



Wheaton Park District

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

Wheaton Park District Board of Commissioners

Wednesday January 9, 2019 5:00 p.m. DuPage County Historical Museum
102 E. Wesley St., Wheaton, Illinois

CALL TO ORDER –

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

Commissioner Hodgkinson arrived at 5:15 p.m.
Commissioner Mee was absent

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, Director of Athletics Cleary

Sperl and Hinchee left the meeting at 6:20 p.m.

Buildings and Grounds

Discussion of Possible Future Action Items

- Triangle and Briar Knoll Playground Surface Material Purchase
Executive Director Benard stated that we are very happy with this replacement product. These are the last two parks that still have the Smarte Surfaces that we have been replacing after approximately ten years. All commissioners present were agreeable with this being on the agenda.
- DuPage Water Quality Grant Program – Memorial Park Project Application
Benard stated that we have been awarded this grant in the past. All board members present were agreeable to staff moving forward with this application.
- Memorial Park Project – Construction Delivery Method
Commissioner Kelly stated that he and Executive Director Benard met with legal counsel Phil Luetkehans regarding this. They discussed two ways of doing this; either by competitive bid through a construction manager or our traditional lump sum general contractor project. If go through a lump sum general contractor bid, we want to make sure that we get a good contractor. Luetkehans is looking into how we can do a pre-qualified process. Kelly stated that good contractors typically have good subcontractors. The downside to this is we could get a contractor we don't want. Commissioner Fahey

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asked Sperl to send him the qualifications for prequalifying. Kelly stated that this item will be brought back at the February subcommittee meeting.

- Proposed Amendment to IGA for Lease of Danada South Park from Forest Preserve District

Benard stated that the Science of Spirituality would like to develop a partnership with the park district to hold Veggie Fest in August of 2019 or 2020 at the Danada South Park area. Benard stated that we have already developed a friendship with them and they have donated to the Play For All Foundation. Benard believes that having Veggie Fest at this location will give the Sensory Garden good exposure. Commissioner Fahey asked if we would be charging them to use the location. Benard stated we would be. Benard has already met with the Executive Director and President of the Forest Preserve District and they are in favor of this but it would still need to go before their full board for approval. All board members present were agreeable with Benard pursuing this further.

- Solar Energy Proposal – Trane

Sperl stated that the last time we did this at the community center, the grant paid for 60% of it. We participated in solar at that time more as an educational tool for the public, than as a money saving option. Trane recently approached Sperl with the proposal to lease our roof space and they will work with others to collect all eligible incentives. We would get a discounted rate for power generated off of it. They estimate a \$400,000 savings over 20 years. Vernon Hills and West Chicago have both done this so Sperl wants to get their opinion on it. Commissioner Kelly stated that if photovoltaic technology improves during the 20 years then we are locked into only \$20,000 a year. Kelly asked Sperl to look into if there is an expert on this to help him with a grant. Benard asked Sperl to look into if we can be our own “Trane”. Sperl asked the board if they were interested in him collecting more information on this. All board members present were agreeable with Sperl pursuing this further.

Change Orders

- Alarm and Surveillance Project – Tenant Side 855 Prairie Ave

Benard stated that our tenant at 855 Prairie requested we put aspects of the new system on his side of the building as long as we were doing our side. Commissioner Kelly asked staff to find out if the tenant is expecting us to pay for it or if he was just asking for a quote on it. Hinchee identified that the decision to accept the change order is separate from whether we receive a reimbursement from the tenant. After some discussion all board members present were agreeable with this change order being on the agenda for approval.

Bids Quotes Proposals

- Chiller Purchase and Installation – Bid Results

Commissioner Kelly stated that he and Sperl met with the lowest bidder and the Trane Representative. Due to the amount of time it will take for the chiller to be delivered and installed we need to order it tomorrow. The board members present were agreeable to a letter being drafted under Benard’s signature to authorize the chiller to be ordered. Sperl

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and Kelly stated we were pleased with the bid results and the meeting held with the low bidder so they have no concerns with this. Kelly stated that the recommendation includes the chiller and both sets of pumps. Staff will ask for a 10% contingency in their statement at the February meeting. All board members present were agreeable to Benard drafting this letter for purchase under the emergency policy.

- **Native Landscape Contracts – Bid Results**
Benard stated that staff pulled two sites out of this project. The remaining part will appear on the agenda for approval. All board members present were agreeable to this being on the agenda for approval.
- **Central Athletic Center Lobby and Restrooms – Bid Results**
Hinchee stated that we received 12 bidders this time. He is recommending alternates number 3, 5 & 6. Alternates 1 and 4 are more of when we get into the work and have to do them. Kelly recommended that we ask for them to hold the price on alternate 1 for 60 days in the contract so it can be added if necessary and he recommends a 10% contingency during approval. Kelly also thought that we should not take alternate 4 at the \$21,000 price since other bidders had a much lower price for this. Kelly suggested that staff have Larry Kmiecik do a scope review with them before approval.
- **Central Athletic Complex Baseline Safety Netting – Proposal & Quote**
No discussion. All board members present were agreeable with staff obtaining bids for this work.

Finance & Administration

Bids Quotes Proposals

- **Proposal from Profitable Food Facilities Worldwide – Arrowhead Golf Club**
Benard stated that he and Bendy were not successful in getting the price reduced for this but they did get a food truck analysis added at no extra cost. Commissioner Hodgkinson asked if this information would be applicable to other concessions throughout the district. Benard stated it would. Commissioner Fahey was in favor of doing a survey to our residents first before spending money on this. Commissioner Frey agreed with Fahey. Commissioner Hodgkinson thought a survey is always a good idea but a customer can't give us ideas on how to improve internal operations. Fahey talked to Carol Stream, Glenview and Pelican who were listed as references for PFF. They all had good things to say about them. They also said that the report was not as detailed as they thought it would be. Commissioner Kelly was in favor of hiring them now and didn't think we should waste any more time with sales being down. He stated that we had this problem when Arrowhead first opened and we hired a consultant then to help us. We have been doing the same thing all these years and he believes we need to get it looked at again. Commissioner Vires and Hodgkinson agreed with Kelly. Bendy stated that staff reviews the numbers daily. Weddings are down approximately \$200,000 because couples are looking for different types of venues to have their weddings at. The outdoor patio lost \$100,000 because of the rain. Golf revenue is flat because cart fees increased. The

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number of golfers was down for the year. Benard stated that he is in favor of hiring this company because they will bring the aggregate of all past projects to the table. He thinks we need a third party opinion. Benard stated that Bendy has done a great job addressing cost containment and revenue enhancement with his senior staff but would like to provide them with additional tools and input. There was further discussion about gathering survey data and engaging the public about their feelings about Arrowhead and other District facilities and programs. All board members present were agreeable to this being on the agenda for approval.

- WDSRA Budget
No discussion.
- Military and Veterans Program and Facility Benefits
No discussion. All board members present were agreeable to this being on the agenda for approval.
- IMRF Resolution for Health Insurance
No discussion. All board members present were agreeable to this being on the agenda for approval.

BOARD MEMBER COMMENTS

- Flex 125 Plan Amendment Resolution
Benard stated that this only impacts 2018 due to an employee needing to get money out of an account that was held by an employee that passed away. Commissioner Hodgkinson recommended that Benard have HR Director Hirshberg look into clarifying this in our plan document for the future.
- Central Athletic Complex Ice Rinks Special Event Alcohol Sales
No discussion. All board members present were agreeable to this being on the agenda for approval.
- Fireworks Display
No discussion. All board members present were agreeable to this being on the agenda for approval.

ADJOURNMENT

The meeting was adjourned without objection at 6:44 p.m.

