



Wheaton Park District

MEETING NOTICE & AGENDA – BUILDINGS, GROUNDS AND FINANCE SUBCOMMITTEE MEETING MINUTES

Wheaton Park District Board of Commissioners
Wednesday October 3, 2018 5:00 p.m. Community Center
1777 S. Blanchard St., Wheaton, Illinois

CALL TO ORDER –

President Vires called the meeting to order at 5:02 p.m. Commissioner Fahey, Frey, Kelly Mee, Morrill were present.

Commissioner Hodgkinson was absent.

Staff Present included: Executive Director Benard, Director of Parks and Planning Sperl, Superintendent of Planning Hinchee, Finance Director Trainor, Director of Special Facilities Bendy, Assistant to Special Facilities Prazak, Director of Food and Beverage Whitkanack, Human Resources Manager Hirshberg, Executive Chef Pirhofer, Director of Golf Stoller, Catering Manager Wiley

A. Buildings & Grounds Discussion Items

Change Orders

- Arrowhead Stairs & Sidewalks Project Extension of Contract Time
Sperl explained that the change order is to extend the contract completion time to October 19th. Commissioner Kelly viewed the stairs and stated there was some areas that are incorrect. He advised that the concrete should not be poured until we have the architect sign off on the installation of the heating element. Change Order for extended time will be signed and approved after the job has been completed and should not appear on the next Board Meeting Agenda.
- Northside Surfacing for Outdoor Fitness Equipment Project Change Order no.1
Hinchee explained that the Footprint of the exercise equipment area was increased between the proposal and the delivery date. Benard added that our risk management program requires a minimum fall safety area for the people using the equipment.
- CAC Storage Building Project Change Order no.1
Hinchee explained the requirement for the WPD to place the power lines underground. This project is moving right along and he doesn't foresee many other issues arising. Commissioner Kelly would like to see the listed proposal on the subcontractor's letterhead, explaining the subcontractor's total, and Kandu's mark up as the general contractor as well as the breakdown of materials used.

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.

Bid or Quote Results

- **Play For All Foundation Treehouse Project**
Benard presented all the information to date on the status of the Play For All treehouse project. The bids received were twice the budgeted amount the project was designed to. Benard will seek the advice of legal counsel on procedural matters provide a recommendation related to whether or not to negotiate with the apparent low bidder or reject and re-bid.
- **Community Center Parking Lot Sealcoating**
Hinchee explained there is an annual budget of \$500,000 for district wide paving. Commissioner Morrill would like to know how much of the budget had been used to date. Hinchee will provide these details at the October Board Meeting.
- **Community Center / Rice Pool Filter Room – Structural Engineering Services Agreement**
Sperl stated there were signs of rust, leaking and corrosion on the columns at Rice Pool. The structural engineer noted the issue was from the water slides. They recommend that shoring and planks are added around the columns prior to determining what is needed. Sperl stated this is currently being addressed and wanted to advise the board to the issue.
- **Recycle and Trash Bins**
Hinchee explained we have a \$50,000 budget for these receptacles. There will be 28 of the recycled plastic dual containers placed at the concession stands and 50 of the concrete recycle receptacles located at the baseball fields and high traffic parks.
- **Community Center Gymnasium Divider Curtains**
Hinchee explained three quotes were received to replace the bottom half of the gym divider curtain. One price was to replace same length as existing and another was to shorten the sides to allow for easier passage around the sides. There were some concerns with the short set up, therefore staff is recommending replacing with the same length as existing.

Other

- **Request for Financial Support from Madison School PTA – Playground Installation**
Benard presented the option of assisting Madison School PTA in replacing their playground equipment. As a partner on the project we could issue them a check for the costs or utilize the Parks staff to replace and build the equipment at a cost to the school/PTA. Commissioners would like a formal request from the PTA on the requested assistance from the Park District. The Board was not in favor of writing the PTA a Check but was open to providing labor at cost if our schedule allowed.
- **Memorial Park Renovation Method of Project Delivery**
Sperl explained the three options of delivery to construct this project: Design-bid-build, hiring a construction advisor or hiring a construction manager. The board advised the staff to use the option of Design-bid-build to receive the best possible price.

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Finance Discussion Items

Bid or Quote Results

- **Quotes for Health Insurance 2019**
Benard and Hirshberg presented a pricing and policy comparison between PDRMA and a few other insurance brokers. Commissioners asked to narrow the list down and present the most comparable to PDRMA and what they are currently offering. Benard suggested the option to raise compensation for the staff that opts out of our insurance plan.
- **Arrowhead Food and Supplies Bid Results and Recommendation**
No discussion

2019 Operating and Capital Budget Related Items

- **Review and Discussion of 2019 Capital Project Budgets**
Benard and Staff reviewed the capital budget for 2019. Benard asked that the budget for the concrete work for Arrowhead Patio be removed from the capital projects proposal list. Commissioner Mee asked if the budget was in line with prior years. Benard replied that it was.
 - **General Obligation Bonds Series 2018 – October Public Hearing / November Sale**
Benard stated that prior to the start of the next board meeting there will be a Bond Issuance Notification Act Hearing for the bonds expected to be issued in 2018, 2019 and 2020.
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- **Review of Tax Levy Resolution – Benard reviewed the Estimate of Levy – There were no questions.**
 - **Employee Contributions for Health Insurance Premiums for 2019**
Benard explained there was an inequity in the contribution the employees make toward health insurance coverage between the tiers of coverage (S, S+C, S+S, and Family). Benard and Hirshberg presented several options to the board. The board asked for Benard to make a recommendation to correct the inequity and to provide a recommendation for increasing employee contributions in general as they have not changed in 4 years.
 - **Proposal from Vision 96 & Advance Intelligence Engineering – Extension of Managed Services Agreement Beginning January 1, 2019**
Staff is looking for approval to renew the district's IT Company's contract for another 12 months. AIE is a local firm which makes it convenient when assistance is needed at the facilities. Commissioner Mee inquired if Staff was happy with this Company. Benard replied that no IT vendor relationship is without challenges, but in general he was satisfied with AIE's performance over the last 3 years.

Board Member Inquiry Follow Up

- **Review of Lightening Protocol for Programs and Facilities – Commissioner Vires**
Staff provided the protocols and policies we have in place throughout the park district during severe storms. Benard stated we follow the PDRMA format for thunder and lightning as well as suspending activity for 30 minutes after the last sign of thunder or lightening has been detected.

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Commissioners would like to get feedback from PDRMA and/or our legal counsel as well as price estimates for a lightning detection system for the district.

- Review and Recommendation – Program and Facility Discounts for Veterans and Active Duty Military – Commissioner Hodgkinson
Staff provide research results from local districts and staff recommendation on what they would suggest to provide for military discounts at each facility if the Board so wished. The board would like to have some time to review and discuss these options with staff. Item will be reviewed further at the November Buildings and Grounds/Finance Meeting.
- Arrowhead Food and Beverage Financial & Operations Report – Commissioner Fahey

Benard stated that Arrowhead faced a profit reduction this year and staff is working on how to correct and control this trend. Staff provided an outline of what steps have been taken to redeem some of the lost profits in 2018 and what systems have been put in place to help raise profits and marketing in 2019. Commissioner Mee questioned if some of the menu prices were too high for this market. Whitkanack stated compared to other local establishments we are comparable but would look into lowering some of the menu items. Benard suggested bringing in an outside consultant to conduct a market and operational analysis on Arrowhead. The last time we engaged a consultant was 2009-2010

- Clocktower Commons Skate Park and Mini Golf – Commissioner Mee
This document will be added to the weekly board update

- Safety City – Commissioner Morrill
This document will be added to the weekly board update

BOARD MEMBER COMMENTS

None

ADJOURNMENT

The meeting was adjourned without objection at 7:10 p.m.

