

**CITY OF INDEPENDENCE  
PUBLIC LANDS & BUILDINGS COMMITTEE MEETING  
MINUTES  
MARCH 30, 2021 AT 3:30 P.M.  
VIA ZOOM**

Present: Chairman Chris Walchanowicz  
Councilperson Tom Narduzzi  
Councilperson James Trakas

Also Present: Mayor Gregory P. Kurtz  
Vice Mayor Dave Grendel  
Councilperson Kathleen Kapusta  
Councilperson Kenn Synek  
Councilperson Dale Veverka  
Procurement Coordinator Dennis Zdolshek  
Finance Director Vern Blaze  
City Engineer Don Ramm  
City Planner Jeff Markley  
Service Director Leon Karas  
Recreation Director Tom Walchanowicz  
Technical Service Director Dave Snyderburn  
Joe Steines – GPD Group

Chairman Chris Walchanowicz called the meeting to order at 3:30 p.m.

Chairman Walchanowicz said just a quick note, sorry that it was such short notice on this; I have just been getting a tremendous amount of questions about certain topics that I didn't have answers to. I just wanted to get everybody up to date where we stood on some of these things that have been going on the last few months.

We will get started right off the bat with Number 1, the update on the GPD proposal for the security at City Hall and the Civic Center. Dennis, if you and Joe can fill us in on where we are with that.

Procurement Coordinator Zdolshek said Joe why don't you start right off and pick it up because we only have about an hour for the meeting today; I think there's an Executive Session after this. So, if you don't mind taking off Joe, it's all yours.

Mr. Steines asked if he was able to share his screen.

The Clerk replied yes.

---

---

Mr. Steines said two projects that I am going to fill you in on here is City Hall and Civic Center; and then I will finish up with just our timeline for the work that we are going to do there.

City Hall, four main components there, security and the technology for the security, some interior renovations to departmentalize to provide better security and egress, office improvements and then an addition. Some of the stuff was recently discussed and added to the scope.

So, I think most of us have talked about the security aspects, but I will just touch on them real quick. The three arches that are currently just, that opening with the cast iron gate that go into the City Hall side of the building. We are proposing to infill two of them, making one of them a transaction window and providing doors to the center one and then also providing a transaction window into the court (inaudible). What this accomplishes is it provides a level of security for City Hall. So, guests will come into the building. They could pay their ticket directly without entering City Hall, just from the lobby directly into the Court. So, the Clerk of Court will be here. She has access to tickets and her cash. So, this would be new case work and kind of an office for her. It also provides a restroom so people waiting in here for something, they don't need to access the building to use the facilities. We have a new restroom that's built onto this front lobby. There is already kind of a room subtracted from that lobby to begin with; so this just makes it symmetrical.

You are here, there's the line of sight, there's windows. They will be bullet resistant. We will work with the Fire Department for the specifications on that glazing.

The receptionist will move from the center oculus here to in front of the transaction window. So, there will be line of sight to allow people to get buzzed in and enter City Hall.

The current Court area is being reconfigured, I was going to say quite drastically but not terribly drastically. The Finance Director's office remains the same. The functions that used to take place in this office off the receptionist now go back into the office. There are two offices, both with an assistant; so basically four workstations, four offices, segregated so they get a little bit of privacy. All the big casework is coming out to make room for this, the casework along the back wall all provides just a little bit more efficient use of the space and an area for copy working in the common area over here.

Again, I should have said this to begin with, but all of this is very preliminary; if there are any changes that the Administration or the Committee or the Board or whoever wants, it's not too late. We are doing this as kind of a first run at the design ideas.

Procurement Coordinator Zdolshek said if I might add something here. You refer to that as the Finance Director's office. It's actually the Clerk of Court.

Mr. Steines said you told me that in an e-mail, sorry Dennis, I didn't update that. Yes, that is the Clerk of Court. The Finance Director stays where he is back down this corridor.

---

---

So, the kind of the big change, the new mail room, 164 is currently the records room; but with this reconfiguration that we will get to in a second, it makes a little bit of sense, and we are also creating a new meeting room or what I am calling a Caucus room. We are relocating this, so there's some extra space in here. By basically replicating the square footage up here, we create a new mail room, which may or may not be big enough; we will have to discuss that. There are opportunities to do different things to get more room for the mail room. Then of course, this current mail room is here; but we are proposing to put a small addition on the side of the building to create a Caucus room big enough for 50 plus 10, about 60 people could fit in this room. It's directly off the Council Chambers, and when this is being used for Court, off the Court. Those conducting Court or City Council has direct access into the Caucus room. Also, off of the lobby; and then there's some emergency egress off the side.

This is important here, the double set of doors which would always be on magnetic hold opens. So, you wouldn't necessarily see these doors in day-to-day use; but if in the case of a fire or a panic alert, these would release and close. This is what we call compartmentalizing the building. You now have four compartments, one being the Police station, the lobby, the Mayor's area of City Hall and then the staff area on the other side of this corridor. They would be all separate compartments; and as one tries to, if an intruder tries to go down the corridor, they can always go through the first set of doors; and then they find themselves trapped and the only option is to leave the building. So, it's always safe in case of fire; you can always have an emergency escape, but you can't freely travel through the building. If an intruder came from the top to maybe the unsecured employee entrance to the top of this, they wouldn't be able to gain access to the Mayor's area.

Mayor Kurtz said just a clarification for Council. The offices where the current Court is would still be the Court and administrative office; it's not Finance.

Mr. Steines agreed.

Mayor Kurtz said Finance is still down the hall.

Mr. Steines said you are right.

Mayor Kurtz said it's not Finance, it's the Clerk of Court.

Mayor Kurtz said that's the first clarification.

The second thing is Council, you will recall years ago we talked about expanding the building for a Council Caucus room, and the thought is, it works where we are at today; but it really is not the most compatible for public input, public participation and the addition of new technology, audio-visual. The thought would be we would actually span the building and Council Caucus would be a focus for all of our meetings. We would have all the technology to be able to have every member of Council, they would have to be tied into it. It gives more room for developers when they come in or the public when we have a Caucus meeting. So, the thought is to go back to that, and we are tied up with space right now. We don't have enough space looking long term; so that's the thought of going back to the original model of the expansion of the building. We

---

---

don't have anything to impede or interfere with anything over there anymore. We used to have the antenna, etc. It's just for your consideration, we wanted to just put that out there, and I think that's a long term solution for Council Caucus and the interaction with the public. It's just to consider.

Councilperson Trakas said thank you Mayor for addressing some of my questions, but I guess I was just wondering, we just moved the Council Caucus to the other side maybe five years ago, and that was like \$30,000 or so. What does this cost to add onto the building like that?

Mayor Kurtz said it's going to be a couple of hundred dollars a foot no matter how you look at it, at least \$200 or \$20 a foot. The fact that we have part of the infrastructure already there, it will cut some of the cost. Again, we haven't touched this building, other than cosmetic and internally, for 40 years. With technology changing and convenience for Council and give a little more room for people to be able to interact, have a better footprint for Department Heads to be able to interact more openly as well as the general public when they come to participate in the Caucus meeting or a developer meeting. We are going to use this as the focal point for interaction other than the formal Council Chambers because we would add technology, multiple screens, easy access, complete internet. Everyone would have their own ability to communicate that way and see closely. It will accommodate if you are not there too for some reason.

Councilperson Narduzzi said Councilperson Trakas a lot of the cost of that mail room was the interior of the mail room which can just be moved across the hall. So, it was mill work and countertops, it can literally just moved back across the hall. It's not like we would be wasting the \$30,000.

Councilperson Trakas said understood.

Mayor Kurtz said that's a good point. We would repurpose as much as we can obviously.

Mr. Steines said it's a very typical layout to have the Caucus room immediately adjacent to the Council Chamber with a back entrance.

Procurement Coordinator Zdolshek asked Mr. Steines can you address how this will bring us up to current standards of egress. I know we are not required because in a sense we would be grandfathered in, but the additional exit that you added in that.

Mr. Steines said so these two doors, so obviously Council Chambers can hold more than 50 people, and you are required to have two means of egress; and they are supposed to be remote from one another. Basically, if there was something blocking your way you can go the opposite direction. Currently, the two points of egress are closer than the current code allows. Like Dennis said, no one is forcing you to put an extra door in here, but this also would allow you to meet current code. There's a window there now, so it's minimizing the cost of adding the door, an opening to the exterior of the building. It will get you back up to current safety standards.

Mayor Kurtz said but even without that Joe, this new one beyond the new Caucus room would also serve as an opportunity to evacuate the building, correct?

---

---

Mr. Steines said it would. Technically that wouldn't be allowed to be used because there are risers and stands kind of impeding the flow through here.

Mayor Kurtz said if you went to the main access points you would be able to.

Mr. Steines agreed. You were leaving the room; so right now this is the access point. This would also be an access point, an egress point for Council Chambers for anyone who has the ability to go down the stairs. That is the path you would take, but code doesn't count that.

Councilperson Narduzzi asked would it give Debi enough room in her office? How much are we going to lose there with that hallway for an exit because right now we have Debi's office is more down the hallway, and then we would have Debi's helper there and then the Caucus room.

Mayor Kurtz said this is exactly the purpose of this to ask those questions so that Joe can go back to the drawing board with these questions and then refine this process.

Mr. Steines said so this is currently the wall of the mail room; so the mail room and that area with the long island, that all gets consumed by this proposal. The office right here doesn't change size.

Chairman Walchanowicz said where your arrow currently is would be where Gayle's office is and then Debi is still down the hall a bit.

Mayor Kurtz said that would be right further in the white.

Councilperson Narduzzi said so the Caucus room is getting narrower, but we are going to extend it out to the north.

Mayor Kurtz said again it may be a little even wider just to accommodate the emergency exit door. Again, if you don't mind the concept, there's no sense refining it. We are just trying to come up with something that could be good long term for the next 30 or 40 years.

Chairman Walchanowicz said I think you are on a good path right here. It looks fantastic so far.

Councilperson Trakas said I would just offer, maybe see if they want to consider configuring the Council Chamber a little bit differently. So, when we built the building we had no other place for any type of an overflow crowd of Council meetings. We rather seldom have a crowd that we accommodate in the formal Chamber; would it make sense to perhaps use all that technology in there, maybe have in the back of the room or something like that have what we were envisioning for the Caucus room, use our technology and then be able to use that for Council meetings as well and not have to break out the building. I guess I get concerned about adding because I always thinks of leaks and water and that type of thing any time you kind of take the integrity of the building out. If we had overflow crowds we could use the Civic Center or something, just thinking out loud a little bit; but it might be cost effective. It might also be more effective for our purposes.

---

---

Mayor Kurtz said well we were talking about repurposing the existing Council Caucus for Economic Development.

Councilperson Trakas said I think maybe you can do that in the Council Chambers itself because there is a lot of space that is not really utilized on a regular basis and perhaps that might be a solution. You can get an extra room out of there.

Mayor Kurtz said the only thing is Council does have to have privacy. In the midst of a Council meeting there's Executive Session. You have to have some accommodation for Council's privacy too.

Councilperson Trakas said understood.

Mayor Kurtz said these are all good questions. I hope Joe is just sucking all this information up.

Mr. Steines said I will also add in addition the Caucus room could be used as a secure room for Council or for the magistrates, whoever is running the Court when Council Chambers is being used for Court. If there were an event, these could close, and you could have a secured panic room.

Chairman Walchanowicz asked so did we think about putting in a door, an emergency exit in the Caucus room itself?

Mr. Steines asked directly outside?

Chairman Walchanowicz replied yes.

Mr. Steines said we certainly could. That's for your consideration. There's kind of the flip side to that is the more exterior doors you have, the more opportunity you have for intrusion also. So, you add doors, they add safety on one side, but they add opportunity for intrusion on the other. The doors here, you can go out now, it's close; but certainly there's no reason we couldn't put another door on the outside or maybe eliminate this door and put one that goes directly outside. It's usually a human error or allowance, so the door is there, somebody could prop the door open or allow somebody in. So, no matter what technology you put on it, unless you have an active alarm, it's always kind of a loophole.

Again, we are talking to your Police Chief and Fire Chief to make sure that they are comfortable with the level of security we are providing as well.

Chairman Walchanowicz said thank you.

Mr. Steines said I will move forward to the pretty picture here. This was our proposal for looking out. We deleted this once, and it came back. Dennis, I apologize for that. So, we would leave the circle in the ceiling, but the octagon reception desk would be eliminated; and you could put a seating area here. This would be the new reception desk, and we proposed two options; one with wood panels to kind of match the aesthetic of City Hall. One that was all aluminum and glass to

---

---

kind of intentionally be alien so you could see that this is an addition to the original fabric of the building; so the hybrid approach here is wood panels, blend in with the décor, but provide as much glass as we can while still allowing some privacy. Obviously, the glass in this area would not make sense; so kind of creating a line across here, putting glass above, wood panels below. So, this is looking out to the lobby with your liberty bell, and again this octagon should not be there.

Mayor Kurtz said the reason we went with recommending this is because it offers more light. The upper glass wouldn't have to be as protective because you can't get in through those small portals; but it offers light from the rotunda area. It is transparency back and forth; so we felt that would be a better, less cloistering affect.

Chairman Walchanowicz said I think that looks very nice.

Councilperson Trakas said it keeps the integrity of the building too which is nice.

Mr. Steines said I promise we won't paint your lobby white like in this image.

Finance Director Blaze said look inside here there is not connectivity from the outside where this view is shown, and the more you take away and add solid between the rotunda area and this area, the darker it's going to be. So, there's going to have to be significant artificial light. It's dark up there to begin with now, and you close that off even more from that center atrium, it will be even darker yet.

Mayor Kurtz said that's why we have the upper glass, the transom area is all glass now and it offers more light.

Finance Director Blaze said well the bottoms are open now too, you are covering those up.

Mayor Kurtz said it's going to be different, that's a fact; but we have to find some happy medium between safety and function.

Councilperson Narduzzi said you can always add light.

Mr. Steines said certainly the higher light, the more quality light comes in, the higher you go. It starts out as the most quality up there and starts to diminish. Improving the lighting, the artificial lighting with a temperature that's more closely similar to the sun to natural light can certainly help as well.

Procurement Coordinator Zdolshek said you know Mayor if I might add, we did share these renderings with Norm Casini, and he thought it was a good accommodation of both, the handling, the maintaining the overall effect and feeling of City Hall but yet adding the protection and natural light.

---

---

Mayor Kurtz said I think one of the points is, thank you, I am glad, I think it really offers the integrity of the building, a historical perspective, but function; and we can as was mentioned, with LED now, you can do a lot for lighting. That would be a way to do it, lights Joe.

Mr. Steines said I have it written down.

If there are any further questions on City Hall? If not, I will quickly touch on the Civic Center as well.

Chairman Walchanowicz said yeah, let's do the Civic Center.

Mayor Kurtz said what we will do Mr. Chairman if it's appropriate, we will refine these one more time and bring them to Council again.

Chairman Walchanowicz said that will be great. I think we are on the right path as we are now.

Mayor Kurtz said I appreciate the input. Joe, you will try to incorporate as much as we can, and then when we are ready, if you wouldn't mind calling a meeting to take it to the next phase; and then we will be prepared to go.

Mr. Steines said absolutely.

The Civic Center, looked at a handful of spaces; the first and probably the most developed here that we have to talk about is the entry. So, the idea was that it was a pinch point. The flow of traffic did not work very well in here, and there could be many options, but what is dotted in is current. I will take those dotted lines off in a minute so that it's a little more clear. This is all exterior space currently. So, this is where you enter the vestibule, and then you enter the building and you are pinched into this little area where you have to either go in one direction or the other. The two reception desks are kind of around the corner, which works pretty well when you don't take security into account; but now that we do that, the idea is to clear out as much space as possible in here using the existing columns as the new first wall. So, pushing the vestibule way back creates a lot of space right here, and this may be more than we actually need and then a large reception desk. So, the reception activities that used to take place on the flanks of this area can now be right in front of the circular glass courtyard.

Mayor Kurtz asked the dual doors will manage the HVAC concerns of cold air, etc.?

Mr. Steines said these doors, yes. So, this is the HVAC vestibule which could also be used as a panic vestibule. So, if someone were coming in, someone sitting here we could give them a button that would lock this down. So, they could enter and state their business and then come in. On typical day-to-day activity, they would enter this lobby, and then you would have a security point to both sides. So, if they came in, if they had a card, if you give away cards to access or if you just tell them who you are, and the receptionist could open these doors. During events they could be propped open.

---

---

One thing to point out is that these offices which are now part of this side of the building are now off the lobby. Again, this isn't a cold vestibule, it's a conditioned space. I don't necessarily know if that's an issue. If it is, obviously we will have to kind of reconsider how this works over here.

Again, that's our first thoughts. This is a new wall, all open space that is currently in both sides.

Mayor Kurtz said Joe those doors that access both sides, they could be open, but pushed with a panic button closed.

Mr. Steines said yes, absolutely. What the intent is on this, this is a solid walls; but these walls are all glass, that's the current thought. These are just for the receptionist or whoever is stationed here to quickly gain access. These can be wide open during different events, different times of the day they could be closed and latched.

Mayor Kurtz said so if there is a function on the social side of things, we could close off the Rec side, and the people would have to go in the Community Services portion.

Mr. Steines agreed.

Mayor Kurtz said and the thought is that with technology becoming more crisp and used, eventually it will be seamless. When you come in, you will already have access to wherever you are going. If you are going to work out, you won't have to stop and go through the system like it is today.

Mr. Steines replied right.

Any thoughts on this one?

Councilperson Narduzzi asked is there still access from the library to this atrium or entryway?

Mr. Steines said it doesn't change any access from the library.

Procurement Coordinator Zdolshek said one thing that Joe mentioned before though, access from the library into the Civic Center does propose a security issue that we have to address somewhere, either by having a door manned or some kind of key card access or something. That's something we need to take into consideration.

Mr. Steines said what I don't have for you here, this plan all of the points of entry into this building, and there are quite a few.

Councilperson Kapusta said with Dennis' last comment I guess maybe I'm not quite understanding; so when the people are coming into the central green area, and then they want to enter into either the Rec side or the Community Services side, are they showing some kind of a card or identification? Is that going to be part of this system?

---

Mayor Kurtz said only if you are on the Rec side.

Councilperson Kapusta asked so like it works now?

Mayor Kurtz said right, like it works now, and if you have a question, you will go right to the center information area to have your question answered or get direction. A person will be like an ombudsman in that position to help facilitate questions or issues that people might have.

Councilperson Kapusta said okay, so that having been said, pretty much free access to the Community Services side such as exists now, correct?

Mayor Kurtz replied yes.

Councilperson Kapusta said okay, if that's true, then I don't see that the library creates an undue risk because we have anybody and everybody coming into that building anyway on that side.

Chairman Walchanowicz said the only issue I see is where the desk is currently, aren't the doors right there, that would be the pass through to go to the library. They would be coming in behind our desk. We would have to rework something there.

Councilperson Kapusta said right. There's the other door too at the far end of the Community Services where people do have egress to the building as well.

Mayor Kurtz said you will probably deal with cameras and access through the main, I will call it the ombudsman facility, reception area. If someone rings a bell and wants to get in, through cameras and connection they will be able to identify and open that.

Mr. Steines said video conferencing is pretty common in remote locations like this. So, for the lack of a better description, a ring doorbell where you could.

Mayor Kurtz said we are also looking at the entire dome area to repurpose. I am not sure Joe if you have done anything with that, or if this is more just about the entrance and security, etc.

Mr. Steines said we talked about that. That is not, I really don't have anything to present on possibilities there. I think that's too far down the road.

Mayor Kurtz said that's fine.

Mr. Steines said there are a few others. We talked about expanding the size of the kitchen, removing a handful of storage rooms that were felt would be better used as a kitchen. Unfortunately, the hood and kitchen equipment is on this wall which would be kind of costly to move; so we are talking about putting kitchen equipment on both sides and having an island of equipment. It definitely expands the size.

Mayor Kurtz said so we are basically saying if I understand you correctly is they are going to create a flow of service on both sides of the stove, a circular motion around the stove.

---

Mr. Steines said correct, yes. We will probably have cooking on one side and maybe wash ware on the other; but yes the function will kind of go in a circle around this whole space.

Mayor Kurtz said with service on both sides of the kitchen side.

Mr. Steines said yes.

Councilperson Kapusta asked okay so then the much-needed storage area goes where?

Mayor Kurtz said that goes where the cursor is now outside.

Mr. Steines said the craft room becomes smaller, and about 60% or 70% of that craft room becomes storage.

Councilperson Kapusta said wow that craft room is going to become really small.

Mayor Kurtz said you know what, again somewhat facetious, but realistically, we have to add onto the building on that side to really make it full utilization and flow. That wasn't part of his scope of work, but I think basically you are right Kathleen, we need to make sure that we plan for additional storage, plan for better utilization and circulation, especially with our bigger events.

Mr. Steines said and we did identify this space as a potential area for addition. It is the kitchen and the current craft room, stairwell, right off of that area. There is a big blank wall, there's windows in it, but a big wall that gives us the opportunity for new construction.

Councilperson Kapusta said thank you.

Councilperson Narduzzi said we had talked about the canopy too out front for seniors to pull up underneath, and we also had talked about storage above that canopy which would create a lot of empty space if you did put a canopy in.

Mayor Kurtz asked did you address some of our discussion Joe on the second floor and the canopy?

Mr. Steines said yeah, we had talked about an exercise room and extending the canopy and creating a room up there. This is based on the designs from the other designer who had some good ideas for what we could do out here.

Mayor Kurtz said so the way it was articulated through Norm would be the second floor would be an expansion with glass on the outside overlooking the new canopy that would cover the entrance; so we would expand our exercise area above the canopy area. It would be utilized, it would be a couple steps up; but if you are up there exercising, the steps shouldn't affect you. He looks at it with a glass if you are looking out, if you are working out and looking out. Then all the traffic would come underneath the canopy for secure drop off out of the elements.

---

---

Mr. Steines said and then I will just add also, we talked about locker room renovations. So, kind of refine the extent of reconfiguration because the showers are fairly new, and they are in nice shape. Outside of the showers, some attention could be spent on upgrading finishes, fixtures, go to touchless fixtures and new lockers.

Mayor Kurtz said the other thing I would suggest is that the Rec Director weigh in because I know that we have all talked about locker rooms; and if there's ever going to be an opportunity to, I don't have the answer, to upgrade and to expand, we should make sure we explore that completely. I know we have limitations with the HVAC system and others and the boilers, but there should be, we should just play what if a little bit.

Procurement Coordinator Zdolshek asked Joe could you address the limitations that are on the locker rooms because of the cement walls and block walls that are there? Is there any options out there to expand?

Mr. Steines said there is no easy option to expand the actual square footage in there. I think there are some opportunities to become more efficient and maybe make the space a little more useful; but being blocked in, you have a corridor on one side and the pool on the other. So, you are kind of locked in from side to side, really kind of locked in on all four sides. To answer Dennis' question, there are things we could do. Obviously you could do anything with enough money, but the limitations are going to be pretty much the footprint that we are in unless we want to get into some extensive expansion.

Finance Director Blaze said that is correct. Either we have to decide we are going to live with that existing footprint, or look to the future because if you have been to newer facilities, the way locker rooms are designed now, if we keep them this size, we are severely limiting what they can be. It will forever be a previous generation or two's product that we put out there for our residents because locker rooms today are totally different than what we have here. These are very, very small footprints to work with, and if we are going to stay keeping these men's and women's and work within that existing footprint, I just wonder if we are cutting ourselves short long term.

Mayor Kurtz said we need to take a second look at that one because we are going to get one shot at investing considerable dollars on this, even though it's not safety, and it's not functional, like we got a grant that Councilperson Trakas helped with. I still think we need to at least take that broad stroke view of the locker rooms to look at today's utilization; and the way I know that in the private sector, we have upgraded several times because of traffic flow, etc. It may be appropriate to do that. It's easier to do it on paper Joe, right?

Mr. Steines said it's easy to do on paper.

Mayor Kurtz said I think it's worth looking at that. I think it's a good point. We will just make a note of it, and we will play what if.

Mr. Steines said okay. Both of them could be combined into one gender locker room, and then you could build a new for the other; so you could basically build with your footprint.

---

Mayor Kurtz said now you're talking. If we could extend that right at the end of the hallway and create that expansion.

Mr. Steines said there are options, just not as easy. They are not renovation options, they are construction options.

So, this is assuming that there's not a whole lot of changes, but by having a review with the Administration as early as next week; we could complete the schematic design portion sometime in April here. So, when we get done with the plan design, that's just the concept. By mid-April we could push for specifications for technology. We mention the technology, access control, cameras, security systems, burglar intrusion kind of campus wide so everything could talk to one another and have some continuity between buildings. We will work on those specifications with the Administration and the Fire and Police Departments. Then once we get that, we could move forward developing some construction documents, at least for City Hall by the end of May.

Mayor Kurtz said I think this may be a pretty aggressive based on what I am hearing about the Civic Center. We could focus on this timetable and maybe a little expanded relative to City Hall. City Hall is going to be a much easier upgrade, especially during this transition period with Covid. The Civic Center is going to be a little more sensitive in terms of timing.

Mr. Steines said the intent of this one is City Hall.

Mayor Kurtz said okay.

Mr. Steines said that's all I have for you.

Chairman Walchanowicz said I greatly appreciate it. Many questions were answered, and I think everybody has a much better view on where we are at in our timetable now. Thank you.

Councilperson Veverka said I just wondered how much input might have been taken for the Civic Center, one from the Rec and the Community Services side.

Mayor Kurtz said they have been intimately involved with the entire process from my perspective. It has been weighted.

Mr. Steines said we have met several times to get their input. I would say all of this came from input from those folks.

Mayor Kurtz said remember, originally we thought about expanding the offices out where the canopy is today, and this is a result of those internal discussions.

Councilperson Trakas asked Mayor, have we had internal surveys of residents who use the facility and run any of these concepts by some of our users to see what they think?

Mayor Kurtz said I just think the Finance Director is the most important.

---

Councilperson Trakas said he's the biggest user I know.

Finance Director Blaze said actually the Rec Department is getting in the process of putting out a survey. I know Tom is on. He can comment on that. He is doing a resident survey right now as we speak I think or is about to.

Recreation Director Walchanowicz said correct Vern. I was just reviewing it today, and it will be out April 1<sup>st</sup>, the resident survey.

Mayor Kurtz said and Tom maybe you want to share to Councilperson Trakas' point to what extent we are going to deal with programming and to what extent we are going to talk about facilities.

Recreation Director Walchanowicz said the survey was going to encompass both programming and facilities. It's not in-depth as this particular plan Jim, but it is an overall comprehensive survey of, we threw out some ideas of what we have been hearing; and there is a lot of area in this survey where people can write their feedback. It's not just a check the blank, it's a lot of, if people want to really give us some good feedback, they are allowed to. There's plenty of room for it.

Mayor Kurtz said so what we did we took the information they had been feeding us, and we built that into what you see; and then also it gives them another opportunity to confirm what they have said and also to elaborate.

Councilperson Trakas said that's good. I think it would be incumbent upon us to get that feedback before we move too far forward, but I like all the security ideas and on the functionality part it will be interesting to see what the actual users think.

Chairman Walchanowicz asked so are we able to get some of these renderings that you had shown us today?

Mayor Kurtz said absolutely.

Mr. Steines said this is on Power Point, I could send you that. I can send them all individually as well.

Mayor Kurtz said before you send them out, make those minor adjustments to some of the departments and stuff so they are properly identified so it's not confusing.

Mr. Steines replied sure. I will send those to Dennis tomorrow.

Councilperson Veverka said just one small piece. I know when you talked about the storage as it related to the craft room. As it currently exists, the senior organization goes through the craft room and that's where they do the sign-ins to try to maintain security. I would just mention that in passing.

---

Mayor Kurtz said good point. We need to make sure the flow is there, and it's easy.

Mr. Steines said thank you, I didn't realize that.

Chairman Walchanowicz asked are there any other questions for Joe or Dennis on the GPD updates for both City Hall and the Civic Center?

Councilperson Veverka said I was just kind of curious, and this is more likely a question for the Mayor. If you are looking at combining desks, what level of staff would be, what would you be considering?

Mayor Kurtz said whatever is appropriate. Remember, we are not an 8 to 4 facility. We are multi-dimensional in that respect; and the hours are stretched quite a bit. So, I will depend on the departments to help facilitate what's efficient; but we are also going to use technology, Dale. I think that it's important that we introduce technology as much as possible.

Recreation Director Walchanowicz said and if I can chime in, I think we can really make a highly efficient run front desk if it was combined. During normal, not so much Covid, but during normal operations back from 2019, there are many times when there's one or two people at the Community Services desk, and one person at our desk. There are times in the later evening when we can just have one person that can cover both things; so I think the efficiency will really be increased there. This is something that we have been talking about. I can go back 15 years we have been talking about a combined desk from an efficiency standpoint.

Chairman Walchanowicz said I think what a lot of people have to realize is that times are changing, and many facilities, whether it's a Planet Fitness or whatever like that; there aren't humans at these desks anymore, it's a card. You swipe it. You put a key number in and you go. That's where times are going. So, if this is the route that we go, we have to be open to it.

Councilperson Veverka said I agree with that part, but obviously the other balancing portion of that is we do have during the regular hours seniors, a great deal of seniors. So, as long as we could raise the comfort level with something like that, then I think that's a great idea.

Mayor Kurtz said with the Rec Department, it is like Chairman Walchanowicz said, it's going to be technology driven, whereas Community Services is going to be convenience driven.

Councilperson Veverka said I know that for example I have been on the Community Services side, I stop by sometimes from the library; and there is one person there and there has to be one person on the Rec side. There are definitely certain times when it makes a lot of sense to have less people there; but obviously during peak hours it makes a lot of sense to have that adjustment. A lot of times there are certain demands related to the seniors. I know times when I am sitting there on the senior side, you have a few seniors looking for that personal touch thing, that personal interaction. So, making sure that we kind of keep that in mind too; you can't be too disconnected.

---

Mayor Kurtz said just keep in mind, the whole goal is the experience, and whether the experience emanates from the Rec side for your physical well-being or your camaraderie and helping on the Community Services side where it's much more personal, much more interactive and it's a different dynamic. The end result from our perspective is the experience.

Councilperson Kapusta said and maybe this is getting too much into the minutia so pardon me if it is, but when we were talking about security and the way the desk will be configured, I think there's a lot of positives there. One thing I would certainly point out, and I would like to believe the staff will as well, is now there will be less of a buffer from those front offices there on the Community Services' side. That was already an issue because a resident, visitors would just walk right in; and you would have those offices of which I had one for many years, and you had no buffer zone there. It was important not only for security but also for privacy reasons. So, as that's being reconfigured, I am sure the staff from the Community Services' side will want to speak to and address that aspect as well.

Mayor Kurtz said thank you.

Chairman Walchanowicz said okay let's move on to Number 3, and just get a quick update from Don on the survey we did. Don, if you are on and are able to see if we got any of our information back from them yet.

Procurement Coordinator Zdolshek said Joe we appreciate your presentation. If you would like to head home and start working on your improvements to the plans, you are free to go.

Chairman Walchanowicz said thank you Joe.

City Engineer Don Ramm said if I can share my screen, I will pull up a rendering. The survey was completed by Bohning & Associates. It was preliminarily submitted on March 20<sup>th</sup> and was finalized in internal and submitted last night, the final document. This is a very thorough topographic and boundary survey. I think it's going to definitely meet our needs. It shows pavements, the well features, utilities, the existing pavements, the existing buildings. So, it's a good point I think to begin. I think our action items were several in terms of looking at, seeking the assistance of our landscape architect and City Planner Jeff Markley to start looking at master planning, both existing and proposed; but then primarily looking at the proposed expansion parcel in road layouts and grave site layouts. I do believe he was looking to spot columbarium features and serenity gardens and looking at yield studies for how many graves we could facilitate and fit on the property. So, I think there's a lot of work that we can begin to do going forward.

Mayor Kurtz asked can you bring the map up Don?

City Engineer Ramm began trying to share his screen.

Mayor Kurtz said while Don is trying to navigate through the survey portion of it, let me just talk about a couple of the goals that he eluded to. The Planner and our team is looking at the expansion and the different variables with expansion. I know that fencing was a priority to some

---

---

of you, and \$50,000 has been encumbered last year and another \$50,000 this year. So, the goal is to bring to Council in the near future through Public Lands & Buildings. Go ahead Don, do you want to share your narrative on this?

City Engineer Ramm said this is the expansion parcel at the north end. I was saying that there are good utilities shown here. It picks up the mounding for the Cavs' drive. There are utilities, the well features, the access drive through for the well, buildings on the site, the existing buildings, the cold storage building, small building off on the Rockside Road side. It picks up down over the slope, the driveway down to the lower property, an old building, and our compost facility. So, it's a very comprehensive, thorough, detailed survey and map that we can definitely march forward with on many different levels.

Mayor Kurtz said so the goal is to take this map and then outline potentially expansion areas; and at the same time, various types of expansion, whether it be columbarium walls, mausoleum, ashes. So, at that point we will come back, and Council can then give us direction in terms of a more specific long term strategy.

We will also embark on trying to get our fence built, priced out and built. We just need to settle in. We should present something to Council with some options. In the next Public Lands & Buildings Committee we will outline our goals with the fence, using the existing columns that we have at the entrances. Once we have that, Dennis can put together the cost associated with the various types of materials and then we will bring it to Council and you can point us in the right direction. We have approximately \$100,000 encumbered or appropriated in 2021, \$50,000 each.

The mausoleum columbarium wall, we have appropriated \$125,000 for this year, and that's going to obviously take a little bit more planning; but I think it's imperative that we offer the columbarium wall first and then we gravitate to a mausoleum and work with experts in the field that can help us determine the long term strategy.

We talked about removing the existing storage area and converting that into a meditation area and then using the lower elevation, the old garage as our storage building.

So, we have various opportunities, but we wanted to make sure that everyone saw the level of detail relative to the survey. The next phase is going to be the fencing pricing, the expansion opportunities and then the columbarium wall upgrade potential.

Chairman Walchanowicz said very good.

Mayor Kurtz said one other thing that I didn't mention is that we are also going to look at traffic patterns to see if, you know how if you don't have a clear traffic pattern, you get bottlenecks. We actually have people there for a funeral procession that help guide people in certain directions; but we are also going to look further north to see how we can make sure that we accommodate traffic patterns.

---

---

Hopefully Mr. Chairman I would like to have something to you in the next 30 days or so, that's the goal.

Chairman Walchanowicz said sounds good, thanks Mayor.

Mayor Kurtz said a little bit longer, we will stretch it out, but we want to keep this thing moving so that we can get some of these things accomplished this year and at least get the planning. We may not build all the infrastructure for some of it, but at least we will have a direction. That is the goal for 2021.

Chairman Walchanowicz said sounds good, thanks Mayor. Does anybody have any questions on this part?

Councilperson Veverka said a question related to the fence. Obviously, if we are going to be closing the cemetery, would it be sunrise to sunset? Is that what they currently are?

Mayor Kurtz said I am not suggesting that, my understanding of the fencing was more aesthetics and security from the road rather than security driving in and out of the facility.

Councilperson Veverka said okay, I thought that one of the Councilpersons initially were concerned about people being in the cemetery when they shouldn't be.

Chairman Walchanowicz said originally I was concerned with that, but as I have spoken with residents and the Administration, there are a lot of people, residents who go visit ones after dark and they pray; so I don't think it would be at this time a great idea to lock it down. I think the view, the outlook that Mayor Kurtz has on that with the fencing and the open gates, I think it's a good start.

Mayor Kurtz said the Police do drive through there.

Councilperson Veverka said right, well that's good. That was kind of what I was hoping. I got a little concerned when we wanted to lock it down per se. Thank you.

Chairman Walchanowicz asked Jeff did you want to chime in on anything?

City Planner Markley was not able to speak as he was having technical issues.

Mayor Kurtz said that's okay. I think we pretty much handled things, right Jeff? He's smiling. Thumbs up works. He was on the meeting so now he knows the pressure is on him to get the expansion design to us. Good Jeff, you can't talk but you can hear right? Get the expansion Jeff. You can't complain about it.

Chairman Walchanowicz asked does anybody else have any other questions with the cemetery?

Councilperson Trakas said I think it's nice to have at least decorative gates, that might be a nice entryway, and I still think there would be a very nice profound gateway into the cemetery. My

---

dad is over at Lakeview as well as some other family, and I think that's impressive. They don't have to close on a regular basis, but I just think it would be nice if we designed some really nice entry gates for aesthetic purposes as well.

Mayor Kurtz said absolutely. I heard you when you mentioned it before. That would be part of the overall aesthetics, the fence with the more pronounced gates to let people know there is security but there's not security, it's more of a demonstration of importance.

Councilperson Trakas said well said Mayor.

Chairman Walchanowicz said well if there's no other questions, we will just hit real quick on where we sit when the KIN property transfers. Mayor, if you can fill us in on that.

Mayor Kurtz asked is Jess on?

The Clerk replied no.

Mayor Kurtz said in the update, we will close, it's down to the, any typical commercial property settlement, it's down to the nooks and crannies. In principle everything is completed. We just want to make sure that our t's are crossed and the i's are dotted; and it environmentally came back clean. In terms of the ability to transfer, it's clean. So, we just have a few more loose ends, but all documents are managed in proper form. So, we anticipate actually transferring in April.

Chairman Walchanowicz said perfect. Any questions?

We will move on to Number 5.

Councilperson Trakas said I have one quick question just out of curiosity. Obviously, we inherit some leases there. What's our approach to that Mayor in terms of the folks who are in those buildings? Are we going to be soliciting to try to fill up space? Just out of curiosity, what was your thoughts on that?

Mayor Kurtz said a couple of things when it comes to real estate. We will be talking after this meeting, but we are going to honor to the best of our ability those leases. If in fact something comes down where we have an urgency, we can always manage that through a buyout; but the goal would be to try to be as understanding and as accommodating as possible. The goal would be to move them into an upgraded facility. That's the goal. That's the approach we are going to take. We are trying to be as accommodating as possible.

Councilperson Trakas said thanks Mayor.

Chairman Walchanowicz said if that's all on that, we will real quickly have Dennis and Leon touch on the salt storage building if we have estimates yet, where we are with that.

Service Director Karas said we took a look at the salt storage facility, and I know there's a couple of holes in it, not major holes; but we did get one estimate. We are working towards an

---

additional estimate. We were talking about replacing the steel as well as the canvas, and we also had an estimate that just replaced the canvas. So, we are looking at a couple of different options. We met with a company by the name of Greystone; and they rep a product called Britespan. I know that there's another canvas company out there called Clearspan that we are going to be getting some information from as well.

I think the quotes were sent. So, the original quote for just the canvas and the steel was \$65,000; and that's going to raise the height of the tarp so that we will have a clear height to dump trucks avoiding these issues in the future with ripping and hitting of the canvas.

Chairman Walchanowicz asked Mayor do you feel it's best just to replace the steel so we don't have those issues anymore?

Mayor Kurtz said we can look at a second price. It could give us more favorable opportunities, both pricing and function. So, I will reserve my thoughts in terms of, other than we need to do something until after we get another quote, but that building, I am trying to remember how old that building is.

Service Director Karas said 2009.

Mayor Kurtz said okay.

Procurement Coordinator Zdolshek said the initial cost was about \$40,000, and right now Director Karas and I are in the exploratory stages of it. Things have changed. Materials have changed. One thing that we did look to possibly getting the canvas repaired, but due to its age, it's 10 years old, it's not advisable to waste the money on that.

Mayor Kurtz said no, I think the goal would be is I didn't look at the integrity, I am sure when they are looking at replacing, they are looking at the integrity of the walls; and Leon have you had any issues with the walls?

Service Director Karas said no, we have not had any issues with the walls, and when we spoke to them about the walls, they came out and did a visual inspection. They said that the walls and the block still looked pretty solid.

Mayor Kurtz said what we are going to do is look at the framing, and we may look at a little more of round configuration for wind, etc. I think we will stay with the same color. We will just see if there are more any opportunities to get more material in it and keep it dry.

Chairman Walchanowicz said it sounds good.

Mayor Kurtz said of course, the salt dome down at the State yard, that handles 5,500 tons; and what does ours handle?

Service Director Karas said this one is right around 2,000.

---

Chairman Walchanowicz said I like the other idea better.

Mayor Kurtz said I think it's full right now, we will take it over and give us the salt too.

Service Director Karas said that would be nice.

Chairman Walchanowicz asked do we have any more salt that we have to have delivered?

Service Director Karas said right now we aren't going to get any more delivered. I think we can get 800 or 1,200 tons for the rest of the season; but we will get that all delivered in the fall again. We will meet our minimum.

Mayor Kurtz asked Leon, do you have to clean the space out before they replace it or can they work with the salt in it?

Service Director Karas said no, that's one of the things we talked about is that if they needed to replace the canvas or the framing, all of that material would have to be moved out of there.

Mayor Kurtz said okay, so you are going to try to run it down as much as possible.

Service Director Karas said that's the goal. I think if we do this next summer, the goal would be to run down as much salt as we can now. A few years ago when we were having problems hitting our minimums because of the good snow; we weren't sure what Cargill was going to do, so a few years back we bought a tarp, a 200' x 200' tarp, so we will be able to move some of that material out into our north lot and still be able to keep it tarped while they do the work if we needed to on an emergency basis.

Mayor Kurtz said okay, good.

Chairman Walchanowicz asked does anybody have questions on that?

Mayor Kurtz said so Mr. Chairman, what we are going to do Council is once we get the pricing, and we have confirmed our long term strategy and the right material; we will bring it back to Council as quickly as possible.

Chairman Walchanowicz asked does anybody have any other matters that want to come before us today?

Mayor Kurtz said you know there are some infrastructure issues that we need at some point we will talk about, not today necessarily or we would have it on the agenda; but paths, bicycle paths, etc., using some of our properties.

We will also talk about the Haydite property. We are exploring potential opportunities. We have had such success with the Hemlock Trail that we are working with West Creek, the owners of the 68 acres adjacent to our 114 acres; and we are exploring. We have a quote out now to an engineering firm, and we actually believe through the efforts of our Economic Development

---

---

Director Hyser that we may be able to share in a study that would give us a full flavor of what potential we have in that area. We have checked our contracts, there's no real restrictions from the National Park on our portion, or theirs actually. We would obviously do something that's consistent with their mission, with the National Park; but also gives us a tremendous opportunity. I view that Hemlock property as an uncut diamond, and I just think that there's a lot of opportunity between the river, the railroad tracks, the trail to really do something significant in that area.

Now there are limitations because of some wetlands and some of the terrain; but in talking with Derek Shaefer, he's open-minded to it. The mine has been cleaned up except for the one kiln, which I think is pretty cool to look at myself. It deals with our oldest business, and it's a remnant of our oldest business; and I think that adds historical significance to the south park area. That was known as the South Park station. I think the South Park minery/winery would be really cool in that area.

Chairman Walchanowicz said I think the kiln should stay.

Mayor Kurtz said again, you just have to address it, make sure. It's not ours, it's on the West Creek Preservation's property; but there are significant opportunities to do things that we do so well in terms of trying to make sure that the National Park is recognized and giving them more flexibility. When you are talking with a couple hundred acres; the biggest zip line, the biggest hole-in-one. There's all kind of neat things, a man-made lake if it keeps filling up.

I say all of these things somewhat tongue-in-cheek, but with some serious note of expansion and growth potential. So, keep that in the mind. If I need to come to Council, I will know that in the next couple of days; if not, then we will do that study in concert with West Creek Preservation. It's worth exploring to see what opportunities we have there that could complement our recreation, complement our National Park, the railroad and a few of the amenities in that area, the big lake if it stays a lake. I believe they have six more years to vacate and do what they are going to do through the Department of Natural Resources on the property. So, at least that portion of the property is not time sensitive, but I think that the Hemlock Trail has opened up a lot of opportunities. Tommy Walchanowicz can't say enough about all the things he wants to do down there to complement the Rec Department, and he will stay on board for the next 20 years he said if he can hang over there. Just kidding.

That's something you can look forward to in one of our future meetings, Public Lands & Buildings. There are a number of different other issues that we are starting to get traction with again because we are getting out of this shell of time. So, I just bring that up just to make sure you are in the loop, and that we will get back to you to recap the meeting. We will get back as quickly as we can with some of the specifications to the City Hall for the next round of questioning and input. The Civic Center is the same thing, it will be a little slower because of the more robust discussion. The cemetery, we will continue that through Purchasing to get the fence and the gates and the layout for the next phase and how we are going to manage some of the burials in the future. Then the tarp and that, and we will update you with KIN Properties and the downtown area in the near future; and we will make sure that some of these larger

---

---

expenditures are brought to your attention so you can support us in our efforts to make sure that we manage things in the future.

With that, have I talked long enough to get to the 5:00 p.m.?

Chairman Walchanowicz said well we have about ten minutes so we can use a quick break.

Councilperson Veverka said just a quick question to Jim. When we talked about the grant for the kitchen at Community Services, is there any time constraints on that?

Councilperson Trakas said I don't believe that there are as long as you make progress towards it, you are working with the office and manager in budget and keeping in touch with them; they are pretty lenient. They prefer that you get things done within a budget cycle which is two years; but it's not a necessity.

Councilperson Veverka said okay. I just didn't want to lose that grant.

Mayor Kurtz said I appreciate the Finance Director keeping me up to speed in terms of the monies available for different projects such as I announced earlier in terms of Maple Shade. So, thank you Vern.

Chairman Walchanowicz said well if that's it, I will call this meeting to adjourn.

**Moved by Trakas, seconded by Narduzzi, to adjourn the Public Lands & Buildings meeting of March 30, 2021. Voice Vote: 3 yes/0 no; motion carried.**

There being no further business, the Public Lands & Buildings meeting of March 30, 2021 was adjourned at 4:50 p.m.