

CITY OF MACCLENNY
Regular Meeting
November 10, 2015
6:00 p.m.

The City Commission met in a regular session, Tuesday, November 10, 2015 with the following present:, City Manager Phil Rhoden, Commissioners Mark Bryant, Sam Kitching, Cecil Horne Jr., and Danny Norton and Council Secretary Melissa Thompson. Mayor Gary Dopson and City Attorney Frank Maloney were absent.

Commissioner Mark Bryant called the meeting to order and chaired the meeting in Dr. Dopson's absence. Commissioner Kitching opened the meeting with prayer, followed by a pledge to the United States Flag.

Old Business:

There were no items of old business.

New Business:

The first item of new business was the **First Reading of Ordinance 16-01**. Commissioner Bryant read the title of the ordinance. City Manager Rhoden explained this ordinance is a roadmap for planned and proposed spending on Capital Improvements for the upcoming five years. The plan lists the expenditures and the anticipated funding for those expenditures. Commissioner Bryant asked how binding this document is. Manager Rhoden said this is merely a plan which will be modified as needed based on needs and funding. Commissioner Kitching made a motion and was seconded by Commissioner Horne to approve the First Reading of Ordinance 16-01. There were no questions or comments. Voting was unanimous. Motion carried.

The next item on the agenda was **Approval of Resolution 16-01**: a resolution related to the State Revolving Fund Loan Program. The resolution authorizes the loan application, designates the Mayor as the authorized signer on the application and establishes pledged revenues. Kellen Lindsey, Project Manager with Mittauer & Associates, Inc., explained this resolution is required to be submitted as part of the loan application with the State Revolving Fund. Mr. Lindsey said we have discussed this in prior meetings but essentially the City of Macclenny has been approved for the planning portion of the project in an amount of \$871,652. The city has qualified for 64.3% principal forgiveness and we are looking for other funds to leverage with these funds to hopefully reduce the 36% the City would be responsible for even further. There was further discussion regarding the condition of the aging pipe system and the potential liability. The council expressed their desire to get ahead of the game on repairs and replacement. Mr. Lindsey explained that as of now the State Revolving Fund has obligated the funds for the City of Macclenny, but we haven't spent any of it yet. He stated once the loan agreement is prepared they will come back before the Council for approval. He said at this point we are just in the planning phase. We will begin smoke testing, cleaning and televising the lines. Once that is done we will be presented with an extensive review of all the infrastructure. This is where we find out all of the issues and establish a phased approach to make the needed repairs. Commissioner Norton made a motion and was seconded by Commissioner Kitching to approve the First Reading of Ordinance 16-01. There were no questions or comments. Voting was unanimous. Motion carried.

Approval of the Engineering Services Agreement with Mittauer and Associates, Inc., for the State Revolving Fund (SRF) Sewer Rehabilitation project was the next item on the agenda. Kellen Lindsey reviewed the agreement and discussed the three phases of the project and how they are detailed within the contract.

Phase 1: Pre-construction planning phase which will include administrative services as well as, a facilities plan which is required by the Florida Department of Environmental Protection (FDEP). The plan will address the environmental effects, look at the different alternatives and select the preferred method. He explained that everything in the plan will be based on the Evaluation Survey report. The plan will consider full replacement, some pipe bursting, point repairs and some pipe lining and will have an engineer's cost estimate. Mr. Lindsey said we will break the project up into phases and review the plan

with the City before sending it to FDEP. The contract currently has fees of \$106,000 for phase 1. Mr. Lindsey explained these fees were developed based on an equation provided by FDEP for determining engineering fees. He stated with the principal forgiveness the cost would be around \$38,000.

The other two phases of the contract Phase 2: Pre-Construction Design Phase and Phase 3: Construction phase do not have fees in the contract at this time. When we are ready for those phases, the contract will be amended to include those fees.

Manager Rhoden said when we first began to discuss the SRF program Mittauer had developed an estimate of 12.3 million dollars using the liner feet of older pipe and splitting it up into the different types of repair options. We were originally thinking of dividing the needed repairs into phases and borrowing around 4.1 million dollars to get started. Manager Rhoden said with getting the lines televised we will be able to develop a better plan and a more accurate cost. Discussion and questions regarding the initial estimate and costs followed. Mr. Tim Norman with Mittauer said they never envisioned a 12 million dollar project, but planned to phase the project out based on the funding and deals available. He explained that the money will always be there, but the principle forgiveness is a competitive process and that is why we are trying to move this forward while we have the 64.3 percent of principal forgiveness. Manager Rhoden said we plan to prioritize the first phase to correspond with the areas which appear to be most at risk. He said we are committed to not raising taxes to get this done. Commissioner Kitching made a motion and was seconded by Commissioner Horne to approve the Engineering Services Agreement with Mittauer and Associates Inc., for the SRF Sewer Rehabilitation project. There were no questions or comments. Voting was unanimous. Motion carried.

Kellen Lindsey said they have been working on plans with funds provided by the Legislative Appropriation to have the Sewer System Evaluation Survey done. We have the funds available through this appropriation and have also been approved to pay for it with the SRF funds so we are trying to decide the best use of the funds. He stated on October 29, 2015 six bids were received in response to the City's Advertisement for Bids for the Sewer System Survey. The bids range from the low of \$362,720 to the high of \$914,250. Mr. Lindsey said Altair Environmental Group, LLC is the low bidder for this project and recommended the Council award the project to them in the amount of the base bid of \$362,750. He said they have worked with Altair before and are confident they will do a good job. The Council received a bid tab sheet which outlined the base bid as well as, the additive alternate bid which was a per unit price for any emergency repairs or rehab work that might occur during the process. Commissioner Norton asked about J& H Waterstop Utilities, Inc., whose based bid was higher but with all of the alternates the overall total was the lowest. Mr. Lindsey explained the ad called for the award for the project to be based only on the base bid which was to overall survey the pipes. However, we need the alternate costs in the event a line breaks or something happens and we need to fix it. Mr. Fidel Lido expressed concern regarding change orders and how sometimes the low bidders on a project end up increasing the cost of the project. Mr. Lindsey said this is a unit price job based on the footage of pipe. The price may adjust up or down based on the conditions in the field, such as more or less pipe to be smoke tested etc. Tim Norman said it is their job to observe the work in the field and ensure the billing is accurate but we do not expect much fluctuation maybe 5 to 10 percent either way. Commissioner Kitching made a motion and was seconded by Commissioner Horne to award the Sewer System Evaluation Survey Project to Altair Environmental Group, LLC for the base bid award amount of \$362,750. There were no questions or comments. Voting was unanimous. Motion carried.

Mike Lee with Florida Gateway College was present to request the City be the official applicant for a FEMA Regional Grant to purchase a fire and skills tower to be added to the Public Safety College in Olustee. Mr. Lee explained the college's plan to expand their current facility to include the training tower, a driving pad, firing ranges, a simulated city block and other needed items to allow them to train public safety students. He said they hope to be able to offer Fire Fighter 2 courses and other courses needed by public safety professionals around this area. He explained FEMA will not allow the college to be the applicant for the grant, it must be a City or County. Mr. Lee said he met with City Staff and discussed the project. He said the college's grant writer has checked with FEMA and if the City does a regional grant with FEMA they will still be eligible for other grants if needed. Mr. Lee said the grant would be approximately \$300,000 and the fire tower would be equipment owned by the City. We would have a MOU developed by legal counsel to lease the tower to FGC and have all liability etc. be

the responsibility of the college. He said included in the MOU would be allowing the City Fire Department use of the tower at a reduced rate or free. Mr. Lee said their grant writer would write the grant and they would assist with the paperwork and other grant aspects. The grant requires a 10 % match which the college will pay. Chief Dugger explained this would likely aid in reducing the ISO rating from a 3 to a 2 which would save our taxpayers on their homeowner's insurance. Mr. Lee said the first step is for the City Council to approve being the applicant for the grant and the second step would be if they are successful a separate agreement would be drawn up to relieve the City of any liability and have responsibility go to the college. Commissioner Norton asked why they did not go to the County. Mr. Lee said they have a great working relationship with the City already and they think the City having a paid fire department will help in getting the award versus a volunteer department. Mr. Lee elaborated on the college's future plans and how they believe this will be a very good thing for surrounding counties with regard to affordable training close to home. Commissioner Norton said the fire department is one of our greatest assets and the fact it will help city taxpayers is a good thing. Manager Rhoden said Mayor Dopson was in the meeting when this was discussed and supports this 100 percent. Former City Manager Gerald Dopson was also in attendance as one of the board members of FGC. Manager Rhoden said we have done our homework on this and believe it is a win for both parties. Commissioner Kitching made a motion and was seconded by Commissioner Norton to have the City serve as the official applicant for a regional FEMA grant in conjunction with Florida Gateway College. There were no questions or comments. Voting was unanimous. Motion carried.

In other business was the approval of the minutes. The following minutes were submitted for approval:

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Commissioner Kitching made one correction to the minutes and made a motion to approve the minutes as corrected and was seconded by Commissioner Norton. Voting was unanimous.

In other business was the review of the bills for October. Commissioner Kitching made a motion to approve the bills and was seconded by Commissioner Norton. Voting was unanimous.

Comments from the Board:

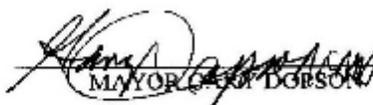
Manager Rhoden said we had a break in a sewer service line going to McDonalds under Barber Road. The break was six feet down and our staff was able to repair it very economically. He said this could have been a very expensive fix if we would have needed to call in someone else to repair it and is just an example of the aging lines and things we have out there.

Manager Rhoden invited the Board to attend Heritage Day from 10 a.m. to 3 p.m. at Heritage Park on Saturday, November 21st.

Chief Dugger said he thought the process of building a new fire station was going to be very stressful but City Manager Phil Rhoden has made the process so enjoyable. He thanked him for being such a great boss and a friend. Chief Dugger also thanked all the ladies in the office and his firemen for all of their help in making this process so much easier and said he can't wait to get into the new building.

With no further comments from the audience, Commissioner Bryant adjourned the regular meeting.




MAYOR GERALD DOPSON

ATTEST:


CITY MANAGER/ CLERK PHIL RHODEN