

MINUTES
VILLAGE OF FLAT ROCK PARK WORKSHOP
ASSEMBLY ROOM
AUGUST 31, 2015

Mayor Staton presided over the Park Workshop meeting of August 31, 2015, at 9:40 a.m., in the Assembly Room of the Village Hall. Those present in addition to Mayor Staton were Vice Mayor Weedman, Council Members Chandler, Coletta, Farr, Gooch, and Jamerson, Village Clerk Parker and Village Administrator Boleman.

1. Pavilion Update – Steve Jamerson

Steve Jamerson reported he and Dave Bucher met with two post and beam companies – Timberframe Horizons and Mill Creek – to discuss developing final plans for the pavilion, their capabilities, complete projects, and time lines. After evaluating the companies, Mr. Jamerson and Mr. Bucher feel Mill Creek is a more qualified company in developing the plans. Mill Creek manufactures the post and beam at their facility in Saluda, where Timberframe contracts the work to a Tennessee company. Mill Creek is a larger company with 30 years of experience and has designed and manufactured similar structures to the proposed pavilion. Both companies state the delivery time for the post and beams is in the four to eight week area. Mill Creek has a little more flexibility with scheduling with their manufacturing in Saluda.

There were discussions of acquiring quotes from both companies for drafting drawings of the pavilion. Council Member Gooch expressed concerns with the reasoning of acquiring quotes from both companies if Mr. Jamerson and Mr. Bucher agree Mill Creek is the more qualified company. Council Member Chandler made the suggestion that both companies be asked to prepare a set of drawings, then give a quote to build the pavilion according to those drawings, giving Council a comparison. Mr. Chandler was given authorization to work with Mr. Jamerson and Mr. Bucher on this project. He will then report back to Council. Mr. Chandler made a motion to have both companies give a quote in preparing a set of drawings, then prepare a quote to build the pavilion. The motion was seconded by Council Member Coletta. The vote carried on a 4 – yes, 2 – no vote.

2. Playground Update – John Dockendorf and Ed Lastein

Ed Lastein presented and reviewed a grading site plan for the playground. He is currently working with Judy on the bid package, and has scheduled a pre-bid meeting to walk the site Friday with six potential bidders by invitation, then to receive bids the following Friday, with a construction start on September 21, 2015. Building and seeding could take place in early October. Grading will take approximately one month.

John Dockendorf reported it is the intent to be able to build the playground and include Ed Lastein's fees for the budgeted amount of \$216,000.00. Discussed plans to build the main part of playground for \$120,000.00 including mulch and the berm; and in the future, as additional funds are available, build the tiny tot playground. Timeline of approximately

seven weeks after grading for first structure of the playground. He reviewed a handout of the playground drawing showing a playground tower/climbing wall done by Beanstalk Builders.

3. Discussion and decisions about how to facilitate better communication between Council, Park Advisory Board and the Foundation.

Vice Mayor Weedman expressed concerns of understanding restricted and unrestricted donations received for the Foundation. Duncan Fraser reported the Foundation is preparing to make a presentation at the September 10, 2015 council meeting.

To facilitate better communications it was suggested that an organizational chart be prepared for members of Council, Park Advisory Board, and Foundation so everyone can understand their respective responsibilities. It was agreed that Council Member Chandler would attend all Park Advisory Board and Foundation board meetings.

4. Schedule of quarterly Foundation reports to the Council at monthly Council meetings (September 2015, December 2015, March 2016, June 2016, etc.)

The reports will be presented to Council October 2015, January 2016, April 2016, July 2016, and quarterly thereafter, so as to reflect the status of pledges, grants, gifts, etc. as of the end of the month preceding each such report.

5. Procedure for processing payment requests from the Foundation to the Village – Duncan Fraser. See attached handout of proposal.

After discussion, this matter, as well as remaining agenda items, was continued to a later date to be determined by the Administrator after polling all participants as to their availability.

With no further discussions, at 12:00 p.m., the meeting was continued to a later date to be determined.

Michelle Parker, Village Clerk

Robert V. Staton, Mayor