**SUBJECT TO APPROVAL**

**MINUTES OF SPECIAL MEETING OF**

**BOARD OF EDUCATION SCHOOL DISTRICT 36**

**SUNDAY, MAY 21, 2017**

**Call to Order**

Mr. Frendreis called the Special Meeting of the Board of Education of Grass Lake School District #36 to order at 9:05 a.m.

**Roll Call**

Present: Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke

and Mr. Frendreis

Absent: Mrs. Caya

Also Present: Dr. Terry O’Brien, Superintendent

Mrs. Donna Plath, Principal

Mrs. Mary Capek, Administrative Assistant

Mr. Chris Urban, Gilbane

**Pledge of Allegiance**

Mr. Frendreis led the members with the Pledge of Allegiance.

**Public Input**

None

**New Business**

1. **Acceptance of Gilbane Contract\***
2. **Acceptance of Bids\***

One motion was made by Mr. Williams and seconded by Mrs. Rietschel to approve the Gilbane Contract. Prior to a vote, Mr. Frendreis asked if there was any questions or items to be discussed.

* Ms. Tauke asked about the attorney and whether the contract was reviewed prior to this meeting. Dr. O’Brien commented that the previous Board president requested review of the contract by the school’s attorney.
* Board inquired about the differences in the bids and what would happen theoretically if any of the low bidders pulled out. 10% would be paid with the bid bond. Mr. Urban presented that all of the bidders included are responsible and responsive.
* Board requested that the contract be updated with current dates, possibly add an amendment to adjust dates.
* Board will sign based on the requested revision to reflect the current dates of the contract.
* Mr. Frendreis asked how Gilbane was selected for the pre-construction phase and was there payment for Gilbane during this phase for a consulting fee. Discussion took place that there was no RFQ and that there was no violation of the law.
* Discussion about the $466,000 for Reimburseable Expenses\*
* Spreadsheet showed $110,000 plus $356,000 under Exhibit A
* Staff Cost vs. CMA – part of the overall fees
* Discussion about the entire construction management fee of approximately $500,000 (lumped in) and how the reimburseable expenses would be billed at cost.
* Additional discussion took place regarding the reimburseable expenses and how they would not exceed the dollar amount of $466,000.
* Mr. Williams was surprised to see legal costs and discussion took place regarding the standard construction management contract.
* Mr. Frendreis presented that Exhibit A did not match page 11 of the Gilbane Contract.
* Mr. Urban of Gilbane explained his use of an IPad for the project and the Board inquired whether the pictures of the project will be turned over to the district. The pictures will be given to the school district.
* Mr. Frendreis asked questions about page 10 of the contract.
* Dr. O’Brien called Mr. Doug Lim of Gilbane on the speakerphone to clarify the billing of only the costs incurred. Again, Mr. Frendreis explained that the Exhibit A did not match the contract. A question was asked about the liability insurance and after further discussion it was determined that you need to have this.
* Further discussion took place regarding Exhibit A and the Board requested a strike of the list of reimburseable requests.
* Ms. Tauke also inquired about no retainage on the project and Mr. Williams clarified that 10% will be held.
* Mr. Williams on a sidebar addressed the 1st page of the contract and who was the go to person at the conclusion of this project.

The previous motion made was amended by adding “*strike the list of reimburseable requests on Exhibit A”.* The revised motion was made by Ms. Tauke and seconded by Mr. Williams to accept the Gilbane contract with the amendment to strike the list of reimbuseable requests on Exhibit A.

Motion was carried by roll call vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel,

Ms. Tauke and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

Mr. Chris Urban of Gilbane recommended that the Board approve all of the bids and that the submitted bids give great coverage for the project.

One motion was made by Mr. Page and seconded by Mr. Williams to approve the Bids Option 1 in the letter of the Gilbane contract with Alternate 8 & 10. Prior to a vote, Mr. Frendreis asked if there are questions or items to be discussed.

* Mr. Frendreis inquired about the value engineering items and with the approval of the bids does this eliminate the ability to renegotiate the possibility of pulling more out or reallocate the dollars for other items.
* Further discussion took place for the Facilities Committee to meet next 1-2 weeks to make any changes.
* Mr. Frendreis requested the acceptance of the bids with the Facilities Committee meeting with Gilbane to discuss the desirable changes and have those changes come to the Board for approval.
* Mr. Williams agreed that the Board should accept the bids which are reasonably short of the Value Engineering items.

Motion was carried by roll call vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel,

Ms. Tauke and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

Mr. Frendreis expressed that with Dr. O’Brien’s departure from the District, Mr. Frendreis would like to meet with Dr. O’Brien to learn of things he does collectively and bring this information back to the Board. He also presented that the Board will need to determine an interim solution or lead a full search for his replacement. Mr. Frendreis would like to start a subcommittee with an appointment of two board members. Mr. Frendreis asked Mr. Gembara is he was interested in being on this subcommittee and possibly Mrs. Caya. Mr. Frendreis will ask Mrs. Caya an if not, Mr. Page would be her alternate.

**Adjournment**

At 9:56 a.m., a motion was made by Mr. Page and seconded by Ms. Tauke to adjourn the open meeting.

Motion was carried by voice vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel,

Ms. Tauke and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

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President Secretary