

**APPROVED MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF MAY 28, 2026**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 28th day of May, 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.

**AGENDA ITEM 1. CALL TO ORDER**

Mayor Pro Tempore Wilson called the meeting to order at 6:01pm.

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

Not necessary.

**AGENDA ITEM 3. ROLL CALL OF MEMBERS**

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

**Others Present:**

Andrea Erard, Town Attorney  
Christine Hall, Town Clerk  
Michele Hutton, Town Treasurer  
Members of the press and public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor Pro Tempore led the Pledge of Allegiance.

**AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA**

**Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor Pro Tempore called for any discussion. The Clerk called the roll:**

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

**The motion passed unanimously.**

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

Sarah Jane Wyatt of Island Lane gave an update on Urbanna Main Street. She said the planning grant request for \$75,000 was submitted and they will find out in August. If received, they will then submit a grant for \$1.2 million for implementing the planned projects. She said Urbanna's Main Street is currently in the "Emerging" phase and will be in the "Mobilizing" phase this fall. This means they can get up to \$150,000 in grants from the Main Street program annually. She said they have received three proposals for the wayfinding signs and chose a vendor located in

Shacklefords. The signs should be installed by the end of June. On behalf of Urbanna Main Street, she asked that Council consider funding \$6,000 in the FY26-27 budget to support their program director.

Councilmember Wilson said there is currently \$1,000 in the proposed budget.

R. L. Montague of Virginia Street said his property is heavily impacted by the marina bridge closure and suggested Council consider replacing it with a dam with a spillway and culverts rather than a bridge. He said vehicles need to be able to access the marina. He asked Council to make sure whatever solution is chosen will allow kayak and canoe access during high tide. He said the price for a new bridge is outrageous and something needs to be done quickly and economically. He said waiting on possible federal funding would take too long and the federal government has no money as it is.

Councilmember Wilson said there are no definite plans yet but Council is actively working on the marina bridge situation.

**AGENDA ITEM 7. WORK SESSION MATTERS**

**7a. Presentation of FY 2026-2027 Budget**

Councilmember Wilson, Chair of the Finance Committee, gave a budget briefing presentation on the Fiscal Year 2026-2027 Proposed Annual Budget (Attachment A).

There is a proposed \$0.02 increase to real estate taxes and 1% increase to the food & beverage tax rate. Mr. Wilson said the food & beverage tax increase places some of the burden on tourists rather than residents and also means the real estate tax rate will only increase by \$0.02 rather than \$0.04.

Mr. Wilson said the increase to the Water Fund system upgrades is because there is more pump house work required.

Councilmember Chowning asked about the Oyster Festival revenues. Ms. Hutton said the food & beverage tax collected during the festival goes to the Town. The business license fee revenue currently goes to the Oyster Festival Foundation to help pay for security. She said they are working to restructure this for the 2027 Oyster Festival so the Town will no longer be a pass-through and would keep the business license revenue as well. The cost of deputies shown in other areas of the proposed budget are for other special Town events such as the Christmas Parade.

Councilmember Wilson asked Council to review the budget in depth and bring forward questions, comments, concerns, etc. prior to the Public Hearing at the June 11, 2026 meeting.

**AGENDA ITEM 8. ACTION ITEMS**

**8a. Approval of May 14, 2026 Regular Meeting Draft Minutes**

**8b. Approval of May 20, 2026 Special Called Meeting Draft Minutes**

**Councilmember Austin made a motion to approve the May 14, 2026 and May 20, 2026 minutes as presented. Councilmember Courtney seconded. The Mayor Pro Tempore called for any discussion. The Clerk called the roll:**

Marjorie Austin..... Aye

Larry Chowning..... Aye  
Alana Courtney ..... Aye  
Beth Justice..... Aye  
Robbie Wilson, Mayor Pro Tempore ..... Aye  
**The motion passed unanimously.**

**8c. Resolution 2026-008: Announce Candidate Under Consideration to Fill the Unexpired Portion of the Term of Mayor**

Ms. Erard presented the resolution and said Council is required to give seven days' notice that they are considering a candidate, Mr. Wilson, to fill the unexpired portion of the term of Mayor. Mr. Wilson was elected as Mayor Pro Tempore by Council at the January 8, 2026 organizational meeting and has been serving as Vice Mayor since the former Mayor's resignation.

**Councilmember Austin made a motion to approve Resolution 2026-008 announcing that Council is considering Robbie Wilson to fill the unexpired portion of the Mayor's term. Councilmember Justice seconded. The Mayor Pro Tempore called for any discussion. The Clerk called the roll:**

Marjorie Austin..... Aye  
Larry Chowning..... Aye  
Alana Courtney ..... Aye  
Beth Justice..... Aye  
Robbie Wilson, Mayor Pro Tempore ..... Aye  
**The motion passed unanimously.**

**RESOLUTION 2026-008  
RESOLUTION TO ANNOUNCE CANDIDATE UNDER CONSIDERATION TO FILL  
THE UNEXPIRED PORTION OF THE TERM OF MAYOR**

**WHEREAS** the Honorable William T. Goldsmith resigned his position as Mayor of the Town of Urbanna on May 15, 2026; and

**WHEREAS** Mayor Goldsmith's resignation was accepted by the Urbanna Town Council on May 20, 2026; and

**WHEREAS** the term of the Mayor expires on December 31, 2026; and

**WHEREAS** state law authorizes the Urbanna Town Council to appoint an individual to fulfill the unexpired portion of the Mayor's term; and

**WHEREAS** Robbie Wilson has faithfully served as a member of the Urbanna Town Council and also currently services as the Vice-Mayor; and

**WHEREAS** Robbie Wilson has declared his candidacy for the office of Mayor for the four-year term beginning on January 1, 2027.

**NOW THEREFORE BE IT RESOLVED** by the Urbanna Town Council, at its regular monthly work session on May 28, 2026 that, in accordance with Virginia Code section 24.2-228, the Urbanna Town Council announces that it is considering Robbie Wilson to fill the unexpired portion of the Mayor's term; and

**BE IT FINALLY RESOLVED** that a copy of Mr. Wilson's resume is attached to this Resolution and available for inspection.

**DONE** this 28th day of May, 2026.

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

There were no speakers.

**AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS**

**10a. Now Accepting Applications to Fill Council Vacancies**

Ms. Erard explained that applications are being accepted to fill Council vacancies. There is currently one vacancy due to Merri Hanson's resignation. If Councilmember Wilson is chosen as Interim Mayor, a second Council vacancy will need to be filled.

Completed applications are due June 10, 2026 by 4:00pm so that candidates can be presented and announced at the June 11, 2026 Council meeting. A Temporary Town Council Member Interest & Registration Form is available tonight for those interested and will be available for download from the Town website (urbannava.gov) beginning tomorrow, can be obtained by emailing the Town Clerk (c.hall@urbannava.gov), or can be picked up from Town Hall (300 Virginia Street). Council will vote on appointments at their June 25, 2026 meeting.

**10b. Other Announcements**

Councilmember Austin said the next Second Saturday is June 9, 2026.

Councilmember Courtney said she spoke with Don Georgette with Northern Neck Native Plants and he said Payne's Landing looks pretty good. He wants to order 150 native grass plants which cost about \$1/each. He will get a price. She said he also paid the fee and got the area designated as a Certified Wildlife Habitat. He also said we should consider a French drain across the road to help with water flowing down Virginia Street. Sarah Jane Wyatt said a plan to stabilize the area is part of the planning grant Urbanna Main Street submitted. Councilmember Austin said someone has expressed possible interest in putting in a bulkhead as well.

Councilmember Justice said 4<sup>th</sup> of July plans are continuing. There will be a military band sometime between 6-9pm at Taber Park on Friday night and they are not charging a fee for performing. On Saturday, there are two bands scheduled at Taber Park: Ray Pittman from 1-4pm and Sweet Justice from 5-8pm. She said she found sponsors for Sweet Justice so there will be no conflict of interest. She said she was working with Eric Faudree on showing a movie in the park but they are encountering issues with copyrighting. Mr. Faudree suggested having a TV satellite of fireworks from somewhere else. There will be vendors including hot dogs, mocktails, and an ice cream truck. Everyone in town is encouraged to decorate their homes and businesses. She'd like to keep the festivities going until it gets dark. Shannon Wilson is heading up a bike rally for kids. Something Different is sponsoring a pie-eating contest which will be held at Taber Park. The winner will receive a year's supply of pies from Something Different. Katie Wilson suggested having a dunk the Mayor fundraiser.

Michele Hutton said those with veterans' banners from previous years are invited to bring them to Town Hall and they will be flown from mid-June until shortly before the Oyster Festival along with 250<sup>th</sup> Anniversary banners. Those with banners currently flying are also welcome to have them

stay up during this time. The deadline to let Town Hall know that you want to be included is Friday, June 15, 2026 in order to give staff time to hang them all.

**AGENDA ITEM 11. CLOSED MEETING (if necessary)**

A closed meeting was not held.

**AGENDA ITEM 12. ADJOURN OR RECESS**


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

The meeting was adjourned at approximately 6:42pm.

Respectfully submitted,  
Christine H. Hall, Town Clerk

Approved by Council June 11, 2026

ATTEST:

  
\_\_\_\_\_  
Robbie Wilson, Mayor

# ATTACHMENT A

TOWN OF URBANNA  
VIRGINIA

# FY 26-27

PROPOSED

# Annual Budget

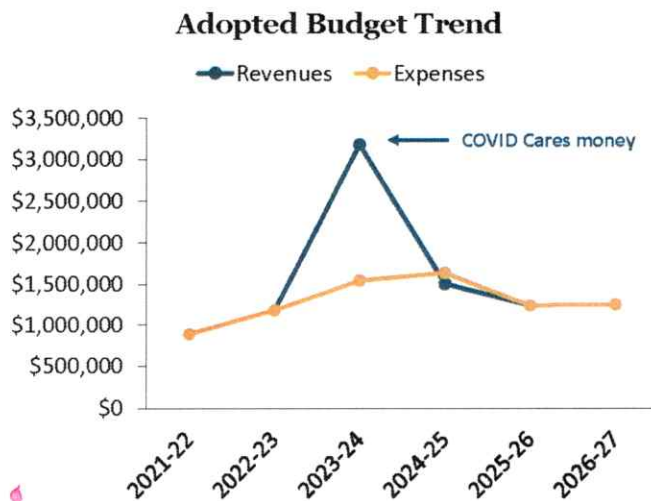
Fiscal Year 2026 – 2027

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Budget Briefing Presentation

May 28<sup>th</sup>, 2026

## Adopted Budget: Revenues vs Expenses



Fiscal Year	Revenues	Expenses
2021-22	\$885,100	\$885,100
2022-23	\$1,176,162	\$1,176,162
2023-24	\$3,171,319	\$1,541,617
2024-25	\$1,501,132	\$1,632,051
2025-26	\$1,238,194	\$1,238,194
2026-27 proposed	\$1,250,586	\$1,250,586

# Budget Overview

FY 2026-27 - Town of Urbanna, Virginia

The overall town budget is made of several separate buckets of money

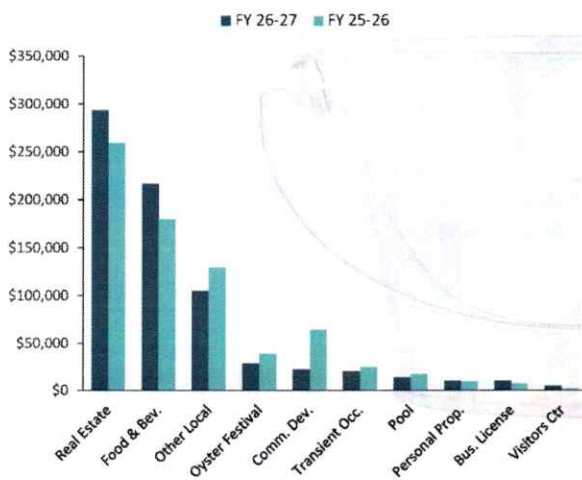


Total revenue from all buckets: \$1,250,586

# Revenue Sources — General Fund

FY 25-26 Est. Actual vs FY 26-27 Admin Recmnd

## FY 2025-26 vs FY 2026-27 Revenue



Revenue Category	FY 26-27	FY 25-26	% Change
Real Estate Taxes	\$293,871	\$260,000	+13.0%
Food & Beverage Tax	\$216,800	\$180,000	+20.4%
Other Local Taxes & Rev.	\$105,300	\$129,544	-18.7%
Oyster Festival	\$29,000	\$39,000	-25.6%
Community Development	\$21,834	\$65,300	-66.6%
Transient Occupancy Tax	\$20,500	\$25,000	-18.0%
Pool Memberships, Fees	\$13,500	\$17,500	-22.9%
Personal Property Tax	\$10,850	\$9,700	+11.9%
Business License Tax	\$10,300	\$7,500	+37.3%
Visitors Center	\$5,000	\$2,300	+117.4%
<b>TOTAL — GENERAL FUND</b>	<b>\$726,955</b>	<b>\$735,844</b>	<b>-1.2%</b>

# FY26-27 vs FY25-26: General Fund (1xx-) Revenue

## Biggest Revenue Increases

- **Real Estate Taxes:** +\$33.9K (+13%) – Due to \$0.02 tax increase plus BLA
- **Local Meals Tax:** +\$36.0K (+20%) – Due to %1 increase in meals tax
- **Business License Tax:** +\$2.8K (+37%)
- **Visitor's Center Merch Donations:** +\$3.0K (+300%)
- **Pool Parties / YMCA:** +\$2.0K (+400%)



## Biggest Revenue Decreases

- **Rental of Property:** -\$45.0K (-100%) – New town hall, no rental income. Also no mortgage, all paid for!
- **Transfer In (from Marina):** -\$16.4K (-100%) – One time due to grant reimbursement after closeout
- **Oyster Festival Meals Tax:** -\$9.0K (-50%) – Based trend, weather dependent
- **Annual Pool Memberships:** -\$7.0K (-47%) - Trend
- **Bank Franchise Tax:** -\$5.0K - Trend
- **Lodging Tax:** -\$5.0K (-20%)

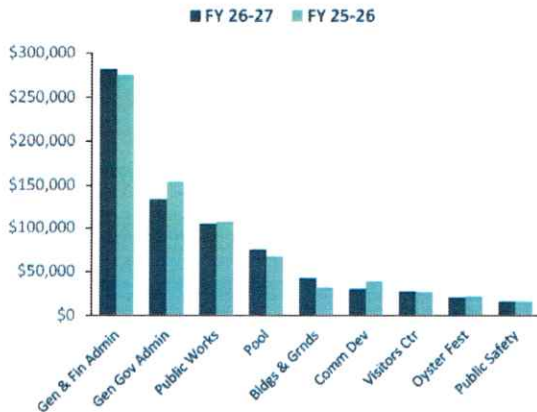
Net change (1xx- General Fund Revenue): \$735,844 → \$726,955 • -\$8,889 (-1.21%)

Scope: 1xx- General Fund Revenue accounts only. Excludes Misc Funds (PPTRA + Fire) shown on slide 3.

# General Fund Expenditure Breakdown

FY 2026-27 Admin Recommended: \$726,955 (General Fund)

## FY 2025-26 vs FY 2026-27 Expenditures



Department	FY 26-27	FY 25-26	% Change
General & Financial Admin.	\$281,380	\$274,635	+2.5%
General Government Admin.	\$133,278	\$153,129	-13.0%
Public Works	\$104,250	\$106,700	-2.3%
Pool	\$74,320	\$66,900	+11.1%
Buildings & Grounds, Parks & Rec	\$42,032	\$31,100	+35.2%
Community Development	\$29,435	\$38,100	-22.7%
Visitors Center	\$26,810	\$26,030	+3.0%
Oyster Festival	\$19,950	\$21,250	-6.1%
Public Safety	\$15,500	\$15,500	+0.0%
<b>TOTAL</b>	<b>\$726,955</b>	<b>\$733,344</b>	<b>-0.9%</b>

## FY26-27 vs FY25-26: General Fund (1xx-) Expenditures

### General Govt Admin

\$153K → \$133K  $-\$20K (-13.0\%)$

- Dues & Memberships:  $-\$18K$  – Not real savings, moved to Gen & Fin Admin
- Hospital/Medical:  $-\$5.4K$
- Pay raises:  $+\$5.3K$

### Public Works

\$107K → \$104K  $-\$2K (-2.3\%)$

- Repairs & Maintenance:  $-\$3.0K$
- Garbage Supplies:  $+\$900$

### Community Development

\$38K → \$29K  $-\$9K (-22.7\%)$

- July 4th Celebration:  $-\$8.9K$
- Procedural Advertising:  $+\$500$

### General & Financial Admin

\$275K → \$281K  $+\$7K (+2.5\%)$

- Rent:  $-\$37K$  - No rent on new Town Hall
- Admin Dues & Memberships:  $+\$24K$  – This is a moved line item from general Govt Admin

### Buildings, Grounds, Parks & Rec

\$31K → \$42K  $+\$11K (+35.2\%)$

- Vehicle & Equipment Supplies:  $+\$6.1K$
- Repairs & Maintenance:  $+\$3.0K$

### Oyster Festival

\$21K → \$20K  $-\$1K (-6.1\%)$

- OF Police Service Agrmnt:  $-\$1.5K$
- Permits:  $+\$100$

### Public Safety

\$16K → \$16K  $+\$0K (+0.0\%)$

- Fire Dept Grant: no change
- Reverse 911: no change

### Pool

\$67K → \$74K  $+\$7K (+11.1\%)$

- Maintenance Contracts:  $+\$3.3K$
- Electrical Service:  $+\$3.0K$

### Visitors Center

\$26K → \$27K  $+\$1K (+3.0\%)$

- Security Contracts:  $-\$3.0K$
- Merchandise for Resale:  $+\$1.5K$

## FY26-27 Pay Raises by Tenure

Raise tiers: 1–4 yrs: 2% • 4–6 yrs: 4% • 6–8 yrs: 6% • 8+ yrs: 8%

Department	Years Served	# Employees	Cost of Raises
Town Administrator	1–4 (2%)	1	\$2,041
Town Clerk	1–4 (2%)	1	\$1,133
Marina (PT)	1–4 (6%*)	2	\$490†
Water	4-6 (4%)	2	\$2,482
Treasurer / Water	6-8 (6%)	1	\$3,522
Marina (PT)	8+ (8%)	1	\$1,189
Museum (PT)	8+ (8%)	2	\$871
<b>TOTAL</b>		<b>10</b>	<b>\$11,728</b>

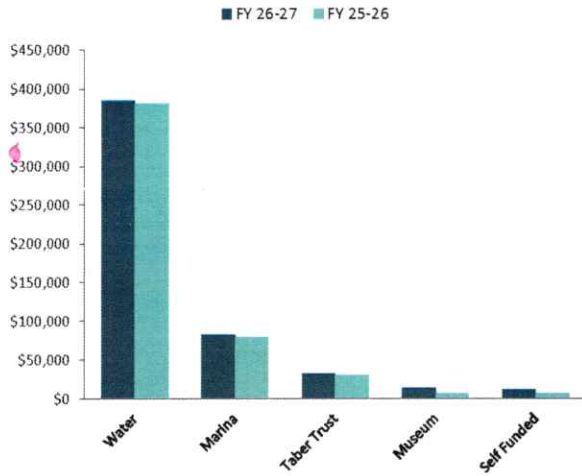
\* Because of new minimum wage

† Estimated

# The Other Buckets Revenue

FY 2025-26 vs FY 2026-27

FY 2025-26 vs FY 2026-27

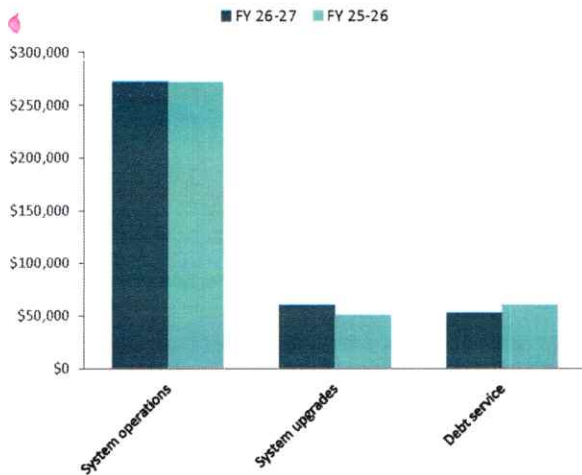


Fund	FY 26-27	FY 25-26	% Change
Water Fund (500-)	\$384,000	\$380,000	+1.1%
Marina Fund (140-)	\$81,706	\$78,650	+3.9%
Taber Trust (710-)	\$32,425	\$30,000	+8.1%
Museum Fund (110-)	\$13,500	\$6,500	+107.7%
Self Funded Activities	\$12,000	\$7,200	+66.7%
<b>TOTAL</b>	<b>\$523,631</b>	<b>\$502,350</b>	<b>+4.2%</b>

# Water Fund Expenditures

FY 2025-26 Adopted \$380,000 → FY 2026-27 Admin Recommended \$384,000 (+1.1%)

FY 2025-26 vs FY 2026-27



Category	FY 26-27	FY 25-26	% Change
System operations	\$271,572	\$270,137	+0.5%
System upgrades	\$60,000	\$49,863	+20.3%
Debt service	\$52,428	\$60,000	-12.6%
<b>TOTAL</b>	<b>\$384,000</b>	<b>\$380,000</b>	<b>+1.1%</b>

# Budget Summary

Items of note for Town Council consideration.

## Tax Increases

- Real Estate taxes were increased by \$0.02 to balance the General (100-) Fund
- Local meals tax was increased 1%, which allowed us to hold the real estate taxes down by \$0.02.

## Pool & Town Hall

- Pool expenses (\$74,320) now managed under a multi-year contract. Pricing is locked in through next season.
- The issue of town hall has been settled - purchased outright with a combination of savings and grant money. For a public meeting space we use the back room of the firehouse, a budget expense of \$3000 annually.

## Upcoming Fee Overhaul

- One cohesive fee table
- Slight increases in some fees
- Business licenses now meet state law requirements

## Water System Investments

- Repair budget: \$79,863 → \$102,500 (+\$22,637, +28%) – Continue to invest in water system
- In-town base water fee increased to \$60 from \$54.71 to continue to close the in-out of town gap.

## Marina Holds on strong

Initially the finance committee expected that income from the marina would decrease with the bridge outage, but actual reservations have surpassed expectations, so the revenue was left at previous levels. A brief analysis was also given to closing the marina, but the savings were surprisingly small.

## Budget is Balanced

Total revenues = total expenditures at \$1,250,586 across all funds. This compares to the previous years budget of \$1,238,194

Total Budget  
**\$1,250,586**

General Fund  
**\$726,955**

Restricted Funds  
**\$456,600**

Debt Service  
**\$52,500**

Tax Rate (proposed)  
**23¢ / \$100**

## Next Steps

1. Finance Committee review of recommended budget
2. Council presentation on key points
3. Council study period and final adjustments
4. Public hearing on proposed budget & tax rate adjustment – June 11<sup>th</sup> 2026
5. Town Council adoption of FY 2026-27 budget – June 25<sup>th</sup> 2026

## Questions & Discussion