



URBANNA TOWN COUNCIL REGULAR MEETING AGENDA

Thursday, July 9, 2026 - 6:00 pm

Middlesex Volunteer Fire Department - 330 Virginia St., Meeting Room - Urbanna, VA

- 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.! June 25, 2026 Work Session Draft Minutes
- 7.! Reports
 - a.! Treasurer Staff Report
 - b.! Town Administrator Report
- 8.! Public Comment 1 & Council Response to Public Comment 1
- 9.! Old Business
 - a.! Marr Legal Bill
- 10.! New Business
 - a.! Purchasing Policy
 - b.! VML Ethics Oath
 - c.! Town Administrator Management and recruitment support contract
 - d.! Martha Lowe BZA resignation
- 11.! Public Comment 2 & Council Response to Public Comment 2
- 12.! Council Announcements & Requests
- 13.! 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.! Temporary disability or medical condition that prevents their physical attendance.
- 2.! 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.! Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
- 4.! Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (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.

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

July 9, 2026

Agenda Item: 6 – APPROVAL OF MINUTES

6.a. June 25, 2026 Work Session 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 June 25, 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)

**APPROVED MINUTES
TOWN OF URBANNA VA
TOWN COUNCIL WORK SESSION MINUTES
JUNE 25, 2026 6 PM**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 25th Day of June, 2026, beginning at 6:00 pm in the meeting room of the Middlesex County Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA

AGENDA ITEM 1 CALL TO ORDER

Mayor Robbie Wilson called the meeting to order at 6:00 p.m.

AGENDA ITEM 2 APPROVAL OF ELECTRONIC PARTICIPATION BY COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3 ROLL CALL OF MEMBERS

Marjorie Austin.....Present
Larry Chowning.....Present
Alana Courtney.....Present
Beth Justice.....Present
Robbie Wilson.....Present

Others present:

Andrea Erand, Town Attorney
Michele Hutton, Town Treasurer
Geri Reyes, Town Staff
Members of the press and public

AGENDA ITEM 4 PLEDGE OF ALLEGIANCE

The Mayor Pro Tempore led the Pledge of Allegiance

ACTION ITEM 5 REVIEW AND ADOPTION OF THE MEETING AGENDA

A motion was made by Larry Chowning and seconded to approve the agenda as presented.

Roll Call Vote:

Marjorie Austin – AYE
Larry Chowning – AYE
Alana Courtney – AYE
Beth Justice – AYE
Robbie Wilson – AYE

Motion carried.

ACTION ITEM 6 APPROVAL OF MINUTES

A motion was made to approve the **June 11, 2026 Regular Meeting Minutes** as presented. The motion was seconded and approved unanimously.

ACTION ITEM 7 PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

William Mayo, 320 Rappahannock Ave, spoke in opposition to the proposed increase in golf cart decal fees, expressing concern over increasing costs for residents.

Matt Gobush, 110 Watling Street, a local resident and business owner, expressed interest in serving on the Town Council in the vacant seat that will require a special election. He emphasized maintaining public trust and ensuring a smooth transition during the Council appointment process.

ACTION ITEM 8 CLOSED MEETING

Council entered closed session pursuant to **§2.2-3711(A)(1) of the Code of Virginia** to discuss interim appointments to the Town Council under **§24.2-228 of the Code of Virginia**.

Following the closed session, Council reconvened in open session and certified that only those matters identified in the motion to enter closed session were discussed.

ACTION ITEM 9 COUNCIL APPOINTMENTS

Council adopted **Resolution 2026-013**, appointing:

Martha Lowe to the Hanson seat (unexpired term ending December 31, 2026), and Richard Bruce Murray to the Wilson seat (special-election seat).

Roll Call Vote:

- Marjorie Austin – AYE
- Larry Chowning – AYE
- Alana Courtney – AYE
- Beth Justice – AYE
- Robbie Wilson – AYE

Motion carried, resolution adopted.

ACTION ITEM 10a BUDGET AMENDMENT

Council held a public hearing on a budget amendment related to the purchase of the new Town Hall.

Mayor Wilson presented the details of the amendment:

- Purchase price of the Town Hall 618,275.75
- Moving expenses 13,213.36
- Rental savings from the previous facility 15,580.00
- ARPA funding 239,659.92
- Proceeds from the sale of the former Town Hall 239,513.74
- Use of reserve funds 152,315.45
- A contingency allocation for remaining legal and closing expenses

Public hearing opened; no speakers; hearing closed. Motion to adopt; seconded by Ms. Justice.

Roll Call Vote:

- Marjorie Austin – AYE
- Larry Chowning – AYE
- Alana Courtney – AYE
- Beth Justice – AYE
- Robbie Wilson – AYE

Resolution 2026-012 adopted.

PUBLIC HEARING

ACTION ITEM 10b ORDINANCE 06-2026 – FEES AND TAX SCHEDULE

Mayor Wilson presented proposed amendment 06-2026, which codifies changes in taxes and fees.

- Golf cart decal fees from \$25 to \$35
- Meals tax from 5% to 6%
- Water minimum usage fees
- Utility reconnect and meter fees \$20 proposed \$25
- Real estate tax rate increase from \$0.21 to \$0.23

Discussion included the need to maintain adequate revenues for Town operations, continue scheduled utility rate adjustments, and reduce the impact on property owners through increased meals tax revenue.

After the presentation, the public hearing was opened. No public comments were received.

A motion was made to adopt **Ordinance 06-2026**

Roll Call Vote:

- Marjorie Austin – AYE
- Larry Chowning – AYE
- Alana Courtney – NAY
- Beth Justice – NAY
- Robbie Wilson – AYE

Motion carried (3–2).

ACTION ITEM 11 NEW BUSINESS

ACTION ITEM 11a RESOLUTION 2026-007 – FY 2026–2027 BUDGET ADOPTION

Council considered the proposed FY 2026–2027 Budget. No changes had been made since the budget presentation and public hearing.

A motion was made to adopt **Resolution 2026-007**, which approves the FY 2026–2027 Budget and appropriates the necessary funds.

Roll Call Vote:

- Marjorie Austin – AYE
- Larry Chowning – AYE
- Alana Courtney – AYE
- Beth Justice – AYE
- Robbie Wilson – AYE

Motion carried unanimously.

ACTION ITEM 11b ELECTION OF VICE MAYOR

With the vice mayor position vacant (Mayor Wilson having moved up to Mayor), **Larry Chowning** was nominated for the remainder of 2026.

1st Vote: Larry Chowning – NAY

Roll Call Vote:

- Marjorie Austin – AYE
- Larry Chowning – NAY
- Alana Courtney – AYE
- Beth Justice – AYE
- Robbie Wilson – AYE

ACTION ITEM 12 PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

William Mayo commented on historical tax increases stemming from prior litigation and shared additional observations on current tax discussions.

ACTION ITEM 13 COUNCIL ANNOUNCEMENTS & REQUESTS

Council members provided updates on:

Marjorie Austin-Appreciation to residents who volunteered for Council appointments.

Larry Chowning- Reported on insurance on the Mitchell Map, confirmed the Town carries insurance valued at ~\$575,000, and suggested a re-appraisal, as it has been ~10 years. Escorted Ms. Hart, who photographed the town's six colonial buildings for a state submission.

Robbie Wilson- Continues in the administrator role part-time (2–3 days/week), available by phone; staff keeping operations running. Followed up on the recently signed geotechnical contract — currently awaiting the drilling firm's scheduling; an answer expected soon.

Andrea Erand, Town Attorney- Reminder that new laws take effect **July 1**, including agenda requirements: agendas must be posted in advance, and items added at a meeting generally cannot be voted on unless urgent/time-sensitive. Members should route items to Robin/the clerk for the agenda.

Beth Justice- Detailed the **July 4th** events (all in the park this year, no fireworks): Friday 6 p.m. military band; Saturday activities including face painting, a golf cart rally, pie contests (kids 11:30, adults noon), food trucks, ice cream truck (11–5), live music (Ray Pittman 1–4; "Sweet Justice" 5–8). No glass bottles; IDs to be checked. Appealed for more community volunteers.

ACTION ITEM 14 ADJOURNMENT OR RECESS

Motion to adjourn

Robbie Wilson

Motion Carried

There being no further business, a motion was made and approved to adjourn the meeting approximately 7:00 pm

The meeting adjourned.

Respectfully submitted,

Geri Pritchard Reyes, Town Employee

Date: _____

Approved: _____

Mayor Robbie Wilson



**TOWN
COUNCIL**

Agenda Item Summary

July 9, 2026

Agenda Item: 7 – REPORTS

7.a. Staff Reports

1. Treasurer – Michele Hutton
2. Acting Town Administrator – Robbie Wilson



Treasurer's Report

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

Account Balance thru 5/31/2025	Prior Year	Prior Month	Statement Date
	5/31/25	4/30/26	5/31/26
Primis Bank General Operating Bank Account	1,042,528.13	521,507.12	476,416.98
Renter Water Deposits	-19,501.66	-19,501.66	-21,231.66
Net Operating General Bank Account (Adjusted Bal)	1,034,190.85	519,845.29	473,819.83
Primis – USDA Well Replacement reopened (8/2/24)	49,657.32	3,047.05	4,679.40
C&F Bank Historic Trust (new 3/1/2023)	66,218.51	65,175.67	66,307.10
C&F Bank - Water Fund Reserve (13 mo CD) 4/15/26	122,304.47	126,942.14	Next interest 07/15/2026
C&F Bank – General Fund Reserve (13 mo CD) 4/15/26	101,185.04	105,021.89	Next interest 07/15/2026
C&F Bank -Operating Reserve (13 mo CD) 4/15/26	423,807.69	439,878.09	Next interest 07/15/2026
Taber Trust – Account Value	1,038,306.34	1,192,384.38	1,205,694.40
Taxes listed below are collected for prior month(s)	5/31/25	4/30/2026	5/31/26
Meals Tax collected in May	12,73.04	11,861.01	17,046.25
Lodging Tax collected in May	4,870.43	2,957.32	1,513.12
Cigarette Tax collected in May	573.50	778.32	703.84

EXPENDITURES:

5/5/2026 - \$7,162.33 Whitman, Requardt, & Assoc for engineering for the replacement of marina bridge
5/5/2026 - \$5,000.00 to Town of Kilmarnock for River's Realm
5/11/2026 transferred \$6,000.00 from operating account to USDA account to cover loans.

REVENUE:

Interest received on CD's
 \$1,070.77 Water Fund Reserve
 \$885.87 – General Fund Reserve
\$3,710.41 - Operating Reserve Fund
\$5,667.05 total interest received

Meals Tax

May 29, 2026
12:28 PM

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2025
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/29/26
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12110-0001	Meals Tax - Local											
162159.61		16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79	11861.01	17046.25
Fund Total		16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79	11861.01	17046.25
Grand Total	Count: 1	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79	11861.01	17046.25

Lodging Tax

May 29, 2026
12:26 PM

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2025
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/29/26
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12100-0001	Lodging Tax											
28469.86		4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64	2907.32	1513.31
Fund Total		4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64	2907.32	1513.31
Grand Total	Count: 1	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64	2907.32	1513.31

Water Sales

May 29, 2026
12:30 PM

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2025
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/29/26
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
500-17010-0001	Water Sales Charges											
348558.71		55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	38045.59	20839.87
Fund Total		55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	38045.59	20839.87
Grand Total	Count: 1	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	38045.59	20839.87



TOWN OF URBANNA

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

To: Members of the Urbanna Town Council
From: Robbie Wilson, Mayor, Acting Administrator
Date: July 7th, 2026
Subject: June 2026 Report

First off, I'd like to welcome the new members of the Town Council to their first meeting. Volunteering for council is a true act of public service. I am sorry I could not make the meeting in person tonight to greet you in person. I am excited to work with you both, as I have very quickly realized you both bring unique talents to the table.

Secondly, I would like to welcome Vice Mayor Chowning to his new role. I appreciate him running tonight's meeting. There is no quicker way to learn to swim than to be dropped into the deep end!

The following are highlights of items accomplished in the month of June:

- ! FY 26-27 budget is approved, and we are operating off of it now, along with a budget amendment to bring the purchase of town hall into the 25-26 budget
- ! We were able to get \$14,250 back from the USDA from the well project by closing out our "retainage"
- ! The swimming pool season has been successful thus far. The swim team and YMCA have been using the pool actively for their programs
- ! The new DEQ well water permit was received and the old permit terminated. I have reached out to all the major parties involved in our water system operations to establish relationships and receive status updates.
- ! Lots of repair projects have been started or are ongoing. Most are small items such as weed control for the sidewalks, new flags on Main St, or dock repairs at the marina. Thank you to all the volunteers and employees that make this possible. I personally believe these small items will add up to a much more pleasant and safe town.
- ! I was able to confirm the bridge geotechnical drilling is scheduled for the end of July. I have requested an earlier date if at all possible.
- ! The Department of Wildlife Resources finally completed its review of our no wake zone and found us to be noncompliant, which was not a surprise. Resolving this situation is a priority.

You will find the theme of tonight's agenda "Cleanup". The items for tonight are aimed at closing out some past issues and positioning ourselves to begin moving forward on an ever-growing list of future priorities.

Thank you and please feel free to reach out to me with any questions you have.
Robbie



**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

July 9th, 2026

Agenda Item: 9 – Old Business

9.a. 390 Virginia St. Legal Bill

Background: In July 2024, attorney William Marr was retained by the town to assist in the purchase of the 390 Va. St. property. That purchase was unsuccessful. In February 2026, the town received a legal bill for Mr. Marr's services. In April 2026, the previous mayor sent a written letter to Mr. Marr requesting a renegotiation on the legal charges. The outcome of that letter is unknown, so in June 2026, Mayor Wilson contacted Mr. Marr and negotiated the bill down by \$ 5,000, for a total of \$15,000, plus the \$ 5,000 retainer previously paid.

Fiscal Impact: \$15,000 from the Financial Continuity fund amended into the 2025-26 budget at the last council meeting

Staff Recommendation: Approve the payment of \$15,000 to Mr. Marr to close this issue out

Sample Motions:

I move to approve the payment of \$15,000 to Willam A. Marr, Jr.. Esquire for legal services retained for the purchase of 390 Va. St.

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

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

William A. Marr, Jr., Esquire
3861 Plaza Drive
Fairfax, VA 22030
Tax ID #54-1351472

Invoice submitted to:
TOWN OF URBANNA
Robbie Wilson, Mayor
P.O. Box 179
Urbanna, VA 23175

June 30, 2026

	<u>Amount</u>
Previous balance	\$20,456.40
Accounts receivable transactions	
6/29/2026 Credit pursuant to discussion with Mayor Robbie Wilson	(\$5,456.40)
Total payments and adjustments	<u>(\$5,456.40)</u>
Balance due	<u><u>\$15,000.00</u></u>



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

April 2, 2026

Mr. William A. Marr
Law Office William A. Marr, Jr.
3861 Plaza Drive
Fairfax, Virginia 22030

Dear Mr. Marr:

The Town of Urbanna is in receipt of a bill dated February 8, 2026. We are shocked by the amount.

When we started this process, Mr. Costin, you, and I discussed that we were a small town with a limited budget and even joked about the possibilities of Pro Bono consideration. You mentioned that you enjoyed dealing with bullies and would be sensitive to our situation. The \$20,000 plus the original \$5000 retainer is the town's entire annual legal budget.

We were never informed that the retainer had been depleted. We were never given any intermediate billing or account information. That knowledge would have changed our actions and decisions because, as we mentioned, the town does not have the budgeted funds.

In your last communication to us it was stated that you had edited the documents to comply with the requirements of the seller's attorney, Andy Bury. That told us that you were acquiescing to Mr. Bury's wants rather than our, your client, needs. That also informed our decision path.

We appreciate the work you did for us in this matter and appreciate the discounts itemized in your bill, but in light of all of the above, we request an adjustment in your final bill or, in the alternative, pay it over two budget cycles.

Thank you.

Sincerely,

William T. Goldsmith, Mayor
Urbanna Virginia

Cc: P. S. T. (Ted) Costin, Town Administrator, Urbanna, Virginia

Town of Urbanna invoice

From: William A. Marr, Jr. (wamjrlaw@aol.com)
To: t.costin@urbannava.gov
Cc: wamjrlaw@aol.com
Date: Wednesday, February 11, 2026 at 09:39 AM EST

RECEIVED
FEB 11 2026
BY: *BSC*

Dear Ted,

I hope you are doing well. It's been a while since we have spoken and I hope that the Town of Urbanna has been successful in acquiring new office space.

I am writing to provide you with an invoice for legal services rendered to the Town of Urbanna from July 2024 through September 2025. The invoice reflects the initial retainer payment made by the town.

Please let me know if you have any questions.

Wish you a happy and prosperous new year.

Bill Marr

Law Office William A. Marr, Jr.
3861 Plaza Drive
Fairfax, Virginia 22030
703-691-2800 ext. 17



URBANNA 23597.PDF
28 kB

William A. Marr, Jr., Esquire
3861 Plaza Drive
Fairfax, VA 22030
Tax ID #54-1351472

Invoice submitted to:
TOWN OF URBANNA
Ted Costin
Urbanna Town Administrator
P.O. Box 179
Urbanna, VA 23175

February 8, 2026

Invoice #23597

Professional Services

Hours Amount

General

7/12/2024	Review email from Rick Stone re Town of Urbanna HOA/POA issues	0.40	NO CHARGE
7/14/2024	Reply email to R. Stone re Town of Urbanna issues	0.40	NO CHARGE
7/16/2024	Review email from M. Rodenburg re potential representation for Town of Urbanna re HOA/POA issues	0.90	NO CHARGE
7/17/2024	Discussion with M. Rodenburg re Town of Urbanna POA issues	1.00	NO CHARGE
7/18/2024	Review materials re POA/HOA matters; discussion with M. Rodenburg	1.40	
	Review email from M. Rodenburg re Town of Urbanna purchasing a building located in undeveloped office park; review building being part of a POA; prepare analysis re potential issues	1.30	
7/24/2024	Discussion with M. Rodenburg; discussion with T. Costin re project status	0.50	
8/7/2024	Call and leave voicemail with M. Rodenburg re issues with documents	0.30	
8/9/2024	Review email from M. Rodenburg re draft declaration documents	0.30	NO CHARGE
8/11/2024	Review materials re draft documents	0.40	NO CHARGE
8/12/2024	Prepare for and discussion with M. Rodenburg and T. Costin; review documents	2.50	
8/13/2024	Review email and materials from T. Costin re revisions from engineer to documents	1.40	

	<u>Hours</u>	<u>Amount</u>
8/13/2024 Discussions with T. Costin re documents	1.30	NO CHARGE
Research deeds of subdivision and Middlesex County procedures for recording	1.00	NO CHARGE
8/14/2024 Draft letter to T. Costin, Urbanna Town Administrator re review of declaration identified as Waverly Commons and outline observations and concerns with declaration	2.50	
8/15/2024 Review materials and finalize opinion letter to T. Costin re observations and concerns with declaration	1.90	
8/21/2024 Discussion with T. Costin re status	0.40	NO CHARGE
8/28/2024 Discussion with T. Costin re closing documents	0.50	NO CHARGE
8/29/2024 Review documents received from Urbanna Town Council; review documents pertaining to purchase of 390 Virginia Street; review easements and stormwater management agreement; prepare opinion/analysis memorandum re same	2.20	
9/4/2024 Telephone call and leave voicemail with T. Costin	0.40	NO CHARGE
9/5/2024 Discussion with T. Costin	0.80	NO CHARGE
Additional review of Thurston Properties Declaration; easement and stormwater agreement; prepare updated opinion/analysis memorandum re same	1.60	
9/6/2024 Discussion with T. Costin and review of materials	0.60	
10/28/2024 Discussion with T. Costin	0.50	
10/30/2024 Review materials re proposed sale; telephone call to A. Erard	0.90	NO CHARGE
11/1/2024 Calls and follow up with A Erard; review letter from A. Bury to T. Costin	0.50	
11/5/2024 Review reservation of rights under lease for 390 Virginia Street and prepare opinion/analysis memorandum re concerns and recommendations	1.40	
11/11/2024 Telephone call and leave voicemail with A. Erard and town attorney re limited liability issues	0.40	
11/12/2024 Review reservation of rights under lease; discussion with A. Erard	1.30	
11/13/2024 Call and leave voicemail with T. Costin re status; call with A. Erard	0.40	NO CHARGE
11/19/2024 Discussion with T. Costin re status	0.40	
12/12/2024 Review materials re inspection report and environmental study	0.50	
12/30/2024 Review building inspection report and environmental study and prepare opinion/analysis memorandum re concerns	1.60	

	<u>Hours</u>	<u>Amount</u>
1/5/2025 Email to A. Erard	0.40	NO CHARGE
1/24/2025 Prepare for and discussion with Andrea re retainer materials	0.80	NO CHARGE
2/5/2025 Emails from and to A. Erard re Council meeting	0.40	NO CHARGE
2/6/2025 Emails to and from A. Erard and T. Costin re retainer agreement	0.80	NO CHARGE
4/10/2025 Emails from and to T. Costin re Mullins contract and status	0.50	NO CHARGE
5/21/2025 Email to T. Costin to reschedule call	0.30	NO CHARGE
5/22/2025 Discussion with T. Costin	0.60	
Review materials and draft memo re concerns with documents; environmental and structural issues; easements and stormwater management issues	1.60	
5/27/2025 Telephone call to A. Bury and leave message	0.20	NO CHARGE
5/28/2025 Telephone call to A. Bury and leave message	0.20	
5/29/2025 Emails to and from T. Costin re status	0.40	NO CHARGE
6/11/2025 Prepare for and discussion with A. Bury	1.50	
6/12/2025 Review materials for discussion with A. Bury	1.00	
Review new documents received from Bury; update the memo prior to June 13 call with Bury	2.40	
6/13/2025 Telephone call and leave message with T. Costin re discussion with A. Bury follow up	0.50	
Review materials and discussion with A. Bury and follow up	1.50	
6/16/2025 Review new documents provided by A. Bury	2.60	
Review email from T. Costin re status of conversation with A. Bury	0.40	NO CHARGE
6/17/2025 Review documents received from A. Erard with suggested changes to documents; emails from and to A. Bury re review of new documents	1.50	
6/18/2025 Emails to and from A. Bury to schedule a call to discuss new documents	0.50	
Finish reviewing the new documents provided by A. Bury; draft memo re concerns	2.50	
6/24/2025 Emails from and to A. Bury re new documents and to schedule a call to discuss	0.80	

	<u>Hours</u>	<u>Amount</u>
7/9/2025 Review materials re purchasing	0.50	NO CHARGE
7/10/2025 Email with T. Costin re status	0.40	NO CHARGE
7/14/2025 Review email from A. Bury re status of review of new documents	0.50	
7/15/2025 Review materials re A. Bury telephone call with T. Costin follow up memo	1.80	
Review documents proposed by Bury and make redline changes	3.30	
Draft memo to T. Costin re updates of property documents prepared by A. Bury	0.70	
7/16/2025 Prepare for and discussion with T. Costin re documents and follow up with A. Bury	1.50	
Complete first pass of redlining the documents	1.10	
Draft letter to A. Bury re review of the documents and provide redline documents	0.80	
7/17/2025 Review materials and finalize memo to T. Costin re updated of property documents prepared by A. Bury; review and revise draft letter to A. Bury and transmit same to T. Costin for review	2.50	
7/21/2025 Review stormwater easement; sewer easement; access easements; waterline easement; and utility easements received from Andrea and prepare analysis of same	3.20	
7/22/2025 Review materials and finalize letter to A. Bury re review of property documents	2.10	
7/25/2025 Review materials and telephone call to T. Costin	0.50	
8/6/2025 Call and leave voicemail with T. Costin and follow up	0.40	
8/14/2025 Review email from A. Bury to schedule a call to discuss revisions to documents; emails to and from T. Costin re status	0.50	
8/21/2025 Review email from A. Bury re meeting	0.40	NO CHARGE
8/25/2025 Emails to and from T. Costin re status	0.50	
8/26/2025 Call and leave voicemail with T. Costin; discussion with A. Bury; call and leave voicemail with T. Costin; follow up material A. Bury	1.30	
8/27/2025 Discussion with A. Bury re documents; Thurston Property sale; discussion with T. Costin re update staus with A. Bury discusson	2.20	
8/29/2025 Draft second waterline easement	0.50	
Draft first storm water easement	0.50	

	<u>Hours</u>	<u>Amount</u>
8/29/2025 Draft second storm water easement	0.50	
Draft first ingress egress easement	0.50	
Draft second ingress egress easement	0.50	
Draft cover letter to T. Costin re draft easements	0.70	
Draft first waterline easement	1.50	
8/30/2025 Review and revise draft easements	0.80	
9/2/2025 Follow up A. Bury discussion re documents	1.00	
Draft letter to A. Bury re easements	0.80	
9/3/2025 Review materials regarding easements	1.00	
Prepare easements and letter for transmittal to T. Costin	0.70	
9/4/2025 Review revised easements; review and revise letter to A. Bury re same; finalize email to T. Costin with proposed changes to easements	2.10	
9/6/2025 Review email from T Costin re will send comments	0.50	
9/19/2025 Calls to T. Costin and leave messages	0.30	NO CHARGE
9/25/2025 Call and leave message with A. Bury	0.20	
Calls and leave messages with A. Erard; T. Costin and Mayor	0.50	NO CHARGE
9/26/2025 Call and leave message with A. Erard	0.20	NO CHARGE
9/30/2025 Telephone call with A. Erard re status	0.30	
 SUBTOTAL:	 <u>90.60</u>	 <u>25,116.00</u>
For professional services rendered	90.60	\$25,116.00
Additional Charges :		
<u>Additional Charges</u>		
7/18/2024 Lexis Nexis research charges		32.90
8/31/2024 Copies (August)		97.25
9/30/2024 Copies (September)		1.50

	<u>Amount</u>
12/31/2024 Copies (November/December)	79.25
2/28/2025 Copies (February)	1.75
5/31/2025 Copies (May)	8.25
6/30/2025 Copies (June)	40.75
8/31/2025 Copies (August)	78.75
	<hr/>
SUBTOTAL:	[340.40]
	<hr/>
Total additional charges	\$340.40
	<hr/>
Total amount of this bill	\$25,456.40
Accounts receivable transactions	
2/28/2025 Payment - thank you	<u>(\$5,000.00)</u>
Total payments and adjustments	(\$5,000.00)
	<hr/>
Balance due	<u>\$20,456.40</u>



**TOWN
COUNCIL**

Agenda Item Summary

July 9th 2026

Agenda Item: # – Purchasing Policy

10.a. Purchasing Policy

Background: In 2019, the town attorney recommended that the Town of Urbanna implement a purchasing policy due to the town's small size. We did not have to adhere to the state purchasing laws that larger towns followed, so no policy was in place. An internal policy was developed but had been lost. After conducting research, the attached policy was found.

Fiscal Impact: Readopting this policy provides financial protection of the town's finances and reaffirms in writing the policies that had been passed down verbally. No direct costs involved

Staff Recommendation: Review and adopt attached policy

Sample Motions:

I move to adopt the small purchase procedure purchasing policy

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

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

Small Purchase Procedures

Small purchase procedures are those relatively simple and informal procurement methods used to purchase items. The following purchases are exempt from the small purchasing policy:

1. Maintenance Service Contracts
2. Legal Notices and Advertisements
3. Utility (water, electric, gas, oil, telecommunications)
4. Routine Vehicle repairs
5. Routine office supplies
6. Lease or loan payments
7. Postage
8. Dues and Subscriptions
9. Legal Services
10. Contributions
11. Payroll withholdings
12. Lodging and travel expenses
13. Purchases of materials and/or services which have a signed contract

Issuance of purchases will only occur when sufficient funds are available in the line item designated by the Town Administrator.

Purchases of particular goods or services expected to exceed budgeted amounts or exceed a \$5000.00 threshold will require authorization by the Chair of the Finance Committee and/or a majority vote by the governing body.

Procurement of goods valued over \$1000.00 but less than \$5000.00 will require no less than three businesses be solicited to submit written or oral quotations. For any purchases over \$5000.00, no less than three businesses shall be solicited to submit informal written bids.



TOWN COUNCIL

Agenda Item Summary

July 9th 2026

Agenda Item: 10b – VML Civility Pledge

10.b. Item Description

Background: As pointed out by Councilperson Austin, the Virginia Municipal League published a civility pledge; below is the information from their brochure.

Civility. Respect. Solutions.

The Virginia Municipal League and its Board of Directors support restoring civility in government as a top priority. Leadership on this issue is something we take very seriously.

Our nation works best when its citizens work together, whatever their differences of opinion. For this to happen, citizens must treat each other with patience, tolerance and respect.

As destructive as incivility can be in everyday life, it is particularly harmful in municipal meetings and offices. Local government is about solving practical problems, and anything that interferes with effective, respectful communication makes the vital work of our local government members nearly impossible.

VML is here to help our local leaders be the example of how to govern best and to emphasize the basics of effective local governing, such as:

- **Running effective meetings.** VML's Handbook for Virginia Mayors & Council Members is a valuable resource for conducting effective public meetings.
- **Communicating thoughtfully.** Being open, honest and transparent – making sure everyone has access to the same universe of facts – is essential for people from different backgrounds and with different viewpoints to work together toward real solutions.
- **Building relationships.** Cultivating trusting relationships with others involved in an issue takes time, but the effort is worth it, and will pay off in the future.

There is much more to consider, and going forward, the league will do everything it can to help our members most effectively serve their communities despite the current crisis in civility.

Michelle Gowdy
Executive Director
Virginia Municipal League

Civility. Respect. Solutions.

Adopt the Civility Pledge

The [City/Town/County of Home Locality] pledges to practice and promote civility within the governing body.

The elected officials of the [City/Town/County of Home Locality] enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the community.

This pledge ensures all communication – both spoken and written – to be open, honest and transparent as this is vital for cultivating trust and relationships.

This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance and civility are imperative to success.

This pledge creates opportunities for finding common ground and engaging in civil discussion to seek solutions through active listening and thoughtful participation.



Fiscal Impact: None

Mayor Wilson's Recommendation: This pledge verbalizes my desire for the operating environment of this council. With new members coming on board, this is a good opportunity to reaffirm to the citizens of this town our desires for the new council.

Council Action Requested: Discuss and decide by vote if Urbanna Town Council wants to adopt this pledge.

Sample Motions:

I move to adopt the VML Civility pledge:

*The Town of Urbanna pledges
to practice and promote civility within the governing
body.*

*The elected officials of the Town of Urbanna enact this civility pledge to build
a stronger and more prosperous community by
advocating for civil engagement, respecting others
and their viewpoints, and finding solutions for the
betterment of the community.*

*This pledge ensures all communication – both spoken
and written – to be open, honest and transparent as
this is vital for cultivating trust and relationships.*

*This pledge ensures mutual respect to achieve
municipal goals, recognizing that patience, tolerance
and civility are imperative to success.*

*This pledge creates opportunities for finding common
ground and engaging in civil discussion to seek
solutions through active listening and thoughtful
participation.*

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

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



TOWN COUNCIL

Agenda Item Summary

July 9th 2026

Agenda Item: 10c – Town Administration Support and Recruitment Contact

10.c. Item Description

Background: Since the vacancy of the Town Administrator position began, the role of Town Administrator has been covered by the acting Mayor. While he has successfully covered operations thus far, several large projects on the horizon will require more expertise and time than he can devote to the town with a full-time career. The mayor does not plan to step back to let this contractor run the town, but rather to use them as a resource to accelerate progress on pending projects.

One of the major projects upcoming is for the council to define its desires for the future town administrator role and to begin the search for qualified candidates. I believe a third party would be the best option for providing guidance on this task.

This contract is for a consultant who has performed satisfactory work for the mayor in the recent past. In addition to assisting with some of the administrator workload, he will guide the town council through the recruitment process for a permanent administrator. Quotes from other firms were obtained, with this one having the best pricing and a known working relationship.

Fiscal Impact: \$2000 a week for up to 12 weeks, totaling \$24,000. This will be paid from the town administrator salary line item, since the previous administrator's separation package was paid from last year's budget.

Staff Recommendation: Acceptance of the contract. To be clear, if the council decides to table or vote against this contract, the mayor will continue to fill the town administrator position to the best of his abilities as is currently being done.

Council Action Requested: Consider accepting this contract.

Sample Motions:

I move to adopt the contract with LSI.

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

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

Local Solutions

— LOCAL GOVERNMENT CONSULTANTS —

June 25, 2026

Mr. Robbie Wilson
Mayor
Town of Urbanna
300 Virginia Street
Urbanna, VA 23175

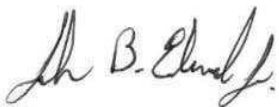
RE: Proposal to Assist the Town of Urbanna with the Selection of a Town Administrator and Provide General Local Government Management and Zoning Support

Mayor Wilson,

Local Solutions (LS) appreciates the opportunity to provide this services proposal. Our proposal is attached for your consideration.

I look forward to discussing this proposal at your convenience.

Sincerely,



John B. Edwards, Jr.

Proposal to Assist the Town of Urbanna with the Selection of a Town Administrator and Provide General Local Government Management and Zoning Support

Section 1 – Scope of Work

Local Solutions (LS) proposes to provide management and consulting services to the Town of Urbanna for up to 20 hours per week for a duration of 12 weeks. During this time LS will assist the Town with the following Tasks:

Task 1 – Recruitment of a Town Administrator

A. Project Initiation and Kick-off Meeting

Proposed Schedule: As soon as Town of Urbanna and LS schedules allow in July.

LS will meet with the Mayor and appropriate Town staff to discuss the project and coordinate the process and schedule.

B. Town Council Work Sessions and Development of Town Administrator Job Description

Proposed Schedule: Weekly beginning approximately 2 weeks after the kick-off meeting.

LS will meet with the Mayor and Town Council during a series of three work sessions to identify job requirements, discuss preferred candidate attributes, develop a job description and discuss the recruitment process. Suggested discussion items for each meeting include:

- a. Work Session 1
 - i. Review existing job description
 - ii. Discuss pros & cons
 1. part-time vs full-time
 2. experienced vs early career
 3. desirable candidate attributes
 - iii. Discuss the process for advertising, application review and candidate selection
- b. Work Session 2
 - i. LS presentation of draft Town Administrator job description
 - ii. Mayor and Town Council discussion of the job description
 - iii. Agreement on revisions to the job description

c. Work Session 3

- i. LS presents final job description
- ii. Discussion of plan for solicitation of applications for the Town Administrator position

C. Delivery of Final Job Description for Town Administrator

Proposed Schedule: Within one week after Work Session 3

Following Work Session 3, LS will provide the final job description to the Town for advertisement to solicit applications.

D. Application Review and Screening

Proposed Schedule: Approximately 45 days after the position is advertised. The application period needs to be at least 30 days.

LS will meet with the Mayor and Town Council to review the applications and develop a list of candidates to interview.

E. Applicant Interviews

Proposed Schedule: Early Fall.

LS will meet as needed with the Mayor and Town Council to interview the selected applicants.

Task 2 – General Local Government Management and Zoning Support

LS will provide general local government management and zoning support to the Town of Urbanna working on assignments from the Mayor.

Section 2 – Fee Proposal

Local Solutions proposes to complete work outlined above for the weekly sum of **\$2,000**.

Section 3 – Company Description & Project Team

Local Solutions provides small to mid-sized counties, cities and towns with extra capacity to address the day-to-day needs of the local government. By bringing together a multi-discipline team of professionals, LS has the flexibility to assist with all aspects of local government ranging from human resources, budget & finance to public safety and public works. Below is a brief bio for the team member that will be working on your project:

John Edwards – Project Leader and Management Consultant

John Edwards recently retired as Town Manager of West Point, Virginia, where he has led the Town's administration since 2011 with a focus on strategic growth, community municipal leadership, emergency services, urban planning, and regional collaboration. John brings both vision and operational expertise to every aspect of local government management, from budgeting and economic development to infrastructure and emergency preparedness.

In addition to his role as Town Manager, John currently serves as a Project Manager for the Middle Peninsula Planning District Commission, helping to implement regional initiatives that support flood resilience and property protection and economic development strategies across the Middle Peninsula. His previous experience includes leadership roles with Surry County, the City of Newport News, and Isle of Wight County, where he specialized in development planning, GIS coordination, and regional planning initiatives. He has also held board positions with the Middle Peninsula Regional Airport Authority, the Middle Peninsula Chesapeake Bay Public Access Authority, and the Pamunkey Regional Library.

John holds a Master's Degree in Urban and Regional Planning from Virginia Commonwealth University and a Bachelor's Degree in Governmental Administration from Christopher Newport University. He is also a graduate of the University of Virginia's Senior Executive Institute.

Throughout his career, John has been recognized for his results-driven leadership, innovative problem-solving, and steadfast commitment to public service across Virginia's coastal and rural communities.



**TOWN
COUNCIL**

Agenda Item Summary

MEETING DATE

Agenda Item: # – Martha Lowe BZA resignation

10.d. Item Description

Background: Martha Lowe has resigned from the BZA due to her appointment to the Urbanna Town Council

Fiscal Impact: None

Staff Recommendation: None

Council Action Requested: For your information only

Sample Motions:

None Needed

MARTHA J. LOWE



Phone: (804) 551-1528

Post Office Box 793, 176 Rappahannock Avenue
Urbanna, Virginia 23175

Fax: (804) 694-1172

June 26, 2026

Mayor Robbie Wilson
Town of Urbanna
300 Virginia Street
Urbanna, Virginia 23175

Re: Town of Urbanna Board of Zoning Appeals

Dear Mr. Mayor:

Please accept this letter of resignation from my position on the Town of Urbanna Board of Zoning Appeals to be effective immediately. I have been honored to serve on the BZA for numerous years and value all of that I have learned throughout my tenure.

Thank you for your prompt consideration of this request.

Sincerely,



Martha J. Lowe



**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 – ADJOURN OR RECESS

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