

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF FEBRUARY 27, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 27th day of February, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

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

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Absent
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Absent
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

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

Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

AGENDA ITEM 6. PUBLIC COMMENT

Kristi Anzivino of Howard Street asked for an update on the manhole cover situation. She also reminded Council of her hope that a slide at the pool could be installed for this season.

AGENDA ITEM 7. COUNCIL RESPONSE TO PUBLIC COMMENT

Mr. Costin said he spoke with VDOT regarding the manhole covers and they said it was HRSD's responsibility. He spoke with HRSD and they acknowledged that it was their responsibility but has said nothing about getting the work done.

Mr. Costin said he has an appointment with Paddock Pools and plans to discuss the slide then.

AGENDA ITEM 8. WORK SESSION MATTERS

8a. Pool Rules (See Attachment A for final document.)

Mr. Costin presented a draft of the Pool Rules and said the only thing that changed is the hours. He said closing during the week when school is in session saves the biggest chunk of money for the budget. He noted that the Swim Team meets will further affect the pool hours. Practices are held at 6pm, after the pool has closed to the public.

Councilmember Hanson asked how “horseplay” is defined. Mr. Costin said it is left up to the discretion of the lifeguards as well as complaints by other pool patrons. He said the only complaint he was aware of in the past was kids diving when it was not allowed.

Councilmember Hanson made a motion to approve the 2025 Pool Rules as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

8b. Pool Fee Structure (See Attachment A for final document.)

Mr. Costin presented a draft of the 2025 Pool Fee Structure. He noted the only changes were taking off reference to a discount for swim team members and adding a section for Other Membership Options

8c. Pool Rental Rates (See Attachment A for final document.)

Mr. Costin presented a draft of Pool Rental Rates for 2025.

Councilmember Hanson made a motion to approve the 2025 Pool Fee Structure and the 2025 Pool Rental Rates as presented. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motions passed 5-0 w/2 absent.

AGENDA ITEM 9. ACTION ITEMS (if any)

There were no action items necessary.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Wilson reported that the Finance committee had met.

Councilmember Hanson said the Personnel Committee had one personnel review left to complete. She thanked Mr. Costin for his help in getting an extension for the Urbanna Main Street Strategic Planning, which will be happening this weekend.

Councilmember Courtney asked if anyone talked with the Oyster Festival Foundation about the problems with going down Virginia Street. Ms. Hutton said the Board is looking at alternatives.

AGENDA ITEM 11. CLOSED MEETING

11a. Motion to Convene Closed Meeting

Councilmember Hanson made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(29) of the Code of Virginia to discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body;

and in accordance with Section 2.2-3711(A)(1) to discuss personnel matters relating to the annual review of the Town Administrator. Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

11b. Motion to Reconvene in Open Session

The Mayor reconvened the meeting in open session.

11c. Certification of Closed Meeting

Councilmember Hanson read Standing Resolution – 1 (SR-1) certifying compliance with the Freedom of Information Act. Mayor Goldsmith seconded.

Marjorie Austin	Absent
Larry Chowning	Certify
Alana Courney	Certify
Bill Goldsmith (Mayor)	Certify
Merri Hanson	Certify
Beth Justice	Absent
Robbie Wilson	Certify

STANDING RESOLUTION – 1 (SR-1)

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna hereby certifies that on this 27th day of February, 2025, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

DONE this 27th day of February, 2025.

11d. Action on Closed Meeting

Councilmember Hanson made a motion to approve the Signature Pool contract for 2025. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

The Mayor directed staff to offer the running of the Snack Shack to the swim team wherein all expenses and revenues will go to the swim team.

AGENDA ITEM 12. ADJOURN OR RECESS

Councilmember Hanson made a motion to adjourn. All were in favor with none opposed.

The meeting was adjourned at 7:00pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Approved by Council: March 13, 2025

ATTEST:

Christine H. Branch, Town Clerk



ATTACHMENT A
Marshall Community Pool at Taber Park
2025 Pool Rules

Failure to adhere to the following rules subject the offender to removal, banning, and/or law enforcement action.

- All patrons and their guardians accept use of the pool at their own risk.
- Hours: Tuesday-Thursday: 1 pm - 6 pm
Friday-Sunday: 1 pm to 8 pm
- Closed: Mondays except Memorial Day and Labor Day
Tuesday – Friday when public school is in session.
Pool may be closed at the discretion of on-site management due to weather, staffing, or other issues. Patrons will comply as directed.
- Shower before entering the pool.
- No Diving. Sanctioned competitive events are exempted.
- No horseplay or offensive language.
- No glass containers allowed.
- No spitting or clearing of nose/sinuses in the pool or on the deck.
- No tobacco use of any kind, vaping, or consumption of alcoholic beverages is allowed.
- No bikes, skateboards, or roller blades permitted in the pool or deck area.
- No pets permitted in the pool or deck area; licensed/credentialed assistance animals may be exempted on a case-by-case basis, but those animals will not be allowed in the pool.
- Admission may be refused to anyone with skin abrasions, colds, coughs, inflamed eyes, infections, or those wearing bandages.
- All infants and toddlers who are not potty trained must wear a swim diaper in the pools.
- Non-swimmers under the age of six, or children using floatation devices need to be within arm's reach of their guardian at all times.
- All children ages 8 through 13 will be permitted within the pool area unaccompanied if they have passed the basic swimming test. Otherwise, they must be accompanied by an adult.

The basic swimming test consists of:

- Swim 2 lengths of the pool using any stroke and not stopping or touching the bottom
- Float for 1 minute
- Tread water for 1 minute



Marshall Community Pool at Taber Park

2025 Pool Fees

IN TOWN:

Children 6 and under: Free when accompanied by a paying adult

Day Pass: Individual - \$5

Family (up to 6 people) - \$12

Season Pass: Individual - \$100

Family (up to 6 people) - \$200

Charter Membership: \$12,000

OUT OF TOWN:

Day Pass: Individual - \$8

Family (up to 6 people) - \$25

Season Pass: Individual - \$200

Family (up to 6 people) - \$400

Charter Membership: \$15,000

OTHER MEMBERSHIP OPTIONS:

1. Individual employees of in-town businesses can buy memberships at in-town rates with documentation.
2. Commercial packages available for in and out of town business. Contact Town Hall at 804-758-2613 for details.



Marshall Community Pool at Taber Park

2025 Pool Rental Rates

PRIVATE RENTALS:

\$225 Two-hour event, up to 25 persons inside the gate

All guards must be onsite before the event begins. Therefore, knowing the number of guests attending is imperative. Guests over the cap will not be allowed inside the gate.

More than 25 people: Additional \$100; and/or

More than 2 hours: Additional \$100 per hour

RULES: All pool rules must be adhered to at all times; AND
Users must dispose of their own trash.

NON-PROFIT RENTALS:

\$200 Two-hour event, up to 25 persons inside the gate

All guards must be onsite before the event begins. Therefore, knowing the number of guests attending is imperative. Guests over the cap will not be allowed inside the gate.

More than 25 people: Additional \$80; and/or

More than 2 hours: Additional \$80 per hour

RULES: All pool rules must be adhered to at all times; AND
Users must dispose of their own trash.