

TOWN OF URBANNA, VIRGINIA
Town Council — Regular Meeting
MINUTES

June 11, 2026 — 6:00 p.m.

A regular scheduled meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 11th day of June, 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

The Acting Presiding Officer called the regular meeting of the Urbanna Town Council to order at 6:00 p.m. on June 11, 2026.

2. Electronic Participation

Council Member Justice requested to participate in the meeting electronically due to being out of town, Atlantic Beach, North Carolina.

MOTION: To approve the electronic participation of Council Member Justice. Seconded.

VOTE: Carried by roll-call vote. Confirm individual votes and that the remote location and reason were stated on the record per the Town's electronic-participation policy.

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:

Michele Hutton, Town Treasurer
Members of the 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.

6. Approval of Minutes — May 28, 2026

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Courtney seconded. The treasurer called the roll:

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

7. Public Comment First Period

No public comment

8. Public Hearing — FY 2026–2027 Budget

The public hearing on the proposed FY 2026–2027 budget was opened. No members of the public spoke. The hearing was closed. No action was taken; the Council noted that adoption of the budget is scheduled for the next regular meeting.

9. Staff Reports

a. Acting Town Manager Wilson

Reported working at the Town office five to six days per week, primarily on completing the budget and budget presentation. A budget amendment was announced this week to formalize funding for the Town Hall purchase. New projects are advancing, the most significant being the bridge geotechnical work, which will be taken up under New Business.

b. Treasurer (Michelle Hutton)

The Treasurer's report was included in the agenda packet. The Town received \$5,657.50 from three certificates of deposit. One withdrawal of \$4,250.00 was made from the historic trust at C&F Bank for basement painting/repair. Business licenses will be mailed the following day; the due date is extended one month, from July 1 to August 1. The revised business-license (BPOL) ordinance is planned to take effect January 1, 2027, to allow controlled implementation. Incomplete applications that omit gross receipts will be assessed the full \$300.00. The Treasurer will be out of the office Monday through Wednesday to attend the Virginia Treasurers' Association conference.

10. New Business

a. Bridge Geotechnical Services Contract

The Acting Town Manager Robbie Wilson described the need for an emergency steel bridge crossing to the waterfront/marina ahead of the Oyster Festival, citing parking and access pressures at the marina. An emergency steel bridge is estimated at approximately \$30,000 plus footings, and a geotechnical study is required to determine soil conditions and footing design. Two proposals were received; staff recommended the proposal from

Zannino Engineering for \$7,665.00. A grant for the permanent bridge administered through the PDC; kickoff meeting July 20, 2026, forthcoming, but staff recommended proceeding now — funded from the marina-repair line — to preserve the timeline for an emergency crossing. Acting Administrator Wilson estimated the total cost to reopen the crossing at roughly \$75,000–\$100,000. The geotechnical work would also support the permanent-bridge engineering.

Councilmember Austin made a motion to approve to authorize the Acting Town Manager to execute the contract for geotechnical services, subject to final review and approval by the Town Attorney. Councilmember Courtney seconded. The treasurer called the roll:

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

b. Resignation — Council Member Robert E. Wilson III

Mr. Wilson submitted his resignation as a member of the Town Council, effective immediately, to permit his appointment as Mayor.

Councilmember Austin made a motion to accept Councilperson Wilson’s resignation. Councilmember Chowning seconded. The treasurer called the roll:

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

c. Resolution Announcing Candidates for Council Appointment

A packet of applications was made available for persons interested in the council vacancy; the application deadline closed June 10 at 4:00 p.m. The qualifying applicants were announced as follows: Matthew Gobush, Roy Kime, Martha Lowe, Bruce Murray, Christopher Riddick, John Riley, and Daniel Snead. The Council will make its determination and announcement at the June 25 meeting.

Councilmember Austin made the motion to approve the resolution announcing the names of the candidates for appointment to the Urbanna Town Council.

Councilmember Courtney seconded. The treasurer called the roll:

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

d. Resolution Appointing Mayor

A resolution was presented to appoint Robert E. “Robbie” Wilson III as Mayor of the Town of Urbanna to fill the unexpired term of former Mayor William Goldsmith. The appointee will serve until the unexpired term ends on December 31, 2026, with the office passing to the duly elected official upon being sworn in on January 1, 2027.

Councilmember Austin made the motion to fill the unexpired term of former Mayor William Goldsmith. Councilmember Chowning seconded. The treasurer called the roll:

Marjorie AustinAye
Larry ChowningAye
Alana Courtney.....Aye
Beth JusticeAye
Robbie Wilson, Mayor Pro Tempore ..Abstain

11. Public Comment Second Period

No members of the public offered comment during the second public-comment period

12. Council Announcements & Requests

Councilmember Austin

Reported on the upcoming Second Saturday event. New volunteers Shannon Wilson and Thomas Wilson will serve as ID checkers. A food vendor, Dragon Run Dogs, and live music from Rein Band are scheduled. A resident raised concerns about golf-cart safety — signage, child restraints/seatbelts, the 16-year-old minimum driving age, and the four-way stop near the business district. The Council discussed requesting solar/LED stop-sign markers and noted that two Sheriff’s deputies visited the Town office to obtain the golf-cart rules. It was noted that golf carts are not permitted to travel to or from Bethpage.

Council Member Justice

Reported planning progress for the July 3–4 celebration. Some highlights are a complimentary face painter, a children’s bike decorating at the park, and an Army band 29th ID performing Friday, July 3 at 6:00 p.m. at the park. Food trucks are confirmed for Saturday. Additional vendors are being sought, including a cold-treats/ice-cream vendor. A pie-eating contest is planned. Additional volunteers are needed. Given budget constraints, the event will emphasize simple, low-cost community activities.

Councilmember Chowning

Deadline to run for Town Council is June 16th.

Councilmember Wilson

Mr. Montague will again host the small-boat regatta this year, with coordination in place to ensure the event can proceed without using the town boat ramp. The Town’s Virginia Street terminus (excluding the easement) has been offered for coordinated parking/landing.

Councilmember Courtney

Don Georgette has ordered 150 Spartina plants for shoreline protection, to be planted soon. A French-drain/water-diversion approach and a possible volunteer work day were discussed; the planting area carries a historical designation.

AGENDA ITEM 14. CLOSED MEETING (if necessary)

A closed meeting was not held.

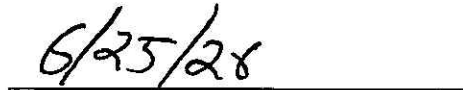
15. Adjournment

There being no further business, a motion to adjourn was made and seconded; the meeting adjourned at 6:49 pm.

Respectfully submitted,



Preparer name and title



Approved: date of adoption

URBANNA TOWN COUNCIL VOTING RECORD

Meeting Date: 6/11/2026

Item #	
Motion:	Call to Order
Ms. Austin	✓
Mr. Chowning	✓
Ms. Courtney	✓
Ms. Justice	Electronic
Mr. Wilson	✓

Item #	
Motion:	Electronic
Ms. Austin	✓
Mr. Chowning	✓
Ms. Courtney	✓
Ms. Justice	✓
Mr. Wilson	✓

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

Item #	
Motion:	Agenda Approve
Ms. Austin	1st
Mr. Chowning	2nd
Ms. Courtney	-
Ms. Justice	-
Mr. Wilson	-

Item #	
Motion:	Minutes
Ms. Austin	1st
Mr. Chowning	-
Ms. Courtney	2nd
Ms. Justice	-
Mr. Wilson	-

Item #	
Motion:	NO Public Comment Period #1 or #2
Ms. Austin	
Mr. Chowning	
Ms. Courtney	
Ms. Justice	
Mr. Wilson	

Item #	
Motion:	Geo CONTRACT vote Roll Call
Ms. Austin	✓ 1st Motion
Mr. Chowning	✓
Ms. Courtney	✓ 2nd
Ms. Justice	✓
Mr. Wilson	✓

Item #	
Motion:	Pebble Design
Ms. Austin	✓ 1st Motion
Mr. Chowning	✓ 2nd
Ms. Courtney	✓
Ms. Justice	✓
Mr. Wilson	

Item #	
Motion:	Resolution Candidates
Ms. Austin	✓ 1st Motion
Mr. Chowning	✓
Ms. Courtney	✓ 2nd
Ms. Justice	✓
Mr. Wilson	✓

Item #	
Motion:	Appointment of Mayor
Ms. Austin	✓ M
Mr. Chowning	✓ 2nd
Ms. Courtney	✓
Ms. Justice	✓
Mr. Wilson	Abstain

Item #	
Motion:	Adjourn
Ms. Austin	✓ 1st
Mr. Chowning	✓ 2nd
Ms. Courtney	
Ms. Justice	
Mr. Wilson	

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

Clerk's Signature: _____