

The Special City Council Meeting of December 20, 2017 was called to order at 5:37 p.m.

MAYOR

Ron Reinhard

OTHERS

Officer Robert J. North

Adam Kirchner

Josh Darst

Chris Anderson

Matt "Sunshine" Baker

James Swisher

COUNCILMEMBERS

Susan Darst

Holly Holleway

Phil Howard

Jennifer Nottingham

Lynn Tiner

Mayor Reinhard declared a quorum with all Council member's present. Mayor Reinhard stated this is a Special City Council Meeting with a very specific Agenda. The primary focus is on the remodel of the Grey Forest Community (GFC) Center. The meeting was started with the Pledge of Allegiance.

SPECIAL CITY COUNCIL MEETING

Mayor Reinhard stated he received an email from a citizen. The bottom of the email states "This email contains confidential and proprietary information and is not to be used or disclosed to anyone other than the named recipient of this email. This email is to be used only for the intended purpose of this communication". Mayor Reinhard stated he emailed back the sender stating he would read the email aloud to Council and into record this evening. The sender responded with thank you.

Mayor Reinhard stated the email is from Sandra Schneider and states "Ron: This email serves my response to the Grey Forest Council regarding the request of the GF Group for a 12th night bonfire and an increase in funding for repair of the original SLPC Club House. The requests of the GF Group with respect to the 12th night bonfire are irresponsible and just downright stupid! To initiate a large and proposed monitoring of a fire, for the few who celebrate in this primitive style, are beyond comprehension to even the remote risk of a fire raging through this community from a runaway spark or ember. Madla Park does not allow camping and/or camp fires. This rule should apply to all Grey Forest owned properties for the safety of the community homes and the surrounding heavily wooded areas. The increase costs of repairing the Club House, taken over by the City and managed by GF Group, are a financially irresponsible agenda and a misuse of citizen tax dollars and Utility revenues. Again, this project is for the few citizens that use the facility in lieu of their own homes and property. Unless the City has a concrete plan (known to all citizens) for use and increase of revenues to renovate the club house to something that is beyond the scope and character of this community, then this use of tax payer and Utility funds is close to criminal negligence. As current Mayor of this community, I trust you will work with Council members to insure that citizens will not have to worry about being safe in our homes, due to bonfires and/or fireworks, and not be another Bastrop or experience the horrors of the current California fires".

Mayor Reinhard stated with all Citizens Comments; Council should consider citizens' concerns and act accordingly to the best needs of the City.

Mayor Reinhard stated Adam Kirchner, with Givler Engineering, the City Engineer is present this evening. There are three items to address this evening in relation to the Grey Forest Community (GFC) Center Renovation Project. One, for the Community Center Renovation itself. Second, the accessible parking project which is a separate bid. Third, is to amend the budget as not enough money was allocated for this work.

1. DISCUSS AND ACT ON BID PROPOSAL FOR THE GREY FOREST COMMUNITY CENTER RENOVATION PROJECT

Adam Kirchner with Givler Engineering stated the Community Center Renovation was split into two separate projects for simplicity as they were expecting some contractors would only be interested in bidding on one component. The design drawings were sent out and advertised in early November. The bids were collected on December 8th. There was a pre-bid meeting; he believes four contractors attended. At the bid opening; they only received one bid for the Community Center Renovations from Valla Construction. That bid was for the base bid of \$62,977. Several people expressed an interest in bidding but they only received the one bid. They reviewed Valla Construction's qualifications. The scope of work includes a variety of things mostly related to improving the accessibility of the building such as the floors are not level, improvements to the rear storage room and electrical work. They found no concerns in their review of Valla Construction's qualifications; however, two issues did come up. Adam Kirchner stated first, the Bid Advertisement stated there was going to be gutters installed on the roof of the building but unfortunately when he issued an addendum, he accidentally deleted the gutter line item from the bid form. So although Valla Construction submitted the correct form, it did not include a fee for installing the gutters due to an error on his end. The second concern was on the bid for the Smoke Detection System of approximately \$22,000. He asked Valla Construction to clarify their understanding of scope of work for that item and they advised the bid was based on a more advanced system than what he had in mind or was expecting. Based on these facts, he had a hard time recommending the bid specifically for the smoke detectors but has no concerns on Valla Construction's qualifications to do the rest of the work. The rest of the line items seem to be appropriate and what they were expecting. Adam Kirchner stated his recommendation would be to proceed with Valla Construction but negotiate acceptable prices separately for the smoke detectors and gutters. The question was raised if it's necessary to have gutters. Adam Kirchner stated gutters are not required but the front roof right now drains/splashes directly onto the porch which wears on it so it's more a higher level desire than a requirement. Josh Darst with Valla Construction stated what they had bid on was an advanced system often seen in community centers where it has a smoke detector system with a remote notify that ties into a 120V panel with battery backup and each room will have 3 to 5 detectors. It's basically a sensory panel that goes to an antenna; that would then send it over to an antenna at City Hall. This smoke detection system would include a Fire Protection Company and electrician. Adam Kirchner stated he would recommend a hardwired system if the City wants to go a different route. There was discussion on looking at a hardwired smoke detection system and possibly upgrading later. Council member Nottingham stated her opinion is to do it right the first time. Council member Howard stated we need to make sure the proper authorities can be notified. There was discussion on looking into internet and a generator for the Community Center down the line. Council member Holleway asked if some of the costs could be lowered. She finds the costs for light fixtures and windows to be high. Josh Darst stated the costs are not just for fixtures. Once an item is altered, it has to be brought up to code that would require a licensed professional such as an electrician when working with the lights/fans and a plumber for the bathroom/kitchen. Council member Holleway stated she doesn't see the Community Center being used enough to generate income for this when our roads need work. Not that she doesn't want Valla Construction to get the job, but it seems like we can bid the work out. It was discussed the job did go out to bid and only one bid was received. Mayor Reinhard stated the Community Center is not to make money; it's a usage charge for citizens to use the building. Council member Darst stated the whole spirit of the conveyance was that SLPC didn't have the funds to maintain this beautiful property that they are so lucky to live with. Mayor Reinhard stated that an anonymous complaint was made that the Community Center was not ADA Compliant. Although this complaint was not reported at the State level, we are a municipality and should be compliant. Council member Tiner stated trying to cut costs is devalued engineering; you end up doing the work over as it's not done right the first time. Mayor Reinhard stated if you take out the solar tube lighting since that is more a desire and the fire detection system, the base award would be \$49,702.20. However, some of the money coming out of the smoke detector system would need to be added back in for electrical to hardwire the smoke detector system. What we could do is consider that amount the base award and negotiate a cost through a change order for electrical to hardwire the smoke detectors. Council member Nottingham stated she would like the solar tubes, you will save on electricity. Council member Darst stated there are no windows where the solar tubes are going so they will be useful. Council member Holleway stated this is for a building that's used only a couple times a month, she can't see you saving that much on electricity. Mayor Reinhard stated if you keep the solar tubes and remove the fire detection system, the base award would be \$50,995.80. You would still have to negotiate electrical for smoke detectors on both base awards. The gutters are also not included in that figure. This would leave three outstanding items which can be negotiated; gutters, electrical and smoke detectors which would all have to be negotiated.

Council member Howard made the motion to award the contract to Valla Construction for the amount of \$50,995.80 for the bid submitted less the one line item for a Fire Detection System with the understanding that they will come back and negotiate the electrical work as part of their bid. Council member Holleway seconded the motion. Mayor Reinhard stated he would like the record to reflect that Josh Darst is the husband of Council member Darst. However, we've consulted with our City Attorney and Council member Darst can vote on this item as Josh Darst is not a principal of the company and there's no financial interest gained by this award. Mayor Reinhard called for a vote. The motion passed with 4YES and 1ABSTAINED by Council member Darst.

2. DISCUSS AND ACT ON BID PROPOSAL FOR THE GREY FOREST COMMUNITY CENTER ACCESSIBLE PARKING PROJECT

Mayor Reinhard stated the next portion of the Grey Forest Community Center Project is ADA Complaint parking. There needs to be identified, marked parking and a sidewalk to the ramp. This project can be done independently so we went out for separate bids. Adam Kirchner stated the ADA Parking Project was advertised at the same time as the Community Center Renovations. The same number of contractors viewed the plans. They received a total of six bids on the Parking Project. The apparent lowest bidder was Alamo City Concrete at \$9,901 who also did the accessible parking project at City Hall during this time last year. They reviewed the qualifications of Alamo City Concrete and there have been no changes in the status of their company from this time last year. They were very satisfied with the project last year. Officially, at the time the bid package was submitted, it was incomplete as it was missing the required bid bond or certified check as stated in the Bid Advertisement. He did call James Swisher who is present this evening about it and a certified check was provided therefore, ultimately resolving that issue. Adam Kirchner stated on that basis, they were prepared to recommend Alamo City Concrete for the Accessible Parking Project. There were some concerns raised by another bidder as to whether all the items on the Bid Advertisement were addressed but unfortunately he has not been able to verify if they comply with every single one. Adam Kirchner stated Givler Engineering felt that the concerns raised were not likely to affect the apparent low bidder so on that basis and given their qualifications as well; they feel it's appropriate to recommend Alamo City Concrete be selected for the bid amount of \$9,901.00. He'd like to note that technically it's not required to have two parking spaces, officially one would have satisfied the requirement; however, planning for the aging population in Grey Forest, they felt it would be better to plan for the future. Mayor Reinhard stated as mentioned, the lowest bid was Alamo City Concrete at \$9,901 and the highest bid being \$66,002.40 which is quite a range. As noted in the recommendation, we also have history with Alamo City Concrete and he would agree with the recommendation. James Swisher stated as far as the Surety Bond that was requested, they issued a check for \$980 that was never returned to them as far as they can tell. They have an escrow with the City of Grey Forest and that was never cashed or utilized. They felt they still had an escrow with the City and it was an oversight.

Council member Howard made the motion to accept Adam Kirchner's recommendation and award Alamo City Concrete the project for \$9,901. The motion was seconded by Council member Holleway and passed with 4YES and 1 ABSTAINED by Council member Darst.

3. DISCUSS AND ACT ON AMENDING THE CITY OF GREY FOREST FISCAL YEAR 2017-2018 BUDGET FOR THE GREY FOREST COMMUNITY CENTER REMODEL

Mayor Reinhard stated at the time the budget was approved, they didn't have an idea what the remodel would cost so they put in a placeholder of \$65,000. As they've gone through the engineering of the renovation, there have been more things come up that need to be done. As it sits right now, to date we have incurred approximately \$6,700 in engineering fees. To finish the process, there's approximately another \$4,500 that will be due in engineering fees. Adam Kirchner stated because the project itself is over \$50,000; there's going to be an additional filing fee with the State of \$175 to the Texas Department of Licensing and Regulations (TDLR) that oversee accessibility issues. Additionally, they are required to have an ADA Consultant come out with a typically inspection fee of \$475 to review the final work. It will probably also be a good idea to have the ADA Consultant come out during construction; typically for a reduced fee to verify before everything is finalized. Mayor Reinhard stated we will also have the City Building Inspector out as well. Mayor Reinhard stated we will have to estimate the electrical, smoke detectors, gutters and internet. In addition, as you

open up walls, you don't know what you are going to get so he thinks they might need to project a contingency for the unexpected. You don't have to spend it if you don't need it. Adam Kirchner stated a 15% contingency is typically recommended for budgeting purposes. Mayor Reinhard stated a 15% contingency of the base award is approximately \$7,650. Estimate gutters at approximately \$2,000. That doesn't include the additional items needed such as electrical. If you add up the gutters, contingency, inspections/ADA requirements/engineer fees, parking and remodel contract; we're at approximately \$83,438. Then you need to add in the electrical and smoke detectors. The internet will fall under operations. Josh Darst stated just installing the devices with hardwiring, you can probably do that for maybe \$4,000. If you add a siren, you have to have a control operation center so maybe \$5,000. Mayor Reinhard stated we are looking at an estimated budget of approximately \$89,938. Again, the original budget was for \$65,000. The additional funds would come out of the Contingency Fund.

Council member Darst made a motion to increase the budget for the Grey Forest Community Center Remodel from \$65,000 to \$90,000. The motion was seconded by Council member Nottingham and passed unanimously.

4. DISCUSS AND ACT ON REQUEST BY THE GREY FOREST COMMUNITY BOARD (GFCB) TO ALLOW A BONFIRE AT THE TWELFTH NIGHT CELEBRATION JANUARY 13, 2018

Madeline McCloskey stated the Grey Forest Community Board (GFCB) was looking along the lines of a small fire pit in the parking lot in front of the building to cook s'mores. They certainly do not want to put anyone at risk and will be cautious. Chris Anderson with the Fire Department stated they are not against it; their only concern will be if the Police Department tells them to put it out, they will. They also check the Bexar County burn ban daily; if it says no burning, they ask that it not take place. January is a dry month so they have to pay attention to that. Council member Nottingham stated she is in support of it but wants to make sure that they're not opening it up future issues. Council member Howard stated this would be an event benefiting all citizens of Grey Forest. Council member Holleway stated she wants to make sure it would be monitored at all times. Council member Darst stated this is clearly a special use consideration they are talking about. They are going through the right channels with the Fire Department and City Council. She recommends they partner with the Fire Department to be present at the event. Mayor Reinhard stated this is more a campfire; the thought of a bonfire scares people and that's not what this is going to be.

Council member Howard made the motion to approve a campfire for the Grey Forest Community Board Twelfth Night Celebration on January 13, 2018. The motion was seconded by Council member Tiner and passed unanimously.

There was no further business. Mayor Reinhard adjourned the Special City Council Meeting.

These minutes were written/recorded by Whauuan Kinley.

These minutes were approved as ~~written~~ amended on the 24th day of April, 2018.

Signed: Ronald G. Reinhard
Ronald G. Reinhard, Mayor