

**Town of Urbanna  
Town Council  
Work Session  
Council Chambers-390 Virginia St. Suite B  
September 8, 2022**

**CALL TO ORDER & ROLL CALL**

Mayor Hartley called the meeting to order at 7:00pm

**Present**

**Members of Council**

Mayor Barbara Hartley

Council Members

Marjorie Austin

Larry Chowning

Bill Goldsmith

Merri Hanson

Steve Hollberg

Bill Smith

Garth Wheeler-Town Administrator

Roy Kime-Zoning Administrator

Martha Rodenburg-Town Clerk

Michele Hutton-Town Treasurer

Andrea Erard-Town Attorney via Zoom

Members of the public

All present said the Pledge of Allegiance

**APPROVAL OF AGENDA**

**Councilmember Austin moved to approve the agenda as presented**

**Councilmember Goldsmith seconded**

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

**Motion passed 7-0**

**PRESENTATION**

The presentation to Rosabeth Rennolds was rescheduled for the September 22, 2022 Town Council meeting

Mayor Hartley presented Assistant Chief David Rose and Ben Langford, from the Middlesex Volunteer Fire Department a \$15,000 check from the Department of Fire Programs from the Commonwealth of Virginia for fire prevention

**PUBLIC COMMENT & PUBLIC COMMENT RESPONSE**

No member of the public spoke

## **MATTERS OF TOWN COUNCIL**

### **REPORTS**

#### **Administrator's Report**

Garth Wheeler reported:

#### **DMV**

- DMV statistics from February 14, 2022-September 2, 2022
  - 2,703 transactions
  - 1,279 customers
  - Gross sales \$171,949.91
- Town receives 4.5% of gross up to \$500,000, 5% above that

Michele Hutton posted a Facebook update about Urbanna's DMV Select and Maribel Kimble-DMV Select Clerk. The post received 10.48k views and multiple shares

Discussion took place regarding break-even figures and the hidden return on investment from customers patronizing town businesses and restaurants

#### **Boundary Line Adjustment Update**

- Bay Design contacted to remove two parcels of land belonging to Thurston Properties at Red Hill from the initial proposal to Middlesex County Board of Supervisors
- Meeting held with Matt Walker and Heather Thomas from Middlesex
- Contacted Melissa Welch, Middlesex County Registrar  
Her only concern was the Town was trying to get BLA completed prior to November elections  
With that not being the case, she said there was no problem

Next steps

- Develop a presentation for Middlesex Board of Supervisors
- Both Middlesex County and Town of Urbanna will hold separate public hearings and take a vote
- If passed, submit proposal to the Virginia Attorney General's office

#### **Old Town Hall**

The person who had originally expressed interest in purchasing the property, withdrew his interest after receiving the appraiser's report.

#### **Museum**

- Interior walls repaired and painted
- 150 visitors for the month of August
- Total donations were \$124.40 (merchandise) and \$839.00 collected from the donations box

#### **Cigarette Tax**

- The Town received \$670.32 for the month of August

#### **Pool Committee**

- Soil sampling by Bay Design at pool site approved
- Committee working on presentation to Middlesex BoS on September 13 requesting financial assistance
- Mayor Hartley & Mr. Wheeler met with Mr. Fulk, VP for Commercial Finances, Primis Bank to discuss options
- Ward Hamilton with Paddock Pools is preparing a contract for Council's review

#### **Wine & Oyster Stroll**

- The Urbanna Business Association (UBA) has asked the Town to participate

- October 15 4pm-7pm

**Councilmember Austin made a motion for use the museum for the Town to participate in the Oyster & Wine Stroll on October 15 from 4pm-7pm**

**Councilmember Goldsmith seconded**

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

**Motion passed 7-0**

### **Treasurer's Report**

Michele Hutton gave the Treasurer's report for July, due to the August monthly meeting being canceled

- Began follow-up on delinquent taxes, amounts as of September 8 are:
  - Real estate \$5658.92
  - Personal property \$8,162.70 (of that, \$2181.98 is owed by one account)
- Garth Wheeler and Michele Hutton, met with Traci Wright, Middlesex County Treasurer to review tax and billing procedures
  - Going forward, at no cost to the Town, the Middlesex County Treasurer's Department will put DMV stops on delinquent tax accounts
  - Taxpayers with delinquent accounts be unable to conduct DMV transactions until past due taxes are paid

Mrs. Hutton researched Town real estate tax accounts and created a report of real estate owned by residents and out-of-town property owners

Mr. Wheeler reported due to staffing and the small volume of tax bills that are generated, switching to tax billing two times a year would not be prudent.

The Town Treasurer's workload includes:

- April-Golf cart registrations
- July-Business taxes
- August-Past due account collections
- September-Oyster Festival business licenses and meals tax forms sent
- October-Real estate and personal property tax billing preparation
- Monthly-Meal and lodging tax collections

Staff has made arrangements to allow residents to make payments, including pre-payments, for real estate & property taxes. Mrs. Hutton demonstrated the process for making online payments to Council via the Town website.



## Treasurer's Report

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

Account Balance thru <b>8/31/2022</b>	Prior Year	Prior Month	Statement Date
	<b>8/31/21</b>	<b>7/31/22</b>	<b>8/31/22</b>
Primis Bank General Operating Bank Account	583,885.32	639,319.37	658,223.65
Renter Water Deposits	14,551.66	16,101.66	16,551.66
Net Operating General Bank Account	564,998.69	613,689.21	645,877.97
TRUIST Historic Trust	21,795.73	21,333.14	27,003.65
TRUIST Pool Replacement Account	36,761.57	36,764.91	94,765.68
Primis Bank Water Fund Reserve	113,782.20	114,133.07	114,189.82
Primis Bank General Fund Reserve	94,628.82	94,825.78	94,855.79
Primis Bank Cares Local Recovery	237,602.06	475,302.77	475,324.26
Primis Bank DMV	n/a	4,289.45	5,817.83
Taber Trust – Account Value	1,471,259.67	1,361,671.49	1,300,340.91
	<b>8/31/21</b>	<b>7/31/22</b>	<b>8/31/22</b>
Meals Tax collected in August	16,638.47	14,635.00	14,992.16
Lodging Tax collected in August	1,625.18	3,422.19	3,213.42
Cigarette Tax collected in August	n/a	1,150.72	670.32

**AUGUST EXPENDITURES:**

- \$4,600 painting museum

**REVENUE as of 8/31/2022**

- \$5,000.00 Grant from MOM deposited to Truist Historic Trust

Notes: Real Estate Past Due notices sent 8/11/22

## Lodging Tax

September 1, 2022  
10:13 AM

Town of Urbanna  
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12100-0001 to 100-12100-0001      Start Month: July      Start Year: 2022  
 Type: Revenue Activity      Includes Accounts with Zero Activity: N      Year To Date As Of: 09/01/22  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12100-0001	Lodging Tax	3422.19	3213.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6635.61													
<b>Fund Total</b>		3422.19	3213.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>	Count: 1	3422.19	3213.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Meals Tax

September 1, 2022  
10:12 AM

Town of Urbanna  
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12110-0001 to 100-12110-0001      Start Month: July      Start Year: 2022  
 Type: Revenue Activity      Includes Accounts with Zero Activity: N      Year To Date As Of: 09/01/22  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0001	Meals Tax - Local	14635.00	14992.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29627.16													
<b>Fund Total</b>		14635.00	14992.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>	Count: 1	14635.00	14992.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Water Sales

September 1, 2022  
10:05 AM

Town of Urbanna  
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 09/01/22  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
500-17010-0001	Water Sales Charges	2878.78	65830.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68709.34													
<b>Fund Total</b>		2878.78	65830.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68709.34													
<b>Grand Total</b>	Count: 1	2878.78	65830.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68709.34													

September 1, 2022  
10:14 AM

## Collected RE Tax - Delinquent

Range of Accounts: 100-11010-0002 to 100-11010-0002  
 Type: Revenue Activity Includes  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep
100-11010-0002	Real Estate Tax - Delinquent	1029.48	1327.45	0.00
2356.93				
<b>Fund Total</b>		1029.48	1327.45	0.00
2356.93				
<b>Grand Total</b>	Count: 1	1029.48	1327.45	0.00
2356.93				

September 1, 2022  
10:15 AM

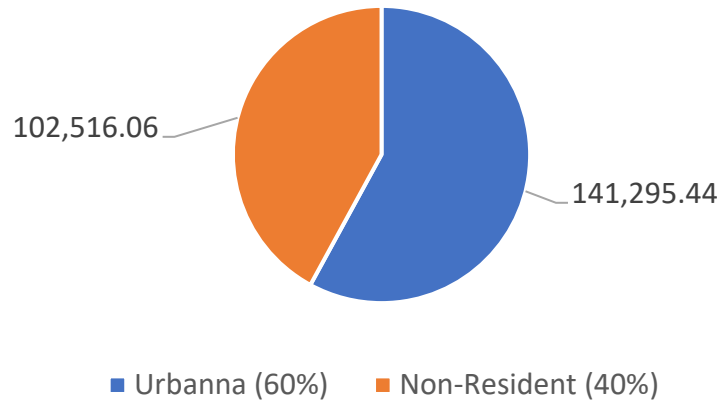
## Collected PPT - Delinquent

Range of Accounts: 100-11030-0002 to 100-11030-0002  
 Type: Revenue Activity Includes  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep
100-11030-0002	Delinquent Personal Property	1.84	56.47	0.00
58.31				
<b>Fund Total</b>		1.84	56.47	0.00
58.31				
<b>Grand Total</b>	Count: 1	1.84	56.47	0.00
58.31				

Net Value Range	Total Net Value	Avg. Net Value	Number of Properties	Tax Range	Total Taxes	Avg. Tax paid	Urbanna Resident	Non-Resident
\$0 – 49,999	\$820,800	\$13,456	61	\$0 – 79.35	\$1,887.84	\$30.95	35	26
\$50,000 – 99,999	\$3,139,600	\$68,252	46	\$115.00 – 229.77	\$7,221	\$157.00	29	17
\$100,000 – 199,999	\$24,891,800	\$155,574	160	\$230.00 - 459.08	\$57,251	\$358.00	110	50
\$200,000 – 299,999	\$26,730,500	\$245,234	109	\$460.46 – 689.31	\$61,480	\$564.00	67	42
\$300,000 - 399,999	\$22,265,800	\$332,325	67	\$690.92 - 917.24	\$51,211	\$764.00	30	37
\$400,000 – 499,999	\$8,103,000	\$450,167	18	\$944.15 - 1,144.25	\$18,637	\$1,035	9	9
\$500,000 – 599,999	\$7,571,200	\$540,800	14	\$1,173.46 – 1,372.18	\$17,414	\$1,244	7	7
\$600,000 – 699,999	\$3,254,000	\$650,800	5	\$1,420.25 - 1,605.40	\$7,484	\$1,497	4	1
\$700,000 – 799,999	\$3,799,300	\$759,860	5	\$1,641.74 - 1,836.32	\$8,738	\$1,748	3	2
\$800,000 – 899,999	\$3,407,700	\$851,925	4	\$1,878.87 - 2,019.40	\$7,838	\$1,959	2	2
\$900,000 +	\$2,021,300	\$1,010,650	2	\$1173.46 - 2,384.87	\$4,649	\$2,324	1	1
<b>Totals</b>	<b>\$106,005,000.00</b>	<b>\$1,933,458.00</b>	<b>491</b>		<b>\$243,810.84</b>	<b>\$4,445.95</b>	<b>297</b>	<b>194</b>

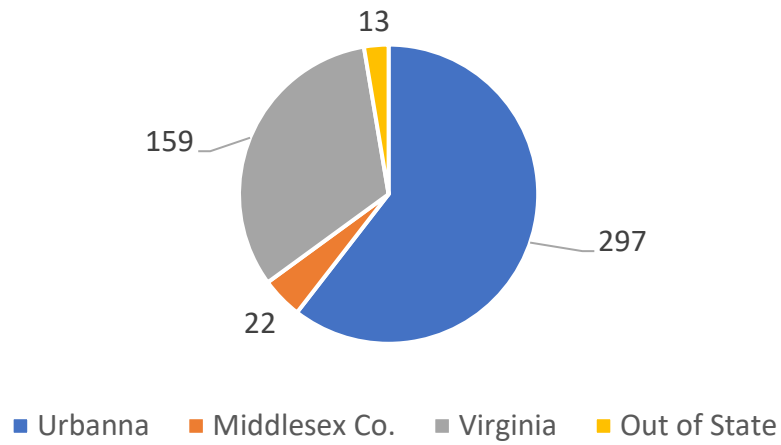
Tax Revenues



Average Urbanna Resident tax = \$475.74

Average Non-resident tax = \$528.43

Main Residence Location





### **Planning Commission**

Councilmember Hanson reported

- Commission held a Special Use Permit public hearing for the Lewis property on Oyster Road
  - Commission recommends approval by Council
  - A public hearing held and a vote taken by Town Council on September 22
- The 48 Hours in Urbanna winner will be announced at a future meeting

### **Pool Committee**

Councilmember Goldsmith reported the following

- Marnie Harte will make a presentation to the Middlesex County Board of Supervisors requesting support and financial assistance for the pool
- Presentation will be made September 13<sup>th</sup> at 4pm

### **ACTION ITEMS**

There were no action items

### **ANNOUNCEMENTS**

- Hometown Hero banners will be removed and Oyster Festival banners will be installed in September
- Final Farmer's Market and 2<sup>nd</sup> Saturdays to take place September 10 with Tom Euler performing
  - Many thanks to all participants and volunteers

### **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 7:45pm**

**Submitted by:**



**Martha J. Rodenburg**

**Town Clerk**

**Approved by Town Council 10/27/2022**