



## TOWN OF TAPPAHANNOCK

P. O. Box 266  
Tappahannock, Virginia 22560  
(804) 443-3336 Fax (804) 443-1051  
[www.tappahannock-va.gov](http://www.tappahannock-va.gov)

*Town Manager*  
Eric Pollitt

*Town Attorney*  
Diane M. Lank

*Town Treasurer*  
Faye D. Johnson

*Town Clerk*  
Patsy K. Scates

*Chief of Police*  
James C. Ashworth Jr.

*Mayor*  
Roy M. Gladding

*Town Council*  
Kay Carlton  
Marcia W. Jenkins  
Fleet Dillard  
Kenneth A. Gillis  
Troy L. Balderson  
Anita J. Latane

June 11, 2021

**To: Mayor, Town Attorney, and All Council Members:**

The regular meeting will be held on:

**MONDAY, June 14, 2021, 7:00 P.M.**  
**LOCATION: Tappahannock Town Office, 915 Church Lane**  
**Tappahannock, VA 22560**

**PLEASE FIND ENCLOSED THE FOLLOWING:**

1. Agenda
2. Agenda Notes
3. Water and Sewer Report
4. Financial Report
5. Town Manager Report
6. Resolution - Budget
7. USDA Resolution for refuse truck
8. USDA Resolution for sewer camera
9. Virginia Tourism Corporation Resolution
10. Tappahannock Main Street packet



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**Topic: Town Council Meeting**  
**Time: Jun 14, 2021 07:00 PM Eastern Time (US and Canada)**

**Join Optional Zoom Meeting**

**<https://us02web.zoom.us/j/87202375021>**

**Meeting ID: 872 0237 5021**  
**One tap mobile**  
**+16468769923,,87202375021# US (New York)**  
**+13017158592,,87202375021# US (Washington DC)**

**Dial by your location**  
**+1 646 876 9923 US (New York)**  
**+1 301 715 8592 US (Washington DC)**  
**+1 312 626 6799 US (Chicago)**

**Meeting ID: 872 0237 5021**  
**Find your local number: <https://us02web.zoom.us/j/87202375021>**

**This zoom meeting is optional. For in person attendance social distancing is required and masks are not required if you are fully vaccinated.**

### **TOWN COUNCIL AGENDA**

**JUNE 14, 2021**  
**7:00 P.M.**

1. Call to order
2. Reading and approval of the May 10, 2021 Public Hearing Meeting Minutes, the May 10, 2021 Town Council meeting minutes, and the May 19, 2021 Special Council meeting/Public Hearing meeting minutes
3. Welcome Visitors
4. Unfinished Business
- 4.1. **Committee Reports**
  - a. Water/Sewer – Gillis
  - b. Public Facilities – Balderson
  - c. Finance - Jenkins

4.2. Approval of the financial report for the month of May 2021

4.3. Town Manager monthly report

5.0. New Business

**5.1. Tax Rates and Fees**

Council should set the tax rates and fees for FY 2021-2021 to become effective July 1, 2021.

**5.2. Adoption of the Budget for FY 2021-2022**

Council should consider the adoption of the appropriation of the General Budget, Water and Sewer and Cemetery Budget for FY 2021-2022 to become effective July 1, 2021.

**5.3. USDA Resolution for purchase of refuse truck**

Council should consider the adoption of the resolution from USDA for the refuse truck.

**5.4. USDA Resolution for purchase of sewer cameras**

Council should consider the adoption of the resolution from USDA for the sewer cameras.

**5.5. Appointment to the Board of Zoning Appeals**

Council should consider recommending to the Essex County Circuit Court the appointment of Yvonne Vaughan to the Tappahannock Board of Zoning Appeals to fill the unexpired term of George Jennings to expire February 11, 2023.

**5.6. Adoption of Virginia Tourism Corporation Resolution**

Council should consider the adoption of the Virginia Tourism Corporation Resolution

**5.7. Beth Sharpe, Executive Director of Tappahannock Main Street**

Beth Sharpe would like to present the council members with updates and requests.



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### AGENDA NOTES JUNE 14, 2021 TOWN COUNCIL MEETING

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**Council should consider the approval of the following minutes:**

May 10, 2021, Public Hearing Meeting Minutes, May 10, 2021, Regular Town Council Meeting Minutes, and the May 19, 2021, Special Council Meeting/Public Hearing Meeting Minutes.

- ***ACTION NEEDED: MOTION***

**Council should consider the approval of the financial report for the month of May 2021.**

- ***ACTION NEEDED: MOTION***

**Council should consider the approval of the tax rates and fees as set forth to become effective July 1, 2021.**

- ***ACTION NEEDED: MOTION***

**Council should consider the adoption of the appropriation of the General Budget, Water and Sewer Budget and Cemetery Budget for FY 2021-2022 by Resolution to become effective July 1, 2021.**

- ***ACTION NEEDED: MOTION***

**Council should consider the adoption of the resolution from USDA for the refuse truck.**

- ***ACTION NEEDED: MOTION***

**Council should consider the adoption of the resolution from USDA for the sewer cameras.**

- ***ACTION NEEDED: MOTION***

**Council should consider the appointment of Yvonne Vaughan to the Board of Zoning Appeals**

- ***ACTION NEEDED: MOTION***

**Council should consider the adoption of the Virginia Tourism Corporation Resolution**

- ***ACTION NEEDED: MOTION***



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### PUBLIC WORKS & TREATMENT PLANT REPORT

06-14-2021

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**Public works:** Staff continues their efforts in keeping up with grass cutting duties. Staff is working to pick up litter and mowing the medium strip to maintain a neat appearance on Town roadways.

**Utility Service:** An eight-inch sewer force main pipe was replaced under Hoskins Creek extending to the Sycamore Drive pump station. This was a joint effort with the Contractor (Crofton Industries), Tappahannock Fire Department, Treatment Plant Staff, and the Town Maintenance Department. This was well planned and executed.

**Treatment Plant:** Two (much needed) alum chemical addition pump units were replaced to insure treatment. All test results were within compliance limits with no violations.

**Sanitary Department.** They had some truck mechanical issues however trash pickup was maintained.



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### MEMORANDUM

#### Town Manager Report 6/14/2021

- Troy has organized a business advisory group made up of business owners located in Town for the Economic Development Committee. We emphasized the façade grant and discussed strategies to promote the use of it. The business community emphasized the need for public water access and importance of the downtown to be revitalized.
- ✈ Crofton Diving finished the work on replacing the sewer line in Hoskins Creek. There were some minor hiccups along the way like most projects, but there have not been any issues with the new sewer line.
- ✈ VDOT reviewed our speed study on routes 17/360. VDOT approved the sign going north on 17/360 near the Hoskins Creek bridge. They did not approve the sign on rt. 17 going south into town close to the Catholic Church. Their explanation was the average speed recorded in the study wasn't high enough to justify installing a sign. They also claimed there was sign clutter at that location anyways.
- Spencer Gervasoni developed a questionnaire for the new logo / seal. He is reviewing the submitted questionnaires. The committee included a couple of citizens for outside perspective and input.
- The Planning Commission and Middle Peninsula Planning District Commission are set to ~~begin~~ *begin* updating the comprehensive plan starting in August. This will be a 12 month process.

**RESOLUTION  
A RESOLUTION TO ADOPT THE FY22 OPERATIONS BUDGET,  
SET THE TAX RATES AND APPROPRIATE FUNDS**

**WHEREAS**, it is the responsibility of the Town Council of Tappahannock Virginia to approve and control the Town’s fiscal plan for Fiscal Year 2022; and,

**WHEREAS**, the Town Council has received numerous staff reports; has reviewed each request for funding; and has received comments from residents at a duly advertised public hearing on May 10<sup>th</sup>, 2021; and

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Tappahannock Virginia this 14<sup>th</sup> day of June 2021, that the Town of Tappahannock budget totaling **\$5,957,430** is adopted and the tax rates for Fiscal Year 2022 or July 1<sup>st</sup> 2021– June 30<sup>th</sup> 2022 set as given below:

**2021 TOWN TAX RATES**

Real Estate	\$0.09 per \$100 of assessed value
Mobile Homes	\$0.09 per \$100 of assessed value
Public Service Corps.	\$0.09 per \$100 of assessed value
Personal Property (Residential)	\$1.25 per \$100 of assessed value
Personal Property (Business)	\$0.40 per \$100 of assessed value
Machinery and Tools	\$0.40 per \$100 of assessed value

**WHEREAS**, that the Town Council does hereby impose and levie by the town on each person a tax at the rate of **SIX (6)** percent on the amount paid for meals purchased from any food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not; and

**WHEREAS**, that the Town Council does hereby impose and levie on each transient obtaining lodging or the use of space at any hotel, a tax equal to **SIX (6)** percent of the total amount paid for such lodging or the use of space by or for any such transient to any hotel; and

**WHEREAS**, that the Town Council does hereby impose fees for services including refuse and garbage collection Fiscal Year 2022 or July 1<sup>st</sup> 2021– June 30<sup>th</sup> 2022 set as given below:

**REFUSE AND GARBAGE PICKUP**

Description	New Rate July 1, 2021
Residence Twice Weekly Pickup	\$12.00 – Monthly
Commercial Twice Weekly Pickup	\$25.00 – Monthly
Dumpster Twice Weekly Pickup	\$45.00 – Monthly
Extra Pickup – Residential or Commercial	\$25.00 per pickup Residential or Commercial
Brush or Miscellaneous Items Pickup	\$25.00 ½ load or \$50.00 full load
Dumpster Purchase and Process Fee	\$250.00 one- time fee per purchase of any size dumpster

**PERMIT FEES**

Description	New Rate July 1, 2021
Basic Zoning Permits	\$50.00
Minor Site Plans	\$50.00
Major Site Plans *Existing Development	\$250.00
Major Site Plans *New Development	\$500.00
Subdivisions - Minor	\$250.00
Subdivisions - Major	\$500.00
Sign Permits - Single 32 square feet or less	\$50.00
Sign Permits - Multiple Large 32 square feet or more	\$100.00
Amendment to Zoning Text	\$50.00 plus associated costs
Variance	\$50.00 plus associated costs
Special Exception	\$50.00 plus associated costs

**MISCELLANEOUS**

Description	New Rate July 1, 2021
Dog Tags	Males -\$5.00
Dog Tags	Females - \$5.00
Dog Tags	Females -\$8.00
Water Reconnection Fee	\$30.00
DMV Stop Fees	\$25.00
Parking Tickets	\$30.00
Police Reports	\$5.00

*unfixed*

**BE IT FURTHER RESOLVED** that the Town Council does hereby budget and appropriate to the TOWN OF TAPPAHANNOCK GENERAL FUND OPERATING BUDGET the following revenues and expenditures:

**REVENUES**

Real Property Tax	\$250,560
Personal Property Tax	\$157,600
Penalty & Interest	\$2,105
Other Local Taxes	\$2,923,650
Permits/Fees/Licenses	\$1,745
Fines & Forfeitures	\$12,910
Use of Money & Property	\$1,600
Charges for Services	\$192,095
Non-Revenue Sources	\$256,275



State Aid	\$122,170
Federal Aid	<u>\$0,000</u>
<b>TOTAL REVENUE</b>	<b>\$3,920,710</b>

**EXPENDITURES**

General Government	\$935,470
Police Dept.	\$982,940
Fire/Rescue	\$118,790
Public Works	\$890,755
Unclassified	\$190,430
Water & Sewer Transfer	\$415,340
Capital Projects Transfer	\$266,560
Debt Service	<u>\$120,425</u>
<b>Total Expenses</b>	<b>\$3,920,710</b>

**BE IT FURTHER RESOLVED** that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the Capital Improvements Funds are set as follows:

Capital Fund Revenues\*

Local Use of General Fund Balance	<u>\$266,560</u>
<b>TOTAL</b>	<b>\$266,560</b>

Capital Fund Expenditures

General Government Reserve	\$25,000
General Government Capital Improvements	\$140,730
Water & Sewer Capital Improvements	<u>\$100,830</u>
<b>TOTAL</b>	<b>\$266,560</b>

\*Capital fund revenues are supplemented by transfers from the General Fund.

**BE IT FURTHER RESOLVED** that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the TOWN OF TAPPAHANNOCK CEMETERY FUND OPERATING BUDGET are set as follows:

	<b>Revenues</b>		<b>Expenses</b>
Balance Forward	\$5,000	Legal & Recording of Deeds	\$800
Sale of Lots	\$6,000	Lights	\$500
Interest	<u>\$500</u>	Grounds Maintenance	<u>\$10,200</u>
<b>Total Revenue</b>	<b>\$11,500</b>	<b>Total Expenses</b>	<b>\$11,500</b>

**FINALLY BE IT RESOLVED** that for budgeting and accounting purposes the adopted budget revenues and expenditures for the TOWN OF TAPPAHANNOCK WATER & SEWER FUND OPERATING BUDGET are set as follows:

	<b>Revenues</b>		<b>Expenses</b>
Water Usage Revenue	\$396,595	Personnel Sub-Total	\$653,102
Sewer Usage Revenue	\$989,020	Capital Sub-Total	\$87,680
Misc. Revenue Sub-Total	\$235,765	Operations Sub-Total	\$556,290
Transfer from General Fund	<u>\$415,340</u>	Debt Service Sub-Total	<u>\$739,648</u>
<b>Total Revenue</b>	<b>\$2,036,720</b>	<b>Total Expenses</b>	<b>\$2,036,720</b>

Adopted this 14<sup>th</sup> day of June 2021 by the  
Town of Tappahannock Virginia

---

Roy M. Gladding, Mayor

LOAN RESOLUTION  
(Public Bodies)

A RESOLUTION OF THE Town Council  
OF THE Town of Tappahannock  
AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING  
A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS  
2021 DCI Sanitation Vehicle  
FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Tappahannock  
(Public Body)  
(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of  
\$123,500.00  
pursuant to the provisions of the Code of Virginia; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



LOAN RESOLUTION  
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A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS  
2021 DCI Sewer Cameras  
FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Tappahannock  
(Public Body)  
(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of  
\$53,300.00

pursuant to the provisions of Code of Virginia; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.





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### **RESOLUTION: Virginia Destination Marketing Organization**

**WHEREAS**, the Town of Tappahannock wishes to increase tourism opportunities; and

**WHEREAS**, the State of Virginia's Tourism Corporation coordinates marketing activities solely with Destination Marketing Organizations (DMO) within the state to market the Commonwealth as a premier travel destination; and

**WHEREAS**, the advantage of being a Destination Marketing Organization within the Commonwealth of Virginia would allow for partner opportunities and grant applications; and

**WHEREAS**, increasing tourism to the Town of Tappahannock would serve to increase local business that may result in increased tax revenue to the Town and surrounding communities; and

**NOW, THEREFORE LET IS BE RESOVELD** by the Town of Tappahannock Town Council, this 14<sup>th</sup> day of June 2021, the Town of Tappahannock will petition Virginia Tourism Corporation (VTC) to recognize the Town of Tappahannock as a Destination Marketing Organization (DMO).

**BE IT STILL FURTHER RESOLVED** that the Town Manager, or his or her designee, is hereby authorized and directed to act as chief liaison for the DMO.

The foregoing resolution was adopted by the Town Council of the Town of Tappahannock at its regular meeting held on June 14, 2021 in Tappahannock, VA.