



Wheaton Park District

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

Wheaton Park District Board of Commissioners

Wednesday September 4, 2019 5:05 p.m. DuPage County Historical Museum
102 E. Wesley Street, Wheaton, IL 60187

CALL TO ORDER –

President Mee called the meeting to order at 5:08 p.m. Commissioners Fahey, Hodgkinson, Kelly, Morrill and Vires were present

Commissioner Frey was absent

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks and Planning Sperl, Superintendent of Planning Hinchee, Finance Director Trainor, Director of Special Facilities Bendi

Buildings and Grounds Discussion Items:

1. Memorial Park Renovation Project – Establish Project Contingency Amount
Commissioner Kelly stated that we've picked up approximately \$29,000 in credits on this project so far. Credits will be moved to a project contingency line within the contract and when smaller extras occur, we can pay it out of this fund. He anticipated that we could expect \$200,000 - \$400,000 in changes or additional expenses on this project. Kelly stated that either he or Benard will be at all of the construction meetings on this project. The board was agreeable to allowing staff to make decisions on extra charges up to \$50,000 per occurrence and the board will ratify it at the next scheduled meeting. No action required at the September 18 Board Meeting.
2. Memorial Park Renovation Project – Materials Testing
Superintendent Hinchee stated that staff recommends GeoCon. Hinchee will write the recommendation as a not to exceed amount. Action Item September 18 Board Meeting.
3. Memorial Park Renovation Project – Additional Construction Supervision by Architects
Commissioner Kelly stated that we have one visit every other week in the contract but suggests that we need them on site weekly to insure timely completion. When we get close to drawing down the total budgeted supervision amount, we will ask the Board to approve an additional expense amount. Kelly stated that he also will visit the job site regularly. No action required at the September 18 Board Meeting.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.665.4710; fax number 630.665.5880.

4. Fall Asphalt Replacement Projects – Bid Results
Hinchee stated that they opened these bids earlier today. \$250,000 is budgeted annually for asphalt replacement district wide. Meyer Paving is the apparent low bidder at \$78,534. We have worked with Meyer in the past and have been happy with their performance. The board was agreeable to Benard signing the contract with Meyer prior to the Board Meeting to ensure timely completion. Action Item September 18 Board Meeting.

5. Central Park Backstop Project – Contractor Request for Unforeseen Conditions
Commissioner Kelly abstained from this discussion.

Hinchee stated that when they excavated that came upon a lot of water that they had to pump out before they could pour the concrete. That is what this cost is from. Commissioner Fahey asked Hinchee to see if they will split this cost with us because of their delay in starting this project. There was some discussion about potential liquidated damages compared to this request for extra payment. Hinchee will speak to the contractor about settling this claim. Possible action required at the September 18 Board Meeting.

6. Cosley Zoo Paver Project – Change Order for Material Haul Off

Hinchee stated that when they pulled up the pavers and excavated the dirt underneath they were going to put the soil on our vacant lot across the street. After all of the rain staff decided not to do this because of the damage the trucks will create. Hinchee thinks this cost is reasonable. The board was agreeable to this change order. Action Item September 18 Board Meeting.

7. Seven Gables Park and Atten Park Asphalt Sealcoating Projects – Bid Results
Hinchee stated that they opened these bids earlier today. Expenses will be paid out of the annual Asphalt Replacement Projects budget. Pavement Systems was the apparent low bidder at \$26,419. Commissioner Kelly asked Hinchee to make sure that we can accept the bid without addendum one. Hinchee stated he had checked with legal counsel on this question in the past and they said it was fine as long as the missing addendum was in the contract. The board was agreeable to Benard signing the contract with Meyer prior to the Board Meeting to ensure timely completion. Action Item September 18 Board Meeting.

8. Washington School Ballfield Renovation Project – Materials Purchase
There was no discussion on this item. Action Item September 18 Board Meeting.

9. Danada South Trail Renovation Project – Additional Materials Purchase
The board was agreeable to approving this purchase of \$4,142.56 for additional path material from Waupaca Sand. Action Item September 18 Board Meeting.

10. Community Center Mechanical Systems – Berg Engineering Analysis
Hinchee asked for a proposal for the analysis of our systems at the Community Center. This price is under the amount that we need board approval on but he wanted to keep the board informed. He stated that we are going to need to modernize the heating system in this building and staff is planning for it over the next five to ten years. No action required at the September 18 Board Meeting.
11. Park Facilities Rental Policies and Fees – Periodic Review and Update
Sperl stated that it was time to adjust these fees. The board members present were agreeable with the adjustments proposed. Commissioner Morrill asked staff to show the dates for the original and revised dates on this document. Action Item September 18 Board Meeting.
12. Ballfield Grooming Equipment Replacement – Purchase
Sperl stated that this was originally budgeted for in 2020 but staff recently found out that the price was increasing \$3,000 in October 2019. Staff would like to buy this now to save the \$3,000. There is room in the current year budget to do so. The board members present were agreeable with this. The Board asked Sperl to add the dollar amount of the balance in the account it will be purchased from to the summary report. Action Item September 18 Board Meeting.
13. Community Center Improvements – Prioritized Five-Year Plan
Pursuant to previous Board direction, staff has provided a prioritized 5 year plan for these expenses. There is currently \$1,000,000 budgeted for related capital expenses in 2020, 2021 and 2022. Actual budgeted amounts will change as engineering analysis and actual project cost estimates are developed. Previous Commissioner, User and Staff input was all taken into consideration as this list was developed. No action required at the September 18 Board Meeting.
14. Solar Technology Review – Report from SEDAC Sustainable Energy Design Assistance Center – Follow up to previous board request for information on solar technology
Sperl stated that there are incentives available for leasing out roof space. An analysis of the potential for all large park district owned facilities would cost \$7,500. Staff reported that the Arrowhead maintenance building is an immediate viable option as the roof is in need of being replaced. Sperl will see if SEDAC will give us a price to analyze the potential of just this building as a test. No action required at the September 18 Board Meeting.

15. Rathje Park Renovation Project Completed 2017 – Review of Neighbor Concerns Regarding Northwest Area of Pond Shoreline
Sperl stated that when the renovation project was completed in 2017 berms were constructed and native plants were planted on them to reduce the cost of hauling off materials. We've had a neighbor complain that the berm and vegetation on top of them has adversely affected his view of the park from his home. It was noted that the park district did hold stakeholder and neighbor input meetings prior to the pond renovation occurring. It has been verified that the berms serve no stormwater function and are not otherwise related to permitting mandates. Staff and Engineers estimate a cost of \$20,000-\$30,000 to remove the berms and replant the area. The board was not in favor of undertaking this expense. It was suggested that the existing plants could be removed and replaced with lower profile species as a means to try to improve the view without the significant cost of removing the berms. Commissioner Kelly stated that he would like to see the cost to change the vegetation prior to proceeding. Staff will communicate with the Resident park neighbor. No action required at the September 18 Board Meeting.

Finance & Administration Discussion Items

1. Purchase of Athletic Apparel from TPS Sports Equipment and Apparel – \$15,360
President Mee and Commissioner Fahey asked for a more detailed justification from the Athletic Department for not recommending going with the lowest or second lowest quote. They would like a better explanation or better negotiated pricing from the recommended vendor. The Board agreed. Benard will follow up with the appropriate Staff. Action Item September 18 Board Meeting.
2. Quote from Lingo for POTS Line Service Provider at a Cost of \$38.95 per Line per Month for 35 POTS Lines
Benard stated that our IT consultant had previously provided a quote and recommendation that we sign a contract to change our POTS lines (analog phone lines) provider from BCN to Birch as BCN costs were increasing significantly. This cost required Board approval. When the subsequently approved and signed contract was submitted to Birch, they denied it because the quote had expired in the interim. V96 found another company called Lingo that will honor the same quoted rates from Birch at \$38.95 per line. This will avoid an imminent rate increase with BCN. The board members present were agreeable to Benard signing this now so the quote expiration issue doesn't occur again. Action Item September 18 Board Meeting.
3. Finance Variance Report for 6 months ending 6-30-19
The Board appreciated the comparison report and found it helpful.
4. July 2019 Finance Report
No discussion. Would have been submitted as part of the August Regular Meeting which was cancelled.

5. 2020 Operating and Capital Budget Draft

Trainor stated that the minimum wage increase impact is included in the budget proposal. The impact is significant over the next 5 years.

Board Action September 18: Acceptance of the Budget Draft and Placement on Public Display for 30 days per State Law

6. 2020 Budget Approval Calendar

Benard reviewed the Budget approval calendar with the Board. The Board was asked to direct questions and requests for follow up to him and Rita for response and distribution back to the Board.

The Capital Budget will be reviewed at the October Subcommittee Meeting.
The Operating Budget will be reviewed at the November Subcommittee Meeting

Additional Discussion Items:

Payment to Euclid Beverage for Brew Fest

No Discussion

Dog Park Inquiry

Benard reported that a Resident had inquired about the creation of a dog park in Wheaton and wished to know how to appeal to the Park Board. She has asked Residents via social media to communicate with the Executive Director if they agree a dog park is needed. As of Sept 4, two additional residents had emailed the Executive Director in support of a dog park in Wheaton.

Benard reported that he spoke with the Resident and reported to her that, in the past when this issue was brought up, the Park Board had not supported the concept due to the existence of dog parks in three adjacent communities as well as the related liability and cost to providing this type of amenity.

The Park Board stated its agreement with the previous Board's position and will not be pursuing the development of a dog park. Benard stated he would share the Board's position on the matter with those that communicated with him and thank them for their input.

CLOSED SESSION

At 6:35 p.m. Commissioner Mee moved to adjourn to closed session for the purpose of discussing the: Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1) and Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5) Commissioner Morrill seconded. It was stated that the subcommittee meeting of the Park Board would be adjourned immediately after the conclusion of closed session.

Motion passed by roll call vote.

Ayes: Fahey Hodgkinson Kelly, Mee, Morrill, Vires

Nays: None

Abstain: None

Absent: Frey

A handwritten signature in black ink, consisting of a stylized, cursive 'M' followed by a long horizontal line that ends in a small hook.