December 12, 2013

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: Master Plan Projects
Architect’s Project Number: 213007.00
Lakeshore Campus Expansion Programming Meeting Minutes

Summary of the Police Programming Meeting held at 11:30 am on December 12, 2013 at College of Lake County-Grayslake Campus (GLC), Room A261. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Tom Guenther, Police Chief, CLC
James Martinez, Police Officer, CLC
Ted Johnson, Director, Construction Management, CLC
Drew Miller, Program Manager, Cotter Consulting
Lakeisha Lindsey, Project Manager, Cotter Consulting
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Officer Martinez presented the attached 3-page “CLC POLICE DEPARTMENT Area Flow Considerations” document; the following items were discussed:
   a. The Processing Station is for fingerprinting and photos; it should be open to the Officer workstations and also be accessible to a secure exterior entrance for prisoner processing.
   b. The Interview Room, with direct access from the Reception/Waiting Area, could also be used as an additional report writing area; no computer is needed in this room.
   c. The Utility Room is not needed. Supplies can be stored in the Evidence/Weapons/Lost & Found Storage Room; this room will not require access to the exterior.
   d. The Report Writing Room needs to have seclusion as well as visual access to the Reception/Waiting Area; this room, with one workstation, can also be used by a visiting Sargeant. The estimated area of 25’ x 30’ in the document will need to be verified.
   e. The lockers for both Men and Women need to be the same 3’ wide lockers discussed for the Grayslake Campus; no civilian lockers will be required; provide 5 lockers for Men and 3 lockers for Women.
   f. The Evidence Room indicated in the Flow Diagram on the 3rd page will not be required.
   g. Parking for 2 squad cars in a fenced-in area is needed.
2. Meeting Adjourned: 12:30 pm

Thank you.
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Sincerely,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

JFS
ATTACHMENTS CLC POLICE DEPARTMENT Area Flow Considerations (3 pages)
CC File: 213007.00 CLC Lakeshore Master Plan: B3
FILENAME CLCLakeshore MIN 20130923-Police.docx