

DRAFT
SPACE NEEDS & LOCATION COMMITTEE
March 10, 2004 2:00pm – 3:30pm
Tompkins County Courthouse Conference Room

Committee Members present: Frank Proto, Chair, Dooley Kiefer, Nancy Schuler, Kathy Luz Herrera, Dan Winch

Staff present: Arel LeMaro, Director of Facilities; 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

There were no additions to or deletions from the agenda.

Item 2: Approval of Minutes

Dan Winch made a motion to approve the minutes from the February 11, 2004 meeting. Nancy Schuler seconded the motion. The minutes were approved unanimously.

Item 3: Reports

a. Update on 2004 work plan

The Committee reviewed the 2004 Plan of Work Draft Outline. Frank Proto asked if the draft coincided with phase II of the 2003 work plan. Crystal Buck, Planner stated that the items listed as phase II of the 2003 work plan were included on the draft 2004 work plan.

Nancy Schuler asked if under item B ii the remaining programs within the Community Justice Center would be moved into the Human Services Building. Crystal Buck, Planner, stated they would be moved into the Human Services Building under the proposed alternatives.

Nancy Schuler also asked about the lease the DMV has, is it a long-term lease? And where does the County stand with that lease? Dan Winch stated the County could get out of that lease whenever they would like to.

Dan Winch voiced his concern that in looking for a location for the Health Department along the Rt. 13 corridor the County does not look at areas where the County would have to pay for parking. The question on how the cars would be secured was also raised. Frank Proto asked that both concerns be considered when reviewing the draft RFQ.

Frank Proto clarified that the Rt. 13 corridor meant along route 13 within the city limits and within 2 blocks of route 13.

Dan Winch stated his disappointment with the consideration of rebuilding on the old library site due to the lack of parking. Crystal Buck, Planner stated that the departments that would be housed in that building would be departments already housed within the downtown complex so there would be no need for added parking. Also, depending upon the configuration of the site it may be possible to add a little more parking to that area. The question was raised about the height restriction on that site. Arel LeMaro, Director of Facilities, stated that is 4 stories lot coverage.

Dooley Kiefer arrived at 2:15pm

Frank Proto stated that the relocation of the County Office For the Aging (COFA) needed to be included under item B, to make sure their needs are accommodated. Crystal Buck stated that the RFQ is calling for a conceptual floor plan that would determine how space would be allocated within the building thereby addressing the needs of COFA.

Dooley Kiefer mentioned that Irene Stein, Director of COFA, would prefer not to move twice. The Committee agreed they would try to honor Irene Stein's wishes however it may be necessary for COFA to move to an interim location.

The consultant will do the work on the work-plan unless otherwise noted.

Dan Winch asked what kind of consultant is being sought (architect, space planner)? Arel LeMaro, Director of Facilities, stated the RFQ would be looking for an engineering firm that would typically have an architect on staff. The other option would be an engineering firm that partners with an architectural firm. The County's agreement would be with one firm and they would hire other consultants.

Crystal Buck, Planner, suggested the addition of a task of addressing short-term needs that could be met within the framework of the larger plan.

The Committee agreed that a copy of the work plan should go to each department listed on the work plan.

Dooley Kiefer asked that the task of finding an interim solution for COFA be added to the work plan and completed parallel to items II through IV. The work regarding the interim location of COFA will be done "in house".

Item 4: Executive Session

Nancy Schuler made a motion to enter into Executive Session for the purpose of discussing property matters. Kathy Luz Herrera seconded the motion. The Committee entered into Executive Session at 3:00 pm.

Kathy Luz Herrera made a motion to exit Executive Session. Dooley Kiefer seconded the motion. The Committee exited Executive Session at 3:15 pm.

Next Meeting: April 14, 2004

The meeting adjourned at 3:20 pm.

Respectfully submitted by Heather Stewart.