

**TOWN OF HILDEBRAN
COMMUNITY ROOM
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**MARCH 12, 2018
7:00 PM**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER

Mayor Hildebrand called the special meeting of the Town Council to order at 7:00 p.m.

COUNCIL PRESENT

The following members of the Board were present: Mayor Wendell Hildebrand and Council Members Cole Herrell, Ben Honeycutt, Mike Smith and Jody York. Council Member Theresa Messer was absent.

STAFF PRESENT

The following staff members were present: Attorney Redmond Dill, Town Manager Thomas Drum, Town Clerk Alice Sanders, and Finance Officer Fredrick Rankins.

**CITIZENS & MEDIA
PRESENT**

See attached sheet.

APPROVAL OF AGENDA

Council Member Herrell made a motion to approve the agenda. All voted in favor.

**ORDER OF BUSINESS:
CONSIDER APPROVAL OF
CONTRACT WITH WEST
CONSULTANTS TO DRAW
UP SPECIFICATIONS FOR
TOWN STREET PAVING
PROJECT FOR FIVE (5)
ROADS, BID OUT THE
PROJECT AND INSPECT
DURING CONSTRUCTION**

Todd Poteet, PE, West Consultants, was in attendance and reviewed a rough estimate to resurface, provide wedging/minor repairs, and mobilization for five Town streets to include: 5th Street Place, SW; 11th Street, NE; Shepherd's Court; Oak Ridge Drive, and 3rd Avenue, NW. The estimate came to \$314,810. If the Town were to provide patching prior to resurfacing, Mr. Poteet stated that the Town should budget for an additional \$150,000.

Mr. Poteet stated that contractors currently have plenty of work for the spring and summer. He stated that the work would take 3-5 weeks to complete.

Mr. Poteet stated that there were drainage issues on 3rd Avenue, NW and the entrance to the road was too narrow. He did not feel that this road needed resurfacing but suggested widening the road and extending the pipe.

The main issue with 5th Street Place, SW is that the road narrows at the end and does not allow for a turnaround for emergency vehicles. Council could consider adding a turnaround. It was clarified that if a turnaround was added, there would be an additional cost than what was on the cost estimate.

Mr. Drum stated that there will be close to \$165,000 available in Powell Bill funds to pay for the project in FY 2018/2019 if no monies are spent in FY 2017/2018; however, the last Powell Bill payment from the state would not be until January 2019. The remainder will have to be transferred from the General Fund's Fund Balance.

Council Member Herrell made a motion to approve an engineering services contract with West Consultants, PLLC as follows:

- A) \$5,000 for the scope of services stipulated under "Construction Drawings and Contract," contained in a March 8, 2018 proposal letter from Benjamin B. Thomas of West Consultants, PLLC; and,
- B) An amount not to exceed \$10,000 for the scope of services stipulated under "Construction Administration and Observation," contained in said March 8, 2018 proposal letter from Benjamin B. Thomas, PE; provided, that billing shall only be for the hours each professional is engaged in service for said project at the hourly rate specified in the "Basic Fee Schedule" for each classification, revised July 2013. In addition, any mileage or incidental expenses are not a part of the above fees and shall be billed separately.

A copy of said March 8, 2018 letter and the "Basic Fee Schedule" (Attachment A) shall both be attached to these minutes and hereby incorporated herein as if same were fully set out. Motion carried unanimously.

Council directed Mr. Poteet to bid out the project to include patching, asphalt paving (2"), wedging/minor repairs and mobilization for 5th Street Place, SW; 11th Street, NE; Shepherd's Court; and Oak Ridge Drive, and to only widen the entrance and install a 15" RCP pipe at 3rd Avenue, NW. In addition, Council requested an alternate bid to provide a turnaround at 5th Street Place, SW. Mr. Poteet will check on the right-of-way on 5th Street Place, SW and will provide the Town with an additional cost to do the necessary survey. It was clarified that an easement might be needed.

ADJOURN

All business being concluded, Council Member Smith made a motion to adjourn at 7:27 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor