

The Board recognizes that these Minutes should have been approved in January and the District will commit to approving minutes within OMA Guidelines going forward.

APPROVED

MINUTES OF DECEMBER 7, 2016 SPECIAL PROJECTS AND FACILITIES
COMMITTEE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:30 p.m. and roll was called.

Committee Members present:

Andre Lerman, Chair/Commissioner
Lisa Brooks, Treasurer
Steve Gaines, President

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.

Commissioners present:

Dudley Onderdonk, Vice President
Seth Palatnik, Commissioner

Approval of Minutes of the November 15, 2016 Special Projects and Facilities

Committee: A motion was made by Commissioner Lerman to approve the minutes of the Nov. 15 Special Projects and Committee as presented. Motion was approved by unanimous consent.

vote taken:

AYES: Brooks, Gaines, Lerman
NAYS: None
ABSENT: None

Members of the Public in attendance who signed in or spoke: Stefanie Boron, Eileen Sirkin

Matters from the Public: There was no one wishing to address the Committee.

Prospective Landscape Architect Firms: The District sent out requests for proposals for Landscape Architect firms and received five. Executive Director Sheppard and Parks Director Leiner interviewed five firms and advanced two firms to be interviewed by the Board at this meeting. Fees for their services were in sealed envelopes; based on statute the Board may ask only Hitchcock Design Group about fees and not request that information from any other firm.

AltaManu gave a presentation and answered staff and Board questions.

The meeting was halted for a five-minute break at 7:39 p.m.

Hitchcock Design Group gave a presentation and answered staff and Board questions.

Both firms were compared in detail and discussion ensued.

Chair Lerman recommended, based on discussion of the Committee, for staff to negotiate fees with AltaManu to no higher than 12% of the project. If fee terms are reached, then staff will negotiate in good faith to get a contract to be approved at the January Regular Board meeting. If fees cannot be negotiated in the parameters discussed, then AltaManu will be disqualified and staff will negotiate with Hitchcock.

Matters from the Public: Eileen Sirkin gave her positive view of Hitchcock Design Group's presentation.

Other Business: There was no other business.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:58 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary