

**CITY OF ANNA MARIA
CITY COMMISSION
SPECIAL MEETING
APRIL 8, 2003
6:00 P.M.**

CALL TO ORDER (6:03)

PLEDGE TO THE FLAG

ROLL CALL: Mayor SueLynn, Chair John Quam, Deputy Chair Chuck Webb, Commissioner Duke Miller, Commissioner Linda Cramer, Commissioner Tom Aposporos

Also present: City Attorney Jim Dye, City Clerk Alice Baird, Deputy City Clerk Diane Percycoe, Public Works Director George McKay, Minutes Clerk Sylvie Reichmann

Press: Sun, Islander, Herald

Chair Quam thanked those that sent him their best wishes while he was out and Deputy Chair Webb for presiding at the last meeting.

1. APPROVAL OF CITY HALL ARCHITECT CONTRACT

Mayor SueLynn reported that she had been asked several questions regarding the contract, one relative to the 8% charge. She said City Clerk Alice Baird had contacted several architects, and one had indicated that 8.8% could have been charged, and that the City was getting a bargain. The Mayor said it could not be determined how much money 8% represents until the RFP is sent out.

Mayor SueLynn said there were a number of items under City Hall Reconstruction in the budget, totaling \$143,200. She said there was an additional \$10,599 left in the Infrastructure amount, which would bring the total to \$153,799. The Mayor said the figures that Public Works Director George McKay submitted for the budget were best guess estimates, but that he had estimated \$6,500 for professional services. She said that this money, in addition to the \$10,599 should cover the architect's fee, adding that she felt that pretty much all funds for the entire project, including the architect's fee were already in budget.

The Mayor confirmed that the change in the language, on Page 10, 1.5.9 relative to liens, recommended by Commissioner Aposporos, was included. The Mayor said she and City Clerk met with architect Tom O'Brien, who was comfortable with the change.

Commissioner Linda Cramer asked if the Commission had approved the preliminary plan. Mayor SueLynn said that what had been presented to the Commission so far had just been a general concept and had not been prepared by the architect. Public Works Director George McKay indicated that changes and schematic details would be forthcoming from the architect, and that they would be for the most part in keeping with the original general concept, except for some ADA requirements.

The Mayor said there were other changes relative to code compliance, but any changes would remain within the footprint. She indicated that the architect would be presenting his blueprint to the City. Commissioner Linda Cramer asked if any costs would be included in the RFP. Commissioner Tom Aposporos asked what the scope of the architect's work would be. The Mayor referred the Commissioners to an attached addendum, beginning on Page 12 of the handouts distributed at this meeting. Commissioner Aposporos asked what the substance behind the \$150,000 construction costs would be, and what would be done if the costs exceeded that, or if it was decided not to go ahead, what the City's obligation to the architect would be. City Attorney Dye said there would be a time and materials charge.

Commissioner Chuck Webb confirmed with City Attorney Dye that the Commission would have control over the designing of the construction. Commissioner Webb asked if the City Attorney had comments regarding the arbitration laws. City Attorney Dye noted there is a mediation preview before arbitration, and that decisions could possibly be concluded at that point.

MOTION: Commissioner Chuck Webb moved to accept the architect's contract with J. Thomas O'Brien AIA at 8% of the construction costs. The architect is expected to design the project so the project does not exceed \$150,000. Commissioner Linda Cramer seconded.

Vote: All Ayes. Motion carried unanimously.

Commissioner Cramer and Commissioner Webb confirmed that if the project exceeds \$150,000, it would need to come before the Commission again for review and approval.

2. CITY ENGINEER WORK ASSIGNMENTS 1, 2, 3 & 7

Chair Larry Albert of the Capital Improvements Advisory Committee (CIAC) reported that the Committee recommended the approval of Work Assignments #2 and #3 as is, including the re-surfacing of Oak and Tarpon and Level 1 drainage projects as presented by City Engineer Baskerville-Donovan (BDI).

Mayor SueLynn noted Work Assignment #1 - Preliminary Stormwater Assessment, was mostly complete at a cost of \$5,800. She said that Work Assignment #2 for Oak and Tarpon streets had a lump sum project fee of \$25,600. The Mayor reported that Work Assignment #3 - Level I Stormwater Improvements, would cost \$23,500. She recalled, however, that \$12,000 is already budgeted for South Drive, which would reduce the additional money required for Work Assignment #3 to \$11,500. The Mayor noted the total is \$42,900 for 1,2 & 3. She proposed that Line Item 125 - Drainage Projects as Directed by the Commission, for \$47,800, be reduced by \$42,900, leaving a remainder of \$4,900.

Relative to Work Assignment #7 - Preliminary Transportation Engineering Services, the Mayor requested a budget amendment from reserves for a new Line Item to be entitled 'Traffic Engineering'. Mayor SueLynn asked the Commission, in considering this, to approve \$20,000 or \$25,000 for the Line Item, since there would be additional costs, including re-signage, associated with that new Line Item.

Chair Quam asked the Commissioners if there were any questions regarding the content of the work assignments. He asked if, at the end of Tarpon, if the existing exotic trees would be removed from the right-of-way. Public Works Director George McKay said this could come out of the regular tree maintenance budget. He confirmed that they would be removed if they were in the way. Chair John Quam asked for consideration of the removal of the exotics there, as this may be the appropriate time.

The Mayor pointed out that money budgeted currently for Oak and Tarpon was only for resurfacing, and BDI's work assignment is more comprehensive.

MOTION: Commissioner Linda Cramer moved to approve the Baskerville-Donovan Work Assignment #2 dated March 21, 2003 for \$25,600 and Baskerville-Donovan Work Assignment #3 for the project amount of \$23,500, dated March 21, 2003. Commissioner Chuck Webb seconded.

Vote: All Ayes. Motion carried.

Public Comment

A resident noted that on one work assignment it mentioned meeting with SWFMWD, and asked what the criteria were for obtaining exemptions from them. Kurt Jensen said many times BDI is able to request an exemption for smaller projects. He said BDI would present the project to SWFWMD and make a formal request.

Commissioner Tom Aposporos noted that the total expenditure would be \$49,100 and confirmed that the funds were in the budget.

Commissioner Webb indicated that part of the Oak and Tarpon work assignment is not drainage and should come out of another Line Item. Mayor SueLynn said there were two Line Items; one for \$51,000 for Tarpon re-paving, and one for the re-paving of Oak for \$21,345, totaling \$72,345 for both items. She suggested that \$25,600 could be taken out of the Tarpon Line Item. Chair John Quam noted that budgeted \$51,000 was for the work, and that reserves should be used instead for the engineering work. Commissioner Webb said the project as a whole appropriately combines road design and work, but that stormwater design should be separate in the work assignment, so that the budget could be followed. Public Works Director George McKay said the re-paving of Tarpon was the bulk of the \$51,000 estimated, and that design was included, but not in the amount actually quoted now by BDI.

Commissioner Linda Cramer suggested taking \$23,500 out of Line Item 125 -- Drainage Projects as Directed by Commission, for Work Assignment #2. Commissioner Webb said he did not feel that a motion was required. Mayor SueLynn confirmed with Kurt Jensen that BDI's bill would be broken down to show each of the costs of re-paving Oak and Tarpon and drainage costs separately.

MOTION: Commissioner Chuck Webb moved that BDI Work Assignment #3 be funded by Line Item #125, seconded by Commissioner Linda Cramer. Vote: All Ayes. Motion carried.

Mayor SueLynn confirmed that \$11,500 would come out of Line Item #125 since money for South Drive was already budgeted. Commissioner Cramer suggested that fees broken out for drainage on Oak and Tarpon could be taken from Line Item #125 also. Commissioner Aposporos confirmed that design is being paid for in this discussion, not the work. He suggested these functions need to be separated in the budget. He said that current methods were not easy to follow. Chair Quam agreed that transfers need to be made into appropriately labeled Line Items. Commissioner Webb said he thought the amount in the Line Item for Tarpon represented the total cost of the project. Commissioner Aposporos said that this method was not currently consistently followed in the budget. Commissioner Webb noted that the problem was that Work Assignment #2 included design, road work and drainage. The Mayor said that this could be handled administratively. Commissioner Cramer noted that in budget work shops, the Commission was working to get together the Engineer and the CIAC to help bring the projects into line with the budgeting process.

Deputy City Clerk Diane Percycoe said a total project cost would be easier to follow, unless design and work, plus drainage were sub-items under each project Line Item. Kurt Jensen agreed that all fees and costs should be contained within a given project. He noted design fees are not necessarily included in the current budget Line Items. He recommended transferring money from the general fund to cover design fees. Deputy City Clerk Diane Percycoe pointed out that the time frame for completion of a project also needed to be taken into account, for example, whether or not they will be completed within the current budget year. She noted that it would not be appropriate to transfer money from reserves if it will not be used during the fiscal year. Public Works Director George McKay said some estimates were separated in the budget for professional fees.

MOTION: Commissioner Chuck Webb moved to accept BDI Work Assignment #1, and that the \$5,800 be transferred from Line Item #125, seconded by Commissioner Linda Cramer. Vote: All Ayes. Motion carried.

MOTION: Commissioner Chuck Webb moved to approve BDI Work Assignment #7 and that a new Line Item be created with the \$18,900 to be transferred from reserves. Commissioner Duke Miller made the second. Vote: All Ayes. Motion carried.

Commissioner Linda Cramer said she would have liked to speak with the Traffic Engineer regarding specific locations in the City, to address and parcel out critical areas and possibly discuss parking before implementation. Chair John Quam noted that a parking ordinance would be needed and information from the engineers would need to be considered beforehand. Kurt Jensen confirmed for Commissioner Webb that BDI would need to meet with the Commission and City staff to assess and prioritize project components, such as parking, and that this consultation is part of the proposed work assignment. He noted that there is no inventory of signs in the City, and this would need to be done concurrently. Commissioner Duke Miller said he thought the whole project needed to be looked at, with various parts of it to be reviewed later, and piece-mealing it out at this point would delay progress. Commissioner Cramer maintained that areas like South Bay Blvd. needed to be addressed individually first and then money budgeted after parking discussions are completed. Commissioner Aposporos noted that parking was in ongoing discussions, and given Commissioner Cramer's concern, he asked Mr. Jensen if there would be a problem adopting Work Assignment #7 prior to the completion of the Commission's deliberations. Commissioner Aposporos said he thought that the work assignment would actually contribute information to parking discussions. Mr. Jensen said a fact finding mission needed to be initiated, including input from the Commission and City staff to prioritize projects, and that BDI would revert to the Commission with recommendations. He noted that this activity is covered in Part 2 of the Work Assignment #7. Mayor SueLynn said she thought the whole, as well as specific parts needed to be examined. She expressed concern that not all signs in the City were documented and implemented by ordinance, and confirmed that this needs to be done as soon as possible.

Deputy City Clerk Diane Percycoe confirmed with Mayor SueLynn that any drainage funds would come from Line Item #125, and Work Assignment #2 would be funded from Line Items #136 & #137.

PUBLIC COMMENT

None offered.

PRESS COMMENT

None offered.

ADJOURNMENT

MOTION: Commissioner Chuck Webb moved to adjourn the meeting, seconded by Commissioner Linda Cramer.

Vote: All Ayes. Motion carried.

The meeting adjourned at 7:18 p.m.

Respectfully submitted,

Alice Baird
City Clerk

Date Approved: 4/24/03