Call to Order
President Taylor called the Workshop Meeting to order at 7:00 p.m.

Roll Call of Commissioners
Upon roll call those answering present were President Taylor and Commissioners Minogue, Jourdan, Aubrey and Hess. Absent: Commissioners Dallman and Schoen

Staff members present were Executive Director Atwell, Superintendent of Finance & Personnel Woods, Superintendent of Recreation Esposito, Communications & Marketing Supervisor Talenco, Executive Assistant Sesto, Superintendent of Parks Scarmardo and Assistant Superintendent of Recreation Defiglia.

Changes to the Agenda
None

Public Participation
None

2007 Holes & Knolls/Maryknoll Park Recap
Superintendent Esposito presented a report detailing the operations of Maryknoll Park for the 2007 season as well as proposed changes for 2008. Last year the Board approved a budget for Maryknoll Park which includes the operation of Holes & Knolls Miniature Golf Course, Splash Park and Platform Tennis.

Superintendent Esposito reported that overall it was a great year. At Holes & Knolls the revenue increased for daily golf admissions, golf party admissions, coupons and concessions. Sponsorship and advertising decreased approximately $1,300. Panera Bread, Ladesic & Scott, Harris Bank and Community Bank were the major donors.

Panera Bread paid $1,500 for 12,000 wristbands for the Splash Park. As part of the partnership, Panera offered a free kids meal with the purchase of an adult meal when the wristband was redeemed at their Glen Ellyn location. 11,000 wristbands were sold and 6,000 redeemed. Panera has agreed to sponsor the wristbands for 2008. Staff continues to seek sponsors and is working on a cross promotion with Chipotle.

Platform Tennis had a $1,500 decrease in revenue for lessons. Staff felt people who took lessons last year were now members. In January staff recruited nationally ranked player Nancy O'Sullivan to teach women’s lessons and clinics. The partnership is being done on a court rental basis only and is not bringing in much revenue however; staff is hoping it will increase interest in membership.

Platform Tennis membership was slightly lower than last year. In 2006 there were 81 members and there are currently 74. The membership fee for 2007/2008 increased $25. Superintendent Esposito
commented that it is very difficult to get everyone who plays on the courts to pay. Although there is a key system for members staff has found the courts unlocked and also found the locks cut off.

Platform Tennis leagues are doing very well with three very active men’s teams and one level for women. Staff will be changing the format of the program next season to three sessions for leagues to open the league to more players and increase revenue.

Staff projected a $2,100 loss for 2007/2008. The largest area of expenses was salaries related to staffing the Splash Park. Even though the Debt Service payment increased by $1,296, the $96,747 payment was made for the fourth year in a row. If the Holes & Knolls operation didn’t have to make the Debt Service payment the facility would have made $95,000.

Superintendent Woods commented that if the Board really wants to see what it costs to operate the facilities in Maryknoll Park, paying the Debt Service payment does not give them the actual picture. No other facility has to make the Debt Service payment out of their operational costs. Sunset Pool was paid for with bond money and tax dollars and it doesn’t pay its own Debt Service. The payment comes out of the Debt Service Fund.

Superintendent Woods proposed the Board consider taking the $95,000 out of operations budget for Maryknoll Park and put it in a Recreation Fund administration line item. The Recreation Fund would then make the annual Debt Service payment and the $95,000 could roll into the Recreation Fund balance or be put in a carryover account to pay for repairs and upgrades to Holes & Knolls, the Splash Park and Platform Tennis. Now any repairs or improvements would have to come out of the Capital Projects fund.

Director Atwell commented that was not a decision the Board had to make right away but during budget discussions. Residents complain that Holes & Knolls loses money every year and that is not true. He has checked with many other park districts who have miniature golf facilities and none of them make a debt service payment out of their facility operation revenue. In the past the Board did pass a resolution stating that Holes & Knolls would pay the principal and interest however, the Board could modify that resolution.

Superintendent Woods commented that the other improvements made in the park, whether it is the Splash Park or Platform Tennis, do not pay for the debt service out of operations.

Commissioners asked how many payments were left and Superintendent Woods stated until 2015.

President Taylor asked if the Safety Village facility that will be constructed in Maryknoll Park would be a revenue producer.

Superintendent Esposito said it would definitely make money in the operation budget. When not being used for the Safety Village program it will be used for parties and special events.

Superintendent Esposito reported no special events were held with the revenue going to Maryknoll Park. A Splash Park grand opening was held in cooperation with Kiwanis Club of Glen Ellyn and the money raised went to the future Safety Village. Staff is working on a week-long special event for 2008 with revenue going to Safety Village and the Maryknoll Park fund.

Overall it was a successful season at Maryknoll Park. The Debt Service payment was made and the
projected revenue should be exceeded. The park was filled with people every day and the community enjoyed the shelter which was used for parties and reunions. The Adventure Playground was very popular as was the smaller playground with swings and sand area.

Staff did not propose increasing the fee for miniature golf, the splash park or platform tennis. Staff will be creating a splash park party package, similar to the miniature golf party package, and a coupon book for pre-season sales. Umbrellas for shade and a shelter area for the person who collects the money for the splash park will be proposed in the 2008 budget for Board review in March.

Commissioner Jourdan asked if staff felt the splash park would continue to be popular.

Assistant Superintendent Defiglia felt it would continue to be popular as long as the weather is warm.

Commissioner Aubrey felt staff should rethink the coupon book strategy because the original idea was to drive traffic to miniature golf. If the book is split evenly between golf and the splash park it could defeat that idea. He suggested staff approaching Panera about sponsoring a coupon book.

The Board thanked staff for a great summary of Maryknoll Park operations.

**Update on Safety Village Project**
Director Atwell commented that the Glen Ellyn Parks Foundation has been working with Kiwanis Club of Glen Ellyn to raise funds to build the Glen Ellyn Park District *Safety Village* in Maryknoll Park. A DVD was developed by Jaffee Films to assist the Foundation in marketing the need for the educational facility. Although a few changes will be made to the DVD, once completed it will be a great marketing piece.

After showing the DVD to the Board, Director Atwell stated that during the Capital Projects budget discussion he would be asking the Board to allocate feeder money for the project. The budget for the project is estimated at $500,000. Staff has been talking to fencing vendors and other construction related vendors to seek full or partial donations but is concerned there will not be enough money to construct the miniature buildings needed. Kiwanis feels it will be much easier to obtain donations once they have the DVD to show potential sponsors.

Staff is planning a large kick-off function this summer at the future site for the Safety Village facility. Staff is hoping the asphalt and underground work is constructed prior to the event as well as one building that may be constructed by staff.

**Review Policies**
Director Atwell reported that as explained at prior meetings, over the next few months staff will be presenting the Board many revised and/or new policies for approval in preparation for the “Joint Distinguished Park and Recreation Agency” application process. All policies not reviewed or revised since December 31, 2005 will be brought to the Board.

The Board was presented ten policies with proposed revisions, one new policy and four policies for review only.

After review and discussion the Board agreed to place the following on the February 19 Regular Meeting consent agenda for approval: Revisions to the Open Space, Land Acquisition, Organization/Committee
Interest Income Distribution Practice
Director Atwell commented that at the last meeting Commissioner Aubrey suggested the Board discuss how interest from bond issues should be distributed. No matter where you put the funds, be it in Corporate or Recreation, the money can be used for capital projects or any other expense. In the past money earned from interest was always transferred to the Corporate Fund from Liability, Debt Service and Working Cash because Corporate has no other incoming funds than tax dollars. It is difficult to keep a strong fund balance in the Corporate Fund. The Recreation Fund fund balance has been used many times for capital projects. If there is enough money in the Capital Projects Fund to pay for the Ackerman Park project staff would suggest leaving the interest money in the Corporate Fund.

Last March the Board approved transferring $100,000 in interest income from the 2006 referendum bond issue and $150,000 in the interest income from the 2007 bond issue to the Corporate Fund. At that time it was considered a one-time transfer due to the schedule of projects being funded and how quickly the funds would be spent.

As of December 31, 2007 approximately $4 million has been spent from the 2007 $6.35 million bond sale. Depending on final costs for the Ackerman Park project, the transfer of interest income to the Corporate Fund could be a mute point since adequate funding may not be available in the 2006 and 2007 bond funds to cover the cost of the project.

The practice of transferring interest income to the Corporate Fund has been done at the Park District for over 14 years. Interest from Working Cash, Liability and the Special Recreation Funds has always been moved to the Corporate Fund. That process was a part of the budget allocation and discussion.

Staff suggested the following practice for transferring earned income from one fund to another:

   Interest earned on investments in each fund will be credited to that fund. Fund balances in the particular fund would determine the advisability and availability of interest to be transferred. The Board may approve a transfer of interest income from one fund to another on a case by case basis as presented during budget discussions.

Commissioner Aubrey commented that his only concern would be of future scrutiny and wanted to make sure the Board and staff is confident they could defend the practice.

Director Atwell commented that staff is very comfortable in substantiating how money is being spent. Superintendent Woods recently met with the new auditing company and they stated the Park District is one of the few park districts that still has the small funds such as Police, Paving and Lighting, and Liability. Most park districts just have Corporate, Recreation, Capital Projects and Special Recreation. After going through the audit this year staff may propose to eliminate the smaller funds and incorporate the revenue and expense into the larger funds.

Matters from Staff
Director Atwell provided the Board a copy of a letter to Mr. Ruckstaetter regarding a travel baseball program for 3rd and 4th grade children and also an article written by Little League International President
and Chief Executive Officer Stephen Keener, about being careful to not start travel programs at too young of an age.

Director Atwell reminded the Board to let him know if they would be attending the March 7 WDSRA dinner/auction.

Director Atwell explained what would be taking place at the Village Trustee meeting on February 11 regarding the Village Green Park project.

Superintendent Esposito informed the Board that Communications & Marketing Supervisor Talenco received the Rising Star Award from IPRA Communications and Marketing Section at the recent IAPD/IPRA Conference, and Director Atwell received the Man of the Year Award from Western Illinois University.

WGN Radio will be broadcasting the Cathy & Judy Show from Lake Ellyn Boathouse on March 7.

**Matters from Commissioners**
Commissioner Jourdan reported he had been told that the heaters on the west platform tennis courts were not working. Superintendent Scarmardo explained that the heaters are checked everyday and they have been working.

Commissioner Aubrey reported he had been approached by an individual with Glen Ellyn Children’s Chorus regarding the rent they pay at MSRC.

Director Atwell explained that he and Superintendent Esposito recently met with a representative from Children’s Chorus to discuss their rent which hasn’t increased in several years. They receive a discount rental rate and one room is devoted to Chorus and cannot be used by any other program.

**Adjourn to Executive Session**
At 8:15 p.m. Commissioner Minogue moved, seconded by Commissioner Hess, to adjourn to Executive Session pursuant to Section 2(c)(1), “discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the district.”

*Roll Call:*  
**Aye:** Commissioners Minogue, Hess, Aubrey, Jourdan and President Taylor  
**Nay:** None  
*Motion Carried*

**Reconvene the Workshop Meeting**
The Workshop Meeting reconvened at 8:20 p.m.

**Adjourn**
There being no further business Commissioner Minogue moved, seconded by Commissioner Jourdan, to adjourn the Workshop Meeting at 8:20 p.m.  
*Motion Carried*

Respectfully submitted,

Jeanine Sesto  
Board Secretary