

Town of Huntertown Utility Service Board Meeting Minutes for November 4, 2019

A meeting of the Huntertown Utility Service Board was held on Monday, November 4, 2019 at approximately 5:00 p.m. Attendees included board members Kerri Garvin and Brad Hite (P); Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman and Town Engineer Derek Frederickson. Also present were six (6) members of the public and one (1) reporter. Absent was board member Jim Fortman.

Brad Hite called the meeting to order at 5:00 p.m. with the Pledge of Allegiance.

Board Actions

Kerri Garvin made a motion to approve the minutes from the October 7, 2019 regular meeting and October 21, 2019 Administrative Session. Brad Hite seconded. Motion passed, 2-0.

Brad Hite made a motion to approve the water and sewer claims, each dated October 21, 2019 and November 4, 2019. Kerri Garvin seconded. Motion passed, 2-0.

Brad Hite made a motion to promote town employee Tom Worman from a Utility Worker #4 to a Utility Worker #3. Kerri Garvin seconded. Motion passed, 2-0.

Brad Hite made a motion to approve Change Order No. 5 from Fetters Construction for Phase 2A of the Wastewater Treatment Plant project, decreasing the contract price by \$1,697.74. Kerri Garvin seconded. Motion passed, 2-0.

Brad Hite made a motion to approve Pay Application No. 30 to Fetters Construction for Phase 2A of the Wastewater Treatment Plant project in the amount of \$6,118.88. Kerri Garvin seconded. Derek Frederickson said that this amount covers all the remaining check list items for the project. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve Pay Application No. 31 to Fetters Construction for Phase 2A of the Wastewater Treatment Plant project in the amount of \$24,000. Kerri Garvin seconded. Derek Frederickson said that this amount covers the final retainage and will close out the project. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve an application for water and sewer connection for the residents at 11921 Hand Road. Kerri Garvin seconded. Beth Shellman informed the board of the details of the connection, noting that the infrastructure from the adjacent Majestic Pointe development will be used for the connection. After no further discussion, the motion passed, 2-0.

Brad Hite made a motion to approve a quote from Tonka Water for service on the Tonka control panel at the Water Treatment Plant in the amount of \$4,900. Kerri Garvin seconded. Water Plant Operator Gabe Brindle said that the quote had not changed from the October 7, 2019 meeting. He also asked about a remote connection. The company said that was not viable at this time. Kerri Garvin said she was concerned about the amount of money the town would have to spend simply on travel time for the company to come from Minnesota. Brad Hite said he would still like to investigate the opportunity for remote monitoring of the system. After no further discussion, the motion passed, 2-0.

New Business

Outside of items listed under Board Actions, the following new business was brought forth:

- Water Plant Operator Gabe Brindle presented the council with information on a proposed water main improvement project on Lima Road, between Cedar Canyons Road and Shoaff Road. Current water services will be inadequate to serve future development in the area. He is suggesting a 12-inch main at Cedar Canyons Road and an 8-inch main along Shoaff Road to loop the system together. Beth Shellman asked for permission to authorize Engineering Resources to begin the bidding process for the project with the idea of awarding the project in 2020. Derek Frederickson stated that this would qualify as a critical water project for the town to undertake. No formal vote was taken, but board member agreed to proceed with taking bids.

Old Business

Outside of items listed under Board Actions, no old business was brought forth.

Reports

Clerk-Treasurer Ryan Schwab had the following report:

- He re-introduced the 2020 utility board budget. Since one board member was missing, he opted to wait until the December meeting for final approval.

Town Manager Beth Shellman handed out a copy of her report and highlighted the following items:

- The town's Facebook page reached 6,300 people and gained 100 new followers during business hours on Thursday, October 31, related to the changing of trick-or-treat hours. In total, the post reached 11,780 people.
- The town will begin interviewing candidates for the Engineering and Attorney contracts on Tuesday, November 12, 2019.
- The town is obtaining quotes for a new truck with a service body. Quotes for both direct purchase and a lease purchase will be presented at the December 2, 2019 meeting.
- Each of the department heads is providing a monthly report, which she are added to her monthly report.

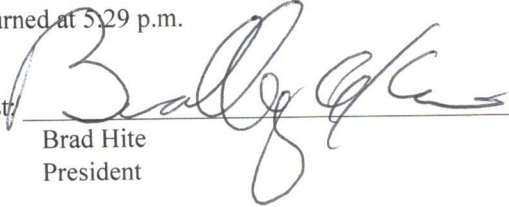
Outside of items listed under Old Business, Town Engineer Derek Frederickson had no further report.

Public Comment

None were brought forth

Brad Hite made a motion to adjourn. Kerri Garvin seconded. Motion passed with a voice vote and the meeting adjourned at 5:29 p.m.

Attest


Brad Hite
President


Ryan Schwab
Clerk Treasurer