

Meeting Notes
City Hall Building Renovation Committee
Roeland Park, KS
December 29, 2009
at Roeland Park City Hall

Added notes from meeting agenda to meeting notes in italics

(Attendees: John Carter, Debbie Mootz, Chief Taylor, Councilperson Gregory, Councilperson Marek Glinieki, Mark Mauer and Brian Hancock (Henderson Engineering), Joel Marquardt (GWHA))

I. General

- a. Scope of work to generally remain as presented to City Council on December 14th – *generally, yes*
- b. Building Code – use 2003 IBC (vs. the possibility of the 2009 conversion in future)- *yes*
- c. No occupancy separations necessary, Corridors need not be rated per Mike Flickinger
- d. Plumbing Counts –Mike said toilet counts are good and he need to verify lavatories
- e. Design team to work within existing design fee *through Design Development, although it is not proportionate to the increased budget – yes the team is to do what it can given the existing fee. Only one more design fee amendment is desired, and it should take the project through construction.*
- f. *After the meeting, Mike found in the existing building code that no changes to the existing stair handrails are necessary.*

II. City – Guiding Principals

- a. Distill to a few words and/or a phrase – *Although no specific words or phrases were voted on, it appeared that all present accepted the following words as good descriptors: Smalltown Community - Family Friendly (and Safe); Sustainable (including walkable), Responsive*
- b. Relate to Project Design
 - i. Exterior of Existing Building and Sallyport – *Although an EIFS skin with a sand-entrained paint finish will likely prove less expensive, GWHA will also look into a metal skin outside the insulation. This may end up being an alternate. The metal will likely have a silvery finish such as zinc or stainless, with a dark trim, such as black to represent the police department.*
 - ii. Lobby Walls, Floors and Ceilings – *Light and possibly colorful is desired as it may represent friendly or family friendly, but not overly bright primary colors so as to look like playground material.*

III. Areas of Design Development focus

- a. Sallyport Wall Sections and Elevations roof integration

- b. 1st Floor east plan changes per Chief Taylor, plus Judges Desk – *Chief and Joel reviewed plan options and changes to judges area and office. Bullet-proof windows are not necessary per the Chief, but OK if not too great a cost to provide. No presentation station is desired by the Committee. Only an overflow projection screen on the north wall and a laptop connection for the Court Clerk is desired. The Chief wants to see the Court Clerk next to the judge and ideally at the same level. This will likely mean the east wall of the existing court room will be the east wall of the new court room.*
 - c. 2nd Floor east Council Chamber, dais and Walls – *AV presentation by HEI was given. Debbie will work with Joel and HEI to define the characteristics desired in the Council Room audiovisual equipment. This will be necessary for Joel to provide preliminary designs of a dais. Brian showed examples of the Blue Springs and Lee’s Summit School Board diases and assembly spaces. All present agreed that the solid surface material and general set up of the Blue Springs Room looked good. John and Debbie stated that having the City Administrator, Clerk and Attorney facing the council up next to the dais was not desired and that the design should incorporate an extended leg of the dais at the same level as council along the north wall for each of them. Joel noted that this may reduce the seating by 7 or more in the Council Room. There will only be one presentation station and it will be adjacent the south end of the dais. HEI strongly recommended using a single 4’-0” high projection screen near the front of the dais. Brian said a good rule of thumb is that the height of the screen x 6 is an acceptable distance away from the screen and x 3 is better, especially when using Excel-type spreadsheet information. Joel noted that will only about 20” from the bottom of the joists to the bottom of the existing 7’-11” ceiling, there may not be enough space.*
 - d. 3rd Floor east Locker Room, Evidence and Gun Lockers – *Chief provided equipment cut sheets of selections to use. The Men’s Locker is to have a set of 9 lockers along the north wall and 7 lockers along the south. The Women’s is to have 7 lockers along it’s south wall (the locker rooms are about the same size), the Sallyport and Detainee Corridor will each have a 6-gun gun locker and the Evidence Room will have a 6’-0” long set of lockers flush with the corridor wall.*
 - e. Corridor designs – *A regular flat screen is desired in the Ground Floor Lobby, but not a touch screen. At first glance, it appears the best place for such a screen will be either above the drinking fountains or across from the drinking fountains on the wall of the stair. See “Lobby Walls, Floors and Ceilings” under Guiding Principals above.*
 - f. Interior Finishes throughout – *GWAH to have interiors person come next meeting.*
- IV. AV/Security Cut Sheets reviews with Mark Mauer from Henderson Engineers (*see Areas of Design Development Focus above*). *Brian and Mark should be pro-active in working with both the Debbie Mootz (City Clerk) and Chief Taylor to define the systems desired to be used in the Design Development Drawings.*

V. Current Phase I Design Schedule (Tuesday lunch meetings) –note this a working schedule - *Schedule was reviewed.*

- a. January 5th – Finishes preliminary discussions, preliminary review of Council
- b. January 12th – No meeting, Joel out of town
- c. January 19th – Finish samples review, design development concepts
- d. January 26th – Continued design development, Finish board
- e. February 2nd thru 4th –No meeting, DESIGN DEVELOPMENT PRICING DRAWINGS
- f. February 9th – discuss DD drawings, hand sketch perspective if time permits
- g. February 16th – Final Design Development Pricing by Construction Estimator
If necessary for Structural/Civil, City to contract for Site Alta & Borings Survey
- h. February 22nd Design Development Pricing and Drawings to Council, Construction Document Pricing to City for Phase II of Design + 4 mo. CD's, + 1 mo bid (Aug.'10)
- i. February 23rd – Committee Review of Council discussion