

URBANNA TOWN COUNCIL REGULAR MEETING AGENDA

Thursday, August 27, 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. 07-23-2026 Work Session Minutes
 - b. 08-06-2026 Called Meeting Minutes
7. Public Comment 1 & Council Response to Public Comment 1
8. Reports
 - a. Treasurers Report
 - b. Town Administrator Report
 - c. Marina Report
 - d. Urbanna Makos Swim Team End of Season Report
9. New Business
 - a. Town Administrator Recruitment discussion
 - b. BZA appointment
 - c. Resolution 2026-015 for Geri Reyes in memorandum presented to the Reyes Family
10. Closed Meeting
11. Public Comment 2 & Council Response to Public Comment 2
12. Council Announcements & Requests
13. Adjourn or Recess



TOWN COUNCIL

Agenda Item Summaries – Opening the Meeting AUGUST 27, 2026 REGULAR MEETING

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 – Approval of Electronic Participation by a Council Member (if needed) 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 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 MEETING 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

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 6 – Approval of Minutes

6. Approval of 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 minutes as presented [or, with the discussed amendments made by consensus of the Council].

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

TOWN OF URBANNA, VIRGINIA
Town Council — Work Session
Draft MINUTES
July 23, 2026 — 6:00 p.m.

A Work Session of the Town Council of the Town of Urbanna, Virginia, was held on the 23rd day of July, 2026, beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

1. Call to Order

Mayor Robbie Wilson called the meeting to order at 6:00 p.m. and noted that this Work Session would follow a discussion-based format: Council would work through items and, where action is needed, direct staff to bring back a formal proposal, resolution, or ordinance for a future vote.

2. Approval of Electronic Participation by a Council Member

Not necessary; no Council Member requested electronic participation. Town Attorney Andrea Erard participated remotely.

3. Roll Call

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

A quorum was established.

Others Present: Andrea Erard, Town Attorney (via electronic participation); Michelle Hutton, Town Treasurer; Geri Reyes, Office Assistant; John Edwards, Consultant, Local Solutions, Inc.; Members of the public.

4. Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

5. Review and Adoption of Meeting Agenda

A motion was made and seconded to approve the meeting agenda as published. The motion was approved by unanimous voice vote.

6. Approval of Minutes

The minutes of the July 9, 2026 Regular Meeting were reviewed. A motion was made and seconded to approve the minutes as presented. The motion was approved by unanimous voice vote, all seven members present voting in favor.

7. Public Comment 1 & Council Response

No members of the public signed up for Public Comment 1.

8. Work Session Matters

a. Board of Zoning Appeals (BZA) Vacancy

Staff reported that Ms. Lowe has resigned from the Board of Zoning Appeals (BZA), creating a vacancy. To recruit a replacement, staff have prepared a volunteer interest/application form and a description of the BZA's purpose and responsibilities, to be made available on the Town website and at Town Hall. The BZA was described as a quasi-judicial body, appointed by the Circuit Court, that hears appeals of zoning decisions; it meets infrequently — the last meeting was estimated to have been roughly two years ago.

By consensus, Council directed staff to advertise the BZA vacancy using the prepared volunteer interest form.

b. Purchasing Policy

Council reviewed a draft Purchasing Policy prepared by the Town Attorney, comparing the Town's current (largely informal) practice against the Town of West Point's purchasing policy and the Attorney's proposed draft. No formal adoption occurred; Mr. Edwards and the Town Attorney will incorporate Council's direction from this discussion into a revised policy for consideration and possible adoption at a future meeting. Council's direction on the following points was as follows:

1. **Routine purchases:** Purchases under \$1,000 may be made by the Town Administrator without additional written quotes or Council approval.
2. **Administrator approval ceiling:** The Town Administrator may approve purchases up to \$5,000 without prior Council approval; anything above \$5,000 requires Council approval. Council discussed but did not adopt an inflation-indexed adjustment to this threshold.
3. **Quote requirements:** Purchases between \$1,000 and \$5,000 require three written or oral quotes; purchases over \$5,000 require at least three informal written bids (or formal competitive bidding, where required by law). It was noted that the Town, with a population under 3,500, is not subject to the Virginia Public Procurement Act.
4. **Finance-committee tier eliminated:** Council agreed to remove the prior practice under which the finance committee chair could approve purchases; purchasing decisions above the Administrator's ceiling will go to full Council, not a committee.
5. **Recurring-payment exemption:** Recurring payments under existing contracts (e.g., utilities, debt service, payroll, previously awarded contracts such as trash collection or landscaping) will be exempt from the competitive-quote requirement once the underlying contract has been approved by Council. Council specifically agreed that **outside/additional legal services should not be exempt** and should continue to require Council approval, distinguishing them from the Town's standing legal-services contract.
6. **Purchase order (PO) system:** Council discussed implementing a formal PO system but agreed not to adopt one at this time, citing administrative burden and limitations of the Town's current accounting software (which generates a purchase order automatically at

time of payment). The possibility of a formal PO system may be revisited separately in the future.

7. **Emergency provision:** The draft policy includes an emergency provision allowing immediate purchases necessary to protect public health, safety, or property, with the expenditure to be reported to Council as soon as practicable.
8. **Check-signing authority:** Council discussed the Town's current three-layer check approval process (bill approval by the Mayor/Town Administrator, followed by two authorized signers) and noted the risk of having too few backup signers if one is unavailable. No decision was made; Council noted this should be examined further, including formalizing in policy the check-signing separation that has been followed since it was recommended by a State Police audit some years ago.
9. **Ethics/unauthorized-purchase clause:** The Town Attorney's draft includes an ethics section addressing the State and Local Government Conflict of Interests Act, a gift ban, and an unauthorized-purchase clause. Council did not object to including such provisions and directed the Attorney to draft language for future review; no language was adopted at this meeting.

c. Luna — Marina Berth Request

Council discussed a request to allow the historic sailing vessel *Luna*, currently based in Deltaville, to berth seasonally at the Town Marina. The vessel participates in the Urbanna Oyster Festival annually. The Mayor reported having spoken with John Colamore regarding the vessel's interest in using the Town Marina as a seasonal berth and in offering cruises between Deltaville and Urbanna.

Dedicated dockage would occupy two marina slips (34 and 35) and could result in an estimated \$3,000 in annual lost slip-rental revenue in a worst-case scenario; if the vessel's schedule is provided in advance, the marina could rent the slips when the vessel is away, reducing the potential revenue loss. The vessel would not require significant maintenance at the marina; major repairs are performed at a boatyard elsewhere. Council discussed the potential tourism and economic benefit of the vessel's presence, while acknowledging the direct financial benefit is difficult to quantify.

By consensus, Council agreed to proceed with offering the *Luna* seasonal use of a marina slip and directed staff to obtain a proposed schedule from the vessel's representatives.

d. Town Administrator Recruitment

Consultant John Edwards (Local Solutions, Inc.) led Council through a worksheet to define the recruitment approach for a new Town Administrator, including a job description and a salary survey of comparable localities east of I-95. Surveyed salaries ranged from a part-time position at \$33,000 (Irvington) to full-time positions of approximately \$67,000 (Montrose, based on a 2004 figure), \$90,000 (Mineral), and \$128,000 (Warsaw, population approximately 1,800).

Council discussed at length whether the position should be full-time or part-time, and whether the Town Administrator should also serve as Zoning Administrator or whether zoning should be contracted out (to Middlesex County or a private consultant). It was noted that the current volume of zoning activity is significant, and that a private zoning consultant's quoted rate is approximately \$175 per hour. Council also noted that the County's Zoning Administrator has offered informal, no-cost consultation assistance in the interim.

By consensus, Council directed that the position be advertised as a **full-time** Town Administrator who would also serve as Zoning Administrator, with zoning experience listed as preferred. Mr. Edwards will prepare a job description reflecting this direction for Council's review, with the item expected to return at the August 6, 2026 meeting.

9. Public Comment 2 & Council Response

Daniel Snead, Town Resident, asked about the feasibility of a full-time versus part-time Administrator and the impact on zoning services. Mayor Wilson responded that while a full-time position is ideal, budget constraints necessitate a part-time approach initially, and noted the County Zoning Administrator's offer of free consultation to assist with zoning matters in the interim.

Billy Mayo, Town Resident, asked for an update on the bridge project. Mayor Wilson reported that a drilling crew is scheduled to begin collecting roadway core samples on the 27th, after which lab results will be used to obtain final quotes for a temporary steel bridge; the Town intends to obtain two competitive quotes, although only one is required, in an effort to reduce costs below the previously discussed \$450,000 estimate. The goal is to have the temporary bridge installed and open before the Oyster Festival. The Town's insurance carrier has indicated it will provide coverage once the bridge is engineered, certified, and approved, and once public notification of the scheduled work is provided. Council received the update and directed staff to continue with engineering, competitive pricing, and installation preparations.

10. Council Announcements and Requests

a. Marjorie Austin

Ms. Austin announced that the Second Saturday event will be held Sunday, July 26, 2026, from 3:00 p.m. to 6:00 p.m. at the park. The band **The Misfits** will perform as a fundraiser for the Town. Beer sales will be permitted under the Town's ABC certificate.

b. Alana Courtney

Ms. Courtney noted that she has taken up the Council's request regarding Accessory Dwelling Units (ADUs). Town Attorney Andrea Erard advised that the applicable state law does not take

effect until July 1, 2027, giving the Town time to plan, but that it is a significant issue that will likely require inventorying existing accessory dwelling units in advance of implementation. She will provide a fuller briefing at a future meeting.

11. Closed Meeting

Not necessary.

12. Adjourn or Recess

A motion was made and seconded to adjourn. The motion was approved by unanimous voice vote. The exact adjournment time was not confirmed in the materials provided (see Open Questions).

Respectfully submitted,

Geri Reyes, Office Assistant

Approved: _____ (date of adoption)

DRAFT — FOR CLERK REVIEW

TOWN OF URBANNA, VIRGINIA

Town Council — Called Meeting

MINUTES

August 6, 2026 — 6:00 p.m.

A called meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 6th day of August, 2026, beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

1. Call to Order

Mayor Wilson called the meeting to order.

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

Not necessary; no member participated electronically.

3. Roll Call

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

A quorum was established.

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

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

Before proceeding to the Pledge of Allegiance, Mayor Wilson asked Council to observe a moment of silence in memory of Geri Reyes, who had recently begun assisting in the Town office and had recently passed away. The Mayor spoke of her long service to the Town in various roles and their personal friendship, noted that her family would be gathering privately, and stated that the Town intends to hold a celebration of life in her honor at a later date, to be coordinated with her family.

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Review and Adoption of Meeting Agenda

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

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

A member of the public, Kristi Anzivino, addressed Council on two matters.

The commenter reported that the pool contractor had done a much better job this year with cleaning, including the bathrooms. The Mayor stated he had passed the earlier feedback on to the pool company and agreed that improvement was evident.

Question: The commenter asked whether anything could be done to bring attention to the four-way stop, noting that vehicles traveling down Main Street were not stopping. Response: The Mayor reported that he had raised the issue with a Virginia Department of Transportation (VDOT) engineer, who indicated that VDOT could not justify installing a flashing light because there was no record of accidents at that intersection. He noted the Town would continue to raise the issue.

7. Work Session Matters

a. Town Administrator Recruitment Discussion

Consultant John Edwards of Local Solutions, Inc. (LSI) led Council through a draft job description and recruitment plan for a full-time Town Administrator, with a proposed salary range of \$75,000 to \$104,000.

In response to a question about employee benefits, it was explained that the Town currently offers full-time employees health insurance through the state/local government group plan (“local choice”), with the Town paying 80% of the premium and the employee paying 20%; the plan includes vision and dental coverage for the employee, though family coverage is not Town-paid. It was noted that the Town cannot exclude a new hire from the group plan or offer a stipend in lieu of it without withdrawing the entire Town from the local choice program, which would require a buyback payment based on the Town’s prior contribution history.

Members discussed the trade-offs between a full-time and a part-time Administrator. Several members felt that growing the Town’s revenue base — including the marina, and maintaining aging infrastructure (water and sewer lines installed in the 1950s–60s) would require a full-time position with dedicated capacity beyond day-to-day administrative work. It was noted that if the position is designated full-time, benefits must be offered to the position on the same basis as for other full-time employees.

Council discussed the minimum education requirement in the draft description. By consensus, Council directed that the “Master’s degree preferred” language be removed, retaining a minimum requirement of a bachelor’s degree, with three to five years of progressively responsible experience preferred and flexibility for an otherwise exceptional candidate.

Council also discussed expectations around remote work. By consensus, Council directed that the position be expected to work in the office Monday through Friday during regular business

hours (8:30 a.m. to 4:30 p.m.), with reasonable flexibility for evening meetings, deliveries, or service appointments, but not as a standing remote-work arrangement.

Regarding advertising, Council directed staff and the consultant to post the position on the Town website and Facebook page, on LinkedIn, on the Virginia Municipal League (VML) and Virginia Association of Counties sites, on Indeed, and in the Richmond Times-Dispatch, at an estimated cost of approximately \$500 against the Town's overall advertising budget of approximately \$6,000. The target posting date discussed was on or about September 2, with applications due around September 8.

Regarding the selection process, by consensus Council directed that all applications be provided to the full Council rather than screened out in advance by a subcommittee, though the consultant and staff would review and rank applications to help focus Council's review. Screening would be handled through the Personnel Committee process, with an initial round of interviews conducted by Zoom where appropriate and finalist interviews conducted in person. Application materials distributed to Council would later be collected and destroyed to preserve confidentiality of unsuccessful applicants.

No formal vote was taken on the job description or recruitment plan; Council's direction was given by consensus.

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

Question: A member of the public asked why Council was proceeding through the remainder of the agenda when the meeting had been called specifically to address the Town Administrator recruitment advertisement. Response: Council explained that although advancing the recruitment advertisement was the primary purpose of the called meeting, the remaining agenda items would also be addressed since the next regular meeting was two weeks away.

9. Council Announcements & Requests

Councilmember Austin: Announced that the Second Saturday event would be held Saturday, August 8, 2026, from 4:00 to 8:00 p.m., featuring a new food truck, "Soul Food," operated by Benny Bagby and his wife; Dragon Run Dogs; and a band identified in the recording as "Bobby Black Hat". Beer sales will be permitted; attendees may bring their own coolers, but glass bottles are not allowed.

Councilmember Chowning: Reported he did not attend the Founders day event but heard about excellent attendance and Martha Washington's banter with the mayor.

Alana Courtney: Had nothing to report at this time.

Councilmember Wilson: Indicated a more extensive update would be provided at the next meeting.

Council discussed staffing arrangements for the Second Saturday event, including checking identification and distributing wristbands for beer sales.

Council members also discussed the Founders Day event, which had been covered by local media, including video posted on the Town's Facebook page, and thanked those who helped organize activities and arrange guest participants.

Mayor Wilson thanked Meribel for assisting with the video recording of tonight's meeting.

10. Closed Meeting - If Needed

Not necessary; Council did not convene a closed meeting.

11. Adjourn or Recess

A motion was made to adjourn and was seconded. The motion was approved by unanimous voice vote.

Respectfully submitted,

_____ -

Robbie Wilson, Mayor

Approved: _____



TOWN COUNCIL

Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 7 – 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

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 8 – REPORTS

Background: Our monthly treasurer's and town administrator's reports are included for your review, and this month we have our annual Urbanna Mako's swim team end of season report. Additionally we have a new report that will become a regular item, a town marina report.

Fiscal Impact: None

Staff Recommendation: None

Council Action Requested: None; this item is for informational purposes only and no Council action is requested.



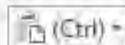
Treasurer's Report

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

Account Balance thru 6/30/2025	Prior Year	Prior Month	Statement Date
	6/30/25	5/31/26	6/30/26
Primis Bank General Operating Bank Account	1,020,102.11	476,416.98	527,081.24
Renter Water Deposits	-19,501.66	-21,231.66	-21,231.66
Net Operating General Bank Account (Adjusted Bal)	995,276.17	473,819.83	509,852.87
Primis – USDA Well Replacement reopened (8/2/24)	46,615.07	4,679.40	14562.28
C&F Bank Historic Trust (new 3/1/2023)	67,212.82	66,307.10	67,185.97
C&F Bank - Water Fund Reserve (13 <u>mo</u> CD) 4/15/26	122,304.47	126,942.14	Next interest 07/15/2026
C&F Bank – General Fund Reserve (13 <u>mo</u> CD) 4/15/26	101,185.04	105,021.89	Next interest 07/15/2026
C&F Bank -Operating Reserve (13 <u>mo</u> CD) 4/15/26	423,807.69	439,878.09	Next interest 07/15/2026
Taber Trust – Account Value	1,020,362.92	1,205,694.40	1,205,694.40
Taxes listed below are collected for prior month(s)	6/30/25	5/31/2026	6/30/26
Meals Tax collected in June	19,946.34	17,046.25	29,220.24
Lodging Tax collected in June	1,528.29	1,513.12	4,608.81
Cigarette Tax collected in June	994.31	703.84	878.87

EXPENDITURES:

6/23/2026 Metro Contractors, Inc. \$23,400.00
Water valve repairs in the roadway.



REVENUE:

\$14,250.00 from USDA Loan, proceeds from prior expenses. Deposited to Primis USDA checking account.

July 15, 2026
09:23 AM

Meals Tax

Town of Urbanna
2026 Revenue Summary by Month

Page No: 1

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: 06/30/26
Subtotal CAFR: No

Account No	Description											
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0001	Meals Tax - Local											
191379.85	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79	11861.01	17046.25	29220.24
Fund Total												
191379.85	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79	11861.01	17046.25	29220.24
Grand Total	Count: 1											
191379.85	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79	11861.01	17046.25	29220.24

July 15, 2026
09:21 AM

Lodging Tax

Town of Urbanna
2026 Revenue Summary by Month

Page No: 1

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: 06/30/26
Subtotal CAFR: No

Account No	Description											
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12100-0001	Lodging Tax											
33078.67	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64	2907.32	1513.31	4608.81
Fund Total												
33078.67	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64	2907.32	1513.31	4608.81
Grand Total	Count: 1											
33078.67	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64	2907.32	1513.31	4608.81

Water Sales

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: 06/30/26							
Subtotal CAFR: No													
Account No	Description												
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
500-17010-0001	Water Sales Charges												
395396.18	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	38045.59	22789.66	44887.68	
Fund Total													
395396.18	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	38045.59	22789.66	44887.68	
Grand Total	Count: 1												
395396.18	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	38045.59	22789.66	44887.68	



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: August 27th, 2026
Subject: July & August 2026 Report

This report covers activity since our July 9th meeting. With the August regular meeting canceled, it spans two busy months, so the list below is a little longer than usual.

The following are highlights of items accomplished in July and August:

- The Big News: I have been working diligently on obtaining quotes for an affordable temporary bridge solution for the town marina. I am proud to announce I have obtained several good options, and we will be going into closed session tonight to review and possibly select a quote to restore marina vehicular access.
- I received a visit from Congressman Wittman. He came to update us that he submitted a \$4,400,000 Community Project Funding request for the Marina Bridge project, which has been included in the FY27 Transportation-HUD appropriations bill at the full requested amount. The bill has passed out of the Appropriations Committee and is awaiting floor action. These funds would be available in FY27 and have to be spent/committed in that year, not a small task. I hope to receive more detail soon. In return, he received the VIP golf cart tour.
- I met with Lee McKnight, VDOT's Saluda Residency Administrator, for a meet and greet and a golf cart tour of town. We reviewed several drainage and sidewalk issues, and I inquired about getting the golf cart zone expanded to the Mexican restaurant. While sympathetic to my quest to free the tacos, the process of getting the speed limit changed will require a traffic study, and the prospects of success are dim. I do not plan on giving up.
- The Town Administrator search continues. John Edwards came on board in mid-July to assist with administrative tasks and the personnel search. He has developed a system for quickly organizing and screening applications and has endured all of my golf cart tours.
- A draft purchasing policy has been developed from a guidance worksheet I put together, with review by John Edwards and the town attorney. A final redline was completed in early August, and I expect to bring it to Council for adoption soon.
- Founders Day on August 1st was a success. We worked through the event insurance requirements with VRSA and the organizers; coverage was secured with a certificate on file, and I had the honor of delivering the guest speaker's introduction. Martha Washington did not take kindly to me mentioning her age in public.

- I signed a berthing letter with the Colonial Seaport Foundation for the Luna to use the town dock. Both parties are treating this as an experiment, with the ship expected in port about one weekend a month next year.
- The pool season continues successfully. We purchased an aerator to help manage water temperature and reduce freshwater use, and the swim team wrapped up its season with a pool party on July 29th.
- There is a vacancy on the BZA. I worked through the state code appointment process with the town attorney, advertised for a volunteer, and sent an interest form to a prospective applicant, who has accepted; her appointment resolution is on tonight's agenda.
- Routine zoning and enforcement work continued: we addressed several grass issues and met with several potential SUP applicants. Mr. Edwards has been of great assistance.
- I have been assisting several volunteer groups around town. There are several repair projects underway, and the town has been supporting them by providing materials while they provide the labor. I have also purchased liability insurance for them in case they are injured. I am currently working on an updated volunteer program webpage for our website.
- I continue to refine our town council meetings. A new audio system will debut soon, and in-house tooling has been created to improve the speed and accuracy of YouTube videos, minutes, and agenda packets.
- I have refined and updated job descriptions for Museum Docent and Marina Dock hand, and we will be advertising soon to fill those vacancies.

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

Robbie

Urbanna Town Marina Monthly Report for July 2026

We had 19 boats arrive for lunch/shopping in town.

There were 3 boats (transient) for a total revenue of \$292.00

Monthly Slip Rental was \$4,000.00

1 ½ Annual income was \$4,800.00

Extra Amenities Total \$456.00

Ice	\$ 129.00
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Laundry	\$157.00
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Drink/Snack	\$130.00
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Showers	\$ 40.00
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Total monthly income was \$9,548.00 for July 2026.

We and our volunteers replaced 117 boards on pier and ramps, replaced 8 cleats and built a prototype of railings and replaced 1 section, Stained area at North Ramp and Re-organized both sheds which will be done monthly.



**TOWN
COUNCIL**

Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 8d – Urbanna Makos Swim Team End of Season Report

8.d. Urbanna Makos swim team update

Background: Jill Shores and/or Shannon Sears will provide an update on the 2026 swim team season

Fiscal Impact: None

Staff Recommendation: None

Council Action Requested: None



TOWN COUNCIL

Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 9a – Town Administrator Recruitment discussion

9.a. Town Administrator Recruitment discussion

Background: John Edwards of Local Solutions has drafted a six-week hiring schedule for recruiting a new Town Administrator, along with a standardized application screening sheet. The schedule sets a September 8, 2026 application deadline and lays out screening, two rounds of candidate interviews, reference and background checks, and a target date of October 20, 2026 to extend a job offer.

Fiscal Impact: None

Staff Recommendation: The materials note that the proposed dates are a starting point for discussion and should be adjusted to align with Council's regular meeting calendar and members' availability, particularly so the full Council can weigh in before an offer is extended. The documents also flag that Council should decide in advance how to proceed if no acceptable finalist emerges after the second round of interviews.

Council Action Requested: Council is asked to discuss and provide input on the draft six-week hiring schedule, including adjusting the timeline to fit its meeting calendar and confirming how reference/background checks and interview panels will be handled. Council is also asked to discuss the screening tool for evaluating applications and to consider in advance a contingency approach if no acceptable finalist is identified.

Sample Motions:

None Needed

TOWN OF URBANNA, VIRGINIA

Town Administrator Hiring Process — Draft Schedule

Prepared for discussion with Town Council

Goal: Extend a job offer within six weeks of the application deadline (by October 20, 2026), with two rounds of candidate interviews. Dates below are a starting point for discussion and should be adjusted to align with Council's regular meeting calendar and members' availability.

SIX-WEEK TIMELINE

Week 1

Sept. 8 – 12, 2026

Application Deadline & Screening

- Application deadline: Tuesday, September 8, 2026.
- Mayor and Local Solutions reviews all applications against minimum qualifications using the standardized screening sheet and provides results to Town Council at its meeting on September 10, 2026.
- Town Council selects candidates for first-round interviews.

Responsible: Mayor / Town Council / Local Solutions

Week 2

Sept. 14 – 18, 2026

Round 1 Scheduling & Preparation

- Finalize the round 1 candidate list and notify candidates of interview times.
- Confirm interview panel composition and distribute interview questions and scoring sheets.
- Notify candidates not advancing.

Responsible: Mayor / Local Solutions

Week 3

Sept. 21 – 25, 2026

Round 1 Interviews

- Conduct first-round panel interviews (approx. 45–60 minutes per candidate).
- Town Council completes scoring sheets and debriefs immediately after each interview.
- Identify 2–3 finalists to advance to round 2.

Responsible: Mayor / Town Council / Local Solutions

Week 4

Sept. 28 – Oct. 2, 2026

Reference Checks & Round 2 Preparation

- Conduct reference and background checks for round 2 finalists.
- Schedule round 2 interviews; confirm format (e.g., extended panel interview, meeting with department heads, informal community/site visit).
- Brief Town Council on finalists ahead of round 2.

Responsible: Mayor / Local Solutions

Week 5**Round 2 Interviews & Council Deliberation**

Oct. 5 – 9, 2026

- Town Council conducts round 2 interviews.
- Complete any outstanding reference or background checks.
- Town Council discusses finalists and reach consensus on a top candidate.

*Responsible: Mayor / Town Council***Week 6****Offer & Negotiation**

Oct. 12 – 20, 2026

- Extend a verbal offer to the top candidate; negotiate salary, start date, and other terms.
- Issue a formal written offer letter.
- Target: offer extended no later than Tuesday, October 20, 2026 — six weeks from the application deadline.

*Responsible: Mayor (on Council's authority)***NOTES FOR COUNCIL DISCUSSION**

-
- Council meeting alignment: Round 2 (Week 5) and the offer decision ideally coincide with a regular or specially called Council meeting so the full body can weigh in before an offer is extended. If Council's regular meeting schedule doesn't line up with these weeks, the affected phase may need to shift by several days.
 - Reference/background check turnaround: Week 4 assumes standard reference checks (a few business days). If a formal background check, credit check, or DMV record request is required, that step may need to start earlier or run in parallel with round 1.
 - Negotiation buffer: Week 6 targets an offer by October 20, but final acceptance, a counter-offer discussion, or a candidate's notice period at a current employer could extend the actual start date beyond that.
 - Contingency: If no acceptable finalist emerges after round 2, Council should discuss in advance whether to extend the search, reopen the posting, or consider an interim administrator.

TOWN OF URBANNA, VIRGINIA
Town Administrator — Application Screening Sheet

Candidate: _____

Reviewer: _____

Date Reviewed: _____

Instructions: Use this sheet to screen each application against the minimum qualifications and key responsibilities in the Town's Position Announcement before advancing a candidate to interview. Base answers on the cover letter, resume, and references submitted.

MINIMUM QUALIFICATIONS

Minimum Qualification	Met?		
Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field (or equivalent combination of education, training, and experience)	☐ Yes	☐ No	☐ Unclear
3 to 5 years of progressively responsible experience in local government administration, zoning, or public sector management	☐ Yes	☐ No	☐ Unclear
Demonstrated knowledge of municipal finance and human resources	☐ Yes	☐ No	☐ Unclear
Demonstrated knowledge of Virginia land use laws	☐ Yes	☐ No	☐ Unclear
Evidence of strong interpersonal and communication skills (cover letter, references, work history)	☐ Yes	☐ No	☐ Unclear
At least three professional references provided	☐ Yes	☐ No	☐ Unclear
Application complete: cover letter, resume, and references submitted	☐ Yes	☐ No	☐ Unclear

EXPERIENCE ALIGNED TO KEY RESPONSIBILITIES

Responsibility Area	Evidence in Application					
Managing daily municipal operations and staff	None evident	☐	☐	☐	☐	Extensive
Serving as liaison to an elected body (council, board, or commission)	None evident	☐	☐	☐	☐	Extensive
Zoning administration / land use enforcement / subdivision agent experience	None evident	☐	☐	☐	☐	Extensive
Municipal budget development and administration	None evident	☐	☐	☐	☐	Extensive
Support for public meetings (council, planning commission, board of zoning appeals)	None evident	☐	☐	☐	☐	Extensive

Community and regional relationship-building

None evident ☐ ☐ ☐ ☐ ☐ Extensive

SCREENING NOTES

Strengths relative to the position:

Gaps or concerns:

Screening Recommendation:

- ☐ Meets minimum qualifications — advance to first-round interview
- ☐ Does not meet minimum qualifications — do not advance
- ☐ Meets qualifications on an equivalent-combination basis — advance with note



TOWN COUNCIL

Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 9.b – NEW BUSINESS – Recommendation for Appointment to the Board of Zoning Appeals

Background: The BZA seat held by Martha J. Lowe became vacant after her election to Town Council, leaving a term that expires August 31, 2026. The Town advertised the vacancy and, by the August 14, 2026 deadline, received one completed Interest & Registration Form, from Lucy Kay Pearce, a Town resident who certifies she meets the eligibility requirements of Virginia Code § 15.2-2308 and who has more than forty years of experience in the mortgage industry. No other eligible residents applied, and because BZA members are appointed by the Circuit Court of Middlesex County, Resolution 2026-014 asks Council to recommend Pearce to the Court for the unexpired term through August 31, 2026 and, thereafter, for a full five-year term through August 31, 2031.

Fiscal Impact: None.

Staff Recommendation & Council Action Requested: Adopt Resolution 2026-014 recommending Lucy Kay Pearce to the Circuit Court of Middlesex County for appointment to the Board of Zoning Appeals.

Sample Motion: I move to approve Resolution 2026-014 recommending to the Circuit Court of Middlesex County that Lucy Kay Pearce be appointed to the Town of Urbanna Board of Zoning Appeals for the unexpired portion of the vacant term expiring August 31, 2026, and for a full five-year term beginning September 1, 2026 and expiring August 31, 2031.

Attachments: BZA Interest & Registration Form submitted by Lucy Kay Pearce; Resolution 2026-014 recommending her appointment to the Middlesex County Circuit Court.



TOWN OF URBANNA, VIRGINIA INTEREST & REGISTRATION FORM

Board of Zoning Appeals (BZA) Member · Remainder of Term Through August 31, 2026

PURPOSE OF THIS FORM:

The Town of Urbanna is accepting expressions of interest from qualified residents who wish to be considered for appointment to fill a current vacancy on the Board of Zoning Appeals (BZA). Under Virginia Code § 15.2-2308, BZA members are appointed by the Circuit Court of Middlesex County; the Town Council will review submissions and may recommend candidates to the Court. The appointment covers the unexpired portion of the vacant term, which expires August 31, 2026; the appointee may also be considered for reappointment to the full five-year term beginning September 1, 2026. Completion of this form does not guarantee appointment or recommendation.

DEADLINE: Friday, August 14, 2026 at 4:00 PM

SUBMIT TO: Urbanna Town Office · 300 Virginia St · Urbanna, VA 23175

SECTION 1 — APPLICANT INFORMATION

FULL LEGAL NAME (FIRST · MIDDLE · LAST · SUFFIX) *

Lucy Kay Pearce

DATE OF BIRTH *

04-04-1961

PHONE NUMBER *

703-615-7097

EMAIL ADDRESS *

kpearce2017@gmail.com

SECTION 2 — PHYSICAL / RESIDENTIAL ADDRESS

Must be your current physical residence address within town limits. P.O. Boxes are not accepted here.

STREET ADDRESS *

450 Rappahannock Ave

CITY / TOWN *

Urbanna

STATE *

VA

ZIP *

23175

COUNTY

Middlesex

SECTION 3 — MAILING ADDRESS

☐ Same as physical / residential address above

MAILING STREET ADDRESS / P.O. BOX

P.O. Box 425

CITY / TOWN

Urbanna

STATE

VA

ZIP

23175

SECTION 4 — ELIGIBILITY CONFIRMATION

Check each box to confirm you meet the stated requirement. Incomplete eligibility sections will disqualify your submission.

- ☒ I am a current resident of the Town of Urbanna and reside within its corporate limits, as required for membership on the Board of Zoning Appeals by Virginia Code § 15.2-2308.
- ☒ I am at least 18 years of age (or the minimum age required by applicable Virginia state law).
- ☒ I hold no other public office in the Town of Urbanna, and I understand that under Virginia Code § 15.2-2308 a BZA member may hold no other public office in the locality, except that one member may also serve on the local planning commission and any member may be appointed an officer of election.
- ☒ I am not aware of any current legal, ethical, or financial conflict of interest that would prevent me from serving on the Board of Zoning Appeals.
- ☒ I understand this appointment fills a vacancy and, as required by Virginia Code § 15.2-2308, covers only the unexpired portion of the vacant term, which expires August 31, 2026. Members may be reappointed, but this appointment carries no guarantee of reappointment to the term beginning September 1, 2026.
- ☒ I understand that appointment to the Board of Zoning Appeals is made by the Circuit Court of Middlesex County, and that the Town Council's role is limited to reviewing and recommending candidates to the Court.

SECTION 5 — BACKGROUND & STATEMENT OF INTEREST

CURRENT OCCUPATION / EMPLOYER

CMG Home Loans / Production Manager

PRIOR CIVIC, BOARD, OR GOVERNMENT SERVICE (IF ANY)

STATEMENT OF INTEREST *

Briefly describe why you wish to serve on the BZA and any relevant experience (zoning, land use, real estate, construction, law).

I have 40 years plus in the mortgage industry so this position seems to be the perfect fit for me and a way I can volunteer in my community.

SECTION 6 — PUBLIC RECORDS ACKNOWLEDGMENT

☒ I understand and acknowledge that this registration/interest form and all information submitted herein — including but not limited to my full legal name, address(es), contact information, and statement of interest — may be considered a public record under applicable Virginia law and **MAY BE RELEASED TO THE PUBLIC**, including through posting on the Town's official website, distribution to media, inclusion in public meeting agendas or minutes, transmittal to the Circuit Court of Middlesex County, or in response to a Freedom of Information Act (FOIA) request.

★ You must check this box to submit a complete application.

SECTION 7 — CERTIFICATION & SIGNATURE

By signing below, I certify that all information provided in this form is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation may result in immediate disqualification from consideration and/or removal from office if discovered after appointment (see Virginia Code § 15.2-2308).

APPLICANT SIGNATURE

PRINTED NAME

Lucy Kay Pearce

DATE

8/18/26

SUBMISSION INSTRUCTIONS

Email:

In Person: Town Hall · 300 Virginia Street · Urbanna, VA 23175 (regular business hours)

Mail: Town of Urbanna · P.O. Box 179, Urbanna, Virginia 23175

Questions: Town Office · (804) 758-2613

All submissions must be received no later than the deadline noted above. Late or incomplete submissions may be disqualified.

FOR OFFICE USE ONLY

RECEIVED BY

DATE & TIME RECEIVED

APPLICATION #

*Proposed for Adoption by the Urbanna Town Council
August 27, 2026 Regular Meeting*

RESOLUTION 2026-014

**RECOMMENDATION TO THE MIDDLESEX COUNTY CIRCUIT COURT FOR CITIZEN
APPOINTMENT TO THE TOWN OF URBANNA BOARD OF ZONING APPEALS**

WHEREAS Martha J. Lowe resigned from the Town of Urbanna Board of Zoning Appeals (BZA) upon her election to the Urbanna Town Council, creating a vacancy in a seat whose term expires August 31, 2026; and

WHEREAS the Town Council authorized staff to advertise the vacancy, with completed Interest & Registration Forms due to the Town Office by August 14, 2026; and

WHEREAS Lucy Kay Pearce completed Interest & Registration Form; and

WHEREAS members of the BZA are appointed by the Circuit Court pursuant to Virginia Code § 15.2-2308, and the Town Council now desires to make a recommendation to the Circuit Court of Middlesex County for appointment to the vacant seat;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia to recommend to the Circuit Court of Middlesex County that Lucy Kay Pearce be appointed to the Town of Urbanna Board of Zoning Appeals for the unexpired portion of the vacant term expiring August 31, 2026, and thereafter for a full five-year term beginning September 1, 2026 and expiring August 31, 2031.

DONE this 27th day of August, 2026.

Mayor, Town of Urbanna



TOWN COUNCIL

Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 9c – Resolution 2026-015 for Geri Reyes in memorandum presented to the Reyes Family

9.c. Resolution 2026-015 for Geri Reyes in memorandum presented to the Reyes Family

Background: As many of you know, Geri Pritchard Reyes served the Town of Urbanna beginning January 22, 2018, first as a museum docent giving tours and presentations on the John Mitchell Map, then as a tour guide and clerk, and in 2026 as Office Assistant in the Town Office. Resolution 2026-015 recognizes her contributions and the loss felt at her passing.

Fiscal Impact: None

Staff Recommendation: None

Council Action Requested: The Council is asked to adopt Resolution 2026-015 in memory and appreciation of Geri Pritchard Reyes, so that a copy can be presented to her family as an expression of sympathy, respect, and appreciation.

Sample Motions:

I move to ...

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)

Proposed for Adoption by the Urbanna Town Council
August 27, 2026 Regular Meeting
RESOLUTION 2026-015

IN MEMORY AND APPRECIATION OF GERI PRITCHARD REYES
In Service to the Town of Urbanna, January 22, 2018 – 2026
Museum Docent, Tour Guide, Clerk, and Office Assistant

WHEREAS Geri Pritchard Reyes served the region for sixteen years as a Senior Case Manager with the Tri-River Alcohol Safety Action Program, from 2000 to 2016, building a career marked by diligence, sound judgment, and service to others; and

WHEREAS, beginning January 22, 2018, Geri served as a docent at the Town of Urbanna Museum, where she welcomed visitors, gave tours and presentations of the historic John Mitchell Map, cared for the museum's exhibits and collections, and shared the Town's history with all who came through its doors; and

WHEREAS Geri further served the Town as a tour guide and clerk, and in 2026 joined the staff of the Town Office as Office Assistant, where she threw herself into learning her new role, recorded the minutes of Council meetings, and undertook the scanning and preservation of the Town's historical records; and

WHEREAS Geri carried out every duty with care, professionalism, and genuine warmth, and it was evident to all who worked alongside her that she truly cared about doing a great job; and

WHEREAS a town as small as Urbanna is held together by the people who show up day after day and give their best, and Geri was one of those people, whose absence will be felt deeply by everyone who had the privilege of knowing and working with her;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of The Town of Urbanna, Virginia acknowledges the many contributions to the Town by Geri Pritchard Reyes and the great loss to the community at her passing; and

BE IT FURTHER RESOLVED that the Urbanna Town Council expresses its gratitude and respect for the example of service, dedication, and kindness which Geri embodied; and

BE IT FINALLY RESOLVED that a copy of this Resolution be presented to the family of Geri, as an expression of sympathy, respect, and appreciation from the Town Council of the Town of Urbanna.

DONE this 27th day of August, 2026.

Mayor, Town of Urbanna



Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 10 – CLOSED MEETING

Item 10 – Motion to Convene Closed Meeting

Motion: I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with Section 2.2-3711 (A)(29) of the Code of Virginia to discuss or consider a contract for construction of a temporary Oyster Road Bridge, because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council.

Motion, Second, Discussion, Roll Call by Clerk

10b – Motion to Reconvene in Open Session

Motion: I move that the Town of Urbanna Town Council reconvene in open session.

Motion, Second, Discussion, Voice Vote

10c – Certification of Closed Meeting

Motion: I move that the Town Council of the Town of Urbanna approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

Motion, Second

Discussion - If any councilmember disagrees, they must so state at this time.

Roll Call by Clerk

*Proposed for Adoption by the Urbanna Town Council
August 27, 2026 Regular Meeting*

RESOLUTION 2026-016

**AWARD OF A PUBLIC CONTRACT FOR INSTALLATION OF TEMPORARY BRIDGE
ON OYSTER RD**

WHEREAS the Town solicited and received three quotes for installation of a temporary bridge solution at Oyster Rd.; and

WHEREAS _____ proposal presented the methodology best suited to the project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the Town Council awards a public contract to _____ in the amount of \$_____ for installation of a temporary bridge solution subject to final review and approval of the contract by town attorney.

DONE this 27th day of August, 2026.

Mayor, Town of Urbanna



TOWN COUNCIL

Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

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

AUGUST 27, 2026 REGULAR MEETING

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.



**TOWN
COUNCIL**

Agenda Item Summary

AUGUST 27, 2026 REGULAR MEETING

Agenda Item: 13 – ADJOURN OR RECESS

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