

Pendleton Park Board Meeting Minutes

March 12, 2019

I. Call Meeting to Order

Meeting called to order at 6:02 pm by Park Board President Bryan Williams. Additional Board Members attending were Jennifer Roberts, Brian Slick, Laretta Gray, Joshua Ring and Steve Denny. Also attending were Park Attorney Bill Davisson, Former Superintendent Ron Barnhart and Administrative Assistant Denise McKee.

II. Accept or Reject Falls Park Capital Project

- a. Ron Barnhart reported. Mr. Barnhart reported the following:
1. Falls Park has been working on this project for about a year as came about in March 2018.
 2. Projects were then identified and bond was issued to pay for the projects.
 3. Projects were designed and conducted first bid in late November. As bids came in too high, they were rejected.
 4. Architecture firm went back to the drawing board and made adjustments, creating more alternates with opening up for second bid February 2019. Bids were then submitted for review on March 5, 2019.
 5. Mr. Barnhart explained that the first page- left hand side provides all of the estimates while the right hand side provides the capital project bids that were submitted. Mr. Barnhart also noted that the left hand column provides a list of the projects that were eliminated, such as the walk bridge abutment, sidewalk/parking off Water Street, North 40 Shelter House Upgrade and drainage at the Sports Complex.
 6. Mr. Barnhart further explained the details of Bid Package #1 and Bid Package #2~
Bid Package #1- Alternate 1 = sidewalks around gazebo/front entrance of the park
Alternate 2 = HVAC in New Restroom by Playground
Alternate 3 = Vestibule for Community Building
Bid Package #2- 10 acre land walk trail and golf course paving
 7. Mr. Barnhart commented that the first bids came in over budget by \$3-400,000; therefore, were rejected. As for the second round - Bid Package #1, Fredericks came in the lowest at \$768,901.00; Bid Package #2, only one bid by E & B Paving came in at \$251,180.00 for a grand total of \$1,020,081.00. Per Mr. Barnhart, there will be enough funds available to cover both packages and recommends to the Board that they accept both.
- b. Joshua Ring inquired as to what all was included in the base bid. Mr. Barnhart explained that all items #1-6 on top left column are the projects included in the base bid.
- c. Jennifer Roberts asked if we have determined where the new restrooms will be built as well as Joshua Ring asked if these numbers included all work to be completed. Ron Barnhart responded that the utility costs may vary depending on the placement of the restrooms, however, should be very close in numbers.
- d. Joshua Ring also asked why the HVAC cost figure from Fredericks was much lower than the other bids. Ron Barnhart reported that he does not have an answer as the bids did not come in with itemization.
- e. Ron Barnhart added that the paving number was much less than first round bids as a significant amount of paving at the golf course was eliminated in second round.

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- f. Bryan Williams raised concern regarding risk of flooding in maintenance barn at the golf course. Mr. Barnhart replied that the park can repair the pipe to cure the problem. Mr. Barnhart also clarified that \$228,000.00 covered both the paving at the 10 acre lot and golf course.
- g. Ron Barnhart commented that in the final numbers, a 10% contingency fee was included for funding cushion. Mr. Barnhart further explained that his original estimates going into the bid process was based on numbers provided by general contractors- E & B Paving and Fredericks.
- h. Joshua Ring inquired about the durability of the walk trail and if it would handle a dump-truck to drive across. Ron Barnhart replied, it should hold up for years.
- i. Jennifer Roberts asked if we could hold up on the construction of the restroom until the Master Plan process is complete. Ron Barnhart explained that we can always opt to reject the bids and go through the bid process again, yet would expect the quotes to increase.
- j. Joshua Ring raised thought that with making changes to our sidewalks, etc – and with possibility of future change to park entrance, would we want to hold off on some of the sidewalk projects. Ron Barnhart commented that he is ready to see the projects get underway and contractors can start as soon as April or May with expected days to complete all projects is 120 days. Bryan Williams asked should we accept the bids, how long do we have to start the projects/how long are prices good? Mr. Barnhart replied not quite sure, but likely for only 60-90 days. Jennifer Roberts asked if we can accept the bids as presented, but then make changes as we go. Laurretta Gray asked if we can piece mill some of the project items. Mr. Barnhart commented that these projects were identified in 2017 as all necessary repairs/updates. Bryan Williams commented that there is no doubt we need to move forward with these projects. Mr. Ring suggested that we put the restrooms towards the backend of the projects, if possible, to allow additional time for discussion as to placement. Brian Slick added that he understands concerns regarding the Master Plan, however, acknowledged that the costs increased by 10% in a year and will likely hurt in the long run should we delay further. Mrs. Roberts suggested that we move forward with approval and work out details as we go along. Mrs. Gray and Mr. Williams agreed that the park can't keep putting these projects off.
- k. Bryan Williams asked if we had a Motion to accept Fredericks bid for Bid Package #1 as presented. Motion by Joshua Ring, second motion by Brian Slick, all in favor, motion approved.
- l. Bryan Williams asked if we had a Motion to accept E & B Paving bid for Bid Package #2 as presented. Motion by Brian Slick, second motion by Laurretta Gray, all in favor, motion approved.

III. Discussion of Personnel Matters

- a. Bryan Williams reported that we need to address Denise McKee's position. Mr. Williams further stated that he had sent an email out to the Board Members and received feedback from most of the members, yet not all. Mr. Williams proceeded to announce that the Board Officers wish to address at this meeting her change of title and expansion of responsibilities. As for pay/hours, they will increase, yet, these details will be worked out and presented at

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the next board meeting. For now, Bryan Williams proposed that the Board change her job title from Administrative Assistant to Assistant Director and expand her duties as outlined in the job description provided in the email. Bryan Williams thanked Mrs. McKee for her hard work and willingness to take on this new role. Mr. Williams asked the board if we had a Motion to accept Denise McKee's change in title and duties as presented. Motion by Laretta Gray, second motion by Joshua Ring, all in favor, motion approved. Mrs. McKee thanked the Board for giving her this opportunity.

- b. Bryan Williams reported that the Board has conducted interviews for the Director position over the last few months and would like to recommend Aaron Burris as the new Park Director. Mr. Burris was present and Mr. Williams introduced him to the attendees. Mr. Williams stated that his agreed salary will be around \$53,250.00 and the board plans to meet with Mr. Burris on a weekly/biweekly basis and looking forward to a long-term relationship. Mr. Williams asked the board if we had a Motion to accept Aaron Burris as the new Director. Motion by Jennifer Roberts, second motion by Steve Denny, Laretta Gray noted that she is abstaining from voting, all others present in favor, motion approved. Mr. Burris commented that he is looking forward to this opportunity and excited to get started. Mr. Williams added that Mr. Burris' start date is Monday, March 25, 2019.

IV. Meeting adjourned by Bryan Williams at 6:38 pm.