

SPACE NEEDS & LOCATION COMMITTEE

February 11, 2004 2:00pm – 3:30pm
Tompkins County Courthouse Conference Room

Committee Members present: Frank Proto, Chair, Dooley Kiefer, Nancy Schuler,

Excused: Kathy Luz Herrera

Staff present: Arel LeMaro, Director of Facilities; Ed Marx, Commissioner of Planning; Crystal Buck, Planner; Heather Stewart, Account Clerk/Typist

The meeting was called to order at 2:00 P.M.

Item 1: Additions to or Deletions from the Agenda

Frank Proto stated he had received a memo from Alice Cole, Public Health Director regarding possible interest on the part of Cayuga Medical Center in establishing a clinic or emergency service downtown. Frank Proto agreed to get in touch with Rob MacKenzie and report back to the Committee at the next meeting.

Item 2: Approval of Minutes

Dan Winch made a motion to approve the minutes from the January 14, 2004 meeting with revisions. Dooley Kiefer seconded the motion. The minutes were approved unanimously with changes.

Item 3: Discussion - Review of Final Space Needs Report

Crystal Buck, Planner, presented the Committee with a final copy of the Space Use Master Plan Update for their review. Based upon comments and discussions during the last meeting several changes were made to the report. The changes are highlighted within an attached memo.

The Committee reviewed the report and noted that greater clarity was still needed in the footnote regarding County Historian. Also, on page 35 regarding the idea of leasing vs. sale, the idea was for the property to be kept not the building. The Committee was not sure adjacencies of departments were adequately addressed within the report, and they asked that Crystal Buck make the graphics lighter in color and larger (full page).

Ed Marx and Frank Proto will work on a cover letter for the report.

Item 4: Next Steps

a. Presentation of the Report

The Committee decided they did not wish to make a formal public presentation of the report. They would put the report on the Facilities and Infrastructure or Government Operations Agenda and invite other Board Members to attend.

b. Review of Work Plan

Upon review of the 2003 work plan it was determined that it was close to completion; instead of recommending an alternative the Committee recommended alternatives for further study. Therefore the Committee began a discussion of the development for a 2004 work plan.

The work plan for 2004 involves development of Phase II of the program. Ed Marx, Commissioner of Planning, stated that most of Phase II would be a detailed feasibility analysis of the alternatives. The goal for Phase II would be to narrow the alternatives to one alternative and make an overall recommendation.

Frank Proto reminded everyone that Ed Marx had previously stated the feasibility analysis could not be done in-house; an RFP or an RFQ would have to go out. Part of the RFP or RFQ would ask someone to investigate the feasibility of renovating the old library to accommodate the use the Committee has identified at a preliminary design level.

Dan Winch raised the concern that the County does not hire another consultant to provide the same information that was provided by previous consultants and noted the Scirabba study. Dooley Kiefer stated that the Scirabba study might not be appropriate; it was based upon if the County would find a buyer/developer and how much it would cost if they converted the building to office space for specific use. The alternative that is to be looked at is either to renovate the building or build another building on that site.

Frank Proto stated the next steps would include prior to drafting an RFP/RFQ Ed Marx and Arel LeMaro should get together and determine what can be done in-house and what needs to be done by a consultant.

Next Meeting: March 10, 2004

The meeting adjourned at 3:35 pm.

Respectfully submitted by Heather Stewart.