Public Works Meeting Minutes

February 4, 2020

**Call to Order**-Tom Strayer

**Present**: Tom Strayer, Tonya Galbraith, Ron Crider, Mark Witsman

**Absent**: Patrick Bragg

**Others Present:** Stephanie Crider, Ryan Crum

**Approval of Minutes**-January 7, 2020

Motion was made by Ms. Galbraith to approve January 7, 2020 minutes. Second by Mr. Witsman. Passed 4/0

**WWTP Expansion**-Mark Witsman

**-use of limited Notice to proceed**

Mr. Witsman and Matt Whitaker gave an updated schedule on the expansion project. The IDEM permit has come back. There is a request to use a limited notice to proceed. The intent is to bid the project and contractor prior to bond and start with cash on hand. Mr. Witsman wants input from Public Works and then a presentation at the next Town Council. The notice to proceed would have the dollar amount included. This is helpful to maintain schedule. Motion was made to use a limited notice to proceed was made by Mr. Witsman. Second by Mr. Crider. Passed 4/0

**-preorder of equipment (aero mod and blower)**

Recommendation to authorize preorder of equipment up to production. $137,400 for AEROmod and $192,931.50 for S&K blowers. This will help with any delay of production since it will take 18-36 weeks after shop drawing. Second was made by Mr. Crider and passed 4/0

**-discussion on owner’s contingency plan**

Discussion by Public Works committee regarding calendar and timeline that Mr. Witsman has provided. There was discussion as to what special Public Works and Town Council meetings need to be scheduled in order to stay on timeline. Bid requests need to be posted in newspaper and bid openings scheduled. Witsman made a motion to authorize to go out to bid on WWTP expansion. Second by Mr. Crider and passed 4/0

**Sign Request for three pedestrian crossing location on CR 600W**

Visual online of possible sign request for CR600W Crosswalks. Discussion regarding safety and feasibility of this plan. Mr. Crum, Mr. Witsman and Mr. Crider do not feel that this is a good idea due to speed, snowplows, fog and maintenance. What is the liability of a sign this low and size if it is hit? Can it be attached to poles? Mr. Witsman will check with A&F to see if there is standards and research available. He will present at the next meeting any answers received and it can be discussed.

**Speed Limit for 600N and 650N**

Gregg Morelock will draw up this ordinance and recommend to Town Council. Mr. Crider made a motion to recommend to Town Council speed limit changes on 600N and 650 N. Second by Mr. Witsman and passed 4/0

**Old Town**-Mt. Comfort sidewalk project (design Proposal)

Mr. Crum presented a map with an aerial view of this proposed sidewalk. This is part of the capital projects plan and will run on the east side of 600 roughly from the barbershop south to the town park. Crossroads gave a quote for $15,500 to start the process. Mr. Witsman gave a recommendation that Town Council use Crossroads for survey and design not to exceed $15,500. Second by Ms. Galbraith and passed 4/0

**Pay Applications and Invoices**

**-Leonard Excavating**

Mr. Crider recommended that Leonard Excavation quote for $11,945.50 go to Town Council for approval. Second by Ms. Galbraith. Passed 4/0

-**Engineering Vehicle Quotes**

These quotes prepared by Carl Marlett are to replace the 2004 truck. Mr. Witsman made recommendation to Town Council to approve $23,596.00 to Dellen Automotive for a 2020 Chevrolet Equinox AWD for the Engineering Department. Second by Mr. Crider and passed 4/0

**-6500 Vehicle Quotes**

Recommendation for Town Council approval was made by Mr. Crider. This quote from Hare Chevrolet for $51,553.14 is for a 2020 Single Cab/Chassis 650 4x4 truck for the Public Works Department. Second by Mr. Witsman. Passed 4/0

**-6500 Equipment Quotes**

Mr. Crider made a recommendation for Town Council to approve Mid State Truck 6500 Equipment for $30,895.00. Second by Ms. Galbraith and passed 4/0

**-Whitaker Engineering**

Motion to approve Whitaker Engineering invoice #20/01-1 for $29,444.00 was made by Mr. Witsman. This is invoice is to start construction service on WWTP expansion. Second by Mr. Crider. Passed 4/0

**-Traynor & Associates for Creekside trail appraisals**

Ryan presented this invoice. Mr. Witsman made a motion to pay Traynor and Associates $ 10,000.00 for Invoice #19391. Second by Ms. Galbraith and passed 4/0

**Engineers Report**

Mr. Witsman will provide an update and email this later.

**Old Business**

None

**New Business**

None

**Public Comments**

None

**Next Meeting** March 3, 2020

**Adjourn**

Motion to Adjourn was made by Ms. Galbraith. Second by Mr. Witsman. Passed 4/0