

COUNCIL OF TRAPPE
VIA CONFERENCE CALL DUE TO COVID-19
JULY 1, 2020

Council of Trappe Meeting: Vice-President Diefenderfer called the meeting to order at 7:00 pm. Commissioner Fegel and Commissioner Pritchett were in attendance. Commissioner Chase joined the meeting at 7:15 pm.

Attorney Ryan requested to add Resolution 2-2020 to adopt the 2020 Comprehensive Plan to the agenda and to add an amendment to the GMB EJCDC contract to the agenda. Commissioner Fegel made a motion to approve the agenda as amended. Commissioner Pritchett seconded the motion. All approved.

Commissioner Pritchett made a motion to approve the June 3, 2020 Council minutes as presented. Commissioner Fegel seconded the motion. All approved.

Clerk's Report – Administrator Braband stated that the Clerk's Report, the General Fund and the Enterprise Fund budgets are in the Council's packets and filed with the records. Administrator Braband stated that the Town Audit will begin the week of August 17th.

Planning and Zoning - Commissioner Fegel stated that the Planning Commission met with the developer for the property behind the Moore Building which was previously approved as Carousel Commons. The Planning Commission approved a new concept plan for that property. The next meeting will be held on July 21st.

Attorney Updates – Attorney Ryan stated that the Council had previously approved a Public Works Agreement with the Doty's for sewer connection at 29380 Howell Point but the Doty's are now requesting 2 additional connections (29382 & 29384 Howell Point) due to failing septic. The agreement has been revised to include all 3 properties, same agreement, same terms, just adds the 2 additional connections. Commissioner Pritchett made the motion to approve the revised Public Works Agreement. Commissioner Fegel seconded the motion.

VOTE:

Fegel – Y Pritchett – Y Diefenderfer – Y
Motion approved.

Attorney Ryan stated that she received notification that the County will hold a public hearing for Resolution 281 – Revising the County Comprehensive Water and Sewer Plan on July 21st at 6:30 pm.

Executive Session – An executive session was held on June 3, 2020 to obtain legal advice.

ORDER OF BUSINESS BEFORE THE COUNCIL

New Business:

Ordinance 1-2020 – An Ordinance of the Town of Trappe approving and adopting certain revisions to the PUD Plan and Design Guidelines for the Lakeside Planned Neighborhood Zoning District. Vice-President Diefenderfer stated that the Council has postponed this Ordinance till the Council August 5th meeting.

Other Business:

Resolution 2-2020 – A Resolution of the Council of Trappe approving the 2020 Comprehensive Plan for the Town of Trappe. Commissioner Fegel made a motion to introduce Resolution 2-2020. Commissioner Pritchett seconded the motion. A public hearing will be held on August 5, 2020 at 6:55 pm.

VOTE:

Fegel – Y Pritchett – Y Diefenderfer – Y
Motion approved.

Well 6 – Construction Management & Inspection Bid Results – Attorney Ryan stated that because this project is funded by MDE the Town is required to have construction management and inspection services which consists of a construction management firm to oversee the project and a person onsite that will oversee all the inspections and the project daily. An RFP was put out for these services with a deadline of June 29th. Three bids were received and the results are as follows:

Rauch Engineering – Bid amount of \$150,500

George, Miles & Buhr – Bid amount of \$108,760

Development Facilitators, Inc – Bid amount of \$113,700

Attorney Ryan stated that the RFP listed the specific qualifications that the Town would look at and after reviewing the bids it is recommended to award the bid to the lowest bidder which is George, Miles and Buhr. MDE is funding a maximum of \$109,400 for construction management and inspection. Commissioner Fegel made a motion to award the construction management and inspection bid to George, Miles & Buhr. Commissioner Pritchett seconded the motion.

VOTE:

Fegel – Y Pritchett – Y Diefenderfer – Y
Motion approved.

Well 6 – EJCDC Agreement – Attorney Ryan stated that the Town has an owner/engineer agreement with GMB and MDE requires a role throughout construction called design services through construction. This role requires an engineer to provide design services during construction and MDE requires that the firm is the same firm that designed the project. GMB has submitted an amendment to the EJCDC Agreement to cover the design services for a total of \$31,380. This is a role that MDE requires but because GMB wasn't procured for the PER or design of this project, MDE will not cover the cost. Attorney Ryan stated

that she negotiated the price with GMB and was able to reduce the cost by \$6,945. Commissioner Fegel made a motion to award the design services through construction role to GMB. Commissioner Pritchett seconded the motion.

VOTE:

Fegel – Y Pritchett – Y Diefenderfer – Y Chase - Y

Motion approved.

Muni-Link Update – Administrator Braband provided an update to the new water/sewer billing program. The initial data conversion went well the data was able to be converted without an additional cost. The new program also allows that Town to set the due date for the same date each month and the due date will be the 28th each month starting this month. Administrator Braband stated that she and Cheyenne are attending weekly meetings with Muni-Link and the new program is on pace to go live in August.

Public Questions/Comments: None

Executive Session: Vice-President Diefenderfer stated that an executive session is requested to discuss a personnel matter.

Commissioner Fegel made a motion to enter into executive session to discuss at personnel matter at 7:23 pm. Commissioner Chase seconded the motion and it was unanimously approved.

At the conclusion of the closed session at 7:30 pm the open meeting was reconvened.

There being no further business to discuss, Commissioner Chase made a motion at 7:30 pm to conclude the meeting. Commissioner Fegel seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk