



DRAFT
TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center, 500 Tazewell Avenue
August 21, 2025
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Staff in attendance were Town Manager Rick Keuroglian, Assistant Treasurer Adrian Oei, Planning & Zoning Administrator Katie Nunez, Police Sergeant Juana Diaz, Police Office Kathlynn Schmidt, and Town Clerk Libby Hume. There were 8 members of the public in attendance. The meeting was unable to be broadcast on Facebook due to technical difficulties with the camera and internet in the Civic Center.

A moment of silence was observed followed by the recitation of the Pledge of Allegiance.

PUBLIC HEARING: (3 MINUTES PER SPEAKER)

Planning & Zoning Administrator Katie Nunez announced that the public hearing scheduled for this evening was cancelled as she received notification that the applicant passed away two weeks ago. The application was being pulled at this time.

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

A. None

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Claudette Lajoie, resident & President of the Cape Charles Historic District Civic League

Ms. Lajoie addressed Rick Keuroglian and the Council regarding the agenda items and other ongoing projects. (Please see attached.)

Town Clerk Libby Hume read comments submitted in writing from Julie Jones, and Sam Jones. (Please see attached.)

There were no other comments to be heard, nor any other comments received in writing prior to the meeting.

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. July 17, 2025 Town Council Regular Meeting
 - ii. July 28, 2025 Town Council Executive Session
 - iii. August 7, 2025 Town Council Special Meeting & Town Hall Meeting
- C. Approval of June 2025 Financial Report

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the Agenda Format and Minutes as presented, and pull out the June 2025 Financial Report for discussion. The motion was approved by unanimous vote.

Councilman Grossman noted that the Financial Report identified concerns about shortfalls for real estate, Business License, Transient Occupancy and Meals taxes. Figures were included for the shortfall amounts. The last item which listed \$77,814 for the .5% meals tax collections for capital projects was incorrect as the shortfall was about \$2K. He was not really concerned about the shortfalls since revenue was still being collected up to September, and maybe even later, which would

impact these figures. He went back to Fiscal Year (FY) 2024 and looked at the audit which provided the final numbers. When he looked at the financial report versus the audit, the audit showed an additional \$124K for these categories and to a certain degree, this would be repeated for this year. He just wanted to talk about this.

Councilwoman Holloway expressed her concern about the amounts budgeted for Transient Occupancy Tax. In looking at FY 2025, we budgeted \$685K and for FY 2026, \$700K was budgeted. She cautioned everyone during the budget meetings about things potentially slowing down. \$799K was budgeted for meals tax last year and the actual revenue was \$778K. FY 2026 shows \$840K budgeted. She asked Marion Sofield and her staff to go through the audited financials for the last five years to determine the actual revenue collected so the FY 2026 budgeted amount could be adjusted accordingly during the mid-year budget review. She added that Councilman Grossman was correct in stating that people paid late. It would also be helpful to know which businesses still had not paid. She would like to see year-over-year true numbers so adjustments could be made.

There was further discussion as follows: i) Councilwoman Ashworth agreed that it would be nice to see the actual numbers from this same period last year to compare the percentages; ii) Councilman Grossman added that he had asked Marion Sofield earlier this week for the amount of real estate tax actually billed in FY 2025. Assistant Treasurer Adrian Oei stated that \$1,624,363 was the actual amount billed in FY 2025; iii) Councilwoman Holloway reiterated that the information for FYs 2023, 2024 and 2025 were necessary for Council to make the proper decisions during the mid-year budget review.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to accept the June 2025 Financial Report as amended with the correction in the shortfall amount as discussed. The motion was approved by unanimous vote.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. *Zoning Ordinance Article VIII – Historic District Guidelines:*

Katie Nunez stated during the summer of 2024, an appeal was filed with the Board of Zoning Appeals (BZA) regarding a Zoning Administrator decision that found a property owner in violation of not completing an application and obtaining zoning approval prior to conducting work on their property in compliance with the Historic District Overlay Ordinance and Guidelines. On October 8, 2024, the BZA upheld the appeal and overturned the Zoning Administrator decision. The entire file of the BZA Appeals case was reviewed by the Town's attorney and he noted that the ordinance did not clearly state that a zoning approval was required for all elements of repair/renovation or building additions within the Historic District. The decision was reviewed with the Town Council at their November 7, 2024 work session. The discussion concluded that some amendments needed to be made to the Zoning Ordinance regarding process and approvals required and a more detailed listing of the types of renovation/repair work which required no review, review by the Zoning Administrator, and review by the Historic District Review Board (HDRB). The zoning text amendment revisions should be considered to rectify this issue and clearly state the Town's intent of zoning review in the Historic District but that it would also be useful to improve the distinction between routine maintenance work on a property versus minor work versus major work and the levels of review required by either the Zoning Administrator or the HDRB leading to the issuance of a Certificate of Appropriateness of the approved work being sought by the property owner. Staff had been working on developing draft language amendments to Zoning Ordinance Section VIII – Historic District Overlay Ordinance which was included in the agenda packet. A new Appendix G was developed to provide greater clarity as to the types of building work being conducted in the Historic District. The Planning Commission reviewed the proposed amendments at their July 1, 2025 meeting. Staff requested Council review of the proposed text amendments to Article VIII and the new Appendix G and a determination of whether the issues raised last year were

addressed and whether this matter was ready to commence the public hearing process for zoning text amendments.

Councilman Newman stated that he, Councilman Grossman, Claudette Lajoie, and Edward Wells met last week and reviewed the documents line by line. They would be meeting again to finish their review. They had notes to present at the appropriate time for consideration. A major piece of this would be communication to let the citizens know of the requirements. He suggested a letter welcoming new property owners to Town/Historic District and providing the information regarding the process and zoning office staff contacts for questions. We also needed to look at associated fees.

Councilwoman Holloway suggested a work session after the group had completed their review. They should be included in the work session to discuss their recommendations.

Councilman Grossman stated that the group needed a couple more weeks to conclude their review.

A work session would be scheduled for early October.

B. *Community Development Block Grant:*

Katie Nunez stated that the FY 2026 Planning Department budget included \$95K for Management Consulting specifically for the Harbor/Railroad Master Planning. This was also budgeted for FY 2025 but was not utilized since we were unable to start that work due to other departmental work commitments. Based on the July 17, 2025 and August 7, 2025 Town Council meetings, she worked with the Berkley Group to refine the scope of work envisioned. The general contract and three potential work orders for Town Council consideration were presented this evening. Work orders #1 and 2 totaled \$141,157.80, which exceeded the \$95K included in the current budget. Additionally, work order #3 was a task-based funding obligation for any grant applications that we requested the Berkley Group to complete on our behalf.

There was much discussion as follows: i) Councilwoman Ashworth suggested holding off on work order #1, which was for a site assessment and associated market study on the railroad property, until we could reassess the budget during the mid-year review. We needed to know the purchase price and appraisal of the property to see if the Town had enough funds to purchase it; ii) Rick Keuroglan stated that the Town's appraisal for the railroad property should be ready by the end of the month. Canonie Atlantic had their appraisals and were waiting on ours before deciding on a price; iii) Councilwoman Holloway expressed her concern that Council had not yet had discussions regarding whether the Town wanted to purchase the property; iv) Councilman Grossman stated that the things in work order #1 were good regardless of whether the Town purchased the property or not. He went on to ask if the Berkley Group would provide their point of view regarding the Town's purchase of the property; v) Katie Nunez responded that the Berkley Group would work with the Town Manager and a financial consultant regarding the cost of the property, how the Town would pay for it, our return on investment (ROI) and the length of time to achieve the ROI, etc.; vi) Councilman Grossman stated that he was not willing to move ahead with work order #1 until he heard about the big picture. Councilwoman Ashworth agreed, adding that she would like to see the appraisal and know the purchase price before considering work order #1; vii) Councilman Grossman noted that work order #2 (Harbor Area Master Plan Development) only called for two public engagement events. In looking at the process for the Beachfront Master Plan (BFMP), he did not think two public engagements events were enough. Another day needed to be added to each event. Councilwoman Holloway agreed and added that the first public engagement event should be done sooner. This was where we went wrong in the BFMP. We did not get the public engaged early enough in the process. There was much discussion regarding the public engagement process. Councilwoman Ashworth suggested having the first public engagement event after the Town Council Kick-off Meeting (Task 1.2 of work

order #2). Rick Keuroglan noted that public engagement #1 could be added to the scope of services as Task 1.2B.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to authorize the Town Manager to proceed with the Berkley Group for work order #2, with the understanding that Task 1.2B would be added for a public engagement event and adding an extra day to each public engagement event, in an amount up to \$80K.

It was noted that the cost would increase with the addition of the extra day for the three public engagement events, totaling six days.

Councilman Grossman amended his motion, which was seconded by Councilwoman Ashworth, increasing the authorized amount to \$85K. This motion was approved by unanimous vote.

The main motion was also approved by unanimous vote.

Katie Nunez stated that work order #3 was for the Berkley Group to assist staff with the writing of grants.

Motion made by Councilman Grossman, seconded by Councilman Butta, to authorize the Town Manager to proceed with work order #3 from the Berkley Group limited to grant writing. The motion was approved by unanimous vote.

C. *Selection of Project Management Team for Harbor/Railroad Area Conceptual Master Plan:*

Katie Nunez stated that the formation of a Project Management Team (PMT) was considered and agreed upon in concept to align with the requirements of the Virginia Community Development Block Grant (CDBG) in order to be considered for a CDBG grant application. Council briefly discussed the PMT at the August 7, 2025 meeting and identified the composition as 2 Town Council appointees (Councilman Butta and Councilwoman Ashworth), 1 Planning Commissioner, 1 Harbor Area Review Board member, 1 railroad property owner representative, representatives from each of the 3 property owners in the Harbor/Railroad area – John Kemp or his representative (Mason Avenue property and Yacht Center property), Eyre Baldwin or his representative (Cherrystone Investments), Jim Gunn or his representative (Virginia Marine Equipment), 1 representative from the Bay Creek Community Association, 1 representative from the Historic District Civic League, 1 representative from Cape Charles Main Street, and from staff – Town Manager Rick Keuroglan, Director of Planning Katie Nunez, Harbor Master Paula Davis, and Code Official Jeb Brady. This item would be on the September 2, 2025 Planning Commission meeting to select a representative to serve. The Harbor Area Review Board (HARB) would also be contacted to see if one of their members would like to serve on the PMT or if they would be amenable to have the Planning Commission representative on HARB to serve on the PMT. Katie Nunez would also reach out to the Civic League, Cape Charles Main Street, the Bay Creek Homeowners Association.

Motion made by Councilwoman Holloway, seconded by Councilwoman Ashworth, to create a Project Management Team for the Harbor/Railroad Area Conceptual Master Plan as discussed. The motion was approved by unanimous vote.

D. *Temporary Downtown Restrooms:*

Town Manager Rick Keuroglan stated he had researched options for the temporary downtown restrooms. The final quotes came this morning, so he distributed an updated list of quotes and recommendations. (Please see attached.) He went on to review the options and pointed out the best option which had three unisex stalls – one ADA compliant stall and two single stalls, from Portable Restroom Trailers, LLC. This particular unit was on end of the season clearance at a cost of \$65,725 and was available now. Portable Restroom Trailers also sent a buyback agreement where they would buy back the unit after the first year at 80% value.

There was discussion as follows: i) Councilwoman Holloway asked how this would be different from the Silver Bullet. Rick Keuroglian stated that the technology had advanced so much in the last five years, as noted by Greg Gentry at the last meeting. This would be nice temporary solution; ii) Councilman Grossman understood that this would be temporary but asked where it would be positioned in relation to the location of the permanent solution if we decided to do a modular unit. Would this unit have to be moved to build the permanent structure? Rick Keuroglian stated that the permanent location would have to move about 50' to the east of the current location of the Silver Bullet.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to authorize the Town Manager to purchase the unit in the third column for \$65,725, plus \$3K for shipping, from Portable Restroom Trailers LLC. The motion was approved by unanimous vote.

TOWN MANAGER COMMENTS

Rick Keuroglian commented as follows:

- i) With the new website, there was a glitch in the Report a Concerns, so he had not received any reports until today. The urgent items had already been addressed, and the others were being handled as well.
- ii) The Trinity United Methodist Church lease for office space would commence on October 6 with potential move-in dates of October 8 through 13. He thanked Katie Nunez and Bob Panek for their work on this.
- iii) Personnel: Elic Stevens was hired as the Harbor Maintenance Assistant and started on July 26th. Ben Gomez, who was an Assistant Librarian, resigned to take a position at the University of Virginia at one of their Humanities Libraries. Several of our seasonal employees from public works, harbor and beach attendants, have left to return to school. We continue to advertise for the Inspector/Compliance Officer. Interviews began for a new Library Assistant.
- iv) In discussions with staff to increase collection efforts for businesses that had not yet obtained their business licenses or paid their business license taxes.

Councilman Grossman noted that the Town had a September 3rd deadline for payment, and he would like to know what happened to those who missed the deadline. He would like a follow-up report with names, if needed, at the September Council meeting.

- v) Councilwoman Holloway agreed, adding that it was not fair to those businesses who had paid. He attended a fantastic meeting this morning regarding workforce housing. A Requests for Proposals was released after the meeting with an October 6 deadline. Three developers attended the meeting. The cost of the water line was included in the FY 2026 budget, but the sewer line was not. There seemed to be some interest from Northampton County in taking the line to Route 13. Other stakeholders saw value in that. He would be meeting with the County and Virginia American Water (VAW) to discuss their interest in extending the lines. He met with the new president of VAW earlier this week and they were planning on releasing some information soon.
- vi) He received an email from Monica Bridgeforth notifying him that someone had donated \$200K for a commemorative plaque in honor of Dickie Foster and wanted something placed in the playground, along the trail, etc. He met with the Citizens for Central Park (CCP) and they proposed a playground by the LOVE sign. The Town also had a need for repairs to the splash pad and a shade structure. He also provided ideas for something by the train car along Mason Avenue or at the welcome center, but they were not in favor of any of them. They were thinking more of a trail, path or playground with a plaque.

Some ideas from Council included the new promenade on Bay Avenue and a golf cart trail connecting the harbor to the beach or from Bay Creek into the Historic District.

- vii) He asked if there were any questions regarding his weekly report.

Councilwoman Ashworth asked, since the beach season was coming to a close, would it be appropriate for Public Works to start working on the ADA access to the beach. Rick Keuroglan stated that the Public Works Director was out with a family medical issue but would discuss this with him upon his return.

MAYOR AND COUNCIL COMMENTS

Councilwoman Holloway commented as follows: i) LoveFest was scheduled for August 30th and volunteers were needed to help with set up, starting at 10:30 a.m. on Saturday, and take down would be at 11:30 a.m. on Sunday. 8' to 10' ladders were also needed; ii) September 6 was the Community Potluck and she was asking for help with that. The CCP would pay for the hamburgers and hot dogs but she and her husband, Jim, would do all the work. She Met with Pam Endlein and she was on board as well. The hardest part was getting the grills; iii) A big shout out to CCP for the amazing concerts! They got huge crowds. CCP did a great job; iv) Congratulations to the Cape Charles Rotary Club and Cape Charles Main Street for the Strawberry Street Plaza clock unveiling. It was amazing seeing it all come to fruition.

Councilman Butta commented as follows: i) He requested that when we increased the cleaning of the Silver Bullet, that we also increased the cleaning of the library restroom. It was not being done regularly; ii) He had been receiving lots of comments about water quality and multiple people reported that their white sheets were getting brown stains. He asked if there was something different about the water. Councilwoman Holloway responded that self-tanners and spray tans also stained sheets. Mayor Charney noted that VAW could have done a water system flush without providing us with a notice. Rick Keuroglan would check with VAW about their flushes.

There were no additional comments.

Mayor Charney read the announcements:

- September 1, 2025 – Town Offices Closed for Labor Day Holiday
- September 4, 2025 – Town Council Work Session
- September 18, 2025 – Town Council Regular Meeting
- October 4 and 5, 2025 – Dock Dogs

Mayor Charney gave a shout out to Pam Endlein for doing a fabulous job with Dock Dogs. She had been reaching out to get more vendors and food trucks.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.

The Regular Meeting adjourned at 8:16 p.m.

Mayor Charney

Town Clerk

**August 21, 2025 Town Council Regular Meeting
Comments & Information Provided in Writing**

Claudette Lajoie, resident & President of the Cape Charles Historic District Civic League
Rick and Esteemed Council Members:

Thank you in advance for all the hard work you and your entire staff accomplish for our Town. I am writing to provide you with a few comments pertaining to the various ongoing efforts.

Thank you for the progress on the solutions for bathrooms in the historic district as I hope the businesses are also pleased with the timely progress and solutions being presented.

I have a concern with the lack of packet information pertaining to agenda items - Section 9 Item B - Short-Term Rental Statistics and Section 9 Item D - Contract Award for Consulting Services for Harbor/Railroad Area Conceptual Master Plan. As you can understand, we have many residents and business owners that review the packet prior to meetings so that they can provide our Town Clerk with their comments if they are not able to be present in person. It needs to be a priority for the appropriate information to be made available to the public in a timely manner as the public perception is that these items are being stalled rather than progressing forward or decisions are being made without appropriate public review.

With regard to the agenda item 9-C: Article VIII – Historic District Guidelines, we propose that the documents are not ready to go to public hearing as the Appendix G task force is working on the effort and we have an outstanding request for the word format of the document so that we can utilize track changes for ease of reference our recommendations.

With regard to the agenda item 9-D: With reference to the Harbor Development Project Team – why were the CCHDCL and Main Street removed from the team as we as both serve as the largest representatives of the residents and businesses? This may have just been confusion with how the Bay Creek and Historic District resident roles were discussed at the last meeting.

Although not specific to the agenda for this meeting, we request an update at a near term meeting for a status update on the:

- Mason and Strawberry Ave electrical upgrade project.
- STR software implementation.
- Release of public information on needing to re-subscribe for Town updates on the new website. This is disappointing that subscribers have not been notified for the need to go into the system and sign up leaving concerns that many will not be receiving the latest information.

The Cape Charles Historic District Civic League is poised to support Town efforts in communication, coordination, and collaboration within our community and provide assistance in gathering and compiling any additional information you may need to support discussions.

Respectfully,
Claudette L. Lajoie, PhD
Cape Charles Historic District Civic League – President

Julie Jones, resident

Good evening Mr. Mayor, members of Town Council, and Town Manager:

I watched the Town Council/Town Hall meeting last week and want to echo the sentiment expressed by Elise McMath, thanking Town Council for the opportunity to have a voice in the decision making process for things that impact our town.

I strongly agree with the Visitor Center option, put forward by both the Town Manager and Elise McMath, of keeping the current location at the Museum.

This makes sense to me, on so many levels:

- visibility/ location at entrance to town;
- available parking with room to expand;
- historic significance and charm;
- appropriate scale for size of our town;

- potential for expanding onsite;
- proximity to golf cart rentals (maybe folks would swap off their car for a golf cart, which could help with parking in town),
- supporting the existing museum,
- and COST!

Back in January, Town Manager Hozey cautioned council that they had a lot of projects they wanted to pursue, and did not have enough money to accomplish all of those projects.

I am not sure that we need a visitor center that meets a standard that is way more than necessary for our little town.

Do we really need something that will require paid staff seven days a week, twelve months of the year?

Perhaps the current visitor center needs to be open more, especially during the busy season, but couldn't the town provide some funding for paid staff, when necessary?

And couldn't restrooms be added to the existing Visitor Center/Museum? Surely that would be less expensive than buying or leasing another location.

Everyone agrees we need a new town hall, and additional restrooms both in town and at the beach.

Last week, it was even discussed that perhaps the Town could purchase all or part of the railroad property/harbor property.

Then there are sidewalks, trees, stumps, underground lighting on Mason Avenue and the beach.

I doubt very many people would think that spending money to build a visitor center rises to the level of "need" that these other projects present.

Especially when we already have a charming visitor center in place...complete with a sign in the perfect location...right at the entrance into town!

Thanks so much for your service to our town!
Julie Jones

Sam Jones, residents

Mr. Mayor, Town Council Members and Town Manager:

My name is Sam Jones and my wife and I live at 538 Monroe Avenue.

I write to provide additional comment based on the discussion during the recent Town Hall regarding possible restroom locations to serve the Mason Avenue business area, a discussion which then expanded to include potential locations for a welcome center. While there was not a vote, it is fair to say that the Council seemed to be leaning toward a long-term permanent solution that included both restrooms and a welcome center subject to a review of the cost.

So, first to the cost of the proposed Peach Street location. Recognizing that negotiations can change the numbers, preliminary numbers showed a range of \$5,500 to \$7,500 per month, or \$66,000 to \$90,000 per year for 10 years with an option to purchase at that time for an undisclosed price. My concern is that after spending anywhere from \$660,000 to \$900,000 over ten years the town will own no asset and the need for restrooms will still exist. I always have encouraged my children to buy a home rather than rent as soon as possible. I offer the same advice to the Town since other suitable properties as identified by the Town Manager are available for sale on Mason Avenue at much lower cost. In this case it is better to own rather than rent.

As to the need/location for a welcome center, I support the idea of co-locating the welcome center with the Cape Charles Museum. In this case simpler is better. Let's face it—Cape Charles is pretty simple. The beach is easy to find and our businesses are, for the most part, either on the way into town or on Mason Avenue. So not a complicated place to get around. While there has been discussion of a "state" welcome center, is there really a need for this in Cape Charles? I assume such a state center will come with requirements regarding operating hours and would need to be a year-round operation with associated expense. This feels like overkill unless the state covers all of the cost including facility and operating.

As always, thank you for the opportunity to comment and for your service.
Sam Jones

June 2025 Treasurer's Report

Page 1 – Cash Position

- Atlantic Union Checking balance shows negative on our general ledger. This is likely due to a combination of outstanding checks and deposits in transit as of June 30th. The bank ledger balance itself was never negative. The finance department's cash management practice is to keep the minimum possible balance in the Atlantic Union checking account, keeping funds in higher interest earning accounts instead. Money is transferred into Atlantic Union checking as needed to cover payroll costs.

Page 2 – Revenues vs. Expenditures

- Harbor operating revenues from fuel sales and dockage continue to exceed Fiscal Year 2024 to date and are expected to be significantly higher than budgeted amounts once transfers and year end accruals are performed. Based on no current history of operating the harbor, we will look forward to establishing "net" thresholds in the future.

Page 4 – Specific Sources of Revenue

- Real estate tax collections, at \$1,551,507 on June 30, 2025, are 3% (\$40,029) below the projected total of \$1,591,536 but it remains to be seen if that amount will increase in the months of July and August. It seems unlikely we will meet 100% of the budgetary projection.
- In addition, 2025 personal property tax collection is at \$117,729, which is 122% more than the projected budget amount (\$20,929 greater). This increase is directly linked to the collection efforts made during second half of the year.
- BPOL taxes are at \$322,191, which is \$14,268 less than the projected budget for 2025. Transient occupancy tax collection is below the projected budget amount (\$615,747) by \$69,252, but this amount will likely increase in the month of July, as the submission period for June's TOT does not end until the 20th day of July.
- The above statement holds true for the meals tax (revenue to general fund) and ".5%" meals tax collections (revenue to capital projects), which are respectively \$21,390 (3%), and \$77,814 (3%), below budgetary projections.



MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
June 30, 2025

<u>Cash on Hand</u>	<u>5/31/2025</u>	<u>6/30/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$1,344	-\$18,556	-\$19,900
Atlantic Union Bank Money Market Account	\$652,949	\$434,252	-\$218,697
LGIP Account 1 - 0565 - Unrestricted	\$119,910	\$120,343	\$433
LGIP Account 2 - 0195 - Unrestricted	\$381,133	\$382,509	\$1,376
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,569,414	\$16,629,464	\$60,050
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,103,947	\$1,110,746	\$6,798
Taylor Bank Operating Cash Account	\$162,115	\$433,046	\$270,930
Taylor Bank Sweep Account	\$802,982	\$804,203	\$1,221
Total Cash On Hand	\$19,793,794	\$19,896,005	\$102,211

<u>Restricted and Reserved Cash Balances</u>	<u>5/31/2025</u>	<u>6/30/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsvrd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0
Total Cash - All Accounts	\$19,824,345	\$19,926,556	\$102,211

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
June 30, 2025

REVENUE VS. EXPENDITURES

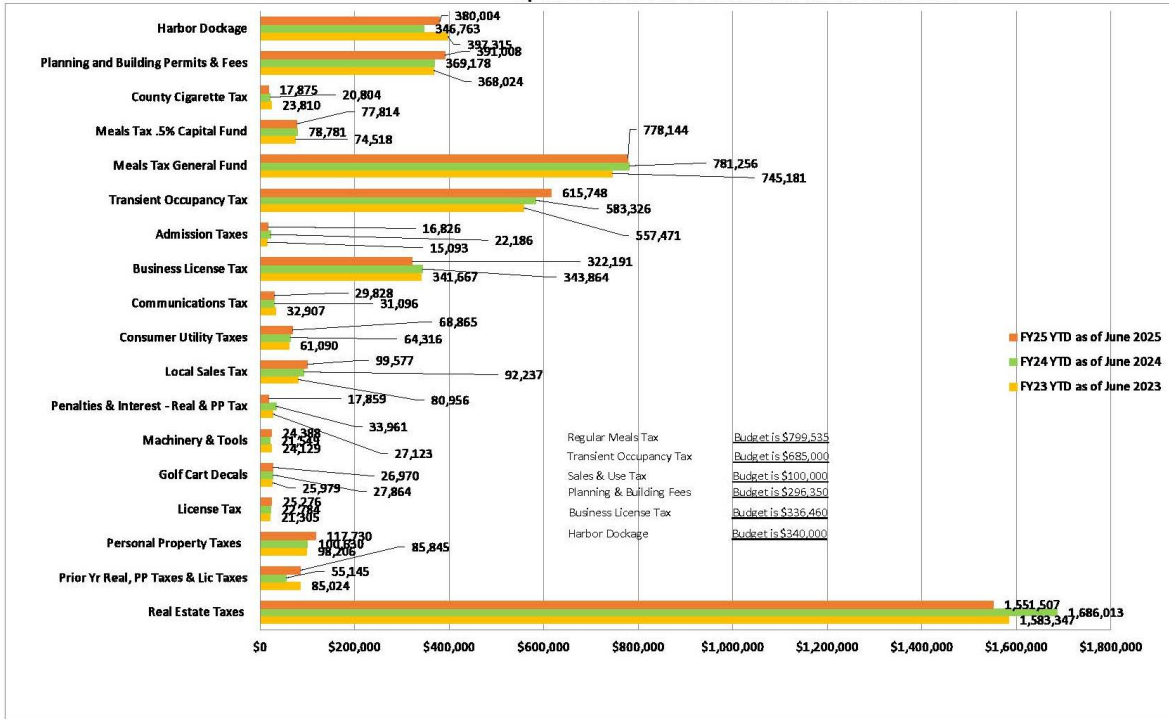
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$227,215	\$5,203,425	\$5,727,599	90.85%
EXPENDITURES	\$414,926	\$4,432,966	\$5,727,599	77.40%
NET	(\$187,711)	\$770,459	\$0	
GENERAL Capital Fund				
REVENUE	\$54,367	\$357,197	\$11,127,130	3.21%
EXPENDITURES	\$0	\$72,645	\$11,127,130	0.65%
NET	\$54,367	\$284,552	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$0	\$25,121	0.00%
EXPENDITURES	\$0	\$16,032	\$25,121	63.82%
NET	\$0	(\$16,032)	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$58,604	\$25,500	229.82%
EXPENDITURES	\$0	\$21,905	\$25,500	85.90%
NET	\$0	\$36,699	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$433	\$114,370	\$9,576,514	1.19%
EXPENDITURES	\$54	\$12,312	\$9,576,514	0.13%
NET	\$379	\$102,057	\$0	
HARBOR Fund				
REVENUE	\$202,464	\$1,015,557	\$1,165,287	87.15%
EXPENDITURES	\$149,384	\$1,090,890	\$1,165,287	93.62%
NET	\$53,080	(\$75,333)	\$0	
SANITATION Fund				
REVENUE	\$85,196	\$335,718	\$345,884	97.06%
EXPENDITURES	\$29,855	\$339,841	\$345,884	98.25%
NET	\$55,341	(\$4,122)	\$0	

FY 25 Capital Improvement Project Tracking Report

As of:
6/30/2025

	FY25 Status or Start Date	% of Current Year Budget	FY25 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY25 YTD Expended	(Over)/Under Budget
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	Completed in FY24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Space Replacement	In Process	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000
Welcome Center Design & Construction	In Process	2%	\$ 750,000	\$ -	\$ 1,222	\$ 10,654	\$ -	\$ 11,876	\$ 738,124
Library Upgrade & Condoization	In Process	1%	\$ 250,000	\$ 2,895	\$ 450	\$ 53	\$ -	\$ 3,398	\$ 246,602
Beachfront Revitalization	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beach Restroom/Bathroom	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk Infill	Complete	115%	\$ 50,000	\$ 274	\$ 84	\$ 35,532	\$ 21,420	\$ 57,309	\$ (7,309)
Mason Ave. Electrical	Pending		\$ -	\$ -	\$ -	\$ 62	\$ -	\$ 62	\$ (62)
Keck Wells Water Line Return	Pending	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 565,000
Subtotal			\$ 4,865,000	\$ 3,169	\$ 1,756	\$ 46,301	\$ 21,420	\$ 72,645	\$ 4,227,355
Harbor Fund									
Inner Harbor Bulkhead Rehab, Phase 3	Complete	85%	\$ 221,537	\$ 4,750	\$ 1,695	\$ 56,029	\$ 125,288	\$ 187,762	\$ 33,775
Fixed Dock Rehab	Pending	6%	\$ 20,000	\$ 1,287	\$ -	\$ -	\$ -	\$ 1,287	\$ 18,713
Replace Boardwalk With Synthetic Decking	Complete	104%	\$ 43,000	\$ -	\$ -	\$ -	\$ 44,575	\$ 44,575	\$ (1,575)
Subtotal			\$ 284,537	\$ 6,037	\$ 1,695	\$ 56,029	\$ 169,863	\$ 233,624	\$ 50,913
TOTAL			\$ 5,149,537	\$ 9,206	\$ 3,451	\$ 102,330	\$ 191,283	\$ 306,269	\$ 4,278,268

Specific Sources of Revenue as of 6.30.2025



Information re: Temporary Downtown Restrooms

	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (Single)	Non ADA (4 Single Stalls)
Price	\$68,580	\$72,820	\$65,725	\$92,695	\$102,980	\$64,287	\$48,791
Company	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Satellite Suites	Satellite Suites	Satellite Suites
Model	Oahu Series CHA117572	Oahu Series CHA117572	Oahu Series CHA030422	Endurance Series AMA304002	RT6X19ADA+2	RT6X11ADA	RT6X14-4-4 Door
ADA?	ADA + 2	ADA + 2	ADA + 2	ADA + 2	ADA+2	ADA	No
Unisex?	3 Unisex toilets	3 Unisex toilets	3 Unisex toilets	3 Unisex toilets	3 Unisex toilets	1 Unisex toilet	4 Unisex toilets
Urinals?	No	No	2	No	No		
City Sewer?	No	Yes	Yes	Yes	Yes	Yes	Yes
Freshwater tank (gal)	105	105	225	200	105	105	200
Waste Tank (gal)	300	300	No	No	300	300	440
Water Heater	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Trailer size	17' x 6'	17' x 6'	20" x 6'-5"	20" x 6'-5"	19' x 6'	10' x 6'	10' x 6'
AC Unit	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4 Season	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Entertainment package	No	No	No	No	Yes	Yes	Yes
Solar Package	No	No	No	No	Yes	Yes	Yes
Hydraulic lift System	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shipping	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Notes:	Tank only		End of the season clearance	Slanted tank can take direct sewer			
Availability	Available Now	Available 3-4 months	Available Now	Available Now	Available Now	Available Now	Available Now

PORTABLE RESTROOM TRAILERS, LLC

portablerestroomtrailers.com

ADA Restroom Trailer + 2 Station |
Oahu Series - 20' - Direct to
Sewer

SKU# CHA030422

\$65,725.00 ~~\$73,980.00~~

Available Now

- 4 Season
- 1 ADA Toilet + 2 Toilets
& 2 Urinals + 3 Sinks
- Up to 250 Guests

Model Year : New

Exterior Color : Pewter

Stations : 3 - Standard

Toilets : 2 - ADA Toilets : 1

Sinks : 3

Fresh Water Tank

(Gallons) : 225

Waste Tank (Gallons) : NA

Water Heater

Mechanical Room

Box Length : 20'

Box Width : 6'-5"

Curb Weight (lbs.) : 7000

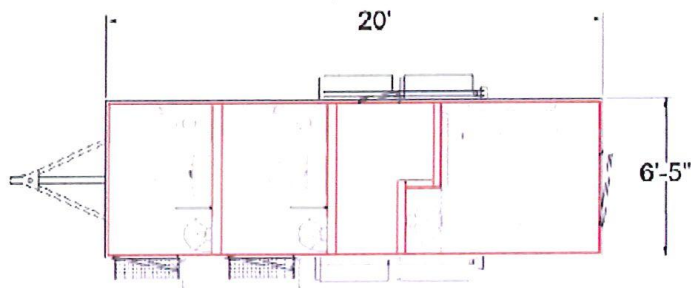
GVWR : 10000

A/C Unit Type (BTU) : 13.5

A/C Unit Count : 1

Water Supply : City Water- Pressurized Water System- Garden Hose

Power Supply/Cords : (1-5) 30 Amp Cords



Durable ADA Restroom Trailers for Hospitals, Schools, and Parks

ADA Restroom Trailer + 2 Station | Oahu Series - 20' - Direct to Sewer

The ADA Restroom Trailer + 2 Station | Oahu Series is perfect for any venue in which ADA accessibility is a must. This climate-controlled unit features 2 standard unisex restrooms, each with pedal flush toilets, cabinet sink, and shatterproof mirror.

The 20' ADA Restroom Trailer also contains one unisex ADA suite with an ADA toilet, sink, shatterproof mirror, and grab rails. The ADA suite features a wide entry door and ADA-compliant ramp and welcomes each guest with a One Button execution system that smoothly and quietly lowers the trailer to the ground.

Abundant porch lighting and vinyl flooring to ensure a safe entry/exit to each private suite, no matter what time of day or night. The unit is well equipped with a 105-gallon freshwater tank. Your guest will find comfort with air conditioning.

ADA Compliant in all 50 US States

Photos are used to show a choice of white or grey FRP walls and may not be an actual representation of the unit. Please see the layout for actual representation.

Financing available with deposit and approved credit.

Call us today for more information at 1-877-600-8645.

Warranty Information : This new unit has a 5-year limited trailer manufacturer warranty on the trailer frame and axles and a 2-year limited warranty on the trailer as a whole. Sealant, electrical components, hydraulics, hoses, wall coverings, trim and paint are warranted for 1 year, and 1-3 year warranty on Individual appliances. Registration details are provided by their individual appliance manufacturers and are located in the component binder located in the mechanics room on the backside of the trailer.



Whatever Your Event, We Have the Right Solution!

Phone: 1-877-600-8645 ♦ Email: info@portablerestroomtrailers.com ♦ www.portablerestroomtrailers.com

Buy Back Policy

What is our Buy Back Policy?

Portable Restroom Trailers LLC offers up to **80%** of the purchase price at any point within **six to twelve months** of purchasing with us!

How does it work?

The following are the requirements to be considered for our buy-back policy:

1. The portable restroom trailer must initially be purchased through our company.
2. The portable restroom trailer has to be a brand new unit from the current year sold within the United States.
3. You must contact us when you have had your portable restroom trailer for six months.
4. The purchase and pricing is subject to the condition determined at the inspection. Timeframe will be determined at the time of inspection.
5. For the inspection power and water will be required.
6. We pay up to 80% of the retail purchase price! *

**Excludes park model/skids, PODS, units without a waste tank. Must be within the continental US. Excludes Alaska, Hawaii and Islands within the continental US. Must be easily accessible.*

6428 W Wilkinson Blvd
Suite #141
Belmont, NC 28012

4607 Charlotte Hwy
Suite #11
Lake Wylie, SC 29710

1135 W. Western Reserve Rd.
Suite #B PMB 102
Youngstown, OH 44514