Town of Urbanna Town Council Monthly Meeting Council Chambers-390 Virginia St. Suite B February 24, 2022

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:05pm

Present

Mayor Barbara Hartley Council Members Marjorie Austin Larry Chowning Bill Goldsmith Merri Hanson-electronic participation Steve Hollberg Bill Smith Garth Wheeler-Town Administrator Roy Kime-Zoning Administrator Maribel Kimble-DMV Select Clerk Martha Rodenburg-Town Clerk-via Zoom Andrea Erard-Town Attorney-via Zoom Members of the public

Councilmember Hanson requested to participate electronically from San Diego, CA while she is with family during her infant grandson's cancer treatment.

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin moved to approve the agenda Councilmember Goldsmith seconded Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes Motion passed 7-0

APPROVAL OF MINUTES

Councilmember Austin made a motion to approve the January 27, 2022 Councilmember Smith seconded Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments Motion passed 7-0

PRESENTATION

Regional All Hazards Mitigation Plan Update-Presented by Jackie Rickard, MPPDC Senior Planning Manager

• Ms. Rickards gave a presentation on the federally mandated plan to assist localities and citizens with pre- and post-disaster hazard mitigation funding.

REPORTS

Town Administrator

DMV Select

- Maribel Kimble, DMV Select Clerk, reported on the newly opened DMV Select
 - Opened February 14, 2022
 - Week of February 14-18
 - 73 transactions, including 26 title transactions
 - \$3,889.70 total transaction income
 - Encouraged people to spread the word about new location and to contact her with any questions
 - Ms. Kimble clarified EZPasses can only be purchased at Urbanna DMV Select. Other services should be completed online
 - Walk-ins are welcome

Pool Project

- Mayor Hartley, Councilmember Goldsmith, Mr. Wheeler, and Mr. Kime met with Middlesex Supervisor Don Harris, Chairman Lud Kimbrough, and Matt Walker, Middlesex County Administrator to discuss possible funding assistance from Middlesex County.
- Upcoming meeting with a pool contractor and general contractor to seek proposal

Boat Ramp

• Should be complete within next few weeks

Town Marina Upgrades

- Received proposal from Docks of the Bay that has been forwarded to Preston Smith, director of BIG grant program for approval to use current BIG grant funds. If not approved, options are:
 - Current BIG grant can be amended
 - Apply for a separate BIG grant

HRSD Sewer Improvements

- Extending lines on Virginia Street to Bay Aging office complex
- Upgrading lines on Virginia Street to Cross Street

2022/2023 Budget

- Meeting with staff members for input
- Finance committee will work on draft

July 4th Celebration

- Friday, July 1, 2022
- Music provided by Kevin Gentry
- Fire department to provide food

Farmer's Market

- Marnie Hart will be in charge again for 2022
- May Daze event Memorial Day weekend-weather dependent

Fourth Friday Night Celebration

- Councilmember Austin reported on a proposed event "Fourth Friday" to bring visitors to town and increase business, seeking consensus from Council to proceed with planning. Overview included:
 - o May-October
 - o Fourth Friday of the month
 - o **4-8pm**
 - o Close Virginia St. from Cross St. to Rappahannock Ave. to traffic
 - o Restaurants and local vendors would participate
 - o Live music
- Council gave verbal approval for Councilmember Austin to pursue project and bring to Council for a vote once

Treasurer's Report

Garth Wheeler gave the Treasurer's report (attached)

- Councilmember Hollberg commented on lodging and meals tax ahead of budget projections
- Councilmember Chowning asked if there was a deadline to spend the first half of CARES Act funding (\$234,000)
 o Roy Kime responded the funds had to be spent prior to December 2024

o Second half of funding expected December 2022

Finance Committee

Councilmember Goldsmith reported

- Budget draft in progress
- Will include new items such as DMV Select and new Town offices

Councilmember Hollberg commented the cigarette tax will also be included

Pool Committee

Councilmember Goldsmith reported

- Meeting with potential contractor with crews and ability to build pool in a shorter timeline than other contractors
- Met with County officials to discuss potential pool funding
 - o "Good" meeting
 - Urbanna residents would pay less in any membership fees due to paying both Town of Urbanna and Middlesex County taxes, should Middlesex County assist with funding

Water Committee

Councilmember Smith reported

- Financing for well in process
 - o USDA-RW has awarded \$1,056,000 loan
- Engineer-Owner agreement under review with Town Attorney
- Water supply contract with Beth Page campground to be sent to Town Attorney for review
- Cartegraph asset management program will be going live in coming months
- Received final infrastructure upgrade documents from AH Environmental
 - Final cost \$1,000 under original quote
 - Includes assistance with acquiring additional financing through government grants and loans for upgrades
- Councilmember Goldsmith added the Cartegraph asset management program will enable greater efficiency in maintaining and budgeting for water system inventory

Planning Commission

Councilmember Hanson reported

- Commission met February 8, 2022
- Draft of Comprehensive Plan anticipated April 1st
- Street Sign replacement
 - Received 4 quotes MUTDC approved signs, poles, and hardware
 - o Less than \$5,000, not including installation
 - Possible online auction of old signs to raise money
 - Possibly sell hardware to antiques dealers and/or Middlesex Metals to offset costs
- UPC sponsored Economic Development Workshop
 - o May 10, 2022, approx. 1-5pm at Middlesex Women's Club
 - o Initial reach out to other towns in region and economic development entities has begun

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

- Sarah Jane Wyatt-spoke in favor of development of Virginia St. Dock/Pier and presented a signed letters from residents in favor of development-72 signed citizen petitions supporting a kayak launch facility [Corrected and amended and copies of signed petitions added to record per Council vote 3/10/2022]
- Sandy Sturgill-spoke to inform Council of findings regarding easements at Virginia St. Dock/Pier property
- Bill Hight-spoke regarding Virginia St. Dock/Pier property

Councilmember Goldsmith commented committee has been formed to address Virginia St development and other options for kayak launch. All are in agreement for kayak access to creek.

Councilmember Austin thanked Sarah Jane Wyatt and Kristi Anzivino for their work [regarding support of a kayak launch facility at Virginia St]

Mayor Hartley commented to thank all for their comments. Discussion is encouraged.

Garth Wheeler commented the committee is comprised of residents both for and against, and restated the motion approving committee. Residents and Councilmembers selected by Mayor Hartley to serve on committee:

- Mayor Hartley
- Councilmember Hollberg
- Councilmember Hanson
- Latane Montague
- Geri Lister
- Sarah Jane Wyatt
- Mike Jolly

Councilmember Smith questioned if a representative of Bridge Marina had been and the scope of the committee per the motion made and approved at the February 24th.

Discussion took place between staff and Council regarding the scope and make-up of committee

OLD BUSINESS

Blue Water Trail Update

Councilmember Chowning updated on progress of Blue Water Trail.

- He is currently working on trail sites along 3 potential trails for beginner, intermediate, and expert level kayakers.
- Identified 15 different sites he will research and provide historical context
- Virtual tour that participants will use geo-location on their phones to access information and pictures
- Once that work is complete, movement will be made to establish trails and launch sites

NEW BUSINESS

Sock Burning

Roy Kime presented the idea of celebrating the coming of Spring with a "Sock Burning", when boaters don't need to wear socks inside their docksiders, at the Town Marina.

- May 2nd, beginning at 2pm, after Farmer's Market ends for day
- Fun, low-cost event to bring visitors to marina
- Possibly have a local group collect new socks for charity

ANNOUNCEMENTS

- Councilmember Austin announced a food truck event, in conjunction with Oyster Festival Foundation, June 25th at Tabor Park to include food vendors and craft beer, and possible activities for children
- Councilmember Hollberg announced the possibility of using Cigarette Tax income to benefit Scottish Factor Museum
- Garth Wheeler announced there would be a Coffee with the Town Administrator on March 2nd. Opened to the public, Mayor Hartley and Councilmember Goldsmith will also be in attendance.

ADJOURN Councilmember Austin made a motion to adjourn Councilmember Smith seconded Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes Motion passed 7-0

Meeting adjourned at

Submitted by:

Martha J. Rodenburg Town Clerk Approved by Town Council 03/10/2022



Treasurer's Report

Prior Year	Prior Month	Statement Date
1/31/21	12/31/21	1/31/22
580,233.32	835,159.96	781,159.96
-14,736.66	14,401.66	14,401.66
543,279.72	820,530.42	776,520.72
17,419.41	21,796.47	23,046.66
36,759.45	36,762.79	36,763.10
113,549.00	113,910.53	113,939.55
94,490.24	94,703.89	94,719.98
n/a	237,641.77	237,651.86
n/a	n/a	\$100.00
	1,443,527.19	1,502,728.75
1/31/21	12/31/21	11/31/22
5,638.75	9,318.41	7,724.74
0.00	1,215.60	3,032.54
	1/31/21 580,233.32 -14,736.66 543,279.72 17,419.41 36,759.45 113,549.00 94,490.24 n/a n/a 1/31/21 5,638.75	Month 1/31/21 12/31/21 580,233.32 835,159.96 -14,736.66 14,401.66 543,279.72 820,530.42 17,419.41 21,796.47 36,759.45 36,762.79 113,549.00 113,910.53 94,490.24 94,703.89 n/a n/a 1,443,527.19 1,443,527.19 11/31/21 12/31/21 5,638.75 9,318.41

EXPENDITURES:

Business as usual

REVENUE as of 1/31/202

- Real Estate \$3,161.13 (Grand Total Year \$242,065.71)
- Real Estate Delinquent \$26.97
 Delinquent RE Bills Mailed 2/4/22 25 Accounts Past Due totaling \$25,599.92
- Personal Property \$50.26 (Grand Total Year \$8,535.89)
- Oyster Fest Meals Tax for Nov/Dec/Jan \$10,418.00 4 vendors unpaid

Town of Urbanna 2022 Revenue Summary by Month

Ту	ts: 100-11010-0001 pe: Revenue Activit total CAFR: No		o 100-11010-000 Includ		Start Mont th Zero Activit		Start Year: r To Date As Of:		Real &	istate		
Account No Total	Descript Jul	cion Aug	Sep	0ct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun
100-11010-0001 241950.65	Current 0.00	Real Estate Ta 0.00	axes 361.79	1908.08	86912.74	149606.91	3161.13	0.00	0.00	0.00	0.00	0.00
100-11010-0002 115.06	- Real Est 0.00	tate Tax - Del [.] 0.00	inquent 0.00	0.00	0.00	88.09	26.97	0.00	0.00	0.00	0.00	0.00
Fund Total 242065.71	0.00	0.00	361.79	1908.08	86912.74	149695.00	3188.10	0.00	0.00	0.00	0.00	0.00
Grand Total 242065.71	Count: 2 0.00	0.00	361.79	1908.08	86912.74	149695.00	3188.10	0.00	0.00	0.00	0.00	0.00

February 17, 2022 11:49 AM

Town of Urbanna 2022 Revenue Summary by Month

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Account No Total	Descri Jul	otion Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-11030-0001 8342.60	Current	t Year Personal 0.00	Property 14.85	7.70	4211.73	4065.73	42.59	0.00	0.00	0.00	0.00	0.00
100-11030-0002	- Delingu	uent Personal Pr	operty									
193.29	0.00	115.35	0.00	0.74	40.69	28.84	7.67	0.00	0.00	0.00	0.00	0.00
Fund Total								in the second				
8535.89	0.00	115.35	14.85	8.44	4252.42	4094.57	50.26	0.00	0.00	0.00	0.00	0.00
Grand Total 8535.89	Count: 2 0.00	115.35	14.85	8.44	4252.42	4094.57	50.26	0.00	0.00	0.00	0.00	0.00
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Town of Urbanna 2022 Revenue Summary by Month

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Fund Total 14175.84	3166.70	1625.18	2123.60	2358.88	653.34	1215.60	3032.54	0.00	0.00	0.00	0.00	0.00
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Signed Citizen Petitions Supporting a Kayak Launch Facility

Urbanna Creek Water Trail Initiative

February 24,2022

Sarah Jane Wyatt Kristi Anzivino Don Drayer Sue Warner Sid and Ann Hays

Urbanna is a town wrapped by beautiful waterways, possessing singular beauty and rich "port town" history. Setting Urbanna apart from other coastal towns in Virginia is its waterfront area: the Town Marina and a small strip of land which once housed the Payne Sisters Crab Shack on Virginia Street.

The Town Council voted to be included in the Blue Water Trails, a statewide endeavor that encourages ecotourism across the state. As the Virginia Department of Conservation and Recreation describes it:

"The benefits of water trails are many to water enthusiasts, and many Virginia localities recognize that ecotourism benefits their economy, so water trails (sometimes called blueways) are a natural fit for economic development. In Virginia, the growth in kayaking and water-based sports continues to create a demand for destination water trails. Valued for recreation, economic and tourism opportunities, and education, Virginia's water trails most often are locally or regionally managed."

The advocates of the **Urbana Creek Water Trail Initiative** ask you to join them in support of their efforts to bring appropriate facilities to the waterfront property at Virginia Street by signing below. Thank you! Please return your signed document to UrbannaCreekWaterTrail@gmail.com

Signaturé

Print name

HOWARD

112BANNA, VA

Urbanna Address

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K. E. Kampir

Print name

331 Howard Urbanna Address

20/2022

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Dr. Urbanna, UR 2 1411

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Feb 19, 2022 18:49 EST)

Signature

Catherine Crosd

Print name

Catherine Cross

Urbanna Address

370 Chandler Ave Urbanna VA 23175

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Signature 100 Print name Howard Street 350 1119 Urbanna Address 20/22 Date

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Print name Urbanna, VA 2317 Urbanna Address

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Jany Low Bristow

MARY Low Bristow

P: 0. Box 58 330 Howard 5t.

Urbanna Address

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Signature

1. Warner

353 Cross St.

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2/22/2022

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Heter H Chandler Print name 440 Taber hane Urbanna Address

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SHARON TAYLOR

Print name

Cross SI,

Urbanna Address

2/21/22

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Print name

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Print name

279 CROSS ST.

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20 FeB 2022

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Print name Urbanna Address

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Print name

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Signature

OWNER

Print name

51 Cross 5+

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Signature		
Gari Lister		
Print name		
Gari Lister	110	Watling Street
Urbanna Address		
February 23,20	022	
Date		

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MATTHEW GOBUSH

Signature

MATTHEW GOBUSH

Print name

110 Watling Street, Urbanna, VA 23175

Urbanna Address

2/23/22

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Anna Pomaska Pomaska (Feb 23, 2022 18:36 EST) Anna Po

Signature

Anna Pomaska

Print name

1028 Gayles Road, Urbanna VA

Urbanna Address

2/23/2022

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Signature

Jesse Valentine Portz

Print name

1028 Gayles Rd, Urbanna, VA

Urbanna Address

2/24/2022

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Mariah Morris Wolfrey

Print name

320 Howardst Urbanna Address

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Signature

Print name

321

Urbanna Address

Date

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David Crighton David Crighton (Feb 20. 2022 09:34 EST

Signature

David Crightor

Print name

handside hansdowne Ct

Urbanna Address

2-22-22

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CAROLYN CRIGHTU

Signature

Carolyn Crighton

Print name

ansdowne Ct

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Signature Carolyn H. Wi

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Bob Malone	
Bob Malone (Feb 22, 2022 13:53 MST) Signature	
Bob Malone	
Print name	
Bob Malone	
Urbanna Address	
442 Rosegill Ct.,	
Date	

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Esther Sarah Merves

Signature

Esther Sarah Merves

Print name

442 Rosegill Court, PO Box 811

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Brenda Mills a Mills (Feb 22, 2022 09:58 EST)

Signature

Brenda Mills

Print name

395 Lansdowne Ct.

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Chard Farmer	
Signature	
Cheryl Payne	
Print name 6	
-441 Rappahannock Ade	
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221/2021	
Date	

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may M. Duna NNE M. DUNN

Print name

475 RAPPAHANNOCK AU

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2-19-22

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Carol twillia

Signature

CAROL A WILLIAMS

Print name

370 RAPPAHANNOCK AVE

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2/19/22

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"The benefits of water trails are many to water enthusiasts, and many Virginia localities recognize that ecotourism benefits their economy, so water trails (sometimes called blueways) are a natural fit for economic development. In Virginia, the growth in kayaking and water-based sports continues to create a demand for destination water trails. Valued for recreation, economic and tourism opportunities, and education, Virginia's water trails most often are locally or regionally managed."

The advocates of the **Urbana Creek Water Trail Initiative** ask you to join them in support of their efforts to bring appropriate facilities to the waterfront property at Virginia Street by signing below. Thank you! Please return your signed document to UrbannaCreekWaterTrail@gmail.com

Signature

Print name

Urbanna Address

2/20/22

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Signature

arnie Hart

Print name

Urbanna Address JUrbanna

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Signature

Print name

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David Crighton David Crighton (Fr

Signature

David Crighton

Print name

handside hansdowne Ct

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