

**APPROVED
MINUTES OF
THE AD HOC FACILITIES COMMITTEE
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS
October 30, 2018**

Call to Order

Chairman Israel called the Ad Hoc Facilities Committee to order at 6:34 p.m. in the Terrace Conference Room of the Village Hall. Present: Chairman Israel, Trustee Buehler, and Trustee Ciesla. A quorum was present. Also present: President Frum, Village Manager Rich Nahrstadt, Deputy Village Manager/CFO Jeff Rowitz, Public Works Director Kelly Hamill, Assistant Public Works Director Matt Morrison, Assistant to the Village Manager Erik Jensen, Assistant to the Village Manager Madeline Farrell, Administrative Services Manager Debbie Ford, Facilities Manager Mark Kischner, Chief of Police, Roger Adkins, Deputy Police Chief Scott Dunham, Internal Services Administrator Jason Batalden, Fire Chief Andy Carlson, Scott Rihel of Healy, Bender and Associates, and Fred Moyer and Anne Kennett of Moyer and Associates. Trustee Han entered at 6:37

Hear from the Audience

None

Space Needs Analysis Process and Methodology

Terminology and Methodology.

Director of Public Works Kelly Hamill gave an overview of the process to date. He explained the Facilities study provided a condition assessment of the three facilities; a space needs analysis of the three facilities; and an evaluation of the current facilities to determine the most cost effective solution for the Village.

The Goals of the Space needs Assessment were to conduct a comprehensive operations assessment and analysis of space needed for the functions at the buildings, to evaluate options for mitigating any deficiencies found during this work and to prepare concept plans for the potential renovation of the facilities based on the work completed. Director Hamill then explained what the space needs analysis took into consideration including the physical size of facility; types of functions housed at the facility and relative amount of space assigned to each function; the number of personnel at the facility and their responsibilities; and the unique requirements of the facility. Staff consultation is used to determine any special operational requirements.

Trustee Israel stated the proposed needs are developed using modest increase of workforce over the next 10-15 years.

Director Hamill stated the Committee will now discuss the Police Department. Trustee Israel stated we will now go into Closed Session to discuss section 2 (c) 8 of the Open Meetings Act. Trustee Buehler moved, seconded by Trustee Ciesla to go into closed session. The committee came out of closed session at 7:35pm. The group took a five minute break. The meeting resumed at 7:40 pm.

Police Department

Director Hamill then reviewed the Police Station space needs. He commented that the police station is presently functioning with 50% of the space currently needed for its operations.

Director Hamill stated there are two operations, and he reviewed the police station space and staffing projections:

- 45,000 square feet now, the need is 83,121.
- Areas that are in need or require expansion: Sally port, property evidence, patrol locker rooms, fire arms training, incident command, records.

Trustee Ciesla questioned records retention and how this plays into it the needed space. Chief Roger Adkins stated explained how they utilize both formats – paper and electronic.

Director Hamill then introduced Mr. Fred Moyer, of Moyer and Associates, who provided an overview of the Police Station Options: Option 1 – reuse of existing property expands footprint, option 1A is to make a 2 story and option 2 a brand new building. Mr. Moyer presented a conceptual design of the expanded facility and explained the changes. Director Hamill explained how functionality is being addressed in the renovated facility. He discussed option 1a which includes adding a second story and accommodating outside parking, noting the costs are still high. You can't just build a second story – it requires demolition of the existing building. He then noted option 2 – constructing a new facility at another location and selling the existing property.

Director Hamill presented the potential cost of the Police Station Options: Option 1 – reuse of existing property expands footprint \$27,634,691, option 1A is to make a 2 story \$36,478,343 and option 2 (brand new building) \$37,682,280.

Trustee Ciesla discussed the options and noted another option to consider is moving the Police Department facility and sell the present site to compensate moving the Police Department building. She also suggested the Village partnering with other entities.

Fire Station 11

Director Hamill stated the existing facility fails to meet the current space needs and serve operational needs. The site includes the Operations Wing, Administration wing as well as the Maintenance/Storage. He stated all three were looked at as a whole. He then discussed the operational problems identified at Fire Station 11:

- Lack of suitable facilities, inefficient storage.
- No dedicated spaces for female firefighters, lockers, etc.
- Inefficient circulation:

Director Hamill presented the layout of station 11 and Chief Carlson discussed how the site is presently being used. The operations side is tri level and split by the bay. Every movement is up and down the stairs and across the bay. The bay in the middle is unusual.

Trustee Buehler explained the right side was originally for the Chief and Fire Prevention the other side was for everything else.

Chief Carlson explained one of the issues is the offices are scattered. Many rooms are being used for unintended uses. There is a list of needs on the administration side such as issues with confidentiality, access for fire prevention, and security for entrance area.

Trustee Ciesla questioned if building a new fire station in a new location would eliminate the additional jump house we have discussed previously? Trustee Karagianis questioned how the Village would reuse the Station 11 site since the water plant is located behind it.

Director Hamill stated these are valid points. We have not looked at other properties or selling present properties. He then reviewed Option 1 and Option 2. Director Hamill stated there are opportunities to improve the administration side. He explained they looked at current needs versus 20 year expansion. The following areas is where they found the largest discrepancies in available needed space:

- Support areas: turn out gear storage; facilities for female employees; EMS Equipment; areas for cleaning; tools and equipment.

Director Hamill introduced Anne Kennett, of Moyer Associates, who reviewed Option 1 and Option 2 for Fire station 11.

Ms. Kennett reviewed Option 1 to renovate and expand facility which would include:

- Relocate the Fire Prevention Bureau to level 1,
- renovation of the bay area that includes extra storage,
- men and ladies locker rooms,
- Administration will be on the 2nd floor,
- Shift command and report writing on 2nd floor.

Ms. Kennett stated this would provide enough room for another vehicle, such as an ambulance.

Ms. Kennett stated presently training/Emergency Operations Center (EOC) is located in the basement, however, the proposed plan expands the EOC. The group discussed having more than one EOC and the pros and cons. Police Chief Adkins stated if an alternate EOC was located at the Police Department it would be utilized as an Incident Command Center for the Village and other groups to actively work and train.

Mr. Hamill showed the improved circulation on the Fire station.

Ms. Kennett stated Option 2 would be to identify an alternative site for the construction of a new Station 11, together with the relocation of Fire Administration to either that site or another location.

Director Hamill presented the potential cost reviewed Option 1 and Option 2 for Fire station 11, noting the costs for Option 1 is- \$7,630,207and Option 2 is \$13,516,618.

Trustee Israel questioned if there are interim improvements to the station to address immediate needs. Done as an interim and an ultimate to see if other opportunities arise to address the needs in a holistic way.

Mr. Moyer stated the Fire Station has been an interim for years – the space is inadequate. The proposed is a great idea, but in three years we may have a new set of needs.

Trustee Buehler questioned if you lose the rear bay entrance in option 1 and if so, is there an issue with equipment being backed into the bays?

In response, Chief Carlson stated other stations are like that and there is no problem.

Trustee Ciesla stated the cost estimates of relocating and the timing of these projects are all critical. How would temporary relocation work for the Fire Station if that is needed? How would the options impact response times? Are there interim improvements that can be made at Fire Station 11 to be able to better handle demand on the east side of the tracks? In response, Director Hamill stated this is just the start of the discussion. This could all take years to accomplish.

Fleet Maintenance Garage

Director Hamill reviewed the Space needs analysis for the Fleet Maintenance Garage noting the following deficiencies in the maintenance shop areas, support areas and the administrative areas.

- Inefficient use of the maintenance bays;
- Insufficient ceiling height,
- Storage and space use;
- Inefficient grouping of functions and staffing.

Director Hamill stated explained the Service building has six different bays, which causes shuffling of vehicles, not to mention inability to work on certain vehicles due to insufficient ceiling height.

Trustee Ciesla questioned what it would cost to outsource this function? Is there any partnership we can forge to service vehicles? If we move the Garage to another site, isn't it best to reuse the site for additional parking spaces? Do we want to sell the present site? We need to understand all of these options. She questioned what the plan is for all of these buildings? Instead of piece meal we need an overall plan.

Director Hamill then discussed storage and space use:

- Presently at 60%, but the floor space is not enough. Presently 13,000 sq feet presently, looking at 21, 000.
- Circulation is inefficient, staff often makes unnecessarily long movement to get to the parts, etc.
- Insufficient support areas: heavy parts, being stored on second floor mezzanine,
- No locker rooms for either gender; there is one unisex bathroom.

Mr. Scott Rihel, of Healy Bender, reviewed the Fleet Maintenance Garage Options

Option 1 proposes to renovate and expand facility. One of the biggest needs was the heavy duty bay, but the question is how to maneuver the vehicles. To accommodate the shape of the building had to be manipulated. This allows for 90 degree parking which is optimal. During higher volume times, do have the ability to move some mobile lifts to allow for more space. This option includes proper facilities for staff and circulation is more centralized.

Director Hamill presented the potential cost review of Option 1 with a cost of \$4,497,816 and Option 2 with a cost of \$6,182,473.

Director Hamill pointed out this option 1 would result in reducing the number of Village Metra parking spaces. Village Manager Nahrstadt stated the costs of finding an existing building could change based on if the building has the right height ceilings.

President Frum questioned the next step. What does the timeline look like? Trustee Israel stated he suspected it will take a couple of meetings to digest all of the information. We need to provide staff with the things we feel are in flux. The Committee should provide any other questions or suggestions to staff. The Committee should come back in January, review the items and prioritize what we want to get done. From there we should have another larger meeting to finalize a plan, or make some recommendations.

Director Hamill stated if the Board wants to go on site visits to any other buildings in town staff will arrange it. President Frum stated she was interested in revisiting the Police Station again the information provided this evening. Trustees Karagianis and Buehler agreed. Village Manager Nahrstadt stated some options will quickly will come off the table, and he explained. President Frum commented it would be helpful if staff would take the Board's comments and refine some of the options. She noted Trustee Israel laid out a schedule and asked staff to let the Board know if it is reasonable.

Village Manager Nahrstadt stated he felt 1A should come off the table for the Police Station and at this time he did not think we could refine anything else. Let's set up the tours. Trustee Buehler suggested advising a Broker to keep their eyes open for potential buildings in town.

ADJOURN

Trustee Buehler moved, seconded by Trustee Ciesla to adjourn the meeting at 9:06pm. On voice vote, all were in favor.

Respectfully submitted,

Debbie Ford
Village Clerk