

Village of Wellington

*12300 Forest Hill Blvd
Wellington, FL 33414*



Action Summary - Final

Monday, February 8, 2021

4:00 PM

Village Hall - Conference Rooms 1E & 1F

Village Council Workshop

*Anne Gerwig, Mayor
Tanya Siskind, Vice Mayor
John T. McGovern, Councilman
Michael Drahos, Councilman
Michael Napoleone, Councilman*

1. CALL TO ORDER

Mayor Gerwig called the meeting to order at 4:00 p.m.

Council Members in Attendance: Anne Gerwig, Mayor; Tanya Siskind, Vice Mayor; John McGovern, Councilman; Michael Napoleone, Councilman and Michael Drahos, Councilman.

2. PLEDGE OF ALLEGIANCE

Mayor Gerwig led the Pledge of Allegiance.

3. REVIEW OF COUNCIL AGENDA

Mr. Barnes introduced the agenda for the February 9, 2021 Regular Council Meeting for review.

A. [20-4221](#) PRESENTATION OF PROCLAMATION BY THE TOWN OF LOXAHATCHEE GROVES FOR WELLINGTON'S 25TH ANNIVERSARY

Mr. Barnes introduced the two items under Presentations and Proclamations. He stated this item is a presentation by the Town of Loxahatchee Groves recognizing Wellington's 25th Anniversary. Their Mayor and other Councilmembers will be in attendance.

B. [20-4222](#) A PROCLAMATION OF THE VILLAGE COUNCIL OF WELLINGTON, FLORIDA RECOGNIZING PAUL SCHOFIELD ON HIS RETIREMENT AND YEARS OF SERVICE AND DEDICATION AS VILLAGE MANAGER OF THE VILLAGE OF WELLINGTON

Mr. Barnes introduced the item. He stated this item is a proclamation recognizing Mr. Schofield's years of service and dedication as Wellington's Village Manager. There will be several people attending and will speak during this item.

C. [20-4234](#) MINUTES OF THE REGULAR WELLINGTON COUNCIL MEETING OF JANUARY 26, 2021 AND MINUTES OF THE ACME LANDOWNERS MEETING OF JANUARY 26, 2021

Mr. Barnes introduced the item. He said that this is the Council Approval of the Minutes of the Regular Wellington Council Meeting of January 26, 2021 and Minutes of the Acme Landowners Meeting of January 26, 2021. He let the Council know if they had any changes to provide them to Ms. Addie.

D. [20-4151](#) AUTHORIZATION TO CONTINUE UTILIZING A CITY OF BAYTOWN, TEXAS CONTRACT, AS A BASIS FOR PRICING, FOR UTILITY BILL PRINTING AND MAILING SERVICES

Mr. Barnes introduced the item. This is an Authorization to continue utilizing a City Of Baytown, Texas Contract with Dataprose, LLC, as a basis for pricing, to provide Utility Bill Printing and Mailing Services to the Village in the amount of approximately \$130,000.00 annually.

Ms. LaRocque stated the Village has been using the contract for several years and they do an excellent job. Last year, staff spent \$124,485. Staff is asking for an annual not to exceed amount of \$130,000 and is recommending approval.

Mayor Gerwig asked if the Village is able to add notices to the bill.

Ms. LaRocque replied yes.

Councilman Napoleone asked what percentage of customers receive their bill by mail versus email.

Ms. LaRocque stated she will provided that information to him.

E. [20-4161](#) AUTHORIZATION TO UTILIZE A GENERAL SERVICES ADMINISTRATION (GSA) CONTRACT, AS A BASIS FOR PRICING, FOR THE PARKS AND RECREATION MANAGEMENT SOFTWARE SOLUTION

Mr. Barnes introduced the item. This is Authorization to Utilize a GSA Contract (#GS-35F-0124U), with Civic Plus, LLC, as a basis for pricing, for the Parks and Recreation Management Software (Civic Rec) in the amount of \$37,500.01.

Mr. De La Vega stated last year the Parks & Recreation Department's old software was replaced with CivicRec software. The company's name is CivicPlus, LLC. He said it covers departmental needs for program registrations, facility rentals and scheduling, etc. Last year, the Village paid \$63,400 for the first year which included implementation. Staff went live with the software on September 14, 2020 and it is used at all Parks facilities. This is for contract renewal effective through March 17, 2022 in the amount of \$37,500.01.

Mayor Gerwig asked how the software has been working.

Mr. Juckett stated it is online based and works well.

Councilman Napoleone asked if this is being used for tennis court scheduling.

Mr. Juckett stated it is not being used for tennis court scheduling at this time.

Mr. De La Vega stated staff is in the process of reviewing tennis court scheduling software.

Councilman McGovern asked if this is the final renewal year.

Mr. De La Vega stated this is year two and year three will be March 2023. Then, the contract will come back to Council with a possible 5% increase.

F. [20-4162](#)

AUTHORIZATION TO RENEW EXISTING CONTRACTS TO PROVIDE LANDSCAPE MAINTENANCE SERVICES FOR PARKS AND SECONDARY ROADWAYS

Mr. Barnes introduced the item. This is Authorization to Renew Existing Contracts to provide Landscape Maintenance Services for Parks Village-Wide, to Mainguy Landscape Services, in the amount of \$210,690.00 annually, and to Wellington Professional Lawn Care for Secondary Roadways, in the amount of \$192,600 annually.

Mr. De La Vega stated staff is looking to renew the existing contracts for landscape maintenance services of all of the Village's parks with Mainguy Landscape services in the amount of \$210,690.00. In addition, staff would like to renew a contract with Wellington Professional Lawn Care for secondary roadways (totaling 160 acres village wide), in the amount of \$192,600. This is a last renewal option for both contracts. If approved, the contracts will be effective through April 2022.

Mayor Gerwig asked if there had been satisfactory performance on both contracts.

Staff replied yes.

G. [20-4185](#)

AUTHORIZATION TO AWARD A CONTRACT FOR THE C-24D / SOUTH ROAD NEW CULVERT REPLACEMENT PROJECT

Mr. Barnes introduced the item. This is Authorization to Award a Contract for the C-24D/South Road New Culvert Replacement Project to DBF Construction, LLC. in the amount of \$279,980.56.

Mr. De La Vega stated this is a straight bid/low bid for the C-24D/South Road New Culvert Replacement Project and the low bidder was DBF

Construction, LLC. They are a non local vendor and staff is recommending award of contract to them as low bidder.

Mr. Reinsvold reviewed the project and showed Council a location map, plan and profile exhibits. In addition, he discussed the scope of the project. The request is in the amount of \$279,980.56.

Mayor Gerwig asked if this was a part of enhanced drainage in the southern portion.

Ms. Quickel said this was a part of the Acme renewal and replacement funds.

Mayor Gerwig stated the survey was done by Engenuity and she does not have any conflicts.

Councilman McGovern asked if the Village has any prior experience with DBF Construction.

Staff replied the Village does not have prior experience with DBF but the references came back excellent.

Councilman McGovern asked who the references were from and if staff felt comfortable with DBF Construction and their price.

Mr. De La Vega and Mr. Reinsvold stated they were confident the project can be done.

Mayor Gerwig stated this is an important part of the drainage issues at the southern basin.

H. [20-4189](#)

AUTHORIZATION TO AWARD A TASK ORDER TO PROVIDE ENGINEERING CONSULTING SERVICES FOR THE WELLINGTON WATER TREATMENT PLANT DRAINAGE IMPROVEMENTS PROJECT

Mr. Barnes introduced the item. This is Authorization to Award a Task Order to Mock, Roos & Associates, Inc. to provide Engineering Consulting Services for the Wellington Water Treatment Plant Drainage Improvements Project at a cost of \$63,696.

Ms. LaRocque stated the water plant has developed sporadically. In larger storm events, the Village has some localized flooding. She said this will develop a comprehensive drainage plan, security enhancements at the front gate and paving for the entire facility. Mock Roos is qualified to perform the work and is one of the Village's general civil engineering consultants. The amount of \$63,696 is in the approved capital budget.

Councilman McGovern asked what engineering consulting services mean in the scope of a project.

Ms. LaRocque explained what engineering consultant services mean and stated the purpose can vary but alot of it is design.

Mayor Gerwig stated this is more of a study.

Ms. LaRocque reiterated this is for design.

Mayor Gerwig asked if the rates are standard and who sets the rates.

Mr. De La Vega stated the rates were set when the Village originally went out to bid for the services. They are charging the Village for the rates set in the contract. The rates are negotiated between the Village and the consultants.

Ms. Cohen stated it is a continuing contract that was procured under CCNA. Consultants submit their rates and once approved, Ms. LaRocque can draw on the consultants when she needs something that falls within their needed skill set.

Mayor Gerwig asked if Ms. Cohen had reviewed this for compliance with CCNA.

Ms. Cohen stated everything is compliant with Florida Statute and the Village's purchasing manual.

I. [20-4205](#)

AUTHORIZATION TO CONTINUE UTILIZING A CITY OF WEST PALM BEACH CONTRACT, AS A BASIS FOR PRICING, FOR SUPPLEMENTAL LABOR AT THE WATER AND WASTEWATER PLANTS

Mr. Barnes introduced the item. This is Authorization to Continue Utilizing a City of West Palm Beach Contract, as a basis for pricing, for Supplemental Labor at the Water and Wastewater Plants, in an amount not to exceed \$75,000 Annually.

Ms. LaRocque stated over the last year, U.S. Water helped supplement the staffing resources at the water and wastewater plants. Staff has utilized approximately \$129,000 for their services and at the peak of COVID-19, seven of their staff were at the Village's two plants. This provided reassurances that the Village had continuity of operations and provided a backup level of support. Ms. LaRocque said their services have been invaluable. Staff would like to continue this contract in the amount of \$75,000 annually. The rates have not changed.

Mayor Gerwig stated the Village does not pay them unless we utilize them.

Ms. LaRocque stated that was correct. The rates have not changed.

Councilman McGovern stated this is like an insurance plan and is better than hiring new employees.

Ms. LaRocque informed Council that normally it takes about six months to train a qualified operator. However, with U.S. Water, their staff is already licensed and qualified. As a result, they can usually be trained in three to four weeks to work at the plants.

Councilman McGovern asked if the Village only utilizes the service if a person is out for an extended period of time.

Ms. LaRocque explained shift coverage for the plants.

Councilman McGovern asked when is the last time the Village has had staff from U.S. Water onsite.

Ms. LaRocque stated approximately three months ago. She explained the reasons why U.S. Water staff was utilized during COVID-19.

J. [20-4206](#)

AUTHORIZATION TO EXECUTE A GUARANTEED MAXIMUM PRICE (GMP) AMENDMENT FOR THE BIRKDALE BOARDWALK REPAIR PROJECT

Mr. Barnes introduced the item. This is Authorization to Execute a Guaranteed Maximum Price (GMP) Amendment to The Morganti Group, Inc. for the Birkdale Boardwalk Repair Project at a cost of \$178,484.00.

Mr. De La Vega stated in May 2020, Council awarded a continuing CMAR contract to the Morganti Group, Inc. Staff is seeking authorization to utilize them for this project. The cost is \$178,484.00 and the Village will not exceed that amount. The boardwalk is approximately 15 years old and is in need of replacement.

Councilman Napoleone asked if the Village is replacing the entire boardwalk.

Mr. Wagner replied the whole boardwalk will be replaced.

Mayor Gerwig asked if the whole structure will be replaced.

Staff replied affirmatively.

Mayor Gerwig asked if that was a good lifespan for the boardwalk.

Mr. Wagner stated staff had previously completed alot of work on the boardwalk.

Councilman Napoleone asked how long will it be out of commission while being replaced.

Mr. De La Vega stated approximately 90 days from issuance of Notice to Proceed.

Mayor Gerwig asked if the timeframe is designed to work with the community.

Mr. Wagner replied yes.

Mayor Gerwig referenced the school use.

K. [20-3889](#)

RESOLUTION NO. R2020-50 (DROWNING PREVENTION COALITION "BUCKS" CERTIFICATE PROGRAM)

A RESOLUTION OF WELLINGTON, FLORIDA'S COUNCIL APPROVING AND AUTHORIZING THE MAYOR AND CLERK TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE DROWNING PREVENTION COALITION OF PALM BEACH COUNTY TO PROVIDE FOR VOUCHERS FOR FREE SWIMMING LESSONS UNDER THE "BUCK" PROGRAM FOR FISCAL YEAR 2020-2021; AND PROVIDING AN EFFECTIVE DATE.

Mr. Barnes introduced the item. This is Approval of Resolution No. 2020-50 for the FY21 Drowning Prevention Coalition "Bucks" Program.

Mr. Juckett stated this year it is for a three year agreement as opposed to a one year agreement. The voucher has been increased from \$50.00 to \$60.00 and now covers the whole lesson.

Councilman McGovern asked if the price is set for the three years.

Mr. Juckett replied affirmatively and stated it is a great program.

Mayor Gerwig stated it is a great program and thanked staff for getting the funding for the program.

L. [20-4226](#)

RESOLUTION NO. R2021-06 (LICENSE AGREEMENT WITH T-MOBILE SOUTH LLC)

A RESOLUTION OF WELLINGTON FLORIDA'S COUNCIL AUTHORIZING THE MAYOR AND CLERK TO EXECUTE THE FIRST AMENDMENT TO THE LICENSE AGREEMENT WITH T-MOBILE SOUTH LLC FOR CERTAIN IMPROVEMENTS AND MODIFICATIONS TO THE LEASED PREMISES AND ENHANCEMENTS TO SECURITY AND ENTRY PROVISIONS CONTAINED IN THE PREVIOUS AGREEMENTS FOR THE TELECOMMUNICATIONS TOWER LOCATED AT 1100 WELLINGTON TRACE, WELLINGTON, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

Mr. Barnes introduced the item. This is for Approval of Resolution No. 2021-06 for the Authorization to Execute the First Amendment to the License Agreement with T-Mobile South LLC.

Ms. LaRocque stated the large communication tower at the water plant was constructed in 2002. The problem with the original agreement was that it provided unfettered access to the site. As staff continues to refine security policies at all facilities, they have decided to require a lease amendment to address security issues for any provider desiring to make modifications to the tower. The providers periodically i.e. hang new antennas and this triggers staff to do a lease amendment. The terms of the amendment stay the same with the exception of the security provisions. They are required to provide background checks to the Village and staff can disallow access to the site. In addition, the providers have to coordinate with staff to gain entry to the site. The lease payments do not change and are currently about \$60,000 per year.

Councilman McGovern inquired about the carriers.

Ms. LaRocque stated it is T-Mobile, Verizon and Sprint that are on the tower now. She said that staff and IT have a collaborative relationship with the carriers.

Ms. Cohen stated staff found that the payments the Village receives are favorable when compared to leases in other municipalities.

Mayor Gerwig asked if this meets the homeland security rules for protection since this is on the site with the Village's utility infrastructure.

Ms. LaRocque responded affirmatively.

Councilman McGovern inquired if this contract will be used with all of the carriers.

Ms. LaRocque replied yes. She explained the process for permits and lease amendments.

Councilman McGovern asked if that is the only tower in the Village.

Ms. LaRocque stated that is the main communication tower. She said another tower has been constructed at the wastewater plant that provides backup communication.

Councilman McGovern asked if there are carriers on that one also.

Ms. LaRocque stated no it is for the Village only.

M. [20-4236](#)

RATIFICATION OF RESOLUTION NO. R2020-66A (DIVERSITY CONSULTING SERVICES BUDGET AMENDMENT)

A RESOLUTION OF WELLINGTON, FLORIDA'S COUNCIL AMENDING THE FISCAL YEAR 2020-2021 GENERAL FUND BUDGET TO FUND THE REMAINING AMOUNT OF THE DIVERSITY CONSULTING SERVICES CONTRACT; AND PROVIDING AN EFFECTIVE DATE.

Mr. Barnes introduced the item. This is for Approval of Resolution No. 2020-66A for Ratification of Resolution No. R2020-66A for Diversity Consulting Services with K. Michael Slater in an amount not to exceed \$65,000.

Mr. Barnes stated that there was a special meeting to address cultural diversity consulting services and programs. At that meeting, he presented Council with a resolution for approval. The resolution had already been approved in the amount of \$10,000 with a budget amendment. Resolution No. 2020-66A ratifies the amount approved by Council at their last meeting (1/26/21) in an amount not to exceed \$65,000.

4. WORKSHOP

None.

5. ATTORNEY'S COMMENTS

None.

6. MANAGER COMMENTS

None.

7. COUNCIL COMMENTS

Mayor Gerwig stated she was contacted by Elbridge Gale Elementary School regarding a teacher, Toni Koy, who passed away. She said she

will read the obituary for Toni Koy into record at the meeting tomorrow night.

8. ADJOURN

There being no further business to be discussed by Council, the meeting was adjourned at 4:31 p.m.