

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
March 14, 2024**

CALL TO ORDER & ROLL CALL

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

Present-Members of Council

Mayor Bill Goldsmith
Larry Chowning
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Marjorie Austin
Alana Courtney

Other Attendees

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

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

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

Councilmember Sturgill seconded.

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

Motion passed 5-0

MINUTES

Councilmember Hanson made a motion to approve the minutes of the November 16, 2023 and December 14, 2023 meetings.

Councilmember Sturgill seconded.

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

Motion passed 5-0

REPORTS

Town Administrator

Mr. Costin reported:

- The floating dock has been returned and the money has been refunded.
- The owners of Rosegill cannot allow fireworks to launch due to their insurance carrier informing them they will lose their coverage if fireworks are launched from their property.
 - Staff has looked for alternative launch sites large enough to meet safety requirement, and were unable to find one.

- Launching from a barge is being researched (Barge must be at least 40'x60')
- Previous fireworks contract approved at last meeting is now void.

Discussion took place regarding alternative Independence Day activities.

Treasurer

Michele Hutton presented the Treasurer’s Report for January 2024



Treasurer’s Report

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

Account Balance thru 1/31/2023	Prior Year 1/30/23	Prior Month 12/31/23	Statement Date 1/31/24
Primis Bank General Operating Bank Account	836,894.95	1,074,889.37	921,502.25
Renter Water Deposits	-19,451.66	-16,326.66	-16,326.66
Net Operating General Bank Account	826,192.28	1,073,031.70	922,993.92
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 31,868.44	46,718.19	47,295.41
C&F Bank - Water Fund Reserve (11 mo CD) 1/17/24		N/A	115,433.93
C&F Bank - General Fund Reserve (11 mo CD) 1/17/24		N/A	95,500.91
C&F Bank -Operating Reserve (11 mo CD) 1/17/24		N/A	400,000.00
Primis Bank Water Fund Reserve	114,552.09	115,388.41	Closed 1/17/24
Primis Bank General Fund Reserve	95,044.22	95,477.37	Closed 1/17/24
Primis Bank Cares Local Recovery	475,423.90	239,659.92	Moved to operating
Primis Bank DMV	5,296.52	2,876.63	1,101.22
Primis Bank USDA Well Replacement-new 10/14/22	2,502.27	2,509.13	2,509.81
Taber Trust – Account Value	871,833.31	932,715.71	
Taxes listed below are collected for prior month(s)	1/30/23	12/31/23	1/31/24
Meals Tax collected in January	6,727.91	5,777.51	21,041.61
Lodging Tax collected in January	756.10	514.88	4,112.77
Cigarette Tax collected in January	666.60	402.20	577.22

EXPENDITURES:

- \$

REVENUE as of 1/31/2024 - Closed Primis Accounts and opened three 11-month Certificate of Deposits at C&F Bank at 5% interest with a one-time penalty free withdrawal.

- Water fund Reserve \$115,433.93
- General Fund Reserve - \$95,500.91
- Removed \$400,000.00 from operating account
 - Closed the Cares account at Primis and moved to the operating account.

February 14, 2024
12:35 PM

Lodging Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 02/14/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12100-0001	Lodging Tax										
21676.14		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	0.00	0.00	0.00
Fund Total		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	0.00	0.00	0.00
Grand Total	Count: 1	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	0.00	0.00	0.00

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12:34 PM

Meals Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 02/14/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12110-0001	Meals Tax - Local										
117788.65		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	217.66	0.00	0.00
Fund Total		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	217.66	0.00	0.00
Grand Total	Count: 1	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	217.66	0.00	0.00

Water Sales

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02:34 PM

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 02/14/24
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges										
207404.42		6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	0.00	0.00	0.00
Fund Total		6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	0.00	0.00	0.00
Grand Total	Count: 1	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	12287.71	0.00	0.00	0.00

Mayor Goldsmith noted the Taber Fund balance has gone up since moving some of the money into different funds.

Ninety-nine percent of real estate taxes have been collected, but personal property tax collections is a challenge.

Ms. Hutton reminded Council this year's military banners can be purchased until April 15th. There haven't been as many sold compared to prior years.

Water Committee

Mayor Goldsmith reported:

- Kimley-Horn has been engaged to produce phase 2 bid packages to complete new well.
- Dependent on timing, the interim loan may need to be extended.

Finance Committee

Mayor Goldsmith reported:

- Three bids for trash service have been received and will be presented to Council at the next meeting.
- Town Hall closing is moving forward.
- Pool management company quote is within budget requirements.
- Franktronics will be installing cameras at Taber Park, Waterman's Park, and the water tower.
- A protocol for future Taber Fund use and replenishment is being developed.
- Since the Bank Franchise Tax is tied to real estate tax rates, when Council lowered the real estate tax rates, the amount received from the Bank Franchise Tax was less than expected. Ms. Hutton has requested the bank provide her with their calculations used to determine the amount received.

Planning Commission

Councilmember Hanson informed Council Lewis Hall is now Chair of the Planning Commission, and the March meeting did not take place due to lack of a quorum.

Mr. Costin reported a Special Use Application has been received and a public hearing will be scheduled.

PUBLIC COMMENT

Tammy Putney addressed Council to inquire about several items, including:

- Removal of utility poles
- Kayak trail
- Sidewalk and curb repair
- Street sign replacement
- Short-term rentals
- B-1 ordinance change

COUNCIL/STAFF COMMENT

Mr. Costin and Mayor Goldsmith responded to Mr. Putney and updated him on the status of his concerns to include:

- Legislation recently passed by the General Assembly may affect local authority regarding the regulation of short-term rentals.
- Mr. Costin is in contact with Dominion. All of their lines have been moved to the new poles. Breezeline is in the process of moving theirs, but Verizon is the biggest hold-up.
- Most of the VDOT owned sidewalks have been repaired, the Town sidewalk repair will be put in the budget for next year as a capital project.
- Street signs will be replaced by Middlesex County using 911 tax funds, and the matter will be discussed late in the meeting during Old Business.
- The kayak trail map is online, but the website is not user friendly, but it is a work in progress.

- The B-1 ordinance is being reworked

Councilmember Chowning spoke more to the process of developing the kayak trail, and it will expand to Perkins and Robinson creeks.

Mayor Goldsmith added he is in contact with Dave Lipscombe about putting a more direct link on the Town website once it is more user friendly.

Councilmember Hanson inquired about the status of the kayak rental kiosk agreement, and relocating the kiosk closer to the water.

B-1 ordinance is being reworked.

Discussion took place regarding the Public Access Authority's recently hired grant writer. The share of the Town's cost is to be determined based on the number of localities who participate.

OLD BUSINESS

Ordinance Number 2024-01 Bad Check Fees

Mayor Goldsmith gave the background regarding the proposed ordinance which would increase the bad check fee from \$20 to \$50.

Councilmember Hanson made a motion to adopt Ordinance Number 2024-01 to increase the bad check fee from \$20 to \$50 with monies collected to be credited to the general fund.

Councilmember Sturgill seconded.

Discussion took place on the procedure Council would have to take, should they change the rate in the future.

Hanson, Justice, Sturgill, and Goldsmith voted yes

Chowning voted no

Motion passed 4-1

Ordinance 2024- 01

ORDINANCE NO. 2024-01 AMENDS THE URBANNA TOWN CODE, Chapter 2, "ADMINISTRATION", SECTION 2-5.1, "BAD CHECKS," PARAGRAPH 1, TO INCREASE THE BAD CHECK FEE FROM \$20 TO \$50, AND DIRECTS THE MONIES COLLECTED TO BE CREDITED TO THE GENERAL FUND

BE IT ORDAINED by the Urbanna Town Council, at its regular meeting on February 8, 2024, that Chapter 2, "Administration", Section 2-5.1, "Bad Checks" to be repealed and readopted to read as follows:


Section 2-5.1-Bad Checks

There shall be a fee of \$50.00 for the uttering, publishing or passing of any check or draft for payment of taxes, or any other sums due the Town, which is subsequently returned to the Town for insufficient funds or because there is no account or the account has been closed. Such fee shall be collected by the Town Treasurer and be credited to the general fund of the Town.

This Ordinance shall take effect upon adoption.

Adopted: March 14, 2024

Certified to be true and accurate:


Martha Rodenburg, Town Clerk

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

Street Sign Ordinance

Andrea Erard gave the background on the proposed ordinance which would repeal the current ordinance and replace it with one that mirrors the language of the Middlesex County ordinance.

Once passed, the process will begin for Middlesex County to replace the Town's current signs. Staff is requesting approval from Council to advertise a public hearing on the proposed ordinance.

Councilmember Hanson made a motion to authorize a public hearing on the proposed sign ordinance for the April 11th meeting of the Urbanna Town Council.

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

Motion passed 5-0

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

There were no announcements.

ADJOURN

Councilmember Hanson made a motion to adjourn

Councilmember Sturgill seconded

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

Motion passed 5-0

Meeting adjourned at 6:43pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 07/11/2024