



Wheaton Park District

**Wheaton Park District Board of Commissioners Meeting
Wednesday June 21, 2017 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois**

CALL TO ORDER –President Vires called the meeting to order at 7:00 p.m. Commissioners Fahey, Frey, Hodgkinson, Kelly, Mee, and Morrill were present.

PRESENTATIONS

- Summer Fun at the Pools, Skate Park and Mini Golf Course
Aquatics and Safety Manager Wendy Russell stated that the pools are very busy. Swim lessons are currently in their second session with three to go. Russell talked about the importance of water safety and encouraged swim lessons. The park district offers lessons from six months to adult.

The park district is looking for community input on updating the skate park. The survey can be found online or completed on paper at the Community Center and Clocktower Commons. Commissioner Mee asked if there was any decrease in pool attendance, if we are consistent with other pools. Russell stated that the pools need to be updated and that area pools are taking business from us because of it.

COMMUNITY INPUT

Pam Bassi 225 W. Franklin, Wheaton IL

Ms. Bassi stated that people in her neighborhood are upset about changing Memorial Park. She asked how it was going to be paid for. She wanted to know where the survey results were that showed support for this. She stated that residents didn't pass the school referendum because they don't want a tax increase. They are concerned with parking and noise. She stated that people enjoy the park the way it is, they like it small. That is why people pay so much money to live in Wheaton because they like the small town atmosphere. Commissioner Mee asked Ms. Bassi if he was correct that the reason she is against it is because of increased use of the park, parking and the noise. Ms. Bassi stated that was correct.

CONSENT AGENDA

- A. Approval of the Disbursements totaling \$1,323,778.69 (one million, three hundred twenty three thousand, seven hundred seventy eight dollars, and sixty nine cents) for the period beginning May 10, 2017 and ending June 13, 2017
- B. Approval of the May 17, 2017 Regular Meeting Minutes
- C. Approval of the May 24, 2017 Special Meeting Minutes
- D. Approval of the May 31, 2017 Special Meeting Minutes

- E. Approval of the Buildings and Grounds Subcommittee Meeting Minutes from June 7, 2017
- F. Approval of the Finance Subcommittee Meeting Minutes from June 7, 2017
- G. Approval of the 2017 Meetings Schedule for the Buildings and Grounds and Finance Subcommittees of the Board of Park Commissioners

Commissioner Mee moved to approve the consent agenda as presented. Seconded by Commissioner Morrill.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

UNFINISHED BUSINESS

- 1. Comprehensive Annual Financial Report for the Fiscal Period Ended December 31, 2016 for the Wheaton Park District – Recommendation to Accept and Place on Public Display and Distribute as required.

Commissioner Hodgkinson moved to approve the Comprehensive Annual Financial Report for the Fiscal Period Ended December 31, 2016 for the Wheaton Park District Seconded by Commissioner Kelly. No discussion

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

- 2. Approval & Acceptance of the Master Planning Document for the Cosley Zoo Commissioned by the Cosley Foundation and Completed by Tory Design and Shultz and Williams

Commissioner Morrill moved to approve the Master Planning Document for the Cosley Zoo Commissioned by the Cosley Foundation and Completed by Tory Design and Shultz and Williams. Seconded by Commissioner Frey. No discussion.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

NEW BUSINESS

1. Ordinance 2017-02 Adopting Prevailing Wage Rates to be Paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works for the Wheaton Park District

Commissioner Fahey moved to approve Ordinance 2017-02 Adopting Prevailing Wage Rates to be Paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works for the Wheaton Park District. Seconded by Commissioner Frey. No discussion.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

2. Ordinance 2017-03 Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District

Commissioner Frey moved to approve Ordinance 2017-03 Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District. Seconded by Commissioner Fahey. No discussion.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

3. Ordinance 2017-04 Approving and Authorizing Execution of Lease with Computer Systems Innovations, Inc.

Commissioner Fahey moved to approve Ordinance 2017-04 Approving and Authorizing Execution of Lease with Computer Systems Innovations, Inc. Seconded by Commissioner Frey.

Executive Director Benard stated that the tenant asked to move from a five year agreement to a two year agreement. Staff is agreeable to this as they are a good tenant.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

4. Recommendation for the Board of Park Commissioners to approve a Lease with the City of Wheaton for the Land Commonly Known as the Hillside Tot lot

Commissioner Mee moved to approve a Lease until 2021 with the City of Wheaton for the Land Commonly Known as the Hillside Tot lot. Seconded by Commissioner Morrill.

Commissioner Kelly asked Benard if this lease was for \$1.00 Benard stated it is. He stated that this is common in intergovernmental agreements for the amount to be low.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

5. Recommendation for the Board of Park Commissioners to approve a three year contract with Paylocity for their Payroll and Human Resources Information Systems with the leasing of timekeeping devices for an estimated cost of \$110,081.30 for year one {includes start-up costs} and \$102,522.92 for years two and three. *The final figure will be based on the number of active employees in the system calculated monthly and are not firm numbers at the time of this action.*

Commissioner Frey moved to approve a three year contract with Paylocity for their Payroll and Human Resources Information Systems with the leasing of timekeeping devices for an estimated cost of \$110,081.30 for year one { includes start-up costs} and \$102,522.92 for years two and three. *The final figure will be based on the number of active employees in the system calculated monthly and are not firm numbers at the time of this action.* Seconded by Commissioner Fahey.

Commissioner Mee asked if this is upgrading the current system. Benard stated that our old system devices are no longer made. We are adding additional software modules which include being able to go paperless from recruitment to retirement. Commissioner Fahey asked what happens after the three years is over. Finance Director Rita Trainor stated that staff is hoping the prices would be the same and if they aren't staff will go out and look at other firms. Commissioner Fahey stated that staff should document how much time they are putting into looking into other firms so that we can determine when the time is right if it's worth looking at other firms or staying with Paylocity if they raise their fees.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

6. Recommendation for the Board of Park Commissioners to approve a Contract with the Strathmore Company for Printing Services for the 2018 Program Guides in an Amount Not to Exceed \$83,120 and to Include the Smart Print Advertising Discount Program

Commissioner Mee moved to approve a contract with the Strathmore Company for Printing Services for the 2018 Program Guides in an Amount Not to Exceed \$83,120 and to Include the Smart Print Advertising Discount Program. Seconded by Commissioner Morrill.

Commissioner Fahey asked what Smart Print Advertising is. Marketing Director Margie Wilhelmi stated that Strathmore sells ad space and they donate the money back to the park district.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

7. Recommendation for the Board of Park Commissioners to approve Board Member Attendance to the 2017 National Recreation and Park Association Educational Conference and Exposition September 26-28 in New Orleans at a Cost Not to Exceed \$2,200 per Person. To be attended by:

- Commissioner Terry Mee
- Commissioner Jane Hodgkinson
- Commissioner Ray Morrill

Commissioner Morrill moved to approve Board Member Attendance to the 2017 National Recreation and Park Association Educational Conference and Exposition September 26-28 in New Orleans at a Cost Not to Exceed \$2,200 per Person. To be attended by:

- Commissioner Terry Mee
- Commissioner Jane Hodgkinson
- Commissioner Ray Morrill

Seconded by Commissioner Mee

Commissioner Fahey stated he would be interested in hearing about the program from the commissioners attending.

Motion passed by roll call vote.

Ayes: Morrill, Mee, Hodgkinson, Frey

Nays: None

Abstain: Kelly, Vires

Absent: None

8. Recommendation for the Board of Park Commissioners to approve the Purchase and Installation of two Air Conditioning Units and one Furnace for use in the Arrowhead Maintenance Facility from Armbrust Heating and Air Conditioning Inc. at a Cost Not to Exceed \$15,100

Commissioner Kelly moved to approve the Purchase and Installation of two Air Conditioning Units and one Furnace for use in the Arrowhead Maintenance Facility from Armbrust Heating and Air Conditioning Inc. at a Cost Not to Exceed \$15,100
Seconded by Commissioner Fahey. No discussion.

Motion passed by voice vote.

9. Recommendation for the Board of Park Commissioners to approve Purchases from the Park Catalogue Company - twelve hexagonal park tables and three accessible hexagonal park tables at a cost not to exceed \$11,116.21 and twenty accessible picnic tables at a cost not to exceed \$12,600

Commissioner Kelly moved to approve Purchases from the Park Catalogue Company - twelve hexagonal park tables and three accessible hexagonal park tables at a cost not to exceed \$11,116.21 and twenty accessible picnic tables at a cost not to exceed \$12,600
Seconded by Commissioner Morrill.

Motion passed by voice vote.

10. Recommendation for the Board of Park Commissioners to approve a Payment to the City of Wheaton of Police Services for Special Events at a cost not to exceed \$13,405

Commissioner Fahey moved to approve a Payment to the City of Wheaton of Police Services for Special Events at a cost not to exceed \$13,405. Seconded by Commissioner Hodgkinson.

Commissioner Mee stated that this payment is for the Taste of Wheaton. Commissioner Fahey commended the police on a good job at the event and that it was good to have them there.

Motion passed by voice vote.

11. Recommendation for the Board of Park Commissioners to approve Change Order No. 2 with V3 Infrastructures for the Central Athletic Center Paver Parking Lot Project at a cost not to exceed \$4,850

Commissioner Kelly moved to approve Change Order No. 2 with V3 Infrastructures for the Central Athletic Center Paver Parking Lot Project at a cost not to exceed \$4,850.
Seconded by Commissioner Fahey.

Commissioner Kelly stated that there are two items on this change order. The curb and during excavation they encountered that they need to remove two feet of rubble

Motion passed by voice vote.

12. Recommendation for the Board of Park Commissioners to approve Change Order No. 1 with Allstar Asphalt for the Atten Park Paving Project at a cost not to exceed \$2,100

Commissioner Fahey moved to approve Change Order No. 1 with Allstar Asphalt for the Atten Park Paving Project at a cost not to exceed \$2,100. Seconded by Commissioner Mee.

Commissioner Kelly stated that they found two dirt culverts there that needed to be replaced.

Motion passed by voice vote.

13. Recommendation for the Board of Park Commissioners to approve Change Order No. 2 with Marion Inc. for Northside Park WWI Monument Restoration Project at a cost not to exceed \$8,400

Commissioner Kelly moved to approve Change Order No. 2 with Marion Inc. for Northside Park WWI Monument Restoration Project at a cost not to exceed \$8,400. Seconded by Commissioner Frey.

Commissioner Kelly stated that while they were taking it apart they found cracking that wasn't noticeable until they took it apart.

Motion passed by voice vote.

14. Recommendation for the Board of Park Commissioners to approve the termination of the Park District's Contract for Janitorial Services with Perfect Cleaning Service Corp dated July 15, 2015 and authorizes the Executive Director or his designee to execute any documents necessary to effectuate the termination

Commissioner Mee moved to approve the termination of the Park District's Contract for Janitorial Services with Perfect Cleaning Service Corp dated July 15, 2015 and authorizes the Executive Director or his designee to execute any documents necessary to effectuate the termination. Seconded by Commissioner Morrill.

Commissioner Mee stated that by doing this and adding two additional part time employees the district will save \$20,000 a year.

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

15. Recommendation for the Board of Park Commissioners to approve the renewal of the Park District's Program Delivery Services Agreement with Amzo Zip Mailing Services, Inc. dated August 22, 2016 for an additional one year period based on the terms and conditions set forth therein and authorize the Executive Director or his designee to execute any documents necessary to effectuate the renewal – Cost Not to Exceed \$51,528

Commissioner Mee moved to approve the renewal of the Park District's Program Delivery Services Agreement with Amzo Zip Mailing Services, Inc. dated August 22, 2016 for an additional one year period based on the terms and conditions set forth therein and authorize the Executive Director or his designee to execute any documents necessary to effectuate the renewal – Cost Not to Exceed \$51,528. Seconded by Commissioner Fahey

Motion passed by roll call vote.

Ayes: Fahey, Frey, Hodgkinson, Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: None

REPORTS FROM STAFF

- Executive Director
 - Athletics – **2016 Athletic Department Annual Report**
 - Finance
 - Special Facilities & Events
 - Marketing, Development & Events
 - Recreation
 - Parks & Planning

Executive Director Benard thanks Staff for the report and stated that the Athletic Department has many moving parts and uses many volunteers. Annually there are over 1,000 volunteers helping out district wide and probably 3/4 of these are directed to athletics.

Commissioner Morrill stated that the report shows 1,600 hours in athletics equivalent to \$700,000 in man hours. It is very time consuming running all these volunteers. He commended staff on a job well done.

Commissioner Mee stated that athletics offers a lot and commended staff on a job well done.

Commissioner Fahey agreed with Mee and Morrill.

Commissioner Vires asked Director of Athletics Mary Beth Cleary why the income numbers were out of our zone in 2016. Cleary stated that insurance costs, cheerleading mats and the electricity for the ice sheets and the warming shelters contributed to the increase.

Cleary stated that Lacrosse is getting very popular. Athletic Manager Darrell Houston stated that they had 45 kids in the min lacrosse tournament we hosted this week. He has been working with Wheaton North. He thinks that kids will keep trending towards this sport.

Commissioner Fahey asked why the maintenance went up at the Central Athletic Center. Cleary stated it was because of the party room doors and the warming house outside.

Commissioner Vires congratulated staff on a clean audit.

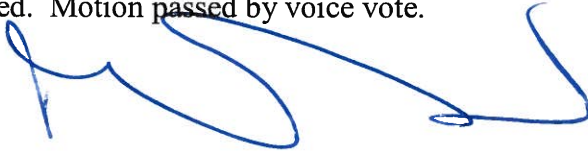
Commissioner Morrill congratulated staff on the Taste of Wheaton but would like to see it called the Cream of Wheaton next year.

Commissioner Mee congratulated staff on the Taste of Wheaton, Cosley Run and Fish o Rama. He congratulated Athletic Manager Mark Dolphin on the Nerf Battle open gym. Dolphin stated that he is doing a Nerf camp with 70 kids, and offers a program on Fridays after school.

Commissioner Hodgkinson thanked all of the Wheaton Park District staff for their hard work over the summer. She would also like the Taste of Wheaton called the Cream of Wheaton next year.

ADJOURNMENT

At 7:48 p.m., Commissioner Mee moved to adjourn the meeting. Commissioner Morrill seconded. Motion passed by voice vote.

A handwritten signature in blue ink, appearing to be 'Morrill', is written below the text of the adjournment.