



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMMITTEE MEETING MINUTES
Wednesday May 3, 2023, 5:00 p.m.
DuPage County Historical Museum
Wheaton, IL 60187**

CALL TO ORDER –

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

Commissioner Mee was absent.

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks & Planning Sperl, Superintendent of Parks and Planning Hinchee, Director of Special Facilities Bendy, Director of Athletics & Facilities Novak, Director of Finance Simpson, Director of Recreation Beyer, Superintendent of Athletics & Facilities Lewandowski, Parks Plus Fitness Center Manager Diserio

DISCUSSION ITEMS

Buildings and Grounds

1. **Community Center Interior Renovation Project Phase II – Concept Design Presentation.**
Scott Morlock and Carrie Kotera from Williams Architects provided a presentation on the conceptual design of Parks Plus Fitness Center, Locker Rooms, and The Zone/Office areas. Mike Munson and Tim Brennan from Direct Fitness Solutions provided a presentation on the proposed fitness center equipment and placement of the equipment. Commissioner Pecharich asked if we will be increasing the amount of fitness equipment. Munson stated that they will be working with staff on equipment counts per type but it is unlikely that the current counts will be replicated exactly. Commissioner Kelly told the board that we will be going out to bid on the equipment specifications provided by the consultant. Executive Director Benard stated that we will relocate a smaller version of the fitness center to the Zone during construction September through December. The equipment will be moved to the Zone on August 14. Direct Fitness Solutions will be providing a temporary rubberized floor in the temporary fitness area. Concept renderings will be posted at park district facilities to promote the coming renovation project. Benard stated that only Parks Plus Fitness Center members will have access to the new locker rooms and improved amenities within. The bathrooms will be available to any user of the community center. President Frey asked if there was any thought about putting the locker rooms downstairs to make it more convenient for members. Commissioner Kelly stated it would be too expensive to move them. Benard stated that we will be decreasing the number of lockers to accommodate larger, modern lockers and create space to develop the new showers, sauna, steam room and spa. Commissioner Pecharich asked, if we are able to reduce the number of lockers due to the number of people who

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use the locker rooms, why are we spending money to remodel them. Benard stated that a modern locker room with new amenities, along with a new array of modern fitness center equipment and interior treatments will add significant value to our existing membership and attract new members. The number of members who use the locker room will likely increase as a result. The reduced number of lockers will accommodate our current membership and allow room for membership growth. Commissioner Pecharich asked why we need to have a family changing room if there are no kids allowed in the fitness center. Benard stated that the family restrooms will be open to the public and are not intended for fitness center members only. The family changing area would also serve the gymnasiums directly adjacent. Scott Morlock and Carrie Kotera then reviewed the designs for the Zone and office space renovations. The cost estimates and timeline for the project were reviewed. Construction for the fitness center project will start in September 2023. Construction for the locker rooms, zone and offices will begin in January 2024. Phases 3 and 4 of the Community Center Interior Renovation Project will take place in 2025 and 2026.

The cost estimates for this phase were presented and discussed. The cost of the fitness center renovation is estimated to be \$2,111,000. The cost of the locker room renovation is estimated to be \$2,160,000. The cost estimate for the zone and offices renovation is estimated to be 1,282,000. Benard reviewed that the Community Center interior has not been updated since its original construction in the late 1980's and that capital fund reserves are sufficient to accommodate the renovation and update of these very important, impactful, and heavily used park district assets.

The Board will review final concepts and cost estimates at the June 7 Subcommittee Meeting prior to specifications being finalized and released. Contract award will take place on August 9, during a special call meeting of the Board of Park Commissioners.

2. **Rice Pool Filter Room Exterior Repair Project** – Review of Change Order #1
Benard stated that when vegetation was removed, brick damage was discovered. This should be the final change for this project. This item will appear on the May 17th agenda for board action.

Finance and Administration

1. **Annual Meeting of the Wheaton Park District** – Review of Election of Officers of the Wheaton Park District Board of Commissioners to be held on May 17, 2023

Benard stated that the election of officers and appointments of foundation liaisons and subcommittee chairs will occur at the May 17th regular board meeting.

2. **2023 Meeting Schedule of the Wheaton Park District** – Review of Proposed Amendments to the 2023 Meeting Schedule of the Wheaton Park District Board of Commissioners

Benard stated that there will be Special Meeting on August 9th to facilitate the review and approval of the bids for the Community Center Phase 2 Interior Renovation Project. All other meetings in August will be canceled. This item will appear on the May 17th agenda for board action.

3. **Budget Development Calendar** – Review of the 2024 Budget Development Calendar for the Wheaton Park District

Benard reviewed the calendar and highlighted that the preliminary estimate of tax levy resolution will be brought before the Board for approval in September. This Estimate of Levy approval will take place at the same meeting at which the Board acknowledges receipt of the 2024 Budget Proposal and places it on 30-day public review. Approval of the final Tax Levy Ordinance is scheduled for Board adoption in November or December.

4. **Finance Policies** – Review of Proposed Amendments to the Finance Policies of the Wheaton Park District

Commissioner Pecharich asked how the finance department comes up with changes to the policies. Benard stated that staff keeps up with trends and best practices in local governmental accounting as well as any changes that come through the Governmental Accounting Standards Board and Legislative mandates. This item will appear on the May 17th agenda for board action.

5. **Local Government Efficiency Act** – Review of the Requirements of the Local Government Efficiency Act

Benard reviewed the fact sheet and frequently asked questions document provided by the Illinois Association of Park Districts about this new unfunded mandate. The law requires that the board form a committee to study local efficiencies that includes at least two residents of the park district, the Board of Park Commissioners and the Executive Director at a minimum. Benard suggested that one member from both the Museum and Cosley Zoo Foundation Boards be recruited to serve on the committee. The Board requested that Benard forward his suggestions to the Board President for review and follow up.

6. **Cosley Zoo Strategic Plan** – Review of a Proposal from Public Communication Inc. for Strategic Plan Consulting for Cosley Zoo

Benard stated this strategic plan is being paid for entirely through a donation from a Cosley Zoo board member. This item will appear on the May 17th agenda for board action.

7. **National Recreation and Parks Association Educational Conference and Exposition** Review of Possible Commissioner Attendance: October 10-12, 2023, in Dallas, TX

Benard stated that Commissioner Barrett is interested in attending. This item will appear on the May 17th agenda for board action.

ADJOURNMENT

Commissioner Kelly moved to adjourn the meeting at 6:01 p.m. Seconded by Commissioner Vires. Motion carried by voice vote.

