

**TOWN OF HILDEBRAN
Council's Chamber
Albert Parkhurst
Municipal Complex**

**AUGUST 17, 2023
6:00 PM**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER

Mayor Hildebrand called the special meeting of the Town Council to order at 6:00 p.m.

COUNCIL PRESENT

The following members of the Board were present: Mayor Hildebrand and Council Members Ben Honeycutt, Mike Smith, Mike Stroupe, Terry Weaver and Jody York.

STAFF PRESENT

The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins and Attorney Matthew Cabe.

CITIZENS PRESENT

See attached sheet.

ADOPT AGENDA

Council Member Honeycutt made a motion to adopt the agenda as presented. All voted in favor.

ORDER OF BUSINESS:

**PRESENTATION OF
DESIGN AND PROGRESS
OF ROYAL PARK PROJECT**

Town Manager Shook stated that he requested that Todd Poteet and Ben Lail from West Consultants present to Council the progress of Royal Park since approving the contract with them.

Mr. Poteet stated that after recently meeting with Mr. Shook, he realized there was some miscommunication about what items were in the contract and the timeline. He stated that West Consultants, while working on the project design, realized that the costs to include all the items in the original plan was over \$1 million, which far exceeded the original budget of \$550,000. As a result, the splash pad, lighting, benches, trash cans and fencing were removed from the project which brought cost estimates close to \$970,000. After meeting with Mr. Shook, all of those items are placed back in the contract except for the lighting and fencing.

Concerning the timeline, Mr. Poteet stated that the eight months' timeframe in the contract was for their inspection time and did not include the time for the contractor to perform the work. He recommended giving the contractor 12-14 months to complete the project. The reason for giving a longer deadline is to get better pricing and to be more competitive during the bidding process.

Mr. Poteet stated that a realistic timeline would be as follows:

- End of September – open bids
- End of October – Council approves a bid
- End of October – West Consultants awards the bid
- Beginning of November – Contractor secures bonds and insurance for West Consultants to review
- End of December – Contractor starts
- December '24 – February '25 – Project completed

Mr. Poteet stated that the current cost estimate is between \$1.2 million and \$1.4 million. The cost to rebuild the tower and the cost to add lighting at the park are not included and will be additional costs.

Mr. Shook provided a few samples of ADA amenities that could be used in the Royal Park. The pictures are of 4-7 musical features that are installed in a circle on a concrete pad. The concrete pad connects to an existing sidewalk that is accessible to everyone. After reviewing the pictures, Council was agreeable to the musical features and preferred to use concrete instead of ADA mulch. Mr. Shook pointed out that a minimum of \$7,500 must be used on ADA accessible playground features and \$7,500 must be spend on other playground features as required in the PARTF grant.

Mr. Poteet explained how West Consultants would bid out these features as well as the splash pad features. Council preferred to add a bucket feature and asked to get the rubberized base for the splash pad in royal blue if that color was available. Council also requested to compare price differences between a concrete pad and a rubberized pad for the splash pad.

Mr. Shook stated that the Town would need to ask for an extension to the PARTF grant by 12 months. The current deadline is January 31, 2025.

Council discussed adding some items on the contract as alternate bids. Mr. Poteet stated that he could list as many line items in the contract as Council preferred, but cautioned about adding too many as that deters contractors from bidding.

Other areas of consensus include bidding out 6 tables for the pavilion, designating 14 months as a timeline for the

contractor, and Council had no preference of shade trees to plant.

Mr. Poteet stated that the final contract with the contractor will include language to prevent the contractor from long periods of gaps of work during the 14 months.

Mr. Poteet stated that he would revise the bidding documents based on the comments tonight and will forward that final document to Mr. Shook to review. Once the Town has agreed to the terms of the document, West Consultants will put the project out to bid. Mr. Shook will review the grant paperwork to see if a pre-bid meeting is required. Council had no other questions.

ADJOURN

All business being concluded, Council Member Stroupe made a motion to adjourn at 7:07 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor