

**CITY OF ANNA MARIA
SPECIAL COMMISSION MEETING
MARCH 16th, 2006
6:00 P.M.**

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL: Mayor SueLynn, Commissioner Christine Tollette, Commissioner Dale Woodland, Commission Chair John Quam, Commissioner Duke Miller

Absent with excuse: Deputy Commission Chair Linda Cramer

Also present: City Engineer Tom Wilcox (BDI), Public Works Director George McKay, Deputy City Clerk Diane Percycoe

Press: Sun, Islander

1. AMEND 2005 / 2006 BUDGET TO INCLUDE ROAD AND DRAINAGE PROJECTS TO BE PAID FROM LINE OF CREDIT DRAW.

Commissioner Dale Woodland inquired as to the time frame involved to accomplish the work. City Engineer Tom Wilcox responded that the full depth reclamation would be done first, followed by the overlays, and that the entire scope would take eight months to a year to complete. Commissioner John Quam confirmed that the major part of the work would occur during off-season, in the summer months. City Engineer Tom Wilcox noted that his firm would have liked to also avoid the rainy season, but this was not practical.

Commissioner Dale Woodland indicated that he liked the format, divided into Phases. Commissioner John Quam called for any questions regarding the road and stormwater drainage projects scheduled for the line of credit draw.

Deputy City Clerk Diane Percycoe confirmed that a motion was now needed from the Commission for the Phase I road and stormwater drainage projects.

MOTION: Commissioner Duke Miller moved to authorize BDI to begin the bid process for the Phase I road and stormwater drainage projects, for a total of \$888,232. Commissioner John Quam seconded the motion.

Vote: All Ayes. Motion carried unanimously.

Commissioner Dale Woodland asked City Engineer Tom Wilcox the SWFWMD match, indicated in the Phase II total. City Engineer Tom Wilcox responded that this was the amount represented by the first phase of a funding initiative matching grant BDI had applied for in December 2005. The City Engineer noted that confirmation of awarding the funds would not be received by the City before September or October. Commissioner Dale Woodland asked if the numbers were adjusted for increased costs two years from now. City Engineer Tom Wilcox responded that inflation had been factored in. He noted that the City would need to re-apply each year for matching funds, and would not necessarily be stuck with the 2008 figure.

2. REVIEW GLADIOLUS AND NORTH SHORE DRAINAGE PROJECT, BID #06-01, WITH POSSIBLE AMENDMENT TO 2005 / 2006 BUDGET TO INCLUDE ADDITIONAL MONIES TO BE PAID FROM LINE OF CREDIT DRAW.

City Engineer Tom Wilcox reported that he had the bid opening on the Gladiolus / North Shore drainage project. He indicated that BDI had estimated \$270,000 for the project, plus \$57,000 in engineering fees. The City Engineer said that the lowest bid, from among four applicants, had been submitted by DeJonge Excavating Contractors Inc., of Venice, Florida at \$263,119.29. He indicated that the contract came in on March 10th and was higher than anticipated. City Engineer Tom Wilcox said that more engineering was also needed, bringing the figure in over budget by \$80,000. He indicated that \$30,000 of this would be used to cover engineering fees.

City Engineer Tom Wilcox noted that much effort had been invested, and lengths gone to for the satisfaction of the citizenry. Commissioner John Quam asked what would happen if significant change was now demanded by the public. City Engineer Tom Wilcox said that these could be re-submitted to SWFWMD as a change in the as-builts. He indicated that significant changes were not possible, since the scope of the work was set, and the City would need to accomplish the work before it could apply for more money.

Relative to the DeJonge and future contracts, Commissioner Dale Woodland asked if there was a possibility that the estimates would be found to be too low. City Engineer Tom Wilcox noted that DeJonge had come in 6% under BDI's estimation. He added that BDI always revisits the contract and refreshes the bid, and takes care to select established, ethical local contractors. The City Engineer noted that the figures had been most recently re-estimated last November.

Commissioner Dale Woodland asked for clarification of the June 2006 deadline. City Engineer Tom Wilcox said that the contract stipulated the work to be completed by June 26, 2006. He said this meant that SWFWMD would not be required to dissipate any expenditures incurred after that date, therefore all invoices need to be completed then.

MOTION: Commissioner John Quam moved to authorize the Mayor to execute the contract for the Gladiolus / North Shore drainage project with DeJonge Excavating Contractors Inc. in the amount of \$263,119.29, contingent upon the City Attorney's review and approval of the contract. Commissioner Dale Woodland seconded the motion.

Vote: All Ayes. Motion carried unanimously.

Commissioner Duke Miller confirmed that the projects would be supervised by a party independent from the City. City Engineer Tom Wilcox confirmed that a

BDI construction manager would be on hand in the City while work was being done.

Public Comment

Jim Conoly of North Shore Drive asked if there had been a procedure established for making field changes, and who would be authorized to buy off on these. He also asked what the schedule of progress reports would be for the public. Mr. Conoly noted that there had been no such reports available during the renovation of City Hall. City Engineer Tom Wilcox responded that 5% is built into CIP projects to cover minor changes during a project. He said that normally for low amounts, the engineer will make the recommendation, and review it with the Public Works Director, but the Mayor would be required to be consulted for larger amounts. Relative to reporting, the City Engineer said that the contractor submits monthly progress reports to BDI, coinciding with the draw down, and also has bi-weekly meetings with the engineers.

Randall Stover of North Shore Drive suggested that since the Public Works Director is the City's liaison for the project, he could perhaps include a status report in his monthly report to the Commission. Mr. Stover inquired if there was provision being made to ensure that residents' driveways remain unblocked so that they may leave and enter their properties freely. City Engineer Tom Wilcox responded that the contractor is typically required to maintain one-way traffic on the street at all times, and assured that all driveways would be open daily (i.e., possible obstructions only for short periods of time). He said that contractors are very cognizant of the need for residents and emergency vehicles to move freely.

Commissioner John Quam asked Deputy City Clerk Diane Percycoe what would be needed to amend the budget. Deputy City Clerk Diane Percycoe noted that the Commissioners had been supplied with copies of the amended budget. Commissioner John Quam indicated that the first reading of the Ordinance would be held at the Regular Commission Meeting on March 23rd. Deputy City Clerk Diane Percycoe reviewed the changes to the budget with the Commissioners.

Commissioner Dale Woodland said he had some misgivings about borrowing money to pay a debt. He said that his first thought had been to use the \$185,000 for Capital Improvements currently in the budget. The Commissioner said that rather than borrowing money in the seventh month into the fiscal year, he would rather see the \$80,000 come out of the \$185,000 Capital Improvements line item. Commissioner John Quam agreed.

MOTION: Commissioner Duke Miller moved to make a line item transfer \$80,000 out of Line Item 224 Loan Payment, and put it into Line Item 219 Gladiolus / North Shore Drainage Project. Commissioner Dale Woodland seconded the motion.

Vote: All Ayes. Motion carried unanimously.

Deputy City Clerk Diane Percycoe reviewed the spreadsheet layout with the Commissioners. She confirmed to Mayor SueLynn that there would be an approximately \$2,000 shortfall for the loan payments. The Mayor confirmed that these funds could be transferred out of Contingency monies. Deputy City Clerk Diane Percycoe noted that there was currently the amount of \$31,768 in the Capital Improvements Contingency line item. Commissioner Dale Woodland confirmed that there would now be another \$80,000 in the Contingency line item.

Commissioner Duke Miller suggested calling the Line Item “Surplus from Loan Proceeds”, rather than “Contingency” and there was consensus for this.

Commissioner Dale Woodland recommended leaving money in the fund to take care of jumps in rising costs. Commissioner Duke Miller noted that the City would be investing \$131,000. Commissioner John Quam confirmed that this would be shown on the periodic reports.

Deputy City Clerk Diane Percycoe informed the Commission that the City was currently receiving a 3.09% interest rate on monies invested.

Commissioner Duke Miller and the Commissioners commended everyone involved in bringing the current projects about.

Commissioner Dale Woodland and Deputy City Clerk Diane Percycoe discussed the level of detail available on the monthly reports and the capabilities of her accounting program. Commissioner Dale Woodland said the only thing he would like to see added is a description of the principal in the Fall, going into Phase II. He suggested using an identifier (e.g., March 16th draw).

Commissioner John Quam said he assumed that the first invoice would be received by June 1st. Deputy City Clerk Diane Percycoe indicated that she had done a quarterly amortization schedule. She noted that there would be two payments this fiscal year: one on June 1st and another on December 1st. Commissioner John Quam confirmed that Deputy City Clerk Diane Percycoe could make adjustments in case the first invoice was not received by June 1st.

Mayor SueLynn noted the City had a lot of flexibility with paying back this particular loan.

Commissioner John Quam noted the first reading of the Ordinance to amend the budget would be heard at the Regular Meeting on Thursday, March 23rd.

PUBLIC COMMENT

Randall Stover of North Shore Drive confirmed that the \$185,000 existed as a figure in this budget, and asked why the project was now up to \$310,000. Deputy City Clerk Diane Percycoe explained that \$130,000 was going to be paid by SWFWMD. She said

that the additional figure was for additional costs associated with DeJonge's bid and engineering fees. Mr. Stover asked why the City was borrowing \$1 million when it didn't need to right away; and conversely, if it could borrow more, why not do so and invest it? Commissioner Duke Miller explained that there was a sizeable fee associated with each draw down. Deputy City Clerk Diane Percycoe noted that an arbitrage clause in the contract prohibits borrowing money for the purpose of making money on it.

PRESS COMMENT

None offered.

ADJOURNMENT

MOTION: Commissioner Duke Miller moved to adjourn the meeting, seconded by Commissioner Dale Woodland.

Vote: All Ayes. Motion carried.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Alice Baird
City Clerk

Date