

**CITY HALL COMPLEX MASTER PLAN TASK FORCE  
CITY OF REHOBOTH BEACH**

**February 9, 2015**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:33 p.m. by Chairman Sam Cooper on Monday, February 9, 2015 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

**ROLL CALL**

Present: Chairman Sam Cooper, Stan Mills, Jim Ellison, Jim Horty (left meeting at 3:15 p.m.), Keith Banks, Wayne Neale, Bill Sargent, Lorraine Zellers, Toni Sharp, Ken Simpler, Sharon Lynn, Kathy McGuinness (left meeting at 3:05 p.m.)

Absent: Patrick Gossett

**APPROVAL OF MINUTES**

Minutes of the July 7, 2014 and December 8, 2014 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Stan Mills made a motion, seconded by Ken Simpler, to approve the July 7, 2014 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

Stan Mills made a motion, seconded by Lorraine Zellers, to approve the December 8, 2014 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

**PRESENT AND DISCUSS WITH THE CITY'S ARCHITECT;**

Mike Wigley of Davis, Bowen & Friedel Inc. (DB&F) and Rick DiSabatino and Rob Belfiore of EDiS Company were in attendance at the meeting.

Mike Wigley gave his presentation. In this meeting, there will be a reviews of work completed to date, presentation with consensus for the Commissioners Room layout, present/discuss the Atrium design, updated cost estimate, updated schedule and scope & schedule for the next meeting. Design Development documents and specifications have been completed for the representatives from EDiS Company to perform the latest cost estimating exercise. Chris Cullen, Project Manager of DB&F met with Building Inspector Terri Sullivan to review the plans. Terri has brought attention to Mike and Chris that the building will be two feet above the height limitation. Two meetings have been held with City Manager Sharon Lynn regarding various aspects of the project since the last meeting. Construction drawings have been started, and coordination is ongoing. Several alternatives have been prepared for the Commissioners Room which will be reviewed with the Task Force. The Atrium 3D model has been prepared. Site grading has been developed, and temporary facilities have been evaluated. Design Development cost estimating has been performed. Phasing and scheduling have been updated.

**Commissioners Room Alternatives Review.**

Mike distributed eight proposed alternatives of the Commissioners Room to the Task Force. The proposed alternatives provided seating for 88 to 128 chairs and a central aisle vs. side aisles. At the previous meeting, the Task Force was concerned with the number of seats and the amount of space for the dais. Photographs were provided of council chambers from Wicomico County/City of Salisbury and the City of Ocean City. Photographs were also provided by Stan of the Ocean City, MD council chambers.

Comments were:

1. A whiteboard or smart board application should be placed on one of the side walls.
2. Mayor Cooper like Alternative No. 2. which contains 104 chairs and side aisles. He did not like the idea of a breakout wall at the rear of the room to the lobby. Mayor Cooper did not like the idea of a raised dais in Alternative No. 7 because it would the Commissioners a superior position.
3. A breakout wall would cost approximately \$40,000.00.
4. Stan Mills liked the idea of a curved dais and a curved wall behind the dais. A curved dais gives the best opportunity to look at every person sitting at the dais. He did not like the alternative of a center aisle because the seats against the side walls would not allow for bulletin boards, etc. for displays.
5. There would be more flexibility if the doorway from the lobby would be moved closer towards the atrium, and there would be a breakout wall at the rear of the Commissioners Room to allow for more seating, if

needed.

6. In Alternative Nos. 2, 3 & 4, the area behind the Mayor's seat is narrow. Usually that is the broadest part of the room, and the wings are smaller. There would be a more gracious feeling if that area would be wider in the middle and shorter in the splays on the sides.
7. An option would be to have a curved dais rather than having an angular one to avoid the issue of the narrow area behind the Mayor's seat.
8. A raised dais has a dictatorial feeling about it.
9. Frank Cooper asked if a folding back wall could be used in the versions where there is no center aisle. He noticed that in Alternative No. 3 the pre-function room is smaller than the original. To find more seating for the public, it would be less expensive to move the wall to the pre-function room to allow for more room in the Commissioners Room.

Mike noted in preserving the side aisles permanent doors could be built at the rear of the room with movable panels in the middle.

Mayor Cooper thought that the pre-function room is a throwaway space. Everything, but the pre-function room, needs to be planned.

10. With regard to Alternative No. 4, the dais and the wall behind it should be arced.
11. Consider narrowing the hallway to the lobby in order to gain more room behind the dais in the Commissioners Room.
12. One hundred two chairs seems adequate for seating in the Commissioners Room.
13. Having a retractable wall at the rear of the Commissioners Room will push the double-door entrance to the main part of the atrium which would create an untenable situation at the top of the stairwell.
14. The desk where the City Secretary sits would be directly in front of the video screen.
15. There is a slight advantage for the Commissioners to come into or leave the Commissioners Room behind the dais.
16. There should be a planter at the Alderman Court to separate the waiting area from the lobby.

The consensus of the Task Force was to go with Alternative No. 7 with a few tweaks. There should be a curved back wall behind the dais. The dais should have a sharper radius in order to gain room in the room and should be at level ground. The whiteboard/smart board or video screen could be placed on the opposite side wall of the video screen which would allow the Commissioners access to the room from behind the dais. There will be side aisles, but no retractable rear wall. Seating for 11 should be provided at the dais. There will be a planter at the Alderman Court.

### **Atrium Design Review.**

Mike noted that the Atrium will run north to south and will connect to different parts of the building. He recommended a terrazzo type floor with a glass rail with a stainless steel handrail for the stairwell. In the major spaces such as the atrium, Commissioners Room and lobby, it is proposed that light wood paneled walls be installed. The panels would be ideal for artwork, historical pictures, etc. The center of the Atrium could be utilized for a possible emblem to be built into the floor such as a maritime compass. The steps would be made of precast terrazzo.

Comments were:

1. The walls could be drywall with reveals and painted white or a light color instead of wood paneled walls.
2. Look for cost alternatives where the costs can be controlled.
3. There could be recessed panels where artwork would fit in.
4. There would be a lot more maintenance with all the exterior glass such as window cleaning, etc.
5. The exterior windows will need to be impact resistant.

The consensus of the Task Force was that drywall would be used for the walls. The majority of the Task Force members liked the maritime emblem.

### **Latest project cost estimate.**

Rob Belfiore reviewed the updated cost estimate which was distributed to the Task Force. The cost estimate from June 2014 was \$15,293,097.00 which included two phases. In that there was an alternate price to add the basement shell space to half of the building which was in the amount of \$320,000.00. The total project cost at that time was \$15,613,097.00. The current grand total project costs which includes a single phase are \$15,265,438.00 which approximately \$350,000.00 less that the cost estimate from June 2014. The sale of the building at 306 Rehoboth Avenue is still in the cost estimate. Some money was saved in going to the single phase. There is an

approximate \$300,000.00 for the high impact glass. The contingency has been lowered to 8%. Fire Marshal fees were included in the current estimate. The estimated total would be approximately \$15,300,000.00. Re-skinning of the Convention Center would be considered as a Bid Alternate. Cost allowances will be provided for movable storage such as files.

Mayor Cooper noted that the Commissioners will need to pass a resolution which includes the amount of the money to be borrowed, the purpose and use, and the manner of securing the funds. As part of the resolution, it would have a date for a public hearing for the Commissioners to give a presentation and to have people comment or ask questions. After the public hearing, the referendum would take place. The possible date for a public hearing would be March 20, 2015.

Richard Cooperman, 214 Country Club Drive, wanted to know what the use would be for the building the City is thinking about selling and how the \$2,000,000.00 price was determined. He thought it would be prudent to get a real estimate of the value of the land and what it might be used for.

Mayor Cooper said that the \$2,000,000.00 is a placeholder. The property at 306 Rehoboth Avenue is commercially zoned. The land is worth too much for the building that is on it. He guessed that anyone who would buy the property would not use the building. It would be available for any commercial uses. The Chamber of Commerce would like to move into the 306 Rehoboth Avenue building as a tenant. The Chamber is willing to pay a rent that is commensurate with office space located on Rehoboth Avenue. The building is small in comparison to the land value that it does not yield a lot of rent, but the building and the asset would be preserved for the City going forward. Members of the Task Force thought that a formal estimate should be pursued.

#### **Schedule update.**

Rick DiSabatino reviewed the updated schedule with the Task Force. Approval would need to be given for the architect to proceed with the construction documents. November 13, 2015 would possibly be a start date for construction of Phase 1. The Convention Center would possibly be closed on November 13, 2015, and the opening of it would be at the completion of City Hall in February 2017. In Fall 2015, on-site portables would be installed. Tech Services would be relocated to the Public Works Building. City Hall, Parking Meter, Main Street and Tech Services buildings would be demolished. The Fire Hall would be renovated for the Police Department and Alderman Court. All departments would be relocated. Site construction and the new Parking Meter/Main Street Building would begin. In Spring 2016, construction would be complete for the Parking Meter/Main Street Building. Construction would begin for City Hall, and the Parking Meter/Main Street Building would be occupied. In Winter 2016, construction would be complete for City Hall with occupation by January 30, 2017.

Rick has a draft contract for the construction documents and will be sending an updated one to the City Manager in the next day or so for her review. EDiS Company's attorney has suggested that a Letter of Intent be signed.

#### **REVIEW AND DISCUSS TASKS GOING FORWARD.**

Schematic designs of the Parking Meter/Main Street Building will be presented on March 9, 2015.

#### **DISCUSS ITEMS TO BE INCLUDED ON FUTURE AGENDAS.**

There were none.

#### **DISCUSS SETTING NEXT MEETING DATE.**

The next Task Force Meeting will be held on March 9, 2015 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 3:35 p.m.

**MINUTES APPROVED ON  
MARCH 9, 2015**

**Respectfully submitted,**

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**(Sam Cooper, Chairman)**

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**(Ann M. Womack, City Secretary)**