter, minutes should reflect the specific nature of the personal matter.

E. Whenever an individual member participates from a remote location that is open to the public there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Council. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Code of Virginia § 2.2-3708.2, 1950, as amended.



Agenda Item Summary

January 11, 2024

Agenda Item: 10c-Proposed Committees and Commission Assignments

Staff Recommendation: Adoption

Justification:

Mayor Goldsmith and Mr. Costin, along with staff input, are putting forth the following list of proposed committee and commission appointments for Council approval.

All persons eligible for reappointment have agreed to serve another turn.

Members of the Board of Zoning Appeals are required by Virginia Code to be appointed by the Circuit Court; therefore, Council can only vote to recommend those proposed appointees to the Middlesex County Circuit Court for their approval. All proposed meet the statutory requirements and have agreed to serve.

Fiscal Impact: N/A

Council Action Requested: Adoption

Sample Motion(s): I move adoption of the Committees and Commission assignments as presented, with the proposed Board of Zoning Appeals appointees to be recommended for approval by the Middlesex County Circuit Court.

**Town of Urbanna
2024 Committee/Board
PROPOSED**

Planning Commission	
Name	Term Expires
Merri Hanson (Council Member)	12/31/2026
Lewis Hall (Citizen)	12/31/2024
Donald Drayer (Citizen)	12/31/2024
Penelope (Gari) Lister (Citizen)	12/31/2024
Katherine "Katie" Wilson (Citizen)	12/31/2027
Martha Rodenburg (Staff)	
Ted Costin (Staff)	

Historic Architecture Review Board	
Name	Term Expires
Amy Denney (Citizen)	12/31/2025
Barbara Hartley (Citizen)	12/31/2025
Meriweather (Tammie) Putney (Citizen)	12/31/2024
Peni Roberts (Citizen)	12/31/2024
Patricia Wheeler (Citizen)	12/31/2028
Ted Costin (Staff)	

Board of Zoning Appeals	
Name	Term Expires
Lewis Hall	12/31/2024
John Anzivino	12/31/2025
Kelly Pollak	12/31/2026
JD Magness	12/31/2027
Martha Lowe	12/31/2028
Martha Rodenburg (Staff)	
Ted Costin (Staff)	

Finance Committee	
Name	
Bill Goldsmith (Mayor)	
Sandy Sturgill (Council Member)	
Larry Chowning (Council Member)	
Marnie Harte (Citizen)	
Roy Kime (Citizen)	
Michele Hutton (Staff)	
Ted Costin (Staff)	

Personnel Committee
Name
Bill Goldsmith (Mayor)
Merri Hanson (Council Member)
Larry Chowning (Council Member)
Ted Costin (Staff)

Water Committee
Name
Bill Goldsmith (Mayor)
Alana Courtney (Council Member)
Marjorie Austin (Council Member)
Roy Kime (Citizen)
David Overman (Citizen)
Martha Rodenburg (Staff)
Ted Costin (Staff)

Middle Peninsula Planning (MPPDC)
Name
Ted Costin (Town Administrator)
Bill Goldsmith (Mayor)

Middle Peninsula Chesapeake Bay Public Access Authority (PAA)
Name
Ted Costin-Primary
Larry Chowning-Alternate



Agenda Item Summary

January 11, 2024

Agenda Item: 10d-Proposed Memorandum of Understanding (MOU) concerning a Community Vitality Grant (CVG) between the Town of Urbanna and the Virginia Department of Community Development.

Staff Recommendation: Acceptance.

Justification:

In April of 2022 the Town Council authorized pursuit of an Exploring Main Street Program. That effort has progressed to a point via a subsequent application that the MOU which follows must be executed to acquire additional funds to undertake a solid five-year strategic plan involving numerous stakeholders such as, but not limited to, the Oyster Festival Foundation and Urbanna Beautification, Inc. via a newly formed 501 (c) 3 entity.

Fiscal Impact: \$3,020. Acquired from \$500 donation with \$2520 in volunteer and staff in-kind support.

Council Action Requested: Acceptance.

Sample Motion(s): I move Mayor Goldsmith be authorized by the Town Council of Urbanna to sign the Memorandum of Understanding for a Community Vitality Grant (CVG) between the Town of Urbanna and the Virginia Department of Community Development as presented for the desired purpose of overall economic development. I further move that councilmember Hanson serve as council's liaison to any Main Street entity.



Glenn Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Bryan W. Horn
Director

MEMORANDUM OF UNDERSTANDING FY 2024 Community Vitality Grant (CVG)

Between

Town of Urbanna

And

Department of Housing and Community Development (DHCD)

CONTRACT #: 24-VMSCVG-Appn-08

PURPOSE:

The purpose of this Memorandum of Understanding (the "MOU") between the Town of Urbanna (Grantee), a unit of local government, and the Department of Housing and Community Development (DHCD), is to fund the Urbanna Main Street project.

PERIOD OF AGREEMENT:

This MOU is entered into as of January 15, 2024. Grantee must satisfactorily complete the project, along with a final report no later than December 31, 2024.

SCOPE OF WORK:

WHEREAS, Grantee is tasked with economic vitality, public relations, marketing, event coordination, community support, and program administration of the Main Street Approach to revitalize downtown Urbanna, and;

WHEREAS, the matching funds including \$500 cash from a private donor and \$2,520 of in-kind support of staff and volunteer hours have been committed to this project;

NOW, THEREFORE, in consideration of mutual covenants and promises in this MOU and for other good and valuable consideration, the receipt and sufficiency of which are to be solely determined by DHCD, the parties hereto agree as follows:

DHCD will provide Grantee a Community Vitality Grant (CVG) in the amount of \$5,500.00 for the exclusive purpose of funding a consultant to secure 501c3 tax exemption status and create a strategic plan for Urbanna's Main Street organization and Urbanna's historic commercial district. The grant will be paid as follows:



1. \$5,500 will be paid to Grantee upon submission of a remittance request by Grantee with a copy of this executed MOU as an attachment. If Grantee does not request the first remittance within 30 days of the final execution of this MOU, the full grant amount will be forfeited.

Grantee will be required to submit progress and final reports, as well as any other supporting documentation requested by DHCD, via CAMS, providing updates on all project activities and noting if there have been any challenges, delays or issues with executing required activities. Progress reports will be due on a quarterly basis and the final report will be due on the contract end date.

A fully executed copy of this MOU must be uploaded to CAMS before any remittance requests will be processed. All remittance requests must be submitted via CAMS and should be accompanied by relevant support documentation such as a fully executed copy of this MOU or project invoices. Grantee will be required to submit a final project budget, along with financial support documentation for all project related expenses and leverage before the grant can be closed, and all grant files **must be retained** for five (5) years.

This program will result in the following required activities:

1. Hire a consultant to secure 501c3 status and develop a strategic plan for the Main Street organization

The activities above are anticipated to:

1. Secure 501c3 tax exemption status for the Main Street organization
2. Complete a strategic plan to create a robust Main Street and tourism program

Grantee agrees to the following audit requirements as a pre-requisite to apply for remittances of funding allotments outlined in this MOU:

All grantees, sub-grantees, CHDOs, sub-recipients, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)**, Reviewed Financial Statement(s) prepared by an independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures \leq \$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures $>$ \$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA



Federal expenditures \geq \$750,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA
---------------------------------------	---

** Does not require preparation by a CPA

SUBMISSION REQUIREMENTS:

Required financial statements must be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement, audited financial statements, and Single Audit only) - whichever comes first.

Entities must electronically submit their financial statement(s), reviewed financial statements, audited financial statements, or Single Audit in DHCD's Centralized Application and Management System (CAMS) which requires the organization to register in CAMS at <https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>

Entities are required to have a DHCD reviewed and approved current audit or reviewed financial statement(s) in order to submit a remittance request.

DEFAULT:

Should Grantee fail to comply with terms and conditions set forth in this MOU, DHCD reserves the right to require reimbursement of the entire granted amount of \$5,500 from Grantee, or any portion thereof.

EXECUTION:

In witness whereof, the parties have executed or caused to be executed by their duly authorized official this AGREEMENT to be bound thereby.

Department of Housing and Community Development (DHCD)

BY: _____ DATE: _____

TITLE: Deputy Director

Town of Urbanna (Grantee)

BY: _____ DATE: _____

TITLE: _____



