

**MINUTES  
MUNICIPAL BUILDING COMMISSION**

**September 29, 2011  
7:30 P.M.**

The Winfield Municipal Building Commission regular meeting was called to order at 7:35 p.m. on September 29, 2011 at the Winfield Town Hall by Dick Whitney, Chairman.

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

**Members Absent:** John Marshall

**Others Present:** Randy Barrett, Mayor; Jackie Hunter, Town Recorder; Tim LaFon, Town Counselor; Gloria Chapman, Staff, Jessie Parker, Town Engineer and SoJuanna Ellis, Project Coordinator of Regional Intergovernmental Council.

**Minute Approval – August 8, 2011 meeting.** Motion was made by Huey Lovejoy to approve the minutes, seconded by Pat Woodrum. Motion carried.

**Financial Report – August 2011.** Motion was made by Steve Hanna to approve the Financial Report, seconded by Huey Lovejoy. Motion carried.

**Reports – Infrastructure Projects.** Dick Whitney reported that bids on Phase 2 of the sidewalk project closed on September 7<sup>th</sup>. Nine Requests for Proposal were received and reviewed by the Mayor and Bill Davis. From the nine, three were chosen as the most qualified. After careful consideration, Michael Baker Jr. was selected to engineer our sidewalk project.

**Old Business:**

**21 Second Street Property** - Dick Whitney stated that 3 bids were requested to clear the brush from the riverbank at 21 Second Street. The only bid received was from Jerry's Tree Service for \$2,400.00. Steve Hanna moved to accept the bid for \$2,400.00 from Jerry's Tree Service to clear the riverbank, cut down all trees, clean the yard and haul away chips. Pat Woodrum made a second. Motion carried.

**Storm water Project Report** - Jessie Parker of S & S Engineers reported that the project was 71.7% complete. In the Riverview and Elm Street area, 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.

### **Storm Water Project (Cont'd.)**

In the High School and Mattress Warehouse area, the contractor has installed the storm sewer pipes as part of the Base Bid and Additive Alternate C and has begun restoration of the disturbed areas.

In Woodland Forest, the Contractor has installed the storm sewer pipes 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 sewer pipes and has completed the restoration of the concrete street as approved by Change Order No. 1.

In Riverview and Westland Estates, the Contractor has installed the storm sewer pipe along the property line between Riverdale and Mr. Rose and has crossed the street closest to the mobile home park.

### **New Business:**

**Storm water Construction Project – Draw #7.** SoJuanna Ellis of RIC presented to the commission Draw #7, covering August 26, 2011 to September 29, 2011. Invoices for Draw #7 were as follows: C. J. Hughes Construction - \$209,110.79; S & S Engineers for engineering costs - \$25,350.00, Attorney Tim LaFon for legal services - \$3,963.50, The City of Winfield for reimbursement of the Phase I Archaeological Survey - \$4,700.00 (which was paid 7/24/09, prior to start up of the project) and Regional Intergovernmental Council for Administrative Costs of \$2,144.41, for a total of \$245,268.70. Pat Woodrum moved to approve Draw #7 as presented. Steve Hanna made a second. Motion carried.

**Change Order No.2 – C.J. Hughes – Storm water Project.** Jessie Parker presented Change Order No. 2 from C.J. Hughes for quantity adjustments for extra storm sewers at the baseball field, milling and asphalt overlay on Riverview Drive and Elm Street, and 3” of asphalt base course, and 1” asphalt wearing course on Fourth Street near Scott Lane. The increase would be \$161,905.00, bringing the total of the project to \$1,333,715.00 and delaying completion date by 60 days. This would bring the completion date to December 28, 2011 and ready for final payment on January 28, 2012. Steve Hanna moved to accept Change Order No. 2 as presented. Huey Lovejoy made a second. Motion carried.

### **Engineering Addendum No. 4 – S&S Engineers – Storm water**

Jessie Parker presented S&S Engineers' Addendum No. 4 to Exhibit C – Article 2 of the Agreement between The City of Winfield Municipal Building Commission and S&S Engineers. Section C.2.01 for design services was amended by

**Engineering Addendum No. 4 – S & S Engineers – Storm Water (Cont'd.).**

\$ 16,110.00, bringing the total to \$130,510.00. Section C.2.02 for construction services was amended by \$18,200.00, for a total of \$142,120.00. Section C.2.04 for surveying and mapping of additional services at the ball field was an additional lump sum fee of \$1,835.00, with the total amount under this article being \$17,375.00. Huey Lovejoy moved to accept Addendum No. 4 as presented. Pat Woodrum made a second. Motion carried.

**Winfield Streetscape (Main Street) Project.** Laura Cox stated that paper work for a grant to enhance Main Street has been filed and we should know of the outcome by the end of the year.

**Property Appraisals.** Dick Whitney reported that the old water plant property as vacant land was appraised at \$ 40,000.00, and that the appraisal of the car wash property was \$125,000.00. There was discussion as to what these properties might be used for; but no decision was made.

**Safe Routes to School Grant.** Dick Whitney stated that a meeting is scheduled for Laura Cox and the Mayor to meet with Brad Hodges of the Putnam Co. Board of Education to discuss the grant.

**City Cemetery – Governing Body.** Dick Whitney reported that the Municipal Building Committee now owns the City Cemetery by order of the City Council. He suggested that a committee be formed to oversee all activities pertaining to management of the cemetery.

**Route 817 property – Zoning & Tax Maps.** Dick Whitney stated that the final Public Hearing would be held before the City Council on November 8, 2011 at 7:00 p.m. at City Hall to discuss changing the zoning of the Route 817 property to C-2.

**Park/ball field storm water problem.** Mayor Barrett reported that we are still waiting for right-of-ways to be obtained.

**Good of the Order.** None

**Adjournment:** Motion was made by Dick Whitney to adjourn at 8:40 p.m. until the next regularly scheduled meeting on October 27, 2011.

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Dick Whitney, Chairman

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Pat Woodrum, Secretary