

BUILDING CONSTRUCTION OVERSIGHT COMMITTEE MEETING MINUTES

May 7, 2013

Village Hall Conference Room A

CALL: Trustee Baum called the meeting to order at 7:00 p.m.

ROLL CALL: Chm. Baum, Trustee Member Werderman, Member Jim Hansen, and Building Inspector Guttman. Also present were Park & Recreation Dir. Casperson, Park & Recreation Supervisor Masiarchin, Highways, Parks, Bldg. & Grounds Superintendent Olszewski, Trustee Zabel, and Secretary Wick.

PREVIOUS MINUTES:

MOTION made by Hansen, seconded by Werderman to approve the Minutes of August 24, 2010.

Motion carried unanimously.

SPASSLAND PARK PROJECT – REVIEW AND APPROVAL OF SPASSLAND PARK

SHELTER PLANS: Chm. Baum reviewed the shelter kit plans page by page with the Committee. Chm. Baum asked Supt. Olszewski to be the General Contractor. In response, Supt. Olszewski stated he would assist and stated there were certain tasks that his Department could perform. Supt. Olszewski suggested Park & Rec Director Casperson as a point of contact between staff and the Village Board.

Items to be completed by Village:

- Remove existing shelter;
- Shingling;
- Restoration of the site;
- Bid out a foundation and concrete pad, plumbing, electrical and carpentry;
- Removal of an existing shed on property;
- Drinking fountain will be removed as part of the utility extension contract;

Items to be contracted:

- Erection of structure; (to include walls, deck, toilets, plumbing, electricity);
- Concrete foundation & pad, electrical, plumbing and carpentry;
- Concrete walks as an add alternate;

A list of potential sub-contractors were provided to the Committee. Building Inspector Guttman noted B/A Electric on the list. He believed it would be a conflict of interest as B/A Electric was hired by the Village to perform commercial electrical inspections on the Village's behalf. Chm. Baum believed if B/A Electric was competitively bidding and not partaking in the meetings, he didn't feel it would be a conflict of interest. Building Inspector Guttman stated it may come to question if B/A Electric were inspecting their own work.

Park & Recreation Supervisor Masiarchin noted their Department currently had a credit with U-line Electrical and suggested U-line complete a portion of the work up to the credit limit. Committee discussion believed that would not be an option.

Building Inspector Guttmann wanted staff to make sure the 30 year shingle on the 3-12 pitch roof was indeed designed for the structure. Supervisor Masiarchin noted shingles were part of the bid option and specifically designed for the shelter. In the event staff is unable to provide the required shingles, the shingles will be added to the bid documents as an alternate.

Discussion followed on the location and sizing of the sewer line and lateral. Supt. Olszewski stated sizing was determined by equipment and maintenance abilities to service the line by the Wastewater Utility Department. If the Committee were to suggest changes on the plans being reviewed, those changes could then be forwarded to the Engineering Dept. who would then make the necessary changes on their site plan.

Park & Recreation Dir. Casperson stated the Committee needed to approve the drawings presented so RCP Shelters, Inc. could start constructing the actual shelter. There was a four week turnaround from the date of approval.

Chm. Baum marked the Engineering stamped plan to show changes and inclusions to;

- Manhole/lateral relocation; (Staff to confirm changes can be made at the price originally agreed to.)
- Clean out valve should be in the inside of the structure;
- Verify 4-12 vs. 3-12 pitch to include warranty and rating on the shingles;
- Interior floors to be pitched at 1/8" per foot slope;
- Supplier to verify stem wall placement;
- Access placement of gutters/downspouts at a later time;
- Two hose bids required on exterior of building;
- Use standard fixtures as in the Fireman's Park structure;
- All plumbing fixtures by plumbing contractor and all electrical fixtures by electrical contractor;
- Engr. Department to include grades for exterior concrete elevations to conform to ADA requirements;
- Confirm Village standard units and incorporate in plan;

Additional discussion:

- There was no intention to use the shelter in the winter.
- The Committee should review a complete set of plans showing the revisions discussed so there are no questions;
- Quantities could be listed as "See Village Standard" or "TBD"
- There could be additional charges for all of the changes. Could the drawings be made available to the Village in electronic format for the Village to modify?
- Who provides State approved plans? Chm. Baum stated Commercial Recreation Specialists should be providing State approved plans and be responsible for researching the Village's design criteria. Building Inspector Guttmann would then review the State approved plans, complete inspections and uphold Village Codes.
- The Committee and staff should have at least one opportunity to review and make changes to the plans at no additional cost.
- Fire Department should also review plans;

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- Exterior of Shelter - “Hardy Plank” siding with cedar trim;
- Exterior Stain Color - “Covered Bridge-SW3508”
- Interior Wall Surface – Traditional Pebbled Finish
- Interior Paint Color – “Beige”
- Could the Village verbally tell the contractor our wants without changing the plans; Chm. Baum stated verbal communication would allow the contractor to choose and specify his own material unless the Village explicitly stated the types of materials to be used. The Village could provide a supplemental list with the bid documents specifying details on fixtures and/or TBD;
- Bid Bond and Performance Bond had been obtained;

Hwy. Supt. Olszewski noted the shelter would be delivered prior to construction at the site. The shelter will be protected with fencing. Park & Recreation Supervisor Masiarchin added once the plans are approved for assembling the shelter, it will be delivered which is expected to take four weeks.

The Committee suggested Park & Rec. Dir. Casperson ask the contractor if he could hold off construction until the Spassland Park site was prepped. If the contractor stated no, staff should explore a contingency plan.

MOTION made by Werderman, seconded by Hansen to approve the Spassland Park Shelter Kit Plans contingent upon comments and changes as noted on the actual plans in discussion at the May 7, 2013 Building Construction Oversight Committee.

Motion carried unanimously.

Park & Rec. Dir. Casperson stated the project timeline was tentative. He will contact the contractor on the review of the plans and the delivery time.

Chm. Baum suggested meeting with the Committee prior to a pre-construction meeting in order to review the contract and final documents to make sure everything was covered.

The next Building Construction Oversight Committee will tentatively be held Thursday, June 13, 2013 at 6:00 p.m. to review all proposed contracts, final schedule and final drawings.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:20 p.m.

Janice Wick
Recording Secretary