

MINUTES
Mary C. Jenkins Community Center Task Force

Tuesday, September 18, 2018, 7:00 PM
City Hall Administrative Conference Room

Members Present: Maurice Jones, Chair, Council Member
Gary Daniel, Vice-Chair, Council Member
Jim Fatland, City Manager
Victor Foster, Citizen Member
Susan Threlkel, Citizen Member
Edith Darity, Citizen Member
Karen Darity, Citizen Member
Nicola Karesh, Citizen Member

Absent: David Lutz, Public Works Director
Randy Lytle, Citizen Member

Staff Present: Michael Pratt, City Attorney
Denise Hodsdon, Executive Assistant

Special Guests: Douglas Harris, Harris Architects
Ella Jones, Citizen
Altha Gordon, Citizen

Media: None

A. Welcome & Call to Order

Committee Chair Maurice Jones called the meeting to order at 7:01 PM.

B. Invocation

Mr. Foster offered an invocation.

C. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

D. Approval of Agenda

Mr. Harris asked to add an item regarding the proposed timeline for the new center.
Motion by Ms. Threlkel, seconded by Mr. Foster to approve the agenda as amended.
The motion carried unanimously.

E. Approval of Minutes from August 21, 2018 Meeting

Motion by Mr. Daniel, seconded by Mr. Fatland to approve the minutes of the August 21, 2018 meeting as presented. Motion carried unanimously.

F. Continued Discussion of Donation of Mary C. Jenkins Community Center Property to City of Brevard

City Attorney Michael Pratt recapped the status of the overlap properties. The boundary line is agreed upon by Ms. Killian and she will sign a boundary line agreement. Jacob Dinkins is under contract to purchase the Harris property, but that has not yet closed. He will prepare a quitclaim from the two known heirs of the Mills parcel, and it is looking like it will be necessary to do an action to condemn the property of unknown heirs.

Mr. Pratt has spoken with the local agent for the new title insurance company and he still needs to talk with their attorney, but he is optimistic that the deed from the Trustees of the Community Center to the City of Brevard will simply need to recite that they are the current trustees and that we will not have to get affidavits and all the history that the previous title insurance company was going to require.

G. Timeline

Mr. Harris presented a Preliminary Project Schedule (copy attached as Exhibit A), which lays out the steps and approximate timeline from pre-design to construction phases once we are confident that all the property issues are resolved or will be resolved. He noted that the first step in designing the building is to decide, as a group, what is going to be included in the building. Mr. Daniel cautioned that it would not be a good idea to bring the entire Rosenwald Community into the design process. Mr. Foster agreed and pointed out that the Community Center can't be everything to everybody. Mr. Harris recommended that it may be best to have a smaller sub-group comprised of City representatives and MCJCC Board members that talks about this first and then comes back to this larger group for its input. He stressed however, that it is important to get information out to the community before the final project goes to City Council for approval. He suggested that perhaps we could tie informational sessions/presentations to the timeline schedule.

H. Update on Demolition of Building

Mr. Fatland reported that subsequent to the Fire Department's initial inspection of the existing building, they received new information and it has been determined that they can burn the building. The asbestos will need to be identified and removed prior to scheduling the burn. The items that were removed from the building are now in storage at the Cornelius Hunt Operations Center.

Ms. Karesh informed the Committee that there was a gathering at the property this past Saturday for people to come together to share memories and to have conversation about what is going on with the Center. She said it was a great opportunity to not only look back, but also look to the future.

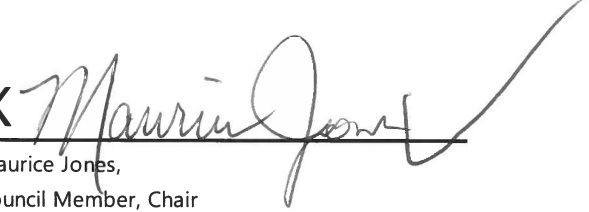
I. Set Date for Next Meeting

The next meeting of the Mary C. Jenkins Community Center Task Force will be Tuesday, October 16, 2018 at 7:00 PM at City Hall. Prior to that meeting, Mr. Pratt will work on the necessary deeds and boundary line agreement. Mr. Harris noted that he is currently working pre-contract and will need some authorization to proceed further with the timeline. Motion by Ms. Threlkel, seconded by Ms. Karesh to have the City Manager work with Mr. Harris regarding professional services that can be done now. Motion carried unanimously.

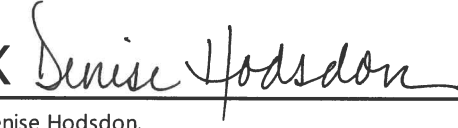
J. Adjourn

Motion by Mr. Foster, seconded by Ms. Threlkel to adjourn the meeting at 8:22 PM. The motion carried unanimously.

X


Maurice Jones,
Council Member, Chair

X


Denise Hodsdon,
Executive Assistant

Minutes Approved: October 16, 2018

Exhibit A

MARY C. JENKINS COMMUNITY CENTER
City of Brevard
Brevard, NC
Harris Architects
September 18, 2018

PRELIMINARY PROJECT SCHEDULE

- Pre-Design – 4 weeks
 - Topographic and Property Line Survey
 - Geotechnical and Soils Analysis
 - Unified Development Ordinance/Zoning Study & Review
 - Program Development and Approval – Community and City
 - Site Analysis

- Schematic Design – 4-6 weeks
 - Conceptual Site Plan and Floor Plan – with options as indicated by project goals and design
 - Preliminary Schematic Design – Site Plan, Floor Plan(s), Elevations, and Building Sections
 - Final Schematic Design - Site Plan, Floor Plan(s), Elevations, Building Sections, and Outline Specification of building systems, finishes, fixtures, and equipment
 - Construction Cost Analysis

- Design Development – 4-6 weeks
 - Development of Floor Plans, Elevations, and Sections into preliminary construction documents
 - Development of Site Plan including paving, driveways, sidewalks, outdoor recreation and gathering spaces, grading, drainage, stormwater management, sediment and erosion control, and landscape design by Civil Engineer and Landscape Architect
 - Development of Structural system by Structural Engineer
 - Preliminary Mechanical, Plumbing, and Electrical Systems design and integration of selections into design and documents by Mechanical, Plumbing, and Electrical Engineers
 - Selection of materials, fixtures, and equipment. Coordination and integration of selections into design and documents
 - Construction Cost Analysis

- Construction Documents – 6-8 weeks
 - Production of Bidding and Construction Documents by Architect, Civil Engineer, Landscape Architect, Structural Engineer, and Mechanical, Plumbing, and Electrical Engineers

- Total Design Schedule – 18-24 ~~months~~ **weeks**

- Bidding and Negotiation – 5-6 weeks including 4 week bid period
 - Identification of qualified general contractors and/or advertisement for bids
 - Distribution of bidding documents
 - Pre-Bid Conference
 - Prepare and issue addendum as necessary
 - Bid Analysis
 - Recommendation of award
 - Assist in preparation of Owner – General Contractor Agreement

- Construction Phase Services – 6-8 months (estimated)
 - Periodic Site Observation
 - Construction Schedule and Cost Review
 - Submittal Review
 - Respond to Questions, issue Clarifications, and Supplementary Information
 - Review Applications for Payment