

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
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OCTOBER 19, 2021**

Call to Order

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:30 P.M. Tuesday, October 5, 2021, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Village Clerk Beryl Herman the following were:

Present: President Patel, Trustees Herrera, Klatzco, Sargon, Saleem, Martel and Halevi.

Absent: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura,; Chuck Meyer, Assistant Village Manager; Matthew Pasquini, Management Analyst; Jon Bogue, Assistant to the Village Manager; Denise Joseph, Finance Director; Nadim Badran, Public Works Director; Scott Mangum, Community Development Director; Doug Hammel, Development Manager.

Approval of Minutes

The minutes of October 5, 2021 Committee of the Whole Meetings were presented for approval.

Trustee Halevi moved to table the minutes of October 5, 2021 Committee of the Whole Meetings until the next meeting, seconded by Trustee Sargon.

Upon Roll Call the results were:

Ayes: Trustees Herrera, Klatzco, Sargon, Saleem, Martel and Halevi.

Nays: None

Minutes Approved

Regular Business

1. Discussion Concerning Village Code Update

This item was continued to a future meeting.

2. Update on Parks and Recreation Space Allocation

The Mayor stated that this item would be held as field trip and called for a recess. The Mayor called the meeting back to order in the Community Center at 6:35 P.M.

Mr. Badran passed out designs for the Small Community Center Room to fit three people in the space. Mr. Badran continued that the work would be completed in-house for the Community Center Room, with the exception of work related to IT. Mr. Badran explained the structural concerns for the layout of the room in regards to placement of load-bearing poles in the room.

Mayor Patel asked about sprinklers and safety for the space. Mr. Badran stated that the sprinklers and vents may need to get moved depending on the layout.

Trustee Sargon asked about the number of staff that would be located in the space. Mr. Badran explained that there would be two offices and a third workspace for the small room with a work space for staff across the hallway.

Trustee Sargon asked about the purpose of soundproofing the area. Mr. Badran stated that with the programming with kids in the adjoining room it could be disruptive to the work environment and it may benefit to have sound mitigation efforts. Ms. Gaura continued that we have to address the sounds to make sure the area is a viable working space. Ms. Koperski-Walsh added that there is programming throughout the year and not just during the summer so there would be a benefit year-round to have sound mitigation.

Trustee Klatzco asked if they planned to remove the door entirely and dry-wall. Mr. Badran stated that they would be looking at it with the Fire Department to determine what we can do for safety and access in the building to ensure those concerns are addressed.

Mr. Badran stated that the quote includes \$20,000 for IT improvements.

Trustee Saleem asked about the condition upstairs and the height for the Community Center. Mr. Badran stated that the area is probably seven feet high but would need to be cleaned up significantly.

Trustee Martel asked if there were any concerns from staff with proceeding with this plan for the small room of the Community Center. Ms. Gaura stated that there were no concerns and that staff have a positive attitude and want to make sure we have a positive working environment.

Ms. Gaura explained the use of the conference room across from the Village Manager's Office where two desks for the office could be utilized.

Mayor Patel asked if there should be a customer service door should be added to the conference room to allow these staff members to interact with the public. Ms. Gaura stated that due to the layout of the hallways and use of this space there isn't a need for a customer service door at this location.

Mr. Badran explained the changes for the current Parks and Recreation Department space would be restructured to accommodate the Community Development Department. Mr. Badran explained that the customer windows would be moved and to have two windows to accommodate customer service needs and to create symmetry in the space for others.

Trustee Sargon asked if the plans were to expand the Parks and Recreation space to accommodate the needs for Community Development perpetually in order to address the District 1860 site and be the permanent location for Community Development. Ms. Gaura stated that was correct and the plan for Community Development to be in this space permanently.

Trustee Sargon asked if the work for Community Development would be performed in-house as well. Mr. Badran stated that work inside of the Community Center, minus IT actions, would be handled in-house but the work for Community Development would be done through a contractual company.

Trustee Ikezoe-Halevi asked if we were going to reuse the security windows when the walls are moved. Mr. Badran stated that the plan is to reuse the windows if possible.

Trustee Martel asked if as part of the process in reviewing space planning needs for the Village and if the offices need to be restructured and if more space can be utilized more efficiently with the office sizes that are available. Ms. Gaura stated that the offices are appropriately sized and give space to pull up plans and have meetings and need space for extra windows for customer service.

Mayor Patel added that space planning is still an ongoing process and is not done yet and is something that the Village will be looking at as we proceed through this process.

Ms. Gaura stated that the focus has been on Parks and Recreation finding space and building that out and seeing if we can utilize funding sources to facilitate this change for the Village.

Trustee Klatzco asked if the Board authorizes this project, will the Community Center be ready by the summer. Mr. Badran stated that if authorization is received tonight it would be ready by December 1, 2021.

Trustee Sargon asked about how soon Community Development would then be ready? Mr. Badran stated that Community Development's space should be ready three weeks later after Parks and Recreation moves over to the Community Center.

Trustee Sargon stated that was part of her concern because the timing and not having supplies and items being on backorder and are concerned with the work not getting complete in three weeks and the possible delay impacting Departments. Ms. Gaura stated that this work is being planned to during the Community Development and Parks and Recreation Departments' normal downtime.

At this time the Village Board returned to the Council Chambers to continue their discussion. This item was presented by Public Works Director, Nadim Badran. Mr. Badran provided several options for consideration. Option one was to complete all work this fiscal year. Option two would phase the project over two years. If the Village Board would like to proceed with Option one, staff recommends a waiver of the competitive bidding process and award of a contract to J.A. Watts based on past experience and competitive pricing.

Trustee Sargon stated that she was comfortable with Option one. She stated if things need to be changed/re-oriented, now is the time to take care of those items rather than in a few years. Trustee Martel made a point to plan for the development of technology. Discussion regarding price of the project occurred. Trustee Saleem stated that the first floor of the Community Center looked like it was designed for office area. Mr. Badran stated that the critical issue with that space was the fact that it is not ADA accessible. All Trustees agreed to move forward with option one.

Public Forum

There was no public comment.

Adjournment to Closed Session

At 7:15 P.M. Trustee Sargon moved to adjourn the Committee of the Whole to proceed to Closed Session, seconded by Trustee Herrera.

Upon Roll Call the results were:

AYES: Trustees Herrera, Klatzco, Sargon, Saleem, Martel and Halevi

NAYS: None

Adjournment

At 7:34 P.M. Trustee Klatzco moved to adjourn the Committee of the Whole, seconded by Trustee Martel.

Upon Roll Call the results were:

AYES: Trustees Herrera, Klatzco, Sargon, Saleem, Martel and Halevi

NAYS: None

Meeting Adjourned

Respectfully Submitted,



Beryl Herman
Village Clerk