

## CTF Meeting Minutes

<b>Meeting attended by:</b>	Tom Pistorius, Keely Schneider, Jane Gilbreath, Alan Barlow, Bonnie Postlethwaite, Diane Cassity, Don Wakefield, Lamar Hicks, Tom Everitt, Chuck Downing, Marilyn Carpenter Amy Echoff (GW)
<b>Absent from meeting:</b>	Kendyl Gibbons
<b>Date:</b>	November 9, 2016
<b>Time:</b>	7:00PM

**Topic #1 Notes:**

It was reported that GW's Agreement For Services and fee proposal had been approved by all necessary ASUUC agencies, including the Board.

It was reported that a meeting with the staff had been scheduled for November 10th to push off on the interior design features of the new administration wing and lobby/greeting areas. CTF members, Marilyn Carpenter and Tom Everitt, agreed to represent the Task Force at the November 10th meeting. They are to keep the Task Force apprised and report the status of the efforts at the next meeting.

Amy Eckhoff reported on the following:

- The site surveyors were on the property this week (11/7/16).
- A proposal for a hazardous materials survey and abatement plan submitted by Family Environmental was presented and discussed. It was noted that this item is ASUUC's responsibility. Since the cost proposed was \$9740, competitive bids are required by church policy. Amy was asked to seek two additional proposals.
- Geological borings are being scheduled (possibly week of 11/14/16).

Amy also reported responses to the following questions that had been posed to her by email:

- Does ASUUC need Builder's Risk insurance for the renovation project? Probably. Should consult with existing insurer regarding needs and form.
- What are the projected cash needs for the renovation through December 31st? Projected cash needs through December 31st are estimated to be \$86,550 (attached).
- How is the existing parking lot impacted by the concept design currently under consideration?  
The concept design provides no change to the size or layout of the existing parking lot.

**Action Items:**

- Amy, Marilyn & Tom Everitt to meet with staff on 11/10/16 to discuss design of new administrative wing.
- Amy to obtain two more proposals for hazardous material survey and abatement plan to be obtained.
- Amy to schedule geological borings ASAP.
- Tom Everitt to reach out to Diana Hughes to get contact information for ASUUC's insurance agent to explore Builder's Risk insurance needs.

**Topic #2 Notes:**

Project tracking and budget tracking documents (attached) were reviewed and discussed. Each document will be updated and reviewed at each CTF meeting.

**Action Items:**

- Tom Everitt to update and present project tracker for each CTF meeting.
- Alan Barlow to update and present budget tracking document for each CTF meeting.

**Topic #3 Notes:**

There was discussion of ASUUC's parking needs, both short term and long term. Parking-related information was distributed and discussed (attached). It was discussed that the most immediate parking issue to be addressed is the limitation that will be imposed on parking in the lot during renovation. It is anticipated that a significant portion of the lot will be occupied by construction activities, equipment and materials. Development of a strategy for approaching sources of off-site parking during renovation was discussed.

**Action Items:**

- Tom Pistorius, Alan Barlow and Jane Gilbreath to create talking points for meetings/discussions with off-site parking sources.

**Topic #4 Notes:**

At Jane Gilbreath's request there was discussion of a definitive date when construction would render the lobby unavailable for exhibiting art. It was discussed that if the March 1, 2017 target date for commencing construction is met, the lobby would be unavailable for art exhibits beginning April 1<sup>st</sup>.

**Action Items:**

- Jane Gilbreath to inform Visual Arts Committee.

**Topic #5 Notes:**

It was reported that there is an effort underway to raise funds for enhanced security measures at ASUUC. Economies of scale by coordinating the security enhancements envisioned by the fundraising effort and the renovation were discussed.

**Action Items:**

- Diane Cassity is to reach out to the folks leading the security fundraising effort to invite coordination.

**Topic #6 Notes:**

A report of the CTF meeting of October 26, 2016 was circulated by email and no comment(s) received. All present indicated approval.

**Action Items:**

- None

**Next Meeting: Monday, November 21, 2016 at 6:30PM at Spencer/Everitt home, 44 E. Concord, KCMO.**

**BUDGET**

**ALL SOULS UNITARIAN UNIVERSALIST CHURCH**

8-Nov-16 GastingerWalker&

Cost Projection thru Jan 1				
		1	<b>\$ 1,776,041</b>	<b>Total Project Budget</b>
		2	\$ 69,195	Owner's Contingency 5.0% of Construction only
		3		
		4	\$ 5,000	Information Technology
		7	\$ 10,000	FFE-Fixtures, Furnishings, Equipment
		9	\$ 5,000	Moving / Temporary Office Expenses
		10	<b>\$ 20,000</b>	<i>Subtotal for Owner Expenses</i>
		11		
		13	\$ 4,510	Special Inspections (budget)
\$	2,900		\$ 2,900	Site Survey
\$	2,850		\$ 2,850	Geotechnical Testing
\$	5,800	16	\$ 9,740	Haz Mat testing, design, construction observation and O&M (Family Environmental)
			\$ 12,387	Permit Fees
			\$ 5,000	Signage
			\$ -	Builder's Risk Insurance
		18	<b>\$ 37,387</b>	<i>Subtotal for Soft Costs</i>
		19		
\$	75,000	20	<b>138,390</b>	Architectural and Engineering Design Fees 10.0% of construction
		21		
		22	<b>127,167</b>	Construction Contingency 9.2% of Construction only
		23		
		24	<b>\$1,383,901</b>	Construction Budget
			\$10,000	Abatement work will occur during demolition (budget \$ offered by Family Environmental)
<b>\$</b>	<b>86,550</b>		<b>\$ 1,776,041</b>	<b>Total Project Budget</b>

Project Cost Analysis  
ASUUC Renovation

<b>Total Renovation Budget</b>							<b>\$1,775,000.00</b>
<b>Construction Budget</b>							<b>\$1,383,900.00</b>
	<b>Budget</b>	<b>Paid</b>	<b>Invoiced- Unpaid</b>	<b>Total</b>			
Supplies/Materials				0.00			
Contractor Payments				0.00			
Landscaping				0.00			
Other				0.00			
Other				0.00			
Other				0.00			
<b>Total Construction Costs</b>				0.00			
<b>Construction Budget Balance</b>					<b>\$1,383,900.00</b>		
<b>Owner Expense &amp; Soft Costs Budget</b>							<b>\$187,777.00</b>
	<b>Budget</b>	<b>Paid</b>	<b>Invoiced- Unpaid</b>	<b>Total</b>			
Architect/Engineering Fees	\$130,390.00			\$0.00			
Consultant Fees				\$0.00			
Inspections, Testing, Site Surveys	\$10,000.00			\$0.00			
Environmental Testing/Abatement	\$10,000.00			\$0.00			
Permit Fees	\$12,387.00			\$0.00			
Builder's Risk Insurance				\$0.00			
Signage	\$5,000.00			\$0.00			
Furniture/Fixtures/Equipment	\$10,000.00			\$0.00			
Information Technology Expenses	\$5,000.00			\$0.00			
Moving/Temporary Office Expenses	\$5,000.00			\$0.00			
Other							
<b>Total Soft Costs</b>	<b>\$187,777.00</b>			<b>\$0.00</b>			
<b>Project Soft Costs Budget Balance</b>					<b>\$187,777.00</b>		
<b>Contingencies</b>							
	<b>Budget</b>	<b>Used</b>	<b>Unused</b>				
Owner's Contingency	\$68,156.00		\$68,156.00				
Construction Contingency	\$127,167.00		\$127,167.00				
Architect's Contingency	\$8,000.00		\$8,000.00				
<b>Contingency Totals</b>	<b>\$203,323.00</b>	<b>\$0.00</b>	<b>\$203,323.00</b>				
<b>Total Renovation Budget Balance</b>							<b>\$1,775,000.00</b>



On-Site & Curbside Parking Occupancy									
Location	10/23/2016			10/30/2016			11/6/2016		
	9:30	10:30	11:30	9:30	10:30	11:30	9:30	10:30	11:30
ASUUC Lot	14/61	44/61	61/61	33/61	60/61	67/61	20/61	57/61	66/61
Walnut Street	23/29	31/29	52/29	38/29	57/29	53/29	30/29	46/29	63/29
Warwick Blvd.	9/45	17/45	25/45	26/45	30/45	43/45	22/45	45/45	47/45

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On-Site & Curbside Parking Sunday 11:30 Occupancy - 3-Week Average					
Location					Average
ASUUC Lot	61		67		65
Walnut Street	40 (52-12)*		41 (53-12)*		44
Warwick Blvd.	16 (25-9)*		34 (43-9)*		29
<b>Total Average</b>					<b>138</b>

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Parking Ratios	
KC Zoning Minimum Off-street	7/1 (200/28)
Current Lot	3.3/1 (200/61)
Current Average	1.5/1 (200/138)
Model(s)	2.25/1 (200/89)

\*\* Effect on model of treating forum as additional service per blog recommendation (10% increase in spaces per 5-minute segments less than 30 minute interval) would add 27 spaces to model number of spaces:

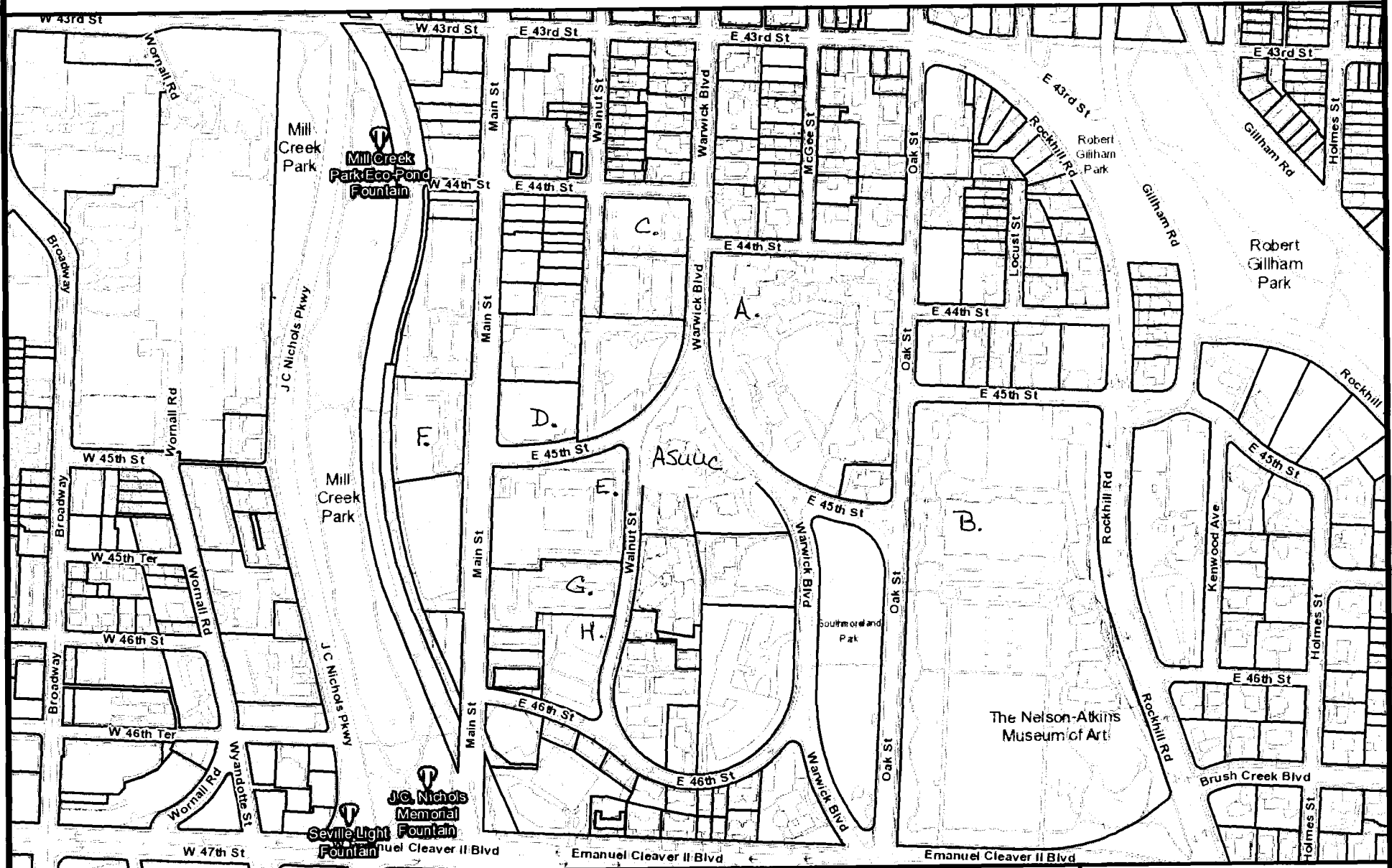
$$(89 \times .1 \times 3 = 27 \text{ spaces}) \quad (89 + 27 = 116 \text{ spaces})$$

Off-Site Parking Sources					
	Location Name	Address	Contact	Proximity to ASUUC	Notes
A	Kansas City Art Institute	4415 Warwick Blvd.	Laura Snow VP Admin & CFO <a href="mailto:bsnoffice@kcai.edu">bsnoffice@kcai.edu</a> 816.802.3500	.08 mile (433 feet)	2016 – KCAI is renting 26 spaces from ASUUC (\$700/month rental during school term), and has been in communication regarding renting space in ASUUC's building for classroom space. Diana Hughes has stated that she has a good relationship with Laura Snow at KCAI, and would coordinate a meeting.  KCAI also appears to be renting spaces from Kemper in Kemper's north lot.
B	Nelson-Atkins Museum of Art	4525 Oak Street	(1) Michael Cross Mgr., Facilities/Security 816.751.1278 (2) Mark Zimmerman Dir. Admin. 816.751.1278 Owner: The Nelson Gallery Fdn. 4525 Oak KCMO 64111	.4 mile (2112 feet)	No known communications
C	Kemper Museum of Contemporary Art	4420 Warwick Blvd.	(1)*Neal Dazey Protection & Operations Mgr. (2) Paul Watts Facility & Ops Mgr. 816.753.5784	Entrance = .07 mile (393 feet)  NW corner of north lot = .2 mile	2016 – Lamar Hicks had discussion with Neal Dazy at Kemper. Opportunity did not appear favorable, but more discussion possible. Kemper appears to have parking agreement with KCAI for spaces in Kemper north lot.
D	Marriott Plaza	4445 Main Street	Hotel: Brett Ellison Genl. Mgr. 816.531.3000 Owner: CWI Kansas City Hotel LLC c/o Ryan LLC 600 Fifth Ave. 9 <sup>th</sup> Fl. NYYY 10020	.1 mile (528 feet)	2016 – Lamar Hicks communicated with hotel management. No interest in parking accommodation.  The parking garage associated with the Marriott may be independently managed. It is available for public parking for a fee.

E	Holiday Inn Plaza	1 E. 45 <sup>th</sup> Street	Hotel: 816.753.7400 Owner: Fox Valley II LLC 6875 Enterprise Rd. Glen Ellen, CA 95442	.06 mile (360 feet)	No known communications
F	American Century Investments	4500 Main Street	Patrick Bannigan EVP & CFO 816.531.5575	.1 mile (528 feet)	No known communications.  ASUUC has investment acct. at Am. Century.  There are 48 parking spaces in its surface level visitor parking lot.
G	Extended Stay America	4536 Main Street	Hotel: 816.531.2212 <a href="mailto:PLZ@extendedstay.com">PLZ@extendedstay.com</a> Owner: Twentieth Century Realty, Inc. 4500 Main Street KCMO 64111 Owner: BRE/HV LLC POB 49550 PEOP TAX 9672 CHARLOTTE, NC 28277		No known communications
H	Former CCC parking lot (now vacant)		Owner: HOOD ARBITRAGE LLC 4050 Pennsylvania STE 400 KCMO 64111		No known communications  KCAI appears to be renting part of the property that falls under this owner.
I	Traffic Operations Section Public Works Department Kansas City, MO	City Hall	Signage: Bruce Johnson Capital Projects Div. Public Works Dept. City of KC 5310 Municipal Ave. KCMO 64120 <a href="mailto:bruce.johnson@kcmo.org">bruce.johnson@kcmo.org</a> Patrol officers: Rita Garcia 816.581.0706 Ted E. Smith 816.581.0707	Curbside parking - Walnut Street	2016 - Jane Wilson received instructions from Bruce Johnson on process to change on-street parking restrictions from City Manager's office. Requires petition by 75% of affected property owners.  Bruce Johnson provided names of patrol officers as sources regarding enforcement posture.



# My Map



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