

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

**November 3, 2011**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 10:00 a.m. by Chairman Sam Cooper on Thursday, November 3, 2011 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

**ROLL CALL**

Present: Chairman Sam Cooper, Greg Ferrese, Stan Mills, Jim Ellison, Jim Horty, Ken Simpler, Keith Banks, Dawn Lynch

Absent: Pat Coluzzi

**Discuss process and steps to create a plan for improvements to the City Hall Complex.**

Chairman Cooper noted that the City had started an effort several years ago to look at the needs of the City and design for the future of the buildings which include the Police Department and Administrative Offices. This effort had then been dropped. Everyone involved still agrees that there is a need on behalf of the staff and City operations to find better, more adequate quarters. The effort of this Task Force is to put together a plan to move forward with something that can be constructed and financed in some way. Richard DiSabatino, Jr. of EDiS Company has been in contact with Chairman Cooper and is very interested in working with the City on the conceptual planning process. EDiS would be willing to be in attendance at a Task Force meeting to present what services it could provide. Chairman Cooper did not know if the information, which was assembled by Tevebaugh in the past, has any value; but this can be discussed. It would be helpful for the citizens present that they could take a tour this morning, particularly of the Police Department to see what is there and what the issues are. The Police Department has the most pressing needs and special requirements as opposed to the Administrative Offices. The idea would be for a new building because the existing building is so cut up.

Suggestions were made: 1. As a place to start before designing the project, have someone such as a space planner come in and lay out how everyone relates to each other and who works with whom on a regular basis. 2. Have the Task Force look at the analysis which Tevebaugh had produced in regard to the different departments. 3. In moving forward, the bathrooms in the main lobby of the Convention Center space are inadequate. 4. Modernizing and having the building code compliant and handicap accessible. 5. Connections between the departments are important and all of the people need to be interviewed. 6. Do not bring an architect in until it is known what the City's needs are. 7. Establish a needs list for each department in order to find out what type of space is needed for everyone. 8. Doing a quick overview of the existing facilities in regard to space and what is needed.

**Discuss items to be included on future agendas.**

Items to be included on the next agenda: Presentation by Richard DiSabatino, Jr. of EDiS Company.

**Set next meeting.**

The next meeting is tentatively scheduled for November 22, 2011 at 8:00 a.m.

There being no further business, Chairman Cooper declared the meeting adjourned at 10:46 a.m.

**Respectfully submitted,**

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

**MINUTES APPROVED ON  
NOVEMBER 28, 2011**

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**(Sam Cooper, Chairman)**