**Public Works Committee Meeting**

**November 4, 2019**

**Call to Order**-Tom Strayer

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

**Members Absent: none**

**Others Present**: Staci Starcher-Utility Supervisor, Ryan Crum-Director of Planning and Development

**Approval of Minutes-** October 1, 2019

Motion was made by Ms. Galbraith to approve the October 1, 2019 meeting minutes. Second was made by Mr. Witsman. Approved 5/0.

**Trash, Stormwater and Sewer Billing Changes**

Changes to the Ordinances were presented by Ms. Starcher, Utility Billing Supervisor. These changes are technical revisions to bring ordinances up to date. Mr. Witsman recommended that these changes to the Ordinance amending ordinance 111318A and ordinance amending title V, Chapters 52 and 53 be recommended to the Town Council. Second was made by Ms. Galbraith. Passed 5/0

**Flooring Quote**

The Flooring in the Community Room will be replaced the week of November 25, 2019. The quote of $4,586.67 by Empire was presented by Mr. Crider.

**SR67 Median Enhancement Bid Opening**

Mr. Witsman reported that there were no bids received for this project. The next step will be to work with Crossroads to determine why there were no bids. Much of this project is landscaping and paving. This will be rebid next month.

**CR700 West Trail (Austin Trace) Quote**

This is approximately 700 feet of multi-use trail located between Meijer and Austin Trace Boulevard There were 2 bids that Mr. Witsman opened.

Ace Paving $61,420

Millennium Contractors $148,500

Mr. Witsman will evaluate these two bids and present to Town Council.

**WWTP-discussion on equipment pre-order**

Mr. Witsman has talked with Whitaker Engineering and there are a couple of items of concern and how it would impact our bid and start time. The air mod equipment and blowers have an extremely long lead time of about 8 weeks to have the shop drawings produced. Mr. Strayer questioned whether we would be doing a direct purchase? Whitaker says it is not a direct purchase because it is convenient to have it worked through the contractors, but we could do a 10% down payment to shop drawings not a full purchase to start process. These are just initial discussions with Public Works. December and January discussion will be in order as we don’t want to have the start date delayed. Mr. Strayer also wanted to know how much longer the lead time is. Mr. Witsman said 8 weeks and then 2-3 weeks of contractor and engineer review before approval. This would save about 3 months if 10 % is put down. Mr. Strayer also brought up whether this responsibility is on the town or the contractor? Responsibility is ultimately on the contractor and will be a part of the bid documents. These discussions will continue.

**Pay Applications and Invoices:**

**Whitaker Engineering**

Mr. Witsman presented an invoice from Whitaker Engineering for $46.735.25. According to the invoice this is 77.8% billed and 70% complete. Motion was made to pay this invoice by Mr. Witsman contingent on verification of complete amounts and percent billed amount. Second was made by Ms. Galbraith and passed 4/0 Mr. Witsman will follow up and verify.

**Engineers Report**

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

**Old Business**

**Community Crossings Grant Award**

Mr. Crum reported that they were successful in application and were awarded all 5 projects.

**Town Center Drainage Plan**

Request for Proposal was made and there were three proposals. Staff recommends A&F Engineering due to quality and cost. This information will be presented to the Redevelopment Commission to let them know it was discussed.

**New Business**

Staci Starcher, Utility Supervisor presented a need to update the present machinery in the Utility Department. Neopost and Pitney Bowes were two vendors that were considered. Ms. Galbraith made a recommendation to accept Neopost quote for inserter and postage machines. Second was made by Mr. Witsman. Passed 5/0.

**Public Comments**

None

**Next Meeting Tuesday-December 3, 2019**

**Adjourn**

Motion was made to adjourn by Ms. Galbraith and second by Mr. Witsman. Passed with a vote of 5/0