



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday June 1, 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 Pecharich and Commissioner Vires were present

Commissioner Mee arrived at 5:05 p.m.

Commissioner Morrill was absent

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 Finance Simpson, Assistant Director of Finance Meger

Guest Present: Matt Beran from Lauterbach & Amen

Finance and Administration

1. **2021 Annual Comprehensive Financial Report** – Review of 2021 Annual Comprehensive Financial Report

Matt Beran from Lauterbach & Amen gave a report on the 2021 Annual Comprehensive Financial Report. He began by saying there was no Management Letter issued which indicates that there were no control issues found. He stated that the process starts at the beginning of the year where they come up with a plan with Finance Director Simpson and Assistant Finance Director Meger. They look at our internal controls, do field work and test our numbers, they then move into writing the report. He stated that we received an unmodified opinion which is the highest opinion there is. He went through a brief explanation of the entire report. He was impressed with the Income Statement that reflected an increase of \$4,100,000 because of the Recreation and General Funds. Expenses were down in both funds which helped. The Golf Course Fund is a self-sustaining fund and showed a \$2,000,000 change in net position. Executive Director Benard stated that we resumed corporate and recreation transfers to capital projects in 2022 which were suspended in 2020 and 2021 due to the financial uncertainty cause by the pandemic.

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.

2. **Finance Policies** – Review of Proposed Amendments to the Purchasing Policies of the Wheaton Park District
Benard stated that the Governor recently signed legislation raising the bid limit to \$30,000. Staff proposes to also adjust the purchasing policy quote and board approval threshold amounts. Commissioner Vires asked why staff asks for approval on purchases below the bid limit over \$10,000. Benard stated that the current purchasing policy was created at the request of past board members who wanted to review/approve all expenses over \$10,000. Staff is asking to adjust this approval level to \$20,000. Commissioner Kelly stated that he would still like to see a list of the over \$10,000 purchases but doesn't need to approve them. Benard stated that we will add that information to monthly department reports. Commissioner Vires approved of this as well.
3. **Board Meeting Schedule** – Review of Board Meeting Schedule for Wheaton Park District Board of Commissioners
Benard stated that the change on this schedule is just changing the location of the July regular meeting from the city to the museum. The city cannot host us on this nonstandard meeting date. This meeting will not be videotaped as a result.
4. **Ordinance No. 2022-03** – Review of Ordinance No. 2022-03 – Disposal of Personal Property Owned by the Wheaton Park District
Director of Special Facilities Bendy stated that the items on this list will be auctioned off.
5. **Athletic Apparel Purchase** – Review of 2022 Soccer Jersey Purchase Resulting in Expenditures over \$10,000
No discussion.
6. **Special Event Supplies Expenses** – Review of Purchase of Supplies from Euclid Beverage for Brew and Seltzer Fest Resulting in Expenditures over \$10,000
No discussion.
7. **Special Event Partnership Expenses** – Review of Net Revenue Share to the Rotary Club of Wheaton A.M. for the Fun Run in Color
No discussion.
8. **Semi Annual Review of Closed Session Minutes**
Benard will provide the appropriate resolution and past minutes for review in closed session during the regular meeting.
9. **Equipment lease with Xerox Office Solutions**
Benard reviewed the actions contemplated. A buyout from Xerox Office Solutions of 9 currently leased machines at a net cost of \$7,150.28 after rebate and the approval of a lease to own contract for 2 new machines from Xerox Office Solutions at a cost of \$1,047 per month for 60 months. The new machines will be placed at Arrowhead and the Graphic Design Office. The Board supported the buyout and new lease.

Buildings and Grounds

1. **Sports Court Projects** – Review of Bid Results for Sport Court Repaving and Color Coating Projects at Hurley Gardens and Seven Gables Park
Benard stated we only had one bidder. Commissioner Kelly asked Superintendent of Planning Hinchee if their unit costs are in line. Hinchee stated they are.
2. **Roofing Project** – Review of Bid Results for Cosley Zoo Welcome Center / Gift Shop Building Roof Replacement
Benard stated we had three bidders, and Red Feather was the low bidder. We will be slightly out of budget but within appropriation levels.
3. **Painting Project** – Review of Bid Results for Re-painting the Park Services Center Building
Benard stated the base bid was less than what was budgeted. We haven't used this firm before, but their references are positive. This building was last painted in 2004 when it was originally constructed.
4. **Fire Alarm System Monitoring Services Agreement** – Review of Proposed Amendment
Benard said that these items needed to be looked at. Commissioner Pecharich asked if the cost was in line with previous work like this. Director of Parks & Planning Sperl stated that this price is based on two people troubleshooting for a day at the hourly rates in their bid.
5. **Blue Cross Blue Shield National Fitness Campaign** – Review of Grant Opportunity for Installation of an Outdoor Fitness Court
Staff is recommending we respectfully turn down this grant. Despite the generous \$50,000 grant, there will still be over \$90,000 in costs to complete this project. Staff researched alternative fitness court options that can be accomplished well under the after grant cost. Options will be explored further as part of the 2023 budget development process. The board agreed with the staff recommendation to turn down this grant opportunity.

ADJOURNMENT

Commissioner Kelly moved to adjourn the meeting at 5:49 p.m. Seconded by Commissioner Mee. Motion carried by voice vote.

