

TOWN OF URBANNA, VIRGINIA
Town Council — Called Meeting
APPROVED MINUTES
August 6, 2026 — 6:00 p.m.

A called meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 6th day of August, 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

Mayor Wilson called the meeting to order.

2. Approval of Electronic Participation by a Council Member (if needed)

Not necessary; no member participated electronically.

3. Roll Call

Marjorie Austin..... Present
Larry Chowning..... Present
Alana Courtney..... Present
Beth Justice..... Absent
Martha Lowe..... Present
Bruce Murray..... Present
Robbie Wilson, Mayor..... Present

A quorum was established.

Others Present: John Edwards, Consultant, Local Solutions, Inc. (LSI); Members of the public.

Councilmember Justice was absent for the entire meeting; no reason was stated in the record.

Before proceeding to the Pledge of Allegiance, Mayor Wilson asked Council to observe a moment of silence in memory of Geri Reyes, who had recently begun assisting in the Town office and had recently passed away. The Mayor spoke of her long service to the Town in various roles and their personal friendship, noted that her family would be gathering privately, and stated that the Town intends to hold a celebration of life in her honor at a later date, to be coordinated with her family.

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Review and Adoption of Meeting Agenda

A motion was made to adopt the agenda as presented and was seconded. The motion was approved by unanimous voice vote.

6. Public Comment 1 & Council Response to Public Comment 1

A member of the public, Kristi Anzivino, addressed Council on two matters.

The commenter reported that the pool contractor had done a much better job this year with cleaning, including the bathrooms. The Mayor stated he had passed the earlier feedback on to the pool company and agreed that improvement was evident.

Question: The commenter asked whether anything could be done to bring attention to the four-way stop, noting that vehicles traveling down Main Street were not stopping.

Response: The Mayor reported that he had raised the issue with a Virginia Department of Transportation (VDOT) engineer, who indicated that VDOT could not justify installing a flashing light because there was no record of accidents at that intersection. He noted the Town would continue to raise the issue.

7. Work Session Matters

a. Town Administrator Recruitment Discussion

Consultant John Edwards of Local Solutions, Inc. (LSI) led Council through a draft job description and recruitment plan for a full-time Town Administrator, with a proposed salary range of \$75,000 to \$104,000.

In response to a question about employee benefits, it was explained that the Town currently offers full-time employees health insurance through the state/local government group plan (“local choice”), with the Town paying 80% of the premium and the employee paying 20%; the plan includes vision and dental coverage for the employee, though family coverage is not Town-paid. It was noted that the Town cannot exclude a new hire from the group plan or offer a stipend in lieu of it without withdrawing the entire Town from the local choice program, which would require a buyback payment based on the Town’s prior contribution history.

Members discussed the trade-offs between a full-time and a part-time Administrator. Several members felt that growing the Town’s revenue base — including the marina, and maintaining aging infrastructure (water and sewer lines installed in the 1950s–60s) would require a full-time position with dedicated capacity beyond day-to-day administrative work. It was noted that if the position is designated full-time, benefits must be offered to the position on the same basis as for other full-time employees.

Council discussed the minimum education requirement in the draft description. By consensus, Council directed that the “Master’s degree preferred” language be removed, retaining a minimum requirement of a bachelor’s degree, with three to five years of

progressively responsible experience preferred and flexibility for an otherwise exceptional candidate.

Council also discussed expectations around remote work. By consensus, Council directed that the position be expected to work in the office Monday through Friday during regular business hours (8:30 a.m. to 4:30 p.m.), with reasonable flexibility for evening meetings, deliveries, or service appointments, but not as a standing remote-work arrangement.

Regarding advertising, Council directed staff and the consultant to post the position on the Town website and Facebook page, on LinkedIn, on the Virginia Municipal League (VML) and Virginia Association of Counties sites, on Indeed, and in the Richmond Times-Dispatch, at an estimated cost of approximately \$500 against the Town's overall advertising budget of approximately \$6,000. The target posting date discussed was on or about September 2, with applications due around September 8.

Regarding the selection process, by consensus Council directed that all applications be provided to the full Council rather than screened out in advance by a subcommittee, though the consultant and staff would review and rank applications to help focus Council's review. Screening would be handled through the Personnel Committee process, with an initial round of interviews conducted by Zoom where appropriate and finalist interviews conducted in person. Application materials distributed to Council would later be collected and destroyed to preserve confidentiality of unsuccessful applicants.

No formal vote was taken on the job description or recruitment plan; Council's direction was given by consensus.

8. Public Comment 2 & Council Response to Public Comment 2

Question: A member of the public asked why Council was proceeding through the remainder of the agenda when the meeting had been called specifically to address the Town Administrator recruitment advertisement. Response: Council explained that although advancing the recruitment advertisement was the primary purpose of the called meeting, the remaining agenda items would also be addressed since the next regular meeting was two weeks away.

9. Council Announcements & Requests

Councilmember Austin: Announced that the Second Saturday event would be held Saturday, August 8, 2026, from 4:00 to 8:00 p.m., featuring a new food truck, "Soul Food," operated by Benny Bagby and his wife; Dragon Run Dogs; and a band identified in the recording as "Bobby Black Hat". Beer sales will be permitted; attendees may bring their own coolers, but glass bottles are not allowed.

Councilmember Chowning: Reported he did not attend the Founders day event but heard about excellent attendance and Martha Washington's banter with the mayor.

Alana Courtney: Had nothing to report at this time.

Councilmember Wilson: Indicated a more extensive update would be provided at the next meeting.

Council discussed staffing arrangements for the Second Saturday event, including checking identification and distributing wristbands for beer sales.

Council members also discussed the Founders Day event, which had been covered by local media, including video posted on the Town's Facebook page, and thanked those who helped organize activities and arrange guest participants.

Mayor Wilson thanked Meribel for assisting with the video recording of tonight's meeting.

10. Closed Meeting - If Needed

Not necessary; Council did not convene a closed meeting.

11. Adjourn or Recess

A motion was made to adjourn and was seconded. The motion was approved by unanimous voice vote.

Respectfully submitted,

Robbie Wilson -

Robbie Wilson, Mayor

Approved: 08/27/2026