TOWN OF URBANNA, VIRGINIA
Town Council — Regular Meeting Minutes
August 27, 2026 — 6:00 p.m.

A regularly scheduled meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 27th 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 Robbie Wilson called the meeting to order at 6:00 p.m.

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

Not applicable; no Council Member requested electronic participation for this meeting.

3. Roll Call

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

A quorum was established.

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

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

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Review and Adoption of Meeting Agenda

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

6. Approval of Minutes

a. 07-23-2026 Work Session Minutes
b. 08-06-2026 Called Meeting Minutes

A motion was made and seconded to approve the minutes of the July 23, 2026 Work Session and the August 6, 2026 Called Meeting as presented. The motion was approved by unanimous voice vote.

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

Roy Kime of 270B Howard Street, Treasurer of Urbanna Main Street, a volunteer-run nonprofit for economic and community development in the Town, addressed Council regarding the Main Street wayfinding/directory sign project. He reported that on April 9, 2026, Council had accepted a design concept developed by a consulting firm and passed a resolution directing Town staff to develop a memorandum of understanding (MOU) with Urbanna Main Street (UMS) under which UMS would be responsible for installation and maintenance of the signs, including a business directory sign. He stated that no MOU has been produced yet, that a list of Town businesses requested orally two months earlier has not been provided, and that he has submitted a formal FOIA request for the same information. He asked that the Urbanna Main Street sign project be placed on a future Council agenda for discussion. He noted the organization has received a $15,000 Virginia Main Street grant for the project, with an original completion deadline of July 2026 that was extended to December 31, 2026 due to delays; that the Town has also helped Urbanna Main Street secure a separate $75,000 grant toward a downtown master plan; and that failure to complete the sign project could jeopardize that $75,000 grant and a potential future grant of approximately $1.25 million, as well as Urbanna Main Street's and the Town's standing for future funding applications. He stated that the organization would send a letter to the Council and the Mayor outlining the next steps. No Council response followed this comment.

Megan Hall, on behalf of Urbanna Main Street, spoke in support of the continued Town partnership with the organization, citing the success of Main Street programs in other Middle Peninsula towns (including Warsaw, West Point, Onancock, and Tappahannock). She stated that Urbanna Main Street plans to apply this spring for an additional $25,000 Virginia Main Street grant, on top of the $75,000 grant application already pending, representing over $100,000 in potential funding, not including the possible $1.25 million grant contingent on completion of the $75,000-funded project. She stated the organization is ready to do the work and asked for Council's continued support. No Council response followed this comment.

William Mayo, Town resident, raised a concern regarding unregistered golf carts operating in Town. Question: Mr. Mayo asked whether the Town holds property owners accountable when they allow guests to operate golf carts without required Town stickers/registration, citing a recent instance involving guests staying at a residence on West Ave.

Response: Council clarified that the property in question was the former Jack Pitts residence. No further Council action was stated at this time.

Joe Hyman, former town resident, addressed Council regarding the temporary pedestrian/emergency-vehicle crossing at the marina. He described having organized a group of Urbanna and Oyster Festival supporters to develop, without a full engineering design process, a cost estimate for a temporary crossing structure capable of supporting the weight of any fire apparatus, stating that the proposed structure would be fully engineered. He stated that in the absence of Council action, he intends to install a temporary, non-engineered structure suitable for pedestrian and golf-cart use only around the Oyster Festival, to be removed immediately afterward. He expressed concern that concrete barriers currently blocking the crossing pose a fire safety risk to marina slip holders and renters, citing a fire at a local marina roughly 10 years ago. He credited Brian Fletcher of Delta Marine for donating and discounting construction of a floating dock used at the Oyster Festival, and a structural engineering firm official with engineering the proposed crossing. Alana Courtney engaged in follow-up discussion with Mr. Hyman regarding fire truck access along Community Row during the Oyster Festival, noting that vendor placement has been adjusted in recent years, reducing space available to non-profit and small-business vendors from roughly 30 to 10–15 in order to preserve a clear emergency-vehicle lane, in consultation with the fire department and sheriff's office each year. No formal Council response or action was recorded on this item at this time.

8. Reports

a. Treasurer's Report

Presented by Robbie Wilson due to Michele Hutton's absence:

1. Primis Bank General Operating Account balance: $1,020,102.11 (6/30/25); $476,416.98 (5/31/26); $527,081.24 (6/30/26).
2. C&F Bank Historic Trust balance: $67,212.82 (6/30/25); $67,185.97 (6/30/26).
3. C&F Bank Water Fund Reserve (13-month CD, matures 4/15/26 cycle): $122,304.47 (6/30/25); $126,942.14 (5/31/26).
4. C&F Bank General Fund Reserve (13-month CD): $101,185.04 (6/30/25); $105,021.89 (5/31/26); next interest posting 7/15/2026.
5. C&F Bank Operating Reserve (13-month CD): $423,807.69 (6/30/25); $439,878.09 (5/31/26); next interest posting 7/15/2026.
6. Taber Trust account value: approximately $1,205,694.40 as of 5/31/26 and 6/30/26
7. Meals tax collected in June: $19,946.34 (2025); $17,046.25 (May 2026); $29,220.24 (June 2026).

8. Lodging tax collected in June: $1,528.29 (2025); $1,513.12 (May 2026); $4,608.81 (June 2026).
9. Cigarette tax collected in June: $994.31 (2025); $703.84 (May 2026); amount for June 2026 unclear due to document quality [verify figure].
10. Expenditure: $23,400.00 paid to Metro Contractors, Inc. on 6/23/2026 for water valve repairs in the roadway, part of an ongoing project to improve the Town's ability to isolate sections of the water system during main breaks.
11. Revenue: $14,250.00 received from the USDA well-replacement loan as reimbursement of prior project expenses, deposited to the Primis USDA checking account.

In response to a question about the increase in meals tax collections, it was explained that summer is the Town's busiest season and that the timing of tax collections can cause month-to-month totals to fluctuate.

b. Town Administrator Report

Mayor Wilson presented the report. Highlights include:

1. Worked on receiving bids for a temporary crossing solution for the marina bridge, and was proud to report that several proposals were received. Council would consider selecting a proposal in closed session later in the meeting.
2. Congressman Rob Wittman visited the Town to report that the marina improvement project has been submitted for $4.4 million in Community Project Funding (CPF), with credit given to the former town administrator and mayor for the effort. The funding is included in a pending appropriations bill that has not yet passed and is not guaranteed; it could be affected by a continuing resolution or removed in conference. Additional information about this funding will be provided when status updates are available.
3. The Administrator met with Lee McKnight, the Saluda resident VDOT engineer, regarding Main Street sign placement, drainage issues, and sidewalk repairs, and the golf cart speed zone. Discussions continue regarding expansion of the golf-cart zone near the Town limits; VDOT has indicated that a speed study is required to determine whether the posted speed limit on that section of road can be lowered to 25 mph, a prerequisite for expanding the golf-cart zone. It was noted that the outcome is not expected to be favorable.
4. Consultant John Edwards (LSI) began assisting the Town in mid-July with the Town Administrator search and has also assisted with other matters, including a draft purchasing policy (to be placed on a future agenda).
5. The mayor was the opening speaker at the Founders Day event, which was reported to have been well attended at the Baptist Church

6. The executed agreement on allowing complementary use of a marina slip for the Luna tall ship was executed and sent to the Colonial Seaport Foundation.
7. A new ¾-horsepower Hayward pool pump was installed at the marina/Town pool to improve pool water cooling using two flat nozzles, intended to reduce the volume of fresh water previously used to turn over pool water; it was installed too late in the season to benefit this year's swim season but is expected to reduce fresh-water use going forward.
8. A nominee has been secured to fill the Board of Zoning Appeals (BZA) vacancy, to be addressed under New Business.
9. Staff has addressed several zoning enforcement matters involving overgrown grass; multiple volunteer-led repair projects are underway around Town with Town support.
10. The Town has obtained volunteer liability insurance; previously, volunteers were asked to sign a liability waiver that was not consistently completed. The Town Attorney recommended volunteers continue to sign a form acknowledging the new coverage, and the Town website will be updated accordingly.
11. A new audio system for Council meetings debuted at this meeting, intended to improve audio quality for the Town's recorded and livestreamed videos.
12. Updated job descriptions have been prepared for two open, part-time positions: Docent and a dock-maintenance position referred to as "Dock Hand".
13. The Town's new well experienced intermittent failures from Wednesday night through Sunday, initially failing to run in automatic mode and later failing to run at all; the Town has reverted to its prior primary well while awaiting a repair quote.
14. The Town's annual audit has been completed, with a copy expected to be available the following week.

c. Marina Report

Highlights of the new monthly marina report:

1. Slip rental revenue: approximately $4,000 per month.
2. Additional amenity revenue (ice and vending machine sales): approximately $456.
3. Ice sold at the marina is currently carried by hand across the temporary pedestrian crossing.
4. A secondhand snack-and-drink vending machine was obtained (located by Treasurer Michele Hutton) and installed in the breezeway of the marina office.

5. Volunteer dock repair work included replacement of 117 deck boards using Town-supplied lumber; new slip identication boxes have been ordered to replace cracked units.
6. Council thanked a volunteer, Erich Swartz, for his work on the dock repairs.

d. Urbanna Makos Swim Team End of Season Report

Coach Shannon Sears, joined by assistant coach Jill Shores and swimmers CJ Sears, Alan Sears, Sawyer Edwards, and Lacey Page Edwards, presented the team's end-of-season report:

1. The team, drawing swimmers from Middlesex, Mathews, and Gloucester counties, had 105 swimmers this season, ages 4 to 18.
2. The team competed in four scheduled swim meets; weather limited completed competition to approximately two and a half meets, in addition to hosting the league championship meet.
3. The team returned to Urbanna with the regular-season championship trophy (won by going undefeated) and the league championship-meet trophy, both held in Town for the first time since 2016.
4. In past years, pool water temperatures at times exceeded VHSL guidelines for safe competition; a newly installed pool pump/circulation system is expected to help maintain safe competition temperatures going forward, in addition to ongoing weather-related scheduling challenges.
5. It was noted that the team provides swimmers, including those without other access to a pool, with both competitive experience and basic water-safety skills.
6. Coach Sears noted that her daughter began swimming with the program at age five and went on to swim at the NCAA Division I level collegiately, earning an Olympic Trials cut.

Council thanked the coaching staff and swimmers for the presentation.

9. New Business

a. Town Administrator Recruitment discussion

Consultant John Edwards (LSI) reported that approximately seven applications have been received to date. He described a screening worksheet (Council packet, page 25) being used to evaluate each applicant's qualifications, which will be compiled and distributed to Council along with all applications for individual review. He presented a proposed schedule (Council packet, page 23) under which Council would review applications for approximately one week, conduct a first round of interviews, select finalists for a second round, and aim to extend a job offer by mid-to-late October. The application deadline is September 8, 2026, with

application packages to be distributed to Council in advance of the September 10, 2026 regular meeting for discussion. No formal Council action was requested or taken; Council was asked to review the proposed schedule and provide any comments to the Mayor and Mr. Edwards.

b. BZA appointment

Staff reported that the Board of Zoning Appeals (BZA) seat vacated earlier this year by Councilmember Lowe's resignation, with a term expiring August 31, 2026, was advertised publicly, and that one application was received, from Lucy K. Pierce.

Councilmember Chowning made a motion to adopt a resolution recommending Lucy K. Pierce for appointment to the Board of Zoning Appeals, to be forwarded to the Circuit Court for approval as required by law. Councilmember Justice seconded. The roll was called:
Marjorie Austin……. Absent
Larry Chowning……. Aye
Alana Courtney……. Aye
Beth Justice……. Aye
Martha Lowe……. Aye
Bruce Murray……. Aye
Robbie Wilson, Mayor……. Aye
The motion passed 6-0.

c. Resolution 2026-015 — In Recognition of Geri Reyes, to be Presented to the Reyes Family

Mayor Wilson introduced Resolution 2026-015, recognizing the contributions and service of Geri Reyes, a longtime Town employee who had worked at the Town museum for many years and had recently begun assisting in the Town office, and expressing condolences on her passing. The Mayor stated that, if adopted, the Town intends to hold a small ceremony at the Town museum to present the resolution to the Reyes family.

Councilmember Courtney made a motion to adopt Resolution 2026-015 in recognition of Geri Reyes. Councilmember Justice seconded. The roll was called:
Marjorie Austin……. Absent
Larry Chowning……. Aye
Alana Courtney……. Aye
Beth Justice……. Aye
Martha Lowe……. Aye
Bruce Murray……. Aye
Robbie Wilson, Mayor……. Aye
The motion passed 6-0.

10. Closed Meeting

A motion was made and seconded to convene a closed meeting pursuant to Virginia Code § 2.2-3711(A)(29), for discussion of a contract related to the temporary bridge crossing at the marina, on the grounds that discussion in open session would adversely affect the Council's bargaining position or negotiating strategy. The motion was approved by roll-call vote, with all members present voting in the affirmative.

Council convened in closed session and subsequently reconvened in open session. Upon returning to open session, each member of Council present certified, in accordance with Virginia Code § 2.2-3712, that to the best of their knowledge only public business matters lawfully exempted from open-meeting requirements, and identified in the motion to convene the closed meeting, were discussed in the closed meeting.

Following the closed meeting, Mayor Wilson reported that Council had reviewed proposals for construction of a temporary bridge crossing at the marina.

Councilmember Chowning made a motion to accept the proposal from Falconer Construction, with Timmons Group as engineer, for a temporary timber-mat bridge approximately 24 feet long and 15 feet wide, with a 4-foot-wide walking lane along the side, constructed of wood with a steel driving surface, with an installation window of September 8 through September 11, 2026, and including gravel approach ramps and repositioning of existing concrete barriers to protect the ends of the structure. Councilmember Courtney seconded. The roll was called:
Marjorie Austin……. Absent
Larry Chowning……. Aye
Alana Courtney……. Aye
Beth Justice……. Aye
Martha Lowe……. Aye
Bruce Murray……. Aye
Robbie Wilson, Mayor……. Aye
The motion passed 6-0.

Mayor Wilson thanked the volunteers and community members who assisted in developing the bridge proposal.

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

Joe Hyman spoke at public comment #2 to express his gratitude for council taking action on a temporary bridge solution.

12. Council Announcements & Requests

Mr. Chowning reported that he attended the Public Access Authority meeting on behalf of the town. The PAA is attempting to launch a regional dredging program, and Mr. Chowning expressed his support for maintaining our creek. Beth Justice spoke of the upcoming Labor Day activities at Taber Park.

13. Adjourn or Recess

The meeting was adjourned following completion of the agenda.

Respectfully submitted,

Approved: Robbie Wilson