

**VILLAGE OF GRAND BEACH  
SPECIAL COUNCIL MEETING  
JULY 1, 2004**

President James Bracewell called the special council meeting to order at 9:20 AM EST. Present in addition to Bracewell were Walter Carroll, Debbie Lindley, John Boden Jr. and Robert Grim.

The special meeting was held to discuss the proposed hall renovation with Brad Frey of Pagel & Frey and to discuss a possible contract between the Village and Pagel & Frey.

Brad Frey stated that the prices for the renovation are set and would only differ if they found a problem with something that was not anticipated, or if the council decides to make changes. If there is a change made or there is an extra charge for something that was not included in the bid, the council would have to approve these changes before they are done.

Jim Bracewell asked about the federal safety standard of the glass in the building. Mr. Frey said that with the layout of the glass in the upstairs hall, all lower glass and door glass has to be tempered. If tempered glass is broken, it will break into small pieces similar to the glass in a car windshield and should not cause any injury. Bob Grim asked how to ensure that we won't have a problem with the new windows fogging up. Mr. Frey said that there will be a warranty on the glass which would cover the seals. He was uncertain as to the length of the warranty, but thought it might be 20 years.

When asked where the two furnaces would be located he said one would be in the pro-shop closet and another in a closet in the council meeting room. He explained that one furnace will take care of the pro-shop and the other will heat the office and meeting room. There will be dampers that can be closed when heat is not needed in the meeting room. He said that electronic dampers for an area so small would be very expensive and was not included in the bid.

Brad Frey stated that he would need one person to act as a representative for the Village. The representative would meet with his superintendent at least once a week to go over the progress.

In support of having all of the construction work done at this time rather than waiting to do some of the work later, he explained that the construction industry is experiencing steep price increases in materials. The price of concrete has recently gone up and insulation is expected to go up soon. If we wait to have part of the project done at a later date, we will incur the cost of inflation along with the increased price of materials.

The Village attorney submitted an AIA contract to be used for this project. There are several items to be discussed and added to the contract before the final contract will be signed.

Brad Frey discussed the progress schedule, stating that there will be a bar chart that will show the anticipated progress. They will use this as a progress gauge and the Village will be able to look at the chart to see what to expect next.

In regards to a payment schedule, he explained that they will submit an AIA payment request on a monthly basis. The first request will be in the month of December. It would be fine with him if the payment followed the approval by the council at the monthly

council meetings. He added that there will be a 5% retainage. The Village will retain 5% of the payment to ensure that everything is done as specified. After the completion of the punch list and completion of the project, Pagel & Frey will bill the Village for the retainage. Each billing will give a breakdown of the amount due for each item, the amount paid to date and the remaining balance due for each item.

He added that Abonmarche will be the architect on the project. They will prepare drawings which will become a part of the contract. Brad will come up with language to be placed in the contract which states that all submittals and drawings will become contract documents, but they must be approved by the Village to become a part of the contract.

When asked about the noise level from the fan in the meeting room, he explained that the fan is for the return air on the HVAC. They will insulate it which should make it quieter.

He told the council that they might want to consider looking at design studies concerning the kitchen upstairs. He said that he was told that the caterers had complaints regarding the kitchen. The electrical problems that the caterers have been experiencing should be eliminated with the addition of outlets. Jim Bracewell will speak with Pat Kilroe and Sheila McGinnis about the needs of the caterers and women of the Village in respect to the kitchen. The Village asked the contractors to bid on an addition to the kitchen to be used for storage of tables and chairs. He felt that the storage problem could be solved more economically by getting rid of a few things that aren't in use in the kitchen and using table and chair racks. These racks would be stored in the kitchen.

Walter Carroll questioned the \$2500.00 discount on the proposal, stating it is only 1% of the bid. Brad explained that this discount is available if the Village has all of the work completed at one time as he will save money on labor for his Superintendent by doing the entire job at once. He said that he bid the job aggressively, knowing that this would lock in a job for the winter months. He added that there was not much room for price reductions.

Brad explained that the Village would be given notice so that the office could be moved into the council room while the office is under construction.

After much discussion, Brad Frey told the council that he would fax the language for the contract to the Village clerk by Tuesday. She will give it to the Village Attorney for completion of the contract. He will also supply insurance certificates within the next week. The necessary bonds will take a little longer, as he will have to order them. The contract should be complete by the July council meeting. At that time the council will act on the contract.

With no further business, the meeting adjourned at 10:05 AM EST.

Respectfully Submitted,

Mary J. Robertson  
Clerk/Treasurer