

**Meeting Notes**  
**City Hall Building Renovation Committee**  
**Roeland Park, KS**  
**November 10, 2009**  
**at Roeland Park City Hall**

*Added notes from meeting agenda to meeting notes in italics*  
*Mike Flickinger attended this meeting along with the Committee*

- I. Phase I Contracts Status
  - a. Survey update – engineer believes soil borings are not necessary at this time. Joel has taken some measurements and believes he can produce drawings based on previous elevations previously given if the City would like to base expectations on previous drawings, and if no change of drive entry is to be explored. *Existing elevations will be used from previous survey.*
  
- II. Site Review and Zoning
  - a. Parking –No changes from last meeting
  - b. To verify, Joel and Mike previously spoke and believe that no additional parking spaces will be required due to the addition of an egress stair and an enclosed parking space (sally port) *agreed by all*
  
- III. Plan Review – Code Challenges
  - a. Area Separations
    - i. Classifications - Garage S-2, Booking (I-3 is extreme) ?, Armory H-?
      - 1. *Mike said no special fire ratings are required in the armory or garage*
  - b. Plumbing Counts – Joel will verify calculations and counts with Mike
    - i. *Joel has forwarded calculations to Mike for review. In a phone discussion, Mike believed they looked fine, but wanted to take a closer look. Mike will call Joel if he has any concerns over the calculations and plumbing counts.*
  - c. Room sizes – All “habitable rooms” are now 70 square foot minimum.
    - i. *Mike said he did not believe the 70 square foot minimum pertained to this project but that only the 7’ minimum dimension applies.*
  - d. 1<sup>st</sup> Floor Plan
    - i. South Entry Vestibule
    - ii. Storage under north stair – move wall or provide access door
      - 1. *All agreed that the stair wall should remain and another location found for plumbing storage. Debbie said the Staff Storage area on 3<sup>rd</sup> floor could be used if none better was found.*
    - iii. Drinking Fountains – *all thought recessed fountains looked good if possible to do. Joel researched the code and found that 5 drinking fountains will likely be required by count, then 6 required as high and low fountains are required.*

- iv. Police Toilet with door operator. *If necessary, that is acceptable to the Chief.*
- e. 2<sup>nd</sup> Floor
  - i. Men's room door/shaft conflict. *Plan was reviewed and accepted.*
  - ii. Line of site issue – flip urinal and lavatory & add wing wall in corridor. *Plan was reviewed and accepted.*
- f. 3<sup>rd</sup> Floor
  - i. (Men's Room - same as 2<sup>nd</sup> floor issues)
  - ii. Locker Room Showers and window, yet to be reviewed with locker selections
- g. Base and Alternate Elements

IV. Budget – Base/Alternates – Phasing of work or move out during construction?

- a. John Carter later said that Staff would stay during construction, but Police will move out. *The Third floor tenant will likely stay during construction.*

V. City – Guiding Principals – *A list was given by Debbie to Joel from the committees.*

VI. Current Phase I Design Schedule (Tuesday lunch meetings) – *please note this a working schedule*

- a. November 10<sup>th</sup> – Ideally, Schematic documents given to contractor by Friday, Nov. 12th
- b. November 17<sup>th</sup> – Joel out of town – no meeting
- c. November 24<sup>th</sup> – Yes meet Week of Thanksgiving
- d. December 1<sup>st</sup> – SCHEMATIC DESIGN CONCEPTS presented to City Council for comment  
(If possible, contractor pricing by this time to save 1 week in process)
- e. December 8<sup>th</sup> – Initial Pricing finalized by Construction Estimator  
(City comments if pricing in early, schedule moves up)
- f. December 15<sup>th</sup> – CITY COMMENTS DUE on Schematic Design, Scope and Budget  
Start discussion on finishes
- g. December 22<sup>nd</sup> – Meeting? (Friday is Christmas)
- h. December 29<sup>th</sup> – No meeting (many likely on vacation – Friday is New Years Day)
- i. January 5<sup>th</sup> -
- j. January 12<sup>th</sup> –
- k. January 19<sup>th</sup> – Thurs. Jan. 21<sup>st</sup> DESIGN DEVELOPMENT PRICING DRAWINGS
- l. sketch rendering(s) if necessary
- m. January 26<sup>th</sup> – No meeting, hand sketch perspective if necessary
- n. February 9<sup>th</sup> – Final Design Development Pricing by Construction Estimator  
If necessary for Structural/Civil, City to contract for Site Alta & Borings Survey
- o. February 16<sup>th</sup> – CITY COMMENTS
- p. March 2<sup>nd</sup> – Design Team Pricing for Phase II of Design  
Figure 3 to 4 months for Construction Drawings once Phase II contract signed  
Plus 1 month bidding; start of construction around August 1<sup>st</sup>, 2010

*THE END*