



# Wheaton Park District

**Wheaton Park District Board of Commissioners  
BUILDINGS, GROUNDS AND FINANCE  
SUBCOMMITTEE MEETING MINUTES  
Wednesday March 1, 2023, 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., Commissioner Barrett, Commissioner Kelly, Commissioner Mee, Commissioner Morrill, Commissioner Pecharich and Commissioner Vires were present.

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

Guest Present: Paul Rosenfeld & Peter Baroni from Government Navigations Group

**Finance and Administration**

1. **Government Relations Services** – Review of Agreement with Government Navigation Group / Leinenweber Baroni Consulting for Legislative and Administrative Advocacy

Peter Baroni and Paul Rosenfeld from Government Navigation group were present. Executive Director Benard provided a summary and history of the services provided by Government Navigation Group. Their primary work on behalf of the park district involves grant identification and advocacy with legislators, staff and grant administrators in Springfield. The park district has had a very successful grant award record with Government Navigation Group as its partner and consultant. Peter Baroni stated that he appreciated the long-term relationship with the district and the consideration of its continuation. They will continue to work on grant opportunities for park district projects with a focus on the release of the 2019 capital bill project dollars allocated to the park district as well as monitoring and following up on current park district grant applications under review and not yet awarded. Paul Rosenfeld said that the Wheaton Park District does a great job writing grants and we have never lost a grant due to an error or oversight on staff's part. Commissioner Vires noted the successful history grant awards through our partnership. Government Navigation Group has assisted the park district in bringing home 6.8 million in grants since 2009. The Board will take action on the contract renewal on March 15.

2. **Financial Software Upgrades** – Review of Proposal and Professional Services Agreements from Springbrook and Affiliates for Cloud Migration

Benard reviewed the need to migrate our finance software systems to the cloud due to the older version of software and related support for our onsite file server is nearing end of life. Cloud based services are more secure and create flexibility for the end user. Commissioner Kelly asked how many additional park district software applications are still using an onsite file server. Benard stated that staff will provide an inventory of what software applications still utilize an onsite server. The Board will act on the agreements on March 15.

3. **Recreation and Athletic Department Contractual Program Services** – Review of 2023 Athletic and Recreation Program Services Independent Contractor Agreements Resulting in Expenditures over \$19,999

Benard reported that while these types of contractual services are not subject to competitive bidding, the park district's finance policies require board approval for expenditures over \$19,999. To facilitate an efficient review and approval, staff provides an annual comprehensive listing of independent contractor agreements that the Recreation and Athletic departments plan to engage for program services with expected costs over \$19,999 annually. Commissioner Kelly asked if there was a conflict of interest related to an independent contractor listed who also happens to be a seasonal employee. Benard will investigate it. Commissioner Pecharich asked how staff determines who makes it to the list. Benard stated that staff uses prior year's program participation and related revenue generation as a guide. The Board will act on the Independent Contractor list and Projected Expenditures on March 15.

#### **Buildings and Grounds**

1. **Resolution 2023-0X** – Review of the Terms of an Intergovernmental Agreement Between the County of DuPage and the Wheaton Park District for the DuPage County Historical Museum Repair Project

Benard reported that the agreement identifies and manages each agency's role in the execution of the grant award related project as well as the flow of money. The Board will act on the Intergovernmental Agreement on March 15.

2. **Kelly Park Asphalt Replacement Project** – Review of Bid Results and Recommendation

There were no questions on this project. The Board will act on the Recommended Bid Award on March 15.

3. **Community Center / Rice Pool Filter Room Roof and Wall Repair Project** – Review of Bid Results and Recommendation

Commissioner Kelly clarified that the recommendation is for the base bid and alternate 1 & 2. He asked if the engineer reviewed the bid results and project scope with the low bidder. Hinchee said they reviewed the work sheet, but he will ask them to do a scope review. The Board will act on the Recommended Bid Award on March 15.

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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. **Capital Project Grant Applications** – Review of Target Projects for Potential Grant Funding

Benard summarized the target grant opportunities and identified projects and verified that those present agreed that staff should complete applications as presented.

5. **Briar Patch Park Grant Funded Improvements** – Review of Recommended Revisions to Park Improvement Plan

Benard reviewed the proposed change to the project scope to construct 6 pickleball courts and 3 tennis courts. The Board agreed with the proposed change to the project scope.

6. **Pickleball Courts Construction Project** – Review of Potential Locations for New Pickleball Courts

Benard stated that we have budgeted to construct up to six new courts and reviewed the various location options throughout the district. After some discussion it was decided that Northside Park was the best location.

7. **Parks Department Vehicle and Equipment Purchases** – Review of Purchase Plan and Quotes

Benard reported that typically the district uses the statewide cooperative purchasing program to source certain vehicles. Supply chain challenges have made it necessary to consider alternatives to cooperative purchasing contracts or direct bidding as we are getting behind on our vehicle replacement program. It is recommended that the Board provide authorization for staff to purchase vehicles that are currently available within 5% of the cost of current state cooperative purchasing program price. Commissioner Kelly verified that staff would seek at least 3 competitive quotes. Benard stated that he would follow up with legal counsel concerning the legally appropriate board action required to achieve this goal.

8. **Seven Gables Park Tennis Courts Resurfacing Project** – Review of Bid Results and Recommendation

Commissioner Pecharich asked why staff thought we only received two bids when 42 companies were invited to bid. Hinchee stated that many complete the asphalt end of the project only and chose to not bid using a sub for color coating. The low bidder was within budget and has previously successfully completed projects with the district. The Board will act on the Recommended Bid Award on March 15.

9. **Rice Pool Water Slide Resurfacing Project** – Review of Quotes

No discussion. The Board will act on the Recommended Quote on March 15.

10. **Memorial Park Bandshell** – Review of License Agreement with the City of Wheaton for Access and Use by the Wheaton Municipal Band

Benard reported that we increased our hourly rates for direct staff expenses we incur supporting municipal band performances. The Board will act on the agreement on March 15.

Commissioner Mee left at 6:00 p.m.

11. **Memorial Park Bandshell** – Review of 2022 Events and Entertainment Report

Benard stated reviewed the report and commented on the 2023 entertainment and special event lineup. New this year will be that one of the concerts will include an original artist as opposed to a cover band and serve as a fundraiser for the Alzheimer's Association. This is being planned and funded in cooperation with a local family. Tickets costs will be higher for this show with the ticket price over our standard \$10 charge being donated to the Alzheimer's Association. Commissioner Pecharich said that she has received comments from residents about the fact that we charge a ticket price for concerts as opposed to offering them for free. Benard stated that all Cream of Wheaton concerts are no charge as well as three additional free concerts throughout the summer as well as Municipal Band concerts being free of charge. She and Commissioner Barrett thought it would be a good idea to create a marketing piece that outlines the free and fee charged concerts. Benard stated that we send a newsletter every spring and this is something we should include in it as well as in our digital promotions.

12. **2023 Planning and Capital Projects** – Review of Schedule for Planning, Bidding, Board Review and Construction

No discussion.

**ADDITIONAL COMMENTS:**

Benard requested approval to include an additional item to the March 15 Agenda that did not appear on this committee meeting agenda. Replacement of a convection oven at Arrowhead Golf Club. Benard reviewed the details around this potential purchase. The board agreed to review and possibly act the purchase on March 15.

**ADJOURNMENT**

At 6:16 p.m. Commissioner Vires moved to adjourn the meeting. Seconded by Commissioner Barrett. Motion carried by voice vote.

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