



**Urbanna Town Council  
REGULAR MEETING  
Thursday, March 12, 2026 - 6:00pm  
Middlesex Volunteer Fire Department  
330 Virginia Street, Meeting Room  
Urbanna, Virginia**

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## AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
  - a. February 12, 2026 Regular Meeting Draft Minutes
7. Reports
  - a. Staff Reports
    1. Town Administrator
    2. Treasurer
    3. Town Clerk
  - b. Committee Reports
    1. Finance
    2. Water
    3. Special Events
    4. Personnel
8. Public Comment 1 & Council Response to Public Comment 1
9. Old Business
  - a. **Ordinance 01-2026** – Adopt and Enact A New Code for the Town of Urbanna, Virginia (recodification)
  - b. Repair/Replace Marina Bridge
10. New Business
  - a. RFP for Food Service at Marshall Community Pool
  - b. **Resolution 2026-003** - Oyster Festival Special Business License Fee Increase
11. Public Comment 2 & Council Response to Public Comment 2
12. Council Announcements & Requests
13. Closed Meeting (if needed)
14. 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**

**MARCH 12, 2026**

**Agenda Item: 6 – APPROVAL OF MINUTES**

**a. 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**

**MARCH 12, 2026**

**Agenda Item: 7 – REPORTS**

**a. Staff Reports**

1. Town Administrator – Ted Costin
2. Treasurer – Michele Hutton
3. Town Clerk – Christine Branch

**b. Committee Reports – each committee chair will present their report**

1. Finance
2. Water
3. Special Events
4. Personnel



## TOWN OF URBANNA

300 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175  
PHONE: 804-758-2613, FAX: 804-758-0389

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To: The Honorable Mayor and Members of the Urbanna Town Council  
From: P. S. T. (Ted) Costin, Administrator  
Date: March 2, 2026  
Subject: February 2026 Report given March 2026

Meetings attended included an update on Drive Tourism+ grant for enhancements at the marina, presenting to the Middlesex County Board of Supervisors for a Budget request concerning the bridge, and an Oyster Festival Public Safety After Action Review.

During this Oyster Festival Public Safety After Action Review meeting, I raised a concern regarding the provision - or rather lack thereof - of a copy of the Incident Action Plan referenced in the Oyster Festival's Master Plan. Although assured such a document was available, subsequent communication revealed that document in its generally recognized acceptable format does not exist. A collection of documents that stands in its place has been requested for review.

I reached out to HRSD and got an update on manhole covers. Efforts to resolve the resulting divots dragged on so, to avoid tripping and other hazards HRSD filled the holes with cold patch thus covering over the manholes. They will begin in April to remove the cold patch, install risers, and bring the manhole covers to grade at some, but not all locations. Others will be done in future budget years. Exploring this as an opportunity to get several paved over water valves uncovered.

A good deal of time was spent putting together the Appropriations Request to Rep. Wittman's office. They have acknowledged receipt, but follow-up work continues such as obtaining additional support letters, sharing the submission with Del. Hodges for his use in efforts with the General Assembly, and addressing questions/concerns. We do not as of this date have a contract for engineering services to cover services to date or devising a temporary bridge solution.

There was one response to the food service RFP. A formal agreement will be entered into that reflects terms presented. The RFP and response follow.

Other matters time has been given to include code enforcement (zoning and golf cart), possible filming of a documentary, a dog complaint, development of a revised fee schedule for consideration by the Finance and Water Committees, and a potential insurance claim.

Thank you and please feel free to reach out to me with any questions you have in advance of the meeting.



# Treasurer's Report

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

Account Balance thru 1/31/2026	Prior Year	Prior Month	Statement Date
	1/31/25	12/31/25	1/31/26
Primis Bank General Operating Bank Account	1,099,850.35	580,720.73	553,098.53
<b>Renter Water Deposits</b>	-18,276.66	-20,401.66	-20,401.66
Net Operating General Bank Account (Adjusted Bal)	1,085,710.37	575,941.04	552,330.97
Primis – USDA Well Replacement reopened (8/2/24)	61,811.38	20,505.55	16,141.26
C&F Bank Historic Trust (new 3/1/2023)	62,645.28	66,596.03	67,154.63
C&F Bank - Water Fund Reserve (13 mo CD) 12/16/26	121,127.71	125,149.79	125,871.37
C&F Bank – General Fund Reserve (13 mo CD) 12/16/26	100,211.48	103,539.04	104,136.02
C&F Bank -Operating Reserve (13 mo CD) 12/16/26	419,729.98	433,667.26	436,167.68
Taber Trust – Account Value	1,067,754.87	1,162,919.55	1,226,834.92
Taxes listed below are collected for prior month(s)	1/31/25	12/31/2025	1/31/26
Meals Tax collected in January	9,951.33	13,290.90	5,850.71
Lodging Tax collected in January	965.24	1,267.39	419.96
Cigarette Tax collected in January	525.09	547.73	558.60

**EXPENDITURES:**

- \$608,275.75 from operating account to purchase 300 Virginia Street
- \$20,825.00 Re-imbursed Oyster Fest for business licenses, this re-imburement is to help cover the cost of security.

**REVENUE:**

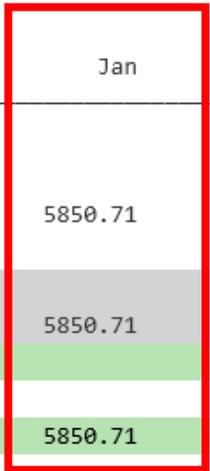
**As of 3/5/2026**

- Real estate (RE) & personal property taxes (PPT) collected  
**RE: \$255,443.17 & PPT \$10,232.19 (see page #4).**
  - DELINQUENT**
  - RE \$13,091.67
  - PPT \$10,78.39

**Meals Tax**

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2026  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 6/30/2026  
 Subtotal CAFR: No

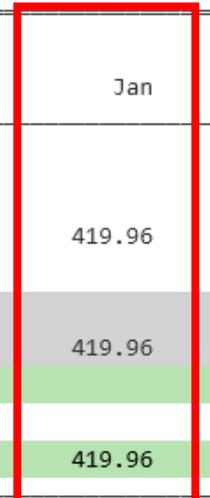
Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
100-12110-0001	Meals Tax - Local							
121059.56		16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71
<b>Fund Total</b>								
121059.56		16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71
<b>Grand Total</b>		Count: 1						
121059.56		16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71



**Lodging Tax**

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2026  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 6/30/2026  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total								
100-12100-0001	Lodging Tax							
21399.76		4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96
<b>Fund Total</b>								
21399.76		4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96
<b>Grand Total</b>		Count: 1						
21399.76		4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96



## Water Sales

March 5, 2026  
12:48 PM

Town of Urbanna  
2026 Revenue Summary by Month

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						
265660.49	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76
<b>Fund Total</b>							
265660.49	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76
Grand Total	Count: 1						
265660.49	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76

## Real Estate

Range of Accounts: 100-11010-0001 to 100-11010-0002 Start Month: July Start Year: 2025  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/05/26  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>100-11010-0001</b>	Current Real Estate Taxes									
252974.14		110.00	0.00	220.00	25931.15	146172.35	74071.77	4003.23	1615.56	850.08
<b>100-11010-0002</b>	Real Estate Tax - Delinquent									
2469.03		0.00	2458.89	0.00	0.00	0.00	10.14	0.00	0.00	0.00
<b>Fund Total</b>		110.00	2458.89	220.00	25931.15	146172.35	74081.91	4003.23	1615.56	850.08
<b>Grand Total</b>	Count: 2	110.00	2458.89	220.00	25931.15	146172.35	74081.91	4003.23	1615.56	850.08

## Personal Property

Range of Accounts: 100-11030-0001 to 100-11030-0002 Start Month: July Start Year: 2025  
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 03/05/26  
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>100-11030-0001</b>	Current Year Personal Property									
9992.82		62.42	28.44	17.11	1644.19	3363.92	4069.02	33.31	618.54	155.87
<b>100-11030-0002</b>	Delinquent Personal Property									
239.37		0.00	0.00	1.73	164.30	0.00	0.00	0.00	73.34	0.00
<b>Fund Total</b>		62.42	28.44	18.84	1808.49	3363.92	4069.02	33.31	691.88	155.87
<b>Grand Total</b>	Count: 2	62.42	28.44	18.84	1808.49	3363.92	4069.02	33.31	691.88	155.87



## **MEMORANDUM**

**Date:** March 12, 2026

**To:** The Honorable Mayor and Members of the Town Council  
Town Administrator

**From:** Christine H. Branch, Town Clerk

**Subject:** Monthly Clerk's Report

### **COMPLETED**

- Organize all ordinances passed since Town Code was updated. Send to Municode for inclusion once Council formally adopts the new code.
- Research on Marina actions and grants.
- Research on Historic District actions.
- Research and compile list of fees and changes needed.

### **CURRENT/ONGOING PROJECTS**

- Meet with Franktronics and Town Administrator on March 18 to develop file and folder structure and server data retention policy.
- Log all Town Council actions, Resolutions, and Ordinances.
- Unpack, sort, scan, and file all Town documents.
- Continue working on records management policy and procedure, naming conventions, and standardized electronic & paper filing systems.
- Continue updating website and Facebook with current information and links.

### **FUTURE PROJECTS**

- Overhaul website and write social media management policy.
- Work with Franktronics on implementing internal data security and server upgrade.
- Meet with staff to develop and implement file naming conventions and discuss records management needs.

### **PROFESSIONAL DEVELOPMENT**

- Various webinars regarding local government, transparency, records management, and community engagement.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 8 – 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.

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.

After each speaker has been heard, Mayor asks for any council member response.

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



**TOWN  
COUNCIL**

**Agenda Item Summary**

**MARCH 12, 2026**

**Agenda Item: 9 – OLD BUSINESS**

**a. Ordinance 01-2026 – Adopt and Enact A New Code for the Town of Urbanna, Virginia (recodification)**

**Background:** Council first undertook a recodification project with CivicPlus Municode in 2017. Because of staffing changes, the project sat dormant until 2021 and was completed in 2025. Council was sent a full copy of the Code on November 12, 2025 via email. All ordinances prior to 2019 were included.

During the recodification process, the following changes were made to the existing typed version of the Town Code:

- A new numbering system.
- Some headings and section names may have changed.
- Any outdated references to the Code of Virginia have been updated to current.
- Various indexes and comparison tables were added.

The actual codes were not changed.

Once Council adopts the new version of the Code, it can be brought up to date.

**Fiscal Impact:** None at this time.

**Staff Recommendation:** Approve Ordinance 01-2026.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to approve Ordinance 01-2026 adopting and enacting a new code for the Town of Urbanna, Virginia.

***Motion, Second, Discussion, ROLL CALL VOTE (Mayor or Clerk calls on each member for their vote.)***

**ORDINANCE 01-2026**

**ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF URBANNA, VIRGINIA;  
PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN;  
PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER  
OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE  
SHALL BECOME EFFECTIVE**

**Section 1.** The Code entitled "The Code of the Town of Urbanna, Virginia," published by CivicPlus, LLC, consisting of chapters 1 through 34, each inclusive, is adopted.

**Section 2.** All ordinances of a general and permanent nature enacted on or before December 9, 2016, and not included in the Code or recognized and continued in force by reference therein, are repealed.

**Section 3.** The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

**Section 4.** Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished according to code Section 1-7. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the town may pursue other remedies such as abatement of nuisances, injunctive relief, and revocation of licenses or permits.

**Section 5.** Additions or amendments to the Code when passed in such form as to indicate the intention of the town council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

**Section 6.** Ordinances adopted after December 9, 2016 that amend or refer to ordinances that have been codified in the Code, shall be construed as if they amend or refer to like provisions of the Code.

**Section 7.** This ordinance shall become effective upon adoption.

**ADOPTED** this 12<sup>th</sup> day of March, 2026.



## TOWN COUNCIL

### Agenda Item Summary

MARCH 12, 2026

#### Agenda Item 9 – OLD BUSINESS

##### 9.b. Repair/Replace Marina Bridge

**Background:** Please refer to the Agenda Item Summaries for January 8 and February 12, 2026.

At a Special Meeting held March 4, council received a presentation from Jeremy Schlusel with the engineering firm of Whitman, Requardt & Associates, LLP (WRA) to present options for short-term and long-term solutions for the marina bridge (see attached). In order to devise an engineering services contract to address the work performed to date and work needing to be performed to implement a temporary solution council needs to provide staff with guidance on which if any solution offered is preferred.

With Mr. Kime removing himself from consideration, the use of and need for a Project Manager is open. However, staff has learned with the bridge being under the purview of VDOT for plan review and inspection, some other options may be available.

**Fiscal Impact:** To be determined by the option council decides to pursue for a temporary bridge. However, the prior total estimate, 4.4 million dollars, remains a working number for purposes of funding requests.

**Staff Recommendation:** Identify the desired temporary option and direct staff to develop the necessary contract documents so that work already done by WRA can be compensated and progress to open access to the town's marina in a safe manner for vehicular traffic accommodating pedestrian traffic.

In order to avoid protracted environmental permitting and related costs which would be caused by any option requiring foundation, the cast-in-place options would seem to meet the need, be the quickest to implement, least expensive and be the most conducive to site particulars.

**Council Action Requested:** Yes, as noted above.

##### Sample Motions:

I move to authorize the Town Administrator to work with the Town Attorney to develop the necessary contract documents with WRA so that work already done by WRA can be compensated and progress to open access to the town's marina in a safe manner for vehicular traffic accommodating pedestrian traffic.

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



## Agenda Item Summary January 8, 2026

### **Agenda Item:** Marina Bridge

**Background:** Being on notice that the marina bridge was in bad condition as early as 2011 the town has avoided a great deal of liability. The situation has improved with the complete closure and blockage of the bridge to vehicular traffic. However, new potential liabilities arise. While it may not have been safe for Fire/EMS to cross the bridge – they could. Now they cannot. We now have a relationship with an engineering firm recommended by VDOT, Whitman, Requardt & Associates, LLP, who is recommending a bridge construction company, Kokosing. It is imperative all time and energy be given to establishing a Bridge over Bridge that includes contracting to construction not so much to limit inconvenience to our marina residents, but address a public safety shortfall.

The more recent activity concerning the bridge came about as I initiated the contact with Whitman, Requardt (and other engineering companies) in hopes we would get a grant for which we had already applied. This grant would address pre-engineering on the bridge be it repair or replacement. I asked all companies for an estimate of what pre-engineering would cost so we could use their estimates for the upcoming budget preparation. Regardless, if we did not get the grant and knowing the bridge's 2011 condition, we still needed estimates as the bridge still needed critical attention. I am impressed with this firm, because of all the firms contacted for an estimate they took the time to look at the bridge (on December 15) and document what they saw as well as, while under no contractual obligation professionally, recognized a professional duty to advise us to close the bridge on December 16. That day, after consulting with the mayor and Town Attorney, she shared the 2011 assessment documents with another engineer whose opinion was the bridge should have been closed at that time. At the same time, Whitman, Requardt contacted VDOT's District Bridge Engineer who reviewed their findings. While not a bridge under VDOT control, they corresponded with advice to close the bridge. Bridge closure occurred in the evening of December 16 to a limited degree with the mayor's help, then in total on December 19 thanks to VDOT.

During the holidays work was done to find financial assistance. This includes a commitment from Del. Keith Hodges to introduce a Special Appropriations Bill to fund repair/replacement of the bridge. The Delegate is in need of information and I have once again reached out to Whitman, Requardt & Associates, LLP, as well as Kokosing for that number anticipating replacement. Keep in mind, this is not guarantee of funding. In addition, other bridge over bridge solutions were sought.

**Fiscal Impact:** Up to \$5,000,000 based on a verbal estimate. This will require a delay until at least the next budget of many needed and/or desired projects including, the Drone Show/Fireworks, pool slide, and playground equipment.

**Staff Recommendation:** Maintain Closure. Secure a contract to engage Whitman, Requardt & Associates, LLP, and Kokosing to establish as a temporary work around; a Bridge over Bridge so as to reopen the marina to vehicular traffic. Then pursue engineering and construction for a permanent repair, but more likely replacement.

**Council Action Requested:** Authorize staff to continue the closure and engage Whitman, Requardt & Associates, LLP, and Kokosing to establish as a temporary work around; a Bridge over Bridge so as to reopen the marina to vehicular traffic. Then pursue engineering and construction for a permanent solution up to and including replacement.

**Sample Motion:** I move to support continued closure of the marina bridge and authorize staff to engage Whitman, Requardt & Associates, LLP, and Kokosing to establish as a temporary work around such as a Bridge over Bridge so as to reopen the marina to vehicular traffic. Then pursue engineering and construction estimates for a permanent solution up to and including replacement for review by council.



## TOWN COUNCIL

### Agenda Item Summary

February 12, 2026

#### Agenda Item: 9 – OLD BUSINESS

##### 9.a. Engineering Contract

**Background:** Please refer to the January 8, 2026 Agenda Item Summary which follows.

The town's attorney has worked with the firm of Whitman, Requardt & Associates, LLP (WRA) to devise an engineering services contract to address the work performed to date and work needing to be performed to repair and/or replace the bridge which serves as the only land access to the marina. The town's attorney will be available to present further on the contract which is attached as a Draft. The draft, once completed as a final version, will be sent under separate cover.

**Fiscal Impact:** In total per estimate, 4.4 million dollars; but as presented in phases, a lesser portion at present. In addition, note the below recommendation regarding a Project Manager.

**Staff Recommendation:** Accept so that work already done by WRA can be compensated and progress with additional needed work to temporarily open access to the town's marina in a safe manner as well as begin identifying and implementing long-term options.

In addition, retain Roy Kime as a Project Manager at a cost of \$10,000 to oversee the planning, engineering, and construction. This will allow the Town Administrator to focus on funding the project. Mr. Kime has successfully managed the initiation of the Well #6 construction as well as the pool for Urbanna.

**Council Action Requested:** Yes, to accept the contract with WRA as presented and retain Roy Kime as Project Manager.

##### Sample Motions:

I move to authorize the Town Administrator to execute the contract for engineering services with Whitman, Requardt & Associates, LLP related to the town's marina bridge.

I move to retain Mr. Roy Kime as Project Manager for the Urbanna Marina Bridge Repair/Replacement Project at a fixed fee of \$10,000.

***Motion, Second, Discussion, Roll Call Vote (Mayor or Clerk calls each councilmember by name for an Aye, Nay, or Abstain vote)***

# Oyster Rd over Trib. to Urbanna Creek Bridge

**SPECIAL MEETING**  
**URBANNA TOWN COUNCIL**  
March 4, 2026

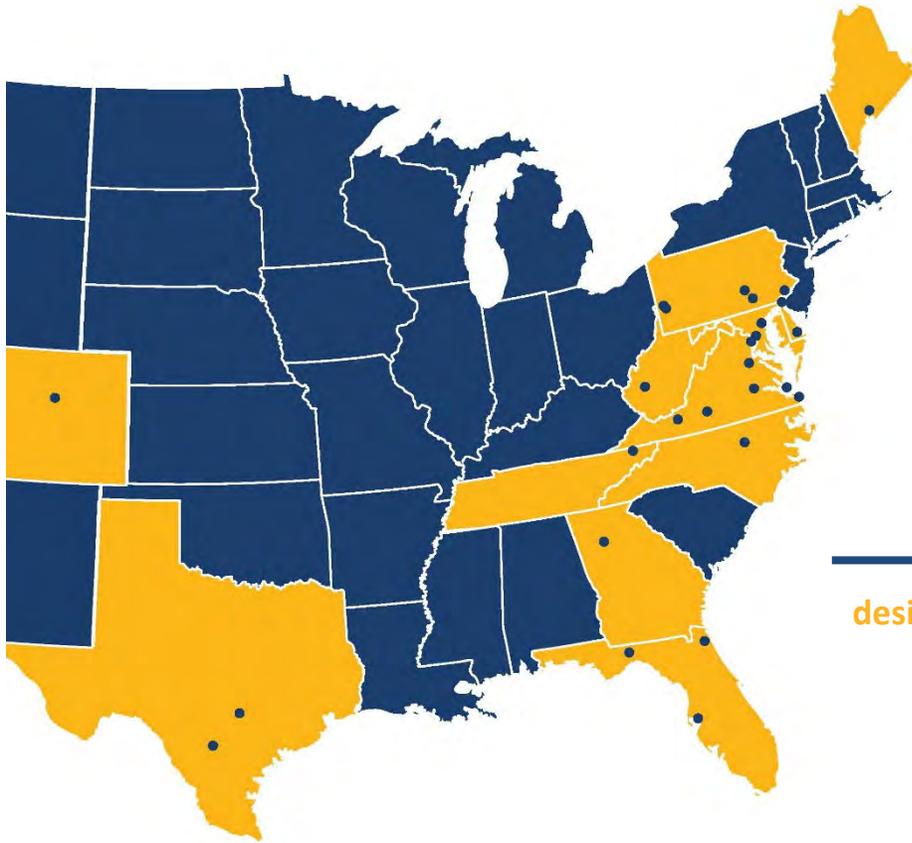


# Firm Overview



Whitman, Requardt & Associates, LLP

Engineers ♦ Architects ♦ Environmental Planners Est. 1915



**110**  
YEARS

**850+**  
EMPLOYEES

**TOP 125**  
ENR DESIGN FIRM

designing the infrastructure and  
buildings that  
improve the world

- Leading Engineering, Architectural, Environmental Planning and Construction Management and Inspection (CMI) Firm in the Mid-Atlantic Region
- Local Presence: 7 VA Offices
- Value Driven with Low Overhead
- Quality-based, Reputable, Trusted
- Over 270 Virginia personnel

# Quick History

- Crossing in place for 90 plus years
- Roadway
  - Located within easement on private property
  - Access to the Town Marina
- Bridge
  - Unknown Age
  - Width ~24 ft wide
  - Length ~16 ft length
  - Foundation is unknown



# Bridge Condition



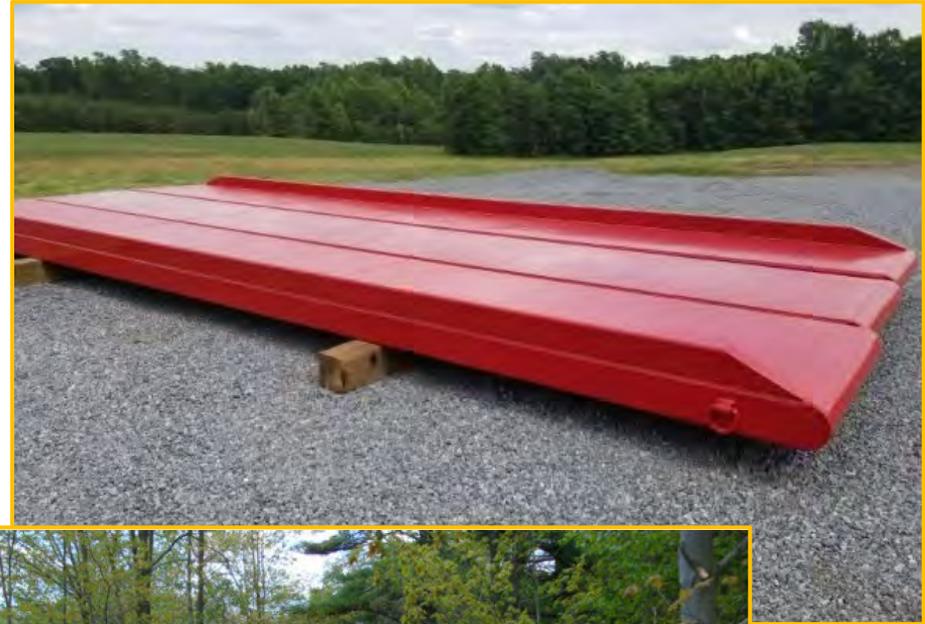
# Options

- Considerations
  - Speed
  - Economics
  - Future project geometrics
  - Plan for long-term temporary solution
  - Ramp up/down raised bridge
  - Truck/Trailer design consideration
- Temporary Solutions
  - Prefabricated Bridges
    - Fabricated in-place, customized
    - Purchase or lease
    - Unable to be customized to the site
    - Highway Rated



# Options

- Temporary Solutions
  - Steel Plates (ie: Logging Bridges)
    - Not Highway rated
    - No safety features
    - Unable to be customized to the site
    - Requires foundation elements
  - Portable Bridge
    - Highway rated bridge
    - Safety features
    - Customizable or “off the shelf”
    - For Rent or Purchase
    - Requires foundation elements



# Options

- Temporary Solutions
  - Prestressed concrete
    - Customizable for site
    - Requires shop plans and fabrication by 3<sup>rd</sup> party = timeframe impacts
    - Highway Rated
    - Requires cranes
    - Requires foundation elements

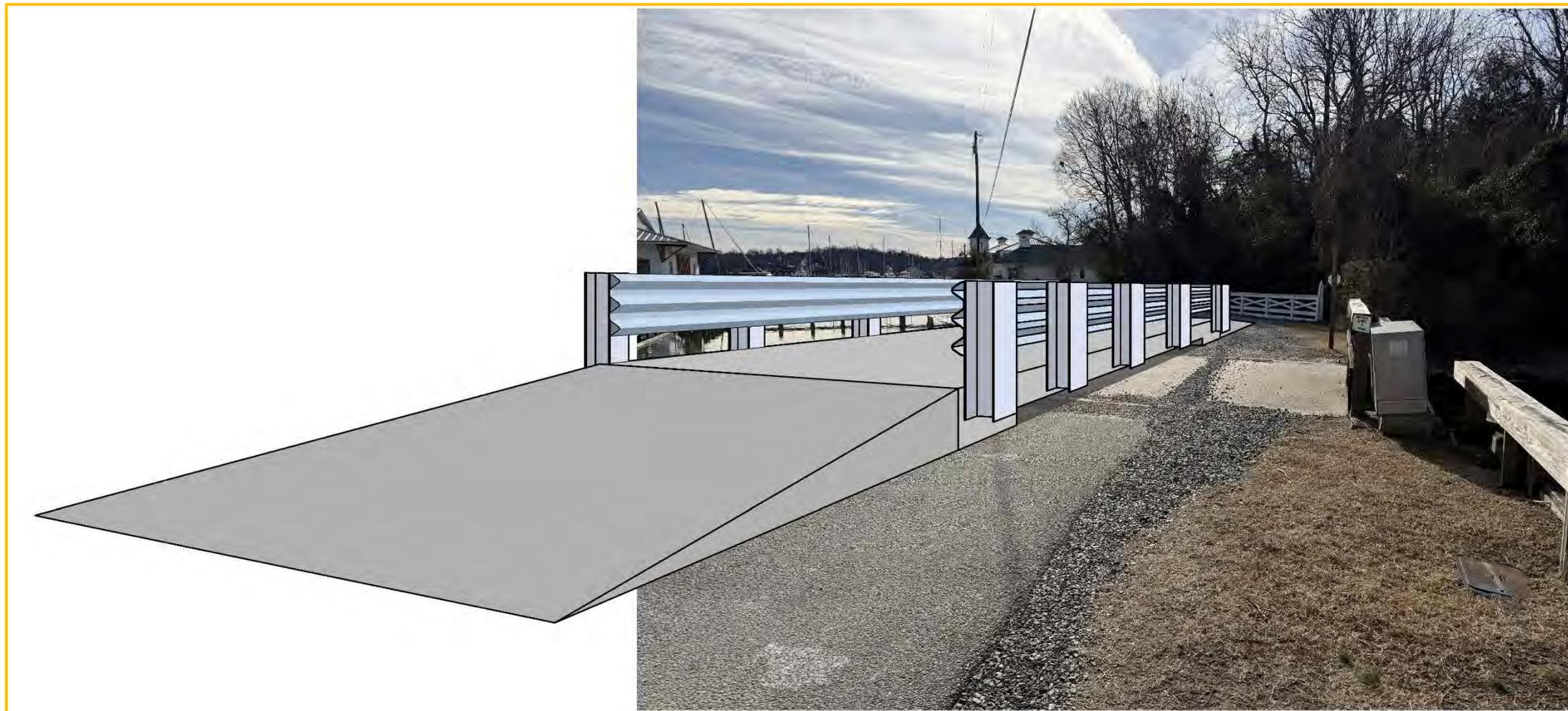


# Options

- Cast-in-place Concrete
  - Most Customizable for site
  - Highway Rated
  - Fast solution
  - Small equipment
  - Standard elements

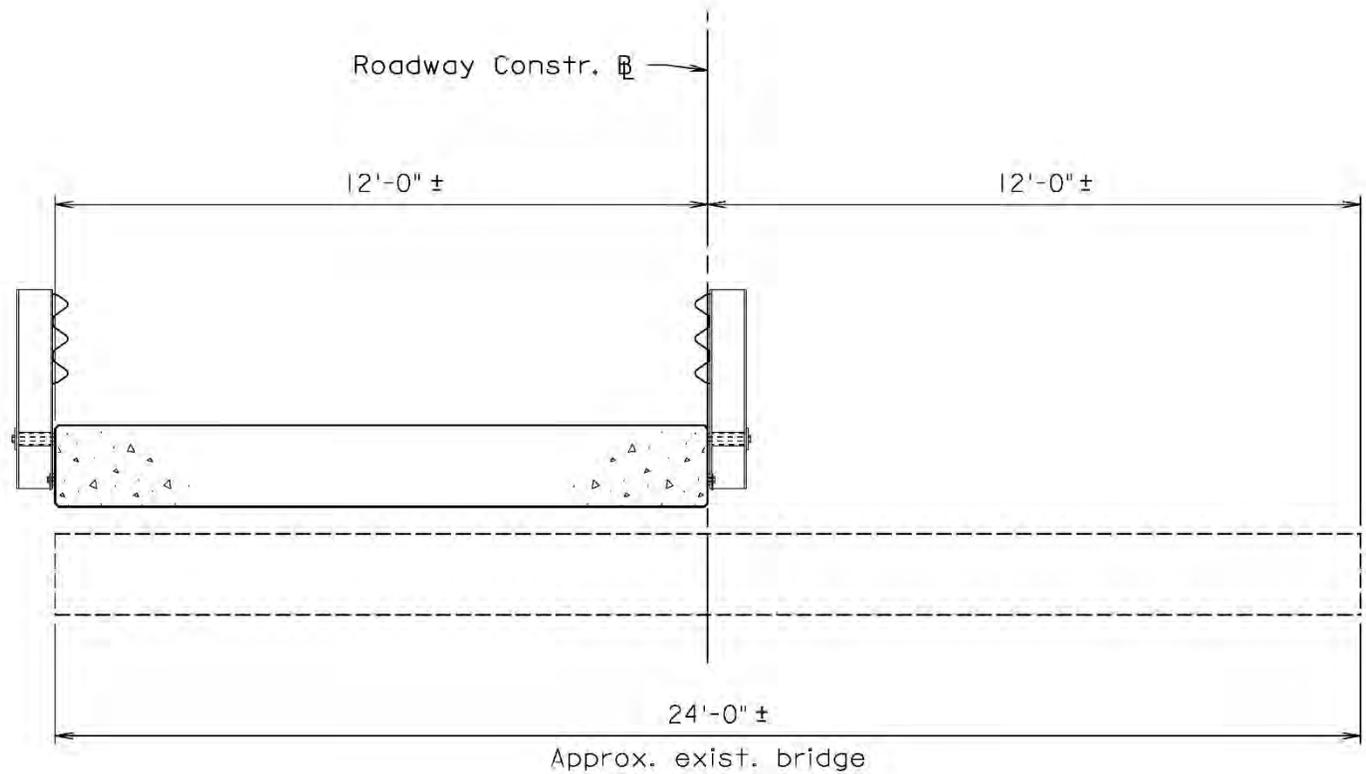


# Options



# Options

- Cast-in-place Concrete
  - Minimum width for travel way
- Consideration for future project





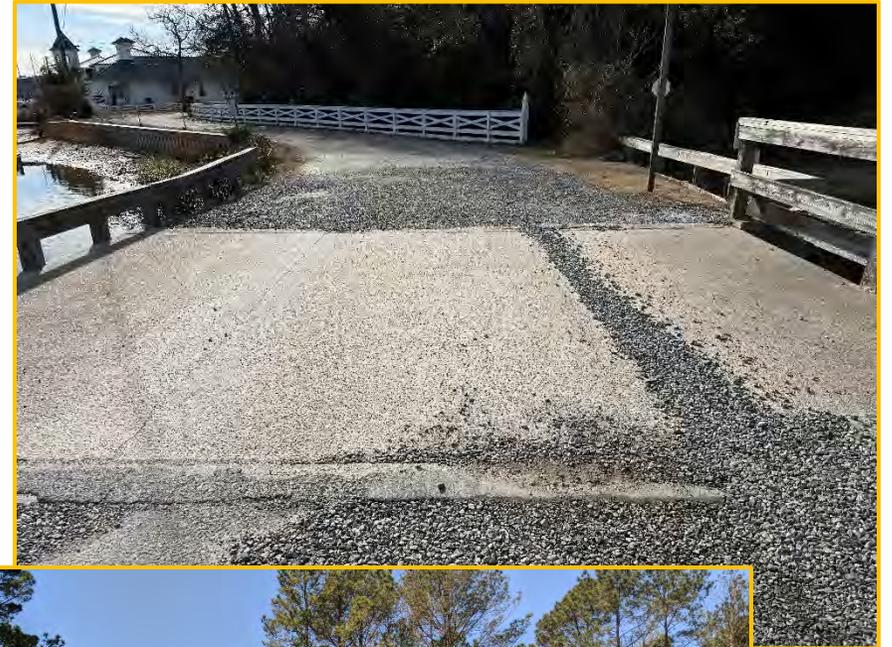
# Long-Term Solutions

- Permitting
  - Immediate/Temporary Solutions
  - TOYR Restrictions
    - Aquatic – Anadromous Fish – 2/15 – 6/15
    - Terrestrial (birds)
      - Tricolor bat: 4/1 – 11/15
      - Bald Eagle – 12/15 – 7/15
  - USCG/USACE/DEQ/NEPA (if Fed \$\$)
- Utilities
  - Dominion Energy
  - Water
  - Wastewater/HRSD
  - Verizon and Breezline
- MOT
  - Maintain Marina Traffic
- Hydraulics
  - Drainage
  - Scour



# Long-Term Solutions

- Roadway
  - Re-build bulk-head
  - Update/stabilize roadway
  - Safety elements
  - Pedestrian Safety
- Bridge
  - New bridge
    - Corrosion Resistant Materials
    - Low-Permeability Concrete
    - Economical/Fast Construction
- Geotechnical
  - Deep Foundations
    - Rte. 227 pile lengths are between 80-100 ft
- Funding
  - State and or Federal



# Questions?

- Contact Information  
Jeremy Schlussel, PE  
[jschlussel@wrallp.com](mailto:jschlussel@wrallp.com)  
804-349-8497 (m)  
804-327-5265 (o)





## Agenda Item Summary

MARCH 12, 2026

### Agenda Item: 10 – NEW BUSINESS

#### 10.a. RFP for Food Service at Marshall Community Pool

**Background:** Since the current pool has operated, there was no snack shack operation the first year and intermittent operation last year. Interest was expressed by a local business to operate the Snack Shack. An RFP was issued (See Attached) and one entity responded (See Attached). I have discussed the proposal with them focusing on special events and swim meets.

Since 2024, the town has hosted two “special events” at the pool. The Summer Reading Kickoff where the Mobile Library is brought into Taber Park, the Kiwanis Club offers snow cones, and participants are provided a day pass to the pool. This public event is held during normal pool operations and the Café is agreeable to this activity. The other is a pool party for Oyster Festival Queen and Spats Candidates and their families. This private event is held outside of normal pool operations. Oyster Festival staff indicates they have conducted this event as a pot luck with outside food as a supplement. The Café is agreeable to stand down for this event, but is available to assist with the event as needed. There is the possibility of extended pool hours for July 3 and/or July 4. The Café has indicated they could serve during extended hours for this event at which the pool would be open to members or day-pass guests.

As to the swim team, the Café owners have a relationship with the team’s leadership and indicated they could come to an understanding such as, for example, stand down for the team’s fund-raising efforts through food/drink sales or they could remain open and not compete item for item. The only concerns would be distinguishing for the Health Department the differences in service providers and limiting access to the Snack Shack to only Café operators and employees.

**Fiscal Impact:** Cost to town would be related to additional utilities demand for the full time operation of the Snack Shack, but with this business expanding to the pool, additional Meals Tax is anticipated.

**Staff Recommendation:** Develop an agreement with The Wooden Pickle Café in line with the proposal attached noting special events as outlined above.

**Council Action Requested:** Yes. Direct staff to develop an agreement with The Wooden Pickle Café in line with the proposal attached noting special events as outlined above.

#### Sample Motions:

I move to direct staff to develop an agreement with The Wooden Pickle Café in line with the proposal attached noting special events as outlined above to provide food and drink services at the Marshall Community Pool for the 2026 season.

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

***REQUEST FOR PROPOSAL (RFP): FOR FOOD SERVICE FOR THE  
2026 SEASON AT THE MARSHALL COMMUNITY POOL AT TABER  
PARK OWNED BY THE TOWN OF URBANNA***

The Town of Urbanna is seeking a food service vendor to operate a concession stand at the above which is located in Taber Park at the intersection of Bonner and Rappahannock Avenues in Urbanna. The concession stand is a wooden structure inside the gate/fence of the pool and can be open to inspection before making a response to this RFP. For such, contact the Contact below.

Security involves locked fences and a separate lock on the stand. The vendor cannot alter these locks, but will be given access codes to the locks.

The town will provide electricity and a refrigerator. Operator would have access to restrooms.

The town does require refrigerator space be reserved for lifeguards to keep their own drinks and food. Further, the town does require that all 2026 Pool Rules (see attached) be observed. This includes, but is not limited to, no glass, no smoking, and hours of operation which may vary depending on weather and special events such as swim meets. Operation of the concession stand is understood to mean “staffed” so that food/drink is available at the pool during all hours of operation. The town will seek the normal and customary meals tax together with a bid proposal of one amount for the entire season (See 2026 Pool Rules) which will be provided to the town by the successful bidder prior to May 15, 2026.

For a bid, provide no later than 4:00 pm February 27, 2026:

A statement you have read this RFP FOR FOOD SERVICE FOR THE 2026 SEASON AT THE MARSHALL COMMUNITY POOL AT TABER PARK OWNED BY THE TOWN OF URBANNA,

A statement you/your staff have or will have read and agree to the 2026 Pool Rules,

A statement of any exceptions,

A prospective food/drink description to include the type of service such as, but not necessarily limited to re-sale of prepackaged items, off site preparation with onsite delivery, a combination, etc., and

The bid amount for operating the concession stand for the 2026 season.

Contact: Ted Costin, Urbanna Town Administrator at POB 179 Urbanna, VA 23175 or 804.758.2613 ext. 202 or [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) or (after February 1, 2026) 300 Virginia Street, Urbanna.

Issue date: 1/15/2026

# Proposal

**Date** : February 20 2026  
**Prepared by:** The Wooden Pickle Cafe

**Client/Company Name :**  
Town of Urbanna

## Overview

Operate concession stand for community pool at Taber park.

## Timeline

2026 Pool Season

## Objective

The Wooden Pickle Cafe will staff and provide food service to the Community pool at Taber park during normal operational hours of the pool to include all special events and swim meets.

- The Wooden Pickle Cafe has read the request for proposal.
- The Wooden Pickle Cafe and all current staff have read and agree to pool rules provided to us. We will also require all new employees to read and adhere to pool rules.
- The Wooden Pickle Cafe will provide the normal meals tax every month to The Town of Urbanna.
- There will be no charge to The Town of Urbanna for these services.

## Prospective food/drink menu:

- Hot dogs
- Canned Drinks
- Nachos
- Slushies
- Muffins
- Popsicles
- Popcorn
- Chips
- Full Menu of "The Wooden Pickle Cafe" will be provided with delivery to the concession stand.

If the Town of Urbanna has any questions or concerns please feel free to contact Lisa or Clint at 804-824-8315

Lisa and Clint would like to thank the Town for consideration of this opportunity.





**TOWN  
COUNCIL**

**Agenda Item Summary**

**MARCH 12, 2026**

**Agenda Item: 10 – NEW BUSINESS**

**10.b. Resolution 2026-003 - Oyster Festival Special Business License Fee Increase**

**Presented By: James Hatton, Oyster Festival Foundation Board Chair**

**Background:** The Oyster Festival Foundation Board voted to request an increase to the Special Business License fee due to rising costs. The fee has not been changed since 2008.

**Fiscal Impact:** None. The Town collects the fee, issues the license, and remits the total fee amount collected to the Oyster Festival Foundation. An estimate of these amounts are included in the annual budget. The proposed increase does not affect the current budget but will affect the FY2026-2027 budget and be taken into consideration when it is compiled.

**Staff Recommendation:** Approve Resolution 2026-003.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to adopt Resolution 2026-003 increasing the Oyster Festival Special Business License fee as recommended by the Oyster Festival Foundation Board.

***Motion, Second, Discussion, ROLL CALL VOTE (Mayor or Clerk calls the name of each councilmember for their vote)***

**RESOLUTION 2026-003**  
**OYSTER FESTIVAL SPECIAL BUSINESS LICENSE FEE INCREASE**

**WHEREAS** the current fees for special business licenses issued for the Oyster Festival by the Town have not changed since 2008; and

**WHEREAS** the Town collects the fee, issues the special license, and remits the total fee amount collected to the Oyster Festival Foundation; and

**WHEREAS** the Oyster Festival Foundation Board has requested an increase to the special business fee due to rising costs; and

**WHEREAS** Town Council wishes to increase the fees as recommended by the Oyster Festival Foundation Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of The Town of Urbanna, Virginia does hereby increase the special business license fee for the Oyster Festival as follows:

Food vendor .....	Currently \$450.00 .....	Increase to \$500.00
Hand-made arts/crafts .....	Currently \$125.00 .....	Increase to \$175.00
Specialty/Wine.....	Currently \$125.00 .....	Increase to \$175.00

**BE IT ALSO RESOLVED** that Council approves the Oyster Festival Foundation to advertise the new fees for the 2026 Oyster Festival and beyond; and

**BE IT FINALLY RESOLVED** that the fee increase will be accounted for in the FY2026-2027 Town of Urbanna budget when it is presented for consideration.

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



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL MEETINGS**

**Agenda Item: 11 – 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.

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.

After each speaker has been heard, Mayor asks for any council member response.

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



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 12 – COUNCIL ANNOUNCEMENTS & REQUESTS**

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

This time is generally used for individual council members to share information with other council members and the public and to make any announcements of interest to citizens. Council members 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: 13 – CLOSED MEETING – NOT NECESSARY**

\*\*\*\*\*

**Agenda Item: 14 – ADJOURN OR RECESS**

*Motion to adjourn. No second needed. Voice Vote (all in favor, any opposed)*

\*\*\*\*\*