



Memorandum

To: ACL Board

Date: July 8, 2019

From: Megan Shamp

Memo #: 2019-31

Topic: July commission changes

Recommendation: To appoint Rich Krasula as Chair, Bo Skoskiewicz as Vice Chair, and Sandra Malahy as Secretary of the Legal Commission; to appoint Jon Sonntag as Chair, Gordy Ostrander as Vice Chair, and Kim Rees as Secretary of the Deer Management Commission; and to appoint Gary Hannon, Dave Martin, Jody Ware, Marge Clark, Joe Forman, and Mike Harris to the Employee Handbook Ad Hoc Commission; and to accept the resignation of Bill Ware from the CAMP Architecture & Design Ad Hoc Commission.

***Plan on a Page: High Performing Operations and Management –
To operate at full efficiency and effectiveness for the benefit of the
Association***



Memorandum

To: ACL Board

Date: July 11, 2019

From: Shaun Nordlie

Memo #: 2019-36

Topic: Rules & Regulations, Committee Procedures and Board Policy: Appeals

Issue & Analysis: The Appeals Board requested a change to their procedures in 2017. When the Board of Directors received the request, they requested that all of the procedures be updated and duplications in governing documents be eliminated. This process is finally finished, and these documents were presented to the Board in May for first reading and discussion. Questions posed at that meeting have been incorporated in the final versions provided in the July Board packet.

Recommendation: To approve the revisions to the Appeals Board sections in the Rules & Regulations, Committee Procedures, and Board Policy as presented in the Board Packet.

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Update and align all governing documents by June, 2018.



Memorandum

To: Board of Directors

Date: July 10, 2019

From: Carrie Miller

Memo: 2019-32

Topic: Designated Signers for ACLPOA accounts

Issue & Analysis: The designated signers for all ACLPOA accounts at Apple River State Bank, all ACLPOA accounts at Citizens State Bank, and the CDs at Apple River State Bank, must be updated following the Board of Directors election.

Recommendation: To designate Shaun Nordlie, General Manager; Ashlee Miller, Financial Manager; Carrie Miller, Accounts Payable/Human Resources; and Board of Directors members Jody Ware, President; Mike Harris, Vice President; Gary Hannon, Treasurer; Barb Hendren, Corporate Secretary; Bob Ballenger; John Diehl; Tom Ohms; Steve Tribbey; and Gordon Williams as designated signers for ACLPOA accounts at Apple River State Bank and Citizens State Bank.

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Vision – To operate at full efficiency and effectiveness for the
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Memorandum

To: ACL Board

Date: July 11, 2019

From: Megan Shamp

Memo #: 2019-37

Topic: Board Liaisons to Commissions

Issue & Analysis: The Amended & Restated Bylaws state: "The Board may appoint a Board member as a full member to any commission, who shall be liaison to the Board."

Recommendation: To appoint the following Board Liaisons to commissions:

50th Anniversary Event Planning -

AECC - Bob Ballenger, Steve Tribbey, John Diehl, Gordon Williams, Barb Hendren, and Mike Harris

Board Policy Ad Hoc -

Budget - Gary Hannon

Campground - Gordy Williams

CAMP Architecture & Design Ad Hoc - Steve Tribbey

CAMP Financing & Marketing Ad Hoc - Barb Hendren

Conservation - Gary Hannon

Deer Management

Editorial Review Board - Jody Ware

Employee Handbook Ad Hoc

Golf - John Diehl

Lake Monitoring - Gary Hannon

Legal - Jody Ware

Nominating - Barb Hendren

Recreation -

Rule & Regulations - Mike Harris

Safety & Emergency Planning - Jody Ware

Strategic/Long Range Planning - Jody Ware

Trails - Gary Hannon

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Memorandum

To: ACL Board

Date: July 11, 2019

From: Shaun Nordlie

Memo #: 2019-34

Topic: Design Development and Construction Documents – Owner/Architect Contract

Issue & Analysis: The next phase for CAMP Architecture and Development is the preparation of the Design Development and Construction Documents. Farnsworth Group has submitted a proposal for this work. The scope of services will be –

- Provide Architecture, Structural Engineering, Site, Civil Engineering, Mechanical, Electrical and Plumbing Engineering, Basic Interior Design Services, Firehouse parking lot design
- Coordinate with a cost consultant
- Issue Design Development drawings for review and final budget development
- Provide Construction Documents for bidding and construction contract award

Recommendation: To request Farnsworth Group of Peoria, IL. to prepare an Owner/Architect contract for the Design Development and Construction phase services and documents as described in their revised letter of proposal dated June 28, 2019.

*Plan on a Page: Improvement of Infrastructure–
 Long Range Goals and Measures – Develop and implement the Clubhouse Area Master Plan
 OYAP – Design and construct the Clubhouse Area Master Plan*



Memorandum

To: ACL Board

Date: July 11, 2019

From: Shaun Nordlie

Memo #: 2019-35

Topic: CAMP Construction Manager process

Issue & Analysis: The CAMP Architecture and Design commission would like to start the request for proposal process for a construction manager to work for ACL during design development of the CAMP project and for the construction phase of the new office/administration building.

The commission would like to send out four requests for qualifications and interview at least three firms for the position of Construction Manager at Risk. Construction Manager at Risk means a firm is selected as construction manager early in the design phase. The CM@R works closely with the architect/engineer to examine alternate materials, systems, and equipment for cost, quality and availability. They then perform constructability reviews and offer value engineering suggestions. This early coordination fosters collaboration and focuses the entire team on finding the best solutions for the construction project. The CM@R also may coordinate all subcontractor bids and determine a guaranteed maximum price for construction. A The CM@R firm can customize a solution to include some or all the responsibilities generally associated with CM@R such as:

- Advise and consult on all aspects of planning
- Establish parameters for quality, cost and time
- Provide constructability reviews and cost analyses
- Prepare bid packages
- Prepare conceptual and detailed estimates
- Develop a phasing and sequencing plan
- Prepare the overall project schedule and provide periodic detailed updates
- Establish and maintain all quality control standards
- Manage the bid and construction phases
- Act as Owner's Representative

Recommendation: To approve CAMP Architecture and Design commission to move forward with the request for proposal process for a Construction Manager at Risk to work for ACL for design development of the whole CAMP project and for the construction phase of the Office/Administration building.

*Plan on a Page: Improvement of Infrastructure–
 Long Range Goals and Measures – Develop and implement the Clubhouse Area Master Plan
 OYAP – Design and construct the Clubhouse Area Master Plan*