

City of Pomona
Special City Council Meeting Minutes
Wednesday January 20, 2016
6:30 p.m., City Hall

In attendance: Mayor Seneca, Council: Mr. Adler, Mr. Johnson, Mr. Meador, and Mr. Smith

Others in attendance: Mr. Anderson, Mr. Lemons, Mr. Nichols, Mr. Wineinger, and Sheriff Richards.

The meeting was called to order at 6:30 PM.

Items of Business

Review and Discuss SMH's Agreement for Professional Engineering Services Review and Discuss SMH's Fee Estimates

Mr. Anderson wanted to give the Council an update on where they are with the timeline. Mr. Anderson has reached out to contact a few different contractors. With the surface area and measurements they have of Pomona, project's actual work timeline is looking at about 3-4 months, pending on weather. Re-compacting, hauling, and double chip seal should take 6-8 days. This is because some contractors can do up to 35,000 square yards a day. Mr. Anderson stated that some contractors seal across the entire town followed as quickly as possible with the second chip seal. Mr. Meador asked about street sweeping between first and second chip seal. Mr. Anderson said that you would not want to sweep after the first seal so that you will not lose anything put down. Contractors and Mr. Anderson agreed that with Pomona's project, one side of town should be completed, at full scope, followed by the other side of town. That way you would not have a lot of traffic driving on streets between seals. This process of splitting town up could lead to a better product for the City.

Mr. Anderson recalled that the Council wanted help with the bidding process and collecting bids. Mr. Anderson wanted to help with this and drafted some things up on this.

Mr. Anderson stated that they would be disrupting more than 1 acre with potential run off. KDHE requires a storm water prevention plan, application is included for permit. Mr. Anderson said he does believe that this is that big of an issue but is required when disrupting more than 1 acre. Basically, the plan will include bales of hay in ditches to prevent run off from filling in ditches or plugging culverts. It won't be extensive but will be effective. The money for this is used to protect the environment but won't really work to improve the streets. The permit is submitted to KDHE and then we need to wait for approval. Mr. Anderson said he will ensure permit approval does not delay the work. The permit would be addressed as soon as possible.

Mr. Adler asked if we could collect bids without permit. Mr. Anderson stated you could but could not engage into a contract or work without permit.

Mr. Meador asked about when SMH would contact KDHE about permit. Permit work would be completed within a week of contractual approval from the Council.

All of charges are reflected on contract. Visit estimates are only estimates, City will only be billed for the number of visits but Mr. Anderson came up with a ballpark of how many times SMH would need to visit. Mr. Anderson assured that they would not be visiting needlessly. Mr. Adler asked what would happen if we exceed the number of visits, Mr. Anderson estimated we would be billed at the same rate. Mr. Anderson added that phone calls are free.

Mr. Meador asked if Mr. Anderson could send a written report before each Council Meeting to keep the Council updated on the project's status. Mr. Anderson said he could attend meetings at no charge since it is an after-hours visit. Mr. Meador said he would want a report each meeting to keep up to date with any unexpected events.

Regarding compensation, it was asked if there was an up front charge. Mr. Anderson answered that there is not an upfront charge, we will be billed monthly. 25% job = 25% payment, you pay for what has been done. Not going to charge you for what isn't completed yet.

Mr. Anderson said he doesn't have anything to add. If Council is ready to go, SMH is also ready.

Mr. Anderson said the Council is more than welcome to have the contract reviewed by the City Attorney. But otherwise, he brought a copy for the Mayor's signature. The Mayor can either sign tonight and Mr. Anderson will take it or we sign later and mail.

Mr. Meador asked about the bid opening. Shooting for April 4th. 10 days for notice to proceed, Mr. Anderson indicated this was pretty typical.

Mr. Alder asked how soon we could see bid document. Mr. Anderson said first of March, he could be present to March meeting. Takes close to 30 days. SMH will be ready to advertise for bids first of April. Mr. Meador asked if we need another special meeting in March. Bid documents would be done and ready for review in March's standard meeting. Mr. Adler indicated that we would see how things go on the March meeting to decide if another special meeting would need to be held.

Mr. Smith made a motion to approve the contract to include observation and consulting phase. Mr. Meador seconded, and the motion passed with a vote 4/0.

Mr. Smith made a motion to adjourn, the motion was seconded by Mr. Meador and the vote carried 4/0.

Meeting adjourn at 6:47pm.

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Mayor Marie Seneca