



URBANNA TOWN COUNCIL WORK SESSION AGENDA

Thursday, June 25, 2026 - 6:00 pm
**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. Action Items
 - a. Approval of June 11th, 2026 Work Session Minutes
7. Public Comment 1 & Council Response to Public Comment 1
8. Closed Meeting
9. Selection of Interim Council Members
10. Public Hearing & Action
 - a. Resolution 2026-012 FY25-26 Budget Amendment Hearing
 - b. Ordinance 06-2026 Schedule of taxes and fees
11. New Business
 - a. Resolution 2026-007 Budget Approval & Appropriation
 - b. Election of Vice Mayor
12. Public Comment 2 & Council Response to Public Comment 2
13. Council Announcements & Requests
14. 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

The mayor calls for changes to or the 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

June 11, 2026

Agenda Item: 6 – APPROVAL OF MINUTES

6.a. June 11, 2026 Work Session 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 June 11th, 2026 minutes as presented [or with the amendments discussed by consensus of the Council].

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

TOWN OF URBANNA, VIRGINIA
Town Council — Regular Meeting
MINUTES

June 11, 2026 — 6:00 p.m.

A regular scheduled meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 11th day of June, 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.

1. Call to Order

The Acting Presiding Officer called the regular meeting of the Urbanna Town Council to order at 6:00 p.m. on June 11, 2026.

2. Electronic Participation

Council Member Justice requested to participate in the meeting electronically due to being out of town, Atlantic Beach, North Carolina.

MOTION: To approve the electronic participation of Council Member Justice. Seconded.

VOTE: Carried by roll-call vote. Confirm individual votes and that the remote location and reason were stated on the record per the Town's electronic-participation policy.

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:

Michele Hutton, Town Treasurer
Members of the 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.

6. Approval of Minutes — May 28, 2026

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Courtney seconded. The treasurer called the roll:

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

7. Public Comment First Period

No public comment

8. Public Hearing — FY 2026–2027 Budget

The public hearing on the proposed FY 2026–2027 budget was opened. No members of the public spoke. The hearing was closed. No action was taken; the Council noted that adoption of the budget is scheduled for the next regular meeting.

9. Staff Reports

a. Acting Town Manager Wilson

Reported working at the Town office five to six days per week, primarily on completing the budget and budget presentation. A budget amendment was announced this week to formalize funding for the Town Hall purchase. New projects are advancing, the most significant being the bridge geotechnical work, which will be taken up under New Business.

b. Treasurer (Michelle Hutton)

The Treasurer's report was included in the agenda packet. The Town received \$5,657.50 from three certificates of deposit. One withdrawal of \$4,250.00 was made from the historic trust at C&F Bank for basement painting/repair. Business licenses will be mailed the following day; the due date is extended one month, from July 1 to August 1. The revised business-license (BPOL) ordinance is planned to take effect January 1, 2027, to allow controlled implementation. Incomplete applications that omit gross receipts will be assessed the full \$300.00. The Treasurer will be out of the office Monday through Wednesday to attend the Virginia Treasurers' Association conference.

10. New Business

a. Bridge Geotechnical Services Contract

The Acting Town Manager Robbie Wilson described the need for an emergency steel bridge crossing to the waterfront/marina ahead of the Oyster Festival, citing parking and access pressures at the marina. An emergency steel bridge is estimated at approximately \$30,000 plus footings, and a geotechnical study is required to determine soil conditions and footing design. Two proposals were received; staff recommended the proposal from

Zannino Engineering for \$7,665.00. A grant for the permanent bridge administered through the PDC; kickoff meeting July 20, 2026, forthcoming, but staff recommended proceeding now — funded from the marina-repair line — to preserve the timeline for an emergency crossing. Acting Administrator Wilson estimated the total cost to reopen the crossing at roughly \$75,000–\$100,000. The geotechnical work would also support the permanent-bridge engineering.

Councilmember Austin made a motion to approve to authorize the Acting Town Manager to execute the contract for geotechnical services, subject to final review and approval by the Town Attorney. Councilmember Courtney seconded. The treasurer called the roll:

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

b. Resignation — Council Member Robert E. Wilson III

Mr. Wilson submitted his resignation as a member of the Town Council, effective immediately, to permit his appointment as Mayor.

Councilmember Austin made a motion to accept Councilperson Wilson’s resignation. Councilmember Chowning seconded. The treasurer called the roll:

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

c. Resolution Announcing Candidates for Council Appointment

A packet of applications was made available for persons interested in the council vacancy; the application deadline closed June 10 at 4:00 p.m. The qualifying applicants were announced as follows: Matthew Gobush, Roy Kime, Martha Lowe, Bruce Murray, Christopher Riddick, John Riley, and Daniel Snead. The Council will make its determination and announcement at the June 25 meeting.

Councilmember Austin made the motion to approve the resolution announcing the names of the candidates for appointment to the Urbanna Town Council.

Councilmember Courtney seconded. The treasurer called the roll:

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

d. Resolution Appointing Mayor

A resolution was presented to appoint Robert E. “Robbie” Wilson III as Mayor of the Town of Urbanna to fill the unexpired term of former Mayor William Goldsmith. The appointee will serve until the unexpired term ends on December 31, 2026, with the office passing to the duly elected official upon being sworn in on January 1, 2027.

Councilmember Austin made the motion to fill the unexpired term of former Mayor William Goldsmith. Councilmember Chowning seconded. The treasurer called the roll:

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

11. Public Comment Second Period

No members of the public offered comment during the second public-comment period

12. Council Announcements & Requests

Councilmember Austin

Reported on the upcoming Second Saturday event. New volunteers Shannon Wilson and Thomas Wilson will serve as ID checkers. A food vendor, Dragon Run Dogs, and live music from Rein Band are scheduled. A resident raised concerns about golf-cart safety — signage, child restraints/seatbelts, the 16-year-old minimum driving age, and the four-way stop near the business district. The Council discussed requesting solar/LED stop-sign markers and noted that two Sheriff’s deputies visited the Town office to obtain the golf-cart rules. It was noted that golf carts are not permitted to travel to or from Bethpage.

Council Member Justice

Reported planning progress for the July 3–4 celebration. Some highlights are a complimentary face painter, a children's bike decorating at the park, and an Army band 29th ID performing Friday, July 3 at 6:00 p.m. at the park. Food trucks are confirmed for Saturday. Additional vendors are being sought, including a cold-treats/ice-cream vendor. A pie-eating contest is planned. Additional volunteers are needed. Given budget constraints, the event will emphasize simple, low-cost community activities.

Councilmember Chowning

Deadline to run for Town Council is June 16th.

Councilmember Wilson

Mr. Montague will again host the small-boat regatta this year, with coordination in place to ensure the event can proceed without using the town boat ramp. The Town's Virginia Street terminus (excluding the easement) has been offered for coordinated parking/landing.

Councilmember Courtney

Don Georgette has ordered 150 Spartina plants for shoreline protection, to be planted soon. A French-drain/water-diversion approach and a possible volunteer work day were discussed; the planting area carries a historical designation.

AGENDA ITEM 14. CLOSED MEETING (if necessary)

A closed meeting was not held.

15. Adjournment

There being no further business, a motion to adjourn was made and seconded; the meeting adjourned at 6:49 pm.

Respectfully submitted,

Preparer name and title

Approved: date of adoption

URBANNA TOWN COUNCIL VOTING RECORD

Meeting Date: 6/11/2026

Item #	
Motion:	<u>CALL to Order</u>
Ms. Austin	<input checked="" type="checkbox"/>
Mr. Chowning	<input checked="" type="checkbox"/>
Ms. Courtney	<input checked="" type="checkbox"/>
Ms. Justice	<input checked="" type="checkbox"/> <u>Electronic</u>
Mr. Wilson	<input checked="" type="checkbox"/>

Item #	
Motion:	<u>Electronic</u>
Ms. Austin	<input checked="" type="checkbox"/>
Mr. Chowning	<input checked="" type="checkbox"/>
Ms. Courtney	<input checked="" type="checkbox"/>
Ms. Justice	<input checked="" type="checkbox"/>
Mr. Wilson	<input checked="" type="checkbox"/>

Item #	
Motion:	<u>Roll Call</u>
Ms. Austin	<input checked="" type="checkbox"/>
Mr. Chowning	<input checked="" type="checkbox"/>
Ms. Courtney	<input checked="" type="checkbox"/>
Ms. Justice	<input checked="" type="checkbox"/>
Mr. Wilson	<input checked="" type="checkbox"/>

Item #	
Motion:	<u>Agenda Approve</u>
Ms. Austin	<u>1st</u> -
Mr. Chowning	<u>2nd</u> -
Ms. Courtney	-
Ms. Justice	-
Mr. Wilson	-

Item #	
Motion:	<u>Minutes</u>
Ms. Austin	<u>1st</u> -
Mr. Chowning	-
Ms. Courtney	<u>2nd</u> -
Ms. Justice	-
Mr. Wilson	-

Item #	
Motion:	<u>NO Public Comment Period #1 or #2</u>
Ms. Austin	
Mr. Chowning	
Ms. Courtney	
Ms. Justice	
Mr. Wilson	

Item #	
Motion:	<u>Geo CONTRACT vote</u> <u>Roll Call</u>
Ms. Austin	<input checked="" type="checkbox"/> <u>1st Motion</u>
Mr. Chowning	<input checked="" type="checkbox"/>
Ms. Courtney	<input checked="" type="checkbox"/> <u>2nd</u>
Ms. Justice	<input checked="" type="checkbox"/>
Mr. Wilson	<input checked="" type="checkbox"/>

Item #	
Motion:	<u>Robbie Resign</u>
Ms. Austin	<input checked="" type="checkbox"/> <u>1st Motion</u>
Mr. Chowning	<input checked="" type="checkbox"/> <u>2nd</u>
Ms. Courtney	<input checked="" type="checkbox"/>
Ms. Justice	<input checked="" type="checkbox"/>
Mr. Wilson	

Item #	
Motion:	<u>Resolution Candidates</u>
Ms. Austin	<input checked="" type="checkbox"/> <u>1st Motion</u>
Mr. Chowning	<input checked="" type="checkbox"/>
Ms. Courtney	<input checked="" type="checkbox"/> <u>2nd</u>
Ms. Justice	<input checked="" type="checkbox"/>
Mr. Wilson	<input checked="" type="checkbox"/>

Item #	
Motion:	<u>Appointment of Mayor</u>
Ms. Austin	<input checked="" type="checkbox"/> <u>M</u>
Mr. Chowning	<input checked="" type="checkbox"/> <u>2nd</u>
Ms. Courtney	<input checked="" type="checkbox"/>
Ms. Justice	<input checked="" type="checkbox"/>
Mr. Wilson	<input checked="" type="checkbox"/> <u>Abstain</u>

Item #	
Motion:	<u>Adjourn</u>
Ms. Austin	<input checked="" type="checkbox"/> <u>1st</u>
Mr. Chowning	<input checked="" type="checkbox"/> <u>2nd</u>
Ms. Courtney	
Ms. Justice	
Mr. Wilson	

Item #	
Motion:	
Ms. Austin	
Mr. Chowning	
Ms. Courtney	
Ms. Justice	
Mr. Wilson	



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 7 – 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 the 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 and answers to questions. Council members shall limit their response to only those comments immediately preceding their response.



**TOWN
COUNCIL**

Agenda Item Summary

June 25th, 2026

Agenda Item: 8 – 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 and consider the interim appointment of two members of the Town Council pursuant to Section 24.2-228 of the Code of Virginia, the names of the proposed appointees having been announced in open session.

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.



Agenda Item Summary

June 25th, 2026

Agenda Item: 9 – Selection of Interim Council Members

Background: There are two vacancies on the Town Council following the resignations of Merri Hanson, whose term expires December 31, 2026, and Robbie Wilson, whose term expires December 31, 2026. Pursuant to Va. Code § 24.2-228, Council must appoint qualified residents to fill the unexpired portions of both terms. Resolution 2026-13 makes both appointments.

Fiscal Impact: None

Staff Recommendation: Appoint two qualified applicants to fill the unexpired portions of both terms by adoption of Resolution 2026-13.

Council Action Requested: Yes

Sample Adoption Motion: I move to adopt Resolution 2026-13, appointing _____ and _____ to fill the unexpired council term.

**TOWN OF URBANNA, VIRGINIA
RESOLUTION 2026-13**

**A RESOLUTION APPOINTING TWO (2) MEMBERS OF THE TOWN COUNCIL OF
THE TOWN OF URBANNA TO FILL EXISTING VACANCIES PURSUANT TO
VIRGINIA CODE § 24.2-228**

WHEREAS the Town of Urbanna is a duly incorporated town in the County of Middlesex, Commonwealth of Virginia, governed by a Mayor and a Town Council consisting of six (6) members pursuant to the Town Charter (Acts of Assembly 1964, ch. 131, § 5); and

WHEREAS Merri Hanson resigned her position on the Urbanna Town Council, which resignation was accepted by the Town Council on May 20, 2026, and Ms. Hanson’s term expires December 31, 2026; and

WHEREAS Robert “Robbie” E. Wilson III resigned his position on the Urbanna Town Council, which resignation was accepted by the Town Council effective June 11, 2026, and his term expires December 31, 2028; and

WHEREAS in accordance with Virginia Code § 24.2-228(A) and § 2.2-3707, the Town Council, at its regular meeting on June 11, 2026 — being at least seven (7) days prior to the date of these appointments — publicly announced the names of all persons being considered for appointment and made available for inspection each such person’s materials, those persons being Matthew Gobush, Roy Kime, Martha Lowe, Bruce Murray, Christopher Riddick, John Ryland, and Daniel Snead; and

WHEREAS each person appointed herein is a qualified voter of the Town of Urbanna and is eligible to serve as a member of the Town Council; and

WHEREAS the Town Council finds that filling these vacancies is necessary and in the best interest of the Town so that the Council may continue to conduct the business of the Town;

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

1. Pursuant to Virginia Code § 24.2-228, _____ is hereby appointed to the Town Council of the Town of Urbanna to fill the vacancy created by the resignation of Merri Hanson, and shall serve the unexpired portion of that term, which expires December 31, 2026, and until a duly elected successor has qualified.
2. Pursuant to Virginia Code § 24.2-228, _____ is hereby appointed to the Town Council of the Town of Urbanna to fill the vacancy created by the resignation of Robert “Robbie” E. Wilson III, and shall serve until the vacancy is filled by special election held pursuant to Virginia Code § 24.2-226 for the remainder of that term, which expires December 31, 2028, and the person so elected has qualified.

3. The Town Council shall cause a petition to be filed with the Circuit Court of Middlesex County, as provided in Virginia Code § 24.2-226, requesting issuance of a writ of election to fill, for the remainder of the term, the vacancy in the seat formerly held by Robert “Robbie” E. Wilson III.
4. Upon appointment, each appointee shall take and subscribe the oath of office required by Virginia Code § 49-1 no later than July 6, 2026.
5. Upon qualification, each appointee shall be vested with all of the powers, duties, and responsibilities of an elected member of the Town Council.

ADOPTED by the Town Council of the Town of Urbanna, Virginia, at its regular meeting this 25th day of June, 2026.

Vote: Ayes ____ Nays ____ Abstaining ____ Absent ____

Vote: Aye Nay Abstain

Marjorie Austin

Larry Chowning

Alana Courtney

Beth Justice

Robbie Wilson

ATTEST:

 Mayor Robbie Wilson



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 10a – Public Hearings

10.a. Presentation of Budget Amendment 12-2026 and Hearing.

Description: This budget amendment is necessary to make the 2025-2026 budget reflect the use of a combination of funding methods for the purchase of the new town hall at 300 Va. St. This budget amendment also reflects changes in the lost rental income from the front of 390 Va. St and additional rent paid for the back of 390 Va. St. Finally, we are adding an additional \$30,000 to a Financial Contingency fund for legal cleanup work related to the purchase.

Staff Recommendation: After the presentation on the proposed amendment, proceed to the public hearing as advertised on the proposed Budget Amendment as presented.

Council Action Requested: Open Public Hearing on Budget amendment. After the public comment period has elapsed, vote via Roll Call on the presented amendment resolution.

Account	Description	Increase	(Decrease)	Running Total
EXPENDITURES				
100-12600-9600	Purchase of 300 Virginia Street (Town Hall)	\$618,275.75		\$618,275.75
100-12600-9600	Moving expenses and related costs	\$13,213.36		\$631,489.11
100-12600-9400	Rent — Thurston Properties, LLC (Budgeted \$40,032; Expended \$24,252); no longer payable following purchase		(\$15,580.00)	\$615,909.11
	Subtotal — Town Hall Purchase Expenditures	\$631,489.11	(\$15,580.00)	\$615,909.11
	Financial Contingency Fund	\$30,000.00		\$645,909.11
	Net Expenditure	\$645,909.11		\$645,909.11
REVENUES & FINANCING SOURCES				
	SLFRF / ARPA Federal Grant	\$239,659.92		\$239,659.92
	Proceeds from Sale of Former Town Hall	\$239,513.74		\$479,173.66
100-15020-0001	Lost Rental Income at 390 Va. St (Budgeted \$45,000; Received \$1,200)		(\$43,800.00)	\$435,373.66
	Use of Reserve Fund — to complete acquisition of 300 Virginia Street	\$152,315.45		\$587,689.11
	Use of Reserve Fund — to offset rental-revenue shortfall, net of rent savings	\$28,220.00		\$615,909.11
	Subtotal — Use of Reserve Fund For Town Hall Purchase	\$180,535.45		\$615,909.11

Account	Description	Increase	(Decrease)	Running Total
	Use of Reserve Fund — for Financial Contingency Fund	\$30,000.00		\$645,909.11
	Total Use of Reserve Funds	\$210,535.45		\$645,909.11
	Subtotal — Grants, Sale Proceeds & Reserves	\$689,709.11	(\$43,800.00)	\$645,909.11
	NET INCREASE — Appropriations =	\$645,909.11	\$645,909.11	\$645,909.11

*Urbanna Town Council
June 25, 2026 Meeting*

AMENDMENT TO THE FY 2025-26 BUDGET

RESOLUTION 2026-012

WHEREAS the Town Council (“Council”) wishes to amend its Fiscal Year (FY) 2025/2026 Budget to account for revenues and expenses related to the change in the location of Town Hall, including the purchase of the property at 300 Virginia Street during the FY2025-26 budget; and

WHEREAS the purchase of 300 Virginia Street was funded primarily by a combination of the Town’s Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act of 2021, proceeds from the sale of the former Town Hall, and the Town’s Reserve Fund; and

WHEREAS the sum of \$615,909.11 needs to be added to the FY2025-26 budget for the relocation of Town Hall; and

WHEREAS for the purpose of fiscal integrity, an additional \$30,000 from the Reserve Fund shall be added to the FY2025-26 budget and appropriated for contingencies for expenditure only as required; and

WHEREAS we had a \$43,800.00 loss in potential rental income to the revenue budget; and

WHEREAS these amendments represent a change to the FY2025-26 budget of \$1,238,193.80 in excess of one percent (1%) of the total budget amount, thereby requiring a public hearing; and

WHEREAS Council held a duly advertised public hearing pursuant to Code of Virginia § 15.2-2507 on June 25, 2026 to accept comments from the public.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna, Virginia, does hereby approve, authorize, and appropriate the sum of \$210,535.45 from the Reserve Fund, \$239,659.92 from SLFRF/ARPA grant, and \$239,513.74 from the proceeds following the sale of the former Town Hall to the FY2025-26 budget so that the amount of the FY2025-2026 budget shall be \$1,927,902.91

DONE this 25th day of June 2026.

Mayor, Town of Urbanna



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 10b – Public Hearings

10.b. Presentation of Ordinance 06-2026 – Schedule of Fees and Taxes

Description: This ordinance codifies the proposed changes in fees and tax rates. Affected rates are the golf cart license, minimum usage rate fee for residential in-town customers, the meals tax rate, and the personal property rate.

Staff Recommendation: After the presentation on the proposed amendment, proceed to the public hearing as advertised on the proposed Budget Amendment as presented.

Council Action Requested: Open Public Hearing on Budget amendment. After the public comment period has elapsed, vote via Roll Call on the presented amendment resolution.

Description	Current	Proposed	% Change	Effective Date
Meals Tax	5%	6%	1%	07/01/26
Golf Cart Decal	\$25	\$35	29%	01/01/27
In-Town Pool Day Pass – Individual	\$5	\$7	40%	01/01/27
In-Town Pool Day Pass – Family	\$12	\$15	25%	01/01/27
Out-of-Town Pool Day Pass – Individual	\$8	\$10	25%	01/01/27
Out-of-Town Pool Day Pass – Family	\$25	\$30	20%	01/01/27
Bi-Monthly Res. & Comm. Water Rates: In-Town Min Usage, up to 6,000 gallons	\$54.71	\$60	10%	07/01/26
Water Deposit – Residential	\$225	\$250	11%	07/01/26
Water Deposit – Restaurant	\$1,000	\$1,100	10%	07/01/26
Water Deposit – Commercial, not rest.	\$500	\$550	10%	07/01/26
Suspend/Disconnect (min. usage applies)	\$15	\$25	67%	07/01/26
Reconnect Suspended Service	\$20	\$25	25%	07/01/26
Customer-Caused Equipment Damage	Cost + 10%	Cost + 15%	5%	07/01/26
Meter Box lid replacement (plastic) (2nd time)	-	\$45	-	07/01/26
Meter Box lid replacement (metal) (2nd time)	-	\$60	-	07/01/26
Meter Box replacement (box w/lid)	-	Cost + 15%	-	07/01/26
New Service: Sub-meter install (incl. meter)	Cost + 10%	\$4,000	0%	07/01/26

Why This Resolution

- Modest revenue increases across most fees to keep pace with rising service and operating costs
- Continued realignment of water rates with the actual cost of providing service, and to support future water system grant applications

Water Department

- In-Town minimum ($\leq 6,000$ gal): \$54.71 → \$60.00
- Deposits: \$225 → \$250 (residential); \$1,000 → \$1,100 (restaurant); \$500 → \$550 (commercial)
- Suspend/Reconnect: \$15/\$20 → \$25 each
- New: sub-meter install \$4,000; meter box lid replace \$45/\$60

Other Updates

- Golf Cart Decal: \$25 → \$35 (effective 1/1/2027)
- Pool day passes increase ~40% (effective 1/1/2027): In-Town \$5 → \$7 (individual), \$12 → \$15 (family); Out-of-Town \$8 → \$10, \$25 → \$30

Effective Dates

- Most fee & water rate changes take effect 7/1/2026; Golf Cart Decal & Pool Day Passes 1/1/2027; fees marked 'No Change' retain prior effective dates

10.b. Presentation of Ordinance 06-2026 – Schedule of Fees and Taxes - Continued

Description: This ordinance codifies the proposed changes in fees and tax rates. Affected rates are the golf cart license, minimum usage rate fee for residential in-town customers, the meals tax rate, and the personal property rate.

Staff Recommendation: Vote on the proposed Budget Amendment as presented.

Council Action Requested: Vote via Roll Call on the presented amendment resolution.

ORDINANCE 06-2026
AN UNCODIFIED ORDINANCE
SCHEDULE OF TAXES AND FEES

BE IT ORDAINED by the Urbanna Town Council that the following schedule of taxes and fees shall be approved and adopted as follows:

Description	Amount	Effective Date
Meals Tax	6%	07/01/26
Golf Cart Decal	\$35	01/01/27
Marshall Community Pool: In-Town Pool Day Pass – Individual	\$7 \$15	01/01/27 01/01/27
In-Town Pool Day Pass – Family	\$30	01/01/27
Out-of-Town Pool Day Pass – Family	\$10	01/01/27
Out-of-Town Pool Day Pass – Individual		
Bi-Monthly Res. & Comm. Water Rates: In-Town: Minimum Usage, up to 6,000 gallons	\$60	07/01/26
Water Deposit – Residential	\$250	07/01/26
Tenant	\$1,100	07/01/26
Water Deposit – Restaurant	\$550	07/01/26
Water Deposit – Commercial (not restaurant)		
Customer Request: Suspend/Disconnect (min. usage applies)	\$25 \$25	07/01/26 07/01/26
Reconnect Suspended Service		
Customer-Caused Equipment Damage	Cost + 15%	07/01/26
Meter Box lid replacement (plastic) (2nd time)	\$45	07/01/26
Meter Box lid replacement (metal) (2nd time)	\$60	07/01/26
Meter Box replacement (box w/lid)	Cost + 15%	07/01/26
New Service: Sub-meter install. (including meter)	\$4,000	07/01/26

Real Estate Taxes .23 per \$100 of assessed value
(retroactive to January 1, 2026)

Personal Property Taxes .37 per \$100 of assessed value

BE IT FURTHER ORDAINED that the effective date of the golf cart decal fee and the Marshall Pool fees, as specified in this Ordinance, shall take effect on January 1, 2027; and

BE IT FURTHER ORDAINED that all water rate fees, as specified in this Ordinance, shall take effect on July 1, 2026; and

BE IT FURTHER ORDAINED that the meals tax rate of six percent (6%) shall take effect on July 1, 2026; and

BE IT FURTHER ORDAINED that the personal property tax rate of thirty-seven cents (.37) per one hundred dollars of assessed value shall take effect on July 1, 2026; and

BE IT FINALLY ORDAINED that the real estate property tax rate of twenty-three cents (.23) per one hundred dollars of assessed value shall be retroactive to January 1, 2026.



**TOWN
COUNCIL**

Agenda Item

Summary

JUNE 25, 2026

Agenda Item: 11 – New Business

11a. Resolution 2026-007: FY26-27 Budget Approvals & Appropriations

Background: The Finance Committee and staff have worked to develop the proposed Fiscal Year 2026-2027 Budget for the Town of Urbanna. This budget was presented at the May 28th meeting, and a public hearing was held at the June 11th meeting. Below is the resolution adopting this budget.

Fiscal Impact: As proposed:

The FY2026-2027 budget is balanced, with total revenues and expenditures across all funds of \$1,250,586, compared to the FY2025-2026 adopted budget of \$1,238,194.

The General Fund revenues and expenses balance at \$726,955, a decrease of \$8,889 (1.2%) from the prior year. Balancing the General Fund required a \$0.02 increase in the real estate tax rate, to \$0.23 per \$100 of assessed value, together with a 1% increase in the local meals tax; the meals tax increase allowed the real estate rate adjustment to be held to \$0.02. The budget includes tiered pay raises based on tenure — 2% at 1–4 years of service, 4% at 4–6 years, 6% at 6–8 years, and 8% at 8 or more years — totaling \$11,728 across 10 employees, in place of the prior cross-the-board cost-of-living adjustment.

Notable General Fund items include Pool expenses of \$74,320, now managed under a multi-year contract with pricing locked in through the next season, and resolution of the town hall question: the building was purchased outright using a combination of savings and grant funds, eliminating rent. The back room of the firehouse now serves as public meeting space at an annual cost of \$3,000.

The Water Fund revenues and expenses balance at \$384,000, an increase of \$4,000 (1.1%) over the prior year. The in-town base water fee was increased to \$60.00 from \$54.71 to continue closing the gap between in-town and out-of-town rates, and the water system repair budget was increased from \$79,863 to \$102,500 (an increase of \$22,637, or 28%) to continue investing in the system.

The Upton's Point Marina revenues and expenses balance at \$81,706, an increase of \$3,056 (3.9%) over the prior year. Although the Finance Committee initially anticipated that marina income would decline during the bridge outage, reservations have surpassed expectations and revenue was left at prior levels.

The Taber Fund revenues and expenses balance at \$32,425. This does not reflect the current fund balance, which varies with the financial markets.

The Museum Fund balances at \$13,500, and Self-Funded Community Activities revenues and expenses balance at \$12,000.

Staff Recommendation: Adopt the Fiscal Year 2026-2027 Budget as presented this evening, which reflects the proposal submitted to the public hearing as well as appropriation authorization and carry over.

Council Action Requested: Yes. Adopt Resolution 2026-007 approving the Fiscal Year 2026-2027 Budget as presented this evening, which reflects the proposal submitted to the public hearing as well as appropriation authorization and carry over.

Sample Motion: I move to adopt Resolution 2026-007 approving and appropriating the Town of Urbanna Operating Budgets and Capital Improvement Program for fiscal year 2026-2027.

RESOLUTION 2026-007
FY2026-2027 BUDGET ADOPTION & APPROPRIATION FOR THE TOWN OF URBANNA
OPERATING BUDGETS AND CAPITAL IMPROVEMENT PROGRAM

WHEREAS the Urbanna Town Council has prepared a FY2026-2027 budget in accordance with Code of Virginia §15.2-2503 for informative and fiscal planning purposes; and

WHEREAS the proposed FY2026-2027 budget was published on May 21, 2026 and May 28, 2026 in the *Southside Sentinel*, Urbanna, Virginia, pursuant to Code of Virginia §15.2-2506, and a Public Hearing was subsequently held on the proposed budget on June 11, 2026; and

WHEREAS it is necessary to approve the FY2026-2027 budget and appropriate sufficient funds for the contemplated expenditures as contained in the FY2026-2027 budget;

NOW THEREFORE BE IT RESOLVED by the Urbanna Town Council that:

SECTION 1: The following amounts aggregating \$1,250,586 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning on July 1, 2026 and ending on June 30, 2027.

SECTION 2: It is the intent of the Urbanna Town Council that all taxes levied and other revenue received during FY2026-2027 be appropriated for FY2026-2027.

SECTION 3: The Town Administrator may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

SECTION 4: The Town Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

SECTION 5: All outstanding encumbrances, both operating and capital, in all town funds on June 30, 2026 shall be an amendment to the adopted budget and shall be reappropriated to the 2026-2027 fiscal year to the same department and account for which they were assigned in the previous.

SECTION 6: Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Administrator may approve transfers between funds to enable the capital projects to be accounted for properly. Upon completion of a capital project, the Town Administrator is authorized to close out the project and transfer any remaining balances to the original funding source.

SECTION 7: The Town Administrator is authorized to approve transfers among capital projects as long as funding sources are consistent and total net appropriation is not increased. If the actual contract amount for a project is less than the appropriation, the Town Administrator may approve the transfer of excess funds back to the original funding source upon completion of the project.

SECTION 8: Upon completion of a grant program, the Town Administrator is authorized to close the grant and transfer balances back to the funding source.

SECTION 9: The Town Administrator is authorized to approve transfers among funds as long as the total net appropriation is not increased.

SECTION 10: All appropriations are declared to be maximum, conditional, and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2027, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2027.

SECTION 11: No department, agency or individual receiving appropriations under the provisions of this Resolution shall exceed the amount of its or his appropriation except with the prior consent and approval of the Town Council.

SECTION 12: The Town Administrator is authorized to make such rearrangements of positions and appropriations within the several departments under the control of the Town Council that may best meet the needs and interests of the Town of Urbanna, Virginia.

SECTION 13: This Resolution shall be effective on and after July 1, 2026.

DONE this 25th day of June, 2026.



Agenda Item Summary

June 25th, 2026

Agenda Item: 11b - Election of Vice Mayor

Background: There is no Vice Mayor since Robbie Wilson was appointed to fill the unexpired portion of the term of Mayor. Council must select a Vice Mayor for the remainder of 2026.

Fiscal Impact: None

Staff Recommendation: Nominate and elect a Vice Mayor.

Council Action Requested: Yes

Sample Adoption Motion: I nominate _____ to serve as Vice Mayor until December 31, 2026.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL MEETINGS**

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

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 the 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 and answers to questions. 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

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

This time is generally used by individual council members to share information with other council members and the public, and to make 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.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL MEETINGS**

Agenda Item: 14 – ADJOURN OR RECESS

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