

**APPROVED MINUTES
TOWN OF URBANNA VA
TOWN COUNCIL WORK SESSION MINUTES
JUNE 25, 2026 6 PM**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 25th Day of June, 2026, beginning at 6:00 pm in the meeting room of the Middlesex County Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA

AGENDA ITEM 1 CALL TO ORDER

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

AGENDA ITEM 2 APPROVAL OF ELECTRONIC PARTICIPATION BY 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.....Present

Others present:

Andrea Erand, Town Attorney
Michele Hutton, Town Treasurer
Geri Reyes, Town Staff
Members of the press and public

AGENDA ITEM 4 PLEDGE OF ALLEGIANCE

The Mayor Pro Tempore led the Pledge of Allegiance

ACTION ITEM 5 REVIEW AND ADOPTION OF THE MEETING AGENDA

A motion was made by Larry Chowning and seconded to approve the agenda as presented.

Roll Call Vote:

Marjorie Austin – AYE
Larry Chowning – AYE
Alana Courtney – AYE
Beth Justice – AYE
Robbie Wilson – AYE

Motion carried.

ACTION ITEM 6 APPROVAL OF MINUTES

A motion was made to approve the **June 11, 2026 Regular Meeting Minutes** as presented. The motion was seconded and approved unanimously.

ACTION ITEM 7 PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

William Mayo, 320 Rappahannock Ave, spoke in opposition to the proposed increase in golf cart decal fees, expressing concern over increasing costs for residents.

Matt Gobush, 110 Watling Street, a local resident and business owner, expressed interest in serving on the Town Council in the vacant seat that will require a special election. He emphasized maintaining public trust and ensuring a smooth transition during the Council appointment process.

ACTION ITEM 8 CLOSED MEETING

Council entered closed session pursuant to **§2.2-3711(A)(1) of the Code of Virginia** to discuss interim appointments to the Town Council under **§24.2-228 of the Code of Virginia**.

Following the closed session, Council reconvened in open session and certified that only those matters identified in the motion to enter closed session were discussed.

ACTION ITEM 9 COUNCIL APPOINTMENTS

Council adopted **Resolution 2026-013**, appointing:

Martha Lowe to the Hanson seat (unexpired term ending December 31, 2026), and Richard Bruce Murray to the Wilson seat (special-election seat).

Roll Call Vote:

Marjorie Austin – AYE
Larry Chowning – AYE
Alana Courtney – AYE
Beth Justice – AYE
Robbie Wilson – AYE

Motion carried, resolution adopted.

ACTION ITEM 10a BUDGET AMENDMENT

Council held a public hearing on a budget amendment related to the purchase of the new Town Hall.

Mayor Wilson presented the details of the amendment:

- Purchase price of the Town Hall 618,275.75
- Moving expenses 13,213.36
- Rental savings from the previous facility 15,580.00
- ARPA funding 239,659.92
- Proceeds from the sale of the former Town Hall 239,513.74
- Use of reserve funds 152,315.45
- A contingency allocation for remaining legal and closing expenses

Public hearing opened; no speakers; hearing closed. Motion to adopt; seconded by Ms. Justice.

Roll Call Vote:

Marjorie Austin – AYE
Larry Chowning – AYE
Alana Courtney – AYE
Beth Justice – AYE
Robbie Wilson – AYE

Resolution 2026-012 adopted.

PUBLIC HEARING

ACTION ITEM 10b ORDINANCE 06-2026 – FEES AND TAX SCHEDULE

Mayor Wilson presented proposed amendment 06-2026, which codifies changes in taxes and fees.

- Golf cart decal fees from \$25 to \$35
- Meals tax from 5% to 6%
- Water minimum usage fees
- Utility reconnect and meter fees \$20 proposed \$25
- Real estate tax rate increase from \$0.21 to \$0.23

Discussion included the need to maintain adequate revenues for Town operations, continue scheduled utility rate adjustments, and reduce the impact on property owners through increased meals tax revenue.

After the presentation, the public hearing was opened. No public comments were received.

A motion was made to adopt **Ordinance 06-2026**

Roll Call Vote:

Marjorie Austin – AYE
 Larry Chowning – AYE
 Alana Courtney – NAY
 Beth Justice – NAY
 Robbie Wilson – AYE

Motion carried (3–2).

ACTION ITEM 11 NEW BUSINESS

ACTION ITEM 11a RESOLUTION 2026-007 – FY 2026–2027 BUDGET ADOPTION

Council considered the proposed FY 2026–2027 Budget. No changes had been made since the budget presentation and public hearing.

A motion was made to adopt **Resolution 2026-007**, which approves the FY 2026–2027 Budget and appropriates the necessary funds.

Roll Call Vote:

Marjorie Austin – AYE
 Larry Chowning – AYE
 Alana Courtney – AYE
 Beth Justice – AYE
 Robbie Wilson – AYE

Motion carried unanimously.

ACTION ITEM 11b ELECTION OF VICE MAYOR

With the vice mayor position vacant (Mayor Wilson having moved up to Mayor), **Larry Chowning** was nominated for the remainder of 2026.

1st Vote: Larry Chowning – NAY

Roll Call Vote:

Marjorie Austin – AYE
 Larry Chowning – NAY
 Alana Courtney – AYE
 Beth Justice – AYE
 Robbie Wilson – AYE

ACTION ITEM 12 PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

William Mayo commented on historical tax increases stemming from prior litigation and shared additional observations on current tax discussions.

ACTION ITEM 13 COUNCIL ANNOUNCEMENTS & REQUESTS

Council members provided updates on:

Marjorie Austin-Appreciation to residents who volunteered for Council appointments.

Larry Chowning- Reported on insurance on the Mitchell Map, confirmed the Town carries insurance valued at ~\$575,000, and suggested a re-appraisal, as it has been ~10 years. Escorted Ms. Hart, who photographed the town's six colonial buildings for a state submission.

Robbie Wilson- Continues in the administrator role part-time (2–3 days/week), available by phone; staff keeping operations running. Followed up on the recently signed geotechnical contract — currently awaiting the drilling firm's scheduling; an answer expected soon.

Andrea Erand, Town Attorney- Reminder that new laws take effect **July 1**, including agenda requirements: agendas must be posted in advance, and items added at a meeting generally cannot be voted on unless urgent/time-sensitive. Members should route items to Robin/the clerk for the agenda.

Beth Justice- Detailed the **July 4th** events (all in the park this year, no fireworks): Friday 6 p.m. military band; Saturday activities including face painting, a golf cart rally, pie contests (kids 11:30, adults noon), food trucks, ice cream truck (11–5), live music (Ray Pittman 1–4; "Sweet Justice" 5–8). No glass bottles; IDs to be checked. Appealed for more community volunteers.

ACTION ITEM 14 ADJOURNMENT OR RECESS

Motion to adjourn

Robbie Wilson

Motion Carried

There being no further business, a motion was made and approved to adjourn the meeting approximately 7:00 pm

The meeting adjourned.

Respectfully submitted,

Geri Pritchard Reyes, Town Employee

Date: 7/17/2026

Approved: Robert C. Wilson

Mayor Robbie Wilson