

**PUBLIC WORKS
AGENDA
March 17th 2016
4:00 P.M.**

- I. Agenda Changes

- II. Adoption of Minutes
 - 1 February 11th 2016

- III. Cemetery Grass Cutting Contract

- IV. General Information
 - 1 Safe Routes to School

- V. Town Council Agenda

- VI. Next Meeting Date: April 21st, 2016

- VII. Adjournment

**PUBLIC WORKS
MINUTES
March 17th 2016**

Chris Vincent called the meeting to order at 4:00 P.M. Committee members present included Chris Vincent, Chairman; Deborah Ball and Bub Shreaves.

Also Present: Jim Hudson, Mayor; John Edwards, Town Manager; Karen Barrow, Town Clerk; Holly McGowan, Director of Community Development; Donna Pauley, Human Resource Officer and Walt Feurer, Director of Public Works.

I. Agenda Changes

There were no changes to the agenda.

II. Adoption of Minutes

1 February 11th, 2016

Bub Shreaves made a motion to adopt the minutes, seconded by Chris Vincent. Upon a unanimous vote, the motion was approved.

III. Cemetery Grounds Keeping Contract

Walt Feurer advised that the Town placed a second invitation for bids and received one bid from Steve's Lawn Care for \$700 per week.

Mr. Edwards advised that the challenge is that Steve's Lawn Care does not have insurance. The Town's policy requires the contractor to provide proof of General Liability Insurance and Workman's Compensation Insurance even if there is only one employee. The contractor has ten (10) days to obtain insurance from the time he is awarded the contract.

Mr. Shreaves asked if the bidder from the first proposal submitted a bid.

Mr. Edwards advised that he did not submit a bid.

Mr. Vincent asked if Steve's Lawn Care would qualify for the job.

Mr. Shreaves suggested the Town have a contingency plan in place incase Steve's Lawn Care does not qualify for the contract.

The consensus of the Committee is that Town Council award the contract to Steve's Lawn Care contingent upon obtaining liability insurance and workman's comp.

IV. General Information

A. Safe Routes to School

Mr. Edwards advised that Town Staff has a meeting scheduled for tomorrow with VDOT to discuss the sidewalk projects. The current portion under construction will soon be finished, the next phase of the project is waiting for VDOT approval.

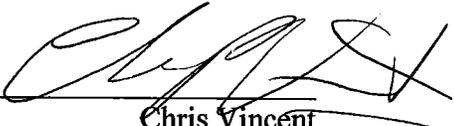
V. Town Council Agenda

Mr. Vincent asked the Town Manager to place the Cemetery Contract on the Town Council agenda contingent upon Steve's Lawn Care obtain insurance.

VI. Next Meeting Date: April 21st, 2016

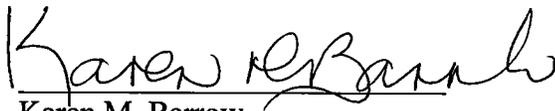
VII. Adjournment

There being no further business, Mr. Vincent adjourned the meeting at 4:13 p.m.



Chris Vincent
Chairman

ATTEST:



Karen M. Barrow
Town Clerk