TOWN OF URBANNA, VIRGINIA
Town Council — Regular Meeting
MINUTES
September 10, 2026 — 6:00 p.m.

A regular scheduled meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 10th day of September, 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…….. Present
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; Michele Hutton, Town Treasurer; Members of the public.

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 motion was made and seconded to approve the minutes of the August 27, 2026 Regular Meeting as presented. The motion was approved by unanimous voice vote.

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

No members of the public signed up to speak. The Mayor closed the Public Comment Period.

8. July 2026 Treasurer's Report

Treasurer Michele Hutton presented the July 2026 Treasurer's Report. Highlights include:

1. Primis Bank General Operating Account balance: $983,062.26 (7/31/25); $527,081.24 (6/30/26); $231,748.63 (7/31/26).
2. Net Operating Account (adjusted for renter water deposits): $979,844.90 (7/31/25); $509,852.87 (6/30/26); $492,154.39 (7/31/26).
3. Primis USDA Well Replacement account: $34,278.26 (7/31/25); $14,562.28 (6/30/26); $88,811.88 (7/31/26).
4. C&F Bank Historic Trust: $61,951.69 (7/31/25); $67,185.97 (6/30/26); $68,381.38 (7/31/26).
5. C&F Bank Water Fund Reserve (13-month CD, 4/15/26 cycle): $123,505.87 (7/31/25); $126,942.14 (6/30/26); $128,034.02 (7/31/26).
6. C&F Bank General Fund Reserve (13-month CD): $102,178.98 (7/31/25); $105,021.89 (6/30/26); $105,925.22 (7/31/26).
7. C&F Bank Operating Reserve (13-month CD): $427,970.76 (7/31/25); $439,878.09 (6/30/26); $443,661.64 (7/31/26).
8. Taber Trust account value: $1,107,362.92 (7/31/25); $1,205,694.40 (6/30/26); $1,239,763.55 (7/31/26).
9. Meals tax collected in July: $14,635.00 (2025); $29,220.24 (June 2026); $16,055.04 (July 2026).
10. Lodging tax collected in July: $3,422.10 (2025); $4,608.81 (June 2026); $2,939.41 (July 2026).
11. Cigarette tax collected in July: $878.87 (2025); $878.87 (June 2026); $1,195.41 (July 2026); it was noted that cigarette tax proceeds are deposited directly into the C&F Bank Historic Trust account.
12. Interest received 7/15/2026 on three CDs, totaling $5,706.76 ($1,091.88 Water Fund; $903.33 General Fund; $3,783.55 Operating Reserve).
13. Expenditures: $19,425.33 paid to the Middle Peninsula Planning District Commission (MPPDC) on 7/13/2026; $15,000.00 paid to William Marr, Jr., Esquire on 7/13/2026.
14. Revenue: $78,602.79 in unused USDA well-replacement loan proceeds received 7/21/2026, to be applied as a principal-only payment on well loan number one.
15. Pool revenue for the current (split fiscal year) season to date: 123 season passes sold, totaling $3,075; pool membership revenue of $3,000; daily admission and private party revenue of $6,370; and $11,450 in facility rental revenue from swim team ("the lines") use of the pool.
16. Business license (BPOL) collections for 2026: $10,400 to date; several businesses in Town have not yet renewed, and the Treasurer stated she would follow up.
17. Real estate tax delinquency: $2,270.70, representing approximately three properties.
18. Personal property tax delinquency: $10,930, spanning approximately five years; some amounts may be written off following the upcoming billing cycle.

In response to a question about the pool's financial performance, the Treasurer explained that the pool typically operates at a net loss of approximately $50,000 per season. A contract has been negotiated for the current and next year, covering the same hours of operation. The full-service pool management package, covering lifeguards, chemicals, and cleaning, costs $10,995 per month for the season, plus a separate management company fee of approximately $70,000, all within the budgeted General Fund amount for pool operations.

In response to a question about private pool parties, it was explained that additional lifeguard staffing (one lifeguard per twenty patrons) may be required for larger parties, and an extra charge may apply in those cases; parties held during normal operating hours with existing staffing levels generally incur no additional charge.

In response to a question about swimming lessons, it was noted that the Treasurer had contacted a YMCA representative about offering children's swim lessons, and the representative indicated she would look into scheduling. It was also noted that a private instructor has inquired about independently offering evening lessons.

In response to a question about extending the pool season into the fall, it was explained that doing so would increase costs and could affect the rate under the current two-year contract; the Town Administrator would obtain pricing information for consideration.

In response to a question about vehicle decal delinquencies within the personal property tax figures, the Treasurer explained that a significant share of delinquencies involves renters who have since left the area, resulting in returned mail; billing continues using county DMV records, with decal fees varying by vehicle type (e.g., $20 for cars, $10 for motorcycles).

9. New Business

a. Oyster Festival Master Plan Presentation

Joe Hyman, Chairman of the Oyster Festival Foundation, presented the 2026 Oyster Festival Master Plan on the Foundation's behalf. He reported that the plan is substantially unchanged from the prior year, aside from minor adjustments to the marina layout. He noted that the Town will no longer issue business licenses for festival vendors, instead issuing permits, which he stated will reduce confusion with regular Town business licenses. He reported that, because traffic can no longer be routed through Oyster Road and the privately owned marina, Community Row has been reduced to ten nonprofit vendor spaces, down from a peak of approximately 30. Some displaced vendors have transitioned to paid vendor status, while others have not returned. He explained the history of Community Row, created years ago on Prince George Street in response to demand from small local vendors, and stated that the parade route has been moved to Virginia Street because Prince George Street can no longer accommodate it, providing an additional viewing area for spectators.

Mr. Hyman described the Foundation's public safety planning process, including two annual public safety meetings — one held four to six weeks before the festival and another

as a debrief afterward — attended by the Virginia State Police, the Sheriff's Office, VDOT, the fire department, emergency rescue services, and ABC, with the FBI consulted as needed. He reported that approximately 50 sheriff's deputies, 15–20 state police officers, and 40–50 fire personnel from about six counties are typically involved; EMS operates four stations plus mobile units throughout the festival grounds. He described a Sheriff's Office communications van, funded in part by the Foundation, that coordinates radio communications among agencies. He reported that 17–18 light towers are rented and staged by the Foundation, with the State Police responsible for turning them off at night; VDOT manages the bulk of trash removal, bringing in dumpsters overnight and rotating them until the site is cleared by Sunday.

In response to questions about the bridge's lighting, it was noted that a light tower near the bridge/marina crossing has previously been improperly angled, causing light to spill toward nearby residences. Foundation representatives stated that this issue is discussed each year at the public safety meeting and that the goal is to have towers turned off promptly, though instances of towers being inadvertently left on have occurred.

Mr. Hyman reported that Sheriff's Office costs for the festival are expected to increase by about 10% this year, following two prior years of roughly 5% increases. Security costs run about $60,000, and VDOT costs up to about $40,000, in addition to costs for about 150 portable toilets and required insurance, together totaling in the hundreds of thousands of dollars annually. He stated that the Foundation typically nets between $20,000 and $30,000 in a good year, after several hundred volunteers' worth of labor, and that the festival generated about $13,000 in food vendor revenue and about $3,000 in marina revenue for the Town this year, an improvement over 2020 (when the festival did not occur and the Town was estimated to have lost about $20,000 in combined food and marina revenue). He cited a Virginia Business article in which a local business owner estimated the festival represents roughly 15% of his annual business.

Mr. Hyman further described in-kind and indirect benefits the Foundation provides to the Town, including a $35,000 floating dock used by the Foundation two days per year and by the Town the rest of the year; the Foundation's purchase of parkland (used for Second Saturdays and other Town events) subject to a permanent easement limiting building coverage to 1,000 square feet; approximately $35,000 in annual marketing spending, including participation in the "Virginia is for Lovers" program; a VIP ticket program priced at $120–$150 per ticket, with tracked return-visitor rates of approximately 10–15%; and volunteer drainage repair work performed by the Foundation along the Rappahannock. He noted that approximately $13,000–$15,000 in scholarships are also distributed annually.

Regarding parking, Mr. Hyman explained that a $20 parking fee structure (with $10 to the property owner and $10 to the Foundation) arose after a dispute involving the Rosegill property and Alfred Scott, who later donated his share back; a similar arrangement was later adopted by Diane Cox Bashear; some, but not all, participating lots currently split proceeds evenly at $5 to the Foundation, with actual per-lot payments to the Foundation varying widely depending on capacity and compliance.

In response to a question about Friday Street closures, it was explained that the Town generally remains open on Friday evening unless State Police determine, for public safety reasons, that conditions require closing the Town to additional vehicle traffic (a circumstance Foundation representatives said has occurred only once in approximately 15 years). When this occurs, traffic is rerouted via Virginia Street's circular route, and the Town typically reopens by approximately 7:00 p.m.

Mr. Hyman also noted that the fire department operates a shuttle ("tractor") service across the river as a fundraiser, charging $2 per ride, to assist patrons and move crowds efficiently at the end of the evening; restaurants are asked not to extend Saturday night hours to support this goal.

Mayor Wilson and Council thanked Mr. Hyman and the Oyster Festival Foundation for their support of the temporary marina bridge project.

Councilmember Austin made a motion to approve the Oyster Festival Master Plan as presented. Councilmember Lowe seconded. The roll was called:

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

The motion passed 7–0.

b. Well Repair Update

Mayor Wilson provided an update on repairs to Well No. 6, the Town's new well, which failed about two weeks earlier and is believed to be out of warranty. Quotes are being obtained from two companies. A complicating factor is that approximately 400–460 feet of six-inch schedule-40 stainless steel pipe between the well pump and wellhead was welded during the original installation, following earlier troubleshooting for suspected air infiltration and a failed bacterial test that was ultimately traced to a faulty check valve. Because of the welding, the pipe may not come out of the ground in a single piece, and it is uncertain how many sections will need to be cut. One company has proposed separating the existing pipe at the joints as much as possible; the other has proposed cutting the pipe, beveling it, and reinstalling it, resulting in a difference of approximately $10,000 between the two quotes. Full replacement of the stainless pipe run was estimated to cost "north of six figures," and the pipe was described as difficult to source. It was reported that an electrical engineer inspected the wiring and controls and suspects the well motor itself is at fault (one leg shorting), though this cannot be confirmed without removing the pump.

In response to a question about the Town's backup water supply, it was explained that the Town is currently operating its prior primary well while Well No. 6 is out of service. In the

event of a broader failure, a contractor would mobilize an emergency crew to install a temporary pump and pipe to restore service.

Councilmember Chowning made a motion to authorize emergency spending of $35,000 from the water system repair budget line to repair Well No. 6, with authorization for the Acting Town Administrator to execute a repair contract without further Council approval, to be exercised only if necessary. Councilmember Austin seconded. The roll was called:

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

The motion passed 7–0.

c. Planning Commission Appointment

Mayor Wilson reported that a vacancy on the Planning Commission was created by Ms. Hanson's resignation from Council, and that Town Code requires that one member of the Planning Commission also be a sitting Council member. Due to the election cycle and Councilmember Lowe's professional experience in real estate, the Mayor asked her to accept an appointment to the seat, with the term running through December 31, 2026. She accepted.

Resolution 2026-018 — Appointment of Councilmember Martha Lowe to the Planning Commission

Councilmember Chowning made a motion to adopt Resolution 2026-018, appointing Councilmember Martha Lowe to the Town Planning Commission for a term expiring December 31, 2026. Councilmember Austin seconded. The roll was called:

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

The motion passed 6–0, with one abstention.

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

No members of the public signed up to speak.

12. Council Announcements & Requests

This item was taken up out of order, before Item 11, Closed Meeting, at the Mayor's direction.

Ms. Austin [verify attribution]

Ms. Austin reminded Council that the Town's last Second Saturday event of the season is this coming Saturday, featuring the Ray Pittman Band, a new food truck (Taco Mojo, returning vendor Mr. Bagby and his wife, and Dragon Run Dogs. Beer will be sold, and attendees may bring coolers but not glass containers. She thanked Council and staff for their work during a recent period when she was unable to attend.

Mr. Chowning

Mr. Chowning had nothing to report.

Ms. Courtney

Ms. Courtney reported on a volunteer-led erosion-control and native-plant project at the former crab house property, led by John George of a native-plant company. Mr. George is contributing his labor at no charge; the Town is providing materials and will help organize volunteer labor to dig shallow French drains, as the soil in the area is very hard. The project involves planting seagrasses and other native plants from the street edge out into the water to address erosion caused in part by fresh-water runoff, along with construction of a gravel path delineated with 4x4 posts. Ms. Courtney suggested the site could eventually be used for educational purposes, such as signage explaining the ecosystem's stages of growth for school field trips. She noted the project will cost the Town approximately $1,000, compared to a previously discussed alternative using coconut logs and bushes, estimated at approximately $18,000. In discussion, it was noted that a survey of the area had been approved by Council but had never been completed; Mayor Wilson stated he would obtain a price for having the survey done.

Mayor Wilson

Mayor Wilson reported that work on the temporary marina bridge crossing is scheduled to begin the following Monday, with the crossing potentially open to pedestrian and golf-cart traffic as early as Wednesday afternoon. The road will be hard-closed and fenced off during working hours, with closure information posted on Facebook. He reported coordinating with marina tenants, who remain supportive, and with Mr. Montague regarding use of the dock during the closure, including offering use of his own dock. Vehicles will be relocated to the area behind the museum, with golf carts available for tenant access. He characterized the closure as a short-term inconvenience and stated he expects the project to be complete by the following week.

Ms. Justice

Ms. Justice reported that the Labor Day weekend music event at Taber Park went well overall. Rain prompted some attendees to leave temporarily, but many returned once the weather cleared. The Sweet Justice band performed, and about 120 people attended. Council thanked her for organizing the event.

11. Closed Meeting

This item, listed on the agenda following Public Comment 2, was taken up following Item 12, Council Announcements & Requests, at the Mayor's direction.

Councilmember Austin made a motion that Council convene in closed meeting pursuant to Virginia Code § 2.2-3711(A)(1) to discuss, consider, or interview prospective candidates for employment for the position of Town Administrator. Councilmember Justice seconded. The roll was called:

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

The motion passed 7–0.

Council convened in closed session and subsequently reconvened in open session. Upon reconvening in 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 exempt from open-meeting requirements and identified in the motion to convene the closed meeting were discussed during the closed meeting.

No further action was taken following the closed meeting.

13. Adjourn or Recess

Councilmember Austin made a motion to adjourn the meeting. *(No seconder is recorded.)* **The motion was approved by unanimous voice vote.**

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Approved: Robbie Wilson

Robbie Wilson, Mayor

Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 7/31/2025	Prior Year	Prior Month	Statement Date
	7/31/25	**6/30/26**	**7/31/26**
Primis Bank General Operating Bank Account	983,062.26	527,081.24	231,748.63
Renter Water Deposits	-19,501.66	-21,231.66	-21,456.66
Net Operating General Bank Account (Adjusted Bal)	979,844.90	509,852.87	492,154.39
Primis – USDA Well Replacement reopened (8/2/24)	34,278.26	14,562.28	88,811.88
C&F Bank Historic Trust (new 3/1/2023)	61,951.69	67,185.97	68,381.38
C&F Bank - Water Fund Reserve (13 mo. CD) 4/15/26	123,505.87	126,942.14	128,034.02
C&F Bank – General Fund Reserve (13 mo. CD) 4/15/26	102,178.98	105,021.89	105,925.22
C&F Bank -Operating Reserve (13 mo. CD) 4/15/26	427,970.76	439,878.09	443,661.64
Taber Trust – Account Value	1,107,362.92	1,205,694.40	1,239,763.55
Taxes listed below are collected for prior month(s)	**7/31/25**	**6/30/2026**	**7/31/26**
Meals Tax collected in July	14,635.00	29,220.24	16,055.04
Lodging Tax collected in July	3,422.1	4,608.81	2,939.41
Cigarette Tax collected in July	878.87	878.87	1,195.41

EXPENDITURES:

7/13/2026 MPPDC $19,425.33

7/13/2026 Wm. Marr, JR Esquire $15,000.00

REVENUE:

7/15/2026 Interest received on three CD's

$1,091.88 – Water Fund

$ 903.33 – General Fund

$3,783.55 – Operating Reserve

$5,706.76 - Total interest received

7/21/2026 received USDA unused loan proceeds $78,602.79. Will be paid pack to loan in August.

Meals Tax

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year:
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of:
Subtotal CAFR: No

Account No / Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan
100-12110-0001 Meals Tax - Local	20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00
Fund Total	20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00
Grand Total Count: 1	20573.91	16055.04	4518.87	0.00	0.00	0.00	0.00	0.00

Lodging Tax

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 0
Subtotal CAFR: No

Account No / Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan
100-12100-0001 Lodging Tax	3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00
Fund Total	3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00
Grand Total Count: 1	3361.89	2939.41	422.48	0.00	0.00	0.00	0.00	0.00

Water Sales

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year:
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of:
Subtotal CAFR: No

Account No / Description	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan
500-17010-0001 Water Sales Charges	67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total	67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total Count: 1	67127.15	67127.15	0.00	0.00	0.00	0.00	0.00	0.00

URBANNA TOWN COUNCIL VOTING RECORD

Meeting Date: 9/10/2026

Item # 1	CALL TO ORDER
Motion:	
Ms. Austin	
Mr. Chowning	
Ms. Courtney	
Ms. Justice	
Ms. Lowe	
Mr. Murray	
Mr. Wilson	

Item # 3	ROLL CALL
Motion:	
Ms. Austin	✓
Mr. Chowning	✓
Ms. Courtney	✓
Ms. Justice	✓
Ms. Lowe	✓
Mr. Murray	✓
Mr. Wilson	✓

Item # 5	Review/Adopt Agenda	
Motion:		
Ms. Austin	1st	A
Mr. Chowning		A
Ms. Courtney		A
Ms. Justice	2nd	A
Ms. Lowe		A
Mr. Murray		A
Mr. Wilson		A

Item # 6	APPROVE MINUTES	
Motion: Approved		
Ms. Austin	1st	A
Mr. Chowning		A
Ms. Courtney		A
Ms. Justice	2nd	A
Ms. Lowe		A
Mr. Murray		A
Mr. Wilsom		A

Item # 9A	OF Master Plan	
Motion:		
Ms. Austin	1st	A
Mr. Chowning		A
Ms. Courtney		A
Ms. Justice		A
Ms. Lowe	2nd	A
Mr. Murray		A
Mr. Wilson		A

Item # 9B	Well Repair	
Motion:		
Ms. Austin	2nd	Y
Mr. Chowning	1st	Y
Ms. Courtney		Y
Ms. Justice		Y
Ms. Lowe		Y
Mr. Murray		Y
Mr. Wilson		Y

Item # 9C	Planning Comm.	
Motion: Resolution		
Ms. Austin	2nd	Y
Mr. Chowning	1st	Y
Ms. Courtney		Y
Ms. Justice		Y
Ms. Lowe		✱
Mr. Murray		Y
Mr. Wilson		Y

Item #	Closed meeting	
Motion:		
Ms. Austin	1st	Y
Mr. Chowning		Y
Ms. Courtney		Y
Ms. Justice	2nd	Y
Ms. Lowe		Y
Mr. Murray		Y
Mr. Wilson		Y

Item #	Certify	
Motion:		
Ms. Austin	✓	
Mr. Chowning	✓	
Ms. Courtney	✓	
Ms. Justice	✓	
Ms. Lowe	✓	
Mr. Murray	✓	
Mr. Wilson	✓	

Item #	
Motion: Close meeting	
Ms. Austin	1st
Mr. Chowning	
Ms. Courtney	
Ms. Justice	
Ms. Lowe	
Mr. Murray	
Mr. Wilson	

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

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

Clerk's Signature: _____