



# Wheaton Park District

## BUILDINGS, GROUNDS AND FINANCE SUBCOMMITTEE MEETING MINUTES

### Wheaton Park District Board of Commissioners BUILDINGS, GROUNDS AND FINANCE SUBCOMMITTEE MEETING MINUTES Wednesday December 8, 2021 4:30 p.m. DuPage County Historical Museum Wheaton, IL 60187

#### **CALL TO ORDER –**

President Frey called the meeting to order at 4:30 p.m. Commissioner Barrett, Commissioner Kelly, Commissioner Mee, Commissioner Morrill were present

Commissioner Vires was present via Zoom Teleconferencing

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks and Planning Sperl, Superintendent of Planning Hinchee, Director of Special Facilities Bendy, Director of Marketing Wilhelmi, Director of Athletics Novak

#### **Finance and Administration**

1. Review of Illinois Association of Park Districts Educational Conference January 27-29, 2022 – Commissioner Attendance

Executive Director Benard stated he isn't sure if staff will be attending in person because of Covid. He is going to wait two weeks before the conference to see how things are and will decide then. This will be tabled until January. All board members present were agreeable with tabling this.

2. Review of Bid Results and Recommendation for Baseball and Softball Uniforms and Equipment

Commissioner Kelly stated that this is the first year that we're accepting an alternate. Director of Athletics Novak stated that was correct with the Youth Wicking Tee as well as Movable Pitcher Rubber, both at a lower price. President Frey asked how the delivery looked so far. Novak stated so far we have confidence in our vendors. Novak also stated that we re-use these uniforms to keep the cost of registration down so if there are any delays in shipping we do have a head start in past season inventory. All board members present were agreeable to this being on the December regular agenda for approval.

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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.

3. Review of Cosley Zoo Admission Fees – Recommendation to Increase the Non-Resident Adult Admission Fee by \$1.00 Per Guest Beginning January 1, 2022.

Benard stated that residents and children will still be free. No discussion. All board members present were agreeable to this being on the December regular agenda for approval.

4. Review of Vehicle Purchase for Cosley Zoo Through the Illinois State Purchasing Program and Funded by the Cosley Foundation

Benard stated that this purchase is being funded by the Cosley Foundation. The vehicle is currently on a three to six-month delay.

### **Buildings and Grounds**

1. Review of Bid Results and Recommendation for Maintenance and Monitoring Services for Facility Burglar Alarm, Fire Alarm, and Security Camera Systems

Benard stated that the incumbent did not submit a proposal. President Frey asked why. Director of Parks & Planning stated that they have changed personnel within the last year and we haven't been that pleased with them.. Benard stated this project will be under budget. All board members present were agreeable to this being on the December regular agenda for approval.

2. Review of a Construction Change Order for the Arrowhead Chemical Storage Building Project

Commissioner Kelly stated that we saved about \$7,000-\$8,000 with this change order and using the system in the maintenance building instead of buying a new system for the storage building. All board members present were agreeable to this being on the December regular agenda for approval.

3. Review of Request to Serve Beer and Wine at the Central Athletic Complex Ice Rinks on January 29, 2022 During a Special Event Rental

Benard stated that this is our fifth year hosting this hockey tournament. Commissioner Mee asked how much money we make on this event. Benard stated it was minimal approximately \$1,500. It is a nice service to provide during the event. All board

members present were agreeable to this being on the December regular agenda for approval.

4. Review of a Lease Agreement between the Wheaton Park District and Computer System Innovations, Inc. for the Lease of a Portion of the Wheaton Oaks Professional Building Located at 855 W. Prairie Avenue, Wheaton Illinois

Benard stated that last year he negotiated a reduction in the space CSI occupied. We moved four of our employees into that space. Benard is recommending a \$50,000 lease agreement for one year. President Frey asked if he pays up front. Benard stated he pays the entire amount in the beginning of January. Frey asked what the lease per foot on this type of property is. Benard will report back to the board on this figure. Benard stated that he has been a great tenant. This will appear as an ordinance for approval on the December regular agenda. All board members present were agreeable to this being on the December regular agenda for approval.

### **ADJOURNMENT**

At 4:50 p.m., Commissioner Mee moved to adjourn the meeting to enter closed session regarding 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, Mee Morrill, Vires, Frey

Nays: None

Abstain: None

Absent: None

A handwritten signature in black ink, appearing to be 'M. Mee', written over the 'Abstain: None' line.