

**MINUTES OF
THE AD HOC FACILITIES COMMITTEE
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS
FEBRUARY 27, 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, and Scott Riehl of Healy, Bender and Associates.

Hear from the Audience

None

Discussion of Village Facilities

Assistant to the Village Manager Erik Jensen updated the Committee on the facilities assessment. He explained tonight is a functional review of the facilities, basically what we need to do to functionally to maintain the facilities as they are. The next step after this is a space needs analysis and then a final report will be drafted.

Mr. Jensen first reviewed the goals of the project. He stated that the Village's consultant had conducted a comprehensive facility assessment and would be completing a space needs analysis of the following buildings: Police Station, Fleet Maintenance Garage and Fire Station 11.

Trustee Israel confirmed the current study will only address the physical condition of current facilities. Mr. Jensen stated the purpose of the facilities assessment is to identify the overall condition of the current facilities and the capital improvements needed to maintain them as they are.

Mr. Jensen then discussed the following:

- *Methodology.* He stated the consultants used American Society for Testing and Materials (ASTM) Guide to assess the facilities. Mr. Jensen then discussed the detailed list of building components that is used to review and rate each component: ratings of "Good current" to "Very poor".

- *Facilities improvements.* He stated they rated the building systems and identified those that needed replacement and estimated costs. It was determined these improvements are what are needed to maintain the facilities.
- *Initial Impressions of Facility Assessment:* the Village has maintained its buildings. The focus has been on key building systems to keep Village buildings functional and livable. There has been less of an emphasis on finishes and the appearance of our buildings.
- *Key projects:*

Police Department - Rating of Building: B; Projected Value of improvements needed:

\$1,786,000; Parking lot, deterioration; light poles deterioration also in the parking lot; Electrical/Fire alarm system: - ok for current building, but not if there is an addition; Windows: - leak air, and some leak water; Engineering Consultant also mentioned some plumbing issues within the building.

Fire Station 11 – Operations Wing - Rating of Building: C; Projected value of improvements \$1,043,000; Egress issues, doors opening in; air conditioning units/roof

Trustee Israel stated if the air conditioning units are replaced properly you should see a reduction in energy used. He questioned if there is a standard way of determining the energy savings.

Scott Riehl of Healy, Bender and Associates explained that new units are more efficient and when replaced can be properly sized for the space. Mr. Riehl also explained there are grants available to fund some of the units and it is safe to say newer units will save energy, but the grants will not pay for all of the replacement units. Assistant Public Works Director Matt Morrison explained right sizing the new units is also important. Trustee Israel suggested using sustainable products and questioned if there was any value to look at solar panels on the roof. Mr. Morrison reviewed photos of the roof and pointed out that it has reached the end of its useful life.

Mr. Riehl explained that when roofs are replaced they need to be brought up to energy code. This code has changed considerably since the last roof was put on and this is where you will see a cost. In addition, you have to remember it is a system. It all should be replaced at one time.

Trustee Israel noted any effect we have, we want long term savings and sustainability. In response, Mr. Jensen explained the electrical systems are sufficient for now, but not if the building is expanded.

Fleet Maintenance Garage - Rate of Building: C; Projected value of improvements needed:

\$1,129,000; Notable findings - roofing is approaching the end of its useful life; maintenance bays are in very poor condition, they are significantly failing.

Mr. Morrison stated the roof height is insufficient. We would need to raise it. Mr. Jensen stated the roofing is reaching the end of its useful life.

- Next Steps in process: Review draft space needs analysis for each facility; Review facility manager's proposed schedule of capital improvements for all facilities; Direction and feedback needed on alternatives to consider in final report.
- Final Meeting: Review final report and alternatives; consider for recommendation to the Village Board.

Village Manager Nahrstadt asked how specific the recommendations to the Board will be. Mr. Morrison explained they will use a rating system of 1, 2 or 3. Can our buildings sustain their needs?

President Frum commented there needs to be priorities set for each building.

Mr. Morrison explained how staff will report back to the Board.

Trustee Israel remarked he was looking for a flow chart showing where the operational deficiencies exist and how work flows can be improved. In response, Mr. Morrison stated that is part of the next phase. Village Manager Nahrstadt requested a timeline. Mr. Jensen stated the next meeting will be scheduled for the end of April/early May.

Trustee Buehler requested the space needs analysis and operational deficiencies in advance of the Committee meeting so they have time to review in order to make decisions.

ADJOURN

Trustee Ciesla moved, seconded by Trustee Buehler to adjourn the meeting. On voice vote, all were in favor.

Respectfully submitted,

Debbie Ford