

**The City of Lake Forest**  
**Dickinson Hall**  
**Senior Resources Commission**  
**Meeting Minutes**  
**March 19, 2021**  
**\*Special Meeting\***

**1. Call to Order and Roll Call**

Chair Strenger-Wayne opened the meeting at 1:06pm.

**Commission Members**

Gale Strenger Wayne-Chair P

Mark Dillon P

Phil Hartung A

Jill Rosa P

Barbara Sheppard A

Ed Richardson P

Thomas Sullivan P

**City Council Liaison**

Melanie Rummel A

**Staff**

Sally Swarthout, Director of Parks, Recreation, and Forestry P

Janet Fryer, Senior Advocate A

Tricia Schwall, Senior Resources Manager P

Tara Purtell, Administrative Assistant A

Katie Dolan, Program Supervisor A

Paul Lemieux, Foundation President P

Note: P=Present A=Absent

**2. Opportunity for citizens to address the Senior Resources Commission on Non-Agenda Items.**

No questions or comments stated.

**3. Dickinson Hall Renovations**

Chair Strenger-Wayne gave a background on the request for funding and explained that in the July 9, 2020 SRC Meeting for renovations of the Dickinson Hall kitchen the amount was not to exceed \$78,500. This request was approved by the Foundation on July 20, 2020. Since that time, Dickinson Hall has proceeded to ask for bids to complete the renovations. Bids were submitted and opened on Tuesday, March 16, 2021 and the lowest bid came in at \$102,500 from Boller Construction. This along with the \$4,000 architectural services brings the amount total to \$106,500.

Chair Strenger-Wayne made note that the importance of this special meeting is to:

- a. Make sure the kitchen renovations start within this fiscal year (before April 30, 2021) for funding purposes
- b. Manager Schwall is on the agenda for the City Council meeting approval for April 5, 2021

Chair Strenger-Wayne also explained to the Commission that the reason that the amount has changed is due to a higher price of goods and services during the pandemic.

Commissioner Sullivan posed a question about cost contingency.

Director Swarthout advised to ask for a 5-10% contingency in case of City driven change orders for the project. Adding \$10,000 would be a safe way to proceed.

Foundation President Lemieux added that he is ok with this proposal on behalf of the Foundation.

*Commissioner Sullivan moved that the SRC supports the renovations of Dickinson Hall's kitchen with a price not to exceed \$116,500. The SRC recommends funding in equal amounts (\$58,250) for these renovations from the City of Lake Forest Senior Reserve Fund and from LF/LB Senior Citizens Foundation. Commissioner Richardson seconded. The motion carried on a roll call vote 5-Ayes; 0-Nays.*

Commissioner Rosa asked about the bid process and who was in charge of overseeing it.

Director Swarthout explained that it is a City project in partnership with the Foundation and the experienced Building Maintenance staff have helped Manager Schwall draft the bid request.

Commissioner Richardson asked if there would be a higher comfort level on better estimating the amount for a similar, future project.

Manager Schwall replied that the numbers were pre-pandemic and the ideas of goods and services changing was not considered. Also, once an architect was brought in more modifications were realized that made the kitchen more functional for Dickinson Hall utilization.

Director Swarthout added that with prior experience in the bid process it is hard to know what the prices are going to come in at; along with the supply and demand due to Covid.

Chair Strenger-Wayne added that when the kitchen renovation was originally discussed it was with a designer and away from City funding and procedure. After discussing City funding it changed the entire scope and procedure of the project.

Commissioner Dillon asked the timeline of the project.

Manager Schwall responded that the contractor stated that the start date would be on or around April 15, 2021 with a 9 week process.

Commissioner Rosa asked if Manager Schwall was also in charge once the project gets going to oversee everything.

Manager Schwall answered that herself along with the architect will be overseeing the project and the architect will be addressing contractor concerns and seeing each phase of the project through.

Director Swarthout added that Manager Schwall will have City resources to follow through with if any questions or concerns arise.

#### **4. Adjournment**

*Commissioner Dillon motioned to adjourn. Commissioner Richardson seconded. The meeting was adjourned at 1:30pm.*

Submitted by: Tara J. Purtell, Administrative Assistant