Public Works Committee

Nov. 5, 2018

Meeting Minutes

Members present: Tom Strayer, Mark Witsman, Ron Crider and Tonya Galbraith

Others present: Carl Marlett, Steve Gipson and Staci Starcher

Absent – Patrick Bragg

1. Approval of Oct. 2, 2018 minutes – spelling error on item 3. First line should be emergency replacement not emergent replacement. Mark Witsman moves to approve as amended, seconded by Tonya Galbraith. Approved 4-0.
2. Sewer bill discontinuation request – 7539 N. Center Street. Tap was dug up and sealed off. Ron Crider makes a motion to make recommendation to the sewer board to discontinue monthly sewer fees, seconded by Mark Witsman. Approved 4-0.
3. Truck quotes – This is for a public works truck that is included in the capital projects plan It is a double cab and we came into it by default because a single cab couldn’t be ordered this time of year. The truck will be assigned to Carl Marlett as part of the Public Works Department and will be paid through the Street Department. The old truck will be used by new engineering staff. Bids were very competitive. There were no issues between the Chevy and the GM — same on both. Ron Crider makes a recommendation to the council to purchase the Silverado from Stanley for $30,005, with $500 trade-in on Crown Vic. Mark Witsman seconds. Motion approved 4-0.
4. Broadway & CR 700W streetscape plans – Discussion about the median and landscaping plan. Ryan Crum (through Mark Witsman) is asking for a recommendation to send on to council for their feedback regarding the project scope and cost. It is over budget from the CPP. Landscaping was underestimated on costs and irrigation was added in, which was not originally planned for in order to keep the median aesthetically pleasing. Plans are being revised to cutback on some of the costs of landscaping. We are working with Crossroad and Schneider to come up with a way to trim back project costs. This includes reducing the number of trees as well as looking at alternatives to the rock or cobble stone. The areas in red are what is being considered to be taken out of the plan. There would be no shrubs and instead using only grasses. They are also investigating the use of other decorative rock alternatives. The landscaping could be part of the signage project at a later date. The most important issue is the line along the tracks — we aren’t going to remove any of that buffer. The amount over budgeis significant. In discussions with Cathy Gardner she has suggested that the money come out of GF operating balance, which would require an additional appropriation. We need to determine whether the council is open to the plans. Tonya Galbraith makes a recommendation to the council that we support the SR 67 and Median Landscaping plan pending further details. Second by Mark Witsman. Approved 4-0.
5. Commitment letter for MPO fall call – we do not have numbers yet and there is really nothing to act on because we have no detail. We don’t know what the numbers are. The scope is basically the same as the Local Trax project. We have a different engineer running through the costs, so we know that the costs will be higher. Preliminary engineering profiles show we will not need a design exception. The cost numbers will be in on Friday. The commitment letter will go to the Council and the Hancock County RDC. Since we don’t have numbers we will just add it to the council agenda. Tom Strayer asked how do we not cut-off south railroad street. Looking at shifting south railroad street to the left (essentially across from old town hall). No recommendation was made by the committee because we have no numbers, but we support the project.
6. Engineer’s Report – Attached.
7. Pay application and invoices. Two Crossroad invoices. One for the 67 median project and the other for 600W/67 intersection improvements. Both are part of the approved CPP. Mark Witsman moves to pay Crossroad Engineers the amount of $15,938.13 for invoice 181199, RonCrider seconded. Approved 4-0. Second invoice is design on the 67 median enhancement project. Also, part of budgeted part of CPP. Mark Witsman moves to pay Crossroad Engineers $8,625 for invoice 181262, seconded by Tonya Galbraith. Approved 4-0.

Next is the final pay application to RenCon for the public works garage. This would be the final pay out. There are two change orders in pay app. One is for the re-work of the downspouts, which was approved to do. The other is a change order for electrical work to provide and install a 50 amp outlet. Ron Crider had asked the contractor to do work and we received a change order after the work was done. The cost of the work was $1288. Second item is relocation of meter base for $780. Both change orders are included in the pay apps. The other amount is just retainage. The total includes change order #4, #5 and release of retainage. This would close out the project. Tom Strayer thinks there is enough involved in the pre-engineer provider and RenCon to look at any other future bids from them in the future. Ron Crider makes a motion to pay RenCon $47949.47, seconded by Mark. Approved 4-0.

1. WWTP – Mark took the engineering contract to council and council asked for additional prices on engineering services. Mark put together an RFP and sent to 4 engineers and we only got one response back and that was Whitaker Engineering. Donahue wanted us to switch treatment processes, which would have set us back several months. Whitaker’s response included a trimmed down cost. They reduced the billing rate by 15% and looked at ways to reduce any questions that may come up in design. They also had their sub-consultants review the scope and their fees were also reduced. New number is $799,000. Mark Witsman moves to approve the RFP and recommend to the council the approval of the contract in the amount of $799,000. seconded by Ron Crider. Approved 4-0. As an aside, Matt Whitaker asked whether we had a lease law and Ron was going to check with Chief Rodgers. Tonya looked at the code during the meeting and found that we do have a lease law.
2. CGS flyer – Ron and Tonya met with Chris Ross of CGS last week about the flyer that will be attached to the new toters. Staci asked if we were going to charge tax and that we needed to add + tax to the flyer. Tonya will ask Chris to add that language. Tom thought the flyer looked OK.
3. New business – None
4. Old business – None
5. Public comments – John Price. Dented guardrail on 900N and Carl has already talked to the County about it several times. Carl will check with them again. 2 trees came down on 700W over the weekend. Trees are in the curve. Both trees fell into the southbound lanes over the weekend. Ron will take a look at the debris.
6. Next meeting – Dec. 4 at 4:30 p.m.
7. Ron moves we adjourn; seconded by Mark.