

1 MINUTES, UMATILLA CITY COUNCIL MEETING
2 DECEMBER 16, 2014, 7:00 P.M.
3 CITY COUNCIL CHAMBERS,
4 1 S. CENTRAL AVE., UMATILLA, FL 32784
5

6 This meeting was convened and held as noticed at 7:00 p.m. The Pledge of Allegiance was led by
7 **President Olson** and **Interim Public Works Director Richard Hatfield** gave the invocation.
8

9 IN ATTENDANCE: President Eric Olson; Vice President Donnie Kent; Council members David
10 Adams, Ralph Cadwell; Mayor Laura Wright; Interim Public Works Director Richard Hatfield; Police
11 Chief Adam Bolton; City Manager Glenn Irby; City Attorney Kevin Stone; City Clerk Karen Howard
12 ABSENT: Fire Chief Patrick Cranor
13

14 **APPROVAL OF AGENDA:**
15

16 **MOTION by Tarby; SECOND by Adams; to approve agenda as presented. Motion carried.**
17

18 **APPROVAL OF MINUTES:**

19 Minutes, City Council meeting, December 2, 2014
20

21 **MOTION by Cadwell; SECOND by Tarby; to approve minutes of the City Council meeting**
22 **of December 2, 2014. Motion carried.**
23

24 **MAYOR'S REPORT**

25 **Mayor Laura Wright** reported the following activities:

- 26 • Attended the Cracker Christmas Parade and Festival on Saturday. She noted Umatilla Idol was
27 held on Friday and Saturday nights. Evening on the Avenue was also held on Saturday night.
- 28 • Attended SAC meetings at school
- 29 • Reported Umatilla High Scholl is in the running for a \$500,000 grant through Gates
30 Foundation \$500k we will here after the end of the year
31

32 **Mayor Wright** wished a Merry Christmas to everyone.
33

34 **PRESENTATIONS**

35 2) Certificate to Eric Olson – Completion of Advanced Institute for Elected Municipal Officials
36

37 **Mayor Wright** read the award letter and presented the certificate to **President Olson**.
38

39 3) Proposed Eagle Scout Project – Micah Martin

40 **Micah Martin** presented the information on his Eagle Scout project to install a new headstone in
41 Glendale Cemetery at the gravesite of Medal of Honor Recipient **Robert McTureous**. The project is
42 anticipated to be completed by Memorial Day 2015.
43

44 **PUBLIC COMMENT**

45 **None**

46 **Adjourn Council meeting 7:08 p.m.**
47 **Council meeting reconvened 7:32 p.m.**

48
49 **PUBLIC HEARINGS/ORDINANCES/RESOLUTION**

50 4) Resolution 2014 – 47 Authorization of Bank Signatory

51
52 **RESOLUTION 2014 – 47**

53
54 **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA TO**
55 **AUTHORIZE THE CITY OF UMATILLA FINANCE DIRECTOR TO BECOME A**
56 **SIGNATORY ON CITY BANK ACCOUNTS; AUTHORIZATION FOR THE NEW CITY**
57 **MANAGER ONCE UNDER CONTRACT TO BE ADDED AS A SIGNATORY; PROVIDING**
58 **FOR AN EFFECTIVE DATE.**

59
60 **City Manager Irby** explained the staff recommendation is to make the resolution all-encompassing
61 by allowing the immediate addition of the Finance Director and addition of the future City Manager
62 once selected. Currently the signatories are the City Manager and City Clerk.

63
64 **MOTION by Adams; SECOND by Kent; to approve Resolution 2014 – 47 . Motion carried.**

65
66 **NEW BUSINESS**

67 5 Bid Award Water Plant Upgrades

68
69 **City Manager Irby** discussed the Water Plant Upgrade bids, the lowest of which came in at nearly
70 \$200,000 over the Legislative Appropriation spearheaded by Senator Hays.

71
72 **Engineer of Record Ted Wicks** told the Council we have been looking at the water plant upgrades for
73 many years. We take responsibility for the shortfall because of bad information received from
74 suppliers used during our evaluating and estimating process.

75
76 The primary objective is the need for a ground storage tank allowing the existing tank to be taken off
77 line for maintenance. The tower will be taken off line, relying on the ground storage tanks and high
78 power. Currently there is no way to bypass the existing ground storage tank. Additionally, we
79 encountered some undisclosed problems not previously known.

80
81 **Mr. Wicks** said Utility Technicians is our preferred company and we would like to have them under
82 contract for this project.

83
84 **Mr. Wicks** discussed the possibility of segmenting the project into two contracts and keep Utility
85 Technicians involved. He discussed making application for CDBG funds in the next round for the
86 clarifier and complete the water plant upgrades as a way to fund the balance of this project.

87
88 **City Manager Irby** said the contract with the State of Florida DEP outlines certain things we must
89 accomplish under the agreement with the \$677,050. It we have to have a finished product at the end
90 once we have spent the funds what **Mr. Wicks** is suggesting will not work. We requested an extension

91 of the contract time frame. We have been successful in the recent past to have them change things to
92 our benefit when needed. Staff asked if part of the funds for the waterline replacement program could
93 be used for this project but were told we cannot use that funding for this. I do not know how long the
94 approval of the extension of the contract through 2017 will take. **City Manager Irby** said if we are
95 successful in getting the extension and are successful in obtaining CDBG funds of approximately
96 \$600,000 of usable funds next fall the project could be finished then. These are two “if” scenarios. I
97 have to review the contract for the water plant. My legal question is regarding segmenting or making
98 multiple contracts of Utility Technicians bid.

99
100 **Attorney Kevin Stone** asked **Mr. Wicks** is his suggestion was to look at the budget and see how
101 much of the work could be fit into that budget for the first segment of the contract? **Mr. Wicks**
102 responded we would identify the funding we have, how far it would take us, and what components it
103 would place in service. The remainder would be done with CDBG money or wherever we could get
104 those funds. At the end of the day we would have a complete project.

105
106 **Attorney Stone** said if the suggestion is the complete project is being done for \$873,307 then we can
107 structure that contract how we like. I would not be comfortable changing the scope of work included
108 in our budget. We need to have confidence we can fulfill our contract by coming up with the other
109 \$196,000 from a future source. If we accepted this bid we would be on the hook for the whole thing. I
110 am not comfortable with making it contingent on future funding. We either accept the bid or not
111 accept the bid; accepting the bid may not be acceptable from a finance perspective.

112
113 **City Manager Irby** suggested the Council defer a decision until the January 6, 2015 Sine Die meeting
114 so he can check the contract with DEP and see what can or cannot be done. I cannot in good
115 conscience ask you to bind yourself to something that may not happen. The bid from Utility
116 Technician would still be in the window of acceptance at that time.

117
118 **City Manager Irby** said after review at the very least we come back with a recommendation to reject
119 all bids. Hopefully it will not come to that.

120
121 **MOTION by Tarby; SECOND by Kent; to table this item to the next meeting on January 6,**
122 **2015. Motion carried.**

123
124 6) Bid Award

125
126 **MOTION by Tarby; SECOND by Kent; to accept and award to the apparent low bid submitted**
127 **for asphalt rehabilitation of the municipal parking lot located near the intersection of Cassady**
128 **Street and Budd Avenue and west of the fire station and concrete rehabilitation of the south**
129 **driveway of the fire station by Paqco, Inc.; accept the contract with Green Consulting Group**
130 **for a cost of \$500 to prepare bid specifications and provide oversight and finalization of the**
131 **landscape plan; direct staff to contract with Duke Energy to provide engineering and lighting**
132 **using the theme as the Harris Street area [LED bulbs and poles]; direct staff to contract with**
133 **Duke Energy if their proposal for lighting is \$8,000 or less for engineering, material and**
134 **installation. Motion carried.**

136 7) Lien Release

137
138 **City Manager Irby** said agenda item involves the City of Umatilla and City of Eustis. A Release of
139 Lien was filed with the Clerk of Court after payment of lien on a property on Edgewater Drive. Staff
140 did not know a Satisfaction of Lien should have also been filed. The company who owned the
141 Umatilla property also owned property in Eustis. The Umatilla lien automatically attached to the
142 property in Eustis. Eustis asked for a Release of Lien on the property in Eustis so Eustis they could
143 foreclose on the Eustis property for code issues.

144
145 Staff recommendation is direction to have us execute the Release of Lien on the property in Eustis.

146
147 **MOTION by Tarby; SECOND by Adams; to approve the City Manager to execute the**
148 **release of lien on the property so stated. Motion carried.**

149
150 8) CCNA RFQ 2014 C Engineering Firms for Water Line Project

151
152 **Attorney Stone** said the project is subject to CCNA. We have continuing contacts we have entered
153 into under CCNA. Projects that do not hit the threshold amounts within the statutes of up to
154 \$2,000,000 do not require separate bidding for engineering or architectural services. If you have a
155 project that exceeds that amount you have to go through a separate selection process.

156
157 The selection process is not based on lowest bids or price, but is based on qualifications as decided by
158 the Florida Legislature. The statute allows you to compile a list of qualified and certified professionals
159 that are willing to do business within your city. The city publishes when doing a new project and the
160 professionals can either submit new qualifications or already be on your list.

161
162 From that list, the city must engage in negotiations with at least three of the qualified professionals;
163 and then it must make a ranking of at least three of the qualified professionals; and then on the ranked
164 list it must attempt to reach, in order, starting with the first one on the list, a fair and competitive
165 contract to do the work.

166
167 In this particular project, we made a list and ranked them, not requesting pricing at this time.

168
169 Staff asked they be authorized to negotiate with the top ranked, most qualified professional. If we are
170 not able to reach a fair, reasonable, and competitive contract with that top ranked professional you go
171 to the next firm on the list and then so on. If you talk to everyone on your ranking, you keep adding to
172 you ranking and keep going down the list. The statute is written that once you by pass the top ranked
173 firm you cannot go back. It strongly discourages price based or bid based selection.

174
175 **MOTION by Adams; SECOND by Cadwell; to direct the City Manager to open negotiations with**
176 **BESH engineering to secure the best cost for the project. Motion carried.**

177
178 9) Lucroy Sign

179

180 **Interim Public Works Director Richard Hatfield** reported on the different styles of signs researched
181 through several different companies which included monument, composite, and metal signs.

182
183 Recommendation is for the metal sign from A Sign Company. Replacement and future maintenance
184 costs are reasonable and the lettering can match up with the welcome signs and they can be placed
185 close to the current signs.

186
187 **Mr. Hatfield** said we can add graduate to the sign and it should not affect the cost.

188
189 Council consensus was to add verbiage regarding Lucroy being a UHS graduate on the sign.

190
191 **MOTION by Kent; SECOND by Adams; to use A Sign Company with the Umatilla logo on it for**
192 **two signs at \$175 each for Mr. Lucroy. Motion carried.**

193
194 **GENERAL DISCUSSION**

195
196 **President Olson** said we have a couple resumes on the dais we should look at an interim City
197 Manager for three or six months. The process will take a couple months; I am talking about an
198 interim, nothing permanent.

199
200 **Council member Tarby** agreed with that concept I would like to look over the two resumes and give
201 them my full attention. I think they could both help us for three months.

202
203 **Vice President Kent** stated he had thought about it for months and put his name in the hat.

204
205 **Council member Adams** said a Range Rider would cut the learning curve down because of the
206 experience they have as a manager.

207
208 **Council consensus was to set a meeting for Tuesday, December 23, 2014 at 7:00 p.m. to discuss**
209 **the hiring of an interim City Manager.**

210 **City Manager Irby** said the President of the United States has declared Friday as a federal holiday.
211 Staff will have a difficult time conducting business because other governmental offices will be closed.

212
213 **Council consensus to close City Hall on December 26, 2014.**

214
215 **Council member Adams** asked **Mr. Hatfield** regarding curbing to be cut to include ramps on
216 Umatilla Boulevard to allow for ADA accessibility near TEMCO and the apartment complex. **Mr.**
217 **Hatfield** responded it would be added to the work list in January.

218
219 Discussion ensued regarding the status of the City Hall roof. **City Manager Irby** said the contract
220 was modified to Southway's request but a response has not yet been received. If we go with another
221 contractor it will cost more money than is on the table. **Mr. DiVenanzo** has agreed to finish the roof
222 but not for the amount available.

223

224 **Attorney Stone** discussed the course of action available to the Council and stated one can always
225 bring suit but there is no guarantee one will get any money.

226
227 **Attorney Stone** discussed the upcoming auction for the Orange Avenue property for which Council
228 authorized a bid of up to \$30,000 for the property.

229
230 **REPORTS TO COUNCIL**
231 Public Works Report – **Richard Hatfield** reported the holiday vents went well and people worked
232 together.

233
234 Discussion ensued on illegal traffic during the parade with **Chief Bolton** explaining it was done where
235 there was no police presence, but the individual has been identified.

236
237 Police Activity Report – **Chief Adam Bolton** reported the department received a grant for body
238 cameras and we have been researching the most appropriate policy for our city. Ten cameras were
239 received and we will issue eight cameras and retain two for back up.

240
241 **Chief Bolton** talked about one of his goals: having one of our city officers assigned to the City
242 County Investigations Bureau (CCIB). There will be training once a month and we would be eligible
243 for seizures. I will rewrite a Memorandum of Understanding and I should have more information for
244 you at the next meeting.

245
246 **President Olson** noted the other items in the Council packet and announced upcoming meetings and
247 events.

248
249 **City Manager Irby** noted the banners are in and they will go up in the first part of January.

250
251 **Meeting adjourned 8:41p.m.**

252
253
254
255

256 _____
257 Eric Olson
258 Council President

259
260
261 ATTEST:

262
263
264

265 _____
266 Glenn A. Irby
267 City Manager

268 _____
Karen H. Howard, CMC
City Clerk