Public Works Committee

September 1, 2020

Via Zoom due to CoVID-19

Call to Order-Tom Strayer-chair

Present: Tom Strayer-chair, Tonya Galbraith-Town Manager, Ron Crider-Public Works Commissioner, Mark Witsman-Town Engineer, Patrick Bragg, Citizen Representative.

Absent: None

Also Present: Stephanie Crider-Utility Supervisor, Ryan Crum-Director of Planning and Building Department

Approval of Minutes-August 4, 2020

Motion was made by Mr. Witsman to approve August 4, 2020 meeting minutes as presented. Second was made by Ms. Galbraith and passed 4/0.

WWTP Notice to Proceed

According to Mr. Witsman, Walsh Construction was given a limited notice to proceed earlier this year. They have a bond now, so this is updated to a notice to proceed. Ms. Galbraith made a motion to recommend to Town Council to authorize full notice to proceed. Second was made by Mr. Crider and passed 5/0.

Oakcrest Entrance Plat discussion (site plan)

Mr. Witsman informed the committee that they are close to ending infrastructure at the Oakcrest Entrance. There are utility poles and Comcast that must be relocated before Pulte can complete the entrance. This will be on Town Council agenda for signatures and will need to be discussed at Town Council for a recommendation on direction the Town would like to go. Mr. Strayer questioned if it could be approved as is to move forward? It will be the Town Council's decision to record the plat. ROW at the entrance will not be complete. Mr. Witsman added that there is no issue to move forward and wants to be developer friendly. Mr. Crum concurs with Mr. Witsman that this issue is not Pulte's fault for a utility not being able to move their infrastructure. Mr. Crum added that permits can still be issued but not occupancy. Mr. Witsman made a motion to recommend to Town Council to approve the Pulte Plat but that it must be finished as soon as the utilities are relocated. Second was made by Ms. Galbraith and passed 5/0.

Late Payment Penalties Payment Plan-Stephanie Crider

Governor Holcomb's Executive Order to suspend late fees and shut offs in the Utility Department expired as of August 14, 2020. Ms. Crider, Utility Supervisor, is suggesting a possible installment plan for utility customers that are two months or more behind on their payments. The customer will be auto enrolled and set up with a 6-month installment plan to pay the past balance in addition the the current payment. If the plan is not followed, then further action such as disconnection/lien procedures will be

required to take place. Mr. Strayer agreed that the 6-month time frame was very reasonable. Ms. Galbraith made a motion to recommend to Town Council that the Utility Department set up an installment plan of six months for Utility accounts that are two months or more behind in payments. Second was made by Mr. Witsman and passed 5/0.

Pay Applications and Invoices

- **Ace Paving (Austin Trace Trail)**
  Mr. Witsman made a motion to approve Ace Paving LLC Invoice #19-226 payment of $61,391.70 contingent on completion of punch list items. Second was made by Mr. Crider and passed 5/0.
- **Whitaker Engineering**
  Mr. Witsman made a motion to pay Whitaker Engineering Invoice # 20/08-1 payment of $29,375.00. Second was made Mr. Crider and passed 5/0.
- **Walsh Construction**
  Mr. Witsman made a motion to pay Walsh Construction Company Invoice #220075-02 payment of $375,219.00. Second was made by Mr. Crider and passed 5/0.
- **Brooks Striping (trail maintenance-sealing)**
  Mr. Crider made a motion to pay Brooks Striping Invoice #41066 payment of $6,038.90 contingent on completion. Second was made by Mr. Witsman and passed 5/0.

Engineers Report

Mr. Witsman reviewed and responded to questions on items listed in the Engineers Report which is attached to these minutes.

Old Business-

- **On Street Parking update**
  There is no update currently. Further discussions will occur at the October Public Works and Town Council.
- **Bush Hog Mower**
  Mr. Witsman made a motion to pay Bane-Welker Equipment $10,709.60 for the Bush Hog which will be picked up on September 4, 2020

New Business

none

Public Comments

none

Next Meeting October 6, 2020

Adjourn

Motion to adjourn was made by Ms. Galbraith. Second was made by Mr. Witsman and passed 5/0