

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF JUNE 12, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 12th day of June, 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

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	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Absent

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk
Andrea Erard, Town Attorney
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

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

AGENDA ITEM 6. SPECIAL PRESENTATION TO THE WINNER OF THE 2025 JOHN MITCHELL ESSAY CONTEST – CADEN SPURLOCK

Peni Roberts of the Friends of Urbanna introduced the winner of the 2025 John Mitchell Essay Contest, Caden Spurlock. She said the essays were judged on the facts, conceptualization of those facts, structure, and grammar. Fifteen essays were received. Council congratulated Mr. Spurlock for his exceptional essay.

AGENDA ITEM 7. APPROVAL OF MINUTES

6a. May 8, 2025 Draft Minutes

6b. May 22, 2025 Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

Mr. Costin presented his report. He said he heard from VDH regarding closing out the BIG grant and has asked for an extension.

He said the old street signs are being removed and collected. Once they are all in, they will be itemized and put up for blind bid to the public. He noted some signs had already been removed by the public and said they could return them to Town Hall with no questions asked.

Councilmember Chowning asked about the status of Well 6. Mr. Costin said the drop pipe must be pulled and resealed, then the system will go through testing again.

Councilmember Hanson asked if citizens could be notified the next time there is a hydrant flushing as it caused a great drop in water pressure. Mr. Costin said he will contact the VFD to make sure they notify the Town in advance next time so that the public can be alerted.

8a.2. Treasurer

Ms. Hutton was not present. Council had no questions regarding the report.

8a.3. Town Clerk

Ms. Branch presented her report. She said she had attended the VML Small Towns Conference and provided a synopsis to Council earlier in the week.

8b. COMMITTEE REPORTS

8b.1. Finance Committee

Mayor Goldsmith said the Finance Committee met to discuss changes to the FY25-26 budget including the request from Urbanna Main Street. Councilmember Courtney asked if the Taber Fund could be used. Mayor Goldsmith said no; it did not fit the parameters. Councilmember Courtney asked if they couldn't find more in the budget to give to Main Street. Mayor Goldsmith said no; it was very tight. Councilmember Hanson said she didn't understand why Main Street was considered not to be within the Taber Fund parameters but appreciated the funds that were given. Councilmember Chowning said Main Street was not for the benefit of all citizens of Urbanna but agreed that it is an important program that the Town should support. Councilmember Austin asked why money couldn't be used from Meals Tax. Mayor Goldsmith said those funds were spread out over other things and there was just nothing there to take. Councilmember Chowning said any amounts collected over the budgeted Meals Tax revenue projections should go to Main Street. Councilmember Austin said it is important to support Main Street and give them a chance to operate. The Mayor noted the decrease in real estate tax from previous years made the budget very tight. Councilmember Courtney said the economic development Main Street could bring would raise everything.

8b.2. Water Committee

The Water Committee did not meet.

8b.3. Personnel Committee

The Personnel Committee did not meet.

8b.4. Events Committee

Councilmember Justice said the Second Saturday event will be held June 14, 2025 featuring Ray Pittman and Small Town Burger. She said the decision on canceling the event due to the potential adverse weather will be made and announced Saturday morning. The Independence Day events are scheduled for July 5th at Upton's Point Marina and will include a boat parade beginning at 6pm, US Fleet Forces Band from 7:30-9pm, drone show from 9-9:15pm (launched from Rosegill), and concessions beginning at 4pm including Strawberry Street Concessions and Wild Bill's Soda.

AGENDA ITEMS 9 & 10. PUBLIC COMMENT 1 AND COUNCIL RESPONSE 1

Mayor Goldsmith opened the public comment period and said comments regarding the FY25-26 Budget and Special Use Permit 2025-01 could not be taken because those public hearings have been closed.

Megan Hall, Amy Denney, and Sarah Jane Wyatt of Urbanna Main Street spoke of their support for the Northern Neck Native Plant proposal for Payne's Landing. Ms. Hall said Main Street will help prepare and maintain the site and another group has offered to help. Main Street also offered to pay for the necessary signage.

Amy Denney of Virginia Street thanked Council for the budgeted amount to Main Street. She said the portable toilets next to the playground are very stinky and asked if they could be removed or moved. Councilmember Austin said one of them would be removed soon. Councilmember Justice said they used to be located near the woods and should be moved there.

Lisa Wiggins of Colorado Avenue said she had no comment at this time.

Bill Mayo of Rappahannock Street said the Payne's Landing land should not be sold or given away. He said it's been talked about for 25 years and needs to be done. He also said the boat ramps were for the town folks and not the public.

Vicki Satterwhite said she was disappointed to hear that Sweet Justice was not invited back to the Oyster Festival. She said they bring in hundreds of people from all over. Councilmember Courtney said to contact the Oyster Festival Foundation as they are the organizers of the festival.

AGENDA ITEM 11. UNFINISHED BUSINESS

11a. Ordinance 001-2025: SUP 2025-01, Hallinski Properties LLC

Mr. Costin said Council was given two written comments concerning the SUP which were received by neighbors. He noted that Council has one year from the date of the application to act.

Councilmember Hanson made a motion to defer the vote on Ordinance 001-2025 to the July 25, 2025 Council meeting. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 6-0 with 1 absent.

Counsellor Erard said there would need to be another public hearing and advertisement.

11b. Resolution 2025-008: FY25-26 Budget Approvals and Appropriations

Mr. Costin said Council would need to first approve an amendment if they wished to create a new line item for Urbanna Main Street. Mayor Goldsmith said the Finance Committee recommends the new line item.

Councilmember Hanson made a motion to amend the Fiscal Year 2025-2026 Budget by moving \$1,000 from line item 100-8100-5510, Promotional Requests to a new General Fund line item, 100-81100-5550, Urbanna Main Street. Councilmember Austin seconded. The Mayor called for any discussion. The members were polled:

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

The motion passed 6-0 with 1 absent.

Councilmember Austin made a motion to approve Resolution 2025-008 as amended, approving and appropriating the Town of Urbanna Operating Budgets and Capital Improvement Program for Fiscal Year 2025-2026. Councilmember Justice seconded. The Mayor called for any discussion. The members were polled:

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

The motion passed 6-0 with 1 absent.

RESOLUTION 2025-008

FY2025-2026 BUDGET APPROVALS & APPROPRIATIONS FOR THE TOWN OF URBANNA OPERATING BUDGETS AND CAPITAL IMPROVEMENT PROGRAM

WHEREAS the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes; and

WHEREAS a Public Hearing, advertised in accordance with Code of Virginia §15.2-2506, was held on May 22, 2025 to accept comment from the general public; and

WHEREAS it is necessary to approve the FY2025-2026 budget and appropriate sufficient funds for the contemplated expenditures as contained in the FY2025-2026 budget;

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

SECTION 1

The following amounts aggregating \$1,238,193.80 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

SECTION 2

It is the intent of the Urbanna Town Council that all taxes levied during FY2025-2026 be appropriated for FY2025-2026.

SECTION 3

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

SECTION 4

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

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

SECTION 5

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2025 shall be an amendment to the adopted budget and shall be reappropriated to the 2025-2026 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

SECTION 6

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

SECTION 7

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

SECTION 8

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

SECTION 9

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

SECTION 10

All appropriations are declared to be maximum, conditional, and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2026, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2026.

SECTION 11

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

SECTION 12

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

SECTION 13

This Resolution shall be effective on and after July 1, 2025.

DONE this 12th day of June, 2025.

GENERAL FUND - REVENUE		FY2025-2026
100-11010-0001	Current Real Estate Taxes	260,000.00
100-11020-0001	Public Service Corp Taxes	3,100.00
100-11030-0001	Current Year Personal Property	9,000.00
100-11060-0001	Penalties	200.00
100-11060-0002	Interest Taxes	500.00
	Subtotal Taxes	272,800.00
100-12010-0001	State Sales Tax	30,000.00
100-12020-0001	Consumer Utility Tax	2,500.00
100-12030-0001	Business License Tax	7,500.00
100-12050-0001	Motor Vehicle License Tax	9,500.00
100-12060-0001	Bank Franchise Tax	45,000.00
100-12100-0001	Lodging Tax	25,000.00

100-12110-0001	Meals Tax - Local	180,000.00
100-12110-0003	Oyster Festival Meals Tax	18,000.00
100-12110-0006	Oyster Festival Business License	21,000.00
100-12160-0001	Communication Sales & Use Tax	2,000.00
	Subtotal Other Local Taxes	340,500.00
100-13030-0006	Zoning Advertising Fees	500.00
100-13030-0007	Zoning & Subdivision Permits	1,800.00
100-13030-0033	Golf Cart Registration	3,000.00
100-15010-0001	Interest Operating Account	15,000.00
100-15020-0001	Rental of Property	45,000.00
	Subtotal Permits & Fees	65,300.00
100-16120-0001	Annual Pool Memberships	15,000.00
100-16120-0002	Daily Pool Fees	2,000.00
100-16120-0003	Pool Parties	500.00
	Subtotal Marshall Community Pool	17,500.00
100-18990-0001	Donation Visitor's Center	600.00
100-18990-0013	Visitor's Center Merchandise Donations	1,000.00
100-18990-0021	Misc Revenue	500.00
100-18990-0040	Cat's Meow	200.00
110-15010-0001	Interest on Bank Dep -Historic Trust	1,500.00
110-18990-0001	Donations (MOM Grant)	5,000.00
	Subtotal Museum & Visitor's Center	8,800.00
100-22010-0009	PPTRA	6,000.00
100-41500-0100	Transfer In (From Marina)	16,443.80
100-24040-0012	Fire Program Funds	15,000.00
130-18990-0055	Banners & Flags	2,000.00
132-02020-2200	Second Saturdays - Merchandise Donation	200.00
132-02020-2222	Second Saturdays - Sponsors	5,000.00
	Subtotal Other	44,643.80
	GENERAL FUND TOTAL REVENUE	749,543.80
The real estate property tax rate will remain at \$0.21 per \$100 assessed value.		
The personal property tax rate will remain at \$0.37 per \$100 assessed value.		
GENERAL FUND - EXPENSES		FY2025-2026
100-11100-5510	Mileage	100.00
100-11100-5540	Convention & Education	1,000.00
100-11100-5810	Dues & Memberships	20,105.00
	Subtotal Town Council	21,205.00
100-11200-1100	Salaries & Wages - Regular	35,226.00
100-11200-2100	FICA	3,205.56
100-11200-2210	VRS	1,341.12
100-11200-2300	Hospital/Medical	14,000.00
100-11200-2400	Group Insurance Life	690.00
	Subtotal Town Treasurer	54,462.68
100-11300-1100	Salaries & Wages - Regular	56,650.00
100-11300-2100	FICA	5,172.00
100-11300-2210	VRS	550.08
100-11300-2300	Hospital/Medical	14,000.00
100-11300-2400	Group Insurance Life	1,089.00
	Subtotal Town Clerk	77,461.08
100-12110-1100	Salaries & Wages - Regular	87,550.00
100-12110-2100	FICA	7,967.00
100-12110-5510	Mileage	8,400.00

	Subtotal Town Administrator	103,917.00
100-12210-3150	Legal Services	27,000.00
100-12240-3160	Audit	5,000.00
100-12500-3000	Computer/Tech Support	15,000.00
100-12500-3001	Web Hosting and Maintenance	2,500.00
100-12500-9050	Edmunds Annual Fees/Support	10,000.00
	Subtotal Professional Services	59,500.00
100-12600-1300	Part-Time Assistant	2,358.00
100-12600-2100	FICA	228.00
100-12600-2600	Unemployment Insurance	800.00
100-12600-3310	Repairs & Maintenance	2,000.00
100-12600-3600	Procedural Advertising	7,500.00
100-12600-5110	Electrical Service	5,500.00
100-12600-5210	Postal Services	3,000.00
100-12600-5230	Telecommunications & Cell Phones	9,000.00
100-12600-5300	Insurance VML	19,000.00
100-12600-5510	Mileage	300.00
100-12600-5530	Meals & Lodging	1,000.00
100-12600-5540	Convention & Education	1,500.00
100-12600-5801	Miscellaneous	1,500.00
100-12600-5810	Dues & Association Memberships	1,500.00
100-12600-6001	Office Supplies	4,000.00
100-12600-6002	Food Supplies & Food Service	300.00
100-12600-6005	Housekeeping/Janitorial Supplies	500.00
100-12600-6012	Books & Subscriptions	1,000.00
100-12600-8102	Furniture & Fixtures	200.00
100-12600-8106	Sewer Charges	500.00
100-12600-8107	EDP Equipment	10,000.00
100-12600-9310	Hazardous Mitigation Plan	400.00
100-12600-9300	General Admin Expense Other	1,000.00
100-12600-9400	Rent	40,032.00
	Subtotal Other Admin Services & Expenses	113,118.00
100-32200-5612	Fire Department Grant	15,000.00
100-33300-3000	Reverse 911 Services	500.00
	Subtotal Public Safety	15,500.00
100-42300-1900	Refuse Contract	90,600.00
100-42300-3310	Repairs & Maintenance	5,000.00
100-42300-5110	Electrical Service - Street/Bridge/Event	11,000.00
100-42300-6030	Garbage Supplies	100.00
	Subtotal Public Works	106,700.00
100-71100-3310	Repairs & Maintenance	3,000.00
100-71100-5110	Electrical Service - Playground/Pavilion	500.00
100-71100-6002	Bristow Pavilion	100.00
100-71100-6003	Landscape & Gravel	5,000.00
100-71100-6006	Landscape Contract Services	19,000.00
100-71100-6007	Repairs & Maintenance Supplies	1,800.00
100-71100-6008	Vehicle & Powered Equipment Fuels	1,200.00
100-71100-6009	Vehicle & Powered Equipment Supp	500.00
100-81100-5841	Taber Park Potty	3,000.00
	Subtotal Parks & Rec	34,100.00
100-71320-3315	Chemicals	1,000.00
100-71320-3320	Maintenance Service Contracts	62,700.00

100-71320-3600	Advertising	150.00
100-71320-5110	Electrical Service Pool	2,000.00
100-71320-6014	Other Operating Supplies	50.00
100-71320-8102	Furniture & Fixtures	500.00
100-71320-8106	Sewerage Charges	500.00
	Subtotal Marshall Community Pool	66,900.00
100-81100-3600	Advertising (Rivers Realm)	5,000.00
100-81100-3607	Procedural Advertising	500.00
100-81100-5510	Promotional Requests	500.00
100-81100-5550	Urbanna Main Street	1,000.00
100-81100-5840	Founders Day	2,500.00
100-81100-5842	July 4th Celebration	15,000.00
100-81100-5870	MITS / Blue Water Trail	1,500.00
100-81100-9600	Christmas Decorations	1,000.00
100-81600-3800	Trolley Purchase of Services	8,600.00
	Subtotal Community Development	35,600.00
100-81110-1400	OF Bus Lic Reimburse Police Servi Agrmnt	21,000.00
100-81110-3600	Advertising	150.00
100-81110-3800	Permits	100.00
	Subtotal Oyster Festival	21,250.00
100-81700-1300	Salaries & Wages - Part Time	10,529.78
100-81700-2100	FICA	800.26
100-81700-3310	Repairs & Maintenance	5,000.00
100-81700-3320	Security Contracts	4,000.00
100-81700-5110	Electrical Service Museum	1,900.00
100-81700-5230	Telecommunications	1,000.00
100-81700-6007	Repairs & Maintenance Supplies	500.00
100-81700-6015	Merchandise for Resale	1,000.00
100-81700-8102	Furniture & Fixtures	100.00
100-81700-8105	Sewerage Charges	300.00
100-81700-8106	Supplies - Special Events & Other	1,000.00
110-43100-5410	Museum Expense	6,500.00
	Subtotal Museum & Visitor's Center	32,630.04
130-81100-5850	Banners & Flags Lamp posts	2,000.00
132-13200-1000	Second Saturdays - Advertising	200.00
132-13200-3000	Second Saturdays - Entertainment	3,000.00
132-13200-4000	Second Saturdays - Security	2,000.00
	Subtotal Self-Funding Events	7,200.00
	GENERAL FUND TOTAL EXPENSE	749,543.80
UPTON'S POINT MARINA		FY2025-2026
140-15020-0003	Marina and Transient Fees	70,000.00
140-15020-0005	Oyster Festival Boat Slip Fees	5,000.00
140-15020-0006	Laundry	1,000.00
140-15020-0008	Ice Sales	750.00
140-15020-0009	Facilities Pumpout-User-Oyster Boat	400.00
140-15020-0010	Ramp Fees	1,500.00
	UPTON'S POINT MARINA TOTAL REVENUE	78,650.00
140-43100-1300	Part-time Salaries & Wages	27,593.49
140-43100-2100	FICA	2,097.11
140-43100-3310	Repairs & Maintenance	10,215.60
140-43100-5110	Electrical Service - Marina	12,000.00

140-43100-5230	Telecommunications	2,300.00
140-43100-5300	Insurance	1,700.00
140-43100-6001	Office Supplies	300.00
140-43100-6007	Repairs & Maintenance Supplies	1,000.00
140-43100-6009	Dues and Subscriptions	200.00
140-43100-6100	Other Operating Supplies	17,443.80
140-43100-6200	Ice	300.00
140-43100-8103	Sewerage Charges	3,000.00
140-43100-8104	Propane (Hot Water)	500.00
UPTON'S POINT MARINA TOTAL EXPENSE		78,650.00
WATER FUND		FY2025-2026
500-15010-0001	Interest Earned Fund 500	3,000.00
500-15010-0002	Water Fund Reserve	0.00
500-17010-0001	Water Sales Charges	375,000.00
500-17010-0005	Water Connections	0.00
500-17010-0015	Other	0.00
500-17010-0016	Water Shut Off Fee	2,000.00
WATER FUND TOTAL REVENUE		380,000.00
The in-town bi-monthly water rate schedule for FY2025-2026 is as follows:		
Minimum Usage 6,000 Gallons \$ 54.71		
Over 6,000 Gallons \$ 5.08 per thousand gallons		
The out-of-town bi-monthly water rate schedule for FY2025- 2026 is as follows:		
Minimum Usage 6,000 Gallons \$ 87.23		
Over 6,000 Gallons \$ 8.40 per thousand gallons		
500-46100-1300	Salaries & Wages - Reg	99,852.00
500-46100-2100	FICA	8,176.00
500-46100-2210	VRS Retirement	2,142.00
500-46100-2300	Hospital/Medical	14,000.00
500-46100-2400	Group Insurance Life	1,267.00
500-46100-3000	Contractual Operator Services	16,000.00
500-46100-3100	Operating License (State)	2,250.00
500-46100-3150	Legal Services	2,700.00
500-46100-3310	Repairs & Maintenance	30,000.00
500-46100-3320	Water Tower Service Contract	16,000.00
500-46100-4320	Generator Service Contract	1,200.00
500-46100-4500	VA811 Tickets	400.00
500-46100-5110	Electrical Service - Water	10,000.00
500-46100-5120	Chemicals and Supplies	5,000.00
500-46100-5140	Rent of Space in Town Hall	12,000.00
500-46100-5150	Computer/IT Support	3,000.00
500-46100-5230	Telecommunications	700.00
500-46100-5510	Mileage	100.00
500-46100-6007	Repair & Maintenance Supplies	4,000.00
500-46100-6008	SCADA Service/Monitor	2,600.00
500-46100-6009	KAMSTRUP Annual Support	500.00
500-46100-6010	Cartagraph	3,250.00
500-46100-6030	DEQ State Permit	35,000.00
500-46100-9500	Distribution System Upgrade	49,863.00
500-95000-0100	Debt Service (Loan Interest)	60,000.00
WATER FUND TOTAL EXPENSE		380,000.00

TABER FUND		FY2025-2026
710-15010-0002	Revenue - Taber Fund	30,000.00
	TABER FUND TOTAL REVENUE	30,000.00
710-32100-5610	Contribution to Library	10,000.00
710-32200-5610	Vol Fire Dept Contribution	10,000.00
710-32300-5610	Rescue Squad Contribution	10,000.00
	TABER FUND TOTAL EXPENSE	30,000.00
	GRAND TOTAL FY2025-2026 REVENUES	1,238,193.80
	GRAND TOTAL FY2025-2026 EXPENSES	1,238,193.80

11c. Payne's Landing at VA Street Terminus Native Plant Proposal – Don Georgette

Mr. Costin presented an offer from Don Georgette from Northern Neck Native Plant Company to plant and restore Payne's Landing and to monitor and replace the plants as needed for one year.

Mr. Georgette said he focuses on plants native to the area, mainly grasses and pollinators. He said his niche is small projects and he has a passion for rural financial stability and retaining public access to and public ownership of land. He said revenue could be generated through plant sales with 15% of the gross sales given to Urbanna Main Street for signage and their continued maintenance of the plantings. He said with the current popularity of planting natives, the sales also draw people to town. He said the timing is perfect to begin planting now.

Mr. Georgette proposed to plant along the left side of the swale now, which would allow for Docks of the Bay to continue their work on the Oyster Bay Condominium Association's bulkhead installation. He would need 3-4 days to get the tidal grasses but has the other needed plants in stock. He proposed planting pollinators along the fence line since there are already some native pollinators there. He said there would need to be markings to protect the plantings from people wishing to launch kayaks from the site. He also said there would be an opportunity to replace the town planters and bump-outs with natives if desired.

Councilmember Austin asked if the plantings would stop the erosion into the creek. Mr. Georgette said the tidal grasses will help and they could also possibly add some terracing. Councilmember Austin asked if they would build a dune. Mr. Georgette said that is not in his skill set. Councilmember Austin asked how the plantings would impact the view of the water. Mr. Georgette said the grasses would grow 2-6 feet depending on the nutrition they derived from the soil/sand. He said the view would be enhanced, not inhibited.

Councilmember Hanson said Main Street has applied for a grant to pay for the wayfinding signs.

Taylor Ovide, Coastal Resilience Planner with the Middle Peninsula Planning District Commission (MPPDC) said the previously discussed Flexamat option would likely no longer be viable if the planting occurs now. He said he received the grant agreement from DEQ this morning saying funding is available, but it has not been fully executed yet.

Councilmember Hanson asked if rocks would no longer be necessary if grasses are planted. Mr. Ovide said not necessarily; a sill could be installed in front of the plantings.

Councilmember Chowning asked how long it will take to have the grant agreement finalized. Mr. Ovide said it's not a very fast process. It depends on the MPPDC vote.

Mr. Costin said he discovered that the land was being used by Docks of the Bay again as a staging area and construction parking for the project they are doing for the condos. He spoke with the construction manager and told them to remove their equipment. He reached out to Docks of the Bay to remediate the damage but hasn't heard back from them but did notice they had smoothed the land.

Councilmember Austin said they used the land before, tore it up, and refused to fix it. Councilmember Hanson asked if they could use a barge to do their work. Mr. Costin said he didn't know.

Councilmember Courtney said she was discussing the issue with Susan Armentrout, who happened to know of Northern Neck Native Plant Company because of a project they are working on for her. Ms. Armentrout reached out to them and was instrumental in Mr. Georgette's proposal to the Town.

Councilmember Austin said the land should be surveyed again just to be sure everything is marked correctly since the fence was moved and the previous survey markers had been removed.

Councilmember Austin made a motion to authorize the Town Administrator to engage Bay Design to perform a survey on the land. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

Councilmember Austin made a motion to accept the no cost offer of Northern Neck Native Plant Company to initially plant and restore the land owned by the town and known as Virginia Street Terminus or Payne's Landing off Oyster Road situated between the Oyster Harbor Condominiums and the Montague Marina with plants identified in their proposal with the following conditions attached:

- **Before planting submit a design sketch to the Town Administrator that allows for pedestrian access and emergency vehicle access to the Condominium property,**
- **Allow for plant sales to finance an informational placard to be posted on the site subject to council's review, and**
- **No requirement for the town to actively engage as a member of any group.**

The Mayor called for any discussion. Councilmember Courtney said the Town needs a written agreement from Docks of the Bay that they will fix what they've done to the land and not cause further damage. All were in favor with none opposed.

The motion passed 6-0 with 1 absent.

AGENDA ITEM 12. NEW BUSINESS

12a. Use of Taber Fund for Playground Equipment Repair

Mr. Costin said exposure to weather and normal use has degraded some of the playground equipment at Taber Park. Local repairs are no longer feasible and the original supplier has given options for replacement or repair.

Councilmember Hanson asked if repair will remedy the situation. Mr. Costin said yes.

Councilmember Austin asked if Taber Funds could also be used to install the sliding board at the pool. Mayor Goldsmith said he'd refer it to the Finance Committee for discussion.

Councilmember Hanson made a motion to authorize the Mayor of Urbanna to direct \$8,425 be taken from Taber Fund and put to repair of existing playground equipment at Taber Park employing Playground Specialists, Inc. of Thurmont, Maryland. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEMS 13 & 14. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2

Kristi Anzivino of Howard Street said her questions had already been answered.

AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS

There were no announcements or requests.

AGENDA ITEM 16. CLOSED MEETING

16.a. Motion to Convene Closed Meeting

Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(8) of the Code of Virginia for consultation with the Town Attorney regarding a specific legal matter – SUP-01/181 West Avenue. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

16.b. Motion to Reconvene in Open Session

16.c. Certification of Closed Meeting

Councilmember Austin made a motion to reconvene in open session and certify that only those matters identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council. Councilmember Hanson seconded. The members were polled:

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

STANDING RESOLUTION – 1 (SR-1)

**A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT
REGARDING MEETING IN CLOSED MEETING**

WHEREAS the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna hereby certifies that on this 12th day of June, 2025, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

DONE this 12th day of June, 2025.

16.d. Action on Closed Meeting

There was no action taken as a result of the Closed Meeting.

AGENDA ITEM 17. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 8:04pm.

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

Approved by Council: July 10, 2025

ATTEST:

Christine H. Branch, Town Clerk