



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday October 2, 2024, 5:00 p.m.
DuPage County Historical Museum
Wheaton, IL 60187**

**Meeting Time: Immediately following the 5:00 pm Local Government Efficiency
Committee Meeting**

CALL TO ORDER –

President Kelly called the meeting to order at 5:07 p.m., Commissioner Barrett, Commissioner Mee, were present.

Commissioner Vires and Frey attended via Zoom Teleconference

Commissioner Pecharich & Welker were absent

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks & Planning Sperl Superintendent of Planning Hinchee, Assistant Finance Director Meger, Director of Arrowhead Operations Novak

COMMUNITY INPUT

None

DISCUSSION ITEMS

Finance and Administration

1. Amendment to the Agenda

Commissioner Barrett moved to include commissioner remote meeting participation to the agenda. Seconded by Commissioner Mee. Motion passed by voice vote.

2. Commissioner Remote Meeting Participation

Commissioner Mee moved to approve remote meeting participation for Commissioners Bob Frey and John Vires. Seconded by Commissioner Barrett.

President Kelly stated that our policy requires the board to approve this participation in the meeting. Motion passed by voice vote.

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.

1. **2025 Budget Proposal for Wheaton Park District** – Budget proposal draft scheduled to be acknowledged by park board and placed on 30-day public inspection on October 23, 2024
Executive Director Benard stated that our budget calendar calls for staff to provide the board with the budget and begin the 30-day inspection at the October 23rd Regular Meeting. He told the board if they had any questions they could call him. He said that we need to determine a Capital Budget Meeting date which is typically on a Saturday. President Kelly asked Benard to send the board a few dates that everyone can choose from.
2. **General Obligation Limited Tax Park Bonds Series 2024** – Online competitive sale of bonds taking place October 23, 2024
Benard stated that the Bond Issuance Notification Act public hearing was held on September 18th. The on-line competitive bidding process will occur on the morning of October 23. The board will accept the low bid and approve the ordinance the evening of October 23. There were no questions from the board.
3. **Estimate of Annual Aggregate Tax Levy for the Wheaton Park District** – Review of 2024 tax levy estimate. Estimate approval scheduled for October 23, 2024
Benard stated the board approves the estimate of levy each year in October. The recommended increase on the levy over the prior year is less than 5%, as a result, a truth in taxation hearing is not required. CPI is at 3.4%, and New Construction is estimated at .6%. Benard recommends levying for the full amount available. The 2024 levy as recommended is still below the 2012 levy. President Kelly stated that he is in favor of taking more this year than we have in the past few years of only 2%. He is in favor of 3% CPI and .6% for New Construction for a total of 3.6%. Commissioner Vires agreed with Kelly. Vires stated that we are being fiscally responsible at 3.6% and in 2022 we took 0% of 5% CPI, 2023 we took 2% of 5% CPI, and in 2024 we are taking 3% of 3.4 % CPI. Commissioner Barrett, Frey and Mee agreed. President Kelly will reach out to Commissioners Pecharich and Welker to let them know what was discussed tonight. Benard told the board he wants to go into closed session at the October 23rd board meeting to discuss the raise pool.
4. **Payroll Processing and Human Resources Information Services** – Review of agreement renewal through November 2027 from Paylocity
Benard said this is our second renewal. We have been very satisfied with the product and price and would like to lock in for 3 years to lock in savings. Benard said that the law allows us to pursue this without going to bid as it is considered a special service. The board was agreeable to this.

5. **Arrowhead Golf Club Food Purchases** – Review of bid results and recommendation
Benard said that there is nothing out of the ordinary with these bid results. This process allows us to budget with certainty. President Kelly asked for a comparison report on the percentage increases for each category from last year. Benard said we will provide the report and will go back a few years. Commissioner Frey asked Director of Arrowhead Operations Novak if he has talked to the vendors to see if they are in a good place because of the dock strike. Novak said that they were good at the bid opening, but he will follow up with them.
6. **Arrowhead Golf Club Vehicle / Equipment Purchase** – Review of Quotes for Beverage Cart Purchase
Benard said this purchase will bring our fleet back up to three. President Kelly asked if the beverage cart will be the same as what we currently have. Benard said yes. Novak said this is a 2025 budgeted item.

Buildings and Grounds

1. **Park Facilities Trails and Open Space Naming Policy** – Proposal to name the Wheaton Park District Community Center in memory of Ray Morrill 30 day evaluation period ends October 18, 2024
Benard stated that the review period will expire on October 18th making it possible for the board to act at the October 23rd meeting. Director of Parks & Planning Sperrl will draft a contract with Williams Architects on the Community Center front entrance re-design. President Kelly told the board that the Daily Herald reached out to Benard for information on Ray for an article she is writing. Benard provided her with comments from him and President Kelly. Mike will be sending out the Herald's questions to additional people in the community and in the Parks & Rec industry for them to have the opportunity to comment on Ray's legacy.
2. **Community Center Renovation Project Phase 3** – Review of Letter of Agreement from Williams Architects for professional design services
Benard said that the LOA was the format used for the last two phases. It includes the main floor. The bathrooms and hallways would be an additional phase. President Kelly asked Sperrl to ask for an alternate for the bathrooms and hallways in case we want to do them earlier and it's more cost effective. President Kelly also asked about a mechanical systems phase. Sperrl will provide a report to Kelly for this.
3. **Community Center Renovation Project Phase 2** – Review of Change Order # 6
President Kelly provided the board with the list of what was included in the change order. He said that we will also be removing some of the smaller lockers and installing a few full size lockers. No questions from the rest of the board.
4. **Cosley Zoo Staff and Overflow Parking Area Project** – Review of Bid Results and Recommendation
Kelly said that this will be approved at the October 23rd meeting. There were no questions from the board. EP Doyle is the apparent low bidder.

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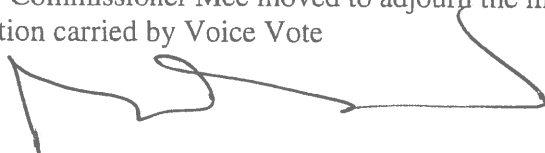
5. **Sidewalk Permanent Easement Agreement with City of Wheaton** – Review of easement agreement for sidewalk extension at 855 Prairie Avenue
Benard said that once Gary Ave is complete the easement will probably grow a little. He said that we will add easement agreement documents at that time. Kelly stated that this is a no charge easement.
6. **Arrowhead Golf Club Parking Lot Renovation** – Review of proposal from Wight Engineering for professional design services
Benard said that we are leaning on our consultants and staff to explore the best approach to this so that we don't disrupt business. There were no questions from the board.
7. **Central Athletic Center Southeast Parking Lot Renovation Project** – Review of proposal from Engineering Resources Associates for additional services
Benard said that we are adding a services amount to the design agreement to add a replacement ramp to make it ADA compliant. This will be paid for out of the 5-8 levy proceeds.
8. **Blanchard Building Parking Lot Renovation Project** – Review project scope
Benard said staff will have an estimate from ERA for the Central Athletic Complex. We can go down full depth and put in permeable pavers if we want with the grant money from the county. We will make sure both lots are done in the spring. Benard and Sperrl both agreed that it is the right move to grind and overlay at Blanchard even though it would be cheaper than going down full depth. If we reduce the size of the Blanchard Building lot, it will trigger stormwater permitting and it will have to include new curbs to meet city requirements.
9. **Arrowhead Golf Course Chemical Purchases** – Review of bid results and recommendation
Benard reviewed the bid results. Golf Course Superintendent Kirtland continues to test and approve generics to keep costs down. Kelly would like to see a comparison report from last year on these prices too. Novak will provide the report.

Additional Items

Benard shared good news about two grant awards that were just announced for Wheaton Park District capital projects totaling \$970,000.

ADJOURNMENT

At 5:51 p.m. Commissioner Mee moved to adjourn the meeting Seconded by Commissioner Barrett. Motion carried by Voice Vote



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