

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
April 25, 2024**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
Beth Justice
Sandy Sturgill

Absent

Merri Hanson

Others Present

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

Mayor Goldsmith called the meeting to order at 6:00pm
All present said the Pledge of Allegiance

APPROVAL OF AGENDA

**Councilmember Austin made a motion to approve the agenda as presented
Councilmember Sturgill seconded
Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes
Motion passed 6-0**

PUBLIC COMMENT

- Sarah Jane Wyatt-spoke to support proposed signage at end of Virginia Street as recommended, improve the property as the former Waterfront Committee recommended, and commend Councilmember Chowning on his work on the kayak trail.
- Mike Sheffield-spoke to an interaction he had with a member of council on April 14th in regards to limiting access to the town property at the end of Virginia Street.
- Dan Snead-spoke regarding his concern regarding blocking emergency access to the town property at the end of Virginia Street and problems that may occur if a dock is built at that property. In favor of building a kayak launch at north end of marina.
- Mike Jolly-spoke to support proposed signage at end of Virginia Street as recommended. Recommends reviewing proposed improvements suggested by former Waterfront Committee.

COUNCIL COMMENT

Mayor Goldsmith stated the topics mentioned in public comment would be discussed later in the meeting.

ACTION ITEMS

There were no items on the agenda

PROJECT UPDATES/DISCUSSION

Friends of Urbanna-Memorandum of Understanding

Mr. Costin presented to council that the relationship with The Friends of Urbanna (FOU) as an advisory role pertaining to the Scottish Factor Store, serving as the Urbanna Museum and Visitor Center, has never been formally documented with a Memorandum of Understanding (MOU). Language has been provided by FOU as a basis for an MOU, and staff would like council to direct staff to development an MOU, including a requirement for quarterly reporting, for future approval by council.

Councilmember Austin asked for the MOU to include FOU should apprise council of changes to the building, prior being done. Mr. Costin responded affirmatively.

Discussion took place, and it was agreed reporting should be done, at a minimum, quarterly, and prior to any changes to be made to the interior or exterior of the building.

Town owned property on Virginia Street-access issues/Virginia Street Terminus

Before proceeding with his report, Mr. Costin clarified they were no plans to construct a pier/dock at the Virginia Street property.

Mr. Costin reported an inquiry had been received as to what were the limitations of use for the property regarding kayak launching and parking. A 20' emergency access easement exists on the property that should remain unobstructed. Staff is recommending signage be placed that indicates the following:

- Kayak/canoe drop-off at your own risk (due to potential presence of unknown commercial building parts)
- No parking

Discussion took place regarding the incident with the resident who said he was told he couldn't park nor launch a kayak from there. It was also mentioned the kayak rental kiosk had been down for one day, due to a dead battery, as well as moving the kiosk.

Mr. Costin then went back to the subject at hand, discussing signage at the property, asking council to consider directing staff to develop, procure, and place signage to address the initial inquiry about access to the property.

Mayor Goldsmith commented that while they try to not make certain decisions during work sessions, this is something to act on sooner rather than later.

Councilmember Courtney made a motion to direct staff to procure signage that's appropriate for 'No Parking' and for an appropriate risk statement at the end of Virginia Street.

Councilmember Justice seconded.

Discussion took place regarding where people using the property could park. While the Town Marina has public parking, Councilmember Austin commented all in-town property owners are guaranteed public water access and should be allowed to park at the marina, and spoke to a time she had been instructed to take their boat and trailer home. She added [the town] needs to provide parking for those using the Virginia Street property, commenting the sign should include options for places to park, such as the Town Marina or behind the museum.

Additional discussion took place regarding parking options and verbiage for the sign.

Councilmember Chowning added the kayak trail was designed to begin at the north end of the marina, and would like the kayak launch there.

Mr. Costin suggested a draft of the verbiage for the sign could be presented to council for approval, prior to production. Councilmember Sturgill requested a directional sign to the marina.

Austin, Chowning, Courtney, Justice, and Goldsmith voted yes

Sturgill abstained

Motion passed 5-0

July 4th Band Contract

Mr. Costin reported the contract for the Michael Clarke Band had been reviewed by the Town Attorney and was acceptable. The contract price is \$2,500.

Councilmember Austin made a motion for the Town Administrator to execute the contract authorizing the band for the 4th of July.

Councilmember Sturgill seconded

Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

Pool Rules

Mr. Costin presented proposed pool rules, which had been developed using past rules and in consultation with the Town's insurance provider.

Discussion took place with council suggesting language be added to prohibit foul/offensive language.

The proposed rules will be revised and presented to council for vote at their next meeting.

Marshall Family Pool Opening Celebration

Mr. Costin presented the proposed program for the upcoming Marshall Family Pool Opening.

Discussion took place regarding having food vendors, printed programs, and who to invite as distinguished guests.

ANNOUNCEMENTS

- Councilmember Sturgill mentioned names would be going on the pool donor wall this week.
- Councilmember Austin announced VML will be having its first Small Town Conference June 10 & 11, in Abingdon, Virginia. She plans to attend.
- Additional conversation took place between council regarding pool furniture, cost of umbrellas, and signs advertising pool memberships.
- Ms. Hutton announced the military banners dedication would take place June 21.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Sturgill seconded

Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

Meeting adjourned at 6:47pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 9/12/2024