



# Wheaton Park District

**Wheaton Park District Board of Commissioners  
BUILDINGS, GROUNDS AND FINANCE  
SUBCOMMITTEE MEETING MINUTES  
Wednesday March 2, 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. Commissioner Barrett, Commissioner Kelly, Commissioner Mee, Commissioner Morrill, Commissioner Pecharich, 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 Bandy. Director of Athletics & Facilities Novak, Finance Director Simpson

**Finance and Administration**

1. Review of Amendment Wheaton Park District Board of Commissioners Subcommittee Meeting Schedule  
Executive Director Benard stated that a few commissioners are traveling the first week in April and would like to change the Subcommittee Meeting to April 13. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
2. Review of 2021 General Obligation Bond Issuance Compliance Checklist  
Benard stated that the IRS audits public bodies on tax exempt bonds. In 2010 the district adopted a related Compliance Policy. Finance Director Simpson has completed the checklist for the 2021 bond issue which must be reviewed by the board as part of a public meeting. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
3. Review of Wheaton Park District 2023 Budget Development Calendar  
Benard stated that the board becomes active in this calendar beginning in September with the operating and capital budget review as well as the review of the tax levy. The budget and tax levy are then adopted in November or December. Commissioner Vires thought we should have a separate workshop to review capital projects. Everyone agreed. This would be in either September or October. Benard said that the board will receive the capital asset replacement schedule next month. Commissioner Morrill thought it would also be a nice idea to do another park tour when the weather gets nice, in either May or June. No action is required on this item during the March 16<sup>th</sup> Regular Meeting.

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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. Review of 2022 Athletic and Recreation Program Services Independent Contractor Agreements Resulting in Expenditures over \$10,000  
Benard stated that the vendors on this list are exempt from the bidding process due to the specialized nature of the services they provide. No discussion. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
5. Review of Ordinance No. 2022-01 – Disposal and Sale of Personal Property Owned by the Wheaton Park District  
Benard stated this is a housekeeping item. No discussion. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
6. Review of Bid Results for RAMS Football Apparel and Equipment  
Benard stated there is nothing out of the ordinary on these bid results. No discussion. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
7. Review of Quotes for Cosley Zoo Run For The Animals Apparel  
Benard stated we have done business with Marathon many times and are pleased with them. No discussion. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
8. Review of Quotes for Day Camp, Athletic, and Parks Employee Apparel  
Commissioner Kelly asked if we ever used Blue Sky before. Director of Athletics and Facilities Novak stated we have used them for camps in the past. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.

### **Buildings and Grounds**

1. Review of License Agreement for Access and Use of the Memorial Park Bandshell by the City of Wheaton Municipal Band  
Benard stated the City Council Review of 2021 Memorial Park Activities Meeting went well on February 28. This agreement will auto renew each year. No discussion. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
2. Review of Bid Results for Cosley Zoo Viewing Decks Replacement  
Kelly asked Sperl and Hinchee to confirm with our attorney if we must accept the unit cost or if we do the work as time and material. Sperl stated that the bidder's cost \$80 per joist, as opposed to per linear foot. Kelly asked that they send him the bid documents. Commissioner Pecharich asked once a bid is accepted how long until they start the work. Hinchee stated typically 2-3 weeks. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
3. Review of Professional Services Agreement with Wight Engineering  
Benard stated that this agreement starts the process on the temporary traffic light concept. The Cosley Foundation is funding this. No discussion. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.

4. Review of Bid Results for Kelly Park Playground Equipment  
Commissioner Kelly asked Hinchee if the designs the lowest bidder supplied were not satisfactory. Hinchee stated they weren't bad, but they weren't as good as the recommended vendor. There were no ramps included in the design which the existing structure has. Commissioner Kelly stated he would like to the scoring sheet on this. Hinchee stated it would be included in the regular board meeting packet. Commissioner Mee asked if we have used Cunningham in the past. Hinchee stated we have, they provided the equipment for Presidents Park for us recently. Commissioner Pecharich asked if the survey responses we received on this park are typical. Hinchee stated it was, we usually get 10% return on them. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
5. Review of Change Order to Alarm Services Agreement  
Benard stated this change order is for replacing the old POTS lines that are used for our alarm system with a wireless option. No discussion. This item will be on the March 16<sup>th</sup> Regular Meeting Agenda for approval.
6. Review of Bid Results for Contractual Mowing Services  
Benard stated staff is seeking a rejection of the sole bid. Sperl stated we would like to have a company help with the south side of town by supplementing the efforts of our staff, but contractors are having the same problems as we are with staff shortages. Sperl said that we will seek quotes and bring it back to the board. Commissioner Kelly asked how much it costs the district to do this work. Sperl stated that we don't track fuel, equipment usage and the building costs that the equipment is stored in, we only track man hours. So, he wouldn't have an accurate accounting of what it costs us. He wants time to work on this and bring it back to the board.

#### **ADJOURNMENT**

Commissioner Mee moved to adjourn the meeting at 5:28 p.m. Seconded by Commissioner Kelly. Motion carried by voice vote.

