

URBANNA TOWN COUNCIL CALLED MEETING
AGENDA

Thursday, August 06, 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. Public Comment 1 & Council Response to Public Comment 1
7. Work Session Matters
 - a. Town Administrator Recruitment discussion
8. Public Comment 2 & Council Response to Public Comment 2
9. Council Announcements & Requests
10. Closed Meeting - If Needed
11. Adjourn or Recess



Agenda Item Summaries – Opening the Meeting

AUGUST 06, 2026 CALLED MEETING

Agenda Item: 1 – CALL TO ORDER

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

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

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

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote (all in favor, any opposed)*

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

1. Temporary disability or medical condition that prevents their physical attendance.
2. Must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

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

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

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

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

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

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

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



Agenda Item Summary

AUGUST 06, 2026 CALLED MEETING

Agenda Item: 6 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

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

NO SPEAKERS: Mayor closes Public Comment Period.

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

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

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



TOWN COUNCIL

Agenda Item Summary AUGUST 06, 2026 CALLED MEETING

Agenda Item: 7 – WORK SESSION MATTERS

7.a. Town Administrator Recruitment

Background: Attached are a draft job description and a draft position announcement for the Town Administrator position, revised based upon feedback from Council's July 23, 2026 discussion, along with an outline for tonight's discussion. The goal of today's discussion is further refinement of the job description, the position announcement, and the hiring procedure so the position can be advertised promptly.

Fiscal Impact: None directly from this discussion. The attached drafts describe a full-time position with an expected starting salary range of \$75,000 to \$104,000; the salary, status, and benefits Council settles on will carry into the position announcement and future budgets.

Staff Recommendation & Council Action Requested: Review the attached draft job description and draft position announcement and provide direction on any revisions, and settle the remaining steps of the hiring process—advertising, application review, and interviews—so the position can be advertised promptly.

Attachments: 1) Town Administrator Recruitment Discussion Outline; 2) Draft Job Description — Town Administrator (Full-Time, revised); 3) Draft Position Announcement — Town Administrator (revised)

Town Council Discussion of Town Administrator Recruitment August 6, 2026

1. Review of Draft Job Description and Position Announcement
2. Discuss the Recruitment Process
 - a. Advertising
 - i. Where?
 1. VML
 2. VACO
 3. Governmentjobs.com
 4. Newspaper(s)
 5. Town Website
 6. Social Media
 - ii. How Long?
 1. Recommend at least 30 days.
 - b. Application review and candidate selection
 - i. Who is going to review the applications?
 - ii. How does Town Council want to conduct the interviews and Selection?

Town of Urbanna, Virginia

Job Description: Town Administrator

FLSA Status: Exempt / Full-Time

Compensation: Commensurate with qualifications and experience.

Expected starting salary Range: \$75,000 to \$104,000.

Job Summary

Serving under the direction of the Town Council, the Town Administrator acts as the Chief Administrative Officer and Zoning Administrator for the Town of Urbanna. This position is responsible for the overall daily administration of the Town government, overseeing business affairs, managing personnel, and ensuring that all policies, regulations, and legal directives of the Council are efficiently executed.

Essential Duties and Responsibilities

Leadership & Administration

- Oversees the daily business affairs and operations of the Town government under the direction of the Town Council.
- Serves as the primary communications link to the Town Council, ensuring every member is fully and completely informed of all relevant information regarding the functioning of the Town in a timely manner.
- Suggests and implements regulations, rules, and procedures necessary for the efficient operation of the Town.
- Behaves in a highly professional manner at all times, maintaining professional communication on behalf of the Town and as a private individual across all mediums, including social media.

Zoning & Planning

- Serves officially as the Town's Zoning Administrator, enforcing the Town Code and relevant Commonwealth of Virginia laws.
- Attends and provides administrative and technical support for meetings of the Planning Commission.

Personnel Management

- Selects, organizes, and directs all Town personnel in a manner that best serves the Town government, subject to Council policies and the laws of the Commonwealth.
- Evaluates the effectiveness of Town operations and takes the necessary actions to achieve optimum performance levels from all staff.

Financial & Business Operations

- Oversees the general business affairs of the Town, including daily financial operations.
- Plays a primary role in the development, execution, and administration of the annual Town budget.
- Assures the proper enforcement of all Town franchises, leases, contracts, and permits.

Council Support

- Attends Town Council meetings and committee work sessions.
- Devotes all necessary skills and attention to researching, analyzing, and providing sound professional recommendations to Town Council on Town operations, infrastructure projects, and public policy.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of public administration, municipal finance, and local government operations.
- Thorough knowledge of Virginia land use laws, zoning administration, and subdivision regulations.
- Exceptional ability to communicate effectively, both orally and in writing, with elected officials, staff, businesses, and town residents.
- Ability to exercise sound, independent professional judgment and maintain absolute confidentiality on sensitive Town matters.
- Strong leadership skills to build a collaborative, effective team environment among Town staff.

Minimum Education and Experience

- A Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field. (A Master's degree in Public Administration is highly preferred).
- 3 to 5 years of progressively responsible experience in local government administration, zoning, or public sector management.
- An equivalent combination of education, training, and experience that provides the required knowledge and skills may be considered.

Special Requirements & Working Conditions

- **Schedule Flexibility:** Must be available to work non-standard hours, specifically required evening meetings with the Town Council, Planning Commission, and other civic committees.
- **Benefits:** This full-time position includes a comprehensive benefits package, which typically encompasses health, dental, and vision insurance, paid time off (PTO), and participation in the Virginia Retirement System (VRS).

POSITION ANNOUNCEMENT

Town Administrator - Town of Urbanna, Virginia

Located on the scenic Rappahannock River, the historic Town of Urbanna is a vibrant, waterfront community known for its rich maritime heritage and annual Oyster Festival. Urbanna offers a high quality of life, a welcoming community, and a unique blend of small-town charm with progressive vision.

The Town of Urbanna is seeking a dedicated, collaborative, and experienced municipal professional to serve as its full-time Town Administrator. Serving under the direction of the Town Council, the Administrator acts as the Chief Administrative Officer, managing the daily operations and business affairs of the Town. This position also serves as the Town's Zoning Administrator. The successful candidate will play a critical role in shaping the community's future by executing Council policies, managing Town personnel, overseeing the annual budget, and guiding local land use and planning initiatives.

Key Responsibilities:

- Manage daily Town operations and foster a high-performing, collaborative team environment among Town staff.
- Serve as the primary liaison to the Town Council, providing sound, objective recommendations and ensuring they are fully informed on all Town matters.
- Enforce the Town Code and Virginia land use laws as the Zoning Administrator and Subdivision Agent.
- Develop, execute, and administer the annual Town budget and capital improvement plans.
- Provide administrative and technical support during meetings for the Town Council, Planning Commission, and Board of Zoning Appeals.
- Represent the Town regionally and maintain strong, positive relationships with residents, local businesses, and community stakeholders.

Qualifications:

- A Bachelor's degree in Public Administration, Business Administration, Political Science, or a closely related field. (A Master's degree in Public Administration is highly preferred).

- Extensive, progressively responsible experience in local government administration, public sector management, or zoning administration.
- Comprehensive knowledge of municipal finance, human resources, and Virginia land use laws.
- Exceptional interpersonal and communication skills, with a proven ability to build consensus and exercise independent, professional judgment.

Compensation & Benefits:

The Town of Urbanna offers a competitive salary depending on qualifications. The anticipated hiring range is \$75,000 to \$104,000. The position includes a full benefits package featuring health, dental, and vision insurance, paid time off (PTO), and participation in the Virginia Retirement System (VRS).

How to Apply:

Interested candidates should submit a cover letter, resume, and at least three professional references to:

Robbie Wilson, Mayor

Email: r.wilson@urbannava.gov

300 Virginia Street

P.O. Box 179

Urbanna, VA 23175

Application Deadline: September 8, 2026

The Town of Urbanna is an Equal Opportunity Employer.



Agenda Item Summary

AUGUST 06, 2026 CALLED MEETING

Agenda Item: 8 – 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

AUGUST 06, 2026 CALLED MEETING

Agenda Item: 9 – 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.



**TOWN
COUNCIL**

Agenda Item Summary

AUGUST 06, 2026 CALLED MEETING

Agenda Item: 10 – CLOSED MEETING - IF NEEDED

Agenda Item: 11 – ADJOURN OR RECESS

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