



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday June 2, 2021 5:00 p.m.
DuPage County Historical Museum
102 E. Wesley Street, Wheaton, IL**

CALL TO ORDER –

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

Staff Present included: Executive Director Benard, Director of Parks and Planning Sperl, Director of Finance Simpson, Assistant Finance Director Meger, Superintendent of Planning Hinchee

Guest Present: Ann Scales from Lauterbach & Amen

Buildings and Grounds

1. Review of Bid Results for Central Athletic Complex Custodial Services
Commissioner Kelly asked what janitorial services were previously used and if the services bid had been budgeted. Director Sperl responded that janitorial services were previously contracted for the Community Center and occasionally at the Central Athletic Complex. The 2021 Budget included janitorial services for Central Athletic Complex. President Frey asked if staff still cleans the Community Center. Director Sperl confirmed that staff still cleans Community Center. There was some concern with the spread in the bids. Staff has good experience with the low bidder and the specifications are detailed enough to hold the contractor accountable for the quality of their work.
2. Review of Bid Results for Presidents Park Playground Equipment Installation and Site Improvements
Commissioner Kelly noted that the base bid is slightly over the available budget including the contingency. Director Benard identified that we are able to allocate it within different areas of the budget. Commissioner Fahey asked if the city would help financially. Director Benard stated that the city would not, but they did review engineering work to reduce the impact of flooding.
3. Review of Bid Results for Waste Removal, Recycling and Composting Services
Executive Director Benard identified that we were not recommending composting at this time. Commissioner Fahey asked what composting included. It was clarified that

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composting involved a separate process and bid for food scraps, but due to interruption in back of house operations and increased costs, composting was not recommended at this time. Commissioner Vires asked if issues related to early morning noise at Cosley Zoo have been resolved. Executive Director Benard stated we have worked with the route manager to prevent these issues.

4. Review of Purchase of Playground Equipment through Source Well Cooperative Purchasing Program for the Sensory Garden Playground.
Director Benard identified that this equipment is funded through donations and grants that have been secured. Commissioner Mee asked what a gravity rail is, and Executive Director Benard described how the play equipment functions.
5. Review of Resolution Authorizing a Grant Application for the DuPage County Historical Museum Tuckpointing and Window Replacement Project
Executive Director Benard explained that any time we contemplate a grant submittal, board approval is required due to the financial obligation. Commissioner Kelly stated that he felt this was only necessary when the district had a match, and it should not be an issue since this grant did not require one. He also stated the tuckpointing should be done regardless of the grant asked about how this, and other projects are split with the county outside of grant funding. Executive Director Benard stated that each project is negotiated and a separate IGA would cover the terms. He also explained the grant is a reimbursement grant and may require some capital expenditures from the park district ahead of reimbursement. Executive Director Benard asked for clarification that the district can appropriate the upfront expenditure if the county is unable. The consensus was that it would be OK if we get it back. Commissioner Kelly requested that the IGA include terms for paying if the grant falls through.
6. Review of Memorandum of Understanding Between County of DuPage and the Wheaton Park District for the Maintenance and Inspection of the Hesterman Drain
Executive Director Benard explained that this is largely a restatement of the old IGA. The county has agreed to reimburse \$48,000 related to the repairs completed to the berm last year. The county will also increase the frequency of inspections. Their work may not interfere with play at the golf course. President Frey asked how often the inspections would be. Director Sperl stated the agreement identified annually.
7. Review of Change Order No. 1 for Rice Pool Filter Building and Waterslide Deck Repair Project
Commissioner Kelly reviewed the changes and why they were needed. He also noted that two more are expected and advocated for wrapping them all up into one change order to be approved in June. He stated that the contractor has done a good job and may be done with both areas by the June 11 opening. President Frey clarified that the overages are still anticipated to come from the \$150,000 line for priority expenses.

Finance and Administration

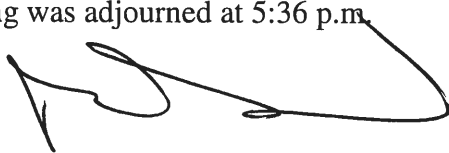
1. Review of Arrowhead Golf Club Linen Supply Bid 2021
No questions
2. Review of the Wheaton Park District 2020 Comprehensive Annual Financial Report
Ann Scales of Lauterbach and Amen reviewed the report. She noted that the park district has received the GFOA award 33 years in a row and is expected to receive it again this year. The firm has provided an unmodified opinion and no Management Letter comments were required. Several of the differences in this report were identified as being attributable to COVID. Commissioner Kelly had questions about Arrowhead and the IMRF liability. Commissioner Fahey commented that it was well written and easy to follow.

General Updates

1. Pool passes went on sale and we had \$130k in sales the first day.
2. Concert update: 3,500 tickets have been sold for the summer. Saturday's afternoon concert currently has a low attendance, but most other concerts are sold out. Capacity will increase when the state moves to phase 5.
3. July 4th we will have a parade. The route is changed slightly due to road construction and will travel south on Main Street turning west on Union Avenue.
4. Arrowhead siding update: Director Sperl gave an update about the siding and described the warranty offered by the manufacturer. Staff is still reviewing and will likely counter with some additional terms.

ADJOURNMENT

The meeting was adjourned at 5:36 p.m.

A handwritten signature in black ink, appearing to be a stylized name, possibly 'M. Sperl', written over a horizontal line.