

**WINFIELD MUNICIPAL BUILDING COMMISSION  
MINUTES  
October 27, 2011  
7:30 P.M.**

The Winfield Municipal Building Commission regular meeting was called to order at 7:30 PM. on October 27, 2011 at the Winfield Town Hall by Dick Whitney, Chairman.

**Members Present:** John Marshall, Steve Hanna, Huey Lovejoy, Dick Whitney, and Pat Woodrum.

**Others Present:** Randy Barrett, Mayor; Jackie Hunter, Town Recorder; Tim LaFon, Town Counselor; Gloria Chapman, Staff, Jessie Parker, Town Engineer, Nathan Fewell and Dana Campbell, Town Council members.

**Minute Approval – September 29, 2011 meeting.** Motion was made by John Marshall to approve the minutes, seconded by Steve Hannah. Motion carried.

**Financial Report– September 2011.** Motion was made by John Marshall to approve the Financial Report, seconded by Huey Lovejoy. Motion carried.

**Reports – Infrastructure Projects.** Dick Whitney reported that 9 bids were received on the sidewalk project from the west side of the high school to Elm Street, and Michael Baker Engineering had been selected as design engineer for the project. He stated that the design phase should be completed by January 2012. The Mayor also noted that extra surveying would be done in anticipation of receiving a third grant (Phase III).

Mayor Barrett reported that C.J. Hughes would be repairing sidewalks damaged by the current storm water construction and doing some finishing work to disturbed areas.

**Old Business:**

**21 Second Street Property.** Dick Whitney stated that the brush clearing on the riverbank at 21 Second Street was started by Jerry's Tree service, but has been delayed by rainy weather. The work should be completed in a week to 10 days.

**Storm water Project Report** - Jessie Parker of S & S Engineers reported that the project was 78.4% complete on Change Order #1.

**Riverview & Elm.** The contractor has installed the storm sewer pipes along both streets, completed the drainage ditch improvements from Riverview to Cash Lane, and has finished restoration of the disturbed areas. The Subcontractor has completed the milling and repaving approved in Change Order #2.

**High School & Mattress Warehouse.** The contractor has installed the storm sewer pipes of the Base Bid and Additive Alternate C and has begun restoration of the disturbed areas.

**Woodland Forest.** The Contractor has installed the storm water lines and has completed restoration of the concrete street as part of the Base Bid and has completed the stream restoration as part of Additive Alternate A. Contractor has also installed the storm water lines and has completed the restoration of the concrete street as approved by Change Order No. 1. Contractor has begun the stream restoration approved in Change Order No.1 and has begun installing the storm water lines approved in Change Order No. 2.

**Riverdale & Westland.** The Contractor has installed the storm water lines and has completed restoration of the disturbed areas as part of the Base Bid and Additive Alternate B. The subcontractor has completed the milling and repaving as part of the Base Bid.

Jessie further stated that he anticipates the project to come in under budget.

The Mayor reported that further testing of underground water run off in Woodland Forest has shown that the water is not City water. He stated that he had been in touch with Tom Boggs of West Virginia Water and asked to have the situation investigated further.

**Winfield Streetscape Project.** The Mayor reported that the deadline for the Streetscape Grant had been extended until December 15, 2011 and that it would be February or March of 2012 before we would be notified.

**Safe Route to School Grant.** The Mayor reported that a meeting with the Putnam County Board of Education is pending. The Mayor said he would be accompanied by Laura Cox and the grant provider.

**Route 817 Property.** Dick Whitney reported that the Planning Commission has passed both rezoning requests on to City Council and that a Public Hearing would be held on December 8, 2011 at 7:00 p.m. If approved, the property along 817 would be rezoned to C2, and the sewer plant and back property would be rezoned to C1. The sewer plant property would not be involved in commercial

**Route 817 Property (Cont'd.)**

development at this time. He stated that Gary Walton of the Putnam County Development Authority has been contacted about advertising the property nationwide after everything is finalized.

**Property Appraisals – Water Plant.** Dick Whitney stated that any further discussion depends on getting the price for demolition of the old water plant and removing the tanks, and that is presently being investigated.

**Park/Ball field Storm water problem.** Jessie Parker of S & S Engineers reported that C. J. Hughes had their equipment moved in to perform the work, but could not start because of the weather. Work should begin on Monday to correct the problem.

**New Business:**

**Storm water Construction Project – Draw #8.** Draw #8 as presented by the Regional Intergovernmental Council, for construction and other services for the period of September 19 to October 27, 2011, consisted of Pay Estimate No. 7 from C.J. Hughes Construction in the amount of \$ 195,839.40, and S & S Engineers Invoice #7592 in the amount of \$ 35,887.00. The total amount of Draw #8 was \$231,726.40. Motion was made by Steve Hanna to approve Draw #8 as presented. John Marshall made a second; motion carried.

**Sealing Blacktop at 21 Second Street.** Dick Whitney stated that he has cont West Virginia Paving for a quote to do the resurfacing, but that he has other prospects that need to be contacted.

**Reschedule Next Meeting Date (Thanksgiving).** Due to conflict with the Thanksgiving holiday, John Marshall moved to hold the November Municipal Building Commission meeting on December 1 at 5:30 p.m., and the December meeting on December 29<sup>th</sup> at 7:30 p.m.. Huey Lovejoy made a second; motion carried.

**Riverdale Curb Repair.** Jessie Parker reported that the contractor estimated there would be 240 feet of curbing that needed to be replaced at a cost of \$11,550.00. John Marshall moved to spend \$11,550.00 of the storm water funds to replace the curb at Riverdale. Huey Lovejoy made a second. Motion carried.

**City Cemetery Committee.** Dick Whitney recommended that an independent five-member committee be formed that would be under the authority of the Building Commission. He stated that possibly, this committee should consist of 1 member from the Building Commission, 1 member from City Council, 2 members

**City Cemetery Committee (Cont'd.)**

from the general public and Jake Chapman of Chapman Funeral Home, who has volunteered his services. The duties of this committee would be to oversee the sale of lots and other activities pertaining to the town cemetery.

**Ordinance Change – WV American Water Company Leaks.**

The Mayor requested that Tim Lafon investigate and begin to draft an ordinance that would regulate the work that utilities performed in the city that would involve damage to city streets.

**Cemetery Storm Water Problem.** The Mayor recommended doing the work in two phases to see if the first phase would solve the water problem for the homes in Countryview Estates and Cheryl Court. It was estimated that the first phase would cost \$60,000. John Marshall moved to commit \$30,000 to correct the water problem in the upper cemetery, contingent on City Council committing \$30,000 to the project. Steve Hannah made a second. Motion carried.

**Good of the Order.** The mayor reported that after further investigation, demolition expense for the property at One Garfield Street would be approximately \$ 3,500.00, and the asbestos removal costs would be between \$1,500.00 - \$ 2,000.00. He suggested that the city let the present owners know of the costs, since it would be cutting into their profit, and they may want to handle the demolition and removal costs themselves.

**Adjournment:** Motion was made by John Marshall to adjourn at 9:15 p.m. until the next scheduled meeting on December 1, 2011 at 5:30 p.m. Steve Hannah made a second. Motion carried.

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Dick Whitney, Chairman

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Pat Woodrum, Secretary