

**CITY OF ANNA MARIA  
SPECIAL COMMISSION MEETING  
JANUARY 14, 2004  
6:30 P.M.**

**CALL TO ORDER**

**PLEDGE TO THE FLAG**

**ROLL CALL:** Mayor SueLynn, Commission Chair John Quam, Deputy Commission Chair Linda Cramer, Commissioner Dale Woodland, Commissioner Carol Ann Magill, Commissioner Duke Miller

**Also present:** City Attorney Jim Dye, Public Works Director George McKay, Minutes Clerk Sylvie Reichmann

**Press:** Sun, Islander, Herald

**1. CITY HALL REMODELLING**

Commission Chair John Quam gave the floor to Mayor SueLynn, who said she had been asked to identify expenses that could be transferred out of line items in the current budget instead of being withdrawn from reserves. She said that she and the Deputy City Clerk had identified a total of \$49,903.14 for this purpose. The Mayor said she did not think the proposed reductions in various line items would reduce the functioning of the City would be very watchful of how money is spent over the next six months. Mayor SueLynn guided the Commission through the Summary distributed at this meeting.

Deputy Commission Chair Linda Cramer asked whether, when the contract is awarded, there would be a completion clause, subjecting the contractor to a penalty if the work is not completed by a date specific, which she believed would be in within six months. The Mayor responded that there were penalties in the contract, and that this subject could be addressed and negotiated with the contractor at the pre-award negotiation.

Chair John Quam indicated that the task before the Commission is the consideration for approval of the transfer of monies to the City Hall Remodeling Line Item. He asked whether the Mayor needed Commission approval to proceed to negotiate the pre-award conference with Southern Cross. Mayor SueLynn replied in the affirmative, and confirmed that she would be coming back before the Commission with the final contract for approval before it is signed. The Mayor said that she was not familiar with the process, and said she assumed that Southern Cross would be in accordance with whatever it turns out to be.

Commissioner Carol Ann Magill recalled from a previous meeting that Commissioner Cramer had suggested negotiating a fixed price in the pre-award conference. Mayor SueLynn confirmed with Commissioner Duke Miller that City Attorney Dye would review the contract before it comes before the Commission for consideration.

Deputy Commission Chair Linda Cramer suggested that an hourly rate be applied, should the contractor run into a situation where work needs to be done that is outside the scope of the original bid. She asked to see a specification prior to the contract process, noting that she had not yet seen the bid package. The Commissioner noted that the windows at City Hall had been a problem, and that not all the windows were referred to in the bids submitted. Commissioner Cramer noted, that with the exterior painting not included in the project, if the project runs six months, it would fall within the next budget cycle to finish the exterior. Mayor SueLynn said she could ask for an estimate on the remaining windows.

The Mayor asked if the Commissioners wanted the portico described in Alternate 1 built, at the cost of \$4,500. She said the money is available to do it, referring to the second page of the handout, relative to the \$24,104.83 contingency monies. She said eventually this portico would need to be built, since the lack of one would expose the building to weather damage.

Commissioner Duke Miller inquired, regarding the line item reduction covering the rental by the Public Works Department of a backhoe, whether this would affect savings in completing small drainage projects identified throughout the City. Deputy Commission Chair Linda Cramer said it was her opinion, given the information from City Engineers BDI, that there would be small areas where Public Works could assist, but she indicated that she did not think this would include the backhoe work. Mayor SueLynn said that she had confirmed with the Public Works Director that the backhoe would not be needed for the current small jobs scheduled.

Commissioner Carol Ann Magill affirmed that she had understood that the backhoe funds in the budget were intended to save money on rentals. Public Works Director George McKay said that originally, the backhoe was going to be used to realign and adjust some swales.

Chair John Quam suggested reducing the transfer from the #155 Public Works Rentals Line Item from \$8,000 to \$4,000 so that the Public Works Department would have the funds to do some of the small drainage work in the city. **There was consensus to reduce City Hall Remodeling Contingency Fund by \$4,000 to compensate for the reduction in transfer, and that the contingencies monies would now total \$20,104.83.**

Commissioner Dale Woodland indicated that he remained opposed to going over budget and noted that it had not yet been demonstrated that the project could be done without going over the new proposed remodeling budget. The Commissioner stated that he would therefore vote against the line item transfers.

(continued)

**MOTION: Commission Chair John Quam moved to transfer \$45,903.14 from the current budget line items, as indicated, to the City Hall Remodeling line item. The motion was seconded by Deputy Commission Chair Linda Cramer.**

**Vote: Four Ayes. One Nay. Motion carried.**

Mayor SueLynn confirmed with the Commission that this motion supercedes the motion that said City could not spend more than

**Public Comment**

A resident said that the completion date should be nailed down to days, beginning from the date the contract is signed, and stated as such in the contract. He recommended calling for a ‘not to exceed price’, rather than a ‘fixed price’. Relative to discussion of an hourly rate for extra work outside the scope of the contract, the resident said that this would most likely not be a feasible way to negotiate. He said that windows should be hurricane-rated windows, which are very expensive, and that to pay for these, the Commission should expect much more of a cost overrun. Relative to the proposed portico, the resident asserted that the building needs some type of protection from the rain coming off the roof. The resident’s comment relative to the swales was that he did not think the city staff had the required skills to do the swales, regardless of what type of equipment would be rented, and that this work should be contracted with a specialized contractor.

**MOTION: Commissioner Duke Miller moved to give the Mayor the approval to proceed with the final negotiations with Southern Cross on the remodeling project based on their bid of \$146, 555, plus the \$4,500 for the portico. Motion seconded by Deputy Commission Chair Linda Cramer.**

**Vote: Four Ayes. One Nay. Motion carried.**

**PUBLIC COMMENT**

None offered.

**PRESS COMMENT**

A member of the press asked if someone had called the lowest bidding contractor to see if he was willing to extend his bid beyond today. Mayor SueLynn confirmed that this had been done.

**ADJOURNMENT**

**MOTION: Deputy Commission Chair Linda Cramer moved to adjourn the meeting, seconded by Commissioner Duke Miller.**

**Vote: All Ayes. Motion carried.**

The meeting adjourned at 7:00 p.m.

(continued)

Respectfully submitted,

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City Clerk

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Date