



MICANOPI, SEMINOLE CHIEF

Town of Micanopy

Town Commission

Minutes Capital Improvement Projects Workshop

Tuesday • June 12, 2018 • 6:00pm

1. Call to Order 6:00pm
2. Invocation and Pledge of Allegiance to Flag
3. Roll Call
 - Commissioners Attending:
 - Joseph Aufmuth, Mayor Pro Tem Present
 - Troy Blakely Present
 - Virginia Mance Present
 - Timothy Parker, Mayor Present
 - Mike Roberts Present

 - Debbie Gonano, Town Administrator Present
 - Patty Polk, Deputy Town Clerk Present
 - Scott Walker, Town Attorney Absent
 - Courtney Johnson, Town Attorney Absent
4. Agenda Approval
Motion made and second (Aufmuth/Mance) to approve the minutes as submitted; passed 5-0
5. Capital Improvement Projects, Possible Funding Sources, and Commission estimated projects costs:
 - 1) Expansion and Renovation of the Firehouse (\$250-\$300,000): USDA Community Facility Program
 - 2) Renovation of Town Hall (\$200,000): Historic Preservation, CDBG & USDA Community Facility Program
 - 3) Ballpark Recreation Building (\$170,000+ = \$85,000 plus County matching funds \$85,000): WSPP, FRDAP & CDBG, USDA Community Facility Program
 - 4) Paving Town Hall/Library Parking Lot (\$5/sq. ft.): CDBG & USDA Community Facilities Program
 - 5) Landscaping the Two Entrance Triangles, Including Signage (State Road 441 & CR234 Entrances)

Projects already underway:

 - 6) Self funded \$200,000 - Water Treatment Plant Renovations (possible FEMA reimbursement for emergency generator): FEMA, HMGP, USDA & SRF
 - 7) FRDAP Grant \$50,000 - Firehouse Playground Renovation: WSPP & FRDAP

Debby Preble and Trey Clayton, from Kimley-Horn were present to discuss funding options for the various capital improvement projects prioritized above in order of importance by the Commission.

The Commission had voted (June 2017) to fund the ballpark recreation building with the 50/50 matching \$85,000 WSPP funds, which are being held by Alachua County on the Town's behalf while awaiting execution of an agreement with the County. Mayor Pro Tem Aufmuth discussed the Wild Spaces Public Places (WSPP) matching funds of \$85,000 from the County and expressed that we either need to make the commitment to build the recreation building or "get off the pot." Commissioner Roberts responded that we have already made the commitment with a previous vote to do so. Responding to Commissioner Roberts, Town Administrator Gonano stated per the Assistant County Manager, there is no time limit for the expiration of the WSPP \$85,000 matching

funds from the County. Additionally, the Town gets an estimated \$34,800 in additional WSPP funds annually. The next step in the procedure would be to write a few paragraphs describing the project and send it to Alachua County. Debby Preble does not believe that the current \$85,000 WSPP funds (combined with the \$85,000 fund match) will be enough money to cover the proposed ballpark recreational building costs to act as an approved hurricane shelter with a certified kitchen. The WSPP money could be used as leverage match money to obtain other grants. Debby thought that the USDA Community Facility Program funds might be used in addition to the WSPP funds.

Other projects on the list which might use the USDA funds are expansion and renovation of the firehouse, renovation of Town Hall, paving the Town Hall parking lot, and water treatment plant renovations. USDA funding is based on population size and median income (the 2010 census data provides for a 35% grant). There is no deadline for the USDA application, and a community can have more than one application active with them at the same time. The USDA pulls its money in August; thereby regaining funds which were approved for projects which were never completed. Some communities have had good success with filing applications during this time of the year. Ms. Preble expressed that there is some uncertainty with the future of these various federal programs and stated that she has advised her clients to get applications in soon. Additional costs above the 35% grant could be covered by other funding sources or a 3.8% USDA loan. The Town determined that FEMA funds are not available for purchase of a water plant generator, as there would have to have been a prior emergency declared during a preceding hurricane. The Town has already procured the needed generator, and Ms. Preble expressed that it is very difficult to obtain reimbursement for items already purchased. The Town should pursue the State Historic Preservation Funds for renovation of Town Hall.

Landscaping of the two entrance triangles could be sought through the DOT Beautification Program, who has a maximum of \$100,000 available for landscaping for any single project and would provide 100% of the actual landscaping costs, including construction. In advance of receiving any DOT funding, the Town would need to prepare and pay for the landscape plans and would need to agree to the burden of maintaining such landscaping. The Town would probably want to be cognizant of the type of landscaping plants chosen, with an eye towards low maintenance plants. Town Administrator Gonano mentioned that previously the Old Florida Heritage Highway Master Plan had provided conceptual drawings for the US Highway 441 entrance triangle area. A sample letter is on the DOT website, and the first step in DOT funding is to get a letter of authorization from DOT prior to August 1st and a resolution. Once authorization is obtained, the Town has until October 1st to submit an application.

Mayor Parker stated that he had visited the fire department and met with Chief Modican as he had planned. The Mayor thought that the firehouse expansion should be kept simple and supported a rough sketch of the fire department expansion showing an addition of about 20' x 58' on the north side of the existing firehouse with four dormitories, a new restroom facility, court yard area, and wall lockers. The Chief offered to get needed furnishings through Jacksonville surplus. In the Mayor's meeting with Chief, no added gender needs were mentioned or discussed. The septic system would need to be addressed, and Town Administrator Gonano agreed with Commissioner Mance that the existing septic system serviced Town Hall and the fire house, and she believed a separate septic system would need to be installed for the fire house. Commissioner Roberts thought that the Town could get around the septic tank issue by labeling the expansion something other than dormitories. Per her prior conversations with Chief, Commissioner Mance stated that the Chief believes that the firehouse bay area is sufficient for their needs other than needing new bay garage doors. Further, bay exhaust air vacuum systems are being built in new construction, but the systems are not required for existing firehouses.

The Commission estimated \$500,000 minimal in immediate capital improvement project needs, a lot of which will need to come from Town reserves, and the Town is facing impending reductions of income with loss of the fuel tax. Town Administrator Gonano expressed that the Town already has immediate infrastructure needs and to add additional projects which will need to be maintained doesn't seem right. In light of the current infrastructure needs and anticipated costs, Commissioner Mance wanted to remove the Ballpark Recreation Building and Paving of Town Hall/Library parking lot from the project list. Town Administrator Gonano reminded the Commission that we had recently committed \$15,750 to the recreational program at the Willie Mae Stokes Community Center. Mayor Pro Tem Aufmuth thought that if projects were completed by grant funding it would be acceptable, but he

expressed his belief that the self-funded project list is a constantly revolving list determined by current need and for which all projects on the list might not get completed.

Motion made and seconded (Aufmuth/Mance) to prioritize the capital improvement project list as ranked above; passed 5-0

Ms. Preble has not been officially hired by the Town, and she advised that the Town would need to advertise a Request for Proposal (RFP) to hire a general consulting firm to provide conceptual plans and design work and an RFP for a grant administrator to procure a CDBG grant. Additionally, Mr. Clayton stated that Kimley-Horn has a grant administrator/land planner on staff. There was discussion about hiring an engineering firm and a grants administrator and how such fees typically come from the grant funds awarded. Attorney Scott Walker (who had just arrived for the upcoming regular monthly meeting) offered to write the Request for Proposal (RFP) to hire an engineer.

Motion made and seconded (Mance/Roberts) to write an RFP for an engineering firm; passed 5-0

14. Adjourn 7:20pm

MINUTES APPROVED:

As submitted _____ as amended _____ at Town Commission Meeting _____

Timothy Alvin Parker, Mayor

Debbie Gonano, Town Clerk