



# Wheaton Park District

**Wheaton Park District Board of Commissioners  
BUILDINGS, GROUNDS AND FINANCE  
SUBCOMMITTEE MEETING MINUTES  
Wednesday May 1, 2024, 5:00 p.m.  
DuPage County Historical Museum  
Wheaton, IL 60187**

## **CALL TO ORDER –**

President Kelly called the meeting to order at 5:00 p.m., Commissioner Frey, Commissioner Mee, Commissioner Pecharich, and Commissioner Vires were present.

Staff Present included: Executive Director Benard, Executive, Director of Parks & Planning Sperl, Admin Assistant Doromal, Superintendent of Planning Hinchee, Director of Finance Simpson, Museum Manager Michelle Podkowa

## **COMMUNITY INPUT**

1. John Patterson 1849 Cherry Street, commented on an email sent to Benard. Inquired on revisions to the Cosley parking plan regarding parking lot emergency exit. Benard responded that there have been no revisions. Patterson Commented on availability of data regarding reaching capacity at Cosley parking lot. Benard stated the parking log will be made available to Mr. Patterson.

## **DISCUSSION ITEMS**

### **Buildings and Grounds**

1. **Design of Museum *Enduring Values* Permanent Exhibit**
  - o Review of Joint Agreement Between the County of DuPage, Wheaton Park District, and Taylor Studios for Professional Design Services
  - o Review of Reimbursement Agreement with the DuPage County Historical Museum Foundation

Benard stated that both the reimbursement agreement and action plan are expected to be approved by the county this month.

2. **Rice Pool Existing Conditions Audit – Review of Proposals**

President Kelly recommended additional review of the proposals and the outcome differences are for the lower cost proposals. Sperl provided commentary regarding the firms and proposals and stated he will follow up. Benard commented that the professional service selection act did not apply because of expectation it will not meet threshold cost.
3. **Waste Hauling – Review of Bid Results**

Sperl stated Groot will be a new vendor for the district.

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

4. **Northside Pickleball Courts** – Review of Bid Results  
President Kelly delayed review of this item to follow discussion of the Briarpatch Renovations (item 8).
  5. **Maintenance Management Software** – Review of 3-year Contract Renewal with TMA Systems  
Sperl stated we are satisfied with the current application and recommend continuing with a three-year contract.
  6. **Sensory Garden Playground** – Review of Quotes for Picnic Shelter.  
President Kelly commented on concern of the overall budget for Sensory Garden Playground budget. Hinchee stated the shelter is similar to other shelters recently installed by staff. Benard stated that regardless of the budget amount, the Play For All Foundation will reimburse the park district up to \$600,000 per our funding and reimbursement agreement with them. The total project is currently expected to remain within that amount.
  7. **Central Athletic Complex** – Review of Change Order #1 with HDI Enterprises  
President Kelly commented on cost per square foot comparable to past similar projects. Hinchee stated work is scheduled for late July and the gym is roughly 10,000 square feet. Staff will review past comparable work and report back.
  8. **Briar Patch Park Renovation** – Review of change order #1 with A. Jules Construction  
President Kelly commented on the pickleball courts cost for subbase soil repairs and repeating the process for similar concerns on tennis court side. President Kelly recommends following engineers' recommendation for Geogrid instead of undercutting for tennis courts.
- (Item 4) President Kelly suggested we consider similar concerns for the Northside pickleball courts and the possibility of rebidding with these recommendations as a base bid if necessary. We have 60 days to conduct additional soils investigation before a decision is made on the current bids.
9. **Community Center Interiors** – Review of change order #5 with Stuckey Construction  
President Kelly states the Community Center zone, offices and hallway are expected to finish on time. Kelly commented on locker and ceramic tile delays. Benard will push notice out to fitness center members regarding the locker room delayed opening date. Commissioner Pecharich inquired about the budget contingency. Kelly identified the change orders are reasonable for this type of work.
  10. **Northside Locker Room** – Review of change order #1 with Red Feather Group  
Benard identified that this work was previously on an addendum and was missed in the plans on the rebid causing a change order to include two main area sinks. Benard identified that higher privacy partitions are recommended in three stalls.

## **Finance and Administration**

1. **2025 Budget Development** – Review of the 2025 Budget Development Calendar for the Wheaton Park District  
Director of Finance Simpson reviewed the budget timeline with June/July staff input, August review of entries, and Board review starting in September for December approval of the Budget and Appropriation Ordinance, Tax Levy and Tax Abatement ordinances. Benard stated September’s subcommittee meeting will include a review the capital budget and long-term capital asset schedule. At the October regular meeting, the board will approve the Estimate of Levy Resolution. This meeting may also include a Truth in Taxation hearing, if necessary.
2. **Annual Review Finance Policies** – Review of Finance Policies and Proposed Amendments  
Director of Finance Simpson reviewed updates to existing policies regarding Access Control, PCI-DSS standards, and a revision to the Purchasing Policy adding vendor information reporting verbiage.
3. **Ordinance 2024-04** – Review of an Ordinance Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District  
No discussion.
4. **National Restaurant Association Show** – Review of Possible Commissioner Attendance  
Commission Mee stated he is requesting to attend.

## **ADJOURNMENT**

At 5:51pm Commissioner Vires moved to adjourn the meeting Commissioner Mee Seconded.  
Motion carried by Roll Call Vote  
Ayes: Kelly, Frey, Mee Pecharich, Vires  
Nays: None  
Absent: Commissioner Barrett

