

**WHEELING PARK DISTRICT
ADMINISTRATION COMMITTEE
MINUTES OF SPECIAL MEETING
JUNE 28, 2010**

The Special Meeting of the Administration Committee of the Wheeling Park District, Cook and Lake Counties, Illinois, was held in the Conference Room of the Community Recreation Center, 333 W. Dundee Road, Wheeling, Illinois.

The meeting was called to order at 10:00 a.m. by Chair Stein.

The following members were present when the roll was called: S. Stein, R. Rosen, and J. Buchs.

Staff members present were M. Wehby, and M. Jendreas.

AGENDA ADDITIONS/DELETIONS/CORRECTIONS – None

ITEMS FOR DISCUSSION

Proposals for Accessibility Assessment of Facilities and Property and Transition Plan

Executive Director Buchs advised that five proposals were submitted in response to the Park District advertisement for Request for Proposals, and she reviewed these with the Committee members. The last assessment was performed in 1992.

After discussing the proposals, Committee members were in support of interviewing two consulting firms: Accessibility Consultation and Training Services, Inc. (ACTServices), and Recreation Accessibility Consultants, LLC (RAC). The interviews will take place on July 6, 2010, at the meeting of the Administration Committee. The meeting will be moved to 5 p.m., instead of the regular 6 o'clock start time. The first interview will begin at 5:15 p.m., followed by the second one at 6 p.m. Each consultant will get 30 minutes of time, which will consist of 20 minutes for a presentation and 10 minutes of questioning by Committee members. The full recommendation will be presented to the Board of Commissioners at the meeting on July 20.

Executive Director Buchs advised that she would check references and prepare questions before the July 6 meeting.

WRITTEN COMMUNICATIONS – None

VERBAL COMMUNICATIONS – None

ADJOURNMENT

There being no further business, Commissioner Rosen moved, seconded by Executive Director Buchs, to adjourn the meeting at 10:39 a.m.

Motion passed by unanimous voice vote.

Respectfully submitted,

Sue Stein, Chair
Administration Committee
Wheeling Park District

Approved this 6th day of July 2010