

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
MARCH 6, 2018**

The Regular 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 6:00 p.m. by President Kaplan.

ROLL CALL

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

Absent: Commissioner Flores Weisskopf – came at 6:26 p.m.

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; Director Curtis, IT Manager Johnson; Director Romes; Director Gogola; Assistant Director Smith; Assistant Director Carr; Manager Pratscher; Superintendent Ochs; Director Voss

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON AGENDA - None

CONSENT AGENDA

Minutes of January 10, 2018 Workshop Meeting; Minutes of January 23, 2018 Regular Board Meeting; Minutes of February 13, 2018 Workshop Meeting; Surplus Ordinance 18-01; Resolution 18-02 – CIT Bank; Approval of the Purchase of Golf Course Maintenance Equipment; Approval of the 2018 Concessions License for HCAP & Rosewood Beach RFP; Approval of the Golf Course Maintenance Utility Cart Lease; Approval of the Sunset Valley Golf Course Restaurant/Bar Management Lease Agreement; Bills and Payroll in the amount of \$2,178,698.34.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the Consent Agenda.

Roll Call:

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

Nay: None

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Absent: Commissioner Flores Weisskopf

Abstain: None

Motion Carried.

UNFINISHED BUSINESS

A. Approval of the Sunset Valley Golf Club Clubhouse Renovation Bids -

Director Romes explained that on January 23, 2018 the Park Board of Commissioners approved the agreement for *Construction Management As Contractor with Guaranteed Maximum* with W.B. Olson for the SVGC Clubhouse Renovation. Terms for that agreement include project consultation, preparation of project cost estimates, bidding and negotiations with subcontractors and equipment suppliers, preparation and implementation of construction schedule, cost control, and construction site management. Additionally, per this agreement, W.B. Olson is the “*CM as Contractor*” which specifically designates the CM to hold all subcontractor agreements and is responsible for their execution. The “*Guaranteed Maximum Price*” includes the total cost for construction, 5% contingency and the 4.5% CM Fee due to W.B. Olson.

Construction bids for the clubhouse renovation were opened on Tuesday, February 6. Pricing was significantly higher than the construction budget resulting in a higher GMP than projected. The overage was due to a combination of the following: an extremely conservative construction budget, a highly competitive bid market, and additional equipment/MEP (Mechanical, Electric, Plumbing) costs in the kitchen. After extensive value engineering the GMP was reduced. The goal of the value engineering was to not jeopardize the integrity of the building from both an aesthetic and mechanical perspective. The total approved budget for the GreenPrint Project renovation of the Sunset Valley Golf Club Course and Clubhouse is \$7,000,000. The total cost of the course renovation was \$4,896,393 leaving \$2,103,607 for the clubhouse renovation. With a proposed GMP for the clubhouse of \$2,192,552 the total Sunset Valley Golf Club course and clubhouse renovations will have an anticipated shortfall of \$88,945.

Total SVGC Course and Clubhouse Renovation Budget \$7,000,000

Course Renovation \$4,896,393

Clubhouse Renovation \$2,103,607

Clubhouse Soft Costs Sub Total (Contingency, Fees, FF&E) \$ 360,318

Clubhouse Hard Cost Subtotal (WB Olson GMP) \$1,832,234

Total Clubhouse (Hard+Soft Actual) \$2,192,552

Difference -\$88,945

Staff recommends approval for the Guaranteed Maximum Price of \$1,832,234 for the Sunset Valley Golf Clubhouse renovation and the attached Guaranteed Maximum Price Amendment to the AIA agreement with W.B. Olson.

Commissioner Bernstein thanked Staff for keeping the project on budget with value engineering. He thanked W.B. Olson for reducing their fee to keep the project on budget. Commissioner

Bernstein wanted to know if any changes had been made which would compromise the quality of the final product. Director Romes stated that no compromises had been made to the integrity of the renovation. Executive Director McElroy informed the Board that a letter had been sent to neighbors which outlined the scope and timetable of the Sunset Valley Golf Club Renovation. Commissioner Bernstein asked Superintendent Ochs about the condition of the golf course due to the heavy rain in February. Superintendent Ochs reported that the seeding was not washed away because of the hydro mulching that had been placed on the turf prior to the winter.

Motion was made by Commissioner Grossberg; seconded by Vice President Ruttenberg to approve for the Guaranteed Maximum Price of \$1,832,234 for the Sunset Valley Golf Clubhouse renovation and the Guaranteed Maximum Price Amendment to the AIA agreement with W.B. Olson.

Roll Call:

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

Motion Carried.

TREASURER'S REPORT

Director Curtis reported on the following items as of the first of the year. The activity in the Special Recreation Fund is limited to the agency contributions. There is no activity in the Debt Services Fund and the Capital Fund includes some lease mowers for Sunset Valley Golf Course.

Director Curtis shared that the audit will be starting next week. Once the audit is finalized, Lauderbach and Amen will present the final documents to the Finance Committee sometime in mid-May, the date has yet to be determined. Once that has occurred the document will be presented to the Board at the May Board Meeting.

NEW BUSINESS

A. Approval of 2018 Golf Cart Lease – Sunset Valley Golf Club –

Superintendent Ochs reported that Sunset Valley Golf Club previous golf cart lease agreement expired in 2017 and the Park District has solicited bids for a new lease agreement. Bids were accepted for 65 golf carts and 1 beverage cart. A variety of options were considered during the bidding process for golf carts which are listed below:

1. Option 1: Lithium Ion Battery operated carts for a 5-year lease term and warranty

Lithium Ion Battery operated carts are the newest technology requiring far less maintenance and include a full 5-year warranty compared to a maximum 4 years for all other battery-operated carts. These batteries are smaller and weigh a mere 49 lbs. compared to 328 lbs. for lead-acid batteries. They use less energy, charge in half the time and require less out of wall power than lead acid batteries. Off season maintenance does not require heat or ventilation as all other carts do. Battery operated carts are also quieter than gas operated carts.

2. Option 2: Lead Acid Battery operated carts for a 4-year lease term and warranty

Lead Acid Battery operated carts are quieter than gas operated carts. All battery-operated carts emit less emissions.

3. Option 3: EFI Gas operated carts with the option for a 4 or 3-year lease term & Warranty

EFI gas operated carts are the most economical cart. They are quieter, more efficient and emit less emissions than the traditional gas cart options, but do not fare as well as battery operated carts. They provide a longer warranty and require less maintenance than battery operated carts. Gas carts do not require a conversion of the current cart barn.

All carts included an alternate for GPS navigation. The navigation system will be supported by sponsorship funds and incorporated in the operation budget.

BID RESULTS AND FINANCIAL IMPACT

1. Lithium Ion **Battery operated** carts for a 5-year lease term and warranty o Only one manufacturer currently offers a lithium ion battery operated cart. EZ-GO provided an annual lease payment for the base bid of \$67,154. In addition to the base bid, EZ-GO provided a credit of \$20,000 to be used towards the renovation of the cart barn, or as a credit towards the annual payment (reducing the annual lease payment to \$63,154 per year).

- EZ-GO \$63,154.00

2. Lead Acid **Battery operated** carts for a 4-year lease term and warranty. We received 3 bids for Lead Acid battery operated carts. The annual lease payments are as follows:

- Club Car \$50,700.00
- Yamaha \$58,792.50
- EZ-GO \$60,966.10

3. EFI **Gas operated** carts with the option for a 4 or 3-year lease term and warranty. We received 3 bids for Lead Acid battery operated carts. The annual lease payments are as follows:

- Club Car \$44,200.00
- Yamaha \$49,221.90

4. Beverage Carts with a 4-year lease term and warranty for gas operated carts. The annual lease payments are as follows:

- EZ-GO \$2,000.63
- Club Car \$1,995.00
- Yamaha \$1,732.68

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Staff would recommend leasing the Lithium Ion Battery Operated Carts for the Sunset Valley Golf Club. This recommendation is based on the long-term benefits of this type of cart which include the sustainability impacts to the environment, reduced maintenance costs, the ability to control cart access, and a quieter ride. In addition, the weight of this cart will have the least impact on the new turf.

Staff recommends approval from the Park Board of Commissioners to enter a 5-year lease term with EZ-GO for 65 lithium ion battery operated golf carts and 1 gas operated beverage cart for a 5-year total of \$363,776.20. The current 4-year Capital Budget for Gas Golf Carts is \$236,140. If the Board approves this recommendation, the 5-Year Capital Budget will need to be adjusted by \$89,633 to accommodate the 5-year lease for the electric golf carts and the beverage cart.

Commissioner Bernstein asked if a partial year lease on the carts would be negotiated for this year. Superintendent Ochs stated that the plan was to do so. Vice President Ruttenberg wanted to know if the retrofit of the cart barn to provide power to the golf carts had been included in the budget. Executive Director McElroy stated that it had been a part of the budget.

Motion was made by Commissioner Grossberg; seconded by Vice President Ruttenberg to approve entering into a 5-year lease term with EZ-GO for 64 lithium ion battery operated golf carts and one (1) gas operated beverage cart for a 5-year total of \$363,776.20

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores-Weisskopf, President Kaplan

Nay: None

Absent: None

Abstain: None

Motion Carried.

B. Director's Report

Executive Director McElroy reported that the barge at Park Avenue Beach has incurred further damage because of the winter weather. Executive Director McElroy shared that an engineer will be assessing the issues with the barge. Following the inspection of the engineer, the District will meet with PDRMA and our engineers from WT to discuss short term and long-term solutions for the barge. Executive Director McElroy explained that one side of the dock may be used for boating this summer and that there would be an update next month regarding the barge.

Executive Director McElroy gave an update on what is going on at some of the facilities as well as upcoming events at the Park District of Highland Park. Early Bird registration for 2018 Hidden Creek AquaPark membership is underway. Student Spring Break Memberships are currently on sale at the Recreation Center of Highland Park from now until April 30. Heller Nature Center will be holding a Community Open House for Heller Nature Center and Rosewood Beach Interpretive Center which will be held on March 21 from 7:00-8:00 p.m.

Breakfast with the Bunny will be held March 24 from 9:30-11:00 a.m. at the Highland Park County Club. The Annual Egg-stravaganza is March 31 at 10:00 a.m. at Sunset Woods Park.

C. Parks Foundation Update

Commissioner Grossberg stated that Restaurant Week was followed by a successful Shrimp Boil at Bluegrass with the proceeds going to SMILE. Commissioner Grossberg also shared that the Champions Banquet will be held May 17 with Ozzie Guillen formerly of the Chicago White Sox as the guest speaker. There will be a check presentation between the Park District, the Parks Foundation Board and Bluegrass at an upcoming meeting.

D. Board Comments

Commissioner Flores Weisskopf complimented Cathy Fiori and her Staff on an outstanding Daddy Daughter Dance this year.

OPEN TO PUBLIC TO ADDRESS BOARD

Michael Stroz complimented the Park District, Parks Foundation and Bluegrass on the Fish Boil.

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein, 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,
Commissioner Flores Weisskopf, President Kaplan
Nay: None
Absent: None
Abstain: None

Meeting was adjourned into closed session at 7:03 p.m.

ACTION FROM CLOSED SESSION

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President Kaplan reported that the Board met in Closed Session under Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent

No action was taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein and seconded by President Kaplan and approved by unanimous vote. The Board Meeting adjourned at 8:04 p.m.

Respectfully submitted,

Liza McElroy, Secretary