

SEMI-MONTHLY PARK BOARD MEETING

DATE: September 11, 2019
TIME: 4:15 PM

LOCATION: BOARD ROOM

PARK STAFF PRESENT: GARY BOWEN, GARY NOLLEY,
TERIE ANDERSON, MIKE BABBITT

OTHERS PRESENT: ANNE TUNGATE, JEFF BROWN, MIKE
RUNNEBOHM

PARK STAFF PRESENT: KAREN MARTIN – DIRECTOR
JENNIFER LEFFLER – ADMIN ASSISTANT

Terie Anderson made a motion to accept minutes from the August 28, 2019 meeting. Gary Nolley seconded motion. Motion carried.

Gary Nolley made a motion to accept departmental claims as presented. Mike Babbitt seconded motion. Motion carried.

SPORTS/MAINTENANCE REPORT:

In Chris’s absence, Karen reports on the following sports and maintenance report items:

Post at Cross Country Course – Karen reports that Chris has purchased the 4x4 post to replace the one that was broken at the cross country course. She states that Chris will put in Quikrete to be sure it is secured.

Pickleball Update – Karen reports that the cracks on the courts at Morrison have been sealed, however, there are some concerns with the safety of the courts. Karen states that she spoke with Larry Lux (advocate for the pickleball courts) regarding those concerns and if he felt they were playable. She states that Larry didn’t believe they were and inquired about the possibility of moving lines and making two good courts rather than having four that would cause the sealed cracks to be part of the playing service. Karen stated that she would look into that, but

with multiple projects going on at this time and the fact that the maintenance staff is short-handed, it may not get accomplished this season. Karen suggested to Larry that his group could reach out to SHS about the possibility of having a couple pickleball courts at the high school tennis courts.

Mike B asked who determined the courts were unsafe. Karen stated that she asked Larry if he thought the courts were unsafe to which he stated he believed they were. Karen stated that the courts will not be open due to those concerns.

Mike B asked about putting basketball courts on that court then if they can't be used for pickleball. Karen stated that is something she and Chris are considering.

Anna Tungate asked for clarification on who Karen spoke with in regards to the pickleball courts. Karen stated Larry Lux. Anna also asked for clarification that the courts were never open. Karen stated that was correct.

Mike B stated that the pickleball group could possibly consider a fundraising effort.

OLD BUSINESS

Cell Tower – Karen reports that she has compiled information for the past ten years showing that the Parks Department has been maintaining Kennedy Park. She reports that this information has been sent to Jenny Meltzer so that she can present it to the courts showing ownership in an effort to move forward with the cell tower project.

Natural Plantings – Karen reports that she called Greg Weaver to discuss the planting of the seeds. She states that due to health issues, he will not be able to do the planting and seeding. Karen will be meeting with those in charge of the natural plantings to discuss how to proceed with the contract and who will be doing the planting. She reports that the meeting is scheduled for 9/23 at 10:00am.

Sewage Infrastructure – Karen reports that this project is near completion. She states that they will be doing testing on the 13th to be sure everything is good. Karen reports that the water will be turned off for some time on Friday due to this testing but will only be temporary.

Gary N asked about the areas along the construction path that are not yet seeded and if that is something they will be doing as they wrap up this project. Karen stated that they will be seeding those areas once the project is complete.

Maintenance Building – Karen reports that there are some minor issues with the contract for the maintenance building and that Mike Runnebohm with Runnebohm Construction will be in to go over those items of concern.

Mike Runnebohm arrives and introduces himself to the board. He asks if anyone from Walsh Engineering or Space & Sites is in attendance. Karen reports there is no one from Space & Sites present. Mike states he has not signed the contract as it is not the correct contract form. He states that the AIA (American Institute for Architects) prepares a large number of different types of contracts for different types of projects—anything from time and material projects to design/build contracts to price/bid projects. He states that based on the plans that have been drawn up, this project has been represented as a bid project and the form they have used is a standard agreement between the owner and the design builder. Mike states that design build is a different system than a bid project. Mike states that he needs a bid project contract and not a design build contract.

Mike B asked who put the contract together. Karen stated that Space & Sites drew it up. Mike R states that when you are the design builder, you are responsible for everything with the project. He reports that on a bid spec project, the architect is responsible for the layout and plans of the project. In this particular project, Space & Sites is responsible for the design of this building. Mike R states that from that standpoint, this current form puts Runnebohm under liability for the design and they are not the design engineer on this project.

Mike B asks what pages of the contract need to be updated. Mike R states that a new document just needs to be drawn up and that it's an easy fix. He states that they are in agreement with the cost of the project that is currently listed at \$744,180. Mike R also points out that in the current document, there are no milestone dates listed at all. He states that is something we would all want to agree upon and that they should be listed as it's in everyone's best interest.

Mike B asked how long the project would take. Mike R stated that due to the economy at this time, it will take 3 months to get the steel structure. He states that they will be able to do the ground work and some other areas of preparation during that time.

Mike B asked if they were doing the parking lot as well. Mike R stated yes.

Mike R states that there are some things, such as the asphalt parking lot, that will not be done this year due to the weather. He states that the building may be complete but things such as landscaping and the parking lot will have to be done when the weather is conducive.

Karen asked if there should be two completion dates—one for the building and one for the parking lot. Mike R stated that would be a good idea for planning purposes.

Gary B asked if this was something that should have been caught with the contract early on. Mike R stated that no one knew at the time of the bidding process that this form was not the right one as it is standard, it's just not the right one for this particular project.

Mike R stated that getting this resolved will be easy and he is more than happy to get in touch with Tony Nicholson with Space & Sites to work together on putting this together.

Gary B asked about the fencing and stated that they asked Tim to redo the fencing around the building rather than having the split face block. Karen stated that once the contract is signed, there will be some change orders that we would need to submit. One of the items that she would like to see reconsidered in the plan is the fencing—Karen stated that rather than have a large split face block fence which also takes footers, she would like to consider a tall, vinyl fence that would serve the same purpose and be more cost-effective. She stated that the other thing she wanted to reconsider is the shower facilities/locker room as those are not necessary. Karen added that she would also like to see the paved drive and parking lot area in which heavier trucks would be traveling to be thicker in order to accommodate those loads and areas where there is just regular traffic to be paved appropriately for those vehicles. She also states that we would like to expand the parking lot.

Gary B asked Mike R if Tim had mentioned these items to him. Karen interjected and stated that those items would be considered change orders and would be discussed once the contract is signed. Gary B stated that there was a preliminary meeting in which those items were discussed.

Karen refers to the map and confirms that it does show those changes that were discussed. She states that although those changes were made on the map, they have not been changed yet as the pricing does not reflect that but those things will take place once the contract is signed.

Mike R states that he believes those were the major questions and concerns he had—specifically that the correct form needs to be used on the contract. Mike R also points out another area of concern on the design builder form in section 1.18 as it reads that the owner requires that the design builder to retain the following architect, consultants and contractors at the design builder's cost (then lists the following): Architects/engineers: Walsh Engineering, Consultants: Space & Sites, Contractors: Runnebohm Construction. Mike R states that Walsh is

a structural engineering company and he is not sure why, on this particular project, they would have anything to do with this.

Gary N asked if they had anything to do with the solar panels that the city is looking to place on top of the maintenance building. Karen states no.

Mike R states that the Parks Dept had already hired Space & Sites so there is no reason for Runnebohm to be hiring them.

Gary N asked if anyone on the board had seen this version of the contract. Gary B stated that he hadn't. Karen states that Tony (Nicholson) put this contract together and it went to Matt House, she believes, then to Tim (with Runnebohm) for signatures but it was sent back because it was not the right form.

Karen states that we need get the correct forms. Mike R states that he will get with Tony (Nicholson) and have him review it then report back to the Parks Board. Karen states that she will ask Matt (House) & Jenny (Meltzer) about the other items on the form that are in question.

Gary N asked Mike R what he believed would be the time frame of the project, only estimate as he realizes there is nothing set. Mike R states that he doesn't believe it will take a lot of time to prep the building area, which is the first concern. He believes they could get started with that in about a month.

Gary B asked if it is possible to go ahead and order the building despite the fixes that need to be done with the contract. Mike R believes that shouldn't be a problem. He states that he will meet with Tony to be sure.

Karen asked Mike R what they are doing to test the load bearing of the soil. Mike R stated though he wasn't sure if the project specs called for a formal testing, he could hire a testing company to come out as they are digging the footers to do periodic testing, especially where the columns are being placed. Karen states that she believes that is what Chris Hext was wanting to be done. Mike R suggested that we make sure as it's not a huge expense but that it will cost to bring in a 3rd party to do that.

Gary N asked Mike R for clarification on the design of the building. Mike R states that there is a large amount of masonry work on the building. Gary N stated that his understanding to that is that it needs to match that of the other buildings in the city/parks. Mike R states that the only area that will be metal is the peak at the top of the building as it would be very difficult to cover that area with the block.

Mike B asked what that number was that was going to be checked with Walsh Engineering. Mike R stated that he would check with Tony about Walsh being listed as it's not mentioned anywhere in the contract.

Mike B asked if we have hired Space & Sites to oversee the project. Karen states that the city engineers will do that. Mike R suggested that we check our agreement with (Space & Sites) because a lot of times that information will be included because they are required by the state to file a substantial completion certificate. Mike R asked Karen if this project has been filed with the state. Karen states that she believes it has but she will confirm that.

Karen states that she will get a copy of the correct and completed contract to give to the board for review.

Karen asked Mike R if he had anything additional. Mike R stated that he will need to get a tax exempt certificate since this is a government project.

Gary N asked from start to finish, including what can't be done during the winter, how long might it be to get the building occupied. Mike R states that if the building arrives in 3 months, that would take us to mid-December. He states that the steel can be put up and the roof can be put on but the masonry work on the outside of the building may be delayed if we have cold temperatures. He says that the weather will be the biggest factor. He states that if the building can be closed in, the interior work can be done. He states that if that is not able to be done the building may not be complete until spring. He states again that it all depends on the weather. Mike R states that if the weather is good, the interior build out could be done by March and then they could move right into finishing out the exterior work on the building.

Mike B asked about the procedure with the masonry work in terms of temperatures that it can be done. Mike R states that masonry work is a much more delicate process. He states that (Runnebohm) will put the building up themselves but that the subcontractor who will be doing the masonry work may state that if the work needs to be done in inclement weather, there is no tinting or heating in the contract so a change order may need to be put in place. Karen states that if that's the case, she would prefer the work to be backed up and done when the weather allows.

Mike R states that with a relatively small project like this it is in everyone's best interest to move the project efficiently and get it done properly because if a project of this nature drags on, it's costing them more money because it is not finished.

Gary B verifies that Mike R is going to speak with Tony (Nicholson) and Karen will speak with Jenny Melter. Karen states that she will follow up with Mike R.

Gary B thanks Mike R for stopping by to go over this information. Mike R thanks the board for their time and attention to this matter and that he is looking forward to getting started on the project.

Anna Tungate asks for clarification on some of the people who were mentioned in the project. Karen states that Tim Weaver is the project manager for Runnebohm Construction. She states that Tony Nicholson is from Space & Sites.

Mike R states that he will also get Karen some color charts for the building. He states that they don't need it before they order the building but that it is typically needed within a week of ordering.

Dog Park – Karen reports that Roger Hickman completed his work today and we are waiting for Tubesock to complete their work.

Gary N asked if we knew of a completion date yet. Karen stated not yet as she is unsure of Tubesock's schedule.

Other - Gary N asked if we have a date yet for the canoe drop. Karen states that there is still work that is being complete so there is no date at this time.

Gary N asked Karen about the sand between the water and the concrete at the end of the ramp and if it's supposed to be there. Karen states that she is unsure but she believes most canoe drops are like that. Gary N stated that the launch at Sunset is concrete all the way to the point so he was just curious.

NEW BUSINESS

Johnson Melloh (Solar Panel Project) – Karen reports to the board that Johnson Melloh has been working with the City Council and meeting with the department heads to discuss potential locations for the solar panels within the city should they decide to move forward with this project.

Karen, Trisha, and Chris met with this group today to discuss the locations of the panels at the Parks Department. Karen reviews the map that Johnson Melloh came up with showing the proposed locations of the panels and how many panels that would mean based on energy consumption.

Karen states that one of the areas discussed was the Meridian Park Family Aquatic Center. She reports that they were talking about putting the panels in the open field area on the south end of the pool. Karen stated that they discussed moving the panels to the north side along the fence on the other side of the swell. She states that it will be fenced in as well.

Mike B asked if there were any grant opportunities out there for this type of project. Karen states that she believes there are some potential grants out there and that the City is looking at trying to make the government buildings all self-sufficient.

Gary N added that this project will pay for itself over a matter of time.

Karen reviews the map for the proposed location out at BRMP and the softball diamonds. She states those panels could be placed on top of the shelter and concessions buildings.

Mike B asked if there was underground wiring that will need to be installed. Karen reports that there will be.

Gary N asked if those roofs are capable of supporting those panels. Karen states that is something they will have to take into consideration but that they believe they are capable of supporting.

Karen states that the other location is at the Civic Center, the 4th largest energy consumer in the city. She states that they would place those panels on the roof. Karen states that she told them the roof is in need of significant repair to which they stated in a situation such as that, they would include the cost of fixing the roof into the cost of installing the panels.

Adjournment at 5:09pm
