



# Wheaton Park District

## PUBLIC NOTICE

**Wheaton Park District Board of Commissioners  
SUBCOMMITTEE MEETING  
Wednesday June 1, 2022 5:00 p.m.  
DuPage County Historical Museum  
102 E. Wesley Street, Wheaton, IL 60187**

**Public Notice Date May 26, 2022**

**Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the "Park Board") will hold a Subcommittee Meeting at 5:00 pm on Wednesday June 1, 2022 at the DuPage County Historical Museum 102 E. Wesley Street, Wheaton, IL 60187**

**Please contact Michael J. Benard, Board Secretary, for further information.**

**[mбенard@wheatonparks.org](mailto:mбенard@wheatonparks.org)**

**Michael J. Benard  
Secretary**

**The Agenda for the June 1, 2022 Subcommittee Meeting is as Follows:**

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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 630.945-7726; fax number 630.665.5880; email [dsiciliano@wheatonparks.org](mailto:dsiciliano@wheatonparks.org)



# Wheaton Park District

## **Subcommittee Meeting of the Wheaton Park District Board of Commissioners** **June 1, 2022 5:00 pm**

*No Action Will Be Taken at This Meeting – Review & Discussion Only*

### **CALL TO ORDER**

### **DISCUSSION ITEMS**

#### **Finance and Administration**

1. **2021 Annual Comprehensive Financial Report** – Review of 2021 Annual Comprehensive Financial Report
2. **Finance Policies** – Review of Proposed Amendments to the Purchasing Policies of the Wheaton Park District
3. **Board Meeting Schedule** – Review of Board Meeting Schedule for Wheaton Park District Board of Commissioners
4. **Ordinance No. 2022-03** – Review of Ordinance No. 2022-03 – Disposal of Personal Property Owned by the Wheaton Park District
5. **Athletic Apparel Purchase** – Review of 2022 Soccer Jersey Purchase Resulting in Expenditures over \$10,000
6. **Special Event Supplies Expenses** – Review of Purchase of Supplies from Euclid Beverage for Brew and Seltzer Fest Resulting in Expenditures over \$10,000
7. **Special Event Partnership Expenses** – Review of Net Revenue Share to the Rotary Club of Wheaton A.M. for the Fun Run in Color
8. **Closed Session Minutes** – Semi Annual Review of Closed Session Minutes
9. **Equipment lease with Xerox Office Solutions** – Review of Xerox Equipment Lease

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## **Buildings and Grounds**

1. **Sports Court Projects** – Review of Bid Results for Sport Court Repaving and Color Coating Projects at Hurley Gardens and Seven Gables Park
2. **Roofing Project** – Review of Bid Results for Cosley Zoo Welcome Center / Gift Shop Building Roof Replacement
3. **Painting Project** – Review of Bid Results for Re-painting the Park Services Center Building
4. **Fire Alarm System Monitoring Services Agreement** – Review of Proposed Amendment
5. **Blue Cross Blue Shield National Fitness Campaign** – Review of Grant Opportunity for Installation of an Outdoor Fitness Court

## **CLOSED SESSION**

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c)(1)
- b. Purchase or Lease of Real Property, 5ILCS 120/2 (c)(5)
- c. Setting of Price for Sale or Lease of Property Owned by the Public Body, 5ILCS 120/2 (c) (6)
- d. Pending, Probable or Imminent Litigation, 5ILCS 120/2 (c)(11)
- e. Discussion of Minutes of Meetings Lawfully Closed Under this Act, Whether for Purposes of Approval by the Body of the Minutes or Semi-Annual Review of the Minutes, 5 ILCS 120/2(c)(21)

## **ADJOURNMENT**

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TO: Board of Commissioners

FROM: Michael Benard

RE: 2021 Annual Comprehensive Financial Report

DATE: May 26, 2022



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### **SUMMARY:**

The Annual Comprehensive Report for the fiscal year ending December 31, 2021, is complete and a pdf version has been emailed to the Board of Park Commissioners. Hard copies of the ACFR will be provided at the Subcommittee on June 1 and a representative from Lauterback and Amen will be present to provide a summary overview of the report and respond to questions.

Attached we have provided a summary report that provides a 10-year comparison of our audited year end activity for each major operating fund. Through this report, board members are provided a high level and long term of view the operating results for each fund.

#### **Highlights:**

- Transfers of operating net to the Capital Projects fund from the Corporate and Recreation Funds were suspended in 2020 and 2021 due to financial uncertainty caused by the Pandemic. These transfers are possible due to our fund balance reserves exceeding maximum levels per board policy and serve as a primary source of funding for meeting the costs of our annual capital repair and replacement program along with annual general obligation bond proceeds. These transfers resumed in 2022.
- Operating net increases (over pre-covid years) in most service areas existing within the Recreation Department were realized in 2021 due to very consistent weather favorable to outdoor activities and enthusiasm for recreational and outdoor activities resulting from the continued negative impacts on lives caused by the Pandemic in 2020 and early 2021.
- The Cosley Zoo Operating results for 2021 far outpaced the previous 10 years due to very consistent weather favorable to zoo attendance, enthusiasm for outdoor activities resulting from the continued negative impacts on lives caused by the Pandemic and continued increases in operating donations initiated to offset the adverse operating impacts caused by the Pandemic in 2020 and early 2021. The Cosley Zoo fund balance reserves also exceed maximum levels per board policy. Transfers to the Zoo Capital Replacement Fund began in 2019, were suspended in 2020 and 2021 due to financial uncertainty caused by the Pandemic and have resumed in 2022.
- The operating results experienced at Arrowhead Golf Club in 2021 far outpaced the previous 10 years reported or any year prior since the new clubhouse opened in 2006. The impact of the Pandemic on the public's enthusiasm for golf, the resumption of closer to normal restaurant, bar, and event services and the amazing 2021 weather all contributed.
- There were no "management letter" issues discovered by the auditors representing an exceptionally clean financial operation.

I am proud to report that these positive highlights would not have been possible without the outstanding efforts of our team members at all levels and in all departments of the park district. These results were achieved, and the extremely high levels of service and customer care were accomplished despite a significant reduction in our workforce and constant challenges, interruptions and distractions caused by the Pandemic.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The Board of Park Commissioners typically reviews and acknowledges receipt of the ACFR each June.

**ATTACHMENTS:**

- 10 Year Annual Financial Report Comparison

**RECOMMENDATION:**

Board of Park Commissioners to acknowledge receipt of the Annual Comprehensive Report at the regular meeting on June 15, 2022.

### 10 Year Annual Financial Report Comparison, Internal

General Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues	\$3,741,313	\$4,031,549	\$4,236,123	\$4,355,574	\$4,521,247	\$4,506,269	\$4,727,298	\$5,000,667	\$4,648,964	\$5,334,869
Operating Expenditures	(\$3,241,662)	(\$3,264,868)	(\$3,294,345)	(\$3,359,670)	(\$3,555,480)	(\$3,706,562)	(\$3,720,606)	(\$3,851,743)	(\$3,181,692)	(\$3,572,437)
Capital Expenditures	(\$248,572)	(\$138,588)	(\$109,855)	(\$156,341)	(\$189,252)	(\$224,004)	(\$431,842)	(\$314,484)	(\$95,993)	(\$83,879)
<b>Revenues Over (Under)</b>										
<b>Expenditures</b>	<b>\$251,079</b>	<b>\$628,093</b>	<b>\$831,922</b>	<b>\$839,563</b>	<b>\$776,515</b>	<b>\$575,703</b>	<b>\$574,850</b>	<b>\$834,439</b>	<b>\$1,371,279</b>	<b>\$1,678,554</b>
Gain (Loss) on Disposal of capital assets	\$43,575	\$9,000	\$16,297	\$38,144	\$90,003	\$54,011	\$37,128	\$82,301	\$80,846	\$0
Transfers In	\$17,226	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
Transfers Out	(\$899,420)	(\$200,796)	(\$500,000)	(\$500,000)	(\$500,000)	(\$601,391)	(\$1,376,843)	(\$1,112,666)	\$0	\$0
<b>General Fund</b>	<b>(\$587,540)</b>	<b>\$446,297</b>	<b>\$358,219</b>	<b>\$387,707</b>	<b>\$366,518</b>	<b>\$28,323</b>	<b>(\$764,865)</b>	<b>(\$195,925)</b>	<b>\$1,452,125</b>	<b>\$1,678,554</b>

Recreation Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues	\$8,528,600	\$8,761,084	\$8,752,674	\$9,124,420	\$9,392,432	\$9,484,041	\$9,561,703	\$9,804,648	\$6,001,026	\$8,810,724
Operating Expenditures	(\$7,247,647)	(\$7,248,679)	(\$7,225,123)	(\$7,554,006)	(\$8,159,705)	(\$8,407,494)	(\$8,507,842)	(\$8,508,223)	(\$5,135,229)	(\$6,754,764)
Capital Expenditures	(\$83,244)	(\$207,551)	(\$16,454)	\$0	\$0	(\$3,612)	(\$2,983)	(\$47,492)	(\$27,177)	(\$13,825)
<b>Revenues Over (Under)</b>										
<b>Expenditures</b>	<b>\$1,197,710</b>	<b>\$1,304,854</b>	<b>\$1,511,097</b>	<b>\$1,570,414</b>	<b>\$1,232,727</b>	<b>\$1,072,935</b>	<b>\$1,050,878</b>	<b>\$1,248,933</b>	<b>\$838,620</b>	<b>\$2,042,136</b>
Gain (Loss) on Disposal of capital assets	\$7,050	\$2,000	\$1,989	\$4,701	\$0	\$122	\$637	\$0	\$13,395	\$0
Transfers Out	(\$2,007,113)	(\$510,000)	(\$2,010,000)	(\$2,010,000)	(\$2,000,000)	(\$1,782,883)	(\$73,157)	(\$281,648)	\$0	\$0
<b>Recreation Fund</b>	<b>(\$802,353)</b>	<b>\$796,854</b>	<b>(\$496,915)</b>	<b>(\$434,885)</b>	<b>(\$767,273)</b>	<b>(\$709,826)</b>	<b>\$978,358</b>	<b>\$967,285</b>	<b>\$852,015</b>	<b>\$2,042,136</b>

Cosley Zoo Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues	\$1,129,438	\$1,188,834	\$1,254,715	\$1,314,517	\$1,350,828	\$1,582,291	\$1,504,613	\$1,651,477	\$1,456,972	\$1,848,798
Operating Expenditures	(\$1,106,603)	(\$1,140,698)	(\$1,137,317)	(\$1,204,402)	(\$1,211,849)	(\$1,313,265)	(\$1,347,845)	(\$1,417,471)	(\$1,279,900)	(\$1,432,712)
Capital Expenditures	(\$1,562)	(\$477)	(\$1,092)	\$0	\$0	(\$1,032)	(\$868)	(\$1,190)	(\$6,708)	(\$3,428)
<b>Revenues Over (Under)</b>										
<b>Expenditures</b>	<b>\$21,273</b>	<b>\$47,659</b>	<b>\$116,306</b>	<b>\$110,115</b>	<b>\$138,979</b>	<b>\$267,994</b>	<b>\$155,899</b>	<b>\$232,816</b>	<b>\$170,364</b>	<b>\$412,658</b>
Gain (Loss) on Disposal of capital assets	\$0	\$0	\$12,523	\$0	\$0	\$0	\$0	\$0	\$13,066	\$509
Transfers In	\$0	\$200,796	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$131,160)	\$0	\$0
<b>Cosley Zoo Fund</b>	<b>\$21,273</b>	<b>\$248,455</b>	<b>\$128,829</b>	<b>\$110,115</b>	<b>\$138,979</b>	<b>\$267,994</b>	<b>\$155,899</b>	<b>\$101,656</b>	<b>\$183,430</b>	<b>\$413,167</b>

Debt Service Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues	\$3,692,176	\$4,324,757	\$4,364,334	\$5,117,728	\$4,441,696	\$4,496,640	\$4,547,001	\$5,232,655	\$4,266,175	\$4,321,149
Operating Expenditures	(\$4,217,816)	(\$4,859,689)	(\$4,942,590)	(\$5,115,313)	(\$5,029,256)	(\$3,382,050)	(\$3,432,858)	(\$3,250,926)	(\$3,099,007)	(\$3,087,225)
Capital Expenditures	\$0	\$0	\$0	(\$15,101,872)	\$0	\$0	\$0	(\$6,166,810)	\$0	\$0
<b>Revenues Over (Under)</b>										
<b>Expenditures</b>	<b>(\$525,640)</b>	<b>(\$534,933)</b>	<b>(\$578,256)</b>	<b>(\$15,099,457)</b>	<b>(\$587,560)</b>	<b>\$1,114,590</b>	<b>\$1,114,143</b>	<b>(\$4,185,082)</b>	<b>\$1,167,167</b>	<b>\$1,233,924</b>
Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122,304	\$117,325	\$108,950
Transfers Out	\$0	\$0	\$0	\$0	\$0	(\$1,070,038)	(\$1,225,311)	(\$1,401,081)	(\$1,347,757)	(\$1,376,938)
Bond Proceeds	\$573,583	\$586,087	\$585,818	\$15,148,445	\$587,401	\$0	\$0	\$5,335,000	\$0	\$0
<b>Debt Service Fund</b>	<b>\$47,943</b>	<b>\$51,154</b>	<b>\$7,562</b>	<b>\$48,988</b>	<b>(\$159)</b>	<b>\$44,552</b>	<b>(\$111,168)</b>	<b>(\$128,859)</b>	<b>(\$63,265)</b>	<b>(\$34,064)</b>



# 10 Year Annual Financial Report Comparison, Internal

Capital Projects Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues	\$4,614,429	\$661,535	\$674,747	\$439,366	\$529,800	\$843,056	\$675,750	\$2,321,349	\$753,363	\$358,377
Operating Expenditures	(\$546,208)	(\$355,365)	(\$449,317)	(\$442,671)	(\$633,250)	(\$984,247)	(\$721,325)	(\$657,831)	(\$612,177)	(\$462,928)
Capital Expenditures	(\$10,567,374)	(\$3,907,582)	(\$2,403,822)	(\$1,385,747)	(\$2,401,898)	(\$3,967,039)	(\$2,242,288)	(\$4,935,288)	(\$3,281,371)	(\$1,008,489)
<b>Revenues Over (Under) Expenditures</b>	<b>(\$6,499,154)</b>	<b>(\$3,601,412)</b>	<b>(\$2,178,392)</b>	<b>(\$1,389,053)</b>	<b>(\$2,505,349)</b>	<b>(\$4,108,231)</b>	<b>(\$2,287,862)</b>	<b>(\$3,271,769)</b>	<b>(\$3,140,185)</b>	<b>(\$1,113,039)</b>
Gain (Loss) on Disposal of capital assets	\$0	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers In	\$2,892,920	\$500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$3,454,312	\$2,675,311	\$2,926,555	\$1,347,757	\$1,376,938
Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$122,304)	(\$117,325)	(\$108,950)
Bond Proceeds	\$807,112	\$829,913	\$861,327	\$1,017,285	\$1,028,414	\$0	\$0	\$0	\$0	\$0
<b>Capital Projects Fund</b>	<b>(\$2,799,122)</b>	<b>(\$2,269,249)</b>	<b>\$1,182,935</b>	<b>\$2,128,232</b>	<b>\$1,023,065</b>	<b>(\$653,919)</b>	<b>\$387,448</b>	<b>(\$467,518)</b>	<b>(\$1,909,753)</b>	<b>\$154,949</b>

Non-Major Governmental Funds	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues	\$2,893,688	\$2,858,251	\$2,763,079	\$2,699,193	\$2,677,250	\$2,763,957	\$2,854,326	\$2,626,814	\$3,065,437	\$2,425,381
Operating Expenditures	(\$1,878,376)	(\$1,891,919)	(\$1,883,199)	(\$1,830,332)	(\$1,870,893)	(\$1,928,513)	(\$1,961,810)	(\$1,858,532)	(\$1,793,353)	(\$1,723,712)
Capital Expenditures	(\$873,628)	(\$873,628)	(\$805,138)	(\$807,495)	(\$807,416)	(\$811,495)	(\$811,145)	(\$825,831)	(\$825,831)	(\$825,831)
<b>Non-Major Governmental Funds</b>	<b>\$141,684</b>	<b>\$92,704</b>	<b>\$74,742</b>	<b>\$61,366</b>	<b>(\$1,059)</b>	<b>\$23,949</b>	<b>\$81,371</b>	<b>(\$57,549)</b>	<b>\$446,252</b>	<b>(\$124,162)</b>

Arrowhead Golf Club Fund <sup>(1)</sup>	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Operating Revenues	\$7,193,722	\$7,365,721	\$7,809,372	\$7,633,329	\$7,681,257	\$7,629,037	\$7,268,464	\$6,983,458	\$4,710,056	\$7,618,938
Operating Expenses	(\$6,188,866)	(\$6,367,193)	(\$6,623,940)	(\$6,940,421)	(\$7,010,632)	(\$7,141,745)	(\$7,024,684)	(\$6,834,446)	(\$4,870,270)	(\$5,882,720)
<b>Operating Income (Loss)</b>	<b>\$1,004,856</b>	<b>\$998,528</b>	<b>\$1,185,432</b>	<b>\$692,907</b>	<b>\$670,624</b>	<b>\$487,292</b>	<b>\$243,780</b>	<b>\$149,012</b>	<b>(\$160,215)</b>	<b>\$1,736,218</b>
Capital and Other Equipment Purchases <sup>(2)</sup>	(\$438,097)	(\$61,533)	(\$615,316)	(\$273,880)	(\$535,032)	(\$735,305)	(\$582,934)	(\$433,315)	(\$372,759)	(\$108,278)
Property Taxes	\$1,065,574	\$1,294,664	\$1,480,469	\$1,524,467	\$1,571,923	\$1,529,931	\$1,744,172	\$1,774,137	\$1,715,740	\$1,325,929
Interest Expense	(\$697,731)	(\$660,675)	(\$637,890)	(\$671,107)	(\$298,649)	(\$261,731)	(\$222,611)	(\$183,392)	(\$136,568)	(\$88,344)
Amortization of Debt Items	(\$397,842)	(\$266,213)	(\$266,213)	(\$376,474)	(\$165,416)	(\$165,416)	(\$165,416)	(\$165,416)	(\$165,416)	(\$165,416)
Investment Income (Loss)	\$5,465	\$8,647	(\$28,775)	\$4,273	\$23,522	\$37,749	\$63,088	\$92,932	\$27,538	\$4,528
Gain (Loss) on Disposal of capital assets	\$0	\$0	(\$35,323)	(\$15,761)	\$4,089	(\$649)	(\$24,043)	\$10,149	\$6,792	(\$8,218)
Transfers Out	(\$3,613)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Arrowhead Golf Club Fund <sup>(1)</sup></b>	<b>\$538,612</b>	<b>\$1,313,417</b>	<b>\$1,082,383</b>	<b>\$884,425</b>	<b>\$1,271,061</b>	<b>\$891,871</b>	<b>\$1,056,036</b>	<b>\$1,244,108</b>	<b>\$915,113</b>	<b>\$2,696,419</b>

(1) Depreciation expenses have been excluded as Capital Expenses have been included instead.

(\$578,358)	(\$590,305)	(\$599,880)	(\$584,027)	(\$575,551)	(\$601,516)	(\$601,801)	(\$601,801)	(\$569,917)	(\$533,730)
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(2) This line represents Capital Expenses for every year except 2017. In 2017 there are also \$387,170 of other equipment purchases. That \$387,170 consists of 100 Golf Cars \$343,090; \$20,780 for golf skate caddy units; and Banquet chairs \$23,300.

TO: Board of Commissioners

FROM: Sandra Simpson, Director of Finance

THROUGH: Michael Benard, Executive Director

RE: Finance Policy Revision Recommendations for Purchasing Policy

DATE: May 27, 2022



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**SUMMARY:** The District institutes a best practice policy of reviewing and revising Finance policies on a yearly basis as part of the budget cycle. In May 2022, the Board was presented with amendments to the Audit and Travel & Vehicle Policy, which were reviewed and adopted at the May 18th Board of Commissioners meeting.

It has come to our attention that due to the current inflationary environment and pending updates to Park District bid limits, it is necessary to increase the purchase dollar limits to enable staff to effectively conduct District business in a timely manner.

Below are the staff recommended policy changes to the Purchase Policy.

- Increase the threshold amount to obtain at least three vendor price quotes from \$5,000 to \$10,000
- Increase the threshold amount for Board Approval for purchases under the legal bid limit from \$10,000 to \$20,000
- Increase the emergency approval authority amount of the Executive Director for budgeted expenditures to \$20,000 or greater but less than the legal bid limit.

**PREVIOUS COMMITTEE/BOARD ACTION:** Board approved policy amendments and revisions to the Audit and Travel & Vehicle Use policy at the May 18th board meeting.

**REVENUE OR FUNDING IMPLICATIONS:** N/A

**ATTACHMENTS:** Red-lined version of the Purchasing Policy with proposed changes.

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**RECOMMENDATION:** That the committee review the recommended policy revisions and, if acceptable, authorize staff to present them for board approval at their next regularly scheduled meeting.



- A. The Park District Purchasing Policy establishes the guidelines under which all purchases are made. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. This policy is governed by the Park District Code, Sec 8-1c.
- B. All purchases are to be made by authorized Park District personnel under the guidelines established in this policy and are required to follow Purchase Order Procedures or Purchase Card Procedures when procuring goods or services on behalf of the District.
- C. All items purchased will be in the best interest of the Park District. The District will endeavor to purchase from local vendors and merchants when prices are equal (see also section D Qualified Local Businesses below for more on this).
1. For budgeted purchases greater than ~~\$5,000~~ \$10,000, written price quotes must be obtained from at least three vendors or merchants.
  2. The purchasing decision should take advantage of the most competitive price without compromising the quality of the product or service.
  3. An electronic copy of all written price quotes must be attached to the electronic purchase order when the purchase order is prepared.
  4. Any assets being disposed of must follow the District's Disposal Policy.
- D. Qualified Local Businesses
1. To the extent not prohibited by state statute, it shall be the policy of the District to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:
    - a. Business must be located within limits of the District.
    - b. Employs year round staff located at the business within the District.
    - c. Is current with all payments to the District.
    - d. Has adequately qualified/trained staff to service the bid item.
  2. If the lowest responsible quote is not from a qualified local business and if a qualified local business has submitted a quote which is within the applicable percentage (as hereinafter set forth) of the lowest responsible quote for an item, the qualified local business shall be given written notice by the District to that effect and shall, within ten (10) days from the date of such notice, provide written confirmation to the District that it will match the price of the business that provided the lowest responsible quote. Should a qualified local business fail to provide such confirmation within the time allowed its quote shall be considered as originally submitted.
  3. When more than one qualified local business is within the applicable percentage of the lowest responsible quote, only the qualified local business submitting the lowest local quote shall be given the opportunity to match the lowest responsible quote. It shall, where the quote is an aggregate of separate price components, reduce the price of each subcomponent of its aggregate bid by the same percentage that was used to match the quote of the business with the lowest responsible quote.

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4. The applicable percentage is set forth on the table below:

Amount of Quote	Preference Provision
Up to \$10,000	5%
<del>\$10,001 to \$24,999</del> to equal to but less than the legal bid limit	3%

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5. The District may reject any and all quotes and award the purchase to someone other than the lowest responsible business or a qualified local business who matches the lowest responsible bid upon a two-thirds (2/3) vote of the District Park Board members then holding office.

E. "Green" Vendors and Products

- Consistent with the District's Environmental Policy which recommends the purchase and use of environmentally safe and sensitive products, District employees shall give preferential treatment to such products.
- District employees shall also give preference to vendors who have demonstrated a commitment to minimizing their carbon footprint and engaging in sustainable business practices.
- Preference can be demonstrated by including requirements in the quote or bid specifications or in the form of preferential pricing. Said preferential pricing shall not exceed 1% of the lowest responsible quote or bid from another respondent who has not demonstrated their inclusion of environmentally safe and sensitive products. If a vendor has earned the right to use certain labels, employees can use that to evaluate that a product/service has been produced or provided in an environmentally safe and sensitive manner. The US Environmental Protection Agency has developed a number of ecolabels that can help purchasers identify green products and services. More information about these labels can be found at the link below where you can click on each of the labels shown in the snip below the link. (You have to go to the URL to click on the various labels, the snip below does not have hyperlinks.) <https://www.epa.gov/greenerproducts/institutional-purchasers-greener-products-and-services>



- F. Purchase guidelines shall be followed and approved for all repairs, services, supplies, and capital items procured for Park District purposes. Exceptions include utilities, bonds, insurance premiums; certain contractual services (i.e. individuals possessing professional skills such as attorneys, architects and engineers), computer hardware and software, monthly service agreements which must obtain new quotes at least every two years, payroll and some payroll related expenditures, such as payroll taxes and utility services including telecommunications and interconnect equipment, software and services. Also, any purchases made using the state contracts or any purchasing consortium as permitted by applicable state statute.
- G. Unless the Purchase Card is used for payment, applicable Purchase Order Procedures are:
1. A purchase order shall be created in the purchase order module of the district's financial software. The information to be included will be as directed by the Finance Department and may change from time to time. This process and subsequent approval **must** be completed **prior** to any purchase.
  2. In the event that an item is substituted for the item on the purchase order and provided that said substitutions is determined to be acceptable by the District, the department making the purchase shall do a change order to the original purchase order in the purchase order module of the district's financial software.
  3. Purchase orders shall be created for specific items and purposes. No additional items will be authorized, nor will charges be authorized which will significantly increase the cost of the purchase. In the event a change is required, a change order will be made to the original purchase order in the purchase order module of the district's financial software and it will go through the same approval process as the original purchase order.
- H. Purchase Card Procedures:
1. To facilitate the purchasing process, authorized Park District personal may be issued a corporate credit card upon the approval of the appropriate Department Head. Any purchases made under the Purchase Card Program are subject to the purchasing guidelines and approval authorization amounts set forth in this policy. Personal purchases, cash advances, and alcohol are not allowed to be charged to the District's expense.
  2. Individual transaction limits and overall card limits are determined by the appropriate Department Head. All purchases and subsequent approvals are subject to the same dollar thresholds established in Section F-Purchase Authorization Amounts, of this policy.
  3. An employee's transaction limit and or credit limit may be temporarily extended to allow them to complete an approved budgeted purchase beyond their regular spending limits. These temporary extensions must be approved by the Department Head and potentially the Finance Director and Executive Director based upon the purchase authorization amounts outlined in Section H of this policy.
  4. The District will employ an online management tool to coordinate the approval, processing, and coding of Purchase Card Transactions. All activity will be imported and posted to the District's financial software.
- I. Purchase Authorization Amounts:
1. Although any employee of the District may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below.
  2. For budgeted purchases less than \$1,000, only the purchaser's approval is required.

3. For budgeted purchases between \$1,000 and ~~\$4,999.99 less \$5,000~~, the purchaser and the Department Head's approval are required. In instances where the Department Head is unable to approve, their designee (see #5 below) or the Finance Director may also authorize the purchase.
4. For budgeted purchases ~~greater than \$4,999.99 equal to \$5,000 but less than \$20,000~~, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases ~~equal to \$20,000 or greater, than \$9,999.99~~ board approval, excluding contracts not adapted to award by competitive bidding which are exempt from this requirement, must be obtained prior to the purchase. In the event it is deemed appropriate for time convenience by the Executive Director, budgeted purchases, ~~equal to \$20,000 or greater but less than the legal bid limit \$9,999.99 and less than \$25,000~~ may be paid for prior to obtaining board approval, with board approval obtained at the next board meeting. Bids must be taken for any purchases ~~in excess of \$24,999.99 with a value equal to or greater than the legal bid limit amount established by Sec 8-1c of the Park District code, this~~ excludes contracts not adapted to award by competitive bidding which are exempt from this requirement, public notice provided and board approval obtained for staff recommended bid. These procedures are described in the Bidding Policy.
5. From time to time, staff may be absent from their office during a time when a purchase order or purchase card transaction need approval. To facilitate the smooth operation of the District's business, any employee with approval authority as outlined above may designate another employee to have temporary signature authority in their absence. This authority is limited to the levels specified above and must be documented. The recommended method of documenting is to send an email from the employee who is designating the temporary signature authority to the Finance Department, it may also be sent to all users. This designation should indicate the beginning and ending dates of the designation of the temporary signature authority. Finance Department staff will retain a PDF copy of this email in a folder in the finance drive for the auditors review in the annual external audit. Once the audit is complete, that year's temporary signature authority files may be deleted.
6. A purchase for any item or service which has not been budgeted, no matter what the amount, requires the approval of the Department Head. It is the responsibility of the purchaser to know if an item is included in the budget.
7. Products purchased for resale in the District's gift shops do not require board approval.
8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that ~~is equal to \$20,000 or greater, but less than the legal bid limit, in excess of \$9,999.99~~ is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of same. Executive Director shall make every reasonable effort to contact each commissioner within five business days. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat

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to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).

9. Sole source purchases are sometimes required as the vendor is the only provider. For this to be permitted, the department must submit this request for sole source designation to the Finance Director for approval, prior to making the purchase.

J. Payment of Invoices:

1. On a monthly basis at the regular Board Meeting, the Checks Approval Document detailing all checks processed during the monthly period will be presented to the Board of Commissioners with a recommendation for acceptance.
2. For weekly checks, the invoices, authorized Purchase Orders and supporting documentation must be submitted to the Finance Department by noon on Wednesday for processing on the following Wednesday's check run.
3. Purchase Orders must have the appropriate authorization per the Purchase Authorization Amounts section of this Purchasing Policy in order for payment to be processed.
4. Payment will be made only from invoices or digital images of invoices not from statements.
5. All payments are processed on the computer system. Manual checks will not be issued. Check registers and invoice processing reports are generated.
6. The checks are signed electronically with the signatures of the Executive Director and the Finance Director.
7. Invoices will be paid in accordance with the Illinois Prompt Payment Act.





create.  
discover.  
play.

**Board of  
Commissioners**

Bob Frey  
John Kelly  
William Barrett  
Terry A. Mee  
Ray Morrill  
John Vires

**Executive Director**  
Michael Benard  
630.510.4945

**Community Center**  
630.690.4880

**Administration**  
102 E. Wesley Street  
Wheaton, IL 60187



## REGULAR MEETING SCHEDULE 2022

Updated June 15, 2022

The Wheaton Park District Board of Commissioners regular meetings for the year 2022 will be held on the following dates. The regular board meetings typically will typically take place on the third Wednesday of each month in the City of Wheaton City Council Chambers, 303 W. Wesley Street, Wheaton, IL. All meetings will begin at 5 p.m. Please note deviations below in bold.

January 19	Regular Meeting
February 16	Regular Meeting
March 16	Regular Meeting
April 20	Regular Meeting
May 18	Regular Meeting
June 15	Regular Meeting-
July 27	Regular Meeting <b>Held Fourth Wednesday of the Month</b>
<del>August 17</del>	<del>Regular Meeting</del> <b>CANCELED</b>
September 14	Regular Meeting <b>Held Second Wednesday of the Month at DuPage County Historical Museum 102 E. Wesley Street</b>
October 19	Regular Meeting
November 16	Regular Meeting
December 21	Regular Meeting

Respectfully Submitted,

Michael Benard  
Board Secretary

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. dsiciliano@wheatonparks.org or Telephone number 630.510-4944 fax number 630.665.5880.

## **WHEATON PARK DISTRICT**

### **AN ORDINANCE APPROVING THE DISPOSAL AND SALE OF PERSONAL PROPERTY OWNED BY THE WHEATON PARK DISTRICT**

#### **ORDINANCE 2022-03**

**WHEREAS**, the Wheaton Park District, DuPage County, Illinois (the “District”), is a duly organized and existing Park District created under the provision of the laws of the State of Illinois and is now operating under the provisions of the Park District Code of the State of Illinois and all laws amendatory thereof and supplementary thereto (the “Park Code”); and,

**WHEREAS**, pursuant to Section 8-22 of the Park Code, three-fifths of the members of the Park Board may authorize the trade in, donation, or disposal of personal property that is no longer necessary, useful to, or in the best interests of the Park District; and,

**WHEREAS**, the Park District owns: One (1) 2006 YAMAHA GOLF CAR W/HITCH Serial Number JUO-312402 located at Arrowhead Golf Club; One (1) 2006 YAMAHA GOLF CAR W/HITCH Serial Number JUO-306877 located at Arrowhead Golf Club; One (1) 2006 YAMAHA GOLF CAR W/HITCH serial number JUO-308116 located at Arrowhead Golf Club; One (1) 2004 TORO SIDEWINDER 3100D serial number 03201-240000515 located at Arrowhead Golf Club; One (1) 2003 NEW HOLLAND SKID STEER-DIESEL serial number LMU005263 located at Arrowhead Golf Club; One (1) 1993 OTTERBINE FLOATING PUMP serial number P8100592 located at Arrowhead Golf Club; One (1) 1997 RYAN MATAWAY OVERSEEDED serial number 544873A97507140 located at Arrowhead Golf Club; One (1) 1979 JOHN DEERE LOG SPLITTER located at Arrowhead Golf Club; One (1) 1989 BROWER ROLLER serial number 0015 located at Arrowhead Golf Club; One (1) 2013 MILLCREEK TOPDRESSER-3200 serial number 793 located at Arrowhead Golf Club; One (1) 1985 SHINDAWA PORTABLE GENERATOR serial number 10241 located at Arrowhead Golf Club;

**WHEREAS**, the Board of Park Commissioners has determined that it would be in the best interest of the Park District to dispose One (1) 2006 YAMAHA GOLF CAR W/HITCH Serial Number JUO-312402 located at Arrowhead Golf Club; One (1) 2006 YAMAHA GOLF CAR W/HITCH Serial Number JUO-306877 located at Arrowhead Golf Club; One (1) 2006 YAMAHA GOLF CAR W/HITCH serial number JUO-308116 located at Arrowhead Golf Club; One (1) 2004 TORO SIDEWINDER 3100D serial number 03201-240000515 located at Arrowhead Golf Club; One (1) 2003 NEW HOLLAND SKID STEER-DIESEL serial number LMU005263 located at Arrowhead Golf Club; One (1) 1993 OTTERBINE FLOATING PUMP serial number P8100592 located at Arrowhead Golf Club; One (1) 1997 RYAN MATAWAY OVERSEEDED serial number 544873A97507140 located at Arrowhead Golf Club; One (1) 1979 JOHN DEERE LOG SPLITTER located at Arrowhead Golf Club; One (1) 1989 BROWER ROLLER serial number 0015 located at Arrowhead Golf Club; One (1) 2013 MILLCREEK TOPDRESSER-3200 serial number 793 located at Arrowhead Golf Club; One (1) 1985 SHINDAWA PORTABLE GENERATOR serial number 10241 located at Arrowhead Golf Club;

**NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE WHEATON PARK DISTRICT, DuPage County, Illinois, as follows:**

**Section 1:** The foregoing preamble of the Ordinance is hereby incorporated in its entirety in **Ordinance 2022-03**

**Section 2:** The Park District will dispose: One (1) 2006 YAMAHA GOLF CAR W/HITCH Serial Number JUO-312402 located at Arrowhead Golf Club; One (1) 2006 YAMAHA GOLF CAR W/HITCH Serial Number JUO-306877 located at Arrowhead Golf Club; One (1) 2006 YAMAHA GOLF CAR W/HITCH serial number JUO-308116 located at Arrowhead Golf Club; One (1) 2004 TORO SIDEWINDER 3100D serial number 03201-240000515 located at Arrowhead Golf Club; One (1) 2003 NEW HOLLAND SKID STEER-DIESEL serial number LMU005263 located at Arrowhead Golf Club; One (1) 1993 OTTERBINE FLOATING PUMP serial number P8100592 located at Arrowhead Golf Club; One (1) 1997 RYAN MATAWAY OVERSEEDED serial number 544873A97507140 located at Arrowhead Golf Club; One (1) 1979 JOHN DEERE LOG SPLITTER located at Arrowhead Golf Club; One (1) 1989 BROWER ROLLER serial number 0015 located at Arrowhead Golf Club; One (1) 2013 MILLCREEK TOPDRESSER-3200 serial number 793 located at Arrowhead Golf Club; One (1) 1985 SHINDAWA PORTABLE GENERATOR serial number 10241 located at Arrowhead Golf Club;

**Section 3:** Except, as otherwise provided herein, this **Ordinance 2022-03** Shall be in full force and effective forthwith upon its adoption and approval as provided by law.

**Adopted this 15th day of June 2022.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
President Board of Park Commissioners

Wheaton Park District

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of Park Commissioners  
Wheaton Park District

(S E A L)



TO: Board of Commissioners

FROM: Daniel Novak, Director of Athletics & Facilities  
Adam Lewandowski, Superintendent of Athletic Programs & Facilities  
Troy Clements, Athletic Manager

THROUGH: Michael Benard, Executive Director

RE: Approval of Payment exceeding \$10,000

DATE: May 25, 2022

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**SUMMARY:**

Staff seeks board approval for payment to Kirhofer's Sports in the amount of \$13,980.00 for 1,200 in-house reversible soccer jerseys.

The Athletic Department has merged the Wheaton Wings SC and Kopion FC travel soccer clubs to form Wheaton United SC. With this merger, there has been a change in colors for the travel program, from black/gold to red/navy. In order to keep the in-house program and travel programs linked together, in-house uniforms will be switching from gold/black to red/navy as well.

**REVENUE OR FUNDING IMPLICATIONS:**

These will be paid for out of the 204 Athletic Leagues Budget 20-220-204-53-5301-4409. Registration fee for in-house soccer will also be raised slightly to assist with covering the cost of the new uniform. Participants normally pay for a uniform separately from the registration fee when they need a new one, but with all participants needing a new uniform with the color switch the fee will be included in the registration fee. Price Quotes Listed Below:

Company	Total Price
Kirhofer's Sports	\$13,980.00
Holy Cow Sports	\$14,340.00
TPS Sports	\$17,400.00

**ATTACHMENTS:**

Price quotes from: Kirhofer's Sports, Holy Cow Sports, TPS Sports

**RECOMMENDATION:**

Approval for payment of \$13,980.00 to Kirhofer's Sports for 1,200 in-house reversible soccer jerseys.



2112 W. Galena Blvd., Aurora, IL 60506  
(630) 897-2322; (630) 897-2458 (fax)  
[kirhofers@kirhoferssports.com](mailto:kirhofers@kirhoferssports.com)

### QUOTATION

TO: Wheaton Park District

Date  
5.19.22

F.O.B.

TERMS

EST. SHIP DATE

QUANTITY	UNIT	DESCRIPTION	PRICE	AMOUNT
1200	each	Augusta 1602/1603 Reversible Mesh Jersey w/ 1 color imprint on both sides	\$11.65	\$13,980.00
		Freight	\$0.00	\$0.00
TOTAL:				\$13,980.00

ABOVE PRICES GOOD FOR 30 DAYS.

OFFICIAL SIGNATURE

Sean Lindo



HOLY COW SPORTS, INC.

630-852-9001

*OFFERS*

WHEATON PARK DISTRICT – TROY CLEMENTS

TOP QUALITY AT COMPETITIVE PRICING

Silkscreen Garments
<b>Short Sleeve Reversible Soccer Jersey's, Navy/Red</b> 1,200 pcs. 1 Color White Imprint both sides \$11.95 S-XL \$13.95 XXL

Set Up Charges: Included

Sales Tax: Excluded

Freight: Excluded

Proposal Submitted by: *Eva M. Fisch*

Date Submitted: May 19, 2022

TPS Sports/The Perfect Swing  
8251 Lemont Rd  
Darien, IL 60561 US  
+1 6305419527  
sales@tpsteamgear.com  
www.tpsteamgear.com



## Estimate

### ADDRESS

Troy Clements  
Wheaton Park District  
1777 S Blanchard St  
Wheaton, IL 60189  
United States

ESTIMATE # 1421

DATE 04/26/2022

ACTIVITY	QTY	RATE	AMOUNT
Apparel Augusta 1603 Short Sleeve Mesh Reversible Jersey (Youth) Navy/Scarlet 1-color front (both sides)	600	14.00	8,400.00
Apparel Augusta 1602 Short Sleeve Mesh Reversible Jersey (Adult) Navy/Scarlet 1-color front (both sides)	600	15.00	9,000.00

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TOTAL	\$17,400.00
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Accepted By

Accepted Date

TO: Board of Commissioners

FROM: Margie Wilhelmi, Director of Marketing & Special Events  
Daniel Novak, Director of Marketing & Special Events

THROUGH: Michael Benard, Executive Director

RE: Payment Exceed \$10,000 to Euclid Beverage for 2022 Brew & Seltzer Fest

DATE: June 15, 2022



---

### **SUMMARY:**

Staff seeks board approval for payment to Euclid Beverage in the amount not to exceed \$18,000 for the purchase of craft beer and seltzer for the Wheaton Brew & Seltzer Fest on August 6, 2022. This amount represents beverage purchase, equipment rental, keg deposits and service charge. Final amount owed to Euclid will be determined once the final beverage menu is approved.

In 2021 the Board of Commissioners approved a not to exceed in the amount of \$14,000 for the purchase of craft beer for Wheaton Brew Fest with Euclid Beverage.

Euclid Beverage has partnered with the district on this event for the last ten years. They distribute for a wide variety of local and national breweries. This year we plan to have Euclid as our sole distributor which will include over 25 breweries and approximately 60 beverage varieties.

### **REVENUE OR FUNDING IMPLICATIONS:**

In 2021, the Wheaton Park District spent \$16,380 on beverages which netted \$6,144 for the event. Event proceeds are split with our event partner, CASA of DuPage County at 50%. All expenses will be paid out of the Special Event Brew & Seltzer Fest operating budget.

### **PREVIOUS COMMITTEE/BOARD ACTION:**

In July of 2021 the Board of Commissioners approved a not to exceed in the amount of \$14,000 for the purchase of craft beer for Wheaton Brew Fest with Euclid Beverage. The 2021 finalized order with Euclid Beverage totaled \$12,797.

### **RECOMMENDATION:**

Staff requests the Board of Commissioners approval for payment not to exceed \$18,000.00 to Euclid Beverage for the 2022 Wheaton Brew & Seltzer. Euclid will serve as our sole distributor for the 2022 event.

---

TO: Board of Commissioners

FROM: Carolyn Wilkin, Special Events Manager  
Margie Wilhelmi, Director of Marketing

THROUGH: Michael Benard, Executive Director

RE: Approval to Issue Check to Rotary Club of Wheaton AM for event proceeds

DATE: June 1, 2022



---

**SUMMARY:**

Staff seeks board approval to issue a check to Rotary Club of Wheaton AM not to exceed \$17,000 based on finance department's final approval.

This check represents a 50% share of profit from 2022 Fun Run in Color and will be made payable to our partner in this event, the Rotary Club of Wheaton AM.

Rotary Club of Wheaton AM is the local chapter of the non-profit organization, Rotary International, which seeks to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

In this partnership, Rotary Club of Wheaton AM is responsible for co-chairing the event, assisting in marketing and promotion of the event and aiding in recruiting and scheduling of more than 80 volunteers, and solicits sponsorship dollars to help fund the event.

Fun Run in Color	Event Profit	Share to Rotary Club of Wheaton AM
2022	\$33,728.00	\$16,864.00
2019	\$34,290.79	\$17,145.39

**PREVIOUS COMMITTEE/BOARD ACTION:** In June 2019, the Wheaton Park District Board of Commissioners approved issuing a check to Wheaton Rotary Club AM not to exceed \$17,145.39 as outlined in the chart above, for the proceeds from the 2019 Fun Run in Color based on finance department's final approval. The Fun Run event did not take place in 2020 or 2021.

**REVENUE OR FUNDING IMPLICATIONS:**

Wheaton Park District will net approximately \$16,000 of which 50% will be donated to the Play for All Foundation in support of the Sensory Garden Playground.

**RECOMMENDATION:**

Staff requests the Board of Commissioners' approval for the payment not to exceed \$17,000 to the Rotary Club of Wheaton AM.

TO: Board of Commissioners

FROM: Michael Benard, Executive Director

RE: Multifunction Device (copiers) Lease with Xerox Business Solutions

DATE: May 27, 2022



**SUMMARY:**

In November of 2015, we signed a fair market value lease of 10 new multifunction devices at a cost of \$2,903 per month or \$34,836 per year. I am recommending a buyout of eight of the machines and the replacement of two via a lease to own contract. I have negotiated a significantly reduced buyout price and a rebate for the eight machines conditioned upon the execution of the lease to own contract for the two new machines. The eight machines we be keeping are in good working order and have copy counts that provide confidence that we can delay their replacement until 2024 at the earliest. The replacement machines will serve Arrowhead Golf Club and in the Marketing and Graphic Design Office where our usage is highest and breakdowns frequent. Xerox will continue to honor our existing use and maintenance agreement on both the old and new machines ensuring that our machines will continue to be serviced when needed. This use and maintenance agreement was re-negotiated, and board approved in December of 2020 and includes an annual reconciliation with the return of expenses paid for unused annual aggregate copy count.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The board previously approved multifunction device lease arrangements in 2011 and 2015.

**REVENUE OR FUNDING IMPLICATIONS:**

Current fixed annual lease cost for 10 machines	\$34,836
Initial buyout price for all 10 machines	\$30,875
Reduced buyout price for 8 machines with new lease for 2 new	\$11,150
<b>Negotiated further reduced buyout price after \$4,000 rebate</b>	<b>\$ 7,150</b>

Current annual lease amount for existing AGC and Marketing machines	\$13,633
\$568 per month per machine	
<b>New annual lease amount for new AGC and Marketing machines</b>	<b>\$12,564</b>
<b>\$523.50 per month per machine</b>	

**Budget Impact**

<b>2022 Budget for lease costs for 10 machines</b>	<b>\$34,836</b>
January through June 2022 cost of lease payments at \$2,903 / month	\$17,418
Buyout cost for 8 machines after rebate	\$ 7,150
July through December cost of new lease payments at \$1,047 per month	\$ 6,282
<b>2022 projected expense after transaction</b>	<b>\$30,850</b>
<b>2023 projected expense for lease of 2 new machines</b>	<b>\$12,564</b>



### Supply Chain Considerations

Should Xerox not be able to deliver the two new machines in a timely fashion, the existing monthly lease payment of \$568 per month per machine will be maintained until delivery.

### STAKEHOLDER PROCESS

Arrowhead and Marketing Department users agree that it is time for new machines. The model and specifications of the new machines proposed have been reviewed and approved by all concerned.

### LEGAL REVIEW:

Legal counsel will review new lease agreement. The purchase or lease of multifunction device are not subject to the formal bidding process and are typically facilitated via competitive proposals and negotiation.

### ATTACHMENTS:

Proposal form Xerox Business Solutions to follow.

### ALTERNATIVES:

Continue current program and seek competitive proposals for replacement of all 10 machines.

### RECOMMENDATION:

Buyout from Xerox Office Solutions of 8 currently leased machines at a net cost of \$7,150 after rebate.

Approve a Lease to Own Contract for 2 new machines from Xerox Office Solutions at a cost of \$1,047 per month for 60 months.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: 2022 Tennis and Basketball Court Renovations  
for Hurley Gardens and Seven Gables Park

DATE: May 19, 2022



### **SUMMARY:**

As a continuation of our replacement of pavement based on priority by condition, staff requested bids to perform work at the following locations:

- Hurley Gardens Tennis Court: remove and replace tennis court pavement, color coating/restriping, net/net posts and chain link fencing replacement
- Seven Gables Park Basketball Courts: remove and replace basketball court pavement, color coating, restriping to new court layout

Bids were solicited on April 28, 2022 and were sent to thirty bidders. The bids were opened on May 19, 2022. The results were as follows:

Contractor	Hurley Gardens (1) Tennis Court	Seven Gables Park Basketball Courts	Unit Cost #1: CA-1 Gravel per cubic yard	Unit Cost #2: CA-6 Gravel per ton
Evans & Son Blacktop	\$67,705	\$34,059	\$88/cy	\$46.50/ton

Even though only one bid was received, the amount was very near staff estimates. Evans & Son Blacktop has successfully completed paving and tennis court projects for the Park District in the past.

### **PREVIOUS COMMITTEE/BOARD ACTION:**

None

### **REVENUE OR FUNDING IMPLICATIONS:**

Budget Item	Account #
\$60,000	40-800-819-57-5701-0000 - Hurley Tennis Courts Resurface
\$36,000	40-800-835-57-5701-0000 – Seven Gables Basketball Court Replacement
\$25,000 <i>(\$ 5,764 to be used for this project)</i>	40-000-000-53-5310-0000 – District-Wide Fence Repair

**STAKEHOLDER PROCESS:**

Staff worked with the Athletic Department on the layout of the basketball courts.

**LEGAL REVIEW:**

Contract documents were provided by our legal counsel.

**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioners accept the bid from Evans & Son Blacktop for \$101,764 plus a 10% (\$10,176.40) contingency for unforeseen conditions.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Cosley Zoo Visitor's Center Roof Rehabilitation Project Bid Results

DATE: May 24, 2022



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**SUMMARY:**

Illinois Roof Consulting Associates (IRCA) was hired in March of 2022 to assess the condition of the Cosley Zoo Visitor's Center roof and to provide recommendations. The roof was installed in 2000 and is comprised of cedar shakes and modified bitumen flat areas. Both areas are in poor condition, and it was determined that the entire roof should be replaced this year.

Staff worked with IRCA prepare bid plans and specifications. Bid documents were sent out to contractors on April 28, 2022. Bids were opened on May 20, 2022, and the results were as follows:

<b>Contractor</b>	<b>Base Bid</b>	<b>Unit Cost: Plywood per 4' x 8' sheet</b>
Red Feather Group	\$75,000	\$165
Top Roofing	\$96,000	\$100
A1 Roofing	\$218,000	\$275

Red Feather Group replaced roofs at the Zoo and Prairie building and staff was pleased with their work.

**PREVIOUS COMMITTEE/BOARD ACTION:**

N/A.

**REVENUE OR FUNDING IMPLICATIONS:**

<b>Account</b>	<b>Description</b>	<b>Budget</b>
40-800-813-57-5701-0000	Capital – Cosley Zoo	\$70,000

A total of \$517,000 has been budgeted in this account. To date \$307,600 (including this project) has been allocated for.

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**STAKEHOLDER PROCESS:**

N/A.

**LEGAL REVIEW:**

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's accept the base bid of \$75,000 from Red Feather Group along with a 10% contingency of \$7,500.



TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Parks Exterior Painting Project Bid Results

DATE: May 24, 2022



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### **SUMMARY:**

The Park Services Center was constructed in 2005 and the exterior is in need of re-painting and caulking. Staff worked with our Sherwin Williams representative to prepare bid specifications. Bid documents were sent out to contractors on April 28, 2022. Bids were opened on May 20, 2022, and the results were as follows:

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>
Allied Painting Services	\$47,300
Wright & Sons Painting	\$52,700
Oosterbaan & Sons Co.	\$77,750
Redfeather Group	\$79,750
GP Maintenance Service	\$90,600

Staff checked Allied Painting's references and they were very favorable. The scope of work and project requirements were also discussed with the contractor to confirm expectations.

### **PREVIOUS COMMITTEE/BOARD ACTION:**

N/A.

### **REVENUE OR FUNDING IMPLICATIONS:**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>
40-800-811-57-5701-0000	Park Services Painting	\$70,000

### **LEGAL REVIEW:**

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

### **RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's accept the base bid of \$47,300 from Allied Painting along with a 10% contingency of \$4,730.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Fire Alarm Recommendations

DATE: May 25, 2022



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**SUMMARY:**

In December, a bid was approved to transition our fire alarm system monitoring to Reliable Fire and Security. Required inspections were performed of all facilities with fire alarms earlier this year. Several deficiencies were identified at the following facilities. The cost of improvements is included.

Location	Scope of work	Cost
Clock Tower	Replace Smoke Detector in Restroom which failed to activate during inspection.	\$ 365.84
Parks Service Center	Troubleshoot/Replace Horn Strobe at east office wall failed to activate during inspection  Trouble shoot five duct detector in office area which did fail to alarm during inspection.	\$ 2,536.75
AGC - Maintenance	Troubleshoot/ and repair if possible, horn/strobes in building that failed to activate during inspection	\$ 2,432.00
<b>Total</b>		<b>\$ 5,334.59</b>

These proposals are written with the cost of equipment and a not to exceed cost for troubleshooting time.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The proposal from Reliable Fire and Security was approved at the December 2022 board meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

The existing contract for Reliable Fire and Security for fire alarms throughout the district and Arrowhead as well as burglar alarms and security at Arrowhead is in the amount of \$24,064.00 for the first year and the option to renew at \$17,376.00 in years two and three. This would increase the cost of year one to \$29,398.59 and would be divided between the applicable accounts.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve the additional work from Reliable Fire and Security for fire alarm improvements in the not to exceed amount of \$5,334.59.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: 2022 National Fitness Campaign Grant Award

DATE: May 25, 2022



### **SUMMARY:**

In May, we applied for a grant through the Blue Cross Blue Shield/National Fitness Campaign. This program provides \$50,000 towards the cost of outdoor adult fitness equipment that would be installed in one of our parks. Promotional assistance is also provided as a part of this program.

We were recently advised that we were awarded the funding towards the program. Of the multiple locations we have that are eligible, we are focusing mostly on Seven Gables or Briarpatch Park. Seven Gables has existing vita course equipment that is need of replacement. Briarpatch Park has exercise equipment in the master plan that we recently applied for OSLAD funding with and we also received some legislative initiative funds for.

As a part of our due diligence, we looked at comparable types of equipment and what the costs of installation would be. Below is a summary of what is being offered to systems in the area. We have tried to break this down into similar components.

Manufacturer	Site	Cost	Size (SF)	Capacity (p)	Notes
National Fitness Campaign	Sample Costs for Wheaton (with \$50k discount)	\$92,350	1,425	21	Includes marketing and education, requires installation of 38' x 38' concrete pad
Kompan	Ackerman, Glen Ellyn	\$75,000	2,075	15	Installation included
Exofit	Northside Park	\$47,000	1,235	10	Equipment and surfacing only
Greenfields	Est. prepared for Wheaton (small)	\$57,000	1,296	18	Equipment and surfacing only
Greenfields	Est. prepared for Wheaton (med)	\$92,000	2,304	27	Equipment and surfacing only
LSI HealthBeat	Est. of recent installation in Arlington Heights	\$54,500	2,300	15	Equipment and surfacing only

All these installations have some additional miscellaneous costs related to sitework and installation that are beyond the costs noted. This can be estimated to range from \$10,000 to \$25,000 depending on the amount of site work needed and the cost for an adequate base such as the concrete slab required.

It is important to note that the National Fitness Campaign includes services beyond providing the equipment. This program is a turnkey approach to designing and marketing a fitness area. To a

smaller agency, this could take the place of having a design team, installation assistance and marketing. It is geared towards obtaining sponsors who help in funding the program. While there is value in having these services, we have a lot of this expertise with existing staff.

**PREVIOUS COMMITTEE/BOARD ACTION:**

This program was discussed at the May 4, 2022, subcommittee meeting and the consensus was to apply for the program.

**REVENUE OR FUNDING IMPLICATIONS:**

We do not currently have funds budgeted for this type of equipment. We have included exercise equipment in the grant funding that was requested for Briarpatch Park and is budgeted in 2023.

The National Fitness Campaign does not allow us to competitively seek equipment costs as we have done with playground equipment. They consider their equipment to be proprietary designs and is purchased as a sole source contract. We have demonstrated at Northside Park that we can provide a comparable experience for the cost of equipment and installation only.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

If we proceeded, the sole source procurement would need to be evaluated.

**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

We can seek to purchase exercise equipment from other manufacturers with or without grant funding and budget for this in future years.

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's reject the funding the 2022 National Fitness Campaign.