

**Town of Urbanna  
Town Council  
Monthly Meeting  
Council Chambers-390 Virginia St. Suite B  
July 11, 2024**

**CALL TO ORDER & ROLL CALL**

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

**Present-Members of Council**

Mayor Bill Goldsmith  
Marjorie Austin  
Larry Chowning  
Alana Courtney  
Merri Hanson  
Sandy Sturgill

**Absent**

Beth Justice

**Other Attendees**

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

All stood for the Pledge of Allegiance

**APPROVAL OF AGENDA**

**Councilmember Austin made a motion to amend the agenda to include a closed session at the end of the meeting [to discuss updated information associated to contracts].**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith voted yes  
Motion passed 6-0**

**Councilmember Austin made a motion to accept the agenda as amended.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes  
Motion passed 6-0**

**MINUTES**

**Councilmember Austin made a motion to approve the minutes of the February 22, 2024 work session and public hearings and the March 14, 2024 monthly meeting.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith voted yes  
Motion passed 6-0**

**REPORTS**

**Town Administrator**

Mr. Costin presented his report to include (detailed report emailed to council and included in meeting packet):

- Pool operational issues are being addressed
- Programs taking place at pool
- Swim team has hosted a meet, with one being canceled due to heat

- July 4<sup>th</sup> events schedule altered due to weather
- No progress on “No Wake” signage
- Home Occupation amendments
- Re-zoning application for Boundary Line Adjustment properties
- Meetings regarding bond issuance regarding well construction

Discussion took place between Mr. Costin and council regarding parking signage at end of Virginia St. as well as the “No Wake” signage.

**Treasurer**

Ms. Hutton presented her report:

<b>Treasurer’s Report</b>			
<b>The Balances Below, Reflect Bank Statements as Of Month’s End.</b>			
<b>Account Balance thru 5/31/2024</b>	<b>Prior Year</b>	<b>Prior Month</b>	<b>Statement Date</b>
	<b>5/31/23</b>	<b>4/30/24</b>	<b>5/31/24</b>
Primis Bank General Operating Bank Account	902,493.13	996,065.21	1,001,375.91
Renter Water Deposits	-15,426.66	-17,101.66	-17,101.66
Net Operating General Bank Account	902,493.13	992,328.50	997,525.32
C&F Bank Historic Trust (new 3/1/2023)	34,668.28	49,412.78	50,639.82
C&F Bank - Water Fund Reserve (11 mo CD) 1/17/24	114,853.67	116,847.00	Next Int July
C&F Bank - General Fund Reserve (11 mo CD) 1/17/24	95,200.56	96,669.97	Next Int July
C&F Bank -Operating Reserve (11 mo CD) 1/17/24	n/a	404,896.55	Next Int July
Primis Bank DMV		CLOSED 4/22	N/A
Primis Bank USDA Well Replacement-new 10/14/22		CLOSED 4/22	N/A
Taber Trust – Account Value	842,572.55	982,294.68	\$965,792.34
Taxes listed below are collected for prior month(s)	<b>4/30/23</b>	<b>3/31/24</b>	<b>5/31/24</b>
Meals Tax collected in May	10,065.80	13,237.36	14,384.57
Lodging Tax collected in May	2,522.36	2,812.03	2,429.85
Cigarette Tax collected in May	863.97	636.81	782.04

<p><b>EXPENDITURES:</b> Business as usual</p>	<p><b>REVENUE as of 5/31/2024</b></p> <ul style="list-style-type: none"> <li>• 5/29/24 Bank Franchise tax received \$42,024.00</li> <li>• Pool Memberships \$8,100.00</li> <li>• Daily \$332.00</li> </ul>
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### Lodging Tax

June 14, 2024  
03:54 PM

Town of Urbanna  
2024 Revenue Summary by Month

Page No: 1

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: 06/14/24  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12100-0001	Lodging Tax												
39424.65		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03	2429.35	418.95
<b>Fund Total</b>		4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03	2429.35	418.95
<b>Grand Total</b>	Count: 1	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	4112.77	681.66	2406.02	2812.03	2429.35	418.95



### Meals Tax

June 14, 2024  
03:55 PM

Town of Urbanna  
2024 Revenue Summary by Month

Page No: 1

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: 06/14/24  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0001	Meals Tax - Local												
166147.32		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	0.00
<b>Fund Total</b>		25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	0.00
<b>Grand Total</b>	Count: 1	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	21041.61	10765.55	10188.85	13237.36	14384.57	0.00



### Water Sales

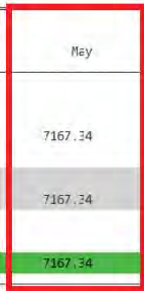
June 14, 2024  
03:41 PM

Town of Urbanna  
2024 Revenue Summary by Month

Page No: 1

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: 06/14/24  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
500-17010-0001	Water Sales Charges												
346538.80		6651.18	54319.81	20768.55	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42	7167.34	0.00
<b>Fund Total</b>		6651.18	54319.81	20768.55	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42	7167.34	0.00
<b>Grand Total</b>	Count: 1	6651.18	54319.81	20768.55	52703.73	14894.81	46378.62	12287.71	52062.21	8516.41	71388.42	7167.34	0.00



Also discussed was:

- Delinquent real estate taxes, which currently total \$1,568.32
  - Placing liens and other options, such as tax sale
- Personal property tax delinquencies which currently total \$11,689.79 (including penalties & interest)
  - Approximately \$1,695 will be written off due to 5-year rule
  - DMV stops placed as necessary
- Pool Memberships and daily income:
  - Pool memberships income current total \$14,900
  - Daily income from pool for passes, current total \$3,885.35
- Distribution of donation income and possible projects the remaining money could be used for, including the walkway and sunshade, with Councilmember Austin adding 2<sup>nd</sup> Saturdays would contribute
- Need for a clock at the pool

### **PUBLIC COMMENT**

There was no public comment

### **COUNCIL/STAFF COMMENT**

Mr. Costin advised council to utilize the budget to track past expenses, and he is currently working to get the 2023 audit complete, and will then submit an engagement letter for a 2024 audit.

### **OLD BUSINESS**

#### **DMV Select Discussion**

Mr. Costin updated council on the current status of the DMV Select.

- DMV suspended removal of supplies due to county's consideration of support for the service.
- County Administrator has been provided the DMV agreements, town's budget relating to DMV Select, and mayor's research on financial impact in comparison to other locales.
- He has communicated with VML and Commissioner of Revenue for New Kent County.
- Staff recommend scheduling a meeting between county and town representatives.

Mayor Goldsmith added Middlesex County wants to know if the Town Council was supportive of this as a body.

Mayor Goldsmith spoke to the research he had done regarding the DMV Select budgeting for other locales.

Councilmember Austin informed council she had spoken with the head of DMV Select to ask if [the Urbanna DMV Select] could be open on Mondays, Wednesdays, and Fridays. The decision would require approval from him and the DMV Commissioner. It was discussed further, with Mr. Costin adding he had been told by DMV that the town would have to meet all contract requirements, with no option for limited hours given.

Further discussion took place regarding the matter.

**Councilmember Chowning made a motion that the Mayor, Councilmember Austin, and the Town Administrator be appointed as the town's representatives to a meeting with Middlesex County representatives to discuss re-establishing the DMV Select in Urbanna's Town Offices.**

**Councilmember Sturgill seconded**

Councilmember Hanson stated a member of the Finance Committee should be a part of the meeting. It was stated Mayor Goldsmith is on the Finance Committee.

**Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith voted yes**

**Motion passed 6-0**

#### **Kayak Launch**

Mayor Goldsmith gave an update on the progress of the Kayak Trail.

- Current access to the website takes at least 4 clicks
- Has left messages with Curt Smith requesting him to make it simple
- Link will be put on Town of Urbanna and Urbanna Business Association (UBA) website

The difficulty using it was discussed by council.

## **NEW BUSINESS**

There was no new business.

## **PUBLIC COMMENT**

- Kristi Anzivino-spoke to her concerns about the Finance Committee and Town Council not informing the public about the problems with DMV earlier in the year, and how the decision was handled, including keeping the DMV Select clerk on staff, and not having Michele Gowdy of VML come to address council, after being invited by Councilmember Austin.

Mayor Goldsmith agreed it could have been handled better.

Councilmember Hanson responded the matter has been discussed at committee and council meetings throughout the year, and was discussed during the prior year budget discussions.

Councilmember Courtney added she agreed the staff member should not have been retained.

Councilmember Chowning spoke in support of retaining the staff member.

Mayor Goldsmith explained the staff member was now being paid out of the water budget, which is separate from the main budget.

Council further discussed the matter regarding DMV Select and getting support from Middlesex County.

Mr. Costin advised Mayor Goldsmith that "Council Comment" was not on the agenda following the second "Public Comment". Adding this was discussed, with no action taken.

## **ANNOUNCEMENTS**

There were no announcements.

## **CLOSED MEETING**

Councilmember Austin moved to go into Closed Meeting pursuant to Virginia Code 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body – purchase of 390 Virginia Street; and

2.2-3711(A)(3)(8) consultation with legal counsel employed regarding specific legal matters requiring the provision of legal advice by such counsel - purchase of 390 Virginia Street.

Councilmember Sturgill seconded.

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

Motion passed 6-0

## **OPEN MEETING**

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Councilmember Sturgill seconded.

Austin, Chowning, Courtney, Hanson, Sturgill, and Goldsmith certified.

## **ADJOURN**

Councilmember Austin made a motion to adjourn.

Councilmember Sturgill seconded.

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

Motion passed 6-0

Meeting adjourned at 8:02pm

Submitted by:

**Martha J. Rodenburg, Town Clerk**

**Approved by Town Council February 13, 2025**

ATTEST:

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Christine H. Branch, Town Clerk