

# **LAKE LURE TOWN COUNCIL SPECIAL MEETING PACKET**

Thursday, June 17, 2021



**Mayor Carol C. Pritchett  
Mayor Pro Tem John Moore  
Commissioner Patrick Bryant  
Commissioner David DiOrio  
Commissioner John Kilby**



**TOWN OF LAKE LURE**  
**Town Council Special Meeting**

Thursday, June 17, 2021 – 3:45 PM

Lake Lure Municipal Center



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**Agenda**

**I. Call to Order**

**II. Agenda Adoption**

**III. New Business**

[A.](#) Approval of BA# 308 - Task 5 Administrative Services

[B.](#) Approval of LaBella Task Order 5 - Administrative Services

**IV. Closed Session**

*In Accordance with G.S. 143-318.11(a)(6) for the Purpose of Discussing Personnel Matters.*

**V. Adjournment**

**LAKE LURE TOWN COUNCIL  
REQUEST FOR BOARD ACTION**

**Meeting Date:** June 17, 2021

**SUBJECT:** Budget Amendment #308 to approve LaBella's Task 5 Administrative Services

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** A  
**Department:** Sewer  
**Contact:** Sam Karr, Finance Director  
**Presenter:** Sam Karr, Finance Director

**BRIEF SUMMARY:** Additional work for Task 5-Administrative Services.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve Budget Amendment #308 to approve funding for additional administrative service expense.

**FUNDING SOURCE:** Fund Balance

**ATTACHMENTS:** Budget Amendment #308

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Staff recommends approval of Budget Amendment #308.

**Budget Amendment #308****TOWN OF LAKE LURE  
BUDGET AMENDMENT**

Be it ordained by the Board of Commissioners of the Town of Lake Lure that the following amendment be made to the budget ordinance for the fiscal year ending June 30, 2021:

**Department:** Sewer

**Purpose:** To cover additional work to fulfill Task 5 work-LaBella Administrative Services

**Section 1.** To amend the Water/Sewer Fund, expenditures are to be changed as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
190	53-714000		\$25,000	\$162,125

To provide the additional expenditures for the above, the following revenues will be recognized:

Account Name: **Transfer from Fund Balance (Fund Equity)**

Account Number: **53-398602**

Amount: **\$ 25,000**

**Section 2.** I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date

**Section 3.** Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**LAKE LURE TOWN COUNCIL  
REQUEST FOR BOARD ACTION**

**Meeting Date:** June 17, 2021

**SUBJECT:** Approval of Task 5 – Administrative Services

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** B  
**Department:** Sewer  
**Contact:** Shannon Baldwin, Town Manager  
**Presenter:** Shannon Baldwin, Town Manager

**BRIEF SUMMARY:** Approval of Task 5 needed for Lake Lure on-call professional services by LaBella Engineering.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve Task 5 Administrative Services.

**ATTACHMENTS:** LaBella Task 5 Administrative Services

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Staff recommends approval.

June 9, 2021

Shannon Baldwin, Town Manager  
Town of Lake Lure  
2948 Memorial Highway  
Lake Lure, NC 28746

SUBJECT: Lake Lure On-Call Professional Services – Task 5 Administrative Services

Dear Shannon:

LaBella Associates appreciates the opportunity to continue to work with the Town of Lake Lure (Town) on this project. We hope to continue the ongoing relationship as we work with you through your various engineering needs. We have previously provided an engineering services agreement, and this work will be performed under that agreement. This letter provides a scope of work and budget for Task 5 - Administrative Services described below. The scope of work is summarized below:

- Administrative services supporting but outside the scope of Task 2 – ER-EID/SOC
- Administrative services supporting but outside the scope of Task 3 – Sludge Management
- Administrative services supporting but outside the scope of Task 4 – Backshore Survey
- Weekly Meetings stake holder meetings
- UAB meetings for policy/project discussions
- WWTP Operational assistance

Maurice (Reese) Walsh, P.E. has continued to serve as LaBella's Program Manager for this contract, providing direction and oversight for other staff assigned to specific tasks under this contract. Other staff assigned to this contract shall have appropriate experience for the assigned task.

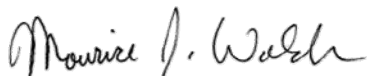
This scope of work is submitted as an hourly cost plus basis. LaBella will continue to submit monthly invoices that track the charges for each individual task. If additional hours are required, LaBella will request to increase the hourly budget. Reimbursable expenses shall be compensated at cost unless otherwise noted and shall be limited to the actual expenditures made by the Engineer during the performance of the work with respect to travel, postage, courier expenses, copies, printing, plots, permitting fees, photographs, maps, or other miscellaneous project expenses.

A summary of the budget for the scope of work described above is as follows:

<u>Description</u>	<u>Fee</u>
<b>Administrative Assistance</b>	<b>\$25,000.00</b>
<b>Total Fee Not to Exceed</b>	<b>\$25,000.00</b>

We appreciate the opportunity to continue our relationship with the Town of Lake Lure. If you have any questions or need additional information, please call me directly at (704) 941-2128.

Sincerely,



Maurice J. Walsh, P.E.  
LaBella Associates, P.C.  
Program Manager



## Town of Lake Lure, North Carolina

Authorized Signature

By: \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**LABELLA ASSOCIATES**  
**Lake Lure ON-CALL ENGINEERING SERVICES**

**SCHEDULE OF FEES**  
**JANUARY 1, 2020 – DECEMBER 31, 2021**

<u>CLASSIFICATION</u>	<u>BILLING RATE</u>
Principal	\$180.00/hour
Project Manager	\$175.00/hour
Senior Engineer	\$165.00/hour
Senior Project Engineer	\$140.00/hour
Project Engineer	\$120.00/hour
Design Engineer	\$105.00/hour
GIS Analyst	\$115.00/hour
Senior Engineering/GIS Technician	\$105.00/hour
Engineering Technician	\$95.00/hour
Construction Inspector	\$85.00/hour
Engineering Co-op	\$70.00/hour
Clerical	\$70.00/hour
Mileage	at current IRS rate
Expenses	at cost
Sub-consultants	at cost plus 10 percent



