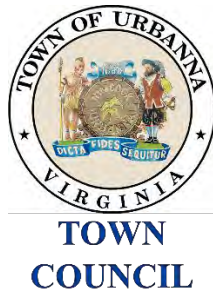




Urbanna Town Council
WORK SESSION
Thursday, August 28, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St., Suite B, Urbanna, Virginia

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. **Special Presentation** – Friends of Urbanna
7. Public Comment
8. Council Response to Public Comment
9. Action Items
 - a. **Resolution 2025-016:** Street Closures and Traffic Restrictions During the 2025 Urbanna Oyster Festival
 - b. **Resolution 2025-017:** Designated No Parking Areas, Enforcement, and Towing During the 2025 Urbanna Oyster Festival
10. Work Session Matters
 - a. Urbanna Main Street Grant Report
 - b. Town Welcome Sign Replacement
 - c. Water Tower Logo Painting Options
11. Council Announcements & Requests
12. Closed Meeting (if needed)
 - a. Motion to Convene Closed Meeting
 - b. Motion to Reconvene in Open Session
 - c. 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



**TOWN
COUNCIL**

Agenda Item Summary

AUGUST 28, 2025

Agenda Item: 6 – SPECIAL PRESENTATION

Friends of Urbanna

Background: Members of Friends of Urbanna will be present to make a special announcement to Council.



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.

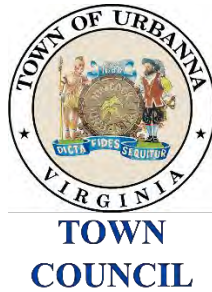
NO SPEAKERS: Mayor closes Public Comment Period.

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.



Agenda Item Summary

AUGUST 28, 2025

Agenda Item: 9 – ACTION ITEMS

a. Resolution 2025-016: Street Closures and Traffic Restrictions During the 2025 Urbanna Oyster Festival

Background: Section VII “Public Safety (In Town Parking and Vehicle Movement)” of the Urbanna Oyster Festival Master Plan 2025 states, “The following street closures are made pursuant to a resolution passed by the “Town Council” of the Town of Urbanna, and in accordance with the 2025 Urbanna Oyster Festival permit, as issued by the Virginia Department of Transportation.”

The street closures are enumerated in the master plan as well as in the attached resolution.

Fiscal Impact: NA

Staff Recommendation: Approve Resolution 2025-016 as presented.

Council Action Requested: Yes

Sample motion: I move to approve Resolution 2025-016 as presented.

*Proposed for Adoption by the Urbanna Town Council
August 28, 2025 Regular Meeting*

**RESOLUTION 2025-016
STREET CLOSURES AND TRAFFIC RESTRICTIONS
DURING THE 2025 URBANNA OYSTER FESTIVAL**

WHEREAS the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 7, 2025, and Saturday, November 8, 2025; and

WHEREAS the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 68th year, marking a significant tradition and cultural event within the community; and

WHEREAS the street closures and traffic restrictions necessary to ensure public safety and the orderly conduct of the festival are detailed in the 2025 Oyster Festival Master Plan and Public Safety Plan; and

WHEREAS the safety and security of the public, including festival attendees, residents, and participants, necessitate the closure of certain streets and the restriction of vehicular traffic within the town limits; and

WHEREAS it is the responsibility of the Town of Urbanna to take necessary actions to ensure the orderly and safe conduct of the festival; and

WHEREAS public safety officials have determined that certain streets and locations must be closed to vehicular traffic at specified times to facilitate the festival and the Fireman's Parade;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Urbanna, Virginia as follows:

1. Street Closures on Friday, November 7, 2025:

*Proposed for Adoption by the Urbanna Town Council
August 28, 2025 Regular Meeting*

- Virginia Street from Cross Street to the waterfront and from Cross Street to Grace Street; Rappahannock Avenue from Marston Avenue to Virginia Street; and a portion of Prince George Street shall be closed to vehicular traffic as required by public safety officials.

- Notwithstanding the foregoing, various streets and locations may be closed at any time on Friday, November 7, 2025, to ensure public and/or pedestrian safety as determined by public safety officials.

2. Traffic Restrictions During Fireman's Parade on Friday, November 7, 2025:

- Vehicular traffic entering or leaving the town shall be prohibited on the West side (Route 602) from 5:00 PM to 9:00 PM and on the East side (Rosegill) from 6:00 PM to 9:00 PM.
- During this time, the movement of vehicular traffic within the town shall be limited, and vehicular traffic, except for parade participants, shall be strictly prohibited along the Fireman's Parade route.

3. Street Closures on Saturday, November 8, 2025:

- At 9:00 AM, or earlier if deemed necessary by State Police, State Route 227 (Urbanna Road) shall be closed to all vehicular traffic except law enforcement, and fire and rescue vehicles, with a police-manned barricade at Molly's Way. Vehicles will be directed to park in the "official" festival parking lots or will be allowed to turn around and leave the area.
- At 9:00 AM, or earlier if deemed necessary by State Police, State Route 602 (Old Virginia Street) shall be closed to all vehicular traffic except law enforcement and fire and rescue vehicles, with a police-manned barricade at Route 1011 (Red Hill

*Proposed for Adoption by the Urbanna Town Council
August 28, 2025 Regular Meeting*

Drive). Only vehicles displaying an "Official 2025 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation, shall be permitted further entrance past the police barricade. Vehicles without a permit will be directed to park in the "official" festival parking lots or allowed to turn around and leave the area.

4. Additional Traffic Restrictions on Saturday, November 8, 2025:

- Beginning at 8:00 AM, Virginia Street from Cross Street to Grace Street; Rappahannock Avenue from Marston Avenue to Virginia Street; and all of Prince George Street shall be closed to vehicular traffic, except law enforcement and fire and rescue vehicles.
- Motor vehicles located within the corporate limits of the Town of Urbanna shall not be permitted to leave town until approximately 8:00 PM, or earlier as deemed appropriate by law enforcement.

5. Regulation of Golf Carts:

- Vehicular traffic, as defined herein, shall include, but not be limited to, all golf carts as defined under Chapter 14, Article 4, Sections 14-38 et seq. of the Town Code, except "official golf carts" as defined under §14-45 of the Town Code.
- All golf carts, except for "official golf carts" operating within the Town of Urbanna boundaries as may be expanded for this event, shall be properly licensed under §14-38 et seq. of the Town Code and shall properly display a Town of Urbanna vehicle license sticker.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

DONE this 28th day of August, 2025.

Urbanna Residents! Plan Ahead for the 2025 Oyster Festival

The 68th Annual Urbanna Oyster Festival kicks off on **Friday, November 7th**. **EXPECT STREET CLOSURES, PARKING RESTRICTIONS, AND CHANGES TO TRAFFIC PATTERNS.**

Here's what you need to know:

P Parking: Restrictions will be in effect from 2 AM Friday until late Saturday night. Several streets in town will be designated as No Parking zones, with towing enforced.

- No parking on Urbanna Road, Watling St, Cross St, Prince George St, Virginia St, Marston Ave, and more.
- Tow-away zones will be enforced throughout the festival area.
- Streets may reopen for parking earlier on Saturday based on cleanup progress.

Road Closures:

- **Friday, Nov 7th:** Roads into town close at 5 PM (west side) and 6 PM (east side) for the Fireman's Parade.
- **Saturday, Nov 8th:** Road closures begin by 9 AM and will last until 8 PM or later.
- Access will be limited to emergency vehicles during these closures.

Parades:

- **Friday, 7 PM** – Fireman's Parade
- **Saturday, 2 PM** – Oyster Festival Parade

Please plan your movements accordingly to avoid delays and enjoy the festivities safely!

For more details, visit ([link to website](#)) or call Town Hall.

**Southside Sentinel run: October 30, 2025
November 6, 2025**



TOWN OF URBANNA 2025 OYSTER FESTIVAL STREET CLOSURES AND PARKING RESTRICTIONS

The Virginia Department of Transportation has approved the following 2025 Urbanna Oyster Festival Street Closures, Traffic Restrictions, and No Parking Zones pursuant to Resolutions 2025-016 and 2025-017 of the Urbanna Town Council:

Parking Restrictions

Parking restrictions will be in effect within the corporate limits of the Town of Urbanna between 2 a.m., Friday, November 7, 2025 and 11 p.m., Saturday, November 8, 2025 in order to ensure pedestrian safety, safe movement of police, fire, and rescue vehicles, and safe parade operations. Certain streets may be opened for parking earlier than 11 p.m. Saturday depending on the progress of cleanup crews.

No Parking areas will be designated as Tow Away Zones and towing will be at the owner's expense. The no parking-tow away zones for both sides of the streets in Urbanna include:

Urbanna Rd from the bridge to the Watling St intersection. Watling St from its intersection with Urbanna Rd at the traffic triangle to Cross St. Cross St from its intersection with Watling St all the way past the Marston Ave intersection. Prince George St from Cross St to Virginia St. Virginia St east from Waverly Rd to Oyster Rd. Marston Ave from Cross St to Rappahannock Ave. Rappahannock Ave south from the Marston Ave intersection to Virginia St. Marston Ave east from Cross St to first house on each side of street. Bonner St west from Rappahannock Ave to Linden Ave. Grace Ave from Bonner St to Virginia St. Park St from Rappahannock Ave to Linden Ave. Upton Ln by the Post Office, Hilliard St, Rappahannock Ave, Cross St, Oyster Rd, Prince George St and Kent St in their entirety.

Urbanna Street Restrictions

Other Restrictions: On Friday, November 7, and Saturday, November 8, 2025, law enforcement authorities may close selected streets to routine traffic as crowd and public safety actions dictate.

Town Entrance Restrictions

Friday, November 7, 2025, vehicular traffic entering or leaving the Town will be prohibited beginning at 5 p.m. on the west side (Route 602) in the vicinity of Lord Mott Road and beginning at 6 p.m. on the east side (Route 227) in the vicinity of Rosegill for the Fireman's Parade. These Routes will be closed to all traffic attempting to enter the Town of Urbanna except to facilitate the movement of police and emergency vehicles. The Town of Urbanna will remain closed until 9 p.m. or later depending on pedestrian traffic.

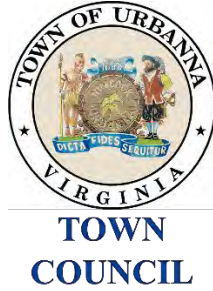
Saturday, November 8, 2025, 9 a.m. or earlier if deemed necessary by law enforcement authorities, State Route 227 (Urbanna Road) will be closed in the vicinity of the Molly's Way, and State Route 602 (Virginia Street) will be closed in the vicinity of Red Hill Drive. These Routes will be closed to all traffic attempting to

enter the Town of Urbanna except to facilitate the movement of police and emergency vehicles. The Town of Urbanna will remain closed until 8 p.m. or later depending on pedestrian traffic. At any time, law enforcement authorities may temporarily close the Town to routine traffic as crowd and public safety actions dictate.

Parade Routes and Times

The Friday, November 7, 2025, Fireman's Parade will begin at 7 p.m. and commence east on Virginia Street from the area of the Urbanna Professional Center, left on Grace Street, right on Bonner Street, left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Virginia Street to a disband area where the parade began. The Saturday, November 8, 2025, Oyster Festival Parade will begin at 2 p.m. and will commence east from the staging and formation area at the Waverly Commons Office Building on Virginia Street, left on Grace Street, right on Bonner Street, left on Rappahannock Avenue, right on Marston Avenue, right on Cross Street, right on Prince George Street, left on Virginia Street to the disband area where the parade began.

GOLF CARTS ARE NOT ALLOWED IN THE FESTIVAL AREA



Agenda Item Summary

AUGUST 28, 2025

Agenda Item: 9 – ACTION ITEMS

b. Resolution 2025-017: Designated No Parking Areas, Enforcement, and Towing During the 2025 Urbanna Oyster Festival

Background: Section IX “Public Safety (No Parking Areas)” of the Urbanna Oyster Festival Master Plan 2025 states, “Pursuant to Resolution of The Urbanna Town Council and Virginia Department of Transportation Parade Permit approval, the following streets are designated “no parking” areas within the corporate limits of the Town of Urbanna between the dates and times indicated in order to ensure pedestrian safety, expedient movement of fire and rescue vehicles, and safe parade operations.”

The “no parking” areas are enumerated in the master plan, as well as in the attached resolution.

Fiscal Impact: NA

Staff Recommendation: Approve Resolution 2025-017 as presented.

Council Action Requested: Yes

Sample motion: I move to approve Resolution 2025-017 as presented.

*Proposed for Adoption by the Urbanna Town Council
August 28, 2025 Regular Meeting*

RESOLUTION 2025-017
DESIGNATED NO PARKING AREAS, ENFORCEMENT, AND TOWING
DURING THE 2025 URBANNA OYSTER FESTIVAL

WHEREAS the Town of Urbanna, Virginia will host the annual Urbanna Oyster Festival on Friday, November 7, 2025, and Saturday, November 8, 2025; and

WHEREAS, the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 68th year, marking a significant tradition and cultural event within the community; and

WHEREAS, the safety and security of the public, including festival attendees, residents, and participants, necessitate the designation of certain streets as “No Parking” areas to ensure pedestrian safety, the expedient movement of fire and rescue vehicles, and safe parade operations; and

WHEREAS, these “No Parking” designations are detailed in the 2025 Oyster Festival Master Plan and Public Safety Plan and are necessary for the orderly conduct of the festival; and

WHEREAS, the Virginia Department of Transportation Parade Permit approval and a resolution of the Urbanna Town Council authorize the establishment of “No Parking Tow Away Zones” within the corporate limits of the Town of Urbanna;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Urbanna, Virginia as follows:

A. Major "No Parking Tow Away Zones": Between 2:00 AM Friday, November 7, 2025, and 11:00 PM Saturday, November 8, 2025, the following streets within the corporate boundaries of the Town of Urbanna shall be designated as “No Parking Tow Away Zones” and shall be prominently marked:

*Proposed for Adoption by the Urbanna Town Council
August 28, 2025 Regular Meeting*

1. **Urbanna Road (State Route 227):** From the Urbanna Bridge to the Watling Street (State Route 227 and State Route T1015) intersection, both sides of the street.
2. **Watling Street (State Route 227):** From its intersection with Urbanna Road (State Route 227) at the traffic triangle to Cross Street (State Route 227), both sides of the street.
3. **Cross Street (State Route 227 and State Route T1005):** From its intersection with Watling Street (State Route 227) past the Marston Avenue (State Route T1006) intersection, both sides of the street.
4. **Prince George Street (State Route T1003):** From Cross Street (State Route 227) to Virginia Street (State Route 227), both sides of the street.
5. **Virginia Street (State Route 227):** East from Waverly Road (State Route 1010) to Oyster Road (T1002) on the waterfront, both sides of the street.
6. **Marston Avenue (State Route T1006):** From Cross Street (State Route T1005) to Rappahannock Avenue (State Route T1001), both sides of the street.
7. **Rappahannock Avenue (State Route T1001):** South from the Marston Avenue (State Route T1006) intersection to Virginia Street (State Route 227), both sides of the street.
8. **Bonner Street (State Route T1020):** West from Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
9. **Grace Avenue (State Route 1010):** From Bonner Street (State Route T1020) to Virginia Street (State Route 227), both sides of the street.
10. **Park Street (State Route T1019):** From Rappahannock Avenue (State Route T1001) to Linden Avenue (State Route T1021), both sides of the street.
11. **Upton Lane (State Route T1017):** In its entirety, both sides of the street.
Post Office patron 10-minute parking will be authorized on Friday until the road is closed by the Sheriff.

*Proposed for Adoption by the Urbanna Town Council
August 28, 2025 Regular Meeting*

12. **Hilliard Street:** In its entirety, both sides of the street.

13. **Rappahannock Avenue, Cross Street, and Kent Street:** In their entirety.

B. Additional "No Parking" Designations:

14. **Between 2:00 AM and 8:00 PM Saturday, November 8, 2025,** there shall be a "No Parking" area from the intersection of Virginia Street (State Route 602) and Lord Mott Road (State Route 615) to the intersection of Virginia Street (State Route 227 and State Route 602) and Waverly Road (State Route 1010) and Red Hill Road (State Route 1011).

C. "No Parking" Signs Outside Corporate Limits:

15. "No Parking" signs will be placed on **State Route 227 and State Route 602** outside the corporate limits of the Town of Urbanna by the Virginia Department of Transportation, Saluda Residency. Tow away zone signs will be placed accordingly.

D. Enforcement and Towing:

"No Parking" areas will be designated as tow away zones, and towing charges will be at the violator's expense.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

DONE this 28th day of August, 2025.



Agenda Item Summary

AUGUST 28, 2025

Agenda Item: 10 – WORK SESSION MATTERS

a. Urbanna Main Street Grant Report

Background: The Urbanna Main Street (UMS) program has successfully completed Main Street Startup under a Community Vitality Grant for which the town served as fiscal agent. The UMS is now taking on another Community Vitality Grant of \$15,000 for Wayfinding Signs. The town will not be serving as the fiscal agent on this project, but will be involved as to placement and other regulatory factors.

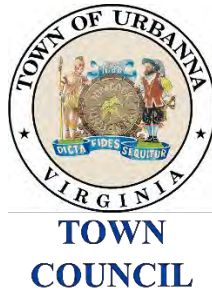
A request was made for a report on the Wayfinding Signs project from UMS and Council's Liaison or a representative of UMS will report.

Fiscal Impact: None.

Staff Recommendation: Receive the update.

Council Action Requested: Receive the update.

Sample Motion: None needed.



**Agenda Item Summary
AUGUST 28, 2025**

Agenda Item: 10 – WORK SESSION MATTERS

b. Town Welcome Sign Replacement

Background: Per photographs which follow, the welcome sign on the west side of town needs to be replaced. Any costs should come from general maintenance funds although this project was not anticipated and thus not included in the current budget. Install work would be done by volunteers who brought the concern forward and obtained the estimates and design options which follow.

Fiscal Impact: \$1,659

Staff Recommendation: Proceed with replacement with the understanding that some other project may have to be put off due to budgetary constraints.

Council Action Requested: Yes. Authorization to proceed if it is acceptable that other projects may have to be put off due to budgetary constraints.

Sample Motion: I move to authorize replacement of the welcome sign on the west side of town at a cost of \$1,659 utilizing Option (A or B) and with appreciation to the volunteers involved.





OPTION A

FRONT SIDE

3/4" King ColorCore - Polyethylene - White/Blue/White
Background Carve to Color Line Depth



BACK SIDE

Routed Inset Boarder & Routed Inset

Copy to Color Line Depth

3/4" x 34" x 66" Polyethylene Oval Panel

Setup & Production Cost: \$1575.00 + Tax

Total w/Tax: \$1658.48

Images in Art
804-785-1011
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OPTION B

FRONT SIDE

3/4" King ColorCore - Polyethylene - Blue/White/Blue
Background Carve to Color Line Depth



BACK SIDE

Routed Inset Boarder & Routed Inset

Copy to Color Line Depth

3/4" x 34" x 66" Polyethylene Oval Panel

Setup & Production Cost: \$1575.00 + Tax

Total w/Tax: \$1658.48

Images in Art
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TOWN COUNCIL

Agenda Item Summary AUGUST 28, 2025

Agenda Item: 10 – WORK SESSION MATTERS

c. Water Tower Logo Painting Options

Background: Earlier consideration of this topic resulted in a decision to not move forward with the application of a logo; to include, but not necessarily limited to, Oyster Shells, Urbanna, some reference to the Urbanna Oyster Festival, or a combination, given the cost. For that reason, the cost for this project was not budgeted for FY 25-26. Reconsideration has been requested and the Finance Committee has a meeting scheduled to discuss the matter.

Two basic design options are attached with cost proposals. Those proposals being open oyster shells and a reference to the Urbanna Oyster Festival. Simply stating “Urbanna” with or without shells would likely cost between the offered \$10,170 and \$15,255, a specific proposal has been requested.

If undertaken, the work should be done in concert with painting the exterior of the tank which can be done between Labor Day and October 1, 2025 to hold down costs of restaging for painting just the logo. Again, a specific proposal has been requested. Painting can be delayed until sometime after April 1, 2026, but before Memorial Day weekend. Weather is a primary factor. Regardless of when undertaken, the tank must be drained during the painting for two weeks. This may very well require well six and perhaps five to pump continuously to meet demand. Thus, the dates proposed are to avoid heavy seasonal demands.

USG, which holds the tank maintenance contract, has indicated they can delay full payment or spread the payment out across budget years, but no absolute terms have been offered or discussed.

Staff believes that some of the significant trees that block the view of the tank are on town property; but this determination is made without an accurate survey which is an absolute necessity before any tree removal is undertaken.

Fiscal Impact: Between \$10,170 and \$15,255 for logo with surveying and tree removal to be determined.

Staff Recommendation: Decide whether to pursue the logo or not, and then, if so, which design.

Council Action Requested: Yes.

Sample motion: I move to direct staff to undertake the incorporation of a logo depicting _____ on the town’s water tank to include vegetation removal and payment negotiation as part of the tank’s routine maintenance exterior painting.

OR

I move to direct staff to undertake the incorporation of a logo depicting _____ on the town’s water tank to include vegetation removal and payment negotiation separate from the tank’s routine maintenance exterior painting.

OR

I move to discontinue efforts to incorporate a logo on the town’s water tank.

Other options are available.



Proposal from
UTILITY SERVICE CO., INC.
 535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069
 Toll-free: 855-526-4413 | Fax: 478-987-2991
 usgwater.com

Date: **06/17/25**

Submitted by: **Hunter Dance**

Local Phone: (804) 510-8968

SFID: **132170**

MP / CS Asset: ☒

Entity Proposal Submitted To ("Customer"): Town of Urbanna			Phone Number: (804) 758-2613		Fax Number:	
Street Address: PO Box 179			Description of Work to be Performed: Miscellaneous Repairs			
City: Urbanna		State: VA	Zip Code: 23175	Asset Name: Town of Urbanna		
Accounts Payable Contact Name: Ted Costin		Email: t.costin@urbannava.gov		Job Site Address: 110 Laurel Hill Drive		
Job Contact (Inspection Reports): Roy Kime		Email: r.kime@urbannava.gov		County / Parish: Middlesex	Asset Size: 250k Gallon	Asset Style: Elevated

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

Please see attached Exhibit(s), which are incorporated herein by reference:

1. Exhibit A – Scope of Work
2. Exhibit B – Terms and Conditions

Please sign and date this proposal and fax one copy to our office.

Ten Thousand One Hundred Seventy and -----00 /100 Dollars \$ 10,170.00

Payment to be made as follows: **Payment Due in Full Upon Completion of Work – plus all applicable taxes**

Remittance Address: Utility Service Co., Inc., P O Box 207362, Dallas, TX 75320-7362

This Proposal, together with its Exhibit A – Scope of Work and Exhibit B - Terms and Conditions, and any additional exhibits that Utility Service Co., Inc. and the Customer agree to incorporate and attach to this Proposal (collectively, this "Proposal") constitutes the entire and exclusive agreement between Utility Service Co., Inc. (which for purposes herein shall collectively include its affiliate companies) and Customer (collectively, the "Parties"). This Proposal may be withdrawn by Utility Service Co., Inc. at any time prior to acceptance. Customer assents to the terms and conditions in Exhibit B and agrees that the terms and conditions in Exhibit B shall govern with respect to this Proposal and the services provided by Utility Service Co., Inc. No additional or conflicting terms or conditions included in any purchase order, hyperlink, acknowledgement or invoice of Customer not expressly incorporated into this Proposal shall be binding on the Parties or this Proposal.

Note: This proposal shall expire automatically
Ninety (90) days following the date of this Proposal.

Authorized
 USCI Signature _____

Acceptance of Proposal The prices, scope of work, and terms and conditions of this Proposal are satisfactory and are hereby accepted. Payment will be made by Customer to Utility Service Co., Inc. as set forth herein.

Is Customer Exempt from Sales Tax? ☐ No ☐ Yes If Exempt, please provide Sales Tax Exemption Certificate.

Fiscal Year Beginning Month _____

Customer Signature _____

Date of Acceptance _____

Printed Name _____

FOR INTERNAL USE ONLY

SFID:

CN:

SO:

MP / CS PN:



Proposal from
UTILITY SERVICE CO., INC.
535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069
Toll-free: 855-526-4413 | Fax: 478-987-2991
usgwater.com

Exhibit A – Scope of Work

Miscellaneous Repairs - Description of Repair Below

- 1. Apply new tank logo on one (1) side**
- 2. Logo application work to be completed at the scheduled exterior renovation**



Proposal from
UTILITY SERVICE CO., INC.
535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069
Toll-free: 855-526-4413 | Fax: 478-987-2991
usgwater.com

Exhibit A – Scope of Work Continued

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Proposal from UTILITY SERVICE CO., INC.

535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069

Toll-free: 855-526-4413 | Fax: 478-987-2991

usgwater.com

Exhibit B – Terms and Conditions

A. GENERAL TERMS AND CONDITIONS

The Terms and Conditions (the "Terms") of this Proposal govern the sale of services (the "Services") by Utility Service Co., Inc. (which for purposes herein shall include its affiliates) to the Customer. All other terms, or variations to these Terms are excluded unless agreed explicitly in writing by a numbered amendment to this Proposal executed by Utility Service Co., Inc. and the Customer. Execution of the Proposal by the Customer, whether in writing, on the Internet, by electronic signature, or by e-mail transmission of a signed Proposal shall mean acceptance that these Terms are deemed incorporated into the Proposal and shall form the contract between the Customer and Utility Service Co., Inc. These Terms shall supersede all prior terms, understandings or Proposals between the Customer and Utility Service Co., Inc. If any part of the Terms should be found to be invalid or unenforceable by a court or other competent authority, then the remainder of the Terms shall not be affected. Any notice to be given with respect to these Terms by either of the Parties shall be in writing. Notices to the Customer shall be sent to the Customer's address on the Proposal, and any notices to Utility Service Co., Inc., including notice of warranty claims by the Customer, shall be sent to: Utility Service Co., Inc., ATTN: Customer Service Department, 535 General Courtney Hodges Boulevard, Post Office Box 1350, Perry, Georgia 31069.

This Proposal has been issued based on the information provided by the Customer and on information currently available to Utility Service Co., Inc. at the time of Proposal issuance. Any changes or discrepancies in site conditions, concealed conditions where the Services will be performed, changes in environmental, health, and safety regulations or conditions, changes in Customer's financial standing, Customer's requirements, or any other relevant change or discrepancy in the factual basis upon which this Proposal was created may lead to changes in the offering, including but not limited to, changes in pricing, warranties, quoted scope of work, and/or terms and conditions. Unless stated otherwise in the Proposal, performance and/or payment bonds are not included in the price. These bonds can be purchased on request but will be at an additional cost.

B. PRICES, PAYMENT TERMS, COMMITMENT OF CUSTOMER, CREDIT REPORTING AND TAXES

Prices, which are expressed in US Dollars, are only valid for the period stated in the Proposal. If not stated, the validity period is ninety (90) days. Unless otherwise stated in the Proposal, the full price shall be due and payable upon completion of the Services, which may or may not include the installation of Equipment. All of Utility Service Co., Inc.'s invoices are due and payable upon receipt. If any payment is not made by the Customer within sixty (60) calendar days following the date of the invoice, Utility Service Co., Inc. reserves the right to charge a late payment charge of one and one-half percent (1.5%) per month of the outstanding past due balance. Any failure by Customer to make timely payment of any obligation under this Proposal shall be deemed a breach. Customer agrees to reimburse Utility Service Co., Inc. for all charges, costs, expenses and attorney's fees incurred to enforce or collect the amounts due under this Proposal. In the event Customer has a valid dispute with any invoice or amount due, such dispute must be communicated in writing to Utility Service Co., Inc. within thirty (30) days of the invoice date, describing the amount, issue and the reason for any dispute. Any amounts not disputed within this time frame will be deemed to be valid. Utility Service Co., Inc. and Customer agree to work expeditiously to resolve any dispute. Customer agrees to notify Utility Service Co., Inc. within thirty (30) days of any change in Customer's name, address, or phone number. By executing this Proposal, Customer authorizes Utility Service Co., Inc. to periodically request your credit reports and bank and trade references. Upon your request, we will inform you of the name and address of the reporting agency from which we received such a report, if any. The price listed in the Proposal excludes all taxes unless specifically stated otherwise in the Proposal. The Customer is responsible for payment of all applicable taxes, however designated or incurred in connection with the transactions under this Proposal, and agrees to reimburse Utility Service Co., Inc. for any taxes paid on Customer's behalf.

C. DELIVERY OF SERVICES AND INSTALLATION OF EQUIPMENT

The provision of Services as contemplated herein might require the installation of certain equipment (the "Equipment") on the Customer's real property or on the improvements to the Customer's real property (e.g., water storage tank, etc.). All times and dates for the delivery of Services and/or installation of Equipment are approximate, but Utility Service Co., Inc. shall use its reasonable efforts to respect them. The Parties shall each make commercially reasonable efforts to schedule the Services after the date this Proposal is executed by the Customer. Utility Service Co., Inc. shall not be liable for any loss or damage resulting from late delivery of the Services or installation of Equipment.

D. ACCESS TO CUSTOMER'S FACILITY OR REAL PROPERTY

Customer hereby agrees to provide Utility Service Co., Inc. with reasonable access to its facility or real property to perform the Services. "Reasonable access" shall include passable roads for ingress and egress as well as sufficient usable ground space for Utility Service Co., Inc.'s equipment and materials needed to perform the Services. Unless otherwise provided in this Proposal, the price of this Proposal does not include the cost to lease additional real property so that Utility Service Co., Inc. will have sufficient usable ground space to stage its equipment and materials needed to perform the Services. Any such cost would be in addition to the price of the Proposal, and if needed, the Customer agrees to negotiate an amendment to this Proposal to modify the pricing in good faith.

E. RISK OF LOSS

Risk of loss or damage to the Equipment, if applicable to this Proposal, shall pass to the Customer upon delivery of the Equipment to the named place of destination.

F. TITLE TO EQUIPMENT

If the sale of Equipment is included in this Proposal, the title in the Equipment shall remain with Utility Service Co., Inc. until the price of the Proposal is paid in full. The Customer assents that Utility Service Co., Inc. may enter upon the Customer's real property and/or facility to repossess the Equipment if payment(s) are not received in full by their due date(s).

G. SCOPE OF WARRANTY

Subject to the limitations contained herein, Utility Service Co., Inc. represents that for a period of one (1) year from the earlier of: (i) the completion of the Services (to include the installation of the Equipment, if applicable to this Proposal) or (ii) the Customer's return to use of the asset that is the subject matter of this Proposal ("Warranty Period"), the Services and Equipment, if applicable, will be free from defects in materials and workmanship and will substantially conform to the specifications set forth in Exhibit A ("Warranty"). WITH THE EXCEPTION OF THE REPRESENTATION IN THE FOREGOING SENTENCE, UTILITY SERVICE CO., INC. MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES OF ANY KIND WITH RESPECT TO THE SUBJECT MATTER HEREOF AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE.

H. NOTIFICATION OF WARRANTY CLAIM

All claims filed under the Warranty provided in Section G shall be made in writing by the Customer within thirty (30) calendar days of identifying a defect. Customer shall provide the written notice of the claim to Utility Service Co., Inc. pursuant to Section A above, and the Customer shall provide the following information in the written notice: (i) a description of the defect giving rise to the claim; (ii) photographs showing the defect; and (iii) if the claim is related to Equipment, the serial number(s) of the Equipment which is (are) the subject of the claim.

I. EXCLUSIONS FROM WARRANTY

Occurrence of any of the following, as reasonably determined by Utility Service Co., Inc., will void the Warranty: (i) unauthorized alteration of any component(s) of the Services or the Equipment, if applicable, originally supplied by Utility Service Co., Inc., or (ii) intentional or negligent damage to Utility Service Co., Inc.'s work product or the Equipment, if applicable to this Proposal, caused by any other person or entity, including but not limited to, the Customer and its officers, employees, agents, contractors, and assigns.

J. VERIFICATION OF WARRANTY CLAIM

Utility Service Co., Inc. shall contact Customer following its receipt of notice of a claim under the Warranty. Utility Service Co., Inc. reserves the right to request additional information from the Customer or to conduct an on-site inspection of its work or the Equipment, if applicable to this Proposal, before accepting a claim. The Parties agree to cooperate and work in good faith to provide any additional information needed or to schedule an on-site visit by Utility Service Co., Inc.'s personnel to visibly inspect the work and the Equipment, if applicable. Furthermore, Utility Service Co., Inc. reserves the right to have a third party participate in the inspection of the work to verify whether the work or Equipment, if applicable, is defective under the terms of the Warranty.



Proposal from
UTILITY SERVICE CO., INC.

535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069

Toll-free: 855-526-4413 | Fax: 478-987-2991

usgwater.com

Exhibit B – Terms and Conditions (Continued)

K. SATISFACTION OF WARRANTY CLAIM

If Utility Service Co., Inc. verifies, in good faith, that a claim under the Warranty is valid and not subject to an exclusion pursuant to Section I above, Utility Service Co., Inc. agrees to repair or replace, without expense to the Customer, any workmanship, materials, and/or Equipment, if applicable, furnished hereunder that may prove defective within the Warranty Period. The Warranty provided in this Proposal shall be the sole and exclusive remedy of the Customer.

L. INDEMNIFICATION

Utility Service Co., Inc. shall indemnify and hold harmless Customer from all claims for physical damage to third party property or injury to persons, including death, to the extent caused by the negligence of Utility Service Co., Inc. or its officers, agents, employees, and/or assigns while engaged in activities under this Proposal. Customer shall likewise indemnify and hold harmless Utility Service Co., Inc. from all claims for physical damage to third party property or injury to persons, including death, to the extent caused by negligence of the Customer or its officers, agents, employees, and/or assigns. In the event such damage or injury is caused by joint or concurrent negligence of Utility Service Co., Inc. and Customer, the loss shall be borne by each Party in proportion to its negligence. For the purpose of this Section L, (i) "Third party" shall not include Customer or any subsequent owner of the property where the Services were performed or Equipment, if applicable, their subsidiaries, parents, affiliates, agents, successors or assigns including any operation or maintenance contractor, or their insurer; and (ii) no portion of the Equipment is "third party property".

M. FORCE MAJEURE

Utility Service Co., Inc. shall not be liable to the Customer for non-performance or delay in performance of any of its obligations under this Proposal due to: (i) acts of God (which include, but are not limited to, tropical storms, hurricanes, tornadoes, and earthquakes), (ii) failure of the Internet or another network, (iii) war, (iv) riot, (v) civil commotion, (vi) embargo, (vii) labor disputes, (viii) labor strikes, (ix) fire, (x) flood, (xi) theft, (xii) epidemic, (xiii) pandemic (including COVID-19), (xiv) delay in delivery of services, materials, or equipment by subcontractors, suppliers, or manufacturers, (xv) shortage of labor or materials, or (xvi) any other unforeseen event (whether or not similar in nature to those specified) outside the reasonable control of Utility Service Co., Inc.

N. LIMITATION OF LIABILITY

Neither the Customer nor Utility Service Co., Inc. shall be liable to the other for any economic (including, without limitation, loss of revenues, profits, contracts, business or anticipated savings), special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of goodwill in any way whether such liability is based on tort, contract, negligence, strict liability, product liability or otherwise arising from or relating to this Proposal or resulting from the use or the inability to use the Services or Equipment, if applicable to this Proposal, or the performance or non-performance of the Services or Equipment, if applicable. It is the responsibility of the Customer to insure itself in this regard if it so desires. The liability limit of Utility Service Co., Inc. and its affiliate companies under this Proposal, whether based in contract, warranty, tort (including negligence), strict liability, product liability or otherwise shall not exceed the price that the Customer agrees to pay Utility Service Co., Inc. in this Proposal.

O. GOVERNING LAW AND DISPUTE RESOLUTION

This Proposal and these Terms shall be construed in accordance with the laws of the state of Georgia without regard to the conflict of law principle. In the event of a dispute concerning this Proposal, the complaining Party shall notify the other Party in writing thereof. Management level representatives of both Parties shall meet at an agreed location and attempt to resolve the dispute in good faith. Should the dispute not be resolved within sixty (60) days after such notice, the complaining Party shall seek remedies exclusively through arbitration. The seat of arbitration shall be the federal district court closest to the location where the Services were performed or are scheduled to be performed, and the rules of arbitration will be the Commercial Arbitration Rules of American Arbitration Association, which are incorporated herein by reference into this Section O.



Proposal from
UTILITY SERVICE CO., INC.
 535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069
 Toll-free: 855-526-4413 | Fax: 478-987-2991
 usgwater.com

Date: **06/17/25**Submitted by: **Hunter Dance**

Local Phone: (804) 510-8968

SFID: **132170**MP / CS Asset: ☒

Entity Proposal Submitted To ("Customer"):			Phone Number:		Fax Number:	
Town of Urbanna			(804) 758-2613			
Street Address:			Description of Work to be Performed:			
PO Box 179			Miscellaneous Repairs			
City:		State:	Zip Code:	Asset Name:		
Urbanna		VA	23175	Town of Urbanna		
Accounts Payable Contact Name:		Email:		Job Site Address:		
Ted Costin		t.costin@urbannava.gov		110 Laurel Hill Drive		
Job Contact (Inspection Reports):		Email:		County / Parish:	Asset Size:	Asset Style:
Roy Kime		r.kime@urbannava.gov		Middlesex	250k Gallon	Elevated

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

Please see attached Exhibit(s), which are incorporated herein by reference:

1. Exhibit A – Scope of Work
2. Exhibit B – Terms and Conditions

Please sign and date this proposal and fax one copy to our office.

Fifteen Thousand Two Hundred Fifty Five and -----00 /100 Dollars \$ 15,255.00

Payment to be made as follows: **Payment Due in Full Upon Completion of Work – plus all applicable taxes**

Remittance Address: Utility Service Co., Inc., P O Box 207362, Dallas, TX 75320-7362

This Proposal, together with its Exhibit A – Scope of Work and Exhibit B - Terms and Conditions, and any additional exhibits that Utility Service Co., Inc. and the Customer agree to incorporate and attach to this Proposal (collectively, this "Proposal") constitutes the entire and exclusive agreement between Utility Service Co., Inc. (which for purposes herein shall collectively include its affiliate companies) and Customer (collectively, the "Parties"). This Proposal may be withdrawn by Utility Service Co., Inc. at any time prior to acceptance. Customer assents to the terms and conditions in Exhibit B and agrees that the terms and conditions in Exhibit B shall govern with respect to this Proposal and the services provided by Utility Service Co., Inc. No additional or conflicting terms or conditions included in any purchase order, hyperlink, acknowledgement or invoice of Customer not expressly incorporated into this Proposal shall be binding on the Parties or this Proposal.

Note: This proposal shall expire automatically
Ninety (90) days following the date of this Proposal.

Authorized
 USCI Signature

Acceptance of Proposal The prices, scope of work, and terms and conditions of this Proposal are satisfactory and are hereby accepted. Payment will be made by Customer to Utility Service Co., Inc. as set forth herein.

Is Customer Exempt from Sales Tax? ☐ No ☐ Yes If Exempt, please provide Sales Tax Exemption Certificate.

Fiscal Year Beginning Month

Customer Signature

Date of Acceptance

Printed Name

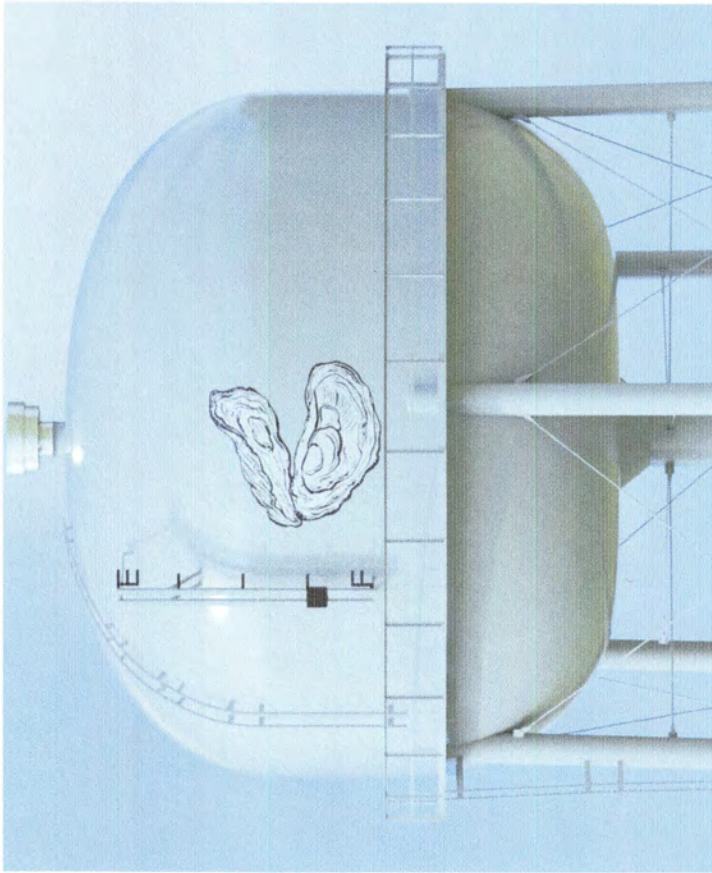
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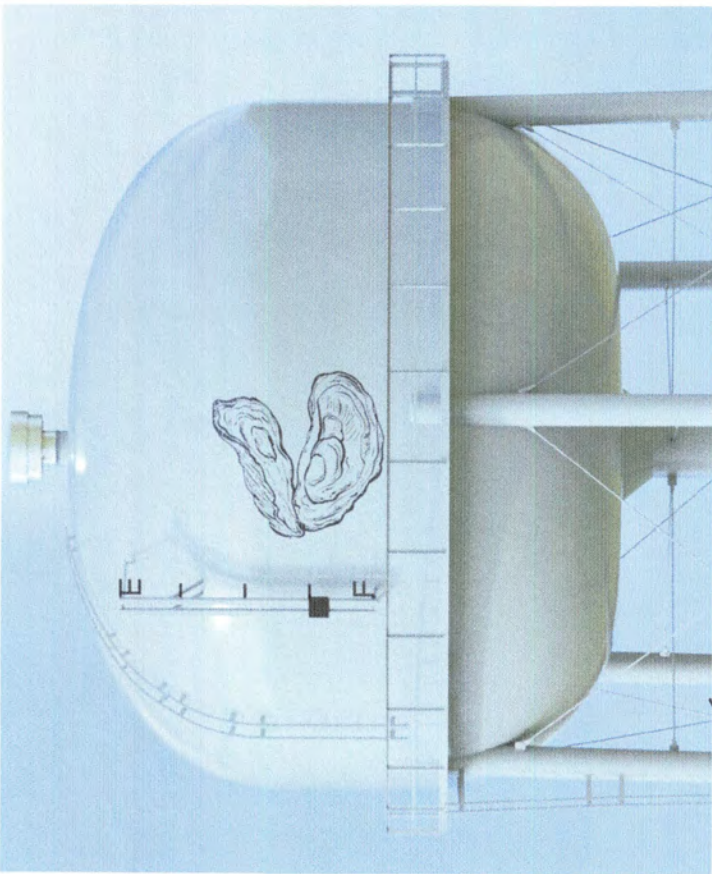
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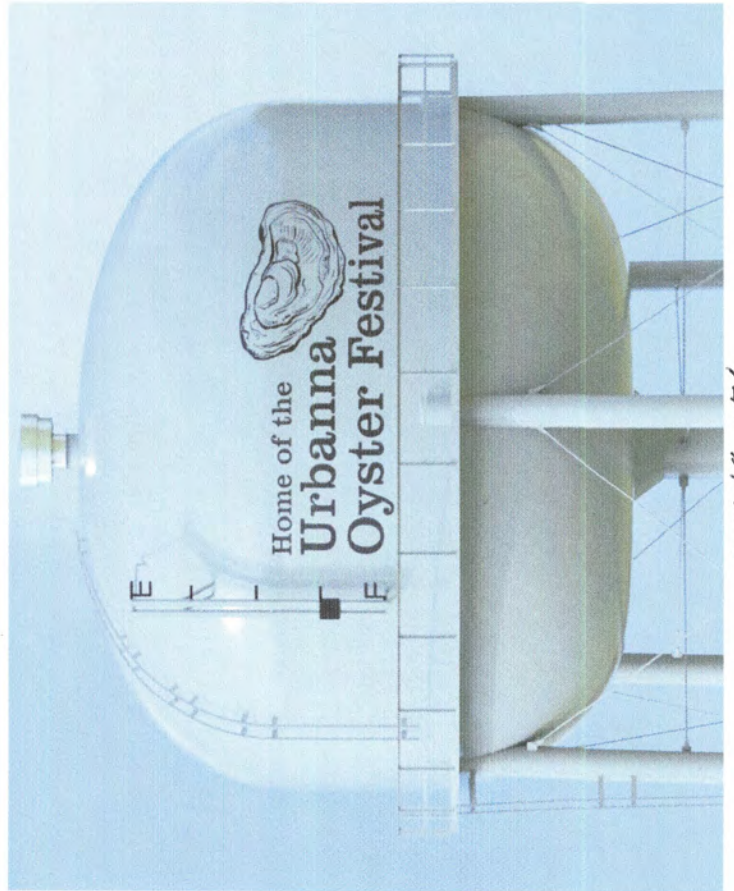
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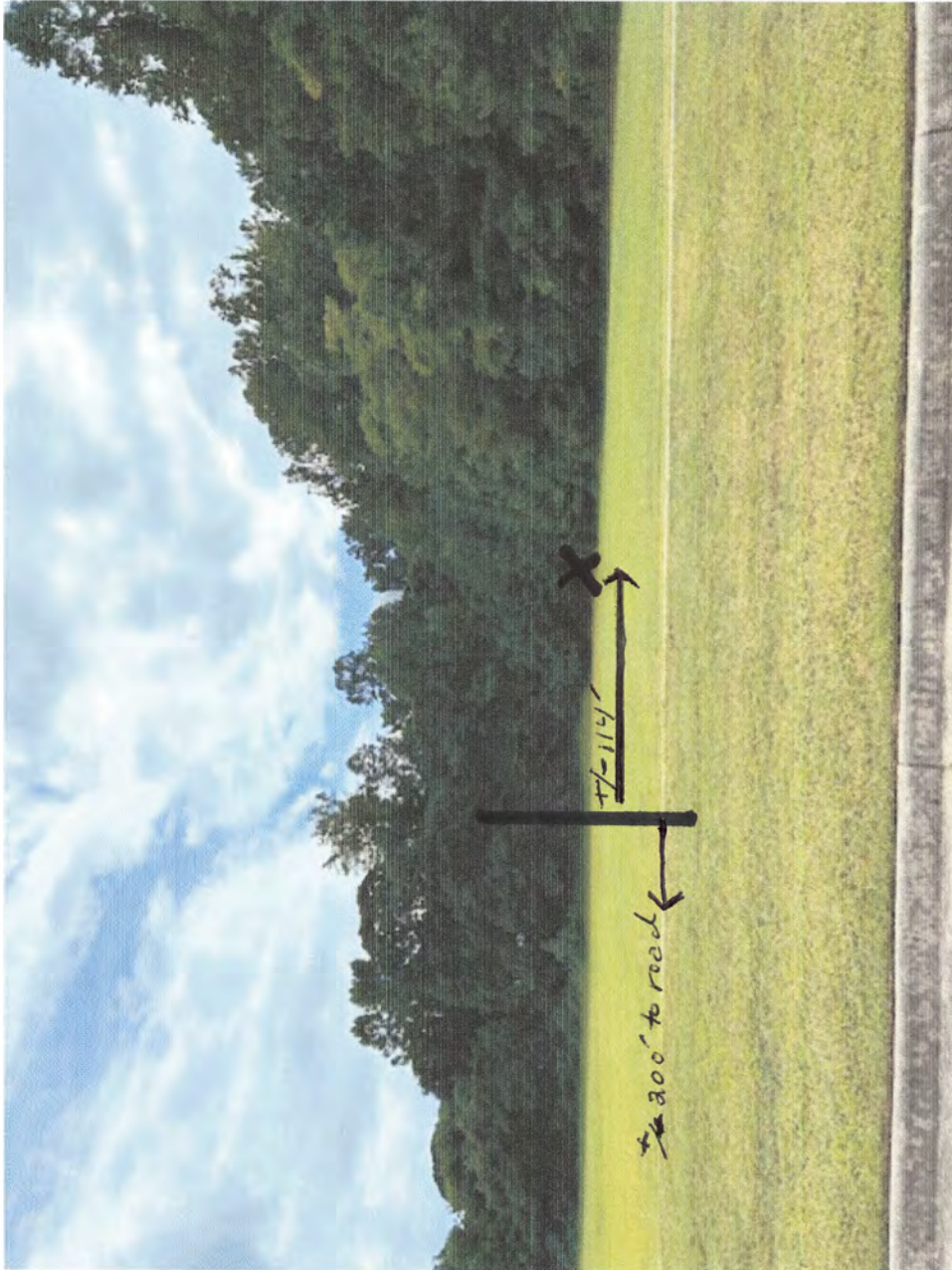
10K +/-



10K +/-



15K +/-





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

AUGUST 28, 2025

Agenda Item: 12 – CLOSED MEETING (if necessary)

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)() of the Code of Virginia to discuss ...

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 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 _____th day of _____, 2025.