

**MINUTES
MUNICIPAL BUILDING COMMISSION**

**August 25, 2011
6:38 P.M.**

The Winfield Municipal Building Commission regular meeting was called to order at 6:38 p.m. on August 25, 2011 at the Winfield Town Hall by Dick Whitney, Chairman.

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

Members Absent: Huey Lovejoy

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 John Marshall to approve the minutes, seconded by Pat Woodrum. Motion carried.

Financial Report– July 2011. Motion was made by John Marshall to approve the Financial Report, seconded by Steve Hanna. Motion carried.

Reports – Infrastructure Projects. Dick Whitney reported that the Phase II Sidewalk Project ad ran in the Charleston Gazette on August 11th and 18th, with the deadline to submit Requests for Proposal to Town Hall on September 7, 2011.

Old Business:

21 Second Street Property - Planning meeting, Sept. 1. Dick Whitney stated that a planning meeting would be held at City Hall to discuss the options for the property on September 1. He also reported that the R1 to C1 and C2 zoning needs have been addressed, and that a Conditional permit has been signed requesting that the property be designated as a government building.

John Marshall moved to begin proceedings to obtain 3 bids to have the riverbank of the 21 Second Street property cleared of brush. Steve Hanna made a second. Motion carried.

Storm water Project Report. Jessie Parker of S & S Engineers reported that the project was 50.3% complete. He stated that in the Riverview & Elm Street area, the storm sewer pipes along both streets have been installed, the drainage ditch improvements from Riverview to Cash Lane have been completed, and restoration of disturbed areas has been finished.

Stormwater Project report (Cond't.)

In the High School & Mattress Warehouse are, the storm water lines, as part of the Base Bid and Additive Alternate C, have been installed and restoration of the disturbed areas has begun.

In Woodland Forest, the storm sewer pipes have been installed and restoration of the concrete street as part of the Base Bid and the stream restoration as part of Alternate A has been completed.

In Riverdale & Westland Estates, the right-of-way has been cleared and grubbed and installation is expected to begin the week of August 29, 2011.

New Business:

Storm water Construction Project – Draw #6. SoJuanna Ellis of RIC presented to the commission Draw #6, which consisted of Pay Estimate #5 from C. J. Hughes Construction totaling \$173,019.30, S & S Engineers for engineering services in the amount of \$20,752.00, and Regional Intergovernmental Council invoice in the amount of 2,562.16. The total for Draw #6 was \$196,333.46. Steve Hanna moved to approve Draw #6 as presented. John Marshall made a second. Motion carried.

Winfield Streetscape (Main Street) Project. Laura Cox stated that paper work for the “On Track Program” 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 commission had several of the city’s properties appraised last month. The property in front of the wastewater treatment plant appraised for \$ 418,000; the Town Hall appraised for \$ 45,000; the old water plant property on (as vacant land) at 668 Rocky Step Road was appraised at \$40,000; and the 21 Second Street property appraised for \$ 260,000.

Safe Routes to School Grant. No action taken.

City Cemetery – Governing Body. Chairman Whitney stated that Mayor Barrett would address Town Council as to the controlling ownership of the cemetery and report back to the commission next month on their decision.

Route 817 property – Zoning & Tax Maps. Dick Whitney informed the commission that the wastewater plant and frontage property was in the process of being rezoned from R-2 to C-2.

Radwin Storm water Drainage Meeting Sept. 1. The Mayor reported that a meeting to discuss the Radwin storm water issue would be held on Sept. 1, 2011 at 5:30 PM at City Hall.

Phase II Sidewalk Project – Committee. Chairman Whitney informed the members that Mayor Barrett, Bill Davis of the Planning Commission, and a member of the Town Council will participate in the phone interview process of the engineering firms that submit Requests for Proposals in order to select an engineering firm for the sidewalk project.

Good of the Order. None

Adjournment: Motion was made by John Marshall and seconded by Pat Woodrum to adjourn at 7:50 p.m. until the next regularly scheduled meeting on October 27, 2011.

Dick Whitney, Chairman

Pat Woodrum, Secretary