

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

**AUGUST 10, 2015**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 2:00 p.m. by Chairman Sam Cooper on Monday, August 10, 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 Horty, Keith Banks, Bill Sargent, Lorraine Zellers, Toni Sharp, Sharon Lynn, Kathy McGuinness (arrived at 2:08 p.m.), Jim Ellison, Ken Simpler (arrived at 2:02 p.m.)

**APPROVAL OF MINUTES**

Minutes of the April 6, 2015 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Stan Mills made a motion, seconded by Patrick Gossett, to approve the April 6, 2015 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

**REVIEW 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 an update of the project status and a review of the Commissioners Room and requirements, a review of the Caucus Room requirements, an updated schedule and a review of the scope and schedule for the next meeting.

**Project Status**

Mike noted that DB&F is finishing up on the Parking Meter building which will then be given to EDiS Company for bidding on August 17, 2015. A meeting was held with representative from DB&F, representatives from the Fire Department, Mayor Cooper and City Manager Sharon Lynn to determine that the drive-through connection will remain at the east side of the Fire Station on the far east side of the parking lot. Signage will be displayed saying authorized vehicles only to restrict usage of the drive-through. Grading has been worked out for the accesses at the rear of the Fire Station. With regard to City Hall, the construction drawings at 75% completion in the level of detail have been submitted to EDiS Company for cost estimating. An initial meeting was held with the interior designer, Mayor Cooper and City Manager Lynn. Since then, the interior designer has submitted the first draft of the furniture layout. Mike will be meeting with the interior designer next week. On August 26, 2015, the interior designer will be showing City Manager Lynn and staff the first draft of color selections, materials for the interior finishes as well as the furniture layout.

**Commissioners Room – 3D Representation of Room and Discuss Specific Needs for Fit-Out (Commissioners Room and Caucus Room)**

Mike provided 3-D views of the Atrium, Commissioners Room, Caucus Room and surrounding areas. In the Atrium, there will be a terrazzo floor with a terrazzo base, and the walls will be drywall. Wood wainscoting will be worked in going up the stairs and in the public rooms. A maple veneer will be used for the doors and where there will be wainscoting. Wainscoting will be used in the Commissioners Room, and the interior designer is considering using a wall covering instead of paint. The wainscoting will extend into the wood paneling as a backdrop to the dais. The panels to the rear of the dais will be openable. A door will be provided which leads to the Caucus Room. The ceiling height will be just a shade under 11 feet. The a/v screen will be mounted as high as possible. A bulkhead consisting of drywall will be constructed which will mirror image the curve of the dais. One thought for the City emblem is that it would be etched into a backlit glass panel and centered behind the dais. At the last meeting, there was concern expressed about the area in the back of the Commissioners Room

Comments/questions were:

1. Eliminate the whiteboard and provide a tablet that will project wirelessly onto a screen.
2. Will there be a consultant who will be contracted to work on the a/v equipment under this contract?

Mike noted that there will be a vendor through the City.

3. Have a preliminary meeting with the a/v consultant.
4. Items over the years from the Communications Committee regarding a/v are:
  - a. Members of the public need to be able to see things.
  - b. Board of Commissioners needs to be able to see and hear things.
  - c. Microphones for the public.
  - d. A microphone at the podium.
  - e. A large screen and two monitors.
  - f. Space for a visual presenter (computerized projector unit) at the lectern.
  - g. Opportunity for easels.
  - h. Opportunity for bulletin boards along the side walls.

Mike suggested that there could be a textured wall covering so if a pin is stuck in it, it would not be noticeable.

- i. Plan for the capability of a multiple video camera system.
5. Install a ledge at the chair rail level along the side walls that could be used for easel purposes.
6. Provide connections for laptops rather than something that is built into the dais.
7. The door from the Commissioners Room leading to the Caucus Room should be frameless.
8. Some reflection in the ceiling with what is going on in the floor would give it a more embracing feeling to people who are sitting in the room.
9. Possibly have the bulkhead extend along the sides of the room with a higher ceiling in the middle or tiers of ceiling to provide for the ductwork.
10. Possibly use fretted glass on the front of the dais to give relief to all the wood in the room.
11. The door behind the Commissioners needs to be keycard access only.
12. Carpet will be installed in the Commissioners Room.
13. Provide an alcove on both sides of the recessed counter to provide for the two flags.
14. Install transom glass windows at the top of the rear solid wall of the Commissioners Room and Use wainscoting at the bottom so there is a continuous wainscoting around the room.
15. Provide ribbon glass windows in the doors at the rear of the Commissioners Room.
16. Have a frameless glass system for the partition off of the Atrium.
17. Look at an alternative to wood for the most part and use wood as an accent.

Mike will bring back alternative materials to the Task Force for its review.

18. Discuss with a/v consultant the capability of video cameras in the Commissioners Room and a monitor in the pre-function room and the Caucus Room.
19. A frameless glass door should be installed to the pre-function room.

Mike provided a layout of the Caucus Room for the Task Force to review. The Caucus Room will be primarily glass around the room with double doors leading into the room. An ADA accessible toilet room and a kitchenette unit will be built before entering the actual room. The ceiling will have a pitched look. The conference table will be located in the center of the room with a suspended light fixture over it. The intended use of this room is for the Commissioners to use it as a breakout room which can be rentable.

Comments/questions were:

1. The pattern in the carpeting should follow the geometry of the room and reflect the ceiling to give it unity.
2. Possibly have a conference room table which can be divided into four sections to provide for perimeter seating around the room.
3. Possible storage issues for break-apart conference room table.
4. Window coverings may be built-in roll down shades.
5. A flat screen or smartboard and connections to project wirelessly from a laptop to the screen will be installed in the Caucus Room.

The interior designer will be in attendance at a future Task Force meeting to show furniture packages. Mike will provide a pallet of materials for the architectural elements of the building and the inside of the building at the next Task Force meeting.

### **Schedule**

Rick DiSabatino of EDiS Company reviewed the schedule with the Task Force members and provided

milestone dates to be achieved for the project. There have been several discussions with Mayor Cooper and City Manager Lynn about the temporary facilities and working with USDA. USDA has reviewed the contract and has made some changes to it. Each bid package has to be sent to USDA for approval. Essentially, there will be five contracts that the City will have with contractors which will consist of the temporary facilities contract, demolition contract, site work contract, Parking Meter building contract and City Hall contract. The key dates are as follows: 1. September 2, 2015 – receive bids for the modular units. 2. September 14, 2015 - receive bids for the demolition and site work. 3. September 28, 2015 – begin demolition of tech services building. 4. October 5, 2015 – move staff from the Parking Department building to temporary spaces. 5. November 20, 2015 – move City Hall staff to modular trailers. 6. October 12, 2015 – demolish Parking Meter building. 7. October 26, 2015 – start new Parking Meter building. 8. November 13, 2015 – close the Convention Center. 9. April 29, 2016 – occupy new Parking Meter building. 10. November 25, 2015 – begin demolition of City Hall building. 11. October 29, 2015 – prepare to bid City Hall building. 12. December 11, 2015 – receive bids for City Hall building. 13. December 22, 2015 – start construction of City Hall building. 14. January 31, 2017 – open new City Hall.

A breakdown schedule will be provided by EDiS Company to the Task Force with the key dates in the 44 day period of time for delivering the modular units, setting up the infrastructure, move-in, etc.

Issues were raised with availability of parking, safety, etc. for venues leading up to the closing of the Convention Center of November 13, 2015. These issues will be discussed in more depth at the construction meeting to be held on August 12, 2015.

**REVIEW AND DISCUSS TASKS GOING FORWARD.**

Mike noted that the 3-D views of the Commissioners Room will be updated and possibly the Caucus Room. Samples will be provided for the architectural products for the exterior of the building and some of the options for the wainscoting for the interior.

**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 September 9, 2015 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 3:45 p.m.

**Respectfully submitted,**

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

**MINUTES APPROVED ON  
SEPTEMBER 9, 2015**

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**(Sam Cooper, Chairman)**