



# URBANNA TOWN COUNCIL REGULAR MEETING AGENDA

Thursday, June 11, 2026 - 6:00pm

Middlesex Volunteer Fire Department - 330 Virginia St., Meeting Room - Urbanna, VA

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. May 28, 2026 Work Session Draft Minutes
7. Public Hearings
  - a. FY26-27 Budget
8. Reports
  - a. Staff Reports
    1. Town Administrator
    2. Treasurer
  - b. Committee Reports
    1. Finance
    2. Water
    3. Special Events
    4. Personnel
9. Public Comment 1 & Council Response to Public Comment 1
10. New Business
  - a. Bridge Geotechnical Contract Approval
  - b. Acceptance of Resignation of Robbie
  - c. Resolution to Announce Candidates for Appointment to Town Council Member
11. Old Business
  - Appointment of Mayor – Resolution 2026-008
12. Public Comment 2 & Council Response to Public Comment 2
13. Council Announcements & Requests
14. Closed Meeting (if necessary)
15. Adjourn or Recess



## TOWN COUNCIL

### 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] from [\*state location]. May I have a motion to approve?

***Motion, Second, Discussion, Roll Call (Clerk calls each member - Aye, Nay, or Abstain.)***

\*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 Clerk calls 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)***

**MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF MAY 28, 2026**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 28th day of May 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 Pro Tempore Wilson called the meeting to order at 6:01pm.

**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 ..... Present  
Alana Courtney ..... Present  
Beth Justice ..... Present  
Robbie Wilson, Mayor Pro Tempore ..... Present

**Others Present:**

Andrea Erard, Town Attorney  
Christine Hall, Town Clerk  
Michele Hutton, Town Treasurer  
Members of the press and public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor Pro Tempore 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 Pro Tempore called for any discussion. The Clerk called the roll:**

Marjorie Austin ..... Aye  
Larry Chowning ..... Aye  
Alana Courtney ..... Aye  
Beth Justice ..... Aye  
Robbie Wilson, Mayor Pro Tempore ..... Aye

**The motion passed unanimously.**

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

Sarah Jane Wyatt of Island Lane gave an update on Urbanna Main Street. She said the planning grant request for \$75,000 was submitted and they will find out in August. If received, they will then submit a grant for \$1.2 million for implementing the planned projects. She said Urbanna's Main Street is currently in the "Emerging" phase and will be in the "Mobilizing" phase this fall. This means they can get up to \$150,000 in grants from the Main Street program annually. She said they have received three proposals for the wayfinding signs and chose a vendor located in Shackelfords. The signs should be installed by the end of June. On behalf of Urbanna Main Street, she asked that Council consider funding \$6,000 in the FY26-27 budget to support their program director.

Councilmember Wilson said there is currently \$1,000 in the proposed budget.

R. L. Montague of Virginia Street said his property is heavily impacted by the marina bridge closure and suggested Council consider replacing it with a dam with a spillway and culverts rather than a bridge. He said vehicles need to be able to access the marina. He asked Council to make sure whatever solution is chosen will allow kayak and canoe access during high tide. He said the price for a new bridge is outrageous and something needs to be done quickly and economically. He said waiting on possible federal funding would take too long and the federal government has no money as it is.

Councilmember Wilson said there are no definite plans yet but Council is actively working on the marina bridge situation.

**AGENDA ITEM 7. WORK SESSION MATTERS**

**7a. Presentation of FY 2026-2027 Budget**

Councilmember Wilson, Chair of the Finance Committee, gave a budget briefing presentation on the Fiscal Year 2026-2027 Proposed Annual Budget (Attachment A).

There is a proposed \$0.02 increase to real estate taxes and 1% increase to the food & beverage tax rate. Mr. Wilson said the food & beverage tax increase places some of the burden on tourists rather than residents and also means the real estate tax rate will only increase by \$0.02 rather than \$0.04.

Mr. Wilson said the increase to the Water Fund system upgrades is because there is more pump house work required.

Councilmember Chowning asked about the Oyster Festival revenues. Ms. Hutton said the food & beverage tax collected during the festival goes to the Town. The business license fee revenue currently goes to the Oyster Festival Foundation to help pay for security. She said they are working to restructure this for the 2027 Oyster Festival so the Town will no longer be a pass-through and would keep the business license revenue as well. The cost of deputies shown in other areas of the proposed budget are for other special Town events such as the Christmas Parade.

Councilmember Wilson asked Council to review the budget in depth and bring forward questions, comments, concerns, etc. prior to the Public Hearing at the June 11, 2026 meeting.

**AGENDA ITEM 8. ACTION ITEMS**

**8a. Approval of May 14, 2026 Regular Meeting Draft Minutes**

**8b. Approval of May 20, 2026 Special Called Meeting Draft Minutes**

**Councilmember Austin made a motion to approve the May 14, 2026 and May 20, 2026 minutes as presented. Councilmember Courtney seconded. The Mayor Pro Tempore called for any discussion. The Clerk called the roll:**

Marjorie Austin .....Aye  
Larry Chowning .....Aye  
Alana Courtney.....Aye  
Beth Justice .....Aye  
Robbie Wilson, Mayor Pro Tempore .....Aye

**The motion passed unanimously.**

**8c. Resolution 2026-008: Announce Candidate Under Consideration to Fill the Unexpired Portion of the Term of Mayor**

Ms. Erard presented the resolution and said Council is required to give seven days' notice that they are considering a candidate, Mr. Wilson, to fill the unexpired portion of the term of Mayor. Mr. Wilson was elected as Mayor Pro Tempore by Council at the January 8, 2026 organizational meeting and has been serving as Vice Mayor since the former Mayor's resignation.

**Councilmember Austin made a motion to approve Resolution 2026-008 announcing that Council is considering Robbie Wilson to fill the unexpired portion of the Mayor's term. Councilmember Justice seconded. The Mayor Pro Tempore called for any discussion. The Clerk called the roll:**

Marjorie Austin .....Aye  
Larry Chowning .....Aye  
Alana Courtney.....Aye  
Beth Justice .....Aye  
Robbie Wilson, Mayor Pro Tempore .....Aye

**The motion passed unanimously.**

**RESOLUTION 2026-008**  
**RESOLUTION TO ANNOUNCE CANDIDATE UNDER CONSIDERATION TO FILL**  
**THE UNEXPIRED PORTION OF THE TERM OF MAYOR**

**WHEREAS** the Honorable William T. Goldsmith resigned his position as Mayor of the Town of Urbanna on May 15, 2026; and

**WHEREAS** Mayor Goldsmith's resignation was accepted by the Urbanna Town Council on May 20, 2026; and

**WHEREAS** the term of the Mayor expires on December 31, 2026; and

**WHEREAS** state law authorizes the Urbanna Town Council to appoint an individual to fulfill the unexpired portion of the Mayor's term; and

**WHEREAS** Robbie Wilson has faithfully served as a member of the Urbanna Town Council and also currently services as the Vice-Mayor; and

**WHEREAS** Robbie Wilson has declared his candidacy for the office of Mayor for the four-year term beginning on January 1, 2027.

**NOW THEREFORE BE IT RESOLVED** by the Urbanna Town Council, at its regular monthly work session on May 28, 2026 that, in accordance with Virginia Code section 24.2-228, the Urbanna Town Council announces that it is considering Robbie Wilson to fill the unexpired portion of the Mayor's term; and

**BE IT FINALLY RESOLVED** that a copy of Mr. Wilson's resume is attached to this Resolution and available for inspection.

**DONE** this 28th day of May, 2026.

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

There were no speakers.

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

**10a. Now Accepting Applications to Fill Council Vacancies**

Ms. Erard explained that applications are being accepted to fill Council vacancies. There is currently one vacancy due to Merri Hanson's resignation. If Councilmember Wilson is chosen as Interim Mayor, a second Council vacancy will need to be filled.

Completed applications are due June 10, 2026 by 4:00pm so that candidates can be presented and announced at the June 11, 2026 Council meeting. A Temporary Town Council Member Interest & Registration Form is available tonight for those interested and will be available for download from the Town website (urbannava.gov) beginning tomorrow, can be obtained by emailing the Town Clerk (c.hall@urbannava.gov), or can be picked up from Town Hall (300 Virginia Street). Council will vote on appointments at their June 25, 2026 meeting.

### **10b. Other Announcements**

Councilmember Austin said the next Second Saturday is June 9, 2026.

Councilmember Courtney said she spoke with Don Georgette with Northern Neck Native Plants and he said Payne's Landing looks pretty good. He wants to order 150 native grass plants which cost about \$1/each. He will get a price. She said he also paid the fee and got the area designated as a Certified Wildlife Habitat. He also said we should consider a French drain across the road to help with water flowing down Virginia Street. Sarah Jane Wyatt said a plan to stabilize the area is part of the planning grant Urbanna Main Street submitted. Councilmember Austin said someone has expressed possible interest in putting in a bulkhead as well.

Councilmember Justice said 4<sup>th</sup> of July plans are continuing. There will be a military band sometime between 6-9pm at Taber Park on Friday night and they are not charging a fee for performing. On Saturday, there are two bands scheduled at Taber Park: Ray Pittman from 1-4pm and Sweet Justice from 5-8pm. She said she found sponsors for Sweet Justice so there will be no conflict of interest. She said she was working with Eric Faudree on showing a movie in the park but they are encountering issues with copyrighting. Mr. Faudree suggested having a TV satellite of fireworks from somewhere else. There will be vendors including hot dogs, mocktails, and an ice cream truck. Everyone in town is encouraged to decorate their homes and businesses. She'd like to keep the festivities going until it gets dark. Shannon Wilson is heading up a bike rally for kids. Something Different is sponsoring a pie-eating contest which will be held at Taber Park. The winner will receive a year's supply of pies from Something Different. Katie Wilson suggested having a dunk the Mayor fundraiser.

Michele Hutton said those with veterans' banners from previous years are invited to bring them to Town Hall and they will be flown from mid-June until shortly before the Oyster Festival along with 250<sup>th</sup> Anniversary banners. Those with banners currently flying are also welcome to have them stay up during this time. The deadline to let Town Hall know that you want to be included is Friday, June 15, 2026 in order to give staff time to hang them all.

### **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 6:42pm.**

**Approved by Council: June 11, 2026**



**TOWN  
COUNCIL**

**Agenda Item Summary  
JUNE 11, 2026**

**Agenda Item: 7 – BUDGET PUBLIC HEARING  
7 Fiscal Year 2026-2027 Budget**

**Background:** In compliance with Code of Virginia §15.2-2503, Council prepares, through the Town Administrator and Finance Committee, a budget for each fiscal year for informative and fiscal planning purposes. The budget is advertised twice in the Sentinel (May 21st & May 28th), and a public hearing is held (June 11th). The budget cannot be approved the same night as the public hearing. Council will approve a budget and appropriate funds for expenditure on June 25, 2026 for the new fiscal year on July 1, 2026.

**Staff Recommendation:** Proceed to public hearing as advertised on the proposed Fiscal Year 2025-2026 Budget as presented.

**Council Action Requested:** Not at this time.

**Sample Motion:** None required.

# ATTACHMENT A

TOWN OF URBANNA  
VIRGINIA

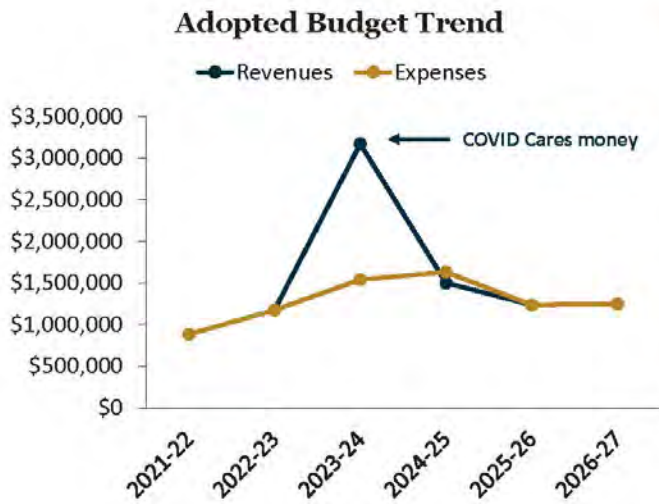
# FY 26-27

PROPOSED  
**Annual  
Budget**  
Fiscal Year 2026 – 2027

Budget Briefing Presentation

May 28<sup>th</sup>, 2026

## Adopted Budget: Revenues vs Expenses



| Fiscal Year      | Revenues    | Expenses    |
|------------------|-------------|-------------|
| 2021-22          | \$885,100   | \$885,100   |
| 2022-23          | \$1,176,162 | \$1,176,162 |
| 2023-24          | \$3,171,319 | \$1,541,617 |
| 2024-25          | \$1,501,132 | \$1,632,051 |
| 2025-26          | \$1,238,194 | \$1,238,194 |
| 2026-27 proposed | \$1,250,586 | \$1,250,586 |

# Budget Overview

FY 2026-27 · Town of Urbanna, Virginia

The overall town budget is made of several separate buckets of money

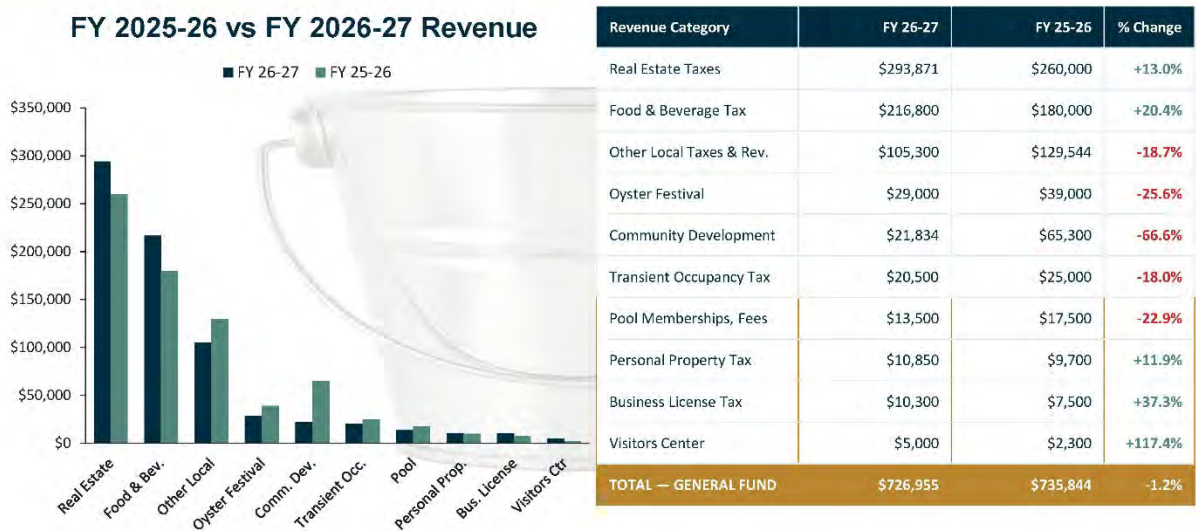


Total revenue from all buckets: \$1,250,586

# Revenue Sources – General Fund

FY 25-26 Est. Actual vs FY 26-27 Admin Recmnd

## FY 2025-26 vs FY 2026-27 Revenue



# FY26-27 vs FY25-26: General Fund (1xx-) Revenue

## Biggest Revenue Increases

- **Real Estate Taxes:** +\$33.9K (+13%) – Due to \$0.02 tax increase plus BLA
- **Local Meals Tax:** +\$36.0K (+20%) – Due to %1 increase in meals tax
- **Business License Tax:** +\$2.8K (+37%)
- **Visitor's Center Merch Donations:** +\$3.0K (+300%)
- **Pool Parties / YMCA:** +\$2.0K (+400%)



## Biggest Revenue Decreases

- **Rental of Property:** -\$45.0K (-100%) – New town hall, no rental income. Also no mortgage, all paid for!
- **Transfer In (from Marina):** -\$16.4K (-100%) – One time due to grant reimbursement after closeout
- **Oyster Festival Meals Tax:** -\$9.0K (-50%) – Based trend, weather dependent
- **Annual Pool Memberships:** -\$7.0K (-47%) - Trend
- **Bank Franchise Tax:** -\$5.0K - Trend
- **Lodging Tax:** -\$5.0K (-20%)

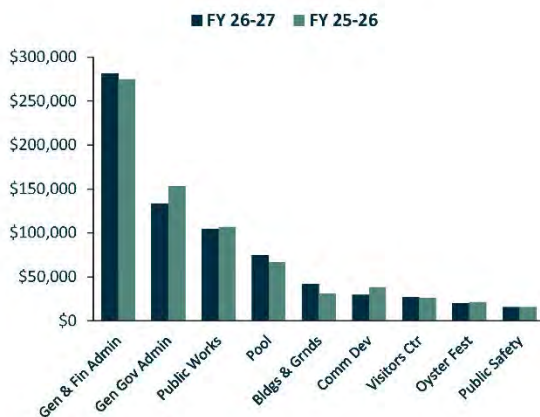
Net change (1xx- General Fund Revenue): \$735,844 → \$726,955 • -\$8,889 (-1.21%)

Scope: 1xx- General Fund Revenue accounts only. Excludes Misc Funds (PPTRA + Fire) shown on slide 3.

# General Fund Expenditure Breakdown

FY 2026-27 Admin Recommended: \$726,955 (General Fund)

## FY 2025-26 vs FY 2026-27 Expenditures



| Department                       | FY 26-27         | FY 25-26         | % Change     |
|----------------------------------|------------------|------------------|--------------|
| General & Financial Admin.       | \$281,380        | \$274,635        | +2.5%        |
| General Government Admin.        | \$133,278        | \$153,129        | -13.0%       |
| Public Works                     | \$104,250        | \$106,700        | -2.3%        |
| Pool                             | \$74,320         | \$66,900         | +11.1%       |
| Buildings & Grounds, Parks & Rec | \$42,032         | \$31,100         | +35.2%       |
| Community Development            | \$29,435         | \$38,100         | -22.7%       |
| Visitors Center                  | \$26,810         | \$26,030         | +3.0%        |
| Oyster Festival                  | \$19,950         | \$21,250         | -6.1%        |
| Public Safety                    | \$15,500         | \$15,500         | +0.0%        |
| <b>TOTAL</b>                     | <b>\$726,955</b> | <b>\$733,344</b> | <b>-0.9%</b> |

## FY26-27 vs FY25-26: General Fund (1xx-) Expenditures

### General Govt Admin

\$153K → \$133K  $-\$20K (-13.0\%)$

- Dues & Memberships:  $-\$18K$  – Not real savings, moved to Gen & Fin Admin
- Hospital/Medical:  $-\$5.4K$
- Pay raises:  $+\$5.3K$

### General & Financial Admin

\$275K → \$281K  $+\$7K (+2.5\%)$

- Rent:  $-\$37K$  - No rent on new Town Hall
- Admin Dues & Memberships:  $+\$24K$  – This is a moved line item from general Govt Admin

### Public Safety

\$16K → \$16K  $+\$0K (+0.0\%)$

- Fire Dept Grant: no change
- Reverse 911: no change

### Public Works

\$107K → \$104K  $-\$2K (-2.3\%)$

- Repairs & Maintenance:  $-\$3.0K$
- Garbage Supplies:  $+\$900$

### Buildings, Grounds, Parks & Rec

\$31K → \$42K  $+\$11K (+35.2\%)$

- Vehicle & Equipment Supplies:  $+\$6.1K$
- Repairs & Maintenance:  $+\$3.0K$

### Pool

\$67K → \$74K  $+\$7K (+11.1\%)$

- Maintenance Contracts:  $+\$3.3K$
- Electrical Service:  $+\$3.0K$

### Community Development

\$38K → \$29K  $-\$9K (-22.7\%)$

- July 4th Celebration:  $-\$8.9K$
- Procedural Advertising:  $+\$500$

### Oyster Festival

\$21K → \$20K  $-\$1K (-6.1\%)$

- OF Police Service Agrmnt:  $-\$1.5K$
- Permits:  $+\$100$

### Visitors Center

\$26K → \$27K  $+\$1K (+3.0\%)$

- Security Contracts:  $-\$3.0K$
- Merchandise for Resale:  $+\$1.5K$

## FY26-27 Pay Raises by Tenure

Raise tiers: 1–4 yrs: 2% • 4–6 yrs: 4% • 6–8 yrs: 6% • 8+ yrs: 8%

| Department         | Years Served | # Employees | Cost of Raises  |
|--------------------|--------------|-------------|-----------------|
| Town Administrator | 1–4 (2%)     | 1           | \$2,041         |
| Town Clerk         | 1–4 (2%)     | 1           | \$1,133         |
| Marina (PT)        | 1–4 (6%*)    | 2           | \$490†          |
| Water              | 4-6 (4%)     | 2           | \$2,482         |
| Treasurer / Water  | 6-8 (6%)     | 1           | \$3,522         |
| Marina (PT)        | 8+ (8%)      | 1           | \$1,189         |
| Museum (PT)        | 8+ (8%)      | 2           | \$871           |
| <b>TOTAL</b>       |              | <b>10</b>   | <b>\$11,728</b> |

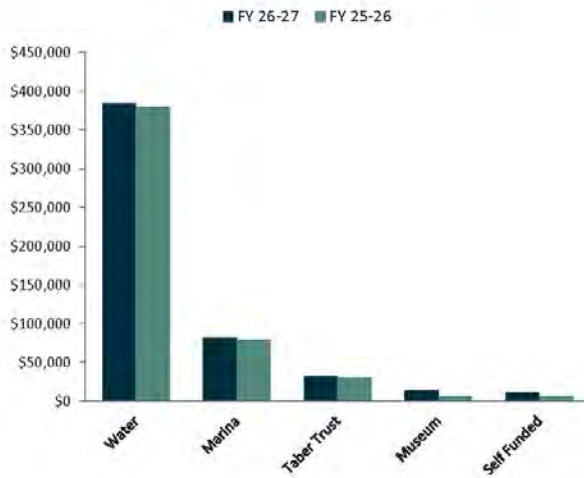
\* Because of new minimum wage

† Estimated

# The Other Buckets Revenue

FY 2025-26 vs FY 2026-27

FY 2025-26 vs FY 2026-27

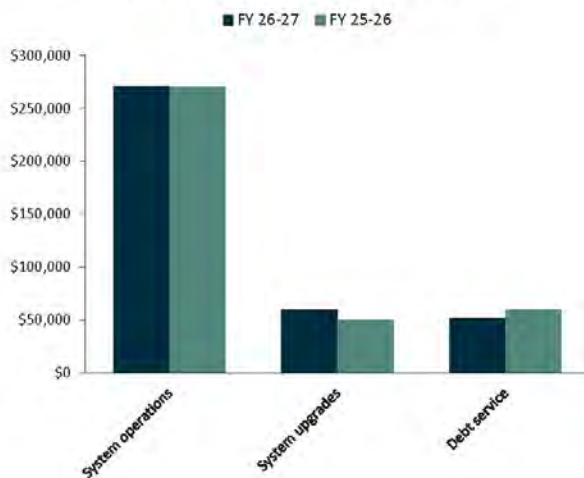


| Fund                   | FY 26-27         | FY 25-26         | % Change     |
|------------------------|------------------|------------------|--------------|
| Water Fund (500-)      | \$384,000        | \$380,000        | +1.1%        |
| Marina Fund (140-)     | \$81,706         | \$78,650         | +3.9%        |
| Taber Trust (710-)     | \$32,425         | \$30,000         | +8.1%        |
| Museum Fund (110-)     | \$13,500         | \$6,500          | +107.7%      |
| Self Funded Activities | \$12,000         | \$7,200          | +66.7%       |
| <b>TOTAL</b>           | <b>\$523,631</b> | <b>\$502,350</b> | <b>+4.2%</b> |

# Water Fund Expenditures

FY 2025-26 Adopted \$380,000 → FY 2026-27 Admin Recommended \$384,000 (+1.1%)

FY 2025-26 vs FY 2026-27



| Category          | FY 26-27         | FY 25-26         | % Change     |
|-------------------|------------------|------------------|--------------|
| System operations | \$271,572        | \$270,137        | +0.5%        |
| System upgrades   | \$60,000         | \$49,863         | +20.3%       |
| Debt service      | \$52,428         | \$60,000         | -12.6%       |
| <b>TOTAL</b>      | <b>\$384,000</b> | <b>\$380,000</b> | <b>+1.1%</b> |

# Budget Summary

Items of note for Town Council consideration.

## Tax Increases

- Real Estate taxes were increased by \$0.02 to balance the General (100-) Fund
- Local meals tax was increased 1%, which allowed us to hold the real estate taxes down by \$0.02.

## Water System Investments

- Repair budget: \$79,863 → \$102,500 (+\$22,637, +28%) – Continue to invest in water system
- In-town base water fee increased to \$60 from \$54.71 to continue to close the in-out of town gap.

## Pool & Town Hall

- Pool expenses (\$74,320) now managed under a multi-year contract. Pricing is locked in through next season.
- The issue of town hall has been settled - purchased outright with a combination of savings and grant money. For a public meeting space we use the back room of the firehouse, a budget expense of \$3000 annually.

## Marina Holds on strong

Initially the finance committee expected that income from the marina would decrease with the bridge outage, but actual reservations have surpassed expectations, so the revenue was left at previous levels. A brief analysis was also given to closing the marina, but the savings were surprisingly small.

## Upcoming Fee Overhaul

- One cohesive fee table
- Slight increases in some fees
- Business licenses now meet state law requirements

## Budget is Balanced

Total revenues = total expenditures at \$1,250,586 across all funds. This compares to the previous years budget of \$1,238,194

## BUDGET SUMMARY

Total Budget  
**\$1,250,586**

General Fund  
**\$726,955**

Restricted Funds  
**\$456,600**

Debt Service  
**\$52,500**

Tax Rate (proposed)  
**23¢ / \$100**

## Next Steps

1. Finance Committee review of recommended budget
2. Council presentation on key points
3. Council study period and final adjustments
4. Public hearing on proposed budget & tax rate adjustment – June 11<sup>th</sup> 2026
5. Town Council adoption of FY 2026-27 budget – June 25<sup>th</sup> 2026

*Questions & Discussion*

| Account Number | Account Description                      | Proposed FY26-27 | FY25-26 Adopted |
|----------------|--|------------------|-----------------|
| 100-11010-0001 | Current Real Estate Taxes                | 293,871          | 260,000         |
| 100-11010-0002 | Real Estate Tax - Delinquent             | 0                | 0               |
| 100-11020-0001 | Public Service Corp Taxes                |                  | 3,100           |
| 100-11030-0001 | Current Year Personal Property           | 10,000           | 9,000           |
| 100-11030-0002 | Delinquent Personal Property             | 200              | 0               |
| 100-11060-0001 | Penalties                                | 250              | 200             |
| 100-11060-0002 | Interest Taxes                           | 400              | 500             |
|                | <b>SUBTOTAL TAXES</b>                    | <b>304,721</b>   | <b>272,800</b>  |
| 100-12010-0001 | State Sales Tax                          | 30,000           | 30,000          |
| 100-12020-0001 | Consumer Utility Tax                     | 3,000            | 2,500           |
| 100-12030-0001 | Business License Tax                     | 10,300           | 7,500           |
| 100-12050-0001 | Motor Vehicle License Tax                | 9,000            | 9,500           |
| 100-12060-0001 | Bank Franchise Tax                       | 40,000           | 45,000          |
| 100-12100-0001 | Lodging Tax                              | 20,000           | 25,000          |
| 100-12100-0002 | Lodging Tax Penalty & Interest           | 500              | 0               |
| 100-12110-0001 | Meals Tax - Local                        | 216,000          | 180,000         |
| 100-12110-0002 | Penalty Meals Tax                        | 800              | 0               |
| 100-12110-0003 | Oyster Festival Meals Tax                | 9,000            | 18,000          |
| 100-12110-0006 | Oyster Festival Business License         | 20,000           | 21,000          |
| 100-12160-0001 | Communication Sales & Use Tax            | 2,300            | 2,000           |
|                | <b>SUBTOTAL OTHER LOCAL TAXES</b>        | <b>360,900</b>   | <b>340,500</b>  |
| 100-13030-0006 | Zoning Applications                      | 834              | 500             |
| 100-13030-0007 | Zoning & Subdivision Permits             | 2,000            | 1,800           |
| 100-13030-0033 | Golf Cart Registration                   | 4,000            | 3,000           |
| 100-15010-0001 | Interest Operating Account               | 15,000           | 15,000          |
| 100-15020-0001 | Rental of Property                       | 0                | 45,000          |
|                | <b>SUBTOTAL OTHER FEES</b>               | <b>21,834</b>    | <b>65,300</b>   |
| 100-16120-0001 | Annual Pool Memberships                  | 8,000            | 15,000          |
| 100-16120-0002 | Daily Pool Fees                          | 3,000            | 2,000           |
| 100-16120-0003 | Pool Parties/YMCA                        | 2,500            | 500             |
| 100-16120-0005 | Food & Beverage Sales                    | 0                | 0               |
|                | <b>SUBTOTAL POOL</b>                     | <b>13,500</b>    | <b>17,500</b>   |
| 100-18990-0001 | Donation Visitor's Center                | 300              | 600             |
| 100-18990-0013 | Visitor's Center Merchandise Donations   | 4,000            | 1,000           |
| 100-18990-0021 | Misc Revenue                             | 500              | 500             |
| 100-18990-0040 | Cat's Meow                               | 200              | 200             |
|                | <b>SUBTOTAL VISITORS CENTER</b>          | <b>5,000</b>     | <b>2,300</b>    |
| 100-22010-0009 | PPTRA                                    | 6,000            | 6,000           |
| 100-41500-0100 | Transfer In (From Marina)                | 0                | 16,444          |
| 100-24040-0012 | Fire Program Funds                       | 15,000           | 15,000          |
|                | <b>SUBTOTAL MISC</b>                     | <b>21,000</b>    | <b>37,444</b>   |
|                | <b>SUBTOTAL ALL ABOVE - GENERAL FUND</b> | <b>726,955</b>   | <b>735,844</b>  |

| Account Number | Account Description                          | Proposed<br>FY26-27 | FY25-26<br>Adopted |
|----------------|--|---------------------|--------------------|
| 110-12040-0001 | CIGARETTE TAX (HISTORIC TRUST)               | 7,000               | 0                  |
| 110-15010-0001 | Interest on Bank Dep -Historic Trust         | 1,500               | 1,500              |
| 110-18990-0001 | Donations (MOM Grant)                        | 5,000               | 5,000              |
|                | <b>SUBTOTAL HISTORIC TRUST (MUSEUM)</b>      | <b>13,500</b>       | <b>6,500</b>       |
| 130-18990-0055 | Banners & Flags                              | 2,000               | 2,000              |
|                | <b>SUBTOTAL BANNERS</b>                      | <b>2,000</b>        | <b>2,000</b>       |
| 132-02020-2200 | SECOND SATURDAY'S - MERCHANDISE DONATION     | 0                   | 200                |
| 132-02020-2222 | SECOND SATURDAY'S - SPONSORS                 | 10,000              | 5,000              |
|                | <b>SUBTOTAL SECOND SATURDAY</b>              | <b>10,000</b>       | <b>5,200</b>       |
|                | <b>SUBTOTAL SELF-FUNDING ACTIVITIES</b>      | <b>12,000</b>       | <b>7,200</b>       |
| 140-15020-0003 | Marina and Transient Fees                    | 65,000              | 70,000             |
| 140-15020-0005 | Oyster Festival Boat Slip Fees               | 5,000               | 5,000              |
| 140-15020-0006 | Laundry                                      | 1,500               | 1,000              |
| 140-15020-0008 | Ice Sales                                    | 300                 | 750                |
| 140-15020-0009 | Facilities Pumpout-User-Oyster Boat          | 100                 | 400                |
| 140-15020-0010 | Ramp Fees                                    | 0                   | 1,500              |
| 140-15020-0012 | Paddle On                                    | 0                   | 0                  |
| 140-41050-0101 | Transfer Unapp Funds from Prior Year         | 9,806               |                    |
|                | <b>SUBTOTAL MARINA</b>                       | <b>81,706</b>       | <b>78,650</b>      |
| 500-15010-0001 | Interest Earned Fund 500                     | 4,000               | 3,000              |
| 500-15010-0002 | Water Fund Reserve                           | 0                   | 0                  |
| 500-15010-0003 | USDA Interest Primis                         | 0                   |                    |
| 500-17010-0001 | Water Sales Charges                          | 380,000             | 375,000            |
| 500-17010-0005 | Water Connections                            | 0                   | 0                  |
| 500-17010-0015 | Other  | 0                   | 0                  |
| 500-17010-0030 | USDA Loan Proceeds Phase 2                   | 0                   |                    |
| 500-17010-0016 | Water Shut Off Fee                           | 0                   | 2,000              |
| 500-18990-0021 | Misc. Revenue                                | 0                   |                    |
|                | <b>SUBTOTAL WATER</b>                        | <b>384,000</b>      | <b>380,000</b>     |
| 710-15010-0002 | REVENUE TABER FUND                           | 32,425              | 30,000             |
|                | <b>SUBTOTAL TABER FUND</b>                   | <b>32,425</b>       | <b>30,000</b>      |
|                | <b>SUBTOTAL ALL ABOVE - RESTRICTED FUNDS</b> | <b>523,631</b>      | <b>502,350</b>     |
|                | <b>Revenue Grand Total</b>                   | <b>1,250,586</b>    | <b>1,238,194</b>   |

| Account Number | Account Description  | Proposed<br>FY26-27 | FY25-26<br>Adopted |
|----------------|--|---------------------|--------------------|
| 100-00999-0000 | ** EXPENSE GENERAL FUND *                                    |                     |                    |
| 100-10000-0000 | *GENERAL GOVERNMENT ADMINISTRATION*                          |                     |                    |
| 100-11100-0000 | TOWN COUNCIL   |                     |                    |
| 100-11100-5510 | Mileage  | 500                 | 100                |
| 100-11100-5540 | Convention & Education                                       | 1,800               | 1,000              |
| 100-11100-5810 | Dues & Memberships   | 2,000               | 20,105             |
|                | <b>Subtotal-Town Council</b>                                 | <b>4,300</b>        | <b>21,205</b>      |
| 100-11200-0000 | TOWN TREASURER   |                     |                    |
| 100-11200-1100 | Salaries & Wages - Regular                                   | 37,328              | 35,226             |
| 100-11200-2100 | FICA   | 2,856               | 3,206              |
| 100-11200-2210 | VRS TREASURER  | 1,310               | 1,341              |
| 100-11200-2300 | Hospital/Medical   | 8,600               | 14,000             |
| 100-11200-2400 | Group Insurance Life   | 700                 | 690                |
|                | <b>Subtotal-Town Treasurer (Expense shared w/Water Fund)</b> | <b>50,794</b>       | <b>54,463</b>      |
| 100-11300-0000 | CLERK FT   |                     |                    |
| 100-11300-1100 | CLERK SALARY   | 57,783              | 56,650             |
| 100-11300-2100 | CLERK FICA   | 4,421               | 5,172              |
| 100-11300-2210 | CLERK VRS  | 580                 | 550                |
| 100-11300-2300 | CLERK MEDICAL/HOSPITAL                                       | 14,300              | 14,000             |
| 100-11300-2400 | CLERK GROUP INS/LIFE   | 1,100               | 1,089              |
|                | <b>Subtotal-Town Clerk</b>                                   | <b>78,184</b>       | <b>77,461</b>      |
| 100-12000-0000 | *GENERAL&FINANCIAL ADMINISTRATION*                           |                     |                    |
| 100-12110-0000 | *TOWN ADMINISTRATOR*   |                     |                    |
| 100-12110-1100 | Salaries & Wages - Regular                                   | 104,068             | 87,550             |
| 100-12110-1500 | Comp Time Pay Out  | 0                   |                    |
| 100-12110-2100 | FICA   | 7,762               | 7,967              |
| 100-12110-5510 | Mileage  | 8,400               | 8,400              |
|                | <b>Subtotal-Town Admin. (Expense shared w/Water Fund)</b>    | <b>120,230</b>      | <b>103,917</b>     |
| 100-12210-0000 | *LEGAL SERVICES*   |                     |                    |
| 100-12210-3150 | Legal Services   | 24,300              | 27,000             |
|                | <b>Subtotal-Legal Services</b>                               | <b>24,300</b>       | <b>27,000</b>      |
| 100-12240-0000 | *INDEPENDENT AUDITOR*  |                     |                    |
| 100-12240-3160 | Audit  | 5,000               | 5,000              |
|                | <b>Subtotal-Auditor</b>                                      | <b>5,000</b>        | <b>5,000</b>       |
| 100-12500-0000 | *INFORMATION TECHNOLOGY*                                     |                     |                    |
| 100-12500-3000 | Computer/Tech Support  | 15,000              | 15,000             |
| 100-12500-3001 | Web Hosting and Maintenance                                  | 3,000               | 2,500              |
| 100-12500-9050 | MCSJ ANNUAL SUPPORT  | 10,500              | 10,000             |
|                | <b>Subtotal-Information Technology</b>                       | <b>28,500</b>       | <b>27,500</b>      |
| 100-12600-0000 | *OTHER ADMIN SERVICES & EXPENSES*                            |                     |                    |
| 100-12600-1300 | Custodial Services   | 3,600               | 2,358              |
| 100-12600-2100 | FICA   | 250                 | 228                |

| Account Number | Account Description                                  | Proposed FY26-27 | FY25-26 Adopted |
|----------------|--|------------------|-----------------|
| 100-12600-2600 | Unemployment Insurance                               | 500              | 800             |
| 100-12600-3310 | Repairs & Maintenance                                | 2,000            | 2,000           |
| 100-12600-3600 | Advertising  | 7,500            | 7,500           |
| 100-12600-5110 | Electrical Service TOWN HALL B&C                     | 5,500            | 5,500           |
| 100-12600-5210 | Postal Services                                      | 3,000            | 3,000           |
| 100-12600-5230 | Telecommunications & Cell Phones                     | 9,000            | 9,000           |
| 100-12600-5300 | Insurance VML  | 23,000           | 19,000          |
| 100-12600-5510 | Mileage  | 1,500            | 300             |
| 100-12600-5530 | Meals & Lodging                                      | 2,000            | 1,000           |
| 100-12600-5540 | Convention & Education                               | 3,000            | 1,500           |
| 100-12600-5801 | Miscellaneous  | 0                | 1,500           |
| 100-12600-5810 | Dues & Association Memberships                       | 25,000           | 1,500           |
| 100-12600-6001 | Office Supplies                                      | 4,000            | 4,000           |
| 100-12600-6002 | Food Supplies & Food Service                         | 300              | 300             |
| 100-12600-6005 | Housekeeping/Janitorial Supplies                     | 500              | 500             |
| 100-12600-6012 | Books & Subscriptions                                | 1,500            | 1,000           |
| 100-12600-8102 | Furniture & Fixtures                                 | 200              | 200             |
| 100-12600-8106 | Sewer Charges  | 500              | 500             |
| 100-12600-8107 | EDP Equipment  | 5,000            | 10,000          |
| 100-12600-9310 | Hazardous Mitigation Plan                            | 0                | 400             |
| 100-12600-9300 | General Admin Expense Other                          | 2,500            | 1,000           |
| 100-12600-9400 | THURSTON PROPERTIES, LLC (RENT)FIREHALL              | 3,000            | 40,032          |
|                | <b>Subtotal-Other Admin. Services &amp; Expenses</b> | <b>103,350</b>   | <b>113,118</b>  |
| 100-32200-0000 | *VOLUNTEER FIRE DEPARTMENT*                          |                  |                 |
| 100-32200-5612 | Fire Department Grant                                | 15,000           | 15,000          |
|                | <b>Subtotal-VFD Grant</b>                            | <b>15,000</b>    | <b>15,000</b>   |
| 100-33300-0000 | *OTHER PUBLIC SAFETY/EMERGENCY SVCS                  |                  |                 |
| 100-33300-3000 | Reverse 911 Services                                 | 500              | 500             |
|                | <b>Subtotal-Other Public Safety/Emergency Svcs</b>   | <b>500</b>       | <b>500</b>      |
| 100-42300-0000 | **PUBLIC WORKS**                                     |                  |                 |
| 100-42300-1900 | Refuse Contract                                      | 90,000           | 90,600          |
| 100-42300-3310 | Repairs & Maintenance                                | 2,000            | 5,000           |
| 100-42300-5110 | Electrical Service STREET/BRIDGE/EVENT               | 11,250           | 11,000          |
| 100-42300-6030 | Garbage Supplies                                     | 1,000            | 100             |
|                | <b>Subtotal-Public Works</b>                         | <b>104,250</b>   | <b>106,700</b>  |
| 100-71100-0000 | *PARKS AND RECREATION*                               |                  |                 |
| 100-71100-3310 | Repairs & Maintenance                                | 6,000            | 3,000           |
| 100-71100-5110 | Electrical Service PLAYGROUND/PAVILION               | 250              | 500             |
| 100-71100-6002 | Bristow Pavilion                                     | 100              | 100             |
| 100-71100-6003 | Landscape & Gravel                                   | 6,500            | 5,000           |
| 100-71100-6006 | Landscape Contract Services                          | 19,500           | 19,000          |
| 100-71100-6007 | Repairs & Maintenance Supplies                       | 1,800            | 1,800           |

| Account Number | Account Description                     | Proposed FY26-27 | FY25-26 Adopted |
|----------------|---|------------------|-----------------|
| 100-71100-6008 | Vehicle & Powered Equipment Fuels       | 1,300            | 1,200           |
| 100-71100-6009 | Vehicle & Powered Equipment Supp        | 6,582            | 500             |
|                | <b>Subtotal-Parks &amp; Recreation</b>  | <b>42,032</b>    | <b>31,100</b>   |
| 100-71320-0000 | *POOL*                                  |                  |                 |
| 100-71320-3310 | Repairs & Maintenance                   | 600              | 0               |
| 100-71320-3315 | Chemicals                               | 1,000            | 1,000           |
| 100-71320-3320 | Maintenance Service Contracts           | 65,970           | 62,700          |
| 100-71320-3600 | Advertising                             | 200              | 150             |
| 100-71320-5110 | Electrical Service POOL                 | 5,000            | 2,000           |
| 100-71320-6005 | HOUSEKEEPING & JANITORIAL               | 250              | 0               |
| 100-71320-6014 | Other Operating Supplies                | 1,000            | 50              |
| 100-71320-8102 | Furniture & Fixtures                    | 200              | 500             |
| 100-71320-8106 | Sewerage Charges                        | 100              | 500             |
|                | <b>Subtotal-Pool</b>                    | <b>74,320</b>    | <b>66,900</b>   |
| 100-81100-0000 | *COMMUNITY DEVELOPMENT*                 |                  |                 |
| 100-81100-3600 | Advertising (Rivers Realm)              | 5,000            | 5,000           |
| 100-81100-3607 | Procedural Advertising                  | 1,000            | 500             |
| 100-81100-5510 | PROMOTIONAL REQUESTS                    | 0                | 500             |
| 100-81100-5550 | Urbanna Main Street                     | 1,000            | 1,000           |
| 100-81100-5840 | FOUNDERS DAY                            | 2,500            | 2,500           |
| 100-81100-5841 | TABOR PARK POTTY                        | 3,000            | 3,000           |
| 100-81100-5842 | JULY 4TH CELEBRATION                    | 6,112            | 15,000          |
| 100-81100-5870 | MITs / Blue Water Trail                 | 1,000            | 1,500           |
| 100-81100-9600 | Christmas Decorations, permits, prizes  | 1,000            | 1,000           |
|                | <b>Subtotal-Community Development</b>   | <b>20,612</b>    | <b>30,000</b>   |
| 100-81110-0000 | *OYSTER FESTIVAL*                       | 0                | 0               |
| 100-81110-1400 | OF Bus Lic Reimburse Police Servi Agmnt | 19,500           | 21,000          |
| 100-81110-3600 | Advertising                             | 150              | 150             |
| 100-81110-3800 | Permits                                 | 200              | 100             |
| 100-81110-6014 | Other Operating Supplies                | 100              | 0               |
|                | <b>Subtotal-Oyster Festival</b>         | <b>19,950</b>    | <b>21,250</b>   |
| 100-81600-0000 | *TROLLEY*                               |                  |                 |
| 100-81600-3800 | Purchase of Services                    | 8,823            | 8,600           |
|                | <b>Subtotal-Trolley</b>                 | <b>8,823</b>     | <b>8,600</b>    |
| 100-81700-0000 | *VISITORS CENTER*                       |                  |                 |
| 100-81700-1300 | Salaries & Wages - Part Time            | 11,460           | 10,530          |
| 100-81700-2100 | FICA                                    | 900              | 800             |
| 100-81700-3310 | Repairs & Maintenance                   | 6,000            | 5,000           |
| 100-81700-3320 | Security Contracts                      | 1,000            | 4,000           |
| 100-81700-5110 | Electrical Service MUSEUM               | 2,500            | 1,900           |
| 100-81700-5230 | Telecommunications                      | 1,000            | 1,000           |
| 100-81700-6007 | Repairs & Maintenance Supplies          | 750              | 500             |

| Account Number | Account Description                     | Proposed<br>FY26-27 | FY25-26<br>Adopted |
|----------------|---|---------------------|--------------------|
| 100-81700-6015 | Merchandise for Resale                  | 2,500               | 1,000              |
| 100-81700-8102 | Furniture & Fixtures                    | 0                   | 100                |
| 100-81700-8105 | Sewerage Charges                        | 200                 | 300                |
| 100-81700-8106 | SUPPLIES - SPECIAL EVENTS & OTHER       | 500                 | 1,000              |
|                | <b>Subtotal-Visitors Center</b>         | <b>26,810</b>       | <b>26,130</b>      |
|                | <b>TOTAL ALL ABOVE - GENERAL FUND</b>   | <b>726,955</b>      | <b>735,844</b>     |
| 110-43100-5410 | Museum Expense                          | 13,500              | 6,500              |
|                | <b>SUBTOTAL HISTORIC TRUST (MUSEUM)</b> | <b>13,500</b>       | <b>6,500</b>       |
| 130-81100-5000 | **BANNERS & FLAGS**                     |                     |                    |
| 130-81100-5850 | Banners & Flags Lamp posts              | 2,000               | 2,000              |
|                | <b>Subtotal-Banners &amp; Flags</b>     | <b>2,000</b>        | <b>2,000</b>       |
| 132-13200-0001 | **SECOND SATURDAY'S**                   |                     |                    |
| 132-13200-1000 | SECOND SATURDAY'S ADVERTISING           | 1,000               | 200                |
| 132-13200-2000 | SECOND SATURDAY'S MERCHANDISE           | 500                 | 0                  |
| 132-13200-3000 | SECOND SATURDAY'S ENTERTAINMENT         | 5,900               | 3,000              |
| 132-13200-4000 | SECOND SATURDAY'S SECURITY              | 2,600               | 2,000              |
|                | <b>Subtotal-Second Saturdays</b>        | <b>10,000</b>       | <b>5,200</b>       |
|                | <b>SUBTOTAL SELF-FUNDING ACTIVITIES</b> | <b>12,000</b>       | <b>7,200</b>       |
| 140-00999-0000 | ** EXPENSE UPTON'S POINT **             |                     |                    |
| 140-43100-1300 | Part-time Salaries & Wages              | 33,540              | 27,593             |
| 140-43100-2100 | FICA                                    | 2,566               | 2,097              |
| 140-43100-3310 | Repairs & Maintenance                   | 6,000               | 10,216             |
| 140-43100-5110 | Electrical Service MARINA               | 20,000              | 12,000             |
| 140-43100-5230 | Telecommunications                      | 2,300               | 2,300              |
| 140-43100-5300 | Insurance                               | 1,000               | 1,700              |
| 140-43100-5400 | Rental Year Round Outdoor Restroom      | 2,000               | 0                  |
| 140-43100-6001 | Office Supplies                         | 400                 | 300                |
| 140-43100-6003 | Office Equipment                        | 200                 | 0                  |
| 140-43100-6007 | Repairs & Maintenance Supplies          | 3,300               | 1,000              |
| 140-43100-6009 | Dues and Subscriptions                  | 200                 | 200                |
| 140-43100-6100 | Other Operating Supplies                | 5,000               | 17,444             |
| 140-43100-6200 | Ice                                     | 300                 | 300                |
| 140-43100-8103 | Sewerage Charges                        | 3,900               | 3,000              |
| 140-43100-8104 | PROPANE (HOT WATER)                     | 1,000               | 500                |
|                | <b>Subtotal-Upton's Point Marina</b>    | <b>81,706</b>       | <b>78,650</b>      |
| 500-46100-0000 | ** EXPENSE WATER FUND **                |                     |                    |
| 500-46100-1300 | Salaries & Wages - Reg                  | 91,370              | 99,852             |
| 500-46100-2100 | FICA                                    | 7,000               | 8,176              |
| 500-46100-2210 | VRS Retirement                          | 2,320               | 2,142              |
| 500-46100-2300 | HOSPITAL MEDICAL                        | 20,000              | 14,000             |
| 500-46100-2400 | Group Insurance Life                    | 1,450               | 1,267              |
| 500-46100-3000 | Contractual Operator Services           | 18,000              | 16,000             |

| Account Number | Account Description           | Proposed<br>FY26-27 | FY25-26<br>Adopted |
|----------------|-------------------------------|---------------------|--------------------|
| 500-46100-3100 | Operating License (State)     | 2,250               | 2,250              |
| 500-46100-3150 | Legal Services                | 2,700               | 2,700              |
| 500-46100-3310 | Repairs & Maintenance         | 42,500              | 30,000             |
| 500-46100-3320 | Water Tower Service Contract  | 18,000              | 16,000             |
| 500-46100-4320 | Generator Service Contract    | 1,300               | 1,200              |
| 500-46100-4500 | VA811 Tickets                 | 300                 | 400                |
| 500-46100-5110 | Electrical Service WATER      | 11,000              | 10,000             |
| 500-46100-5120 | Chemicals and Supplies        | 8,000               | 5,000              |
| 500-46100-5130 | Other/Dues Conferences        | 7,000               | 0                  |
| 500-46100-5140 | RENT OF SPACE IN TOWN HALL    | 12,000              | 12,000             |
| 500-46100-5150 | Computer/IT Support           | 5,000               | 3,000              |
| 500-46100-5230 | TELECOMMUNICATIONS            | 1,700               | 700                |
| 500-46100-5510 | Mileage                       | 882                 | 100                |
| 500-46100-6007 | Repair & Maintenance Supplies | 13,000              | 4,000              |
| 500-46100-6008 | SCADA SERVICE/MONITOR         | 0                   | 2,600              |
| 500-46100-6009 | KAMSTRUP ANNUAL SUPPORT       | 800                 | 500                |
| 500-46100-6010 | CARTEGRAPH                    | 5,000               | 3,250              |
| 500-46100-6030 | DEQ STATE PERMIT              | 0                   | 35,000             |
| 500-46100-9500 | DISTRIBUTION SYSTEM UPGRADE   | 60,000              | 49,863             |
|                | <b>Subtotal</b>               | <b>331,572</b>      | <b>320,000</b>     |
| 500-95000-0000 | *DEBT SERVICE*                |                     |                    |
| 500-95000-0050 | USDA LOAN PRINCIPAL PHASE I   | 19,023              |                    |
| 500-95000-0075 | USDA LAON PRINICPAL PHASE II  | 4,505               |                    |
| 500-95000-0100 | USDA LOAN INTEREST PHASE I    | 17,733              | 60,000             |
| 500-95000-0200 | USDA LOAN INTEREST PHASE II   | 11,167              |                    |
|                | <b>Subtotal</b>               | <b>52,428</b>       | <b>60,000</b>      |
|                | <b>TOTAL - WATER FUND</b>     | <b>384,000</b>      | <b>380,000</b>     |
| 710-00000-0000 | ** EXPENSE TABER TRUST**      |                     |                    |
| 710-12110-3190 | Accounting Tax Work           | 700                 | 0                  |
| 710-12110-3200 | Court Accountant              | 1,700               | 0                  |
| 710-12110-3300 | Court Filing Fee              | 25                  | 0                  |
| 710-32100-5610 | Contribution to Library       | 10,000              | 10,000             |
| 710-32200-5610 | Vol Fire Dept Contribution    | 10,000              | 10,000             |
| 710-32300-5610 | Rescue Squad Contribution     | 10,000              | 10,000             |
|                | <b>TOTAL - TABER FUND</b>     | <b>32,425</b>       | <b>30,000</b>      |
|                | <b>Expenses Grand Total</b>   | <b>1,250,586</b>    | <b>1,238,194</b>   |



**TOWN  
COUNCIL**

**Agenda Item Summary  
June 11, 2026**

**Agenda Item: 8 – REPORTS**

**8.a. Staff Reports**

1. Acting Town Administrator – Robbie Wilson
2. Treasurer – Michele Hutton

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

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



## Treasurer's Report

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

| Account Balance thru 4/30/2025                      | Prior Year     | Prior Month      | Statement Date |
|---|----------------|------------------|----------------|
|   | 4/30/25        | 3/31/26          | 4/30/26        |
| Primis Bank General Operating Bank Account          | 998,996.98     | 539,507.12       | 521,507.12     |
| <b>Renter Water Deposits</b>                        | -19,226.66     | -19,501.66       | -19,501.66     |
| Net Operating General Bank Account (Adjusted Bal)   | 997,545.74     | 538,539.58       | 519,845.29     |
| Primis – USDA Well Replacement reopened (8/2/24)    | 52,699.04      | 7,409.50         | 3,047.05       |
| C&F Bank Historic Trust (new 3/1/2023)              | 65,164.32      | 68,647.35        | 65,175.67      |
| C&F Bank - Water Fund Reserve (13 mo CD) 4/15/26    | 122,304.47     | 125,871.37       | 126,942.14     |
| C&F Bank – General Fund Reserve (13 mo CD) 4/15/26  | 101,185.04     | 104,136.02       | 105,021.89     |
| C&F Bank -Operating Reserve (13 mo CD) 4/15/26      | 423,807.69     | 436,167.68       | 439,878.09     |
| Taber Trust – Account Value                         | 1,038,306.34   | 1,229,355.02     | 1,192,384.38   |
| Taxes listed below are collected for prior month(s) | <b>4/30/25</b> | <b>3/31/2026</b> | <b>4/30/26</b> |
| Meals Tax collected in April                        | 12,606.26      | 12,192.79        | 11,861.01      |
| Lodging Tax collected in April                      | 2,299.97       | 4,343.64         | 2,957.32       |
| Cigarette Tax collected in April                    | 808.11         | 558.60           | 778.32         |
|   |                |                  |                |

**EXPENDITURES:**  
 04/15/26 Withdrew \$4,250.00 from Historic Trust to cover museum repairs/painting basement.

**REVENUE:**  
 Interest received on CD's  
 \$1,070.77 Water Fund Reserve  
 \$885.87 – General Fund Reserve  
 \$3,710.41 - Operating Reserve Fund  
 \$5,667.05

**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: 06/09/26  
 Subtotal CAFR: No

| Account No         | Description       | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | Jan     | Feb      | Mar      | Apr      |
|--------------------|-------------------|----------|----------|----------|----------|----------|----------|---------|----------|----------|----------|
| 100-12110-0001     | Meals Tax - Local |          |          |          |          |          |          |         |          |          |          |
| 163858.16          |                   | 16394.51 | 21923.87 | 17179.60 | 14185.24 | 17676.99 | 13290.90 | 5850.71 | 14557.74 | 12192.79 | 11861.01 |
| <b>Fund Total</b>  |                   | 16394.51 | 21923.87 | 17179.60 | 14185.24 | 17676.99 | 13290.90 | 5850.71 | 14557.74 | 12192.79 | 11861.01 |
| <b>Grand Total</b> | Count: 1          | 16394.51 | 21923.87 | 17179.60 | 14185.24 | 17676.99 | 13290.90 | 5850.71 | 14557.74 | 12192.79 | 11861.01 |

**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: 06/09/26  
 Subtotal CAFR: No

| Account No         | Description | Jul     | Aug     | Sep     | Oct     | Nov     | Dec     | Jan    | Feb    | Mar     | Apr     |
|--------------------|-------------|---------|---------|---------|---------|---------|---------|--------|--------|---------|---------|
| 100-12100-0001     | Lodging Tax |         |         |         |         |         |         |        |        |         |         |
| 28469.86           |             | 4273.19 | 4821.65 | 1975.45 | 3285.83 | 3306.60 | 1267.39 | 419.96 | 355.52 | 4343.64 | 2907.32 |
| <b>Fund Total</b>  |             | 4273.19 | 4821.65 | 1975.45 | 3285.83 | 3306.60 | 1267.39 | 419.96 | 355.52 | 4343.64 | 2907.32 |
| <b>Grand Total</b> | Count: 1    | 4273.19 | 4821.65 | 1975.45 | 3285.83 | 3306.60 | 1267.39 | 419.96 | 355.52 | 4343.64 | 2907.32 |

## Water Sales

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: 06/09/26  
 Subtotal CAFR: No

| Account No         | Description         | Jul      | Aug      | Sep      | Oct      | Nov  | Dec      | Jan     | Feb      | Mar      | Apr      |
|--------------------|---------------------|----------|----------|----------|----------|------|----------|---------|----------|----------|----------|
| 500-17010-0001     | Water Sales Charges |          |          |          |          |      |          |         |          |          |          |
| 350508.50          |                     | 55355.82 | 11198.46 | 23023.65 | 90790.69 | 0.00 | 27920.09 | 9424.76 | 47947.02 | 24012.76 | 38045.59 |
| <b>Fund Total</b>  |                     |          |          |          |          |      |          |         |          |          |          |
| 350508.50          |                     | 55355.82 | 11198.46 | 23023.65 | 90790.69 | 0.00 | 27920.09 | 9424.76 | 47947.02 | 24012.76 | 38045.59 |
| <b>Grand Total</b> | Count: 1            |          |          |          |          |      |          |         |          |          |          |
| 350508.50          |                     | 55355.82 | 11198.46 | 23023.65 | 90790.69 | 0.00 | 27920.09 | 9424.76 | 47947.02 | 24012.76 | 38045.59 |



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

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

The mayor opens the 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. The clerk will keep time.

After each speaker has been heard, the Mayor asks for any council member's 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: 10 – New Business**

**10.a. Bridge Geotechnical contract**

**Fiscal Impact:** ~\$7665.00. Additional charges are possible but would require approval from the acting town administrator.

**Acting Town Administrator's Recommendation:** The option of an emergency crossing is being explored to re-establish a vehicle crossing to the town marina before the Oyster Festival. All of the possible engineering options hinge on knowing the load-bearing capacity of the soil at the bridge site. Due to the time constraints of this project, I recommend we proceed with the geotechnical survey now, as the results will take 4-6 weeks to come back.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to authorize the acting Town Administrator to execute this contract for Geotechnical services, subject to final review and approval by the Town Attorney.

**Motion, Second, Discussion, Roll Call (Clerk calls each member for their Aye, Nay, or Abstain vote.)**



ZanninoEngineering.com  
9915 Greenwood Road  
Glen Allen, VA 23060  
Phone: (804) 262-0299  
Fax: (804) 262-8479  
info@zanninoenr.com

June 9, 2026

Town of Urbanna  
300 Virginia St  
Urbanna, Virginia 23175  
P (804) 758-2613

Attention: Mayor Pro Tempore Robbie Wilson  
r.wilson@urbannava.gov  
M (804) 238-3227

Regarding: Proposal for Geotechnical Engineering Study  
Proposed Bridge to Urbanna Town Marina Replacement  
210 Oyster Road  
Urbanna, Virginia

Dear Mayor Pro Tempore Wilson:

Zannino Engineering, Inc. (ZEI) is pleased to provide our Geotechnical Engineering Study Proposal for this project. We have prepared this proposal based on our phone call and your April 24, 2026, email and our review of the information provided.

Our scope of services in this proposal includes the collection of subsurface data, inspection of soil samples, soils laboratory testing, review and preparation of test boring logs, and a boring location plan. A written report will be prepared to include boring logs, location plan, soils laboratory test results, and geotechnical engineering recommendations. **We request that the client or client's agent locate any Private utilities and other below grade structures or features on site prior to subsurface exploration.**

We appreciate the opportunity of providing this proposal to you. Should you have any questions or require any further assistance, please do not hesitate to contact our office.

Sincerely,  
**ZANNINO ENGINEERING, INC.**

Mark E. McLain, P. E.  
Vice President



the client as additional fees. All work will be conducted in accordance with the attached Terms and Conditions. As stated in the Terms and Conditions, payment is due and payable within 30 days after receipt of invoice unless other arrangements are made.

The fees outlined in this proposal will remain active for 60 days. If this proposal is not activated within 60 days, we reserve the right to modify the scope of work and/or fees of such work to reflect current conditions. In addition, please note that this proposal may be accepted/executed by a third party, if that third party will be responsible for payment.

We appreciate the opportunity to provide services for your project. Please indicate your acceptance of this proposal by signing below and returning the signed copy to our office and retain one copy for your records. You may transmit your acceptance by either fax to our office at (804) 262-8479 or by email to [mark.mclain@zanninoengr.com](mailto:mark.mclain@zanninoengr.com) with the understanding that a fax or scanned signature copy will be treated as an original signature.

generated from the field and laboratory analysis, the project engineer will analyze the subsurface conditions as they pertain to the anticipated development.

Based on the field and laboratory testing, a consolidated report will be prepared by the project geotechnical engineer. The reports will address the following:

Check that the bullets below fit to what the client is looking for.

- Frost Depth
- Estimated Groundwater Depths (if encountered)
- Seismic Site Classification
- Volume Change (shrink-swell)
- Estimated Allowable Soil Bearing Pressure
- Estimated Consolidation Settlement
- Earthwork Recommendations
- Lateral Earth Pressure (Abutments)
- Foundation Recommendations (including deep foundations)

The report will include a boring location plan, test boring logs, and the results of laboratory testing.

We understand that access and rights of entry to the site will be provided. Some damage to the site may occur during our field activities. No restoration is included other than plugging the holes with drill spoils and asphalt patch, where appropriate. We will notify MISS Utility prior to performing field work. Private utilities and other below grade structures or features on site also need to be identified by the client or client's agent prior to subsurface exploration. Our firm does not assume responsibility for damage to utilities on site that are not identified by Miss Utility, or structures and/or features not identified and marked in the field by the client or client's agent prior to drilling.

### **Schedule**

For the Geotechnical Study, we anticipate being able to drill this site within 10 to 15 business days of notice to proceed. We are available to begin laboratory testing once the soil samples are delivered to our laboratory. We anticipate that our geotechnical engineering study (report) can be completed within seven to ten business days after completing drilling.

### **Fees**

**Our Estimated Fees are as follows:**

**Geotechnical Engineering Study: \$7,665.00**

**If we are required to have private utilities marked, there will be an additional charge.**

Should additional services be performed and authorized by you, our standard unit rates for the appropriate services and tests will be applicable. Such necessary work would include any consultation and/or contacts with the client beyond that which is necessary to complete the report and additional soil testing for unusual soil conditions. Additional time spent in meetings, extended client contacts, report revisions, consultation with attorneys, etc., will be billed to

## PROPOSAL

We understand from the information provided that the existing bridge is approximately 18 feet long by 23 feet wide and is in fair to poor condition and needs to be replaced. We also understand that this is the only road access to the marina. We understand that the proposed replacement bridge is assumed to likely be a 30-foot long by 24-foot wide, jointless concrete simple span with a 22-foot width between the side barriers. We also understand that bridge will have to at least maintain the current vertical clearance above the waterway. We also understand the project will include replacing deficient approach roadway walls/concrete protection and raising the road grade as needed to match the new bridge grades. We also assume that the bridge will likely be founded on a pile system. **We request that the client or client's agent locate any Private utilities and other below grade structures or features on site by prior to subsurface exploration.**

Foundation loads were not provided to us, so we assumed maximum abutment loads of 9 kips per foot of abutment width.

### **Scope of Services- Geotechnical Engineering Study**

ZEI proposes to drill two (2) borings (one per end of the proposed bridge) extending to a depth of 50 feet. All field data collection will be directed by an engineering project manager under the direction of the project geotechnical engineer.

During drilling boring logs (written documentation of observed subsurface conditions) will be prepared to indicate blow count data from the SPT Tests, soil type, color, ground water if present, and change in soil type. Soils will be classified in accordance with the Unified Soils Classified System (USCS) criteria. If we note unusual soil conditions, we will contact you immediately and may make recommendations for additional borings or additional sampling or tests. If soft clay is encountered, undisturbed Shelby Tubes may be required. Soil samples are typically taken at 2-foot intervals in the upper 8 to 10 ft and at 5 ft intervals where drilled deeper than 10 ft. We will also obtain a sample where a change in soil type is observed. Soil samples will be placed in clean glass jars with airtight lids. For safety reasons the holes will be backfilled with the drill cuttings after drilling is completed.

Upon completing the field program, selected soil samples will be subjected to laboratory testing. Testing will include natural moisture content, grain size analysis, and Atterberg Limits. Should highly compressible clay soil be encountered and at your authorization, we can sample these soils in the field by obtaining undisturbed Shelby tubes for additional soil testing may be required. We will contact you if additional testing is recommended.

Based on the results of laboratory testing and visual observations during drilling, a final boring log will be prepared for each boring location.

Once we have received notice to proceed, which is defined as returning a signed copy of the acceptance portion of this proposal, a project engineer will be assigned to this project who will coordinate all field and laboratory work to be performed. Based on the information

2.3 Client shall provide all casual labor and facilities as may be needed by ZEI to obtain samples and to store and cure any such samples which must remain on the Project site prior to testing. Client shall also provide ZEI with free access to the Project, area to be inspected, and to all shops and yards where materials are prepared or stored to perform all tasks reasonably necessary for its completion of the services contracted for in this agreement.

2.4 The location of the field tests are based upon information furnished to ZEI by others or on estimates made in the field by ZEI. All dimensions, depths, and elevations are approximate.

2.5 Unless otherwise requested, test specimens will be disposed of upon completion of tests and analysis. Upon written request, ZEI will retain samples for an agreed to duration and for a mutually acceptable storage charge.

2.6 ZEI will submit written reports of all tests, inspections and services performed hereunder to Client. Such reports apply only to the standards or procedures identified and to the samples tested and/or inspections made. Unless otherwise specified, the test and/or inspection results are not indicative or representative of the qualities of the entire lot from which the sample was taken or of apparently identical or similar products. ZEI shall not be responsible for the interpretation by others of its data.

2.7 It is understood by the client that the purpose of our field representative will be to observe the client's work and conduct field tests. Our work does not include supervision or direction of the actual work of the client, its employees or agents. It is further understood that neither the presence of our field representative nor the observation and testing by our firm shall excuse the client in any way for the defects discovered in his work.

2.8 ZEI shall not be responsible for the errors or omissions of any party involved in the design or manufacture of the Project or the failure of any contractor, subcontractor, or manufacturer to construct or manufacture any item on the Project in accordance with the design of the Project or recommendations made by ZEI.

2.9 It is understood that ZEI will not be responsible for job or site safety on this project. Job and site safety will be the sole responsibility of the client.

2.10 Notwithstanding any other provision of this Agreement, the parties hereto agree that ZEI's total liability to Client for any and all claims, demands, causes of action, controversies or lawsuits (whether based in contract, tort, warranty or otherwise) arising directly or indirectly out of, or in any way related to ZEI's acts or omissions in the performance of any service pursuant to this Agreement shall be limited to general money damages in an amount equal to the greater of \$50,000.00 or the amount paid by Client to ZEI pursuant to the terms of this Agreement for services rendered. This paragraph shall apply notwithstanding the form in which any legal or equitable actions may be brought by Client or others against ZEI. This paragraph shall apply notwithstanding the basis of the claim brought by the Client or others against ZEI arising directly or indirectly out of, or in any way related to, ZEI's acts or omissions in the performance of any service pursuant to the Agreement including, without limitation, claims based on delay, errors, omissions, negligence, warranty, or breach of contract. Under no circumstances shall ZEI be liable to Client for any lost profits or any claim or demand against Client by any other party. In no event shall ZEI be liable for incidental, consequential, special, or exemplary damages. This provision shall supersede any other

## GENERAL TERMS AND CONDITIONS

### I. SERVICES

1.1 ZEI shall perform the services defined in the Scope of Work, which is attached to and is incorporated into this contract. Reimbursement for these services will be provided by client in the manner defined in this contract. To the extent a scope of work conflicts with the General Terms and Conditions, the General Terms and conditions shall control.

1.2 ZEI shall provide additional services under this Agreement as may be requested in writing by the Client and subject to the approval of ZEI. The cost of these additional services will be invoiced at the standard unit rates included in the attached Standard Fee Schedule which is attached, unless otherwise agreed to by both ZEI and the client in writing.

1.3 Client shall provide ZEI with sufficient advance notice of required services so as to allow ZEI a reasonable period of time to coordinate the assignment of ZEI personnel, such advanced notice to be established by mutual agreement of the parties. If asked to perform an inspection on the same day as the call, ZEI will make every effort to cover the assignment with the available personnel. If the assignment must be covered with a higher qualified person than necessary, the client will be charged for this service at the billing rate for the available personnel.

1.4 The responsibility for scheduling on-site inspection lies with the Client. Our normal work day is 7:00 a.m. to 5:00 p.m., Monday through Friday. For services performed outside of these hours, and on Saturdays, Sundays, and holidays, overtime rates will apply.

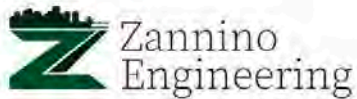
1.5 The Client understands and agrees that any delays, cancellations, rescheduling, overtime, or other construction activities that may alter the anticipated number of hours and the anticipated costs of ZEI on the job site and that are beyond the control of ZEI field personnel are legitimate and chargeable time and will be invoiced at the rates designated for basic services in the Agreement.

### II. RIGHTS AND RESPONSIBILITIES

2.1 Client will properly provide ZEI in writing and sufficiently in advance with all information necessary for its proper performance of the services to be provided hereunder including, but not limited to, the location of all hidden or obscure manmade objects and all underground utilities. ZEI shall be under no duty to verify the completeness of accuracy of the information provided by Client and shall be entitled to fully rely thereon. Client agrees to defend, indemnify and hold ZEI harmless from any and all claims, liabilities, suits and losses, including reasonable attorneys' fees, whether or not made by a party to this agreement, arising out of the incompleteness or inaccuracy of information provided by Client or the failure of Client to provide such information. Client further agrees to compensate ZEI for any time or expense incurred by ZEI in defense of any such claim, in accordance with ZEI's then prevailing fee schedule and expense reimbursement policy. ZEI shall have no obligation to perform and services hereunder until all necessary information has been provided in writing by Client.

2.2 ZEI will perform all technical services in substantial accordance with the basic requirements of the appropriate Standards of the American Society for Testing and Materials, where applicable, or other standards by Client in writing in advance and agreed to by ZEI.

|  |           |          |
|--|-----------|----------|
| Atterberg Limits (D4318)                               | each      | \$100.00 |
| Coarse Aggregate # 200 wash (ASTM C117)                | each      | \$100.00 |
| Dry Sieve Analysis (Gravel) (ASTM C136)                | each      | \$150.00 |
| Washed 200 Sieve Analysis (only) (ASTM D422)           | each      | \$50.00  |
| Washed Sieve Analysis (ASTM D422 & D1140)              | each      | \$100.00 |
| Hydrometer & Sieve Analysis (D422)                     | each      | \$250.00 |
| Specific Gravity (soils) (D854)                        | each      | \$175.00 |
| Specific Gravity (Coarse Aggregate) (ASTM C127)        | each      | \$175.00 |
| Specific Gravity (Fine Aggregate) (ASTM C128)          | each      | \$200.00 |
| Unconfined Compression Testing (D2166)                 | each      | \$100.00 |
| Standard Proctor (Method A or B) (ASTM D698)           | each      | \$160.00 |
| Standard Proctor (Method C) (ASTM D698)                | each      | \$185.00 |
| Modified Proctor (Method A or B) (ASTM D1557)          | each      | \$200.00 |
| Modified Proctor (Method C) (ASTM D1557)               | each      | \$210.00 |
| One Point Proctors (Laboratory) (VTM 12)               | each      | \$80.00  |
| (A or B) California Bearing Ratio Package (ASTM D1883) | per point | \$600.00 |
| (C) California Bearing Ratio Package (ASTM D1883)      | per point | \$650.00 |
| <b>Mileage (Based on portal to portal)</b>             | per mile  | \$0.85   |



**ZANNINO ENGINEERING, INC.  
STANDARD FEE SCHEDULE – 2026**

**Engineering Personnel**

|   | <b><u>Unit</u></b> | <b><u>Rate</u></b> |
|---|--------------------|--------------------|
| Expert Engineering Testimony, PE        | per hour           | \$300.00           |
| Principal Geotechnical Engineer, PE     | per hour           | \$200.00           |
| Senior Geotechnical Engineer, PE        | per hour           | \$175.00           |
| Staff Engineer, EIT                     | per hour           | \$130.00           |
| Project Engineer                        | per hour           | \$150.00           |
| Construction Services / Project Manager | per hour           | \$120.00           |
| Assistant Project Management            | per hour           | \$75.00            |
| Engineering Aide (Field Exploration)    | per hour           | \$100.00           |
| Clerical                                | per hour           | \$50.00            |

**Subsurface Exploration**

|   |               |            |
|---|---------------|------------|
| Geoprobe                                    | per day min.  | \$1,400.00 |
| *All Terrain Vehicle Mobilization           | lump sum min. | \$750.00   |
| *Truck Mounted Mobilization                 | lump sum min. | \$600.00   |
| SPT- 2.25" I.D. H.S.A. 0-50 ft              | FT            | 15.00      |
| SPT- 2.25" I.D. H.S.A. 51-100 ft            | FT            | 16.00      |
| SPT- 3.5" I.D. H.S.A. 0-50 ft               | FT            | 16.00      |
| SPT- 3.5" I.D. H.S.A. 51-100 ft             | FT            | 16.00      |
| Auger Probe 2.25"                           | FT            | 10.00      |
| Water Observation Wells- less drill         | FT            | 6.00       |
| Additional spoons                           | EA            | 15.00      |
| Shelby Tube/ Attempt                        | EA            | 175.00     |
| Rock Core Set up                            | HOLE          | 110.00     |
| NX Rock Coring                              | FT            | 50.00      |
| Core Boxes                                  | EA            | 15.00      |
| Out of Town Expenses*                       | DAY           | 250.00     |
| Jack Hammer Rental                          | DAY           | 175.00     |
| Asphalt Patches                             | EA            | 25.00      |
| Hand Clearing, standby, jack hammering, etc | HR            | 255.00     |

**Soil Laboratory Testing**

|                                       |      |         |
|---------------------------------------|------|---------|
| Natural Moisture Content (ASTM D2216) | each | \$18.00 |
|---------------------------------------|------|---------|



**Accepted by client:**

**Company Name:**

---

**Address:**

---

---

---

**Phone/Fax/Email:**

---

**Signature:**

---

**Printed Name:**

---

**Date:**

---



6.3 The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning approval, final adjudication of a lawsuit in which ZEI is not involved, or upon the Client's successful completion of the project or receipt of payment from Owner.

provisions in this Agreement that may be deemed inconsistent with it. This paragraph shall survive termination of this Agreement.

### **III. WARRANTY**

3.1 The only warranty or guarantee made by ZEI in connection with the services performed hereunder, is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same locality. No other warranty, express or implied, is made or intended by our proposal for consulting services or by our furnishing oral or written reports.

### **IV. INSURANCE & INDEMNIFICATION**

4.1 ZEI shall maintain at its own expense the following insurance subject to normal industry exclusions: Worker's Compensation Insurance and Employer's Liability Insurance; Commercial Automotive Liability Insurance; Commercial General Liability Insurance; and Professional Liability Insurance. Certificates can be issued upon request identifying details and limits of coverage.

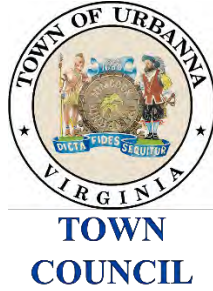
### **V. TERMINATION**

5.1 The Agreement may be terminated by either party on ten days prior written notice to the other party. If this agreement is so terminated by either party, ZEI shall be paid in full for all services performed and all expenses incurred through the termination date, and Client shall be provided with a written report of the results of tests and analyses completed prior to the termination date upon receipt of all monies due and owing to ZEI.

### **VI. INVOICES AND PAYMENT**

6.1 Invoices are to be submitted to Client for payment either monthly or at the completion of any phase of work, unless other arrangements are agreed to by the parties in writing. Payment is due within thirty (30) days from the date of the invoice. Interest at the rate of 1.5% per month, compounded monthly, shall be added to any amount not paid when due. Client shall pay all costs incurred by ZEI in collecting any amounts due, including reasonable attorneys' fees and all other legal expenses ZEI incurs. The parties agree that "reasonable attorney's fees" means the greater of (1) one-third the principal and interest due, or (2) the customary hourly charges of ZEI's attorney. Partial payments shall be applied first to other legal expenses, then attorneys' fees, then to interest, and lastly to principal. A \$50.00 handling charge will be applied to any returned check. Should Client pay, via credit or debit card, a 3% service charge will be added to the amount due. The Client agrees that Middlesex County, City of Richmond, Chesterfield County, or Henrico County, Virginia shall be the proper venues for any action to collect moneys owed to ZEI by the Client. The Courts of the Commonwealth of Virginia have exclusive jurisdiction and Virginia law shall apply.

6.2 The Client shall provide ZEI with a clear written statement within fifteen (15) days after the invoice date of any questions with respect to the invoice. Failure to do so shall constitute acceptance of an invoices as submitted.



**Agenda Item: 10 – New Business**

10.b. Acceptance of Resignation of Robert “Robbie” E Wilson III

I Robert “Robbie” E Wilson III hereby resign my position as a member of the Urbanna Town Council effective immediately.

*Robert E Wilson III*

Robert “Robbie” E Wilson III

Sample Motion: I move to accept the resignation of Robert “Robbie” E Wilson III as a member of the Urbanna Town Council effective immediately.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

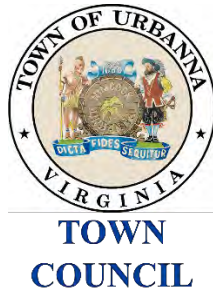
**Agenda Item: 10 – New Business**

**10.c. Announcement of Persons Interested in Appointment to Council**

**Council Action Requested:** Approval of the Resolution.

**Sample Motion:** I move to approve the attached Resolution announcing the names of potential candidates for appointment to the Urbanna Town Council.

**Motion, Second, Discussion, Roll Call** (Clerk calls each member for their Aye, Nay, or Abstain vote.)



**RESOLUTION**  
**ANNOUNCING CANDIDATES UNDER CONSIDERATION**  
**TO FILL TWO VACANCIES ON THE URBANNA TOWN COUNCIL**

WHEREAS the Honorable William T. Goldsmith has resigned his position as Mayor of the Town of Urbanna; and

WHEREAS Merri Hanson resigned her position on the Urbanna Town Council; and

WHEREAS Mayor Goldsmith's and Merri Hansons' resignations from the Urbanna Town Council were accepted by the Urbanna Town Council on May 20, 2026; and

WHEREAS Robert "Robbie" E Wilson III has resigned his position on the Urbanna Town Council; and

WHEREAS the Urbanna Town Council has accepted Robbie's resignation effective June 11, 2026; and

WHEREAS Ms. Hanson's term expires on December 31, 2026; and

WHEREAS state law authorizes the Urbanna Town Council to appoint an individual to fulfill the unexpired portion of Ms. Hanson's term; and

WHEREAS the term of Robert "Robbie" E Wilson III expires on December 31, 2028; and

WHEREAS it is necessary to appoint an individual to serve as a member of the Urbanna Town Council until such time as a special election may be held for the remainder of the term of Robert "Robbie" E Wilson III and the successful candidate has qualified; and

WHEREAS applications have been solicited by the Urbanna Town Council of individuals interested in being appointed to the Town Council; and

WHEREAS the Urbanna Town Council intends to make two Council appointments at its meeting on June 25, 2026.

NOW THEREFORE BE IT RESOLVED by the Urbanna Town Council, at its regular monthly meeting on June 11, 2026 that, in accordance with Virginia Code section 24.2-228, the Urbanna Town Council announces that it is considering the following persons to fill the unexpired portion of Merri Hanson's term which expires on December 31, 2026 and the

term of Robert "Robbie" E Wilson III until such time as a special election may be held and the successful candidate has qualified:

Matthew Gobush

Roy Kime

Martha Lowe

Bruce Murray

Christopher Riddick

John Ryland

Daniel Snead

**DONE** this 28th day of May, 2026.



## **Agenda Item Summary FOR ALL REGULAR MEETINGS**

### **Agenda Item: 11 – Old Business**

Appoint Mayor

**Fiscal Impact:** None

**Staff Recommendation:** Since the resignation of Mayor William Goldsmith, Vice-Mayor Robert “Robbie” E Wilson III has acted in the Mayor’s absence. Council must now formally appoint someone to fill the unexpired portion of the Mayor’s term which is December 31, 2026. Citizens will elect a new Mayor at the November election, who will take office on January 1, 2027.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to appoint Robert E Wilson III as Mayor for the Town of Urbanna to fill the unexpired term of William Goldsmith.

**Motion, Second, Discussion, Roll Call (Clerk calls each member for their Aye, Nay, or Abstain vote.)**



**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.

**Agenda Item: 14 – CLOSED MEETING**

**Motion:** I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss the performance reviews of the Town Administrator and Town Attorney.

**Motion, Second, Discussion, Roll Call (Aye, Nay, Abstain)**

**Reconvene/Certification of Closed Meeting**

**Motion:** I move to reconvene in open session and certify that only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by Town Council; and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by Town Council in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950.

**Motion, Second, Roll Call [Each member must individually certify. If any council member votes against certification, he/she must so state at this time.]**

**Action on Closed Meeting (if necessary)**

**Action on matters discussed in Closed Session, 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)**