



Urbanna Town Council
WORK SESSION

Thursday, March 26, 2026 - 6:00pm

Middlesex Volunteer Fire Department - 330 Virginia Street, Meeting Room - Urbanna, Virginia

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Public Comment 1 & Council Response to Public Comment 1
7. Work Session Matters
 - a. Repair/Replace Marina Bridge
 - b. Personnel Policy Review
8. Action Items
 - a. Approval of March 4, 2026 Special Called Meeting Minutes
 - b. Approval of March 12, 2026 Regular Meeting Draft Minutes
9. Public Comment 2 & Council Response to Public Comment 2
10. Council Announcements & Requests
11. Closed Meeting (if necessary)
12. Adjourn or Recess



Agenda Item Summaries – Opening the Meeting FOR ALL REGULAR MEETINGS & WORK SESSIONS

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. ***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. Temporary disability or medical condition that prevents their physical attendance.
2. Must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

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



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 6 – 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. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

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. Speakers are called in the order they signed up.

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



**TOWN
COUNCIL**

Agenda Item Summary

MARCH 26, 2026

Agenda Item 7 – WORK SESSION MATTERS

7.a. Repair/Replace Marina Bridge

Background: Council has received current background information regarding the need to repair or replace the Marina Bridge since December of 2025.

Before any options can be discussed for the type of repair/replacement of the bridge, engineering work must be performed.

At the March 12, 2026 meeting, Council requested additional information on potential engineering firm options based on information received from the Mayor and Councilmember Wilson. Council received information from one firm, WRA, at a special meeting held on March 4, 2026.

In December 2025, WRA performed a site visit to the marina bridge and provided services relating to the closing of the bridge. To date, they have not been compensated for the work they have completed.

Fiscal Impact: To be determined by the option council decides to pursue for engineering services.

Staff Recommendation: Identify the desired engineering firm option and direct staff to develop the necessary contract documents needed to engage the firm and enable engineering work to begin. The contract document would then be brought back to Council for final approval at a future meeting.

Council Action Requested: Yes, as noted above.

Sample Motions:

I move to authorize the Town Administrator to work with the Town Attorney to develop the necessary contract documents with _____ for Council approval so that engineering work can begin for the marina bridge.

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

From: Chase Evans chase@eci-inc.com 
Subject: Urbanna Bridge
Date: March 12, 2020 at 11:30AM
To: Robbie Wilson



Good morning Sir,

Attached is the overview of our approach to teaming with Urbanna to evaluate solutions for your failing bridge. We realize that this may be a little unconventional comparatively. But, our approach is to ask Urbanna to be a teammate at the table, with a short list of design professionals. We each bring our own expertise to the table and collaboratively look for practical solutions. As you will see in the attachment, I have included the proposals of every team member (excluding Contech as his was over the phone and text but you are welcome to speak to them) to provide a transparent understanding of who would be on this team as well as what they would be providing.

Feel free to review and ask any questions you may have,

Thank you,

Chase Evans
President
Evans Construction Inc.
O: 804.737.9044
C: 804.357.8612

Solio Deo Gloria

EVANS

CONSTRUCTION, INC.

Pre-Construction & Design Services Proposal

Urbanna Town Marina Bridge Replacement

Prepared for:
Town of Urbanna
Middlesex County, Virginia

Prepared by:
Evans Construction, Inc.
1700 Old Williamsburg Road
Sandston, Virginia 23150

Date: March 2026

1. Project Overview

The Town of Urbanna intends to replace the existing bridge providing access to the Urbanna Town Marina located on Oyster Road over Urbanna Creek. The current structure is deteriorating and requires replacement with a new pre-engineered galvanized steel bridge approximately 24 feet wide by 40 feet long.

Evans Construction proposes to provide pre-construction management and coordination services for the design, permitting, and preparation of construction documents required for the project. Evans Construction will assemble and manage the professional design team necessary to deliver a fully permitted and constructible project.

2. Scope of Pre-Construction Services

Evans Construction will coordinate the work of the required engineering, surveying, environmental, and design professionals necessary to prepare the project for construction. The proposals of each firm are included with this proposal. Their individual scopes as well as exclusions or clarifications are included within the overall project Scope.

A. Survey & Civil Engineering Design

Consultant: Landtech Resources, Inc. / ADPA

- Topographic survey of the project area and surrounding conditions
- Survey of the waterway beneath the existing bridge
- Mapping with 1-foot contour intervals
- Utility coordination through Miss Utility
- Civil site design including demolition plans, grading plans, erosion & sediment control, utility plans, layout plans, and construction details.

B. Structural Bridge Engineering

Consultant: The Structures Group, Inc.

Structural engineering services will include the design of bridge abutments, wingwalls, pile foundations, and approach slabs required for installation of the new bridge. The structural drawings will include material specifications, foundation plans, sections, details, and construction notes.

C. Environmental Studies & Permitting

Consultant: Permit Division, LLC

- Wetlands delineation
- Flood modeling (HEC-RAS)
- Water quality impact assessment
- Riparian buffer mitigation planning
- Joint Permit Application preparation
- Coordination with the Town of Urbanna, Middlesex County, DEQ, VMRC, and the U.S. Army Corps of Engineers.

D. Galvanized Bridge Design –

Consultant: Contech Engineered Solutions LLC

- Design a 40x 24' galvanized modular bridge with a concrete deck (deck by others-deck design by Contech) H93 loading, to meet VDOT standards, PE stamp VA, Load Rating.

3. Project Deliverables

- Topographic survey and base mapping
- Civil engineering plans
- Structural bridge design drawings
- Environmental studies and permit applications
- Construction Documents prepared and ready for submission

4. Estimated Professional Services Budget

Civil Survey & Design:	\$25,300
Structural Bridge Engineering:	\$19,500
Environmental Studies & Permitting:	\$13,000
Bridge Design:	\$20,000
Preconstruction coordination & management:	\$15,560
Printing / Reimbursables allowance:	\$4,500
Estimated Total Pre-Construction Services:	\$97,860

Permit fees and regulatory agency costs are not included. Geotechnical investigation / borings are not included as part of this proposal but will be necessary to determine the type and capacity of existing soils. Virginia Natural Gas / Dominion VA Power / Cox Communication design location is not included. Private utility location is not included currently.

5. Role of Evans Construction

Evans Construction will serve as the lead pre-construction coordinator responsible for:

- Managing design consultants
- Coordinating regulatory approvals
- Conducting constructability reviews
- Developing preliminary project budgeting

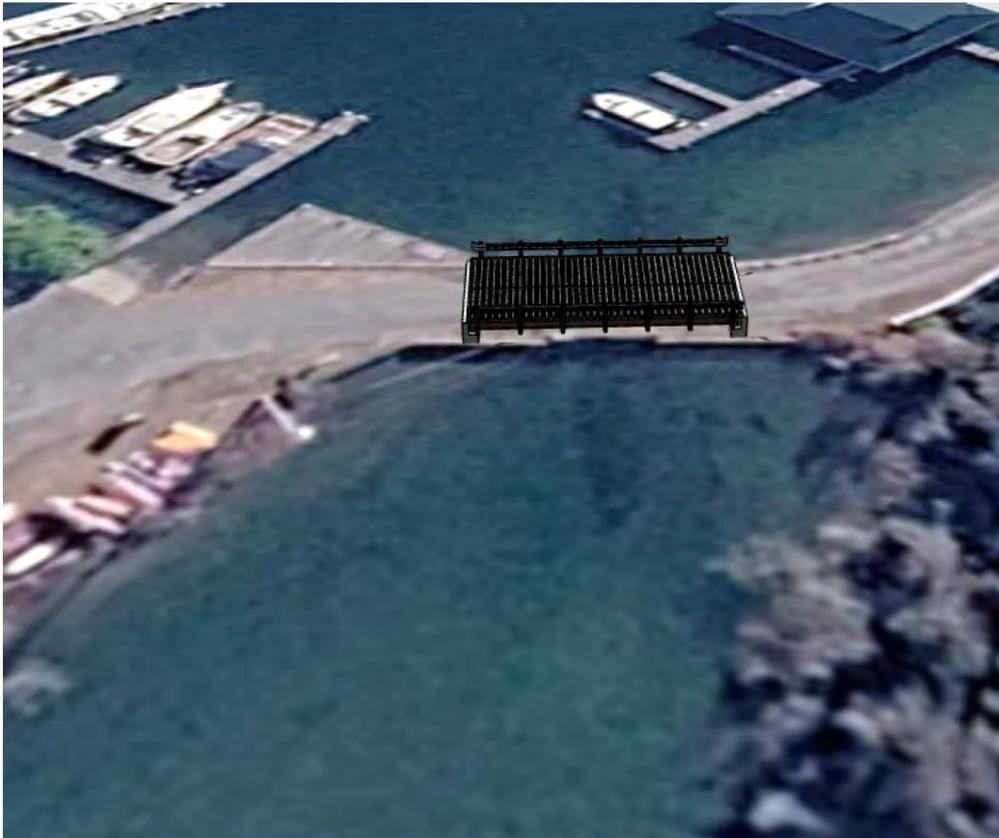
6. Professional Services Liability:

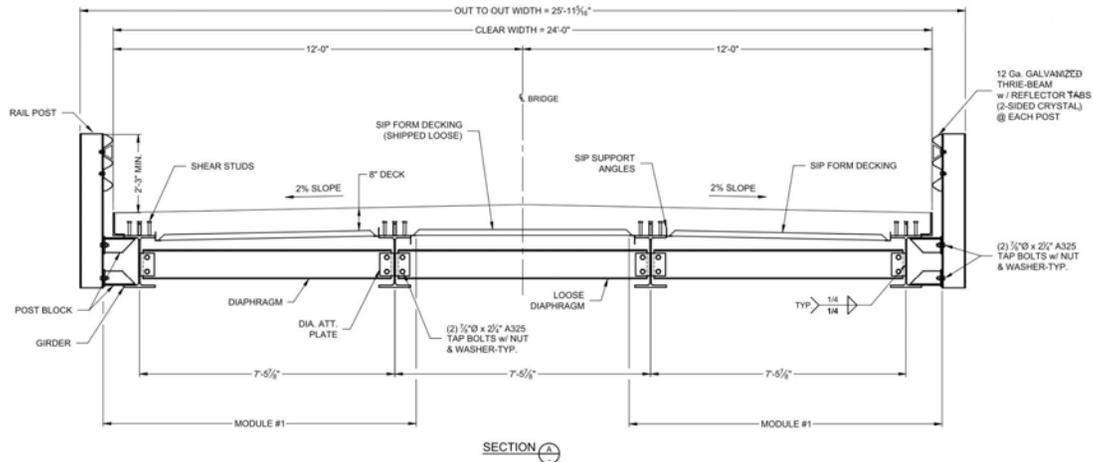
Evans Construction shall act solely as a construction manager and coordinator of design consultants. All professional design services shall be provided by licensed consultants retained by Evans Construction.



7. Reference examples:

The images below are intended to be reference examples to convey the intent and our understanding of the project.





8. Next Steps:

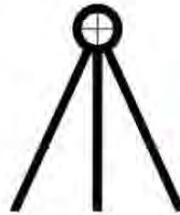
Phase 1: Preconstruction / design / permitting

Phase 2: Construction

For Phase 1 we recommend:

- Review and approval of the **pre-construction services scope**
- Preparation, review and approval of ConsensusDocs – **Contract**
- Authorization for Evans to **retain the design consultants**
- Agreement on **budget allowance items** (permits, geotech, insurance allowance, etc.)

By taking a phased approach to this project Urbanna becomes a partner in the design of the end product. They are a teammate in design and understanding the proposed construction cost before committing to construction.



March 6, 2026

Chase Evans
President
Evans Construction

Reference: Urbanna Bridge

In accordance with your request, we are pleased to provide this proposal for engineering and land surveying services for the above-mentioned project. The project will consist of the civil site design required for the replacement of the failing bridge located on the access road into the Urbanna Marina.

The following scope of services is to develop the required permit and construction drawings to obtain a land disturbance permit from the Town of Urbanna and Middlesex County for the proposed site work.

On the following pages you will find our fee schedule and scope of work associated with this project.

Landtech Resources, Inc.
205-E Bullfants Boulevard
Williamsburg, Virginia 23188
Phone: 757-565-1677
www.landtechresources.com

A. D. Potts & Associates
11524 Jefferson Avenue
Newport News, Virginia 23601
Phone: 757-565-4610
www.adpa.com

Design Proposal:**I. Topographic..... \$ 5,550.00**

- A topographic survey of the project area as well as surrounding areas required for proper development of design documents will be performed. The anticipated survey area is 0.5-acres.
- Approximate topography of the existing waterway adjacent to and under the existing bridge will be obtained as part of this survey.
- Existing contours will be based on a 1' contour interval.
- Existing topography will be collected utilizing photogrammetric & remote sensing techniques as well as conventional ground-based survey techniques.
- Underground utilities will be shown as marked by Miss Utility of Virginia.

II. Civil Site Design..... \$ 17,250.00

- A civil engineering site design in accordance with the Town of Urbanna and Middlesex County ordinance will be provided for review and approval.
- The site design services will include the following design elements:
 - a. Existing Site Conditions
 - b. Project Environmental Inventory
 - c. Demolition Plan
 - d. Erosion and Sediment Control Plan
 - e. Layout Plan
 - f. Grading Plan
 - g. Utility Plan
 - h. Associated Construction Notes and Details

III. Project Administration..... \$ 2,500.00

- Includes meetings with client and municipal staff throughout the design phase of the project.
- Will be billed hourly based on the below-provided fee schedule:
 - i. Licensed Engineer - \$ 150.00/hr.
 - ii. Licensed Surveyor - \$ 125.00/hr.
 - iii. Engineering Tech - \$ 85.00/hr.
 - iv. Survey Tech - \$ 75.00/hr.
 - v. Office Admin - \$ 55.00/hr.
 - vi. Survey Crew - \$ 200.00/hr.

Services not included in the scope of this proposal:

1. Land Boundary / ALTA-NSPS Land Title Surveys
2. Environmental delineations and studies
3. Off-site utility analysis
4. Phone, data, cable television and power distribution design
5. Geotechnical engineering services
6. Signage design services
7. County review fees
8. State of Virginia VSMP permit fees
9. Fire suppression Design
10. Private well & septic design
11. Mechanical, electrical, plumbing or irrigation design
12. Off-site traffic improvements and traffic studies
13. Any item not specifically reflected in the above scope of work

Services to be provided to ADPA and completed by other parties if applicable:

1. Virginia Natural Gas design location
2. Dominion Virginia Power design location
3. Cox Communications design location
4. Structural Bridge Foundation Design
5. Geotechnical Soils Report
6. Environmental Assessment w/ RPA Determination

This proposal and all services herein are offered by Landtech Resources, Inc. A.D. Potts & Associates is a tradename owned by Landtech Resources, Inc.

If additional items outside of this proposal are required, they will be invoiced at an hourly rate to be negotiated at the time of the need for additional work arises. No additional work outside of this proposal will be conducted with the authorization to proceed with the client.

We appreciate the opportunity to provide this proposal, and we look forward to working with you. If this proposal is acceptable, please indicate by signing in the space provided below and returning the executed proposal to our office. A deposit of up to 50% may be required as a part of this contract prior to the start of work. Please contact our office if you have any questions.

Sincerely,



William S. Felts, L.S., P.E.
Vice President

Acceptance: _____
Signature

Name: _____

Title: _____

Date: _____

Client Billing Information:

Company Name - _____

Name of Contact Person - _____

Contact Person Title - _____

Billing Address - _____

Phone - _____

Fax - _____

Email - _____

Printing: *Printing of project documents required for submittal to the appropriate approval authorities including local municipalities, or others as specified in the Agreement are **NOT** included in the Basic Services of the Agreement. All reports, drawings, specifications, computer files, field data, notes and other documents and other instruments of service shall remain the property of the Consultant. Client copies of the project documents are available upon request and will be charged according to the printing fees as follows:*

- 1. Letter Documents \$ 0.15/copy
- 2. Legal Documents \$ 0.15/copy
- 3. 18"x24" Documents \$ 1.50/copy
- 4. 24"x36" Documents \$ 2.00/copy

TERMS AND CONDITIONS

This proposal will be honored for a period of 30 days from its date unless extended in writing. Thereafter, Landtech Resources, Inc. reserves the right to revise the Agreement.

Termination: Either party, in the event of substantial failure to perform in accordance with the terms hereof, may terminate this Agreement upon seven (7) calendar days written notification. In the event of such termination, the Client agrees to pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

Limits of Liability: Client agrees, to the fullest extent permitted by law, to limit Consultant's liability to Client for any and all claims, losses, costs, damages of any nature or claims expenses from any cause or causes, arising from Consultant's professional acts, errors, or omissions, such that the total aggregate liability of Consultant to all those named shall not exceed Consultant's total fee for the services rendered on this project.

Design Without Construction Oversight: It is understood and agreed that the Consultant's Basic Services under this Agreement do not include project observation or review of the Client's/Contractor's performance or any other construction phase services, and that such services will be provided for by the Client. The Client assumes all responsibility for interpretation of the reports/permit conditions and for construction observation and the Client waives any claims against the Consultant that may be in any way connected thereto. The Client may arrange for the Consultant to offer these services as additional services.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to any reports/permit conditions to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Consultant.

Mediation: In an effort to resolve any conflicts that arise during the design and construction of the project or following the completion of the project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the project shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

Subconsultants: The Consultant may engage the services of any Subconsultants when, in the Consultant's sole opinion, it is appropriate to do so. Such Subconsultants may include any specialized consulting services deemed necessary by the Consultant to carry out the scope of the Consultant's services.

Record Documents: Upon completion of the Work, the Consultant shall compile for and deliver to the Client a copy of any report produced for the project. Because these Reports may be based on unverified information provided by other parties, which the Consultant shall assume will be reliable; the Consultant cannot and does not warrant their accuracy.

Confirmations: The Consultant shall not be held liable for damages involving studies or reports unconfirmed by the appropriate regulatory authority. This includes wetland delineations, permit monitoring, stream assessments, etc.

Delays: Consultant shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of Consultant.

COMPENSATION FOR SERVICES

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the Scope of Services, Compensation, or Schedule, the Consultant may call for renegotiations of appropriate portions of this Agreement. Fee includes addressing comments from the reviewing authorities one time. Time and material fees will be charged at the standard rates, based on the Consultant's prevailing fee schedule, unless they are the result of unanswered comments.

Payment: Client agrees to pay Consultant for work performed in accordance with the terms of this Contract, without regard for project viability. It is specifically understood and agreed that payment to Consultant is not dependent on the Client receiving funding from any other source.

Drawings: The Client will receive one copy of each submittal plus a copy of any applicable confirmations at no additional charge outside of this proposal. Additional copies are available upon request per the prevailing fee schedule. Required copies to be provided to reviewing agencies will be provided in accordance with Consultants printing fee schedule. All reports, drawings, specifications, computer files, field data, notes and other documents and instruments of service shall remain the property of the Consultant. For time and material projects all additional prints and drawings are billable.

Additional Services: If agreed to in writing by Client and Consultant, Additional Services will be provided. Additional Services are not included in the Basic Scope of Services and will be paid for by the Client in accordance with the current Fee Schedule.

Payment Due: Invoices will be submitted by Consultant on a monthly basis, are due upon presentation and shall be considered past due if not paid within 30 days. Payment to the Consultant is the sole responsibility of Client and is not subject to third party agreements.

Interest: If payment is not received by Consultant within 30 days, Client agrees to pay two (2) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid balance. In the event proceedings to collect past due accounts must commence, the Client agrees to that all such costs incurred shall immediately become due and payable to the Consultant. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, and reasonable Consultant staff costs at standard billing rates for the Consultant's time spent in effort to collect. Client hereby agrees to venue in James City County, Virginia.

Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, Consultant shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.

Suspension of Services: If Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon seven (7) calendar days' notice to Client. The Consultant shall have no liability to the Client for any costs or damages as a result of such suspension caused by any breach of the Agreement by the Client. If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a breach of this Agreement and may be cause for termination of this Agreement by the Consultant.

These Terms and Conditions are part of Landtech Resources Inc. contractual Agreement and are effective upon signing the Work Authorization.



The Structures Group, Inc.

Consulting Engineers

March 9, 2026

Chase T. Evans, President
Evans Construction, Inc.
1700 Old Williamsburg Road
Sandston, VA 23150

Re: Evans Construction/Urbanna Town Marina/Bridge Replacement
TSG No. VA26072.DES

Dear Mr. Evans:

We are pleased that you have considered The Structures Group, Inc. to provide the structural design and development of structural construction drawings for the abutments and wingwalls at each end of the proposed approximately 24'-0" wide x 50'-0" long pre-engineered galvanized steel replacement bridge to be constructed on Oyster Road over Urbanna Creek approaching the Urbanna Town Marina located at 210 Oyster Road in the Urbanna area of Middlesex County, Virginia. Based on our preliminary discussions, we understand that surveying and civil engineering will be performed by Landtech Resources, Inc. We also understand that a geotechnical report will be prepared by a geotechnical engineer to be utilized in our design of the pile foundation for the bridge abutments and wingwalls. Additionally, we understand that the galvanized steel bridge structure will be designed and manufactured by Contech Engineered Solutions, LLC.

We will conclude our structural design services with the creation of structural construction drawings, which will include General Notes, including Material Specifications, Pile Foundation Plans, Abutment and Wingwall Plans, Approach Slab Plans, Sections, and Details. Construction administration services for this project have not been included but can be performed, if required, at the hourly rates listed in the attached Agreement.

Enclosed is a copy of our Standard Agreement for Consulting Engineering Services. It is our policy to perform these types of services on a lump sum basis. Based on our discussions and review of the preliminary bridge plans provided by Contech Engineering Solutions, LLC, we feel we can complete this project for a lump sum fee of \$19,500. When you have had a chance to review this contract, please execute and forward the original to our office. Work will commence upon receipt of an executed contract.

We appreciate the opportunity to be of service in this matter. If you have any questions, please do not hesitate to contact our office.

Sincerely,
The Structures Group, Inc.



Michael A. Matthews, P.E.
President

MAM/msv

Enclosure



The Structures Group, Inc.

Consulting Engineers

**AGREEMENT FOR ABBREVIATED
CONSULTING ENGINEERING SERVICES**

Client: Chase T. Evans, President Evans Construction, Inc. 1700 Old Williamsburg Road Sandston, VA 23150	Project Name: Evans Construction/Urbanna Town Marina/Bridge Replacement Project Number: VA26072.DES Date: March 9, 2026
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The Client and Engineer agree as set forth below:

DESCRIPTION OF PROJECT:

Structural Design of Bridge Abutments

BASIC SERVICES:

Provide the structural design and development of structural construction drawings for the abutments and wingwalls at each end of the proposed approximately 24'-0" wide x 50'-0" long pre-engineered galvanized steel replacement bridge to be constructed on Oyster Road over Urbanna Creek approaching the Urbanna Town Marina located at 210 Oyster Road in the Urbanna area of Middlesex County, Virginia. Per our letter dated March 9, 2026, we will conclude our structural design services with the creation of structural construction drawings, which will include General Notes, including Material Specifications, Pile Foundation Plans, Abutment and Wingwall Plans, Approach Slab Plans, Sections, and Details. Construction administration services for this project have not been included but can be performed, if required, at the hourly rates listed below.

BASIS OF COMPENSATION:

Compensation shall be computed on a lump sum basis of \$19,500. Additional services shall be billed at the following hourly rates. Reimbursable expenses will be billed in addition as noted below.

Principal	\$240/hour
Project Manager	\$215/hour
Professional Staff	\$200/hour
Professional Intern	\$180/hour
Technical Staff	\$135/hour
Support/Clerical	\$75/hour

Reimbursable Expenses (i.e. mileage, airfare, lodging, meals, reproductions, photographs, postage, etc.) shall be billed at 1.2 times the expense incurred by The Structures Group, Inc. (TSG, Inc.) Invoices will be submitted to the Client on a monthly basis. Payments are due and payable within 15 days of the date of TSG, Inc. invoice. Accounts unpaid 15 days after the date of Invoice shall bear interest at 1.5% per month. All fees incurred in collection of past due accounts including, but not limited to, reasonable attorney fees and court costs shall also be paid by the client.

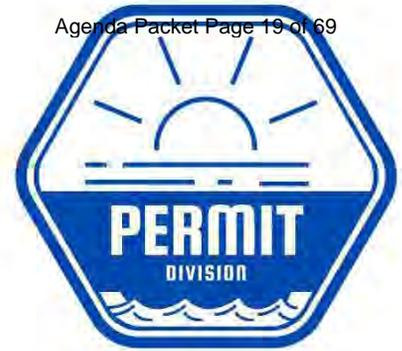
CLIENT

ENGINEER

Chase T. Evans Client


 Michael A. Matthews, P.E. President

Letter of Engagement



Permit Division, LLC
PO Box 1021
Westpoint VA, 23181

Dear (Owner):

This letter (the "Agreement") summarizes my understanding of the arrangement that we discussed on _____ after our conference. If this Agreement is acceptable to you, please sign below in the space designated for your signature if you would like to move forward.

1. Agreement

It is understood that the parties listed, "Owner" and "Agent" have agreed to the following: The design, preparation, and filing of permits on behalf of _____ at the appropriate governing agency. For this document, the term "Agent" is referring to services performed by, _____ and the term "Owner" is referring to the person(s) _____ requesting the permit(s), the term "Contractor" is _____ the term used for to provide the necessary information if plans change to the design permit(son the Owner's behalf.

1.1 The Agent will perform the following services:

- Scope of work
 -
 -
 -
 -
 -
- File permit(s) on the Owners behalf for the project at _____
- The documents required to complete the permitting and approval process for this project will consist of the following:
 - Structural and building plans for the proposed project.
 - A current property survey showing existing conditions (can be provided if one has not been completed at additional cost)
 - Any available existing site plans, plats, or construction drawings related to the property
 - Ownership documentation and authorization forms required for permit submission

- Any additional supporting documentation requested by local, state, or federal regulatory agencies during the review process

1.1a The agent will:

-Attend all and any board hearings on the Owner's behalf as requested by the governing agency to be completed to ensure the appropriate filing procedures are followed.

-The Agent will require access to the project site to mark appropriate areas as required by governing agencies. Every opportunity will be taken to make an appointment during normal business hours. Due to tidal schedules, this may not always be possible.

-The Agent will work with the _____ to obtain all permits for the chosen design, including those modifications required by different agencies.

-Make the necessary adjustments to any and all permits and resubmit if needed.

-Provide the Owner with any invoices or fees generated to be paid by them to complete the permit process.

-The licensed and insured Contractor or Contractors, hired by the Owner, is responsible for installation means and methods per manufacturers recommendations, and on site inspections and any and all E&S controls required to complete the project. At no time will the Agent perform construction oversight as part of the scope of this project.

1.2 The Owner

-Will need to provide the following documents and information as necessary to complete the permit for the project at if applicable:

-All documents provided by the contractor, drawings, cost of the current project, and any dimensions of the proposed structures if different or changes from the submitted permit design.

-A copy of the property survey of where the project will be completed if required by a government agency.

-Provide adjacent property owners email, phone number, and address if required based-on project design and permit (s) requirements, and provide best means to contact adjacent property owners. If a signature is required, the fastest means and methods should be used to obtain the adjacent properties signatures is for the home owner to the obtain signatures. However, the Agent will use methods email, other digital methods, postal service, or in person at the owners request. by doing this will speed up the process. If VMRC has to accomplish task it will add additional time and cost for the Owner

-The Owner is responsible for all fees associated with the filing of permits. This includes but is not limited to all permit (s) fees/taxes by any governing agency; public ads needing to be posted, and refiling fees if needed .

-Contact the contractor for all and any signatures if required for the permits.

-The Owner and/or their contractor(s) shall retain ultimately responsibility for the design, installation, and conformance to all local and state regulations

2. Payment Terms

-The Agent will provide an invoice, and payment in full is due 30 days from when the first permit has been filed with the appropriate government agency.

-The Agent will contact the Owner to pay any fees associated with the permitting process set forth in Paragraph 1.2 of this Agreement.

-The fee for the provided design and the Agent's work to fully permit the design provided by is and \$100.00/hr. unscheduled meetings to include homeowner redesign after submission of permit and additional board meeting per the different agencies. This fee is based on overall project cost at the time of the signed agreement.

-Any additional permit not stated above will be additional cost per permit. The Agent will advise Owner prior to any invoice or work to be completed.

-If the Owner cancels this agreement prior to permits being filed or before the conclusion of the permitting process, the Owner will be charged a minimum of 10 hours of the hourly wage and the Owner will receive all work completed by the Agent within thirty (30) days of cancellation. of this agreement.

-The term of this Agreement ("Term") will commence as of the signing of this document and will continue in effect until Owner has received a final disposition from the governing agency at which point it shall terminate, unless the Term is extended or terminated earlier in a written document signed by both of us in the manner described in Paragraph 5 of this Agreement or as otherwise provided for in this Agreement.

3. Force Majeure

-If performance of this Agreement or any obligation under this Agreement is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

4. Notice

-Any notices to be given under this Agreement by either of us may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested to the addresses set forth in this Agreement unless one of us notifies the other, in writing, of a change of address.

5. No Other Agreement

-This Letter of Agreement contains the entire agreement between us. No part of this Letter of Agreement may be changed, modified, amended or supplemented except in a written document, signed by both of us which specifically states that the document is being signed for the purposes of modifying this Agreement. Each of us acknowledges and agrees that the other has not made any representations, warranties or agreement of any kind, except as is expressly described in this Agreement.

6. Governing Law

-This Agreement shall be interpreted in accordance with the laws of Virginia. In interpreting this contract, we each hereby acknowledge that we have mutually agreed to the terms of this Agreement and thus waive the protections of any law or statute which provides that in the case of uncertainty not removed by the laws relating to the interpretation of the contracts, the language of a contract should be interpreted against the drafter of the contract. Further, we agree that in the event that any one or more of the provisions of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not be in any way affected or impaired.

7. Attorney's Fees

-We agree that if any action is commenced to enforce any claim, demand, debt, action, cause of action, liability, cost, right, duty or obligation provided herein, or if any action is commenced to enforce any of the provisions of this Agreement, the prevailing party in such an action shall be entitled, in addition to any other remedies, to an award of out-of-pocket attorney's fees, including all actual costs incurred by the prevailing party.

8. Remedy of the Parties

-Except as otherwise specifically provided for in this Agreement, in the event one of us is in default or in breach of any of the material provisions of this Agreement and fails to cure the default or breach within ten (10) days after written notice of such default or breach by the other, the non-breaching party shall have the right to terminate this Agreement.

9. Assignment

-This Agreement shall only be assignable or transferable by one of us upon the written approval from the other

10. Relationship of the Parties

-It is understood and agreed that this Agreement does not create a partnership, joint venture or employment relationship of any kind between us; that each of us is acting as independent contractors with respect to each other; and that none of the employees of either of us will be deemed to be employees of the other for any purpose.

11. Termination

-Either of us shall have the right, forthwith and without further notice, to terminate this Agreement by written notice to the other, upon the occurrence of any of the following events:

- (i) A breach or default of a provision of this Agreement which is not cured within the period set forth in Paragraph 8 of this Agreement;
- (ii) A Force Majeure Event that continues for a period of thirty (30) days; or
- (iii) The death or incapacity of either of us during the Term.
- (iv) In the event of a termination, any moneys due on the date of termination shall be immediately due and payable.

12. Headings

-Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

-If the above correctly expresses your understanding of the terms reached during our negotiations, please sign and date a copy of this Agreement and return the signed and dated Agreement to me.

By: _____
Gregory "Mike" Henrich
Permit Division LLC

Date: _____

By: _____

Date: _____



From: Chase Evans <chase@eci-inc.com>
Subject: FW: RE: [EXTERNAL] Evans Construction/Urbanna Town Marina/Bridge Replacement
Date: March 12, 2026 at 11:51 AM
To: robbie@robbiewilson.com

One of two emails.

From: Michael Napior <michael.napior@conteches.com>
Date: Monday, March 9, 2026 at 4:32 PM
To: Mike Matthews <mmatthews@thestructuresgroup.com>, Chase Evans <chase@eci-inc.com>, Meghan Valenti <mvalenti@thestructuresgroup.com>, William Felts <william@landtechresources.com>, Charlie Thomas <cthomas@thestructuresgroup.com>
Cc: Justin Reardon <Justin.Reardon@ContechES.com>
Subject: RE: [EXTERNAL] RE: Evans Construction/Urbanna Town Marina/Bridge Replacement

Chase,

Yes, we'd have to do an all bolted connection, add some shear studs, modify the rail system to the Texas T6 railing, and do a jointless deck. We've done a bunch of them for VDOT...these changes would typically add about 20-30% to the cost. To the layperson it would look the same... they might just notice the rail spacing and type has changed slightly.

Do you want us to revise the quote to meet VDOT specifications?

Mike

Michael Napior
 Bridge Consultant

Contech Engineered Solutions LLC
 770-468-4405
Michael.Napior@ContechES.com
www.ContechES.com

From: Mike Matthews <mmatthews@thestructuresgroup.com>
Sent: Monday, March 9, 2026 4:28 PM
To: Chase Evans <chase@eci-inc.com>; Meghan Valenti <mvalenti@thestructuresgroup.com>; William Felts <william@landtechresources.com>; Michael Napior <michael.napior@conteches.com>; Charlie Thomas <cthomas@thestructuresgroup.com>
Subject: [EXTERNAL] RE: Evans Construction/Urbanna Town Marina/Bridge Replacement

CAUTION: This email originated from outside of the organization. Exercise caution when opening attachments or clicking links,

especially from *UNKNOWN* senders.

Absolutely.



Michael A. Matthews, PE | President/CEO
The Structures Group, Inc. | 1200 Old Colony Lane | Williamsburg,
VA 23185
Celebrating Over 33 Years of Detailed Engineering Solutions | (757)
220-0465

From: Chase Evans <chase@eci-inc.com>
Sent: Monday, March 9, 2026 4:26 PM
To: Meghan Valenti <mvalenti@thestructuresgroup.com>; William Felts
<william@landtechresources.com>; Michael Napior <michael.napior@conteches.com>; Mike
Matthews <mmatthews@thestructuresgroup.com>; Charlie Thomas
<cthomas@thestructuresgroup.com>
Subject: Evans Construction/Urbanna Town Marina/Bridge Replacement

Good afternoon everyone,

A question came up that I need input from the team on. This is not a VDOT project, this is not a VDOT bridge or road. But, the question is, could the bridge be designed in a way that it could ever be adopted into VDOT in the future...?

From: Chase Evans chase@eci-inc.com 
Subject: FW: Town of Urbanna Yacht Club - Bridge Replacement
Date: March 12, 2026 at 11:53 AM
To: robbie@robbiewilson.com

Two of two emails.

From: Michael Napior <Michael.Napior@ContechES.com>
Date: Friday, February 27, 2026 at 3:36 PM
To: Chase Evans <chase@eci-inc.com>
Cc: Justin Reardon <Justin.Reardon@ContechES.com>
Subject: Town of Urbanna Yacht Club - Bridge Replacement

Chase,

I ran some quick numbers below. These are all based on an All Galvanized Bridge with a galvanized SIP form deck (to receive an 8" thick Concrete deck supplied by others - designed by Contech). Side mounted/Girder mounted TI-1 Crash Rated W beam rail (galvanized)

40' span x 24' wide (clear width between rails) - \$145,000 delivered plus tax
 Top of finished deck to low steel dimension of 35"
 Total weight 24,000lbs
 Heaviest pick - 9,100 lbs

50' span x 24' wide (clear Width between rails) - \$ 198,000 delivered plus tax
 Top of finished deck to low steel dimension of 41"
 Total weight 34,050lbs
 Heaviest pick - \$13,350 lbs

I also attached some photos to give examples of both a W beam rail as well as a wood and scupper rail.

I hope this helps. Please let me know if you have any quesitons or need additional information.

Thank you,

Mike







Michael Napior
Bridge Consultant

Contech Engineered Solutions LLC
770-468-4405
Michael.Napior@ContechES.com
www.ContechES.com





February 27, 2026

Mr. P.S.T. "Ted" Costin
Town Administrator
Town of Urbanna
P.O. Box 179
Urbanna, VA 23175

Re: Emergency Repairs to Oyster Rd Access Road to Town Marina

Dear Mr. Costin:

Per our various phone calls and e-mails, Whitman, Requardt & Associates, LLP (WRA) is pleased to submit this scope for the emergency project to restore access to the Town of Urbanna Marina via the bridge located on Oyster Rd. WRA was contacted by the Town in mid-December 2025 to perform a site visit of this non-NBI bridge structure located on Oyster Rd to assess its condition. With this bridge being classified as a non-NBI structure, which is defined as a bridge or culvert that carries vehicular traffic equal to or less than 20 feet measured along the center of the roadway, there is no requirement or formal review of the bridge to document its condition on an annual basis. Thus, very little documentation was available to understand its past history and condition. Upon arriving on site and evaluating the condition of the bridge, it was the opinion of WRA that the bridge be closed immediately due to the significant deterioration present. The Town, working with the VDOT Fredericksburg District Structure & Bridge office, closed the bridge to the public due to its condition.

Since the initial closure of the bridge structure in late December 2024, WRA has worked with the Town to develop various plans to plans to restore access. Per discussions with the Town, the following scope is proposed to restore access on a temporary basis with temporary bridge structure:

- Development of Project Estimates – WRA has developed and will modify the preliminary budget estimate for the Town to review to understand the financial implications for the temporary and permanent replacement bridge structure. This document will be used by the Town to seek either State or Federal funding (or combination) and will be based on tools developed by the VDOT Cost Estimation guidance.
 - The assumption with this cost estimate is full replacement of the bridge structure with a new bridge structure. The new bridge structure will be longer than 20 ft, this will enable the Town in the future to seek funding from VDOT for future maintenance. In addition, due the bridge being greater than 20 ft, this new bridge structure will require a Bridge Safety Inspection on an annual basis.

- Development of Emergency Access solution – WRA will develop plans for a temporary bridge structure to restore access to the Town Marina. Based on preliminary discussions, the following items will be designed to facilitate this project
 - **Options** – WRA will review various options for this project, to include, but not be limited to cast-in-place concrete, precast concrete, and prefabricated type structures. As part of this abbreviated study, WRA will also review the layout of the temporary solution to potentially develop a solution which will minimize impact to the access in the future. As part of this analysis, a construction schedule evaluation will be completed.
- For the purposes of development of the scope, WRA will develop the fee proposal based on the following:
 - **Bridge Structure** – to expedite the project, WRA will design a cast-in-place (CIP) concrete bridge which will bear on the approach roadway such that the bottom of the bridge is approximately 3-6-inches above the current closed bridge. After internal discussion at WRA, the CIP is the fastest option to restore the connectivity to the Marina. The bridge structure thickness is anticipated to be between 18 to 24-inches thick and will incorporate a guard rail system on the side due to its height above the roadway.
 - Due to the proposed length of the temporary bridge structure, it is assumed that this will require a bridge safety inspection (BSI) per current VDOT policy if it were to remain in place more than 24 months. At this time, we are anticipating that the temporary bridge will be about 25 ft in length, this takes into account the foundation portions as well as the portion bridging the deficient bridge. The temporary condition needs to be sufficiently behind the existing foundations to not exert undue pressure on the existing conditions.
 - An initial BSI will be required to open the bridge, which will include a Load Rating for the bridge records
 - **Approach Roadway** – Due to the raised emergency access bridge (see above), a soil and asphalt ramp will be required to gain access to the bridge elevation. The ramp profile will be designed to accommodate a to-be-determined vehicle type after discussions with the Town on what type of truck/trailer combinations could potentially use this facility. In addition, WRA will review the approach roadway geometrics to ensure that truck/trailer combination selected can safely navigate the slight approach roadway curvature.
 - This work will also include appropriate traffic signage to notify the traveling public as appropriate for the conditions ahead to ensure an errant vehicle does not turn on Oyster Rd .
 - **Survey** – To ensure the proper geometrics are accounted for, a limited site survey will be performed per industry standard for a highway project, which includes documentation of the utilities, the existing sheet pile walls, property information (to supplement on-hand information) and topography.

- This survey will be supplemented in the future to gather additional information for the full project, including appropriate survey for the hydraulic analysis.
 - **Geotechnical** – WRA will perform a limited geotechnical site evaluation to understand the approach roadway soil conditions to ensure that the proposed emergency temporary structure does not overstress the gravel roadway/causeway structural supports.
 - WRA will discuss if geotechnical borings are required at this current time or will be required at a later date with the scope for the full replacement
 - **Environmental Permitting** – WRA will review the various agencies to determine what, if any, permits are required for this temporary condition. Depending on the type of funding received, it will affect the necessary environment approvals (ie NEPA). At this time, at a minimum USACE, VMRC, DEQ review and or permitting is expected.
 - **Utilities** – Due to the nature of these repairs, as part of the survey, WRA will evaluate the utilities that are on-site and will review the prior rights. This information will be used as part of the future project to understand who is responsible for the relocation of the utilities along the corridor for the re-building of the bridge structure. As part of this work, WRA would propose test pits to understand the depth to the existing utilities; this information will be used to make sure the temporary condition does not place an undue load on the in-ground utilities. In addition, WRA will either work with the Town or can design the water and wastewater relocation which will be required as part of the re-building of the bridge.
 - **Hydraulics** – WRA will review the requirements to satisfy the Town, County, and or State requirements for drainage and or hydraulics at this location. This may or may not result in some drainage type facility along this roadway. This study will also document that the proposed project impact to the waterway opening
- **Construction** – Once the project plans are completed, WRA will provide a minimum of Contractor names to the Town for the purposes of solicitation of bids for the project.
 - **Construction Administration/Inspection** – To ensure that the project is administered and inspected for compliance with the plans, WRA can provide these services. This effort would be per industry standards, but using VDOT guidelines as a basis to properly track the work for potential reimbursement by a State or Federal Funding mechanism.

Deliverables – Final bridge rehabilitation plans will be prepared by WRA in accordance with the AASHTO LRFD Bridge Design Specifications, 8th Edition, 2017, and VDOT Modifications; and, if required for sub-structure AASHTO Standard Specifications for Highway Bridges, 16th Edition, 1996, 1997 and 1998 Interim Specifications, and VDOT Modifications. All plans will be completed in Customary U.S. Units of measurements. WRA will coordinate all efforts with the Town. Final plans will be prepared on regular plan-size (full-size) sheets.

The final submission will consist of the following:

- Electronic files in MicroStation format
- Digitally signed plans in PDF in accordance with current VDOT policy for use in providing to the Contractors

As part of the plan submission, WRA will provide Estimated Quantities for development of Construction cost estimates. In addition, if required, WRA will either develop or update any Special Provisions. WRA will participate in two (2) review meetings, including a biddability and emergency Contractor presentation meetings.

Minor revisions will be made to the Plans based on review comments from others that may be received after the Final Submission. Individual plan sheets that are revised will be submitted in electronic format, as described above for the Final Submission.

Bridge Load Rating

WRA will develop a Load Rating and associated files for the temporary superstructure conditions in accordance with the latest guidelines as set forth by the VDOT IIM-S&B-86 at the completion of the design. In addition, WRA upon completion of the project will provide the final as-built load rating.

SCHEDULE

The exact schedule is TBD based on conversations with the Town, but based on the current discussions, the temporary design can be completed in about 4 weeks from NTP (with no survey, which can be obtained during design to update the final temporary plans). Depending upon the funding type, it will impact the overall duration of the final design phase, plus our goal would be to align the advertisement of the plans to work around time of year restrictions for work in the water, tree clearing, and bats.

COMPENSATION

We are in the process of obtaining 3rd party quotes for services which WRA does not provide, such as Surveying, Geotechnical Boring/Material Analysis, and cultural resource evaluations. Based on similar projects the below value are estimated fees for the services on this project to provide a rough order of magnitude and once the final scope is fully understood, we will adjust and provide a formal fee proposal for approval.

Design	\$ 750,000 (est.)
Construction Support/Inspection	\$ 150,000 (est.)
Total	\$ 900,000 (est.)

Should the schedule or design basis of this proposal be changed, we reserve the right to renegotiate.

We are available at your convenience to discuss this proposal and are looking forward to working with you and the Town on this project. Please contact me should you have any questions.

Very truly yours,

Whitman, Requardt and Associates, LLP



Jeremy Schlusel, PE
Sr. Vice President

Enclosures

cc:

Oyster Rd over Trib. to Urbanna Creek Bridge

SPECIAL MEETING
URBANNA TOWN COUNCIL
March 4, 2026

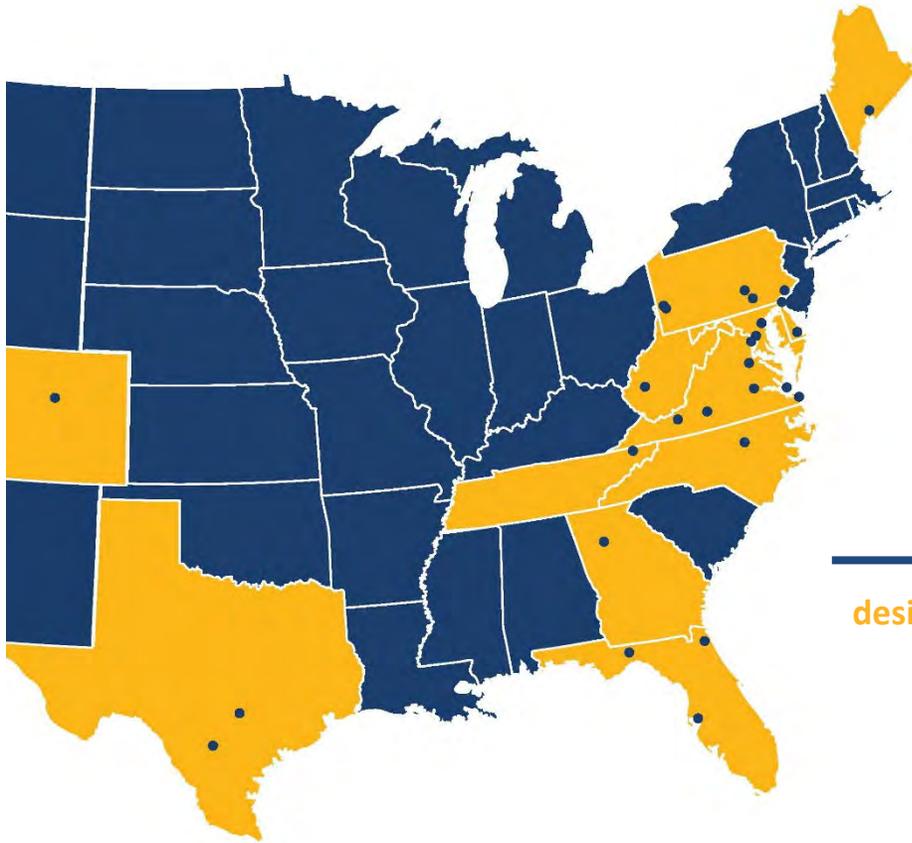


Firm Overview



Whitman, Requardt & Associates, LLP

Engineers ♦ Architects ♦ Environmental Planners Est. 1915



110
YEARS

850+
EMPLOYEES

TOP 125
ENR DESIGN FIRM

designing the infrastructure and
buildings that
improve the world

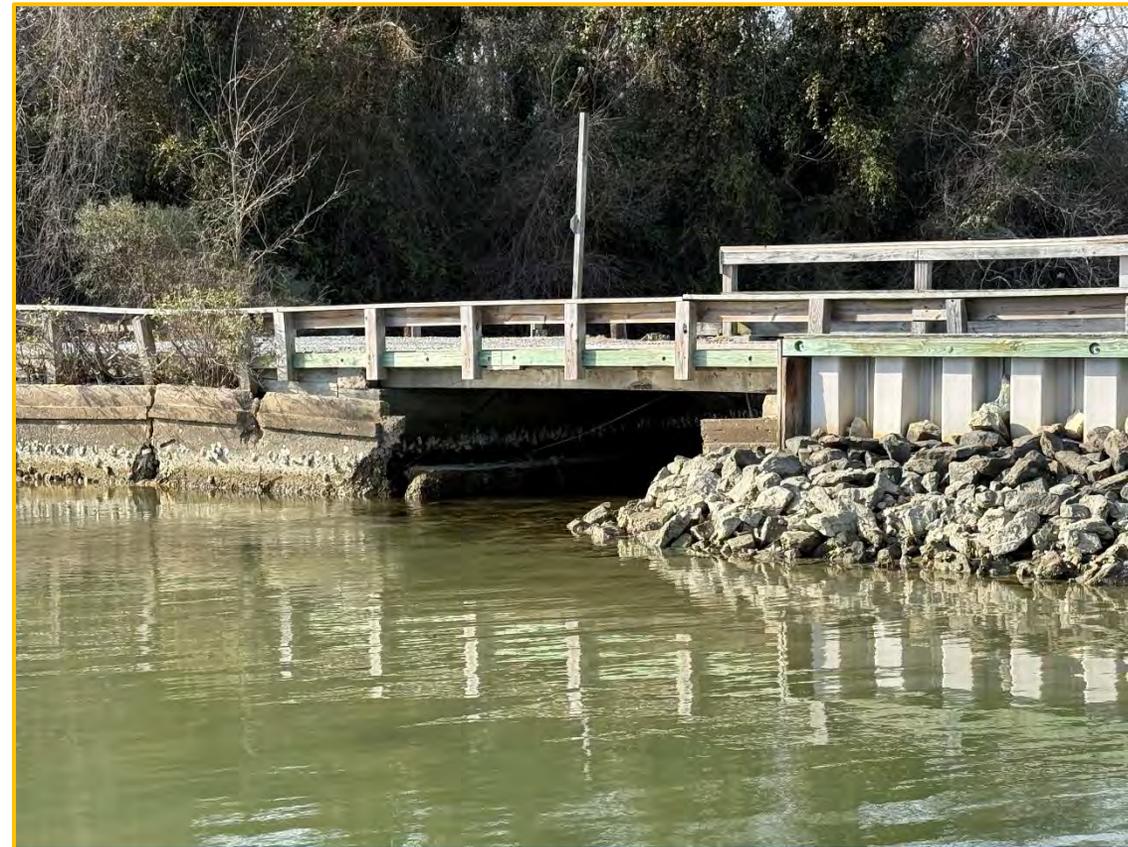
- Leading Engineering, Architectural, Environmental Planning and Construction Management and Inspection (CMI) Firm in the Mid-Atlantic Region
- Local Presence: 7 VA Offices
- Value Driven with Low Overhead
- Quality-based, Reputable, Trusted
- Over 270 Virginia personnel

Quick History

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



Bridge Condition



Options

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



Options

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



Options

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

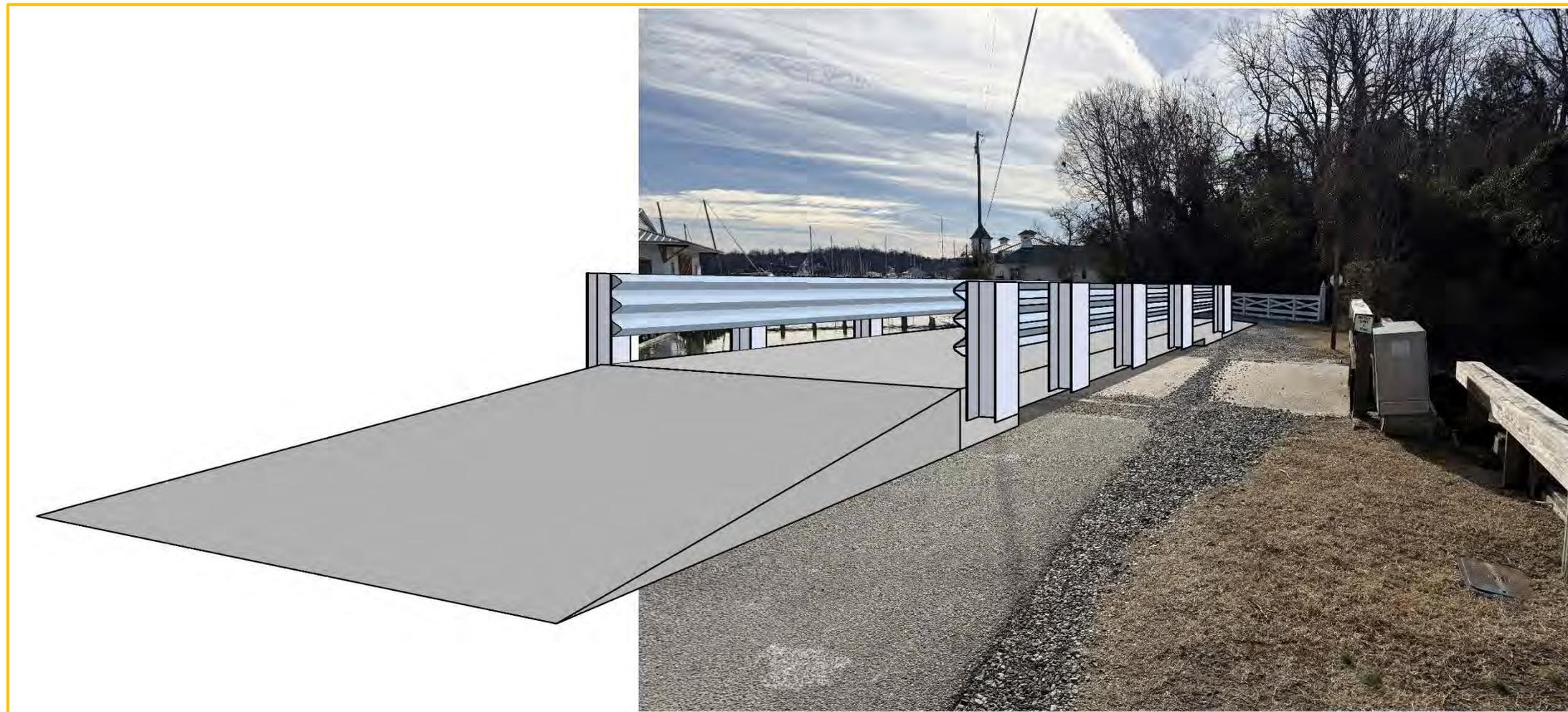


Options

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

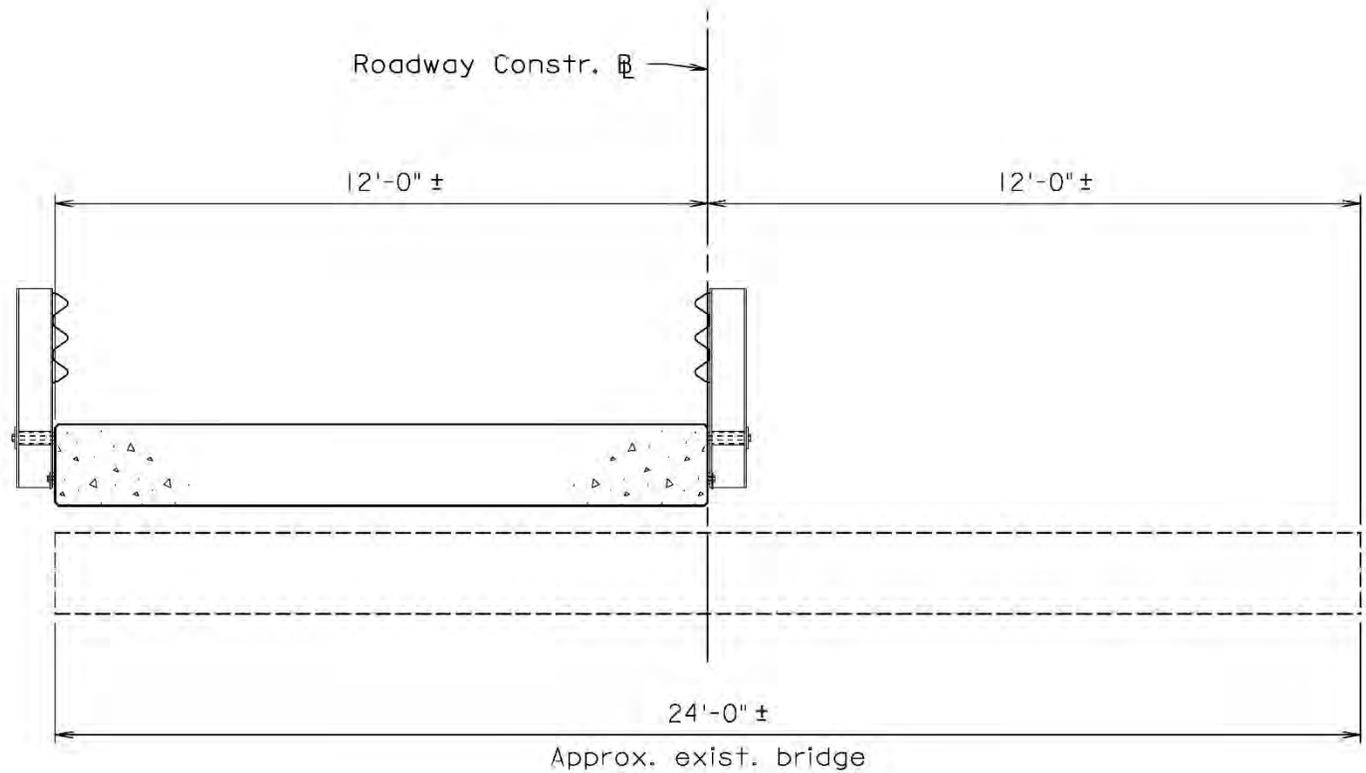


Options



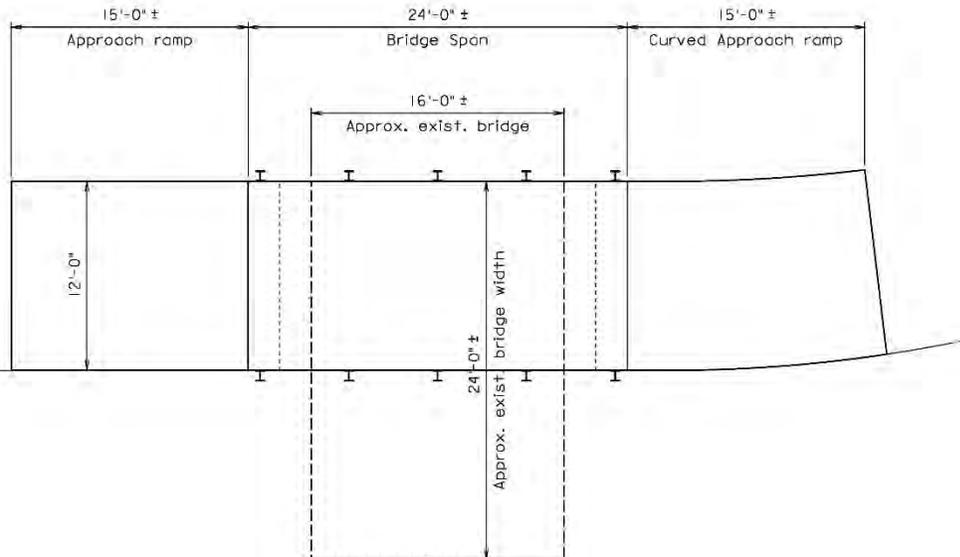
Options

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



Roadway Approach - Temporary

- Approach Roadway
 - Regardless of option, will require ramp up/down to cross bridge solution
 - Asphalt build-up
 - Will require maintenance



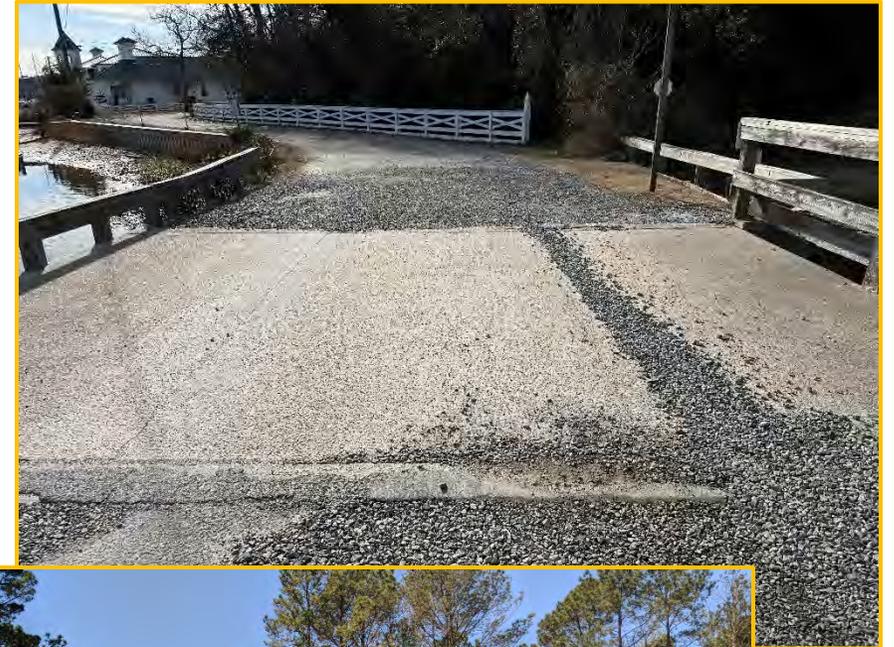
Long-Term Solutions

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



Long-Term Solutions

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



Questions?

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





**TOWN
COUNCIL**

Agenda Item Summary

MARCH 26, 2026 WORK SESSION

Agenda Item: 7 – WORK SESSION MATTERS

7.b. Personnel Policy Review

Background: The town's present Personnel Policy is over thirty years old and in need of revision. The Town Attorney presented Council with a draft of Chapter 2 – Employment at the January 22, 2026 Work Session and requested feedback. Some feedback was received and acknowledged. In addition, needed information was provided by the Treasurer. The Town Attorney will be presenting this matter.

Fiscal Impact: None anticipated.

Staff Recommendation: Review and offer changes/suggestions so that a finalized document can be brought to Council for approval.

Council Action Requested: No formal action is required.



**TOWN
COUNCIL**

Agenda Item Summary

MARCH 26, 2026

Agenda Item: 8 – ACTION ITEMS

8.a. Approval of March 4, 2026 Special Called Meeting Draft Minutes

8.b. Approval of March 12, 2026 Regular Meeting Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the March 4 and March 12, 2026 minutes as presented [or, with the discussed amendments made by consensus of the Council].

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

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
SPECIAL CALLED MEETING OF MARCH 4, 2026**

A special called meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 4th day of March, 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. The purpose of the meeting was to discuss options for the repair/replacement of the Marina Bridge.

AGENDA ITEM 1. CALL TO ORDER

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL OF MEMBERS

Marjorie Austin Absent
Larry Chowning Present
Alana Courtney..... Present
Mayor Bill Goldsmith Present
Merri Hanson Absent
Beth Justice Present (arrived at 6:47pm)
Robbie Wilson Present

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk
Michele Hutton, Town Treasurer
Steve Hutton, Public Works
Andrea Erard, Town Attorney (via Zoom)
Jeremy Schlüssel, PE, Senior Vice President with Whitman, Requardt & Associates, LLP (WRA)
Members of the press and public

PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 4. SPECIAL MEETING MATTER

4.a. Engineering Proposal Regarding the Marina Bridge

Jeremy Schlüssel, PE, Senior Vice President with Whitman, Requardt & Associates, LLP (WRA), presented different options to consider regarding the Marina Bridge (Attachment A).

Mr. Schlüssel said the crossing has been in place for about 90 years and showed a photo he found from 1931. It is believed the current bridge was built in the mid 1970s and it is 24 feet wide and about 16 feet long. This means it was subject to mandatory safety inspection requirements which apparently fell through the cracks over the years. This will have to be rectified in the future.

They are not sure of the foundation but estimate the pilings are anywhere from 80-100 feet long and buried in deep foundations. The majority of the pre-stressing reinforcing has fallen out of the

bridge, which predicated working with VDOT to close it due to safety concerns. The concrete has deteriorated and the retaining walls are leaning over. The bulkhead is starting to lean and fail along the roadway. While they have not yet determined the condition of the foundation, there is evidence of structural issues.

Mr. Schlusel said there are two options, both with the goal of reopening the marina as fast as we can.

The first option is a temporary, prefabricated bridge (often referred to as a NAMI or Bailey Bridge). They come in units and can be somewhat customized to the site. Mr. Schlusel went over some different types of prefabricated options. Most are highway rated. Steel plates, logging bridges are not highway rated and there are no safety features. All require some sort of foundation elements. One issue to consider is whether a crane would be needed. There is an overhead power line which is physically in the way of a crane doing any work there.

The fastest temporary solution is a cast-in-place concrete bridge. Smaller equipment is needed for installation and it can be customized to the site. Many highway contractors can do this job. The road would be raised and a ramp installed to get to the bridge. Guardrails would be in place. They sketched it off to one side to avoid the water and sewer lines that are there. Because it would be raised above the current bridge and be longer than the current bridge, there would be no weight load going on it. Council would determine the width of the new temporary bridge. It would be a one-lane structure to save room for the future.

The second option is long-term. Mr. Schlusel said there are many things associated with a long-term option that impact the ability to work around the water; the biggest of which is permitting. There are time-of-year restrictions, birds and bats that we have to work around, and permitting with the Coast Guard, Army Corps of Engineers, DEQ, and potentially NEPA. We'd have to work with Dominion Energy, HRSD, Verizon, Breezeline, etc. The hydraulics of the water have to be taken into consideration as well as the creek bottom.

Mr. Schlusel said there is a lot of new technology out there now such as corrosion-resistant materials and low-permeability concrete that will make the bridge last. They are designing a 75-year lifespan now.

The main issue is funding. The \$4.4 million that was mentioned included rebuilding a good portion of the road to where the right-of-way currently is. The road to the marina is a right-of-way easement on private land. Everything can be scaled back. Mr. Schlusel noted that once you ask for federal or state money, it's very difficult to go back and ask for more so you look at the worst-case scenario to come up with an estimated cost. Underestimating and having to ask for more will significantly delay a project.

Mr. Schlusel said the least expensive fix would be around \$300,000, including engineering. This is a ball-park estimate.

Councilmember Chowning asked if our long-term goal is to have VDOT take over the bridge. Mayor Goldsmith said we would have to bring the entire road up to their standards before they would take it over. This would include us moving utilities, acquiring the private property, etc.

Councilmember Wilson said we do not have an understanding with VDOT. Mr. Costin said he was told that VDOT would be willing to take it if we build it to their standards. The bridge has to be built to federal standards plus additional VDOT standards because it's for public use. Mr. Costin said if the town retains ownership of the bridge, we can have a private road that's substandard to VDOT, but when the wheels touch the bridge, it's got to be VDOT standard.

Mr. Schlusel said the bridge would be built following the American Association of Highway and Transportation Officials (AASHTO) standard which works closely with the Federal Highway Administration (FHWA) Office of Safety. If the bridge is kept private, meaning the town owns it, it's just open to the public, we would just have to meet the AASHTO minimum standard, which is safe.

Councilmember Chowning asked if we need permission from the landowner to do work on the bridge. Ms. Erard said she doesn't believe there are any legal constraints in proceeding.

Councilmember Courtney asked the cost and life span for a temporary option. Mr. Schlusel said cost depended on the option. A solid slab option could last 75-100 years.

Ms. Erard asked the cost and timeline for a temporary bridge. Mr. Schlusel said the concrete option has about a two-month construction time. A portable bridge would be about \$50,000 just for the bridge, not including roadwork and labor, which would be about another \$150,000. The town would hire the construction company to do the work. These figures do not include engineering. A portable bridge could handle firetrucks and school buses.

Mr. Costin asked Mr. Schlusel to explain the difference between a culvert and a bridge and why a culvert will not work here. Mr. Schlusel said a culvert is concrete on all four sides. It would have to be countersunk about two feet into the creek bed so it could be maintained as a natural bottom. Digging in waters of the US impacts permits and it will take much more time. If there had been a four-sided structure there now, it would be much easier to do. He said a culvert is not advisable.

Councilmember Chowning asked how much the bridge inspection costs. Mr. Schlusel said about \$5,000 every two years. He said it is highly recommended that the town have the bridge inspected every 24 months to keep a history of it. He said obviously the bridge will deteriorate but you can track it and go, okay, well, the first 40 years is really good, then it started deteriorating, and then you can understand because you'll be taking enough photos and documenting its condition. Scour is also checked and you'll be able to understand if the material is coming and going more frequently and if deeper channels are being created because of the ebb and flow of the water.

Councilmember Chowning said he is concerned about walking on the bridge as well as vehicles.

AGENDA ITEM 5. PUBLIC COMMENT & COUNCIL RESPONSE TO PUBLIC COMMENT

Roy Kime of Howard Street said he is the former zoning administrator of the town and helped the town treasurer with budgeting and finance for the town. He is familiar with the marina, the access road to it, and the bridge over the entrance to Jamison Creek. He was asked if he would be interested in being the project manager for the bridge project and he said he had some interest but is no longer interested. He said we don't need to pay for engineering studies for a bridge which

is not necessary and will never be built. He said the marina bridge is more like a driveway into your house. He said the marina generates about \$25,000 a year in net income and it would take 46 years of marina profits just to pay for the engineering work. He said we built a pool for a million two and dug a well for a million two, both of which included all the engineering and all the contract work, and both those are designed to last for quite some time. He said the town cannot afford this contract and suggested the mayor appoint a committee of the council to explore other alternatives and to look into the bridge requirements for public access.

Tammie Putney of Meadow Lane reminded Council of the dredging project that was done several years ago and said the trucks carrying heavy equipment across the bridge may have contributed to the damage. He suggested looking into it to see if some restitution could be received.

Lisa Powers of Colorado Avenue said all her questions had been answered by the presentation.

William Mayo of Rappahannock Avenue said more people need to be brought in to discuss options for the bridge.

John Anzivino of Howard Street submitted a written comment. (Attachment B)

Councilmember Wilson said there was a bypass option suggested by an engineering firm in the early 1990s.

AGENDA ITEM 6. ADJOURN OR RECESS

Councilmember Courtney made a motion to adjourn. All were in favor with none opposed.

The meeting was adjourned at approximately 7:16pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

ATTACHMENT A

Oyster Rd over Trib. to Urbanna Creek Bridge

SPECIAL MEETING
URBANNA TOWN COUNCIL
March 4, 2026



Firm Overview



Whitman, Requardt & Associates, LLP
Engineers • Architects • Environmental Planners Est. 1915



110
YEARS

850+
EMPLOYEES

TOP 125
ENR DESIGN FIRM

designing the infrastructure and
buildings that
improve the world

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

2

PEOPLE FOCUSED – PROJECT DRIVEN



Quick History

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



Bridge Condition



Options

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



Options

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



Options

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

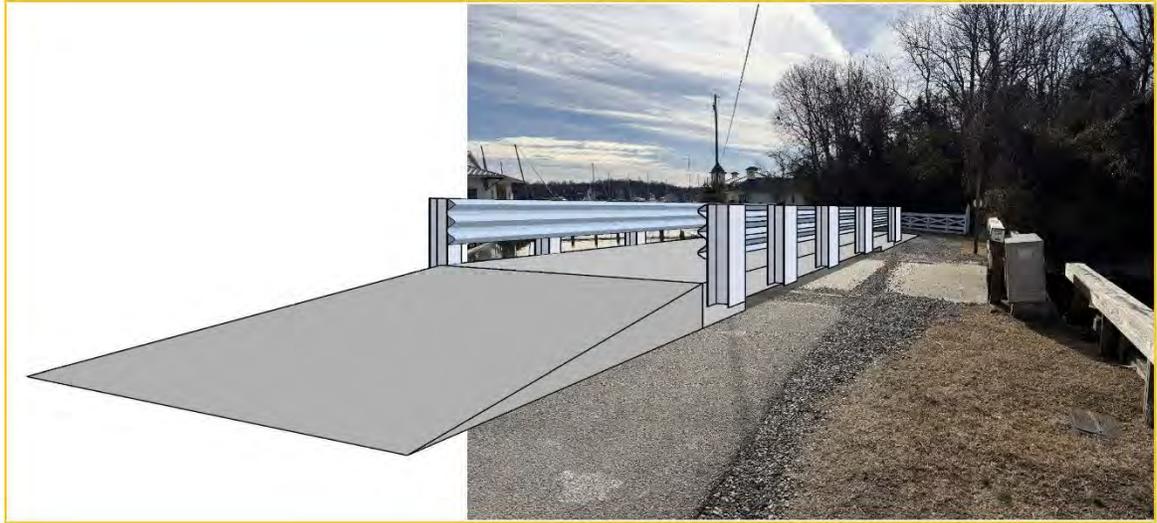


Options

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

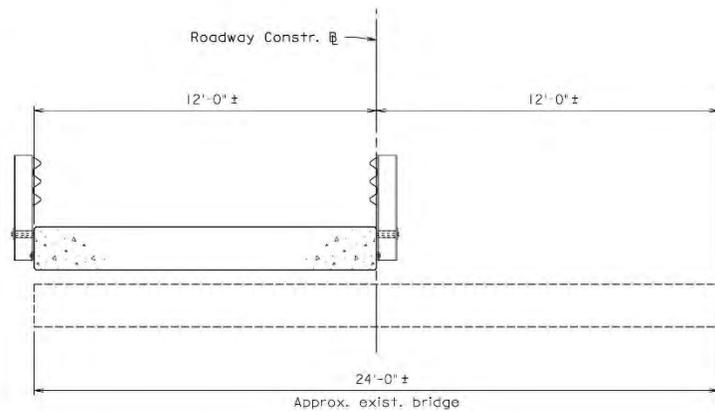


Options



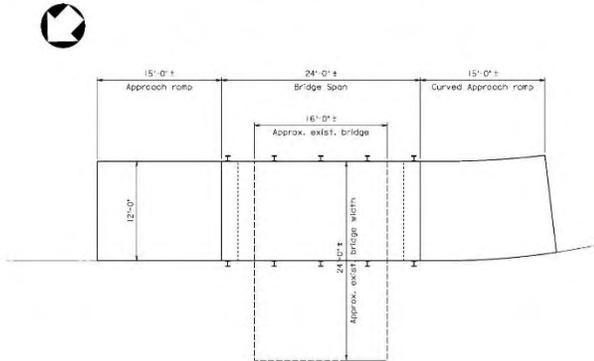
Options

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



Roadway Approach - Temporary

- Approach Roadway
 - Regardless of option, will require ramp up/down to cross bridge solution
 - Asphalt build-up
 - Will require maintenance



Long-Term Solutions

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



Long-Term Solutions

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



Questions?

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



ATTACHMENT B

From: John Anzivino
Sent: Tuesday, March 3, 2026 5:57 PM
To: Kristi Urbanna
Subject: Urbanna Bridge

This is another example of a governing body overlooking its investments until the asset becomes a crisis. The Town needs to conduct some professionally developed long-range financial planning.

I've worked with Whitman Requardt in the past and they are a quality firm.

I have reviewed over 100 proposals during my local government career and written over 700 as a local government consultant. This is one of the most unclear proposals I've seen.

Some thoughts:

- As I understand the proposal the engineers are proposing an initial shorter-term fix and a longer-term permanent solution.
- How long will the short-term fix remain? What is its life expectancy?
- For the longer-term solution, the proposal indicates that VDOT will assume responsibility for the 'bridge' in the future. That undoubtedly means the road to the bridge will also be accepted by VDOT. If so, does this mean the entire road will become part of the VDOT system and is that part of the design fee? If so, does the road have adequate right of way according to VDOT standards and has the idea of accepting the road and 'bridge' been broached to VDOT?
- The cost for engineering services is estimated to be \$900,000. What is the cost for the temporary phase?
- The estimated cost also notes that it is noninclusive of subcontractor costs (geotechnical, surveying, etc.) Who controls those costs and what is the estimated range of costs?
- The proposal seems to indicate that by accepting the agreement the Town is obligated to Whitman/Requardt for the duration. What is the Town's off ramp if Whitman Requardt does not perform well?

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF MARCH 12, 2026**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 12th day of March, 2026 beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

The Mayor called the roll:

- Marjorie Austin Present
- Larry Chowning Present
- Alana Courtney..... Absent
- Bill Goldsmith, Mayor Present
- Merri Hanson Present
- Beth Justice Present
- Robbie Wilson Present

Others Present:

- Ted Costin, Town Administrator
- Christine Branch, Town Clerk
- Michele Hutton, Treasurer
- Andrea Erard, Town Attorney (via Zoom)
- Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. February 12, 2026 Work Session Meeting Draft Minutes

Councilmember Austin made a motion to approve the minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 7. REPORTS**7a. STAFF REPORTS****7a.1. Town Administrator**

Mr. Costin presented his report with the following updates:

HRSD said they will begin removing the cold patch from the manhole covers in April and will install risers and bring the covers to grade at some, but not all locations. Others will be done in future budget years. He is hoping this will also get them to uncover several water valves which were paved over. Mr. Costin said it will cost \$6,000 to uncover the water valve covers. Steve Hutton, Facilities, said there are several layers of cold patch over the valve covers from over the years. VDOT admitted that they were not on top of project management and quality control during the manhole and valve cover projects. Council directed Mr. Costin to invoice VDOT for the \$6,000 cost to remedy the problem.

Councilmember Chowning said VDOT fixed the sign that was knocked down and he appreciated their quickness.

Mr. Costin said we may be able to use the excess amount of the USDA well loan to repair the pump house pipes. There would still be money left we can send back to the USDA which would either lower our repayment amount or shorten the term. Mayor Goldsmith asked if the money could be used to fix the pit. Mr. Costin said it needs to be assessed first. Council directed Mr. Costin to have it looked at now.

Councilmember Wilson said we need better PR so people know what they are getting from their tax dollars.

7a.2. Treasurer

Ms. Hutton presented the January Treasurer's Report. There were no questions from Council.

Ms. Hutton said she is trying to arrange a weekend or evening time when people could come to Town Hall for on-site golf cart inspections and get their decals.

7a.3. Town Clerk

The Monthly Clerk's Report was presented. There were no questions from Council.

7b. COMMITTEE REPORTS**7b.1. Finance Committee**

The Finance Committee did not meet since their last report. Councilmember Wilson said a meeting needs to be called to begin work on the budget.

7b.2. Water Committee

The Water Committee did not meet since their last report. Councilmember Austin said a meeting needs to be called.

7b.3. Special Events Committee

The Special Events Committee did not meet since their last report. Councilmember Austin said there are some pop-up events happening on St. Patrick’s Day. She said Dragon Dogs will be here for the Leprechaun stroll.

Councilmember Justice said she continues working on ideas for the 4th of July celebration. She said the military band is not available and she’s been unable to secure a band. She said she could book Sweet Justice but was concerned it would be a conflict of interest since she is in the band. Councilmember Austin said it was a conflict of interest. Mr. Costin suggested finding a sponsor to pay the band such as is done for Second Saturdays. Mr. Costin said the pool hours will be extended for July 3rd and 4th but they will need to get solar lights to hang on the fence. Councilmember Justice asked that people contact her with any ideas they might have for the celebration. Councilmember Austin said she took back her objection to Sweet Justice being a conflict of interest if the money is coming out of the fireworks budget.

7b.4. Personnel Committee

The Personnel Committee did not meet.

AGENDA ITEM 8. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Kristi Anzivino of Howard Street said zoning violations in the Town need to be addressed and noted there are abandoned vehicles within 40 ft. of the Rappahannock River. She said we need to stress the importance of helping our town look better.

Bruce Murray of Marsden Avenue said he has a friend who does VDOT contractor work in Ashland. He wanted to know if it was ok for him to talk with his friend to get his advice on the manhole and valve issues. He said he did not think the town should have to pay for it. Councilmembers Chowning and Austin said they thought it was ok as long as he did not represent that he was asking on behalf of the town, but as a concerned citizen.

AGENDA ITEM 9. OLD BUSINESS

9a. Ordinance 01-2026 – Adopt and Enact a New Code for the Town of Urbanna, Virginia (recodification)

Mr. Costin said Ms. Erard said a public hearing will need to be held before Council could adopt the recodification of the code.

Councilmember Austin made a motion to direct staff to advertise a public hearing on Ordinance 01-2026 adopting and enacting a new code for the Town of Urbanna.

Councilmember Wilson seconded. The Mayor called for any discussion. The Mayor called the roll:

- Marjorie Austin..... Aye**
- Larry Chowning..... Aye**
- Alana Courtney..... Absent**
- Bill Goldsmith, Mayor Aye**
- Merri Hanson Aye**
- Beth Justice..... Aye**
- Robbie Wilson Aye**

The motion passed 6-0 with 1 absent.

9b. Repair/Replace Marina Bridge

Mr. Costin recapped the situation and need for the marina bridge repair/replacement. He said that, with the bridge being under the purview of VDOT for plan review and inspection, he did not think a project manager would be necessary; he could handle it himself.

Mayor Goldsmith said he has a meeting tomorrow with someone who is proposing another option.

Councilmember Wilson said he would like to shop around and see other proposals. He also provided Council with an email from Evans Construction containing a Pre-Construction & Design Services Proposal.

Councilmember Austin said to see if we could use any of the USDA money for this project.

Council directed staff to present Councilmember Wilson and Mayor Goldsmith's options at the next Work Session so they could hopefully make a decision and get started.

Councilmember Chowning asked if a funding support letter was received from the Middlesex EDA. Mr. Costin said no.

Councilmember Austin said we need to tell people where the other boat ramps in the area are in anticipation of the marina not being able to open this year.

AGENDA ITEM 10. NEW BUSINESS**10a. RFP for Food Service at Marshall Community Pool**

Mr. Costin said only one response was received from the RFP, the Wooden Pickle. He said they understood about the special events held at the pool and the swim team's desire to offer some snacks as a fundraiser for the team. Mr. Costin said the Wooden Pickle's owners said they have a relationship with the swim team and would work with them. Mr. Costin said he would like the Wooden Pickle and pool management staff to be the only ones allowed in the Snack Shack building. Council agreed.

Councilmember Austin made a motion to direct staff to develop an agreement with The Wooden Pickle Café in line with the proposal attached noting special events as outlined above. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

Councilmember Chowning said he liked that this whole process was done in the public eye and he's also glad the award is going to a local business.

10b. Resolution 2026-03 – Oyster Festival Special Business License Fee Increase

Mr. Costin said Mr. Hatton with the Oyster Festival Foundation was present to give background on their Board's desire to raise the business license fee. Discussion took place between Council, Mr. Costin, and Ms. Erard on why Council was involved in setting the Oyster Festival's fees. The answer is that it is written that way in the current Town Code and the Oyster Festival Master Plan, and has been done this way since business licenses began being issued to participants over 60 years ago. Further discussion will take place on the proper way to do this in the future while

maintaining the partnership the Town currently has with the Oyster Festival Foundation. This information will be brought back before Council at a later date.

AGENDA ITEM 11. PUBLIC COMMENT 2 AND COUNCIL RESPONSE TO PUBLIC COMMENT 2

There were no speakers.

AGENDA ITEM 12. COUNCIL ANNOUNCEMENTS & REQUESTS

None.

AGENDA ITEM 13. CLOSED MEETING (if needed)

None required.

AGENDA ITEM 14. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:35pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: _____, 2026

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 9 – 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. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

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. Speakers are called in the order they signed up.

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



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL WORK SESSIONS**

Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS

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

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.

Agenda Item: 11 – CLOSED MEETING (if necessary)

Agenda Item: 12 – ADJOURN OR RECESS

At a meeting of the council, a motion to adjourn shall be always in order, needs no second, and shall be decided without debate.

Motion, Voice Vote (all in favor, any opposed), Mayor declares meeting adjourned or recessed