

Cary Park District
Board of Commissioners
Planning & Development Committee
March 12, 2015
7:30 pm
Cary Community Center
255 Briargate Road
Cary, IL

Minutes

Committee Members Present: Krueger, Renner, Stanko

Commissioners Present: Emma, Harvey

Staff Present: Jones, V. Krueger, Raica, Kelly, Rea, Cannon

Chair Krueger called the meeting to order at 7:54.

The minutes from the January 8, 2015 Planning and Development Committee were presented for approval.

Motion by Stanko to approve the minutes from the January 8, 2015 Planning and Development Committee. Second by Renner.

Voice vote: 3-0. All voting yes. Motion carried.

There were no matters from the Public, Staff, or Commissioners.

Under Direction items, the Comprehensive Master Plan Review Team Recommendation from the responses to Request for Proposals was discussed.

The Team, Commissioners Emma and Krueger, ED Jones, Superintendent Rea, and Director of Planning and Development Raica, reviewed the six proposals received and determined to interview two of them.

After the proposal review and the interviews, it was the unanimous recommendation of the Team to recommend Hitchcock Design Group to the Board. The fee for HDG services was discussed and Jones highlighted three items that could be removed from the scope and therefore lower the fee.

Item A.7, involving visits to all parks was deemed superfluous and instead it was suggested that outside of five parks would be sufficient; and would be selected later, District staff would complete an inventory matrix on all parks which would reduce the cost of HDG visiting and inventorying all of the District's park sites.

Item B.7, requiring an architect at the second staff meeting.

The third item was the use of an ecological expert as a HDG team member was provided as a non-essential item.

Adjusting the scope in these three areas reduce the HDG fee by \$6500. The consensus of the discussion of the Committee was that they were comfortable with the proposed reductions to the scope.

A discussion took place about the value of a community-wide survey. Jones felt that the backbone of the master plan has to be based off community input and that a properly executed survey, completed at a statistically significant level would provide input that can be applied across the greater community. Jones cited concerns over the sample size and the error margin in the 2006 survey work. Jones stated that the proposed fee for the survey was high and that a lower fee should be pursued from HDG or that another firm who provides survey work be contacted for a price. General discussion on the merits of the survey were discussed by the Committee members and other Board members present.

Stanko moved to recommend the Board enter into an agreement with Hitchcock Design Group to provide professional services associated with the completion of a Comprehensive Master Plan not to exceed a Base fee plus reimbursables of \$70,000. Second by Renner.

After the motion and second, discussion took place on how best to lower the base fee or approach reducing it even further with HDG. ED Jones indicated that he would follow up with HDG and report back at that next meeting. During discussion concerns were raised over selecting a number (fee) that does not tie out to the proposal or proposed reduction to scope as part of the motion. After discussion on the motion, Stanko agreed to withdraw the motion.

Discussion then continued, everyone agreed that a survey was important and was needed to best “cast a wide net” in Stanko’s assessment. It was consensus of the group that a community survey is necessary; with that consideration it was also determined that the MindMixer tool could be removed from the scope.

Jones suggested before a motion was crafted, that the Committee only recommend hiring Hitchcock Design Group to the Board rather than do so with a fee attached with it. Jones would then return to HDG and negotiate a lower fee based on the Committee input from the meeting and return the outcome of these discussions with HDG when the item is brought before the Board.

Stanko moved to recommend the Board hire Hitchcock Design Group for the purpose of developing a Comprehensive Master Plan for the Cary Park District. Second by Renner.

Voice vote: 2-1. Motion carried.

Motion to adjourn by Renner. Second by Stanko.

Voice vote: 3-0. All voting yes. Motion carried.

Meeting adjourned at 8:49 PM.