

**TOWN OF JAMESTOWN
SPECIAL TOWN BOARD MEETING
June 20, 2016 MINUTES**

Mayor Schoedinger called the meeting to order at 7:15 PM. Present at roll call were Trustees Jen Lucas, Heather Yahnke, Chad Droste, and Ken Lenarcic.

Approval of Agenda:

Trustee Droste moved to approve the agenda. Trustee Yahnke seconded. The vote was unanimous.

Announcements:

Trustee Lenarcic asked the Board for food orders for the upcoming Board Workshop to discuss the Town Clerk Position on June 27, 6:30 PM. Mayor Schoedinger also stated that she would like to speak about her transition at the workshop.

ACTION ITEMS:

Resolution 2016 06-27 - A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with JKS for James. 029 Demolition, Site Grading, and Erosion Control of Six Properties for FEMA HMGP Buyout Program

Discussion:

Mayor Schoedinger stated that while the pre-bid meeting was well attended, the Town received only two bids for this contract. Both bids came in substantially higher than our budget in terms of the Town's agreement with FEMA. We should be OK. She won't sign the contract until the budget is settled. The lowest bidder was JKS Industries at \$182,980. The higher bid came from Property Assurance for \$282,984. She reviewed both bids with the State. She requested they break out the bid by property. The State gave the go-ahead on the lowest bid.

Mayor Schoedinger requested approval of Resolution 2016 06-27, to award a contract with JKS Industries, on the condition that the budget works.

Trustee Droste asked whether we chose based on lowest bid? Mayor Schoedinger confirmed.

Trustee Yahnke asked for clarification.

Mayor Schoedinger described that the FEMA Hazard Mitigation Grant Program includes four projects: Buyouts, Elevations, Lower Main St. Bridge (Phase 1) and the Rain Gauge and that this is part this.

Trustee Droste moved to approve Resolution 2016 06-27 - A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with JKS for James. 029 Demolition, Site Grading, and Erosion Control of Six Properties for FEMA HMGP Buyout Program, on the condition that Mayor Schoedinger work with the State for budget approval. Trustee Yahnke seconded.

Further Discussion:

Trustee Lenarcic stated that he had an older copy of the resolution showing Mary Ellen as Town Clerk for the attest. Mayor Schoedinger stated her version shows Chad Droste as Town Clerk Pro Tem.

Mayor Schoedinger asked for the vote. The vote was unanimous.

Resolution 2016 06-28 - A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with Scott Cox for James. 030 Engineering/Architectural Design and Bid Support Services for the for FEMA HMGP Elevation Program

Discussion:

Mayor Schoedinger explained that in March 2014, the Town put in a Notice of Intent on the HMGP Elevations Application. Mark Williams (Floodplain Administrator) determined which houses fit with most stringent of the floodplain maps (the AMEC map): 99 and 40 Main. The Town put the contract out to bid as a Request for Proposals (RFP), had a mandatory pre-bid meeting, and no one showed. Based on the budget (~\$7K / property), the Town decided it was overkill to do another RFP, and did a Request for Quotes (RFQ), instead. After advertising, two attended the optional pre-bid meeting: Scott Cox and Americon. Erika Archer (Town staff) emailed out RFQs directly to contractors. In the end, we got one quote from Scott Cox for substantially higher than what is in the application.

In working with the Boulder County Collaborative to use Round 2 CDBG-DR infrastructure funds in exchange for the Round 1 CDB-DR infrastructure dollars in order to cover the overage on the construction costs, and the State who will work with FEMA on an additional \$25K, she believes they are closing the gap. She is trying to move quickly so as not to jeopardize David and Emma's septic project that must be completed by the end of the year.

Mayor Schoedinger requested approval of Resolution 2016 with the following three conditions:

- State approves a cost reasonableness analysis
- State confirms FEMA will give additional funding to cover the gap

- The Boulder County Collaborative confirms use of funds from Round 2 so that the Town has enough money to cover some amount of overage on the infrastructure costs.

Trustee Droste moved to approve Resolution 2016 06-28: A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with Scott Cox for James. 030 Engineering/Architectural Design and Bid Support Services for the FEMA HMGP Elevation Program with the three conditions listed above. Trustee Yahnke seconded.

Discussion:

Trustee Yahnke asked whether the money would be used to rebuild the houses.

Mayor Schoedinger stated it was so they could elevate their houses.

Trustee Lucas asked how the elevations work.

Mayor Schoedinger described that the process includes jacking up the houses, structural analysis of the foundation, flood vents, grading, designing whatever mechanism to elevate, and then whatever needs to be done. Paul's elevation would include a 7-foot elevation and would included stairs, for example.

Trustee Lenarcic asked about the contract amount.

Mayor Schoedinger replied it was Scott Cox for \$69,800, including engineering, permitting, construction management. She negotiated with Cox and brought the cost down. To do this, they took out geo-tech and the topo survey. They will perform construction management.

Mayor Schoedinger called for the vote. The motion passed unanimously.

Resolution 2016 06-29 - A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with Edge Contracting for James. 031 for James Potable Water Valves

Discussion:

Mayor Schoedinger stated that this is for the CDPHE \$1M grant at the water tanks for a break valve to prevent drainage in the event of sudden loss of pressure. The Town had put this out to bid before, but the bids came back too high. The project was scaled down to put in new isolation valve and also to paint the interior of the tank.

Edge Contracting is the qualified bidder - the same company who were awarded the bid on Gillespie Gulch. It was necessary for her to give them a Notice of Intent to Award so they

could begin ordering parts. She asked for approval of Resolution 2016 06-29 for Edge Contracting in the amount of \$37,500 for James 031.

Discussion:

Trustee Lenarcic confirmed that the contract would go to them within 14 days and inquired whether Jennifer Aieta is the one they would contact for when to start, equipment, etc.

Mayor Schoedinger confirmed and stated that Jennifer is out of commission the following week and that they can contact her instead.

Trustee Lenarcic asked if they would be using the same equipment as specified previously, etc.

Mayor Schoedinger replied that it is the same plan but with a much smaller footprint and is all on Forest service land. She suggested that if Barb Lenarcic wants to collect a list of questions from residents to give to Tara it would be helpful. She asked that Erika Archer be copied.

Trustee Droste moved to approve Resolution 2016 06-29 - A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with Edge Contracting for James. 031 for James Potable Water Valves for \$37,500. Trustee Yahnke seconded. The vote was unanimous.

OPEN FORUM

There were no speakers for Open Forum.

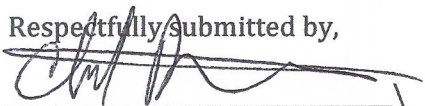
ADJOURN

Trustee Droste moved to adjourn the meeting; this motion was seconded by Trustee Yahnke. The motion carried unanimously and the meeting was adjourned at 7:45PM.

Approved,


Tara Schoedinger, Mayor

Respectfully submitted by,


Chris Krolick, Interim Town Clerk Pro Tem
Chad Droste