

# DRAFT - For Review & Discussion

## Lisle Township Assessor Office: Strategic Approach

The Lisle Township Assessor's office located at 4721 Indiana Ave, and was abandoned in 2015 due to persistent mold issues. Since that time, the Township has leased office space for the Assessor and staff. The purpose of this Strategy is to outline a path to move forward with decision making and implementation of a plan for permanent office space for the Assessor.

### Background

In July of 2015, the Lisle Township Assessor reported a substantial leak in his office at 4721 Indiana Ave. The leak was assessed, and it was determined a clogged line in the HVAC system was the root cause. The HVAC system repaired. In this same timeframe, the Assessor noted that the water meter readings were extremely high given the size of the building and staff, and actual water usage.

In October 2015, mold was reported in the basement and actions were taken to remediate the mold. In follow up to the remediation, a full environmental inspection was performed on the building. The inspection indicated that mold continued to grow, and it was recommended staff move out of the building due to the potential poor air quality.

In January of 2016, discussions began on rebuilding the Assessor's office. The Township evaluated two design options: one for full demolition and rebuild of the office, and a second to keep the foundation and rebuild. Conceptual drawings for full rebuild were produced mid-year. During 2016 and early 2017, two other options for purchasing other buildings also were explored.

In July of 2017, a structural and plumbing inspection was initiated to determine if there were other feasible options for the site at 4721 Indiana Avenue and to identify the root cause of the water in the building causing the mold issues. The results have presented an additional option to retain the foundation and shell of the main floor, and repair and rebuild from there. Cost estimates for all options for the 4721 Indiana Avenue site have also been developed as part of this effort. Simultaneously, the Assessor has continued to monitor for possible alternative office locations to purchase.

### Path Forward

To decide on the best path forward, the following steps are proposed for the Township and Board to take. It is anticipated that these steps will be discussed at the January 2017 meeting of the Township Board, with feedback from the public on this plan to also be solicited. Additionally, the first step outlined below may be discussed. All steps are further explained in the sections that follow.

1. Conduct a Geotechnical Analysis to identify the maximum capacity of the foundation/structure.
2. Township Board will discuss and agree upon all options for permanent office space for the Assessor and staff.
3. Conduct public outreach meetings in a focus group format to inform the public and receive feedback on the options.
4. The Township Board will review the feedback from the public meetings and develop a prioritized set of recommendations of the options.
5. Develop high-level implementation plans for the prioritized options.
6. Conduct a meeting of the electorate to select the option for implementation.
7. Implement the plan for the selected option.

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## 1. Conduct Geotechnical Analysis

A geotechnical analysis will be ultimately be conducted for any of the design/construction options. Upon review of the design/construction options, it is recommended to conduct this analysis prior to presenting to the public. The geotechnical analysis will provide data on the compaction and strength of the soils around and below the existing building. This will allow the structural engineer to refine the strength and capacity of the foundation and steel structure for Option 3 (below). This will then inform the Township of the what type of curtain wall can be used in the reconstruction, and what the ultimate operation impacts will be. For example, if a lighter curtain wall is used then the wall will be less efficient from an insulation perspective and operational costs will be higher. Heavier curtain walls will have greater efficiency and lower operational costs. Long-term operational costs should be a consideration for selecting an option, and this analysis will better refine these costs.

## 2. Discuss and Agree Upon Final Options

In this step, the Board will discuss all options for permanent office space for the Assessor and decide which options will be pursued for public input. At this time, the following options are known to be possible:

1. Demolish entire structure; design and construct full new office building
2. Demolish structure, while keeping foundation; design and construct new office building on existing foundation.
3. Demolish portions of structure, while keeping foundation and basic shell of the building; design and construct office using foundation and shell.
4. Continue to rent at an off-property location; demolish existing building
5. Purchase alternative site (if existing site identified); demolish existing building
6. Rent until alternative site presents itself (below a pre-determined value), then purchase alternative site; demolish existing building

As options are accepted, pros and cons for each should also be discussed openly.

This step may be completed at the January regular meeting of the Board, or if time and discussion on this plan does not permit, at the February regular meeting or a Special Meeting in between the regular meetings.

## 3. Conduct Public Outreach

Once the options are agreed upon by the Board, special meetings will be scheduled to gain input from Township residents on the options. It is anticipated that 2 special meetings would be conducted, in the evenings on different days of the week to maximize participation.

The format of the meeting would begin with an upfront presentation on the problem and options. The presentation would conclude with the known pros and cons for the options. Then the meeting would break into small working groups with a set of questions for each working group to discuss. Then participants will be asked to provide written feedback on the options and pros and cons for the option. Each working group will be invited to share their discussions with all participants during the wrap-up of the meeting.

Once options are agreed upon by the Board in item 2 above, Special Meetings will be scheduled to ensure a quorum of the Board is present and adequate time is allowed to advertise the meetings widely.

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## 4. Review Public Feedback and Develop Recommendations

At the regular Township Board meeting following the Public Outreach meetings, the Board will review the feedback received and discuss impacts on the options under consideration. The Board may choose to eliminate options or keep all options on the table. The output of this discussion would be a prioritized list of options to be used as a recommendation for the presentation to the electorate.

## 5. Develop Implementation Plans

Concurrent to the Public Outreach and Board review of public feedback, high-level implementation plans should be developed so that the steps to implement any feasible option are known. This will allow the selected option to be acted upon quickly, and any preparation step that is common to all or most options can be taken before the final option is selected.

An example of this high-level implementation plan would be as follows for any of the rebuild options:

1. Procure Design with A/E firm
2. A/E firm completes Design
3. Investigate lawn sprinkler system for water loss
4. Township Reviews / Approves Design
5. Obtain Permits
6. Bid Construction
7. Execute Construction

Additional basic steps would be included under these for this effort as well – such as the steps for the procurement processes.

## 6. Conduct Town Meeting to Select Option

During this step, a Town Meeting will be conducted to allow the electorate to select the option for permanent office space. This may be done via a Special Town Meeting or at the Annual Meeting, depending on the duration of the previous steps.

The format of the meeting is anticipated to be a presentation of the options, pros & cons, public feedback, and Board recommendations. Following this presentation, questions can be taken to ensure clarity. Then it is anticipated that the recommendations be put to a vote.

## 7. Implement Selected Option

Following the Town Meeting, the Implementation Plan for the selected option will begin to be executed. A more detailed Implementation Plan will be created as the first steps are taken, and a timeline developed for this phase as additional details are worked out.