**Public Works Committee**

  **September 4, 2018**

**Meeting Minutes**

**Members present:** Chairman Tom Strayer, Town Manager Tonya Galbraith, Town Engineer Mark Witsman, and Public Works Commissioner Ron Crider.

**Members absent:** Patrick Bragg.

**Others present:** Director of Planning and Building Ryan Crum, WWTP Superintendent Steve Gipson, Utility Supervisor Staci Starcher, and Matt and Cecil Whitaker of Whitaker Engineering.

1. **Approval of August 7, 2018 meeting minutes**

Ms. Galbraith made a motion to approve the August 7, 2018 meeting minutes as presented. 2nd by Mr. Crider. Passed 4/0 – one voting member absent from this meeting.

1. **Community Crossings – Mark Witsman/Ryan Crum**Mr. Witsman reported that the Community Crossings application is due in this month and staff has gone through a list of projects and chosen two for this application. 1) 600W from 1000N to just north of the railroad tracks (mill and resurface). We have a contingency in case we don’t get that project, we would still do it, just a smaller scope. 2) 600N across our south corporate limits (mill and resurface). He stated there is also a contingency in case we don’t get that project, we would still do 600N but we would only do the east side. He also stated that a funding support letter will be needed from the Town Council. Ms. Galbraith will add this item to the upcoming Town Council agenda.
2. **WWTP Scope Study – Mark Witsman**Mr. Witsman introduced Matt and Cecil Whitaker of Whitaker Engineering, who did the Scope Study for our waste water treatment plant. They came to present their findings and begin the discussion regarding our future wastewater treatment tank and site improvements. They distributed a plan including a detailed estimate for equipment and cost of services. During discussion, Mr. Strayer pointed out the need for a women’s restroom and the fact that all restrooms need to meet ADA requirements. Mr. Cecil Whitaker shared information regarding the availability of the State Revolving Fund (SRF) Loan Program and stated that they do not recommend this program for us. During lengthy discussion, Mr. Strayer suggested that we be mindful how our combined space may be used in the coming years, so that we utilize our resources efficiently. Mr. Matt Whitaker also shared that the timeline is approximately six to nine months for design, about four months minimum for permitting, resulting in approximately 30+ months to completion. Discussion then began regarding the bond and what to do about that and Ms. Galbraith added that we would retain bond counsel and be guided through the process by them.

Whitaker Engineering will rework the restroom plans and get that to us before the end of this week. They will also prepare a brief executive summary to present to the Town Council.
3. **Umbaugh Rate Study Proposal**

Ms. Galbraith gave a brief update on the trash rate study proposal that is attached to these minutes. This proposal remains under $5,000 and she is going to sign it this evening.

1. **Project updates – Engineer’s Report**Mr. Witsman reviewed and responded to questions on each item listed on the Engineer’s Report which is attached to these minutes. Additionally, Ms. Galbraith asked him to report on Trax to which he replied that application for the Trax grant was submitted last Friday and they will follow through with Town Council direction on the realignment. We should learn the status of this grant by the end of September. Consideration is being given to also apply for the federal aid call this fall.
2. **Pay Applications and Invoices – Ron Crider**
* **Rencon Services**Mr. Witsman explained the attached invoice from Rencon Services and made a motion to pay Rencon Services in the amount of $54,693.89. 2nd by Mr. Crider. Passed 4/0.
1. **Old Business**

None

1. **New Business**.

None

1. **Public Comments**None
2. **Next meeting**

The next meeting is scheduled on **Tuesday, October 2, 2018,** in the Council Chambers at 4:30 p.m. Ms. Galbraith reported that she will be attending the AIM Conference on that date and will not be in attendance.

1. **Adjourn**

Motion to adjourn was made by Mr. Witsman. 2nd by Ms. Galbraith. Passed 4/0.