



Wheaton Park District

**Wheaton Park District Board of Commissioners Meeting
Wednesday August 23, 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 – Cristin Handlon, Recreation Supervisor

- Wide Horizons Preschool Program is utilizing a revamped curriculum this year to better prepare our preschoolers for kindergarten through the Illinois Early Learning Standards
- Wide Horizons Preschool starts on August 28- we still have a few spots available in our afternoon 4-Year Old Class and our Three day 3-Year Old program!
- New programs/instructors offering new preschool art programs that meet directly after preschool classes.
- Renovations taking place at Rathje Park - including large water quality/shore restoration project to the pond and upgrades to the inside of Rathje Park House
- New Early Childhood Art classes including Open Art, A World of Art and Deck the Halls scheduled to start this fall in September!
- We are excited to offer a new special event for our little ones and their families, Pizza with Santa scheduled on December 15- come join us for fun, crafts, pizza and an opportunity to meet Santa!
- Toohey Park Early Childhood programs begin on September 8. We have many great programs, classes and birthday party options available all fall at Safety City! Please contact Jamie Martinson at 630-510-5138 for more information on our Early Childhood programming or for a tour of one of our Preschool locations.

We also have quite a few exciting things happening for our Tweens and Teens this fall:

- Teen Service Series (flyer),
Ages 11-15
 - September 17, West Suburban Humane Society
 - October 12, Ronald McDonald House
 - October 14, Boo Bash – Glen Ellyn Park District
 - October 20, Halloween Happening – Wheaton Park District
 - November 8, Feed My Starving Children
- Upcoming Fall No School Teen Trips,
Ages 10-14
 - November 21, Main Event – Warrenville
 - November 22, iFly – Naperville
 - December 27, Bowlero – Naperville

COMMUNITY INPUT

Nolan Shanahan, Boy Scout from Troop #34 in Wheaton. Nolan was attending the meeting to fulfill requirements towards receiving his Eagle Scout Communications merit badge.

CONSENT AGENDA

- A. Approval of the Disbursements totaling \$2,921,278.39 for the period beginning July 12, 2017 and ending August 8, 2017
- B. Approval of the July 19, 2017 Regular Meeting Minutes
- C. Approval of the July 12, 2017 Buildings & Grounds Subcommittee Meeting Minutes
- D. Approval of the July 12, 2017 Finance Subcommittee Meeting Minutes
- E. Approval of the July 12 2017 Closed Session Meeting Minutes
- F. Approval of Expenses over \$10,000 and under the Bid Limit of \$25,000
 - a. – Annual retainer for 2017 Corporate Learning Institute for Consulting Services including Staff Development, Leadership Coaching and Comprehensive Strategic Planning Assistance – total cost of \$18,750
 - b. – City Ventures to send Participants from the Mary Lubko Center on a Trip to Door County Wisconsin October 3-5 at a total cost of \$24,000 plus or minus depending on enrollment
 - c. – AM Rotary Club of Wheaton for their 50% Share of the Net Proceeds from the Annual Fun Run In Color – total cost of \$16,364.25
 - d. – Arleli Sportsware Quote of \$49.50 per set of Reversible Jersey and Non Reversible Shorts for the Travel Basketball Program – total cost of \$11,385 with additional sets possibly ordered at the quoted price pending enrollment
 - e. – Studio Swann Quote for Central Athletic Complex Rec and Roll (WDSRA) Site Cabinetry total of \$13,340.52
 - f. – Carlson Glass Inc. Quote for Central Athletic Complex Rec and Roll (WDSRA) Site Windows and Doors total of \$19,117

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:

Abstain:

Absent:

Commissioner Kelly inquired about Consent Agenda F (a): He stated that the total was \$18,750, however the board packet reflected only ½ the amount. Benard responded that the other ½ was paid, but since the entire due was over the \$10,000; under the \$25,000 it was included in approval of expenses.

UNFINISHED BUSINESS

1. Approval of an Updated Organizational Chart for the Wheaton Park District – Required for Statewide Agency Accreditation Program

Commissioner Frey moved to Approve of an Updated Organizational Chart for the Wheaton Park District Seconded by Commissioner Hodgkinson.

Motion passed by voice vote

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

Nays:

Abstain:

Absent:

2. Approval of an Updated Environmental Policy for the Wheaton Park District – Required for Statewide Agency Accreditation Program

Commissioner Fahey moved to approve the Updated Environmental Policy for the Wheaton Park District. Seconded by Commissioner Frey.

Motion passed by voice vote

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

Nays:

Abstain:

Absent:

3. Approval of a Sponsorship Policy for the Wheaton Park District – Required for Statewide Agency Accreditation Program

Commissioner Fahey moved to approve a Sponsorship Policy for the Wheaton Park District Seconded by Commissioner Mee.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

Commissioner Morrill requested that staff date policies when approved or reviewed.

4. Approval of an Amendment to the Wheaton Park District Finance Policies Comprehensive Revenue Policy – Required for Statewide Agency Accreditation Program

Commissioner Mee moved to approve an Amendment to the Wheaton Park District Finance Policies Comprehensive Revenue Policy seconded by Commissioner Morrill.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

5. Approval of an Amendment to the Wheaton Park District Personnel Policies Section 2.3 Employment Practices, Nepotism and Preferential Treatment and an Addition to the Polices Section 2.5 New Hire Reporting – Required for Statewide Agency Accreditation Program

Commissioner Frey moved to approve an Amendment to the Wheaton Park District Personnel Policies Section 2.3 Employment Practices, Nepotism and Preferential Treatment and an Addition to the Polices Section 2.5 New Hire Reporting. Seconded by Commissioner Fahey.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

6. Approval of a Policy Related to the Provision of Comprehensive Recreation Program Services – Required for Statewide Agency Accreditation Program

Commissioner Mee moved to approve a Policy Related to the Provision of Comprehensive Recreation Program Services. Seconded by Commissioner Kelly.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

Commissioner Morrill complimented the policy and requested that it be added to the website.

7. Acknowledgement of Receipt of the Year Two Midyear Update to the Board of Park Commissioners on the 2016-2020 Comprehensive Strategic and Master Plan – Required for Statewide Agency Accreditation Program

Commissioner Kelly moved to accept Receipt of the Year Two Midyear Update to the Board of Park Commissioners on the 2016-2020 Comprehensive Strategic and Master Plan. Seconded by Commissioner Morrill.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

Commissioner Mee credited staff for their work with the accreditation process thus far.

NEW BUSINESS

1. Bid Results and Recommendation – Scottsdale Playground Safety Surface Installation Project with Perfect Turf for an amount not to exceed \$54,650 for materials (including perimeter nail board) and installation

Commissioner Kelly moved to approve a Scottsdale Playground Safety Surface Installation Project with Perfect Turf for an amount not to exceed \$54,650 for materials (including perimeter nail board) and installation Seconded by Commissioner Fahey.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

2. Approval of a Design Services Contract with Planning Resources for the Central Athletic Complex SW Corner Phase 2 for an amount not to exceed \$25,125

Commissioner Fahey moved to approve a Design Services Contract with Planning Resources for the Central Athletic Complex SW Corner Phase 2 for an amount not to exceed \$25,125 Seconded by Commissioner Frey.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

Commissioner Morrill stated that we use local business, when possible.

3. Approval of Consulting Agreements with Hitchcock Design Group for the Play For All Foundation's Treehouse Project. Conceptual Design Phase for \$22,350 and Design Development Phase for \$53,800. Total of \$76,150. All related design and project development expenses are paid for via pledged philanthropic donations generated by the Sensory Playground and Garden Foundation.

Commissioner Mee moved to approve a Consulting Agreements with Hitchcock Design Group for the Play For All Foundation's Treehouse Project. Conceptual Design Phase for \$22,350 and Design Development Phase for \$53,800. Total of \$76,150. All related design and project development expenses are paid for via pledged philanthropic donations generated by the Sensory Playground and Garden Foundation. Seconded by Commissioner Morrill.

Motion passed by voice vote.

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

Nays:

Abstain:

Absent:

Commissioner Mee stated that all design and development costs were paid through the philanthropic foundation.

Commissioner Kelly requested a report on Phase 1 funding, collection and outstanding pledges.

Commissioner Hodgkinson stated that all funds are received through private donations and service clubs.

4. Bid Results and Recommendation – Atten Park Pathway Project with Chadwick Contracting for the Base Bid and Alternate #1 for an amount of \$88,115 plus a contingency of 15% or \$13,217.25

Commissioner Kelly moved to approve the Atten Park Pathway Project with Chadwick Contracting for the Base Bid and Alternate #1 for an amount of \$88,115 plus a contingency of 15% or \$13,217.25 Seconded by Commissioner Fahey.

Motion passed by voice vote

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

Nays:

Abstain:

Absent:

Commissioner Kelly stated that this project is part of the \$500,000 annual asphalt replacement budget.

5. Approval of Change Order #2 for the Rathje Park Pond Shoreline Restoration and Dredging Project with V3 Infrastructures for an amount not to exceed \$2,862.

Commissioner Kelly moved to approve 5 Change Order #2 for the Rathje Park Pond Shoreline Restoration and Dredging Project with V3 Infrastructures for an amount not to exceed \$2,862. Seconded by Commissioner Frey.

Motion passed by voice vote

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

Nays:

Abstain:

Absent:

Commissioner Mee asked when the dredging would begin. Executive Director Benard stated that is on-going.

Commissioner Kelly stated that for a significant project like this, we only had \$3,500 in change orders.

Commissioner Mee asked when the project will be finished. Parks & Planning Director Sperl replied October 31, but will substantially be completed within the next few weeks.

Commissioner Morrill asked if the pond will be stocked. Director Sperl replied yes.

Commissioner Mee asked if we would receive assistance from the State of Illinois stocking the pond. Director Sperl replied, not likely.

REPORTS FROM STAFF

- Executive Director
 - 2017 to 2016 Budget Variance Report – Per Board Request
 - 2017 Wheaton Park District Municipal Directory – to be posted online and at customer service areas district-wide
 - 2016 Business Units Annual Reports Summaries – Per Board Request
- Finance, Special Facilities, Marketing, Events, Recreation, Athletics, Parks, Planning and Development – See Board Packet
- Community Center 2016 Annual Report

Executive Director Benard stated that the 2017 to 2016 Budget Variance Report provides a snapshot of our current fiscal year.

Commissioner Morrill appreciated the narratives.

Executive Director Benard stated that the municipal directory will be posted online and at facilities. The directory will indicate roles of the board, staff, committees, foundation board etc.

Commissioner Mee stated that the 2016 Business Unit Annual Report Summaries was an excellent document.

Commissioner Hodgkinson asked if the Friends of the Lincoln Marsh is still active, director Benard responded no, but he has been in contact with neighbors to re-establish. If interested, contact Director Benard or Lincoln Marsh Program Manager Terra Johnson.

Commissioner Morrill stated that the DuPage Historic Museum's piece on the History of the Wheaton Park District may be of interest to the community or a possible future exhibit.

Commissioner Mee commented that he liked the section of the Values in the Community Center Annual Report.

Commissioner Mee recognized the following staff efforts:

- Cosley Golf Outing
 - Director Bendy stated same amount of golfers as in 2016. More money was raised through sponsorship.
- Wheaton Brewfest. Good turnout and well managed
- Movie Night at Arrowhead
 - Director Bendy stated that it was canceled due to inclement weather.

- Director Bendy stated that marketing did a good job notifying the public of the cancelation. The event will possibly be rescheduled in the fall of 2017

Commissioner Mee complimented the new patio and Arrowhead behind the halfway house. Director bendy stated that all the patio work was completed in-house.

Commissioner Mee acknowledged the passing of Arrowhead employee Jack Keegan.

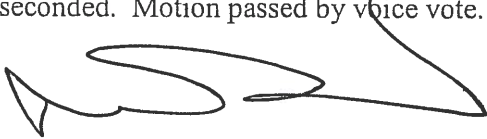
Commissioner Hodgkinson stated that she appreciated the Community Center providing complimentary rentals to community groups.

Commissioner Vires commented that Wheaton Brewfest was a great event.

Commissioner Vires stated that Shakespeare in the Park (in-conjunction with Wheaton College) is August 25 & 26 at Memorial Park

ADJOURNMENT

At 7:33 p.m., Commissioner Morrill moved to adjourn the meeting. Commissioner Hodgkinson seconded. Motion passed by voice vote.

A handwritten signature in black ink, appearing to be a stylized name, possibly "Morrill".