

**Mr. Josh Simpson**

*Mayor*

**Ms. Amy Gore**

*District 2*

**Mr. Justin Beardsley**

*District 3*

**Mr. Bob Jordan**

*Mayor ProTem, District 1*

**Mr. James Richard**

*District 4*



## **Minutes of Meeting**

**November 5, 2025**

*Location:* Reidville Fire Department

Mayor Josh Simpson called the meeting to order at 6:05 p.m. Town Administrator Christine McKaba conducted roll call, confirming the presence of Mayor Simpson, Mayor Pro Tem Bob Jordan, and Council Members Justin Beardsley, Amy Gore, and James Richard. All council members were present.

James Richard offered the invocation, after which the council collectively led the Pledge of Allegiance.

### **Reidville Building Design Meeting Summary**

#### **Attendees**

- Marsh Bell: Garret Tomforde, Ryan Travis
- DP3 Architects: Mike Pry, Kristen Lassa, Lauren Bradshaw
- Davis & Floyd: Bradley Smith
- Town Council Members: Beardsley, Gore, Simpson, Jordan, Richard
- Administrator: McKaba

#### **Opening Remarks**

- Administrator McKaba thanked Marsh Bell for their submission.
- The floor plan was praised as the strongest feature, meeting the town's universal needs.

#### **Site Plan Discussion**

- Marsh Bell presented the submitted site plan.
- Bradley Smith (Davis & Floyd) noted it was the most efficient layout.
- Councilmember Beardsley asked about rotating the building:
  - Smith confirmed rotation was possible.
  - Gore opposed rotation if it compromised green/outdoor space.
  - Tomforde advised against rotation due to net loss.
- Additional topics discussed:

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- Outdoor space usage

- Streetlight considerations for parking

### Floor & Exterior Plan Discussion

- DP3 presented the floor plan:
  - Divider wall not needed; council opted for removable petitions.
- DP3 presented the exterior plan:
- Gore emphasized historical elements: siding, columns, brick.
- Simpson supported columns.
- Jordan suggested brick base with hardy board.
- General preference for civic aesthetic, not full brick.
- Preference for flat arch windows.

### Interior Design Preferences

- Style: Light, bright, flexible for various uses.
- Materials:
  - Lighter wood if exposed
  - Exposed trusses/beams if budget allows
- Exclusions:
  - No carpet
  - No chandeliers
- Lighting:
- Adjustable lighting

- Councilmember Richard to assist with selections

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- Drop ceilings in offices for easy maintenance

### Functional Spaces & Features

- Lobby: ~10 ft wide, designed for flow and wayfinding
- Catering Kitchen: Fridge, food warmer, sink, microwave, water line for coffee machine, prep area
- AV & Security:
  - Concealable TV
  - Card swipe entrance
  - Security and conduit access
- Outdoor Area:
  - Possible fans
  - Covered area or pergola
- Entryway Memorabilia:
  - Gore offered historical items
  - McKaba suggested displaying these items in the new Town Hall.
  - McKaba also proposed soliciting local artists to create renderings of historical Reidville for the entryway.
- Bathrooms:
  - Baby changing stations in both male and female restrooms
  - Floor drain and tile floor for cleaning
  - Commercial-grade fixtures
- Generator: Transfer switch and pad requested to be installed so a generator could be installed at a later date
- Signage: Standalone, matching build materials

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- Landscaping: Budget for irrigation and planting close to building
- Parking Lot: Curb/gutter optional due to natural layout
- Sanitation: Space for 4–5 roll carts
- Layout Adjustment: Flip office and catering sides for better kitchen access to parking

### Budget Discussion

- Mr. Richard proposed a target of \$1M–\$1.2M (excluding furnishings/security).
- Mr. Tomforde noted some items were not budgeted; drawing and price adjustment needed.
- Mr. Simpson emphasized reallocating budget to prioritize essentials.
- Mr. Richard asked about potential cost increases:
- Tomforde saw no major additions but noted submitted prices were basic and subject to change.

### Process Overview

- Submitting group to meet with council until final design and contract are approved in a general meeting.
- Marsh Bell to get the Town of Reidville a contract and provide a performance bond.
- Once approved:
  - Two council members + Administrator assigned to oversee project.
  - Council agrees on a dollar threshold for project heads to approve changes without full quorum.
- Administrator McKaba will issue zoning permit.
- Building permits and inspections to be pulled via CC&I and DES.
- McKaba offered assistance with expedited DES approvals if needed.
- DP3 stated they foresee mid-February before final design is completed.

**Action:** At 8:07 p.m. a motion was made by Josh Simpson, seconded by Amy Gore, to adjourn the meeting. The motion passed unanimously.

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*Attest: Christine McKaba-Town Administrator*

*This is a generalization of the meeting and not a verbatim transcript.*