

Town of Pomona Park – Special Town Council Meeting Minutes
Monday, June 17, 2019 (6pm)

Present: Mayor Joseph Svingala, Councilman Dr. Robert Warren, Councilwoman Pat Bergquist, Councilwoman CarrieAnn Evans, Councilwoman Pat Mead, Councilman Jim Griffin, Councilman Victor Szatkowski, Attorney Craig Sherar, Town Clerk Donna Fontana, and Clerk Assistant Kelly Krupski.

Mayor Svingala presided, called the meeting to order at 6:00pm and lead the Pledge of Allegiance.

Purpose of this meeting: Opening of the sealed bids for CDBG Grant Administration and Engineering.

The bids were opened by the Clerk:

Bid 1 – Jordan & Associates for Grant Administration

Bid 2 – Summit Professional Services for Grant Administration

Bid 3 – Mittauer & Associates for the Engineering

Clerk asked Council if they wanted to look at the Engineering bid first and decide if you want to go with the one that was submitted or if you want to re-bid? Attorney Sherar asked if Mittauer was an MBE or WBE? I think you get points with one of those. No one found this in the bid but the Town has used Mittauer for other grants in the past. No one in attendance from Mittauer. They have extensive experience in dealing with grants with many of our neighboring cities. Page 1 of Section 4 that was a CDBG Fire Protection System grant that Mittauer engineered for the Town. We are looking at this bid because it's the only one that was received and if you don't accept it you would have to re-bid and that will make us miss the grant cycle all together. Attorney Sherar asked if this is the one that we had the problem with at the park. Councilwoman Bergquist said yes, they didn't finalize one thing they were supposed to but I don't remember exactly what. Clerk explains that the Council is looking at Mittauer's experience in providing these types of services to determine if they want to use them because the fee will be based from what is allotted in the grant itself. Ronald Vanzant from Jordan & Assoc. stated that the CCNA Competitive Consultants Negotiations Act, Engineers, Architects and other scientists are listed in it, you cannot request a fee in the proposal process. After you make a award then you can negotiate it. Basically, what they will use for the fee is the maximum allowed for the grant but you can negotiate that. Councilman Warren asked if that was for the 8% that was mentioned. Mr. Vanzant said that the 8% is for the admin fee. The engineering side is called the RUS schedule, it sets the maximum amount of engineering fees based on the construction dollar amount. Councilwoman Evans asked Mr. Vanzant who negotiates with the Engineer, the Grant Administrator or the Council? Mr. Vanzant said whoever on this board you all want to assign that to. Mayor asked if the Grant Admin gets involved at all? Mr. Vanzant said we can tell you what is allowable, but we don't get involved between the parties. The Clerk asked if the Council wanted to discuss Mittauer anymore or if they are ready to make a decision on if they want to use them? Mayor said that the dilemma is that there isn't much of a choice here because no one can tell us what they're charging and what I'm reading under their experience is that they have a lot of what we are looking for. This was sent out to 181 emails to minority companies and it was published in the Jacksonville newspaper. Kelly explained the timetable for publishing the ads

and response time required. Mr. Vanzant complimented Kelly on her knowledge on this. Councilman Warren made a Motion to use Mittauer as the Engineer on the Grant. Councilman Szatkowski and Councilwoman Evans seconded the Motion. Several council members expressed confidence in using Mittauer based on their past experience. Councilman Warren asked if the grant admin would be involved at all with the working with the Engineering company? Mr. Vanzant said they would be involved in the planning stage to make sure the scope of work aligns with the Grant requirements. Councilman Warren asked what about if they are running slow and Kelly explained that we would be responsible for keeping the Engineers on schedule. Attorney Sherar said that we could negotiate a liquidated damages clause which would require that they have to get the project done by a certain time or they get penalized a certain amount per day. Councilman Jim asked if you do that you have to give them an early completion bonus, don't you? Attorney Sherar said no you don't have to. The Grant is only going to give them a certain amount of money. If you want to give them early completion, then you'd have to pay for it out of pocket. The engineers only do the planning, we're going to have to hire a contractor to do the actual work. We can put it in the contract that the Engineers will be the ones that will be doing to inspections to make sure the project is going along with what was planned. Unanimous vote to approve the Motion.

Discussion began regarding the Grant Administration bids received. Mr. Vanzant was asked if we could ask him questions regarding his bid response. Mr. Vanzant said yes and no. You can ask me questions about what ever you'd like to know the answers to. When you score the proposals, they have to be scored based on the information in each proposal from the notice that you published. Councilman Warren asked what would he be doing for his fee or anybody that would do it? Mr. Vanzant said that the administrative fee would cover doing the surveying work (canvassing of the area), knocking on doors to verify income qualifications, coordinating with Kelly on advertising, quorum, that the notices meet all the requirements of the CDBG, putting together the various documents and submitting the application. After the application is submitted there's a whole list of work plan that we will have to do. There was discussion on who should be scoring the bids and making the decision. Councilwoman Evans made a Motion to accept Jordan & Associates as our CDBG Administration Services, Councilman Warren seconded the Motion. Clerk passed out the ad that was published for the Grant and requested the Council to score/rank each of the bids based on each criteria that was in the ad.

- (1) Knowledge of State & Federal Regulations governing the CDBG program; 30 points
- (2) CDBG experience; 30 points
- (3) Approach to Task; 30 points
- (4) Ability to become quickly familiar with local conditions; 10 points engineering, 5 points administration
- (5) Fee; 5 points administration only

Summit was identified as bid 1 and Jordan & Associates was bid 2.
The Council overall scoring was 568 for Summit and 725 for Jordan & Associates
Unanimous vote to approve Motion.

Councilman Griffin made a Motion to adjourn, Councilwoman Evans seconded.

Meeting adjourned at 7:00pm.

Call to order next meeting.

Purpose of this meeting: To discuss lake weed removal at Middleton Beach

Mayor would like to discuss removal of the weeds on the left side of the dock. Councilwoman Evans and Mead asked why does this need to be done? Mayor explained because of snakes. Clerk said that the maintenance staff said that the weeds also collect a lot of garbage. When I went to hire the contractor to remove the weeds at the lake, I could only approve the normal area cleaned. He suggested that we may want to clean out the other area which is \$1500 because it's never been touched so it has to go before the Council since the overall price is over the Clerk's approval limit. The original area was \$1300.00. Councilman Griffin asked if we were going to start doing it every 3 months. Clerk confirmed that they voted last year to have it done quarterly but it hasn't been done in quarterly. His price is not \$1300.00 quarterly. It was higher because it hasn't been done in over a year. Shirley Griffin asked, how hard is it for the maintenance men to clean the trash out? Councilwoman Evans said they get in a boat with a scoop. They have a john boat. There was no Motion.

Mayor made a statement from Tuesday night regarding towing vehicles that according to our Code of Ordinances, the vehicle has to be there 72 hours before it can be towed. Ordinance 50.26. Councilman Griffin said to call the surveyor and have him come back out to show where the pins were placed on East Main that shows the road right of way. Mayor asked if Attorney Sherar were going to review that Ordinance tomorrow and Attorney Sherar said yes.

Councilman Griffin made Motion to adjourn, Councilwoman Evans seconded the Motion.

Adjourned at 7:08pm.

