

Present: Chairperson Schmitt; Vice-Chairperson Greening; Members: Davis, Harmon, Mooney, Nelson and O'Reilly

Absent: None

Also Present: Village Manager, Murphy  
Assistant to the Manager, Pasioka  
Council Liaison, Domzal

Chairperson Schmitt called the meeting to order at 7:30 p.m. in the Village municipal building at 18500 W. 13 Mile Road.

### **APPROVE MINUTES**

Motion by Greening to approve as submitted the minutes of a regular Parks and Recreation Board meeting held on November 15, 2001.

Motion passed unanimously.

### **PUBLIC COMMENTS**

There were no comments from the public

### **WELCOME NEW MEMBER DAN NELSON**

Members welcomed newly appointed board member Dan Nelson.

### **RECOGNIZED TRIBUTE TO ALAN COBLEIGH**

Schmitt commented that the Parks and Recreation Board was well represented at the recent funeral of Alan Cobleigh. Board members will contribute to the purchase of a paving brick for the new walkway into Beverly Park and have it engraved in memory of Alan Cobleigh.

### **RESULTS OF CMI BID OPENING AND TIMETABLE**

Architect Larry Ancypa from Hubbell, Roth & Clark reported that 14 bids were opened yesterday for the grant related park improvements. The low bid was from Summit Transport with the next lowest bids from C & H Landscaping and Detroit Concrete Products. Audited sheets of the bid tabulations for these three contractors were distributed to board members.

Ancypa related that preliminary checking indicated that HRC engineers who have had experience with Summit Transport had positive reports. Additional reference checks will be done before Hubbell, Roth & Clark recommends acceptance of the bid.

Summit Transport would be the general contractor and will use subcontractors for portions of the project such as play equipment and landscaping work. Ancypa can ask Summit for a preliminary listing of subcontractors if the Village would like to review the other firms that will be involved with the job.

Board members reviewed the itemized bid tabulations. Questions and comments were addressed by Ancypa. It was explained that the price of an item includes things such as labor and markup. He commented on the difference in charges for various items on the bid sheet quoted by each contractor. Companies distribute the cost differently for supervision, markup, permits and insurance and spread that cost where they can retrieve it during the construction period. Ancypa suggested that the board focus on the bottom line number.

Ancypa distributed a packet of photographs of various play equipment sold by three companies. The pictures were compiled to give the board a general idea of the types of play equipment that are included in Alternates 1, 2 and 3 depicted in the plans prepared by HRC. The three low bidders included Alternate #2 in their bids. The board will have an opportunity to add or substitute play equipment from the bid document with a charge for upgrades.

Board members were informed that the Village will have the opportunity to modify items in the contract through a change order with the contractor. For example, there was concern with planting seeds in the retention area rather than plants.

Ancypa commented that he has presented the board with audited results of the bids. HRC will have a recommendation to accept the bid from Summit Transport next week. Council will consider the bids at its February 4 meeting.

Schmitt asked board members to consider whether it would recommend Alternates 1, 2 or 3 for the playground equipment. There was a consensus to recommend Alternate #3 using Engan Tooley Doyle & Associates, Inc. equipment, which will cost about \$7,000 more than the base bid.

Motion by Greening to recommend that Council approve the low bid of Summit Transport for park improvements using playground equipment Alternate #3 in the amount of \$474,577, contingent upon administration and engineering staff review of the specifications.

Motion passed unanimously.

Murphy reviewed the accounting of funds available for the grant related park improvements. A 5% premium was placed on the project to cover change orders. The figures show that the maximum amount that is unfunded for this project is currently \$63,937.00. However, revenue will be coming in from the park millage later this year. Murphy thinks that there is a willingness on Council to loan money from the General Fund balance to cover this difference if needed until the August millage collections are received.

Murphy commented on the contractor's schedule. Due to uncertainty of the lead time for the archway at the park entrance and for the play equipment, Summit Transport has pushed the project back to the last week in May. They intend to have the paving and hardscape work done, but cannot commit to the play equipment or archway being completed by the Memorial Day Carnival. In addition, there are some plantings that may need to be installed upon availability of nursery stock in the fall of 2002. Because the Village will be holding back money for plantings and the 10% for project completion, the shortfall may be covered before the final payment is due.

Murphy reminded the board that the \$40,000 in engineering costs include some of the planning money for the balance of the park improvements. Mooney questioned whether Council would consider paying for engineering fees out of the General Fund.

It is anticipated that there will be \$444,000 available for the balance of the park master plan projects. There was agreement that an extra \$100,000 will make a big difference in achieving a successful park improvement program.

#### **DISCUSS PRIORITY LIST FOR ONGOING PARK IMPROVEMENTS**

Ancypa stated that Hubbell, Roth & Clark request input from the Parks and Recreation Board on the remaining projects that are part of the master plan for Beverly Park. Any modifications to the

previously discussed program are needed before HRC develops preliminary plans and estimated costs. The next step will be to set priorities.

Parks and Recreation Board members discussed the following projects with Ancypa and provided their input: pavilion upgrades, landscaping, pond improvements, sled hill, pond building, ball diamond, tennis court and basketball courts.

### **WINTER FAMILY FUN DAY**

The Winter Family Fun Day held on Sunday, January 20 in Beverly Park was a great success. O'Reilly presented a detailed report to Council at its January 22 meeting. Dan Nelson volunteered to assume the chairmanship with the support of O'Reilly and the board.

### **2002 CONCERT IN THE PARK SERIES**

Greening discussed ideas for the summer concert series with the board and received their input. She proposes a celebration of the park improvements at the first concert in June. The Red Garter Band will be featured at that concert. Residents will be invited to the event through the Villager Newsletter.

### **BRICK SALES**

Brick sales are continuing.

### **ADMINISTRATION COMMENTS**

Pasieka informed the board that the Village has received a total of \$ 650 in donations towards park improvements in memory of former Parks and Recreation Board and Council Member Dick Haggerty.

The Village received a check for \$200 from John Mooney for Little League payments for use of ball diamonds last year and this year. Pasieka stated that a donation was received from resident Stu Wescott for Friends of Beverly Park use in the amount of \$768. This resident donated \$750 in 1999 to the park, for a total donation of \$1,518.

### **BOARD COMMENTS**

The Board welcomed new member Dan Nelson. Members thanked O'Reilly for doing a great job of organizing the Winter Family Fund Day. O'Reilly thanked everyone who helped with the event. Board members indicated that they were pleased with the bids for park improvements and look forward to seeing the park master plan come to life.

The meeting was adjourned at 9:04 p.m.

**Phil Schmitt, Chairperson  
Parks and Recreation Board**

**Ellen E. Marshall  
Village Clerk**

**Susan Bernard, Recording Secretary**

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE PARKS AND RECREATION BOARD.