

Board of Commissioner's Meeting
June 15, 2017

Mayor John Lovell called the meeting to order. Commissioner Henry Trost, Vice Mayor Lanson Hyde, City Manager Amanda Rhinehart, City Attorney Chad White, and City Engineer Brad Bivens were also present.

The first item of business was approval of May 18, 2017 meeting minutes. Commissioner Trost made a motion to approve, seconded by Vice Mayor Hyde. Unanimous approval.

The second item of business was approval of April 2017 revised financial statement. City Manager Rhinehart explained that some of the allocations to certain accounts looked out of place. Allocations needs to be adjusted, but the overall numbers did not change. City Auditor John Poole reviewed the April reports and did not find anything out of the ordinary. Previous CM Amanda Deaton-Moyer assisted Ms. Rhinehart with the revision of the report. With no further discussion, Vice Mayor Hyde made a motion to approve, and Commissioner Trost seconded. The motion passed unanimously.

The third item of business was the May 2017 revised financial statement. Vice Mayor Hyde made a motion to approve, seconded by Commissioner Trost. The motion passed unanimously.

The Board of Commissioners then took a moment to thank Jamie Dupre, City Assistant, for her efforts during the transition.

The first item under Old Business was the second and final reading of Ordinance 2017-226, adopting the budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018. Mayor Lovell restated the budget had been advertised in a paper of general circulation and a public hearing held last month. Mayor offered time for resident comments and discussion by the Board of Commissioners. Commissioner Trost made a motion to approve, which was seconded by Vice Mayor Hyde. The motion passed unanimously.

The first item of New Business was plan that had been presented and approved by the Board of Zoning Appeals and the Planning Commission last month. Regulatory procedures required an additional approval by the Board of Commissioners. Jason Brouillette presented the application on behalf of the Country Club, emphasizing the low impact nature of the proposed plan. Commissioner Trost asked for clarification that the Planning Commission had recommended approval of the Concept Plan as presented. City Attorney Chad White confirmed that fact. Vice Mayor Hyde made a motion to approve the Richland Country Club conceptual plan. Commissioner Trost seconded the motion, which passed unanimously.

The second item under New Business was the recommendation of award of the 2017 Street Paving Contract. The bid opening was on June 13, 2017. There were five companies bidding on the work this year: Four Star Paving, Sessions Paving Company, Inc., Rogers Group, Jones Brothers

Contractors, and Jarrett Builders, Inc. Neel-Shaffer evaluated the bids and determined the apparent low bidder was Four Star Paving; Vice Mayor Hyde was complimentary of the way the bids were reviewed and presented. The Commission discussed the past work performance of Four Star paving, which has been satisfactory in response and quality to the City. Commissioner Trost questioned the \$1-unit price in the bids. City Engineer Bivens explained that is a common bid for tack coat and would not have impacted the result of the bid recommendation. Vice Mayor Hyde asked about the wide variation of cost per tonnage of asphalt, since none of the bidders produced their own. City Engineer Bivens stated Rogers Group is the only one who does produce their own asphalt, and that they did participate in the bid, whereas the others must purchase from someone else. There was discussion about the margin of profit and if it would be beneficial to go straight to an asphalt provider in the future. Commissioner Trost made a motion to accept staff's recommendation of Four Star for the FY 2017-2018 paving contract. Vice Mayor Hyde seconded, and the motion passed unanimously.

The third item of New Business was the award of the FY 2017-2018 Indefinite Delivery/ Indefinite Quantity (IDIQ) contract for construction of miscellaneous street and drainage projects. The contract bid proposal included 103 items of probable work (not counting hourly rates) that could be done in the city to repair or maintain the street and drainage infrastructure. The bid opening was on June 13, 2017 and there were two bids received. One was from Jarret Builders for \$439,600, Inc., and the other from Sessions Paving Company for \$474,970. Both are currently under contract with the City and overall, the work has been satisfactory. This year, the bid included a cost for liquidated damages if a contractor must be called off a job to work for Forest Hills, as well as provisions for emergency services for weekend or after-hours work. Items on work contained in the bid are specific, but the quantities can only be estimated. Therefore, while the total bid price suggests that Jarrett is the low bidder by \$35,270, a review of the most common items of work revealed that Sessions would be less expensive much of the time. Staff recommended the bid be awarded to both bidders, and to allow the City Manager or her designee to assign the work between the two based on ability to respond, expertise, and price for the task. Commissioner Trost liked the approach, especially to provide the flexibility for the City and continue a high level of responsiveness in crisis situations. He then made a motion to approve the award of the contract to both bidders. Vice Mayor Hyde seconded the motion, and the motion passed unanimously.

The fourth item of New Business was a brief presentation by IWORQ, a building permit tracking system. This system allows for comprehensive tracking of building permits, Vice Mayor Hyde inquired about the cost of the service and if City Manager Rhinehart thought it would be beneficial for the City. Ms. Rhinehart responded affirmatively, stating the ability to track code enforcement cases as building permit information would be beneficial in many aspects. The cost is approximately \$8,150 annually. City Assistant Jamie Dupre also voiced her support for the system. Vice Mayor Hyde stated the contract amount for the program was within the City Manager's spending authority. Attorney White indicated he had reviewed the contract and approved of the language. Commissioner Trost made a motion to allow the City to enter into a contract with IWORQ, seconded by Vice Mayor Hyde. The motion passed unanimously.

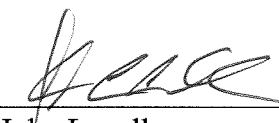
City Manager Rhinehart delivered her report. She reported that project meetings had been held on twenty different addresses in the forty-six days since her hiring. Most of those are pools, additions, and subdivision activity. Staff is also working on the newsletter, and will be working to implement IWORQ as soon as practical.

City Engineer Bivens gave an update on the speed trailer. Feedback has been positive and a letter has been generated to inform residents of the location in advance. The data will be used to identify other areas for additional study or traffic calming measures. Vice Mayor Hyde indicated that the structure for the speed trailer, when constructed, should be a minimalist design.

City Attorney Chad White did not have any items of business to report.

Next were citizen comments. Mr. Richard Chapman of Tyne Boulevard addressed the Board of Commissioners regarding truck traffic being directed to Tyne from Otter Creek, the road construction on Tyne, and the need for striping on Granny White Pike. Ms. Jean Wilson addressed her concerns regarding the 8th Avenue narrowing and the impact on Forest Hills.

With no further business, the meeting adjourned.



Mayor John Lovell



Amanda Rhinehart, City Recorder

City of Forest Hills Board of Commissioners
June 15, 2017
5:00 p.m. at City Hall

Mayor John Lovell Presiding

1. Approval of the Minutes of the May 18, 2017 Meeting
2. Approval of April 2017 Revised Financial Statement
3. Approval of May 2017 Financial Statement
4. Old Business:
 - (a) Second and Final Reading of Ordinance 2017-226. An ordinance adopting the budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018.
5. New Business:
 - (a) Consideration of Approval of Richland Country Club Concept Plan.
 - (b) Recommendation of Award for Fiscal Year 2017-2018 Street Paving Contract
 - (c) Recommendation of Award for Fiscal Year 2017-2018 Indefinite Delivery, Indefinite Quantity (IDIQ) Contract.
 - (d) Presentation from IWORQ, a building permit tracking system
6. Report from City Manager, Amanda Rhinehart
7. Report from Brad Bivens, City Engineer
8. Report from Chad White, City Attorney
9. Citizen's Comments.
10. Adjourn.

SIGN IN SHEET

**City of Forest Hills
Board of Commissioners Meeting**

Date: 6.15.2017

NAME:

ADDRESS:

JASON BROUILLETTE

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Richard Chapman

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Brad Rivers

CITY ENGR.



CITY

Henry Trost

City

Mark Wilson

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