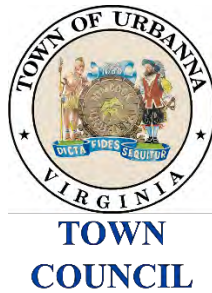




**Urbanna Town Council  
WORK SESSION  
Thursday, June 26, 2025 - 6:00pm  
Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia**

**AGENDA**

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Hearing & Action - **Ordinance 002-2025**: Establish FY25/26 Residential & Commercial Water Rates
7. Public Comment
8. Council Response to Public Comment
9. Work Session Matters
  - a. Friends of Urbanna Quarterly Report – Peni Roberts
10. Action Items
  - a. **Resolution 2025-009**: Exemption from Town of Urbanna Water Usage Fees for the Middlesex Volunteer Fire Department
  - b. **Resolution 2025-010**: Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Volunteer Rescue Squad
  - c. **Resolution 2025-011**: Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Public Library Branch Located in the Town of Urbanna
11. Council Announcements & Requests
12. Closed Meeting
  - a. Motion to Convene Closed Meeting
  - b. Motion to Reconvene in Open Session
  - c. Standing Resolution 1 (SR-1) - Certification of Closed Meeting
  - d. Action on Closed Meeting (if necessary)
13. Adjourn or Recess



**Agenda Item Summaries – Opening the Meeting**  
**FOR ALL REGULAR MEETINGS & WORK SESSIONS**

**Agenda Item: 1 – CALL TO ORDER**

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

**Agenda Item: 2 – ELECTRONIC PARTICIPATION** (if necessary)

**Mayor:** Councilmember \_\_\_\_\_ has requested to participate electronically in tonight's meeting due to [\*state reason]. May I have a motion to approve?

**Sample Motion:** I move to approve Councilmember \_\_\_\_\_'s electronic participation in tonight's meeting due to [\*state reason]. ***Motion, Second, Discussion, Voice Vote***

\*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

**Agenda Item: 3 – ROLL CALL (ATTENDANCE)**

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

**Agenda Item: 4 – PLEDGE OF ALLEGIANCE**

Those able, stand for the Pledge of Allegiance led by the Mayor.

**Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA**

Mayor calls for changes to or adoption of the agenda.

**Sample Adoption Motion:** I move to adopt the agenda as presented.

**Sample Change Motion(s):** I move to [add, remove, move] the discussion of \_\_\_\_\_ as/to Item \_\_\_\_\_ on this agenda.

***Motion, Second, Discussion, Voice Vote***



## Agenda Item Summary

JUNE 26, 2025

### Agenda Item: 6 – PUBLIC HEARING & ACTION

#### 6a. Ordinance 002-2025: Establish FY25/26 Bi-Monthly Residential and Commercial Water Rates

**Background:** Like much of the country's infrastructure, Urbanna's water system continues to age and require maintenance, repair, and upgrade. A 2021 water system study estimated the cost of these actions to be approximately seven million dollars (\$7,000,000). No doubt today, that figure is higher.

Funding sought by the town has been denied and two reasons cited: 1) low in-town rates, and 2) the disparity between in-town and out-of-town rates. Funding entities want to see a commitment to the improvement via a willingness to do what is necessary, such as rate increases, to cover loan amounts or provide matching funds. Urbanna is out of the customary variance range between in-town and out-of-town rates and has the lowest rates overall in the area. This increase would help to decrease the variance range and show lenders the town's commitment to maintaining and improving the water system. Incremental increases have been deemed more manageable for users than one large increase.

The FY25-26 Town Budget factored this increase into the revenue and expense projections for the Water Fund.

**Fiscal Impact:** The increase to the in-town base charge will result in 10% increased revenue. The increase to the out-of-town base charge will result in 5% of increased revenue.

**Staff Recommendation:** Adopt as presented.

**Council Action Requested:** Yes

**Sample Motion:** I move to adopt **Ordinance No. 002-2025** raising the Town of Urbanna bi-monthly Residential & Commercial Water Rates for in-town customers to \$54.71 for minimum usage up to 6000 gallons, and \$5.08 per 1000 gallons over 6000; and for out-of-town customers to \$87.23 for minimum usage up to 6000 gallons, and \$8.40 per 1000 gallons over 6000; both effective July 1, 2025.

**Motion, Second, Discussion, Roll Call Vote**

**Public Hearing Order**  
**Ordinance No. 002-2025**  
**Establish FY25/26 Bi-Monthly Residential and Commercial Water Rates**

- 1) Staff Presentation – Ted Costin

Questions by Council to be addressed by Staff

- 2) Mayor Opens Public Hearing

**Mayor: The Public Hearing is now open. Have all those wishing to speak had an opportunity to sign up? The first speaker is ...**

Public Input (5 minute per person time limit)

- 3) Mayor closes Public Hearing when there are no further speakers.

**Mayor: There being no further speakers, the Public Hearing is now closed.**

- 4) Any further questions by Council to be addressed by Staff

- 5) **Mayor: Is there a motion on Ordinance 002-2025?**

**Sample Motion:** I move to adopt **Ordinance No. 002-2025** raising the Town of Urbanna bi-monthly Residential & Commercial Water Rates for in-town customers to \$54.71 for minimum usage up to 6000 gallons, and \$5.08 per 1000 gallons over 6000; and for out-of-town customers to \$87.23 for minimum usage up to 6000 gallons, and \$8.40 per 1000 gallons over 6000; both effective July 1, 2025.

***Motion, Second, Discussion, Roll Call Vote***

Proposed for Approval by the Urbanna Town Council  
June 26, 2025 Meeting

**ORDINANCE 02-2025 (Uncodified)**  
**ESTABLISH FY25/26 TOWN OF URBANNA**  
**BI-MONTHLY RESIDENTIAL & COMMERCIAL WATER RATES**

**WHEREAS** the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes which includes the Bi-Monthly Residential and Commercial Water Rates; and

**WHEREAS** the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on June 26, 2025 to accept comment from the general public; and

**WHEREAS** it is necessary to approve the FY2025-2026 Bi-Monthly Residential and Commercial Water Rates;

**NOW THEREFORE BE IT ORDAINED** by the Urbanna Town Council that the FY25/26 Bi-Monthly Residential and Commercial Water Rates are as follows:

**In-Town Bi-Monthly Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$49.74 Minimum	\$54.71 Minimum
6,001 & Up	\$4.62/1,000 gal over 6,000	\$5.08/1,000 gal over 6,000

**Out-of-Town Bi-Monthly Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$83.08 Minimum	\$87.23 Minimum
6,001 & Up	\$8.00/1,000 gal over 6,000	\$8.40/1,000 gal over 6,000

This Ordinance shall take effect on and after July 1, 2025.

**ADOPTED** this 26th day of June, 2024.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL WORK SESSIONS**

**Agenda Item: 7 – PUBLIC COMMENT**

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

**Agenda Item: 8 – COUNCIL RESPONSE TO PUBLIC COMMENT 1**

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JUNE 26, 2025  
WORK SESSION**

**Agenda Item: 9 – WORK SESSION MATTERS**

**9a Friends of Urbanna Quarterly Report**

**Council Action Requested: No.**



## Agenda Item Summary

JUNE 26, 2025

### Agenda Item: 10 – ACTION ITEMS

**10a. Resolution 2025-009 – Exemption from Town of Urbanna Water Usage Fees for the Middlesex Volunteer Fire Department (VFD)**

**10b. Resolution 2025-010 – Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Volunteer Rescue Squad (VRS)**

**10c. Resolution 2025-011 – Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Public Library Branch Located in the Town of Urbanna**

**Background:** Historically, the VFD, VRS, and Library have been exempt from paying water usage fees to the Town. However, documentation stipulating these exemptions could not be found in Town records. The Finance Committee and Water Committee have both met to discuss these exemptions and agree that the Town should continue to offer the exemptions. It is also agreed that formal Council action should occur to solidify the exemptions and create a historical record for the future. This exemption does not include any sewer or sewerage fees.

**Fiscal Impact:** Because these organizations have historically been exempted as far back as can be traced, there is no fiscal impact. However, based on an analysis of usage data, it was determined that none of the entities use more than the minimum thus the average annual water usage costs for each is \$328.26. Collectively, the annual water usage costs total \$984.78.

**Staff Recommendation:** Approve each resolution presented to solidify the water usage fee exemptions for each organization.

**Council Action Requested:** Yes.

**Sample Motions:** I move to adopt **Resolution 2025-009** approving the exemption from Town of Urbanna water fees for the Middlesex Volunteer Fire Department until such time as the Town Council may desire to rescind it via Resolution.

I move to adopt **Resolution 2025-010** approving the exemption from Town of Urbanna water fees for the Middlesex County Volunteer Rescue Squad until such time as the Town Council may desire to rescind it via Resolution.

I move to adopt **Resolution 2025-011** approving the exemption from Town of Urbanna water fees for the Middlesex County Public Library Branch Located in the Town of Urbanna until such time as the Town Council may desire to rescind it via Resolution.

***Motion, Second, Discussion, Voice Vote***



*Proposed for Adoption by the Urbanna Town Council  
June 26, 2025 Work Session*

**RESOLUTION 2025-009  
EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE  
MIDDLESEX VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, historically, the Middlesex Volunteer Fire Department located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

**WHEREAS**, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Volunteer Fire Department located within the Town; and

**WHEREAS** the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Middlesex Volunteer Fire Department located within the Town of Urbanna shall be exempted from paying water usage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

**BE IT FINALLY RESOLVED** that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

**DONE this 26th day of June, 2025.**

*Proposed for Adoption by the Urbanna Town Council  
June 26, 2025 Work Session*

**RESOLUTION 2025-010  
EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE  
MIDDLESEX COUNTY VOLUNTEER RESCUE SQUAD**

**WHEREAS**, historically, the Middlesex County Volunteer Rescue Squad located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

**WHEREAS**, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Volunteer Rescue Squad located within the Town; and

**WHEREAS** the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Middlesex County Volunteer Rescue Squad located within the Town of Urbanna shall be exempted from paying water usage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

**BE IT FINALLY RESOLVED** that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

**DONE** this 26th day of June, 2025.

*Proposed for Adoption by the Urbanna Town Council  
June 26, 2025 Work Session*

**RESOLUTION 2025-011**

**EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE  
MIDDLESEX COUNTY PUBLIC LIBRARY BRANCH LOCATED IN THE TOWN OF URBANNA**

**WHEREAS**, historically, the Middlesex County Public Library branch located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

**WHEREAS**, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Public Library branch located within the Town; and

**WHEREAS** the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that the Middlesex County Public Library branch located within the Town of Urbanna shall be exempted from paying water usage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

**BE IT FURTHER RESOLVED** by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

**BE IT FINALLY RESOLVED** that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

**DONE** this 26th day of June, 2025.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL WORK SESSIONS**

**Agenda Item: 11 – COUNCIL ANNOUNCEMENTS & REQUESTS**

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JUNE 26, 2025**

**Agenda Item: 12 – CLOSED MEETING**

**12a – Motion to Convene Closed Meeting**

**Motion:** I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with **Section 2.2-3711 (A)(1)** of the Code of Virginia to discuss the contractual agreement of appointment of a specific appointee.

***Motion, Second, Discussion, Roll Call***

**12b – Motion to Reconvene in Open Session**

**Motion:** I move that the Town of Urbanna Town Council reconvene in open session.

***Motion, Second, Discussion, Voice Vote***

**12c – Certification of Closed Meeting**

**Motion:** I move that the Town Council of the Town of Urbanna approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

***Motion, Second***

***Discussion*** - If any councilmember disagrees, they must so state at this time.

***Roll Call by Clerk***

**12d – Action on Closed Meeting (if necessary)**

Action on matters discussed in Closed Session, if necessary.

## **CERTIFICATION OF CLOSED MEETING**

### **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 \_\_\_\_\_, 2025 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, 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 \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2025.