



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMMITTEE MEETING MINUTES
Wednesday July 5, 2023, 5:00 p.m.
DuPage County Historical Museum
Wheaton, IL 60187**

CALL TO ORDER –

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

Commissioner Barrett, and Commissioner Pecharich were 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 Athletics & Facilities Novak, Director of Finance Simpson, Director of Recreation Beyer

DISCUSSION ITEMS

Buildings and Grounds

1. **Community Center Interior Renovation Project Phase II** – Design Presentation by Williams Architects and Direct Fitness Solutions

Carrie Kotera from Williams Architect gave a brief presentation that included updates to Parks Plus Fitness Center, the locker rooms and The Zone and office areas. Commissioner Kelly stated that we will go out to bid a week from Friday. The bid documents for this are 95% complete. The locker rooms will be bid as an alternate to give the board more flexibility on approving the bids.

2. **Americans With Disabilities Act Access Audit and Transition Plan** – Review of Proposal from the WT Group

John McGovern from the WT Group outlined his background, credentials and provided an summary of the proposed project cope and related costs. Commissioner Vires verified with Staff that the contract with WT would be paid for from proceeds from the specific tax levy that funds ADA compliance costs and Special Recreation Association membership. President Kelly asked how often we are required to do this. Executive Director Benard said that while there is no set requirement on frequency, having an up-to-date transition plan is a best practice for managing related liability and that it is required as a part of our agency accreditation program. McGovern advised of the potential liabilities for agencies that do not have a current audit and transition plan in place. Commissioner Morrill asked how we did on the last plan we had. Director of Parks & Planning Sperl said that McGovern will assess our compliance progress since our last audit but he

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.

estimates 60% project completion. Sperl explained that new facilities have been added since the last plan was implemented and will be folded into the updated plan. This item will appear on the July 19th Board Meeting Agenda.

3. **Briar Patch Park Renovation Project** – Review of Bid Results for Backstop Replacement

Benard reported that the district has prior experience with the low bidder, Proline Fence. An OSLAD Grant was awarded for improvements at Briar Patch Park which will reimburse up to 50% of the costs. This item will appear on the July 19th Board Meeting Agenda.

4. **Briar Patch Park Renovation Project** – Review of Engineering Additional Services Costs

Benard said that the additional services costs were due to the alterations to the pickle ball court design that were discussed at a previous meeting. No further discussion.

5. **Mary Lubko Center Roof Rehabilitation Project** – Review of Bid Results

Benard reported that the low bidder was Metalmaster Roofmaster. Commissioner Frey asked if it's an all-metal roof. Sperl said yes and added that the existing roof is metal. Commissioner Kelly asked staff to negotiate plywood costs. He also asked that we talk to the attorney about negotiating roof deck work on a time and material basis. Benard stated that we will accept the base bid and negotiate the rest. This item will appear on the July 19th Board Meeting Agenda.

6. **Arrowhead Golf Club Equipment Purchases** – Review of Contemplated Purchases, Cooperative Purchase Program and Quotes

Benard stated that these items are on the budgeted equipment replacement schedule. This item will appear on the July 19th Board Meeting Agenda.

7. **Arrowhead Golf Club Asphalt Replacement Project** – Review of Bid Results

Benard stated that we have never used Obsidian Asphalt, but Superintendent of Planning Hinchee checked their references, and they all came back positive. Staff will work with the contractor to not disrupt business during the project. This item will appear on the July 19th Board Meeting Agenda.

8. **Arrowhead Golf Club Kitchen Equipment Purchase** – Review of Quotes

Benard stated that this deep fryer is replacing the original deep fryer that was purchased when the building was built. This item will appear on the July 19th Board Meeting Agenda.

9. **Arrowhead Golf Club Security Camera System Upgrade** – Review of Quote

Director of Special Facilities Bendy stated that we are adding a few additional cameras and recording devices. Commissioner Mee was pleased with the LPR (License Plate Reader) cameras. This item will appear on the July 19th Board Meeting Agenda.

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.

10. Cosley Zoo Fence Replacement Project – Review of Bid Results

Commissioner Frey asked if we have done business with Action Fence before. Sperl said we have. President Kelly asked if we checked the unit cost. Hinchee stated that it is a custom wood fence, and he wasn't sure why the other bidders came in so high. Sperl said that the other bidders are general contractors who don't specialize in fencing and maybe that was the reason. This item will appear on the July 19th Board Meeting Agenda.

11. Community Center Interior Renovation Project Phase I - Review of Change Order No. 3

President Kelly stated that the floor in the Northside Room on the second floor was wavy. After some investigation it was learned that it was due to the condition of the slab under the flooring. The manufacturer has agreed to provide new material for no cost, and Efraim will replace it for no charge, however we will pay for the self-leveling compound that needs to be put under the new flooring, which generated this change order. This will be installed in mid-August. This item will appear on the July 19th Board Meeting Agenda.

Finance and Administration

1. Investment of Wheaton Park District Funds – Review of Investment Strategy

Commissioner Vires reported that our policy requires that we match investment timing with cash flow needs. We received good CD rate offers from Wheaton Bank & Trust so he and staff agree on proceeding. Commission Vires asked about potential arbitrage on bond proceeds based on the higher rates of return on short term investments. Benard stated that we spend down the proceeds of bonds within the prescribed spending window which mitigates this concern. In addition, all of our annual issues qualify for the small issue exemption from arbitrage. There Board agreed with this approach. There is no further board action contemplated and staff will carry out the investments as described.

ADJOURNMENT

Commissioner Mee moved to adjourn the meeting at 5:33 p.m. Seconded by Commissioner Vires. Motion carried by voice vote.

A handwritten signature in dark ink, appearing to be a stylized 'M' or 'W' followed by a long horizontal stroke and a small loop at the end.