



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday May 4, 2022 5:00 p.m.
DuPage County Historical Museum
Wheaton, IL 60187**

CALL TO ORDER –

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

Commissioner Mee arrived at 5:04 p.m.

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

Finance and Administration

1. Review of Proposed Amendments to the Financial Policies of the Wheaton Park District
Executive Director Benard stated that the polices are reviewed for needed amendments annually. Finance Director Simpson proposed amendments to the Audit and Travel policies. One proposed change is to change auditor engagement terms from three to five years to be in alignment with the current GFOA recommendation. Commissioner Vires was not in favor of this. The majority of the board agreed with him and wanted to maintain three-year engagements. They agreed to putting in the policy that firms may be allowed two three-year engagements if they are the lowest cost proposal. They also agreed that Lauterbach and Amen should not bid again since they have been our auditor for six years in a row already. The commissioners agreed with the travel policy changes as presented.
2. Review of Possible Commissioner Attending the National Recreation and Parks Association Educational Conference and Exposition September 20-22, 2022 in Phoenix, Arizona
Commissioners Mee and Pecharich are interested in attending the conference with the full conference package and Commissioner Kelly is interested in attending the Expo only. This will go on the May 18th agenda for approval.
3. Review of Ordinance 2022-02 – Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District
Benard said that we may already have a buyer for the soccer goals that are on the disposal list.

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.

Buildings and Grounds

1. Review of Professional Services Proposal from Wight Engineering for Concept Planning and Design for Arrowhead Golf Club Parking Lot
Benard stated the parking lot is showing its age and we need to plan for its replacement in 2023 or 2024. The existing lot was mostly an overlay when the clubhouse was built in 2005/6.
2. Review of Quotes for the Installation of Two Furnace/Air Conditioning Units – 855 Prairie Office Building
Sperl told the board that we have worked with this company before and are pleased with them. Two units will be replaced this year and the remaining two in 2023.
3. Review of Bid Results – Cosley Zoo Entrance Paver Repair & Replace
Benard stated that the low bid was in excess of the budget amount, but he recommends we do the entire walk regardless as the overall budget can accommodate.
4. Review of Change Order – Arrowhead Golf Club Asphalt Path Replacement Project
Commissioner Kelly asked for a completion date. Sperl stated we are getting close; staff is getting heaters out there to dry everything out. Benard commended Superintendent of Planning Hinchee for saving the district \$1,000 in haul off expenses.
5. Review of Report Regarding City of Wheaton Funded Stormwater Improvement Project at Dorset Park
Benard said that the existing gravel driveway will be removed and replaced with asphalt at the area off Dorset Drive and Shorewood. The city wants to lower the entrance 18 inches to let the storm water flow into the basin with less obstruction.
6. Review of Grant Opportunity for Installation of an Outdoor Fitness Court – Blue Cross Blue Shield National Fitness Campaign
Benard said we are asking the board if they support an application for a \$50,000 non-binding grant. Staff would not accept the grant without subsequent board approval. Even with this grant, there would still be significant cost for this fitness court. Commissioner Pecharich asked if residents have communicated interested in these courts. Benard stated we only have one now and we engaged the “Friends of Northside Park” when we were planning that fitness court and there was support for the project. He said that we would engage the public prior to installing another. Hinchee stated that the playground surveys that staff sends out show that people like fitness courts and that Northside Park Fitness Court gets a lot of use.
7. Review of Initial Structural Assessment Report for Girl Scout Cabin at Northside Park and Taylor Barn at Cosley Zoo
Benard stated that the initial report showed that they didn’t have occupancy concerns for the barn and cabin. Minor alterations were recommended for the barn have already been completed by our staff carpenter. We are waiting on the final report.

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.

ADJOURNMENT

Commissioner Mee moved to adjourn the meeting at 5:36 p.m. Seconded by Commissioner Kelly. Motion carried by voice vote.

A handwritten signature in black ink, appearing to be 'M. Mee', written in a cursive style.