

URBANNA TOWN COUNCIL REGULAR MEETING
AGENDA

Thursday, September 24, 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. Approval of Minutes
7. Public Comment 1 & Council Response to Public Comment 1
8. Reports
 - a. Treasurers Report
 - b. Bridge and Well Updates
9. New Business
 - a. Main St. Sign MOU
 - b. Oyster Festival Traffic and Parking Resolutions
 - c. Town Administrator interview meeting motion
10. Public Comment 2 & Council Response to Public Comment 2
11. Council Announcements & Requests
12. Adjourn or Recess



TOWN COUNCIL

Agenda Item Summaries – Opening the Meeting

SEPTEMBER 24, 2026 REGULAR 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 – Approval of Electronic Participation by a Council Member (if needed) 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 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 MEETING AGENDA Mayor calls for changes to or adoption of the agenda.

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

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

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



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 6 – Approval of Minutes

6. Approval of 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 Minutes Date minutes as presented [or, with the discussed amendments made by consensus of the Council].

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

TOWN OF URBANNA, VIRGINIA
Town Council — Regular Meeting
MINUTES
September 10, 2026 — 6:00 p.m.

A regular scheduled meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 10th day of September, 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

Mayor Robbie Wilson called the meeting to order at 6:00 p.m.

2. Approval of Electronic Participation by a Council Member (if needed)

Not applicable; no Council Member requested electronic participation for this meeting.

3. Roll Call

Marjorie Austin..... Present
Larry Chowning..... Present
Alana Courtney..... Present
Beth Justice..... Present
Martha Lowe..... Present
Bruce Murray..... Present
Robbie Wilson, Mayor..... Present

A quorum was established.

Others Present: Andrea Erard, Town Attorney; Michele Hutton, Town Treasurer; Members of the public.

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Review and Adoption of Meeting Agenda

A motion was made and seconded to adopt the agenda as presented. The motion was approved by unanimous voice vote.

6. Approval of Minutes

A motion was made and seconded to approve the minutes of the August 27, 2026 Regular Meeting as presented. The motion was approved by unanimous voice vote.

7. Public Comment 1 & Council Response to Public Comment 1

No members of the public signed up to speak. The Mayor closed the Public Comment Period.

8. July 2026 Treasurer's Report

Treasurer Michele Hutton presented the July 2026 Treasurer's Report. Highlights include:

1. Primis Bank General Operating Account balance: \$983,062.26 (7/31/25); \$527,081.24 (6/30/26); \$231,748.63 (7/31/26).
2. Net Operating Account (adjusted for renter water deposits): \$979,844.90 (7/31/25); \$509,852.87 (6/30/26); \$492,154.39 (7/31/26).
3. Primis USDA Well Replacement account: \$34,278.26 (7/31/25); \$14,562.28 (6/30/26); \$88,811.88 (7/31/26).
4. C&F Bank Historic Trust: \$61,951.69 (7/31/25); \$67,185.97 (6/30/26); \$68,381.38 (7/31/26).
5. C&F Bank Water Fund Reserve (13-month CD, 4/15/26 cycle): \$123,505.87 (7/31/25); \$126,942.14 (6/30/26); \$128,034.02 (7/31/26).
6. C&F Bank General Fund Reserve (13-month CD): \$102,178.98 (7/31/25); \$105,021.89 (6/30/26); \$105,925.22 (7/31/26).
7. C&F Bank Operating Reserve (13-month CD): \$427,970.76 (7/31/25); \$439,878.09 (6/30/26); \$443,661.64 (7/31/26).
8. Taber Trust account value: \$1,107,362.92 (7/31/25); \$1,205,694.40 (6/30/26); \$1,239,763.55 (7/31/26).
9. Meals tax collected in July: \$14,635.00 (2025); \$29,220.24 (June 2026); \$16,055.04 (July 2026).
10. Lodging tax collected in July: \$3,422.10 (2025); \$4,608.81 (June 2026); \$2,939.41 (July 2026).
11. Cigarette tax collected in July: \$878.87 (2025); \$878.87 (June 2026); \$1,195.41 (July 2026); it was noted that cigarette tax proceeds are deposited directly into the C&F Bank Historic Trust account.
12. Interest received 7/15/2026 on three CDs, totaling \$5,706.76 (\$1,091.88 Water Fund; \$903.33 General Fund; \$3,783.55 Operating Reserve).
13. Expenditures: \$19,425.33 paid to the Middle Peninsula Planning District Commission (MPPDC) on 7/13/2026; \$15,000.00 paid to William Marr, Jr., Esquire on 7/13/2026.
14. Revenue: \$78,602.79 in unused USDA well-replacement loan proceeds received 7/21/2026, to be applied as a principal-only payment on well loan number one.
15. Pool revenue for the current (split fiscal year) season to date: 123 season passes sold, totaling \$3,075; pool membership revenue of \$3,000; daily admission and private party revenue of \$6,370; and \$11,450 in facility rental revenue from swim team ("the lines") use of the pool.
16. Business license (BPOL) collections for 2026: \$10,400 to date; several businesses in Town have not yet renewed, and the Treasurer stated she would follow up.
17. Real estate tax delinquency: \$2,270.70, representing approximately three properties.
18. Personal property tax delinquency: \$10,930, spanning approximately five years; some amounts may be written off following the upcoming billing cycle.

In response to a question about the pool's financial performance, the Treasurer explained that the pool typically operates at a net loss of approximately \$50,000 per season. A contract has been negotiated for the current and next year, covering the same hours of operation. The full-service pool management package, covering lifeguards, chemicals, and cleaning, costs \$10,995 per month for the season, plus a separate management company fee of approximately \$70,000, all within the budgeted General Fund amount for pool operations.

In response to a question about private pool parties, it was explained that additional lifeguard staffing (one lifeguard per twenty patrons) may be required for larger parties, and an extra charge may apply in those cases; parties held during normal operating hours with existing staffing levels generally incur no additional charge.

In response to a question about swimming lessons, it was noted that the Treasurer had contacted a YMCA representative about offering children's swim lessons, and the representative indicated she would look into scheduling. It was also noted that a private instructor has inquired about independently offering evening lessons.

In response to a question about extending the pool season into the fall, it was explained that doing so would increase costs and could affect the rate under the current two-year contract; the Town Administrator would obtain pricing information for consideration.

In response to a question about vehicle decal delinquencies within the personal property tax figures, the Treasurer explained that a significant share of delinquencies involves renters who have since left the area, resulting in returned mail; billing continues using county DMV records, with decal fees varying by vehicle type (e.g., \$20 for cars, \$10 for motorcycles).

9. New Business

a. Oyster Festival Master Plan Presentation

Joe Hyman, Chairman of the Oyster Festival Foundation, presented the 2026 Oyster Festival Master Plan on the Foundation's behalf. He reported that the plan is substantially unchanged from the prior year, aside from minor adjustments to the marina layout. He noted that the Town will no longer issue business licenses for festival vendors, instead issuing permits, which he stated will reduce confusion with regular Town business licenses. He reported that, because traffic can no longer be routed through Oyster Road and the privately owned marina, Community Row has been reduced to ten nonprofit vendor spaces, down from a peak of approximately 30. Some displaced vendors have transitioned to paid vendor status, while others have not returned. He explained the history of Community Row, created years ago on Prince George Street in response to demand from small local vendors, and stated that the parade route has been moved to Virginia Street because Prince George Street can no longer accommodate it, providing an additional viewing area for spectators.

Mr. Hyman described the Foundation's public safety planning process, including two annual public safety meetings — one held four to six weeks before the festival and another

as a debrief afterward — attended by the Virginia State Police, the Sheriff's Office, VDOT, the fire department, emergency rescue services, and ABC, with the FBI consulted as needed. He reported that approximately 50 sheriff's deputies, 15–20 state police officers, and 40–50 fire personnel from about six counties are typically involved; EMS operates four stations plus mobile units throughout the festival grounds. He described a Sheriff's Office communications van, funded in part by the Foundation, that coordinates radio communications among agencies. He reported that 17–18 light towers are rented and staged by the Foundation, with the State Police responsible for turning them off at night; VDOT manages the bulk of trash removal, bringing in dumpsters overnight and rotating them until the site is cleared by Sunday.

In response to questions about the bridge's lighting, it was noted that a light tower near the bridge/marina crossing has previously been improperly angled, causing light to spill toward nearby residences. Foundation representatives stated that this issue is discussed each year at the public safety meeting and that the goal is to have towers turned off promptly, though instances of towers being inadvertently left on have occurred.

Mr. Hyman reported that Sheriff's Office costs for the festival are expected to increase by about 10% this year, following two prior years of roughly 5% increases. Security costs run about \$60,000, and VDOT costs up to about \$40,000, in addition to costs for about 150 portable toilets and required insurance, together totaling in the hundreds of thousands of dollars annually. He stated that the Foundation typically nets between \$20,000 and \$30,000 in a good year, after several hundred volunteers' worth of labor, and that the festival generated about \$13,000 in food vendor revenue and about \$3,000 in marina revenue for the Town this year, an improvement over 2020 (when the festival did not occur and the Town was estimated to have lost about \$20,000 in combined food and marina revenue). He cited a Virginia Business article in which a local business owner estimated the festival represents roughly 15% of his annual business.

Mr. Hyman further described in-kind and indirect benefits the Foundation provides to the Town, including a \$35,000 floating dock used by the Foundation two days per year and by the Town the rest of the year; the Foundation's purchase of parkland (used for Second Saturdays and other Town events) subject to a permanent easement limiting building coverage to 1,000 square feet; approximately \$35,000 in annual marketing spending, including participation in the "Virginia is for Lovers" program; a VIP ticket program priced at \$120–\$150 per ticket, with tracked return-visitor rates of approximately 10–15%; and volunteer drainage repair work performed by the Foundation along the Rappahannock. He noted that approximately \$13,000–\$15,000 in scholarships are also distributed annually.

Regarding parking, Mr. Hyman explained that a \$20 parking fee structure (with \$10 to the property owner and \$10 to the Foundation) arose after a dispute involving the Rosegill property and Alfred Scott, who later donated his share back; a similar arrangement was later adopted by Diane Cox Bashear; some, but not all, participating lots currently split proceeds evenly at \$5 to the Foundation, with actual per-lot payments to the Foundation varying widely depending on capacity and compliance.

In response to a question about Friday Street closures, it was explained that the Town generally remains open on Friday evening unless State Police determine, for public safety reasons, that conditions require closing the Town to additional vehicle traffic (a circumstance Foundation representatives said has occurred only once in approximately 15 years). When this occurs, traffic is rerouted via Virginia Street's circular route, and the Town typically reopens by approximately 7:00 p.m.

Mr. Hyman also noted that the fire department operates a shuttle ("tractor") service across the river as a fundraiser, charging \$2 per ride, to assist patrons and move crowds efficiently at the end of the evening; restaurants are asked not to extend Saturday night hours to support this goal.

Mayor Wilson and Council thanked Mr. Hyman and the Oyster Festival Foundation for their support of the temporary marina bridge project.

Councilmember Austin made a motion to approve the Oyster Festival Master Plan as presented. Councilmember Lowe seconded. The roll was called:

Marjorie Austin..... Aye
Larry Chowning..... Aye
Alana Courtney..... Aye
Beth Justice..... Aye
Martha Lowe..... Aye
Bruce Murray..... Aye
Robbie Wilson, Mayor..... Aye

The motion passed 7-0.

b. Well Repair Update

Mayor Wilson provided an update on repairs to Well No. 6, the Town's new well, which failed about two weeks earlier and is believed to be out of warranty. Quotes are being obtained from two companies. A complicating factor is that approximately 400–460 feet of six-inch schedule-40 stainless steel pipe between the well pump and wellhead was welded during the original installation, following earlier troubleshooting for suspected air infiltration and a failed bacterial test that was ultimately traced to a faulty check valve. Because of the welding, the pipe may not come out of the ground in a single piece, and it is uncertain how many sections will need to be cut. One company has proposed separating the existing pipe at the joints as much as possible; the other has proposed cutting the pipe, beveling it, and reinstalling it, resulting in a difference of approximately \$10,000 between the two quotes. Full replacement of the stainless pipe run was estimated to cost "north of six figures," and the pipe was described as difficult to source. It was reported that an electrical engineer inspected the wiring and controls and suspects the well motor itself is at fault (one leg shorting), though this cannot be confirmed without removing the pump.

In response to a question about the Town's backup water supply, it was explained that the Town is currently operating its prior primary well while Well No. 6 is out of service. In the

event of a broader failure, a contractor would mobilize an emergency crew to install a temporary pump and pipe to restore service.

Councilmember Chowning made a motion to authorize emergency spending of \$35,000 from the water system repair budget line to repair Well No. 6, with authorization for the Acting Town Administrator to execute a repair contract without further Council approval, to be exercised only if necessary. Councilmember Austin seconded. The roll was called:

Marjorie Austin..... Aye
Larry Chowning..... Aye
Alana Courtney..... Aye
Beth Justice..... Aye
Martha Lowe..... Aye
Bruce Murray..... Aye
Robbie Wilson, Mayor..... Aye

The motion passed 7–0.

c. Planning Commission Appointment

Mayor Wilson reported that a vacancy on the Planning Commission was created by Ms. Hanson's resignation from Council, and that Town Code requires that one member of the Planning Commission also be a sitting Council member. Due to the election cycle and Councilmember Lowe's professional experience in real estate, the Mayor asked her to accept an appointment to the seat, with the term running through December 31, 2026. She accepted.

Resolution 2026-018 — Appointment of Councilmember Martha Lowe to the Planning Commission

Councilmember Chowning made a motion to adopt Resolution 2026-018, appointing Councilmember Martha Lowe to the Town Planning Commission for a term expiring December 31, 2026. Councilmember Austin seconded. The roll was called:

Marjorie Austin..... Aye
Larry Chowning..... Aye
Alana Courtney..... Aye
Beth Justice..... Aye
Martha Lowe..... Abstain
Bruce Murray..... Aye
Robbie Wilson, Mayor..... Aye

The motion passed 6–0, with one abstention.

10. Public Comment 2 & Council Response to Public Comment 2

No members of the public signed up to speak.

12. Council Announcements & Requests

This item was taken up out of order, before Item 11, Closed Meeting, at the Mayor's direction.

Ms. Austin

Ms. Austin reminded Council that the Town's last Second Saturday event of the season is this coming Saturday, featuring the Ray Pittman Band, a new food truck (Taco Mojo, returning vendor Mr. Bagby and his wife, and Dragon Run Dogs. Beer will be sold, and attendees may bring coolers but not glass containers. She thanked Council and staff for their work during a recent period when she was unable to attend.

Mr. Chowning

Mr. Chowning had nothing to report.

Ms. Courtney

Ms. Courtney reported on a volunteer-led erosion-control and native-plant project at the former crab house property, led by John George of a native-plant company. Mr. George is contributing his labor at no charge; the Town is providing materials and will help organize volunteer labor to dig shallow French drains, as the soil in the area is very hard. The project involves planting seagrasses and other native plants from the street edge out into the water to address erosion caused in part by fresh-water runoff, along with construction of a gravel path delineated with 4x4 posts. Ms. Courtney suggested the site could eventually be used for educational purposes, such as signage explaining the ecosystem's stages of growth for school field trips. She noted the project will cost the Town approximately \$1,000, compared to a previously discussed alternative using coconut logs and bushes, estimated at approximately \$18,000. In discussion, it was noted that a survey of the area had been approved by Council but had never been completed; Mayor Wilson stated he would obtain a price for having the survey done.

Mayor Wilson

Mayor Wilson reported that work on the temporary marina bridge crossing is scheduled to begin the following Monday, with the crossing potentially open to pedestrian and golf-cart traffic as early as Wednesday afternoon. The road will be hard-closed and fenced off during working hours, with closure information posted on Facebook. He reported coordinating with marina tenants, who remain supportive, and with Mr. Montague regarding use of the dock during the closure, including offering use of his own dock. Vehicles will be relocated to the area behind the museum, with golf carts available for tenant access. He characterized the closure as a short-term inconvenience and stated he expects the project to be complete by the following week.

Ms. Justice

Ms. Justice reported that the Labor Day weekend music event at Taber Park went well overall. Rain prompted some attendees to leave temporarily, but many returned once the weather cleared. The Sweet Justice band performed, and about 120 people attended. Council thanked her for organizing the event.

11. Closed Meeting

This item, listed on the agenda following Public Comment 2, was taken up following Item 12, Council Announcements & Requests, at the Mayor's direction.

Councilmember Austin made a motion that Council convene in closed meeting pursuant to Virginia Code § 2.2-3711(A)(1) to discuss, consider, or interview prospective candidates for employment for the position of Town Administrator. Councilmember Justice seconded. The roll was called:

Marjorie Austin..... Aye
Larry Chowning..... Aye
Alana Courtney..... Aye
Beth Justice..... Aye
Martha Lowe..... Aye
Bruce Murray..... Aye
Robbie Wilson, Mayor..... Aye

The motion passed 7-0.

Council convened in closed session and subsequently reconvened in open session. Upon reconvening in open session, each member of Council present certified, in accordance with Virginia Code § 2.2-3712, that, to the best of their knowledge, only public business matters lawfully exempt from open-meeting requirements and identified in the motion to convene the closed meeting were discussed during the closed meeting.

No further action was taken following the closed meeting.

13. Adjourn or Recess

Councilmember Austin made a motion to adjourn the meeting. (No seconder is recorded.) The motion was approved by unanimous voice vote.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Approved: _____

Robbie Wilson, Mayor



Treasurer's Report

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

Account Balance thru 7/31/2025	Prior Year 7/31/25	Prior Month 6/30/26	Statement Date 7/31/26
Primis Bank General Operating Bank Account	983,062.26	527,081.24	231,748.63
Renter Water Deposits	-19,501.66	-21,231.66	-21,456.66
Net Operating General Bank Account (Adjusted Bal)	979,844.90	509,852.87	492,154.39
Primis – USDA Well Replacement reopened (8/2/24)	34,278.26	14,562.28	88,811.88
C&F Bank Historic Trust (new 3/1/2023)	61,951.69	67,185.97	68,381.38
C&F Bank - Water Fund Reserve (13 mo. CD) 4/15/26	123,505.87	126,942.14	128,034.02
C&F Bank – General Fund Reserve (13 mo. CD) 4/15/26	102,178.98	105,021.89	105,925.22
C&F Bank -Operating Reserve (13 mo. CD) 4/15/26	427,970.76	439,878.09	443,661.64
Taber Trust – Account Value	1,107,362.92	1,205,694.40	1,239,763.55
Taxes listed below are collected for prior month(s)	7/31/25	6/30/2026	7/31/26
Meals Tax collected in July	14,635.00	29,220.24	16,055.04
Lodging Tax collected in July	3,422.1	4,608.81	2,939.41
Cigarette Tax collected in July	878.87	878.87	1,195.41

EXPENDITURES:

7/13/2026 MPPDC \$19,425.33
7/13/2026 Wm. Marr, JR Esquire \$15,000.00

REVENUE:

7/15/2026 Interest received on three CD's
\$1,091.88 – Water Fund
\$ 903.33 – General Fund
\$3,783.55 – Operating Reserve
\$5,706.76 - Total interest received

7/21/2026 received USDA unused loan proceeds \$78,602.79. Will be paid back to loan in August.

Meals Tax

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2020
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 12/31/2020
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
100-12110-0001	Meals Tax - Local							
20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total								
20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1							
20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00	0.00

Lodging Tax

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2020
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 12/31/2020
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
100-12100-0001	Lodging Tax							
3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total								
3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1							
3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00	0.00

Water Sales

Range of Accounts: 500-17010-0001		to 500-17010-0001		Start Month: July		Start Year:	
Type: Revenue Activity		Includes Accounts with Zero Activity: N		Year To Date As Of:			
Subtotal CAFR: No							
Account No	Description						
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan
500-17010-0001	Water Sales Charges						
67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total							
67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1						
67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00

URBANNA TOWN COUNCIL VOTING RECORD

Meeting Date:

9/10/2016

Item #	1	Call to order
Motion:		
Ms. Austin		
Mr. Chowning		
Ms. Courtney		
Ms. Justice		
Ms. Lowe		
Mr. Murray		
Mr. Wilson		

Item #	3	Roll Call
Motion:		
Ms. Austin		✓
Mr. Chowning		✓
Ms. Courtney		✓
Ms. Justice		✓
Ms. Lowe		✓
Mr. Murray		✓
Mr. Wilson		✓

Item #	5	Review/Adopt Agenda
Motion:		
Ms. Austin	1st	A
Mr. Chowning		A
Ms. Courtney		A
Ms. Justice	2nd	A
Ms. Lowe		A
Mr. Murray		A
Mr. Wilson		A

Item #	6	Approve Minutes
Motion:		Approved
Ms. Austin	1st	A
Mr. Chowning		A
Ms. Courtney		A
Ms. Justice	2nd	A
Ms. Lowe		A
Mr. Murray		A
Mr. Wilson		A

Item #	9A	OF Master Plan
Motion:		
Ms. Austin	1st	A
Mr. Chowning		A
Ms. Courtney		A
Ms. Justice		A
Ms. Lowe	2nd	A
Mr. Murray		A
Mr. Wilson		A

Item #	9B	Well Repair
Motion:		
Ms. Austin	2nd	✓
Mr. Chowning	1st	✓
Ms. Courtney		✓
Ms. Justice		✓
Ms. Lowe		✓
Mr. Murray		✓
Mr. Wilson		✓

Item #	9C	Planning Comm. Resolution
Motion:		
Ms. Austin	2nd	Y
Mr. Chowning	1st	Y
Ms. Courtney		Y
Ms. Justice		Y
Ms. Lowe		Y
Mr. Murray		Y
Mr. Wilson		Y

Item #		Closed meeting
Motion:		
Ms. Austin	1st	✓
Mr. Chowning		✓
Ms. Courtney		✓
Ms. Justice	2nd	✓
Ms. Lowe		✓
Mr. Murray		✓
Mr. Wilson		✓

Item #		Certify
Motion:		
Ms. Austin		✓
Mr. Chowning		✓
Ms. Courtney		✓
Ms. Justice		✓
Ms. Lowe		✓
Mr. Murray		✓
Mr. Wilson		✓

Item #		
Motion:		Close meeting
Ms. Austin	1st	
Mr. Chowning		
Ms. Courtney		
Ms. Justice		
Ms. Lowe		
Mr. Murray		
Mr. Wilson		

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

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

Clerk's Signature: _____

Page ____ of ____



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 7 – 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

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 8a – Treasurers Report

8. Report

Background: The Treasurer's Report for August 2026 shows the Town's bank and investment account balances as of 8/31/26, including the Primis Bank general operating account, USDA well replacement account, C&F Bank reserve funds, and the Taber Trust account. It also lists tax collections for meals, lodging, and cigarette taxes collected during August, along with water sales revenue figures.

Council Action Requested: Review Report and direct any questions to the treasurer or town administrator



Treasurer's Report

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

Account Balance thru 8/31/2026	Prior Year	Prior Month	Statement Date
	8/31/25	7/31/26	8/31/26
Primis Bank General Operating Bank Account	961,119.26	231,748.63	483,887.89
Renter Water Deposits	-19,501.66	-21,456.66	-21,456.66
Net Operating General Bank Account (Adjusted Bal)	929,320.59	492,154.39	483,117.75
Primis – USDA Well Replacement reopened (8/2/24)	40,546.06	88,811.88	84,505.88
C&F Bank Historic Trust (new 3/1/2023)	63,132.31	68,381.38	69,191.79
C&F Bank - Water Fund Reserve (13 mo CD) 4/15/26	123,505.87	128,034.02	Next interest 10/15/26
C&F Bank – General Fund Reserve (13 mo CD) 4/15/26	102,178.98	105,925.22	Next interest 10/15/26
C&F Bank -Operating Reserve (13 mo CD) 4/15/26	427,970.76	443,661.64	Next interest 10/15/26
Taber Trust – Account Value	1,134,687.01	1,239,763.55	1,239,763.55
Taxes listed below are collected for prior month(s)	8/31/25	7/31/2026	8/31/26
Meals Tax collected in August	21,923.87	16,055.04	22,951.42
Lodging Tax collected in August	4,821.65	2,939.41	6,491.84
Cigarette Tax collected in August	688.94	1,195.41	364.96

EXPENDITURES:

Business as usual

REVENUE:

8/19/2026 Personal Property Relief Tax \$5,995.11

Meals Tax

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: :
Type: Revenue Activity Includes Accounts with Zero Activity: I
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov
Total						
100-12110-0001	Meals Tax - Local					
39006.46	16055.04	22951.42	0.00	0.00	0.00	
Fund Total						
39006.46	16055.04	22951.42	0.00	0.00	0.00	
Grand Total	Count: 1					
39006.46	16055.04	22951.42	0.00	0.00	0.00	

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month:
Type: Revenue Activity Includes Accounts with Zero Activity:
Subtotal CAFR: No

Lodging Tax

Account No	Description	Jul	Aug	Sep	Oct	Nov
Total						
100-12100-0001	Lodging Tax					
9431.25	2939.41	6491.84	0.00	0.00	0.00	
Fund Total						
9431.25	2939.41	6491.84	0.00	0.00	0.00	
Grand Total	Count: 1					
9431.25	2939.41	6491.84	0.00	0.00	0.00	

Water Sales

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: J
 Type: Revenue Activity Includes Accounts with Zero Activity: N
 Subtotal CAFR: No

Account No	Description				
Total	Jul	Aug	Sep	Oct	Nov
500-17010-0001	Water Sales Charges				
77494.26	67127.15	10367.11	0.00	0.00	0.00
Fund Total					
77494.26	67127.15	10367.11	0.00	0.00	0.00
Grand Total	Count: 1				
77494.26	67127.15	10367.11	0.00	0.00	0.00



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 8b – Bridge and Well Updates

8b Bridge and Well Updates

Background: The latest updates of the bridge and well projects







September 21, 2026

Mr. Robbie Wilson
Mayor
Town of Urbanna
300 Virginia St, Urbanna, VA 23175

RE: Oyster Road Temporary bridge

Dear Mr. Wilson,

I served as the Structural Professional Engineer and original designer of the Oyster Road Temporary Bridge in Urbanna, Virginia. I was responsible for the structural design of the temporary bridge and preparation of the associated design drawings. I also provided engineering oversight during construction and personally observed essentially all phases of the structural construction.

Based on my direct knowledge of the design, my observations throughout construction, and my review of the completed structure, it is my professional opinion that the Oyster Road Temporary Bridge was constructed in accordance with the approved design drawings and the intent of the structural design.

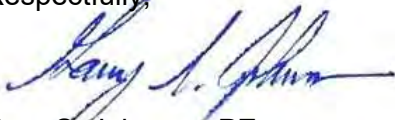
During construction, I observed the installation and assembly of the principal structural components and other structural features shown on the design drawings. Construction-related questions and field conditions were reviewed and addressed as necessary to maintain conformance with the design.

Based on my observations and engineering oversight, I am not aware of any deviations from the approved design that would adversely affect the structural integrity or intended performance of the temporary bridge. In my professional opinion, the completed temporary bridge is structurally consistent with the approved design and is suitable for its intended use, subject to the loading limitations, operational requirements, inspection and maintenance requirements, and other conditions identified in the design documents.

This certification is based on my involvement as the original structural designer, my direct observations and engineering oversight throughout construction, and my review of the completed structure.

Please contact me if additional information or clarification is required.

Respectfully,



Gary S. Johnson, PE
Structures Practice Leader





TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 9a – Main St. Sign MOU

9a Main St. Sign MOU

Background: Urbanna Beautification, Inc. (UBI), doing business as Urbanna Main Street, has received a \$15,000 FY26 Community Vitality Grant from the Virginia Department of Housing and Community Development to design and install a downtown wayfinding system, consisting of five directional signs and two map kiosks with QR codes linking to the Blue Water Trail audio guide. The proposed MOU between the Town and UBI sets out UBI's responsibility for all funding, permitting, installation, and maintenance of the signs, while the Town retains approval authority over sign design and location and will receive ownership of completed signs by Deed of Gift. UBI has committed \$2,000 in cash and \$6,958 in in-kind contributions as the required grant match, and the DHCD grant requires project completion and final reporting by December 31, 2026.

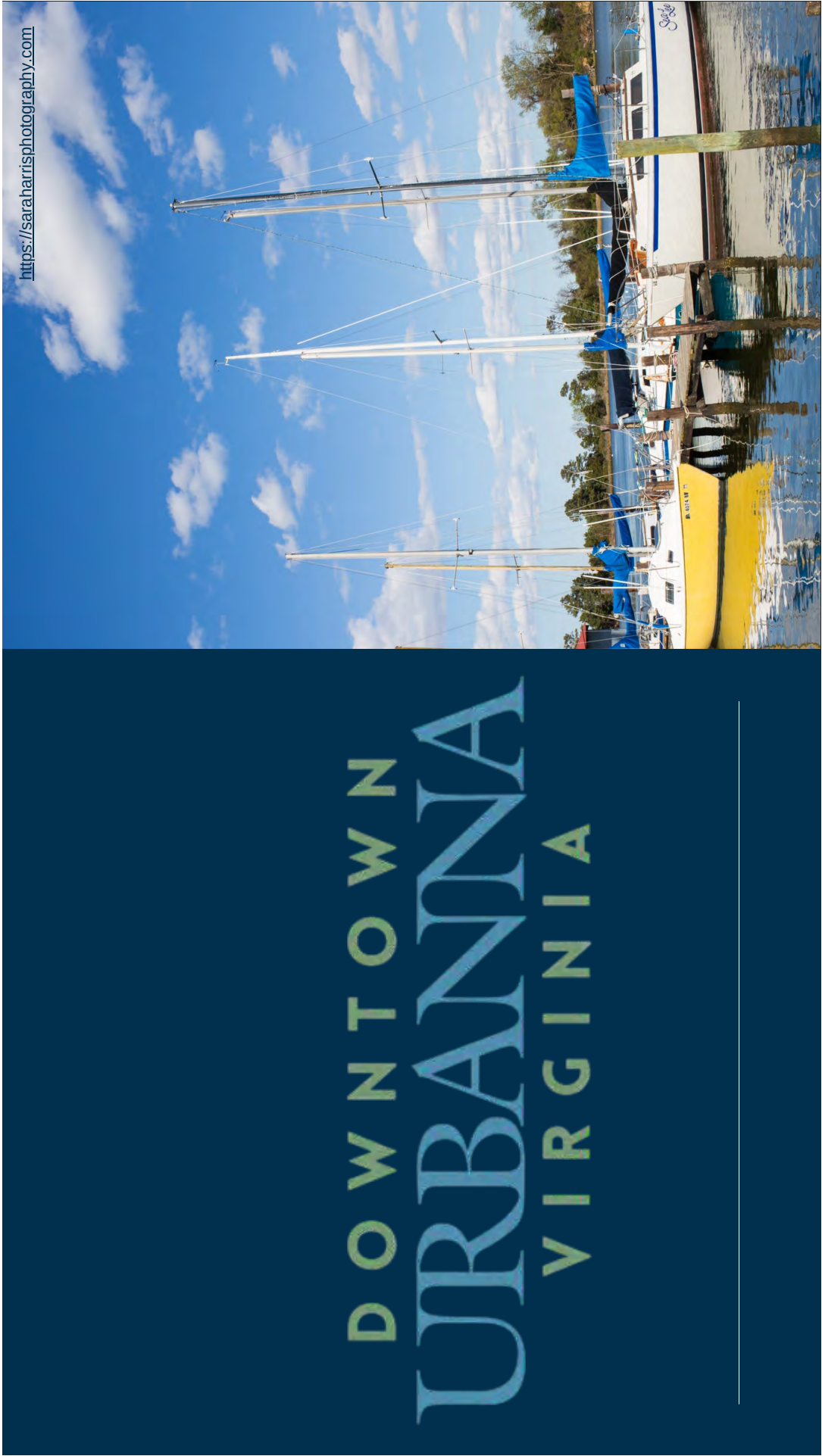
Fiscal Impact: The MOU states that no Town funds are committed by this agreement, and UBI is solely responsible for administering the grant funds, match, and any repayment obligations to DHCD.

Council Action Requested: The Council is asked to approve the Memorandum of Understanding between the Town of Urbanna and Urbanna Beautification, Inc. (dba Urbanna Main Street) for the wayfinding signs project and authorize the Mayor or Town Administrator to sign it on the Town's behalf. Future approval of individual sign designs and locations will require a separate formal Council vote as outlined in the MOU.

Sample Motions:

I move to ...

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



<https://saraharrisphotography.com>



URBANNA MAIN STREET



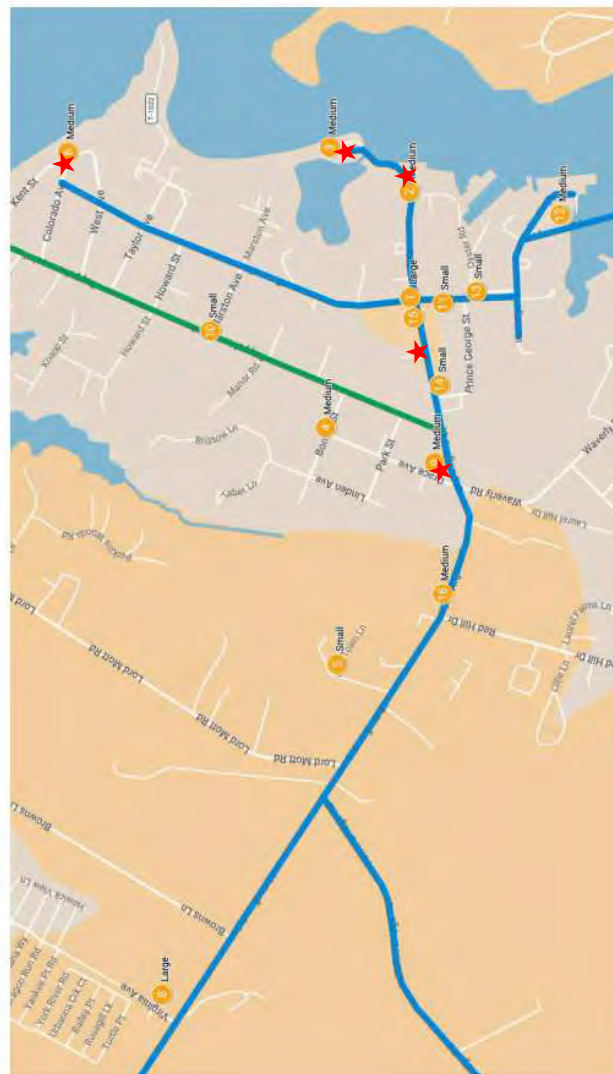
**A BRAND IS THE PERCEPTION, REPUTATION,
AND EMOTIONAL CONNECTION THAT
PEOPLE HAVE WITH A PLACE.**

Wayfinding Sign Project



LOCATIONS

PEDESTRIAN SIGNS



NO.	LOCATION	SIZE
1	Cross - Virginia	Large
2	Virginia Street Waterfront Lot	Medium
3	Kayak Launch	Medium
4	Taber Park	Medium
5	Port Town Village	Small
6	Waterman Park	Medium
7	Bethpage Camp Resort	Small
8	Beth Page Creamery	Large
9	Urbanna Market	Medium
10	Marston Ave - Rappabannock	Small
11	Marshall's Drug	Small
12	Colonial Pizza	Medium
13	The Gilded Crown	Small
14	Southside Sentinel	Small
15	Something Different Restaurant	Small
16	Mi Jalisco	Medium

**WAYFINDING SIGNAGE HELPS VISITORS
NAVIGATE AND DISCOVER.**

**CLEAR, CONSISTENT SIGNAGE AND BRANDING
TELLS PEOPLE WHERE TO GO, WHAT TO DO,
AND WHAT TO SEE, KEEPING THEM IN TOWN
LONGER AND SPENDING MORE.**

MEMORANDUM OF UNDERSTANDING

FY26 Community Vitality Grant (CVG) UBI Wayfinding Signs Project

Parties: Town of Urbanna, Virginia and Urbanna Beautification, Inc. (UBI) dba Urbanna Main Street, Inc.

Effective Date: September 24, 2026

Project: Design, installation, and maintenance of Wayfinding Signs within Urbanna

INTRODUCTION

Both the Town of Urbanna and Urbanna Beautification, Inc. (UBI) dba Urbanna Main Street, Inc., share a common interest in improving public access to information about Urbanna's history, destinations, amenities, and community resources through a coordinated system of wayfinding signs.

PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (the "MOU") between **Urbanna Beautification, Inc. ("UBI")** (dba Urbanna Main Street), grantee, a 501(c)(3) non-profit organization and the **Town of Urbanna** (the "**Town**,"), a municipal corporation (collectively the "**Parties**"), is to establish the understanding of the parties in relation to the UBI Wayfinding Signs Project (the "**Project**"). The Parties also wish to outline their respective responsibilities as to the Project.

UBI is the grantee under the Virginia Department of Housing and Community Development (DHCD) FY26 Community Vitality Grant for the UBI Wayfinding Signs Project, Contract No. 26-VMSCVG-APPN-7 (the "Grant"). A copy of the MOU between UBI and DHCD and the Grant Agreement are attached to this MOU collectively as Attachment A and hereby incorporated by reference.

UBI will develop and carry out the Project to create and install wayfinding Signs at mutually agreed upon locations within the Town. Each individual Sign, together with its logo, design, post, base, mounting hardware, foundation, and related permanent components, is a "Sign."

The Town and UBI have agreed to the location of the Signs as shown on the map that is attached as Attachment B.

THE GRANT

Under the Grant, DHCD awarded UBI \$15,000.00 for the Project, and UBI committed matching funds consisting of \$2,000.00 in cash and \$6,958.00 in in-kind contributions. The Parties intend that UBI will remain responsible for satisfying all Grant requirements applicable to UBI and that this MOU will not transfer any grant obligation or repayment liability to the Town.

APPROVAL OF SIGNS

Before UBI creates a Town logo or orders, fabricates, modifies, or installs any Sign, both Parties must approve in writing the details for that Sign to ensure aesthetic compatibility with existing Signage and branding by the Town . Approval by the Town means a formal vote by the Urbanna Town Council, or its designee, as to a Town logo, the design of a Sign, the installation method of the Sign and the location of the Sign (if not already agreed to as included in this MOU.). Approval by the Town Council shall not be unreasonably withheld. The required approval must include, at minimum: (a) exact location and orientation; (b) logo, design, dimensions, materials, colors, and mounting method; (c) all text, maps, images, logos, and other content; and (d) the installation plan. Approval of one Sign does not constitute approval of any other Sign or any subsequent change in the proposed Sign.

MAIN STREET RESPONSIBILITIES

UBI is solely responsible for all aspects of the Project, at no cost to the Town, including:

- project management, fundraising, grants, sponsorships, budgeting, and payment of all Project costs;
- research, drafting, fact-checking, rights and permissions for content, design, engineering, and preparation of specifications;
- obtaining all required governmental, property-owner, utility, historic-district, right-of-way, land-disturbance, and other approvals or permits before work begins;
- procurement, contracting, fabrication, delivery, site preparation, utility-location services, installation, traffic or pedestrian control, cleanup, and restoration of disturbed property;
- coordination with Town staff and prompt correction of work that does not conform to the written approval;
- routine inspection, cleaning, maintenance, graffiti removal, repair, replacement, content updates, and removal when required; and
- records reasonably sufficient to document approvals, contractors, warranties, maintenance, and expenditures.

SPECIFIC OBLIGATIONS OF UBI PURSUANT TO THE GRANT AGREEMENT

(a) Grant Deliverables. UBI will develop and install the unified downtown wayfinding system required by the Grant. The required deliverables are five (5) directional Signs and two (2) map kiosks featuring QR codes linking to the Blue Water Trail audio guide. UBI will carry out the Project to enhance the visitor experience, increase customer foot traffic, improve navigation, and encourage visitor return.

(b) Grant Funds and Match. UBI is solely responsible for administering the \$15,000.00 grant and documenting the committed match of \$2,000.00 in cash and \$6,958.00 in in-kind contributions. Grant funds may be used only for the wayfinding project in the Main Street district and only as permitted by the Grant.

(c) Grant Period and Completion. The Grant Agreement requires satisfactory project completion and submission of the final report no later than **December 31, 2026**. UBI is responsible for

confirming compliance with all deadlines and for obtaining any required written extension, amendment, or other approval from DHCD.

(d) Remittance Requirements. The Grant provides for two payments of \$7,500.00 each, based upon progress reports satisfactory to DHCD. UBI is solely responsible for all remittance requests and grant receipts.

(e) CAMS. UBI will make all required submissions through DHCD's Centralized Application and Management System (CAMS) and provide a copy to the Town.

(f) Procurement Compliance. UBI will comply with its procurement policy throughout Project implementation and will upload to CAMS both the procurement policy and a Signed statement confirming that the policy was followed and provide a copy to the Town. UBI will maintain procurement and contractor records sufficient to demonstrate compliance and provide copies to the Town upon request.

(g) Financial Statements and Audit Requirements. UBI will provide the current financial statements required and approved by DHCD before submitting a remittance request and will make all annual submissions within nine (9) months after the end of its fiscal year or within thirty (30) days after the statement is accepted, whichever occurs first. The required submission is: (i) organization-prepared financial statements when total annual expenditures are \$350,000 or less; (ii) financial statements reviewed by an independent certified public accountant when total annual expenditures exceed \$350,000; (iii) financial statements audited by an independent certified public accountant when total annual expenditures exceed \$550,000; and (iv) an audit under 2 C.F.R. Part 200, Subpart F, performed by an independent certified public accountant when federal expenditures exceed \$1,000,000. All required financial statements and audits must be submitted through CAMS.

(h) Final Budget Closeout and Record Retention. Before grant closeout, UBI will submit a final Project budget and financial support documentation for all Project expenses and leveraged funds. UBI will retain complete grant and Project files for five (5) years after the [REDACTED] Grant end date, through at least [REDACTED], and will provide Project records requested by DHCD or the Town.

(i) Changes Affecting Grant Compliance. UBI will obtain any DHCD approval required for a change in Project scope, design, deliverables, budget, schedule, or administration. Town approval does not constitute DHCD approval and does not excuse compliance with the Grant.

(j) Default Suspension and Repayment. UBI acknowledges that, under the Grant, DHCD may issue written notice of a contract violation or project nonviability, allow sixty (60) days to satisfy conditions identified by DHCD, suspend or terminate the Grant, or impose other written conditions to ensure proper administration and compliance. A suspension may be lifted only after the violation is identified, agreed upon, and remedied and DHCD provides written notice. If the Grant Agreement conditions cannot be met after written notice and expiration of the sixty-day cure period, DHCD may require repayment of up to the total grant amount received from UBI. UBI is solely responsible for curing any default and for any repayment owed to DHCD; the Town assumes no repayment obligation or liability by entering into this MOU or accepting ownership of completed Signs.

(k) Grant Agreement Controls. UBI will perform this MOU consistent with the Grant. If a conflict arises between this MOU and the Grant concerning grant administration or the use of grant funds, UBI will comply with the Grant and notify the Town. Nothing in the Grant expands the Town's duties beyond those expressly stated in this MOU.

TOWN RESPONSIBILITIES

The Town will: (a) designate a representative to coordinate outside agency reviews and facilitate necessary approvals; (b) reasonably cooperate by providing information in the Town's possession relevant to proposed Sign locations; and (c) upon satisfactory completion and acceptance of a Sign, provide a Deed of Gift transferring ownership of the Sign from UBI to the Town. The Town's ownership does not alter Urbanna Main Street's continuing responsibilities under this MOU, including maintenance, repair, replacement, and removal obligations.

PROPERTY RIGHTS; NO PERMANENT INTEREST

This MOU does not convey to UBI any easement, leasehold, franchise, or other real-property interest. A Sign may not be placed on private property without the property owner's written consent in a form acceptable to the Town.

Standards of Work and Contractors. UBI will perform, and will require its contractors to perform, all work in a safe, professional, and workmanlike manner; comply with applicable laws, ordinances, permits, approved plans, and manufacturer requirements; protect the public and existing property; and promptly repair damage caused by Project activities. UBI is responsible for selecting, directing, and paying its contractors.

CHANGES, RELOCATION, AND REMOVAL

After installation, neither Party will alter a Sign's approved design, content, or location without the other Party's prior written approval. The Town may require relocation or removal of a Sign when reasonably necessary for public safety, legal compliance, construction, utility work, changed public use, or other municipal purpose. Unless the Parties agree otherwise in writing, UBI is responsible for the cost and work of approved relocation, removal, disposal, and site restoration.

TERM AND TERMINATION

This MOU begins on [REDACTED] and continues for five (5) years, automatically renewing for successive one-year periods unless either Party gives at least sixty (60) days' written notice of nonrenewal. Termination or expiration does not affect Town ownership of accepted Signs or obligations accrued before termination or expiration. Before the termination or expiration date, the Parties will agree in writing whether each Sign will remain, be transferred with maintenance obligations clarified, or be removed by UBI. If no agreement is reached, the Town may require UBI to remove the affected Signs and restore the sites to their prior condition within a reasonable period specified by the Town.

AUTHORIZED REPRESENTATIVES AND NOTICES

Each Party will identify below an authorized representative for Project approvals and notices. A Party may change its representative by written notice. Formal notices under this MOU must be

delivered personally, by nationally recognized overnight carrier, by certified mail (return receipt requested), or by email with confirmation of receipt to the addresses listed below.

Meghan Marie Hall
Urbanna Main Street, Inc.
261 Taylor Ave.
PO Box 43,
Urbanna, VA, 23175

Town of Urbanna
Town Administrator, with a copy to the Mayor
300 Virginia Street
Urbanna, VA, 23175

INDEPENDENT PARTIES; NO FINANCIAL COMMITMENT

The Parties are independent entities. This MOU does not create a partnership, joint venture, agency, employment, or fiduciary relationship. UBI has no authority to bind the Town. No Town funds are committed by this MOU.

COMPLIANCE WITH LAWS

In carrying out the Project, UBI will comply with applicable federal, state, and local laws.

RECORDS AND PUBLIC DISCLOSURE

UBI will provide Project records requested by the Town. UBI understands that records submitted to or held by the Town may be subject to the Virginia Freedom of Information Act and other public-records requirements. The Town does not promise confidentiality beyond what applicable law permits.

ENTIRE UNDERSTANDING; AMENDMENTS; ASSIGNMENT

This MOU states the Parties' entire understanding concerning the Project and supersedes prior oral or written understandings on the same subject. Any amendment must be in writing and Signed by both Parties. UBI may not assign this MOU or delegate its overall responsibility without the Town's prior written consent but may use licensed and approved contractors while remaining responsible for their work.

GOVERNING LAW; SEVERABILITY; COUNTERPARTS

Virginia law governs this MOU; venue shall lie in Middlesex County. If any provision is held unenforceable, the remaining provisions will continue in effect. This MOU may be signed in

counterparts and by electronic Signature, each of which will be treated as an original and together constitute one instrument.

DISSOLUTION OF URBANNA BEAUTIFICATION, INC.

If Urbanna Beautification, Inc. (UBI), doing business as Urbanna Main Street, is dissolved, ceases operations, or otherwise becomes unable to perform its obligations under this MOU, UBI shall, to the extent legally possible before dissolution or cessation of operations, promptly notify the Town and DHCD, complete all required grant closeout and reporting obligations, transfer to the Town all Project records, warranties, manuals, approvals, plans, designs, and other materials relating to the Signs, and account for and return or otherwise dispose of any remaining grant funds as directed by DHCD. Dissolution or cessation of operations does not transfer to the Town any grant repayment obligation, debt, liability, or other obligation of UBI. Any Signs previously accepted by the Town shall remain the property of the Town. Upon UBI's dissolution or cessation of operations, UBI's continuing maintenance, repair, replacement, relocation, removal, and site-restoration obligations under this MOU shall terminate only to the extent they cannot legally or practically be performed, and the Town may, in its sole discretion, maintain, repair, replace, relocate, or remove the Signs, but shall have no obligation to do so and shall not thereby assume any liability of UBI. To the extent permitted by law, UBI shall provide for the satisfaction or orderly disposition of its obligations under this MOU as part of its winding up.

SIGNATURES

The persons signing below represent that they are authorized to sign this MOU on behalf of their respective Party.

TOWN OF URBANNA, VIRGINIA

By: _____

Name: _____

Title: _____

Date: _____

Authorized representative:

Name: _____

Email: _____

Address: _____

URBANNA MAIN STREET, INC.

By: _____

Name: _____

Title: _____

Date: _____

Authorized representative:

Name: _____

Email: _____

Address: _____



Glenn Youngkin
Governor

Juan Pablo Segura
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Maggie Beal
Interim Director

Memorandum of Understanding (MOU)

GRANTOR: Virginia Department of Housing and Community Development (DHCD)

PROJECT: FY26 Community Vitality Grant (CVG)

CONTRACT: 26-VMSCVG-APPN-7

GRANTEE: Urbanna Beautification, Inc. (UBI)

DATE: August 15, 2025

PURPOSE:

The purpose of this Memorandum of Understanding (the "MOU") between **Urbanna Beautification, Inc. (UBI)** (dba Urbanna Main Street), GRANTEE, a 501(c)(3) non-profit organization and the Virginia Department of Housing and Community Development (DHCD) is to fund the Urbanna Main Street Wayfinding Signs project.

PERIOD OF AGREEMENT:

This MOU is entered into as of August 15, 2025. The grantee must satisfactorily complete the project and provide a final report no later than August 15, 2026.

SCOPE OF WORK:

WHEREAS, GRANTEE is tasked with economic vitality, stakeholder engagement, promotion, event coordination, community support, and program administration of the Main Street Approach to revitalize historic downtown Urbanna;

WHEREAS, GRANTEE verifies the matching funds, including \$2,000 cash and \$6,958 in-kind from UBI have been committed to this project, and;

NOW, THEREFORE, in consideration of mutual covenants and promises in this MOU, the receipt and sufficiency of which are to be solely determined by DHCD, the parties hereto agree as follows:

DHCD agrees to provide GRANTEE with a FY26 Community Vitality Grant in the amount of **\$15,000.00** for the exclusive purpose of funding a wayfinding project in the Main Street district. The Grant will be paid as follows:

1. **\$7,500.00** will be paid to GRANTEE upon submission of a remittance request by GRANTEE with a copy of this executed MOU as an attachment. The total grant amount will be forfeited if the Grantee does not request the first remittance by September 14, 2025.



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

2. **\$7,500.00** will be paid to the Grantee upon submission of a remittance request by GRANTEE with a copy of this executed MOU and any amendments as an attachment, and acceptance of quarterly progress reports due before February 11, 2026.

GRANTEE agrees to the following activities and outcomes confirmed with this executed MOU:

REQUIRED ACTIVITIES:

1. Develop and install a unified downtown wayfinding system to enhance the visitor experience.

ANTICIPATED OUTCOMES:

1. Design and installation of five (5) directional signs and two (2) map kiosks featuring QR codes to the Blue Water Trail audio guide. Outcomes include increased customer foot traffic, improved navigation, and higher visitor return rates.

REPORTING REQUIREMENTS:

GRANTEE will be required to submit progress and final reports, as well as any other supporting documentation requested by DHCD, via the Centralized Application and Management System (CAMS), providing updates on all project activities and noting if there have been any challenges, delays or issues with executing required activities.

GRANTEE agrees that progress reports will be due every quarter every three months from the contract start date August 15, 2025, to the final report, which is due on the contract end date August 15, 2026.

GRANTEE will be required to submit any report DHCD deems necessary before and after the project completion about the Urbanna Main Street Wayfinding Signs project. Reports can contain any information DHCD deems necessary to complete the agreement.

GRANTEE agrees to keep grant files for five (5) years after the project contract end date August 15, 2026.

GRANTEE agrees to submit a final project budget and financial support documentation for all project-related expenses and leverage before the grant can be closed.

AUDIT REQUIREMENTS:

GRANTEE agrees to upload a fully executed copy of this MOU to CAMS before any remittance requests will be processed. All remittance requests must be submitted via CAMS and accompanied by relevant support documentation.

GRANTEE agrees to upload a copy of their organization's procurement policy to CAMS, along with a signed statement acknowledging that this policy was adhered to throughout the implementation of this project.

All GRANTEEs, sub-grantees, CHDOs, sub-recipients, localities, developers, or other organizations receiving funding during a program year and having projects in progress must submit financial statements to DHCD. Required statements are as follows: Financial Statement(s)** , Reviewed



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Financial Statement(s) prepared by an independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which document your organization must submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are thoroughly examined and evaluated.

Threshold Requirement	Document
Total annual expenditures $\leq$ \$350,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditures $>$ \$350,000 (Regardless of source)	Reviewed Financial Statement(s) – Reviewed by an Independent Certified Public Accountant (CPA)
Total annual expenditures $>$ \$550,000 (Regardless of source)	Financial Statement(s) – Audited by an Independent CPA
Federal expenditures $\geq$ \$1,000,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

** Does not require preparation by a CPA

SUBMISSION REQUIREMENTS:

GRANTEE agrees to provide the required DHCD reviewed and approved current audit or reviewed financial statement(s) to submit a remittance request.

Required financial statements must also be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement, audited financial statements, and Single Audit only) - whichever comes first.

Entities must electronically submit their financial statement(s), reviewed financial statements, audited financial statements, or Single Audit in DHCD's (CAMS), which require the organization to register in CAMS at <https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>

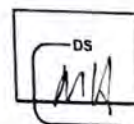
DEFAULT:

WHEREAS, if The GRANTEE fails to comply with the terms and requirements or the project becomes nonviable based on the Memorandum of Understanding given to the GRANTEE by DHCD, DHCD may terminate or suspend this Agreement by giving WRITTEN NOTICE. WRITTEN NOTICE constitutes a letter from DHCD to GRANTEE outlining such issues with the terms and conditions of the Memorandum of Understanding. GRANTEE will be given sixty (60) days after WRITTEN NOTICE is delivered to GRANTEE to satisfy conditions DHCD deems to be contract violations.

WHEREAS, Once WRITTEN NOTICE has been given, in the case of contract violations by the GRANTEE, DHCD may impose conditions other than termination or suspension which are appropriate to ensure proper grant and project administration and adherence to the terms of the Memorandum of Understanding. Such conditions must be imposed through a WRITTEN NOTICE.



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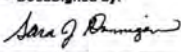
WHEREAS, If after the effective date of any suspension of this Agreement, it is mutually agreeable to DHCD and the GRANTEE upon remedy of any contract violation by the GRANTEE, the suspension may be lifted, and the Agreement shall be in full force and effect at a specified date after DHCD has sent WRITTEN NOTICE to the GRANTEE stating a mutual understanding that the cause for suspension has been identified, agreed to and remedied.

DHCD reserves the right of repayment of the Grant, which the GRANTEE agrees to repay up to the total grant amount received within sixty (60) days after the WRITTEN NOTICE is delivered to the GRANTEE and the sixty (60) days grace period are finished if such conditions and terms in the Memorandum of Understanding cannot be met per the WRITTEN NOTICE.

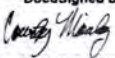
EXECUTION:

To the best of my knowledge, I am duly authorized to sign the documents as a representative of my organization. The information provided and inputted by my organization is correct and accurate to the best of my knowledge at the time of my signature.

Virginia Department of Housing and Community Development (DHCD)

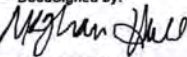
DocuSigned by:
BY:  DATE: 8/19/2025
60E80B946EF6414...

Sara J. Dunnigan, Deputy Director

DocuSigned by:
BY:  DATE: 8/18/2025
42244EA59A734F2...

Courtney Mailey, Virginia Main Street Program Manager

Urbanna Beautification, Inc. (UBI)

DocuSigned by:
BY:  DATE: 8/18/2025
6C413DEFC0EF4BA...

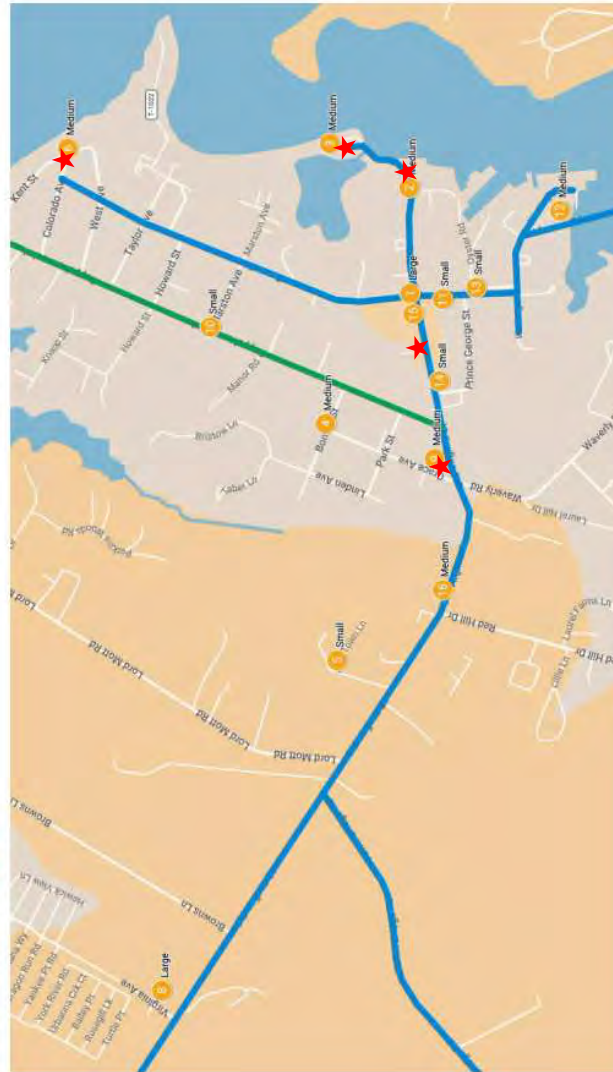
Meghan Hall, Board President



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

LOCATIONS

PEDESTRIAN SIGNS



NO.	LOCATION	SIZE
1	Cross - Virginia	Large
2	Virginia Street Waterfront Lot	Medium
3	Kayak Launch	Medium
4	Taber Park	Medium
5	Port Town Village	Small
6	Waterman Park	Medium
7	Bethpage Camp Resort	Small
8	Beth Page Creamery	Large
9	Urbanna Market	Medium
10	Marston Ave - Rappabannock	Small
11	Marshall's Drug	Small
12	Colonial Pizza	Medium
13	The Gilded Crown	Small
14	Southside Sentinel	Small
15	Something Different Restaurant	Small
16	Mi Jalisco	Medium



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 9b – Oyster Festival Traffic and Parking Resolutions

10c Oyster Festival Resolutions

Background: The Town of Urbanna will host the 69th annual Urbanna Oyster Festival, organized by the Oyster Festival Foundation, on Friday, November 6, and Saturday, September 24, 2026. Two draft resolutions before the Council implement the street closures, traffic restrictions, and designated no-parking/tow-away zones as described in the 2026 Oyster Festival Master Plan.

Fiscal Impact: None

Staff Recommendation: Adopt the Resolutions

Council Action Requested: The Council is asked to adopt Resolution 2026-019, establishing street closures and traffic restrictions during the festival, and Resolution 2026-020, establishing designated no-parking tow-away zones and enforcement provisions, both effective immediately upon adoption.

Sample Motions:

I move to adopt Resolution 2026-019 and Resolution 2026-020

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



RESOLUTION 2026-019
STREET CLOSURES AND TRAFFIC RESTRICTIONS
DURING THE 2026 URBANNA OYSTER FESTIVAL

WHEREAS the Town of Urbanna, Virginia, will host the annual Urbanna Oyster Festival on Friday, November 6, 2026, and Saturday, November 7, 2026; and

WHEREAS the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 69th year, marking a significant tradition and cultural event within the community; and

WHEREAS the street closures and traffic restrictions necessary to ensure public safety and the orderly conduct of the festival are detailed in the 2026 Oyster Festival Master Plan and Public Safety Plan; and

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

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

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

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

1. Street Closures on Friday, November 6, 2026:

- o Virginia Street from Cross Street to the waterfront and from Cross Street to Grace Street; Rappahannock Avenue from Marston Avenue to Virginia Street; and a portion of Prince George Street shall be closed to vehicular traffic as required by public safety officials.
- o Notwithstanding the foregoing, various streets and locations may be closed at any time on Friday, November 6, 2026, to ensure public and/or pedestrian safety as determined by public safety officials.

2. Traffic Restrictions During Fireman's Parade on Friday, November 6, 2026:

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

3. Street Closures on Saturday, November 7, 2026:

- o At 9:00 AM, or earlier if deemed necessary by State Police, State Route 227 (Urbanna Road) shall be closed to all vehicular traffic except law enforcement, and fire and rescue vehicles, with a police-manned barricade at Molly's Way. Vehicles will be directed to park in the "official" festival parking lots or will be allowed to turn around and leave the area.
- o At 9:00 AM, or earlier if deemed necessary by State Police, State Route 602 (Old Virginia Street) shall be closed to all vehicular traffic except law enforcement and fire and rescue vehicles, with a police-manned barricade at Route 1011 (Red Hill Drive). Only vehicles displaying an "Official 2026 Urbanna Oyster Festival" vehicle permit, issued by the Urbanna Oyster Festival Foundation, shall be permitted further entrance past the police barricade. Vehicles without a permit will be directed to park in the "official" festival parking lots or allowed to turn around and leave the area.

4. Additional Traffic Restrictions on Saturday, November 7, 2026:

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

5. Regulation of Golf Carts:

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

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

DONE this **24th** day of **September** 2026.

ATTEST:

Robbie Wilson, Mayor



**RESOLUTION 2026-020
DESIGNATED NO PARKING AREAS, ENFORCEMENT, AND
TOWING
DURING THE 2026 URBANNA OYSTER FESTIVAL**

WHEREAS the Town of Urbanna, Virginia will host the annual Urbanna Oyster Festival on Friday, November 6, 2026, and Saturday, November 7, 2026; and

WHEREAS the Urbanna Oyster Festival, organized by the Oyster Festival Foundation, is celebrating its 69th year, marking a significant tradition and cultural event within the community; and

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

WHEREAS these “No Parking” designations are detailed in the 2026 Oyster Festival Master Plan and Public Safety Plan and are necessary for the orderly conduct of the festival; and

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

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

A. Major “No Parking Tow Away Zones”:

Between 2:00 AM Friday, November 6, 2026, and 11:00 PM Saturday, November 7, 2026, the following streets within the corporate boundaries of the Town of Urbanna shall be designated as “No Parking Tow Away Zones” and shall be prominently marked:

1. **Urbanna Road (State Route 227):** From the Urbanna Bridge to the Watling Street (State Route 227 and State Route T1015) intersection, both sides of the street.

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

B. Additional “No Parking” Designations:

15. Between 2:00 AM and 8:00 PM Saturday, November 7, 2026, there shall be a “No Parking” area from the intersection of Virginia Street (State Route 602) and Lord Mott Road (State Route 615) to the intersection of Virginia Street (State Route 227 and State Route 602) and Waverly Road (State Route 1010) and Red Hill Road (State Route 1011).

C. “No Parking” Signs Outside Corporate Limits:

16. “No Parking” signs will be placed on State Route 227 and State Route 602 outside the corporate limits of the Town of Urbanna by the Virginia

Department of Transportation, Saluda Residency. Tow away zone signs will be placed accordingly.

D. Enforcement and Towing:

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

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

DONE this **24th** day of **September**, 2026.

Robbie Wilson, Mayor



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 9c – Town Administrator interview meeting motion

10d Town Administrator interview meeting motion

Background: Town council will be interviewing potential candidates for the position of town council. This motion will provide the required affirmative vote required per the state code.

Va Code Section § 2.2-3712. Closed meetings procedures; certification of proceedings. A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § 2.2-3711 or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § 2.2-3711 or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting. B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter. C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

Fiscal Impact: None

Council Action Requested: Approve motion

Sample Motions:

I move to announce that within the next 15 days, the Urbanna Town Council will meet at an undisclosed location and go into closed meeting for the sole purpose of interviewing candidates for Town Administrator.

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



TOWN COUNCIL

Agenda Item Summary

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 10 – 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

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 11 – 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

SEPTEMBER 24, 2026 REGULAR MEETING

Agenda Item: 12 – ADJOURN OR RECESS

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