



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMMITTEE MEETING MINUTES
Wednesday December 4, 2024, 4:30 p.m.
DuPage County Historical Museum
Wheaton, IL 60187**

CALL TO ORDER –

President Kelly called the meeting to order at 4:35 p.m., Commissioner Vires, Commissioner Welker were present.

Commissioner Frey arrived at 4:39 p.m.
Commissioner Barrett arrived at 4:39 p.m.
Commissioner Pecharich arrived at 4:53 p.m.
Commissioner Mee arrived at 4:56 p.m.

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks & Planning Sperrl Superintendent of Planning Hinchee, Director of Finance Simpson, Director of Recreation Beyer, Director of Athletics & Facilities Lewandowski

Guest Present: Mark Goedjen, P.E., Berg Engineering Consultants, Ltd.

COMMUNITY INPUT

None

DISCUSSION ITEMS

Buildings and Grounds

1. **Community Center** – Review of Report from Berg Engineering Consultants, Ltd. Concerning Heating, Ventilating, Air Conditioning, Electrical and Plumbing Systems

President Kelly started the conversation concerning heating, ventilating, air conditioning, electrical and plumbing systems. He asked Mark Goedjen, Berg Engineering, if he thought we should refurbish or replace the equipment we currently have at the community center. Mark Said that the chiller water plant and boiler were replaced a few years ago. He thought if the equipment is maintained and still functional we could simply refurbish it. Sperrl stated that the staff involved in maintaining the systems would prefer in some cases to replace the 30 plus year old equipment and not refurbish. Kelly stated that if the air handlers are not rusting, they should be ok.

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.

Commissioner Frey & Barrett arrived at this time (4:39 p.m.)

Mr. Goedjen stated that with the current non-proprietary equipment the district has, we could get a lot of vendors to work on them. Kelly was concerned that since this is such a public facility we would only be able to work on it during the shoulder months. Mark suggested crews could work on it after hours as well. After much discussion it was decided to leave \$550,000 in the 2025 budget and put \$1,000,000 in the 2026 budget and replace equipment over a four-year time span. Mark is going to provide the district with a new proposal for BAS, Design and Air Handling since the last one we received was in 2020. Those figures were \$550,000 and \$1,300,000. He estimated that prices escalate approximately 5% each year, which would mean an approximate 20% increase since 2020.

Commissioner Pecharich arrived at this time (4:53 p.m.)

Commissioner Mee arrived at this time (4:56 p.m.)

Commissioner Vires moved to recess the meeting at 4:57 p.m. for the purpose of conducting the Local Government Efficiency Committee Meeting scheduled for 5:00 p.m. Seconded by Commissioner Frey. Motion carried by voice vote.

The meeting was reconvened at 5:24 p.m..

2. **Portable Restroom Supply and Servicing** – Review of Bid Results

Executive Director Benard stated that this service was rebid, and it appears that Flood Brothers is the apparent low bidder. President Kelly asked if we used them before. Director of Parks & Planning Sperrl stated we are currently using them and are happy with their service. No further discussion.

3. **Snow Removal Prioritization Plan** – Review of Plan

Benard stated that staff seeks consensus on whether the board would like to take a formal vote endorsing the agency snow removal prioritization plan. Commissioner Pecharich was concerned that we are removing snow outside of the plan for residents because they communicated with us. Benard said that we cannot realistically remove snow from every linear foot of path and sidewalk in and adjacent to the park system on top of the facility parking lots and adjacent walks which is why we have a prioritization outline. If we have the necessary staff and equipment resources at the time, we remove snow from non-priority areas if we assess that the resident has a valid concern. The board agreed that they did not think this was something the board needed to vote on.

4. **Park Picnic Permit Cancellation Policy** – Review of Policy

Benard stated that staff added this due to people canceling with short notice. The district still incurs credit card charges even when people cancel an event.

5. **Amendment to Special Use Permit for Memorial Park** – Review of Proposed Amendment to Fencing Plan
Benard stated that we want to complete the permanent fence around Memorial Park, which may require a public hearing. The Board agreed with proceeding
6. **Wheaton Park District Environmental Report Card** – Review of Report Card
Benard stated that this is a self-assessment of our green practices. He thought we have room to improve in several categories. The review of this report card is required for state accreditation and will be on the December 18 regular agenda.

Finance and Administration

1. **Ordinance 2024-09** Making a Combined Annual Budget and Appropriation of Funds for the Wheaton Park District for the Fiscal Year Beginning January 1, 2025 and Ending December 31, 2025 – Review of Ordinance 2025-09

Benard stated that the budget is scheduled to be formally approved along with the tax levy & abatement at the December 18th regular meeting. A 2025 proposed capital project review meeting needs to be scheduled sometime after the first of the year.

2. **Ordinance 2024-10** Levying and Assessing the Taxes of the Wheaton Park District, DuPage County, Illinois for the Tax Year 2024 – Review of Ordinance 2024-10

No discussion.

3. **Ordinance 2024-11** Abating the Taxes Heretofore Levied for the year 2024 to pay Debt Service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, of the Wheaton Park District, DuPage County, Illinois – Review of Ordinance 2024-11

No discussion.

4. **Schedule of 2025 Subcommittee & Regular Meetings** of the Wheaton Park District Board of Commissioners – Review of Schedule
Benard said that the August Subcommittee Meeting date was changed to accommodate vacation schedules. He said that in the past the board has cancelled the August meeting if there are not time sensitive items that need approving. He said that the board can decide later in the year if they want to cancel the August meetings altogether. The September Regular Meeting is on the fourth Wednesday of the month due to several senior staff attending the National Recreation and Parks Association Conference in September. We had to reschedule it to the fourth Wednesday because City Council Chambers is already booked the second Wednesday of September.

5. **Consulting for Strategic Planning and Community Survey – Review of Proposals**
Benard said that staff is recommending Barry Dunn. Benard is familiar with both firms, however Barry Dunn’s proposal and reference projects were aligned more towards parks and recreation services. They have served parks and recreation agencies across the country. Locally they recently consulted on strategic plans for WDSRA and DuPage County. The board agreed with this recommendation.
6. **Youth Baseball and Softball Uniforms and Equipment Purchase – Review of Bid Results**
President Kelly asked who takes charge of this bid now that Ron Elenbass is not with the district anymore. Benard said that Director of Athletics & Facilities Lewandowski and his team do.
7. **Central Athletic Center Parking Lot – Review of License Agreement for Access and Use**
Benard will speak to Bauer and Bauer before the next meeting about their fees for 2025. He will also talk to them about alternate parking spaces at the Central Athletic Center Parking Lot during construction of the parking area they lease.
8. **Prairie Avenue Office Building – Review of Lease Agreement**
Benard met with Doug Morris and said that he would like to offer Morris a six-month lease with an option for a 6 month renewal.
9. **Illinois Association of Park Districts & Illinois Park and Recreation Association 2025 Educational Conference and Exposition – Review of Commissioner Attendance**
Benard stated that Commissioner Barrett is interested in attending the conference.
10. **Closed Session Minutes – Semiannual Review**
Benard stated the board will only be reviewing the closed session minutes through December 2023, since they have not approved the 2024 closed session minutes yet. This semiannual review is required by law.

Additional Comments:

Benard stated that staff is updating the budget again due to needing to put additional funding in the budget for costs associated with renaming the Community Center for Ray Morrill. There is also an additional \$140,000 needed for vehicle purchases that were budgeted and ordered in 2024 but will not be delivered until 2025.

ADJOURNMENT

At 5:50 p.m. Commissioner Mee moved to adjourn the meeting Seconded by Commissioner Pecharich. Motion carried by Roll Call Vote
Ayes: Barrett, Frey, Mee, Pecharich, Vires, Welker, Kelly
Nays: None Absent: None