



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, May 8, 2025; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER – 6:30 p.m.

B. ROLL CALL

W. Nunnally, present
S. Van Saun, present
F. Westbrook, present
P. Robinson, present
M.C. Bradley, present
J. Harris, present
F. Johnson, absent

C. APPROVE AGENDA

Motion made by F. Westbrook to approve the agenda.

Seconded by W. Nunnally.

Motion carried 5-0-1. Johnson Absent.

D. APPROVE MINUTES

- April 10, 2025 Town Council Workshop on the Budget
Motion made by M.C. Bradley to approve the minutes of the April 10, 2025 Town Council Workshop on the Budget.
Seconded by P. Robinson.
Motion carried 5-0-1. Johnson Absent.
- April 10, 2025 Town Council Regular Called Meeting
Motion made by P. Robinson to approve the minutes of the April 10, 2025 Town Council Regular Called Meeting.
Seconded by M.C. Bradley.
Motion carried 5-0-1. Johnson Absent.

E. FINANCIAL REPORT

- Treasurer's Report
 - Financial report was accepted without objection.



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F. PUBLIC HEARING ON THE PROPOSED FY 2025-26 BUDGET AND ASSOCIATED ORDINANCES

Ms. Bradley gave a brief overview of the budget, including projected revenue and expenses, and explained how the capital budget was developed, ahead of the first readings of the related ordinances.

- Ordinance 2025-01.uc Readopting the Meals Tax Rate – First Reading
- Ordinance 2025-02.uc Readopting the Transient Occupancy Tax Rate – First Reading
- Ordinance 2025-03.uc Readopting the Real Estate Tax Rate – First Reading
- Ordinance 2025-04.uc Adopting the FY 2025-26 Fee Rate Schedule – First Reading
- Ordinance 2025-05.uc Adopting the FY 2025-26 Budget (Budget Attached) – First Reading
 - No comments were made related to any of the proposed ordinances, except the Real Estate Tax Rate. Mr. Nunnally asked that the town eliminate the Real Estate Tax, as he believed it is not needed.
 - Ms. Westbrook agreed that the town could remove the Real Estate tax and offset the reduction in the budgeted income by simply reducing the contribution that the town intends to make to the reserve.
 - Mr. Nunnally expressed his intent to make a motion related to removing the Real Estate Tax later in the meeting.

G. PUBLIC COMMENT

- Comments from citizens on any topic.
 - **S. Matthiesen** (Chair of Indian Creek American Junior Golf Association Tournament Committee): Mr. Matthiesen expressed his gratitude to the Town for its \$1,000 contribution toward the upcoming June tournament. He provided background on the American Junior Golf Association (AJGA) and highlighted that this will be the first time a tournament is being held in this region of Virginia. The event will host 96 elite young players, ages 12 to 15, from across the country and around the world. Players and their parents or guardians are expected to stay in the community for a full week. The tournament committee estimates that the event could generate between \$150,000 and \$250,000 in increase revenue for local businesses.
 - **C. Elliot** (King Carter Dr): Ms. Elliot spoke in opposition to the readoption of the Real Estate Tax. She provided historical context, noting that the tax was originally implemented during a period when the Tides Inn was considering closing. At the time, the Town was concerned that the



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potential loss of the Inn would significantly reduce revenue from Occupancy Taxes. However, she pointed out that the Tides Inn now appears to be thriving and, therefore, argued that the Real Estate Tax is no longer necessary.

H. REPORT FROM THE MAYOR, *J. Harris*

- The Mayor introduced LuAnne Davis, who was contracted to serve as the 2025 July 4th Parade Coordinator.

I. REPORT FROM TOWN ATTORNEY, *K. Kemp*

- No report.

J. REPORT FROM THE TOWN ADMINISTRATOR, *J. Nelson*

- Mr. Nelson reported that no new permits had been issued. The Board of Zoning Appeals met on Monday, May 5, to review a proposal for a 320-square-foot accessory structure (a greenhouse) at Tides Inn Farm.
- Painting of the gazebo is scheduled to begin now that the pollen season has largely ended. Planting at the Town Commons will also begin in June, with HomeTurf Landscapes serving as the contractor. Additionally, bollards will be installed to protect the Chesapeake Bank septic system.
- A coordinator for the July 4th Parade has been hired by the Town and has already begun work with great enthusiasm.
- Please note: during planting activities at the Town Commons, the playground may not be suitable for small children due to the presence of heavy equipment.

K. REPORT FROM PLANNING COMMISSION, *T. Chapman*

- Mr. Chapman reported that he was reelected as Chair of the Planning Commission. Ruth Fuller was reelected as Vice Chair and Allen Whitiker was elected as Secretary.
- Regarding the proposed amendments to Section 154.051(E)(3), initiated by a Town Council resolution on February 6, 2025, the Planning Commission conducted a thorough review of applicable state laws and comparable ordinances in other municipalities (with special thanks to Allen Whitaker for his contributions). The Commission endorsed the proposed changes to this section of the code to permit the keeping of hens, ducks, and guineafowl, while continuing to prohibit the raising of horses, pigs, cattle, and similar livestock.
- Mr. Chapman stated that he would work with the Town Clerk to prepare a redlined version of the code, which will be submitted to the Town Attorney in advance of a public hearing. The draft ordinance will also incorporate previously supported amendments related to accessory structures, B-2 business building size limits, and other general clean-up revisions to Section 154, in preparation for



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public hearing, readings, and adoption by the Town Council.

L. OLD BUSINESS

- July 4th Parade – update on planning, *S. Van Saun*
Ms. Van Saun reported that the committee, along with Ms. Davis, has begun preparations and made swift progress. Registration for the event will open on May 15, and volunteer requests are being sent to various organizations and community groups. The Hills Quarter manager has agreed to include event information in their neighborhood newsletter. The Village Improvement Association (VIA), Irvington Virginia Business Association, and Chesapeake Academy have been contacted to select their honorees. The VIA is also placing half-page advertisements promoting the July 4th weekend events, scheduled to run in the paper on June 26 and July 3. The Town will be responsible for producing and distributing table tents and posters for the events. Equipment for the event has been ordered including porta-potties, the tent, and stage.

M. NEW BUSINESS

- Motions or recommendations by Town Council Members

Motion made by S. Van Saun to appropriate \$6,780.17 for the July 4th Parade.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Johnson Absent.

Motion made by W. Nunnally to remove the Town Real Estate Tax from the budget.

Seconded by F. Westbrook.

Motion failed 2-3-1. Johnson Absent.

- Resolution #2025.11.TC - Readopting the Town's Email, Computer, and Information Use Policy
 - Mr. Dyson explained that the policy, last adopted in 2018, is required by state code. Although the code does not require annual readoption, he is presenting older policies to the Town Council to ensure they are periodically reviewed and kept up to date. In this case, the policy was revised slightly to update the resource links contained within the document.



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**Motion made by W. Nunnally to adopt Resolution #2025.11.TC - Readopting the Town's Email, Computer, and Information Use Policy
Seconded by F. Westbrook.
Motion carried 5-0-1. Johnson Absent.**

- Renewal of CivicPlus contract for Municode Services, *C. Dyson*

**Motion made by W. Nunnally to renew the town's annual contract with CivicPlus for the Premium Bundle Municode Subscription as outlined by the invoice provided in the meeting packet (for a cost of \$2,409.75).
Seconded by F. Westbrook.
Motion carried 5-0-1. Johnson Absent.**

- Discussion of Town Social Media – Proposal from Salt of the Bay Creative regarding “Love Irvington,” *C. Dyson*
 - Mr. Dyson explained that around 2023, the Town entered into a contract with Whitney Law to manage two social media accounts - “Love Irvington” on Instagram and Facebook—primarily aimed at promoting local businesses and events. This initiative was originally developed to meet the requirements of a tourism grant. Since then, Whitney Law has shifted her business model and is phasing out this type of service. Meghan Hall, who had worked with Whitney, has since launched her own business and submitted a proposal to continue providing social media services to the Town. However, Town Staff recommended against continuing the arrangement, noting that the original need—tied to the tourism grant—no longer exists. They also cited the presence of other organizations, such as the Irvington Virginia Business Association (IVBA) and Virginia’s River Realm, that actively promote local businesses and events already.
 - Following a brief discussion, the Town Council agreed with staff's recommendation and chose not to renew or pursue a new contract to create social media content. Staff were directed to coordinate with Whitney Law’s firm to deactivate the existing “Love Irvington” Facebook and Instagram accounts.
- Discussion of potential capital projects for FY 2025-26, *P. Robinson*
 - Mr. Robinson presented a list of potential capital projects for the upcoming year, intended to prompt future discussion and planning. The list was not presented for immediate action, but rather to encourage consideration of possible priorities. Items included enhancements to the Town Commons such as gazebos, shade structures, pathways, and



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permanent restrooms, as well as dedicated Town storage facilities, new sidewalks, drainage improvements, and several other potential infrastructure projects.

- Ms. Bradley requested that the conversation continue in July, and not June (so that the fiscal year's budget adoption would be complete before the next conversation on capital projects).

N. ANNOUNCEMENTS

- Next Town Council Regular Called Meeting will be June 12, 2025; 6:30 p.m. at Irvington Baptist Church.
- The Town Office will be closed on May 26, 2025 in observance of Memorial Day.
- The Town Office will be closed on June 12 & 13, due to Town Staff being out of town or committed to supporting a local event on those two days. We apologize for any inconvenience.

O. ADJOURN – 7:34 p.m.

Motion made by W. Nunnally to adjourn.

Seconded by F. Westbrook.

Motion carried 5-0-1. Johnson Absent.