



Executive Session – 6:00 P.M. – Council Chambers  
Purpose: to discuss the evaluation of the Oberlin City Manager

**Minutes of the Oberlin City Council Work Session**  
Held on Monday, February 2, 2009  
6:30 P.M.

President Sonner called the work Session to order at 6:38 p.m. All members of Council were present for the meeting.

Rich Pontius, AIA, with RP Hughes Architects, Inc provided council with an overview of the City of Oberlin Master Facilities Plan. He advised that there were six sections in the report that he would address which included:

- Section 1–Master Facilities Planning Process
- Section 2–Demographic Projections
- Section 3–Facility Evaluations
- Section 4–Space Needs Projections
- Section 5–Improvement Phasing Plan
- Section 6–Implementation Action Plan

**Section 1 – Master Facilities Planning Process**

- ▶ **Formulated Planning Committee** – (Which was primarily made up of department heads.)
  - Belinda Anderson, City Clerk
  - Jeff Baumann, Public Works Director
  - Gary Boyle, Planning and Development Director
  - Steve Dupee, OMLPS Director
  - Tom Januzzi, Judge
  - Sandy Kohart, Clerk of Courts
  - Tom Miller, Police Chief
  - Eric Norenberg, City Manager
  - Eric Severs, Law Director
  - Salvatore Talarico, Finance Director
- ▶ **Evaluated Each Existing Building**
  - Prepared Existing Building Drawings (some field measuring)
  - Documented Existing Conditions –
- ▶ **Determined Space Needs For Each Department**
  - Obtained Feedback from Staff via Questionnaire – Received a 60-65% response.
  - Conducted Interviews with each Department to review responses received from the questionnaire.
  - Prepared Space Needs Projection based on those interviews.
- ▶ **Prepared Master Facilities Plan(s)**

- Prepared Phasing Plans for improving Spaces for next 20 years. Advised that the phasing plan was cumbersome and due to time limitations would not go into details at this juncture. He advised that most of the discussion would focus on Section 6 – Implementation Action Plan which would cover the phasing plan as well.

► **Prepared Implementation Action Plan(s)**

**Section 2 – Demographic Projections**

- 1990 Consensus: 8,191 Residents
- 2000 Consensus: 8,195 Residents
- 2007 Projections: 8,200 Residents

Note: The City hasn't grown much in the last 20 years or so.

What does this tell us?

- Population increases a few every ten years
- Resultant staff positions not anticipated to grow much
- Needs of the City staff and their respective departments is what is lacking, which is the purpose of conducting this study.

**Section 3 – Facility Evaluations (Sample provided in packet provided to Council prior to the meeting.)**

Methodology: Facility Evaluation describe the condition of each building per the following

► **Site Conditions:**

- General Facts:
  - Location
  - Current use
  - Area (acreage of site, sf. of building, each floor)
  - Number of Stories
  - OBC( Ohio Building Code) Use Group
  - Construction Type
- Parking/Sidewalks (staff parking, visitors, accessible)
- Landscaping
- Special Notes/ Historic Designation

► **Exterior:**

- Access to the Building
- Building Materials:
  - Walls
  - Roof
  - Trim
  - Drainage

► **Interior:**

- Structure
  - Foundation
  - Walls
  - Floors
  - Roof

- Windows
  - Doors and Hardware
    - Exterior Doors
    - Interior Doors
  - Finishes
    - Floors
    - Walls
    - Ceilings
  - ADA Accessibility
  - Signage/ Wayfinding (Can you find the front door?)
  - Fire Extinguishers
  - Other Observations (the good, the bad, the ugly)
    - Maintenance issues inside and outside of the building
    - Drainage systems.
- ▶ **Plumbing Systems (Description, Condition & Adequacy):**
- Water Service to Building:
    - Whether it's a Water Line (domestic)
    - Whether it's a Fire Sprinkler Line (if applicable)
  - Water Heater(s)
  - Plumbing Fixtures( including ADA Compliance)
    - Water Closets (thing you sit on)
    - Urinals
    - Lavatories
    - Sinks
    - Showers
    - Water Coolers
  - Gas services
- ▶ **Fire Protection System**
- ▶ **Heating Ventilating and Air Conditioning Systems:**
- Rooftop Units
  - Boilers
  - Air Handling Units
  - Heat Pumps
  - Furnaces
  - Condensers
  - Radiant Heating
  - Split Systems
    - For all units listed above they looked for:
      - Zones served
      - Type(gas or electric) size, age,
      - SEER Rating of a/c unit
- ▶ **Electrical Systems**
- Electrical Service
    - Service Entrance
    - MDP & Branch Panels (size, capacity, spares)
  - Exterior Lighting
  - Interior Lighting
  - Exit lighting ( Exit signs)

- Emergency Lighting
- Fire Alarm System
- Security Alarm System
- Security Cameras

► **Summary Comments/Recommendations**

- **City Hall** **21,298 sf**
  - Overall in good condition, except for some roof leaks
  - Some HVAC Rooftop units need replaced/upgraded
  - Could improve lighting fixtures to be more energy – efficient
  - Elevator needed to access Second Floor
  - Lots of wasted space
- **69 South Main Street** **9,254 sf**
  - Overall in Decent Condition but deficiencies are hidden
    - Egress from upper floors does not meet code
    - Storm drainage needs improvement
    - Water has infiltrated partial Basement
    - Elevator gives access for all floors but toilet rooms are not all ADA accessible
    - No fire system on third floor where storage is kept
- **Parks/Cemetery/Building Maintenance Division** **6,611 sf**
  - **Office/Maintenance Building** **1,900 sf**
    - Inadequate for staff use ( offices, work areas)
    - Building access by public is poor
    - Appearance to visiting public not desirable
    - Downspouts need to be connected to storm system
    - Site needs paved
  - **Vehicle/Equipment Storage Garage:** **2,996 sf**
    - Adequate for use
    - Building is expandable & could be winterized and there is space to expand
  - **Zavodsky House** **1,715 sf**
    - Adequate for use as a residence but not office space
    - Too cost prohibitive to convert into commercial space
    - Needs upgraded to meet code & ADA

Ashenhurst said he thought the Z-house was going to be a place used for making funeral arrangements, not for everyday office use. Pontius said that would be a possibility, but certain things would still need to be done to meet building code, ADA guidelines, and to make the building more aesthetically appealing for public access.

- **OMLPS** **15,200 sf**
  - **Administration Building:** **1,275 sf**
    - Adequate for use as office building
    - ADA, attic venting, storm drainage need improvement
  - **Technical Services Building** **4,475 sf**
    - Adequate for its various uses
    - ADA & Second Floor egress need improvement
    - Second Floor needs sprinklers to meet Code
  - **Distribution Warehouse** **7,050 sf**
    - Adequate for use for vehicle & equipment storage
  - **Distribution West Barn** **2,400 sf**
    - Adequate for use for vehicle( & equipment) storage

Note: Generation power Plant Building not a part of study

- OMLPS/ 297 South Professor Street House: 1,630 sf
  - Adequate for use as a residence but requires repairs & maintenance.
  - Not recommended for offices use – too many required upgrades to meet Code & ADA specification
  - Site could be best used for expanding OMLPS
- OMLPS/ Former GMD Buildings: 7,440 sf
  - Former GMD East Barn : 5,330 sf
    - In poor condition but can be salvaged for additional OMLPS vehicle & equipment storage.
      - Requires full exterior & interior renovation
      - New MEP Systems
  - Former GMD Block Building: 2,110 sf
    - Same as East Barn
  - Former Waterworks Site 5,760 sf
    - Waterworks Building: 3,720 sf
      - In decent condition and worth saving for new life and use
        - Would require full restoration
      - Currently used for storage
      - North Floor has collapsed – a safety hazard
- 205 Morgan Street House: 2,040 sf
  - Adequate for continued use as residence
  - Living areas in good condition but deficiencies exist
    - Landscaping overgrown
    - Storm drainage needs improved
    - Foundation walls deteriorating

► **Existing Facilities Area Summary**

- City Hall: 21,298 sf
- 69 South Main Street: 9,254 sf
- Parks/Cemetery/Building Maintenance Division: 6,611 sf
- OMLPS: 24,271 sf
- Former Waterworks Site: 5,760 sf
- Total Area of Existing Facilities: 67,194 sf**

Mr. Ashenhurst asked if the police station and the courts were included in the square footage for the City Hall. Rich Pontius confirmed that they were.

Ms. Soucy asked if the Water Works building was the red brick building across the driveway. Mr. Pontius said that it was.

Mr. Baumann said he noticed when the square footage for the Parks/Cemetery/Building Maintenance Division was itemized it came up to 6,611 sq. ft, but when summarized the same item showed 21,298 sq. ft. Mr. Pontius apologized for the error and confirmed that the correct amount was supposed to be 6,611 sq. ft.

Shirley R. Johnson asked if the Morgan Street address was going to be used as an office or not? Mr. Broadwell said he thought the recreation department was going to start utilizing the space. City Manager Norenberg advised that administration has ruled that option out based on Mr. Pontius's evaluation of the site as well as the Planning Commission's concerns with the cost of renovating the building. Norenberg advised that staff was currently in the process of reviewing alternative options and a report would be forthcoming.

**Section 4 – Space Needs Projections (Refer to sample space needs projection)**

► **Methodology: The Architects best estimate of areas needed now, in 2015 and in 2025, including the following:**

- Department description
- Location and Access
- Program Commentary
  - What works, what doesn't work, unique characteristics
- Current Program Areas
  - Tare Factor (Circulation, walls, mechanical rooms) – as is
- Needed Program Areas
  - Tare Factor (20% for 1- story; 25% for 2 – story buildings)
- Future Needed program Areas (2015 and 2025)
- Parking:
  - Staff
  - Visitors

► **Program Nomenclature:**

Mr. Pontius advised that the final report would go over this information (work station sizes) in greater detail later.

► **Department Space Needs Projection Summary ( Needs & Area)**

- **Clerks Office:** (square footage)
  - Current – 5,090
  - **Needed – 8,045**
  - 2015 – 9,295
  - 2025 – 10,545
    - Space increase has to do with the Expanded Records Storage.
- **City Council Office:** (square footage)
  - Current – --
  - **Needed – 200**
  - 2015 – 200
  - 2025 – 200
    - City Council Workroom
- **City Manager's Office:** (square footage)
  - Current – 1,418
  - **Needed – 4,855**
  - 2015 – 4,855
  - 2025 – 4,855

Mr. Baumann asked what was included in the City Manager's office. Mr. Pontius advised that the City manager's area increased from a 1,418 sq. ft. area to a 4,855 sq. ft area due to the following:

- Offices for Human Resource and IT
- Committee Meeting Rooms (3 @ 700 sf for up to 90 people conference style or approximately 140 theater style)

Mr. Ashenurst said the City Manager's detail for current/needed program areas shows that they currently do not have committee meeting rooms, what happened to Conference Rooms 1 and 2? Mr. Norenberg advised that Conference Room 1 was listed under his category at 256 sq. ft. and he believed that Conference Room 2 was listed under Public Works. Mr. Ashenurst asked if they were talking about 3 committee rooms that were 3 xs's the size of Conference Room 1. Mr. Pontius advised that they were, but it was important to keep in mind that this was for

citywide use of a municipal complex and had been assigned to the city manager for the purpose of this study. Mr. Norenberg advised that the rooms would be used to host City Council meetings in the future as well. Mr. Ashenhurst asked how big Council Chambers was. Mr. Pontius advised that it was 1,266 sq. ft.

- **Finance Departments:** (square footage)
  - Current – 2,246
  - **Needed– 2,705**
  - 2015 – 2,975
  - 2025 – 3,240
    - Future Offices
    - More efficient space for assistants
    - Space for auditors
    - File Storage
  
- **Law Director’s Office:** (square footage)
  - Current – 1,002
  - **Needed – 3,200**
  - 2015 – 3,335
  - 2025– 3,625
    - Law Director’s Office needs to be relocated back to 85 S. Main Street
    - Space for visiting Prosecutors & Administrative Assistants
    - Improved space for/ separating witnesses & victims
    - Conference Room
    - Active files/case storage
  
- **Municipal Court :** (square footage)
  - Current – 7,724
  - **Needed – 8,755**
  - 2015 – 11,365
  - 2025– 11, 605
    - Improve courtroom by separating jury box, flow of prisoners
    - Need Jury Meeting Room
    - Need Prisoner Holding Cells
    - Separate/Improved Probation Offices
    - Need Attorney – Client/Witness Meeting Rooms
    - Space for Future Magistrate & Support Spaces
    - Improve Overall Security/ Flow of People
    - Clerk of Court Future Deputy Clerks
    - Clerk of Court Copy/Workroom
    - Clerk of Court File Storage
  
- **OMLPS:** (square footage)
  - Current – 15,200
  - **Needed – 20,740 (Does not include GMD Building)**
  - 2015 – 22,380
  - 2025 – 24,530
    - Administration & Technical Services work closely & prefer to be connected or combined into one building
    - Neither accommodates visitors
    - Administration needs additional Map & File Storage
    - Technical Services needs additional Vehicle Storage, Toilet/Showers separated from Lockers and separate male and female
    - Distribution Division needs space for additional Vehicles, Equipment & Supplies as services increase

- Distribution needs appropriate Locker/Toilet/Showers
- **Planning & Development Department:** (square footage)
  - Current – 2,980
  - **Needed – 4,000**
  - 2015 – 4,265
  - 2025 – 4,535
    - Improve Reception area, Flow of staff and visitors
    - Current Conference Room is being used by the Residential Code Administrator
    - Enlarged Recreation Division Offices
    - Recreation Division Storage
    - General File/Drawings Storage
- **Municipal Complex Common Areas:** (square footage)
  - Current – None
  - **Needed – 880**
  - 2015 – 880
  - 2025 – 880
    - Don't have a good a good break room for staff
    - Unisex Toilet/Shower Rooms
    - Male/Female Locker/ Changing rooms needed
- **Police Department:** (square footage)
  - Current – 7,713
  - **Needed – 12,160**
  - 2015 – 18,345
  - 2025 – 20,345
    - Nearly everything in Building is Inadequate or Undersized
    - Separate offices (eliminate “cut-through”)
    - Need interview Rooms (in Lobby)
    - Need Public Toilets (in Lobby)
    - Enlarged Dispatch Center and relocated to prevent view to Jail
    - Separate Roll Call Room/ Training Room from use as a
    - Breakroom and video viewing done in the same space
    - Enlarge Male/Female Lockers/Toilets/Showers
    - Appropriate Storage Needed (i.e., Evidence Storage)
    - Shooting Range
    - Jail could be downsized; used for other program spaces
- **Public Works Department - Administration only (GMD Building is on a different site):**(square footage)
  - Current – 2,308
  - **Needed – 2,215**
  - 2015 – 2,215
  - 2025 – 2,215
    - This study primarily deals with Public Works Director, Jeff Baumann's Office
    - The Reception and storage functions
    - Assistant Public Works Director's Office
- **Public Works Department - Parks/Cemetery/Maintenance:**
  - Current – 4,670
  - **Needed – 10,930**
  - 2015 – 10,930
  - 2025 – 10,930
    - Improved/ Enlarged Chief Caretaker's office
    - Reception Vestibule
    - Family Meeting Room
    - Public Toilet

- Improved Staff Break room, Lockers/Showers
- Separated Equipment Repair Areas
- Additional Vehicle Storage for Vehicles Stored Off-Site

Ashenhurst asked if it were necessary to build a shooting range for the police department since there was a shooting range on the east side of town. Mr. Pontius advised that the current trend with police departments of similar size to Oberlin is to have an indoor shooting range or at least access to one. Ashenhurst asked if the storage area -for vehicles at the recreation complex - had been figured in the existing storage facilities square footage. Mr. Pontius advised that they didn't, they just accounted for the fact that there were vehicles stored offsite, but an existing facility evaluation had not been done. Mr. Ashenhurst said whether it is used for public works storage or not it should be part of the existing facility study. Mr. Pontius advised that he agreed and appreciated the feedback. He further commented that feedback like this was the purpose for meeting with Council. Mr. Rimbart advised that this was a lot of information and he wished that Council could have been permitted to provide feedback earlier in the process.

► **Department Space Needs Projection Wrap – Up Summary**

- Total area of all departments increase from where the City is today and what it will need is approximately 60%.
  - Current – 50,351
  - **Needed – 80,325**
    - Percent increase – 59.5%

► **Municipal Complex Parking Space Tabulation: Total parking spaces Currently Available: 110**

*This does not include the parking for the library or the parking on the street.*

▪ **Staff Parking**

- **Current – 88**
- Needed – 99
- 2015 – 117
- 2025 – 124

▪ **Fleet Parking (PD)**

- **Current – 14**
- Needed – 14
- 2015 – 18
- 2025 – 20

▪ **Total Staff & Fleet**

- **Current – 102**
- Needed – 113
- 2015 – 135
- 2025 – 144

▪ **Visitor Parking**

- Municipal Court:
  - **Current – 12 cars on a given day**
  - Needed – 28
  - 2015 – 40
  - 2025 – 44
- Other Departments: (planning department, finance, public works etc.)
  - Current – 28
  - Needed – 30
  - 2015 – 34
  - 2025 – 36

- Use 60% of others: **The potential for visitors for each department to show up on the same day is 60%. Formula for current spaces is  $28 \times 60\% = 17$ .** (Actual visitor parking needs on a given day).
  - **Current: 17**
  - Needed: 18
  - 2015: 21
  - 2025: 22
- **Total Staff, Fleet, Visitors**
  - **Current: 131**
  - Needed: 159
  - 2015: 196
  - 2025: 210

Mr. Ashenhurst said he thought they had a total of 103 people on staff not 88. Mr. Rimbert asked which departments were included in this figure. Mr. Pontius advised that the City personnel included those from 69 S. Main Street and 85 S. Main Street (including the courts). Mr. Ashenhurst asked how many people were in the municipal court. Mr. Pontius advised that the figure included 17 employees. City Manager Norenberg advised that he would double check on the numbers.

Mr. Baumann asked if it were true that they had 14 police cars at the complex. Mr. Pontius advised that they had (9) marked cruisers, (3) unmarked cruisers, (1) canine unit, and the Chief's car, which totaled (14) cars altogether.

- Based on the space need study the additional spaces needed for parking are as follow:
  - Current: +21
  - Needed: +49
  - 2015: +86
  - 2025: +100

### Section 5– Improvement Phasing Plan

Pontius advised that he was going to skip the Improvement Phasing Plan which was a detailed description of the phases (by year) for implementing the Master Facilities Plan according to space needs projection.

### Section 6 – Implementation Action Plan (IAP)

IAP is an executive summary of the chosen Improvement Phasing Plan including cost/budgets and the timeline for executing each Phase from now through the 20-year planning period.

- Includes a summary description of each phase.
  - Schedule:
    - Design and Bid                      2010
    - Construction:                      2011
    - Occupy:                              Early 2012
  - Calendar showing phases
  - Department Improvement Timeline (year(s) for improvement)
  - Building Improvement Timeline (year(s) for improvement)
  - Funding Options
  - Next Steps
- ▶ **Three Master Plan Scenarios** (See detail Report on file at the Clerks office).
- **Master Plan Scenario A: All Departments remain in their current location:**

- Phase I – 2009/2010: \$320,000
  - Establish Records Administration Division
  - Add Elevator to Second Floor
  - Add Jury Room
  - Add Records Storage Workroom on Second Floor
  - Repair City Hall Roof & HVAC System
  - Renovate Finance Department Lobby
- Phase II – 2009/2010/2011: \$5,615,000
  - Expand City Hall & Municipal Court to Needed Area(addition)
  - Establish City Council Office
  - Establish Municipal Complex Common Areas
  - Construct 50 – Car Parking Garage
- Phase III –2010/2011/2012: \$890,000
  - Expand Planning and Development to 2025
  - Renovate/Expand Finance Department
- Phase IV – 2011/2012/2013: \$2,445,000
  - Expand Cemetery/Parks/Bldg. Maintenance Division to 2025
- Phase V – 2012/2013/2014: \$2,645,000
  - Expand OMLPS to 2025
- Phase VI – 2013/2014/2015
  - Expand City Hall, Police Department and Municipal Court to 2015
  - Expand Parking Garage (additional 25 cars/ add a 2nd level)
- Phase VII – 2023/2024/2025 \$1, 850,000
  - Expand City Hall, Police Department and Municipal Court to 2025
  - Expand Parking Garage(additional 25 cars/ add a third level)
- **Total Projected Cost: ( in the next 20 years)** **\$17, 590, 000**
- **Master Plan Scenario B: Move Police Department Off – Site:**
  - Phase I – City Hall essentially stays the same \$275,000
  - Phase II – 2009/2010/2011:
    - Construct new Police Department off site to 2015
    - Expand City Hall & Municipal Court to needed areas
      - Smaller addition, less renovation, less inconvenience.
    - Establish City Council office
    - Construct 50-car parking garage
  - Phase III, IV, and V – would stay the same.
  - Phase VI – 2013/2014/2015 – cost not as significant
    - Expand Police Department to 2015
    - Expand Parking Garage (additional 25 cars/add a second level)
      - Or secure additional surface parking.
  - Phase VII – 2023/2024/2025
    - Expand Police Department to 2025
    - Expand City Hall & Municipal Court to 2025
    - Expand Parking Garage (additional 25 cars/ another level)
      - No need for a third level during this phase like in Scenario A.
  - **Total Projected Cost: ( in the next 20 years)** **\$16, 950, 000**  
 Cost is approximately a million dollars less than Scenario A.
- **Master Plan Scenario C: Move Police Department & Municipal Court Off-Site:**

Planning Commission wanted to have both Police Department and Municipal Court off-site together, they were concerned with safety issues associated with separating the two.

- Phase I – A – 2010/2011/2012: City Hall stays the same \$9,400,000.
  - Would still have the use of the jury room for temporary use until the larger facility was built.
  - Don't need to add an elevator (if it's used for storage) would only need to use a dumbwaiter
  - Move Police Department and Municipal Court off site.
  - What are the advantages?
    - Both Departments stay together
    - Frees up space in City Hall; no expansion required
    - Finance Department can move to City Hall
      - ◆ No expansion at 69 South Main Street Building
      - ◆ Recreation Division moves to existing Finance Space
    - Could move City Hall front door north side at parking
    - No parking garage required at the municipal complex
    - Minimal construction headaches
  - What are the disadvantages?
    - Police and Municipal Court may not be downtown
    - Would push back future phases
- Phase II – 2011/2012/2013:
  - Continuation of Phase I
- Phase III, IV, and V – don't change that much.
- Phase VI and Phase VII are completed in Phase II.
  - **Total Projects Cost: ( in the next 20 years) \$16, 950, 000**

► **Next Steps:**

1. Finalize Master Plan Scenarios & Facility Evaluations
2. Determine Funding Options(s) for chosen Scenarios
3. Print Final Report
  - Present Final Report to City Council for acceptance
4. Initiate Phase I
  - Prepare for future Phase(s)
5. Revisit Master Facilities Plan every 3 to 5 years
  - Confirm Department Space Needs Projections
  - Confirm funding availability for executing future phases.

Mr. Peterson advised that he understood the justification for expanding the current space with what was needed but he didn't understand the justification for other "2015" and "2025" expansion projects. He said that based on the demographic projections, which averages approximately 4.5 people every 10 years, he had a hard time seeing the need for the latter expansion projects.

Ms. Soucy concurred with comments from Mr. Peterson. She said it would be difficult for her to imagine the need for further expansion projects as well if the demographics stayed static. Soucy advised that one of the things that they needed to target was how to adapt to a static demographic that is changing in terms of age, how they live their lives, and so forth. She said that Council's decision should be made based on how those changes will impact the lives of the 8,000 people who live in Oberlin.

Mr. Rimbart asked when the final report would be done. Mr. Pontius advised that it could be done in a couple of weeks, but he would prefer to have another meeting with Council before it was submitted. He felt it was necessary to go over the details of the space projection needs, which would provide an explanation as to why the figures were so high. Mr. Rimbart said that was a good idea, because this was a lot of information to absorb. Rimbart added that he hoped administration had taken the time to prioritize the projects that were of greatest importance. He felt this was a large project that was going to take some time and an agreement should be reached as to which projects should be worked on first. Mr. Pontius advised that the phases do prioritize which projects are seen as being the most important.

Mr. Broadwell asked if they had factored in future growth of city employees as well. Mr. Pontius advised that they had but those figures would be forthcoming in the final report.

Mr. Ashenhurst said that he hoped that Council could get a draft report (with details) to comment on, before a final report was done. Mr. Ashenhurst said he had also hoped that further discussion could take place regarding the issues of handicap bathroom accessibility on every floor, at the 69 South Main Street address. He thought that they had put the elevator in at the location originally to fulfill the handicap accessibility requirements and had deliberately made the determination that given the use of that facility by handicap individuals, they didn't need handicap lavatories on every floor. Mr. Pontius advised that the code required that 50% of the cost of a renovated building must go towards ADA improvements, so by the letter of the law, the City met all requirements. His report is just commenting on what they were seeing without understanding the history. Mr. Ashenhurst asked if this were an additional cost factor in the project at this time. Mr. Pontius said it was an additional cost factor in the project but was one offered as a suggestion not a necessity. Pontius advised that it was his opinion that if they were going to further renovate the building they may as well make it 100% ADA accessible. Mr. Ashenhurst asked if it were possible to look at the parking facility project as a separate item from the Master Facility Plan. Mr. Pontius advised that that was a possibility. Mr. Ashenhurst asked what percentage of the project cost was from parking. Mr. Pontius advised that the amount set aside for parking renovations was approximately \$2 - \$3 million dollars.

Ms. Soucy asked if any thought had been given to how property located at 205 Morgan Street should function as a residence. Mr. Pontius said they didn't get quite that far, they were just saying that the location was great as a residence but they wouldn't use it as an office space.

Mr. Norenberg advised that this was a great deal of information to digest at this time and he was in favor of drawing up a draft report as suggested earlier as well as in favor of scheduling another meeting at a later date.

Mr. Baumann said that 30 years ago the population of Oberlin was about the same as it is today. Based on the information before Council at this time it would appear that City hall has been approximately 60% short on space during that time. He further advised that the amount of space being recommended at this time was far beyond anything that the City could afford. Broadwell added that not only was it far beyond what the City could afford but it was also far beyond what the city needed.

Mr. Pontius advised that the purpose of this study was to examine what the space needs for the city was. If the city could afford it then great if not then they would move on, but at least the City would know what their needs were.

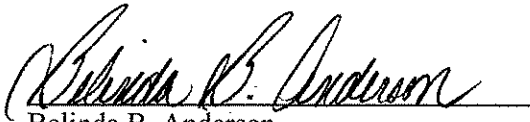
Tony Mealy, Oberlin resident, asked who was on the planning committee for this project. Mr. Pontius advised that the subcommittee consisted of all City Department heads. Mr. Mealy said that he was curious to know why consideration had not been given to relocating City hall administrative offices from the downtown area. He said that it made sense to keep the police department, the courts, and maybe even the finance department downtown but the other offices could be moved elsewhere.

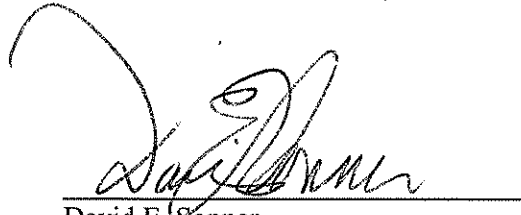
Sigrid Boe, Oberlin resident, advised that the highest population in Oberlin was in 1970 and they were close to 9,000 people in town at that time. She advised that the permanent residents of this community made up less than 6,000 of the population while the students make up an additional 2,700. She added that it would be interesting to

see where the census really is, at this time, especially given that 47 home had been foreclosed on in this year alone causing many families to relocate elsewhere.

Being that there was no further business to come before Council the work session adjourned at 7:57 p.m.

**Attest:**

  
Belinda B. Anderson  
Clerk of Council

  
David E. Sonner  
President of Council

**Approved: 2/17/2009**

**Posted: 2/18/2009**

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