

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JANUARY 10, 2018**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:03 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Grossberg, Vice President Ruttenberg, Commissioner Bernstein, President Kaplan

Absent: Commissioner Flores Weisskopf

Staff Present: Executive Director McElroy, Deputy Director Donahue, Director Curtis, Manager Johnson, Assistant Director Carr, Assistant Director Smith, Director Gogola, Director Romes, Manager Grill

ADDITIONS TO THE AGENDA

Commissioner Grossberg gave an update on the upcoming Martin Luther King Day of Service at the Recreation Center of Highland Park. It is the 9th Annual Day of Service and 1300 people are expected to participate. President Kaplan and Mayor Roterling will speak at the event.

Executive Director McElroy reviewed the hiring practices of the Park District for full-time and part-time employees in the wake of the events in Lake Forest.

PARK OPERATIONS / GOLF OPERATIONS CONSTRUCTION UPDATE

Assistant Director Smith reported that this past month, the interior of the building has begun to take shape. Masonry walls have been completed, walls for the offices, training room and restrooms have been framed and drywall has been hung. The first coat of paint has been applied. Significant progress has been made with electrical and plumbing installation. The gas meter was installed and gas unit heaters are now operational. Work on the exterior of the building has included the installation of skylights, exterior doors, roof coping and scuppers.

Looking ahead, crews will start priming walls and hanging ceiling grid. Millwork work is scheduled to begin shortly. Overhead garage doors and elevator have been ordered and are expected to arrive soon. The project remains on or under budget and is expected to be completed on time. Commissioner Bernstein asked Assistant Director Smith to provide a detail of what the security will include at the next Board Meeting.

SUNSET VALLEY CLUBHOUSE UPDATE

a. WB OLSON CONSTURCTION MANAGEMENT CONTRACT FOR SUNSET VALLEY GOLF COURSE

Director Romes reviewed that in May 2017, the Park District retained W.B. Olson to provide Pre-Construction services for the renovation of the Sunset Valley Golf Course Clubhouse. This was done in anticipation of entering into an agreement to hire W.B. Olson as the *Project Construction Manager (CM)*. W.B. Olson has extensive experience with Clubhouse Construction, most recently completing the Glenview Park District Clubhouse. The Park District has an existing satisfactory relationship with W.B. Olson who served as the Construction Management firm for the Rosewood Development Project.

Staff is recommending approval to hire W.B. Olson based on the services outlined in the attached agreement for *Construction Manager as Constructor with Guaranteed Maximum*. Approval of this type of agreement involves a two-step process.

Step 1: This step requires approval from the Park Board of Commissioners of the agreement at the January 23 Meeting.

1. W.B. Olson will be the “*CM as Contractor*” which specifically designates the CM to hold all subcontractor agreements and is responsible for their execution.
2. A “*Guaranteed Maximum Price*” will include the total cost for construction, 5% contingency and the CM Fee due to W.B. Olson.
3. The **CM Fee** due to W.B. Olson will be 4.5% of the total cost for construction.

Step 2: This step requires approval from the Park Board of Commissioners at the February 27 Meeting of the Guaranteed Maximum Price, which will act as an addendum to the attached agreement.

During this step both the GMP and the CM Fee will be determined and approved as part of the Agreement Addendum.

Commissioner Bernstein requested that the Golf Advisory Committee take a tour of Sunset Valley Golf Course in the Spring once the weather starts to warm up. The Board also suggested that Superintendent Ochs provide an update on the condition of the golf course in March or April.

REVIEW OF VOUCHERS

Director Curtis presented bills for checks written December 9, 2017 through January 4, 2018 for an amount totaling \$1,405,447.18. There were no questions from the Board.

OPEN TO PUBLIC ADDRESS TO ADDRESS BOARD - None

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Grossberg, to adjourn into Closed Session for discussion of Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act; Section 2(c)29 – for discussions between internal or external auditors and the Board.
Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf
Abstain: None

Meeting was adjourned into closed session at 6:30 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

No action was taken.

ADJOURNMENT

There being no further business, a motion was made Vice President Ruttenberg, seconded by Commissioner Bernstein and approved by unanimous voice vote. The Board Meeting adjourned at 10:07 p.m.

Respectfully submitted,

Liza McElroy, Secretary