



Wheaton Park District

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

Wheaton Park District Board of Commissioners

Wednesday February 12, 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 Kelly, Commissioner Morrill and Commissioner Vires were present

Commissioner Hodgkinson arrived at 5:03 p.m.

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

Buildings and Grounds Discussion Items:

- Rotary Park – Review Com-Ed Easement for Power to Fountain
Executive Director Benard stated that legal counsel was asked to negotiate a utility easement with the new owner of the Mariano's property to facilitate power to the fountain. The owner is asking \$9,224 for the easement which has been deemed reasonable by appraisers on our behalf. The next step is for our legal counsel to draw up the related documents for execution by both parties. Then Com-Ed can design the installation of the lines to the fountain. The final installation of power to the fountain is estimated to cost \$15,000. The Board agreed to the course of action outlined to complete the Rotary Park improvement project.
- Arrowhead Golf Club Chemical Storage Building Project – Review Bid Results
Commissioner Kelly stated that he and Staff worked with the architect to simplify some of the design elements that caused the project bids to come in over budget. These design simplifications were then given to the apparent low bidder who provided cost adjustments that will reduce the cost by \$96,000. Kelly recommended that the board approve a contract with the low bidder with a not to exceed amount so additional cost saving measures can be worked out under contract. All the board members present agreed with this course of action and thanked Kelly and Staff for their work.
- Arrowhead Golf Club Dishwasher Replacement Project – Review of Change Order No. 1 for \$1,317 for the installation and testing of RPZ valves.
Benard stated the additional cost was approved by him during construction to avoid business interruption and required Board approval to close the project out. The Change order will be approved at the next board meeting.

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.

- Memorial Park Renovation Project – Review of Change Orders
Commissioner Kelly reviewed the master list of change orders approved to date as well as the items in change order No. 5 which will need to be approved at the next board meeting. Kelly stated that including change order No. 5, we are at about 2% of the cost of the initial contract and ideally the needed changes will not exceed 5% of the contract amount by project end. Change order No. 5 was recommended for approval at the next board meeting. All the board members present agreed with this course of action.

Kelly also reported that the architects has just released specifications to seek quote proposals for the audio-visual needs for the bandshell on behalf of the park district. Audio-visual related expenses are outside of the construction contract with FQC. Kelly reported that there will be additional costs for related conduit that he recommends be used as opposed to installing open air wiring. All the board members present agreed with this course of action.

- Memorial Park Renovation Project – Review Quotes for Security System
Staff reviewed the quotes for the burglar alarm installation and monitoring and security cameras installation and monitoring. The quote is from the district's current vendor for security systems and monitoring. The purchase was recommended for approval at the next board meeting. All the board members present agreed with this course of action.
- Memorial Park Renovation Project – Review of Options for Fencing
Benard stated fencing is required at memorial park during the special events at which alcohol is sold. Original plans for the park renovation included the installation of permanent ornamental fencing around the entire park rather than using temporary and less visually less appealing chain link or orange plastic fencing during these activities. However, through the focus group meetings held with neighbors and user-groups during the design process, we learned that permanent ornamental fencing around the entire park was not desired by the residents living near the park. Staff has provided options for purchasing sturdy and visually appealing fencing that can be set up and taken down as events and activities dictate for approximately \$16,000. It was noted that some permanent fencing will be installed along portions of Wheaton Avenue and Karlskoga Avenue as part of the renovation project.

Staff suggested that the removable fencing could remain in place during the event months of June July and August. Board members stated that they didn't like the idea of the fence staying up throughout the summer and would prefer that it come down after each event. Staff will provide the board with a schedule and cost estimates for doing do. This item will be reviewed further at the March Subcommittee Meeting.

- Memorial Park Renovation Project – Review of Options for Turf Management
Benard stated that staff solicited one quote for an irrigation system to use an estimate for discussion purposes. The quote came in at \$55,000 for the full park and \$21,000 for just the area around the bandshell. Benard is recommending irrigation for the entire park.

All the board members present agreed that staff should formally solicit competitive quotes for the full park and present them to the board for review and possible approval.

- **Memorial Park Renovation Project – Communication from Municipal Band Representatives Regarding Naming**
Benard shared correspondence from the Municipal Band regarding the naming of the bandshell. Benard reviewed the history of the original bandshell's naming by the park board in 2007 for the Band's first director, Art Sweet. The board discussed the Municipal Band's proposal that the new bandshell not be named and the Art Sweet naming of the original bandshell be formally memorialized in Memorial Park as an alternative. The Municipal Band stated in their letter that they will be in attendance at the next board meeting to formally present their proposal and respond to questions from the park board.

Finance & Administration Discussion Items

- **Review Correspondence from City of Wheaton regarding Memorial Park Special Use Permit Amendment**
Benard reviewed correspondence from Mike Dzugan, City Manager concerning our special use permit for Memorial Park which was approved last May. The city is requiring an amendment to the special use permit we were granted last May in order for us to sell alcohol at our summer concert series. This amendment requires the opening of another public hearing on the subject of the special use permit for our operation of Memorial Park. Apparently, there are members of the city council that do not believe it was clearly articulated at the last public hearing that we would be selling alcohol at the concerts. The approved special use permit does spell out that alcohol sales will be governed by the special event liquor license provisions in the city code, however, the City has determined that they will not consider our concerts "special events" regardless of the fact that the city code actually refers to a "concert" as a special event. The city is insistent upon opening another public hearing on the matter of our use of Memorial Park. The Hearing is tentatively scheduled for March 16.
- **Review of Information Technology Quote Solicitation Process**
Benard reviewed two technology related expenses to undertake that involve the purchase of hardware, software and related installation labor costs:
 - Wireless access and point of sale technology for Memorial Park Quote from AIE \$11,089.75 (plus \$110 monthly going forward).
 - Replacement of two aging virtual host servers with one Quote from AIE enclosed \$21,415 (plus \$540 if we choose after hours install)Benard stated that he has negotiated with AIE, our IT managed services provider, for zero mark-up pricing on hardware and software for projects they complete for us this year. State law exempts technology related purchases from competitive pricing. He stated further that he having our existing managed services provider install and configure new hardware and software makes sense from both security and cost savings standpoints. Benard recommended proceeding with approving the proposals from AIE without seeking competitive price quotes from outside vendors.

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.


Commissioner Fahey stated that he thinks that AIE does a good job but thought we should look at other quotes from different firms. Commissioner Kelly agreed with Benard that the labor cost from other companies would likely be higher due to the unfamiliarity with our systems. He did recommend that staff require AIE to provide the invoices on the equipment and software to verify there was no mark-up. The rest of the board agreed that it was best to stay with AIE through the rest of the year for these types of expenses. The purchases were recommended for approval at the next board meeting.

- Seven Gables Park – Request of park use by a Resident for the temporary installation of a Vietnam War Memorial Replica and Flags for related ceremonies during the week of the Fourth of July.

Benard reviewed this request with the Board. After some discussion, Benard was asked to follow up with the Resident on issues related to site layout, possible turf damage and parking needs. Benard will report back to the board.

ADJOURNMENT

At 6:30 p.m. Commissioner Kelly moved to adjourn the meeting. Seconded by Commissioner Fahey. Motion carried by voice vote.

A handwritten signature in black ink, appearing to be 'M. Benard', written over a horizontal line.