

**Minutes
Windsor Town Council Work Session
Town Hall
February 27, 2024**

The Windsor Town Council met in a work session on February 27, 2024, at 6:00pm in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Stubbs was present, and he called the meeting to order. Kelly Kuhns, Town Clerk, recorded the minutes. William G. Saunders IV, Town Manager, and Cheryl McClanahan, Treasurer, were also present.

Council members present:

	J. Randy Carr – Vice Mayor
	David T. Adams
	Walter Bernacki
	Edward (Gibbie) Dowdy

Council members absent:

	Jake Redd
	Marlin W. Sharp

Councilman Bernacki delivered the invocation.

New Municipal Building Review

Mr. Saunders said that in the 2016-17 timeframe, the Town Council solicited the services of an architectural firm to initiate design work on a new municipal building.

Mr. Saunders added that the architects worked up several design options with cost estimates in 2017-2017. He noted that due to several capital projects being considered at the time, to include the Town Center, the new public works building, and a sidewalk project, the municipal building project was tabled.

Mr. Saunders stated that in conversations with the architect since the January 23, 2024, work session, he states that Moseley Architects would be glad to enter into an addendum to the original agreement to pick up where the previous Council left off. He added that given the tentative nature of the restart of the project, the architect recommended creating two new amendments to the agreement; the first to finish schematic design and update cost estimates, and the second for design development through construction administration. Mr. Saunders noted that the architect also provided the latest work that was created following the vote by Council on the final options.

Mr. Saunders provided documents and exhibits developed prior to the cessation of activity in 2017 for the Council to review.

Mr. Saunders reviewed the Memorandum of Conference number four between the previous Council and Moseley Architects of March of 2017. He noted that the meeting minutes include information that will educate the current Council on where the project stands. Mr. Saunders added that the previous Council were continuing to discuss schematic design options for the new Town Hall. He said those discussions included the direction in which the new Town Hall would be positioned, facing Route 460 or Shirley Drive. He noted that the previous Council voted to position the new Town Hall entrance toward Shirley Drive.

Mr. Saunders discussed the exterior schematic design for the new Town Hall, stating that the previous Council proposed designing a facility that would closely resemble those buildings surrounding it, such as Towne Bank. He went on to discuss the proposed site plan schematic design for the location of the new Town Hall as outlined in Memorandum of Conference number five.

Mr. Saunders presented the professional services agreement from 2016 which outlined the cost for the Needs Assessment / Master Plan / Conceptual Plan, Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, and Furniture Design & Procurement. He noted that this agreement was not entered into by the previous Council and was tabled due to other projects. Mr. Saunders added that the cost estimates provided are from 2016 and would not be relevant in today's market.

Councilman Bernacki asked if the architect provided an updated amendment to the agreement.

Mr. Saunders answered that the architect may be able to provide an updated amendment to the agreement in time for the March 12, 2024, Town Council meeting.

Mr. Saunders stated that the floor plans provided account for potential staff expansion based on the needs assessment completed previously. He added that the Town's future population growth would require additional staffing positions, to include an engineer to assist in the maintenance of Town streets and highways. Mr. Saunders added that the floor plan will need to be reconfigured or expanded to account for such growth. He noted that the solicitation and original agreement were created for a building of approximately 5,000 square feet and that the amendment to the agreement that was not entered into was to change the scope to between 5,000 – 8,000 square feet. Mr. Saunders said that the new floor plans would need to account for more square footage totaling 8,000 – 10,000 square feet to prepare for spatial needs.

In response to Councilman Carr's question, Mr. Saunders advised that Moseley Architects originally secured the contract through a Request for Proposal (RFP) with the previous Council, therefore, the current Town Council can amend the contract with Moseley Architects to resume the project.

Councilman Adams said he would like to have Moseley Architects attend an upcoming Town Council work session to further discuss the new Town Hall project.

Mr. Saunders stated that he should have the contract addendum to present to the Town Council at the March 12, 2024, Council meeting.

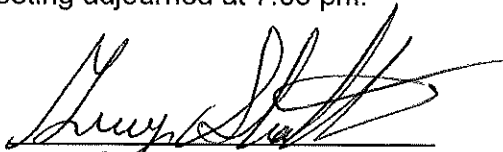
Councilman Bernacki asked for clarification on next steps after the Council reviews the contract addendum.

Mr. Saunders said that the next step would be to invite Moseley Architects to attend an upcoming work session where the architect can give a presentation regarding the new Town Hall project and answer questions from the Town Council that would allow them to make an informed decision on how to move forward.


Mayor Stubbs asked if there were any questions. No further questions were presented.

Councilman Bernacki made a motion to adjourn. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

The meeting adjourned at 7:03 pm.



George Stubbs, Mayor



Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date February 27, 2024

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