



**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday September 1, 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 5:02 p.m. Commissioner Barrett, Commissioner Kelly, Commissioner Morrill and Commissioner Vires were present

Commissioner Mee was absent

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Superintendent of Planning Hinchee.

Also present was Kevin Fahey who announced his resignation from the Board of Park Commissioners at 3:26 pm on September 1, 2021 via email.

Finance and Administration

1. Review of Investment Advisor

Executive Director Benard referenced a report provided by staff recapping the Investment Advisor review that took place at the July Subcommittee meeting. Benard stated that there will be no action requested on this item at the September 15th Regular Meeting. The district has placed recently received tax receipts in a money market account with Wheaton Bank and Trust which has a similar return as certificates of deposit currently. When the CD market improves, staff will bring the matter of resuming a CD laddering program with either PMA or Wheaton Bank and Trust to the Board for consideration. The funds currently in the existing CD laddering program with PMA will remain there. Commissioner Vires stated that it is important to note that Wheaton Bank and Trust pledges collateralized securities to cover our investments over the FDIC levels. The Board agreed with this approach.

2. Review of 2022 Budget Development and Approval Calendar

Benard reviewed the budget development and approval calendar action items planned for September through December.

- The budget will be submitted to the board on September 10th.
- During the September 15th Park Board meeting, Staff will recommend that the board place the budget and appropriation ordinance and related reports on 30-day public review/inspection pursuant to Illinois law.

- The Board will review and discuss the 2022 operating and capital budgets at the October and November Subcommittee meetings.
- The estimate of tax levy resolution will be presented to the board at the October 20 board meeting.
- The public hearing on the budget and appropriation ordinance will take place on October 20.
- The tax levy ordinance, budget and appropriation ordinance and abatement ordinance will be adopted at either the November or December board meeting.

Benard stated he would prefer that the board achieve consensus on the 2022 employee raise pool percentage during the October subcommittee meeting so that it can be included in the final budget and coincide with year-end performance evaluations. Benard stated that he is recommending a 5% employee raise pool for 2022 in the budget proposal draft for the board's consideration. The higher than typical recommendation is being made to offset the wage freeze that was imposed in the December of 2020 as a result of the uncertainty that still existed at that time related to district operating finances because of the pandemic. The topic of the significant amount of employee benefit time that was used during the pandemic shutdown in March April May of 2020 was also discussed.

After some discussion it was agreed that the board would review the Raise Pool Percentage and the Capital Budget at the October Subcommittee Meeting and the Operating Budget at the November Subcommittee Meeting.

3. Resolution 2021-08 – Amendment to the Wheaton Park District Cafeteria Plan with Health Flexible Spending Arrangement

Benard stated this is a housekeeping item that will be brought to the board on September 15th for approval.

4. Ordinance 2021-02 – Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District

Benard stated this is a housekeeping item that will be brought to the board on September 15th for approval.

5. Renewal of Agreement for Payroll Processing and Human Resources Information Services with Paylocity through November 2024

Benard stated that although this contract is valid through most of 2022, if we commit now, paylocity will hold pricing at current levels. Commissioner Vires asked why there was such a big fluctuation in the charges over the past years. Benard stated that we started with them in the middle of 2017, so we were only charged for a portion of the year, in 2020 we had a smaller number of active employees due to the pandemic and in 2021 our employee count increased once we entered phase 5 of the restore Illinois program

6. Purchase of Basketball Uniforms from All Pro Team Sports - \$11,150
Quotes were reviewed. This item that will be brought to the board on September 15th for approval.
7. Purchase of Jox
8. Box Systems for Softball and Baseball Fields from On Deck Sports - \$16,480
Quotes were reviewed. Benard stated that this will be paid for out of the \$5.00 facility improvement charge added to athletic program fees. This item will be brought to the board on September 15th for approval.
9. Funding and Reimbursement Agreement for Equipment Purchase for the Sensory Garden Playground Between the Wheaton Park District and the Play For All Playground and Garden Foundation
Benard stated there are two new pieces of equipment that are being funded through the Play for All Foundation that will be installed this fall at the Sensory Park. The funding and reimbursement agreement will be included in the September 15th board packet.

Buildings and Grounds

1. Community Center Interior Renovation - Agreement with Williams Architects for Design Services - \$24,300
Benard stated that the previous design agreement and related work by Williams Architects was suspended during the early months of the pandemic due to the suspension of all non-essential activity at that occurred at that time. The new agreement will see the design phase of this project through to completion allowing staff to begin to complete projects going forward. Commissioner Kelly asked if there was an upcharge for reinstating. Benard replied that there was not.
2. Lincoln Marsh Office and Garage Renovation Bid Results – Recommendation to Accept the Base Bid and Alternate from WallFill Exteriors for \$60,879
Benard stated he received a letter from the Carpenters Union urging us to not use WallFill as they were non-union and had concerns about their compensation levels related to prevailing wages. Benard verified that our bid specifications and contracts call for prevailing wages to be paid and that contractors are required by law to submit certified payroll reports directly to the Illinois Department of Labor. Commissioner Kelly was concerned if we had an obligation further than this. Benard stated that it is the contractor's responsibility to verify payroll with the state. Commissioner Kelly would like to see a memo or correspondence with our attorney that this is correct. Superintendent of Planning Hinchee stated he has an email from our attorney that outlines our obligations regarding prevailing wage and certified payroll. He or Benard will send it to the board.
3. Parking Lot Sealcoating Services – Hoffman Park Graf Park and Central Athletic Complex – Review of Quotes
Benard stated that we will have the required three quotes by the time the September 15th board packet goes out. Hinchee stated that the quote noted in the memo was adjusted

slightly to include some additional work and is approximately \$18,000. Commissioner Vires asked if the Community Center parking lot is getting sealed too because it is in bad shape in some areas. Hinchee stated that it is being patched in house and that design options for replacing the Community Center Parking lot were being finalized for the board's review this fall. Once a design is agreed upon, staff will seek proposals for specification development.

4. Prairie Office Building HVAC Unit Purchase and Installation – Review of Quotes
Commissioner Kelly asked if we specified a certain brand of HVAC units. Hinchee said yes, it follows the scope of work our consultant Berg recommended. All of the companies are bidding on the same brand and size of equipment.

ADJOURNMENT

At 5:33 p.m., Commissioner Vires moved to adjourn the meeting to enter closed session regarding Purchase or Lease of Real Property, 5ILCS 120/2 (c)(5), Pending, probable or imminent litigation, 5ILCS 120/2 (c) (11), The selection of a person to fill a vacancy in public office, 5 ILCS 120/2(c)(3). Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Barrett, Kelly, Morrill, Vires, Frey

Nays: None

Abstain: None

Absent: Mee

A handwritten signature in black ink, appearing to be 'Mee', written over the text 'Absent: Mee'.