

ST. JOHN THE BAPTIST GREEK ORTHODOX CHURCH BUILDING COMMITTEE MEETING NO. 12

MEETING MINUTES 04/20/10

TO: **Joe Sullivan, Mirela Tudora, Stacia Leeders, George Moutafis, Mitch Chokas, Fr. Vasile Tudora**

Bold indicates those present for the meeting.

Attending from the Design Team was: Nick Mourton (Ashton Wynne).

Attending from the Parish Council were: Barbara Vittas, Larry Leeders, Nancy Medvic.

The overall Site Plan and Plat approval process by the City of Euless Development Review Committee (DRC) was reviewed. DCR consists of the following City departments: Planning and Development, Building Official, Public Works/City Engineer, Fire Marshall, Asst. Police Chief, Economic Development, and Information Services.

The fourth plan submittal was presented to the City this week to resolve all final review comments. This process has been on-going for 6 months now with three face-to-face negotiation meetings with the Director of Planning and Development to resolve outstanding engineering, life safety and code related concerns presented by the various City departments.

Nick presented a schedule for final City approval completion through the DCR Approval, Public Notification, Planning & Zoning Hearing and City Council Hearing (see attached). Currently, final plan approval is scheduled for the June 8, 2010 City Council meeting at which time the St. John's property plat is recorded and building permits may be obtained.

Nick suggested it is more desirable to have Jim Dewey, JDJR Civil Engineers, represent the parish in the City Council meeting in lieu of representatives from the Church to ensure all proceedings are conducted with an unattached professional who coordinates these types of municipal approvals on a regular basis.

AI-1 Nick to confirm at what point in the approval process St. John's will be required to sign off on the easement covenants as part of the plat approval.

Postscript: Nick confirmed that the plat would need to be signed after the DRC approves the plans but before the Planning and Zoning Hearing in mid-May.

Based upon the final City approvals, Nick presented the group a milestone schedule for Phase 1 Paulos Center Replacement Addition construction and Phase 2 Paulos Center demolition (see second attachment).

Key points of the schedule include locking in the layout design of the addition so that Nick could begin developing his in-house detailed design plans for permitting approval beginning in early May. The BC agreed that the plans previously reviewed represented the approved layout of the addition. This 2,500 ft² addition defines two offices and five classrooms/conference room as presented to the parish

at the December 6, 2009 Open House review session and the February 21, 2010 General Assembly meeting.

AI-2 Stacia to take the lead for the Building Committee to work with Nick on specific details that will need to be further refined for the detailed design drawings (i.e. door locations, door swings, materials of construction, etc.).

Once the detailed design is underway, it was recommended that the Building Committee hold a design review meeting with Ashton Wynne for the Phase 1 addition. After this review session, the plans would then be communicated to the Parish Council. All of these activities would be done concurrent with permit application.

Phase 1 / Phase 2 activities are scheduled to be completed on or before September 6, 2010. Nick stated that there is some room for schedule acceleration built into the schedule, and understands the hard deadline of September 11th for the groundbreaking ceremony with Metropolitan Isaiah.

Discussions took place relative to site safety and material laydown area once construction begins. Joe's upcoming Forerunner report will point out that construction activities will inconvenience parishioners during the process relative to parking, entry into the Church and walking around our property. Nick will coordinate material delivery access, and will investigate fencing off materials to protect our parishioners' children while on property.

Larry asked if the Paulos Center could remain in place for Festival food preparation, and then be demolished. Several considerations would need to be furthered reviewed. Currently, it is the City's desire to not increase square footage of our buildings based upon available parking spaces. They may not provide final certificate of occupancy until after the Paulos Center has been demo'ed. Another issue to be investigated is whether the existing electrical service is sized to handle the additional load of the Phase 1 expansion while the Paulos Center remains functional.

AI-3 Nick to investigate if the Phase 1 expansion could be made functional for the September 11th groundbreaking while delaying the Paulos Center demolition one month until after the Festival. Nick to also review if the existing electrical service would be adequate to handle load of the Phase 1 expansion and the existing Paulos Center concurrently.

Provided the Paulos Center remains in place until after the Festival, all agreed to hold the Groundbreaking ceremony on September 11th in front of the building. Barbara stated that a sign will be erected denoting the future Church construction project.

The group discussed the construction of the Church and potential timing. Joe reiterated that St. John's would need a minimum of \$900,000 on hand to conservatively start construction. This amount of capital would enable Ashton Wynne to get the Church dried-in and protected from weather in the event the project would need to be delayed until further capital is raised to complete the project.

It was suggested that the Capital Campaign Committee investigate the feasibility for having this capital on hand so that the Church construction could occur in Q4 after the Festival, and Ashton Wynne could roll right into Phase 3 after the Paulos Center demolition.

The site plan was reviewed to clarify all easements required by the City DRC. Nick explained the location and purpose of all existing and new easements. Relative to future Hall expansion (i.e. Phase 4) future designs would need to be brought before the City DCR as another separate project

plan review and approval process with a new site plan and plat. If any easements are impacted, including the EADUE fire lane, water easement for the fire hydrant, sewer easement, drainage easements, etc. the design of the Phase 4 Hall expansion would need to accommodate potential relocation of utilities, re-design of the parking lot and fire lane, and likely addition of parking south of the creek. All revisions are possible with the Phase 4 design effort.

Nick stated that the City will require fire protection to be included in the Phase 1 expansion area, resulting in the previously designed water line and fire hydrant to be installed during Phase 1 construction. Nick is finalizing overall Phase 1 costs inclusive of this mandated public utilities infrastructure; however, the cost for Phase 1 / Phase 2 will likely remain below our approved budget of \$170,000.

Upon final presentation of Ashton Wynne's proposal, Joe recommended to complete the Construction Contract and have Barbara, Joe and Nick execute the agreement. There will be a revision to the document requiring Ashton Wynne to competitively bid all portions of the work valued at \$1,000 or higher.

AI-4 Nick to submit to Joe final proposal for Phase 1 and Phase 2, including draw schedule by April 26th.

AI-5 Joe to finalize contract language for competitive bidding and route contract for approval the week of April 26th.