



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday February 9, 2022 5:00 p.m.
DuPage County Historical Museum
Wheaton, IL 60187**

CALL TO ORDER –

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

Commissioner Barrett was absent.

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks & Planning Sperl, Superintendent of Parks and Planning Hinchee, Director of Special Facilities Bandy. Director of Marketing Wilhelmi, Finance Director Simpson, Human Resource Manager Jay.

Guests: Cosley Foundation Board Members Matt Szafranski, Susan Varcek, Larry Kmiecik, Zoo Director Wahlgren, Campaign Manager Cathy Mousseau

Finance and Administration

1. Personnel Policy Manual – Review of Proposed Amendments
Executive Director Benard stated that Human Resource Manager Jay did a nice job of outlining the changes to the policy. Commissioner Mee agreed with Benard. Commissioner Kelly asked Jay if HR Source was an outside source. Jay stated that they are, that we use them for consulting on employment human resource matters. The district has used them for quite some time now. This item will appear on the February 16 regular meeting agenda for approval.
2. Information Technology – Review of Recommendation to Engage Inteliquent for VOIP Telephone Services
Benard stated that we will save some money with this agreement and gain the flexibility to reduce handset counts with a related reduction in cost for phone service. This item will appear on the February 16 regular meeting agenda for approval.

3. Information Technology – Review of Recommendation to Engage Peerless Network Inc. for Secondary Internet Services
Benard stated that there will be a small increase of \$6.00 a month for this three-year contract. This item will appear on the February 16 regular meeting agenda for approval.
4. Training and Performance Consulting – Review of Services Proposal from the Corporate Learning Institute
Benard stated that the park district has benefited from partnering with CLI in the past. We took a break from these services 2020-2021 due to pandemic related expense cuts. Commissioner Morrill asked if we have a plan for what we want to do with them yet. Benard stated that along with providing training and coaching, CLI will assist the leadership team in creating work plans that will lead towards a renewed strategic planning cycle. The intent for 2022 is to focus on facilitating a team building/morale revitalization plan for staff to combat the fatigue of the last two pandemic years. This item will appear on the February 16 regular meeting agenda for approval.
5. Rice and Northside Pools – Review of Recommended Season Opening Date
Benard stated that historically, the pools have opened Memorial Day Weekend. We delayed the opening of the pools last year by two weeks due to the pandemic related gathering limitations which were lifted on June 11. This year we are recommending opening on June 4th which is one week later than Memorial Day Weekend to alleviate staffing stressors expected by high school year end activities including graduation. Commissioner Morrill stated that he is in favor of opening a week later, he always thought that the pools should open and close according to the school districts schedule. No board action will be required on February 16.
6. Memorial Park – Review of 2021 Events and 2022 Preview
Benard stated reviewed recap of the 2021 season. We hosted approximately 14,000 people in 2021 during Memorial Park Events. The report also contained a preview of 2022 programming. Staff intends to use the online service to sell \$10.00 tickets again this year. We had 11 complaints last year about the ticket fee and 13 comments in the survey about the tickets fee. Staff feels that by charging the \$10.00 fee we can better manage the capacity of the park. We have learned that 1,200 people in the park is the best for the people attending the concerts and the neighbors surrounding the park. We will not charge a fee for Cream of Wheaton attendance and are adding two free Monday night concerts. This schedule has been cross checked with the Downtown Wheaton Association and the Wheaton Chamber of Commerce so that there is no overlap of events. No board action will be required on February 16. The City of Wheaton will receive this report for their February 28th meeting at which they will review 2021 Memorial Park Activities per the special use ordinance related to the renovation and operations Memorial Park.

7. Memorial Park – Review of Recommendation for Approval of Beer and Wine Sales during 2022 Events
Benard stated that our Park Use Ordinance requires that we receive board approval for liquor sales for events. This item will appear on the February 16 regular meeting agenda for approval.

Buildings and Grounds

1. Community Center Parking Lot Reconstruction Project – Review of Quotes for Surveying and Design Update from Wight Engineering
Benard stated this will likely be a 2023 project but in order to complete specifications, a complete site survey will need to be conducted. We will soften speeding and vehicle count past the Community Center entrance by forcing people to make a left of a right turn as they enter off of east loop road via a redesign. Commissioner Kelly asked if Wight’s survey will be a boundary survey or a topography. Hinchee stated topography. Commissioner Pecharich asked if losing 37 parking spaces is a big deal. Sperl said it wasn’t, that that lot isn’t ever filled since we have the overflow lot by Rice Pool. Commissioner Kelly stated that it was more important to do this project to make it safer walk into the building. This item will appear on the February 16 regular meeting agenda for approval.
2. Equipment Purchase for Athletic Department – Review of Quotes for Soccer Goals
Benard stated that the old soccer goals will either be disposed of or sold. This item will appear on the February 16 regular meeting agenda for approval.
3. Equipment Purchase for Parks Department – Review of Sole Source Purchase of one ABI Force Infield Groomer through Traqnology.
Sperl stated that we have been moving from using the Sand Pro to the ABI Force Infield Groomer since 2017. The Sand Pro was really intended for golf courses, so it doesn’t have the ability that the ABI Force Infield does. This machine can drag and regrade the fields, it does the work of a couple different machines. This item will appear on the February 16 regular meeting agenda for approval.
4. Equipment Purchase for Parks Department – Review of Quotes for the Purchase of one Brite Striper #7000 Airless Riding Striper
Benard stated this is a labor-saving device and it will reduce the effort and number of staff needed to complete athletic field striping. Commissioner Kelly stated he would like to see the estimate of labor cost savings. Sperl said he would provide the board with this information. This item will appear on the February 16 regular meeting agenda for approval.
5. Equipment Purchase for Parks Department and Arrowhead Golf Club – Review of the Quotes for one Steel Green SG52 Tank Chemical Sprayer
Sperl stated we are looking to increase our equipment capabilities for spraying. This new equipment has separate tanks, so staff can switch from one job to another

without having to stop to clean the tank before starting a new job. Commissioner Pecharich asked if we sell our old equipment. Sperl stated it depends on the condition of the equipment, he said that some of the equipment they are seeking to purchase are brand new pieces and not replacing anything. This item will appear on the February 16 regular meeting agenda for approval.

6. Native Area Management Services for Various Parks – Review of Bid Results and Recommendation

Sperl stated that staff is satisfied with Bedrock, we have used them for the last six years without significant price increases. They are also located in Wheaton. This item will appear on the February 16 regular meeting agenda for approval.

7. Rice Pool Concession Deck Seating – Review of Bid Results and Recommendation

Benard stated that we are seeking to reject the bids and use two separate vendors for the tables and umbrellas. This project was suspended due to the pandemic and prices have gone up significantly in the last few years. This item will appear on the February 16 regular meeting agenda for approval.

8. Arrowhead Golf Club Shoreline Stabilization Project West #4 & #8 – Review of Bid Results and Recommendation

Commissioner Kelly looked at the bid documents and there was some confusion on the unit cost part of the bid. The low bidder made a mistake in bidding and requested their bid be withdrawn. Kelly was concerned that the second lowest bid considered the asphalt unit cost as an extra cost. President Frey said that he thought those two paths are dangerous the way they are. Director of Special Facilities Bendy stated that staff made temporary repairs until the project can be completed. Kelly asked Sperl to ask Park Planner Morrow to verify that the cart paths are getting replaced as part of the project scope. This item will appear on the February 16 regular meeting agenda for approval.

9. Arrowhead Maintenance Facility Roof Coating System – Review of Bid Results and Recommendation

Benard stated we had only one bidder on this project. President Frey asked if we've used them before. Sperl stated they were a sub-contractor for work at the Community Center. Staff was pleased with them. This item will appear on the February 16 regular meeting agenda for approval.

10. Central Athletic Complex – Review Recommendation for Termination of Cleaning Contract with Crystal Maintenance

Benard stated we are pleased with the work that Crystal Maintenance does, but we can manage it internally at a lower cost. Commissioner Kelly said he would like for us to give them a few weeks' notice. Sperl stated that was staff's intention to give them until the end of the month. This item will appear on the February 16 regular meeting agenda for approval.

11. Cosley Zoo Taylor Barn, Kiebler Barn and Aviary Building Siding Projects – Review Bid Results and Recommendation

Benard stated that staff is looking for approval on the bids for all the projects except for the Taylor Barn. Staff is concerned about the condition of the barn and prefers to demolish it and replace it with open air shelter and smaller utility sheds for programs and maintenance operations. This item will appear on the February 16 regular meeting agenda for approval.

12. City of Wheaton Requests for Temporary and Permanent Easements along Gary Avenue – Review of Professional Services Proposal from Day and Roberts for Development of Easement Agreement

Benard stated that the city will reimburse us for this cost. All board members present were agreeable to this being on the February 16 regular meeting agenda for approval.

13. Cosley Zoo Parking Lot Construction Project – Review of Project Schedule and Funding Sources

Benard provided information about the project and the fundraising efforts that the Cosley Foundation has achieved. The foundation will have \$1,500,000 at the end of 2022. Benard is seeking consensus on four items that will facilitate the continuation of positive momentum for completing the project they are as follows:

#1 Park Board agreement to match the dollars raised by Cosley Foundation for the parking project at the time construction is certain to occur.

#2 Park Board agreement to support the solicitation of state and federal grants for this project by park district staff and the Cosley Foundation. The Park Board commitment to match the funds raised by the Cosley Foundation will represent the local or project sponsor contribution to the project. We have experienced that articulated contributions from both the project sponsor (the park district) and other community support sources (the foundation) often lead to successful grant applications.

#3 Park Board to support advocacy to the City of Wheaton for completion of the Gary Avenue improvement project as a priority regardless of the DuPage Mayors and Managers grant award (ideally in 2023 or 2024 as their initial outlined)

#4 Park Board to support staff having a study completed on adding a temporary traffic light near the Cosley Staff parking lot entrance if we finish the parking lot before the Gary Avenue widening project is complete. This study would be presented to the city for approval.

Benard stated he is not looking for formal action at the February 16 Board Meeting, just a consensus on these four items. Commissioner Kelly stated that getting the temporary light approved by the city is the first and most important thing that needs to be done. Benard stated that it may be in the park district and the Cosley Foundation best interest to pay for the temporary light up front if it's approved because it will cost \$200,000 in cost escalations per year for this light. Commissioner Vires asked if there was a place holder in capital expenditures for this. Benard stated that it would be included as part of the 2023 capital budget proposal and included in the long-term

capital asset replacement list to illustrate this expenditures impact on our fund balance reserves for capital projects. Vires asked to see an updated document reflecting this project addition. Commissioner Mee stated he thought that the park district should support the foundation in this effort. Commissioner Kelly agreed and stated that it was the right thing to do since Cosley Zoo is one of our facilities. Commissioner Morrill stated that the Cosley Foundation wanted to know that the park board was behind them, he was happy to support the financial match and the other three items staff is seeking. Past Cosley Foundation President Susan Varcak stated she was appreciative to the board and that it is good for their donors and future grantors to see that the park district is supportive of them. It sets them up for success. Foundation Board Member Larry Kmiecik thanked the board and appreciated them backing the foundation up. All the board members present were supportive.

ADJOURNMENT

At 6:11 p.m. Commissioner Mee moved to adjourn the meeting. Seconded by Commissioner Vires. Motion carried by voice vote.

A handwritten signature in black ink, appearing to be the name 'Mee', written in a cursive style.