

MONTEVALLO DEVELOPMENT COOPERATIVE DISTRICT
BOARD OF DIRECTORS MEETING
Parnell Memorial Library
Minutes

March 24, 2014
4:00 p.m.

Members Present: Dee Woodham, Reed Prince, DeAnna Smith
Members Absent: None
Staff Present: Chris Hershey, Regina Ashmore, Trey Gauntt, Gary Davis
Others Present: Martin Reed, Birmingham News

The meeting was called to order by Chairman Dee Woodham at approximately 4:01 p.m.

Chairman Woodham asked Mr. Gauntt to update the Board on the progress of current projects. Mr. Gauntt stated that the start date for the **Softball fields** has been delayed until late April. The projects have shared workloads. The **Track** needs to be graded first to get the **Intermural Fields** completed. The bid process will be let next week and close by the end of April with a finish date set for fall. The construction will take place throughout the summer months while students are not in school. The total budget allotted is 1.3 million which includes \$100,000 for equipment. Mr. Gauntt also stated the permanent bleachers will seat 1000 with space to include temporary bleachers when needed. Not all bleachers will be purchased at the same time. Mr. Gauntt stated that there will be 500 seat bleachers for the **Softball field** and 500 seat bleachers for the **Baseball fields**. Ms. Smith asked when the rubberized surface might be installed, September or October. Mr. Gauntt stated he was unsure of the timetable, other projects, bids, etc. were still being finalized. Chairman Woodham asked about the scope of work on the **bathrooms** and **concession stand**. Mr. Gauntt stated there was no money available for the restrooms but perhaps Shelby County might be able to finance the project. Mr. Prince stated the scope for the project needed to be determined first. Ms. Smith stated the University of Montevallo was not using the building for storage of lawn care equipment and offered that the entire structure could be considered for the renovation to allow for a larger **restroom** facility. The University has moved landscaping equipment to the recently purchased Lovelady Building. Mr. Prince stated the scope should include sewer tie in.

Chairman Woodham and Mayor Cost had discussions about the Boys & Girls Club using the **Recreation Building** and confirming plans on the scope of that project. Mr. Gauntt stated there is no money budgeted for the **restrooms**. There are unisex restrooms in the dugouts for the players and one in the **concession stand**. Ms. Smith stated the budget was \$610,344 before Phase 2. After Phase 2, the total budget is \$702,844. Mr. Gauntt stated the **Orr Park Lighting** project will begin once the school sports program comes to an end in June.

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Mr. Gauntt stated that he requested Vulcan signs to hold all **signs** until the entire order was completed which should be the end of the week or mid-week next week. He suggested that PARA install most of the signs. He stated street signs should start to be placed the first week of April. Mr. Gauntt stated that the **Orr Park** signs would be completed by the Sign Shop within the Shelby County Highway Department.

Mr. Gauntt stated that the **paving project** came in over budget. The bid was \$737,322 and the total project cost came in at \$749,000 including paving and curb and gutter. The work is slated to begin at the start of summer. The City of Montevallo should provide their list of high priority roads to Mr. Gauntt. Mr. Gauntt will discuss the list with the contractor to create his paving plan to ensure the best possible workflow for the overall project.

Chairman Woodham asked about the **bridge project**. Mr. Gauntt stated the weather had been a major hold-up on the project. Once the weather cleared and the temperatures rise, the project should proceed rather quickly.

Mr. Gauntt stated that Barge, Waggoner recently held a town hall meeting about the **Main Street Project**. Most of the public comments were about parking. The public was not pleased with losing both sides of Highway 119 angle parking. Once the scope was explained, most were receptive to the new concept. Mr. Gauntt has a meeting next week with Mayor Cost to discuss the plans that are currently 60 percent complete. Alabama Power Company is currently in the process of relocating existing power lines from Main Street to side streets.

Chairman Woodham met with the city auditors recently. During the discussion, the auditors stated that as **Main Street** grant is in the name of the City of Montevallo, the accounting and all checks cut should be handled by the City. The Board should consider transferring funds into a special money market account for the project. The City would only pay invoices after approved by the project manager/s, as is the current process. The Board would be required to make corrective ledger entries for funds already disbursed on the project. Ms. Smith agrees that would be the best scenario for accounting purposes. Chairman Woodham made a motion to approve to transfer the funds into a specially designated City of Montevallo money market account for the **Main Street** project. Ms. Smith seconded the motion. The motion was approved by all with a three to zero vote.

Mr. Gauntt stated that **Stephens Park Phase 1** was completed and discussions had begun with Chuck Kelley for Phase 2 of the project. The scope of work is expected to be finalized in the

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next two weeks. Mr. Gauntt stated that he needed the budget available for Phase 2 as Phase 1 came in under its proposed budget. Mr. Prince stated there was \$194,000 budgeted. Mr. Kelley's part cost \$60,000 leaving a remainder of \$100,000 to \$110,000 for Phase 2. Mr. Gauntt stated that part of the scope of Phase 2 includes irrigation, landscaping, parking lot improvements, paving, grading, and split rail fencing. Mr. Davis commented that the restrooms were complete and the fencing work is currently being completed.

Mr. Gauntt asked what the overall goal was for **way finding signage**. Is there anything that can be rolled into the **Main Street Project** that would be advantageous to sign replacements. Chairman Woodham stated the City wanted to use the **way finding signs** as a way to ease into the ALDOT issues. The City is missing several vital signs such as "Entering city limits of...". Some sign placements do not make sense; they are unclear. The City will draft a letter to ALDOT to try to have signs relocated into more appropriate locations. Chairman Woodham stated that the way finding signage is for downtown navigation. They should direct visitors to points of interest: Orr Park, University of Montevallo, Ebenezer Swamp, etc. There will be a few locations on Highway 25 and Highway 119 needed but most will be located in downtown. She was unsure of how much of the signage would fit into **Main Street Project**. Mr. Gauntt stated that the roadway signage could definitely fit into the scope of the **Main Street Project**. Chairman Woodham stated that test signage had been placed and received very good feedback. Mr. Gauntt stated that maybe the signage should be on side streets and not located on Main as to detract from the aesthetic nature of Main once upgrades are complete. Perhaps Middle Street would be the best placement. Chairman Woodham wanted the Board to consider installing a **kiosk type sign** possibly with a map. Ms. Smith said the University of Montevallo was doing similar work on campus using QR codes that will load maps to your smart phone showing points of interest. Mr. Gauntt asked to be invited to the next way finding meeting just so he can stay up to date on the project.

Ms. Smith updated the Board on the **budget spreadsheet** noting the recent addition of the **Mahler property** and **Orr Park Lighting project**. The **Hotel Feasibility Study** cost the \$8,500. Ms. Smith also informed the Board that Mr. Dudchock recommended an **asbestos study** be done on the **Jeter Building**. After discussions with the Power Plant on campus, a determination was reached that the power could not be disconnected from the **Jeter** site until after graduation and most students leave campus. The University feeds buildings from a continuous feed. The **Jeter** site would require shutting down several other buildings on campus, some of which currently house students. Ms. Smith also suggested that the Board consider re-routing the current utilities around the **Hotel site**, not through it, as any future problem would not

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require accessing future tenant grounds keeping or landscaping. The **asbestos study** is estimated to cost \$8000 to \$15,000 and the razing is estimated to cost \$50,000. Chairman Woodham did not think the Board had money in place to assist with the razing can fund the **asbestos study**. Ms. Smith said the University and the County would look at possibly covering the cost of the razing, if necessary. Mr. Gauntt stated that Meredith would be the contractor responsible for razing **Jeter Hall**. Ms. Smith asked the Audit and Finance committee to approve the project. The University conducts detailed assessments before recommending a building be taken down. Jeter Hall does not meet the level required to prevent its demolition.

Chairman Woodham asked the Board to invite Hayward to the next regularly scheduled meeting in April to discuss **public financing options**. Ms. Smith stated that Mr. Scroggins, Manager of Shelby County Department of Development Services, was set to attend the Hunter Hotel Conference in Atlanta at the end of the week. Mr. Dudchock confirmed with the Alcoholic Beverage Control Board that the site would be eligible for a license in the future. Ms. Smith would prefer to have a land lease in hand between the University of Montevallo and the MDCD before proceeding with an RFP. She would have the University staff compile the document for presentation and execution. Mr. Hershey and Mr. Prince will notify Mr. Dudchock about contacting Hayward to attend the next Board meeting to explain the different options for **public financing**. Ms. Smith stated, of course, everything is still speculative at this time. Chairman Woodham stated that the **RFP** would be updated after upon Mr. Scroggins return and report.

Chairman Woodham asked who was responsible for paying the water bills on the **Promenade project**. She remembered the MDCD was to pay the first year at 100 percent. Mr. Gauntt wanted clarification of maintenance costs or water. Ms. Smith answered that the Board was to maintenance and water at 100 percent for the first year and 50 percent for the second. Chairman Woodham informed the Board about several dead plants that needed to be replaced. She had Kirk working with Adam about types and number to be replaced. Mr. Gauntt talked about the new plants installed behind McDonald's were better suited to the location than the previous selection.

Mr. Prince made a motion to approve the **minutes** of the February 24, March 12, and March 17 MDCD meetings. Chairman Woodham seconded the motion. The motion was approved by all with a three to zero vote.

Chairman Woodham made a motion to enter into **executive session** to discuss potential restaurant for the **Alabama Coach Building** stating the Board would not make any decisions

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after exiting executive session. The motion was seconded by Ms. Smith. The motion was approved by all with a three to zero vote.

Ms. Smith made a motion to **adjourn** the meeting. Mr. Prince seconded the motion. The motion was approved by all with a three to zero vote. The meeting was **adjourned** by Chairman Woodham at 5:16 p.m.