



Wheaton Park District

PUBLIC NOTICE

Wheaton Park District Board of Commissioners Subcommittee Meeting via Zoom Teleconference Wednesday May 13, 2020 5:00 p.m.

Public Notice Date May 11, 2020

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 pm on Wednesday May 13, 2020 via Zoom Teleconference.

The Meeting will be held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting.

Phone: 1-312-626-6799
Meeting ID: 840 0979 5306
Password: 941538

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

mbenard@wheatonparks.org

Michael J. Benard
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. Telephone number 630.510-4944; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

The Agenda for the May 13, 2020 Meeting is as Follows:
Meeting of the Wheaton Park District Board of Commissioners
May 13, 2020 5:00 pm

CALL TO ORDER

DISCUSSION ITEMS

1. Memorial Park Renovation Project - Change Order No. 8
 - a. Relocate SP-1 (site power) from south side of petanque court to east side, extend power feed 30 feet - \$1,568 to be deducted from owner's contingency
 - b. Remove assisted listening devices from scope of work (to be provided by A/V contractor) – Add to A/V contingency credit of \$1,744
 - c. Additional raceways for A/V system – \$2,861 to be deducted from owner's contingency
 - d. Change three (3) door narrow lites from ¼" to 1" insulated - \$598 to be deducted from owner's contingency
 - e. Credit for structural soil at four (4) tree locations in the amount of \$29,000
2. Memorial Park Renovation Project – A/V Change Order No. 1
 - a. Assisted listening devices, cabling and warranty at an additional cost of \$4,202.83
3. Memorial Park Renovation Project - Irrigation Change Order No. 1
 - a. Installation of 950' of additional control wire to facilitate future system expansion at an additional cost of \$1,345
4. Arrowhead Golf Club Chemical Storage Building Project - Change Order No. 1
 - a. Additional heating units and insulation of the building to prevent freezing of the code required fire sprinkler system at a cost of \$11,885.
5. Arrowhead Golf Club Stormwater Management Berm Emergency Repair
 - a. Review legal opinion regarding emergency waiver of bid process
 - b. Review of quotes for repair work
6. Resolution 2020-02 - Illinois Municipal Retirement Fund Employee Benefit Protection
7. Review of Board of Commissioners Meeting Schedule
8. COVID-19 Stay at Home Order Limited Operations Update

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 630.510-4944; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

CLOSED SESSION

1. Motion to enter Closed Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, 5ILCS 120/2 (c) (1)

ADJOURNMENT

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 630.510-4944; fax number 630.665.5880; email dsiciliano@wheatonparks.org

#1



April 29, 2020

Steve Hinchee, Supt. of Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

Re: Memorial Park Improvements
Project No. 2016-049
PCO Review

change order No. 8

Dear Steve:

To the best of our knowledge, information and belief, the amount requested for the following Proposed Change Orders (PCO) are fair and reasonable. Accordingly, we are recommending they be signed by the Wheaton Park District so they may be processed as an Owners Change Order (OCO.) See attached documentation for further detail.

#	FQC Issued	Amount	Description
32	2020-04-23	\$ 1,568	Relocate SP-1 (site power) from south side of petanque court to east side, extend power feed 30 feet – To be deducted from owner's contingency
33	2020-02-24	\$ (1,744)	Remove assisted listening devices from scope of work (to be provided by A/V contractor) - Add to A/V contingency
34	2020-04-23	\$ 2,861	Additional raceways for A/V system – Deduct from A/V contingency
36	2020-04-23	\$ 598	Change three (3) door narrow lites from ¾" to 1" insulated - - To be deducted from owner's contingency
37	2020-04-23	\$ (29,000)	Credit for structural soil at four (4) tree locations

Cordially,

Andrew Dogan, AIA, NCARB, LEED AP
Associate Principal

cc: Cindy Barbera, Frederick Quinn Corporation
Gary Pingel, Williams Architect



#2



May 11, 2020

Steve Hinchee, Supt. of Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

**Re: Memorial Park Improvements
Project No. 2016-049
PCO Review**

Dear Steve:

To the best of our knowledge, information and belief, the amount requested for the following Change Request 001 (CR) is fair and reasonable. Accordingly, we are recommending it be signed by the Wheaton Park District so they may be processed as an Owners Change Order (OCO.) See attached documentation for further detail.

#	AVI Issued	Amount	Description
001	2019-05-04	\$ 4202.83	Assisted Listening System

Cordially,

A handwritten signature in blue ink, appearing to read "Andrew Dogan", with a long horizontal flourish extending to the right.

Andrew Dogan, AIA, NCARB, LEED AP
Associate Principal

cc: Cindy Barbera, Frederick Quinn Corporation
Gary Pingel, Williams Architect



TO: Board of Commissioners

FROM: Rob Sperl, Director of Park & Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Memorial Park Renovation – A/V Change Order 1

DATE: May 11, 2020



SUMMARY:

We have identified a couple of recommended additions to the sound system as the work has begun.

Most of the work is related to providing an assisted listening device system that is integrated into the overall sound system. A basic system was included by the general contractor that we have requested a credit for them not providing.

The proposed system includes 14 earphones and receivers and a transmitter.

PREVIOUS COMMITTEE/BOARD ACTION:

The original contract was approved at the April 15, 2020 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

The project budget included \$150,000 for sound system and the construction contract includes a \$20,000 allowance for coordination.

Original Contract with AVI/SPL	\$155,088.49
Change Order 1	\$4,202.83
Total	\$159,291.32

STAKEHOLDER PROCESS:

Our architect and audio consultant recommended this change.

LEGAL REVIEW:

N/A

ATTACHMENTS:

AVI-SPL proposal dated 5/4/20

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve Change Order 1 with AVI-SPL in the amount of \$4,202.83 for the Memorial Park sound system.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Park & Planning

THROUGH: Michael Benard, Executive Director

RE: Memorial Park Irrigation – Change Order 1

DATE: May 7, 2020



SUMMARY:

Our irrigation contractor began work on installing the system at Memorial Park. They identified that several areas were excluded from the design. Most of these areas are the parkways in addition to areas adjacent to the parking lot and other areas not in the heavy traffic areas of the bandshell.

They provided proposed pricing for these areas that we are not recommending. We have not had issues with these areas in the past. However, they have provided an option for reducing future costs if we do want to make changes.

Attached is a change order to install additional control wiring to the system that could accommodate additional zones. The cost of this is relatively inexpensive and would keep us from having to install wire back to the controller if desired.

PREVIOUS COMMITTEE/BOARD ACTION:

Aqua Designs Proposal was approved at the April 15, 2020 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

\$5,000,000 is budgeted in 2019 & 2020 for construction (40-800-825-57-5701-0000).

Approved contract amount \$21,925

Proposed change order 1 \$1,345

Revised contract amount \$23,270

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

Change Order 1 from Aqua Designs dated May 6, 2020

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve change order 1 with Aqua Designs, Inc. in amount of \$1,345 for 950' of irrigation control cable at Memorial Park.



AQUA DESIGNS

2133 Gould Court, Rockdale, IL 60436

Office: (815) 725-2460

info@aquadesignsinc.com

www.AquaDesignsInc.com

Change Order 001

Date: May 6, 2020
Job Name: Wheaton Memorial Park
Job Address: 208 West Union Ave
Wheaton, IL 60187

Client: Wheaton Park District
Contact: Rob Sperl
Email: rsperl@wheatonparks.com

Phone # (630) 510 4970

Submitted By: Brian McCartan |
Email: brian@aquadesignsinc.com

Phone # (815) 725-2460

We hereby agree to make the changes specified below and become part of and in conformance with the existing contract

Change Order 001 Breakdown:

Add 950' of 18/13 control cable for future expansion of the irrigation system.

We Agree to make the hereby changes specified below in the amount of: \$1,345.00

Previous Contract Amount *\$21,925.00*

Revised Contract Amount *\$23,270.00*

Note: No change order work will be performed without accepted signature.

Authorized Signature (Aqua Designs, Inc.)

Brian P. McCartan

Date: 5/6/20

Accepted: The above prices and specifications of this change order are satisfactory and are hereby accepted.
All work to be performed under the same terms and conditions as specified in original contract unless otherwise stipulated.

Accepted By: (print name)

Accepted By: (company)

Accepted By: (sign name)

Date: _____

#4

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks & Planning

THROUGH: Michael Benard, Executive Director

RE: Arrowhead Environmental Storage Building – Change Order 1

DATE: May 11, 2020



SUMMARY:

During design and permitting, we were working with the Warrenville Fire Protection district on whether sprinklers would be necessary for the building. Ultimately it was determined that they would be.

As a result, there is some concern that the existing heating and insulation within the building would not be adequate to protect the pipes from freezing. Our architect worked with the contractor on improvements to prevent this from happening.

PREVIOUS COMMITTEE/BOARD ACTION:

The original contract was approved at the February 19, 2020 Board meeting.

REVENUE OR FUNDING IMPLICATIONS:

Budgeted Amount	Account #
\$325,000	60-601-000-57-5701-0000

Approved contract amount	\$279,320
Proposed change order 1	\$ 11,885
Revised contract amount	\$291,205

STAKEHOLDER PROCESS:

Studio GC architects negotiated the required revisions.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Proposal from Integral dated May 8, 2020.

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve change order 1 for \$11,885 from Integral Construction.



320 Rockbar Dr.
 Romeoville, IL 60446
 (O) 844-317-7403
 (F) 844-317-7402

CHANGE ORDER REQUEST

Friday, May 8, 2020

Project: Arrowhead Environmental Storage Building
Location: 26W151 Butterfield Road Wheaton, IL 60189
Owner / Agent: Wheaton Park District
 102 East Wesley Street
 Wheaton, IL 60187

COR #: 1

COR Description: Additional insulation; Add (3) heating units

DIVISION	SCOPE DESCRIPTION	QTY	UNIT	COST
26-0000	Electrical			
	Provide (3) 17,000 BTU electric wall heaters and related circuits and connections	1.00	LS	\$ 3,465.00
09-5500	Wall Insulation			
	Provide added insulation at perimeter walls	1.00	LS	\$ 4,840.00
07-2000	Roofing			
	Provided added roofing insulation	1.00	LS	\$ 2,500.00

COR Subtotal \$ 10,805.00

General Requirements	5.0000%	\$ 540.00
Liability Insurance	1.0000%	\$ 108.00
Builders Risk Insurance	0.0000%	\$ -
Performance & Payment Bond	1.0000%	\$ 108.00
Fee	3.0000%	\$ 324.00

COR GRAND TOTAL \$ 11,885.00

Signed _____ Owner / Agent _____ Date _____

Signed _____ Integral Construction, Inc. _____ Date _____

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks & Planning

THROUGH: Michael Benard, Executive Director

RE: Arrowhead Berm Repair

DATE: May 7, 2020



SUMMARY:

On May 10, 2019 significant rainfall caused a breach in a berm on the east course between the 13th and 18th tees. This breach caused extensive flooding and associated damage to the course rendering it unplayable for several days. This is summarized in the attached letter from DuPage County.

This berm was created as a part of the Hesterman drain project initiated in 1984/85 shortly after we acquired the course. Prior to this project, stormwater flowed from Herrick Forest Preserve, through the west course, and across Butterfield Road into the Arrowhead subdivision causing extensive flooding damage along this route. The project diverted this flow along Butterfield Road, through the east course continuing through the Danada Forest Preserve, and the former AT&T/Lucent properties.

The original partners for this project included: DuPage County, Milton Township, City of Wheaton, Forest Preserve District of DuPage County, AT&T Bell Laboratories and Wheaton Park District. As a regional stormwater project, we continue to be bound by the agreements and amendments as well as stormwater and wetland regulations by DuPage County.

Following the meeting and subsequent correspondence from DuPage County, we made temporary repairs and contracted Engineering Resource Associates (the engineer of the most recent improvements at the course). On April 20, 2020 we were advised the permit was approved.

Using the plans and specifications provided by ERA, proposals were requested from contractors who have done previous work for the district or were recommended.

We were permitted to install up to 300' linear feet of 6' deep sheet pile. The base amount is for 12' linear feet to repair the area of the breach. The alternate is for additional 12' linear foot segments of sheet pile.

Proposals were received on May 1. Below is a summary of the proposals received:

Contractor	Base	Alternate 1 – Add 12' sheet pile
V3	\$ 44,000.00*	\$ 3,240.00
Encap	\$ 58,992.40	\$ 9,720.00
Martam	\$ 63,153.00	\$ 5,760.00
Semper Fi	\$ 89,804.00	\$ 19,800.00
Cardno	Not able to provide quote	

*V3 proposed using 75 linear feet of crane matting to cross the fairway in place of the 300 linear feet specified and stated they would restore any damaged areas. Upon further discussion, V3 indicated an additional savings of \$5,000 is possible if we use plywood sheeting in place of crane matting.

Our original engineers estimate indicated that this work could be done below the bid limit. Some additional permit requirements increased the estimate. We proceeded with obtaining quotes rather than bidding to facilitate getting this work done as quick as possible with quality contractors and minimizing the number of staff and consultants involved.

ERA has provided a recommendation to complete the sheet piling from the west end to the breach for a total of 120 linear feet. This is an additional 9 sections at \$3,240 for a total alternate cost of \$29,160.00.

V3 has previously done work at Central Athletic Complex, Cosley Zoo/Prairie parking lot and on the pond at Rathje Park.

PREVIOUS COMMITTEE/BOARD ACTION:

The project was discussed at the June 5, 2019 Building and Grounds meeting.

REVENUE OR FUNDING IMPLICATIONS:

A claim was filed with PDRMA, which was denied. We will appeal with the actual costs we have incurred.

Engineering Resources Associates agreement	\$ 8,750
Recommended contract with V3	\$39,000
Additional sheet piling (9 sections)	<u>\$29,160</u> for a total of 120 linear feet
Total	\$68,160

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

We are seeking an opinion on the applicability of this work to the emergency provisions of our Purchasing Policy provided in the April 29, 2020 subcommittee packet with excerpt below:

8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is 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 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).

ATTACHMENTS:

DuPage County Stormwater letter dated June 28, 2019
PDRMA response dated June 26, 2019
Plan overview dated January 2020
Recommendation from ERA dated May 6, 2020

ALTERNATIVES:

If we wanted to reduce the cost, we could consider installing less sheet piling to just cover the extents of the existing breach.

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve a contract in an amount not to exceed for the base \$39,000 and an additional \$29,160 for a total of 120 linear feet of sheet pile per the alternate from V3 for repair of the berm at Arrowhead Golf Club.



**DUPAGE
COUNTY**

Watershed
Management

Water
Quality

Floodplain
Mapping

Regulatory
Services

Flood Operations
& Maintenance

Shared
Services



STORMWATER MANAGEMENT

Mr. Michael Benard
Executive Director
Wheaton Park District
102 E Wesley Street
Wheaton, IL 60187

June 28, 2019

RE: Findings from Site Visit; Arrow Head Golf Course

Dear Mr. Benard,

This letter is to detail the findings from the site visit DuPage County staff made on Friday, May 10, 2019 to the northeast corner of the Arrowhead Golf Course. DuPage County Stormwater Management staff was accompanied by employees from the Wheaton Park District and a representative from Engineering Resource Associates (ERA), a local engineering solutions consulting firm.

The purpose of the visit was to evaluate the situation causing a portion of the golf course that is normally dry to be inundated with water and to discuss solutions, both temporary and permanent. It should be understood that this portion of the Arrowhead golf course is adjacent to environmentally sensitive areas and therefore repairs, both temporary and permanent cannot be completed without permission from DuPage County Stormwater Management, the regulatory agency that oversees the DuPage County Countywide Stormwater and Floodplain Ordinance, to ensure that wetlands and waterways are not negatively impacted.

It was documented during the site visit that the higher than normal water levels within the channel increased the pore water pressure onto the adjacent banks, which lead to a blow out in the bank. The record setting rainfall experienced in spring 2019 caused the channel elevations to be high for an extended duration. Through this blow out, the channel flow diverted into the adjacent area which is meant to be dry.

Clayey soils (Hydrologic Soil Group Type C), as found in DuPage County, reach a critical state when exposed to extended saturation and head pressure, which can make them more viscous and susceptible to failures like landslide and blow outs due to shear viscosity.

During our site visit, the representative from ERA and DuPage County Stormwater Management staff agreed upon a temporary solution noting that the permanent solution will need to be submitted for Stormwater certification from DuPage County Stormwater Management. As the soils have experienced saturation, solutions for repair will either

require a stream diversion to allow for soils to dry enough to restore non-viscous properties or a structural solution that will impose a non-penetrable barrier. The non-penetrable barrier will reduce impacts on adjacent wetlands and waterways.

As a follow up to the site visit, Wheaton Park District staff has provided an acceptable temporary solution and is working with ERA on a permanent solution to repair the blow hole and the impacts of the second wettest spring on record.

If you have any additional questions or seek additional consultation, please feel to contact me directly at (630) 407-6676.

Sincerely,

A handwritten signature in black ink that reads "Sarah Hunn". The signature is written in a cursive, flowing style.

Sarah Hunn, P.E., CFM
Deputy Director
DuPage County Stormwater Management

June 26, 2019

Bruce Stoller
Wheaton Park District
Arrowhead Golf Course
20W151 Butterfield Road
Wheaton, IL 60189

RE: Claim #: 1RB054069
Date of Loss: 5/10/19

Dear Bruce:

We have completed our coverage review for the above referenced incident. Based on the information provided the damages occurred to the turf between hole #10 and #13.

PDRMA Coverage Document provides a broad range of coverage including coverage for items not typically covered under a commercial property policy. However, like any commercial property coverage, there are certain terms and conditions that limit coverage.

We would like to refer you to the PDRMA Property Coverage Document which indicates:

SECTION II

PHYSICAL DAMAGE TO PROPERTY

A. COVERAGE

Subject to the terms, conditions and exclusions hereinafter contained, this Coverage Document provides coverage for all property of every description of an insurable nature, both real and personal (including improvements and betterments), of the Members. . .

Then we refer you to:

C. Property Not Covered

6. Land, (including land on which covered property is located), and land values except athletic fields, golf course tees, greens and sand traps.

Since there was no damage to tees, greens or sand traps there is not covered damage to covered property. We are unable to provide coverage for the damages associated with this loss.

We regret we could not advise you more favorably. Please feel free to contact me with any questions or comments.

Sincerely,



Betty Dawson, AIC
Claims Consultant



ENGINEERING
RESOURCE ASSOCIATES

ENGINEERS | SCIENTISTS | SURVEYORS

May 6, 2020

Mr. Rob Sperl
Director of Parks and Planning
Wheaton Park District
855 W Prairie Ave
Wheaton, IL 60187

**SUBJECT: Arrowhead East Berm Repair Project
Summary of Quotes and Award Recommendation**

Dear Rob:

The Park District received quotes from V3 Companies, Semper Fi Land Inc., Encap, and Martam Construction for the Arrowhead East Berm Repair project. The engineer's estimate for the project was \$31,443.00.

The apparent low bidder for the project is V3 Companies, with a base services quote of \$44,000. The cost for wood mats came in significantly higher than the estimate. The purpose of the wood mats are to reduce rutting from machinery. Please note that V3 proposed using 75 linear feet of wood mats to cross the fairway in place of the 300 linear feet specified and stated they would restore any damaged areas. Engineering Resource Associates, Inc. (ERA) contacted V3 to see if plywood sheets could be used in place of wood mats and they replied that they would be willing to use plywood for a price reduction of \$5,000.00. This results in a revised base services quote of \$39,000.00.

The permit from DuPage County allows installation of up to 300 linear feet of 6' deep sheet pile. The base services included 12 linear feet of sheet pile wall, the minimum necessary to stabilize the berm breach between Rott Creek and the basin west of the tee box. Therefore, one alternate for additional 12' linear foot segments of sheet pile was requested. V3's cost for the alternate was \$3,240.00 for each additional 12' segment, with an additional \$5,000.00 reduction if all 300' that was permitted is installed. The total for the additional 288 linear feet is \$72,760.00. The total project cost including all 300' is \$111,760.00.

A conservative approach to stabilizing the berm segment west of the tee box would be to install sheet piles from the western most limit of the project to the tee box. This segment is 120 linear feet, and nine additional 12' sections would be required. The cost of the additional piles for this segment would be \$29,160.00. This would eliminate the need for future access to this area to install the piles that were permitted. The segments further to the east could be installed at a later date in the event that it appears that an additional breach may occur in that section.

WARRENVILLE

3s701 West Avenue, Suite 150
Warrenville, IL 60555
P 630.393.3060

CHICAGO

10 South Riverside Plaza, Suite 875
Chicago, IL 60606
P 312.474.7841

CHAMPAIGN

2415 Galen Drive
Champaign, IL 61821
P 217.351.6268

www.eraconsultants.com

V3 Companies has submitted all documents requested. Based on the information above and positive experience with V3, we recommend that the Wheaton Park District consider awarding the Arrowhead East Berm Repair project contract to V3 Companies for the base services quote of \$39,000.00. In the event that additional outside funding becomes available we recommend proceeding with the 120 foot section west of the tee box for the base services quote and 9 additional alternate segments for a total of \$68,160.00. Please advise if you have any questions or comments.

Respectfully submitted,
ENGINEERING RESOURCE ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Erin Pande", is written over a horizontal line.

Erin Pande, PWS, CFM
Ecological Services Director





TO: Board of Park Commissioners

FROM: Michael Benard, Executive Director

RE: **IMRF Benefit Protection Leave for Part-Time Employees Furloughed due to the COVID-19 Health Crises**

DATE: May 11, 2020

SUMMARY:

Due to the closure of park district facilities, the suspension of park district programs and the subsequent cessation of emergency compensation, effective April 19, 2020, most part-time employees were placed on furlough. Furloughing an employee (versus laying them off) indicates a plan for them to return to work. Currently, 108 part-time employees participate in the Illinois Municipal Retirement Fund (IMRF). Employees that participate in IMRF and were placed on furlough will not earn service credit and will not have the disability and death benefits available to them. Additionally, months with no wages reduces their Final Rate of Earnings and may negatively impact anyone approaching retirement.

REVIEW OF FINDINGS

IMRF has an option whereby the Board of Commissioners may approve Benefit Protection Leave to protect employee disability and death benefits. Additionally, under the benefit protection program, each individual employee would have the option to “purchase” service credit and maintain an average earnings wage for the months on furlough at an employee contribution amount calculated by IMRF.

REVENUE OR FUNDING IMPLICATIONS:

The Employer Benefit Protection Leave Statement will include the names of the employees who choose to purchase their service credit. We believe that not all 108 part-time employees will choose this option due to the financial impact they will incur.

No immediate payment is required of the District. The cost to the District will be calculated and reflected in the employer contribution rate in the second year following the year service credit is purchased by the employee. In this instance, since service credit may be purchased in the year 2020, the District’s portion will be reflected in the employer contribution rate for the year 2022.

However, if furloughed part time employees were not to return to work until 2021, the District's portion of the benefit protection leave contribution would be reflected in the rate for year 2023. Because we have no way of knowing how many part-time employees may choose to pay for service credit after they return to work, it is difficult to quantify the total potential future financial impact of approving this leave. Our current employer contribution rate for IMRF is 8.75% of gross pay. The employee contribution rate is 4.5% of gross pay. Our highest individual estimated monthly cost employee is \$280. If that employee chose to buy 5 months of service credit back after being reinstated, the cost to the district would be \$1,400 for that one employee. Regardless of any employee purchasing service credit, your approving the IMRF benefit leave will protect their IMRF disability and death benefits during the furlough period until they are either reinstated or terminated from our employment at no additional cost to the district.

The Benefit Protection Leave would be in place for a maximum of 12 months (see Resolution below).

STAKEHOLDER PROCESS:

Upon approval of the Benefit Protection Leave by the Board of Park Commissioners, the District will file the Benefit Protection Leave form with IMRF for each part time participant that has been furloughed. Once an employee returns to work and IMRF is notified of their return date, a payment schedule will be calculated by IMRF and sent to the employees. At that time, the employee will have the option to purchase their service credit or do nothing. If they do nothing, the park district is not charged.

Approving the Benefit Protection Leave Resolution will also apply to any full-time furloughs that may occur in the future because of our COVID-19 related shut down of operations. Currently, no full-time employees have been furloughed.

LEGAL REVIEW:

Resolution language will be reviewed by Legal Counsel in advance of formal approval.

ATTACHMENTS:

Resolution for IMRF Benefit Protection Leave

ALTERNATIVES:

The Board can choose to not approve the IMRF Benefit Protection Leave. This would result in furloughed IMRF employees losing their death and disability benefits and their ability to purchase lost service credit upon returning to work.

RECOMMENDATIONS:

It is our recommendation to approve IMRF protection of service credit, rate of earnings, and disability and death benefits for our employees who have been placed on furlough through no fault of their own.

**Wheaton Park District
Illinois Municipal Retirement Fund (IMRF) IMRF Benefit Protection Leave
Resolution 2020-02**

WHEREAS, Article 7 of the Illinois Pension Code (40 ILCS 5/7-139(a)(4)) provides that the governing body of a governmental unit may elect to allow service credit in the Illinois Municipal Retirement Fund to members who are placed on authorized leave of absence without pay, and

WHEREAS, not more than twelve (12) complete months of creditable service for such authorized leave of absence shall be credited towards any benefit under Article 7 of the Pension Code, and

WHEREAS, no service credit may be issued for such authorized, unpaid leave unless an application for credits is submitted to the Board of Trustees of Illinois Municipal Retirement Fund while the employee is in a status of active employment.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Wheaton Park District elects to allow service credit to all eligible employees who have been placed on a period of authorized leave without pay, not to exceed twelve (12) months, until the rescission of this resolution; **AND**

FURTHER RESOLVED, that all associated costs thereof to the Wheaton Park District as determined by the Fund are hereby approved; **AND**

FURTHER RESOLVED, that the Secretary shall be directed to maintain a record of this resolution for inspection, upon request by the Fund, and is further directed to certify IMRF Form 6.32, IMRF Benefit Protection Leave, upon the request of the affected employee(s).

CERTIFICATION

I, Michael J. Benard, the Secretary of the Board of the Wheaton Park District do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its Board of Commissioners at a meeting duly convened and held on the _____ of _____, 2020.

Michael J. Benard, Secretary

#7



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**Board of
Commissioners**

Terry A. Mee

Bob Frey

Kevin Fahey

Jane Hodgkinson

John Kelly

Ray Morrill

John Vires

Executive Director

Michael Benard

630.510.4945

Community Center

630.690.4880

Administration

102 E. Wesley Street
Wheaton, IL 60187



BUILDINGS GROUNDS & FINANCE SUBCOMMITTEE MEETING SCHEDULE 2020-Updated 5-13-2020

The Wheaton Park District Board of Commissioners Buildings Grounds and Finance Subcommittee meetings for the year 2020 will be held on the following dates. The Buildings Grounds and Finance Subcommittee meetings typically will take place on the first Wednesday of each month at the DuPage County Historical Museum 102 E. Wesley Street, Wheaton, IL, Beginning at 5:00 p.m. Please note deviations below in bold.

January 8	Buildings Grounds & Finance Meeting (2nd Wednesday)
February 12	Building Grounds & Finance Meeting Rescheduled from February 5
March 4	Buildings Grounds & Finance Meeting
April 1	Buildings Grounds & Finance Meeting -CANCELED
April 8	Buildings Grounds & Finance Meeting Via Zoom Teleconference
April 29	Buildings Grounds & Finance Meeting Via Zoom Teleconference
May 6	Buildings Grounds & Finance Meeting -CANCELED
May 13	Buildings Grounds & Finance Meeting Via Zoom Teleconference
June 3	Buildings Grounds & Finance Meeting Via Zoom Teleconference
July 1	Buildings Grounds & Finance Meeting Via Zoom Teleconference
August 5	Buildings Grounds & Finance Meeting
September 2	Buildings Grounds & Finance Meeting
October 7	Buildings Grounds & Finance Meeting
November 4	Buildings Grounds & Finance Meeting
December 2	Buildings Grounds & Finance Meeting

Respectfully Submitted

Michael Benard

Board Secretary

NO FINAL ACTION WILL BE TAKEN AT THIS SUBCOMMITTEE MEETING
A BOARD SUBCOMMITTEE IS MADE UP OF AT LEAST TWO OF SEVEN PARK
COMMISSIONERS

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.



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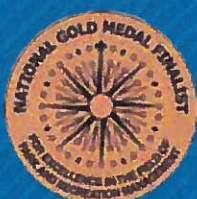
Community Center

630.690.4880

Administration

102 E. Wesley Street

Wheaton, IL 60187



REGULAR MEETING SCHEDULE 2020 (Updated 5-13- 2020)

The Wheaton Park District Board of Commissioners regular meetings for the year 2020 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 7 p.m. Please note deviations below in bold.

January 15 Regular Meeting

February 19 Regular Meeting

March 18 Regular Meeting-CANCELED

**April 15 Regular Meeting-Held Via Zoom Teleconference
at 5:00 p.m.**

**May 20 Regular Meeting-Held Via Zoom Teleconference
at 5:00 p.m.**

**June 17 Regular Meeting-Held Via Zoom Teleconference
at 5:00 p.m.**

July 15 Regular Meeting

August 19 Regular Meeting

September 16 Regular Meeting

October 21 Regular Meeting

November 18 Regular Meeting

December 16 Regular Meeting

Respectfully Submitted,

Michael Benard
Board Secretary

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