



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday September 7, 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 Mee, Commissioner Morrill, Commissioner Pecharich and Commissioner Vires were present

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks & Planning Sperl, Superintendent of Planning Hinchee, Director of Athletics & Facilities Novak, Director of Finance Simpson, Special Event Manager Wilkin

Finance and Administration

1. Review of Quotes for Purchase of Football Helmets
Executive Director Benard stated that because of supply chain and manufacturing difficulties the original Riddell helmet priced \$145 is not available, staff sought additional quotes from three vendors a found a suitable Light helmet that cost \$396. Benard consulted with legal counsel, and they recommended we use the resolution for emergency expenditures. The board previously approved this resolution instead of staff having to go out to bid. Program fees will cover this expense. Programs are designed to make 30% profit; we will make less profit this season due to these increased costs but the program will remain in the black.
2. Review of Payment to Wheaton Chamber of Commerce for Cream of Wheaton Net Proceeds Share
Benard stated that we did almost as well on the Cream of Wheaton as we did in 2019. Benard stated that next year we will give the Chamber of Commerce a sponsorship goal number that needs to be reached.
3. Review of 2023 Budget Development and Approval Calendar
Benard stated that we will review the budgets at the October and November Subcommittee meetings.

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.

4. Review of 2023 Operating and Capital Budget Proposal

Benard asked if the board wants to schedule a Capital Budget workshop on a Saturday. The board thought that we could discuss the Capital Budget at the October Subcommittee Meeting and go from there. Benard told the board that he is available to have individual meetings with the Commissioners if they have questions on the budget.

5. Zoo Vehicle Purchase

Benard stated that the Foundation had received \$35,000 in donor funds for this vehicle but due to supply chain issues we were not able to purchase it subsequent to the last park board approval earlier this year. The National Auto Fleet Group that organizes competitive bidding through Sourcewell has informed us that they now have a vehicle available for purchase. Staff would like to order the vehicle now hopefully ahead of another delay. Benard consulted with legal counsel and reported that the board does not need to rescind their last action on this purchase. The board was agreeable to staff placing the order for the vehicle.

Buildings and Grounds

1. Community Center Parking Lot Replacement Project – Review of Professional Services Proposal from Wight Engineering

Benard stated that Commissioner Kelly met with staff in February on this. They reviewed 14 different parking lot designs. Design #7 was decided upon. We are looking to engage Wight Engineering for \$73,000 to complete plans, permitting, bidding and construction. Commissioner Kelly stated that he would review the specs before they go out. Commissioner Mee was concerned that this project was getting more costly. He didn't think there was that much cut through traffic to warrant this design. He asked if we had ever done a traffic study. Superintendent of Planning Hinchee said that costs have escalated, and that stormwater management costs are part of the cost increase. Hinchee will ask Wight how much the reconfiguring adds to the cost. Commissioner Kelly asked that Wight provide a breakdown of the costs of the stormwater management aspects, the costs of redirecting cut through traffic and the cost of the safety island at the entrance for discussion at the next subcommittee meeting. He asked that a Wight representative be at the meeting.

2. Community Center / Rice Pool Filter Room Roof and Wall Repair Project – Review of Leak Assessment and Recommendations from Klein and Hoffman

Benard stated staff would like to get this project moving before winter. The board agreed that staff should proceed with assistance from Commissioner Kelly and provide appropriate follow up. Staff will check with legal counsel on approving a contract in advance of the next meeting. Commissioner Kelly stated that we have been dealing with leaks here for years and need to move forward with this project.

3. Open Space Land Acquisition and Development Grant Program – Review of Proposal for Completing a Grant Application for Improvements to Danada South Park
Benard stated that staff is looking for advance approval to apply for the OSLAD grant. We already have \$150,000 raised for this playground and should be at \$250,000 by the end of the year. This is a 50/50 match grant. Benard recommends that we include ballfield drainage in the grant application as opposed to the ballfield lighting. The lease with the Forest Preserve District requires us to notify them that we are applying for the grant. Staff will provide them with a letter. The board agreed with completing the grant application for this project.
4. Tourism Attractions and Festivals Grant Program – Review of Proposal for Completing Grant Applications for the Cosley Zoo Parking Lot Project and the Shakespeare in the Park Event
The board agreed with completing the grant applications.
5. Assessment of Aging Structures – Review of Assessment Report from Altus Works for Structures at Cosley Zoo and Northside Park
Staff is not in favor of keeping the Taylor Barn at Cosley Zoo in the long run but would like to use it through 2023. We would like to tear it down and rebuild it. Staff would bring the design and cost estimates to the board before proceeding. The Boy Scout Cabin doesn't require immediate work. The Girl Scout cabin requires an \$87,000 expenditure in order to continue public use. Staff will also investigate the cost to tear down and rebuild this cabin. Commissioner Morrill was in favor of protecting this cabin and keeping it operational. Commissioner Kelly thought it was important to keep at least one of the cabins.
6. Land Transfer Between the Wheaton Park District and the Wheaton Sanitary District – Review of Concept
Benard summarized the concepts of swapping land with the sanitary district or simply reimbursing them for the streambank stabilization project within Atten Park. The Sanitary District's bid opening is on September 12th. Park District costs are currently estimated at \$90,000. Staff will provide a recommendation once the bids are open and the true costs are known for restoring the Atten Park Streambank

ADJOURNMENT

Commissioner Kelly moved to adjourn the meeting at 6:09 p.m. Seconded by Commissioner Mee. Motion carried by voice vote.

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