

Session 11-05 A Regular Meeting of the City Hall Renovation and Expansion Task Force was called to order at 5:05 pm on April 18, 2011 by Chair Rick Abboud at City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: JO JOHNSON, CITY CLERK, RICK ABOUD, CITY PLANNER; AND REGINA MAURAS,
FINANCE DIRECTOR
COUNCILMEMBERS FRANCIE ROBERTS, BETH WYTHE

KEVIN HOGAN (ABSENT)

STAFF: DEPUTY CITY CLERK RENEE KRAUSE (ABSENT)
PUBLIC WORKS DIRECTOR CAREY MEYER
CITY MANAGER WALT WREDE

CONTRACTOR: TODD STEINER, STEINER'S NORTH STAR CONSTRUCTION, INC.

ARCHITECT: SCOTT WORTHINGTON, ARCHITECTURAL PROJECT MANAGER
BEZEK DURST SEISER

APPROVAL OF THE AGENDA

Chair Abboud requested a motion to approve the agenda.

WYTHE/JOHNSON – MOVED FOR APPROVAL OF THE AGENDA AS PRESENTED.

There was no discussion or comments.

The agenda was approved by consensus of the Task Force.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA *(3 Minute Time Limit)*

There were no comments or questions on items on the agenda.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting March 21, 2011

Chair Abboud requested a motion to approve the minutes.

JOHNSON/ROBERTS – MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

The minutes were approved by consensus of the Task Force.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

(Chair set time limit not to exceed 5 minutes)

A. Talking Points dated April 18, 2011 submitted by Carey Meyer

Chair Abboud introduced the report and requested a motion to discuss.

JOHNSON/ROBERTS – MOVED TO DISCUSSION THE TALKING POINTS BY CAREY MEYER.

There was no discussion.

The motion to discuss was approved by consensus.

Mr. Meyer gave a summary on the progress to date on the following:

- Design team proceeds with 35% design
- Continued meetings with design team and staff
- 35% drawings prepared
- 35% cost estimate prepared
- Condition Use Permit application prepared
- Overhead relocation coordinated with Utilities

Implementation of Task Force direction/staff suggestions:

- Window configuration in new building was changed to accommodate seismic requirements
- Lunchroom location and size
- Public Area configuration
- Exterior Treatment of existing building

Discussion about 35% Drawings

- Floor plan – room layout and access
- Mechanical – Heating and ventilation
- Electrical – Lighting
- Civil Site Plan – Parking and Drainage

Discussion About 35% Cost Estimate

- Overall comparison with 10% budget
 1. Building Expansion
 2. Renovations
- Energy Efficiency Improvements
 1. Lighting Upgrades
 2. Removal of electric heat source
 3. Replacement of air handler

Where do we go from here? Following is his vision of the rest of the project design schedule to start of construction.

Project Tasks	Original Schedule	Current Schedule
Pre-Construction Services Agreement Signed/NTP	February 1, 2011	Done
Preliminary 10% Design Complete	February 21, 2011	Done
Final 10% Design Complete	March 1, 2011	Done
35% Design Complete	April 11, 2011	April 18, 2011
Task Force Meeting 65%		May 16, 2011
Foundation Site Civil Construction Begins	June 1, 2011	May 15, 2011
Task Force Meeting 95%		June 13, 2011
100% Design Complete	June 27, 2011	June 30, 2011
Building Expansion/Renovation Begins	August 1, 2011	August 1, 2011
Building Shell/Utility Service/Heat Complete	October 15, 2011	November 1, 2011
Occupancy Ready	February 15, 2012	April 1, 2012

Chair Abboud inquired if there were any questions regarding the staff report information.

Mr. Meyer responded to questions from the task force on siding and painting, replacement of windows and the line item designated as staff salary.

PUBLIC HEARING *(3 minute time limit)*

There were no items for public hearing.

PENDING BUSINESS

A. Department Staff Input on Proposed Renovations and Addition

There was no motion to discuss. Chair Abboud requested comment from Mr. Meyer.

Mr. Meyer explained that a member from each department and interested staff members attended a meeting held Friday afternoon. The discussion included comments and requests that made a small impact to the plans but were a huge impact to the staff involved.

He further explained that the drawings presented were pre-35% and since those drawings revisions including the staff comments have been produced. He expects that comments or changes from the meeting today will be added.

There was no further discussion.

NEW BUSINESS

- A. 35% Design Concept
 - 1. Conceptual Exterior Designs of New Building
 - 2. 35% Conceptual Plans
 - a. Page C2 Civil - Parking and Site Improvements
 - b. Page C3 – Drainage Improvements
 - c. Page A1.1 – Existing and Demolition First Floor Plans
 - d. Page A1.2 – Existing and Demolition Second Floor Plans
 - e. Page A2.1 – First Floor Plan
 - f. Page A2.2 – Second Floor Plan
 - g. Page A3.1 – Building Elevations
 - h. Page E2.1 – Electrical First Floor Remodel Plan
 - i. Page E2.2 – Electrical Second Floor Plan
 - j. Page E3.2 – Electrical Details
 - k. Page M2.1 – Mechanical First Floor Remodel Plan
 - l. Page M2.2 – Mechanical Second Floor Remodel Plan
 - m. Page M3.1 – Mechanical Enlarged Plan and Schematics
 - n. Page M3.1 – Mechanical Enlarged Plan and Schematics

Chair Abboud requested to morph into the 35% design without a motion.

Mr. Scott Worthington started the fly around with the new planning department showing enlarged offices, widening the corridor to accommodate a seating/waiting area for planning. The building storage was flipped over to the other side. He further offered additional design option that uses the space better which included a reception counter. It was requested that the waiting area be outside the office area similar to the clerks. The larger open central space will be used for storage, Plat tables, counter space, etc.

Mr. Worthington addressed the changes to the second floor and it was agreed to remove the shower and just enlarge the restroom area. The small restroom in finance would be removed and the area turned in a small coffee drink service area. The current public restroom will be closed off and designated for employee use. The restroom in the Public Space will be accessible from the new lobby waiting area.

A portion of the reception desk will be remodeled and lowered to accommodate a sitting/wheelchair accessible counter for persons needing to sit or are in a wheelchair.

JOHNSON/WYTHE – MOVED TO REMOVE THE SHOWER FROM THE PLANS.

There was no discussion.

The motion to remove the shower was approved by consensus.

Mr. Steiner pointed out that removal of the shower will save approximately \$5000 but the items requested such as the renovations of the small bathroom etc., add approximately \$10,000.

WYTHE/ROBERTS – MOVED TO NOTE THAT EVEN THOUGH THEY ARE SHOWN ON THE DRAWINGS THE COST OF THE PARTITIONS ARE NOT INCLUDED IN THE CONSTRUCTION COSTS.

There was a brief discussion on the partitions and costs involved.

There was no vote noted or approval by consensus of the motion.

A brief discussion on the cost of a proposed door from the existing council chambers to the new conference room in the planning department. This would be to allow council access to a quiet, close place to hold discussions in executive session. The cost is estimated to be approximately \$1500-\$2800.00 dollars. Doors may make the room less user friendly for Planning. Mr. Worthington offered suggestions on door placement.

A lengthy discussion on using the small conference room in the Public Space is designated as the Mayor's office ensued. It was agreed that it was best as a conference room and could be used as office in the future if needed.

It was noted that the existing door (V3) into room 206 (new finance office) be left as is to save funds for something else.

A discussion was held on the exterior entrance to the planning department and approach from the parking lot, the new parking lot configuration, drainage, green space, entrance into the parking lot from Kachemak Way will be reduced to one; storm drainage will be green space that is maintained, removal of the concrete curb and gutter to allow sheet flow which aides in snow removal also; the proposed rain garden could be better located in two other locations that were preferred by the Soil & Water Conservation. The patio area suggested outside of planning would be preferred relocated near the breakroom; location of the Fuel Oil tank was still to be determined; possible pedestrian connection to the college from the city hall with an approximate cost of \$15,000; and dumpster enclosure.

The Task Force discussed setting dates for the next two meetings and agreed to May 16, 2011 and June 13, 2011 as recommended by Mr. Meyer.

Mr. Steiner wanted confirmation on the additional monies required before proceeding to the 65% design. He is required to submit to the Fire Marshal in a few weeks and he wants to know that the funds are available for the building they are designing since they are expecting to break ground the first of June. Ms. Wythe deferred to the City Manager who recommended that an Ordinance be presented at the May 9, 2011 Council Meeting to appropriate the funds necessary for the project. Council did discuss this point and there was only one dissenting vote at the time on using the funds.

There was no further discussion.

B. 35% Conceptual Design Budget

There was no discussion on this agenda item. Any questions and discussion was included in New Business.

INFORMATIONAL MATERIALS

A. Memorandum dated April 13, 2011 Re: proposed Project Schedule and Meeting Agenda Items

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There were no comments from the audience present.

COMMENTS OF THE CITY STAFF

There were no comments from City Staff.

COMMENTS OF THE CHAIR

Chair Abboud commented that if they needed the Task Force prior to the next meeting to give them adequate notice and they can meet to discuss anything that is needed.

COMMENTS OF THE TASK FORCE

Ms. Roberts commented that meeting in one month was adequate; she thought they were accomplishing a lot at these meetings and was satisfied with two more meetings to finish their process.

Ms. Mauras commented that she wanted to thank the design team for all their hard work; that it was really nice to conceptually see everything and including all the staff input.

Ms. Wythe echoed Ms. Mauras comment that the design team has done a great job; and they have plenty of task masters and putting together all the information; they have done a very good job taking the essence of that and transferring it into the drawings and providing input and visuals are a big help.

Ms. Johnson agreed that the design team has listened to the staff and they are right on task. Thank you.

ADJOURN

There being no further business before the City Hall Renovation and Expansion Task Force Chair Abboud adjourned the meeting at 6:53 p.m. The next Regular Meeting is scheduled on May 16, 2011 at 5:00 p.m. at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____