



# Wheaton Park District

## Wheaton Park District Board of Commissioners Meeting Minutes

Wednesday April 19, 2023 5:00 p.m.

City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois

**CALL TO ORDER** –President Frey called the meeting to order at 5:00 p.m. Commissioner Kelly, Mee, Morrill, Pecharich, and Vires were present.

Commissioner Barrett was absent.

### PRESENTATIONS

Special Events Manager Carolyn Wilkin provided highlights from last year's special events:

- Cream of Wheaton returned to Memorial Park for the first time since 2019, bringing back the original event name.
- The Summer Entertainment Series returned for a second season and featured 22 bands across 13 concert nights. The most popular night was Billy Elton and Radio Gaga with over 1300 tickets sold.
- Wheaton Brew Fest added seltzer to the lineup and had over 1200 attendees.
- Reindeer Run welcomed over 1200 registered runners, the second highest attendance year ever.

Wilkin spoke about the 2023 upcoming events –

- Cream of Wheaton will return to Memorial Park this June and will include 13 bands, over 25 arts and craft vendors, the Business Expo, the Carnival, Cosley Zoo Run for the Animals, great food vendors, and beer garden.
- Summer Entertainment Series
  - Tickets went on sale this past Monday and over 600 tickets have already been purchased.
  - In July, the Entertainment Series will feature Jay Allen, from The Voice. This will be a benefit concert for the Alzheimer's Association.
- Light the Torch Night Run will be celebrating its 10<sup>th</sup> anniversary in 2023.
- The Marketing Department welcomed a new team member to the Marketing and Events team – Sammi Catanzaro.

Wilkin acknowledged the many departments and partners that help to put on such fun and successful events. These events are truly a team effort, and we could not do it without help from The Wheaton Park District Parks, Special Facilities, Athletics and Finance Departments. Milton Township and CERT, Rotary Club of Wheaton, Lions Club, Wheaton Chamber of Commerce, Wheaton College, CASA of DuPage County, and the First Trust Cares Foundation.

## COMMUNITY INPUT

None

## CONSENT AGENDA

- A. Approval of the Disbursements totaling \$808,507.46 for the period beginning March 8, 2023, and ending April 11, 2023
- B. Approval of the Disbursements totaling \$374,982.00 for the period beginning March 8, 2023, and ending April 11, 2023
- C. Approval of the Subcommittee Meeting Minutes March 1, 2023
- D. Approval of the Regular Meeting Minutes March 15, 2023
- E. ~~Approval of the Closed Meeting Minutes March 15, 2023~~

Commissioner Mee moved to approve the consent agenda as presented. Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

## UNFINISHED BUSINESS

None

## NEW BUSINESS

### 1. Ordinance 2023-01

Commissioner Vires moved to approve Ordinance 2023-01 Disposal and Sale of Personal Property Owned by the Wheaton Park District. Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

### 2. July 3 Fireworks Display

Commissioner Pecharich move to Waive the Provisions of the Park District's Purchasing Policy that Require Multiple Quotes for Contracts Over \$20,000 and to Award a Contract with Johnny Rockets Pyrotechnics for the July 3, 2023, Fireworks Display at a Cost Not to Exceed \$25,000 with the option for 2024 & 2025. Seconded by Commissioner Morrill.

Commissioner Mee stated that Johnny Rockets has done a great job for us over the years. Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey  
Nays: None  
Abstain: None  
Absent: Barrett

**3. Special Events Sound and Lighting**

Commissioner Mee moved to approve a Contract with Hi-Fi Events for 2023 Special Events at Cost Not to Exceed \$24,750. Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey  
Nays: None  
Abstain: None  
Absent: Barrett

**4. Apparel Purchase**

Commissioner Pecharich moved to approve the Bid from Marathon Sportswear for Apparel for the 2023 Run for the Animals and the 2023 Reindeer Run at Cost Not to Exceed \$31,255.75. Seconded by Commissioner Morrill. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey  
Nays: None  
Abstain: None  
Absent: Barrett

**5. Apparel Purchase**

Commissioner Vires moved to approve the Bid from Rebel Athletic for 2023-2024 Cheerleading Uniforms at a cost of \$180.90 per uniform. Seconded by Commissioner Mee. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey  
Nays: None  
Abstain: None  
Absent: Barrett

**6. National Restaurant Association Show**

Commissioner Kelly moved to approve Expenses for Commissioner(s) Attending the 2023 National Restaurant Association Show at a Cost of \$325 per Commissioner. Seconded by Commissioner Morrill. No discussion.

Motion passed by voice vote.

**7. Utility Procurement**

Commissioner Vires moved to Authorize the Executive Director to Execute Natural Gas Contracts with for Transport and Choice Accounts for a 24 Month Term Starting July 2023 at a Rate Not to Exceed \$ 4.20 Dth for Transport Accounts and \$5.00 Dth for Choice Accounts (Supplier, term and final rates will be determined by April 28) Seconded By Commissioner Mee. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

**8. Resolution 2023-02**

Commissioner Pecharich moved to Approve Resolution 2023-02 Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for the Purchase of Certain Vehicles at an Amount Not to Exceed \$160,000. Seconded by Morrill.

Executive Director Benard stated that our ability to secure vehicles over the last several years through competitive bidding or cooperative purchasing has been adversely impacted due to supply chain issues and has resulted in vehicles becoming unavailable before the process can be completed. We are falling behind on the fleet replacement schedule. Benard consulted with legal counsel for this solution. With this process We will pursue three quotes from different dealerships that have comparable vehicles on their property and are available now.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

**9. Resolution 2023-03**

Commissioner Vires moved to approve Resolution 2023-03 Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for Alarm Maintenance and Monitoring Services for an Amount Not to Exceed \$10,656 per Year for a Three-Year Term. Seconded by Commissioner Morrill. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

**10. Playground Safety Surface Purchase and Installation**

Commissioner Kelly moved to approve the Bid for Alternate #1 from Perfect Turf LLC for the Purchase and Installation of Playground Safety Surfacing at Briar Patch Park at a Cost of \$91,480. Seconded by Commissioner Pecharich. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

**11. Playground Equipment Purchase**

Commissioner Kelly moved to approve a Contract with NuToys for Playground Equipment for Installation at Hoffman Park at a Cost of \$75,675. Seconded by Commissioner Mee. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

**12. Pool Chemical Supply and Delivery**

Commissioner Mee moved to approve the Bids for the Purchase and Delivery of Pool Chemicals from Hawkins, Terrace Supply and Univar as follows:

- Hawkins – Coagulator, Cyanuric Acid, Muriatic Acid and Calcium Chloride
- Terrace Supply – CO2 Liquid Gas and Container Rental
- Univar – Sodium Hypochlorite Liquid

Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

**13. Community Center Interior Renovation Project Phase 1**

Commissioner Kelly moved to approve Change Order No. 2 from Efraim Carlson for the Community Center Interior Renovation Project Phase 1 for a Net Decrease in the Contract Amount of \$863.05. Seconded by Commissioner Pecharich.

Commissioner Kelly stated that this closes out the change orders on this project.

Motion carried by voice vote.

#### **14. Employee Classification and Compensation Plan**

Commissioner Mee moved to approve an employee classification and compensation plan for the Wheaton Park District. Seconded by Commissioner Morill. No discussion.

Motion passed by roll call vote.

Ayes: Kelly, Mee, Morrill, Pecharich, Vires, Frey

Nays: None

Abstain: None

Absent: Barrett

#### **REPORTS FROM STAFF**

Executive Director Benard welcomed Special Event Coordinator Sammi Catanzaro to the district. He commended the Marketing and Special Events team on their annual report. Benard commended Museum Manager Michelle Podkova on the Museum annual report, and how well she and her small team handle museum operations and customer service. We are looking forward to the next construction phase of the museum that is being paid for entirely from a \$750,000 grant the district received through the Illinois Department of Natural Resources.

Commissioner Mee enjoyed the Special Events Annual Report. There were a lot of highlights in it. He was impressed with the \$225,000 in sponsorship we received last year. He recognized some of our partners including but not limited to The City of Wheaton, CERT, and the DuPage County Fairgrounds. Mee thanked them for their continued support of the park district. Commissioner Mee thought the museum annual report was comprehensive. He commended staff on a job well done on the Illinois Department of Natural Resources grant. He was pleased to see visitor numbers increase. The testimonials in the report show the quality of the work the staff at the museum is doing. Commissioner Mee enjoyed the Superhero Fun Run last weekend. He was happy to see registration numbers up across athletics. He enjoyed the Safety Fair that staff attended. He commended Director of Special Facilities Bendy on how well his staff kept up with the Wintrust March Madness event and the new items in the pro shop. He thought the quality and selection of the new merchandise was fantastic.

Commissioner Morrill commended Superintendent of Projects/Events Nic Novak for his recent appointment to the Riverside Brookfield High School Board. He said it was nice to see staff get involved in their local communities.

Commissioner Pecharich stated that she appreciates all the hard work completed by the Staff on behalf of the Residents.

#### **ADJOURNMENT**

At 5:23 p.m., Commissioner Mee moved to adjourn the meeting. Commissioner Vires seconded. Motion passed by voice vote.

