

**Town of Urbanna  
Town Council  
Monthly Meeting  
Council Chambers-390 Virginia St. Suite B  
January 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 -arrived at 6:03pm  
Beth Justice  
Sandy Sturgill

**Other Attendees**

Ted Costin-Town Administrator  
Roy Kime-Zoning 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 approve the agenda as presented**

**Councilmember Sturgill seconded**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill and Goldsmith voted yes  
Motion passed 7-0**

**MINUTES**

**Councilmember Austin made a motion to approve the minutes of the October 12, 2023 meeting, and the minutes of the November 30, 2023 special meeting**

**Councilmember Courtney seconded**

**Austin, Chowning, Courtney, Hanson, Justice, Sturgill and Goldsmith voted yes  
Motion passed 7-0**

**REPORTS**

**Town Administrator**


Mr. Costin reported:

- He continues to familiarize himself with topical files and processes
- Has taken over the planning & zoning duties from Mr. Kime
- Attended various meetings with residents and professionals regarding the museum, trolley, trash contract, committee assignments, and regional matters
- Had an in-person meeting with the Town Attorney to map out priorities

- Has meetings scheduled with County Administrator and insurance carrier
- Recommends committees meet as soon as possible to begin budget process
- Sent Council suggestions on agenda and application deadlines, as well as public hearing processes for Council and committees
- Recommends short-term rental (STR) matter be sent to the Planning Commission to consider eliminating R1 by-right uses in B1 district, and eliminating requirement for residential units be associated with the business in the B1 uses by Special Use Permit (SUP)
- Local restaurant week will be held January 18-28

**Treasurer**

Michele Hutton presented the Treasurer’s Report for December 2023



### Treasurer’s Report

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

Account Balance thru <b>1/31/2023</b>	Prior Year <b>12/30/22</b>	Prior Month <b>11/30/23</b>	Statement Date <b>12/31/23</b>
Primis Bank General Operating Bank Account	883,066.45	957,916.63	1,074,889.37
Renter Water Deposits	-17,776.66	-16,326.66	-16,326.66
Net Operating General Bank Account	864,119.96	930,523.60	1,073,031.70
C & F Bank Pool Replacement Account (new 2/28/23)	(Truist) 594,770.35	Closed 11/1/23	n/a
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 31,201.57	46,315.99	46,718.19
C&F Bank Building Fund (new 6/8/23) CD	n/a	236,856.41	Closed 12/12/23
Primis Bank Water Fund Reserve	114,471.80	115,315.11	115,388.41
Primis Bank General Fund Reserve	95,002.58	95,439.46	95,477.37
Primis Bank Cares Local Recovery	475,403.06	239,507.68	239,659.92
Primis Bank DMV	4,273.35	2,876.63	2,876.63
Primis Bank USDA Well Replacement-new 10/14/22	2,501.61	2,508.53	2,509.13
Taber Trust – Account Value	841,834.25	846,246.84	932,715.71
Taxes listed below are collected for prior month(s)	<b>12/31/22</b>	<b>11/30/23</b>	<b>12/31/23</b>
Meals Tax collected in December	14,659.22	15,123.86	5,777.51
Lodging Tax collected in December	2,527.39	2,909.03	514.88
Cigarette Tax collected in December	554.88	1,351.82	402.20

**EXPENDITURES:**

- \$173,858.67 final pool payment

**REVENUE as of 12/31/2023**

- 12/12/2023 Closing withdrawal building fund account = \$239,513.74 w/total interest received = \$5,313.74
- Real estate as of 1/8/24 = \$248,476.75 + Del \$4,744.46
- RE Delinquent = **\$19,786.15**
- Personal Property = \$9,490.42 + Del \$162.87

**REVENUE Con’t**

Due to holidays & me being out of the office, some of the taxes posted in the month of January for December.

- Lodging tax total = \$3,465.22
- Meals tax total = \$14,588.35

January 8, 2024  
08:52 AM

### 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: 01/08/24  
Subtotal CAFR: No

Account No	Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12100-0001	Lodging Tax	20513.71	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	2950.34	0.00	0.00	0.00
<b>Fund Total</b>		20513.71	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	2950.34	0.00	0.00	0.00
<b>Grand Total</b> Count: 1		20513.71	4520.69	3970.51	3693.25	1955.01	2909.03	514.88	2950.34	0.00	0.00	0.00

January 8, 2024  
09:23 AM

### 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: 01/08/24  
Subtotal CAFR: No

Account No	Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12110-0001	Meals Tax - Local	105340.22	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	8810.84	0.00	0.00	0.00
<b>Fund Total</b>		105340.22	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	8810.84	0.00	0.00	0.00
<b>Grand Total</b> Count: 1		105340.22	25538.77	18916.41	17037.21	14135.62	15123.86	5777.51	8810.84	0.00	0.00	0.00

### Water Sales

January 8, 2024  
09:24 AM

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: 01/08/24  
Subtotal CAFR: No

Account No	Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges	195116.71	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	0.00	0.00	0.00	0.00
<b>Fund Total</b>		195116.71	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	0.00	0.00	0.00	0.00
<b>Grand Total</b> Count: 1		195116.71	6051.18	54319.81	20768.56	52703.73	14894.81	46378.62	0.00	0.00	0.00	0.00

- There are approximately \$14,542 in delinquent Personal Property Taxes, going back to 2017 DMV stops have been placed on delinquent accounts through Middlesex County
  - Working on getting authority to do stops through the Town, so stops can be put on DMV accounts if delinquent with Town, but not County
- Ms. Hutton is doing research on moving some accounts in order to earn more interest, including the water reserve account
- In response to a question from Councilmember Courtney, Ms. Hutton responded many of the delinquent tax owners have moved and it's unlikely the money will be recouped
- Approximately \$19,786 in delinquent Real Estate taxes

Discussion took place regarding delinquent water accounts and current status of the Taber Fund, as well a need to re-pay the account for monies removed for pool construction

### **PUBLIC COMMENT**

- Matt Gobush spoke in support of Small Town Burger
- Kathy Vesley spoke regarding Small Town Burger

### **COUNCIL COMMENT**

- Councilmember Austin asked for clarification on the proposed agenda deadlines presented by Mr. Costin
  - Mr. Costin explained it was an administrative function and did not need Council action
- Councilmember Courtney spoke regarding a Southside Sentinel article related to pool fundraising and acknowledged Councilmember Sturgill's efforts to raise money for the pool
- Discussion took place regarding the Meals Tax collected for December were higher than in the Treasurer's report due to the holidays, and other circumstances
- Councilmember Chowning spoke to remind everyone there are three Town Council seats that will be open for election in 2024, and applications to run are available at the Middlesex County Registrar's Office

### **OLD BUSINESS**

#### **Trash Contract-Status Update**

- Mr. Costin updated Council on his research regarding trash collection options, including the costs and requirements involved in the Town bringing it in-house
- Mr. Costin will continue to research options and pursue bids from trash collection companies

### **NEW BUSINESS**

#### **Meeting/Work Session 2024 schedule**

Mayor Goldsmith presented the proposed 2024 Town Council Meeting and Work Session schedule, with the main changes being moving the monthly meetings to the second Thursday of the month, and the work sessions to the fourth Thursday of the month, due to the Town Attorney's schedule.

**Councilmember Austin made a motion to approve the proposed 2024 Urbanna Town Council Meeting and Work Session calendar as presented and all meetings will occur at the Town Hall at 6:00pm.**

**Councilmember Sturgill seconded**

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

**Motion passed 7-0**

<b>Urbanna Town Council  Proposed 2024 Meeting/Work Session  Schedule  Following January 11, 2024</b>		
	Monthly Meeting	Work Session
January	25*	
February	8	22
March	14	28
April	11	25
May	9	23
June	13	27
July	11	25
August	8	22
September	12	26
October	10	24
November	14	
December	12	

*All meetings and work sessions to be held at 6:00pm  
unless otherwise noted  
Urbanna Town Hall  
390 Virginia St.  
Suite B  
Urbanna, VA 23175*

*\*-The January 25th meeting will begin at 7:00pm, due to  
previously advertised public hearings*

**Electronic Meeting policy**

Andrea Erard explained the policy updates the current policy to be consistent with State Code, with no significant changes.

**Councilmember Austin moved for the adoption of the Electronic/Remote Participation in Meetings Policy.**

**Councilmember Justice seconded**

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

**Motion passed 7-0**

**Electronic/Remote Participation in Meetings Policy**

A. It is the policy of the Urbanna Town Council that individual members of the Council may participate in meetings of the governing body by electronic communication as permitted by Virginia Code § 2.2.3708.3, 1950, as amended, provided that a quorum is physically assembled.

B. A Council member who seeks to participate electronically must notify the Mayor in advance of the public meeting that:

1 - The member is unable to attend the meeting due to:

- (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance (medical condition or disability need not be identified) or
- (ii) A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance; or

2 - The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

3 - The member is unable to attend the meeting due to a personal matter and the member identifies with specificity the nature of the personal matter; participation electronically due to a personal matter is limited to two meetings, or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

C. At the meeting, prior to conducting any business, the Council must vote to allow the participation of the Council member electronically. **A Council member shall be permitted to participate electronically so long as the participation is consistent with this policy.** If a member's electronic participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

D. Once participation by a member through electronic communication means is approved by a vote of the quorum that is physically assembled (electronic participation may only be disapproved for failure to follow this policy), the minutes must reflect the reason why the member participated electronically and the location from which the member participated. (The location need not be open to the public unless three or more members are gathered at the same remote location.) If electronic participation is due to the distance between the member's principal residence and the meeting location this shall be included in the minutes along with the location of the Council meeting. If electronic participation is due to a personal matter, minutes should reflect the specific nature of the personal matter.

E. Whenever an individual member participates from a remote location that is open to the public there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Council. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Code of Virginia § 2.2-3708.2, 1950, as amended.

**Committee/Commission Appointments**

Mayor Goldsmith presented the proposed committee and commission appointments; he noted some ad hoc committees had been dissolved.

Councilmember Hanson noted the Waterfront Committee wants to start again.

Discussion took place regarding the VA250 committee.

**Councilmember Austin made a motion to adopt the Committees and Commission assignments as presented, with the proposed Board of Zoning Appeals appointees to be recommended for approval by the Middlesex County Circuit Court.**

**Councilmember Courtney seconded**

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

**Motion passed 7-0**

**Town of Urbanna  
2024 Committee/Board  
PROPOSED**

Planning Commission	
Name	Term Expires
Merri Hanson (Council Member)	12/31/2026
Lewis Hall (Citizen)	12/31/2024
Donald Drayer (Citizen)	12/31/2024
Penelope (Gari) Lister (Citizen)	12/31/2024
Katherine "Katie" Wilson (Citizen)	12/31/2027
Martha Rodenburg (Staff)	
Ted Costin (Staff)	

Historic Architecture Review Board	
Name	Term Expires
Amy Denney (Citizen)	12/31/2025
Barbara Hartley (Citizen)	12/31/2025
Meriweather (Tammie) Putney (Citizen)	12/31/2024
Peni Roberts (Citizen)	12/31/2024
Patricia Wheeler (Citizen)	12/31/2028
Ted Costin (Staff)	

Board of Zoning Appeals	
Name	Term Expires
Lewis Hall	12/31/2024
John Anzivino	12/31/2025
Kelly Pollak	12/31/2026
JD Magness	12/31/2027
Martha Lowe	12/31/2028
Martha Rodenburg (Staff)	
Ted Costin (Staff)	

Finance Committee	
Name	
Bill Goldsmith (Mayor)	
Sandy Sturgill (Council Member)	
Larry Chowning (Council Member)	
Marnie Harte (Citizen)	
Roy Kime (Citizen)	
Michele Hutton (Staff)	
Ted Costin (Staff)	

Personnel Committee	
Name	
Bill Goldsmith (Mayor)	
Merri Hanson (Council Member)	
Larry Chowning (Council Member)	
Ted Costin (Staff)	

Water Committee	
Name	
Bill Goldsmith (Mayor)	
Alana Courtney (Council Member)	
Marjorie Austin (Council Member)	
Roy Kime (Citizen)	
David Overman (Citizen)	
Martha Rodenburg (Staff)	
Ted Costin (Staff)	

Middle Peninsula Planning (MPPDC)	
Name	
Ted Costin (Town Administrator)	
Bill Goldsmith (Mayor)	

Middle Peninsula Chesapeake Bay Public Access Authority (PAA)	
Name	
Ted Costin-Primary	
Larry Chowning-Alternate	



### **Main Street Memorandum of Understanding**

Ted Costin gave an overview of the Memorandum of Understanding between the Town of Urbanna and the Department of Housing and Community Development (DHCD) regarding the FY 2024 Community Vitality Grant. The purpose of the grant is to fund the Urbanna Main Street project.

- MOU must be executed to acquire additional funds to undertake a strategic plan for future projects
- Next step in formalizing the governing structure and developing a 501(c)(3)

Discussion took place regarding the grant which will fund the following

- Organization formation, including attaining 501(c)(3) status
- Assistance with developing a strategic plan

**Councilmember Austin made a motion that Mayor Goldsmith be authorized by the Town Council of Urbanna to sign the Memorandum of Understanding for a Community Vitality Grant (CVG) between the Town of Urbanna and the Virginia Department of Community Development as presented for the desired purpose of overall economic development. I further move that Councilmember Hanson serve as council's liaison to any Main Street entity.**

**Councilmember Courtney seconded**

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

**Motion passed 7-0**



Glenn Youngkin  
Governor

Garen Merrick  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

Bryan W. Horn  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

### MEMORANDUM OF UNDERSTANDING FY 2024 Community Vitality Grant (CVG)

Between  
**Town of Urbanna**  
And

**Department of Housing and Community Development (DHCD)**

**CONTRACT #: 24-VMSCVG-Appn-08**

**PURPOSE:**

The purpose of this Memorandum of Understanding (the "MOU") between the Town of Urbanna (Grantee), a unit of local government, and the Department of Housing and Community Development (DHCD), is to fund the Urbanna Main Street project.

**PERIOD OF AGREEMENT:**

This MOU is entered into as of January 15, 2024. Grantee must satisfactorily complete the project, along with a final report no later than December 31, 2024.

**SCOPE OF WORK:**

**WHEREAS**, Grantee is tasked with economic vitality, public relations, marketing, event coordination, community support, and program administration of the Main Street Approach to revitalize downtown Urbanna, and;

**WHEREAS**, the matching funds including \$500 cash from a private donor and \$2,520 of in-kind support of staff and volunteer hours have been committed to this project;

**NOW, THEREFORE**, in consideration of mutual covenants and promises in this MOU and for other good and valuable consideration, the receipt and sufficiency of which are to be solely determined by DHCD, the parties hereto agree as follows:

DHCD will provide Grantee a Community Vitality Grant (CVG) in the amount of \$5,500.00 for the exclusive purpose of funding a consultant to secure 501c3 tax exemption status and create a strategic plan for Urbanna's Main Street organization and Urbanna's historic commercial district. The grant will be paid as follows:



Virginia Department of Housing and Community Development | Partners for Better Communities  
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219  
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

1. \$5,500 will be paid to Grantee upon submission of a remittance request by Grantee with a copy of this executed MOU as an attachment. If Grantee does not request the first remittance within 30 days of the final execution of this MOU, the full grant amount will be forfeited.

Grantee will be required to submit progress and final reports, as well as any other supporting documentation requested by DHCD, via CAMS, providing updates on all project activities and noting if there have been any challenges, delays or issues with executing required activities. Progress reports will be due on a quarterly basis and the final report will be due on the contract end date.

A fully executed copy of this MOU must be uploaded to CAMS before any remittance requests will be processed. All remittance requests must be submitted via CAMS and should be accompanied by relevant support documentation such as a fully executed copy of this MOU or project invoices. Grantee will be required to submit a final project budget, along with financial support documentation for all project related expenses and leverage before the grant can be closed, and all grant files must be retained for five (5) years.

This program will result in the following required activities:

1. Hire a consultant to secure 501c3 status and develop a strategic plan for the Main Street organization

The activities above are anticipated to:

1. Secure 501c3 tax exemption status for the Main Street organization
2. Complete a strategic plan to create a robust Main Street and tourism program

Grantee agrees to the following audit requirements as a pre-requisite to apply for remittances of funding allotments outlined in this MOU:

All grantees, sub-grantees, CHDOs, sub-recipients, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)\*\*, Reviewed Financial Statement(s) prepared by an independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures ≤\$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures >\$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA



Federal expenditures $\geq$ \$750,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA
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\*\* Does not require preparation by a CPA

**SUBMISSION REQUIREMENTS:**

Required financial statements must be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement, audited financial statements, and Single Audit only) - whichever comes first.

Entities must electronically submit their financial statement(s), reviewed financial statements, audited financial statements, or Single Audit in DHCD's Centralized Application and Management System (CAMS) which requires the organization to register in CAMS at <https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>

Entities are required to have a DHCD reviewed and approved current audit or reviewed financial statement(s) in order to submit a remittance request.

**DEFAULT:**

Should Grantee fail to comply with terms and conditions set forth in this MOU, DHCD reserves the right to require reimbursement of the entire granted amount of \$5,500 from Grantee, or any portion thereof.

**EXECUTION:**

In witness whereof, the parties have executed or caused to be executed by their duly authorized official this AGREEMENT to be bound thereby.

**Department of Housing and Community Development (DHCD)**

DocuSigned by:  
BY: *Sara J. Ramirez* DATE: 1/24/2024  
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TITLE: Deputy Director

**Town of Urbanna (Grantee)**

BY: *[Signature]* DATE: 1/17/2024

TITLE: *Mayor*



Virginia Department of Housing and Community Development | Partners for Better Communities  
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219  
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

**ANNOUNCEMENTS**

There were no announcements

**ADJOURN**

**Councilmember Austin made a motion to adjourn**

**Councilmember Courtney seconded**

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

**Motion passed 7-0**

**Meeting adjourned at 6:54pm**

**Submitted by:**



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**Martha J. Rodenburg**

**Town Clerk**

**Approved by Town Council 05/09/2024**