

Meeting Minutes



January 9, 2013

Project: Niles Police Department, Proposed Entrance Modifications
Project #: 02-5021-02
Meeting Date: 1/8/2013, 9am-11am
Location: Niles Police Station
Attendees: Andy Joseph
Craig Polte
Jason Dwyer
Bob Callero
Chuck Ostman
Joe Loverde
Doan Strzezecki
Steve Vinezeano
Scott Jocaim
Joe Penze
Robert Tornabene

Wight & Company

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subject: Initial Committee Meeting, reviewing options

background prior to committee formation:

The Village of Niles originally engaged Wight and Company to provide design and construction services for the design and replacement of the exterior railings at the Niles Police Department. The current railings and exterior stair are beginning to deteriorate and are in need of much repair and or replacement. A new design was presented to replace the exterior railings, but as the thinking evolved, discussions focused around the problems with access to the building, especially in the winter. The suggestion was made by Wight to look into installing an elevator and in order to replace the ramp, as well as a new front stair to replace the existing stair which is beginning to deteriorate. Alternative means to accomplish this were sketched and reviewed, with both exterior and interior facilities, which led to a finite set of options now in consideration.

initial committee meeting:

This initial meeting of the committee was held to review three concepts for modifying the entrance to the police station. Architects from Wight & Company presented rough sketches of each of the three options, including plan views and 3D exterior views. Architects explained that the sketches are conceptual in nature, and would need further refinement to identify technical requirements and costs.

Discussion ensued, with comments contributed by many participants on each option. Those comments are summarized here:

Base Plan (remove ramp and main stair, construct new outdoor stair and new elevator enclosure to bring visitors to existing entry deck at existing door)

- comments:
- new outdoor stair, while an improvement, will still require high operational cost in winter months
 - appearance and stature as a public building is improved, but continues to present the approaching visitor with a challenging climb outdoor in the weather. The entrance still

Alternate Plan (remove ramp and main stair, construct new addition enclosing new indoor stair and elevator, to bring visitors to existing entry deck at existing door)

- comments:
- not expected to cost more than base plan, but reduces high operational cost
 - provides a more protected entry sequence for visiting public
 - the existing entry deck could, as an option, be enclosed or protected from weather

Alternate Plan A (remove ramp and main stair and staff stair, construct new addition enclosing new indoor stair and elevator, to bring visitors to existing entry deck at existing door, as well as new staff entrance directly into lower level)

- comments:
- though costing more, this provides more benefits, by eliminating both outdoor stairs (visitors and staff) and fully enclosing the entry sequence
 - operationally, staff entering at lower level is better than current entry at upper level
 - the addition in this concept might function better is moved toward the corner, connecting to the existing entry zone.

In concluding the discussion, a voice poll was taken, and the group unanimously preferred the outcome envisioned in Alternate Plan A, given refinements to address the group's comments.

Wight & Company was directed to proceed with developing the concept in Alternate Plan A, and prepare sketches and an updated budget recommendation for the committee's review near the end of January; and further that, if the current PO for design services has inadequate balance, to forward additional requirements to Scott Jochim.

The foregoing constitutes our understanding of the matters discussed and conclusions reached at this Meeting. The participants are requested to advise the undersigned of any corrections, in writing, within one week.