



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, August 8, 2024 6:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Joint Public Hearings-Urbanna Town Council and the Urbanna Planning Commission
 - a. Rezoning Ordinance 2024-ORD-08
 - b. Rezoning Ordinance 2024-ORD-09
 - c. Rezoning Ordinance 2024-ORD-10
 - d. Rezoning Ordinance 2024-ORD-11
 - e. Rezoning Ordinance 2024-ORD-12
 - f. Rezoning Ordinance 2024-ORD-13
 - g. Rezoning Ordinance 2024-ORD-14
 - h. Rezoning Ordinance 2024-ORD-15
 - i. Rezoning Ordinance 2024-ORD-16
 - j. Rezoning Ordinance 2024-ORD-17
6. Public Hearing-Urbanna Town Council
 - a. Proposed issuance of bonds in the estimated maximum amount of \$350,000 to pay costs of capital improvements to the Town's water system, including a new water well and connection
 - i. Consideration of a resolution titled LOAN RESOLUTION
 - ii. Consideration of a resolution titled A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A BOND OF THE TOWN OF URBANNA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT GREATER THAN \$350,000, AS AN ADDITIONAL BOND PURSUANT TO AN INITIAL RESOLUTION ADOPTED DECEMBER 15, 2022, BY THE COUNCIL.
7. Minutes
8. Reports
 - a. Town Administrator
 - b. Treasurer
9. Old Business
10. New Business
11. Public Comment
12. Council Comment
13. Announcements
14. Adjourn



Agenda Item Summary
August 8, 2024

Agenda Item: 4-Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

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

Staff Report
Zoning Map Amendment
Rezoning 2024-RZ-01

Applicant: Town of Urbanna

Request: Rezone from R-1 (Low Density Residential) the following described property:

TAX MAP 19 (12) 1 CONSISTING OF +/- 1.479 ACRES TO R2 (HIGH DENSITY RESIDENTIAL DISTRICT)

TAX MAP 19 (12) 1A CONSISTING OF A +/- .38 ACRE PARCEL TO B-1 (GENERAL COMMERCIAL DISTRICT)

TAX MAP 20-26 CONSISTING OF +/- 3.9881 ACRES TO B-1

TAX MAP 20-27 CONSISTING OF +/- 4.4292 ACRES TO R-2

TAX MAP 20B (1) 2B CONSISTING OF A +/- .621 ACRE PARCEL TO R-2

TAX MAP 20B (1) 1 CONSISTING OF +/- 9.4837 ACRES TO R-2

TAX MAP 20B (13) A CONSISTING OF A +/- .413 ACRE PARCEL TO B-1

TAX MAP 20B (1) 3A CONSISTING OF A +/- .902 ACRE PARCEL TO B-1

TAX MAP 20B (1) 2 CONSISTING OF A +/- .791 ACRE PARCEL TO B-1

TAX MAP 2B (1) 2A CONSISTING OF +/- 1.3 ACRES TO B-1

Location: The lands include those laying southeast, southwest, and south/southwest up to 1200 feet of the intersection of Waverly Road (State Route 1010) and Virginia Street (State Route 227 and 602).

Impact: In most instances, there is no impact; established uses can continue. On other properties, the density allowance is increased thus the potential for development at a higher level is present.

Comprehensive Plan: The 2012 Comprehensive Plan as updated addresses the area subject to the present rezoning request on page 8 (Planning Area Map) and then on pages 30-32 as one of seven Study Areas. While outside the corporate limits these areas were noted as having impact on the town via resident visitation, utility service, and transportation connection.

The Future Land Use Plan followed existing uses to the singular parcel and not via an area or district designation so the uses proposed in that document match up well to what is proposed.

While not associated with any specific parcel, area or district, there is general language in the Comprehensive Plan to support the rezoning to reduce conflicts in use and expand economic activity.

Land Use Goal: *Encourage harmonious and wise use of the land in all future development decisions.*

Objective: *Preserve the character and quality of life in the Town and improve the compatibility of existing land use relationships. (p.45)*

Economic Goal: *Expand the economic activities commensurate with the existing character and lifestyle of the local community.*

Objective: *Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions....*

Zoning Compliance: Under Middlesex’s zoning these properties were zoned residential or community village; a mixed-use description.
At present, there are several non-conforming uses on the R-1 zoned property to include the offices of the town. Re-zoning as proposed will correct those. The zonings proposed are tied to use as well as adjacent or nearby uses and/or zoning. For example, the existing duplex, an R2 use, is adjacent to Hall and Thurston Properties lands and thus are proposed to be R-2 and the Middlesex Volunteer Fire Department zoned B1 along Virginia Street is proposed to have its adjacent property to the south rezoned to match.

Analysis: The Town of Urbanna is undertaking this rezoning of land brought into the town through a Boundary Line Adjustment in 2023 to reflect current use and to promote compatible development. Being compliant to the mixed-use development of adjacent lands, supportive of Goals and Objectives of the Comprehensive Plan, and supported by all land owners, staff recommends approval.

Recommendation: Approve as presented.

Suggested Motions: I move to approve to adopt Ordinances 2024-08 as presented.

I move to approve to adopt Ordinances 2024-09 as presented.

I move to approve to adopt Ordinances 2024-10 as presented.

I move to approve to adopt Ordinances 2024-11 as presented.

I move to approve to adopt Ordinances 2024-12 as presented.

I move to approve to adopt Ordinances 2024-13 as presented.

I move to approve to adopt Ordinances 2024-14 as presented.

I move to approve to adopt Ordinances 2024-15 as presented.

I move to approve to adopt Ordinances 2024-16 as presented.

I move to approve to adopt Ordinances 2024-17as presented.

ORDINANCE NO. 2024-08

ORDINANCE NO. 2024-08 REZONES TAX MAP 19 (12)1 CONSISTING OF +/- 1.479 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED NORTHWEST AND ADJACENT TO 85 LAUREL FARMS LANE.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that the public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 19 (12)1 consisting of +/- 1.479 acres from R-1 (low density residential district) to R-2 (high density residential district).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 19 (12)1 consisting of +/- 1.479 acres be rezoned from R-1 (low density residential district) to R-2 (high density residential district) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-09

ORDINANCE NO. 2024-09 REZONES TAX MAP 19(12)1A CONSISTING OF A +/- .38 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED NORTHWEST AND ADJACENT TO 85 LAUREL FARMS LANE.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 19(12)1A consisting of a +/- .38 acre parcel from R-1 (low density residential district) to R-2 (high density residential district).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 19(12)1A consisting of a +/- .38 acre parcel be rezoned from R-1 (low density residential district) to R-2 (high density residential district) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-10

ORDINANCE NO. 2024-10 REZONES TAX MAP 20-26 CONSISTING OF +/- 3.9881 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED AT 390 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20-26 consisting of +/- 3.9881 acres from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20-26 consisting of +/- 3.9881 acres be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-11

ORDINANCE NO. 2024-11 REZONES TAX MAP 20-27 CONSISTING OF +/- 4.4292 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED ADJACENT TO 390 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20-27 consisting of +/- 4.4292 acres from R-1 (Low Density Residential District) to R-2 (High Density Residential District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20-27 consisting of +/- 4.4292 acres be rezoned from R-1 (Low Density Residential District) to R-2 (High Density Residential District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-12

ORDINANCE NO. 2024-12 REZONES TAX MAP 20B (1)2B CONSISTING OF A +/- .621 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED AT 133 WAVERLY ROAD.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B (1)2B consisting of a +/- .621 acre parcel from R-1 (Low Density Residential District) to R-2 (High Density Residential District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B (1)2B consisting of a +/- .621 acre parcel be rezoned from R-1 (Low Density Residential District) to R-2 (High Density Residential District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-13

ORDINANCE NO. 2024-13 REZONES TAX MAP 20B (1)1 CONSISTING OF +/- 9.4837 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO R-2 (HIGH DENSITY RESIDENTIAL DISTRICT); THIS PROPERTY IS LOCATED EAST OF 133 WAVERLY ROAD.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B (1)1 consisting of +/- 9.4837 acres from R-1 (Low Density Residential District) to R-2 (High Density Residential District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B (1)1 consisting of +/- 9.4837 acres be rezoned from R-1 (Low Density Residential District) to R-2 (High Density Residential District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-14

ORDINANCE NO. 2024-14 REZONES TAX MAP 20B(13)A CONSISTING OF A +/- .413 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED SOUTHWEST OF 133 WAVERLY ROAD.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B(13)A consisting of a +/- .413 acre parcel from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B(13)A consisting of a +/- .413 acre parcel be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-15

ORDINANCE NO. 2024-15 REZONES TAX MAP 20B(1)3A CONSISTING OF A +/- .902 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED AT 138 LAUREL HILL DRIVE.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B(1)3A consisting of a +/- .902 acre parcel from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B(1)3A consisting of a +/- .902 acre parcel be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-16

ORDINANCE NO. 2024-16 REZONES TAX MAP 20B(1)2 CONSISTING OF A +/- .791 ACRE PARCEL FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED SOUTH OF 330 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 20B(1)2 consisting of a +/- .791 acre parcel from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 20B(1)2 consisting of a +/- .791 acre parcel be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

ORDINANCE NO. 2024-17

ORDINANCE NO. 2024-17 REZONES TAX MAP 2B(1)2A CONSISTING OF +/- 1.3 ACRES FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO B-1 (GENERAL COMMERCIAL DISTRICT); THIS PROPERTY IS LOCATED SOUTH OF 330 VIRGINIA STREET.

WHEREAS the Urbanna Town Council has conducted a duly advertised public hearing on August 8, 2024; and

WHEREAS the Urbanna Town Council has determined that public necessity, convenience, general welfare, and good zoning practices support the rezoning of Tax Map 2B(1)2A consisting of +/- 1.3 acres from R-1 (Low Density Residential District) to B-1 (General Commercial District).

BE IT ORDAINED by the Urbanna Town Council that Tax Map 2B(1)2A consisting of +/- 1.3 acres be rezoned from R-1 (Low Density Residential District) to B-1 (General Commercial District) and that the Town of Urbanna Zoning Map be updated to reflect this change.

This Ordinance shall take effect upon adoption.

Adopted: August 8, 2024

Certified to be true and accurate:

Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

Agenda Item Summary
August 8, 2024

Agenda Item: 6ai-Consideration of a resolution titled LOAN RESOLUTION

Background: To bring to completion the well replacement project, it is necessary to adopt the above referenced and titled LOAN RESOLUTION (for Public Bodies) in the form given to us by the United State Department of Agriculture (USDA). It will then be necessary to adopt the accompanying resolution authorizing bond issuance and sale. Your Bond Counsel and Financial Advisor will be present for the meeting to answer any questions you have. Nevertheless, in brief summary, this loan process is to cover cost overruns from Phase I (Well Construction) allowing for the payoff of the first loan and entering into a second loan to cover costs associated with Phase I and initiation of Phase II (Well Connection). The original approved loan for Phase I of \$1,056,000 was found to be insufficient given the escalation of projects costs and supplies over time in these less-than-ideal economic times.

Fiscal Impact: As presented.

Staff Recommendation: Adopt the resolution as presented.

Council Action Requested: Adopt the resolution as presented.

Sample Motion: I move to adopt the United State Department of Agriculture (USDA) Loan Resolution for Public Bodies as presented.

LOAN RESOLUTION
(Public Bodies)

A RESOLUTION OF THE Town Council

OF THE Town of Urbanna

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Public Well Project (Cost Overrun)

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Urbanna

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Three Hundred Fifty Thousand & 00 100

pursuant to the provisions of Code of VA; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- 11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
- 12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
- 13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
- 14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
- 15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
- 16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
- 17. To accept a grant in an amount not to exceed \$ 0

under the terms offered by the Government; that the N/A

and N/A of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was: Yeas _____ Nays _____ Absent _____

IN WITNESS WHEREOF, the **Town Council** of the

Town of Urbanna has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this _____, _____ day of _____

Town of Urbanna

(SEAL) By _____

Attest: Title **Mayor**

Title **Town Clerk**

Agenda Item Summary
August 8, 2024

Agenda Item: 6aii-Consideration of a resolution titled A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A BOND OF THE TOWN OF URBANNA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT GREATER THAN \$350,000, AS AN ADDITIONAL BOND PURSUANT TO AN INITIAL RESOLUTION ADOPTED DECEMBER 15, 2022, BY THE COUNCIL.

Background: To bring to completion the well replacement project, it is necessary to adopt the above referenced and titled RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A BOND OF THE TOWN OF URBANNA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT GREATER THAN \$350,000, AS AN ADDITIONAL BOND PURSUANT TO AN INITIAL RESOLUTION ADOPTED DECEMBER 15, 2022, BY THE COUNCIL. This will follow the adoption of the accompanying United State Department of Agriculture (USDA) resolution. Your Bond Counsel and Financial Advisor will be present for the meeting to answer any questions you have. Nevertheless, in brief summary, this loan process is to cover cost overruns from Phase I (Well Construction) allowing for the payoff of the first loan and entering into a second loan to cover costs associated with Phase I and initiation of Phase II (Well Connection). The original approved loan for Phase I of \$1,056,000 was found to be insufficient given the escalation of projects costs and supplies over time in these less-than-ideal economic times.

Fiscal Impact: As presented.

Staff Recommendation: Adopt the resolution as presented.

Council Action Requested: Adopt the resolution as presented.

Sample Motion: I move to adopt the RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A BOND OF THE TOWN OF URBANNA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT GREATER THAN \$350,000, AS AN ADDITIONAL BOND PURSUANT TO AN INITIAL RESOLUTION ADOPTED DECEMBER 15, 2022, BY THE COUNCIL as presented.

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A BOND OF THE TOWN OF URBANNA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT GREATER THAN \$350,000, AS AN ADDITIONAL BOND PURSUANT TO AN INITIAL RESOLUTION ADOPTED DECEMBER 15, 2022, BY THE COUNCIL

Pursuant to a resolution adopted December 15, 2022 (the “Initial Resolution”), the Council of the Town of Urbanna (the “Town”) authorized the issuance of a bond in the maximum principal amount of \$1,056,000 to pay costs of capital improvements to the Town’s water system, including a new water well (the “Project”).

The Town is not in default in the performance of any of the covenants, conditions, agreements and provisions in the Initial Resolution.

Within the limitations of and in compliance with the Initial Resolution, the Town is authorized to issue additional bonds secured on parity with the Initial Bond to finance the cost of completing the Project.

The Council has determined the cost of the Project will be greater than initially estimated and has determined that it is necessary to issue its revenue bond in the maximum principal amount of \$350,000 (the “First Additional Bond”), the proceeds of which, together with other available funds, are estimated to be sufficient to pay the cost of the Project.

The United States of America has indicated its willingness to purchase the First Additional Bond upon certain terms and conditions, and the Town, after mature consideration of the conditions of the municipal bond market, has determined to satisfy such terms and conditions and award the First Additional Bond to the United States of America (the “Government”).

On August 8, 2024, the Council held a public hearing on the proposed issuance of the First Additional Bond, in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended.

BE IT RESOLVED BY THE COUNCIL OF TOWN OF URBANNA:

1. The foregoing recitals are made a substantive part of this resolution. Capitalized terms used and not otherwise defined in this resolution have the meanings given them in the Initial Resolution. Whenever used in this resolution, unless a different meaning clearly appears from the context:

“Authorized Officers” means the Mayor, Vice Mayor and Town Administrator of the Town, any one of whom may act;

“Initial Resolution” means the resolution adopted December 15, 2022, by the Council and entitled “RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND AWARD OF WATER REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO

EXCEED \$1,056,000 AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF THE BONDS;” and

“First Additional Bond” means the bond issued pursuant to this resolution.

2. Pursuant to Article VII, Section 10(a)(3) of the Constitution of Virginia and the Public Finance Act of 1991 (Chapter 26, Title 15.2, Code of Virginia of 1950, as amended) (the “Act”), there is authorized to be issued a bond of the Town in the maximum principal amount of \$350,000 to provide funds to finance the cost of completing the Project. To the extent permitted by Section 15.2-2601 of the Act, the Council elects that the First Additional Bond will be issued under the provisions of the Act without regard to the requirements, restrictions or provisions in any charter or local or special act applicable to the Town.

3. (a) The First Additional Bond will be issued as one fully registered bond without coupons. Subject to subsection (b) below, each of the Authorized Officers is authorized to determine and approve all of the other final details of the First Additional Bond, including but not limited to its description and series designation, dated date, interest rate or rates, and the dates and amounts of payments of principal and interest. An Authorized Officer’s determination and approval of the final details of the First Additional Bond shall be evidenced conclusively by such officer’s execution and delivery of the First Additional Bond in accordance with this resolution.

(b) Despite anything in this resolution to the contrary:

- (i) The original principal amount of the First Additional Bond will not exceed \$350,000;
- (ii) The per annum interest rate on the Initial Bonds will not exceed 4.00%; and
- (iii) The due date of the last installment of principal will not be later than 40 years after the date of the First Additional Bond.

(c) Payments on the First Additional Bond will be payable in lawful money of the United States of America by check or draft mailed to the registered owner of the First Additional Bond at its address as it appears on the registration books, except that the final installment on the First Additional Bond shall be payable upon presentation and surrender of the First Additional Bond at the office of the Town Manager who is appointed Registrar for the Bonds.

4. Installments of principal due on the First Additional Bond may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Notwithstanding the above, the Town may at any time deliver moneys to the Government with instructions that such moneys be credited against future installments due on the First Additional Bond in inverse chronological order. Prepayments shall not affect the obligation of the Town to pay the remaining installments payable as provided in the First Additional Bond.

5. The First Additional Bond will be signed by an Authorized Officer and the Town’s seal will be affixed to it and attested by the Town Clerk or Deputy Town Clerk.

6. The First Additional Bond will be in substantially the following form:

No. R-1

#[amount]

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

TOWN OF URBANNA

Water Revenue Bond, Series of [year]

Dated: [date]

The Town of Urbanna, a body politic and corporate of the Commonwealth of Virginia (the “Town”), for value received, promises to pay, solely from the revenues described and pledged in the Bond Resolution, as defined below, to the payment of the principal of and interest on this bond, to the United States of America, or registered assigns, the principal sum of

[amount] DOLLARS
(\$[amount])

and to pay, solely from such source, to the registered owner hereof interest on the unpaid principal balance until payment of the entire principal sum at the rate of [rate]% per year. Installments of combined principal and interest of #[amount] are payable beginning [date], and continuing on the same day of each month thereafter until the principal of this bond is paid in full. Any payment on this bond shall be applied first to interest accrued to such payment date and then to principal. If not sooner paid, the final installment shall be due and payable 40 years from the date of this bond. Such installments shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner at its address as it appears on the registration books kept for that purpose at the office of the Town Manager who has been appointed Registrar, except that the final installment shall be payable upon presentation and surrender hereof at the office of the Registrar.

This bond has been issued pursuant to the Public Finance Act of 1991 (Chapter 26, Title 15.2, Code of Virginia of 1950, as amended) (the “Act”) and a resolution adopted by the Council of the Town (the “Council”) on August 8, 2024 (the “Bond Resolution”) under the Act. The purpose of this bond is to provide funds, together with other available funds, to finance costs of capital improvements to the Town’s water system, including a new water well and connection, and costs of issuing this bond. Reference is made to the Bond Resolution and any amendments to it for the provisions, among others, describing the pledge and covenants securing this bond, the nature and extent of the security, the terms and conditions upon which this bond is issued, the rights and obligations of the Town and the rights of the bondholder.

Capitalized terms used but not otherwise defined in this bond have the meanings given them in the Bond Resolution.

Both principal of and interest on this bond are payable solely from the Gross Revenues of the System, and nothing in this bond or in the Bond Resolution shall be deemed to create or

constitute a general obligation of or a pledge of the faith and credit of the Commonwealth of Virginia or any county, city, town or other political subdivision of the Commonwealth, including the Town.

Pursuant to the Bond Resolution, the Town has pledged the Pledged Revenues to the payment of the principal of and interest on this bond. The lien of such pledge is on parity with the lien of the pledge of Pledged Revenues for the payment of the Town’s \$1,056,000 Water Revenue Bond, Series of 2024.

Additional bonds secured equally and ratably with this bond by a pledge of Pledged Revenues may be issued from time to time under the conditions, limitations and restrictions set forth in the Bond Resolution.

This bond is fully registered as to both principal and interest in the name of United States of America. Transfer of this bond may be registered upon the registration books of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

Installments of principal due on this bond may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Prepayments of installments of principal shall not affect the obligation of the Town to pay the remaining installments payable as provided above.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed.

IN WITNESS WHEREOF, the Town has caused this bond to be signed by the Mayor, Vice Mayor or Town Administrator of the Town and attested by the Town Clerk of the Town.

ATTEST:

[NOT FOR SIGNATURE]
Town Clerk, Town of Urbanna

[NOT FOR SIGNATURE]
Mayor, Town of Urbanna

7. The First Additional Bond will be fully registered as to both principal and interest. Transfer of the First Additional Bond may be registered upon books maintained for that purpose at the office of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

8. The Town shall pay promptly, as provided in the First Additional Bond, the principal of and interest on the First Additional Bond, but such principal and interest shall be payable solely from Gross Revenues, and nothing in the First Additional Bond or in this resolution

will be deemed to create or constitute a general obligation of or a pledge of the faith and credit of the Commonwealth of Virginia or of any county, city, town or other political subdivision of the Commonwealth of Virginia, including the Town.

9. This resolution is adopted and the First Additional Bond is authorized within the limitations of, and in compliance with, the Initial Resolution, including Article VI of the Initial Resolution. All covenants and provisions of the Initial Resolution apply with full force and effect to the First Additional Bond and to the owner thereof, except as otherwise provided herein. As supplemented by this resolution, the Initial Resolution is ratified and confirmed and deemed to be in full force and effect. When issued, the First Additional Bond will constitute one of the Bonds.

10. The Authorized Officers and the Town Clerk are each authorized and directed to take all proper steps to have the First Additional Bond prepared and executed in accordance with its terms and to deliver the First Additional Bond to the Government upon payment of its purchase price or the Government's agreement to pay the purchase price of the First Additional Bond.

11. The Town shall refinance the unpaid principal balance of the First Additional Bond upon the request of the Government if at any time it shall appear to the Government that the Town is able to do so with funds obtained from responsible private sources at reasonable rates and terms for loans for similar purposes and periods of time.

12. The Town Clerk is authorized and directed to see to the immediate filing of a certified copy of this resolution with the Circuit Court of Middlesex County, Virginia, pursuant to Section 15.2-2607 of the Act.

13. This resolution shall take effect immediately.

* * *

The undersigned Town Clerk of the Town of Urbanna, Virginia, certifies that (a) the foregoing constitutes a true, complete and correct copy of a resolution adopted by the Council at a meeting of the Council held on **August 8, 2024**, (b) such meeting was a duly called and held regular meeting (c) during the consideration of the foregoing resolution, a quorum was present, and (d) how each member of Council present at the meeting voted with respect to the adoption of the foregoing resolution was recorded at the meeting as follows:

<u>Member</u>	<u>Attendance</u>	<u>Vote</u>
William Goldsmith, Mayor		
Marjorie Austin		
Larry Chowning		
Alana Courtney		
Merri Hanson		
Beth Justice		
Sandy Sturgill		

Town Clerk, Town of Urbanna, Virginia

(SEAL)



Agenda Item Summary
August 8, 2024

Agenda Item: 7-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 March 28, 2024 work session as presented.

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

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
March 28, 2024**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney (arrived at 6:02pm)
Merri Hanson (left meeting at 6:40pm)
Beth Justice
Sandy Sturgill

Others Present

Ted Costin-Town Administrator
Martha Rodenburg-Town Clerk
Michele Hutton-Town Treasurer
Members of the public and press

Mayor Goldsmith called the meeting to order at 6:01pm
All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Sturgill seconded

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

Motion passed 7-0

PUBLIC COMMENT

Billy Mayo spoke about vehicles blocking the line of sight at the intersection of Rappahannock Ave. and Virginia St.

COUNCIL COMMENT

In response to Mr. Mayo, Councilmember Austin said she has experienced the same problem, and Mayor Goldsmith said it would be looked into.

ACTION ITEMS

Rezoning Package

Mr. Costin presented the background behind the decision to seek a comprehensive rezoning for the properties that were brought within Town limits with the recent Boundary Line Adjustment (BLA).

- Per §17-2-12 of Urbanna's zoning ordinance, properties incorporated due to BLA or annexation are giving the R-1 designation.
- Bay Design is currently working on an updated plat.
- Proposed comprehensive rezoning will match existing and compatible uses.

Mr. Costin reviewed the proposed changes and rationale for the changes in regards to the different parcels and is requested Council vote for staff to move forward with a comprehensive rezoning.

- All owners have been advised of the plan.
- All owners and adjacent property owners will receive the required notice if Council approves moving forward.
- Fiscal impact would include staff time, advertising, and document production.

Councilmember Austin made a motion to authorize staff to proceed with the comprehensive rezoning as proposed.

Councilmember Sturgill seconded

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

Motion passed 7-0

PROJECT UPDATES/DISCUSSION

Fireworks

Mr. Costin updated Council on the current status of the fireworks:

- Options are still being researched.
- Using a barge continues to be looked into, but it is difficult because of shortage of available barges (due to Hampton Roads bridge/tunnel construction, and, now the Key bridge in Baltimore).
- Rosegill owners have been told by their insurance company that they will lose their day-to-day insurance coverage of the property if they do any fireworks.
- A barge would cost \$25,000 or more, which doesn't include fireworks. Fireworks are budgeted at \$15,000.
- A 40'x60' barge would be required.
- Deadline is next week to decide.

Councilmember Sturgill suggested forming a committee and taking the \$15,000 fireworks budget to come up with alternative events.

Discussion took place about possible events and possible alternatives for a smaller fireworks show on a smaller barge. Booking a military band for a concert was discussed.

Councilmember Austin made a motion to form an ad hoc committee for the 4th of July festivities, chaired by [Councilmember] Sandy Sturgill and [Councilmember] Beth Justice.

Councilmember Chowning seconded

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

Motion passed 7-0

Town Clerk, Martha Rodenburg reminded Councilmember Sturgill to let her know when the committee would meet (so proper notice can be given).

Wi-Fi Policy

Michele Hutton presented the proposed Wi-Fi policy for Council to review and discuss.

- Policy covers Town Hall, the museum, and the Town Marina.
- Reason for being implemented to protect town from potential lawsuits.
 - Breezeline notified town of copyright infringements due to illegal downloads and distribution of copyrighted material by a someone using public Wi-Fi at marina.
 - Too many warnings will cause Town's internet to be cut-off.
- Passwords will be changed frequently, and anyone requesting password will be required to sign policy.
- Policy will be voted on at next meeting.

In response to a question by Councilmember Hanson, Ms. Hutton explained the policy was developed using one from Franktronics, with the Town Attorney editing it so it was tailored for the Town.

ANNOUNCEMENTS

In response to a question by Councilmember Austin, Mr. Costin and Council discussed the need for Friends of Urbanna to report to Council regarding work being done at the museum now, and in the future in order to properly inform Council.

Councilmember Austin asked about the pool fundraising status, to which Councilmember Sturgill responded all pledged donations had been received.

All pledges have come in.

Additional discussion took place regarding a Middlesex County Sheriff's Department report regarding the increased number of calls received at Bethpage, and what steps would need to be taken should the Town of Urbanna decide in the future to hire their own law enforcement.

Councilmember Courtney recommended all members of council donate towards the pool.

CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to Virginia Code §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-Trash contract and pool management contract.

Councilmember Justice seconded

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

Motion passed 7-0

OPEN MEETING

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

Councilmember Justice seconded

Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith certified.

Council entered back into open meeting.

Councilmember Austin made a motion to authorize the mayor to execute a contract with Signature for the operation of the Town pool for the 2024 season.

Councilmember Justice seconded

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

Motion passed 6-0

ADJOURN

Councilmember Austin made a motion to adjourn
Councilmember Sturgill seconded
Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes
Motion passed 6-0

Meeting adjourned at 7:27pm

Submitted by:

Martha J. Rodenburg
Town Clerk
Approved by Town Council xx/xx/xxxx



Agenda Item Summary
August 8, 2024

Agenda Item: 8-Reports

Town Administrator-Ted Costin

Treasurer Report-Michele Hutton



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: August 2, 2024
Subject: July Monthly Report given August 2024

Since my last report I met with citizens, council members, and professionals in various combinations regarding the pool operations, DMV, the well project, and other topics.

As to the pool, operational and construction issues are being addressed as they arise. No substantiated complaints have been received concerning the services of the staff. The swim team unfortunately had to cancel two home meets due to excessive heat impacting the water temperature, but the championships were successfully held. The pool will be used by them once more for an end of season gathering.

Another meeting was held on August 1, involving Bond Counsel, USDA, Davenport, and your staff. From that meeting it appears we are on track with that project with financing. A pre-construction meeting was held on the 24th.

As to July 4th/6th events, a post event assessment is still desirable. No progress on "No Wake" for Urbanna Creek, signage at the end of Virginia Street, or the Friends of Urbanna MOU.

Progress has been made by Dominion Power with several poles removed or further prepared to be removed. The Home Occupation amendments and altering of residential uses in the B1 zoning district was completed. With your consensus we are accepting the donation of a handicap swing for Taber Park from Oyster Festival Queen candidate Anna Crown. A draft of the FY2023 Audit was received, but revisions were necessary and we await that document. Also, a meeting was held with DEQ staff to site a kayak launch at the Marina. There is some possibility this could happen as part of an Eagle Scout service project and would not require extensive permitting as the area as been deemed a filled wetland.

An All-Hands Staff Meeting was conducted and a good exchange of information occurred.

As always, if you have any questions or concerns, please bring them forward.

Thank you.



Treasurer's Report

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

Account Balance thru 6/30/2024	Prior Year 6/30/23	Prior Month 5/31/24	Statement Date 6/30/24
Primis Bank General Operating Bank Account	912,298.93	1,001,375.91	1,043,187.19
Renter Water Deposits	-15,201.66	-17,101.66	-17,101.66
Net Operating General Bank Account	883,779.55	997,525.32	948,833.29
C&F Bank Historic Trust (new 3/1/2023)	35,815.25	50,639.82	51,395.80
C&F Bank - Water Fund Reserve (11 mo CD) 1/17/24	114,929.19	116,847.00	Next Int July
C&F Bank - General Fund Reserve (11 mo CD) 1/17/24	95,239.68	96,669.97	Next Int July
C&F Bank -Operating Reserve (11 mo CD) 1/17/24	N/A	404,896.55	Next Int July
Taber Trust – Account Value	877,052.37	965,792.34	972,184.46
Taxes listed below are collected for prior month(s)	6/30/23	5/31/24	6/30/24
Meals Tax collected in June	19,138.02	14,384.57	15,582.43
Lodging Tax collected in June	2,449.60	2,429.85	1,946.95
Cigarette Tax collected in June	1,147.00	782.04	755.98
Delinquent Water			

as of 8-1-23	
31-60 DAYS	3.59
61-90 DAYS	5,087.32
91-180 DAYS	3,429.52
181-365 DAYS	4,024.25
OVER 365	4,797.63
	17342.31

as of 8-1-2024	
31-60 DAYS	
61-90 DAYS	6,356.12
91-180 DAYS	6,121.91
181-365 DAYS	10,819.46
over 365 DAYS	11,103.28
	34,400.77

REVENUE as of 6/30/2024

- Golf Carts apps 3/1/ 24 – 6/ 30/24 = 2,725.00 (109 carts)

EXPENDITURES:
Business as usual

Lodging Tax

August 1, 2024
01:09 PM

Town of Urbanna
2024 Revenue Summary by Month

Page No: 1

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: 06/30/24
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12100-0001	Lodging Tax												
31952.65		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03	2429.85	1946.95
Fund Total													
31952.65		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03	2429.85	1946.95
Grand Total	Count: 1												
31952.65		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03	2429.85	1946.95

Meals Tax

August 1, 2024
01:07 PM

Town of Urbanna
2024 Revenue Summary by Month

Page No: 1

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: 06/30/24
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0001	Meals Tax - Local												
181729.75		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	15582.43
Fund Total													
181729.75		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	15582.43
Grand Total	Count: 1												
181729.75		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	15582.43

Water Sales

August 1, 2024

Town of Urbanna

Page No: 1

01:05 PM 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: 06/30/24
 Subtotal CAFR: No

Account No	Description		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jun	
500-17010-0001	Water Sales Charges													
439578.62	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42	7167.34	93039.82		
Fund Total														
439578.62	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42	7167.34	93039.82		
Grand Total	Count: 1													
439578.62	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42	7167.34	93039.82		