



Minutes of the Oberlin City Council Work Session

Held on Monday, May 4, 2009

6:00 P.M.

Purpose to hear and discuss a report from RP Hughes regarding the City of Oberlin's Master Facilities Plan.

President Sonner called the Work Session to order at 6:00 PM. All members of Council being present.

Public Works Director, Jeff Baumann introduced Members of Council to City of Oberlin New Hires; Buildings & Grounds Superintendent Dennis Cuthbertson and City Engineer Randall Roberts.

Council heard a report from Rich Pontius, RP Hughes Architects, Inc., on the City of Oberlin's Master Facilities Plan.

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■ Section 1 – Master Facilities Planning Process

- Formulated Planning Committee
- 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
 - Conducted Interviews with Each Department
 - Prepared Space Needs Projection
- Prepared Master Facilities Plan(s)
 - Prepared Phasing Plans for Improving Spaces for next 20 Years
- Prepared Implementation Action Plan(s)

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■ Report Table of Contents

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

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■ Section 4 – Space Needs Projections

Space Needs Projections Area Summary:

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
Total Area				
All Departments:	50,351	80,325	91,040	99,145
Percent Increase:		59.5%	13.3%	8.9%

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■ Section 4 – Space Needs Projections

Municipal Complex Parking Space Tabulation:

Total Parking Spaces Currently Available: 110

	<u>Current</u>	<u>Needed</u>	<u>2015</u>	<u>2025</u>
● Staff Parking:	88	99	117	124
● Fleet Parking (PD):	<u>14</u>	<u>14</u>	<u>18</u>	<u>20</u>
Total Staff & Fleet:	102	113	135	144
● Visitor Parking:				
■ Municipal Court:	12	28	40	44
■ Other Departments:	28	30	34	36
■ Use 60% of Others:	<u>17</u>	<u>18</u>	<u>21</u>	<u>22</u>
Total Staff, Fleet, Visitors:	131	159	196	210
Additional Spaces Needed:	+21	+49	+86	+100

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■ **Section 6 – Implementation Action Plan**

What is the Implementation Action Plan? 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.

- 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

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■ Section 6 – Implementation Action Plan

3 Master Plan Scenarios:

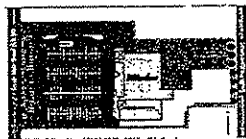
- Scenario A:
 - All Departments remain in their current location
- Scenario B:
 - City Hall & Municipal Court remain Downtown
 - New Police Department Building constructed Off-Site
- Scenario C: *This scenario was not included in Draft*
 - City Hall remains Downtown
 - New/Combined Police Department & Municipal Court Building constructed Off-Site
- Scenario C.1 – Move Police Department & Municipal Court to Station Square / Missler's Property

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■ Section 6 – Implementation Action Plan

Why move to Station Square/Missler's Property?

- Existing (20,000 sf +/-) available (29k total)
- Easy site access to Main Street
- Parking for 184 cars
- Rear access for secure PD parking
- Good condition (15 years old)
- Open span / few interior walls
- Roof-mounted HVAC equipment
- Fully sprinklered with fire alarm system



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■ Section 6 – Implementation Action Plan

3 Master Plan Scenarios – Project Cost/Budgets:

- Scenario A: \$17,590,000
 - All Departments remain in their current location
- Scenario B: \$16,950,000 *
 - New Police Department Building constructed Off-Site
- Scenario C: \$16,950,000 *
 - New/Combined Police Department & Municipal Court Building constructed Off-Site
- Scenario C.1: \$11,000,000 +/- **
 - Police Dept. & Municipal Court move to existing building

* Significantly less if the Police Department and/or the Municipal Court relocated to an existing building

** Would require Feasibility Study to determine budget ±

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■ Section 6 – Implementation Action Plan

Next Steps:

1. Finalize Master Plan Scenarios (& Facility Evaluations)
2. Determine Funding Option(s) for chosen Scenario
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

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President Sonner asked how the current police station would be used if the department were to relocate to the Missler's location.

Mr. Pontius advised that the sally port could be used for record storage among other things. The roll call area, conference rooms, jail cells, and communication center could be easily adapted, to make accommodations for additional office space. At this time it had not been determined which offices would move into the location. In the plans consideration had been given to expanding the second floor for additional storage space. In relocating to Missler's this would not need to be done, since there was plenty of space available in the port.

Ms. Soucy asked if there would be a holding cell at the Missler's site. Police Chief Miller advised that they would only require about four holding cells.

Ms. Soucy advised that she would like to hear what the pros and cons would be to moving off-site, from both Judge Januzzi and Chief Miller. Both Januzzi & Miller advised that they were in support of the move. Judge Januzzi added that the pros of relocating are having the opportunity to start a renovation from scratch. He advised that the Supreme Court has some specific requirements for how a court should be designed. Relocating would allow the City an opportunity to correct some of the areas where the current design fell short. The cons of relocating would be the walking distance to the downtown area.

Mr. Pontius advised that they were still trying to determine if it would be more beneficial for the Law Director to relocate to the Missler's location or to stay at the current site. He advised that their space needs requirements were so small that it could swing either way.

President Sonner advised that according to the study, the combined space needs for both the police department and the courts is approximately 20,000 square feet, which is comparable to Missler's space needs. He asked had there been any discussion with regards to the remaining 9,000 square feet, currently occupied by CVS.

Ted Bower, owner of the Missler's property advised that he has had several conversations with Mr. Pontius as well as with the current tenants and in all likelihood that space could become available in the future.

Mrs. Soucy asked the architect to elaborate on how the gas holder building would be protected. She advised that she would hate to see the significance of that structure overshadowed by the proposed construction. Mr. Pontius advised that the gas holder building had not been looked at, at this time. Public Works Director, Jeff Baumann advised that in terms of how the structures relate to each other it is possible that improvements would not only be made to the interior of the building but to the exterior of the building as well. He advised that they would work with the architecture to ensure that both buildings could work together better, focusing primarily on architectural features and landscaping.

Mr. Ashenhurst advised that he was surprised to find that what is needed in terms of space was so much more than what is currently used. He asked how those numbers were reached. Mr. Pontius advised the information was provided to them by staff, the planning committee, and past experience.

Mr. Ashenhurst advised that he was surprised to see that so much space was needed for conference rooms and storage (since a great deal of the records were being scanned at this time). Mr. Pontius advised that it

was his understanding that the conference rooms were suggested to account for larger training sessions as well as for City Council meetings that spilled over into the overflow. He advised that the space needed really hadn't increased all that much if you added all the spaces together. He explained that though there had been some discussion with regards to moving towards electronic records, there was no resolution therefore the anticipated space needs had been determined based on paper files.

Mr. Rimbart advised that he had concerns with shifting the courts and the police station away from the downtown area. He felt that the move could negatively impact the local merchants. He asked how much the Missler's building was going for at this time and what the anticipated cost for renovation was projected to be.

Mr. Pontius advised that they hadn't discussed cost at this time but it was his understanding that the owners were more than willing to work with the City. He further advised that a five minute walk- in his opinion – to save millions of dollars, was a small sacrifice. He advised that on a more positive note by relocating to the Missler building, this could be a way of extending the downtown area further south.

Mr. Norenberg advised that the reason why he asked Rich to address the Missler building was because a couple of Council Members had suggested that they take a look at it. He advised that they had not discussed numbers with the owners; this was merely mentioned to imply that an alternative location was being considered. He advised that since Gary Boyle, Director of Planning and Development was available at this time, it might be a good idea to get his opinion on how this might fit into the City's comprehensive plan.

Gary Boyle advised that the Comprehensive Plan talks about encouraging City wide uses in the downtown core. He advised that several years ago, Council Members decided that the downtown area shouldn't end at Vine Street but at Groveland, and the last Downtown Revitalization plan recognizes this decision. The comprehensive plan does look at the potential for development particularly in this area. The location is relatively close to downtown, and the added benefit is the availability for parking.

Mr. Boyle added that his department is one that is split up more than anywhere else and he can attest that there are some serious space issues. He further advised that usually when people come to Municipal court they are there for court appearances and he didn't see those people making a social or business outing downtown at a restaurant.

Mr. Broadwell advised that he liked the idea of having the police station and the courts moved offsite, mainly due to the freeing up of space and the \$11 million dollar price tag. He advised that he would like to get more of a breakdown on Scenario C.1., at some point..

Mr. Ashenurst asked what was expected of Council at this time. Mr. Norenberg advised that this information provided them with a road map that helps to plan for future development. At some point this Council would need to establish some priorities.

Mr. Sonner advised that maybe they can start by omitting the scenarios that Council was not interested in.

Ms. Soucy advised that she would like to work with an expansion or renovation that was closer to the downtown area.

Tony Mealy, Oberlin resident asked what would happen if City Hall had to move out of the POD tomorrow, due to the steady growth of the courts and police department. He advised that City Hall could move to Missler's or to AAA, it wasn't necessary to have the courts move. He explained that Council Chambers is primarily used by Council for City Council meetings and during the day it wouldn't be used at all. He asked if the City really had \$11 - \$17 million dollars to do these renovations. He couldn't believe that anyone's priority would be to move the courts and the police department from its current location. The proposals were too expensive and just didn't make sense.

Mr. Pontius advised that the cost is reflective of the square footage needed to fulfill the space needs requirements. He advised that regardless of whether City Hall administrative offices moved or the Courts and the Police Station moved it would still cost the same amount of money to reach the 80,325 sq footage needed to fulfill the space needs requirements.

Mr. Ashenhurst asked how much of the current 50,351 square feet belongs to City Hall. Mr. Pontius advised that currently the building occupied 21,298 square ft.

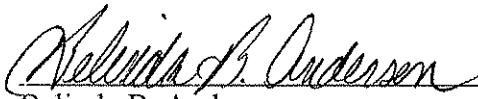
Mr. Ashenhurst suggested that Council should consider options C and C.1.

Law Director Severs advised that no formal action could be taken during and work session and suggested that a motion be put forth at the Regular City Council meeting.

Ms. Soucy asked when they would have some figures on the Gasholder project, would it be two months, three months? Mr. Norenberg advised that it would be a little bit longer than two months. One of the things that had stopped on that process had to do with the need for clarity of what will happen in the building. Once that is done they should be able to move forward with the design team, vision council meetings, and fund raising options.

Being that there was no further business to come before Council the Work Session adjourned at 7:30:11 p.m.

Attest:



Belinda B. Anderson
Clerk of Council



David E. Sonner
President of Council

Approved: 5/18/2009

Posted: 5/19/2009

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