Urbanna Town Council
Public Hearing
Town Council Meeting
AGENDA
Town Council Chambers
45 Cross Street
Thursday, November 18, 2021 7:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
    a. October 28, 2021*
    b. October 30, 2021*
6. Reports
    a. Administrator's Report
    b. Treasurer's Report*
    c. Finance Committee
    d. Water Committee
    e. Pool Committee
    f. Planning Commission
7. Taber Trust-Introduction of new Taber Trust administrators-Brian Manetz and Garry Clay of Davenport Investments
8. Public Comment
9. Public Comment Response Period
10. Old Business
11. New Business
    a. December meeting schedule*
    b. Water system upgrades*
    c. Waverly Commons lease*
12. Closed Meeting--*Pursuant to Virginia Code section 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body*
13. Open Meeting
14. Announcements
15. Adjourn

*Document included in meeting packet

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Approval of Minutes
Agenda Item #5a & 5b
Council Action Requested: Yes
Requested by: Martha Rodenburg-Town Clerk

A motion is requested to approve the attached minutes:
October 28, 2021-Monthly Meeting of Urbanna Town Council
October 30, 2021-Urbanna Town Council and Staff Educational Retreat

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Town of Urbanna
Town Council
Public Hearing
Monthly Meeting
Council Chambers-45 Cross St
October 28, 2021

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:01pm

Present

Mayor Barbara Hartley
Council Members
- Marjorie Austin
- Larry Chowning
- Bill Goldsmith
- Merri Hanson
- Bill Smith

Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Martha Rodenburg-Town Clerk
Andrea Erard-Town Attorney
Members of the public and press

Councilmember Hollberg was absent as a result of a previously scheduled medical procedure

All present said the Pledge of Allegiance

PUBLIC HEARING

A public hearing took place regarding the proposed resolution to exchange a parcel of land (Tax Map 20B-1, Parcel 3A), owned by the Town of Urbanna for two parcels of land (Tax Map 20, Parcel 26 and Tax Map 19-12, Parcel 1) owned by Thurston Properties, LLC.
Councilmember Smith presented that Tax Map 19-12, Parcel 1, when owned by the Town, will be utilized for a future well the Town will be required to have operational by the year 2032. This parcel can only be used for well construction, and cannot be developed.

Andy Anderson inquired as to what Mr. Mullins (Thurston Properties) intended to do with the parcel he would be receiving from the Town. Councilmember Smith indicated that he believed it was to join to other parcels currently owned by Thurston Properties.

Mayor Hartley closed the Public Hearing portion at 7:13pm

AGENDA

Councilmember Goldsmith made a motion to approve the agenda with an amendment adding, under New Business, a resolution to approve signature authority for financial assistance for public well replacement.
Councilmember Hanson seconded

Austin, Chewning, Goldsmith, Hanson, Smith, and Hartley voted yes
Motion passed 6-0

MINUTES

Councilmember Austin made a motion to approve the minutes of the October 14, 2021 work session.

Councilmember Hanson moved to amend the motion to approve, to add Councilmember Hollberg's previously requested changes.

Councilmember Austin withdrew her motion.
Councilmember Hanson withdrew her amended motion.

Councilmember Hanson made a motion to approve the minutes of the October 14, 2021 work session with the following comment added "*Discussion took place regarding following standard agenda templates. Councilmember Hollberg recommended the proposed working session template include Public Comment.*"
Councilmember Austin seconded
Austin, Chewning, Goldsmith, Hanson, Smith, and Hartley voted yes
Motion passed 6-0

REPORTS

Treasurers Report

Garth Wheeler reported there was no change to the Treasurer's report from previous meeting

Finance Committee

Councilmember Goldsmith reported the Finance Committee had met and discussed interim financing for well and financing for pool.

Water Committee

Councilmember Smith reported on the following

- Working with USDA on funding
- Professional engineering report (PER) is in review and near completion
- Possible American Rescue Plan (ARPA) funding
- Department of Housing and Community Development (DHCD)
    - Planning survey grant--approved
    - PER and Construction ready grant--status unknown at this time

Planning Commission

Councilmember Hanson reported:
Commission met 10/12/21 and discussed the following

- High priority projects
- Funding streams for projects
- Way ahead for PC that provides value to residents
- 3-tier approach to set goals for meetings
    - Identify easily accomplished projects
    - Economic Development
    - Update Comprehensive plan

- Need for 4-way stop at Virginia and Cross Streets

- Hank Dunton will contact VDOT for further discussion

- When establishing current Commission members for term, Carol Williams was overlooked as her term had not expired. Councilmember Hanson reached out to Ms. Williams asking her to be a part of the Commission

- Meeting schedule for Commission posted on Town website

Pool Committee
There was no report given

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE
Amy Anderson (in-person) and Andy Anderson (via Zoom) owners of 10 Urbanna Road addressed Council regarding Town enforcement of zoning permits after they have been issued. The specific address of property referenced was not given.

Town Attorney, Andrea Erard responded she is in the process of working on a resolution to the and added

- The Town needs consistent and fair way of addressing complaints
- Currently, enforcement based on complaints

Amy Anderson added it was a safety issue and safety was first

- Ms. Erard gave her next steps to properly address trespassing
- Councilmember Austin commented a fence on adjacent property would not prevent trespassing

Mayor Hartley commented regarding the property the Anderson's were referencing, Middlesex County did not require a fence for a covered pool, but in the HARB certificate a screen/fence was required to cover mechanical equipment from the street

Garth Wheeler added this is a county issue and a work in progress

Councilmember Hanson commented on need for enforcement mechanisms in Town Code

OLD BUSINESS

Urbanna Creek Water Trail
Councilmember Chowning reported that he, Dan Snead, and Garth Wheeler met regarding a proposed Urbanna Creek Water Trail. This project is in the beginning stages and looks promising based on costs and potential grant funding from Department of Conservation and PMRC
Future meeting will take place and progress reported

NEW BUSINESS

Land Exchange
Councilmember Hanson made a motion to approve, as presented, the resolution to agree to a land exchange with Thurston Properties, LLC
Councilmember Austin seconded
Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes.
Motion passed 6-0
Resolution attached

Resolution for signing authority

Mayor Hartley read the resolution granting signing authority to the Town Administrator or Mayor for financial assistance for public well replacement

Councilmember Austin made a motion to accept the resolution as presented

Goldsmith seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes.

Motion passed 6-0

Resolution attached

ANNOUNCEMENTS

Garth Wheeler announced

- Pool project continues
  - Met with a representative of Douglas Aquatics
  - Pricing on concrete and other construction materials
- Cross Street light poles have been shipped and with hopes to have them installed prior to Oyster Festival

ADJOURN

Councilmember Austin moved to approve Mayor Hartley's request for Council to go into recess until 9:00am at the Marriott in Williamsburg

Councilmember Hanson seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes.

Motion passed 6-0

Meeting recessed at 7:49pm

Submitted by:

_____

Martha J. Rodenburg
Town Clerk
Approved by Town Council xx/xx/xxxx

DRAFT

RESOLUTION

At a meeting of the Urbanna, Virginia Town Council held on October 28, 2021 at 7:00 p.m.: On a motion duly made by Council Member Merri Hanson and seconded by Council Member Marjorie Austin, the following Resolution was adopted by the following vote:

Mayor Barbara Hartley	AYE
Merri Hanson	AYE
Larry Chowning	AYE
Bill Smith	AYE
Bill Goldsmith	AYE
Marjorie Austin	AYE
Steven Hollberg	Not present

A RESOLUTION TO APPROVE A LAND EXCHANGE OF A LAND PARCEL OWNED BY THE TOWN OF URBANNA AND A LAND PARCEL OWNED BY THURSTON PROPERTIES, LLC

WHEREAS the Town of Urbanna owns a parcel of land located in the vicinity of the Town's water tower listed as Tax Map 20B(1), Parcel 3A, located in Middlesex County, VA; and

WHEREAS Thurston Properties owns two parcels of land located in the vicinity of the Town's water tower listed as Tax Map 20 Parcel 26, and Tax Map 19(12) Parcel 1, located in Middlesex County; and

WHEREAS both parties are in agreement that it is beneficial to exchange a portion of town owned Parcel 3A with a portion of Thurston Properties owned Tax Map 19(12) Parcel 1 in a two for one land exchange; and

WHEREAS the Town of Urbanna will use this parcel (noted as Parcel 1A) to place a well necessary to provide water to area residents in the future; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Urbanna and Thurston Properties, LLC exchange parcels of properties as described in a Plat prepared by Bay Design of Urbanna, VA dated September 21, 2021 (see attached) and

such Plat be duly recorded at the Middlesex County Clerk of Court as prescribed by law. Further, the Town Zoning Administrator is authorized to execute any deeds or documents to facilitate this transaction.

A Copy Teste:

Martha J. Rodenburg
Town Clerk

RESOLUTION OF GOVERNING BODY OF

TOWN OF URBANNA

The Governing Body of the Town of Urbanna, consisting of seven members, in a duly called meeting held on the 28th day of October, 2021, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of replacement of public well to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Administrator or Town Mayor of the Town of Urbanna be authorized to execute on behalf of Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Council.

Town of Urbanna

By: _____
Barbara Hartley, Mayor

Attest: _____
Roy Kime, Town Zoning Adminstrator

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Town of Urbanna in a duly assembled meeting on the 28th day of October, 2021

_____
Town Clerk

Revised 08/23/2018

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Town of Urbanna
Town Council and Town Staff
Meeting/Educational Retreat
Marriott Courtyard-Williamsburg
470 McLaws Circle
Williamsburg, VA
October 30, 2021

CALL TO ORDER

Mayor Hartley reconvened the meeting of October 28, 2021 the meeting to or at 9:25am

Present

Mayor Barbara Hartley
Council Members
- Marjorie Austin
- Larry Chowning
- Bill Goldsmith
- Merri Hanson (left at 1:37pm)
- Steve Hollberg
- Bill Smith

Town Staff
- Garth Wheeler-Town Administrator
- Roy Kime-Zoning Administrator
- Martha Rodenburg-Town Clerk
- Michele Hutton-Town Treasurer
- Kevan Lipscomb-Town Building & Grounds Technician

Andrea Erard-Town Attorney
Tom Chillemi-Reporter for Southside Sentinel (arrived at approximately 10:30am)

- Garth Wheeler made introductions and reviewed guidelines for the day.

- Staff members Michele Hutton and Kevan Lipscomb were recognized for their continuous service to the Town, especially during the height of the COVID-19 pandemic in 2020.

- Mr. Wheeler then reviewed answers to questions submitted by Council and Staff pertaining to various subjects concerning the workings of the Town and facilitated discussion with all in attendance.

- Roy Kime reviewed the Comprehensive Plan/CIP

- Garth Wheeler presented and reviewed a spreadsheet of current and future projects. All contributed to discussion regarding the priority, cost, and status of these projects.

- Andrea Erard reviewed and discussed the procedural differences between work sessions and meetings. The general consensus was that, now that meetings are no longer being held via electronic means, Council would prefer to return to the less formal structure of a "Working Session" for the meeting regularly held on the second Thursday of each month; maintaining the fourth Thursday of the month as a formal meeting.

- Ms. Erard reviewed Freedom of Information Act (FOIA) regulations.

- Martha Rodenburg explained her process for assembling and distributing meeting agendas and meeting packets. Several councilmembers requested to receive hard copies of these documents and she responded that a system would be put in place to ensure those requesting hard copies of documents would receive them.

- Ms. Erard reviewed best practices for conducting the "Public Comment" in a productive manner without violating a citizen's First Amendment rights.

Other topics discussed included:

- Closed meeting confidentiality and certification protocols
- Social media practices
- Roles and authority of
    - Council and Mayor
    - Town Staff
    - Planning Commission
    - Council concerns relating to staff duties & responsibilities
- Staffing needs and succession planning
- Town relationship with Middlesex County
- Town relationship with Oyster Festival Committee

<u>ADJOURN</u>

Councilmember Goldsmith moved to adjourn
Councilmember Austin seconded
Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.
Motion passed 6-0

Meeting adjourned at 3:38pm

Submitted by:

_____

Martha J. Rodenburg
Town Clerk
Approved by Town Council xx/xx/xxxx

DRAFT

Treasurer's Report

Account Balance thru 10/31/2021	Prior Year	Prior Month	Statement Date
	10/31/20	**9/30/21**	**10/31/21**
Primis Bank General Operating Bank Account	438,162.57	543,394.28	558,974.22
Renter Water Deposits	-14,511.66	14,326.66	14,401.66
Net Operating General Bank Account	418,435.99	540,032.04	547,968.95
TRUIST Historic Trust	16,871.61	21,795.91	21,796.10
TRUIST Pool Replacement Account	36,758.53	36,761.87	36,762.18
Primis Bank Water Fund Reserve	113,449.36	113,814.93	113,846.58
Primis Bank General Fund Reserve	94,431.88	94,648.26	94,667.06
Primis Bank Cares Local Recovery	n/a	237,611.82	237,621.26
Taber Trust – Account Value as of 6/30/21		1,488,465.53	
	10/31/20	**9/30/21**	**10/31/21**
Meals Tax collected in October	11,506.33	15,450.08	15,596.12
Lodging Tax collected in October	0.00	2,123.60	2,358.88

EXPENDITURES:

Business as usual

REVENUE

Business as usual

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 10/31/21
Subtotal CAFR: No

Account No Total	Description Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0001	Meals Tax - Local											
60835.79	14800.26	16638.47	13800.94	15596.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total												
60835.79	14800.26	16638.47	13800.94	15596.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1											
60835.79	14800.26	16638.47	13800.94	15596.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 10/31/21
Subtotal CAFR: No

Account No	Description												
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12100-0001	Lodging Tax											
9274.36	3166.70	1625.18	2123.60	2358.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total												
9274.36	3166.70	1625.18	2123.60	2358.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1											
9274.36	3166.70	1625.18	2123.60	2358.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2021
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 11/10/21
Subtotal CAFR: No

Account No / Total	Description / Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
500-17010-0001	Water Sales Charges											
132302.82	16617.35	54615.16	15450.08	45620.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total												
132302.82	16617.35	54615.16	15450.08	45620.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1											
132302.82	16617.35	54615.16	15450.08	45620.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

New Business
Agenda Item #11a
Council Action Requested: Yes
Requested by: Garth Wheeler-Town Administrator

December Meeting Schedule

Due to the regularly scheduled Town Council meeting in December falling on December 23, 2021, the day before Christmas Eve, Staff is recommending a motion made to move the monthly meeting to Thursday, December 16, 2021, and cancellation of the December work session scheduled for Thursday, December 9, 2021.

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New Business
Agenda Item #7b
Council Action Requested: Yes
Requested by: Councilmember Smith

Water System Infrastructure Upgrades

Request a motion to approve quote from AH Engineers and Scientists and give notice to proceed with preparing estimates for the different phases of the Urbanna VA Water System Infrastructure Upgrades.

The cost of $19,711 will come from the Water budget.

Associated documentation attached.

Town of Urbanna

45 Cross Street • P.O. BOX 179
Urbanna, Virginia 23175

Office: 804-758-2613 • Fax: 804-758-0389

Date: October 11, 2021

Subject: Work Assignment #AHE-003

Scope of Work:

A. Per our Professional Engineering Service Agreement dated January 12, 2021, please prepare an estimate to provide estimated costs for the attached "Urbanna VA Water System Infrastructure Upgrades". Each phase indicated on the attachment will require separate cost estimates so the town can prioritize and move forward with the upgrades as funding becomes available.

Once your estimate is received, the town will approve and send a "notice to proceed" to complete this work assignment. Please refer to Potable Distribution System map dated 1/22/20 by AH Engineers and Scientists. If there are any questions, please contact Bill Smith at b.smith@urbannava.gov or by phone at (804) 695-6972.

Date: 10/6/21

Updated 10/7/21 – Ray Burch

Urbanna, VA

Water System Infrastructure Upgrades

Please refer to Potable Distribution System map dated 1/22/20 by AH Engineers and Scientists.

Phase 1:

1) Waverly/Grace/Virginia Street intersection to Cross Street: Replace existing 6 inch waterline with a 10 inch waterline.
2) Add new fire hydrant midway between Cross Street and Upton Lane. (at Women's Club building)
3) Virginia Street/Cross Street intersection to the culvert at the Town Marina: Replace existing 3 and 2 inch waterline with a 6 inch waterline (existing 2 inch waterline from the culvert to the marina to remain).
4) Add new fire hydrant before the culvert to the Town Marina.
5) Oyster Road: replace existing 2 inch waterline with a 6 inch waterline (existing 1 inch waterlines to remain)
6) Add new fire hydrant on Oyster Road.

Phase 2:

1) Virginia Street/Cross Street intersection to Watling Street/Urbanna Road intersection: Replace existing 6 inch waterline with an 8 inch waterline.
2) Watling Street/Urbanna Road intersection: Replace existing 2 inch waterline with a 6 inch waterline to waterfront.
3) Add 2 new fire hydrants – one at the intersection of Urbanna Road and Watling Street (island in the road), and one at the end of Watling Street on the waterfront.

Phase 3:

1) Rappahannock Ave. to Taylor Avenue: Replace existing 6 inch waterline with an 8 inch waterline.
2) Add new fire hydrant at corner of Rappahannock Avenue and Manor Road.
3) Relocate FH-10 to corner of Rappahannock Avenue and Colorado Avenue.

Phase 4:

1) Cross Street – Virginia Street to Taylor Avenue: Replace existing 6 inch waterline with an 8 inch waterline.
2) Taylor Avenue/Cross Street intersection to Chandler Avenue at FH-10: Replace 6 inch waterline with an 8 inch waterline.
3) Colorado Avenue – Rappahannock to Kent Street: Replace existing 4 inch waterline with a 6 inch waterline.
4) Add new fire hydrant at Colorado Avenue and Kent Street.

Phase 5:

1) Manor Road to Bristow Lane: Replace existing 2 inch waterline with a 6 inch waterline.
2) Add new fire hydrant at Bristow Lane.
3) Linden Avenue to Taber Lane: Replace existing 2 inch waterline with a 6 inch waterline.
4) Add new fire hydrant at corner of Linden Avenue and Taber Lane.
5) Add new fire hydrant at corner of Grace Avenue and Park Street.
6) Relocate FH-17 across Bonner Street to Taber Park side.
7) Relocate FH-46 (Obert Street) to Obert Street/Cemetery Lane intersection.

ENGINEERS & SCIENTISTS

November 10, 2021

Mr. Bill Smith
45 Cross Street
Urbanna, VA 23175

via email

RE: Urbanna VA Water System Infrastructure Upgrades
Request for Price Proposal
Work Assignment # AHE-003

Dear Mr. Smith:

In accordance with your request, attached is a proposed scope and fee for development of estimated constructions costs for the above referenced project. Separate cost estimates will be prepared for each of the five phases as outlined in the October 11, 2021 request. Our proposed scope of services is as follows:

SCOPE OF SERVICES

- Development of conceptual routing and location of the proposed water mains and associated appurtenances using the record information contained in the Potable Distribution System map (AH Engineers, 1/22/2020). This information will be supplemented with sanitary sewer mapping, if available, from the Hampton Roads Sanitation District (HRSD).
- Development of construction cost estimates for the five projects.
- Draft and Final memorandum that will summarize anticipated costs for each of the five projects, including supporting exhibits and narratives.

Based on the current level of design and available information, our estimate can be considered a Class 3 construction estimate as defined by the American Association of Cost Estimators (AACE) classification indicated below.

	Primary Characteristic	*Secondary Characteristic*			
ESTIMATE CLASS	**LEVEL OF PROJECT DEFINITION** Expressed as % of complete definition	**END USAGE** Typical purpose of estimate	**METHODOLOGY** Typical estimating method	**EXPECTED ACCURACY RANGE** Typical variation in low and high ranges [a]	**PREPARATION EFFORT** Typical degree of effort relative to least cost index of 1 [b]
Class 5	0% to 2%	Concept Screening	Capacity Factored, Parametric Models, Judgment, or Analogy	L: -20% to -50% H: +30% to +100%	
Class 4	1% to 15%	Study or Feasibility	Equipment Factored or Parametric Models	L: -15% to -30% H: +20% to +50%	2 to 4
Class 3	10% to 40%	Budget, Authorization, or Control	Semi-Detailed Unit Costs with Assembly Level Line Items	L: -10% to -20% H: +10% to +30%	3 to 10
Class 2	30% to 70%	Control or Bid/ Tender	Detailed Unit Cost with Forced Detailed Take-Off	L: -5% to -15% H: +5% to +20%	4 to 20
Class 1	50% to 100%	Check Estimate or Bid/Tender	Detailed Unit Cost with Detailed Take-Off	L: -3% to -10% H: +3% to +15%	5 to 100

11837 Rock Landing Drive, Suite 300
Newport News, VA 23606
Phone: (757) 873-4959
Fax: (757) 873-4952

As the Town prioritizes the projects based on available funds and more detailed design(s) can be developed, the construction cost estimates can be further refined.

SCHEDULE

The proposed schedule is as follows:

DELIVERABLE	SCHEDULE
Draft Memorandum	Within 30 days of notice to proceed
Final Memorandum	Within 14 days following receipt of comments.

COMPENSATION

Our proposed level of effort and associated fee for the above referenced services outlined in attachment A and is prepared in accordance with the Professional Engineering Service Agreement (January 12, 2021).

Please do not hesitate to contact me with any questions or comments on the above scope of services. We appreciate the opportunity to assist the Town of Urbanna on this project.

Sincerely,

Sean McNamara, PE
Vice President

ATTACHMENT A: Level of Effort and Fee

Urbanna VA Water System Infrastructure Upgrades
Conceptual Cost Estimate Development (Work Assignment # AHE-003)
10-Nov-21

	Princ	PM	Mid Engineer	CADD Tech.	Technical Editor	Admin.	*Totals*	*Budget ($)*
Hourly Rates	$193.00	$171.00	$121.00	$79.00	$99.00	$55.00		
Task								
Conceptual Routing and Exhibits (5 projects)	1	10	32	32			75	$8,303
Construction Cost Estimates (5 projects)	1	4	40				45	$5,717
Draft Summary Memorandum	2	8	16	8	2		36	$4,520
Final Memorandum		2	4	2	1		9	$1,083
Hour Subtotal:	4	24	92	42	3	0	165	
Labor Budget Subtotal	***$772.00***	***$4,104.00***	***$11,132.00***	***$3,318.00***	***$297.00***	***$0.00***		***$19,623***

Other Direct Costs and Sub-Consultants

	Unit	Price/Unit	Quantity	ODC Total
Mileage	EA	$0.55	160	$88
Air Travel	EA	$500		$0
Per Diem	EA	$225		$0
Prints	$/page	$0.25		$0
Miscellaneous	LS	$0		$0
			Total ODCs:	***$88***

Total Base Scope of Services Fee: ***$19,711***

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New Business
Agenda Item #11c
Council Action Requested: Yes
Requested by: Garth Wheeler-Town Administrator

Waverly Commons Lease

Staff is recommending a motion be made to approve entering into an agreement to lease a part of the "Waverly Commons" office building for use as the new Town Hall and offices.

Specifics of the lease will be discussed during Closed Meeting, with vote to take place upon entering back into Open Meeting.

Confidential documentation to be discussed during Closed Meeting will be sent under separate cover to Town Council.