



**Urbanna Town Council  
WORK SESSION  
Thursday, February 26, 2026 - 6:00pm  
Middlesex Volunteer Fire Department - 330 Virginia Street, Meeting Room - Urbanna, Virginia**

**AGENDA**

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Comment 1 & Council Response to Public Comment 1
7. Work Session Matters
  - a. Personnel Policy Review
8. Action Items
  - a. Approval of February 12, 2026 Regular Meeting Draft Minutes
9. Public Comment 2 & Council Response to Public Comment 2
10. Council Announcements & Requests
11. Closed Meeting (if necessary)
12. Adjourn or Recess





**Agenda Item Summaries – Opening the Meeting  
FOR ALL REGULAR MEETINGS & WORK SESSIONS**

**Agenda Item: 1 – CALL TO ORDER**

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

**Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)**

**Mayor:** Councilmember \_\_\_\_\_ has requested to participate electronically in tonight’s meeting due to [\*state reason]. May I have a motion to approve?

**Sample Motion:** I move to approve Councilmember \_\_\_\_\_’s electronic participation in tonight’s meeting due to [\*state reason]. ***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

\*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember’s principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

**Agenda Item: 3 – ROLL CALL (ATTENDANCE)**

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

**Agenda Item: 4 – PLEDGE OF ALLEGIANCE**

Those able, stand for the Pledge of Allegiance led by the Mayor.

**Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA**

Mayor calls for changes to or adoption of the agenda.

**Sample Adoption Motion:** I move to adopt the agenda as presented.

**Sample Change Motion(s):** I move to [add, remove, move] the discussion of \_\_\_\_\_ as/to Item \_\_\_\_\_ on this agenda.

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL WORK SESSIONS**

**Agenda Item: 6 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1**

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time. Speakers are called in the order they signed up.

COUNCIL RESPONSE: Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments immediately preceding their response.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**FEBRUARY 26, 2026 WORK SESSION**

**Agenda Item: 7 – WORK SESSION MATTERS**

**7.a. Personnel Policy Review**

**Background:** The town's present Personnel Policy is over thirty years old and in need of revision. The Town Attorney presented Council with a draft of Chapter 2 – Employment at the January 22, 2026 Work Session and requested feedback. Some feedback was received and acknowledged. In addition, needed information was provided by the Treasurer. The Town Attorney will be presenting this matter.

**Fiscal Impact:** None anticipated.

**Staff Recommendation:** Review and offer changes/suggestions so that a finalized document can be brought to Council for approval.

**Council Action Requested:** Review and offer changes/suggestions so that a finalized document can be brought to Council for approval.





**TOWN  
COUNCIL**

**Agenda Item Summary**

**FEBRUARY 26, 2026**

**Agenda Item: 8 – ACTION ITEMS**

**8.a. Approval of February 12, 2026 Regular Meeting Draft Minutes**

**Fiscal Impact:** None

**Staff Recommendation:** Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to approve the February 12, 2026 minutes as presented [or, with the discussed amendments made by consensus of the Council].

***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

**DRAFT MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
REGULAR MEETING OF FEBRUARY 12, 2026**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 12th day of February, 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.

**AGENDA ITEM 1. CALL TO ORDER**

Mayor Goldsmith called the meeting to order at 6:00pm.

**AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER**

**Councilmember Austin made a motion to approve Councilmember Wilson’s electronic participation in tonight’s meeting due to personal reasons. Councilmember Hanson seconded. All present were in favor with none opposed.** Mr. Wilson participated via Zoom from Roanoke, VA.

**AGENDA ITEM 3. ROLL CALL**

The Mayor called the roll:

- Marjorie Austin ..... Present
- Larry Chowning ..... Present
- Alana Courtney..... Absent
- Bill Goldsmith, Mayor ..... Present
- Merri Hanson ..... Present
- Beth Justice ..... Present
- Robbie Wilson ..... Present (via Zoom)

**Others Present:**

- Ted Costin, Town Administrator
- Christine Branch, Town Clerk
- Michele Hutton, Treasurer
- Andrea Erard, Town Attorney (via Zoom)
- Members of the press and public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor 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 called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

**AGENDA ITEM 6. APPROVAL OF MINUTES**

**6a. January 22, 2026 Work Session Meeting Draft Minutes**

**Councilmember Austin made a motion to approve the minutes as presented. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

**AGENDA ITEM 7. REPORTS****7a. STAFF REPORTS****7a.1. Town Administrator**

Mr. Costin presented his report with the following updates: an underwater drone inspected the water tank interior and found it to be in good shape. It is scheduled for exterior painting and internal cleaning this year.

Councilmember Austin asked the due date for the RFP for Food Service at the Pool. Mr. Costin said February 20<sup>th</sup>.

Mr. Costin noted some new house rules while meeting at the Fire House. Councilmembers are to take all mail and correspondence with them at the end of the meeting. Staff will reset the meeting space and gather the Council Binders and nameplates.

Councilmember Wilson asked if the water tank will be done before the camp opens. Mr. Costin said yes. Mr. Wilson asked about the timing of the repairs to the well house. Mr. Costin said the Town will live off the pump and a portable tank, which will have lower pressure and capacity, while the repairs and tank maintenance are done. He said we do not have a start date yet as the contractor is awaiting the arrival of all needed parts.

Councilmember Austin said she wants to see an agreement to pre-treat and clear ice from all sidewalks. Mr. Costin asked for clarification. Ms. Austin said an on-call agreement where the Town would only pay if the work was requested to be done. She also said all sidewalks in Town, no matter who owns them.

**7a.2. Treasurer**

Ms. Hutton presented the December Treasurer's Report and said delinquent notices for both personal and real estate taxes went out last week. There were no questions from Council.

Ms. Hutton said the first town-wide broadcast was sent during the move of Town Hall. She asked people to listen to their messages and not call Town Hall back asking why we called. She said the phone at Town Hall began ringing before the message was even completely sent. Those who indicated they wanted text messages received them.

**7a.3. Town Clerk**

The Monthly Clerk's Report was presented. There were no questions from Council.

**7b. COMMITTEE REPORTS****7b.1. Finance Committee**

The Finance Committee did not meet since their last report.

**7b.2. Water Committee**

The Water Committee did not meet since their last report.

**7b.3. Special Events Committee**

The Special Events Committee did not meet since their last report.

Councilmember Austin said 2<sup>nd</sup> Saturdays will begin in May and will have a new food vendor, Dragon Dogs.

Councilmember Justice said she has been working on ideas for the 4<sup>th</sup> of July celebration. There will not be fireworks or a drone show due to cost. Some ideas she mentioned: a band, pie contest, yard decorations, boat parade depending on the status of the bridge, bike rally, golf cart parade, pet parade, vendors, and a military band. She asked anyone with ideas to contact her. Councilmember Hanson said people had a lot of fun at the event two years ago when there were no fireworks.

Councilmember Austin said some local businesses are planning pop-ups over the summer.

Ms. Hutton reminded people that summer food trucks have to pay the meals tax.

#### **7b.4. Personnel Committee**

The Personnel Committee did not meet since their last report. They are currently reviewing Chapter 2 of the draft personnel policy. Councilmember Hanson said they are doing it in parts. Ms. Erard asked Council and staff to get any comments to Mr. Costin so perhaps it can be considered at the next Council meeting.

#### **7c.1. Friends of Urbanna January 2026 Report**

Councilmember Wilson said the Finance Committee needs to know in advance the amounts needed for repairs to the Scottish Factor Store Museum so they could be worked into the budget. Mr. Costin said the door lintels need to be replaced.

Councilmember Chowning asked about the cracks in the west side of the building. Mr. Costin said they have been repaired.

#### **7c.1.a. Museum Monthly (August-December 2025) & Annual Reports**

There were no questions from Council.

### **AGENDA ITEM 8. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1**

Robert Montague of Virginia Street said people are still trying to get to the bridge to the marina and a "Road Closed" sign is needed. He also asked Council to reconsider selling the Payne's Landing land to his son and said the funds could help pay for bridge repairs.

Phyllis Hunter of Cross Street said she is new to Town and walked to the Post Office with her dogs. There were big dog droppings in the yard. She was concerned that people didn't clean up after their dogs and said it is unsafe to both dogs and humans. She said she spoke to the ladies in the Post Office about it and they told her they needed a trash can. Ms. Hunter suggested the Town put up a sign and put a trash can out or perhaps a dog cleaning station with bags. She said she is willing to help in any way. She said she knows there are roaming dogs and obviously no one will clean up after them and suggested a leash law might help. Councilmember Austin said there is no one to enforce it.

**AGENDA ITEM 9. UNFINISHED BUSINESS****9a. Engineering Contract**

Mr. Costin recapped the situation and need for the marina bridge repair/replacement including the potential contract for engineering services with Whitman, Requardt & Associates, LLP (WRA). The Town Attorney addressed the contract itself.

Councilmember Austin said she would like to take the discussion of Roy Kime as Project Manager into Closed Meeting. Ms. Erard said it does not need to be decided tonight as we are not that far along in the process. Ms. Austin said it seems as though it's a volunteer position. Ms. Erard said the Project Manager would be an independent contractor.

Councilmember Austin said she does not feel comfortable addressing a contract full of blanks.

Ms. Erard said the engineer cannot give a lot of detail on cost because this is an unusual situation. She said she is concerned that there is no detailed scope of work and also that it is imperative that costs be kept under control. She said the Town must keep tight control over what is done, when it's done, and the costs.

A summary of the proposed preliminary scope of work is as follows:

Phase 1 – WRA assists council in identifying and putting in place a temporary bridge solution to regain vehicular access to the Marina. WRA should provide as many options as viable with cost estimates, timeframes, and pros and cons of each option. They shall also provide a recommendation to Council as to which option they deem best.

Phase 2 – Once the temporary bridge option has been selected by Council and a not-to-exceed amount has been agreed to, WRA will arrange to have the structure constructed. Contractor shall be paid a maximum amount (not yet identified, possibly around \$15,000) for the work and recommendations made in Phase 1.

Phase 3 – WRA will provide Council with a proposed scope of work for replacement of the bridge, a proposed timeline, and a not-to-exceed fee estimate.

Phase 4 – Upon approval of the construction of a bridge by Council, this phase shall involve the actual bridge replacement.

Mayor Goldsmith said the Phase 1 details are needed from the contractor before Council can review and approve. Ms. Erard said Council could suggest a not-to-exceed amount. The general consensus of Council is that they do not have the expertise necessary to suggest an amount.

Councilmember Hanson asked how long it would take WRA to provide a proposal with amounts. Ms. Erard said they sent it but not until the agenda packet had already been sent. She said it is a standard form contract with no not-to-exceeds. Mr. Costin said he would send Council the information they received.

Councilmember Wilson said we first need to know the end goal - what is actually needed. Mr. Costin said the engineer said a culvert will not work because of the flow. Mayor Goldsmith said we

need an engineer to give specs on a bridge-over-bridge option. Mr. Costin said he would send Council the entire email chain from the engineer.

Ms. Erard said she didn't believe Phase 1 would cost too much – possible under \$15,000.

Councilmember Chowning said he was concerned that only one engineer was quoted. He said he would like the engineer to come to the meeting to directly discuss Council concerns. Mr. Costin said other engineers were contacted, only WRA came out to see the bridge.

Councilmember Chowning said the property was bought by the Town in 2001 and we need to know historically what has been done and what grants were utilized from then until now. He asked that the Town Clerk go through the minutes for everything done related to the marina and bridge and send the findings to all members of Council and Ms. Erard. He said every Councilmember needs to be educated and write a letter to Congressman Wittman.

Councilmember Austin said they've seen nothing so far but an ask for money. Ms. Erard said WRA said they've never had a project quite like this before. Councilmember Austin asked how much Phase 2 would cost. Ms. Erard said we do not know.

Councilmember Wilson said we need to get Phase 1 done now and then have the engineer tell us where we need to go next so we can put out an RFP. He said he is concerned that if we set a not-to-exceed amount, that's what they'll charge.

Councilmember Hanson said more information is needed. She said there are always going to be changes and we need to be prepared. She said we need to move ahead on the temporary part now.

Ms. Erard reminded Council that the Town is exempt from state procurement laws because of our small size. However, if federal funding is received, we must follow all federal procurement laws which includes competitive bidding.

Ms. Erard said she will continue to work on what's been done so far, focusing on the temporary bridge, and will attempt to have the engineer at the next meeting.

Councilmember Wilson asked how much in fees have been incurred so far. Mr. Costin said we have not received an invoice from WRA.

**AGENDA ITEM 10. NEW BUSINESS**

**10a. Resolution 2026-01 – Support Funding to Repair/Replace Marina Bridge**

Mr. Costin said a resolution of support from Council was necessary to enhance consideration by funding authorities.

**Councilmember Austin made a motion to adopt Resolution 2026-01 – Support Funding to Repair/Replace Marina Bridge as presented. Councilmember Justice seconded. The Mayor called for any discussion. The Mayor called the roll:**

- Marjorie Austin..... Aye**
- Larry Chowning..... Aye**
- Alana Courtney..... Absent**

Bill Goldsmith, Mayor ..... Aye  
Merri Hanson ..... Aye  
Beth Justice ..... Aye  
Robbie Wilson ..... Aye

The motion passed 6-0 with 1 absent.

**RESOLUTION 2026-001**  
**SUPPORT REQUEST OF FEDERAL FUNDS FOR THE REPAIR/REPLACEMENT OF**  
**THE URBANNA TOWN MARINA BRIDGE**

**WHEREAS** the Urbanna Town Marina bridge (the “bridge”) is currently the only land access point to the Urbanna Town Marina (the “marina”); and

**WHEREAS** the marina bridge provides public access to Urbanna Creek and thus, the Rappahannock River and Chesapeake Bay and is used by local, state, and federal agencies such as the United States Coast Guard; and

**WHEREAS** the bridge was closed to vehicular traffic for public safety reasons based on the opinion of multiple engineers; and

**WHEREAS** the closure of the bridge presents other public safety concerns and impacts commerce, limits tourism and watermen, prevents educational opportunities through the Virginia Institute of Marine Science to local schools and through the Oyster Festival, and limits recreational activities to the citizens and visitors of the Town of Urbanna; and

**WHEREAS** the estimated \$4.4 million cost to repair or replace the marina bridge makes outside funding assistance critical to ensuring a safe, permanent solution that protects public safety, sustains economic activity, and preserves essential waterfront infrastructure for the community;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of The Town of Urbanna, Virginia (“Council”) does make a formal request for federal funds in the amount of \$4.4 million to repair, or more likely replace the Urbanna Town Marina Bridge.

**DONE** this 12th day of February, 2026.

**10b. July 4, 2026 Event**

This was discussed under the Special Events Committee report.

**10c. Bylaws Update**

Ms. Branch said an update to the bylaws was needed to enter the address for Council meetings and also to change the term “Unfinished Business” to “Old Business.”

**Councilmember Austin made a motion to adopt Resolution 2026-02 amending the Urbanna Town Council Bylaws & Rules of Procedure as presented. Councilmember Chowning seconded. The Mayor called for any discussion. The Mayor called the roll:**

Marjorie Austin ..... Aye  
Larry Chowning ..... Aye  
Alana Courtney ..... Absent  
Bill Goldsmith, Mayor ..... Aye

**Merri Hanson** ..... **Aye**  
**Beth Justice** ..... **Aye**  
**Robbie Wilson** ..... **Aye**

**The motion passed 6-0 with 1 absent.**

**RESOLUTION 2026-002**  
**REVISIONS TO THE TOWN COUNCIL BYLAWS AND RULES OF PROCEDURE**

**WHEREAS** Town Council (“Council”) established for itself a set of Bylaws and Rules of Procedure (“bylaws”) pursuant to Town Code Section 2-35a and 2-42 on January 9, 2025; and

**WHEREAS** Council subsequently made changes to the bylaws on October 23, 2025; and

**WHEREAS** Council now wishes to make further revisions to the bylaws;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of The Town of Urbanna, Virginia adopts the revisions to the Council Bylaws and Rules of Procedure as set forth below.

**Section 1-2 Meeting Time and Location**

The time and place of council meetings shall be established at each organizational meeting, consistent with the notice and meeting requirements of the Virginia Freedom of Information Act, Section 2.2-3700 et seq. of the Code of Virginia, as amended (“VFOIA”). The general schedule for meetings shall be a Regular Meeting on the second Thursday of each month, and a Work Session on the fourth Thursday of each month. Meetings shall be called to order at 6:00 p.m. All meetings of the council shall be held in ~~Council Chambers of the Town Hall~~ **the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street, Urbanna, Virginia**. Should council subsequently prescribe any meeting day, time, or place for the council meetings other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

**Section 3-2.1 Regular Meetings**

At regular meetings of the council, the order of business shall generally be as follows:

- 10. ~~Unfinished~~ **Old** Business (if any)

**DONE this 12th day of February, 2026.**

**AGENDA ITEM 11. PUBLIC COMMENT 2 AND COUNCIL RESPONSE TO PUBLIC COMMENT 2**

Robert Montague of Cross Street said the Town could consider turning Jamison Cove into a pond with a spillway. This would eliminate the need to maintain a bridge. He asked if we are required by law to replace the bridge with another bridge. He said, if the bridge were to be rebuilt, please make it accessible during high tide. He said there are prefabricated bridges which are cheaper and quicker to install. He said he and his son are the owners of the largest part of the Cove shore. He also asked about reinforcing what’s there with wood and said Rosegill has a pond so perhaps they could offer advice.

Councilmember Wilson said he would like to see a quote/study for alternate solutions to the bridge.

Dan Snead of Colorado Avenue said if we go back in the Town records we should find a proposal from Atlantic Metals, a local company, to put a steel cap over the bridge. He said it was during the Garth Wheeler days and could be a good fix. He said a project manager is needed now.

Mayor Goldsmith said he remembers discussion of a “turtle.”

**AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS**

Councilmember Austin said she was not comfortable with the contract and had questions about the project manager. She said the Chili Cookout is this Saturday at noon.

Councilmember Chowning thanked the Middlesex Volunteer Fire Department for their response on Taylor Avenue. He said the fire hydrants worked.

Councilmember Wilson commended the staff for their hard work with the move during the storms.

Councilmember Hanson urged people to visit the new Town offices. She thanked the MVFD for coming out twice for a tree on fire on her property.

Councilmember Justice said she is thankful for the fire department.

**AGENDA ITEM 14. CLOSED MEETING (if needed)**

None required.

**AGENDA ITEM 15. ADJOURN OR RECESS**

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:48pm.

Respectfully submitted,  
Christine H. Branch, Town Clerk

Approved by Council: \_\_\_\_\_, 2026

Due to technical difficulties, the February 12, 2026 meeting was not recorded.

ATTEST:

\_\_\_\_\_  
Christine H. Branch, Town Clerk





**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL WORK SESSIONS**

**Agenda Item: 9 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2**

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time. Speakers are called in the order they signed up.

COUNCIL RESPONSE: Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments immediately preceding their response.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL WORK SESSIONS**

**Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS**

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.

**Agenda Item: 11 – CLOSED MEETING (if necessary)**

**Agenda Item: 12 – ADJOURN OR RECESS**

At a meeting of the council, a motion to adjourn shall be always in order, needs no second, and shall be decided without debate.

***Motion, Voice Vote (all in favor, any opposed), Mayor declares meeting adjourned or recessed***