

MINUTES – REGULAR MEETING
Wheaton Park District Board of Commissioners
Wednesday, January 18, 2012 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER

President Morrill called the January 18, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 7:02 p.m.

Roll call was taken and the following Commissioners were Present: Fieweger, Kelly, Luetkehans, Schobel, Morrill and VanderSchaaf.

Commissioner Mee was absent.

COMMUNITY INPUT

None

CONSENT AGENDA Commissioner Fieweger moved to approve the consent agenda as presented. Commissioner Schobel seconded. No discussion. Motion passed by voice vote.

- a. Approval of Minutes for the Regular Meeting November 30, 2011
- b. Approval of the Disbursements for the period beginning December 7, 2011 through January 10, 2012

NEW BUSINESS

1. RESOLUTION 2012-01

Authorizing the Northern Illinois Municipal Electric Cooperative (NIMEC) to serve as the broker for the Wheaton Park District in regard to obtaining bids from electricity providers and authorizing the Executive Director to approve a contract with the lowest cost electricity provider.

Commissioner Fieweger moved to approve authorizing the Northern Illinois Municipal Electric Cooperative (NIMEC) to serve as the broker for the Wheaton Park District in regard to obtaining bids from electricity providers and authorizing the Executive Director to approve a contract with the lowest cost electricity provider for one year. Commissioner Schobel seconded.

Commissioner VanderSchaaf asked if there is a markup on this service. Executive Director Benard said yes. He will report back to the board on this.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Luetkehans, Schobel, VanderSchaaf, Morrill.

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REPORTS FROM STAFF

1. Executive Director

There were no questions from the board on Benard's last written Board update.

2. Special Facilities, Recreation, Marketing and Parks Reports – June 2011

Commissioner VanderSchaaf asked if this was the first time we did a year end campaign at the Zoo. Margie Wilhelmi said that they did one a few years ago. Commissioner VanderSchaaf asked if we did one for the Museum too. Margie said it is scheduled for spring.

Commissioner Schobel asked about the recent work at Atten Park near the old abandoned farm bridge. Staff indicated that a follow up report would be provided.

3. Finance Report – June 2011

Commissioner Fieweger asked why salaries at Parks Plus Fitness have increased. Dan Novak stated that the administrative salary allocations changed as part of the district analyzing percentages of time allocation.

Commissioner Luetkehans said that the allocation of salaries seems to change every year. He asked that the percentages remain static so accurate comparisons can be made year to year. Commissioner VanderSchaaf asked if we could go back and restate 2010 so that we would have a baseline for comparison to 2011. Executive Director Benard said that the staff was responding to our strategic plan item calling for analyzing facility sustainability and added that he did not foresee changes going forward.

4. Adult Education 2011 Annual Report

President Morrill noted the allocation full time of salaries and benefits in the financial overview.

Commissioner Luetkehans stated that although he would like to see Adult Education Program break even and would like staff to continue to strive for that goal but believes the value of the programming to the community is worthy of underwriting if fees do not completely meet expenses.

President Morrill reported for Commissioner Mee who was absent. Commissioner Mee wanted staff to know that he thinks they have done a great job with the Marian

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Park Program, the Christmas tree sales and Arrowhead Food and Beverage revenue improvements.

Commissioner Kelly would like to know the total cost on low deductibles for health insurance in 2011. Executive Director Benard said that the board will be provided a full report in as soon as final data is received from PDRMA.

Commissioner Luetkehans would like to be notified about the time and place of the Leisureship Access meetings.

Commissioner Fieweger asked about the annual background checks on volunteer coaches and if this was something the district could do every other year to save the district money. Executive Director Benard stated that he would follow up with legal counsel and report back.

President Morrill commended staff on the very high score on the PDRMA audit. He also liked Diane Hirshberg's (Human Resources) full time and part time staff analysis.

Commissioner VanderSchaaf asked Executive Director Benard when he would have the answers to her on the Town Square Initiative.

Elden Brauer who is the Chairman of the WDSRA Foundation spoke to the Board about WDSRA's fundraiser on March 10th. He said this foundation works very hard to raise money to help to provide programs for those with special needs who have financial hardships. He thanked the Wheaton Park District for partnering with them.

At 7:25, Commissioner Luetkehans moved to enter closed session for the purpose of discussing Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1) . Commissioner Fieweger seconded.

Roll Call Vote:

Ayes: Fieweger, Kelly, Luetkehans, Schobel, VanderSchaaf and Morrill.

ADJOURNMENT

At 7:35 pm, Commissioner Fieweger moved to adjourn the meeting. Commissioner Kelly seconded. Motion Carried.

Respectfully Submitted Michael Benard, Secretary

MINUTES – SPECIAL MEETING
Wheaton Park District Board of Commissioners
Wednesday, February 8, 2012 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER

President Morrill called the February 8, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 7:00 p.m.

Roll call was taken and the following Commissioners were Present: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf.

Commissioners Kelly & Schobel were absent.

NEW BUSINESS

1. Ordinance 2012-01

An Ordinance Approving the Acquisition of Certain Real Estate from Bradford Equities LLC and Authorizing Execution of an Agreement with Bradford Equities LLC Providing for Such Acquisition

Commissioner Luetkehans moved to approve the Acquisition of Certain Real Estate from Bradford Equities LLC and Authorizing Execution of an Agreement with Bradford Equities LLC Providing for Such Acquisition. Commissioner Luetkehans requested that the word “substantially” be stricken from page two section two of the ordinance with a period after the word “meeting”. He would then like the rest of that sentence deleted. Commissioner Fieweger seconded.

Motion passed by roll call vote:

Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf.

Nays: None

Commissioner Luetkehans stated that this agreement with Bradford has been being negotiated for the last year. The agreement is the result of hard work on behalf of staff, legal counsel Bradford and Commissioners. The Park District is paying three million dollars for a majority of the 22 acre parcel saving open space and many tens of thousands of athletic user hours and with Bradford’s partnership, creating significant benefit to the City and School District. Commissioner Luetkehans thanked Bradford for working with the Park District. The next step is Permit approval from the City of Wheaton and DuPage County after that a simultaneous closing will occur for the Park District and Bradford.

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Commissioners Mee and Morrill thanked Commissioner Luetkehans, Commissioner Kelly, Executive Director Benard, Steve Adams from Tressler and Bradford for all their hard work that went into this agreement.

2. Presentation – Planning Resources Inc.

Review of Plan, Design and Cost Estimate for Park Development

Kevin Graham from Planning Resources, Inc. who was hired in December as a design consultant for the Hubble project, gave a presentation on what has been called the “gateway to downtown” park. The plans called for three phases. Commissioner Luetkehans said that concerning phase three, he would not be in favor of a fountain due to the cost. What he liked about Phase one and Phase two of these plans was the cost effectiveness.

Executive Director Benard asked the board what phases they would like for him to present at the City of Wheaton public hearing. The board unanimously agreed that they would like Benard to present phase one and phase two.

ADJOURNMENT

At 7:35, Commissioner Luetkehans moved to adjourn the meeting. Commissioner Mee seconded.

Motion passed by voice vote.

Respectfully Submitted

Michael Benard, Secretary

MINUTES – REGULAR MEETING
Wheaton Park District Board of Commissioners
Wednesday, February 15, 2012 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER

President Morrill called the February 15, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 7:00 p.m.

Roll call was taken and the following Commissioners were Present: Fieweger, Kelly, Luetkehans, Mee, Schobel, Morrill and VanderSchaaf.

COMMUNITY INPUT None

CONSENT AGENDA Commissioner Mee moved to approve the consent agenda as presented. Commissioner Fieweger seconded. No discussion.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill.

- a. Approval of the Disbursements for the period beginning January 11, 2012 and ending February 7, 2012.

UNFINISHED BUSINESS

1. Proposal: Fund Development Director Full Time Position jointly funded by the Wheaton Park District, Cosley Foundation INC and the DuPage County Historical Museum Foundation

Discussion:

Commissioner VanderSchaaf inquired about the Intergovernmental Agreement between DuPage County and the Park District on page 6 paragraphs 2.3.1 it states that the County has the right to rescind or renegotiate the level of funding to the Park District taking into account the amount of fund raising done by the Museum. She asked if this meant that the County can discontinue paying the Park District. Executive Director Benard said yes however he expected the partnership to remain collaborative and positive and that the ultimate goal of the museum foundation is to reduce the amount of county taxpayer support for operations and exhibits through development success.

Commissioner Schobel and Commissioner Fieweger inquired about the Development Director covering the cost of their salary and benefit package with new sources of revenue as well as generating new alternative revenue for the two foundations and the district. Executive Director Benard stated that this goal will be met with new revenue and not existing fundraising commitments and current levels of development. New and enhanced relationships and new and enhanced development success will be used as the metrics for meeting this goal.

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There was dialogue among the Board members about the merits of using an employee versus an independent contractual firm to provide the services called for. Benard referenced the strategic plans of both foundations as well a recommendation from the consultant who led the efforts to develop the strategic plans as support for the employee route.

Commissioner Luetkehans suggested a one year contract that clearly states fund development goals. Renewal would depend on success. This contract would be board approved. Commissioner Mee agreed.

Commissioner VanderSchaaf stated that she is not in favor of this position being an in house position. She thought it would be something that should be contracted out.

Commissioner Fieweger asked, how much of Margie's time will be freed up by having this new position. Executive Director Benard replied that due to the evolution of the role of fund development for the district and the foundations, Margie is currently attempting to do the work of two full time positions and further stated that focused attention to this area will also provide relief to the Museum Curator, The Zoo Director, and Supt of Special Facilities.

Commissioner Kelly said that after reading and hearing what Staff has presented he is inclined to agree that this position should be in house. He said that Staff deserves the opportunity to prove themselves in regards to this recommendation. Commissioner Fieweger and President Morrill both agreed.

Commissioner Luetkehans moved to approve the Fund Development Director Position as a full time employee of the Wheaton Park District jointly funded by the Wheaton Park District, the Cosley Foundation and the DuPage County Historical Museum Foundation with a one year contract with IMRF benefits & full benefits from the Park District. Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Luetkehans, Mee, Morrill.

Nays: Schobel, VanderSchaaf,

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2. Executive Director 2012 Compensation

Commissioner Luetkehans moved to approve a 2% increase in salary for the Executive Director. Commissioner Fieweger seconded.

Commissioner VanderSchaaf stated that a 2% increase was inappropriate at this time, due to the unemployment rate in Illinois being high and with resident wages being stagnant at this time.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Luetkehans, Mee, Schobel and Morrill.

Nays: VanderSchaaf,

NEW BUSINESS

1. Football Equipment Bids Results and Recommendation

Commissioner Mee moved to approve the Football Equipment Bids as presented.

Commissioner Fieweger seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill.

Commissioner Fieweger asked Mary Beth Cleary if the issue with the Under Armor Jerseys were resolved for this year, and are we using the same distributor as last year. Mary Beth said yes and that Ryan Miller has spoken with the distributor and Under Armor and they assured him that the jerseys will be ready at the start of the season.

Commissioner Luetkehans asked that staff change the report next year to reflect that the winner is the lowest qualified bidder in the specifications.

2. Full Time Vacancy – Accounts Payable Clerk

Commissioner Mee moved to approve the Full Time Accounts Payable Clerk position.

Commissioner Schobel seconded.

Discussion:

Commissioner VanderSchaaf asked why we can't increase the part time hours instead of replacing this position as full time. Finance Director Rita Trainor provided Commissioner VanderSchaaf with a satisfactory response.

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Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

3. Request from Morningside Wheaton LLC concerning Impact Fees
Mary Ellen Martin from Morningside gave a presentation on the new development that is planned for Wheaton. She said that this development would be the only one of this kind in DuPage County, with a \$60,000,000 projected cost. It will have two public plazas and a fitness center; therefore their residents would not be in need of the park districts services. Commissioner Schobel asked if it is in a TIF district. Mary Ellen said yes. Commissioner VanderSchaaf asked what the demographics of the people who would be living in this development. Mary Ellen said 30-40year olds with no children and empty nesters. Commissioner VanderSchaaf disagreed that those categories would not use the Park District. She stated that the empty nesters could use the Leisure Center that is located only blocks away from the apartments and the 30-40 year olds could utilize the basketball courts at Hubble again within walking distance. Commissioner Luetkehans said that he couldn't justify a 100% deduction in fees paid to the Park District but would consider looking at a minor deduction. Commissioner Mee and President Morrill agreed. Commissioner Mee and President Morrill agreed to meet with Morningside and Staff again in the near future to negotiate.

REPORTS FROM STAFF

1. Executive Director
Executive Director Benard said that the district will receive a Capital Grant from the State of Illinois for Arrowhead infrastructure improvements. Its primary use will be toward modern restrooms with flushing toilets and water for sanitation and public health on the golf course.
2. Special Facilities, Recreation, Marketing and Parks Reports – June 2011
Commissioner VanderSchaaf asked Larry Bower if the Parks Department has been shifting the work load since the weather has been so nice and will this reduce the work needed to be done by the seasonal employees? Larry stated that they have taken this opportunity to do selective pruning and catch up on deferred maintenance and it will not affect the workload of the seasonal employees.

Commissioner Schobel commended Neil DalCerro at Arrowhead for repairing equipment whenever possible and saving the district money on purchasing new items. Scorecards reflecting the changes in the golf course due to the bunker renovation project were also discussed briefly.

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Commissioner Mee commended the Rec Department and the Residents that volunteered 61,000 volunteer coaching hours. Commissioner Mee commended Margie Wilhelmi and her staff on the Statewide Agency Showcase awards. The Marketing Department took first place in the Public Relations category and second place in photography.

Commissioner Luetkehans referenced that staff cited \$35,000 in labor savings that would be possible when the bunker renovation project was being pitched to the Board. He asked that with 2/3 of the bunker renovation being nearly done, will the Club see a reduction in grounds crew expenses since the flooding problem has been fixed? Executive Director Benard said yes there will be a reduction once the entire project is completed. Savings are currently being spent on the in house portion of renovation project which will be mostly completed in fall 2012 weather permitting.

Commissioner Fieweger asked about doing the background checks every other year to save the district money. Executive Director Benard said that the report is not complete but will be forwarded soon.

3. Finance Report – June 2011

No comments

4. DuPage County Historical Museum 2011 Annual Report

The Commissioners commended the Museum Staff on their Annual Report. Commissioner Luetkehans was impressed with the increase in visitors. He also asked Sara Arnas why we don't run the trains more than twice a month. Sara A. said that the trains are run by a volunteer group who own the trains. They don't want anyone other than them handling the trains. Sara said that she can talk to the train group about running them more frequently.

Commissioner Luetkehans asked if we are actively looking for new members for both the Cosley and the Museum Foundation boards. Executive Director Benard said yes both are actively looking.

Commissioner VanderSchaaf asked how the Scout exhibit was going. Sara A said phenomenal. Commissioner VanderSchaaf also asked what the benefit was to being accredited. Sara A. said that being Museum professionals they would be recognized by the American Museum Association and there could be additional grant funds; it is

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also a part of the IGA with the Museum and the County. Sara said that she will provide the board with a more detailed report at the next meeting.

ADJOURNMENT

At 8:14 p.m., Commissioner Luetkehans moved to adjourn the meeting. Commissioner Fieweger seconded. Motion passed by voice vote.

Respectfully Submitted

Michael Benard, Secretary



Wheaton Park District

Minutes - Wheaton Park District Board of Commissioners Meeting

Wednesday March 21, 2012 7:00 p.m.

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

CALL TO ORDER

President Morrill called the March 21, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 7:00 p.m.

Commissioners Luetkehans, Kelly, Mee, Schobel, VanderSchaaf, and Morrill were present.

COMMUNITY INPUT

- Ron Bowers of 211 W. Jefferson St. addressed the board on the topic of Platform Tennis. He currently plays in a league in Glen Ellyn. He would like the board to consider putting Platform Tennis courts at Arrowhead. He thought that it could generate a lot of business for Arrowhead's restaurant and bar during the Platform Tennis season; which runs late fall to spring so it would not interfere with golf. Commissioner Mee asked Mr. Bowers if there is enough interest in this sport for us to have a court so close to the Glen Ellyn court. Mr. Bowers replied yes, that a lot of people that play in Glen Ellyn are Wheaton residents. He also thought that you would have people from Naperville and Lisle play since they don't have a court either. He said that he knows of 60 Wheaton Park District Residents who are interested in playing in Wheaton. President Morrill asked staff to work on researching this further.

Arnie Biondo Executive Director at the Carol Stream Park District presented Margie Wilhelmi on behalf of Sara Parisi for taking second place in IAPD/IPRA magazine photo contest.

CONSENT AGENDA

- A. Approval of Minutes From October 19, 2011 Budget and Appropriation Public Hearing
- B. Approval of Minutes from December 14, 2011
- C. Approval of Minutes from January 18, 2012
- D. Approval of Minutes from February 8, 2012
- E. Approval of Minutes from February 15, 2012
- F. Approval of the Disbursements for the period beginning February 8, 2012 and ending March 13, 2012

Commissioner Luetkehans moved to approve the Consent Agenda as presented. Commissioner Mee seconded. Commissioner VanderSchaaf asked that February 8th meeting be changed from Regular meeting to Special Meeting on the header of the minutes. Executive Director Benard said we will make the change. Motion passed by roll call vote.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill.

UNFINISHED BUSINESS

1. Commissioner Luetkehans moved to approve Resolution No. 2012-02 Authorizing the Purchase and Sale of Insured Certificates of Deposit and Treasury Bills on Behalf of the Wheaton Park District through Wayne Hummer Investments, a WinTrust Wealth Management Company, and Authorizing the Entry into Certain Agreements and the Execution of Certain Documents in Connection Therewith. Commissioner Mee seconded. No discussion

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill.

2. Commissioner Kelly moved to approve Resolution No. 2012-03 approving a Master Electricity Sales Agreement with Exelon Energy. Commissioner Luetkehans seconded.

Commissioner VanderSchaaf asked what the rate was that we were looking to pay. Executive Director Benard told her that it was lower than Commonwealth Edison and the lowest bid in the bidding process. He will forward that information onto her. Commissioner VanderSchaaf asked how this was related to what they voted on last month. Benard said that last month, the board authorized him to sign the contract during the 24 hours that the contract was viable subject to the formal board approval of that action at the next board meeting which is today. Commissioner Luetkehans asked Benard if we were signing individual contracts. Benard said yes. Commissioner Luetkehans said that in the future he would like to us pre negotiate the contract.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill.

3. Commissioner Kelly moved to approve Wheaton Park District's participation in the PDRMA Employee Health Insurance Alternative Funding Program for 2012 and apply the 2010 and 2011 alternative fund balance retention of \$85,263.46 to the 2012 fund reserve account. Commissioner Mee seconded. After much discussion on whether the reserves should be applied toward the 2011 budget or the 2012 budget Commissioner Luetkehans moved to amend the motion to just approving the Wheaton Park District's participation in the PDRMA Employee Health Insurance Alternative Funding Program for 2012. Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill.

Commissioner Kelly moved to leave the Alternative Funding balance where it currently is and have staff report back to the board when funding reaches in excess of \$140,000. Commissioner Luetkehans seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill.

4. Commissioner Luetkehans moved to approve the waiver of \$60,000 of the total donation calculation, of the City of Wheaton Land Cash Donation Ordinance Related to the Wheaton 121 Apartment Planned Unit Development in response to the Request from Morningside Wheaton LLC for a full waiver of Impact Fees. Commissioner Mee seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

NEW BUSINESS

1. Commissioner Luetkehans moved to approve the proposal for a Professional Engineering Services Agreement with Elara for design and specifications related to Old Hubble / Central Athletic Center. Commissioner Mee seconded.

Commissioner VanderSchaaf asked if this company was currently doing work for us. Executive Director Benard said yes.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

2. Commissioner Kelly moved to approve the proposal for Professional Architectural Services with Kmiecik Architects LTD for design and specifications related to the Old Hubble / Central Athletic Center. Commissioner Schobel seconded. Motion passed by voice vote?

Commissioner VanderSchaaf asked why we are agreeing to pay expenses at 1.15, 15% more than the actual cost. Commissioner Kelly said that it is common.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

3. Commissioner Mee moved to approve Staff's recommendation to Request Proposals for Elliot Lake Shoreline Stabilization and Improvements. Commissioner Luetkehans seconded.

After much discussion on the subject Commissioner Luetkehans moved to table this motion. Commissioner Mee seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

4. Commissioner Luetkehans moved to approve an Electric Facilities Services Agreement with Commonwealth Edison for the Northside Park Development Project for the new location on the South Side with an approximate cost of \$158,826.88 and not granting any additional easements to Commonwealth Edison. Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

5. Commissioner Luetkehans moved to approve Resolution No. 2012-04 approving a Master Natural Gas Sales Agreement for Large Accounts with Proliance Energy. Commissioner Mee seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

6. Commissioner Luetkehans moved to approve Resolution No. 2012-05 approving a Master Natural Gas Sales Agreement for small accounts with Direct Energy. Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

Commissioner Luetkehans made a motion for staff to write a cancellation letter to Proliance. Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

7. Commissioner Luetkehans moved to approve Professional Services Agreement with Government Navigators Inc. Commissioner Mee seconded. Commissioner VanderSchaaf asked if this was the only company that we have spoken to. Executive Director Benard said yes that we are very satisfied with this group.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

8. Commissioner Luetkehans moved to approve the bid from Waupaca Sand and Solutions of Sandwich, Illinois in the amount of \$95.55/ton not including delivery fuel surcharge for Arrowhead Golf Club. Commissioner Kelly seconded. No discussion. Motion passed by voice vote.

9. Commissioner Mee moved to approve the Bid from Varsity for cheerleading uniforms including shells, briefs, and body liners in the amount of \$32,972.50. Commissioner Kelly seconded. Commissioner Luetkehans asked why the other bidders were not responsive. Athletic Manager Ryan Miller said that the shells and the writing on the shells from BSN were different. Commissioner Kelly asked if the price of the uniforms was going to impact the participants. Ryan said it will not. The final price is still below budget.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

10. Commissioner Luetkehans moved to approve the bid items from Playworld Preferred for CL Herrick Playground Equipment Replacement as recommended by staff not to exceed \$42,049. Commissioner Kelly seconded.

Commissioner VanderSchaaf asked if we were replacing the playgrounds every 17 years what is the manufacturer's warranty on them. Director of Planning Rob Sperl said ten years but they usually last about fifteen years. Commissioner Luetkehans asked Rob if he considered this to be the lowest responsible bidder. Sperl briefly reviewed the selection process that the district undertakes which includes design efforts as well as cost. Commissioner Luetkehans asked legal counsel to review the selection process. Commissioner Luetkehans moved to table and present it again at the next meeting. Commissioner Kelly seconded. Motion passed by voice vote.

11. Commissioner Mee moved to approve the construction of a Blandings Turtle Exhibit and Rearing Area at Cosley Zoo at a cost not to exceed \$45,000. Commissioner Luetkehans seconded. Commissioner Luetkehans asked if the Park District or the Cosley Foundation was paying for this. Executive Director Benard said the Park District. The Cosley Foundation has had aggressive Capital expenditures program and this program is not in their Capital Projects list. Commissioner Kelly asked if this is a single line item in the budget for the full \$45,000. Benard said yes.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

12. Commissioner Mee moved for Board Approval to hold the Wheaton Ale fest Event in Memorial Park August 3 & 4, 2012. Commissioner Luetkehans seconded. Commissioner Luetkehans asked Executive Director Benard what the net profit was for this event last year. Benard said \$36,000. Motion passed by voice vote.

13. Request from Heritage Woods of Wheaton Supportive Living Services concerning Impact Fees.

Executive Director Benard said he was not looking for action on this item but sought direction from the Board for him to pursue this further with legal the Subcommittee. The Board agreed.

REPORTS FROM STAFF

- Executive Director

Update: Citizens Advocacy Center – Good Government Audit

Executive Director Benard said that he will provide the Board with a formal report in the near future. An immediate suggestion prior to writing a good government audit with the Citizens Advocacy Group will be to create a organizational chart on how our records are maintained. We will also be creating a FOIA reading room on our website which will include things like our email address policy, independent contractor and vendor relationships. This will be concluded in the first half of the fiscal year of 2012, at the latest the third quarter of the year.

- Report: Criminal Background Checks – Volunteers
Executive Director Benard said that as of right now there is no formal policy for volunteer back ground checks but that it is a good idea to create one. Commissioner Fieweger was asking him to look into the possibility of long term volunteers having a longer time span in between back ground checks. Executive Director Benard will consult with Legal Counsel on this.

Special Facilities, Recreation, Marketing, Fund Development, Parks and Planning Reports February 2012

Commissioner VanderSchaaf asked Recreation Director Mary Beth Cleary how the Values rally went. Mary Beth said that it was attended by 100 full time and part time IMRF staff. Commissioner VanderSchaaf asked what we do with the information from the eblasts. Marketing Director Margie Wilhelmi said that she uses this information for putting marketing dollars towards certain things. Commissioner VanderSchaaf asked Zoo Director Sue Wahlgren if it was typical to have 200 applicants for the open part time Zoo Keeper position. Sue said yes, since there is only 10,000 AZA positions available nationwide.

President Morrill thanked Neil Dalcero for saving the district money via in house repair work at Arrowhead. President Morrill said that he would like to see more information on the District 200 partnership.

- Finance Report February 2012
No Discussion
- Arrowhead Golf Club 2011 Annual Report
Commissioner Mee thought it was an excellent report. He asked about the success of promotional activity in 2011. Director of Golf Bruce Stoller provided a brief overview.
- Varied Interest Programs 2011 Annual Report
Commissioner Mee asked Cultural Arts & Teen Supervisor Cristin Hanlon if all of her programs are held at the Community Center. She said no some are held at Central and some at Dunham Farms. Commissioner VanderSchaaf asked Cristin if we have lost money for the last two years with Missoula why do we continue to do it? Cristin replied that this is the last year we will do it if the involvement doesn't increase.
- Lincoln Marsh Natural Area 2011 Annual Report
President Morrill said that he enjoyed the report and he encouraged the rest of the Board to visit the Lincoln Marsh.

BOARD MEMBER INPUT/DISCUSSION

- **Park Board Subcommittee - Community Outreach Meetings**

Commissioner Mee said that he is one of the two board members that have gone to all four meetings, and that all of the meetings have had very low attendance.

Commissioner Mee's perspective was that the meetings were not as productive as he thought they would be. He thought we should consider making the meetings quarterly and have a topic with better marketing for them. Commissioner VanderSchaaf doesn't see the measure of effectiveness by how many people show up, the goal is to make the Commissioners accessible to the public. Commissioner Luetkehans agreed with Commissioner Mee. President Morrill also agreed and told the board that he will take further input from them before the next meeting, and he will then make a recommendation at the April meeting.

Commissioner Luetkehans asked staff to look further into Paddle Tennis. He also asked Staff to look into dog parks and give a report at the April meeting. Commissioner Luetkehans thanked everyone on behalf of Commissioner Fieweger for their support with the St. Baldrick's Fundraiser.

Commissioner Schobel wanted it to be clear that if the Wheaton Park District does Paddle Tennis in the future that participants will not be allowed to bring their own beer onto district property.

Commissioner VanderSchaaf asked if the district has a policy on accepting donations from business that are awarded no bid contracts. Executive Director Benard said he wasn't sure what she was talking about and that they should talk about it after the meeting and report back to the Board.

- **Park Board Subcommittee – Nominations for Officers of the Wheaton Park District**
President Morrill appointed Commissioners Fieweger and Schobel to serve as a nominating committee. He would like to address the election of officers at the April or May meeting.

CLOSED SESSION

At 8:28 p.m., Commissioner Luetkehans moved to enter closed session for the purpose of discussing Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5) and Setting of Price for Sale or Lease of Property Owned by the Public Body, 5ILCS 120/2 (c) (6) .

Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

1. Commissioner Luetkehans moved to adopt Ordinance 2012-02 - An Ordinance Approving the Acquisition of Certain Real Estate from Bradford Equities LLC and Authorizing Execution of an Agreement with Bradford Equities LLC Providing for Such Acquisition. Commissioner Kelly seconded. Motion passed by roll call vote.
Ayes: Kelly, Luetkehans, Mee, Schobel, VanderSchaaf, Morrill

ADJOURNMENT

At 9:15 p.m. commissioner Luetkehans moved to adjourn. Commissioner Schobel seconded. Motion carried by voice vote.

Respectfully Submitted

Michael Benard, Secretary

MINUTES – SPECIAL MEETING
Wheaton Park District Board of Commissioners
Wednesday, April 4, 2012 7:00 p.m.
Arrowhead Golf Club
26W151 Butterfield Road
Wheaton, Illinois

CALL TO ORDER

President Morrill called the April 4, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 7:00 p.m.

Roll call was taken and the following Commissioners were Present: Morrill, Kelly, Luetkehans, Mee, Schobel and VanderSchaaf.

Commissioner Fieweger arrived at 7:01 p.m

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

- A. Ordinance 2012-04 Approving and Authorizing an Exchange of Real Estate with Bradford Equities LLC

Commissioner Mee moved to approve Ordinance 2012-04 Approving and Authorizing an Exchange of Real Estate with Bradford Equities LLC. Commissioner Luetkehans seconded. No discussion.

Motion passed by roll call vote:

Ayes: Kelly, Luetkehans, Mee, Morrill Schobel and VanderSchaaf.

Nays: none

Abstain: Fieweger

Commissioner Fieweger abstained since he was not present when the motion was made, not because he disagreed with the motion.

- B. Ordinance 2012-03 Approving and Authorizing Execution at Closing of Reciprocal Easement Agreement with Bradford Equities LLC.

Commissioner Luetkehans moved to approve Ordinance 2012-03 Approving and Authorizing Execution at Closing of Reciprocal Easement Agreement with Bradford Equities LLC. Commissioner Fieweger seconded. No discussion.

MINUTES – SPECIAL MEETING
Wheaton Park District Board of Commissioners
Wednesday, April 4, 2012 7:00 p.m.
Arrowhead Golf Club
26W151 Butterfield Road
Wheaton, Illinois

Motion passed by roll call vote:

Ayes: Fieweger, Kelly, Luetkehans, Mee, Morrill Schobel and VanderSchaaf.

Nays: None

BOARD MEMBER DISCUSSION

Commissioner Mee thanked Commissioners Luetkehans and Kelly as well as Executive Director Benard for all of their work on this. Commissioner Schobel agreed.

Commissioner VanderSchaaf asked for an update from Executive Director Benard on what happened at the City Council meeting regarding Court House Square. Executive Director Benard said that the Tif Advisory Board endorsed the amendment to the Courthouse Square Plan at the annual meeting that same morning.

ADJOURNMENT

At 7:04 Commissioner Schobel moved to adjourn the meeting. Commissioner Luetkehans seconded.

Motion passed by voice vote.

Respectfully Submitted

Michael Benard, Secretary



Wheaton Park District

Minutes

Wheaton Park District Board of Commissioners Meeting

Wednesday April 18, 2012 7:00 p.m.

City of Wheaton Council Chambers

303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER

President Morrill called the April 18, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 7:00 p.m.

Commissioners, Fieweger, Kelly, Mee, Schobel, VanderSchaaf, and Morrill were present.

Commissioner Luetkehans was absent.

PRESENTATIONS

President Morrill asked for a moment of silence in honor of Eric Lederman.

Executive Director Benard presented Erik Todd with a certificate of recognition. Erik has been a member of the Wheelchair Warriors for eight seasons, is a seven time IHSA state champion team member and played in the National Tournament four times. Erik has signed a Letter of Intent to play with the University of Missouri starting in the fall of 2012.

Executive Director Benard reported that the Wheaton Rotary had a dedication for the Boy Scout Cabin at Northside Park. The Wheaton Rotary is responsible for many of the renovations done to the Boy Scout Cabin.

Megan Raitt addressed the Board on Camps for 2012. She said that there are new field trips planned, and that many children have already signed up for many of the camps. Megan has 80% of her camp staff returning. Five of her day camps are accredited with the American Camp Association.

COMMUNITY INPUT

None

CONSENT AGENDA

- A. Approval of Meeting Minutes from March 21, 2012
- B. Approval of Meeting Minutes from April 4, 2012
- C. Approval of the Disbursements for the period beginning March 14, 2012 and ending April 10, 2012

Commissioner Mee moved to approve the Consent Agenda as presented. Commissioner Fieweger seconded. No discussion.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Mee, Schobel, VanderSchaaf, Morrill.

UNFINISHED BUSINESS

1. Process for Design and Purchase of Playground Equipment

Commissioner Mee moved to direct staff and legal counsel to undertake the recommended legal review and update of procedures and documents for design and purchase of playground equipment and report same to the park board. Commissioner Schobel seconded. Motion passed by voice vote.

2. Proposal for CL Herrick Playground

Commissioner Mee asked legal counsel Steve Adams if on the fourth page, second paragraph from the bottom that refers to modifying the bid package, if that is what Steve was recommending. Steve said no that should have been edited out. Steve thought that the process we have in place now has been positive and successful. Commissioner VanderSchaaf said that she would like to go back and review this before bidding on any other playground equipment. Commissioner Kelly said that he wants to move forward so that the playground can get installed by this summer. Commissioner VanderSchaaf asked Steve if by us moving forward it would be putting us at risk. Steve said no.

Commissioner Mee moved to approve the following bid items from Playworld Preferred's proposal for CL Herrick Playground not to exceed \$42,049. Commissioner Fieweger seconded.

5-12 yr. old structure (option 1)	\$27,100
2-5 yr old structure (option 1)	\$8,900
Swings (option2)	\$2,549
Misc. Equipment (TBD) not to exceed	\$3,500
Total	\$42,049

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Mee, Schobel, VanderSchaaf, Morrill.

3. Community Outreach Subcommittee

Commissioner Mee moved to cancel the Community Outreach Subcommittee meeting schedule and have a structured focus group program with a series of meetings being held this fall. Commissioner Fieweger seconded. Commissioner VanderSchaaf did not agree, she thought that these meetings should be supplemented with the focus groups and not canceled.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Mee, Schobel, Morrill.

Nays: VanderSchaaf

NEW BUSINESS

1. Commissioner Kelly moved to table the Advance Deposit agreement with Commonwealth Edison for Kelly Park. Commissioner Mee seconded.
Motion passed by voice vote. No discussion
2. Commissioner Mee moved to approve the bid from E.P. Doyle and Sons in an amount contingent on approved reimbursement from the Cosley Foundation for the Bobcat Exhibit. Commissioner Schobel seconded.

Commissioner Kelly would like something in writing from the Cosely Foundation stating that they will be paying for this. Commissioner VanderSchaaf wanted to know what is missing from Doyle's bid since they are 30% lower than the others. Executive Director Benard doesn't think anything is missing. He said different companies provide bids based on their urgency to be awarded work. Commissioner Kelly would like a sit down with Doyle before awarding them the job. Executive Director Benard stated that a pre award meeting has been held and is standard procedure for the district. Commissioner Mee reminded the rest of the Board that this project is being funded by the Cosley Foundation and the Grant. The Park District will not incur any expenses.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Mee, Schobel, VanderSchaaf, Morrill.

3. Elliot Lake Shoreline Stabilization Recommendation

Executive Director Benard is seeking direction by the board for staff to move forward with an analysis and cost proposal towards a shoreline stabilization project for Elliot Lake. Executive Director Benard referenced the report that the Planning division has completed on the state of the ponds owned by the District and reviewed the need to stop the erosion at Elliot Lake as top priority. Commissioner Kelly is in favor of bringing an engineer on board right away and getting bids, he doesn't want to see us spend money on a temporary fix without the engineer's approval since they will be responsible

for the permanent fix. Benard said that this matter will be brought before the board at the May meeting.

4. Commissioner Mee moved to approve signing a Memorandum of Understanding by and between the Wheaton Park District's Cosley zoo and the Forest Preserve District of DuPage County concerning recovery of Blanding's Turtle population. Commissioner Kelly seconded. Motion passed by roll call vote

Commissioner Mee asked Sue Wahlgren is this a continuation of what we've done. Sue said yes. Commissioner VanderSchaaf was concerned that the agreement read Cosley Zoo and not Wheaton Park District. Steve Adams said that was fine that it states Wheaton Park District's Cosley Zoo, and that it has Wheaton Park District on the signature line.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Mee, Schobel, VanderSchaaf, Morrill.

5. Commissioner Mee moved to approve the amended and restated donation agreement with Merle Phillips. Commissioner Fieweger seconded.

Commissioner Mee asked if our in kind donation will be in the labor of the aviary and butterfly garden. Executive Director Benard said yes. The Parks Department and Horticulture Department will be working on it. President Morrill thanked Merle Phillips for her donation and to Executive Director Benard for his work on this project.

Motion passed by roll call vote.

Ayes: Fieweger, Kelly, Mee, Schobel, VanderSchaaf, Morrill.

6. Commissioner Mee moved to table a three year agreement for management of information technology services with JDA for \$104,460 per year. Commissioner Kelly seconded. Motion passed by voice vote.
No Discussion.

REPORTS FROM STAFF

- Executive Director

Executive Director Benard invited everyone to come out to Graf Park on Saturday April 21 for the fourth annual Go Fly a Kite Event.

- Special Facilities, Recreation, Marketing, Fund Development, Parks and Planning Reports February 2012

Commissioner Schobel commended the zoo on an outstanding annual report. He enjoyed the Parks Plus Annual Report as well.

Commissioner Mee asked Margie Wilhelmi how the Taste of Wheaton was going. Margie said that sponsorships for the Taste and for the Run for the Animals are coming in. Terry gave Jason Hospes a kudo's for the letter he received.

Commissioner VanderSchaaf wanted to know which programs are the most popular amongst Leisureship recipients. Director of Recreation Mary Beth Cleary will provide her with a report. Commissioner VanderSchaaf suggested that maybe we can use the information to keep the costs down on one of those programs. Commissioner VanderSchaaf thanked the Zoo for the cost cutting methods they do. She would like to see the board packets be delivered electronically to save paper and ink. Commissioner Schobel agreed with her. Executive Director Benard said that he and his Assistant have discussed this before and would be happy to switch to that method.

President Morrill said that Central Athletics Facility grossed over \$30,000. He would like to know how that reflects our budget or expectations. President Morrill said that he would like to see Rob's Planning report at least twice a year. Commissioner Mee thought it should be an agenda item for presentation and discussion.

- Finance Report February 2012
No Discussion

BOARD MEMBER INPUT/DISCUSSION

- Election of Officers
Commissioner Fieweger moved to appoint Commissioner Kelly as President, Commissioner Luetkehans as Vice President, Executive Director Benard Secretary, and Finance Director Rita Trainor as Treasurer. Motion passed by voice vote.

ADJOURNMENT

At 7:45 p.m. commissioner Mee moved to adjourn. Commissioner Schobel seconded. Motion carried by voice vote.

Respectfully Submitted

Michael Benard, Secretary



Wheaton Park District

MINUTES

Wheaton Park District Board of Commissioners Meeting

Wednesday May 16, 2012 7:00 p.m.

City of Wheaton Council Chambers

303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER – President Kelly called the meeting to order at 7pm. Commissioners Fieweger, Mee, Morrill, Schobel, VanderSchaaf and Luetkehans (7:05pm) were present.

PRESENTATIONS

Julia Hildebrand was presented with certificate for her efforts developing and organizing the “Panther Dance for Cancer” fundraiser held at the Community Center on February 24, 2012.

Wheaton Park District – Billy Klemz from Arrowhead said that the golf course opened the earliest this spring than it has in twenty years. Arrowhead features 25 Craft Beers which make up 40% of the beer on the menu. He said that they have offered many free clinics so far this year. The south course is now open. He welcomed everyone to come out to the golf course.

COMMUNITY INPUT - none

CONSENT AGENDA

- A. Approval of Meeting Minutes from April 18, 2012
- B. Approval of the Disbursements for the period beginning April 11, 2012 and ending May 8, 2012 for \$1,206,617.91

Commissioner Mee moved to approve the Consent Agenda as presented. Commissioner Fieweger seconded. Motion passed by voice vote.

UNFINISHED BUSINESS

1. Commissioner Luetkehans moved to approve a three year agreement for management of information technology services with John Drake and Associates for \$104,460 in year one, \$106,549 for year two and 108,680 in year three. Commissioner Mee seconded.

Discussion:

Commissioner VanderSchaaf referred to “unresolved issues in the past” as stated in the packet, she asked how we’ve resolved them. Executive Director Benard said that there were negotiations with JDA prior to submitting this final agreement to the Board and that a work ticket tracking procedure was added as an addendum to the agreement.

MINUTES
Wheaton Park District Board of Commissioners Meeting
Wednesday May 16, 2012 7:00 p.m.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

2. Commissioner Luetkehans moved to approve the Professional Services Proposal from Christopher B. Burke Engineering for Shoreline Evaluation, Conceptual Design Alternatives and Cost Estimating for the Restoration of Elliot Lake not to exceed \$12,422. Commissioner Morrill seconded. Motion passed by Roll Call vote.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

Commissioner Luetkehans said that he had a concern about the statement in the agreement. It states that they reserve the rights to increase these rates and costs by 5%. Commissioner Luetkehans moved to reconsider his motion. Seconded by Commissioner Mee.

Commissioner Luetkehans made a motion to approve the agreement with the last sentence about the 5% increase statement stricken from proposal. Commissioner Fieweger seconded.

Phil also added that he prefers to review a clean version of documents with attorney redline comments.

Reconsidered Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

NEW BUSINESS

1. Commissioner Mee moved to approve the 2011 Comprehensive Annual Financial Report for the Wheaton Park District. Commissioner Luetkehans seconded.

Discussion:

Commissioner VanderSchaaf stated that on MD & A page 5, table 3 – she asked about the cost of services difference between 2010 and 2011. Her concern is that our fees are not going up but are expenses are. Executive Director Benard responded that staff follows board policy concerning annual fee increases. He added that it is common for certain expenses to grow annually in a manner that outpaces tax and fee revenue generation and that these operating challenges are addressed through the execution of the District's Strategic Plan and annual budget development. Commissioner VanderSchaaf referred to the Recreation and Cosley Funds. She stated that she understands Cosley has its own unique challenges then referenced MD&A page 8 which talks about planning for our future operations and suggested that the District needs to

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Wheaton Park District Board of Commissioners Meeting
Wednesday May 16, 2012 7:00 p.m.

be more aware of financial challenges. Commissioner Luetkehans responded that in the past five years board has worked hard to keep expenses down, by reviewing refilling positions, increasing employee contributions for health insurance premiums etc.

He stated that this board has done a great job of staying ahead of the curve.

Commissioner Mee added that he was impressed with the overall financial condition of the district and complimented Finance Director Rita Trainor and Executive Director Benard. Commissioner Luetkehans also congratulated staff on the management letter and Commissioner Morrill echoed Commissioner Luetkehans comments.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

REPORTS FROM STAFF & BOARD MEMBER INPUT/DISCUSSION

- Executive Director Heritage Woods Assisted Living Development
The developers have requested a negotiated reduction in impact fees to the park district. Benard expected this to be discussed and acted upon at the next City Council meeting. Benard reported that he had negotiated an agreed amount of park impact fees to reflect the unique nature of the development and its intended future occupants. The fees due the district by ordinance is \$80,000 for the 77 one bedroom, and 7 studio units. The developer will instead pay the district \$20,000. Commissioner Luetkehans felt that this was reasonable due to the nature of the development, but stressed that future developers should not expect an automatic waiver or partial waiver of impact fees. The rest of the Board concurred.

Benard added that for the first time ever, last Saturday the district hosted weddings at three different facilities on the same (arrowhead, museum and zoo) day which demonstrated the creative use of our facilities for alternative revenue generation in keeping with the strategic plan. Benard commended Staff.

- Special Facilities, Recreation, Marketing, Fund Development, Parks, Planning and Finance Reports March, 2012

Commissioner Schobel complimented staff on securing lightly used concrete garbage receptacles from the College of DuPage. Paul Stanczak responded that the district picked up 40 receptacles worth approximately \$450 each from the college that they had declared surplus. The district's only expense was to purchase new tops for the receptacles.

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Wheaton Park District Board of Commissioners Meeting
Wednesday May 16, 2012 7:00 p.m.

Commissioner Morrill commented on the Hurley Gardens survey report concerning the tennis courts and asked if we needed board action to follow the staff recommendation. Executive Director Benard responded that the expense for resurfacing the tennis courts and the park were in the approved 2012 budget and that staff would move forward in accord with the resident's wishes. Congratulation to Brad on his achieving his professional certification (CPRP) and Parks staff on Amphitheater work at the Zoo.

Commissioner Mee also congratulated Brad on his CPRP status. He added that he wasn't surprised about the results of the Hurley garden survey but asked Mike if the plan to maintain street parking would adversely affect future events at the location. Mike responded that the residents have indicated that they prefer street parking a few times a year as opposed to having a permanent parking lot and losing the tennis courts. Sensory Garden Salon – Commissioner Mee asked Benard to recap for the board. Benard provided a brief recap on the project. Commissioner Mee complimented Brad Keene & Megan Raitt on good reports on athletics and preschool. He added that he was glad to hear the animals we're doing well at Cosley Zoo – per Sue Wahlgren's report. Last item he had was whether or not we should look at other risk management agencies other than PDRMA? President Kelly suggested that they get some board members and staff together to research options. Commissioner Schobel agreed to make sure we are getting the benefits we should get with this type of agency.

Commissioner Fieweger complimented on a great preschool report, and to the athletic staff on the information presented in their report and to Brad for CPRP. He asked Brad about the possibility of the synthetic turf down the road. Brad added that Graf Park might be a good starting point. And many area park districts have indoor turf fields – the need is growing. He added congratulations to parks on the condition of the ball fields.

Commissioner Luetkehans mentioned that he had conversations with Hurley neighborhood residents and many had no problems with street parking. He mentioned to Brad that Darien Complex has a good example of indoor facility – private/public partnership and that maybe we should reach out to them regarding how their funding worked. He asked about Wheaton Wings revenue amount of \$45,000 - if this was a gross figure? Brad said yes. He asked that in the future we give net figures. Commissioner Luetkehans ended with the problems that he is hearing about with online registration, specifically batting cages. He said the problems are pretty consistent. Executive Director Benard responded that we would look into it.

Commissioner VanderSchaaf asked if other park districts around us have outdoor synthetic turf fields. Brad responded that Downers Grove, Naperville, St. Charles and well as both Dist. 200 high schools have indoor and outdoor synthetic turf.

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Wednesday May 16, 2012 7:00 p.m.

Commissioner Luetkehans added that a few years ago \$5.00 was added to athletic fees to save for future athletic field improvements and that it was time to more aggressively explore a plan for synthetic turf fields.

Commissioner VanderSchaaf agreed that she didn't support a parking lot at Hurley Gardens either.

Commissioner VanderSchaaf asked Benard if he and Steve Adams had a chance to discuss the issue left from last meeting (concerning the district and foundations accepting donations from vendors that the district does business with via no-bid contracts). Commissioner Luetkehans interjected and said he would respond to Commissioner VanderSchaaf's question if that was acceptable to President Kelly (which it was).

Commissioner Luetkehans stated that Commissioner VanderSchaaf was confused in her use of the term "no bid contract" and stated that the work she was referencing was awarded through a competitive pricing program whereby quotes were solicited in accordance with the Board approved finance policies of the park district. In short, the work went to the low bidder. Contracts and Work estimated to be under \$20,000 do not go through the same comprehensive bidding process as those over \$20,000 per state statute. When seeking prices for work estimated to be under \$20,000, the district does get formal quotes from several companies and goes with the lowest responsible bidder. He wanted to make it very clear that this was the case with this contractor that Commissioner VanderSchaaf was concerned about.

Commissioner Luetkehans further stated that the contractor awarded the work was the low bidder and that they did not just get the contract on a whim. He closed by saying that this is a low bid contractor situation – not a "pay to play" situation.

Commissioner VanderSchaaf asked if the district had a policy in place regarding someone doing business here and also making a donation.

Commissioner Luetkehans said that if she wanted such a policy, it was her right to go ahead and make a motion for an ordinance to be drafted for the Boards consideration, however he will not support it. If she wants to strengthen the procedures for how we solicit quotes and bids he would consider working on that but as far as not allowing a business to make a donation to the Cosley Foundation because they do business with the Park District, he would not support anything like that. Commissioner Mee said that we accept donations from quite a few vendors that we do business with and he agrees with Commissioner Luetkehans.

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Wheaton Park District Board of Commissioners Meeting
Wednesday May 16, 2012 7:00 p.m.

Commissioner Morrill thanked Megan for a good preschool report. He added that the Sensory Garden project was near and dear to his heart and would like to see that happen. He also gave Kudos to golf staff on the condition of the course and the direction it is headed in.

CLOSED SESSION

At 7:50 p.m. Commissioner Luetkehans moved to enter closed session for the purpose of discussing the:

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1)
- b. Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)

Commissioner Mee seconded – Motion carried by roll call vote

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

- Development Director Employment Agreement – no action taken

ADJOURNMENT

At 8:35 pm, Commissioner Fieweger moved to adjourn the meeting. Commissioner Mee seconded. Motion carried by voice vote.



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting

Wednesday June 20, 2012 7:00 p.m.

City of Wheaton Council Chambers

303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER – President Kelly called the meeting to order at 7:03 pm. Commissioners Luetkehans Mee, Morrill, VanderSchaaf were present.

Absent: Fieweger, Schobel,

PRESENTATIONS

- Board Recognition of Colin Ferris for an Eagle Scout Project at Cosley Zoo
Colin was recognized for his project to paint the caboose at Cosley Zoo. The group of scouts he assembled was able to complete this substantial project over the course of a weekend. Patrons of the zoo will benefit from the fresh, new exterior, and the life of the exhibit will be extended by this work.
- 2012 Independence Day Parade and July 3 Fireworks Event
Sherry Krajelis invited everyone out to the July 3rd Fireworks Event and the Independence Day Parade. They have added three or four more food vendors this year and there will be War of 1812 Re-enactors.
- Summer Entertainment Series
Jen Bruggeman promoted the Summer Children's Entertainment Series. BMO Harris Bank will be sponsoring the Summer Series. The district has added two shows that will also appeal to older kids and adults.

COMMUNITY INPUT

None

CONSENT AGENDA

- A. Approval of Meeting Minutes from May 16, 2012
- B. Approval of the Disbursements totaling \$1,164,813.46 for the period beginning May 9, 2012 and ending June 12, 2012.

Commissioner Mee moved to approve the Consent Agenda as presented. Commissioner Luetkehans seconded. Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

UNFINISHED BUSINESS

1. Pending Grants

a) OSLAD \$377,000 - Kelly Park

Commissioner Morrill moved to not proceed with any portion of Kelly Park except for the Edison Sport Court and to reject the OSLAD grant. Commissioner Luetkehans seconded.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

President Kelly stated that the Buildings and Grounds Subcommittee and Staff have recommended suspending the work on the Kelly Park improvement project and therefore reject the OSLAD grant. This decision resulted from reviewing escalating costs for the project putting it approximately \$90,000 over budget for burying Com Ed lines to bring power to the site. The option of installing aerial lines at a much less and reimbursable cost was also deemed unacceptable due to the large number of mature trees that would need to be cut down under that scenario. The Sport Court will still be installed adjacent to Edison Scholl which will allow the district to move a pathway further away from baseball fields increasing safety. Commissioner Mee thanked staff and the subcommittee for all of the work they did on this project.

b) DCEO \$175,000 - Arrowhead Restroom Project

Executive Director Benard provided a review of the project scope. Commissioner Mee asked when the project will be complete. Executive Director Benard stated that we will not have a tentative schedule until civil engineers complete their initial review.

c) DCEO \$15,000 - Gateway Gardens

The buildings and grounds subcommittee agreed that this money should be put towards Gateway Gardens at Hubble.

2. Development Director Employment

Commissioner Luetkehans moved to approve the Development Director Employment agreement. Commissioner Mee seconded.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner Luetkehans verified with Benard that the District's our Legal Counsel contributed to and approved the Agreement. Commissioner Luetkehans suggested that the position report to a department head rather than the Executive Director. Benard stated that the hierarchy will be reviewed after her first six months of employment.

3. Commissioner Travel and Educational Expenses Policy

Commissioner Luetkehans moved to table the Commissioner Travel and Educational Expenses Policy. Commissioner Mee seconded. Motion passed by voice vote.

Commissioner Luetkehans would like to see a comparison of the staff travel and educational expenses policy compared to the Commissioner draft policy presented this evening. He would like to see where the commissioner policy is different from staffs. Commissioner Luetkehans wanted to make sure that staff's policy wasn't inferior to the Commissioners. He thought it was more important for staff to attend conferences than Commissioner's since it is training in their field. Follow up was promised for the July meeting.

NEW BUSINESS

1. Full Time Electrician Position

Commissioner Mee moved to approve the Full Time Electrician Position as presented. Commissioner Morrill seconded.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner VanderSchaaf asked if by changing this position from salary to hourly will increase expenses over time. Director of Parks and Planning Larry Bower said no, he anticipate less than 50 hours of overtime per year. Executive Director Benard stated that the only time over time is scheduled or approved each year is for special events or in the event of an emergency.

2. Waste Hauling Bid Results and Recommendation

Commissioner Luetkehans moved to approve Waste Management's proposal for Waste Removal in the amount of \$45,499.76 per year and Veolia's proposal for Recycling in the amount of \$2,591.40. Commissioner Morrill seconded.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner Mee thought it was good that we were splitting up the bids to receive cheaper rates. Commissioner Kelly agreed. Commissioner VanderSchaaf asked if this type of bidding is influencing other vendors to be competitive. Executive Director Benard stated that it depends on the service. Commissioner Luetkehans asked for a list of vendors and how often they are up for bid. He would also like a recommendation on how often bids are let.

3. Fencing Bid Results and Recommendation

Commissioner Mee moved to approve a contract in amount of \$79,024 with Fence Connection Inc. for fence replacement at Rathje, Seven Gables tennis courts, and Atten sideline fence at field 16 and 17. Commissioner Mee also moved to reject the bids for Graf Park fence and that the project be re bid this fall. Commissioner Morrill seconded. No discussion.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

4. Community Center Janitorial Services Bid Results and Recommendation

Commissioner Morrill moved to approve Perfect Clean's proposal for janitorial services in the amount of \$200,000.00 over three years. Commissioner Mee seconded.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner Luetkehans asked if staff has considered doing this in house. Director of Parks and Planning Larry Bower said yes, but it would cost more to hire third shift staff and have to pay them at least on additional supervisor benefits. He estimated that it would require one full time and three to five part time employees to do this job.

5. Ordinance 2012-05 Adoption of a Second Amended and Restated Purchase and Sale Agreement with Bradford Real Estate

Commissioner Luetkehans moved to table Ordinance 2012-05 Adoption of a Second Amended and Restated Purchase and Sale Agreement with Bradford Real Estate. Commissioner Mee seconded. Motion passed by voice vote.

6. Ordinance 2012-06 Adoption of an Amended Reciprocal Easement Agreement with Bradford Real Estate

Commissioner Luetkehans moved to approve Ordinance 2012-06 Adoption of an Amended Reciprocal Easement Agreement with Bradford Real Estate. Commissioner Mee seconded. No discussion.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

7. Ordinance 2012-07 Annual Adoption of Prevailing Wages

Commissioner Luetkehans moved to approve Ordinance 2012-07 Annual Adoption of Prevailing Wages. Commissioner Morrill seconded. No discussion.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

8. Annual Review and Approval of Finance Policies for the Wheaton Park District
Commissioner Luetkehans moved to table the Finance Policies for the Wheaton Park District. Commissioner Mee seconded. Motion passed by voice vote.

Commissioner VanderSchaaf asked what we are doing with the travel policy. Executive Director Benard said that we will be bringing it back at the next meeting. Commissioner VanderSchaaf was concerned that there isn't a dollar figure in the reasonable expenses line. The Commissioner's stated that they would like to see a maximum, not a per diem.

REPORTS FROM STAFF

- Executive Director
 - Report - Dog Parks
Commissioner Luetkehans was in favor of a dog park possibly in the north end of Northside Park. Commissioner's Mee, Morrill, VanderSchaaf and President Kelly were not in favor of a dog park. Commissioner Luetkehans requested that the report be completed to include estimates of revenue and expenses related to operating such a facility.
 - Report - Paddle Tennis Courts
Executive Director Benard said it would cost approximately a half a million to install four courts. He didn't feel that this project would be profitable enough unless it provided for the convenient generation of food and beverage revenue. He stated that if we put a hotel up at Arrowhead then this should be something that we revisit at that time. President Kelly stated that staff should not spend any more time on this right now.
 - Report - Good Government Audit
Executive Director Benard provided the board with a power point on how FOIA requests are handled and reviewed other means of increasing the district's transparency and public access to information. Staff will create an online reading room, at which contracts and other documents that are traditionally requested via the freedom of information law, can be viewed and downloaded. Commissioner Luetkehans would like to receive a recommendation from staff on when and how we should be putting everything on the website. He thought that moving forward when a contract is approved it should go on the website. He didn't think this was something that staff had to do for previous year's contracts, only going forward.
- Special Facilities, Recreation, Marketing, Fund Development, Parks and Planning Reports June 2012

Executive Director Benard said that the aquatics department received their first report from PDRMA. They received an "Exceeds" score. There will be two more audits this summer.

Commissioner VanderSchaaf congratulated staff with working with the City to close Hale Street for the Taste of Wheaton. She was concerned with the stop sign at Wesley

and Hale, that it was difficult for people to cross the street there. Commissioner Mee suggested staff talk to the City next year to have someone out there directing traffic.

Commissioner Mee congratulated Director of Recreation Mary Beth Cleary on fundraising for the Leisureship program. Mary Beth stated that Special Facilities helped with this as well. Commissioner Mee also congratulated staff on the soccer tournament and for Taste of Wheaton. He also spoke about the Landeck Memorial golf outing that takes place at Arrowhead.

- Finance Report June 2012

No discussion.

CLOSED SESSION

At 8:10 p.m. Commissioner Luetkehans moved to enter closed session for the purpose of discussing the:

- a. Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)

Commissioner Mee seconded – Motion carried by roll call vote
Ayes: Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ADJOURNMENT

At 8:47 p.m. Commissioner Morrill moved to adjourn the meeting. Commissioner Luetkhans seconded. Motion passed by voice vote.



Wheaton Park District

**Wheaton Park District Board of Commissioners Meeting
Wednesday July 18, 2012 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois**

CALL TO ORDER – President Kelly called the meeting to order at 7:00 pm. Commissioners Fieweger, Luetkehans Mee, Morrill, VanderSchaaf were present.

Absent: Schobel

PRESENTATIONS

- **Board Recognition of Park District Day Camp Leaders**

Executive Director Benard congratulated Mike Murphy on his seven years of service to the park district as the Day Camp Coordinator. Benard thanked him for his countless hours of service to the district and to the 1,500 children that the camps serve each year.

Executive Director Benard recognized Nick Masciola for his ten years of service to the park district as the Director of Camp Blackhawk. Benard thanked him for his countless hours of service to the district and to the children of Camp Blackhawk.

- **Board Recognition of Parks Department Team involved in storm response**

Executive Director Benard thanked the Parks Department Team for all of their hard work during and after the storm on July 1. Superintendent of Horticulture Deb Seymour stated that she would let her crew know of the acknowledgement.

- **Rescheduling of Independence Day Fireworks and Parade to Labor Day weekend**

Director of Marketing Margie Wilhelmi stated that the Fourth of July fireworks and parade are rescheduled to Labor Day Weekend, with the fireworks on Sunday and the parade at 9:00 am on Monday. The festivities will be titled Snapshots of America part 2.

Executive Director Benard thanked Stephanie Taylor, Special Facilities Intern from Wheaton College, who assisted within the division and facility management as well as district wide Special Events.

COMMUNITY INPUT

None

CONSENT AGENDA

- A. Approval of Meeting Minutes from June 20, 2012
- B. Approval of the Disbursements totaling \$1,274.831.76 for the period beginning June 13, 2012 and ending July 10, 2012.

Commissioner Morrill moved to approve the Consent Agenda as presented.

Commissioner Mee seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

UNFINISHED BUSINESS

- 1. Ordinance 2012-05 Adoption of a Second Amended and Restated Purchase and Sale Agreement with Bradford Real Estate.

Commissioner Luetkehans moved to approve Ordinance 2012-05 Adoption of a Second Amended and Restated Purchase and Sale Agreement with Bradford Real Estate. Commissioner Fieweger seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner Luetkehans asked where the language on scheduling is. Legal Counsel Steve Adams stated it was on sub paragraph z on page 14.

- 2. Ordinance No. 2012-08 Ordinance Approving Final Plat of Mariano's Subdivision and Terminating 1970 Agreement with the City of Wheaton and Abrogating, Vacating and Relinquishing Certain Easement and Contract Rights on Lot 6 Mariano's Subdivision.

Commissioner Mee moved to approve Ordinance No. 2012-08 Ordinance Approving Final Plat of Mariano's Subdivision and Terminating 1970 Agreement with the City of Wheaton and Abrogating, Vacating and Relinquishing Certain Easement and Contract Rights on Lot 6 Mariano's Subdivision. Commissioner Fieweger seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner VanderSchaaf said that there were some blanks not filled in on the first and second pages, it is missing the ordinance number and date on the

plat. Commissioner Morrill stated that it is Ordinance 2012-08. Executive Director Benard said that the date is on the plat. Commissioner Luetkehans moved to amend the date on the document as June 25, 2012. Commissioner Fieweger seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

3. Annual Review and Approval of Finance Policies for the Wheaton Park District

Commissioner Morrill moved to approve the Annual Review and Approval of Finance Policies for the Wheaton Park District
Commissioner Luetkehans seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner VanderSchaaf asked how the finance department decided on \$71.00 as a daily spending limit on food. Finance Director Rita Trainor said that she used the Conos website as a guide in creating this figure. Commissioner VanderSchaaf said that it was not addressed in the policy if food is available at the conference that we would not reimburse for food that day. Commissioner Mee stated that miscellaneous expenses and staff deadline for reimbursement is not in the staff policy. He thought the Staff policy should mirror the commissioner's policy. Commissioner VanderSchaaf said she wants to be sure that the district is not paying for alcohol for staff or commissioners. Everyone agreed. Commissioner VanderSchaaf said that she would like to see the least expensive reasonable hotel and travel chosen for conferences. Commissioner VanderSchaaf said she would like to make sure that staff and commissioners are attending sessions while at a conference. Commissioner Luetkehans said he would like a statement put in the policy saying that attendance at sessions is expected.

Commissioner Mee made a motion to approve the finance policies except for the travel policy. Commissioner Luetkehans seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

NEW BUSINESS

1. Ordinance 2012-09 Authorizing and Providing for the Sale or disposal of Surplus Personal Property of the Wheaton Park District.

Commissioner Morrill moved to approve Ordinance 2012-09 Authorizing and Providing for the Sale or disposal of Surplus Personal Property of the Wheaton Park District.

Commissioner Mee seconded. Motion passed by roll call vote.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

Commissioner VanderSchaaf asked what would happen to the surplus property. Executive Director Benard said it would be recycled. We reached out to Peoples Resource who declined the equipment. Commissioner Mee asked if any would be sold. Benard said no.

2. Bid Results and Recommendation CL Herrick Unitary Playground Safety Surface

Commissioner Luetkehans moved to accept the bids from Forever Lawn in the amount of \$45,437.50 to perform the installation of artificial turf unitary playground safety surfacing material at CL Herrick playground.

Commissioner Mee seconded. No discussion.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

3. Bid Results and Recommendation Northside Park Parking Lots and Roadway

Commissioner Mee moved to approve Benchmark's proposal for the Northside Park Parking Lots and Roadway project in the amount of \$2,717.489 with a contingency of \$58,925 for work recommended by the engineer to be spent only upon approval of the Executive Director with advance concurrence of the building and grounds board subcommittee. Commissioner Morrill seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

President Kelly is concerned that this amount will not be enough if unsuitable soil is found and if more money is needed the project will be slowed down waiting for the board to approve it. President Kelly would like to see the contingency revised to 5% of the total. Commissioner Mee made a motion to amend the contingency to 5% of the total. Commissioner Morrill seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

4. Additional Scope Amendment from Christopher B. Burke Engineering LTD to July 19, 2010 Proposal for Northside Park Additional Improvements – Surveying, Design and Permitting

Commissioner Luetkehans moved to approve Christopher B. Burke Engineering, Ltd.'s request for an additional \$49,775 for engineering services performed at Northside Park. Christopher B. Burke Engineering will be responsible for paying the \$22,575 wetland banking fee. Commissioner Morrill seconded. Motion passed by roll call vote

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

5. Proposal for On Call Construction Engineering Services Northside Park Parking Lots and Roadway Improvements

Commissioner Luetkehans moved to approve Christopher B. Burke Engineering, Ltd.'s proposal for ON CALL Construction Engineering Services at Northside Park in an amount not to exceed \$107,686.00. Commissioner Fieweger seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

REPORTS FROM STAFF

- Executive Director

Review of Dog Parks Operational Revenue and Expenses

Executive Director Benard said that he does not have any new information on this topic today.

Review Commissioner Travel and Educational Expenses Policy Draft

This was discussed during the finance policy in Unfinished Business item number three.

- Special Facilities, Recreation, Marketing, Fund Development, Parks and Planning Reports June 2012

Commissioner Mee recognized the Rec staff volunteers and the Baseball and Softball Boards during Championship Day as well as staff for taking care of the fields during the tournament. He also recognized Jason Hopes for his good work during the storm. Commissioner Mee asked Director of Special Facilities how many Ale Fest tickets have been sold. Andy replied that the VIP tickets are sold out and 1,000 general admission tickets have been sold. He is hoping to sell another 800.

- Finance Report June 2012

No discussion.

BOARD MEMBER INPUT/DISCUSSION

President Kelly stated that he hasn't finalized the subcommittees yet. Please send him an email letting him know what your first and second choices are.

President Kelly re-scheduled the August 15 Board Meeting to August 8

CLOSED SESSION

At 7:43 p.m. Commissioner Luetkehans moved to enter closed session for the purpose of discussing the:

- a. Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)

Commissioner Morrill seconded – Motion carried by roll call vote
Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION - none

ADJOURNMENT

At 8:07 p.m., Commissioner Luetkehans moved to adjourn the meeting.
Commissioner Morrill seconded. Motion passed by voice vote.



Wheaton Park District

**Wheaton Park District Board of Commissioners Meeting
Wednesday, August 8, 2012 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois**

CALL TO ORDER – President Kelly called the meeting to order at 7:03 pm. Commissioners Luetkehans Mee, Morrill, Schobel and VanderSchaaf were present.

PRESENTATIONS

None

COMMUNITY INPUT

None

CONSENT AGENDA

- A. Approval of Meeting Minutes from July 18, 2012
- B. Approval of the Disbursements totaling \$981,350.66 for the period beginning July 11, 2012 and ending July 312012.

Commissioner Morrill moved to approve the Consent Agenda as presented.

Commissioner Mee seconded. Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, Schobel VanderSchaaf, Kelly

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1. Recommendation to fill vacant full time Marketing Department Position
Commissioner Luetkehans moved to approve the vacant position of Superintendent of Marketing and Special Events.
Commissioner Morrill seconded. Motion passed by roll call vote.
Ayes: Luetkehans, Mee, Morrill, Schobel VanderSchaaf, Kelly

Commissioner VanderSchaaf asked Margie if this position is responsible for putting out alerts during “emergency” situations like the storm in July to which Margie replied yes. She also asked how the duties are split between the Graphic Arts Manager and this position when it comes to Eblasts. Margie replied that the Marketing position creates the concept of the Eblast and the Graphic Arts position creates the Eblast.

2. Recommendation to fill vacant full time Arrowhead Custodial Position
Commissioner Schobel moved to approve the vacant full time Arrowhead Custodial Position.
Commissioner Morrill seconded. Motion passed by roll call vote.
Ayes: Luetkehans, Mee, Morrill, Schobel VanderSchaaf, Kelly
No discussion.

3. Bid Results and Recommendation for Asphalt Projects for Seven Gables Park , Hurley Gardens and the Kelly Park (Edison School) Sport Court

Commissioner Luetkehans moved to approve that Briggs Paving withdraw their bid for the Seven Gables East Path without prejudice to their bid bond, and to accept the bids from the following:

Center Court Solution:	\$130,000	Seven Gables Paths
Evans & Son Paving	\$63,557	Seven Gables Tennis Courts
Chicagoland Paving	\$57,020	Edison Park Sports Court
Total	\$250,557	

Commissioner Mee seconded. Motion passed by roll call vote
Ayes: Luetkehans, Mee, Morrill, Schobel VanderSchaaf, Kelly
Commissioner VanderSchaaf asked what it meant to allow them to withdraw their bid without prejudice. Commissioner Luetkehans explained that we could have forced them to do the work and if they refused we could draw on their bid bond.

4. Recommendation to purchase 2 Golf Course Greens Rollers at a price not to exceed \$19,550

Commissioner Mee moved to approve purchasing the Toro Greens Pro 1200 at a price not to exceed \$19,550. Commissioner Morrill seconded. Motion passed by roll call vote
Ayes: Luetkehans, Mee, Morrill, Schobel VanderSchaaf, Kelly

Commissioner VanderSchaaf asked Golf Course Superintendent Justin Kirkland why we need these. He stated that it makes it a more consistent playable surface and helps to speed up the greens. She asked why we needed two. Justin replied that 18 holes need to be done before the course opens and he can't be in two places at once. She asked him about a discount on two of them. Justin said he would look into it.

5. Bid Results and Recommendation for Central Athletic Center Building Mechanical, Electrical and Plumbing Upgrades (Old Wheaton Central/Hubble)

Commissioner Luetkehans moved to reject all Bid Results and Recommendation for Central Athletic Center Building Mechanical, Electrical and Plumbing Upgrades (Old Wheaton Central/Hubble) and direct staff to re-bid the project.
Commissioner Morrill seconded. Motion passed by roll call vote.
Ayes: Luetkehans, Mee, Morrill, Schobel VanderSchaaf, Kelly

President Kelly stated that we only received two bids and expected six to eight. Some of the bidders dropped out of the bidding process. Staff and the subcommittee met with the Engineer and came up with alternates; the scope was reduced to get it within budget. Commissioner VanderSchaaf asked if we will vote on this at the next meeting. President Kelly said that we will have a special meeting next month to vote on it. Commissioner Morrill asked if it was still our intent to use the facility in fall and winter. Commissioner Luetkehans said that this was the goal.

REPORTS FROM STAFF

- Executive Director - Capital Projects Proposal for 2013

Executive Director Benard stated that the board was provided with a copy of the 2013 Capital Projects Fund Proposal. He encouraged the board to call him with any questions

Executive Director Benard asked for the board's consensus on the Northside Park change order for an additional \$8,050. The board agreed to this. President Kelly said he would like to get more bids on the tree removal. Commissioner Schobel asked if we put a claim into PDRMA for damage done during the storm. Benard stated that we put in a claim for \$90,000 and are waiting to hear back from PDRMA

- Special Facilities, Recreation, Marketing, Fund Development, Parks and Planning Reports June 2012
No discussion
- Finance Report June 2012
No discussion

BOARD MEMBER INPUT/DISCUSSION

Commissioner Schobel complimented Larry and his staff on the way the storm was handled. He also asked Larry if we were going to purchase a unit to protect the DVR and computers. Larry said that we are going to buy one with the money that we receive from the PDRMA claim, and that the computers are already on surge protectors.

Commissioner VanderSchaaf complimented Larry on working with the city to grind trees to save \$11,000. She also complimented Executive Director Benard on keeping the neighbors updated about what is going on in their neighboring parks. She also commented that she went to Clocktower Commons miniature golfing and it was great.

Commissioner Morrill commended the Parks staff for a job well done on the Aviary at Cosley Zoo. He also thought the Rec department's summer program numbers looked good. He thought that we should expand on using survey monkey more.

Commissioner Mee congratulated staff on a job well done with Ale Fest and the Cosley Classic. He would like to see Ale Fest done again next year.

Commissioner Luetkehans asked about the decline in banquets but the increase in the restaurant. Staff will provide a report on the August 17th weekly report.

Commissioner Schobel asked when Butterfield Road will be finished. Director of Planning Rob Sperl stated it would be around Thanksgiving. The reason they are behind schedule is because of the utilities. Commissioner Schobel asked Bruce about how he utilized an online promotion that produced more rounds. Bruce stated that it generated about 1,000 rounds and approximately \$50,000. Bruce said that we are up about \$200,000 for the year.

CLOSED SESSION

At 7:30 p.m. Commissioner Luetkehans moved to enter closed session for the purpose of discussing the:

Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)

Commissioner Mee seconded – Motion carried by roll call vote
Ayes: Luetkehans, Mee, Morrill, Schobel VanderSchaaf, Kelly

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

ADJOURNMENT

At 7:58 p.m., Commissioner Luetkehans moved to adjourn the meeting. Commissioner Mee seconded. Motion passed by voice vote.



Wheaton Park District

**Wheaton Park District Board of Commissioners Meeting
Wednesday September 5, 2012 6:30 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois**

CALL TO ORDER

President Kelly called the September 5, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 6:33 p.m.

Roll call was taken and the following Commissioners were Present: Fieweger, Luetkehans, Mee, Morrill, Schobel and VanderSchaaf.

COMMUNICATIONS FROM THE PUBLIC

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Bid Results and Board Approval of Award Recommendation for Central Athletic Center Building Mechanical, Electrical and Plumbing Upgrades (Old Wheaton Central/Hubble)

President Kelly provided a brief overview of issues relevant to the bid and contract from Bergen.

Motion 1 - Commissioner Luetkehans moved to accept the bid from Bergen Construction Corporation for the Wheaton Park District Central Athletic Facility Gym Remodeling and MEP upgrades including alternates 1 through 6 and award the contract for the same to Bergen Construction Corporation in the amount of \$2,236,700, contingent upon the Park District's acquisition of title to Lots 2-5 of Mariano's Re-subdivision on or before September 10, 2012.
Commissioner Schobel seconded.

Discussion:

Commissioner VanderSchaaf asked for clarification on the \$30,000 incentive bonus referenced in the staff report. Commissioner Luetkehans stated that this issue will be dealt with as a second action this evening. He explained that the \$30,000 incentive bonus will be handled as a change order which will move up the delivery of certain equipment and allow for substantial completion of the project to January 1. If Bergen does not achieve substantial completion by the Jan 1 date the \$30,000 will not be payable.

Commissioner VanderSchaaf asked how this \$30,000 compared to the Recreation/Athletic Department's memo on what programs would be impacted by a later opening. She asked if we evaluated the cost of the loss of programs vs. the \$30,000.

Commissioner Mee stated that the \$200,000 that we would have to spend if we tried to parcel this project and start and stop it would be a bigger issue.

President Kelly said that without the change order the board has two options to approve the base bid without alternate number one and spend the extra \$200,000 to be completed by Nov. 15th, by having temporary utilities in the building for the winter and resume construction in the March to finish the project. The second option would be to accept alternate one and accept a March 1 completion date but be shut down all winter. The engineers said that we could have a third option by paying a premium to get the equipment earlier and having an earlier completion date. We went back to the contractor and he agreed.

Commissioner Morrill said from scanning the staff report, it looks like the district would lose about \$25,000 in revenue for program interruptions. The programs running in the winter for is more important to him. Commissioner Luetkehans agreed.

Commission VanderSchaaf stated that the public will have to understand that this is a big project and some interruption should be expected.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, Kelly
Nays: VanderSchaaf

Motion 2 – Commissioner Luetkehans moved to approve change order number 1 to the Wheaton Park District Central Athletic Facility gym remodeling and MEP upgrades contract, revising the substantial completion date from March 1, 2013 to January 1, 2013 and payment of an incentive bonus to the Contractor in the amount of \$30,000 if substantial completion, excluding the elevator and locker rooms, is achieved by January 1, 2013.

Commissioner Mee seconded.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, Kelly
Nays: VanderSchaaf

2. Approval of Management Agreement between the Wheaton Park District and Bradford Equities for Lot 6 in the Mariano's Re-Subdivision of part of the southwest 1/4 of Section 16, Township 39 North, Range 10, East of the third principal meridian.

Commissioner Mee moved to approve the agreement between the Wheaton Park District and Bradford Equities for Lot 6 in the Mariano's Re-Subdivision of part of the southwest ¼ of Section 16, Township 39 North, Range 10, East of the third principal meridian. Commissioner Luetkehans seconded. Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

Nays: None

3. Arrowhead Golf Club Bunker Three Year Renovation Project - Board Approval of Staff Recommendation to increase the total Project Budget by \$50,000 to \$1,250,000. Phase III of III to begin September 24, 2012

Commissioner Luetkehans moved to approve the increase of the Arrowhead Golf Club Bunker Three Year Renovation Project budget by \$50,000 to \$1,250,000. Phase III of III to begin September 24, 2012. Commissioner Mee seconded.

Discussion:

Commissioner VanderSchaaf asked if staff took this increase in cost into consideration due to the long term nature of the project. Commissioner Luetkehans stated that the board directed staff to bid this project out for a three year completion. A staff member who is no longer with the agency took it upon himself to modify it against the board's wishes and put it in the bid specifications that it should be a two year project. When it came back before the board the board approved a three year completion and that's how the district arrived at this issue of increased cost in the third year.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

Nays: None

4. Approval to fill vacant full time Parks Operations I position

Commissioner Fieweger moved to approve the vacant full time Parks Operations I position. Commissioner Luetkehans seconded.

Discussion:

Commissioner VanderSchaaf asked if this position could be part time. Director of Parks & Planning Larry Bower stated that He needs a more skilled worker for several of the tasks that this position completes such as leading seasonal crews in the summer, to have a C class license to plow snow and have a pesticide license for the spring.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

Nays: None

5. Approval to fill vacant full time Arrowhead Golf Club Assistant Greens Superintendent position

Commissioner Schobel moved to approve the vacant full time Arrowhead Golf Club Assistant Greens Superintendent position.
Commissioner Mee seconded.

Discussion:

Commissioner VanderSchaaf asked if this was a more hands on position or management. Greens Superintendent Justin Kirtland said it was about 60% management and 40% hands on. This position is responsible for leading and managing the work of up to 25 seasonal workers. He needs someone to assist in managing the construction crews and someone to assist in managing the 18 holes that are open during construction. Director of Special Facilities Andy Bendy stated that this position requires a degree in agronomy or turf management, who is trained to identify turf diseases on the golf course.

Ayes: Fieweger, Luetkehans, Mee, Morrill, Schobel, VanderSchaaf, Kelly.

Nays: None

6. Approval: Two Commissioners to attend the 2012 National Recreation and Parks Association Educational Conference and Exposition at a cost not to exceed \$3,600. Commissioner Mee moved to approve two commissioners attending the 2012 National Recreation and Parks Association Educational Conference and Exposition at a cost not to exceed \$3,600. Commissioner Schobel seconded. Motion passed by roll call vote.

Discussion:

Commissioner VanderSchaaf asked if the education and travel policy had been updated. Executive Director Benard said the policy will be before the Park Board at the next board meeting.

Ayes: Mee, Morrill, Schobel, VanderSchaaf

Nays: Fieweger, Luetkehans

BOARD SUBCOMMITTEE REPORTS / DISCUSSION

None

CLOSED SESSION

At 6:54 p.m. Commissioner Luetkehans moved to enter closed session for the purpose of discussing the:

Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)

Commissioner Fieweger seconded – Motion carried by roll call vote

ADJOURNMENT

7:02 p.m., Commissioner Luetkehans moved to adjourn the meeting. Commissioner Morrill seconded. Motion passed by voice vote.



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting

Sunday, September 9, 2012 - 6:30 p.m.

Arrowhead Golf Club

26W151 Butterfield Road

Wheaton, Illinois

CALL TO ORDER

President Kelly called the September 9, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 6:00 p.m.

Roll call was taken and the following Commissioners were Present: Fieweger, Luetkehans, Mee, Schobel and VanderSchaaf.

COMMUNICATIONS FROM THE PUBLIC

Chad Jones from Bradford thanked the Board for meeting on a Sunday.

NEW BUSINESS

1. Ordinance No. 2012-10 ORDINANCE AMENDING ORDINANCE NO. 2012-08, AN ORDINANCE APPROVING FINAL PLAT OF MARIANO'S SUBDIVISION AND TERMINATING 1970 AGREEMENT WITH THE CITY OF WHEATON AND ABROGATING, VACATING AND RELINQUISHING CERTAIN EASEMENT AND CONTRACT RIGHTS ON LOT 6 MARIANO'S SUBDIVISION

Commissioner Luetkehans moved to approve Ordinance No. 2012-10 ORDINANCE AMENDING ORDINANCE NO. 2012-08, AN ORDINANCE APPROVING FINAL PLAT OF MARIANO'S SUBDIVISION AND TERMINATING 1970 AGREEMENT WITH THE CITY OF WHEATON AND ABROGATING, VACATING AND RELINQUISHING CERTAIN EASEMENT AND CONTRACT RIGHTS ON LOT 6 MARIANO'S SUBDIVISION

Commissioner Schobel seconded.

Commissioner VanderSchaaf asked what was different about the floodplain designation. Executive Director Benard stated that we weren't aware that the Engineering Department at the City had a note on the review that lot 7 had to be designated floodplain on the easement. So the original ordinance that the board approved did not have this designation.

Ayes: Fieweger, Luetkehans, Mee, Schobel VanderSchaaf, Kelly.

Nays: None

BOARD SUBCOMMITTEE REPORTS / DISCUSSION

None

CLOSED SESSION

None

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

None

ADJOURNMENT

At 6:08 p.m., Commissioner Luetkehans moved to adjourn the meeting. Commissioner Mee seconded. Motion passed by voice vote.



Wheaton Park District

**Wheaton Park District Board of Commissioners Meeting
Wednesday September 19, 2012 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois**

CALL TO ORDER – President Kelly called the meeting to order at 7:01 pm. Commissioners Fieweger, Mee, Schobel and VanderSchaaf were present.

Commissioners Luetkehans and Morrill were absent.

PRESENTATIONS

Board Recognition of Eagle Scout Andrew Smith

Andrew Smith will soon earn the highest advancement award the Boy Scouts of America offers to Scouts, the Eagle Scout Award. A member of Troop 303 from Glen Wheaton, Andrew earned numerous merit badges and successfully completed a service project at the DuPage County Historical Museum. During the 6 month process, Andrew worked closely with Museum Educator, Sara Buttita and Director of Planning, Rob Sperl to develop the concept and organize the project.

Andrew and members of his troop painted the lower level exhibit space for the DuPage County Historical Museum as part of his Eagle Scout service project. He also designed and constructed a bench for visitors. In addition, Andrew and the Museum organized a donation drive in the community requesting monetary contributions to help fund his project. Andrew donated the surplus from his project back to the Museum to help purchase supplies for the new activity stations. Families and children of all ages have remarked at the difference to the space. The bench has been enjoyed by parents and grandparents while their little ones run back and forth watching the train. Thank you Andrew for your dedication, creativity and generous donation of time and resources!

COMMUNITY INPUT

Kathleen Colella of 1222 Coolidge Ave addressed the board on her dissatisfaction with Rice Pool's hours. She stated that she buys pool passes every year but didn't this year because the hours are getting shorter every year. She thought it wasn't fair to adults who work. She thought that the staff closes the pool too easily when it rains or for low attendance. She said that she had written several surveys but it hasn't helped to change any of this.

Virginia Garner of 1218 Coolidge was also dissatisfied about Rice Pool's hours and the closing of the pool for weather or low attendance.

CONSENT AGENDA

- A. Approval of the Disbursements totaling \$1,963,349.54 for the period beginning August 1, 2012 and ending September 11, 2012.

Commissioner Schobel moved to approve the Consent Agenda as presented.
Commissioner Mee seconded. Motion passed by roll call vote.

Ayes: Fieweger, Mee, Schobel VanderSchaaf, Kelly

UNFINISHED BUSINESS

1. Adoption of a Travel Policy for Wheaton Park District Funded Educational Program and Conference Attendance

Commissioner Mee moved to approve the Adoption of a Travel Policy for Wheaton Park District Funded Educational Program and Conference Attendance. Commissioner Schobel seconded. Motion passed by roll call vote .

Ayes: Fieweger, Mee, Schobel VanderSchaaf, Kelly

NEW BUSINESS

1. Recommendation to Begin 30 day Public review of Ordinance 2011-04 A – An Ordinance Amending an Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Wheaton Park District for the Fiscal Year Beginning January 1, 2012 and Ending December 31, 2012.

Commissioner Mee moved to Begin 30 day Public review of Ordinance 2011-04 A – An Ordinance Amending an Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Wheaton Park District for the Fiscal Year Beginning January 1, 2012 and Ending December 31, 2012.

Commissioner Schobel seconded. Motion passed by roll call vote.

Ayes: Fieweger, Mee, Schobel VanderSchaaf, Kelly

2. Recommendation to Begin 30 Day Public Review Period for the 2013 Operating and Capital Budget Proposal for the Wheaton Park District

Commissioner Schobel moved to Begin 30 Day Public Review Period for the 2013 Operating and Capital Budget Proposal for the Wheaton Park District.
Commissioner Fieweger seconded.

Commissioner VanderSchaaf asked if the budget document was online. Executive Director Benard stated that it would be available on the district website tomorrow.

President Kelly stated to the board that if they had any questions to send them to Executive Director Benard and Finance Director Rita Trainor in the next two weeks, or they can send them to the Finance Subcommittee, Commissioner Fieweger or Commissioner Luetkehans.

Motion passed by roll call vote.

Ayes: Fieweger, Mee, Schobel VanderSchaaf, Kelly

3. Recommendation to Reschedule the October 2012 Wheaton Park District Board Meeting from October 17, 2012 to October 24, 2012

Commissioner Schobel move to Reschedule the October 2012 Wheaton Park District Board Meeting from October 17, 2012 to October 24, 2012

Commissioner Fieweger seconded. Motion passed by voice vote.

4. Recommendation to hold Public Budget Hearings for the 2012 Amended Budget and Appropriation Ordinance and the 2013 Budget and Appropriation Ordinance on October 24, 2012 at 7:00 pm in the Wheaton City Council Chambers at 303 W. Wesley Street.

Commissioner Mee moved to hold the Public Budget Hearings for the 2012 Amended Budget and Appropriation Ordinance and the 2013 Budget and Appropriation Ordinance on October 24, 2012 at 7:00 pm in the Wheaton City Council Chambers at 303 W. Wesley Street. Motion passed by voice vote.

5. Approval of Change Order No. 2 for the Central Athletic Center Project

Commissioner Mee moved to approve of Change Order No. 2 for the Central Athletic Center Project to restore temporary power to the site, not to exceed \$10,000 with the buildings and grounds subcommittee approval.

Commissioner Schobel seconded. Motion passed by roll call vote.

Ayes: Fieweger, Mee, Schobel, VanderSchaaf, Kelly

President Kelly stated that during the bidding process we were unsure of when the power would be cut due to demolition to the South and then restored at the remaining site. He also said that it looks like the price will be closer to \$5,000 to \$10,000 and not \$10,000 to \$20,000 as originally suggested by the Contractor. The generator runs on diesel which the district will supply.

6. Bid Results and Recommendation for the Purchase of Bluegrass, Fescue and Bentgrass Sod Supply and Delivery for the Arrowhead Golf Club.

Commissioner Mee moved to approve the bid from Central Sod Farm for supply of Bluegrass and fescue sod at a cost of \$.185 per square foot, and from Paul's Turf & Tree Nursery for Bentgrass sod at a cost of \$.75 per square foot. Commissioner Fieweger seconded.

Discussion:

Commissioner VanderSchaaf asked per unit what we are thinking it will be for both. Greens Superintendent Justin Kirtland, stated that by flipping the existing turf to the new areas, we will save about \$28,000. He said that Architect Greg Martin in his design projected it would take about 50,000 square feet of bentgrass sod and about 89,000 square feet of bluegrass or fescue sod. It would be \$37,000 for bentgrass sod and \$16,000 for fescue sod. He said we would be spending approximately \$30,000 total instead of \$53,000.

REPORTS FROM STAFF

- Leisure Center Annual Report

Commissioner Schobel asked what the breakdown of resident to non-resident participants was. Leisure Center Manager Linda Dolan said about 1/3 is non-residents. Commissioner VanderSchaaf asked if the goal was to make this a revenue generating program or just break even. Linda said it was to be sustainable and break even. Linda stated that extended travel was our biggest seller but has shown a decrease since the economy has changed. She said it is slowly getting better; however the day trips have expanded. Commissioner Mee praised Linda on a nice report and asked what their goals were for 2013. Linda said they would like to expand on their sustainable programs.

- Executive Director - Planning & Capital Projects Update
Commissioner VanderSchaaf asked about the Adopt a Park Program. Executive Director Benard said that Staff will report back to her on this.

Executive Director Benard said that Staff will provide a report on the concerns that the residents had regarding the pools in an upcoming weekly report. He also stated that the Capital Projects Report that the board received gives them a handle on larger projects in the park system, and if they have any questions on it please direct them to him.

Benard stated that the April Park Commissioner Election packets were available. There will be three positions open.

BOARD SUBCOMMITTEE REPORTS / DISCUSSION No discussion.

CLOSED SESSION

At 7:37 p.m., Commissioner Schobel moved to enter closed session for the purpose of discussing

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1)
- b. Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)

Commissioner Fieweger seconded. Motion passed by roll call vote.

Fieweger, Mee, Schobel, VanderSchaaf, Kelly

ADJOURNMENT At 7:52 p.m., Commissioner Luetkehans moved to adjourn the meeting. Schobel seconded. Motion carried by voice vote.



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting

Wednesday October 24, 2012 7:00 p.m.

City of Wheaton Council Chambers

303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER – President Kelly called the meeting to order at 7:16 pm. Commissioners Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf were present.

Commissioner Schobel arrived at 7:40 p.m.

PRESENTATIONS

1. Lions Club – Partnership with Wheaton Park District to host the “Reindeer Run” on December 1, 2012

Wheaton Lions Club member Clip Kniffen thanked the park district for their help with the Reindeer Run. He said this 5K run will help promote the downtown Wheaton businesses and aid in fundraising for the Club’s charitable giving. He asked for the board’s help in getting more runners.

2. DuPage County Historical Museum – Museum Guild Christmas Bazaar on Saturday, November 10, 2012 & Vivaldi Strings Event on Friday December 7, 2012

WPD Development Director Sarah O’Donnell asked everyone to join us on Saturday November 10 for the 29th Annual Museum Guild Holiday Bazaar. A fine selection of handmade ornaments and gifts as well as wreaths, holiday decorations and stocking stuffers will be available. Find gifts for friends, family, teachers and colleagues. This is the perfect way to start your holiday shopping! Doors open at 10am, admission is free. The adult chorus “Beyond Glee” will be performing holiday carols from 12-1pm and the model railroad will be operating from 1:30-3:30.

She said the Museum is excited to once again, host Vivaldi Strings for a performance of holiday songs. Museum Staff will share pieces from the Museum's collection with a holiday theme. Bring the whole family for a holiday-filled evening. This special event is scheduled for Friday, December 7th from 6:30-8:30pm. Tickets are \$20 per person.

COMMUNITY INPUT

None



CONSENT AGENDA

- A. Approval of the Disbursements totaling \$ 1,359,781.53 for the period beginning, September 12, 2012 and ending October 9, 2012.
- B. Minutes from the rescheduled regular Park Board Meeting Wednesday August 8, 2012
- C. Minutes from the Special Park Board Meeting Wednesday September 5, 2012
- D. Minutes from the Special Park Board Meeting Wednesday September 9, 2012
- E. Minutes regular Park Board Meeting Wednesday September 19

Commissioner Mee brought a typo to Staff's attention.

Commissioner Mee moved to approve the Consent Agenda as presented. Commissioner Luetkehans seconded. Motion passed by voice vote.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Resolution No. 2012-06 AUTHORIZING THE ESTIMATE OF THE ANNUAL AGGREGATE LEVY IN COMPLIANCE WITH THE TRUTH IN TAXATION LAW

Commissioner Luetkehans moved to approve the estimate of the Annual Aggregate Levy In compliance with the truth in taxation law.

Commissioner Morrill seconded. Motion passed by roll call vote.

No discussion.

Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf, Kelly

Nays: None

2. Recommendation for Action – Intergovernmental Construction, Use and Indemnification Agreement with the City of Wheaton for Cosley Zoo Perimeter Fence

Commissioner Morrill moved to approve the Intergovernmental Construction, Use and Indemnification Agreement with the City of Wheaton for Cosley Zoo Perimeter Fence.

Commissioner Luetkehans seconded. Motion passed by roll call vote.

Commissioner VanderSchaaf asked what the \$10.00 charge was from the City.

Commissioner Luetkehans said it is a good faith consideration charge. Commissioner Luetkehans asked if this agreement was approved by our legal counsel. Executive Director Benard stated yes.

Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf, Kelly

Nays: None



2A. Bid Results and Recommendation for Action – Cosley Zoo Perimeter Fence Partial Replacement

Commissioner Mee move to approve the bid from Kee Construction for the Cosley Zoo Perimeter Fence Project at a cost not to exceed \$34,505. Commissioner Fieweger seconded. Executive Director Benard said that the project is being funded by a grant. Motion passed by roll call vote

Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf, Kelly

Nays: None

3. Bid Results and Recommendation for Action – 2013 Printing of Program Guides

Commissioner Luetkehans moved to approve the bid from Strathmore Company for the printing of the 2013 program guides. Morrill seconded.

Commissioner VanderSchaaf asked if the estimated additional staff costs for changing the district's specified format to accept Donnelly's voluntary alternate was a onetime charge or for each brochure. Marketing Director Margie Wilhelmi said it was for each brochure for a total of \$16,000 in reformatting expenses which was why Staff recommended Strathmore's bid per spec. Commissioner Luetkehans stated that he thinks we have learned something from this bid, to be less specific and give the bidders more flexibility for better pricing. He also thought we should give more time in the bidding process.

Motion passed by roll call vote

Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf, Kelly

Nays: None

4. Bid Results and Recommendation for Action – Food Products Arrowhead Golf Club November 2012 – December 2013

Commissioner Luetkehans moved to approve the bids for Food Products for the Arrowhead Golf Club per Staff and Legal Counsel's recommendation.

Commissioner Morrill seconded. Commissioner VanderSchaaf thanked staff for bundling the bidding. She asked the Director of Food and Beverage Steve Glass what was the value of their donations. Steve said that the percentage they give will be in charitable donations for example giving appetizers for a district supported event. Commissioner VanderSchaaf asked what a refrigerated truck is used for. Chef Alan Pirhofer stated that it's used for events like the Cosley Run and the Taste of Wheaton so that the food doesn't spoil. If we were to rent one it would cost approximately \$1,000 to \$1,200. Commissioner Morrill and Luetkehans thanked staff for all the work that is involved in this bid and the money that they save the district by doing it this way. Commissioner Mee said he has gotten a lot of positive feedback on the new menu items.

Motion passed by roll call vote.



Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf, Kelly
Nays: None

5. Proposals Review and Recommendation for Action – Telecommunications, Internet and Data Services for a 36 month period

Commissioner Mee moved to approve the 36 month contracts for telecommunication and Data services from AT&T Commissioner Morrill seconded.

Commissioner VanderSchaaf asked Benard what happened with the previous contracts and what he was going to do to prevent this from happening again. Executive Director Benard said the gradual expiration of the district's 15 AT&T 5 year service contracts took place over 6 month period. This escaped both staff's attention and AT&T's for a period of time. The billing audit division of AT&T recognized the contract lapse and shortly thereafter Staff discovered monthly bills rising significantly without explanation from AT&T. After two months of dialogue with AT&T leadership and seeking proposals from other providers, Benard was able to negotiate new contracts with AT&T at rates lower than the previous 5 year rates as well as a credit for the out of contract rate increases. Benard reported that Commissioner Luetkhans shared with him a suspense calendar format that the district will use to keep track of all agreements to avoid a repeat performance of this error. Staff will bring this format back to the board for their review. Commissioner VanderSchaaf asked why we have so many contracts. Benard stated that the district uses many different AT&T services and has many facilities and that AT&T does not bundle pricing. Commissioner VanderSchaaf asked if other companies bundle. Benard stated that they do not. Commissioner Morrill commended Executive Director Benard for re-cooping the \$70,000 in out of contract up-charges. Commissioner Mee agreed. Benard thanked AT&T for working with him to keep the district's business.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf, Kelly
Nays: None

6. Proposal Review and Recommendation for Action – Elara Additional Services Proposal for Central Athletic Center Renovation Project

Commissioner Luetkehans moved to table the Elara Additional Services Proposal for Central Athletic Center Renovation Project. Commissioner Mee seconded.

Motion passed by voice vote.



7. Policy Review and Recommendation for Action – Employee Cell Phone Use and Reimbursement

Commissioner Luetkehans moved to approve the employee cell phone use and reimbursement policy as presented by staff. Commissioner Mee seconded.

Commissioner Morrill stated that the reason the policy was created is because there was never a policy addressing this before. Commissioner VanderSchaaf said that we need to update other policies around this policy regarding document retention and destruction. Commissioner VanderSchaaf gave a brief summary of what the policy entails to the rest of the board.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill and VanderSchaaf, Kelly

Nays: None

8. Fee Review and Recommendation for Action – 2013 Pool Membership Rates

Commissioner Morrill moved to approve the 2013 Pool Membership Rates as presented. Commissioner Fieweger seconded.

Commissioner Mee asked if we were increasing the member pass rates by \$2.00.

Executive Director Benard stated yes and added that there was no recommended increase to daily fee rates for 2013. Commissioner Morrill pointed out that many of the pools that we are comparing ourselves to only have one pool, and we have two that can be visited with just one pass so we are still a good value.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill Schobel, VanderSchaaf and Kelly

Nays: None

9. Fee Review and Recommendation for Action – 2013 Golf Rates.

Commissioner Mee moved to approve an increase in the 2013 season golf rates as presented. Commissioner Schobel seconded.

Commissioner Luetkehans said that he can't support this. He recommends a \$1.00 increase instead of a .50 cent increase per nine holes. He would like to see an increase that the district can live with for a couple of years instead of raising fees every year. President Kelly agreed with him. Commissioner Mee and Commissioner Schobel said the only reason they recommended a .50 cent increase was because they didn't think the rest of the board would be in favor of a higher increase, Commissioner Schobel also thinks that we are the most affordable public course and was trying to make it as affordable as possible.



Commissioner Mee moved to amend the motion to a \$1.00 increase for 9 and \$2.00 for 18 holes of golf for resident and nonresident with no increase in cart fees.

Commissioner Schobel seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill Schobel, VanderSchaaf and Kelly

Nays: None

10. Recommendation for Action – Fill Vacant Catering Manager Position at Arrowhead Golf Club

Commissioner Morrill moved to approve filling the vacant Catering Manager Position at Arrowhead Golf Club. Commissioner Mee seconded. No discussion.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill Schobel, VanderSchaaf and Kelly

Nays: None

11. Recommendation for Action – Approve Funding and Hiring of a Second Full Time Sous Chef Position at Arrowhead Golf Club

Commissioner Mee moved to approve funding and hiring of a second full time sous chef position at Arrowhead Golf Club as part of the 2013 operating budget. Commissioner Luetkehans seconded.

Commissioner VanderSchaaf noted that staff's report indicates that by hiring a second full time sous chef we would save 15,000 in overtime and Part Time wages; however the cost for a full time staff member would be \$79,000 in wages and benefits. She didn't see how this could be used as a comparison. Executive Director Benard stated that it wasn't meant to be presented as an expense offset comparison. The primary reason for adding a full time position was to ensure quality and consistency with the increase in food service sales. Director of Food and Beverages Steve Glass said that there are many benefits to a full time staff member one is a full time staff member will probably be more skilled in management and culinary experience. Commissioner Luetkehans commented that three years ago there was a big turnover at Arrowhead which helped with Arrowhead making more money now, so he believed adding more staff was justified and would help with not slipping on production or quality. Commissioner Morrill thought we are understaffed in the kitchen due to all the weddings and special events that take place throughout the community. Commissioner Mee thought we needed the additional labor and relief.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill Schobel, Kelly

Nays: VanderSchaaf



12. Recommendation for Action - Change Orders Northside Park Development Project

Commissioner Luetkehans moved to table the Change Orders for the Northside Park Development Project. Commissioner Mee seconded. Motion passed by voice vote.

13. Recommendation for Action - Change Orders Central Athletic Center Project

Commissioner Luetkehans moved to approve change orders for the Central Athletic Center Project as presented by staff. Commissioner Mee seconded.

President Kelly stated that the prices for the Change Proposals (8) included in Change Order 1 are a maximum cost. It appears that there is a discrepancy in the mark-ups charged by Subcontractors and those allowed the General Contractor by the contract. The GC has been asked to have the Subcontractors revise their proposals to include the allowable mark-ups.

President Kelly also explained that during design, the extent of the door hardware replacement was not finalized by the Architect. The bid documents therefore directed the bidders to include an allowance of \$12,000 for new hardware and advised that the contract would be adjusted for any increase or decrease in the actual hardware cost. After the Architect and Staff reviewed the hardware requirements for the building in detail, the Contractor was given a schedule of required hardware. The actual cost of the hardware was just over \$31,000 and the additional \$19,000 was included in this Change Order.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill Schobel, VanderSchaaf and Kelly

Nays: None

14. Recommendation for Action - Change Order Edison Sport Court Project

Commissioner Luetkehans moved to approve the change order in the amount of \$23,985 according to the work specified in option #2. Commissioner Mee seconded.

President Kelly stated that the contractor encountered unsuitable soil under the existing asphalt sport court at Edison while proof rolling the existing stone base. The soils engineer was consulted and recommended removing approximately of 12" of unsuitable and replacement with stone base at an approximate cost of \$32,000.00. The Buildings and Grounds Subcommittee asked Staff to seek alternate options from the engineer which would still provide a suitable subgrade from paving, however keeping in mind that this is light duty pavement used as a playground. A second option using a reduced undercut and a stabilization fabric was suggested at a reduced cost of \$23,000.00. President Kelly advised that he favored option 2 and did not recommend paving over the unsuitable soil as is. Commissioner VanderSchaaf asked how much usable time we



are getting from this. Commissioner Luetkehans thought it wasn't as much about usable time it's about whether we can build it and make it stable.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill Schobel, VanderSchaaf and Kelly

Nays: None

15. Recommendation for Action - Change Order Seven Gables Asphalt Project

Commissioner Luetkehans moved to table the change order for the Seven Gables Asphalt project. Commissioner Mee seconded.

Motion passed by voice vote.

16. Recommendation for Action - Arrowhead Hotel Concept Approval or Rejection – Direction to Staff and Legal Counsel Regarding Completion of Ground Lease for Board Review

Executive Director Benard stated that he solicited a Hotel Market and Hospitality Expert, Pinkowski and Associates, to provide an analysis of our local hotel market. This report was completed to provide the board with more data to make an informed decision on the ground lease concept for the placement of a hotel operated by others at Arrowhead. Benard restated that the concept did not call for the district spending money to build a hotel nor did it call for the district to operate a hotel. The concept calls for a developer to lease ground from district to build a hotel that would be operated by a major franchise. The benefit to the district from a successful extended stay hotel on the property would be increased food and beverage sales and golf sales at Arrowhead. The report concluded that a hotel would draw considerable weekend business and marginal business Monday through Thursday. It showed that the return for whoever invested in the hotel would not be as high as the industry would normally like see. Benard said there are three developers still interested in securing the site and that he intends to share this report with them to see if they are in light of this report and if so, why and which assumptions by Pinkowski they do not agree with. Executive Director Benard would also like to solicit a second analysis report from Pinkowski that will cost no more than \$1,000. This second report will provide an analysis of the additional revenue generation estimates completed by staff to determine if staff's estimates are low, high or accurate. President Kelly asked who was in favor of getting the additional report. The following Commissioners were in favor of the additional report, Luetkehans, Mee, Morrill, Schobel. The following were opposed, Kelly, Fieweger and VanderSchaaf. Executive Director Benard said he will provide the report and correspondence from the developers at the November meeting.

REPORTS FROM STAFF

- Executive Director
 - Good Government Audit Report – report completion delayed



- Executive Director - 2012 Annual Report on Pool Facilities
Superintendent of Special Facilities Dan Novak said that the pool was closed a total of ten days all summer for a total of 23 hours, 6 were due to the weather total of 17 hours, and 4 were for low attendance for a total of 6 hours. Executive Director Benard asked Dan to provide the residents with pool closing complaints with this report. Commissioner VanderSchaaf asked what happens to the surveys. Dan said that he and Wendy follow up on them. Commissioner VanderSchaaf thanked staff for coming in under budget. Commissioner Morrill commended staff on a good report.
- Department Reports
Commissioner VanderSchaaf asked Development Director Sarah O'Donnell what the comp's were under the Bobcat Bash report. Sarah replied that it was for vendors and Staff that attended and were working.

Commissioner Morrill appreciated that we are partnering with COD and other park districts to promote adult education programs, likes the idea of teen services series. He thinks it gives the teen's exposure to those with special needs.

Commissioner Fieweger commended the Parks Department on how well the fields are maintained.

Commissioner Schobel stated that his daughter visited Cosley Zoo for the first time in a long time and thought the new exhibits were fantastic.

Additional Agenda Items Originally listed to be dealt with after a brief closed session. The Board determined that a closed session was not needed.

Commissioner Mee moved to approve Ordinance No. 2012-11 Donation Agreement with the Cosley Foundation INC. for 855 Prairie Office Building. Seconded by Commissioner Morrill.

Discussion:

It was agreed that more time was needed to review the materials provided on the subject matter.

Motion failed by roll call vote.

Ayes: None

Nays: Fieweger, Luetkehans, Mee, Morrill Schobel, VanderSchaaf and Kelly



Wheaton Park District

President Kelly called a Special Meeting to be held on Saturday October 27th at 9:00 am at Arrowhead Golf Club to discuss the 855 Prairie Office Building Action Items.

Commissioner Luetkehans moved to table Ordinance 2012-11, Ordinance 2012-12, and Ordinance 2012-13 with Ordinance 2012-11 and Ordinance 2012-13 to be tabled until the Special Meeting on Saturday October 27th at 9:00 am. Commissioner Mee seconded. Motion passed by voice vote.

ADJOURNMENT

At 8:41 p.m., Commissioner Morrill moved to adjourn the meeting. Commissioner Schobel seconded. Motion passed by voice vote.



Wheaton Park District

MINUTES – PUBLIC HEARING
AMENDMENT TO 2012 BUDGET AND APPROPRIATION ORDINANCE
Wheaton Park District Board of Commissioners Wednesday, October 24, 2012 7:00 p.m.
City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER

President Kelly called the October 24, 2012 Public Hearing of the Wheaton Park District Board of Commissioners on the Amendment to the 2012 Budget and Appropriation Ordinance to order at 7:06 p.m.

Roll call was taken and the following Commissioners were present:

Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly

Absent: Schobel

SUMMARY OF 2012 BUDGET AMENDMENT PROPOSAL – EXECUTIVE DIRECTOR

Executive Director Benard reported that the amendment of the 2012 budget and appropriation ordinance was to accommodate revenue and expenses related to the purchase and rehabilitation of the Central Athletic Center/Hubble Property. When the 2012 budget ordinance was adopted the Central Athletic Center acquisition and rehabilitation totals were not finalized. The ordinance amendment has been on public display for 30 days and was published in the Daily Herald within the legal guidelines as directed by state law.

COMMISSIONER COMMENT

None

PUBLIC COMMENT

President Kelly called for public comment two times. There was no comment.

ADJOURNMENT OR RECESS OF PUBLIC HEARING

At 7:08 p.m. Commissioner Morrill moved to adjourn the Public Hearing Commissioner Luetkehans seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly

Nays: None

Respectfully Submitted

Michael Benard, Secretary



Wheaton Park District

MINUTES – PUBLIC HEARING 2012 BOND ISSUANCE NOTIFICATION

**Wheaton Park District Board of Commissioners Wednesday, October 24, 2012 7:00 p.m.
City of Wheaton Council Chambers 303 Wesley Street Wheaton, Illinois**

CALL TO ORDER

President Kelly called the October 24, 2012 Public Hearing of the Wheaton Park District Board of Commissioners in Keeping with the Bond Issuance Notification Act to order at 7:03p.m.

Roll call was taken and the following Commissioners were present:

Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly

Absent: Schobel

SUMMARY OF 2012 Bond Issuance Notification – EXECUTIVE DIRECTOR

Executive Director Benard stated that the Bond Issuance Notification was published in the Daily Herald within the legal guidelines as directed by state law. He said the district issues general obligation bonds annually without increasing the tax rate in keeping the district's statutorily authorized debt service extension base for three primary uses. Proceeds are used as an alternate revenue source to pay principal and interest on the 2005 debt for the Arrowhead Clubhouse, Proceeds are used as an alternate revenue source to pay the principal and interest on the 2010 bonds for Northside Park development phases, 1,2 and 3, and for annual capital expenditures related to maintaining and improving the district's assets.

PUBLIC COMMENT

President Kelly called for public comment two times. There was no comment.

BOARD OF COMMISSIONERS INPUT / DISCUSSION / QUESTIONS OF STAFF

Commissioner VanderSchaaf asked if we are just revolving debt by retiring new bonds with old ones. Executive Director Benard restated the three primary uses of the annual general obligation debt proceeds. Commissioner VanderSchaaf said she would like to see the district stop borrowing what's available. She commented that we pay consultants a lot of money to issue these bonds and she would like to see us reduce that expense.

ADJOURNMENT OR RECESS OF PUBLIC HEARING

At 7:06 p.m. Commissioner Luetkehans moved to adjourn the 2012 Bond Issuance Notification Meeting. Commissioner Morrill seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly

Nays: None

Respectfully Submitted Michael Benard, Secretary



Wheaton Park District

MINUTES – 2013 BUDGET AND APPROPRIATION HEARING

**Wheaton Park District Board of Commissioners Wednesday, October 24, 2012 7:00 p.m.
City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois**

CALL TO ORDER

President Kelly called the October 24, 2012 Public Hearing of the Wheaton Park District Board of Commissioners on the 2013 Budget and Appropriation Ordinance to order at 7:08 p.m.

Roll call was taken and the following Commissioners were present:

Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly

Absent: Schobel

SUMMARY OF 2013 BUDGET PROPOSAL – EXECUTIVE DIRECTOR

Executive Director Benard reported on the schedule for adoption of the 2013 Budget and Appropriation Ordinance at the November 14, 2012 meeting. The budget has been on public display for 30 days and was published in the Daily Herald within the legal guidelines as directed by state law. Benard asked the board to review it a final time and provided him with questions and feedback prior to the continued hearing on the November 14th.

PUBLIC COMMENT

President Kelly asked for public comment two times. There was no public comment.

BOARD OF COMMISSIONERS INPUT / DISCUSSION / QUESTIONS OF STAFF

Commissioner VanderSchaaf asked Executive Director Benard if he had the answer to the question she sent him after the October 3rd deadline. She had additional questions regarding health insurance. Benard stated he would follow up.

Commissioner Luetkehans asked Executive Director Benard to forward the finance subcommittee Commissioner VanderSchaaf's budget questions and to schedule a finance subcommittee meeting in the next week.

ADJOURNMENT OR RECESS OF PUBLIC HEARING

At 7:15p.m. Commissioner Luetkehans moved to recess the Public Hearing to November 14, 2012 at 7:00 p.m.. Commissioner Mee seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Morrill, VanderSchaaf, Kelly

Nays: None

Respectfully Submitted

Michael Benard, Secretary



Wheaton Park District

**Wheaton Park District Board of Commissioners Special Meeting
Saturday October 27, 2012
9:00 a.m. Arrowhead Golf Club
26W151 Butterfield Road
Wheaton, Illinois**

CALL TO ORDER

President Kelly called the October 27, 2012 meeting of the Wheaton Park District Board of Commissioners to order at 9:00 a.m.

Roll call was taken and the following Commissioners were Present: Luetkehans, Mee, Morrill, VanderSchaaf.

President Kelly stated the Special Meeting was called because the Board needed more time to review the items being contemplated. The items were originally up for action at the Regular Meeting on October 24.

Public Comment

None

NEW BUSINESS

None

UNFINISHED BUSINESS

1. Ordinance No. 2012-11 Donation Agreement with the Cosley Foundation INC. for 855 Prairie Office Building

Commissioner Morrill moved to approve Ordinance No. 2012-11 Donation Agreement with the Cosley Foundation INC. for 855 Prairie Office Building. Seconded by Commissioner Mee.

Discussion: Commissioner VanderSchaaf stated that she had concerns that a future foundation board may decide to suspend the annual donation. President Kelly stated that that had crossed his mind as well.

Executive Director Benard stated that a possible future action to suspend the annual donation would be inconsistent with the core mission of the foundation and was unlikely.

Commissioner Luetkehans stated that the Park Board may want to pursue becoming the appointing authority for the Foundation Board.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, Kelly and VanderSchaaf

2. Ordinance No. 2012-13 Purchase Agreement for 855 Prairie Avenue Office Building
Commissioner Mee moved to approve Ordinance No. 2012-13 Purchase Agreement for 855
Prairie Avenue Office Building. Seconded by Commissioner Morrill.

Discussion: Commissioner VanderSchaaf asked if this Ordinance Vote is the final opportunity to
vote on this item.

Commissioner Luetkehans stated that the purchase contract will come before the Board after both
parties completed due diligence. The Board can vote to purchase or not to purchase the property
at that time.

Motion passed by roll call vote.

Ayes: Luetkehans, Mee, Morrill, Kelly and VanderSchaaf

ADJOURNMENT

At 9:15 a.m. Commissioner Luetkehans moved to adjourn the meeting. Commissioner seconded.
Motion passed by voice vote.



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting

Wednesday November 14, 2012 7:00 p.m.

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

CALL TO ORDER – President Kelly called the meeting to order at 7:05 pm. Commissioners Fieweger, Luetkehans, Morrill and VanderSchaaf were present.

Absent: Commissioner Mee

PRESENTATIONS

1. Scott Fleming – Eagle Scout, Troop 23
Scott created a vegetated “green roof” model located at the Lincoln Marsh. This will allow a convenient place for many young participants in environmental education programs to learn about this technology

COMMUNITY INPUT

None

CONSENT AGENDA

- A. Approval of the Disbursements totaling \$ 2,240,366.48 for the period beginning October 10, 2012 and ending November 6, 2012.
- B. Minutes from the October 24, 2012 Public Hearing 2012 Bond Issuance Notification
- C. Minutes from the October 24, 2012 Public Hearing Amendment to 2012 Budget and Appropriation Ordinance
- D. Minutes from the October 24, 2012 Public Hearing 2013 Budget and Appropriation Ordinance
- ~~E. Minutes from the regular Park Board Meeting Wednesday October 24, 2012~~

Commissioner Luetkehans moved to approve the Consent Agenda absent Item E.

Commissioner Fieweger seconded. Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Morrill, Schobel, VanderSchaaf, Kelly

Nays: none

UNFINISHED BUSINESS

1. Recommendation for Action: Ordinance No. 2012-12 Lease Agreement with CSI for a portion of 855 Prairie Avenue Office Building.
Commissioner Luetkehans moved to approve Ordinance No. 2012-12 Lease Agreement with CSI for a portion of 855 Prairie Avenue Office Building.
Commissioner Fieweger seconded.

Commissioner VanderSchaaf asked why 2015 was picked for a termination date.

Commissioner Luetkehans stated it was at the tenant’s request. Commissioner

VanderSchaaf asked if the park district wants to terminate before then. Benard said that he is comfortable with the lease terms. President Kelly thought that a 2%

discount instead of 5% seemed like a more realistic discount for paying for the lease up front. Commissioner Luetkehans agreed. Commissioner Luetkehans amended his motion to include a 2% discount instead of 5%. Commissioner Fieweger seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Morrill, Schobel, VanderSchaaf, Kelly

Nays: none

2. Report and Recommendation: Arrowhead Hotel Concept

Commissioner Schobel moved to suspend research and related expenditures of time and money related to this concept due to economy not supporting ground lease pursuit for the next several years. Commissioner Fieweger seconded. Motion passed by roll call vote.

No discussion.

Ayes: Fieweger, Morrill, Schobel, VanderSchaaf, Kelly

Nays: Luetkehans

NEW BUSINESS

1. Recommendation for Action: 2013 Cosley Zoo Non-Resident Adult Fee Increase of \$2

Commissioner Morrill moved to approve the increase of the non-resident adult admission price \$2.00. Commissioner Schobel seconded.

Commissioner Luetkehans asked what market research staff has done to identify the impact the increase would have. His fear is that we will reduce the amount of people that will come. Zoo Director Sue Wahlgren stated that no formal survey was performed but she has heard more positive than negative comments about the zoo initially charging a fee. She would be surprised if we received any pushback from an increase.

Commissioner VanderSchaaf stated that we would have to see a 40% decrease in attendance to be where we were before. Since we have improved and added three areas she feels now is the time for an increase. She would even be in favor of lowering the adult rate and charging nonresident children a fee if we want to play around with the increase. Commissioner Morrill think's it's a reasonable increase, he doesn't think the pumpkin and tree sales will be impacted by the fee increase. President Kelly was in favor of an increase because of the improvements that have been done. Commissioner Fieweger agreed with Commissioner Luetkehans that he would have liked to see a more formulated plan to back up the increase, but he is in favor of the increase.

Motion passed by roll call vote.

Ayes: Fieweger, Morrill, Schobel, VanderSchaaf, Kelly

Nays: Luetkehans

2. Recommendation for Action: 2013 Funding Approval for changing a 32 hour per week Part-time Athletic Supervisor position to a salaried full-time position with benefits

Commissioner Morrill moved to approve the Part-time Athletic Supervisor position to a salaried full-time position with benefits. Commissioner Fieweger seconded.

Commissioner VanderSchaaf asked what we will add by making this a full time position. Athletic Director Brad Keene said the opening of the scheduling online for the Central Athletic Center and the Wheaton Wings soccer tournament as well as the fall baseball league doubling in size it has forced staff hours to increase. He also noted that the facility rentals continue to go up. Commissioner Morrill added that the athletic programs have greatly expanded in the last six years since he retired.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Morrill, Schobel, VanderSchaaf, Kelly

Nays: None

3. Recommendation for Action: 2013 Funding Approval for changing a 32 hour per week Part-time Parks and Planning Administrative Assistant position to an hourly full-time Position with benefits.

Commissioner Luetkehans move to approve the Part-time Parks and Planning Administrative Assistant position to an hourly full-time Position with benefits. Commissioner Fieweger seconded.

Commissioner Luetkehans asked if when the park permitting was moved to Park Services if the hours and cost were cut at the Museum desk. Executive Director Benard said no and stated that when the Administration Department moved into the Museum the front desk took on the duties of caring for Museum and the Administration Divisions. The expense and the responsibility were shifted to Parks Services. Benard stated that the permitting belonged over at Park Services. Commissioner VanderSchaaf asked if the permitting could be done online. Director of Parks and Planning Larry Bower stated that the process requires personal attention and it was more customer friendly for it to be handled by a staff member. Information and applications are available on the website but it's the details and access issues that need to be dealt with personally. Larry also stated that this position helps with many other administrative duties including the crew's daily logs. Commissioner Fieweger asked if this position will work Tuesday through Saturday in the summer months. Larry said yes. President Kelly suggested that perhaps this could be a two part time employee job instead of one full time, Commissioner Schobel agreed with him.

Motion passed by roll call vote

Ayes: Fieweger, Luetkehans, Morrill, Schobel, Kelly

Nays: VanderSchaaf

4. Recommendation for Action: 2013 employee wage pool increase of 2%
Commissioner Morrill moved to approve the 2013 employee wage pool increase of 2%.
Commissioner Schobel seconded.

Commissioner VanderSchaaf asked if it was a flat 2% across the board. Executive Director Benard replied it was a wage pool per department and merit based only. The maximum an employee can receive is 4%. Commissioner Luetkehans moved to amend his motion to include a 4% maximum increase. Commissioner Schobel seconded.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Morrill, Schobel, VanderSchaaf, Kelly

Nays: None

5. Bid Results and Recommendation for Action: General Obligation Limited Tax Park Bonds, Series 2012, of the Wheaton Park District, DuPage County, Illinois to Wheaton Bank and Trust of Wheaton Illinois at a net interest rate of 0.740%

Commissioner Luetkehans moved to award \$1,380.695 the General Obligation Limited Tax Park Bonds, Series 2012, of the Wheaton Park District, DuPage County, Illinois to Wheaton Bank and Trust of Wheaton Illinois at a net interest rate of 0.740%
Commissioner Schobel seconded.

Commissioner VanderSchaaf stated that she does not think the District should be increasing debt.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Morrill, Schobel, Kelly

Nays: VanderSchaaf

6. Recommendation for Action: Ordinance 2012-14 AN ORDINANCE providing for the issue of General Obligation Limited Tax Park Bonds, Series 2012, of the Wheaton Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds.

Commissioner Luetkehans moved to approve the Ordinance 2012-14 An Ordinance providing for the issue of General Obligation Limited Tax Park Bonds, Series 2012, of the Wheaton Park District, DuPage County, Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds. Commissioner Schobel seconded.

Commissioner Luetkehans said that the Finance Subcommittee and the Board needs to be discussing the district's debt program in greater detail.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Morrill, Schobel, Kelly

Nays: VanderSchaaf

7. Recommendation for Action: Ordinance 2012-15 Making a Combined Annual Budget and Appropriation of Funds for the Wheaton Park District for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

Commissioner Morrill moved to approve Ordinance 2012-15 Making a Combined Annual Budget and Appropriation of Funds for the Wheaton Park District for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

Commissioner Schobel seconded.

Commissioner VanderSchaaf said that she would like more information on the health care premiums and what we're doing with federal regulations. Executive Director Benard said he has discussed this with the Finance Subcommittee referred her to pages 102 & 103 in the budget. Benard suggested that the Board and Staff work together to work on this issue during 2013. Commissioner Luetkehans told staff that he wanted a memo on the Capital Projects portion of the budget within 7 days. Staff said they would provide one. The board agreed they would like a workshop meeting to discuss the budget in two weeks. Commissioner Schobel rescinded his second on the motion. Commissioner Luetkehans moved to table the budget until the December 12th board meeting. Commissioner Morrill seconded. Motion passed by voice vote.

OTHER NEW BUSINESS

8. Recommendation for Action: Appointment of Michael Benard as delegate to the Annual Business Meeting of the Illinois Association of Park Districts

Commissioner Morrill moved to approve the appointment of Michael Benard as delegate to the Annual Business Meeting of the Illinois Association of Park Districts
Commissioner Schobel seconded. No discussion. Motion passed by voice vote.

9. Bid Results and Recommendation for Action: Community Center Cooling Tower Rehabilitation

Commissioner Schobel moved to table a contract for the Community Center Cooling Tower Rehab. Commissioner Luetkehans seconded. President Kelly would like to table this motion. He thought it might not be worth putting money into the system since it is 23 years old. Motion passed by voice vote.

10. Bid Results and Recommendation for Action: Baseball and Softball Equipment and Apparel

Commissioner Fieweger moved to approve the Baseball and Softball Equipment and Apparel bids as presented. Commissioner Morrill seconded.

Commissioner VanderSchaaf asked if there was any benefit to having a multi-year contract. Ron Elenbaas, Equipment Manager said that no one would agree to that since they are not dealing with the manufacturers directly but are instead dealing with wholesalers.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Morrill, Schobel, VanderSchaaf, Kelly

Nays: None

11. Recommendation for Action: Approval of Change Orders for Central Athletic Center Rehab Project

Commissioner Schobel moved to approve the Change Orders for Central Athletic Center Rehab Project and to give the Buildings and Grounds Subcommittee the authority to approve change orders with a threshold of \$20,000 per change order and a maximum of \$100,000 total without board approval. Commissioner Morrill seconded.

President Kelly asked that the board either give the Buildings and Grounds Subcommittee the approval to make decisions as they go along or we will have to have a special meeting each time to approve all items. He thought that we would only have approximately two more months to go.

Motion passed by voice vote.

REPORTS FROM STAFF

- Executive Director
No discussion
- Department Reports
Commissioner Schobel asked how many years out Arrowhead are booked for weddings on the weekends. Director of Special Facilities Andy Bendy replied that the Saturday's in 2013 are already booked and there are some Friday and Sunday's open in 2013. Commissioner Schobel asked how often we adjust our rates; Andy Bendy said we haven't made significant changes to the rate schedule in three years. He asked Staff to prepare a report on this. Commissioner Luetkehans thought the Arrowhead Subcommittee should meet with Staff on this.

Commissioner Fieweger asked how the memberships were doing at Parks Plus Fitness Center. Superintendent of Special Facilities Dan Novak said that there were 98 memberships in October 2011 and 399 in October 2012. We will be having a Black Friday sale for new members. Commissioner Fieweger asked about how the Reindeer Run was being promoted. Dan Novak said that there have been posters and flyers put up around town, as well as being promoted online.

Commissioner Morrill commended staff on a job well done at the All Staff Meeting. He liked to see that we are recognizing part time staff now.

Commissioner Luetkehans wants to stop receiving the board packets electronically. Most Board members agreed. They felt receiving the paper packets is a more efficient way for them to read the packets. He also felt staff was getting documents to the board too late this way. Commissioner VanderSchaaf said she would still like to receive an electronic packet.

Commissioner VanderSchaaf asked what was happening with the paving project at seven gables park. President Kelly said they went to the Surety Company of the contractor since the contractor refused to do the job, the project is currently on hold.

President Kelly said that when we tabled the Coffee with Commissioners it was agreed that focus groups would be held. Commissioner Morrill and VanderSchaaf will be on this Committee.

ADJOURNMENT

At 8:30p.m., Commissioner Schobel moved to adjourn the meeting. Commissioner Luetkehans seconded. Motion passed by voice vote.



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting

Wednesday November 28, 2012

Arrowhead Golf Club
26W151 Butterfield Road
Wheaton, Illinois

CALL TO ORDER

President Kelly called the November 28 2012 meeting of the Wheaton Park District Board of Commissioners to order at 7:01 p.m.

Roll call was taken and the following Commissioners were Present: Mee, Morrill, Schobel and VanderSchaaf.

Public Comment

None

NEW BUSINESS

Review and Possible Action on Change Orders for the Northside Park Development Phase 3

Commissioner Mee moved to approve the change orders for the Northside Park Development Phase 3 as presented. Seconded by Commissioner Schobel. Motion passed by roll call vote.

President Kelly explained that unsuitable soil accounts for most of the charges in this change order. The total job is still considerably under budget.

Ayes: Mee, Morrill, Schobel, Kelly, VanderSchaaf

Nays: None

Review and Possible Action for the Central Athletic Center Rehab Project

President Kelly stated that he didn't have any change orders yet where the pricing is finalized. The Material has been sent to legal counsel for a check on what the subs that Bergen uses can charge. President Kelly will bring other changes to the next board meeting. There was some discussion on replacing the light posts outside of the building on the North and West sides.

Review and Possible Action on the 2013 Capital Budget Plan for the Wheaton Park District

The synthetic turf on page 67 of the budget was discussed. Executive Director Benard stated to the board that they need to consider if they are agreeable to putting a synthetic turf field on land we don't own at Graf Park even though we could secure a long term lease on the land. He recommended leaving the turf in the budget. He reminded the board that we have been collecting a \$5.00 surcharge on athletic programs for this field. Commissioner Schobel was not in favor of putting the turf field at Graf Park, he would prefer to see it at Central Athletic Center on land that we own. Commissioner VanderSchaaf does not support putting turf at Graf Park, she thinks we should finish Central Athletic Center first before moving onto another endeavor. President Kelly wants to see Central Athletic Center completed first before moving onto this project. He didn't care either way if the synthetic turf stayed in the budget. Commissioner

Morrill thought the turf was a priority and he likes it being placed at Graf Park, although he was not opposed to looking into it being placed at Central Athletic Center. He was in favor of leaving it in the budget. Commissioner Mee, Morrill, Schobel and President Kelly were in favor of keeping it in the budget. Commissioner VanderSchaaf was opposed to keeping it in the budget. It was decided that the synthetic turf will stay in the budget; however Graf Park will be taken off of the title in that line item and the project will not move forward without further Board approval.

President Kelly asked staff for a report on what we will power with the generator that is in the budget and requested the Buildings and Grounds Committee be involved in the research process prior to moving forward.

President Kelly asked Rob Sperl what kind of warranty would be on the lights that are in the budget for Atten Park ball field number 16 and 17. Rob said 25 years, which includes maintenance. Commissioner VanderSchaaf asked what the benefit would be to new lighting there. Athletic Director Brad Keene stated that there are dark spots on the fields which are a safety hazard. Executive Director Benard also thought new lights would be friendlier to the neighbors surrounding the park as modern technology spills less light. Benard said he spoke to Commissioner Fieweger earlier in the day and he was in favor of the lights and synthetic turf staying in the budget. It was decided the lights would stay in the budget.

Commissioner Morrill asked if we could do the Elliot Lake project in phases. Executive Director Benard suggested that we split the costs half in 2013 and the other half in 2014 budgets.

ADJOURNMENT

At 8:10 p.m., Commissioner Morrill moved to adjourn the meeting. Commissioner Schobel seconded. Motion passed by voice vote.



Wheaton Park District

**Wheaton Park District Board of Commissioners Meeting
Wednesday December 12, 2012 7:00 p.m.
City of Wheaton Council Chambers
303 W. Wesley Street Wheaton, Illinois**

CALL TO ORDER – President Kelly called the meeting to order at 7:00 pm. Commissioners Fieweger, Luetkehans, Mee, Schobel and VanderSchaaf were present.

Commissioner Morrill was absent.

PRESENTATIONS

Good Government Audit

Executive Director Benard stated that staff completed the audit provided by the Citizens Advocacy Center. There were 60 items included in the audit prototype. Staff identified 6 that we feel needs follow up if the board concurs. One item was on email retention and another was on Closed Session review. Benard stated that the district will incur costs associated with email archiving. Commissioner Luetkehans instructed staff to not delete any emails from now on until this is resolved. Benard said he would send correspondence to all staff directing them not to delete emails. Commissioner Luetkehans stated that a policy concerning deleting emails needs to be drafted. Commissioner VanderSchaaf thought the email policy should be part of a larger records retention policy and that the board packets should be put online for the public to view. Commissioner Luetkehans said there are documents in the board packet that are exempt from FOIA that would not have to be put online. Commissioner Luetkehans said this needs to go to the Policy Review Subcommittee for review. He also thought the Subcommittee should create a policy that Closed Session Minutes get approved every January and July. Commissioner Luetkehans said he would like to see Terry Pastika from the Citizens Advocacy Center give a presentation at a board meeting in the next couple of months.

COMMUNITY INPUT

None

CONSENT AGENDA

Approval of the Disbursements totaling \$2,230,662.86 for the period beginning November 7, 2012 and ending December 4, 2012.

Commissioner Mee moved to approve the Consent Agenda as presented. Commissioner Luetkehans seconded. No discussion. Motion passed by voice vote.

UNFINISHED BUSINESS

1. Community Center Cooling Tower Rehab Bids

Commissioner Mee moved to reject the bids for refurbishing the tower and proceed with developing plans and specifications to bid replacement of the tower. Seconded by Commissioner Fieweger. Motion passed by voice vote.

President Kelly stated that they brought in the mechanical engineering company that did the design for the Hubble project for their opinion. The Buildings and Grounds Subcommittee recommended rejecting the bids and go to bid for a new cooling tower, and get an alternate bid to refurbish the old tower.

2. Central Athletic Center Rehabilitation Project.

Commissioner Luetkehans moved to approve the change orders as presented for the Central Athletic Center Rehabilitation Project; and to give the subcommittee permission to approve change orders at \$20,000 each with a total cap of \$220,000. Seconded by Commissioner Schobel.

President Kelly stated that the outside lights won't work with the current voltage and they cannot be converted therefore, new lights will need to be purchased.

Commissioner VanderSchaaf asked if the subcommittee was asking for an additional \$80,000, President Kelly said they are looking for an additional \$100,000 on top of the \$120,000 that has already been spent, for a total of \$220,000. President Kelly invited any of the commissioners to attend a weekly construction meeting if they would like, but we would need to know ahead of time so that if there are going to be three or more commissioners there we will have to put a public notice out for the meeting.

Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Schobel, VanderSchaaf, Kelly

Nays: None

NEW BUSINESS

1. Approval to Submit an Application for a Naperville Community Development Block Grant for the Sensory Garden Playground Initiative

Commissioner Fieweger moved to approve the grant paperwork along with a letter from the Park Board supporting the submittal is presented to the City of Naperville as soon as possible. Commissioner Mee seconded.

President Kelly and Commissioner Luetkehans reiterated that the money for this project must be raised; the park district will not be paying for it. Commissioner Mee asked if the \$150,000 possible pledge was in addition to what has already been raised. Executive Director Benard said it was. Commissioner Luetkehans asked staff to take the words "amount pending" out of their report and replace it with "applied for".

Motion passed by voice vote.

2. Approval to Submit an Application for an Illinois Green Infrastructure Grant for a Permeable Paver Parking Lot at Cosley Zoo.

Commissioner Mee moved to approve applying for the grant to assist in funding replacement of the parking lot at Cosley Zoo. Commissioner Luetkehans seconded.

Commissioner VanderSchaaf asked if we were already planning on replacing this parking lot or is it just because we are getting the grant that we are doing it. Executive Director Benard stated that the pavement at Cosley Zoo parking lot was on the top of the list. This grant opportunity did not push it to the top. Commissioner VanderSchaaf thought the grant estimate range \$40,000 to \$190,000 was wide; she asked how much we thought we would probably receive if granted. Commissioner Luetkehans thought that the \$40,000 was more realistic. He said that we would be looking to do this project in the next 24 months with or without this grant.

Motion passed by voice vote.

3. Approval to Submit an Application for a DuPage Clean Water Quality Improvement Grant for a Permeable Paver Parking Lot at Cosley Zoo.

Commissioner Schobel move to approve submitting an application for a DuPage Clean Water Quality Improvement Grant for a Permeable Paver Parking Lot at Cosley Zoo. Commissioner Luetkehans seconded. No discussion. Motion passed by voice vote.

4. Arrowhead Golf Club Turf Chemical Bids

Commissioner Mee moved to approve the Bids as recommended by Staff. Commissioner Schobel seconded.

Commissioner Schobel and Commissioner Mee stated that the subcommittee had met with staff. Golf Course Superintendent Justin Kirtland commented that it benefits us if we use one vendor in some cases as we will receive a higher rebate. He also stated that he is using generics more than we used to. He is in contact with other superintendents to discuss how well these generic chemicals work. Commissioner Luetkehans explained that the approval locks in the district's price with a vendor and does not commit the district to a certain amount of purchases. Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Schobel, VanderSchaaf, Kelly

Nays: None

5. Recommendation for Action: Approval of Expenses Related to Commissioners Attending the Illinois Association of Park Districts Educational Conference and Exposition in January 2013

Commissioner Mee moved to approve expenses related to Commissioners attending the Illinois Association of Park Districts Educational Conference and Exposition in January 2013. Commissioner Fieweger seconded. Motion passed by roll call vote.

Commissioner VanderSchaaf didn't agree with Commissioner Morrill going to the conference since he just attended the National Conference in October. She also didn't agree for paying for lodging since the conference is in downtown Chicago.

Ayes: Fieweger, Mee, Schobel, Kelly

Nays: VanderSchaaf

Abstain: Luetkehans

6. Recommendation for Action: 2013 Park Board Meeting Schedule

Commissioner Mee moved to approve the 2013 Park Board Meeting Schedule as presented. Commissioner Schobel seconded. No discussion. Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Schobel, VanderSchaaf, Kelly

Nays: None

7. Recommendation for Action: Ordinance No. 2012-15 An Ordinance Making for a Combined Annual Budget and Appropriation of Funds for the Wheaton Park District, DuPage County Illinois, for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013

Commissioner Luetkehans moved to approve Ordinance No. 2012-15 An Ordinance Making for a Combined Annual Budget and Appropriation of Funds for the Wheaton Park District, DuPage County Illinois, for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013 Commissioner Mee seconded. No discussion. Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Schobel, VanderSchaaf, Kelly

Nays: None

8. Recommendation for Action: Ordinance No. 2012-16 An Ordinance Levying and Assessing the Taxes of the Wheaton Park District, DuPage County Illinois, for the Tax Year 2012

Commissioner Luetkehans moved to approve Ordinance No. 2012-16 An Ordinance Levying and Assessing the Taxes of the Wheaton Park District, DuPage County Illinois, for the Tax Year 2012. Commissioner Fieweger seconded. No discussion. Motion passed by roll call vote.

Ayes: Fieweger, Luetkehans, Mee, Schobel, VanderSchaaf, Kelly

Nays: None

9. Ordinance No. 2012-17 An Ordinance Abating the Tax Hereto Levied for the Year 2012 to Pay the Principal and Interest on \$9,000,000 Taxable General Obligation Park Bonds (Alternate Revenue Source), Series 2010, of the Wheaton Park District, DuPage County Illinois.

Commissioner Mee moved to approve Ordinance No. 2012-17 An Ordinance Abating the Tax Hereto Levied for the Year 2012 to pay the Principal and Interest on \$9,000,000 Taxable General Obligation Park Bonds (Alternate Revenue Source), Series 2010, of the Wheaton Park District, DuPage County Illinois. Commissioner Schobel seconded.

Commissioner Luetkehans asked for an explanation from staff on why we are doing this. Benard stated when an alternate revenue bond ordinance is adopted, the related property tax levy needs to be abated as the primary revenue pledge or “alternate revenue source” is in place to pay the principal and interest rather than an increased tax levy. For this bond issue, the alternate revenue source primary pledge is a portion of annual proceeds of the district’s non-referendum bond issuance which is already a part of the district’s annual tax levy. In short the abatement ordinance keeps the taxpayers from being taxed twice.

Ayes: Fieweger, Luetkehans, Mee, Schobel, VanderSchaaf, Kelly
Nays: None

REPORTS FROM STAFF

- Executive Director
Executive Director Benard stated if the board wishes we can hold a workshop on the bond proceeds. President Kelly thought it was a good idea. Benard said he could have Bond Counsel from Chapman and Speer Financial available to make a presentation and then answer questions at the workshop.
- Department Reports
Commissioner VanderSchaaf asked why the pumpkin sponsorship at the zoo went down. Director of Marketing Margie Wilhelmi stated that the main sponsor switched from the pumpkin sponsorship to the Festival of Lights sponsorship.

Commissioner Mee commended staff on an excellent golf season, as well as increased revenue at Parks Plus Fitness Center. He also thought that we have made excellent strides at the zoo. He thought we had a profitable year overall.

Commissioner Fieweger and Luetkehans commended Mary Beth, Brad and Ryan on a good report on synthetic turf.

Commissioner Luetkehans asked that staff not put the business names of the sponsors in the marketing and development reports, he would just like to see the numbers.

ADJOURNMENT

At 7:56 p.m., Commissioner Luetkehans moved to adjourn the meeting. Commissioner Fieweger seconded. Motion passed by voice vote.