



**TOWN OF IRVINGTON, VIRGINIA  
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES  
IRVINGTON BAPTIST CHURCH  
THURSDAY, July 9, 2026; 6:30 p.m.**

**AGENDA –**

**A. CALL TO ORDER – 6:33 p.m.**

**B. ROLL CALL**

W. Nunnally, present  
M.W. Cline, present  
F. Westbrook, present  
M.C. Bradley, present  
S. Van Saun, present  
P. Robinson, present  
J. Harris, present

**C. APPROVE AGENDA**

**Motion made by W. Nunnally to approve the agenda.**

**Seconded by S. Van Saun.**

**Motion carried unanimously.**

**D. APPROVE MINUTES**

- June 11, 2026 Town Council Regular Called Meeting  
**Motion made by P. Robinson to approve the June 11, 2026 minutes.**  
**Seconded by S. Van Saun.**  
**Motion carried unanimously.**
- June 18, 2026 Town Council Special Called Meeting  
**Motion made by M.C. Bradley to approve the June 18, 2026 minutes.**  
**Seconded by F. Westbrook.**  
**Motion carried 5-0-1. S. Van Saun abstained.**

**E. FINANCIAL REPORT**

- Treasurer's Report – accepted.

**F. PUBLIC COMMENT**

- Comments from citizens on any topic.
  - S. Mattheissen (representing Indian Creek Yacht and Country Club): Mr. Mattheissen introduced himself as the chair of the America Junior Golf Association Tournament at Indian Creek. He shared that, following the success of the inaugural event - which was ranked the number one tournament in the country last year - the tournament will return to the region from August 9 through August 13, 2026. The event attracts some of the top high school golfers from across the country and welcomed 257 visitors in 2025.



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Mr. Mattheissen highlighted the positive economic impact the tournament had on area businesses, including those in Irvington, and requested that the Town consider sponsoring the event again in 2026.

- Ms. Van Saun commented that the recognition board displayed at the tournament was impressive and emphasized her belief in the importance of Irvington being recognized as a community partner and contributor to the event.
- The Mayor asked whether the Council could proceed with making a donation that evening, noting that the matter was not specifically included on the meeting agenda. She referenced the newly enacted Virginia law requiring Town Councils to refrain from taking final action on items added to the agenda after the meeting has begun.
- Mr. Dyson, the Clerk, noted that, if it was the Council's desire to proceed, the Council could express its intent to make a donation and then take final action to appropriate the funds at the following meeting.
- The Town Attorney agreed with the Clerk's interpretation of the new law.
- Ms. Westbrook asked whether it would be helpful for the Town to provide Mr. Mattheissen with a letter outlining its intent to sponsor the event. Mr. Mattheissen agreed that such a letter would allow him to include Irvington on the sponsor list and related materials, even if the Town needed to wait until the following meeting to formally approve the payment.

**G. REPORT FROM THE MAYOR, *J. Harris***

- Mayor Harris expressed her appreciation to all residents and volunteers for their flexibility and understanding as extreme heat and severe weather affected several events during the July 4th holiday season. She noted that the Air Force Band Concert was shortened due to a storm, while the parade was cancelled because of the excessive heat. Despite these challenges, many events, including the Rappahannock River Yacht Club boat parade, were greatly enjoyed.
- The Mayor thanked Coordinator LuAnne Davis and Council Member Mary Windsor Cline for their efforts in planning the parade. She also expressed her appreciation to the local Fire Departments in White Stone and Kilmarnock for driving through town and sounding their sirens after the parade cancellation, helping to bring a festive spirit to the community in lieu of the parade.

**H. REPORT FROM TOWN ATTORNEY, *K. Kemp***

- Ms. Kemp briefly reported on the retail marijuana law passed by the General Assembly and signed into law by the Governor. The big takeaways for localities, according to Ms. Kemp, were that localities may not prohibit licensed retail marijuana sales outright, but they retain zoning and other traditional land-use authority over where and how retailers



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operate. In addition, localities are authorized to impose a local excise tax on retail marijuana sales by ordinance, within specific limits.

**I. REPORT FROM THE TOWN ADMINISTRATOR, *J. Nelson***

- No report.

**J. REPORT FROM PLANNING COMMISSION, *T. Chapman***

- No report.

**K. COMMITTEE REPORTS**

- Budget & Finance Report, *M.C. Bradley*
  - Ms. Bradley noted that, in August, the Budget & Finance Committee would consider the recommendations that George Kuper offered for the Town's Financial Policy. They were also working on preparing the final budget file with completed numbers from the '25-26 Fiscal Year.
  - Ms. Bradley provided brief background on several financial resolutions presented to the Council that night. A key one was to establish a quarterly cash management and investment review policy where excess funds in the town's checking accounts are automatically moved into the town's Money Market Account.
  - Ms. Bradley noted that several comments on the proposed budget were received late in this year's budget process. She stated that the committee would discuss whether changes to the annual budget timeline are warranted and emphasized the importance of receiving feedback early enough in the process to allow adequate time to consider and address concerns.
  - Ms. Bradley reminded the Council that, although the Town operates under an adopted annual budget, individual committees do not have discretionary budgets. Budget line items generally reflect specific anticipated expenses for the fiscal year, with notes prepared by the Budget and Finance Committee identifying the types of expenditures typically included within each line item.
  - Therefore, she explained projects consistent with an existing Operational Budget line item may proceed without additional Town Council approval, provided the expenditure does not exceed the approved amount for that line item. Any expenditure exceeding an approved line item would require Town Council approval for an additional appropriation or transfer of funds from another budget line or funding source. Projects funded through the Capital Budget or the Community Support and Tourism Budget require Town Council approval through the adoption of an appropriation resolution.
  - Mr. Robinson requested permission to add a comment to Ms. Bradley's report, which was granted. He addressed a remark made during the prior meeting's public comment period regarding the Town's allocation of funds for future projects. Mr.



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Robinson clarified that the Town maintains and publicly shares a list of proposed capital projects and priorities, which identifies anticipated projects under consideration as part of the Capital Budget process. He noted that this list provides a five-year outlook for capital planning.

- Codes & Charter Report, *W. Nunnally*
  - No report.
- Facilities Report, *S. Van Saun*
  - Ms. Van Saun reported that the Facilities Committee met on June 15<sup>th</sup> and discussed alternatives following the Town's unsuccessful application for the Ready, Set, Go Grant. The committee is considering a smaller sidewalk project to address the most hazardous section of King Carter Drive near the Aqua curve.
  - Aqua has indicated support for locating the sidewalk on its property, although the Town would seek approval from any additional affected property owners if the project moves forward. The next steps include obtaining engineering proposals and evaluating project feasibility before determining whether to present a recommendation to Town Council. Ms. Van Saun noted that residents will have multiple opportunities to provide input throughout the process.
  - The committee reported that the Town Administrator and Mr. Robinson completed an assessment of sidewalks throughout Town and identified areas requiring repair or further attention. The list of identified concerns has been provided to the Town's previous sidewalk contractor for additional input.
  - The committee reported that Verizon addressed the issue with utility doors located within sidewalks, as the doors were owned by Verizon.
  - The committee noted that further discussion will occur regarding the recently acquired property (Lot 33-440), including whether the Town should remove the property boundary between the parcel and the adjacent Town Commons.
  - Discussion regarding potential drainage solutions on the Commons and along Tavern Road remains ongoing.
- Public Safety and Events Report, *M.W. Cline*
  - Ms. Cline acknowledged the disappointment surrounding the cancellation of the July 4th parade, but noted that the decision was made in consideration of the extreme heat and potential health concerns for attendees. She stated that the committee would explore the possibility of organizing a future community event, potentially in the fall, to provide another opportunity for residents to gather.
  - The Committee met on June 18<sup>th</sup> and discussed VDOT's memorandum of recommendations regarding existing road signage. The Committee also continued discussions regarding concerns about speeding along King Carter Drive and the



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potential use of speed feedback signs as a traffic-calming measure.

- Town Operations Report, *F. Westbrook*
  - Ms. Westbrook reported that the Operations Committee had no formal report but invited other committees to share any requests or items for consideration by the Operations Committee. She also commented on the appearance of the new Town flags, while the Mayor noted that the Town's new Christmas decorations had arrived and were currently in storage.
  - Ms. Bradley, Chair of the Budget and Finance Committee, requested that the Operations Committee follow up on a recent email from the Town's IT Consultant and provide feedback regarding recommended technology improvements and potential purchases identified for the FY 2026–27 fiscal year.

**L. OLD BUSINESS**

- Resolution 2026-13 Approving and Appropriating Funds for the Steamboat Era Museum's Irvington Crab Festival
  - Ms. Bradley noted that the town had been a mallet sponsor at a level of \$2,500 in the previous year. Beyond that comment, she recused herself from discussion or from voting on the issue, as Ms. Bradley was serving as chair of the festival.

**Motion made by F. Westbrook to adopt Resolution 2026-13, with \$2,500 included as the donation amount for the Steamboat Era Museum's Crab Festival.**

**Seconded by W. Nunnally.**

**Roll Call Vote:**

**M.C. Bradley, abstained**

**M.W. Cline, yes**

**W. Nunnally, yes**

**P. Robinson, yes**

**S. Van Saun, yes**

**F. Westbrook, yes**

**Motion carried 5-0-1.**

**M. NEW BUSINESS**

- Motions or recommendations by Town Council Members
  - **Motion made by M.C. Bradley recommending that the town draft a letter to the American Junior Golf Association and the Indian Creek Yacht and Country Club, indicating its intent to support the 2026 America Junior Golf Association Tournament at Indian Creek as a gold sponsor for \$2,500. As part of the motion, it was requested that a formal resolution for final decision on this would be presented to Council in August.**  
**Seconded by W. Nunnally.**



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- In discussion, Mr. Robinson noted that while he supported the tournament itself, he did not believe that this event was something that town finances should be allocated toward.

**Motion carried 5-1-0. Robinson voted no.**

- Resolution 2026-16 Appropriating funds for police car  
**Motion made by W. Nunnally to adopt Resolution 2026-16.**  
**Seconded by P. Robinson.**

In discussion, the Mayor noted that the costs for repairs needed on the old car would exceed the purchase of the proposed car that the county intended to sell the town. Ms. Cline requested that the purchased car have tinted windows so that it could be used as a speed deterrent even when an officer was not in the car.

Roll Call Vote:

**M.C. Bradley, yes**

**M.W. Cline, yes**

**W. Nunnally, yes**

**P. Robinson, yes**

**S. Van Saun, yes**

**F. Westbrook, yes**

**Motion carried unanimously.**

- Resolution 2026-17 Declaring the old police car surplus and authorizing its disposal  
**Motion made by W. Nunnally to adopt Resolution 2026-17.**  
**Seconded by P. Robinson.**

Roll Call Vote:

**M.C. Bradley, yes**

**M.W. Cline, yes**

**W. Nunnally, yes**

**P. Robinson, yes**

**S. Van Saun, yes**

**F. Westbrook, yes**

**Motion carried unanimously.**

- Resolution 2026-18 Quarterly Cash Management and Investment Review  
**Motion made by W. Nunnally to adopt Resolution 2026-18.**  
**Seconded by M.C. Bradley.**

Roll Call Vote:

**M.C. Bradley, yes**

**M.W. Cline, yes**

**W. Nunnally, yes**

**P. Robinson, yes**





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**S. Van Saun, yes**

**F. Westbrook, yes**

**Motion carried unanimously.**

- Resolution 2026-19 Renewal of Atlantic Union Bank CDs

**Motion made by W. Nunnally to adopt Resolution 2026-19.**

**Seconded by F. Westbrook.**

Roll Call Vote:

**M.C. Bradley, yes**

**M.W. Cline, yes**

**W. Nunnally, yes**

**P. Robinson, yes**

**S. Van Saun, yes**

**F. Westbrook, yes**

**Motion carried unanimously.**

- Discussion: recommendation from the Public Safety & Events Committee regarding the potential installation of speed feedback signs (PMSDs).
  - Ms. Bradley noted that funding for speed feedback signs was included in the adopted budget and expressed her desire for the Town to utilize those funds for their intended purpose.
  - Mr. Nunnally raised the possibility of using speed feedback signs equipped with camera technology capable of issuing citations to vehicle owners for speeding violations.
  - Mr. Robinson and Ms. Cline questioned whether such technology could be used in locations other than school zones or highway work zones.
  - Ms. Kemp agreed to research the issue and noted that implementation of such a program would require the Town to adopt an ordinance.
  - Following further discussion regarding ticketing capabilities, Ms. Cline clarified that the committee supported moving forward with evaluating standard speed feedback signs and did not consider citation functionality necessary at this stage. She stated that the immediate goal was to gather information regarding available options.
  - The Town Administrator was tasked with gathering additional information.

**Motion made by M.W. Cline to direct the Town Administrator to gather the information needed for Town Council to further consider the installation of Speed Feedback Signs, including regulatory requirements, potential contractors, estimated costs, and other implementation considerations, and to provide a report at the August meeting.**

**Seconded by W. Nunnally.**

**Motion carried unanimously.**



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- Resolution 2026-20 Reappointment of Ruth Fuller to the Planning Commission.  
**Motion made by S. Van Saun to reappoint Ruth Fuller to the Planning Commission.**  
**Seconded by W. Nunnally.**  
During discussion, Ms. Bradley made a request which she clarified was not directed to Ms. Fuller, but simply administrative in nature. Regarding communications with newly appointed or reappointed Planning Commission members, she requested that staff reiterate the Commonwealth's attendance requirements and clarify that failure to meet those requirements may result in a member's removal from the Commission. Mr. Dyson confirmed that the attendance expectations had already been incorporated into the onboarding letter developed for new or renewed Planning Commission members.  
Roll Call Vote:  
**M.C. Bradley, yes**  
**M.W. Cline, yes**  
**W. Nunnally, yes**  
**P. Robinson, yes**  
**S. Van Saun, yes**  
**F. Westbrook, yes**  
**Motion carried unanimously.**

**N. ANNOUNCEMENTS**

- Next Town Council Regular Called Meeting will be August 13, 2026; 6:30 p.m. at Irvington Baptist Church.

**O. ADJOURN – 7:20 p.m.**

**Motion made by W. Nunnally to adjourn.**  
**Seconded by P. Robinson.**  
**Motion carried unanimously.**