Call to Order
President Taylor called the Workshop Meeting to order at 7:05 p.m.

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

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

Changes to the Agenda
None

Public Participation
None

EarthWerks, Inc. Pay Request #6 for Village Green Park Phase II
Superintendent Scarmardo reported that EarthWerks, Inc. sixth pay request was for work completed such as excavation, labor, equipment and concrete flatwork. It also incorporates materials and labor for the shelters, fencing and underground sewer piping. Staff reviewed the pay request documentation and found it to be complete and satisfactory.

Staff recommended, and the Board agreed, to place EarthWerks, Inc. Village Green Park project Pay Request #5, in the amount of $193,410.40, on the December 16 Regular Meeting consent agenda for approval.

EarthWerks, Inc. Ackerman Park Construction Project - Pay Request #1
Superintendent Scarmardo presented EarthWerks, Inc. pay request #1 for work completed on the Ackerman Park Sports Complex project. He reported that the site work is well underway and to date all of the topsoil had been removed excluding the materials needed to be re-spread at the project’s completion. The subsurface has been cut/filled to grade, the detention basin formed and the underground utilities installed. The foundation excavation work has begun and the concrete footings/foundation walls should be ready for the erection of the steel which is expected to be delivered on December 12.

Staff recommended, and the Board agreed, to place EarthWerks, Inc. $324,000.00 pay request #1 for work completed on the Ackerman Park Sports Complex project on the December 16 Regular Meeting consent agenda for approval.

Proposed 2009 Park Board Meeting Dates
Director Atwell presented the proposed schedule for 2009 Park Board meeting dates.
The Board agreed to place approval of the 2009 Park Board meeting Schedule on the December 16 Regular Meeting consent agenda.

**Budget Review**
Superintendent Woods explained that the proposed budget is a working document subject to Board and staff deliberation and modification prior to adoption in January. The budget process consists of several funds, each playing a vital role in the provision of services to Park District residents.

The Budget Fund Summary Report is information the Board has received every year including the status of balances in each fund. It will be difficult to compare the proposed fund balance as of December 31, 2008 to any other years due to the change in fiscal years.

As well as the proposed budget provided to the Board for review, staff provided several graphs detailing expenses by category, revenue receipts, a graph showing the breakdown of a typical tax bill and how tax monies are distributed.

A Fund Balance Summary was also provided which Superintendent Woods explained in detail. Superintendent Woods commented that the Park District is doing well. Funds are very stable and there are good reserves.

**Corporate Fund**

**Administration:**
Administration in the Corporate fund supports the activities occurring throughout the Park District. Funds from recreation program charge backs are transferred to Corporate to allocate services provided from parks and administrative services.

Salaries and wages will increase due to merit increases for staff and the addition of one full-time staff person in the Parks Department. Legal Services and Legal Publications have increased to meet current year expenses.

Health insurance premiums increased 10.5% over last year’s rates. The Park District has a contractual agreement with PDRMA to February 1, 2011.

Commissioner Dallman questioned if the Park District had to use PDRMA and if they had the best rates.

Superintendent Woods explained that for property and casualty PDRMA cannot be beaten. As for health insurance, they are competitive. Every three years staff obtains rates from commercial insurance providers and the rates are very close. However, the Park District would have to give PDRMA six months notice to withdraw from the pool and an insurance broker cannot quote premiums for health insurance in July that will not take effect until January. PDRMA offers a lot of wellness programs to be preventative and proactive versus trying to cure someone after the fact. Superintendent Woods sits on their insurance committee which give the Park District a lot of input as to what benefits or changes will be made on the plan.

To help control costs the Park District purchases electricity from a bulk program for Spring Avenue Recreation Center, Main Street Recreation Center and Ackerman.

**Parks:**
Money in the fund is from tax dollars. Superintendent Woods explained that the biggest increase to the
budget was for an additional full-time employee. Benefits are paid for out of other funds. The budget receives $4 for every participant in a program who uses an athletic field.

**Equipment Replacement Fund:**
Equipment Replacement Fund is funded by money transferred from the Recreation, Liability and Capital Projects Funds so when it is time to replace equipment or vehicles, there are funds available. Superintendent Scarmardo has all vehicles and equipment on a schedule for replacement.

**Recreation Fund**

**Administration:**
The major revenue in the Administration portion of the Recreation Fund is $891,000 from tax dollars and $315,000 from Recreation program chargebacks. That is money coming from programs that are paying back some of the expenses. For 2009 there is an increase of $100,000 in expenses for the Principle and Interest due for the development of Maryknoll Park.

President Taylor asked if expenses budgeted for scholarship was a constant amount.

Superintendent Woods explained that figure is what is actually given out for scholarships. Some of the expense is offset by donations from individuals and organizations. The Glen Ellyn Parks Foundation donated $8,000 this year.

In 2009 $40,000 will be transferred to the Capital Projects budget to help pay for park improvements.

President Taylor asked if expenses for operating the Ackerman Sports Complex would be paid for out of the Recreation Administration budget.

Superintendent Woods explained that a separate operating budget will be set up for the new facility, the same as is done for MSRC and SARC. Nothing has been budgeted for 2009.

The Recreation Fund should end the year with a positive net of $232,448. Staff projected a positive year end for 2009 of $131,181.

**Programs:**
Superintendent Esposito reported the athletic programs did very well. The Arts & Crafts and Fitness & Dance programs did not meet projected budgets. The General Recreation programs, which consist of preschool programs and camps, far exceeded revenue projections.

Revenue and expenses for Special Events fluctuates each year. Expenses increased significantly for the Boat Regatta due to the addition of more garbage pick ups and additional porta potties. In the past those expenses were paid for out of the Parks budget. Staff is hoping to recoup some of the additional expense from organizations associated with the event.

Commissioner Dallman asked if it was true the Speedskating Tournament would take place at Lake Ellyn.

Superintendent Scarmardo reported he had met with individuals from the Speedskating organization earlier in the day. They hope to have novice races on Saturday mornings. They will need a 100’ x 200' oval track. Children will be taught how to do the drag step straightaway and how to do cross over steps to make the turn. They are hoping to hold the National Outdoor Ice Skating Championship on January 17 if there is ice. If not the event will be held in Wisconsin.
They were told the Parks Department will have to do their normal snow removal maintenance first and if the ice is thick enough, then go to the lake to clear snow. The priority is to get Park District buildings open first.

They felt they could get equipment donated and asked what kind of equipment the Park District would like to have. Superintendent Scarmardo suggested a walk-behind mini Zamboni.

Facilities:
Main Street Recreation Center and Spring Avenue Recreation Center
Staff estimated to end the year with a $51,440 loss for operating the facility. All maintenance and utility expenses related to operating the building are paid for out of the Recreation Administration budget.

Spring Avenue Recreation Center:
Staff estimated to end the year with a $65,196 loss for operating the facility. All maintenance and utility expenses related to operating the building are paid for out of the Recreation Administration budget.

Maryknoll Park:
The Board discussed the budget for Maryknoll Park at a previous meeting. All activities that take place in the park are revenue and expensed out of the Maryknoll budget.

Lake Ellyn Boathouse:
There have been no major increase in the revenue or expenses over the last few years. Superintendent Esposito felt the reason for having no increase in revenue was due to the lack of parking and limited space although it does meet the needs of many people.

Concessions:
Concession revenue at Sunset Pool was $7,700 for 2008 and $1,100 for Ackerman Park. Both are operated by concessionnaires who give the Park District 12% of their gross sales.

Small Funds
Police Fund:
Expense in the fund is for police coverage. The fund receives support from the Recreation Fund to cover security for special events.

Paving and Lighting Fund:
The levy for this fund is an increase over last year. Funds could be decreased due to the tax cap limitation process where funds were needed in other levies to facilitate operations.

Superintendent Woods reported that the Park District’s auditors, Lauterbach and Amen, have proposed consolidation of some of the small balance funds into the Corporate Fund for the 2009.

Commissioner Minogue commented that she like having all the funds separated out.

IMRF Fund:
IMRF pension, medicare and social security expenses are funded out of this budget. The current IMRF rate for the Park District is 9.653% on all full-time adjusted gross salaries. IMRF is regulated by the General Assembly and is actuarially adjusted each year by IMRF. All employees working over 1000 per years must be covered under IMRF. IMRF will increase in 2009 and significantly in 2010. The IMRF Fund is under the tax cap so if more taxes have to be levied for IMRF the Corporate or Recreation Fund would receive less dollars.
Debt Service Fund:
All payments on bonds that are outstanding are made from this fund.

Liability Fund
The Liability Fund is for casualty, property and unemployment and workers compensation. The budget covers an expanded staff training program and background checks. State law requires background searches with the Illinois State Police on all employees of any age and all volunteers. The cost for a background check is $10 per person. Some of the costs are charged back to programs.

Special Recreation Fund
The expenses and revenue in the fund are what WDSRA requests for their operations. The Special Recreation Fund is levied at four cents. The fund is not under the tax cap. WDSRA receives two cents and the Park District the other two cents. That money is used for projects requiring ADA accessibility.

Audit Fund
The Audit Fund accommodates the expenses associated with the annual audit.

Working Cash
The balance in the Working Cash Fund remains at $200,000. This fund is the Park District’s savings account and if the money is used and not repaid before the end of the fiscal year it cannot be levied again. The Corporate Fund receives $10,000 in interest from Working Cash Fund.

Cash In Lieu of Land
The Cash In Lieu of Land Fund is funded by donations from developers. Money in the fund is used for Capital Projects. The Village collects the money from the developers and forwards it to the Park District. Recently staff has noted a decrease in funds received which they attributed to the economy.

Capital Projects
The Capital Projects budget reflects the priority projects determined by the Board at their retreat. No bonds will be sold in 2009 with the exception of the possibility of a sale late in the year with proceeds being distributed in 2010.

Commissioner Minogue asked what would happen if the Park District doesn’t receive the grant money from the State for the Village Green project.

Superintendent Scarmardo explained that the grant requirement is that the project has to be completed and then inspected by IDNR before they will approve the release of grant funds. The Park District has already spent the money.

Director Atwell commented that the money is there unless the Governor sweeps it, which he has threatened to do in the past. If that happens the Park District will have to make up the difference with non referendum bond funds and he would call Senator Roskam to ask for his assistance in getting the funds.

The Board thanked Superintendent Woods for her budget presentation saying it was very thorough and detailed.

Superintendent Woods will be presenting the Budget & Appropriation Ordinance to the Board in January. It will then be put on display for 30 days prior to approval and filing with the County.
Matters from Staff
Director Atwell reminded the Board the election of officers will take place in January.

Superintendent Esposito reported it is a busy time for staff with all the holiday events. This year alone there will be 120 visits from Santa and there are 300 people registered for each of the two Polar Express trains.

Superintendent Esposito was very pleased to report that both pools at Sunset Pool received ranking of one out of eighty from the DuPage County Health Department.

Superintendent Scarmardo reported staff started flooding the ice rink in Newton Park.

Matters from Commissioners
Commissioner Jourdan reported he ran in the recent Turkey Trot and felt Supervisor Kroger did a great job. Everyone was very pleased.

Commissioner Minogue reported she had found out from an employee of Musco Lighting that they do not have a warning alarm system for their athletic field lights.

Adjourn to Closed Session
At 8:30 p.m. Commissioner Minogue moved, seconded by Commissioner Dallman, to convene into executive session under Section 2(c)(5) of the Open Meetings Act, “discussion of the purchase or lease of real property for the use of the district, including discussion of whether a particular parcel should be acquired”, Section 2(c)(6) “setting of a price for the sale or lease of property owned by the District” and Section 2(c)(11) “discussion of pending litigation, or probable and imminent litigation which shall be specifically identified in the executive session minutes.

Roll Call: Aye: Commissioners Minogue, Dallman, Jourdan and President Taylor
Nay: None Motion Carried

Reconvene the Workshop Meeting
The Workshop Meeting reconvened at 8:55 p.m.

Director Atwell reported that on December 3 he would be meeting with School District 87 Superintendent Meissen and Village Manager Jones on the synthetic turf

Adjourn
There being no further business Commissioner Jourdan moved, seconded by Commissioner Dallman, to adjourn the Workshop Meeting at 8:57 p.m. Motion Carried

Respectfully submitted,

Jeanine Sesto
Board Secretary