



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday June 7, 2023, 5:00 p.m.
Arrowhead Golf Club
Wheaton, IL 60187**

CALL TO ORDER –

President Kelly called the meeting to order at 5:01 p.m., Commissioner Frey, Commissioner Mee, Commissioner Morrill, Commissioner Pecharich and Commissioner Vires were present.

Commissioner Barrett 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, Assistant Finance Director Meger, Director of Marketing Wilhelmi, Director of Recreation Beyer,

DISCUSSION ITEMS

Finance and Administration

- 1. 2022 Annual Comprehensive Financial Report for the Wheaton Park District – Presentation**
by Seldon Fox Ltd
Annual Financial Report Fund Bottom Line Comparison 2009-2022

Ed Tracy of Seldon Fox Ltd. introduced himself and reviewed Seldon Fox's history of public sector experience. Tracy stated that this is their first year completing the Wheaton Park District's Financial Report under this contract but has worked with the park district in the past. He reported that the process went well with only one small adjustment of \$35. They tested our internal controls to identify any weaknesses and nothing significant was identified. Tracy stated that our books were in good order and no management letter was needed. Commissioner Morrill asked if he thought the park district was in good financial shape. Tracy responded that he thought the district was in good condition.

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

Wheaton Bank & Trust CEO Bob Hutchinson, Beth Papini and John Young gave a short presentation. Hutchinson stated that Wheaton Bank and Trust has a long history with the Wheaton Park District with several deposits and investments which are all collateralized in excess of the FDIC limits. Wheaton Bank & Trust made a dedicated effort to offer a Municipal Money Market Account, which the district takes advantage of. Today's rate for this is 5.181%. We currently have a ladder CD schedule with them, with one CD rolling off this month. The proceeds of this CD will be deposited into the MaxSafe Municipal Money Market Account. President Kelly asked if our MaxSafe Municipal Money Market Account is insured. Hutchinson stated it is FDIC insured up to \$3.75 million dollars after that it is collateralized by the bank with government securities. Hutchinson thanked the board for their time and said that they appreciate our business.

Courtney Soesbe Vice President of PMA gave a brief history of PMA. She stated that they strategically diversify across allowable sectors using a ladder approach. She stated that 25% is invested in CD's and 75% is in Treasuries. She stated that their team is tenured. Commissioner Vires asked about liquid rates. Soesbe stated that they keep a small amount in liquid rates. Vires asked about the inverted yield curve. Soesbe stated that it is a slow growth with unemployment being low. The Fed is expected to bump the rate one more time in June but should come down by the end of the year. Rates increased by 2% this time last year. Soesbe stated that by taking investment out 2-3 years at the 4% rate we will have this rate locked in should things fall. They like to have investments spread out over intervals. President Kelly asked if the liquid fund is collateralized. Soesbe said no, but the investments are collateralized. Executive Director Benard stated that \$4.2 million will roll off in August. We would need to change our Investment policy to move funds it to the IPRIME fund, a high yield account offered through PMA. This fund contains high-grade commercial paper, and our current policy does not allow for this type of investment. Benard thought that the board should review this between now and when they roll off. President Kelly asked Soesbe if the BMO Harris Bank CD was one CD or a pool with BMO, Soesbe stated that it was one collateralized CD.

3. Wheaton Park District Board of Commissioners General Practices & Policies – Review of Proposed Amendments

Benard stated that it is a best practice to review this policy periodically. There are only a few cosmetic changes to this policy including changing the time of the board meeting from 7:00 p.m. to 5:00 p.m. and adding a reference to the Local Government Efficiency Act. This item will appear on the June 21 Board Meeting Agenda.

4. Wheaton Park District Advertising and Sponsorship Policies – Review of Proposed Amendments

Benard stated this policy review and update was another housekeeping item. The proposed updates were reviewed. This item will appear on the June 21 Board Meeting Agenda.

Buildings and Grounds

1. Community Center Interior Renovation Project Phase II – Design Presentation by Williams Architects and Direct Fitness Solutions

Scott Morlock from Williams Architects provided a design status update for the project. Benard stated that the color schemes presented today are not finalized. Tim Brennan and Mike Munson from Direct Fitness Solutions stated that the biggest change is going to be the amount of space dedicated for cardio machines. People are now utilizing free weights more than cardio so more room will be dedicated to free weights, they are also adding a recovery area. Commissioner Morrill asked if the City of Wheaton has communicated any concerns with the design. Morlock stated that they are following all codes.

Commissioner Frey left at 5:55 p.m.

The locker rooms and The Zone and office areas were discussed. Commissioner Pecharich stated that everything looked great and apparently staff listened to their customers, but she was concerned with the cost of the locker rooms. President Kelly stated that he isn't convinced that the locker rooms will cost as much as they are projecting. We could also do some value engineering to reduce costs. We will bid the locker rooms as an alternate with construction to begin in January. If most of the board wants to pay less for them then we can have the architect re-design them. The new sauna and spa are an ADA requirement since current ones do not meet current standards. Commissioner Morrill said that he is asked by members of Parks Plus Fitness Center if we can add a steam room, so he thought this was a good addition to the locker rooms. He said it looks like a lot of plumbing will need to be moved and understood that this is costly. Commissioner Mee stated he is in favor of the locker rooms not only as a board member but as a member. He thinks this will attract new members. Tom Poulos from Williams Architects stated that upgraded locker rooms are a big need and want from customers, he thinks it will attract members.

Final designs will be presented to the Park Board prior to bids being released.

2. Community Center Parking Lot Renovation Project – Review of Bid Results and Recommendation

President Kelly stated that we only had 2 bidders out of the 30 plan holders. The low bid amount came in under budget from a reputable contractor. Commissioner Pecharich asked if we would ever cancel the bids and go back out to bid due to the low number of bids received. Kelly stated we could, but he wouldn't advise it in this case. Superintendent of Planning Hinchee stated that they had a walk through pre bid, and no one showed up. Both bidders are very close except on Alternate One. Commissioner Morrill verified with staff that the work will be completed beginning in late August. Mee was not in favor of the island to re-direct traffic. He asked staff if there was a traffic study or data that would show a need for it. Benard stated we are relying on the staff that work there that see the traffic flow every day. Mee said that he has never seen any problems there. Commissioner Morrill stated that when that parking lot was built it was built

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purposely that way to have two exits for emergencies. Benard said that this design maintains both exits. Morrill was not opposed to the island. President Kelly said that we can break out the motion if the board wants to separate the island from the rest of the project. This item will appear on the June 21 Board Meeting Agenda.

3. **Hoffman Park Playground Safety Surface Replacement Project** – Review of Bid Results and Recommendation

Bid results were reviewed. There were no questions from the board. This item will appear on the June 21 Board Meeting Agenda.

4. **Cosley Zoo Visitor Center Deck Replacement Project** – Review of Bid Results and Recommendation

President Kelly stated that this contractor has worked for us before and is a local company. Commissioner Pecharich asked what we were replacing. Benard stated we are keeping the parts of the deck that are good and only replacing what needs to be. Not the entire deck. This item will appear on the June 21 Board Meeting Agenda.

5. **Rathje Park Preschool Roof Replacement Project** – Review of Bid Results and Recommendation

Benard stated Redfeather was the lowest bidder. President Kelly stated that this is being replaced at the recommendation of the company that inspects our roofs. Commissioner Morrill asked what we use the Rathje House for and is it used often. Director of Recreation Beyer said that it is well used for preschool and camps. Morrill asked staff for a report on how cost effective it is to keep this facility. This item will appear on the June 21 Board Meeting Agenda.

6. **Atten Park / Springbrook Creek Shoreline Stabilization Project** – Review of Grant Application Proposal for IEPA 319 Program

Director of Parks & Planning Sperl stated that the Wheaton Sanitary District was approved for a grant to stabilize the Springbrook creek through their property. Benard stated that staff is seeking the boards approval to apply for the same grant to complete a similar shoreline restoration project on the portions of Springbrook Creek that runs between Atten Park and the Cantigny Youth Links Property. The board agreed that a grant application could be made and Cantigny be invited to participate. Staff will follow up.

7. **Special Event / Rental Alcohol Sales** – Review of Proposal for Special Event and Rental Related Alcohol Sales in Memorial Park and Central Athletic Complex

Benard stated that these events occur annually, and all prior events have been successfully and safety conducted. Arrowhead staff maintain control of all alcohol sales. There were no questions from the board. This item will appear on the June 21 Board Meeting Agenda.

Additional Discussion Items

1. Purchasing Residency

Benard stated that a non-park district resident inquired about purchasing residency so they would be able to register for programs/camps during the resident priority registration period which begins two weeks prior to non-resident general registration. President Kelly was not in favor of allowing any household who could annex into the park district this option. President Kelly was in favor of this if they were paying as much as the taxpayer. Commissioner Morrill and Mee were also in favor if it was fair to the taxpayers. Staff will follow up.

2. Park Grant

Benard stated that he would like to redirect staff's efforts for the Park Grant application from the Community Center Phase 2 project to the historic structures (Girl Scout Cabin, Boy Scout Cabin, Boat House and Warming Shelter) project. The board previously received a report on the renovation costs of these structures which were significant. This grant would pay 75%. The board agreed.

ADJOURNMENT

Commissioner Mee moved to adjourn the meeting at 6:52 p.m. Seconded by Commissioner Vires. Motion carried by voice vote.

A handwritten signature in black ink, appearing to be 'M. Benard', is written over a horizontal line.