

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF OCTOBER 23, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 23rd day of October, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

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

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

Not necessary.

AGENDA ITEM 3. ROLL CALL

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

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Andrea Erard, Town Attorney
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

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

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

There were no speakers.

AGENDA ITEM 7. WORK SESSION MATTERS

7a. DRIVE Tourism + Grant

Mr. Costin said the Middlesex County EDA applied for and received a tourism grant. The EDA contacted staff concerning the spending plan which would include promoting the kayak trail and new kayak launch.

Whitney Law said the EDA was awarded the grant in March/April. After holding a workshop, it was determined to help enhance the Urbanna Kayak Trail and new kayak launch. [Clerk's Note: No

one from the Town of Urbanna was included in that workshop or informed of the grant until October, 2025.]

Ms. Erard asked if the County would have an agreement to lease the property. Ms. Law said no, it was "use at your own risk." Ms. Erard asked that the EDA keep her informed of when they're ready to go so she can ensure the Town is compliant with anything that needs to be done such as a public hearing. She asked if the kiosk would be located on Town property. Ms. Law said the kiosk will be floating to different places; it is not stationary.

Ms. Erard asked again about the kayak rentals. Mr. Costin said there would not be a rental kiosk. The kayaks would be free for people to use. Ms. Law said there is zero responsibility on the Town.

Ms. Law said the EDA is also seeking a \$20,000 grant for wildlife spotting. Council gave some ideas of people who should be involved with the project. The Mayor asked if the grant was to cover things such as a brochure of what wildlife you may see in the Town. Ms. Law said yes.

7b. Status of Move to 300 Virginia Street

Mr. Costin said he has received both the environmental site assessment and building inspection reports for 300 Virginia Street. He said the environmental report was clean and the building inspection brought up some very small things. He said the plat is in progress and he expects to have it before November 1st. He also obtained the original construction plans for the building from 1995 and an interior layout from VDOT from when they had their offices there.

Regarding layout, Mr. Costin said one idea was to remove the wall between the current conference room and an adjoining office to create a Council Chambers. Upstairs would initially be used for storage. Staff is investigating options for public meetings until a space is ready in the building.

Councilmember Chowning asked what sort of things the inspection report showed. Mr. Costin said the gutters need to be cleaned, an electrical plate is missing, and there's a loose commode.

Councilmember Wilson asked about the location of IT equipment. Mr. Costin said the plan was to move the IT closet upstairs. It is currently in a small closet which also contains the hot water heater.

Councilmember Wilson said the Finance Committee should start putting the moving costs together.

Ms. Erard said the title work is done and everything seems to be on schedule for a December 15, 2025 closing.

7c. Resolution 2025-019 Council Bylaws & Rules of Procedure Amendments

Mr. Costin presented updates to the bylaws including the addition of a second public comment period during work sessions.

Councilmember Hanson made a motion to adopt Resolution 2025-019 amending the Urbanna Town Council Bylaws & Rules of Procedure as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

RESOLUTION 2025-019

ADOPT AMENDMENTS TO THE 2025 COUNCIL BYLAWS AND RULES OF PROCEDURE

WHEREAS Town Council established for itself a set of Bylaws and Rules of Procedure pursuant to Town Code Section 2-35a and 2-42 at their January 9, 2025 organizational meeting; and

WHEREAS amendments to those Bylaws and Rules of Procedure are necessary to accurately reflect the current Council procedures and to add new procedures as determined by Council;

NOW, THEREFORE, BE IT RESOLVED by the Urbanna Town Council adopts the amendments to the 2025 Council Bylaws and Rules of Procedure as set forth in the October 23, 2025 work session meeting and below.

DONE this 23rd day of October, 2025.

Section 1-2 Meeting Time and Location

All meetings of the council shall be held in Council Chambers of the Town Hall ~~390 Virginia Street, Suite B, Urbanna, Virginia.~~

Section 1-7.1 Standard Procedure – Voice Vote (all in favor, all opposed)

The Mayor, or ~~Vice Mayor~~ **the Mayor pro tempore** in the Mayor's absence ...

Section 1-7.2 Procedure for Roll Call Votes

(1) The councilmembers shall cast votes **in the order determined by the Mayor** ~~on a rotating basis.~~

~~(2) The Mayor shall always cast the last vote.~~

Section 1-10 Minutes and Recordation of Meetings

The electronic ~~online~~ record of the minutes are the official minutes of the Council for legal purposes.

When video or audio recordings of council meetings are made, the Clerk shall cause their preservation for the period of time as prescribed by the Library of Virginia, General Schedule No. GS-19 **and shall post those recordings on the Town YouTube page for one year.**

Section 2-1 Mayor Serves as Presiding Officer

In the case of the Mayor's absence from any meeting, the ~~Vice~~ Mayor **pro tempore** shall preside over the meeting.

Section 3-2.1 Regular Meetings

At regular meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)

6. Approval of Minutes (Corrections shall be made by motion.)
7. Scheduled Public Hearings (if any) (See Section 6)
8. Staff and Committee Reports
9. Public Comment 1 (See Section 5) **& Council Response to Public Comment 1 (if any)**
10. Unfinished Business (if any)
11. New Business (if any)
12. Public Comment 2 (See Section 5) **& Council Response to Public Comment 2 (if any)**
13. * Council Requests and Announcements
14. Closed Meeting (if needed)
15. Appointments to Boards, Committees, and Commissions (if needed)
16. Adjourn or Recess

Section 3-2.2 Work Session Meetings

At Work Session meetings of the council, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda (Changes, additions, etc. shall be made by motion.)
6. Public Comment **1** (See Section 5) & Council Response to Public Comment **1** (if any)
7. Work Session Matters
8. Action Items (if any)
9. **Public Comment 2 (See Section 5) & Council Response to Public Comment 2 (if any)**
10. * Council Requests and Announcements
11. Closed Meeting (if needed)
12. Adjourn or Recess

Section 3-3 Manner of Addressing Council Generally

~~(5) — Where persons desire to be heard, other than during public comment periods, upon matters not on the agenda, the consent of a majority of the councilmembers present shall be required.~~

Section 5-3 Council Response

After **all** speakers have been heard, councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments **presented during the immediately preceding public comment period their response.**

SECTION 6 - PUBLIC HEARINGS

The order of business for public hearings shall be:

- staff presentation
- applicant's presentation (if any, in land use matters)
- open public hearing, receive public hearing comments, close public hearing
- **applicant & staff final comments**
- council discussion
- action (if appropriate)

AGENDA ITEM 8. ACTION ITEMS (if any)

There were no action items.

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

There were no speakers.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin said she attended the VML conference and learned a lot. She said she gathered a lot of information as well. She said Virginia Tech is working with Towns on strategic plans and are very eager to come talk to Council. She also has information on the Virginia Rural Water Association.

Councilmember Austin asked if we could put out a bid request for the pool snack bar for next year. She said there is someone interested in running it. Mr. Costin said he is working on it.

Councilmember Chowning said the Womans Club received a preservation award for their care of the old courthouse which they acquired in 1948.

AGENDA ITEM 11. CLOSED MEETING

The motion was read by Ms. Erard. Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council; related to Town Hall. Councilmember Wilson seconded. The Mayor called for any discussion. The Mayor called the roll.

Marjorie Austin	Aye
Larry Chowning	Aye
Alana Courtney.....	Absent
Bill Goldsmith (Mayor)	Aye
Merri Hanson	Aye
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 6-0 w/1 absent.

The motion was read by Ms. Erard. Councilmember Austin made a motion to reconvene in open session and certify that only the matter that was identified in the motion to go into closed meeting was heard, discussed, or considered. Mayor Goldsmith seconded. The Mayor called the roll.

Marjorie Austin	Certify
Larry Chowning	Certify
Alana Courney	Absent
Bill Goldsmith (Mayor)	Certify
Merri Hanson	Certify
Beth Justice	Certify
Robbie Wilson	Certify

AGENDA ITEM 12. ADJOURN OR RECESS

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

The meeting was adjourned at approximately 7:20pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Video of this meeting was not taken. Minutes were created using an audio recording of the meeting which was taken on an old device. The device did not allow downloading of the recording; therefore, nothing was posted to the public. The Town Treasurer recorded the votes on the Council Voting Record sheet.

Approved by Council: November 13, 2025

ATTEST:

Christine H. Branch, Town Clerk