

MINUTES
Mary C. Jenkins Community Center Task Force

Tuesday, March 19, 2019, 7:00 PM

City Hall Administrative Conference Room

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

Absent: Maurice Jones, Chair, Council Member
David Lutz, Public Works Director
Randy Lytle, Citizen Member

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

Special Guests: Doug Harris, Harris Architects

Media: None

A. Welcome & Call to Order

Committee Vice-Chair Gary Daniel called the meeting to order at 7:00 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 Ms. Threlkel, seconded by Mr. Foster to approve the agenda as presented.
The motion carried unanimously.

E. Approval of Minutes from February 25, 2019 Meeting

Motion by Ms. Threlkel, seconded by Ms. Karesh to approve the minutes of the February 25, 2019 meeting as presented. Motion carried unanimously.

F. Update re Donation of Mary C. Jenkins Community Center Property to City of Brevard

City Attorney Michael Pratt reported that he has asked the surveyor to give us a clean survey showing no overlaps. As soon as that plat is prepared we should be able to get title insurance with survey coverage and we will be ready for the City to receive the property from the Trustees.

G. Update from MCJCC Trustees Meeting(s)

The Mary C. Jenkins Community Center Board of Trustees did not meet since the last Task Force meeting. Mr. Foster reported that he has no update regarding the possible acquisition of the Cal Elliot lot. He has left messages for Mr. Elliot, but has not received a return call.

Mr. Fatland noted that we have two sample letters for contacting the owners of the three parcels. One was drafted by Randy Lytle to the Hefner family for the Kilian lot and the other was drafted by Doug Harris. He suggested that we review the two letters and decide which would work best. Ms. Threlkel suggested that we use Mr. Lytle's letter for the Hefner family as he has made some headway on that parcel, and use the second letter for the other two owners.

Mr. Pratt pointed out the letter drafted by Mr. Harris does not make any monetary offer but invites discussing any possibility. Mr. Lytle's letter does make an offer and if that were accepted, it would be binding, even without a contract. Would we want to put ourselves in a position where we might end up buying one lot, or should we say in this letter that this offer is dependent on the other two lots being purchased as well? Mr. Pratt also noted that if there are multiple heirs for the Kilian lot, all of them and their spouses would need to sign the deed. He suggested that we add a sentence to the letter saying that if the offer is acceptable, all of the legal heirs who are owners, along with their spouses will need to sign the legal papers. Mr. Pratt will email Mr. Lytle and ask him to add that to his letter.

The third parcel is the Lloyd parcel and Ms. Edith Darity said that Ms. Lloyd is currently in a nursing facility and that her grandchildren do not want to do anything with the property while she is there. Mr. Pratt suggested that perhaps there is some elder care planning that could be done, such as a Lady Bird deed, where the property could be transferred to the grandchildren, who could then assign their interest to the City. The assignment would not be recorded until after she passes away, but with the assignment in the City's possession, the title insurance company would not recognize it as the City's property so we could not borrow against that piece, but we could still clear it and use it

for parking. Mr. Pratt would be willing to talk to the family about that possibility. Ms. Darity will work on getting contact information for one of the grandchildren.

Mr. Harris reminded everyone that right now the site plan assumes that we are able to obtain all three of the adjacent lots. He noted that there are a lot of variables and if we can get the Kilian and Elliot lots, we could most likely make it work with a modified site plan. If we don't get those two, then we will have to go back to square one, with either less parking or more parking going up the side and into the back yard. He does not think it necessarily would affect the design of the building itself. However, if we don't know where the building is going, this does hold up doing a soils analysis. He thought maybe it is time to bring the Planning Department into this conversation just so that we have a little better assurance that the parking options we are considering will pass their concerns.

Mr. Fatland reported that he met with the President of the Bethel A Church Board of Trustees regarding an arrangement to use their property for parking. Ms. Edith Darity said the President will be meeting with the full board and then meet with Mr. Fatland again.

H. Continued Discussion of Preliminary Design

Mr. Harris reported that he has made one modification to the plan after consulting with mechanical, electrical and plumbing engineers. They have suggested that putting all of the mechanicals up in the attic is not a good idea from an operational and maintenance standpoint. They have suggested putting a small closet on the main floor to house the air handling unit and electrical panels for the surrounding areas. The air handling unit and electrical panels for the big room and the stage would be in the attic.

Mr. Harris is working towards getting a cost estimate and there are two approaches we could take. We could hire a cost consultant at a fee of approximately \$2,000, or we could approach a contractor and offer to pay them for pre-construction services to come up with an estimate. After considerable discussion of the pros and cons of both options, it was decided that it would be best to hire a cost consultant.

Mr. Harris had distributed a Selections Memo to committee members for their review prior to the meeting. He reviewed the items on the Selections Memo and asked for any input that committee members may have. There was some concern about acoustics in the large room which led to discussion about the finishes for the floors, walls and ceilings. It was the consensus of committee members to use vinyl composition tile for the floors, acoustical tile for the ceiling and sheetrock for the walls.

Mr. Harris said there has been lots of conversation about the kitchen and he feels that is a separate topic all by itself. He said we need to decide what we want to do in the kitchen and how it will be used. The committee did feel it would be important to make an investment in a good commercial stove and hood. Mr. Fatland suggested that a small subgroup meet between now and the next meeting and come back with some ideas for

the kitchen to share with the whole committee. Mr. Harris suggested that the subgroup should focus on what kind of cooking activities will take place there.

I. Set Date for Next Meeting

The next regular meeting will be on Tuesday, April 16, 2019 at 7:00 PM at City Hall.

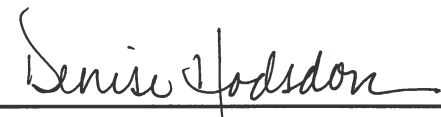
J. Adjourn

There being no further business, the meeting was adjourned at 8:46 PM.

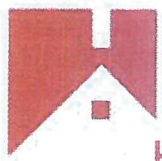
X 

Gary Daniel,
Council Member, Vice Chair

Minutes Approved: April 16, 2019

X 

Denise Hodsdon,
Executive Assistant



MEMO

TO: Mary C. Jenkins Community Center Task Force
DATE: March 5, 2019
PROJECT: Mary C. Jenkins Community Center FROM: Doug Harris
SUBJECT: Material/Building System Selections NO. OF PAGES:
COPY TO:

MEMO:

The following items are primary building materials and systems selections for the Mary C. Jenkins Community Center. Some have suggestions or options for consideration. Others are selections or strong recommendation we have made as part of the design process.

This memo will be issued to the General Contractor or Cost Consultant to be used to develop a preliminary estimate. Before that we are issuing it to you for your review and to facilitate discussion at the next Task Force meeting. None of this is final and the suggestions or options are not all inclusive. Many items will not need to be discussed but others will, and you may bring new ideas to the project. That input at this point in the design process is valuable and welcome.

1. Sitework
 - 1.1. Parking & Driveways – Standard Asphalt or Permeable Paving
 - 1.2. Curbs, Gutters, Sidewalks & Terraces – Concrete
 - 1.3. Storm Water Management
 - 1.3.1. Gutters, Downspouts, and scuppers to drain roofs
 - 1.3.2. Gutters to be connected
 - 1.4. Grading
 - 1.4.1. Rough grading per site plan, ready for landscaping by others
2. Foundation
 - 2.1. Continuous poured in place reinforced concrete footing and stem wall
 - 2.2. Poured in place slab

3. Framing
 - 3.1. Stage Floor Framing
 - 3.1.1. 2x12 @ 16" o.c.
 - 3.1.2. 2 layers 3/4" plywood subfloor
 - 3.2. Wall Framing
 - 3.2.1. 2x8s @ 16" o.c. for Community Room and Stage walls
 - 3.2.2. 2x6s @ 16" o.c. for remainder of exterior walls
 - 3.2.3. 2x4 @ 16" o.c. for interior walls
 - 3.2.4. 1/2" Advantech sheathing
 - 3.3. Roof Framing
 - 3.3.1. Prefabricated roof trusses @ 24" o.c. for Community Room and Stage roof
 - 3.3.2. Prefabricated parallel chord trusses @ 24" o.c. for remainder of roof
 - 3.3.3. Truss depth and configuration to be determined by truss manufacturer
 - 3.3.4. 5/8" Advantech sheathing
4. Thermal and Moisture Protection
 - 4.1. Sloped Roof - 26 gauge R-Panel, with exposed fasteners per manufacturers installation instructions
 - 4.2. Flat Roof – Single Ply Membrane
 - 4.3. Slab Insulation
 - 4.3.1. 2" extruded foam sheathing, 2' around perimeter of slab
 - 4.4. Wall insulation
 - 4.4.1. Blown-in Batts to full depth of wall
 - 4.4.2. 2" extruded foam sheathing on exterior of wall
 - 4.5. Roof insulation
 - 4.5.1. Community Room attic – 12" loose fill blown in insulation
 - 4.5.2. Flat Roof areas – 9 1/2" closed cell spray foam insulation
5. Siding
 - 5.1. Install over 1x3 rainscreen
 - 5.2. Lap Siding – LP Smart Side, Smooth Texture, 6 7/8" exposure
 - 5.3. Board and Batten – LP Smart Side, 76 Series Cedar Panel with 1x3 cedar trim @ 12" o.c.
 - 5.4. Horizontal Board Siding – Fiber cement, channel rustic, wood grain finish, 10" exposure

6. Finishes

6.1. Floors

- 6.1.1. Stained/Scored Concrete – Option 1
- 6.1.2. Glue Down, Low Pile Carpet – Option 2 (best acoustics)
- 6.1.3. Vinyl Composition Tile – Option 3
- 6.1.4. Ceramic Tile – Kitchen, Toilet Rooms, Foyer
- 6.1.5. Stage - ???

6.2. Walls

- 6.2.1. Painted Gypsum Wallboard - Typical
- 6.2.2. Vinyl Wall Covering – Toilet Rooms
- 6.2.3. Fiberglass Reinforced Panels – walls within reach

6.3. Ceilings

- 6.3.1. Painted Gypsum Wallboard – Typical
- 6.3.2. 2x2 Suspended Acoustical Ceiling – Community Room & Stage

6.4. Trim

- 6.4.1. 4" vinyl cove base

7. Doors and Windows

7.1. Interior Doors and Frames

- 7.1.1. Welded hollow metal frames, painted
- 7.1.2. Solid core, flat panel, birch, stained, 3'-0"x7'-0"x1 3/4" typical

7.2. Exterior Doors

- 7.2.1. French passage Doors – Aluminum storefront with insulated glass
- 7.2.2. Overhead Doors – Clopay Model 3700
- 7.2.3. Flush Panel Doors – Hollow metal doors in welded metal frames, painted

7.3. Windows

- 7.3.1. Aluminum storefront with insulated glass
- 7.3.2. Vinyl – Alternate for view windows
- 7.3.3. Fiberglass – Alternate for view windows

8. Cabinets

- 8.1. Cabinets - Flat panel doors and drawer fronts, plastic laminate, frameless, European hinges, soft close drawer slides and hinges

8.2. Plastic Laminate counter tops with 4" plastic laminate splash.

9. Appliances

- 9.1. Refrigerators (2) – 36" Freezer over Refrigerator, stainless steel
- 9.2. Freezer – 36" – Full Height, stainless steel
- 9.3. Dishwasher – 24", stainless steel
- 9.4. Garbage Disposal – ¾ HP
- 9.5. Ranges (2) – 30" wide, gas or dual fuel, 4 burner, single oven, stainless steel
- 9.6. Vent (2) – 30" wide, overhead, stainless steel
- 9.7. Icemaker – freestanding commercial, stainless steel

10. Fire Suppression

- 10.1. Building fully sprinkled per NFPA13

11. Plumbing

11.1. Kitchen

- 11.1.1. Double Bowl Sink – 36" wide, top mount, stainless steel
- 11.1.2. Prep Sink – 24" wide, top mount, stainless steel
- 11.1.3. Faucets – sink rim mounted, polished chrome

11.2. Men's Room

- 11.2.1. Sink – wall hung, porcelain, ADA compliant
- 11.2.2. Faucet – Single handle, polished chrome
- 11.2.3. Toilet – floor mounted, tank, ADA compliant
- 11.2.4. Urinal – wall mounted, ADA compliant

11.3. Women's Room

- 11.3.1. Sink – wall hung, porcelain, ADA compliant
- 11.3.2. Faucet – Single handle, polished chrome
- 11.3.3. Toilet – floor mounted, tank, ADA compliant

11.4. Janitors Closet

- 11.4.1. Mop Sink – 24"x24" floor mounted, structural fiberglass
- 11.4.2. Faucet – polished chrome wall mounted

11.5. Foyer

- 11.5.1. Drinking Fountains – wall mounted, ADA compliant

11.6. Exterior – hose bibs, freeze-proof (4)

12. Lighting

- 12.1. Recessed LED Downlights – typical
- 12.2. Surface Mounted LED – Mechanical, Janitor, Pantry
- 12.3. Wall mounted LED exterior fixtures
- 12.4. Ceiling mounted LED exterior fixtures on covered terrace
- 12.5. Stage - ???
- 12.6. Accent lighting at display niches in community room
- 12.7. Motion detection light switches in meeting rooms and toilet rooms

13. Electrical

- 13.1. Outlets per code
- 13.2. Waterproof outlets
- 13.3. Solar Ready provisions for installation of solar panels on roof over Meeting Rooms to Covered Entry.

14. Fire Alarm and Safety

- 14.1. Provide fire pulls, alarms, and lighted exit signs

15. Security, Automation, Audiovisual, Communication

- 15.1. ????

16. Heating, Ventilation, Air Conditioning

- 16.1. 2, single zone systems, forced air with electric air conditioning and natural gas heat, high efficiency, variable speed fans,
- 16.2. Exhaust fans in Toilet Rooms