VML BOARD OF DIRECTORS MEETING

Thursday July 28th – 9:00am
Marriott Downtown Richmond
Richmond, Virginia

Agenda

- Only one person speak at a time and give the courtesy of listening to your colleague
- Start and end in a timely fashion
- Debate an item and move on, there is no need to rehash
- Stay on topic and be respectful
- Agree to disagree in a professional manner
- Seek to understand and be understood
- Know when to move on
- Don't monopolize the time
- Give everyone a chance to be heard

WEDNESDAY JULY 27th Event at Colonial Downs (details to follow estimated beginning 1:00pm)

THURSDAY MAY 12th 9:00am

I. **Call to Order**
   a. Introductions
II. **Consideration of Minutes**
   a. Executive Board minutes for May and June
III. **Discussion of VML Annual Conference 2022**
   a. October 2-4, Richmond
IV. **Discussion on the future conference locations**
V. **Building Update (13 E. Franklin St.)**
VI. **Review of Financials**
VII. **Future Meetings:**
   a. 2022 Annual Conference – Richmond – Oct. 1-4th
   b. December 8th at 9:00am
VIII. Adjournment by 12:30 (Lunch is provided)

MINUTES
VML BOARD OF DIRECTORS
MAY MEETING
MARRIOTT RICHMOND
May 12, 2022

In attendance: Jon Stehle, Willie Greene, Bill Rush, A.D. "Chuckie" Reid, Derrick Wood, Katie Cristol (on the phone until 10:15am), Phil Miskovic, Steve Trivett (arrived 9:25am), Stephanie Reynolds-Moon, Robert Ike (Michelle Gowdy, Roger Wiley and Sue Mellen were also in attendance)

Call to Order: President Stehle called the meeting to order at 9:11 am.

Minutes: Minutes from the Board of Director's meeting in February were approved without objection.

Financials: Sue went over the proposed 2023 annual budget and it was approved without objection.

Closed Session: The Board went into closed session to discuss contracts.

Motion: Upon entering open session a motion was made to direct the Executive Director to present an addendum to VRSA for their current contract. There was no objection.

Amicus Brief Request: There was general discussion about the request from the City of Martinsville's City Attorney. There was a motion made to authorize the Executive Director to spend up to $5,000 for this requested brief – there were no objections.

Strategic Plan: Chris Bennett of the Spark Mill joined electronically to discuss the VML strategic plan and the staff retreat that was held on the strategic plan. There was general discussion.

Staff update / Conference: There was general discussion about staff changes and the 2023 and 2024 conferences. The 2024 host city will not be prepared so VML will look for another city for 2024.

Future Meetings: There was general consensus that the VML August 18th meeting would be moved to July 28th in Richmond.

Adjournment. The meeting was adjourned at 11:25am.

Respectfully submitted,

Michelle Gowdy
Executive Director

MINUTES
VML BOARD OF DIRECTORS
VIRTUAL MEETING
June 14, 2022

In attendance: Jon Stehle, Willie Greene, Bill Rush, A.D. "Chuckie" Reid, Derrick Wood, Steve Trivett, Stephanie Reynolds-Moon, Randy Eads, Robert Ike (Roger Wiley and Sue Mellen were also in attendance)

Call to Order: President Stehle called the meeting to order at 9:05 am.

The Board discussed a pay supplement for the Executive Director. Randy Eads made a motion and Derrick Wood seconded the motion to direct the President to have a pay supplement processed for the Executive Director prior to 7/1/22. The vote was unanimous.

Adjournment. The meeting was adjourned at 9:22am.

Respectfully submitted,

Sue Mellen
Chief of Staff

VML Conference Host Locality

This information is provided for localities who might be interested in hosting a future Virginia Municipal League (VML) Annual Conference.

Proposals are reviewed and evaluated by the VML Executive Committee and VML Executive Director. Information related to prior VML Conferences, can be found on our website at https://www.vml.org/education/conferences/, to include prior conference agendas and host night activities.

Basic Requirements

1. Meeting space and banquet facilities to accommodate at least 500 attendees in a general session, luncheon, and break-out sessions
2. At least 5 meeting rooms for groups meeting simultaneously, the groups varying in size from 50 to 250 people. The meeting rooms, exhibit hall and banquet facility for the conference should be in the same building.
3. Contemporary WIFI and AV
4. Exhibit space to house a minimum of 70 exhibitors, measuring at least 10' by 8' each.
5. Sleeping rooms either on-site or within walking distance to accommodate approximately 350 room per night on peak nights (traditionally Sunday, Monday night).
6. Lodging rate schedule for at per diem or as close to per diem as possible
7. Conference room rate extended one day prior to and one day after conference

Host Locality Responsibilities

1. Commitment to assign staff person(s) to work with League staff on a regular basis throughout the year prior to the Conference
2. Planning and Hosting *Host City Night*. Typically, VML will support this event by providing an agreed upon per conference attendee amount as a financial aid for this event, if requested.
3. Gifts for conference attendees
4. Operation of Information Booth throughout conference
5. Operation of Exhibit Booth at preceding year's conference

Request for Proposal
VML Conference Host Locality

This information is provided for localities who might be interested in hosting a future Virginia Municipal League (VML) Annual Conference.

VML is seeking proposals for the VML Annual Conference for the years 2021, 2022. The 2020 Annual Conference will be held at the Marriott Norfolk Waterside October 9-14, 2020. Typically, the Annual Conference is held in late September to mid-October, with a conference pattern of Saturday, Sunday (Mayors institute) and Sunday, Monday, Tuesday (Conference). Information related to prior VML Conferences, can be found on our website at https://www.vml.org/education/conferences/, to include prior conference agendas and host night activities.

Proposals to host the 2021 and/or 2022 conference(s) should be submitted no later than September 20, 2019 and should include documentation supporting the localities ability to fulfill the requirements for hosting a VML Conference and Host City Night (see below). Proposals shall not exceed (5) pages and should be submitted via email to:

Sandra Harrington
VML Conference contact
sharrington@vml.org

All proposals will be reviewed and evaluated by the VML Executive Committee and VML Executive Director and chosen Host Localities notified by xx xx xxxx.

If you have questions or need additional information, please contact Sandra Harrington at sharrington@vml.org or 804-523-8524.

Basic Requirements

Host Hotel/Conference Center

1. At least 500 sleeping rooms and 10 suites total. At least half of these rooms should be at one facility with the remainder at other nearby facilities.

2. Complimentary rooms for VML President (incoming, outgoing)

3. Contemporary meeting space with adequate WIFI

4. General Session and Banquet facilities for up to 500 people

5. At least 7 meeting rooms for groups meeting simultaneously, the groups varying in size from 50 to 250 people. General session meeting room to accommodate 500 people. The meeting rooms, exhibit hall and banquet facility for the conference should be in the same building.

6. Exhibit space to house a minimum of 70 exhibitors, measuring at least 10' by 8' each.

7. Lodging rate schedule for at per diem or as close to per diem as possible

8. Conference room rate extended one day prior to and one day after conference

Host Locality Responsibilities

1. Commitment to assign staff person(s) to work with League staff on a regular basis throughout the year prior to the Conference

2. Conference transportation between overflow facilities and host hotel

3. Transportation for host city night event (if not on conference grounds)

4. Articles on host locality for Conference issue of VIRGINIA TOWN & CITY, including Message from Mayor or Board Chairman and full color photograph for cover of magazine

5. Planning and Hosting *Host City Night*. Typically, VML will support this event by providing a payment of $35 per conference attendee as a financial aid for this event, if requested. (*or fixed amount)*

6. Gifts for conference attendees

7. Operation of Information Booth throughout conference

8. Operation of Exhibit Booth at preceding year's conference

Obsidian
A Professional Engineering Practice

Field Summary Report

Project:	**13 East Franklin Street, Richmond, Virginia**		
Client:	**Patrick Ford**	Inspected by:	**Charles R. Field, P.E.**
Date:	**May 6, 2022**	Time:	**10:00 am**
Weather:	**Overcast**	Temperature Range:	**70's**

Services Provided – Check all that apply

- ☐ Site Reconnaissance
- ☐ Earth Work - Cut to Fill, Compaction
- ☐ Foundations
- ☒ Structural – Commercial
- ☐ Structural – Residential
- ☐ Fine Grading/Pavement Section
- ☐ Utilities & Trenching
- ☐ Other - Listed Below

Primary Contractor Responsible for Work

Contractor:

Superintendent:

Other Responsible Parties On-Site: **Chris DeTreville**

General:

The structure located at 13 East Franklin Street, in Richmond, Virginia, is a two story, detached, professional office building. The building was constructed in 1847, using construction methods typical of the time. The 6,072 square foot building faces on a 0.015-acre lot.

General Description of Activities and Test Results:

Observations

Exterior inspection of the structure finds that the building a working gutter system installed. Several downspouts discharge in the rear of the building, directly into the city's storm water system. One downspout appears to overflow the connection on a regular basis, as all the earth and mortar between the bricks used as pavers nearby is missing.

One downspout is attached to the neighboring building and is routed to the rear alley. This line appears clogged with debris.

The buildings HVAC condensate lines are routed to a floor drain at the stairway to the basement in the rear of the building. Mold stains are seen around the area.

An old window unit air conditioner is installed through the wall under some stairs. The owner states that the window AC unit is no longer used since the installation of mini-split HVAC units.

The building has been painted and sealed in the past. Portions of the paint, especially near ground level, have spalled and are coming off the brickwork.

Several areas around the building show signs of water cascading down the brick exterior and washing away the mortar between the brickwork.

In front of the building wet conditions are present. Voids are seen developing between the large pieces of granite that form the front staircase. When the granite pieces were originally laid, it is doubtful that these gaps existed.

The neighboring building on the right side has a gutter downspout that is discharging close to the retaining wall that forms the basement entrance and patio area. The retaining wall has been pushed inward.
Several HVAC condensate lines are seen discharging in the area between the two buildings.

On the left side of the building vegetation is seen growing on the masonry exterior.

The owners have expressed a desire to remove the bay window on the left front of the building and replace it with a series of windows.

Interior inspection of the building found several routine settlement cracks in plaster wall panels. None of the cracks were deemed serious structural concerns. In one area under the central staircase a large portion of the plaster has deteriorated and fallen of the wooden lathe.

Conclusions

The building is safe and not in danger of structural failure, at this time.

Considering the age of the structure, the building is in very good condition. The previous and current occupants of the building have done a good job of maintaining this historic building.

The buildings gutter downspouts are discharging directly into the city's stormwater system. If these buried pipes are properly functioning then it is the best way to remove water from around the building. But these lines are likely very old and could be clogged, damaged, or have completely collapsed, allowing water to back up in the system. The washed out area around one downspout connection suggest that water routinely overspills here.

The downspout that discharge into the alley is clogged with dirt and debris. This likely slows the amount of water that can exit the line, potentially causing the line to back up and overspill the system.

HVAC condensate lines should never be allowed to discharge against a buildings foundation. An HVAC condensate line can discharge a surprising amount of water. During hot, humid days as much as 60 gallons of water can be generated per line. And this water comes out drip by drip, which is the perfect way to fully saturate the earth over time. This building has several different condensate lines, some of which discharge at the base of the buildings foundation.

If the old window AC unit is no longer being used, then it should be removed and the opening should be sealed.

It appears that water is finding its way between the courses of brick work that make up the exterior walls. As water travels down inside the wall, it makes its way to the ground level, where the porous bricks absorb the water, The peeling paint around the building at ground level suggests that water is present

inside the walls. The owner states that a recent roofing inspection found nothing to suggest that water was entering the building. We tend to disagree with that assessment.

When the building was sealed and painted it stopped the building from being able to properly “breathe”. Since water is present inside the walls and it can’t escape, it creates a moldy smell and damp conditions. This condition is exasperated in the winter months. In the summer the buildings HVAC units work efficiently to remove water from the air and deposit it outside the building through the condensate lines. But in the winter months the HVAC units do not remove water, and the musty damp conditions return.

The vegetation growing on the right side of the building exasperates the moisture issue by not allowing sun to reach the building. The vegetation allows the area to remain damp.

Wet conditions are present in front of the building. Water is arriving here from various sources, including the covered front porch, which has no gutter system installed. The wet earth is allowing the main staircase to gradually sink and separate. Highly skilled masons originally laid these steps, and it is doubtful that these gaps existed upon installation.

Water from the neighbors gutter downspout is saturating the earth and pushing the retaining wall over. Dry earth does not move and will sit peacefully behind a retaining wall. But wet earth pushes extremely hard against the wall. The wall has already been moved by a few inches. If allowed to continue, eventually the wet earth will push the wall over.

Since the bay window can be easily seen from the public right of way, it falls under the purview of Richmond’s Commission of Architectural Review. It’s extremely doubtful that they would allow the removal of the historic bay window on the left side of the building. While the owners state that the bay window was not original to the structure, it has been in place long enough for Richmond’s C.A.R. to claim it is historic and should be retained.

While some typical settlement cracks were observed inside the building, we found nothing that would indicate a serious concern. The slightly sloping floors around the staircase are typical of this type of construction. The staircase opening is formed to apply the load from several joist to one header. Over time some of the lumber has deflected under the wight, but this is not a serious structural concern.

The plaster that has fallen in the closet under the staircase should be covered with new drywall. It’s hard to find a qualified plaster repair contractor, and the plaster itself may contain traces of asbestos. Simply installing new drywall over the existing plaster will encapsulate the area, and will be a cheaper alternative to plaster repair.

Recommendations

If there was an unlimited renovation budget we would recommend removing the paint and sealer so that the building could breathe again. But this could be a costly endeavor. The installation of a in-line dehumidification system should be considered. A whole building dehumidifier would accomplish the same goal, likely at a significantly lower cost. Have a qualified HVAC contractor install the system. Ensure that any discharge lines from the dehumidification system are routed into the drainage system.

Have a licensed plumbing contractor with optical scoping capabilities run cameras down all the drain lines around the building, including floor drains and gutter downspout connections. Ensure that all of the lines are properly functioning and free of debris. Local companies such as *Pipe Vision* could also accomplish this task. If the lines are not functioning consult with a plumbing contractor about possible repair.

If the lines appear to be functioning properly then make solid connections from the gutter downspouts and the HVAC condensate lines to the stormwater lines, so that water is not allowed to escape the system,

Have a qualified masonry contactor familiar with historic brick work repoint any areas around the building as deemed necessary.

Have a qualified roofing contractor find and seal any places that water may be entering the building between the brickwork. Pay special attention to the exterior parapets, as this is a common culprit for water intrusion.

Remove the vegetation that is growing on the building.

If possible, work with the neighbors on both sides of the building to ensure water is removed. On the right side of the building connect the neighbors downspout, along with the HVAC condensate lines and run them toward the street.

Have a drywall contractor install new drywall over top of the existing plaster in the closet under the staircase.

While it's doubtful that the Commission of Architectural Review would allow the removal of the window, it could be worth a phone call to the commission to inquire about it's removal. If the commission indicates that they might be open to the idea of removal, then prepare a set of plans showing the commission what would be inserted into the new opening.

Resources:

The Richmond Commission of Architectural Review
Alex Dandridge, Secretary (804) 646-6569
alex.dandridge@richmondgov.com

13 East Franklin Street, Richmond, Virginia

Several of the gutter downspouts discharge into the city's stormwater system.

The lack of mortar or earth around the base of one downspout suggest that water overspills in the area.

This downspout is routed to the rear alley, but it appears clogged with debris.

Paint spalling and flaking off near the earth line suggest that water may be present inside the wall.

Mortar is deteriorated or missing in several areas around the building.

Several HVAC condensate lines are discharging at the base of the buildings foundation.

The neighbors gutter downspout is discharging close to the building and the nearby retaining wall.

The retaining wall has been pushed inward several inches.

Gaps and voids have formed on the granite staircase.

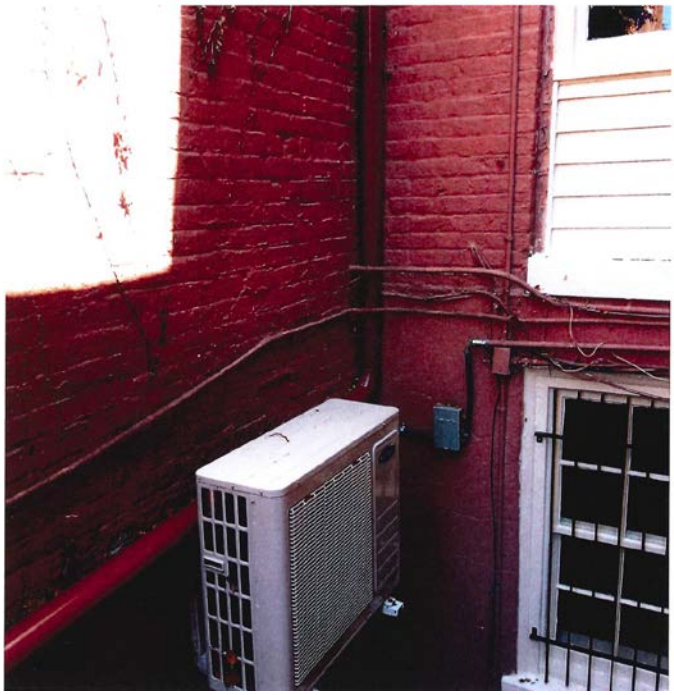
The owners would like to remove this bay window. Vegetation grows on the masonry behind the window.

The structure around the main staircase has slightly deflected.

Plaster has fallen off the lathe work in the closet under the stairs.

BAY WINDOW, OUTSIDE FRONT STAIRS & TUCT POINTING- VML-072022

NEW GUTTERS & DOWNSPOUT-VML-072022



6/3/2022

Proposal/Contract

Perrin Construction and Design Inc.
Kennon Perrin
(804) 205-4649
902 Forest View Drive
Richmond, VA 23225
perrinconstructionanddesign.com
Virginia State Contractors License #2705156068

VML Repairs

Wallpaper removal
- **Remove wallpaper on walls where it has been compromised, in multiple rooms**

Plaster Repairs
- **Remove and replace plaster, with drywall, in the under the stairs closet**
- **Repair ceiling cracks and holes, in multiple rooms**
- **Repair wall cracks and holes, in multiple rooms**

Paint Prep
- **Sand all walls where wallpaper was removed, to remove glue**
- **Caulk where crown has pulled away from ceilings, in multiple rooms**

Interior Paint
- **Prime walls, ceilings and trim work**
- **Paint walls the same color as the wallpaper or their original color**
- **Paint ceilings, Ceiling White and trim Trim White**

Carpentry
- **Remove and replace the left piece of door casing, to the side exit**

Roofing
- **Install a flashing cap on the rear parapet wall, where there are moisture issues**

Exterior Painting

Remove and reinstall security bars
Replace window glazing as necessary
Scrape, prime and paint two coats
Front porch
Rear porch
Soffits

Brick Repointing

Point up brick in lower areas that were discussed
Loose brick reinstallation

Granite Repointing

Point up front porch granite stairs

Bay and Double Hung Windows

Repair exterior surfaces of the windows and the bay window structure
Repairs to be surface only, not intending to make windows functional again
Scrape windows
Repair any rotted pieces that may come loose, with wood patching compound
If any trim pieces are to rotten to be reattached, replace them

Total cost of Materials and labor - $32,884.00

Deposit 50% due upon signing of contract - $16,442.00
Final payment due upon completion - $16,442.00

Property Manager **Date**

Kennon Perrin, Perrin Construction and Design, Inc. **Date**

Thank You for your consideration, Kennon Perrin, Perrin Construction and Design, Inc.