



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMMITTEE MEETING MINUTES
Wednesday April 13, 2022 5:00 p.m.
DuPage County Historical Museum
Wheaton, IL 60187**

CALL TO ORDER –

Commissioner Kelly, called the meeting to order at 5:00 p.m. Commissioner Barrett, Commissioner Morrill, Commissioner Pecharich, and Commissioner Vires were present

Commissioner Mee arrived at 5:18 p.m. Commissioner Frey was absent.

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Park & Planning Sperl, Superintendent of Planning Hinchee, Director of Special Facilities Bendy, Director of Marketing Wilhelmi, Director of Athletics & Facilities Novak, Human Resources Manager Jay, Director of Finance Simpson, Director of Recreation Beyer

Finance and Administration

1. Board Meeting Schedule – Review of Board Meeting Schedule for Wheaton Park District Board of Commissioners
Executive Director Benard stated that we typically cancel the August Subcommittee and Regular Meetings due to lack of agenda items. Benard asked the board if they were agreeable keeping the July Subcommittee meeting on July 6th but moving the Regular July Meeting to July 27 from 20TH. The board was agreeable to these meeting schedule changes and having them on the April 20th agenda for approval.
2. Compensation Study – Review of Proposal from Pontifex Consulting Group for a Compensation Study for the Wheaton Park District
Benard stated that the last time we completed a study was in 2006. These salary ranges in the 2006 study were updated in 2017 using a cost-of-living average. Human Resources Manager Jay has worked with this firm in the past and is pleased with them. Commissioner Morrill supports the district doing this study. The rest of the board agreed. Commissioner Pecharich asked how long this will take, Jay stated approximately ten weeks.
3. Capital Asset Replacement Program – Review of 7-year Projection of Revenue Sources, Expense and Fund Balance
Benard stated a seven-year projection of capital expenses and related revenue sources. Commissioner Kelly asked if there was news about the Briar Patch grant application Benard stated that the grant awards will be announced this fall. Commissioner Kelly asked if staff could identify on the list which projects we are waiting for a grant on. Director of Parks & Planning Sperl stated that would make this change. Benard then

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reviewed the status of projects related to the 2019 capital bill items that were recently re-appropriated into the 2021 State budget.

Buildings and Grounds

1. Arrowhead Shoreline Stabilization Project West Course – Review of Change Order #1
Superintendent of Planning Hinchee stated that when the contractor brought the water level down, we noticed the pipes were shorter than expected to achieve the slope we are re-grading to. Commissioner Kelly liked V3's format on their proposal and suggested that we ask all our contractors to provide a similar level of detail.
2. Arrowhead Shoreline Stabilization Project West Course – Review of Change Order #2
Benard stated that the details for this change order are still be reviewed will likely not appear on the regular meeting agenda.
3. Arrowhead Equipment Purchase – Review of Proposed Purchase of a Compact Track Loader with 78 Inch Bucket, Angle Power Rake Attachment and Skid Steer Pallet Fork Attachment via Sourcewell Joint Purchasing.
Benard stated that we are using the budgeted money that we would have used on the fairway mowers that we weren't able to buy because of supply chain issues. We will sell or auction the existing machines. We are anticipating a May delivery.
4. Community Center Interior Rehab Project – Review of Next Phase Design Proposal from Williams Architects
The phase one project is currently estimated to exceed the amount budgeted. Once bids are received, we can determine a best approach for bringing the project back in line with the budget. This could be accomplished by adjusting the schedule for table and chair replacement which is currently budgeted at \$200,000. These could be bought in 2023. Commissioner Morrill thanked staff for taking him on a tour of the Community Center top review the project scope a few days ago. Morrill stated that he thought that we were going to be working on Parks Plus Fitness Center in the second phase. Benard stated we will schedule a workshop meeting to receive board input regarding phases 2,3 and 4. Benard stated that the reason we phased the project was to keep the Community Center open during construction.
5. Special Events Sound and Lighting Services – Review of Bid Results and Recommendation
Benard stated that we used this company all last summer at Memorial Park and at other special events. Staff was pleased with their performance.
6. Alarm Services Agreement – Review of Change Order #2 With Reliable Fire and Security
Benard stated this change order is to pay a onetime cost and eliminate a recurring expense.

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7. Resolution 2022-01 – Review of Resolution to Promote Sustainable Outdoor Lighting Practices – Benard reviewed the intent of the resolution.
8. Resolution 2022-02 – Review of Resolution to Waive Portions of the Local Government Professional Services Selection Act

This resolution is related to item #9 – Review of Proposals for Structural Analysis for the Cabins at Northside Park and Taylor Barn at Cosley Zoo.

Recently, staff has become aware of the need to conduct an analysis of the structural condition of five of our older buildings. These includes the Taylor Barn at Cosley Zoo and the WPA era cabins at Northside Park. Three of these buildings are heavily used for public programming during the summer and we would like to have a professional assessment of these structures as soon as practical. The complete process outlined by the professional services selection act can take up to 3 months.

The rationale for seeking to waive aspects of the professional services selection act in this case were reviewed by legal counsel. That rationale includes the anticipated cost of the service and our expressed desire to conduct the analysis prior to our summer programming season. The Board agreed with this approach.

Out of an abundance of caution, it was agreed that the buildings under consideration for structural analysis would not be accessed by the public until the initial analysis was completed verifying their condition as safe to be occupied. Staff was asked to expedite the initial analysis.

9. Facility Analysis – Review of Proposals for Structural Analysis for the Cabins at Northside Park and Taylor Barn at Cosley Zoo

This was discussed in item #8 Resolution 2022-02 – Review of Resolution to Waive Portions of the Local Government Professional Services Selection Act

ADJOURNMENT

Commissioner Morrill moved to adjourn the meeting at 5:53 p.m. Seconded by Commissioner Vires. Motion carried by voice vote.

