



Urbanna Town Council  
REGULAR MEETING  
Thursday, April 9, 2026 - 6:00pm  
Middlesex Volunteer Fire Department  
330 Virginia Street, Meeting Room, Urbanna, Virginia

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## AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
  - a. March 26, 2026 Work Session Draft Minutes
7. Resolution 2026-003 – Proclamation recognizing April 2026 as National Volunteer Month and April 19–25, 2026 as National Volunteer Week in the Town of Urbanna
8. Reports
  - a. Staff Reports
    1. Town Administrator
    2. Treasurer
    3. Town Clerk
  - b. Committee Reports
    1. Finance
    2. Water
    3. Special Events
    4. Personnel
9. Public Comment 1 & Council Response to Public Comment 1
10. Old Business
  - a. Repair/Replace Marina Bridge
  - b. Mainstreet Wayfaring Presentation
  - c. Valve Box Repair Proposal
  - d. Resolution 2026-004 – VDOT Land Use Permit
  - e. Wooden Pickle Contract
11. New Business
  - a. Resolution 2026-005 – Water Connect/Disconnect and Usage Agreement with Aylett Country Day School for Tax Map 20A-18-E
  - b. Location Release
12. Public Comment 2 & Council Response to Public Comment 2
13. Council Announcements & Requests
14. Closed Meeting (if needed)
15. 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 (all in favor, any opposed)***

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

1. Temporary disability or medical condition that prevents their physical attendance.
2. 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. Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (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.

### 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 (all in favor, any opposed)***



**TOWN  
COUNCIL**

**Agenda Item Summary**

**APRIL 9, 2026**

**Agenda Item: 6 – APPROVAL OF MINUTES**

**a. March 26, 2026 Regular Meeting Draft Minutes**

**Fiscal Impact:** None

**Staff Recommendation:** Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to approve the March 26, 2026 minutes as presented [or, with the discussed amendments made by consensus of the Council].

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

**DRAFT MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF MARCH 26, 2026**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 26th day of March, 2026 beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

**AGENDA ITEM 1. CALL TO ORDER**

Mayor Goldsmith called the meeting to order at 6:00pm.

**AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER**

Not necessary.

**AGENDA ITEM 3. ROLL CALL OF MEMBERS**

- Marjorie Austin ..... Present
- Larry Chowning ..... Absent
- Alana Courtney..... Present
- Mayor Bill Goldsmith ..... Present
- Merri Hanson ..... Present
- Beth Justice ..... Present
- Robbie Wilson ..... Present

**Others Present:**

- Ted Costin, Town Administrator
- Michele Hutton, Town Treasurer
- Christine Branch, Town Clerk
- Andrea Erard, Town Attorney
- Members of the press and public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor led the Pledge of Allegiance.

**AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA**

**Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.**

**AGENDA ITEM 6. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1**

There were no speakers.

**AGENDA ITEM 7. WORK SESSION MATTERS**

**7a. Repair/Replace Marina Bridge**

Mr. Costin said a proposal was included in the packet from Evans Construction for the Council to review. Councilmember Wilson has met with them.

Mayor Goldsmith said he met with B. I. Monsour of TD Eure, a design/build firm out of Beaufort, NC. Mr. Monsour came out and took measurements at the bridge. He said they could definitely do the project. Mayor Goldsmith has texted and emailed Mr. Monsour but hasn't heard back yet.

Mr. Costin said he has a list of people who are interested in doing the construction work. Some have been recommended by residents and some have cold-called after reading about the project in the paper. He will use this list when the RFP for construction is ready to be sent.

### **7b. Personnel Policy Review**

Ms. Erard went over a draft of the Personnel Policy and asked various questions of Council. Council made the following decisions:

- Twelve-month probationary period for new employees
- Inclement weather – full-time staff are paid and not required to report in except in emergencies or as otherwise directed by the Town Administrator
- Rehiring or Restatement – change “a year” to “18-months”
- Secondary employment – develop a conflict-of-interest form
- Telework – The Town does not permit employees to engage in regular telework...
- Telework – create a form to document designated space at alternate work locations including a section for photos

Council consensus set Exempt employee compensatory time accrual at time and a half (Polled: Yes-Austin, Goldsmith, Hanson, Justice; No-Courtney, Wilson) Councilmember Austin said it's fair that Exempt and Non-Exempt be treated the same. Councilmember Hanson said this is a way to recognize and reward employees since there are not many ways to do that.

Councilmember Austin said employees should be paid for accrued comp time at separation because it's time they worked. Councilmember Wilson said no because of the financial impact. Ms. Erard said employees are paid in the sense that they use comp in place of vacation time, which is paid out at separation.

Councilmember Austin said there should be a discipline plan. Councilmember Hanson said that fairness and the appearance of fairness are important but does not feel a written plan is necessary because it can be constraining. Ms. Erard said guidelines for handling discipline lies with the Town Administrator.

Regarding paid leave time, Ms. Erard suggested the policy be that employees start earning and be allowed to use such time upon hiring. Council agreed.

Council asked about a computer usage policy and were reminded that they passed an IT Policy in April of 2025 which is part of the overall policy manual of which this Personnel Manual would be a part. A Vehicle Use policy was also passed at that time.

**AGENDA ITEM 8. ACTION ITEMS**

**8a. Approval of March 4, 2026 Special Called Meeting Draft Minutes**

**8b. Approval of March 12, 2026 Regular Meeting Draft Minutes**

Councilmember Austin made a motion to approve the March 4 and March 12, 2026 minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

**AGENDA ITEM 9. PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2**

There were no speakers.

**AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS**

Councilmember Justice said she has sponsors for the band for the Independence Day celebration and is looking for one more. Something Different is going to host a pie-eating contest. The cost will be \$20/person.

Councilmember Austin said Dragon Run Dogs will be a vendor at all Second Saturdays.

**AGENDA ITEM 11. CLOSED MEETING (if necessary)**

A closed meeting was not held.

**AGENDA ITEM 12. ADJOURN OR RECESS**

Councilmember Austin made a motion to adjourn. All were in favor with none opposed.

The meeting was adjourned at approximately 6:56pm.

Respectfully submitted,  
Christine H. Branch, Town Clerk

Approved by Council: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Christine H. Branch, Town Clerk



**TOWN  
COUNCIL**

**Agenda Item Summary**

**April 9, 2026**

**Agenda Item: 7 – Resolution 2026-003 – Proclamation recognizing April 2026 as National Volunteer Month and April 19–25, 2026 as National Volunteer Week in the Town of Urbanna**

**Background:** The Volunteer River Counties has requested that the Urbanna Town Council consider a proclamation recognizing April 2026 as National Volunteer Month and April 19–25, 2026, as National Volunteer Week in Urbanna. They note, “Volunteerism is a cornerstone of our community, with residents dedicating countless hours to our schools, environmental protections [sic], and local healthcare initiatives. These contributions generate a multi-billion-dollar economic impact across Virginia, a value felt deeply right here”. On that note, consider just the volunteer hours given to the Scottish Factor Store and Museum amounts to approximately \$8,000 in savings for staff salaries. Consider then the additional positive financial impact of our Marina and Landscaping volunteers. Money aside, the contribution of time and effort provide safety and attractiveness to the town.

**Fiscal Impact:** None for the resolution, but request permission to undertake an appreciation event not to exceed \$750.

**Staff Recommendation:** Adopt the proclamation as presented. Then host a Volunteer Appreciation Pizza Party at the Taber Park Pavilion on Friday, April 24, 2026 from Noon until 2 for the volunteers who serve the town.

**Council Action Requested:** Yes, as noted in the above Staff Recommendation.

**Sample Motion:** I move to adopt Resolution 2026-003 recognizing April 2026 as National Volunteer Month and April 19–25, 2026 as National Volunteer Week in Urbanna with appreciation to all who work to better Urbanna.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

*Proposed for Adoption by the Urbanna Town Council  
April 9, 2026 Regular Meeting*

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**RESOLUTION 2026-003**

**PROCLAMATION RECOGNIZING NATIONAL VOLUNTEER MONTH AND WEEK**

**WHEREAS** the citizens of the Town of Urbanna have a long and proud tradition of stepping up to strengthen our community, giving their time, talent, and energy to make life better for their neighbors across the Northern Neck and Middle Peninsula; and

**WHEREAS** countless individuals act as volunteers throughout the Town of Urbanna and surrounding area, serving in schools, clinics, food banks, places of worship, and a multitude of organizations that bring hope and opportunity to others; and

**WHEREAS** volunteer service remains essential to meeting the unique challenges of our coastal community - whether improving educational outcomes, supporting families, protecting our local environment and waterways, or caring for those in need; and

**WHEREAS** data from the Virginia Community Engagement Index shows that volunteers invest in the issues they care about including housing, hunger, and access to healthcare; and that the Volunteer River Counties initiative provides a vital resource for connecting our residents with meaningful service opportunities that address those issues; and

**WHEREAS** national sources estimate that Virginia’s volunteers generate over \$5.2 billion in economic impact across the Commonwealth, a value deeply felt here in the Town of Urbanna through the thousands of hours donated to our local groups and organizations; and

**WHEREAS** National Volunteer Week, first established in 1974, marks over fifty years of celebrating those who give back and encouraging others to join in service; and

**WHEREAS** it is fitting to honor the individuals and organizations whose commitment to service strengthens the fabric of the Town of Urbanna and builds a brighter future for all our citizens;

**NOW, THEREFORE, BE IT RESOLVED** that the Urbanna Town Council does hereby recognize April 2026 as NATIONAL VOLUNTEER MONTH and April 19–25, 2026, as NATIONAL VOLUNTEER WEEK in Urbanna, Virginia.

**BE IT FURTHER RESOLVED** that the Council calls this observance to the attention of all citizens and encourages everyone to find a way to serve, knowing that when we invest in one another, we create a stronger, more connected community.

**DONE** this 9th day of April, 2026.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**APRIL 9, 2026**

**Agenda Item: 8 – REPORTS**

**a. Staff Reports**

1. Town Administrator – Ted Costin
2. Treasurer – Michele Hutton
3. Town Clerk – Christine Branch



## TOWN OF URBANNA

300 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175  
PHONE: 804-758-2613, FAX: 804-758-0389

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To: The Honorable Mayor and Members of the Urbanna Town Council  
From: P. S. T. (Ted) Costin, Administrator  
Date: April 1, 2026  
Subject: March 2026 Report given April 2026

“Short” month as I was out of the office a week on vacation, but meetings attended included Review of Personnel Policy Draft with the Treasurer and Attorney, Oyster Festival Fee increase also with the Treasurer and Attorney, and Server capabilities with Clerk and Franktronics our Information Technology vendor.

I managed to close one zoning violation and address the tree removal from the Womans Club property as not being in violation. Enforcement included prevailing in a Golf Cart matter in court as well.

The well house repair was started and completed in less than a week. Staff coordinated with the contractor, increased the water level in the tank repairing each day to a point the tank could be recharged overnight, and notifications to the public. We appreciate any water saving steps taken by citizens/businesses to make this a success. I am working with USDA to get this covered with documentation under our new well #6 project.

At your last regular meeting I was directed to bill the Virginia Department of Transportation (VDOT) for covering water valves. I will update that as part of consideration on two separate items to be considered later in the meeting. Also, I received word from the Department of Environmental Quality regarding our water withdrawal permit application needed additional information. I am working with the engineer to fulfill that requirement.

Received word the documentary film event is going to happen in May; May 12-14 with some reservation as to weather. Sites in town to be involved include the Marina and Scottish Factor Store as well as private property. Activity around those locations may require cooperation to limit noise, but there will be noise associated with cannon and musket fire. Town staff is providing logistical support such as lodging and meal venues.

Still waiting on Oyster Festival Incident Action Plan documents, status of pre-engineering grant, and as of this date how to proceed with a contract for engineering services to cover services to date and/or devising a temporary bridge solution. Funding through the General Assembly was not successful.

Thank you and please feel free to reach out to me with any questions you have in advance of the meeting.



# Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End

Account Balance thru 2/28/2025	Prior Year	Prior Month	Statement Date
	<b>2/28/25</b>	<b>1/31/26</b>	<b>2/28/26</b>
Primis Bank General Operating Bank Account	1,075,033.34	553,098.53	558,881.53
<b>Renter Water Deposits</b>	-18,276.66	-20,401.66	-20,401.66
Net Operating General Bank Account (Adjusted Bal)	1,071,935.89	552,330.97	557,765.26
Primis – USDA Well Replacement reopened (8/2/24)	58,771.88	16,141.26	11,775.76
C&F Bank Historic Trust (new 3/1/2023)	63,883.26	67,154.63	68,088.75
C&F Bank - Water Fund Reserve (13 mo CD) 4/15/26	121,127.71	125,871.37	Next Int 4/15/26
C&F Bank – General Fund Reserve (13 mo CD) 4/15/26	100,211.48	104,136.02	Next Int 4/15/26
C&F Bank -Operating Reserve (13 mo CD) 4/15/26	419,729.98	436,167.68	Next Int 4/15/26
Taber Trust – Account Value	1,034,480.76	1,226,834.92	1,229,355.02
Taxes listed below are collected for prior month(s)	<b>2/28/25</b>	<b>1/31/2026</b>	<b>2/28/26</b>
Meals Tax collected in February	12,644.22	5,850.71	14,557.74
Lodging Tax collected in February	1,427.07	419.96	355.52
Cigarette Tax collected in February	659.15	558.60	420.82

**EXPENDITURES:**

Business as usual

**REVENUE:**

Business as usual

March 5, 2026  
09:43 AM

**Meals Tax**

Range of Accounts: 100-12110-0001    to 100-12110-0001    Start Month: July    Start Year: 2025  
Type: Revenue Activity    Includes Accounts with Zero Activity: N    Year To Date As Of: 03/05/26  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
100-12110-0001	Meals Tax - Local								
121059.56		16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74
<b>Fund Total</b>		16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74
<b>Grand Total</b>	Count: 1	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74

March 5, 2026  
09:42 AM

**Lodging Tax**

Range of Accounts: 100-12100-0001    to 100-12100-0001    Start Month: July    Start Year: 2025  
Type: Revenue Activity    Includes Accounts with Zero Activity: N    Year To Date As Of: 03/05/26  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
100-12100-0001	Lodging Tax								
21399.76		4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52
<b>Fund Total</b>		4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52
<b>Grand Total</b>	Count: 1	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52

## Water Sales

March 5, 2026  
09:45 AM

Town of Urbanna  
2026 Revenue Summary by Month

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Range of Accounts: 500-17010-0001	to 500-17010-0001	Start Month: July	Start Year: 2025
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 03/05/26	
Subtotal CAFR: No			

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Account No	Description								
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
500-17010-0001	Water Sales Charges								
265660.49	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	
<b>Fund Total</b>									
265660.49	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	
Grand Total	Count: 1								
265660.49	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	



## MEMORANDUM

Date: April 9, 2026

To: The Honorable Mayor and Members of the Town Council  
Town Administrator

From: Christine H. Branch, Town Clerk

Subject: **Monthly Clerk's Report**

### CURRENT/ONGOING PROJECTS

- Work with Franktronics to develop file and folder structure and server data retention policy.
- Municode Recodification & getting Code updated to present.
- Log all Town Council actions, Resolutions, and Ordinances.
- Unpack, sort, scan, and file all Town documents.
- Continue working on records management policy and procedure, naming conventions, and standardized electronic & paper filing systems.
- Continue updating website and Facebook with current information and links.

### FUTURE PROJECTS

- Overhaul website.
- Work with Franktronics on implementing internal data security and server upgrade.
- Meet with staff to develop and implement file naming conventions and discuss records management needs.

### PROFESSIONAL DEVELOPMENT

- Various webinars regarding local government, transparency, records management, and community engagement.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**APRIL 9, 2026**

**Agenda Item: 8 – REPORTS**

**b. Committee Reports – each committee chair will present their report**

1. Finance
2. Water
3. Special Events
4. Personnel

**TOWN OF URBANNA WATER COMMITTEE NOTES**  
**MARCH 24, 2026 MEETING**

§ 2.2-3707.1. Minutes shall be taken at all open meetings. However, minutes shall not be required to be taken at deliberations of (iv) any other committees or subcommittees appointed by the governing bodies of towns, except where the membership of any such committee or subcommittee includes a majority of the governing body of the town.

The Town of Urbanna Water Committee met on the 24th day of March, 2026 beginning at 10:02 a.m. in the Town Hall conference room located at 300 Virginia Street, Urbanna, VA.

**1. Call to Order & Roll Call:** The Mayor called the meeting to order.

Present: Marjorie Austin, Chair; Bill Goldsmith, Mayor; Roy Kime (citizen); David Overman (citizen); Staff – Christine Branch, Ted Costin, Steve Hutton, Maribel Kimble

**2. Designation of Chair:** Marjorie Austin was nominated as 2026 Chair and accepted.

**3. Valve Box Repair Proposal:** Mr. Costin said the valve covers were paved over by VDOT contractors during roadworks. VDOT says they're not responsible because Town utilities are in their right-of-way. A quote was received from Metro Contractors Inc. for \$3,900 per hole. Mr. Hutton said there are 13 per the water mapping. There are additional charges to replace broken valves and perform any other work outside the scope of work (attached). The Committee recommended doing the work in phases: 4 this fiscal year, 4 in the 26/27 fiscal year, and the remainder in the 27/28 year.

**4. Status of Well House Repair:** Mr. Costin said the repairs were taking place. There was a slight delay because the calibration meter had been replaced since Sydnor's initial inspection and they needed a different pipe. All work should be completed on Wednesday, March 25, 2026. To save money, we will be disposing of the old pipes ourselves. Mr. Hutton said the generator is off but runs at 9am every Tuesday for 15 minutes as a test. **The Committee recommended publishing before and after photos of the work done so the public can see.**

**5. Aylett Country Day School (ACDS) Account:** A leak was discovered on the ACDS property after the ice storm. It was discovered that the meter on the property was not attached to a water account and ACDS has not been paying for water usage since installing the meter in 2019. ACDS only uses the property during the Oyster Festival and there are no structures currently on the property. Mr. Costin has been speaking with an ACDS representative to create an agreement going forward and to receive payment for the water usage during the leak. They will be billed for \$1,300 which includes a small credit based on estimated historic usage. A statement that the leak has been repaired must be received before a credit can be applied. The proposed agreement is that the meter will be turned on before the Oyster Festival and turned off after the Oyster Festival each year. ACDS will pay the bi-monthly minimum fee for the period including the month of November plus any usage overages. **The Committee agreed the proposal was fair and recommended to send the proposal in the form of a Resolution (draft attached) for Town Council approval.**

Mr. Costin said ACDS also wants to install an above-ground faucet on the property. **The Committee agreed that they must receive HARB approval first.**

Ms. Kimble said there are other unnamed meters out there but we don't know where they are. She said there are 1 or 2 and they are not being used.

**6. Billing Dispute on Prince George:** Mr. Costin said a resident noticed a one-day spike in usage but said there were no leaks on the property. Ms. Kimble gave a \$50 courtesy adjustment based on usage but the resident is not satisfied. Mr. Costin said it may be possible the resident left a faucet on when leaving the house that day. **The Committee agreed the resident should pay the bill and no further adjustments be made.**

**7. Other Matters:** Mr. Costin said the VDH is offering free PFAS tests, six months apart. He has requested the Town's water be tested.

Ms. Kimble said a resident insists there's a meter box on the vacant lot next to his property and wants it located. Ms. Kimble said there is no record of a box ever being installed on that property and it is not possible to locate it. **The Committee agreed the resident will have to pay for a new box if they want one on the property.**

Mr. Costin asked if he should propose a water rate increase given that we will likely need to raise the real estate tax for the 26/27 fiscal year. **The Committee said yes and suggested an in-town bi-monthly minimum of \$60 and no change to out-of-town.** Ms. Kimble will send Committee members the currently adopted water rates.

Ms. Kimble and Mr. Hutton said there are times when a customer has a leak but refuses to address it. This is losing a significant amount of water from the water system. They have changed meters to prove the leak is on the customer's side, but they still refuse to address it. They put the original meter back on after testing. The customer may then come back later and say they did in fact have a leak and want their bill credited. **The Committee agreed that no credits should be applied after the date the Town determines there is a leak and notifies the customer. If a new meter was installed during the process, the customer is to be billed for the meter, labor, and all water usage with no credits. Ms. Kimble and Ms. Branch will work on drafting a policy to this effect for Council approval.**

Irrigation meters, aka subtraction meters, were discussed. Mr. Hutton, Ms. Kimble and Mr. Kime said a second meter can be installed by customer request if the water used will not enter the sewer system. It is most commonly used for filling swimming pools, gardening, and lawn irrigation. This allows the customer to pay for the water usage but not be billed for sewage and waste water since it is not entering the system. The cost is about \$4,000.

There being no further matters, the meeting was adjourned at 11:25am.

**Recorded by: Christine H. Branch, Town Clerk**



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 9 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO  
PUBLIC COMMENT 1**

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.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their response to only those comments immediately preceding their response.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**APRIL 9, 2026**

**Agenda Item: 10 – OLD BUSINESS**

**a. Repair/Replace Marina Bridge**

**Background:** See prior Agenda Item Summaries without presentation attachments. As of this meeting's agenda deadline, a third proposal has yet to be received. Staff has been advised no appropriation will be forthcoming from the General Assembly. No word has been received on the pending requests put in by the Planning District Commission or Rep. Wittman's office. We continue to receive complaints about the lack of access, parking, and difficulty servicing the marina and boaters. This may lead to lost revenue in both near and long-term durations. Events such as July 4 Boat Parade are now in jeopardy of being lost as well as a Christmas themed opportunity.

**Fiscal Impact:** Upwards of 4.4 million dollars for temporary and permanent solutions.

**Staff Recommendation:** Act in recognition that continued delays will increase complaints as well as result in lost revenue and other opportunities.

**Council Action Requested:** Yes. Direct staff to engage with the engineering firm of Whitman, Requardt & Associates, LLP in order to secure a temporary cast-in-place concrete bridge to reopen access to the town's marina.

**Sample Motions:** I move to authorize the Town Administrator to engage with the engineering firm of Whitman, Requardt & Associates, LLP in order to secure a temporary cast-in-place concrete bridge to reopen access to the town's marina.

***Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote)***



**TOWN  
COUNCIL**

**Agenda Item Summary**

**MARCH 26, 2026**

**Agenda Item 7 – WORK SESSION MATTERS**

**7.a. Repair/Replace Marina Bridge**

**Background:** Council has received current background information regarding the need to repair or replace the Marina Bridge since December of 2025.

Before any options can be discussed for the type of repair/replacement of the bridge, engineering work must be performed.

At the March 12, 2026 meeting, Council requested additional information on potential engineering firm options based on information received from the Mayor and Councilmember Wilson. Council received information from one firm, WRA, at a special meeting held on March 4, 2026.

In December 2025, WRA performed a site visit to the marina bridge and provided services relating to the closing of the bridge. To date, they have not been compensated for the work they have completed.

**Fiscal Impact:** To be determined by the option council decides to pursue for engineering services.

**Staff Recommendation:** Identify the desired engineering firm option and direct staff to develop the necessary contract documents needed to engage the firm and enable engineering work to begin. The contract document would then be brought back to Council for final approval at a future meeting.

**Council Action Requested:** Yes, as noted above.

**Sample Motions:**

I move to authorize the Town Administrator to work with the Town Attorney to develop the necessary contract documents with \_\_\_\_\_ for Council approval so that engineering work can begin for the marina bridge.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***



## TOWN COUNCIL

### Agenda Item Summary

**MARCH 12, 2026**

#### Agenda Item 9 – OLD BUSINESS

##### 9.b. Repair/Replace Marina Bridge

**Background:** Please refer to the Agenda Item Summaries for January 8 and February 12, 2026.

At a Special Meeting held March 4, council received a presentation from Jeremy Schlusel with the engineering firm of Whitman, Requardt & Associates, LLP (WRA) to present options for short-term and long-term solutions for the marina bridge (see attached). In order to devise an engineering services contract to address the work performed to date and work needing to be performed to implement a temporary solution council needs to provide staff with guidance on which if any solution offered is preferred.

With Mr. Kime removing himself from consideration, the use of and need for a Project Manager is open. However, staff has learned with the bridge being under the purview of VDOT for plan review and inspection, some other options may be available.

**Fiscal Impact:** To be determined by the option council decides to pursue for a temporary bridge. However, the prior total estimate, 4.4 million dollars, remains a working number for purposes of funding requests.

**Staff Recommendation:** Identify the desired temporary option and direct staff to develop the necessary contract documents so that work already done by WRA can be compensated and progress to open access to the town's marina in a safe manner for vehicular traffic accommodating pedestrian traffic.

In order to avoid protracted environmental permitting and related costs which would be caused by any option requiring foundation, the cast-in-place options would seem to meet the need, be the quickest to implement, least expensive and be the most conducive to site particulars.

**Council Action Requested:** Yes, as noted above.

#### Sample Motions:

I move to authorize the Town Administrator to work with the Town Attorney to develop the necessary contract documents with WRA so that work already done by WRA can be compensated and progress to open access to the town's marina in a safe manner for vehicular traffic accommodating pedestrian traffic.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***



**TOWN  
COUNCIL**

**Agenda Item Summary**

**MARCH 4, 2026 SPECIAL CALLED MEETING**

**Agenda Item: 4 – SPECIAL MEETING MATTER**

**4.a. Engineering Proposal Regarding the Marina Bridge**

Jeremy Schlusel, PE, Senior Vice President with Whitman, Requardt & Associates, LLP will be present to review the proposed Scope of Work and answer questions from Council.



## TOWN COUNCIL

### Agenda Item Summary

**February 12, 2026**

#### Agenda Item: 9 – OLD BUSINESS

##### 9.a. Engineering Contract

**Background:** Please refer to the January 8, 2026 Agenda Item Summary which follows.

The town's attorney has worked with the firm of Whitman, Requardt & Associates, LLP (WRA) to devise an engineering services contract to address the work performed to date and work needing to be performed to repair and/or replace the bridge which serves as the only land access to the marina. The town's attorney will be available to present further on the contract which is attached as a Draft. The draft, once completed as a final version, will be sent under separate cover.

**Fiscal Impact:** In total per estimate, 4.4 million dollars; but as presented in phases, a lesser portion at present. In addition, note the below recommendation regarding a Project Manager.

**Staff Recommendation:** Accept so that work already done by WRA can be compensated and progress with additional needed work to temporarily open access to the town's marina in a safe manner as well as begin identifying and implementing long-term options.

In addition, retain Roy Kime as a Project Manager at a cost of \$10,000 to oversee the planning, engineering, and construction. This will allow the Town Administrator to focus on funding the project. Mr. Kime has successfully managed the initiation of the Well #6 construction as well as the pool for Urbanna.

**Council Action Requested:** Yes, to accept the contract with WRA as presented and retain Roy Kime as Project Manager.

##### Sample Motions:

I move to authorize the Town Administrator to execute the contract for engineering services with Whitman, Requardt & Associates, LLP related to the town's marina bridge.

I move to retain Mr. Roy Kime as Project Manager for the Urbanna Marina Bridge Repair/Replacement Project at a fixed fee of \$10,000.

***Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote)***



## Agenda Item Summary

**January 8, 2026**

### Agenda Item 11b: Marina Bridge

**Background:** Being on notice that the marina bridge was in bad condition as early as 2011 the town has avoided a great deal of liability. The situation has improved with the complete closure and blockage of the bridge to vehicular traffic. However, new potential liabilities arise. While it may not have been safe for Fire/EMS to cross the bridge – they could. Now they cannot. We now have a relationship with an engineering firm recommended by VDOT, Whitman, Requardt & Associates, LLP, who is recommending a bridge construction company, Kokosing. It is imperative all time and energy be given to establishing a Bridge over Bridge that includes contracting to construction not so much to limit inconvenience to our marina residents, but address a public safety shortfall.

The more recent activity concerning the bridge came about as I initiated the contact with Whitman, Requardt (and other engineering companies) in hopes we would get a grant for which we had already applied. This grant would address pre-engineering on the bridge be it repair or replacement. I asked all companies for an estimate of what pre-engineering would cost so we could use their estimates for the upcoming budget preparation. Regardless, if we did not get the grant and knowing the bridge's 2011 condition, we still needed estimates as the bridge still needed critical attention. I am impressed with this firm, because of all the firms contacted for an estimate they took the time to look at the bridge (on December 15) and document what they saw as well as, while under no contractual obligation professionally, recognized a professional duty to advise us to close the bridge on December 16. That day, after consulting with the mayor and Town Attorney, she shared the 2011 assessment documents with another engineer whose opinion was the bridge should have been closed at that time. At the same time, Whitman, Requardt contacted VDOT's District Bridge Engineer who reviewed their findings. While not a bridge under VDOT control, they corresponded with advice to close the bridge. Bridge closure occurred in the evening of December 16 to a limited degree with the mayor's help, then in total on December 19 thanks to VDOT.

During the holidays work was done to find financial assistance. This includes a commitment from Del. Keith Hodges to introduce a Special Appropriations Bill to fund repair/replacement of the bridge. The Delegate is in need of information and I have once again reached out to Whitman, Requardt & Associates, LLP, as well as Kokosing for that number anticipating replacement. Keep in mind, this is not guarantee of funding. In addition, other bridge over bridge solutions were sought.

**Fiscal Impact:** Up to \$5,000,000 based on an a verbal estimate. This will require a delay until at least the next budget of many needed and/or desired projects including, the Drone Show/Fireworks, pool slide, and playground equipment.

**Staff Recommendation:** Maintain Closure. Secure a contract to engage Whitman, Requardt & Associates, LLP, and Kokosing to establish as a temporary work around; a Bridge over Bridge so as to reopen the marina to vehicular traffic. Then pursue engineering and construction for a permanent repair, but more likely replacement.

**Council Action Requested:** Authorize staff to continue the closure and engage Whitman, Requardt & Associates, LLP, and Kokosing to establish as a temporary work around; a Bridge over Bridge so as to reopen the marina to vehicular traffic. Then pursue engineering and construction for a permanent solution up to and including replacement.

**Sample Motion:** I move to support continued closure of the marina bridge and authorize staff to engage Whitman, Requardt & Associates, LLP, and Kokosing to establish as a temporary work around such as a Bridge over Bridge so as to reopen the marina to vehicular traffic. Then pursue engineering and construction estimates for a permanent solution up to and including replacement for review by council.



## TOWN COUNCIL

### Agenda Item Summary

April 9, 2026

#### Agenda Item: 10 – OLD BUSINESS

##### b. Mainstreet Wayfaring Presentation

**Background:** A presentation will be given by Shawn Terpack, Art Director and Wayfinding Specialist with Arnett Muldrow and Associates. Mr. Terpack was retained by Urbanna Main Street to develop a wayfinding signage proposal. Members of Urbanna Main Street will be present to reacquaint council to the project and introduce Mr. Terpack, but know the project has been coordinated with Bay Transit and the Urbanna Business Association.

**Fiscal Impact:** None. Grant funded project.

**Staff Recommendation:** Accept the proposal and direct staff to develop a Memorandum of Understanding to consider the signs Town Signs with the installation and maintenance the responsibility of Urbanna Main Street.

**Council Action Requested:** Yes, Accept the proposal and direct staff to develop a Memorandum of Understanding to consider the signs Town Signs with the installation and maintenance the responsibility of Urbanna Main Street.

**Sample Motions:** I move to direct staff to develop a Memorandum of Understanding as appropriate to consider the wayfinding signs Town Signs with the installation and maintenance the responsibility of Urbanna Main Street.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***



# Urbanna, Virginia Wayfinding Presentation

April, 2026



ARNETT MULDROW

## Scope of Work

Agenda Packet Page 27 of 50

- Background Review
- Traffic Research
- Community Visit & Tour
- System Mapping
- Wayfinding Sign Design

But first...

**Downtown  
Urbanna  
Concept**

ARNETT MULDROW



Academic



Athletic



ARNETT MULDROW



ARNETT MULDROW



ARNETT MULDROW



ARNETT MULDROW

# GALLIARD LOVELO



ARNETT MILDROW



ARNETT MILDROW



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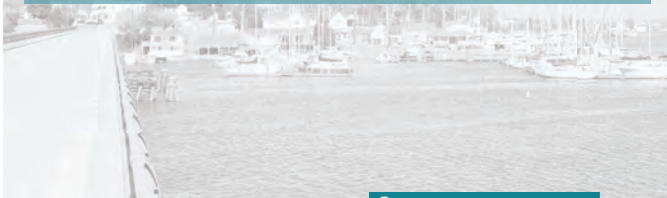


ARNETT MILDROW

ARNETT MILDROW



# Existing Conditions

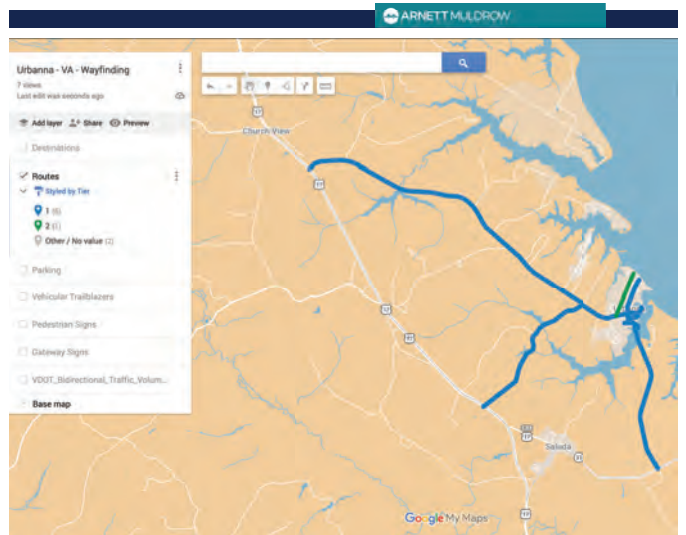
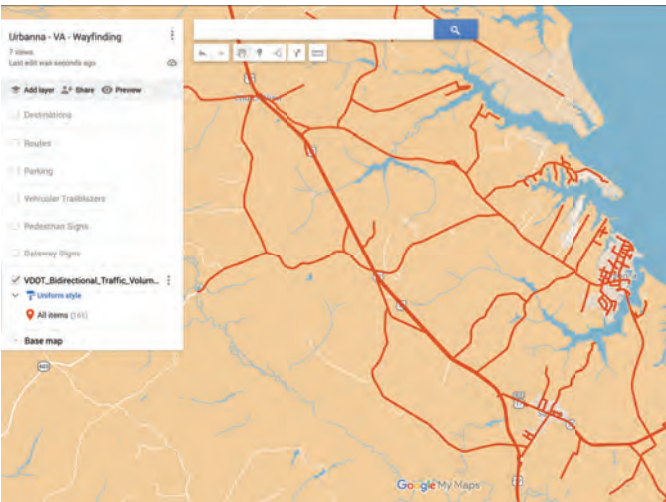
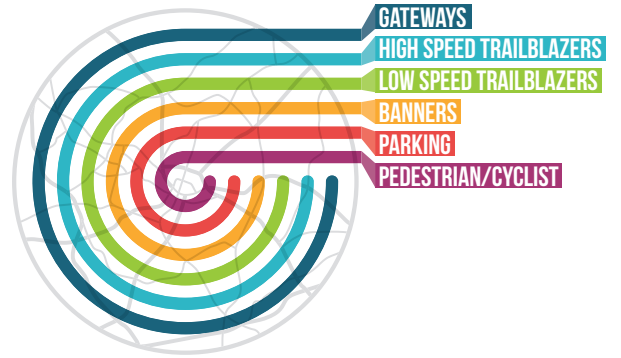


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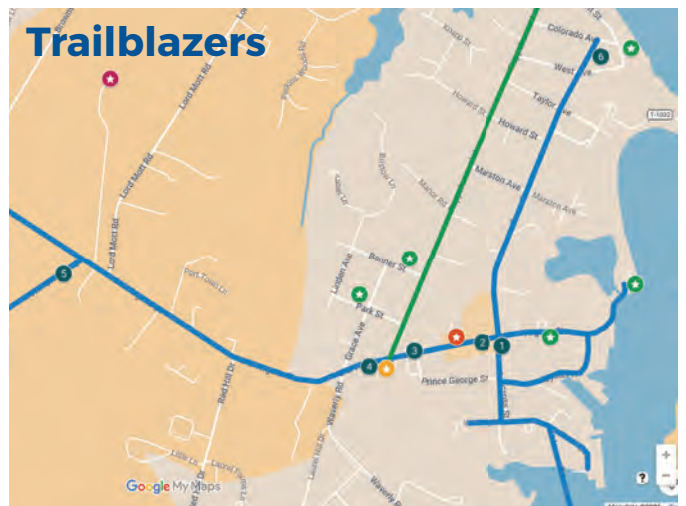
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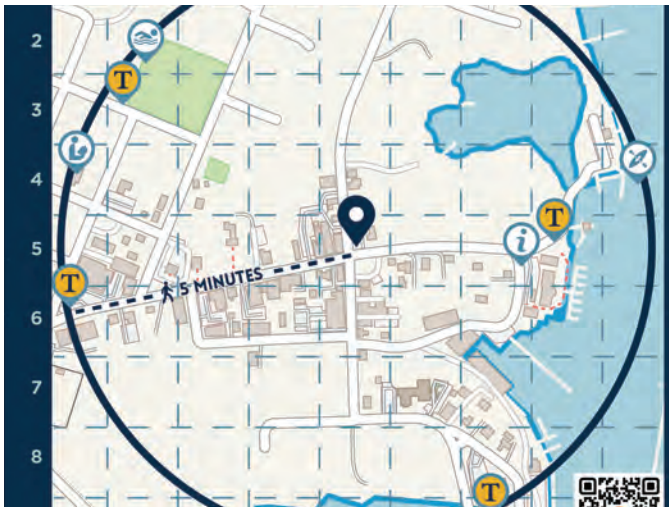
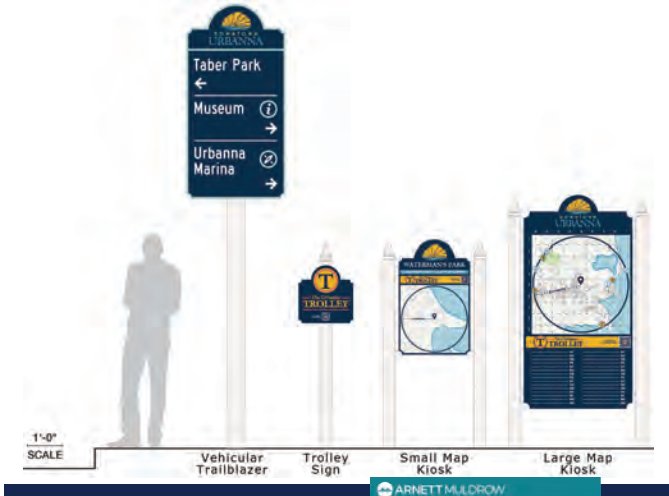




## Destinations

Destination	Tier
Watermans Park	1
Urbanna Town Marina/Kayak Launch	1
Taber Park	1
Middlesex County Public Library Urbanna Branch	1
Museum/Visitors Center	1
Urbanna Town Hall	2
Urbanna Oyster Festival Parking	2
United States Postal Service	3
Urbanna Harbor Yacht Club	4
Bethpage Camp-Resort	4
Hewick Plantation	4



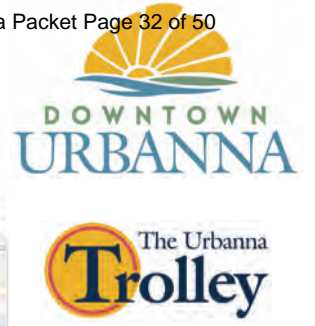




Vehicular Trailblazer

Small Map Kiosk

Large Map Kiosk





**TOWN  
COUNCIL**

**Agenda Item Summary**

**APRIL 9, 2026**

**Agenda Item: 10 – OLD BUSINESS**

**c. Valve Box Repair Proposal**

**Background:** At your last regular meeting I advised I had reached out to Hampton Roads Sanitation District (HRSD) and got an update on manhole covers. Learning they were beginning work this month I sought an opportunity to get several paved over water valves uncovered. HRSD advised their selected contractor was the most competitive and a proposal was sought and obtained. The final proposal version is before you.

The Water Committee considered this project and supports noting some valves be uncovered this Fiscal Year (FY 25-26) and others next FY 26-27. It may be necessary to uncover others in FY 27-28.

**Fiscal Impact:** \$3,900 per location. Propose four locations be done by late June and four locations done in early July. Thus: \$15,600 in FY 25-26 and \$15,600 in FY 26-27. Note that there is uncertainty in the exact location of valve covers, depth, and condition. As a result, the actual cost may exceed the estimate.

**Staff Recommendation:** Authorize Town Administrator to accept the proposal of Metro Contractors, Inc.

**Council Action Requested:** Yes. Authorize Town Administrator to accept the proposal of Metro Contractors, Inc.

**Sample Motions:** I move the Town Administrator be authorized to accept the proposal of Metro Contractors, Inc. to uncover and adjust to grade height water valve covers as determined by staff.

***Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote)***

# Metro Contractors Inc

4426 Lake Summer Ct  
Moseley, Va 23120  
(804) 912-4439  
Class A Contractor

**Project Name: Urbana Valve Box repair Job**  
**Customer: Steve Hutton**

We hereby submit an estimate for this project Metro agrees to supply his Equipment, Labor, and Materials to Adjust Valve Box to grade of road and patch with asphalt to grade of Road. This Quote is for each Valve Box.

### SCOPE OF WORK INCLUDED:

1) Mobilization----In and out-----	\$ 600.00
2) Demo ---- Saw cut, Breaker, Haul off, Disposal-----	\$ 500.00
3) Valve Box ---- Excavate, Parts, Compact, Stone -----	\$ 1,400.00
4) Asphalt Repair---- Install 3” Intermediate Asphalt, Compact, Trucking-----	\$ 1,000.00
5) Traffic Control---- Barrels, Cones, Signs-----	\$ 400.00

## Total : \$ 3,900.00

**Note: If needed to Replace Valve box that is an Extra Cost**

### Excluded:

1. Any required bonds, permits, soil testing of any kind, inspections or connection fees.
2. Electrical, traffic, or telephone (removal, relocation, repairs, or installation).
3. Any associated equipment, labor or materials not listed in "Scope of Work" to be performed.
4. No Surveying
5. Irrigation or landscaping
6. Imported Topsoil or Mulching
7. Any Work not listed in the proposal
8. Any work not shown on the plans  
No Relocation of power pole or guide wires or
9. Temporary holding of power pole or guide wires.
10. Sewer (installation, removal or relocation) not indicated on plans.
11. Water (installation, removal or relocation) not indicated on plans.
12. Water line relocation or pressure reducing devices or backflow preventer on main water

- service to building.
13. Locating of private utilities or structures, Relocation, repairs or adjustments of any existing or new utilities not specifically indicated on plans.
  14. French drains, foundation drains, ud-4 drain lines
  15. Underground tanks (removal or installation).
  16. Demo or removal of any buried structures or above ground not indicated in scope.
  17. Gas service (relocation, demolition or installation).
  18. Brick pavers.
  19. Cameras or flushing of pipes.
  20. Removal or handling of soils generated by others.
  21. Undercut or replacement of unsuitable materials.
  22. Dowels or reinforcing in curb.
  23. No Boring work
  24. Removal or replacement of stone contaminated by others.
  25. Foundations, building slabs or footings or stone bedding for as built plans Stoops, steps, ramps, or concrete under canopies or carports or any signs.
  26. Repairs to traffic signals or power pole Relocations.
  27. Backfilling footings or walls on interior.
  28. Excess dirt to remain onsite
  29. Drying of materials.
  30. BMP or retention clarification.
  31. Mechanical equipment pads or walls
  32. Locating or hand excavation of any existing utilities not indicated on plans.
  33. No Inside of building backflows or any other work
  34. Temporary facilities, Urinals Supplied by Others
  35. Cleaning of lines with Vacuum trucks not caused by us
  36. Removal of any LP gas tanks above or below ground
  37. No road mill and Overlay

Metro. or its subcontractors will not be held liable for any erosion and/or sediment issues resulting from any weather conditions, either natural or unnatural.

Metro. or its subcontractors will not be held liable for any repairs and/or damage caused by others. Any damage or events which occur outside the scope of work will not be repaired or maintained by Metro. or its subcontractors. Metro. or its subcontractors will not have an obligation to assist in the removal or spreading of material generated by others. Subcontractors who track mud into the roadways are to clean up their own mess to keep the Erosion control Inspectors Satisfied.

Any repairs and/or damage expense resulting from improperly marked utilities, unknown underground utilities, equipment or infrastructure is not the responsibility of Metro or its subcontractors

**PAYMENT TO BE MADE AS FOLLOWS:**

Invoices, including Additional Work Authorizations, shall be weekly for work performed with payment due within 7 days. No Retainage withheld. If payment is not received within 7 days the contractor has the right to exit the job for breach of Contract and a cost to remobilize will apply if he returns

Owner also agrees to pay all costs incurred in the collection of past due invoices or other litigation disputes to include all court costs and attorney's fees. If the Owner does not agree with the invoice or the amount invoiced, it shall be the duty of the Owner to make such disagreements and the basis thereof known in writing to Metro within (7) days of the invoice date. If the Owner does not provide such writing within the (7) day period, the Owner agrees that such invoices are accurate and the Owner shall have no further right or claim to dispute the invoice or the amount due. If any Deductions to the total contract amount or weekly invoices are requested by customer; Metro. must agree and sign a deduction or they will be considered null and void

. .

Metro may terminate this Contract by written notice to the Owner if amounts due under this Contract remain due and owing for 30 days or longer after the due date. Metro shall be entitled to recover from the Owner payment for work he has done

**Acceptance of Proposal:**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Faxed-signed copies shall be considered originals for this Contract. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer

By: \_\_\_\_\_  
Signature Date

**Metro Contractors Inc**

By: \_\_\_\_\_  
Signature Date



**TOWN  
COUNCIL**

**Agenda Item Summary**

**APRIL 9, 2026**

**Agenda Item: 10 – OLD BUSINESS**

**d. Resolution 2026-004 - VDOT Land Use Permit**

**Background:** At your last regular meeting I was directed to bill Virginia Department of Transportation (VDOT) to uncover water valves covered over by their contractor. The response received was to cite regulations of that agency that stipulate damage to utilities located in their right-of-way is a risk assumed by the utility and therefore VDOT is not and will not be held responsible. At the same time, I sought information on permitting to undertake uncovering water valves in the right-of-way. That would require either bonding the work or that before you. This Resolution would allow our existing insurance to stand in place of a bond and use that to cover any repair damage resulting from town work.

The town's attorney, insurer, and water committee all support.

**Fiscal Impact:** Favorable as it keeps the town from having to secure a bond for each and every project conducted in the VDOT right-of-way and consolidates under the town's existing insurance policy. Varies as project scope may vary so the cost varies and thus the bond amount would vary.

**Staff Recommendation:** Approve as presented.

**Council Action Requested:** Approve as presented.

**Sample Motions:** I move to approve Resolution 2026-004 regarding Land Use Permitting.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***



*Proposed for Adoption by the Urbanna Town Council  
April 9, 2026 Regular Meeting*

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30 **Section 4:** That the Town shall, if requested by the Virginia Department of Transportation,  
31 provide a letter that commits to using the surety provided by its contractor or to have the  
32 contractor execute a dual obligation rider that adds the Virginia Department of Transportation  
33 as an additional obligee to the surety bond provided to the Town, with either of these options  
34 guaranteeing the work performed within state maintained right-of-way under the terms of the  
35 land use permit for that purpose.

36 **BE IT STILL FURTHER RESOLVED** that the Town Administrator, or their designee, be, and  
37 hereby is authorized and directed to procure insurance required by Section 1 herein.

38 **DONE this 9th day of April, 2026.**

DRAFT



**TOWN  
COUNCIL**

**Agenda Item Summary**

**APRIL 9, 2026**

**Agenda Item: 10 – OLD BUSINESS**

**e. Wooden Pickle Contract**

**Background:** Since the current pool has operated, there was no snack shack operation the first year and intermittent operation last year. Interest was expressed by a local business to operate the Snack Shack. An RFP was issued, distributed to all restaurants on the town's water system, and one entity responded. Council directed staff to develop an agreement with The Wooden Pickle Café in line with their proposal noting special events to provide food and drink services at the Marshall Community Pool for the 2026 season. That document follows.

**Fiscal Impact:** Cost to town would be related to additional utilities demand for the full-time operation of the Snack Shack, but with this business expanding to the pool, additional Meals Tax is anticipated.

**Staff Recommendation:** Adopt the agreement presented with The Wooden Pickle Café for food and drink services at the Marshall Community Pool for the 2026 season.

**Council Action Requested:** Yes. Adopt the agreement presented with The Wooden Pickle Café for food and drink services at the Marshall Community Pool for the 2026 season.

**Sample Motions:** I move to direct the Town Administrator to execute on behalf of the town the agreement presented this evening with The Wooden Pickle Café to provide food and drink services at the Marshall Community Pool for the 2026 season.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

**DRAFT - TOWN ATTORNEY IS  
REVIEWING AND MAY HAVE  
CHANGES NO LATER THAN  
MONDAY, APRIL 6, 2026**

**AGREEMENT**

THIS AGREEMENT is made and entered into this 9<sup>th</sup> day of April, 2026, by and between the WOODEN PICKLE CAFÉ (“WPC”) and the TOWN OF URBANNA (“Town”), a Virginia municipal corporation.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants contained herein, the parties hereby agree as follows:

1. The Town and WPC agree the Request for Proposals issued by the Town and WPC’s response related to the operation of The Snack Shack (Shack) are a part of this agreement.
2. The Town agrees to allow the WPC to operate the Shack at the Marshall Community Pool during the 2026 Pool Season to include Special Events sponsored by or supported by the Town.
3. The Town will provide access to water, electricity, and restrooms to WPC as needed to operate the Shack.
4. WPC agrees the staff of the Town’s Pool Management Company (Signature) shall have access to the refrigerator in the Snack Shack during operational hours to store personal food and drinks.
5. WPC agrees to coordinate with the Swim Team to complement the Swim Team’s meet schedule and financial concerns.
6. WPC agrees to collect and pay to the Town meals tax as is customary with no additional compensation due to the Town.
7. The Town and Café shall keep the Snack Shack locked to ensure the safety and security of the parties’ equipment and supplies.

For WOODEN PICKLE CAFÉ

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

For TOWN OF URBANNA

NAME: P. S. T. (TED) COSTIN TITLE: URBANNA TOWN ADMINISTRATOR

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

***REQUEST FOR PROPOSAL (RFP): FOR FOOD SERVICE FOR THE  
2026 SEASON AT THE MARSHALL COMMUNITY POOL AT TABER  
PARK OWNED BY THE TOWN OF URBANNA***

The Town of Urbanna is seeking a food service vendor to operate a concession stand at the above which is located in Taber Park at the intersection of Bonner and Rappahannock Avenues in Urbanna. The concession stand is a wooden structure inside the gate/fence of the pool and can be open to inspection before making a response to this RFP. For such, contact the Contact below.

Security involves locked fences and a separate lock on the stand. The vendor cannot alter these locks, but will be given access codes to the locks.

The town will provide electricity and a refrigerator. Operator would have access to restrooms.

The town does require refrigerator space be reserved for lifeguards to keep their own drinks and food. Further, the town does require that all 2026 Pool Rules (see attached) be observed. This includes, but is not limited to, no glass, no smoking, and hours of operation which may vary depending on weather and special events such as swim meets. Operation of the concession stand is understood to mean “staffed” so that food/drink is available at the pool during all hours of operation. The town will seek the normal and customary meals tax together with a bid proposal of one amount for the entire season (See 2026 Pool Rules) which will be provided to the town by the successful bidder prior to May 15, 2026.

For a bid, provide no later than 4:00 pm February 27, 2026:

A statement you have read this RFP FOR FOOD SERVICE FOR THE 2026 SEASON AT THE MARSHALL COMMUNITY POOL AT TABER PARK OWNED BY THE TOWN OF URBANNA,

A statement you/your staff have or will have read and agree to the 2026 Pool Rules,

A statement of any exceptions,

A prospective food/drink description to include the type of service such as, but not necessarily limited to re-sale of prepackaged items, off site preparation with onsite delivery, a combination, etc., and

The bid amount for operating the concession stand for the 2026 season.

Contact: Ted Costin, Urbanna Town Administrator at POB 179 Urbanna, VA 23175 or 804.758.2613 ext. 202 or [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) or (after February 1, 2026) 300 Virginia Street, Urbanna.

Issue date: 1/15/2026

# Proposal

**Date** : February 20 2026  
**Prepared by:** The Wooden Pickle Cafe

**Client/Company Name :**  
Town of Urbanna

## Overview

Operate concession stand for community pool at Taber park.

## Timeline

2026 Pool Season

## Objective

The Wooden Pickle Cafe will staff and provide food service to the Community pool at Taber park during normal operational hours of the pool to include all special events and swim meets.

- The Wooden Pickle Cafe has read the request for proposal.
- The Wooden Pickle Cafe and all current staff have read and agree to pool rules provided to us. We will also require all new employees to read and adhere to pool rules.
- The Wooden Pickle Cafe will provide the normal meals tax every month to The Town of Urbanna.
- There will be no charge to The Town of Urbanna for these services.

## Prospective food/drink menu:

- Hot dogs
- Nachos
- Muffins
- Popcorn
- Chips
- Canned Drinks
- Slushies
- Popsicles
- Full Menu of "The Wooden Pickle Cafe" will be provided with delivery to the concession stand.

If the Town of Urbanna has any questions or concerns please feel free to contact Lisa or Clint at 804-824-8315

Lisa and Clint would like to thank the Town for consideration of this opportunity.





**TOWN  
COUNCIL**

**Agenda Item Summary**

**April 9, 2026**

**Agenda Item: 11 – NEW BUSINESS**

**a. Resolution 2026-005 – Water Connect/Disconnect and Usage Agreement with Aylett Country Day School for Tax Map 20A-18-E**

**Background:** During the winter snow and ice storm, the town noted a significant leak. With warming it was found to be on the property of the Aylett Country Day School located on Rappahannock behind the Primis bank. The water service was terminated and the owner notified. In calculating the amount due and credit for repair it was discovered this was an unbilled meter.

Staff researched the issue and discovered a verbal agreement had been reached that this user would be exempt from paying water bills as this 501c3 entity only used the property for Oyster Festival. No written agreement could be found by either party. This verbal agreement arrangement is significantly flawed. It should have, as presented now, been a written document acted on by council in a public setting as has been done with the Fire Department, Rescue Squad, and Library. Distinction can be made that this property is unimproved whereas other 501c3 properties are improved and active on a regular basis. Note that when this property is improved the Agreement, if adopted, will become null and void.

Aylett Country Day School is agreeable to the Agreement as well as paying for the water loss that occurred during the snow and ice event. The Water Committee reviewed and supports.

**Fiscal Impact:** More favorable than past practice with the base amount being paid to cover the time of use. The amount to be paid far exceeds their historic water use during the festival and would also cover the turn on/turn off that will occur prior to and after the festival.

**Staff Recommendation:** Pass the Agreement as presented here.

**Council Action Requested:** Yes, to pass the Agreement as presented here.

**Sample Motions:** I move for Council to adopt Resolution 2026-005 – Water Connect/Disconnect and Usage Agreement with Aylett Country Day School for Tax Map 20A-18-E as presented.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***



*Proposed for Adoption by the Urbanna Town Council  
April 9, 2026 Regular Meeting*

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- 23 3. Aylett Country Day School shall not pay a connect or disconnect fee for this service.
- 24 4. This agreement does not include any sewer or sewerage fees.
- 25 5. This Resolution and agreement shall terminate if and when a permanent structure is
- 26 permitted for the property; if Aylett Country Day School sells or no longer owns the
- 27 property; and/or until such time as the Town Council may desire to rescind it via
- 28 Resolution with notice to Aylett Country Day School; and

29 **BE IT FINALLY RESOLVED** that this Resolution shall supersede any previous policy or

30 agreement that may exist with Aylett Country Day School and take effect immediately.

31 **DONE** this 9th day of April, 2026.



## TOWN COUNCIL

### Agenda Item Summary

April 9, 2026

#### Agenda Item: 11 – NEW BUSINESS

##### b. Location Release

**Background:** For several weeks, staff and the mayor have been working to secure the town and surrounding environs for the filming of a Revolutionary War themed documentary produced by the Hampton History Museum Association. This effort has reached a point of granting formal permission to film on town property specifically the town marina and Scottish Factor Store. Filming dates are targeted to May 12-14, but are weather dependent. Local businesses are already being approached to support this effort. Credit will be given to the Town of Urbanna, Virginia as a filming location which could lead to other opportunities

**Fiscal Impact:** Minimal; staff time to support.

**Staff Recommendation:** Approve the Location Release as presented which the town's attorney has reviewed.

**Council Action Requested:** Yes, approve the Location Release as presented.

**Sample Motion:** I move to authorize the Town Administrator to execute the Location Release involving town properties with Hampton History Museum Association for the filming of a Revolutionary War themed documentary.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

**DRAFT - TOWN ATTORNEY IS REVIEWING AND MAY HAVE CHANGES NO LATER THAN MONDAY, APRIL 6, 2026**

**LOCATION RELEASE**

DATE: \_\_\_\_\_  
(Name) \_\_\_\_\_ ["Owner"] (Phone) \_\_\_\_\_  
(Address) \_\_\_\_\_

Owner hereby grants to Hampton History Museum Association ("Producer") permission to enter upon and use the property and the contents thereof and the appurtenances thereto located at \_\_\_\_\_ (the "Property") for the purpose of photographing and recording certain scenes in connection with a program tentatively titled \_\_\_\_\_ (the "Program") during production thereof, and as necessary during any extension, re-shooting or preparation of publicity or promotion therefore. All physical embodiments of filming, recording and photography on the Property shall hereinafter be known as the "Materials".

The Producer may place all necessary facilities and equipment on the Property and agree to remove it after completion of work and leave the property in as good of condition as when received.

The Producer will use reasonable care to prevent damage to said Property, and will indemnify the owner, and all other parties lawfully in possession, of said Property, and hold each of them harmless from any claims and demands of any person or persons arising out of or based upon personal injuries, death or property damage suffered by such person or persons resulting directly from any act of negligence on the Producer's part in connection with the Producer's use of the Property.

Owner grants to Producer all rights to the Materials including without limitation the right to utilize the Materials throughout the world, an unlimited number of times, in perpetuity in any and all media, now known or hereafter invented, and in connection with the Program or otherwise and for advertising and promotional purposes in connection therewith and all rights, including copyright in the Materials shall be and remain vested in the Producer, and neither the Owner, nor any tenant, nor other party now or hereafter having an interest in the Property, shall have any right of action against the Producer or any other party arising out of any use of said Materials whether or not such use is, or may be claimed to be, defamatory, untrue or censorable in nature.

The undersigned acknowledges that Producer is photographing and recording such scenes in express reliance upon the foregoing. The undersigned represents and warrants that the undersigned has all rights and authority to enter into this agreement and to grant the rights granted hereunder.

The Producer is not obligated to actually use the Property or produce the Program or include the Materials in the Program for which it was shot or otherwise. Producer and/or NLM may at any time elect not to use the Property by giving the owner written notice of such election, in which case, neither party shall have any obligation hereunder.

The Producer will provide recognition for the partnership outlined in this document in the credits of the documentary with the following language "Filmed in part in the Town of Urbanna, Virginia <https://www.urbannava.gov/> [urbannava.gov]." In addition, when working with media, the Producer will work with the town, when appropriate, to include them in interviews and promotional materials.

This is the entire agreement. No other authorization is necessary to enable the Producer to use the Property for the purpose herein contemplated.

AGREED AND ACCEPTED:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL MEETINGS**

**Agenda Item: 12 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO  
PUBLIC COMMENT 2**

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.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their response to only those comments immediately preceding their response.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 13 – COUNCIL ANNOUNCEMENTS & REQUESTS**

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

This time is generally used for individual council members to share information with other council members and the public and to make any announcements of interest to citizens. Council members 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.

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**Agenda Item: 14 – CLOSED MEETING – IF NECESSARY**

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**Agenda Item: 15 – ADJOURN OR RECESS**

***Motion to adjourn. No second needed. Voice Vote (all in favor, any opposed)***

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