

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
SPECIAL COMMITTEE OF THE WHOLE MEETING
GERALD C. TURRY VILLAGE BOARD ROOM
AUGUST 29, 2023**

Call to Order

Trustee Saleem called the Special Committee of the Whole Workshop Meeting of the Lincolnwood Board of Trustees to order at 5:06 P.M., Tuesday, August 29, 2023, in the Gerald C. Turry Village Board Room of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Deputy Clerk Elijah Bebora, the following were:

PRESENT: Trustees Saleem, Klatzco, Sargon, Martel, Halevi, Diaz Herrera

ABSENT: President Patel

A quorum was present.

Mayor Patel joined the meeting at 5:20 p.m.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Chuck Meyer, Community Development Director Scott Mangum, Public Works Superintendent Jason Brianas, Assistant to the Public Works Director Brendon Mendoza, Police Chief Jason Parrott, Fire Chief Barry Liss, and Management Analyst Elijah Bebora.

Regular Business

1. Discussion of the Draft Facilities and Space Needs Assessment

Raymond Lee of FGM Architects provided an assessment of Village facilities. He stated that it will be used to assist the Village in long-term capital planning. FGM reviewed operational issues for each Village facility. Upon completion of the assessments, conceptual budgets were developed for each solution. The project options were tier one – economical, tier 2- mid-level, and tier 3 – premium options. He said the Village would like interim solutions addressing safety and security, quality of life, and functionality.

Trustee Martel asked if tier 1 is limited to just life safety and code or just safety.

Mr. Lee stated that there are things that need to be repaired for basic security.

Mr. Lee provided a space needs analysis. It shows that more space is required for better customer service and efficiency. In Village Hall, reception counters have limited space, publicly accessible conference rooms are needed, and there are privacy and noise issues. Workplace issues include conference rooms being too small and workstations being too

small. In regards to safety and security, there are areas with only one exit. The public central corridor is hard to monitor, staff parking is commingled with the public, and lighting levels are dark. There are many items that need to be addressed in Village Hall, such as masonry tuckpointing, lintel repairs, mechanical system repairs, plumbing system repairs, and electrical system repairs. For maintenance and repairs, the budget is \$633,500 at the lowest and \$922,000 at the highest.

Trustee Sargon said that when they see the Parks and Recreation Plan, it would give the Board a full view of the facility's needs.

Louise Kowalczyk, Architect at FGM Architects, stated that she proposes a solution involving modest reconfiguration of space within the various departments to improve the workflow and address some deficiencies. The minimum price would be \$3,217,539, and the maximum would be \$3,788,008.

Trustee Halevi stated that all the space used in Village Hall often has double duties. One of the problems we have had is when there are a lot of people in the hallway, and it becomes harder to hear in the Council Chambers.

Village Manager Gaura stated that with the proposed plan, the Village Board dais would be ADA Compliant.

Louise Kowalczyk stated that the solution proposed is a new 3,450-square-foot addition to the southeast of Village Hall to address the space shortage addressed in the space needs analysis. The Price is estimated to be between \$6.2 million and \$6.9 million.

Jason Estes

Police Department

Mr. Lee stated that the Police station requires more space because Police operations have expanded. There are parking issues. It is now common to have secure parking for department and staff personal vehicles for security and safety. More training space is needed because Police are required to have mandatory training hours. Furthermore, the Police Department is now responsible for more social services. More space is required for computer forensics investigations. The evidence and property storage room needs to be increased because the length of time evidence must be kept has increased. The cost of tier 1 maintenance and repair items and finishes is between \$2 million and \$3.05 million. The solution to the space needs is to add a 6,500-square-foot addition to the southwest of the building. The new space would comprise a sallyport, evidence processing, garage, and a new lock up. The cost would be between \$11.4 million and \$13.1 million. The tier 3 solution addresses all deficiencies and adds 800 square feet to the northeast, 875 square feet to the west, and 6,500 square foot addition to the southwest of the Police garage.

Trustee Sargon stated that it would be helpful to see some floor plans.

Village Manager Gaura stated that staff can provide tours of Village facilities.

Mr. Lee stated that they recommend the tier 2 option.

Fire Station

Jason Estes stated that the Fire Department needs 26,343 square feet of space to operate effectively. There is a 16,890-square-foot deficit. More space is required for training space and the residential portion to accommodate Fire Personnel. The men's and women's bunkrooms are dormitory style, which does not provide privacy. The bunkrooms are too small, and the clearance between beds is very tight. The apparatus bay is very tight. Additional space is required to accommodate front-line and reserve vehicles. Tier 2 proposes a 3-story 22,200 square-foot addition to the southwest and a 3,150 square-foot addition to the west. The three-story addition addresses the administration, training, and residential areas. The project would cost between \$20 million and \$21.5 million.

Trustee Sargon said that she would like sustainability features with the projects.

Community Center

Mr. Lee stated that noise from outside and from the toilets can be heard in the Community Center office area. There are space heaters and fans are used throughout the building. Due to the poor conditions of the electrical system, he recommends that space heaters not be used. Due to the age of the building, there are many issues that cannot be resolved unless the building is rebuilt. There are accessibility and environmental issues, such as suspected asbestos. There are also structural issues, such as foundation cracking and leaks. The short-term budget is \$334,000 to \$541,000. The longer budget is between \$1,664,000 and \$2,000,000.

Aquatic Center

There is no emergency exit from the aquatic center. There are locker room issues, including a lack of a family locker room. Other items include building envelope repairs and plumbing system repairs. The tier 1 cost is between \$708,854 and \$834,557. Tier two consists of a longer-term expansion and reconfiguration cost between \$4.5 million and \$5.1 million.

Public Works

Mr. Estes stated that the Public Works building is lacking in all areas, from Administration to the interior and yard storage spaces. Example of undersized space includes office and administrative areas, staff support areas, equipment storage, and maintenance garage. Tier 1 costs range from \$1.8 million to \$2.3 million. Tier 2 proposals are adding two additions consisting of a garage addition and a two-story addition. The cost would be between \$23 and \$25 million.

Pump House

Some examples of issues include physical security, staff safety, and accessibility issues. They recommend correcting the accessibility and code compliance issues. The tier 1 cost is between \$543,000 to \$781,000. Additionally, other tier 1 solutions focus on implementing maintenance items, including interior remodeling work and a new chlorine building west of the Pump House. No tier 2 or 3 options.

Village Manager Gaura thanked the Department Directors for their work with the Facilities Plan.

The meeting sought public participation, but nobody was in attendance for public comment.

Adjournment

Trustee Sargon moved to adjourn the Committee of the Whole at 8:03 P.M., seconded by Trustee Martel.

AYES: President Patel, Trustees Saleem, Klatzco, Sargon, Martel, Halevi, Diaz Herrera

NAYS: None

The meeting was adjourned by roll call vote.

Meeting Adjourned

Respectfully Submitted,



Elijah Bebora
Deputy Village Clerk