



Wheaton Park District

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

CALL TO ORDER –

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

President Kelly was absent.

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

Guest:

Selden Fox, Ltd – Andrew Miller, Audit Supervisor

Wintrust/Wheaton Bank & Trust – Bob Hutchinson, (Chief Executive Officer) Elizabeth (Beth) Papini, Client Support Officer

PMA – Courtney Soesbe, VP, Senior Relationship Officer

COMMUNITY INPUT

John Patterson, 1849 Cherry Street, Wheaton IL, provided public comment concerning the proposed Cosley Zoo parking lot.

Joan Wegrzyn 218 W. Forest Ave, Wheaton, IL provided public comment concerning the proposed Cosley Zoo parking lot.

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.

DISCUSSION ITEMS

Finance and Administration

1. **2023 Annual Comprehensive Financial Report for the Wheaton Park District – Presentation by Selden Fox Ltd**

Andrew Miller, Audit Supervisor from Selden Fox, Ltd –Thanked to Executive Director Benard and his team, most notably Assistant Finance Director Meger, and Director of Finance Simpson for all their assistance. He also met with several other team members and appreciated the cooperation they received from them, as well as from the Board members who responded to their short survey

Miller said the Audit went very well and gave the following breakdown:

- Only one adjustment was made, which was determined in conjunction with management, related to the reclassification of a prepaid expenditure for the Springbrook annual fee to the General Fund.
- They tested controls over the purchasing/cash disbursements and payroll systems and found that controls could be relied upon in those areas in designing our substantive audit procedures.
- They do not give an opinion on internal control, but as a result of our procedures, they did not identify any material weaknesses or significant deficiencies that we would be required to bring to the board's attention.

Financial highlights

- Property tax receipts in 2023 totaled 99.83% of the 2022 tax levy
- The GWFS reported a positive bottom line of \$4,934,897 for the Park District as a whole, increasing the total net position by 5.1%
- Additions to capital assets totaled \$7,286,578 and depreciation expense totaled \$3,318,560 for the district as a whole
- The district repaid \$950,000 of the LT General Obligation Bonds, and the outstanding balance of these long-term bonds total \$5,670,000 at December 31, 2023
- The net pension asset with IMRF of \$8.0M at 12/31/22 was reduced to a net pension liability of \$2,703,500 at December 31, 2023; plan is 94.59% funded. Unrealized losses on investment portfolio at IMRF drove the decrease in the current year

Significant Fund Activity

General Fund

- Revenues exceeded expenditures by \$1,753,001 before taking into consideration proceeds from the sale of capital assets of \$13,580 and transfers made to the Capital Projects Fund of \$2,840,000
- Revenues exceeded budget by \$569,979 or 9.9%, including investment income exceeding the budget of \$18,000 by \$249,331
- Expenditures were under budget by \$608,819 or 11.8%
- Ending fund balance of \$4,073,507 represents 63% of 2024 projected expenses, which exceeds District's target of 3-6 months

Recreation Fund

- Revenues exceeded expenditures by \$2,453,712 before taking into consideration transfers made to the Capital Projects Fund of \$4,125,191
- Revenues exceeded budget by \$612,204 or 5.3%, including investment income exceeding the budget of \$25,000 by \$317,528
- Expenditures were under budget by \$576,318 or 5.7%
- Ending fund balance of \$5,447,982 represents 40% of 2024 projected expenses, which exceeds District's target balance of 2-4 months

Cosley Zoo Fund

- Revenues exceeded expenditures by \$167,200 before taking into consideration transfers made to the Capital Projects Fund of \$200,000
- Revenues exceeded budget by \$89,733 or 5.0%, including investment income exceeding the budget of \$5,000 by \$85,091
- Expenditures were under budget by \$146,930 or 7.8%
- Ending fund balance of \$1,484,000 represents 68% of 2024 projected expenses, which exceeds District's target balance of 3-6 months

Golf Course Fund

- Under the full accrual method unlike the other funds discussed. LT assets and LT liabilities recorded in this fund
- Operating revenues exceeded operating expenditures by \$531,653 before taking into consideration nonoperating items including investment income, interest expense, disposal of capital assets, and a transfer made to the Capital Projects Fund
- Operating revenues exceeded budget by \$588,929 or 2.0%
- Operating expenses were under budget by \$1,209,435 or 6.3%
- Operating expenses include \$581,561 of depreciation and amortization which is not budgeted
- Ending unrestricted net position of \$5,272,054 represents 50% of 2024 projected expenses

The board did not have any questions.

2. **Investment of Wheaton Park District Funds** – Presentations by Wheaton Bank & Trust and PMA

Wintrust/Wheaton Bank & Trust – Bob Hutchinson, (CEO) and Elizabeth (Beth) Papini, Client Support Officer presented to the board. Hutchinson stated that the park district has been a client of the bank for 15 years. Wheaton Bank and Trust is committed to government business. Hutchinson reviewed a summary of our accounts including the CD Ladder that we currently have. He said that the district also has an operating checking account and a Max Safe money market account. The MaxSafe money market is unique in that it matches daily with Illinois Funds in Springfield plus 5bps and is designed to keep the money local. The district’s account balances over the \$250,000 FDIC insured amounts are fully collateralized and protected with government securities. Hutchinson discussed the CD rates. He doesn’t think that rates will come down soon and that the bank has budgeted for two rate cuts this year. He said that the nice thing about Wheaton Bank and Trust is that they can customize what they do for the district.

PMA

Courtney Soesbe, VP, Senior Relationship Officer stated that PMA works exclusively with public funds. She stated that they have been working with the Wheaton Park District since 2010 and it is their longest standing customer. The district’s current portfolio consists of US Treasuries (62%), CDs (34%) and money market (4%). PMA uses a 6-month increment ladder approach which goes out 2.5 years. Commissioner Vires asked if the \$4MM brokered BMO Harris CD was collateralized. Soesbe said that any of our CD’s over \$250,000 are collateralized with government back securities and that the finance department gets collateral reports each month. She said that there is an opportunity for a better rate of return on liquid assets if the district used IPRIME. Commissioner Vires stated the district wouldn’t be interested in IPRIME. IPRIME contains high grade commercial paper, and our Investment Policy does not allow for this type of investment. Soesbe stated that the district’s laddered portfolio is looking great for when rates fall later in the year. She said that after August, when the investment with the lowest rate will drop off, the total rate of return on the portfolio will increase.

3. **National Recreation and Parks Association Educational Conference and Exposition**
Review of Possible Commissioner Attendance: October 8-10, 2024, in Atlanta, GA

Executive Director Benard stated that if any board members are interested in attending the conference, staff will put it on the regular agenda for approval by the full board. Commissioner Barrett expressed interest in attending.

Buildings and Grounds

1. **Northside Park** – Review of Bid Results for Pickleball Courts

Benard stated that President Kelly requested that staff conduct testing on the soil conditions due to the existence of floodplain at that location. As expected, up to 100% of the asphalt could need undercuts. Staff still recommend using Chicagoland Paving as the favorable bid. Utilizing the unit cost in their bid, the undercuts equal approximately

\$79,000, which is still in budget. They remain the lowest bidder by \$22,000 compared to other bidders and their unit costs. If we re-bid the project, staff expect bids will come back higher. Commissioner Welker asked how many pickleball courts the district has. Benard stated we will have 11 once the courts at Briarpatch Park open with 4 more available on the tennis courts at Atten Park if residents bring their own nets. Welker asked if those courts could be reused as something else if the pickleball craze wears off. Benard stated they could be turned into basketball and tennis courts with some costs associated with doing so.

2. **Northside Park** – Review of Architect’s Proposal for Concepts and Cost Estimates for Girl Scout Cabin Renovation

Benard stated that we continue to move forward with a review of possible renovation or replacement of the older structures at Northside Park. Commissioner Welker asked if we still use this cabin. Benard stated it is occupied year round for rentals and programmed activities with very heavy use in the summer by day camps.

3. **Briar Patch Park** – Review of Quotes for Fitness Equipment Surfacing

Staff are receiving final quotes for the safety surface. 50% of this cost is being funded by the OSLAD grant. Superintendent of Planning Hinchee stated that staff expects to receive more quotes prior to the Board Meeting.

4. **Sensory Garden Playground** – Review of Bid Results for Playground Surfacing

Benard said that the Play for All Foundation has agreed to pay up to \$600,000 for this project. Staff is recommending using Perfect Turf who is the sole bidder. This would be a poured in place surface with a 10-year warranty. Benard stated that the swing area needs to be done as well but it would put us over the \$600,000 reimbursement agreement the park district has with the Play for All Foundation. He said that we could amend the agreement to include the swing area. Commissioner Pecharich thought that we should amend the agreement to include the swing area. The rest of the board agreed with her. Benard will pursue.

5. **Arrowhead Golf Club** – Review of Bid Results for Linen Supply

Benard stated these prices reflect dry cleaning of owned inventory and rental of inventory not owned by the district. This company is the incumbent and staff are satisfied with their service.

Additions to the Agenda:

Community Center Locker Room Opening Delay-

Benard reviewed a letter from Stuckey Construction that they were having supply chain issues and that there will be a delay in opening the locker rooms. They are anticipating having the locker rooms completed by July 4th. The Health Department will need to inspect the locker rooms before we can open them to the public. We anticipate opening the locker rooms on July 15.

The late completion of the locker rooms in relation to their contractual obligation to the park district is being reviewed with the contractor and architect for appropriate follow up. Member communication will be sent regarding the opening date.

ADJOURNMENT

At 6:13 p.m. Commissioner Mee moved to adjourn the meeting. Seconded by Commissioner Pecharich. Motion carried by Voice Vote

A handwritten signature in black ink, appearing to be 'M. Mee', written in a cursive style.