

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

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:02pm

Present

Mayor Barbara Hartley
Council Members
 Marjorie Austin
 Larry Chowning
 Bill Goldsmith
 Merri Hanson-electronic participation-left meeting at approximately 9:00pm
 Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Andrea Erard-Town Attorney
Members of the public and press

Absent

Councilmember Hollberg

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

Councilmember Austin moved to allow Councilmember Hanson to participate electronically

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, Smith, and Hartley voted yes

Motion passed 5-0

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin moved to approve the agenda as presented

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes

Motion passed 6-0

APPROVAL OF MINUTES

Councilmember Austin made a motion to approve the March 10, 2022 work session minutes as presented

Martha Rodenburg, Town Clerk stated there would be a correction made to correct a typo she made on page 4 of the [March 10, 2022] minutes

Councilmember Austin amended her motion [to approve the March 10, 2022 minutes] with the correction

Councilmember Smith seconded

**Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted to accept the amended motion
Motion passed 6-0**

**Councilmember Austin made a motion for the cigarette tax to be direct deposited into the historic trust account
monthly instead of quarterly**

Councilmember Goldsmith seconded

After discussion regarding the timing of the receipt of cigarette tax payments, the wording of the motion was changed to:

The cigarette tax, when presented to the town shall be directly deposited to the Historic Trust account

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes

Motion passed 6-0

REPORTS

Town Administrator

Garth Wheeler reported

- He recently attended Kiwanis meeting and updated them on projects and other things happening in the town
- Meeting on March 17th Friends of Rappahannock & Oyster Festival Foundation
 - Grant funding for projects discussed, including Coastal Resiliency grant to fix coastline around marina
 - Grant funding for Oyster Festival to make improvements on their property
- Roy Kime attended presentation by MCSO and DWR (3 reps) regarding recent diseased raccoons
 - Recommendations given to mitigate spread
 - Remove any food and water left outdoors for animals
 - Secure household trash
 - Animals only tested for rabies if human is bitten

Treasurer's Report

Michele Hutton presented the February 2022 Treasurer's Report (report attached)

Finance Committee

Councilmember Goldsmith reported

- Rough draft of FY 2022-2023 almost complete
- Report will be given to Council the end of next month

Pool Committee

Councilmember Goldsmith reported

- Geanie Longest has offered to help with fundraising events such as oyster roasts/BBQ
- Kristi Anzivino contacted MHS swimming to generate interest
- Garth Wheeler speaking with banks regarding loans
- Project is moving forward
- Possible grant opening in September
 - Shovel ready project
 - This is a reimbursement grant, funding required to be in place

Water Committee

Councilmember Smith reported

- Meeting held March 7
- AH Environmental is researching 6 different funding sources for grants and/or loans

Planning Commission

Councilmember Hanson reported

- Developing a workshop on May 10 to investigate ways to reinvigorate the town physically and economically
- Councilmember Hanson and Roy Kime will be attending the national conference of the Main Street America program
 - National program for economic and downtown development
- Commission members have met with Virginia Main Street (part of Virginia Department of Community and Housing Development) to assist in developing a plan and identify grants
- Recommended joining at their first tier “Exploring Main Street”, a resolution is required and will be brought to Council at a later date

PUBLIC COMMENT

There was no public comment

OLD BUSINESS

Friends of Urbanna Funding-Founder’s Day

Councilmember Austin made a motion to approve providing \$2,400.00 to the Friends of Urbanna to support their efforts in planning and execution of the 9th Annual Founder’s Day Celebration to be held August 6, 2022.

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes

Motion passed 6-0

Urbanna Creek Water Trail-Intermediate Kayak Trail Marker Update

Councilmember Chowning presented a rough draft of the text for the trail markers on the intermediate level portion of the Urbanna Creek Water Trail. This draft has been sent to the Middle Peninsula Planning District Commission (MPPDC). At this time, there are 26 different possible sites.

Councilmember Chowning added he was leading a tour of the town to residents of Westminster Canterbury, and suggested the town have volunteers available to give tours/historical talks to groups that may be interested.

Second Saturdays

Councilmember Austin reported this event has evolved into an event to be held in the Town Green and near Portside Grill.

- Second Saturday of the month-May thru October from 4:00pm-8:00pm
- Beer served
- Open mic entertainment
- Possible car show
- Snow cone vendor
- Possible pizza vendor
- Plan to start on a smaller scale and grow as needed
- Poster/flyer art has been produced

NEW BUSINESS

Volunteer Appreciation Event

Garth Wheeler introduced a proposal to hold a volunteer appreciation event on Friday, April 22, 2022 at the Portside Grill. The proposal from Portside Grill is \$4,200

Mayor Hartley commented that everyone wants volunteers honored, but how deep and broad should the guest list be. Should only volunteers & staff be included.

Discussion took place regarding the scope of who was being invited. The list includes Town Council, Town Staff, project volunteers, and various members of the area instrumental in aiding the town.

Garth Wheeler added the average volunteer saves the town approximately \$28/hour

Councilmember Smith made a motion to approve holding a Volunteer Appreciation Event on April 22, 2022 at a cost of \$4,602.00 to celebrate our volunteers.

Councilmember Austin seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes

Motion passed 6-0

Museum Painting Contract

Garth Wheeler commented the museum is in need of painting. With its historical significance and as an important amenity in the town, it is important to have the building cleaned, painted, and windows caulked. Partlett's Painting has provided a contract in the amount of \$9375.00

Councilmember Austin inquired as to whether or not they are familiar with historical structures. Garth Wheeler responded Partlett's was familiar with historical properties and had completed projects in Williamsburg, as well as buildings in Urbanna.

Work would not begin until after the study by historical architect is completed and funds would come from the Historic Trust.

Councilmember Austin made a motion to go ahead and hire Partlett's to do the work on the museum for the total cost of \$9375.00

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, Smith, and Hartley voted yes

Motion passed 5-0

Taber Park Pool-proposed fees

Councilmember Goldsmith presented the most recent proposal for pool membership fees to be charged when the new Taber Park pool opens.

(Proposal attached)

- Funding needs to be in place not only for construction, but continuing maintenance
- Middlesex County has not yet said whether or not it will provide funding for project, but it should be accessible to Middlesex residents as it will be the only pool acceptable for competition in Middlesex.
- Friends of Urbanna has agreed to accept donations on behalf of town for pool due to their 501(c)(3)

Virginia Main Street Program

Covered during Planning Commission report

ANNOUNCEMENTS

Garth Wheeler announced the proposed changes to the Town Charter had passed the General Assembly and awaiting the Governor's signature.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Smith, and Hartley voted yes

Motion passed 5-0

Meeting adjourned at 8:26pm

Submitted by:

A handwritten signature in blue ink, consisting of a large, sweeping loop followed by a smaller, tighter loop.

Martha J. Rodenburg

Town Clerk

Approved by Town Council 04/24/2022



Treasurer's Report

Account Balance thru 2/28/2022	Prior Year	Prior Month	Statement Date
	2/28/21	1/31/22	2/28/22
Primis Bank General Operating Bank Account	577,386.26	781,159.96	717,478.84
Renter Water Deposits	-14,736.66	-14,401.66	-14,511.66
Net Operating General Bank Account	566,382.55	776,520.72	711,142.69
TRUIST Historic Trust	17,503.78	23,046.66	23,046.84
TRUIST Pool Replacement Account	36,759.73	36,763.10	36,763.38
Primis Bank Water Fund Reserve	113,579.49	113,939.55	113,965.77
Primis Bank General Fund Reserve	94,508.36	94,719.98	94,734.51
Primis Bank Cares Local Recovery	n/a	237,651.86	237,660.98
Primis Bank DMV	n/a	100.00	100.00
Taber Trust – Account Value as of 12/31/2021		1,502,728.75	
	2/28/21	1/31/22	2/28/22
Meals Tax collected in February	6,113.26	7,724.74	8,064.21
Lodging Tax collected in February	2,475.45	3,032.54	460.73
Cigarette Tax collected in February	n/a	491.57	741.08

FEBRUARY EXPENDITURES:
 \$10,000 to Library
 \$10,000 to Middlesex Fire Dept.

REVENUE as of 2/28/2022

- Collected Real Estate \$7,931.54 (Grand Total Year \$250,042.11)
- Collected Real Estate Delinquent \$00.00
 Delinquent RE Bills Mailed 2/4/22 – Past Due totaling \$12,521.86
- Personal Property \$36.31 (Grand Total Year \$8,573.79)
- Oyster Fest Meals Tax for Nov/Dec/Jan \$10,418.00 - 4 vendors unpaid

MEALS TAX

March 3, 2022
02:03 PM

Town of Urbanna
2022 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/03/22
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12110-0001	Meals Tax - Local										
98142.95	14800.26 16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	0.00	0.00		
Fund Total											
98142.95	14800.26 16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	0.00	0.00		
Grand Total	Count: 1										
98142.95	14800.26 16638.47	13800.94	15596.12	12199.80	9318.41	7724.74	8064.21	0.00	0.00		

LODGING TAX

March 3, 2022
02:07 PM

Town of Urbanna
2022 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/03/22
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12100-0001	Lodging Tax										
14636.57	3166.70 1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00		
Fund Total											
14636.57	3166.70 1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00		
Grand Total	Count: 1										
14636.57	3166.70 1625.18	2123.60	2358.88	653.34	1215.60	3032.54	460.73	0.00	0.00		

