

MINUTES

Mary C. Jenkins Community Center Task Force

Tuesday, February 18, 2020, 7:00 PM

City Hall Administrative Conference Room

Members Present: Maurice Jones, Chair, Council Member
Gary Daniel, Vice-Chair, Council Member
Victor Foster, Citizen Member
Edith Darity, Citizen Member
Susan Threlkel, Citizen Member
Karen Darity, Citizen Member
Nicola Karesh, Citizen Member (Arrived at 7:42)

Absent: Jim Fatland, City Manager
David Lutz, Public Works Director
Randy Lytle, Citizen Member

Staff Present: Denise Hodsdon, Executive Assistant

Guests: Jane Mathews and Shane Elliott, Mathews Architecture

A. Welcome & Call to Order

Committee Chair Maurice Jones called the meeting to order at 7:02 PM.

B. Invocation

Mr. Foster offered an invocation.

C. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

D. Approval of Agenda

Motion by Mr. Foster, seconded by Ms. Karen Darity to approve the agenda as presented. The motion carried unanimously.

E. Approval of Minutes from January 22, 2020 Meeting

Motion by Ms. Threlkel, seconded by Mr. Foster to approve the minutes of the January 22, 2020 meeting as presented. Motion carried unanimously.

F. Continued Discussion of Preliminary Design

Jane Mathews gave an update on the schedule for the design development stage. She indicated that we are about two weeks behind. Architectural and civil engineers and the landscape designer are all 100% complete and the plumbing, mechanical, electrical and structural are at about 50%. She hopes to have everything to the cost estimator in about two more weeks and is hoping to have it back from them prior to the next meeting.

Mr. Elliott explained that they were looking to accomplish two things at this meeting: 1) to address the items listed in the memo from the Mary C. Jenkins Community Center Board (copy attached); and 2) to make decisions on certain finishes and materials, particularly for the community room. He noted that at this level and at this time we are looking at “families” of materials and colors.

There was discussion of each of the items listed in the memo from the MCJCC Board of Directors and Ms. Mathews and Mr. Elliott indicated that several of the items would be easy enough to do. They indicated that removing the display cabinets in the community room would be a definite cost savings and that storage cabinets could be added in that space in the future if there was a need. Ms. Threlkel will do some research on the type chairs we want to use and send the information to Ms. Mathews and Mr. Elliott. Ms. Mathews explained that they are not soundproofing anything, but are sound attenuating the walls and there will be a buffer of sound between corridors, rooms and bathrooms. She also indicated that the A/V equipment is not part of the architecture, but they will provide power in the appropriate locations to accommodate the variety of things that are mentioned. Ms. Mathews noted that there will be an acoustical analysis of the community room to address concerns of sound quality in that room.

Discussion then moved to fixtures, finishes, and accessories. Mr. Elliott explained that they will be looking to vet certain items with City Staff, such as preferred brands for restroom fixtures; door locks/hardware and security requirements; and those kinds of things. He will send a list of those items and specific questions to the City for input.

The finishes they recommend for the restrooms include porcelain tile floors and tile wainscot up to 6-feet. The outside restrooms will have a graffiti-resistant tile. They are recommending carpet tiles in the office, meeting rooms and hallways.

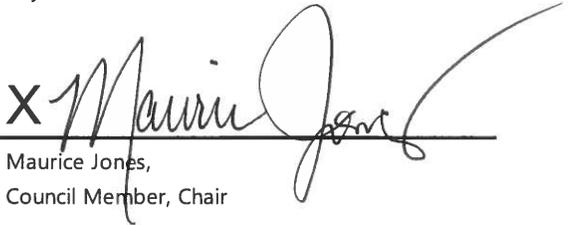
Ms. Mathews said she had some concerns regarding aesthetic quality, availability, and cost with the Mateflex flooring for the community room so they brought several samples of other materials for consideration. There was unanimous consent to use luxury vinyl tile (LVT) in plank form as it is less expensive and will feel softer than ceramic tile, and it is easily maintained. After discussion of flooring material for the stage, there was consensus that wood would be the best choice.

G. Set Date for Next Meeting

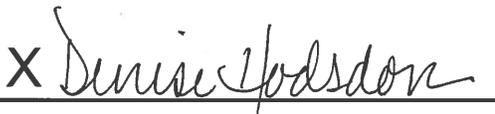
It was decided that the next meeting would be scheduled following receipt and review of the cost estimate.

H. Adjourn

There being no further business, the meeting was adjourned at 8:40 PM.

X 
Maurice Jones,
Council Member, Chair

Minutes Approved: June 9, 2020

X 
Denise Hodsdon,
Executive Assistant

MEMO

TO: MCJCC Task Force
Mathews Architecture

RECEIVED
2/4/2020

FROM: MCJCC Board of Directors

The Board of Directors met on Monday, February 3rd, to discuss room usage needs and other issues that were raised at the last Task Force meeting. The results are below.

- Combine the small closet off the stage with the A/V closet off the hallway to create a single closet that will be entered from the hallway.
- Remove all of the proposed display cabinets from the wall in the Community Room. Everyone felt that this wall could be much more “multi-purpose”.
- Stack chairs are preferred over folding chairs. It is understood that this could alter the storage closet depending on the chair measurements and the number per rack. First step is to pick a chair!
- Since there is a small sink (not double) in the Large Meeting Room, there was a concern about using carpet squares. Possible options:
 - Install the same flooring as used in the Community Room.
 - Combine tile and carpet squares in an arrangement that protects the floor in the counter/sink area and still looks attractive, while dealing with noise and sliding chairs.
- Add a small glass window in the office wall.
- Place 4 plugs on the stage – 2 closer to the front and toward the corners and 2 midway back.
- Provide computer plug-ins in both meeting rooms, the office and in the Community Room on the wall to the left of the first room entry that backs up to the hanging/backpack spaces across from the women’s bathroom.

- Soundproof the walls in the Small Meeting Room to facilitate recording.
- The Board also expressed an interest in:
 - A/V capability in each meeting room and the Community Room.
 - Conference call capability in the Small Meeting Room.
 - Retractable screen available for movies, presentations, etc. at the stage end of the Community Room.
 - Small wall-mounted monitor for running historical photos, etc. in the entryway, possibly high on the outside wall of the men's bathroom. (Like the one mounted at ceiling level in the lobby of City Hall.)
- There are still questions concerning the sound system in the Community Room. It was felt that anything integrated into the building needed to be the City's decision. Members of the Board were involved in the Bethel A renovations, which included sound, and might be a great subgroup to help determine what would work best in the Community Room space.
- Question for all - Will there need to be handicapped bars in any places other than the bathrooms?