

Date 5/12/2016

CARC, Members present: Dave Bankhead, Vicky Montgomery, Ron Hunt, Cindy Miller, Yvonne Ridge, Emily Williamson, and Lloyd Conway, visitors: Teddy Short

- I. Dave introduced the board to Teddy Short.

Teddy works for the Parks Department: Youth Camps / Special Events/ Resource Recovery for the County-Educational Recycling.

She brought information concerning a Science Adventure Camp, Day Camps (field trips to the Capital and more for ages 7-12), the camps are 2 weeks in Charlotte, Potterville, and Grand Ledge. The feature events include family camping, building healthful activities.

Teddy can be contacted 269-986-1639 (tshort@eatoncouthy.org)

- II. Minutes were amended that Bill White was not meeting. Approved and seconded
- III. Landscape Architects: Proposal for the Recreation Complex Bidding and Construction Administration.

Ron indicated they reduced their fee by 25%. From \$11,132.38 to \$7,911. Since there are many questions it has been suggested that LAP comes to a meeting to answer questions.

Some of the questions include:

- A. (3) Charges for additional meetings, what are the dollar amounts, and the decision to conduct extra meetings. Clarity on the meeting schedules and fees associated with it. We need to be informed of meeting charges before they incur
 - B. Task 1(Pre-bid meeting is not a mandatory meeting but recommended, public bid meeting is mandatory meeting).
 - C. Task 2 signing contract, schedules and time lines (it is anticipated to take 8 weeks), three progress meetings and three informal site visits. If more meetings is requested the cost would be \$135 TO \$90 portal to portal at times and material basis (mileage.)
 - D. (7) Getting out of the contract if our money falls through. Contact is contingent on the availability of funds, and anytime the funds are unavailable or insufficient, the contract can be voided and CARC will be held harmless.
 - E. What about sub consultants or contractors hired by LAD is that LAD responsibility
 - F. The Charlotte City Manager will be asked to look over the contract and provide feedback.
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- IV. Updates and New Business
 - A. Grant Process: still waiting for the money to be disbursed DNR.
 - B. Tennis Courts: USTA, we still need to complete the application, Amy Gilson has been working on it and it will be submitted in the next few days. We should have an answer within the next month. If the ground is broke in July a ground breaking ceremony should be organized. There still have to be acknowledgements for the person's donation, per the Patronicity Grant.

- C. Master Plan another meeting still needs to be planned. The Master plan will be held after the time scheduled with LAP. There are parts of the Eaton County Parks and Recreation Plan that can be referred to instead of including all the information in the CARC plan.
- D. CARC grant application form has been revised and it still needs to be uploaded onto the website.
- E. Yvonne indicated that using the inmate work crew may still be an option. They will cost \$300 per day.
- F. Cindy (Parks and Recreation) indicated that they have a wish list for the City Parks, (dog poo bags), leash law is not being enforced, and handicap swing needs to be fixed. Friends of the Camp Francis Park is having a fundraising.

815 meeting adjourned.

UPDATED Meeting with Matt Hull from LDA. 05-18-2016

At the updated meeting it is was determined that the proposal submitted by LDA is not a contract because it does not contain the liability (a proposal) and the city requests it be written like a contract.

NPS Documentation: review the invoice and we need the hours and what the invoice entails.

Page 5 (soils and materials testing) the soil borings have not been taken yet. The contractors will require some testing which are included. Additional borings should not be needed.

Page 6 sub consultants which are added during the project will be invoiced at 120%

Will this project be under the prevailing wage? This will be put under the contract for bids

Work session for the CARC Recreational Plan required by the DNR.

Survey still needs to be developed and dispersed.