



**Urbanna Town Council
REGULAR MEETING
Thursday, March 13, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St. Suite B
Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
 - a. February 13, 2025 Draft Minutes
 - b. February 27, 2025 Draft Minutes
7. Public Hearing
8. Reports
 - a. Staff Reports
 1. Town Administrator
 2. Treasurer
 3. Town Clerk
 - b. Committee Reports
 1. Personnel
 2. Finance
 - c. Friends of Urbanna Quarterly Report
9. Public Comment 1
10. Council Response to Public Comment 1
11. Unfinished Business
12. New Business
 - a. Draft Taber Fund Use Policy
13. Public Comment 2
14. Council Response to Public Comment 2
15. Council Announcements & Requests
16. Closed Meeting
 - a. Motion to Convene Closed Meeting
 - b. Motion to Reconvene in Open Session
 - c. Certification of Closed Meeting
 - d. Action on Closed Meeting (if necessary)
17. Appointments to Boards, Committees, and Commissions
 - a. Appointment to Middle Peninsula All-Hazard Mitigation Planning Team
 - b. Resolution 2025-## Appointment to Planning Commission
18. Adjourn or Recess



TOWN COUNCIL

Agenda Item Summaries – Opening the Meeting FOR ALL REGULAR MEETINGS & WORK SESSIONS

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote*

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item ____ on this agenda.

Motion, Second, Discussion, Voice Vote



**TOWN
COUNCIL**

Agenda Item Summary

MARCH 13, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

- a. February 13, 2025 Draft Minutes
- b. February 27, 2025 Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Each set can be approved individually or all together.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of _____ as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF FEBRUARY 13, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 13th day of February, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Absent
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Andrea Erard, Town Attorney
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Mayor Goldsmith announced Item 16 Closed Meeting and Item 17 Appointments were not necessary and will be removed from the agenda.

Councilmember Austin made a motion to approve the agenda as amended. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 6-0 with 1 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. July 11, 2024 Draft Minutes

6b. July 25, 2024 Draft Minutes

6c. August 8, 2024 Draft Minutes

6d. August 22, 2024 Draft Minutes

6e. September 6, 2024 Draft Minutes

- 6f. September 12, 2024 Draft Minutes
- 6g. September 26, 2024 Draft Minutes
- 6h. October 10, 2024 Draft Minutes
- 6i. October 24, 2024 Draft Minutes
- 6j. November 14, 2024 Draft Minutes
- 6k. November 20, 2024 Draft Minutes
- 6l. November 26, 2024 Draft Minutes
- 6m. January 9, 2025 Draft Minutes
- 6n. January 23, 2025 Draft Minutes

Mayor Goldsmith noted the vote count on October 24, 2024 under Action Items should read 5-1 rather than 4-1 and there were a few typographical errors which Ms. Branch has already corrected.

Councilmember Austin made a motion to approve all sets of minutes with the corrections mentioned above. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 7. PUBLIC HEARING

7a. Resolution 2025-003 - Proposed Budget Amendment

Mr. Costin cited Code of Virginia §15.2-2507(A) which grants Council the authority to amend its budget and that because the amendment exceeds 1% of the Town's total budget, a public hearing must be advertised and held. He gave background on the Resolution.

The Mayor opened the Public Hearing.

There being no speakers, the Mayor closed the Public Hearing.

Councilmember Courtney asked if they funds have been earning interest. Mr. Costin and Mayor Goldsmith explained that the funds were in a CD but the CD was not renewed because of the anticipated purchase of the building. The funds had been earning interest, but not in the last two years.

Councilmember Austin made a motion to approve Resolution 2025-003 amending the Town of Urbanna's FY25 Budget and appropriating all remaining ARPA funds and the funds from the sale of old Town Hall to the purpose of acquisition of the property. Councilmember Wilson seconded. The Mayor called for any discussion. Aye - Austin, Chowning, Goldsmith, Hanson, Wilson; Nay - Courtney. The motion passed 5-1 with 1 absent.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

Mr. Costin presented his report. He said he completed a questionnaire from Department of Conservation & Recreation (DCR) regarding compliance with the 2001 grant which was used to help purchase the marina. All indications are that we are in compliance. He said this oversight

would be in perpetuity for the marina through DCR and through the Department of Historic Resources (DHR) for the museum.

Councilmember Courtney asked if that meant the Town could not sell the properties. Mr. Costin said he would have to find out. Councilmember Courtney said she is concerned that the marina is not doing well. Councilmember Hanson said the marina actually made money last fiscal year. Councilmember Courtney said she was concerned the budget didn't show everything. Mr. Costin and Mayor Goldsmith explained that the budget was an estimate based on the prior year's actual. By law, projected revenue less projected expense has to equal zero. When actual numbers become known, there are sometimes adjustments made within line items within a department's budget. Funds are not moved from one department to another. Mr. Costin gave the example that we expect a widget for the marina to cost \$100, but when we actually go to purchase it, it's \$200. Funds might be moved from the marina's office supplies account to the marina's widget account to make up the deficit. That then means the marina has \$100 less to spend on office supplies. The auditor is tasked with checking that financial activities are valid and within the law. The auditor has found that the Town is in compliance with the law.

Regarding the Kayak Launch project, Councilmember Chowning said he needs to know where it will start. Councilmember Hanson reminded everyone that Main Street is still willing to help with signage. Mr. Costin said he will pass that on to the Eagle Scout candidate doing the work and have him contact them.

Mr. Costin said he would like Council's next work session to focus on the pool – setting rules, rates, hours, etc.

8a.2. Treasurer

Ms. Hutton presented the December 2024 Treasurer's report.

Councilmember Wilson asked if the Taber Fund balance was due to the market fluctuation. Ms. Hutton said yes.

Regarding business tax payments, Ms. Hutton said that she posts electronic receipts on the date they hit the bank account, which is not necessarily the date they are paid. That is why it may look like an individual paid late, but really did not. She does this in order to clearly reconcile with bank statements. Councilmember Chowning said we are doing better in collecting business taxes than in the past. Ms. Hutton agreed.

Councilmember Courtney asked if we are getting all the short-term rental lodging taxes owed. Ms. Hutton said they continue to work on it and are moving forward.

Ms. Hutton said if anyone wanted more detailed information, let her know and she'd be happy to print out reports. Councilmember Courtney asked for the marina reports.

In addition, Ms. Hutton reported:

1. Real Estate Delinquent Bills were mailed in January.
 - Collected tax and released a lien on one property

- Collected on four other properties
 - 13 accounts remain past due
 - Preparing certified mail for lien process
 - 2 accounts now 4 years past due (2-year lien in place, will add two more)
 - 2 accounts now 2 years past due
 - Total outstanding with P/I = \$12,032.04
2. Personal Property Delinquent Bills were mailed the beginning of February.
 - Received a few payments
 - In process of writing off approx. \$900.00, accounts 5+ years old.
 - Returned mail under 5 years and not eligible to write off \$675.81
 - Total outstanding approx. \$13,467.00 (after write offs)
 - DMV Stops were placed for prior year, will send the county a list in March for current outstanding.
 - Researching to obtain our own DMV stop capabilities and process in house.
 - Reminder: Did not bill anyone with a tax bill of \$2.00 or less. Approx total amount comes to under \$50.00. Per state code, § 58.1-3912. The treasurer may elect not to send a bill amounting to \$20 or less as shown by an assessment book in such treasurer's office.
 3. The 2023/2024 audit is still underway. She had a telephone conversation and reviewed some transactions with the auditor. All journal entries reviewed pertained to the pool. She completed the auditor's recommendations and provided a new trial balance. The auditor also requested contracts for expenses related to the construction of the pool and she provided everything requested. Due to the Town's debt (well project) and the overall cost of the pool construction, additional documentation was required that was not required during past audits.
 4. The Urbanna Post office is celebrating 250 years of service. It was one of the first 69 U.S. Post Offices in operation on July 26, 1775 and Benjamin Franklin was appointed as Postmaster General. 15 of the original post offices in 1775 were located in Virginia. This year's golf cart stickers will honor the Urbanna Post Office. She asked Council to consider doing something to celebrate this milestone.
 5. The golf cart applications and all supporting documents have been updated and are ready to mail on March 1st.
 6. Hometown Heroes Banners are underway. This will be the last year for military specific. Deadline to participate is April 11th.
 7. Through the Mayor, \$30,000 was requested from Davenport for the donations to: Middlesex Vol Fire Dept, Middlesex County Library, and the Middlesex Vol Rescue Squad.

Councilmember Austin asked how long before a tax sale could be done on the properties with two liens. Counselor Erard said the Town does not have a policy and recommended working in conjunction with the County. If the County does a tax sale, they will get paid first. If the Town works with the County, we can ensure we are paid as well. It was also discussed that the cost and effort is more than would be warranted with the Town's infrequent need. Ms. Hutton will speak with the Middlesex Treasurer to discuss the matter.

Councilmember Chowning said that Middlesex County will be conducting a reassessment either in 2025 or 2026. He reminded everyone that the nonprofits need to be taken out of the information before tax rate discussions begin.

8a.3. Town Clerk

Ms. Branch presented her report and gave a synopsis of things learned at the conference she attended in January.

She said she had spoken to Municode and they have decided the best way to move forward is to review what they were given through 2018 since the Town has already paid for that project. Once that's finalized, work can begin to bring the written Code current.

She is continuing to read back through old meeting minutes to compile a list of Council actions, resolutions, and ordinances.

8b. COMMITTEE REPORTS

8b.1. Personnel Committee

Councilmember Hanson said the committee met on February 5, 2025 to work on performance reviews for staff members and the Town Administrator.

8b.2. Water Committee

Mayor Goldsmith said the committee met on January 16, 2025 and Marjorie Austin was designated as Chair. Maribel Kimble presented the current status of water account collection activities. The top 10 were being pursued at that time and payments were starting to come in.

The Beth Page water service agreement is still being examined at the corporate level.

The well #6 project has been delayed by supply chain issues, but is moving towards completion.

Steve Hutton, Maribel Kimble, and Dave Overman (committee member) attended Cartegraph training. This is an asset management tool that they hope will be increasingly useful in tracking the town water system. Councilmember Hanson asked if Cartegraph can be used to schedule routine maintenance. Mayor Goldsmith said yes. It can also be used for other pieces of equipment, HVAC systems, etc. New information needs to be entered into the system.

The committee discussed of the next round of water rate increases and looking for loans and grants to implement the identified water system infrastructure upgrades. He said the Town needs to close the gap in water rates in order to access grants and long-term loans. Councilmember Chowning said historically, the Town didn't raise water rates because they had no control over HRSD sewer rates and didn't want to overburden citizens. Mayor Goldsmith said another increase

is coming. Councilmember Chowning said the money is needed to fix pipes. Councilmember Courtney said it's another tax. Mayor Goldsmith and Counselor Erard explained it's a fee for service, not a tax, and the funds are kept totally separate and used only for the water system. Draper Aden compiles a yearly report of municipal water rates. Councilmember Wilson said he spoke with someone at VML/VACo and they sent him a presentation. He will forward a copy to Council.

8b.3. Finance Committee

Mayor Goldsmith said the committee met on January 16, 2025 and designated Robbie Wilson as Chair.

Delegate Hodges had a meeting with Mayor Goldsmith and Mr. Costin before the current legislative session and indicated that he was interested in examining the flawed business model of the DMV select program and what could be done about it.

The Davis Accounting group is once again being engaged for the town audits. Treasurer Michele Hutton is tasked with providing all of the necessary documents to Ms. Davis to complete the audit for FY 23-24.

The decision was made to remove Sandy Sturgill as an account signer and to add Robbie Wilson and Marjorie Austin. The Mayor, Michele Hutton, and Maribel Kimble will have their status continued.

Marnie Harte was not present, so discussion of Taber fund guard rails was postponed.

Robbie Wilson volunteered to examine the town's current fee schedule and create a complete list for review. Moving forward the committee can complete an up-to-date uniform fee schedule for Town services.

The committee also met on February 10, 2025. It was discussed that, since the town now has debt, more documentation is being required for the audit. The Treasurer is providing that information.

Marnie Harte made initial suggestions to provide guidelines/guardrails for Taber Fund usage. A document will be created for review that would establish a policy for routine usage, large project invasion of principle, and methods for replenishment or repayment.

An initial proposal for pool operations was presented from Signature Pools as well as from the Middlesex Makos. An effort is being made for more local involvement. Options to increase membership, usage (income), and community involvement were discussed. Revised contracts are pending.

The Middle Peninsula Planning District Commission (MPPDC) dues invoice was received. Mr. Costin is going to talk to the Commission about reducing some of our costs because of our size and because a larger portion of what they do does not pertain to us. Councilmember Chowning said he is not in favor of leaving the MPPDC. Mayor Goldsmith said the Town has no intention of leaving the MPPDC but you don't know if you don't ask.

AGENDA ITEM 9. PUBLIC COMMENT 1

Kristi Anzivino of Howard Street spoke regarding the need for solid information and increased transparency with the citizens and cited the past due minutes and water delinquencies.

AGENDA ITEM 10. COUNCIL COMMENT 1

There were no council comments made at this time.

AGENDA ITEM 11. UNFINISHED BUSINESS

11a. Friends of Urbanna Memorandum of Understanding (MOU)

Mr. Costin said an MOU with the Friends of Urbanna was crucial to long-term understanding of the relationship, commitment, and authority of each party. He pointed out that the MOU requires quarterly reporting by the Friends to Council.

Councilmember Austin asked why it didn't mention notifying Town Council before making any improvements or changes. Mr. Costin said he thinks the quarterly reports will suffice. Councilmember Chowning said they still have to comply with the Department of Historic Resources (DHR). Mr. Costin said DHR has a perpetual easement on the property.

Councilmember Chowning made a motion to adopt the Memorandum of Understanding between the Town of Urbanna and the Friends of Urbanna concerning the historic Scottish Factor Store serving as the Urbanna Museum and Visitor Center. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 12. NEW BUSINESS

12a. Resolution 2025-004 – Update FOIA Policy and Establish Written Costs/Charges Schedule

Ms. Branch said Council had last approved a policy in 2021 and updates were needed due to changes in the Code of Virginia.

Councilmember Chowning said it seemed like the fee schedule was an attempt to discourage people from asking for information. Counselor Erard said it is in no way intended to do that. It is required by Code so the public is informed in advance. She said many of the requesters are businesses and it would be unfair to expect citizens to pay for one person's service. Ms. Branch noted it's rare to have a request that takes more than 30 minutes and most people want their information electronically, so no copying fees are involved. Council can also increase the threshold of time and number of copies if they'd like.

Councilmember Hanson made a motion to adopt Resolution 2025-004 updating the Town of Urbanna's FOIA policy and establishing a written cost/charge schedule. Councilmember Austin seconded. The Mayor called for any discussion.

**Aye – Austin, Courtney, Goldsmith, Hanson, Wilson; Nay – Chowning
The motion passed 5-1 with 1 absent.**

AGENDA ITEM 13. PUBLIC COMMENT 2

Ms. Drayer of Obert Street expressed her frustration with ongoing issues with a neighbor who has multiple unregistered vehicles in his yard, lean-tos causing damage to another neighbor’s fence, dogs running free who bark constantly and have a history of biting people, running a business out of his home without a license, and leaving vehicle light on all night.

AGENDA ITEM 14. COUNCIL RESPONSE TO PUBLIC COMMENT 2

Counselor Erard said she is working on the issue. She said Ms. Drayer needs to speak with Middlesex County about the dog issues and unlicensed vehicles. She said there are some historical issues with issuance of business licenses and staff has been talking with the neighbor. She assured Ms. Drayer that her concerns are not being ignored; it will just take time.

Counselor Austin said the neighbors are suffering and asked Counselor Erard to keep the Drayers informed as to what is being done so they don’t feel ignored.

AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS

There were no announcements or requests.

AGENDA ITEM 16. CLOSED SESSION

AGENDA ITEM 17. APPOINTMENTS

These items were removed during adoption of the agenda.

AGENDA ITEM 18. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:30pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF FEBRUARY 27, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 27th day of February, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Absent
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Absent
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

Councilmember Courtney made a motion to approve the agenda as presented.

Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

AGENDA ITEM 6. PUBLIC COMMENT

Kristi Anzivino of Howard Street asked for an update on the manhole cover situation. She also reminded Council of her hope that a slide at the pool could be installed for this season.

AGENDA ITEM 7. COUNCIL RESPONSE TO PUBLIC COMMENT

Mr. Costin said he spoke with VDOT regarding the manhole covers and they said it was HRSD's responsibility. He spoke with HRSD and they acknowledged that it was their responsibility but has said nothing about getting the work done.

Mr. Costin said he has an appointment with Paddock Pools and plans to discuss the slide then.

AGENDA ITEM 8. WORK SESSION MATTERS

8a. Pool Rules (See Attachment A for final document.)

Mr. Costin presented a draft of the Pool Rules and said the only thing that changed is the hours. He said closing during the week when school is in session saves the biggest chunk of money for the budget. He noted that the Swim Team meets will further affect the pool hours. Practices are held at 6pm, after the pool has closed to the public.

Councilmember Hanson asked how “horseplay” is defined. Mr. Costin said it is left up to the discretion of the lifeguards as well as complaints by other pool patrons. He said the only complaint he was aware of in the past was kids diving when it was not allowed.

Councilmember Hanson made a motion to approve the 2025 Pool Rules as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

8b. Pool Fee Structure (See Attachment A for final document.)

Mr. Costin presented a draft of the 2025 Pool Fee Structure. He noted the only changes were taking off reference to a discount for swim team members and adding a section for Other Membership Options

8c. Pool Rental Rates (See Attachment A for final document.)

Mr. Costin presented a draft of Pool Rental Rates for 2025.

Councilmember Hanson made a motion to approve the 2025 Pool Fee Structure and the 2025 Pool Rental Rates as presented. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motions passed 5-0 w/2 absent.

AGENDA ITEM 9. ACTION ITEMS (if any)

There were no action items necessary.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Wilson reported that the Finance committee had met.

Councilmember Hanson said the Personnel Committee had one personnel review left to complete. She thanked Mr. Costin for his help in getting an extension for the Urbanna Main Street Strategic Planning, which will be happening this weekend.

Councilmember Courtney asked if anyone talked with the Oyster Festival Foundation about the problems with going down Virginia Street. Ms. Hutton said the Board is looking at alternatives.

AGENDA ITEM 11. CLOSED MEETING

11a. Motion to Convene Closed Meeting

Councilmember Hanson made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(29) of the Code of Virginia to discuss 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; and in accordance with Section 2.2-3711(A)(1) to discuss personnel matters relating to the annual review of the Town Administrator. Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

11b. Motion to Reconvene in Open Session

The Mayor reconvened the meeting in open session.

11c. Certification of Closed Meeting

Councilmember Hanson read Standing Resolution – 1 (SR-1) certifying compliance with the Freedom of Information Act. Mayor Goldsmith seconded.

Marjorie Austin	Absent
Larry Chowning	Certify
Alana Courney	Certify
Bill Goldsmith (Mayor)	Certify
Merri Hanson	Certify
Beth Justice	Absent
Robbie Wilson	Certify

STANDING RESOLUTION – 1 (SR-1)

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna hereby certifies that on this 27th day of February, 2025, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

DONE this 27th day of February, 2025.

11d. Action on Closed Meeting

**Councilmember Hanson made a motion to approve the Signature Pool contract for 2025. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed.
The motion passed 5-0 w/2 absent.**

The Mayor directed staff to offer the running of the Snack Shack to the swim team wherein all expenses and revenues will go to the swim team.

AGENDA ITEM 12. ADJOURN OR RECESS

**Councilmember Hanson made a motion to adjourn. All were in favor with none opposed.
The meeting was adjourned at 7:00pm.**

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk



ATTACHMENT A
Marshall Community Pool at Taber Park
2025 Pool Rules

Failure to adhere to the following rules subject the offender to removal, banning, and/or law enforcement action.

- All patrons and their guardians accept use of the pool at their own risk.
- Hours: Tuesday-Thursday: 1 pm - 6 pm
 Friday-Sunday: 1 pm to 8 pm
- Closed: Mondays except Memorial Day and Labor Day
 Tuesday – Friday when public school is in session.
 Pool may be closed at the discretion of on-site management due to weather, staffing, or other issues. Patrons will comply as directed.
- Shower before entering the pool.
- No Diving. Sanctioned competitive events are exempted.
- No horseplay or offensive language.
- No glass containers allowed.
- No spitting or clearing of nose/sinuses in the pool or on the deck.
- No tobacco use of any kind, vaping, or consumption of alcoholic beverages is allowed.
- No bikes, skateboards, or roller blades permitted in the pool or deck area.
- No pets permitted in the pool or deck area; licensed/credentialed assistance animals may be exempted on a case-by-case basis, but those animals will not be allowed in the pool.
- Admission may be refused to anyone with skin abrasions, colds, coughs, inflamed eyes, infections, or those wearing bandages.
- All infants and toddlers who are not potty trained must wear a swim diaper in the pools.
- Non-swimmers under the age of six, or children using floatation devices need to be within arm's reach of their guardian at all times.
- All children ages 8 through 13 will be permitted within the pool area unaccompanied if they have passed the basic swimming test. Otherwise, they must be accompanied by an adult.

The basic swimming test consists of:

- Swim 2 lengths of the pool using any stroke and not stopping or touching the bottom
- Float for 1 minute
- Tread water for 1 minute



Marshall Community Pool at Taber Park

2025 Pool Fees

IN TOWN:

Children 6 and under: Free when accompanied by a paying adult

Day Pass: Individual - \$5
Family (up to 6 people) - \$12

Season Pass: Individual - \$100
Family (up to 6 people) - \$200

Charter Membership: \$12,000

OUT OF TOWN:

Day Pass: Individual - \$8
Family (up to 6 people) - \$25

Season Pass: Individual - \$200
Family (up to 6 people) - \$400

Charter Membership: \$15,000

OTHER MEMBERSHIP OPTIONS:

1. Individual employees of in-town businesses can buy memberships at in-town rates with documentation.
2. Commercial packages available for in and out of town business. Contact Town Hall at 804-758-2613 for details.



Marshall Community Pool at Taber Park

2025 Pool Rental Rates

PRIVATE RENTALS:

\$225 Two-hour event, up to 25 persons inside the gate
All guards must be onsite before the event begins. Therefore, knowing the number of guests attending is imperative. Guests over the cap will not be allowed inside the gate.

More than 25 people: Additional \$100; and/or

More than 2 hours: Additional \$100 per hour

RULES: All pool rules must be adhered to at all times; AND
Users must dispose of their own trash.

NON-PROFIT RENTALS:

\$200 Two-hour event, up to 25 persons inside the gate
All guards must be onsite before the event begins. Therefore, knowing the number of guests attending is imperative. Guests over the cap will not be allowed inside the gate.

More than 25 people: Additional \$80; and/or

More than 2 hours: Additional \$80 per hour

RULES: All pool rules must be adhered to at all times; AND
Users must dispose of their own trash.



**TOWN
COUNCIL**

Agenda Item Summary

MARCH 13, 2025

Agenda Item: 8 – STAFF & COMMITTEE REPORTS

a. Staff Reports

1. Town Administrator – Ted Costin
2. Treasurer – Michele Hutton
3. Town Clerk – Christine Branch

b. Committee Reports – each committee chair will present their report

1. Personnel
2. Finance

c. Friends of Urbanna Quarterly Report



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 Urbanna Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: March 5, 2025
Subject: February 2025 Report given March 2025

I am not in attendance due to out of state family related travel.

I experienced a lot of unplanned time out of the office during February which caused delays in meetings concerning the pool slide and Virginia Street terminus, but these are being reset and held. Adding to that, like January, February brought in some winter weather which had to be monitored and dealt with by implementing a two-day office closure.

I was able to attend - remotely - committee meetings for Finance and Personnel. Of note is the completion of evaluations for all lead staff members.

Delinquent collection efforts continue and we are at the point this is now part of day-to-day operations. A to-date summary follows, but this will be the last report offered. If council or the topical committees wish an update, it can be provided.

I attended the second day of Strategic Planning for the Main Street effort.

Both legislative items we put forward passed and as of this writing await Governor Youngkin's signature. While the Charter Change is specific to Urbanna, the relaxation of notice via certified mail to first class mail will have benefit across the Commonwealth.

Although Dominion Energy has not yet completed its review of the well project, the project is progressing. Dominion Energy hopes to have that review completed soon and, once that is done, construction to connect the new service can be scheduled.

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

Delinquency Collection Report

According to HRSD as of 1/2/2025 Urbanna is \$66,338.07 in delinquencies, this is water and sewage combined.

As of 1/16/2025:

We have collected \$26,236.60. This is combined water and sewage. \$23,901.54 was collected due to delinquency notices. \$2,335.06 was paid due to “word getting out”.

Out of 15 notices being put out 2 accounts had to be adjusted by \$2,759.42.

\$66,338.07 - \$26,236.60 = \$40,101.47 – \$2,759.42 = \$37,342.05 remains delinquent.

Out of 15 notices being put out a total of 3 shut offs have been completed.

As of 02/05/2025:

We have collected another \$10,976.65

\$6,489.84 from delinquent notices and \$4,486.81 from “word getting out”

A total of \$37,213.25 has been collected since notices have been sent out on January 2nd and a \$50.00 reconnection fee has also been collected.

\$66,338.07 - \$2,759.42 = **\$ 63,578.65 \$63,578.65 - \$ 37,213.25 = \$ 26,365.40 remains delinquent.**

Out of 20 notices being sent out, a total of 3 shut offs have been completed.

As of 3/3/2025

We have collected another \$10,607.57 from delinquency notices

A total of \$47,820.82 has been collected since noticed have been sent out on January 2nd 2025 with one \$50.00 reconnection fee.

Out of 35 notices being sent out, a total of 5 shut offs have been completed

****\$63, 578.65** – \$47,820.82 = \$15,757.73 remains delinquent**

Please be advised this resulting number will now vary as the most recent unpaid account billings become 60 days delinquent. As we are no longer playing “catch up”, delinquency notices will go out routinely. As to those who have not paid and had service terminated, legal action is the next step.



Treasurer's Report

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

Account Balance thru 12/31/2024	Prior Year 12/31/23	Prior Month 11/30/24	Statement Date 12/31/24
Primis Bank General Operating Bank Account	1,074,889.37	1,071,865.64	1,132,775.73
Renter Water Deposits	-16,326.66	-17,101.66	-18,276.66
Net Operating General Bank Account (Adjusted Bal)	1,073,031.70	1,073,496.38	1,108,722.48
Primis – USDA Well Replacement reopened (8/2/24)	2,509.13	67,880.75	64,847.26
C&F Bank Historic Trust (new 3/1/2023)	46,718.19	60,533.76	62,120.19
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	115,388.41	119,741.16	120,723.73
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	95,477.37	99,064.36	99,877.26
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	N/A	414,925.34	418,330.12
Taber Trust – Account Value	932,715.71	1,063,289.62	1,034,480.76
Taxes listed below are collected for prior month(s)	12/31/23	11/30/2024	12/31/24
Meals Tax collected in December	5,777.51	13,278.88	15,974.11
Lodging Tax collected in December	514.88	6,055.32	2,737.22
Cigarette Tax collected in December	402.20	1,055.48	580.95

EXPENDITURES:

- Business as usual

REVENUE:

- Three Certificate of Deposits at C&F Bank renewed 12/16/2024 for 11-month term, 4% interest and a one-time penalty free withdrawal. Prior term received a total of \$29,833.01 in interest.

Meals Tax

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2024
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/21/25
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
100-12110-0001	Meals Tax - Local								
92945.71	16604.09	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	4181.14	0.00
Fund Total		14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	4181.14	0.00
Grand Total	Count: 1	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	4181.14	0.00

Lodging Tax

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2024
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/21/25
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
100-12100-0001	Lodging Tax							
20187.39	2610.92	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	33.76
Fund Total		2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	33.76
Grand Total	Count: 1	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	33.76

Water Sales

January 21, 2025
03:18 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 500-17010-0001		to 500-17010-0001		Start Month: July	Start Year:			
Type: Revenue Activity		Includes Accounts with Zero Activity: N		Year To Date As Of:				
Subtotal CAFR: No								
Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
500-17010-0001	Water Sales Charges							
184607.83	26379.71 58031.08	21701.77	20767.86	28954.24	28773.17	0.00		
Fund Total		26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	0.00
Grand Total	Count: 1	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	0.00



MEMORANDUM

Date: March 13, 2025
To: The Honorable Mayor and Members of the Town Council
Town Administrator
From: Christine H. Branch, Town Clerk
Subject: Monthly Clerk's Report
(for informational purposes only, no action required)

COMPLETED PROJECTS

- Met with Town Administrator and Town Attorney regarding codification
- Created information binders for Councilmembers
- Logged all Council Resolutions, Ordinances, and Actions through 2010

ONGOING PROJECTS

- ¾ through Municode review
- Continue researching and organizing all town files
- Continue working on website
- Agenda preparation and coordination with Town Administrator

FUTURE PROJECTS

- Continue reviewing past minutes to compile a listing of all Resolutions, Ordinances, and Council Actions
- Send all minutes to Library of Virginia for microfilm storage
- Develop draft bylaws for BZA and Planning Commission for their review and approval
- Develop a records management policy and procedure
- Conversion of paper records to electronic to ensure compliance with Virginia Public Records Act and best practices

CORRECTION TO FEBRUARY REPORT REGARDING CODIFICATION PROJECT

In my February report, I said the Municode project began in 2021. That is incorrect. The contract was signed in December 2017, staff met with the Code Attorney in 2018, and the proof was received from Municode in 2019. The project then sat dormant until Martha Rodenberg, former Town Clerk, reopened the project in October 2021.

In 2021, Municode provided the following information to Ms. Rodenberg:

"As far as payments – the Recodification contract is for \$10,400 plus any overage pages at \$24/page plus freight. The contract is based on your code ending up being 400 single column 10-point pages or 500 single column 12-point pages. The town had chosen 12 point font. Based on the size of the proofs, we estimate that the final code (with tables and index) will end up being approximately 552 pages, so there will probably be an overage page charge of around \$1248. The town has already paid the initial payment of \$3640, the Legal Memorandum fee of \$2600 and the proofs fee of \$2600 [\$8840 total], so \$1560 is due on the contract, plus any overage page amount, freight and inclusion of any newer ordinances that you would like to include in the code."



TOWN COUNCIL

Agenda Item Summary FOR ALL REGULAR MEETINGS

Agenda Item: 9 – PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

Agenda Item: 10 – COUNCIL RESPONSE TO PUBLIC COMMENT 1

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



**TOWN
COUNCIL**

Agenda Item Summary

FEBRUARY 13, 2025

Agenda Item: 12 – NEW BUSINESS

12a Draft Taber Fund Use Policy

Background: The Taber Fund has at times been mislabeled as a Trust Fund, used extensively, seldom used, and its original intent debated. A thorough review of documents creating the Taber Fund was undertaken by a member of the Finance Committee who is an attorney with the goal of settling these issues and setting parameters for the fund's use to protect the fund from inappropriate expenditures and provide for replenishment when appropriate via the development of a policy.

Her findings were presented to the Finance Committee and a draft policy prepared. That draft was reviewed by the Finance Committee, alterations made, and the final version of the committee's effort is before you for consideration.

Fiscal Impact: Adoption of this or any related policy will not have cost or revenue implications. The funds gains or losses are very much tied to market factors. The policy though will set parameters for use and if followed protect the fund from inappropriate expenditures and provide for replenishment when appropriate.

Staff Recommendation: Adopt as presented.

Council Action Requested: Yes. Adopt the proposed policy as presented

Sample Motion: I move to adopt the policy before us this evening titled Use of Taber Fund by Urbana Town Council for the long-term protection of the Taber Fund and assure its use as intended by Dr. C. Wellington Taber.

Use of Taber Fund by Urbana Town Council

Dr. Charles Taber bequeathed a sum of \$256,695 to the Town of Urbana upon his death on July 17, 1966. The original sum, which has grown to over \$1,000,000 as of the date of this policy, was to be used for the benefit of Urbana and its citizens. Dr. Taber did not want to dramatically limit the types of things that the Taber Fund could be used for or how the fund would be administered out of a recognition that society and its needs change with time.

The Town Council agrees to formally enact the following policy to further drive clarity into the administration of the Taber Fund as well as the distribution of its assets.

Taber Fund Use Policy

1. The Town of Urbana has been entrusted with substantial assets, now exceeding \$1,000,000, derived from the bequeath of Dr. Taber in 1966. It is the Town of Urbana's duty to ensure that these funds are appropriately maintained in accordance with sound financial practices and that the funds are used for appropriate purposes consistent with this policy. For the purpose of enabling the Town to achieve these objectives, including enabling the Taber Fund to grow in value and provide many years of benefit to the citizens of the Town of Urbana, the below administrative principles shall apply.
2. The funds shall be actively managed by a reputable third party and invested in a manner consistent with available moderate risk investments (e.g. not a savings account).
 - 2.1. An accounting of the status of the funds shall be provided to Council, on no less than a quarterly basis, by the Mayor or his/her appropriate designee.
 - 2.2. Official financial statements shall be provided to Council as requested.
3. The Taber Fund shall maintain a minimum balance of \$1,000,000 for the purpose of enabling material compound growth.
 - 3.1. If the Town desires to use funds reducing the balance below \$1,000,000, the Town will come up with a reasonable pay back plan, not to exceed 5 years.
 - 3.2. The Town may use funds in excess of \$1,000,000 without a payback plan.
4. The funds may be used consistent with the original intent outlined by Dr. Taber in his Will - see Exhibit A for applicable provisions (examples: 1) building pickleball

courts - acceptable usage 2) maintaining pickleball court - acceptable usage 3) building public facilities outside of Urbanna available to the general public - not acceptable 4) transferred to the general fund - not acceptable).

5. Any use of the funds must be voted on and approved by the Urbanna Town Council.
6. Changes to this policy may only be made through the unanimous vote of council.

Adopted: (DATE)

(Certification)

DRAFT

Exhibit A

SIXTH: I give to my Trustees of the Charles Wellington Taber Fund the following powers. In addition to and not in limitation of his common-law and statutory powers:

To employ such brokers, banks, custodians, investment counsel, attorneys and other agents including clerical assistance, and to delegate to them such of the duties, rights and powers conferred upon him by law as the Circuit Court of Middlesex County may authorize.

It is my hope, in view of the assistance hereinbefore authorized, that my said Trustee will be willing to serve without compensation, but I authorize the payment to my said Trustee of such compensation for his services as such as the Circuit Court of Middlesex County may allow him.

IN WITNESS WHEREOF, I, the said Charles Wellington Taber, herewith set my hand to this last will, typewritten on twelve (12) sheets of paper (including the attestation clause and signatures of witnesses), at Urbana, Virginia, this 6th day of August, 1958.

SEVENTH: Upon the death of my wife I direct my said Trustees to transfer the trust estate to be known thereafter as the Charles Wellington Taber Fund, to the Mayor of the Town of Urbana, Virginia, as Trustee ex officio, to hold, manage and administer the same for the benefit of the residents of the Town of Urbana forever, subject to the provisions of Paragraph (A) of Clause Third of this will, upon the following trust:

To expend the income therefrom, through such agencies as the Circuit Court of Middlesex County, Virginia, may direct to be created or appointed, for the acquisition and operation in Middlesex County, Virginia, of such facilities for the benefit of the residents of the Town of Urbana as the members of the Council of said Town, acting ex officio as a committee for the purpose, may, with the approval of the Circuit Court of Middlesex County, from time to time determine to establish and maintain, for the relief of poverty, the advancement of education, the promotion of health, and any other purposes the accomplishment of which will be beneficial to the community and are exempt from inheritance or transfer taxes under the laws of the State of Virginia and the United States, and are not in conflict with existing laws.

Because conditions do change with time, I make no specific designation of the types of community improvement for which this trust is established, or of the administrative machinery through which its purposes shall be accomplished. It is not my desire or intention to limit my gift to the establishment and maintenance of those community facilities and services believed today to tend to the benefit or amelioration of the condition of ordered society, such as parks, recreation centers, hospitals or literary and educational institutions, but through to provide the means for establishing and maintaining any such facilities for the residents of the Town of Urbana which may appear to future generations to be promotive of the same purposes.



TOWN COUNCIL

Agenda Item Summary FOR ALL REGULAR MEETINGS

Agenda Item: 13 – PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

Agenda Item: 14 – COUNCIL RESPONSE TO PUBLIC COMMENT 2

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 15 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



**TOWN
COUNCIL**

Agenda Item Summary

MARCH 13, 2025

Agenda Item: 16 – CLOSED MEETING

16a – Motion to Convene Closed Meeting

Motion: I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia for the discussion, consideration, or interview of prospective candidates for appointment to the Town of Urbanna Planning Commission; and to discuss the performance review of the Town Administrator.

Motion, Second, Discussion, Roll Call by Clerk

16b – Motion to Reconvene in Open Session

Motion: I move that the Town of Urbanna Town Council reconvene in open session.

Motion, Second, Discussion, Voice Vote

16c – Certification of Closed Meeting

Motion: I move that the Town Council of the Town of Urbanna approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

Motion, Second

Discussion - If any councilmember disagrees, they must so state at this time.

Roll Call by Clerk

16d – Action on Closed Meeting (if necessary)

Action would be done here, if necessary.

An appointment to the Planning Commission would be done under Item 17 – Appointments, if necessary.



**TOWN
COUNCIL**

Agenda Item Summary

MARCH 13, 2025

Agenda Item: 17 – APPOINTMENTS

17a Appointment to Middle Peninsula All-Hazard Mitigation Planning Team

Background: For the FEMA-required All Hazard Mitigation Plan (AHMP) mandated update, the Middle Peninsula Planning District Commission (MPPDC) needs an administrative appointment to serve on the required AHMP Planning Team.

Fiscal Impact: None

Staff Recommendation: Appoint a member and an alternate.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the Town Administrator as the main administrative appointment, and the Mayor as the alternate appointment to serve on the required MPPDC AHMP Planning Team for the duration of the mandated update project.

Motion, Second, Discussion, Voice Vote



**TOWN
COUNCIL**

Agenda Item Summary

MARCH 13, 2025

Agenda Item: 17 – APPOINTMENTS

17b Resolution 2025-XXX – Appointment to Planning Commission

Background: There is one vacant seat on the Planning Commission due to a term which expired on December 31, 2024 that has not been filled. This seat has a term expiration of December 31, 2025. The term expiration dates were updated to correct staggering.

Because it is uncertain whether a candidate will be chosen at this meeting, the Resolution is currently numbered XXX. If Council does choose a candidate tonight, the number would be 2025-005.

Fiscal Impact: None

Staff Recommendation: Appoint a member and adopt Resolution 2025-XXX (will be 2025-005 if a candidate is chosen).

Council Action Requested: Yes

Sample Adoption Motion: I move to adopt Resolution 2025-005 appointing _____ to the Town of Urbanna Planning Commission for a one-year term expiring December 31, 2025.

Motion, Second, Discussion, Voice Vote

