



# Wheaton Park District

## PUBLIC NOTICE

### Wheaton Park District Board of Commissioners Subcommittee Meeting via Zoom Teleconference Wednesday April 8, 2020 5:00 p.m.

#### Public Notice Date April 6, 2020

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the "Park Board") will hold a Subcommittee Meeting at 5 pm on Wednesday April 8, 2020 via Zoom Teleconference.

The Meeting will be held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting.

#### Public Access to Meeting

**Phone:** 1 312 626 6799

**Meeting ID:** 340 048 263

**Password:** 008446

Please contact Michael J. Benard, Board Secretary, for further information.  
[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)

Michael J. Benard  
Secretary

#### **The Agenda for the April 8, 2020 Subcommittee Meeting is as Follows:**

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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 630.510-4944; fax number 630.665.5880; email [dsiciliano@wheatonparks.org](mailto:dsiciliano@wheatonparks.org)



# Wheaton Park District

## **Subcommittee Meeting of the Wheaton Park District Board of Commissioners** **April 8, 2020 5:00 pm**

### **CALL TO ORDER**

### **DISCUSSION ITEMS**

1. Review of Board Meeting Agenda – Wheaton Park District Board of Commissioners Meeting via Zoom Teleconference Wednesday April 15, 2020 5:00 p.m.
2. Operations Update
  - a. Facilities Closed to the Public
  - b. Programs and Events Status
  - c. Public Use of Parks
  - d. Ongoing Essential Functions

### **CLOSED SESSION**

1. Motion to enter Closed Session for the Purpose of discussing the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1)
2. Motion to Rise from Closed Session

### **ADJOURNMENT**

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# Wheaton Park District

## PUBLIC NOTICE

### Wheaton Park District Board of Commissioners Meeting via Zoom Teleconference Wednesday April 15, 2020 5:00 p.m.

**Public Notice Date April 10, 2020**

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the "Park Board") will hold a meeting at 5 pm on Wednesday April 15, 2020 via Zoom Teleconference.

The Meeting will be held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting.

Phone:

Meeting ID:

Password:

**Please contact Michael J. Benard, Board Secretary, for further information.**

**[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)**

Michael J. Benard  
Secretary

**The Agenda for the April 15, 2020 Meeting is as Follows:**

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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 630.510-4944; fax number 630.665.5880; email [dsiciliano@wheatonparks.org](mailto:dsiciliano@wheatonparks.org)



# Wheaton Park District

## Meeting of the Wheaton Park District Board of Commissioners April 15, 2020 5:00 pm

### **CALL TO ORDER**

### **COMMUNITY INPUT**

Public comments are important to the Board. However, it is the Board's policy not to take action on items until time has been taken to gather information and discuss all options. Lack of action does not imply lack of interest in the issues. During the community input portion of the agenda the board typically will ask residents to provide input prior to accepting input from non-residents.

### **CONSENT AGENDA I**

Consent Agenda items are considered by the Park District to be routine and will be enacted in one motion. There will be no separate discussion on these items. If a member of the Park Board requests, a Consent Agenda item will be removed from the Consent Agenda and considered as an individual item at the end of old or new business.

- A. Approval of the Disbursements totaling \$994,877.65 for the period beginning February 12, 2020 and ending March 10, 2020
- B. Approval of the Disbursements totaling \$ \_\_\_\_\_ for the period beginning March 11, 2020 and ending April \_\_, 2020
- C. Approval of the March 4, 2020 Subcommittee Meeting Minutes
- D. Approval of the February 19, 2020 Regular Meeting Minutes
- E. Amended Board Meeting Schedule

### **UNFINISHED BUSINESS - CONSENT AGENDA II**

Unfinished Business Consent Agenda II items are carried forward from the March 18, 2020 Board Meeting which was legally noticed in accord with the Open Meetings Act and then canceled due to the Covid-19 Coronavirus Social Distancing Protocols advocated by the CDC. These items will be enacted in one motion. There will be no separate discussion on these items. If a member of the Park Board requests, an item will be removed from the Consent Agenda and considered as an individual item at the end of old or new business.

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# Wheaton Park District

## UNFINISHED BUSINESS CONSENT AGENDA II

*Items 1-8 will be read by the President and then enacted in one motion unless an item is pulled for separate discussion and action*

1. Memorial Park Renovation Project – Audio Visual System Bids  
Motion to approve the base bid and alternates 1 &2 from AVI/SPL for \$155,088.49
2. Memorial Park Renovation Project –Irrigation System Bids  
Motion to approve the bid from Aqua Designs Inc. for \$21,925
3. Rice and Northside Pools – Chemical Bids
  - a. Motion to approve the proposal from **Mineral Masters** for:
    - i. Cyanuric Acid Supply and Delivery in the amount of **\$ 46.00 per 50-lbs. pail.**
    - ii. Muriatic Acid Supply and Delivery in the amount of **\$ 45.00 per 15-gallon drum.**
  - b. Motion to approve the proposal from **Hawkins** for:
    - i. Sodium Hypochlorite Liquid Supply and Delivery in the amount of **\$ 1.23 per gallon**
    - ii. Coagulator Supply and Delivery in the amount of **\$ 20.15 per ½ gallon.**
  - c. Motion to approve the proposal from **Aqua-Pure Enterprises** for:
    - i. Calcium Chloride Supply and Delivery in the amount of **\$ 17.67 per 50-lbs. bag.**
  - d. Motion to approve the proposal from **Terrace Supply** for:
    - i. CO2 Liquid Gas Supply and Delivery in the amount of **\$0.21/per lbs. or \$79.8 per tank.**
    - ii. CO2 Container rental fee of **\$ 69.00 /per month (May – Sept).**
    - iii. CO2 Container rental fee of **\$ 0.33/ per container/vessel per day.**
    - iv. CO2 Container delivery fee of **\$ 27.00 / per trip.**
4. Rathje Park, Northside Park, Central Athletic Complex (CAC) and Arrowhead Golf Course – Goose Management Services  
Motion to approve the quote from Geese Police for \$16,325 for 2020 through 2022 for Rathje, Northside and CAC Parks and an annual not to exceed expense amount of \$7,000 per year for 2020 through 2022 for Arrowhead Golf Club

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# Wheaton Park District

5. Cosley Zoo – Brick Paver Replacement Bids  
Motion to reject all bids.
6. Rice Pool – Picnic Table replacement  
Motion to approve the quote from Barco Products for \$22,791.24 for 30 tables
7. RAMS Football Program – Equipment and Apparel Bids  
Motion to approve equipment and apparel bids from various vendors for various products as recommended at a cost not to exceed \$64,000  
*(recommendation details listed at end of agenda)*
8. Ordinance 2020-02 – An Ordinance Approving the Terms and Authorizing the Execution of the First Amendment to a Funding and Reimbursement Agreement for the Construction of Phase II of a Sensory Garden and Playground between the Wheaton Park District and the Play For All Playground and Garden Foundation

## NEW BUSINESS

1. Memorial Park Renovation Project – Motion to approve change order No. 6 from Frederick Quinn Corporation
  - a. Exterior Building Signage \$5,900
  - b. Audio Visual Conduits and Stubs \$28,044
  - c. Railing Repairs Lions Terrace \$3,221
  - d. Credit for Omitting Ground Stabilizing Fabric at Storm Trap (\$2,100)
2. Memorial Park Renovation Project – Motion to approve change order No. 7 from Frederick Quinn Corporation
  - a. \$2,333 to be Deducted from Winter Conditions Allowance for Premium time for Masonry and Electrical Work
  - b. Heating Cost Reimbursement to Mason – Supplied Own Propane and Tank \$1,287
  - c. Stone Sign Lions Terrace \$9,038
3. Contract for Electricity  
Motion to Authorize the Executive Director to Execute an Electricity Contract with Direct Energy for a 60 Month Term Starting May 2021 at a Rate Not to Exceed 40.040/kWh

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# Wheaton Park District

## 4. Contracts for Natural Gas

Motion to Authorize the Executive Director to Execute Natural Gas Contracts with Constellation for Transport and Choice Accounts for a 36 Month Term Starting July 2020 at a Rate Not to Exceed \$2.40 Dth for Transport Accounts and \$2.85 Dth for the Choice Accounts

## REPORTS FROM STAFF

- Executive Director
- Finance, Special Facilities, Marketing, Development, Events, Recreation, Athletics, Parks and Planning
- Arrowhead Golf Club – 2019 Annual Report
- 2019B General Obligation Bonds Post Issuance Compliance Report

## BOARD SUBCOMMITTEE REPORTS / DISCUSSION

### CLOSED SESSION

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1)
- b. Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)
- c. Setting of Price for Sale or Lease of Property Owned by the Public Body, 5ILCS 120/2 (c) (6)
- d. Pending, probable or imminent litigation, 5ILCS 120/ 2 (c) (11)
- e. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes, 5 ILCS 120/2(c) (21)

## POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

## ADJOURNMENT

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# Wheaton Park District

## Unfinished Business Item No. 7 RAMS Football Program – Equipment and Apparel Bids

### Recommendation Detail Vendors, Item, Quantities and Cost per Item

Vendor	Item	Quantity	Cost per
<b>Equipment</b>			
Riddell	Mouth Guards (Strapped) Navy Blue	450	\$0.35
Riddell	Riddell Color-on-Color Hard Cup Chin Strap	25	\$11.50
TPS Sports	Schutt Youth 0-Seven Soft Cap 70700	140	Youth: \$40.68 Adult: \$42.68
Pyramid School Products	Champro 12" Pump A141	15	\$3.95
Pyramid School Products	Champro Air Pump Needles A-145	40	\$0.14
TPS Sports	Wilson NFL Mini Football WTF1631	15	\$12.79
<b>Game Jerseys</b>			
TPS Sports	Game Jerseys - Reversible	245	A - \$53.98 Y - \$53.98
<b>Flag Football Jerseys</b>			
TPS Sports	Velcro Flag Jersey	500	Y - \$14.98 A - \$15.98
<b>Pants</b>			
Riddell	Riddell Integrated Practice Football Pants (Navy - 7pads)	80	Y - \$14.50 A - \$16.50

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# Wheaton Park District

TPS Sports	Navy Game Pants Rawling Beltless Slotted 100% Lycra Game Pants (Navy)	160	Y - \$25.58 A - \$29.98
Riddell	Web Orange Belts - Model 52	100	\$0.70
<b>Shoulder Pads</b>			
Riddell	Riddell Pursuit Youth Shoulder Pad YS-YXL	35	\$45
Riddell	Riddell Rival Junior Varsity Shoulder Pad AS-AXL	5	\$69

## MISCELLANEOUS ITEMS

Additional miscellaneous supplies will be purchased including ice packs, flag belts, equipment bags, etc. Staff will purchase these supplies from the retailer providing the best price.

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4/5/20

On Apr 5, 2020, at 6:24 PM, Wheaton Park District <[mwilhelmi@wheatonparks.org](mailto:mwilhelmi@wheatonparks.org)> wrote:

From Michael Benard, Executive Director

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# IMPORTANT COVID-19 UPDATE

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A MESSAGE FROM  
WHEATON PARK DISTRICT

## **Message to Wheaton Park District Employees from Michael Benard, Executive Director**

I hope you and your families have remained healthy during this public health crisis.

As I am sure you know, Governor Pritzker recently extended the “Stay at Home Order” through April 30 to continue to fight the spread of COVID-19 Coronavirus.

Park District facilities and operations will remain shut down for the most part until at least April 30. Unless specifically contacted by your department head, do not report to work.

Only a short list of on-site work activities have been occurring in the park system over the last two weeks. These include:

- Zoo Keeping and Animal Care
- Park Checks and Garbage Management

- Building Checks and Repair
- Golf Course Mowing
- Park Mowing (will begin next week)

My most profound gratitude is sent to those employees who have been called upon to continue working in the Parks & Buildings, at Cosley Zoo and at Arrowhead Golf Club to accomplish these critical tasks during this crisis. Please stay safe and practice self care as your first priority.

Essential administrative and communication functions continue to be accomplished daily by myself, department heads and additional team members as needed from our “home offices”.

For all of you who are currently not working, your job right now is to stay home and stay healthy. I appreciate how hard not being able to work is and ask for your continued patience.

I am meeting with the Park Board this week via teleconference to review our current status and discuss possible next actions in our operating plans as this situation evolves. I will communicate with you if decisions are made that impact you.

Please contact me directly if you have a question or wish to share information with me. Phone, email and texting are all good ways to reach me.

Be Safe. Be Well.

Michael Benard, Executive Director

630-945-7726

[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)



102 E. Wesley St. | Wheaton, IL | 60187

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4/4/20

On Sat, Apr 4, 2020 at 3:15 PM, Wheaton Park District  
<[mwilhelmi@wheatonparks.org](mailto:mwilhelmi@wheatonparks.org)> wrote:

Important Details

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# IMPORTANT COVID-19 UPDATE

A MESSAGE FROM  
WHEATON PARK DISTRICT

**Notice to all Wheaton Park District program participants, members, and customers regarding the Governor's extension of the "Stay at Home Order" through April 30**

- Facilities remain closed, including Arrowhead Golf Club.
- Spring programs are cancelled.
- Private events are cancelled or postponed.
- Spring athletic leagues remain on hold.

## Details

All spring programs and events are cancelled. You will receive a household credit when the park district operations resume and staff return to work. This cancellation notice applies to programs and other activities that you have pre-

registered for that are scheduled at DuPage County Historical Museum, Central Athletic Complex, Community Center, Cosley Zoo, Lincoln Marsh, Mary Lubko Center, Rathje Park, and Toohey Park.

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### **Athletic Leagues - Baseball, Softball, Soccer, and Lacrosse**

All spring athletic leagues remain on hold until further notice. This means that ALL practices, home and away games, and tournament play remain suspended until further notice. Monthly billing for Wheaton Wings will NOT be charged during the closure.

### **Private Events**

All private events at Arrowhead Golf Club, Cosley Zoo and the DuPage County Historical Museum have been cancelled or postponed through the end of April.

### **Rentals at Central Athletic Complex and Community Center**

All Community Center and Central Athletic Complex rentals through April 30 have been cancelled. Household credits will be issued when the park district operations resume and staff return to work.

### **Parks Plus Fitness Center Memberships**

Parks Plus Fitness Center memberships have been placed on hold. EFT (electronic fund transfer) memberships will not be charged or billed until further notice. Members will not lose any time on their membership during the closure.

### **Cosley Zoo and DuPage County Historical Museum Memberships**

Cosley Zoo and DuPage County Historical Museum memberships have been placed on hold.

### **Special Events**

All special events scheduled during the month of April and May have been cancelled or postponed. This includes all dance recitals.

Visit [wheatonparkdistrict.com](http://wheatonparkdistrict.com) for individual event information.

Thank you for your patience and understanding. Be safe. Be well.

Michael Benard

Executive Director

[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)



102 E. Wesley St. | Wheaton, IL | 60187

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4/2/20

On Thu, Apr 2, 2020 at 2:50 PM Wheaton Park District <[mwilhelmi@wheatonparks.org](mailto:mwilhelmi@wheatonparks.org)> wrote:

A Message from the Executive Director, Michael Benard

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# IMPORTANT COVID-19 UPDATE

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A MESSAGE FROM  
WHEATON PARK DISTRICT

**On March 31, Governor Pritzker Extended the "Stay at Home Order" through April 30**

## Park Use Update

The reason for the Stay at Home - Social Distance Order is to slow down the spread of the COVID-19 Coronavirus. This will save lives and keep our hospitals and first responders from becoming overwhelmed and is truly a matter of life and death.

The virus is spreading fast in Illinois and is now spreading in Wheaton. Seemingly "healthy" people, of all ages and without knowing it, may have the virus. If those people do not practice social distancing, they will spread the virus they do not know they have.

If you allow your children and teenagers to go to the parks unsupervised to play, hang out with their friends, or play a pick up game of anything, you are putting them, and the rest of your household, at serious risk for contracting the virus.

Many residents have written or called me asking what they can and can not do in the parks. I have responded to each of these questions and will continue to do so. At this time, I offer the following:

**Focus on what you, your children and teenagers SHOULD NOT DO in the parks and in public rather than what you and your family CAN DO.**

The fact is, I can not close the parks in the same way that I have closed the Community Center and the Golf Course. Physically barricading 800 acres of parkland and the play equipment, athletic fields and courts within them is not possible. Attempting to do so will require me to put park district employees at further risk and that is something I will not do.

Enjoying the outdoors, especially on nice days like today is a critical part of maintaining emotional, mental and physical well being. I urge you to keep your park visits simple, safe and distanced from others. Take walks, jog, and only with members of your family that you live with. DO NOT walk in close groups with your friends that you do not live with.

The police will be dispersing groups of people in the parks if necessary. Please call the police and report unsafe activities by groups of people.

## **Reminders**

**Tennis, Pickleball & Basketball Courts** - The park district and school district DO NOT encourage these activities. We strongly recommend that, if you choose to play, you only play with people you live with and remove yourselves if you cannot maintain a safe distance from others. Please also consider the cleanliness of the balls and equipment involved.

**Outdoor Exercise Equipment and Playgrounds** - Are OFF LIMITS in the parks and schoolyards



**Team Sports (soccer, baseball, softball, lacrosse, football, basketball, etc.)**

- Absolutely should NOT be played in the parks and schoolyards. This includes group practice. Sports fields and courts are closed to all team play and practice.

**Fishing** - Is allowed in the parks as long as you maintain safe social distance while doing so. Clean up after yourself. Fishing line litter is very dangerous to wildlife.

**Playing Catch** - With a frisbee, baseball, football, etc. can be safe with members of your own family. Consider the cleanliness of whatever you are playing catch with.

**Arrowhead Golf Course - CLOSED**

The COVID-19 Coronavirus is spreading in our community. Please take it seriously.

Be Safe. Be Well.

Michael Benard

Executive Director | [mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)

Please visit [wheatonparkdistrict.com/covid-19](https://wheatonparkdistrict.com/covid-19) for further updates or check [Wheaton Park District Facebook](#).

# What is a Stay at Home Order?



Outdoor activities - walking, hiking, running. Always stay 6 ft apart from others



Working in essential businesses or organizations



Obtaining emergency services, visiting a health care professional, or picking up medical supplies

**YOU MAY LEAVE YOUR HOME ONLY FOR THE FOLLOWING ACTIVITIES:**



Getting supplies and services such as groceries, gasoline, or takeout



Caring for others - traveling to help an elderly person or loved one



If you do leave your house, **ALWAYS** stay 6 ft apart from others



3/19/20

Facilities closing at 1pm on Friday March 20

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# IMPORTANT COVID-19 UPDATE

A MESSAGE FROM  
WHEATON PARK DISTRICT

## Important Communication from the Executive Director to All Wheaton Park District Employees 3/19/20

As you know, on Sunday, March 15, the District closed all facilities, programs and events to the public for a time period that is, as of today, undetermined. Work activity was suspended for most part time employees at this time. This was done to implement the public social distancing strategies outlined by health officials to combat the spread of the virus.

The Covid-19 Coronavirus is now spreading in DuPage County. For the safety of all, I am taking further action.

Beginning 1:00 pm on Friday, March 20, Wheaton Park District Personnel are directed to stay home. Please use the time between now and 1:00 pm tomorrow to gather what you need from your workspace and tie up any loose ends that you have.

**I understand that there are numerous questions you may have at this time. The following is provided to answer what I believe are the most important today:**

**How Long will I be staying home?**

For today, the answer is two to six weeks. As the situation develops, I will be providing updates.

**Can I work from Home?**

With a few exceptions, I am not expecting you to work from home. Those exceptions include Department Heads as well as a small number of staff members identified to complete certain essential functions that must continue to be undertaken during this crisis.

**Will any staff be needed to work on site?**

There are certain functions that will continue to be completed by a small number of identified employees that will need to be completed on-site at our various locations. For example, the animals at Cosley Zoo will continue to be cared for.

**Is there anything I should do before leaving my workplace?**

Please see to it that food, candy and other perishables go home with you or are thrown away and that garbage bags are collected and taken to exterior dumpsters and garbage cans. Don't forget to check office refrigerators and empty them.

**Will I be able to come back to my workplace during the shutdown?**

No. During the shutdown buildings will be alarmed and only accessible by those employees charged with ensuring that essential building functions are maintained.

**I am a part-time employee, am I going to be paid during this shutdown?**

**Part-Time Employees:** I am authorizing an emergency expenditure of funds to provide support to our part time team members during this time of crisis. For the pay period beginning March 22 and ending April 4, part time employees will be paid 50%

of a typical Spring full two week pay period . The pay date for this check is April 10. Subsequent emergency support paychecks will be issued on April 24 and May 8 if we remain shut down. Depending on the length of our shutdown and the need to continue social distancing, I will be evaluating additional emergency support paychecks beyond this six-week period.

Most part time employees have not worked since we closed our facilities to the public on March 15. If you have not already done so, I urge you to file for unemployment benefits as soon as possible. Go to the website for the Illinois Department of Employment Security, IDES, and follow the prompts for filing a claim. There is a built in one-week delay for the start of unemployment benefits. If you file before the end of the day Friday, March 20, the one-week delay should be counted as this week. If you file after Friday, you will be delaying your possible benefits by another week. Your employment status and income from elsewhere, dependent status and work history will determine the amount of benefits you are eligible for. You must apply in order to find out the details of your eligibility. We cannot answer that question for you.

The emergency pay that you will be receiving will not adversely impact your eligibility for unemployment benefits. Link below:

<https://www2.illinois.gov/ides/individuals/UnemploymentInsurance/Pages/default.aspx>

### **I am a full-time employee; am I going to be paid during this shutdown?**

**Full-Time Employees:** Full Time employees will be paid during the shutdown. As of today and subject to applicable law, you can expect the time off for this shutdown, beginning Monday, March 23 to be tracked and ultimately be charged to your accrued benefit time including Sick, Vacation and Personal Time. I understand that some employees may not have enough benefit time to last the entire length of the shutdown. In these cases, employees will continue to be paid and the negative benefit time will be tracked for future reconciliation. The subject of your use of accrued benefit time and reconciliation of negative benefit time may be reviewed at a future date.

### **I receive a paper paycheck; how will I get my paycheck?**

We are urging those employees who currently receive a paper check to consider adding direct deposit for your next payroll check. We want to ensure that all employees receive their paychecks in a timely manner.

The deadline to add direct deposit for the 3/27/2020 paycheck is Tuesday, March 24th at NOON.

For those that do not arrange for direct deposit, we will send your check through the US Mail. Instructions on how to arrange direct deposit are listed below.

From your self-service portal in Paylocity, go to **\$ Pay**, click the word “**More...**”, click on **Direct Deposit Accounts**, under **Add or Edit** make you changes, click save and close.

#### **Who can I email, text or call if I have additional questions?**

##### **Michael Benard, Executive Director**

Text or Call 630-945-7726 or email: [mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)

##### **Diane Hirshberg, Human Resources Manager**

Text or call 1-815-592-3092 email [dhirshberg@wheatonparks.org](mailto:dhirshberg@wheatonparks.org)

##### **Rob Sperl, Director of Parks Planning and Maintenance**

Text or call 630-464-0161 email [rsperl@wheatonparks.org](mailto:rsperl@wheatonparks.org)

##### **Rita Trainor, Director of Finance**

Text or call 630-957-7741 email [rtrainor@wheatonparks.org](mailto:rtrainor@wheatonparks.org)

##### **Margie Wilhelmi, Director of Communications, Marketing & Events**

Text or call 630-414-0027 email [mwilhelmi@wheatonparks.org](mailto:mwilhelmi@wheatonparks.org)

##### **Vicki Beyer, Director or Recreation**

Text or call 630-536-4138 email [vbeyer@wheatonparks.org](mailto:vbeyer@wheatonparks.org)

##### **Mary Beth Cleary, Director of Athletics**

Text or call 630-624-0846 email [mbcleary@wheatonparks.org](mailto:mbcleary@wheatonparks.org)

**Andy Bendy, Director of Special Facilities:**

Text or call 630-957-8730      email [abendy@wheatonparks.org](mailto:abendy@wheatonparks.org)

**Important Information to keep in mind ...**

Community Unit School District 200 recently provided the following advice in a recent email to the community and I think it is an excellent list of reminders.

**Continue Social Distancing**

Social Distancing is a very drastic measure, and for it to be effective and not anxiety-producing for our students, we ask that you take the following actions based on recommendations by the [CDC](https://www.cdc.gov) and the DuPage County Health Department:

- Avoid gathering in public places - especially in close proximity to others.
- Avoid close contact with those that are sick.
- Try to keep 6-10 feet between yourself and others - give yourself space.
- Be at home as much as possible.
- Try to limit who you and your children interact with to the same people you typically are around.

Kids and families should not:

- Be gathering in large groups - this is a time to be close with those that are closest to you.
- Be visiting each other's homes or having sleepovers.
- Sharing food or drink.
- Competing in team sporting activities - use this time to train individually or with someone in the home.

Kids and families should:

- Avoid excessive media coverage of COVID-19
- Take care of their body. Take deep breaths, stretch or meditate. Try to eat healthy, well-balanced meals, exercise regularly, and get plenty of sleep.
- Make time to unwind and remind yourself that strong feelings will fade. Try to do some other activities you enjoy to return to your normal life.
- Spend time outside - fresh air and exercise is one of the best things you can do over the next few weeks.
- Share your concerns and how you are feeling with friends or family members.

- Maintain healthy relationships.
- Use your technology and social media for good purposes - support one another and show that you care for one another.
- Maintain a sense of hope and positive thinking.

We'd also like to remind the community about the CDC's recommended actions to prevent the spread of illness:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.

I will stay in touch. Be Safe. Be Well.

Michael Benard

Executive Director | [mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)



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3/15/20

Arrowhead Golf Club will be closed  
starting March 16

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# IMPORTANT COVID-19 UPDATE

A MESSAGE FROM  
WHEATON PARK DISTRICT

**Arrowhead Golf Club Restaurant, Bar,  
Banquets and Golf Course will close at  
6PM today (Sunday, March 15) and  
remain closed until further notice.**

If you have any questions regarding a future booked event, please contact the events team at 630-653-5802.

Thank you,  
Michael Benard | Executive Director  
[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)

Please visit [wheatonparkdistrict.com/covid-19](https://wheatonparkdistrict.com/covid-19) for further updates or check [Wheaton Park District Facebook](#).

3/13/20

Programs Suspended and Facilities  
Closed

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# IMPORTANT COVID-19 UPDATE

A MESSAGE FROM  
WHEATON PARK DISTRICT

## Programs Suspended and Facilities Closed

The COVID-19 Coronavirus situation is top of mind for us all. The Wheaton Park District is taking actions that adhere to the social distancing strategies outlined by public health officials. The goals of these strategies are to slow the transmission of the disease to protect older people and those at increased risk for severe illness and to protect the healthcare system from becoming overwhelmed.

School District 200 announced earlier today that they have closed all school buildings to students from March 16 through April 5. It is appropriate that the park district similarly restrict access to our public recreational facilities during this time.

**Beginning Monday, March 16, Wheaton Park District programs, activities and public access will be suspended at the following facilities:**

- **Community Center and Indoor Track**
- **Parks Plus Fitness Center**
- **Central Athletic Complex**

- **Cosley Zoo**
- **DuPage County Historical Museum**
- **Lincoln Marsh**
- **Mary Lubko Center**
- **Rathje Park**
- **Toohey Park**
- **Clocktower Mini Golf**
- **Prairie Avenue Administration Building**
- **Parks Services Center**

Full-time staff will report to work during this time and will be available to the public via phone and email. Part-time staff will be scheduled by their division leaders and report to work as needed.

Public access to facilities and programs is tentatively scheduled to resume on **April 6**. We will notify the public in advance of that date.

### **Exceptions**

- The Community Center will be open on Tuesday, March 17 as a polling place only.
- Arrowhead Golf Club will be open to the public on Monday, March 16. We will be communicating again on Monday, March 16 regarding this facility.

### **Spring Athletic Leagues**

Baseball, Softball, Soccer and Lacrosse leagues are currently scheduled to begin on April 6. As of today, it is very likely that the start of these leagues will be delayed. We will be communicating next week as related plans firm up.

Thank you for your understanding and support. Be well.

Michael Benard

Executive Director | [mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)



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You're receiving this email because you signed up for our newsletter or participated in a program or event at the Wheaton Park District.

**Mike Benard**

**From:** Mike Benard  
**Sent:** Monday, March 9, 2020 12:30 PM  
**To:** All Users  
**Subject:** Important Message for All Park District Staff - Coronavirus Prevention Efforts  
**Attachments:** eblast.pdf; Copy of Copy of office checklist.pdf; IDPH-CDC-Stop-the-Spread-of-Germs-Fact-Sheet-English-with-IDPH-Hotline-P...pdf  
**Importance:** High

**Dear Wheaton Park District Team Member**

The Wheaton Park District is taking steps to control the spread of COVID-19 (generally known as coronavirus). The district has established a proactive disinfecting plan for **all** facilities, effective immediately. In each facility, high public contact surfaces and equipment will be cleaned Tuesday, Thursday & Saturday or Sunday by the custodial team members assigned to that area. High staff contact surfaces and areas (offices) will also be cleaned at the same frequency by the people that work in those areas. Please see below for the point person responsible for each facility in both the custodial and office areas.

<b>Facility</b>	<b>Custodial Point Person</b>	<b>Office Point Person</b>
Community Center	Mark Wagner	Vicki Beyer
Parks Plus Fitness Center	Mark Wagner	Michelle Artis
Athletic Office (LL/CC)	Mark Wagner	Dana Mitchell
Athletic Office (1 <sup>st</sup> floor/CC)	Mark Wagner	Nick Parisi
Lincoln Marsh Office	Paul Stanczak	Terra Johnson
DuPage Historic Museum	Paul Stanczak	Michelle Podkowa
Parks Service Center	Paul Stanczak	Paul Stanczak
Cosley Zoo	Tom Day	Sue Wahlgren
Arrowhead Golf Club	Neil Dalcero	Bruce Stoller/Russ Hillard
Mary Lubko Center	Paul Stanczak	Megann Panek
Rathje Park House	Paul Stanczak	Jamie Martinson
Toohey Park Building	Paul Stanczak	Jamie Martinson
855 Prairie	Tom Day	Diane Hirshberg
Clock Tower Commons	Paul Stanczak	Michelle Artis
Northside cabins & shelter house	Paul Stanczak	Paul Stanczak
Central Athletic Complex	Paul Stanczak	Mary Beth Cleary

Staff designated as an **Office Point Person** are responsible for ensuring that the cleaning/disinfecting happens through appropriate communication, delegation and coordination of supply access to those in their area. A sample office checklist is attached and must be completed and turned into your Department Head at the end of every week, until further notice. Office Point People will be receiving public awareness posters attached, to be displayed in prominent areas at your facilities. Contact Dan Novak for more posters.

Stopping the spread of COVID-19 through everyday best practices is the best way to keep patrons and staff healthy. For your information, please see attached a copy of a related eblast that was sent to our patrons and residents.

**Please follow the advice on the attached "Stop the Spread of Germs" fact sheet. As a park district team member, please be ready willing and able to assist your office point person and your custodial point person in any way you can to ensure this important preventative work is accomplished.**

Thank you for your attention. Please contact me or your Department Head should you require follow up.

Mike



Michael J. Benard, MPA CPRE | Executive Director  
630-510-4945 | Cell: 630-945-7726 | [wheatonparkdistrict.com](http://wheatonparkdistrict.com)

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Cosley Zoo, DuPage County Historical Museum, Lincoln Marsh Natural Area, Arrowhead Golf Club, Parks Plus Fitness Center, and Play for All Sensory Garden Playground are facilities of the Wheaton Park District.

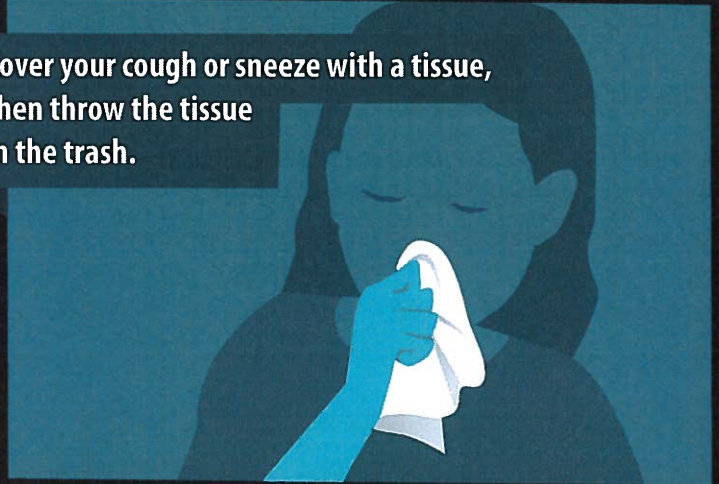
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory viruses like 2019 novel coronavirus.

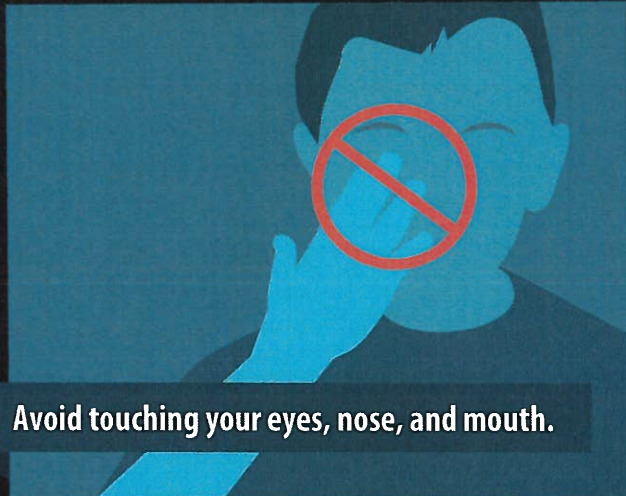
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



If you have questions about Coronavirus:  
Call the Illinois Novel Coronavirus Hotline 1 (800) 889-3931  
or email: [DPH.SICK@ILLINOIS.GOV](mailto:DPH.SICK@ILLINOIS.GOV) - 24 hours a day, seven days a week.

For more information: [www.cdc.gov/nCoV](http://www.cdc.gov/nCoV)

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## CORONAVIRUS INFORMATION & RESOURCES

A MESSAGE FROM WHEATON  
PARK DISTRICT

The Wheaton Park District is aware of and monitoring this developing public health issue. The health and safety of our staff, program participants and visitors to our facilities is top of mind.

The Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH), have both stated there is no need to cancel school or social events at this time. The CDC also notes the immediate health and exposure risk for the general U.S. population is low.

The Wheaton Park District is focusing on timely and consistent regular cleaning of surfaces and equipment at all of our facilities as well as working to implement additional precautionary cleaning procedures for higher volume areas of operation. In addition, staff members have been, and will continue to be, educated on the importance of frequent hand washing while at work and are encouraged to stay home if they are sick.

We are asking for community support in remaining vigilant about keeping germs from spreading. The CDC recommends the following preventative actions:



- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick or experiencing symptoms of respiratory illness with fever, cough, and difficulty breathing.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and warm water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.
- At this time public health officials are encouraging the public to not alter their daily routine.

If you or a family member exhibits symptoms of a cold or flu, it is prudent that you not attend recreation programs or facilities where others could be subject to germs.

For more information, visit the Center For Disease Control at [www.cdc.gov/nCoV](http://www.cdc.gov/nCoV) or the Illinois of Department Health at [www.dph.illinois.gov](http://www.dph.illinois.gov) or contact COVID-19 Hotline at 1-800-889-3931 or email questions to [DPH.SICK@ILLINOIS.GOV](mailto:DPH.SICK@ILLINOIS.GOV)



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