



Village Administration
3110 Old McHenry Road
Long Grove, Illinois 60047-9623
847-634-9440
www.longgroveil.gov

Memorandum to the Village Board

TO: President Bill Jacob
Village Board of Trustees

FROM: Gregory Jackson
Village Manager

CC: Geoff Perry, Village Engineer
Melissa Wiak, Assistant Village Manager

DATE: February 10, 2023

RE: Village Hall Expansion

Background

At the Village Board meeting on January 10, 2023, conceptual design options were presented for a potential expansion of the existing Village Hall.¹ If an expansion of the existing Village Hall is deemed to be the best decision the design option #2 presented was most preferred by the Village Board. However, the layout and project expense prompted several questions. The purpose of the memorandum is to respond to those questions. The purpose of the agenda item is to determine next steps.

Q and A

- IT Room:

Q: Would the existing mechanicals in the IT closet be relocated to free up the space in that area? Currently, furnace/duct work reside there.

A: The intent is to free up space by locating the new mechanicals on the upper floor.

- ADA Compliance:

Q: Will everything touched in the existing area will be done with ADA compliance in mind.

A: All necessary ADAS issue will be addressed.

¹ For reference the conceptual design options have been placed in the Google Drive board packet on a folder titled "Original Village Hall Concept Documents".



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- Workstations:

Q: Can the workstations be located two on one side and two on the other with enough space for a few lateral filing cabinets.

A: The relocation has been reflected in the revised option.²

- Village Manager's Office:

Q: Can we reduce the Village Manager's Office to 13x10.

A: Completed and reflected in revised option and new construction budget.³

- Assistant Village Manger's Office:

Q: Reduce the Assistant Village manager's Office to 10x10.

A: Completed and reflected in revised option and new construction budget.⁴

- Hallway:

Q: Is the main entry hallway leading to the board required width or can it be reduced?

A: It is felt that a slightly wider area would be needed for the purposes of congregating before or after meetings.

- Footprint:

Q: With the reduction in size of the two offices can the Board Room push closer to the main entry so to reduce the overall footprint?

A: Completed and reflected in revised option and new construction budget.⁵

² Revised option is item #22g in the board packet on the Google Drive.

³ The new construction budget can be found in the letter from Wold Architects item #22c in the board packet.

⁴ The new construction budget can be found in the letter from Wold Architects item #22c in the board packet.

⁵ The new construction budget can be found in the letter from Wold Architects item #22c in the board packet.



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- Partitions:

Q: Can a folding partition screen be placed in the board room to divide it into sections for community meetings?

A: They can be put in place though folding partitions are generally not used as much as anticipated after they are installed, add structural cost, and take up space when in the open position. In addition, a collapsible door allowing for the storage space to be opened can be done.

No inquiry was made about converting the current staff restroom due to access to a restroom needed for the public during normal operating hours.

When reworking the budget Wold provided window replacement as an optional improvement. The estimated project cost originally presented was \$1,619,740. The new project cost is \$1,394,155.⁶

A question was raised as to the cost for ground up new construction. Wold, qualifying there estimate with the Village owning the property and not knowing the availability of water/sewer or well/septic, estimated between \$1.6MM and \$2.0MM.

A proposal for relocation of the Ruth Barn was received estimating \$25,000 as a cost.⁷ Further discussions with the Village Engineer regarding distance, electrical line concerns, and navigating through the downtown that may not have been factored into the estimate lead us to believe that the relocation may be upwards of \$50,000.

Project cost including estimate for Ruth Barn relocation and septic field (\$25,000) is \$1,469,155.⁸

⁶ Neither project costs included a new septic field. The original project cost included \$10,000 for relocation of the Ruth Barn.

⁷ The relocation proposal is item #22e in the board packet.

⁸ The original project cost presented at \$1,619,740 did not include the septic field cost and was \$40,000 less for the Ruth barn relocation.



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Options

- A. Move forward with the expansion of the existing Village Hall to include (1) identify sources of funding beyond the funds available through ARPA; (2) meet with the Long Grove Historical Society to discuss the relocation of the Ruth Barn; (3) engage Wold Architects for architectural services, RFP development, and project management – or – develop a RFP for architectural services, RFP development, and project management.
- B. Work with Wold Architects to further downsize the redesign.
- C. Revisit discussions on site identification for new or remodel construction.
- D. Revisit discussions on leasing office space.

Respectfully submitted.