

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

**APRIL 6, 2015**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:38 p.m. by Chairman Sam Cooper on Monday, April 6, 2015 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

**ROLL CALL**

Present: Chairman Sam Cooper, Stan Mills, Patrick Gossett, Jim Horthy, Keith Banks, Bill Sargent, Lorraine Zellers, Toni Sharp, Sharon Lynn, Kathy McGuinness, Jim Ellison

Absent: Ken Simpler, Wayne Neale

**APPROVAL OF MINUTES**

Minutes of the March 9, 2015 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Jim Horthy made a motion, seconded by Jim Ellison, to approve the March 9, 2015 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 of EDiS Company were in attendance at the meeting.

Mike Wigley noted that in this meeting, there will be a review of the updated Alderman's Court layout, site plan illustrating temporary structures, construction schedule and costs update and the review of the scope and schedule for the next meeting.

**Revised Alderman's Court layout.**

Mike provided an update of the Alderman Court layout. There had been a planter to divide the lobby from the Alderman Court. Since the last meeting, Police Chief Keith Banks and Judge Renee Bennett have reviewed the plan and are concerned about how the lobby will be utilized. They have recommended that a full wall should be introduced to divide these areas along with repositioning of doorways.

Comments were:

1. The concern with regard to having the full wall is privacy if there are prisoners.
2. The police interview room could be used as a holding area if needed.
3. If there is a necessity to have a full wall, then it should be built.
4. It would be better for the people to be exposed to the public so their demeanor would be better instead of being seated in a closed-in area.
5. A suggestion was made to have a three foot high wall with glass above it for the waiting room.
6. Cameras will be located in the waiting area.
7. Having the waiting area totally closed is an opportunity for problems to occur.
8. The entrance/exit doors should be electronically controlled.
9. Ten seats will be enough for sitting in the waiting area. More chairs can be added if needed.
10. Alderman Court is dated and will go away at some point in time, and this is an investment the Commissioners need to be sure about.

Mike will revise the waiting room layout to show glass above the three foot high area of the wall.

**Schedule update, Site Plan illustrating temporary structures and cost estimate update.**

Rick DiSabatino noted that the schedule has not changed while DB&F and EDiS has been proceeding. Modifications may be done to improve the schedule with one area being the start date which may be earlier for the Parking Meter building. If all plans are approved, staff will be relocated by the end of September 2015. The temporary trailers will be located where the dumpsters are currently located at the rear of the parking lot behind the Fire House. These trailers will house the Police Department and Administration. Space is being allowed in the trailers for Main Street. It has been determined that it would not be feasible to utilize the Fire House for staff relocation. The costs for temporary offices have been reduced in the total project cost summary to \$306,000.00.

The cost estimate for the new Parking Meter/Main Street building has increased \$100,000.00. There may be possible cost savings after discussion between DB&F and EDiS has occurred. The City will formally notify the adjacent property owners about demolition of those buildings. City Manager Lynn has advised EDiS that an owner's representative contract is being put together and will be forwarded to the Mayor for review.

Mike provided an update with regard to drainage and how the lot will be shaped in order for the temporary trailers to be located onsite. DB&F has had a preliminary grading plan for a while. DB&F will have its first submission on April 21, 2015 to the Soil Conservation District. Permitting will need to occur by the end of this summer, and three submissions will need to take place. Design development will be finished next week on the Parking Meter/Main Street building, and construction drawings will be finished in July 2015. The construction drawings for City Hall will need to be finished in August or September 2015.

Comments were:

1. City Manager Lynn has met with the property owner last week who is adjacent to the Parking Meter and Main Street buildings about demolition to those buildings.
2. The cost estimate and schedule should be emailed to the Task Force members prior to each meeting.
3. The area where the temporary trailers will be located will be engineered and graded beforehand to prevent flooding in that area.

**REVIEW AND DISCUSS TASKS GOING FORWARD.**

Mike noted that updates will be provided at future meetings, as needed. He will provide a 3-D rendering of the Commissioners Room at the next meeting.

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

There were none.

**DISCUSS SETTING NEXT MEETING DATE.**

No date was determined for the next Task Force Meeting.

There being no further business, Chairman Cooper adjourned the meeting at 2:13 p.m.

**Respectfully submitted,**

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

**MINUTES APPROVED ON  
AUGUST 10, 2015**

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**(Sam Cooper, Chairman)**