MINUTES
SPECIAL COMMISSION MEETING
CITY OF HOLLY HILL, FLORIDA
MARCH 16, 2004

1. CALL TO ORDER

Mayor William D. Arthur called the meeting to order in Room 227 at City Hall, 1065 Ridgewood Avenue at approximately 7:00 p.m. Attending with Mayor Arthur were Commissioners Arthur Byrnes, Gilles Blais, Lou Schmitt, and Roland Via. Also attending were the following staff members: City Manager Joe Forte and City Clerk Jeaneen Clauss.

2. SICA HALL RENOVATIONS – CDBG FUNDABLE

On March 8th, 2004, the Commission gave Staff approval to negotiate contracts with suppliers and installers of certain items reflected in the schedule of activities. We have received bids on certain critical items that we need to proceed with. Staff supplied a bid summary indicating the bids received and their recommendations for the work on the ceiling and wall, flooring, accordion wall partitions, lighting, and insulation of existing HVAC duct work. Staff proposes that most of this work be done during the month of May 2004, because of the CDBG funding requirements. Mr. Forte passed around samples of the selections Staff was proposing for this project. The tile for the two carpeted rooms was selected to match the tile existing in the other two rooms. However, the Commission is very dissatisfied with the appearance / quality of the older tile and wants it removed and all four rooms re-done in an upgraded tile (they liked another sample on display that night). They also did not like the bench selected for the entranceway and felt that something more like an office quality couch would be better. A final decision on a furniture purchase will be done at a later date.

*Commissioner Via moved to **APPROVE** Staff's recommendations of contractors and suppliers for award of the renovation project at Sica Hall with the exception of upgrading the tile selection and making it the same throughout the rooms and removing the bench purchase, seconded by Commissioner Blais.*

The motion **CARRIED** 5-0 on roll call: Via – yes, Blais – Yes, Byrnes – yes, Schmitt – Yes, Arthur - yes.

3. ENGINEERING PROPOSAL FOR UTILITY MASTER PLAN UPDATE

Mr. Forte explained that our engineers have submitted an engineering draft proposal for a Utility Master Plan Update. It has been a long time since we have had a complete Water & Wastewater Utility Plan update. Such a plan would address the adequacy of our utilities and the ability to meet current and projected demands from our City limits expansion and development with significant impacts to our utility systems. This update would be used for long-range planning.

Commissioner Byrnes moved to ***APPROVE*** *authorizing Quentin L. Hampton Associates, Inc. to proceed with the City's Utility Master Plan Update for $58,850, seconded by Commissioner Via.*

The motion **CARRIED** 5-0 on roll call: Byrnes – yes, Via – yes, Schmitt – Yes, Blais – Yes, Arthur - yes.

4. FRDAP GRANT FOR CENTENNIAL PARK IMPROVEMENTS

Mr. Forte explained that this is for two Scottsdale picnic shelters / pavilions as part of the FRDAP grant.

Commissioner Via moved to ***APPROVE*** *the purchase of two picnic shelters / pavilions for a total of $30,264, seconded by Commissioner Byrnes.*

The motion **CARRIED** 5-0 on roll call: Via – yes, Byrnes – yes, Blais – Yes, Schmitt – Yes, Arthur - yes.

5. ADJOURNMENT – RETURN TO GOALS WORKSHOP

The workshop officially adjourned at approximately 7:30 p.m.

Attest:	City of Holly Hill
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Jeaneen P. Clauss, CMC City Clerk	William D. Arthur Mayor