



Wheaton Park District

MEETING NOTICE & AGENDA – BUILDINGS, GROUNDS AND FINANCE SUBCOMMITTEE MEETING MINUTES

Wheaton Park District Board of Commissioners

Wednesday January 8, 2020 5:00 p.m. DuPage County Historical Museum
102 E. Wesley Street, Wheaton, IL 60187

CALL TO ORDER –

President Mee called the meeting to order at 5:00 p.m. Commissioner Fahey, Commissioner Frey, Commissioner Hodgkinson, Commissioner Kelly, Commissioner Morrill and Commissioner Vires were present

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks and Planning Sperl, Superintendent of Planning Hinchee, Finance Director Trainor, Director of Special Facilities Bendy

Buildings and Grounds Discussion Items:

1. Memorial Park Renovation Project – Review of Change Orders
Commissioner Kelly stated that all the change orders increased the project by \$60,000; however, he thinks we are through the worst part of the project and shouldn't see that many more big change orders come in. Kelly stated that the change order log he provided the rest of the board will be updated monthly. The board members present were agreeable with this being on the January agenda.
2. Memorial Park Renovation Project – Review Bid Results for Band Shell Seating
Superintendent of Planning Hinchee stated that staff received sample seating and then went out to bid on the seating that the district was interested in. Staff received 3 bids total, one was an email bid, so it was not compliant with the bidding specifications and disqualified. The bid from Smart Stage are not removeable as required by the bid therefore the bid from Titan Carter Platform Systems is considered the low bid and is the preferred product selected by staff. The board members present were agreeable with this being on the January agenda.
3. Williams Associates request for additional site design services.
Commissioner Kelly stated that we were running out of the original site visits that were in the contract. He thinks we will need one a week until the end of the project which would equal twenty to twenty-five visits. Williams charges \$750 a day for these visits. Kelly thinks Gary from Williams does a good job of catching small things that could cause us problems down the road. Having these site visits will keep the project on track.

Commissioner Kelly also talked about the additional charges due to Kimley Horn additional site design services including the bench and Memorial Plan and the Lions Club Terrace signage and wall revisions. The total charges for all of this is a not to exceed amount of \$4,700. The board members present were agreeable with this being on the January agenda.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.665.4710; fax number 630.665.5880.

4. Memorial Park Renovation Project – Summary of Pending Items (Fencing, Security Cameras, WiFi & AV)

Director of Parks and Planning Sperl asked if staff has a hard time maintaining the turf around the bandshell after big events would the board like to consider doing synthetic turf around that area. It would cost approximately \$100,000 for the turf. After some discussion Executive Director Benard suggested putting in an irrigation system instead which would be more cost effective and would help the turf recover faster. Sperl will provide the board with a report on how much an irrigation system would cost.

Sperl stated that AIE gave us a quote on the IT/Wi-Fi for approximately \$15,000. Staff will receive other competitive quotes once the board decides which features they would like quoted. \$4,000 of that quote was for public wi-fi. Most board members were not in favor of public wi-fi, but it was suggested to just include public wi-fi as an alternate to see how much the figures would come back with during the competitive bidding. Commissioner Hodkinson thought it was better to include it as an alternate than to take the chance of paying a lot more for it later should the board decide to do it.

Sperl stated that We are in our third year of a three-year contract with Imperial. Their quote for security came back at \$21,663 with a monthly monitoring fee of \$51.99. Should we hire with them for this if they are the low bidder the monthly fee would be negotiated. Commissioner Kelly would like to know if we should be adding indoor motion detectors. Sperl will find out and report back to the board.

Sperl stated we are looking at purchasing approximately 400 linear feet of fencing around Memorial Park during special events. This fencing would also be used at the ice rinks in the winter to keep people off the ice when they shouldn't be on there. The board members present were agreeable with this being on the January agenda.

5. Briarpatch Backstop Replacement – Review Bid Results

Superintendent of Planning Hinchee stated that there are four ballfields that are thirty years old at this park. The district has replaced backstops at other parks throughout the district and Briarpatch was next. The board members present were agreeable with this being on the January agenda.

6. Arrowhead Chemical Storage Building – Review Bid Results

Director of Special Facilities Bendy stated that the Warrenville Fire Department required that we install a sprinkler system to the building which increased the cost another \$54,000. Staff took out the fencing to try to stay in budget after this unexpected cost, but the project is still \$24,000 over budget. Commissioner Kelly had some concerns about the designs. He thinks the building is over designed. He didn't think the overhang outside was necessary and the ceiling inside. He would like to meet with the architect and staff to reevaluate this design. The board members present were agreeable with keeping this on the January agenda. It can be tabled if it's not rectified before the meeting.

7. Berg Engineering HVAC reports for Mary Lubko Center and 855 Prairie

Staff only has this report for the Lubko Center currently. Berg is recommending direct replacements for the Lubko Center.

8. Toohey Park Building Furnace Replacement – Review of Quotes
The board members present were agreeable with this being on the January agenda.
9. Review of Capital Projects 2020 Schedule
Sperl stated if the board has any questions about the schedule to contact him
10. Summary of Ice Maintenance Costs
Sperl provided a summary of the ice maintenance costs to the district per the boards direction. The board stated that although the maintenance costs were high they were appreciative of the service that it provides to the community. Sperl stated that we have residents skating out there now when no one else has rinks because of the warmer weather.

Finance & Administration Discussion Items

- Board General Practices Manual – Review of Possible Amendments related to the Workplace Transparency Act
Benard stated that we have until February to pass this to be compliant with the State of Illinois. Because we don't have commissioners referenced in our personnel policy manual we added it to the Board General Practices Manual. Legal Counsel has reviewed the Board General Practices manual and approved it. He also created an ordinance to be passed at the January regular meeting. The board members present were agreeable with this being on the January agenda.

BOARD MEMBER COMMENTS

Executive Director Benard stated that staff will be submitting a PARC grant for the Community Center Interior Project. Its' a 75% match and equals approximately \$2,500,000. The specifications for the grant are that the project be close to "shovel ready" and that the district have the funds to begin the project soon. The board will have to pass a resolution at the regular meeting that says the district has the funds to complete this project. The board members present were agreeable with this being on the January agenda.

ADJOURNMENT

The meeting was adjourned without objection at 6:15 p.m.

A handwritten signature in black ink, appearing to be 'Michael Benard', written in a cursive style.