



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMMITTEE MEETING MINUTES
Wednesday April 12, 2023, 5:00 p.m.
Arrowhead Golf Club
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 Marketing Wilhelmi

Finance and Administration

1. **Ordinance 2023-01** – Review Ordinance Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District

Executive Director Benard stated that our Managed Service Provider takes care of disposing of the computer items. This item will appear on the April 19th agenda for board action.

2. **July 3 Fireworks Display** – Review Proposal for a \$25,000 Display from Johnny Rockets Pyrotechnics

Benard stated that fireworks are not subject to competitive bidding. We give the vendor a budget. We have used Johnny Rockets for years now and are pleased with their services. We have shopped other vendors in the past and Johnny Rockets has always risen to the top. They work well with staff and the Wheaton Fire Department for permitting and provide fantastic shows. This company also provides fireworks for weddings held at Arrowhead. The motion for approval will include a waiver of the competitive pricing policy for this item due to its unique nature and our past satisfaction with the vendor. Staff would like the motion to include an option for contracts in 2024 and 2025. We receive \$30,000 each year from the City of Wheaton to offset our costs related to providing the July 3 & 4 festivities. This item will appear on the April 19th agenda for board action.

3. **Special Events Sound and Lighting** – Review of Proposals for 2023 Special Events

Benard stated that we have past successful experiences with this vendor. This item will appear on the April 19th agenda for board action.

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. Apparel Purchase – Review of Bid Results for Race Shirts for the 2023 Run for the Animals and Reindeer Run

Benard said that we issue one bid for multiple events which tends to bring unit costs down. Marathon is the recommended bidder. This item will appear on the April 19th agenda for board action.

5. Apparel Purchase – Review of Bid Results for 2023-2024 Cheerleading Uniforms

Benard stated that Rebel has the lowest per uniform cost. This item will appear on the April 19th agenda for board action.

6. National Restaurant Association Show – Review of Possible Commissioner Attendance

Benard stated that regardless of cost, policy any board member conference attendance must be approved by the board. Commissioner Mee is interested in attending this conference. This item will appear on the April 19th agenda for board action.

7. Utility Procurement – Review of Natural Gas Contract Options

Benard informed the board that we have been using Tradition Energy as our Utility broker and US Communities Cooperative Pricing since 2014. Because of the market fluctuations, prices are only valid for one day. Benard will write the motion with a not to exceed price, but not putting a specific company or price per therm or decatherm on the motion as valid pricing won't be available until after the board meeting. Benard would like the board's permission to decide between our current broker's pricing and IGS Energy. IGS is a direct supplier so there are no additional brokerage fees associated with this company. The board agreed to a nonspecific motion allowing Benard to make the decision on which based on best price and contract terms in the days following the board meeting. This item will appear on the April 19th agenda for board action.

Buildings and Grounds

1. Resolution 2023-02 – Review of Resolution Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for the Purchase of Certain Vehicles

Executive Director Benard stated that our ability to secure vehicles over the last several years through competitive bidding or cooperative purchasing has been adversely impacted due to supply chain issues and has resulted in vehicles becoming unavailable before the process can be completed. We are falling behind on the fleet replacement schedule. Benard consulted with legal counsel for this solution. With this process We will pursue three quotes from different dealerships that have comparable vehicles on their property and are available now. This item will appear on the April 19th agenda for board action.

2. Resolution 2023-03 – Review of Resolution Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for Alarm Maintenance and Monitoring Services

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Benard reviewed the prior correspondence to the board regarding this item. Commissioner Kelly said that he was agreeable with this, but he didn't understand why we were doing a three-year contract if this was an emergency basis. Benard stated that after the subpar results we experienced with our last two low bid vendors with the second of the two abandoning the contract, a well-known and reputable vendor such as ADS that does not use a third party for monitoring services is the right move for us.

We identified three reputable vendors for quotes and ADS came out the lowest by a large margin and did not include upfront costs for install/reconfiguration. We expect that bid results in six months or a year will yield similar results. At a cost just over the bid threshold, locking in the rate for three years on quotes made sense. ADS originally provided a quote with a five-year commitment request. We negotiated it down to three.

Benard spoke with the Attorney about the issue of emergency contract longevity and she did not state she had a concern with the three year agreement under these circumstances.

Benard stated that if it is the will of the board to go out to bid in a shorter period of time than three years, we will do so.

This item will appear on the April 19th agenda for board action.

3. **Playground Safety Surface Purchase and Installation** – Review of Bid Results and Recommendation to Approve a Contract with Perfect Turf for the Purchase and Installation of Playground Safety Surfacing at Briar Patch Park Alternate 1 at a Cost of \$91,4810

The Board inquired about the low number of bids. Superintendent of Planning Hinchee said that he asked companies that were invited to bid why they chose not to do so. One company didn't like the alternate and one didn't like the risk of the product wearing out after the warranty period and another just lost track of time. President Frey asked who did the original surfacing. Hinchee stated Total Surface which is a company that is no longer in business. This item will appear on the April 19th agenda for board action.

4. **Playground Equipment Purchase** – Review of Bid Results and Recommendation to Purchase NuToys Playground Equipment at a Cost of \$75,675 for Installation at Hoffman Park

Benard reviewed the selection process. We provide a budget figure, and the suppliers provide competitive designs. A committee comprised of members of our planning team and members of our installation team reviews and ranks the proposals and then recommends a supplier keeping community survey responses in mind. This item will appear on the April 19th agenda for board action.

5. **Pool Chemical Supply and Delivery** – Review of Bid Results and Recommendation for Purchase and Delivery of Pool Chemicals from Hawkins, Terrace Supply and Univar

Benard said that we will be engaging three different firms. We are using the best price firm for each product. Commissioner Pecharich asked how these prices were compared to last year. Director of Parks & Planning Sperl stated that they are higher. This item will appear on the April 19th agenda for board action.

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6. Community Center Interior Renovation Project Phase 1 – Review of Change Order No. 2 from Efraim Carlson for a Net Decrease in the Contract Amount of \$863.05

Benard stated this wraps up accounting for phase one of the project. This item will appear on the April 19th agenda for board action.

7. Central Athletic Complex – Review of Ballfield Lighting Improvement Project Estimate

Benard said that staff is looking for a consensus to add lighting to the third field. When the park was renovated, we did not light this baseball/softball field because the light spill exceeded city ordinance. If we use LED lighting on this field, we will fall within the city ordinance spill levels. There will be a public hearing as part of the city permitting process after first engaging the neighbors. The rest of this park is already lit. We reviewed plans and costs with Musco to retrofit the rest of the park with LED, but it will be too costly now. This is something that we can consider in the future. This item will appear on the April 19th agenda for board action.

CLOSED SESSION

At 5:33 p.m. Commissioner Mee moved to adjourn to closed session for the purpose of discussing the: Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c)(1) and Purchase or Lease of Real Property, 5ILCS 120/2 (c)(5) Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Morrill Pecharich, Vires, Kelly, Frey

Nays: None

Abstain: None

Absent: None

ADJOURNMENT

A handwritten signature in black ink, appearing to be 'M. Mee', is written over the 'ADJOURNMENT' section.