

MINUTES OF A WORKSHOP MEETING OF THE BOARD OF PARK  
COMMISSIONERS OF THE PARK DISTRICT OF HIGHLAND PARK HELD  
THURSDAY, OCTOBER 8, 2009 AT 5:00 P.M. AT WEST RIDGE CENTER IN THE  
CONFERENCE ROOM, 636 RIDGE ROAD, HIGHLAND PARK, ILLINOIS 60035

Present: President Werhane, Vice President Waxman, Commissioner Bernstein,  
Commissioner Rosenbaum and Commissioner Weiss

Also Present: Executive Director McElroy, Director Baker, Director Coutts, Director  
Donahue, Director Stumpf, Director Swan, Manager Huegel, Manager  
Meyer, Manager Naatz, MIS Specialist Huegel and Administrative Office  
Clerk Suritz

The Workshop Meeting was called to order at 5:00 p.m.

**CORRESPONDENCE: DANIEL AND AUDREY WEINBERG LETTER**

President Werhane and Executive Director McElroy met with Daniel and Audrey  
Weinberg who would like to dedicate a park for small dogs in memory of their late son.  
It was determined that considering a park with separate areas for large dogs and small  
dogs would be in the best interest of the community.

Director Stumpf stated that when the Moraine Park dog exercise area site was opened,  
a short-term advisory committee was created to review operations and disturbances to  
the neighborhood, so the District has some history in knowing neighbor concerns. Staff  
has already begun reviewing potential sites for a second dog park.

Directors Stumpf and Baker will gather specifics and costs and bring recommendations  
back to the Board at a future date.

**2010 BUDGET GUIDELINES**

Director Swan presented the budget guidelines to the Board which have been  
developed following the well established directives and format from previous years.  
They have been created with input from all department heads and reviewed by the  
Executive Director in order to assist the staff in formulating the 2010-2011 Budget.  
Director Swan explained the six sections of the guidelines:

1. Timetable – This section follows statutory requirements, takes into account dates  
between publications and corresponds to all Board meeting dates.
2. Budget Considerations – This section communicates the major initiatives which will  
be taken into account as more detailed budgets are developed.
3. Goals and Objectives – This section is currently being developed by staff.
4. Capital Development Program – This section highlights what is anticipated right now  
and includes routine items like roofs, playgrounds and asphalts.
5. Budget Targets
6. Business Office Information – This section includes office supplies, photocopies,  
insurance, pension, etc.

Commissioner Bernstein asked if there were any changes in the process this year.  
Director Swan replied that Executive Director McElroy has been very involved this year  
with the preliminary budget preparations.

### **COMMUNITY ATTITUDE AND INTEREST SURVEY**

President Werhane thanked Vice President Waxman, Commission Rosenbaum, Executive Director McElroy, Manager Huegel and Manager Meyer for gathering information for the focus groups and for their hard work. Commissioner Bernstein also commended Vice President Waxman and Commissioner Rosenbaum for their hard work.

A draft of the Community Attitude and Interest Survey was reviewed and discussed by the Board and staff. The Board made several suggestions for adjustments and directed staff to have Leisure Vision finalize and conduct the survey.

Executive Director McElroy stated that all changes agreed upon will be sent to Ron Vine at Leisure Vision, and one final draft will be submitted to the subcommittee and the Board for final approval. Manager Meyer added that the press release will go out on Monday, October 12, 2009 and the survey will be mailed out on Wednesday, October 21, 2009.

### **COMMISSIONER/COMMITTEE/STAFF REPORTS**

Commissioner Bernstein stated that at the Community Emergency Response Team (CERT) meeting last night, the police officers indicated that some of the AEDs in their police cars are so old that they will not work on children. They wondered what the Park District's needs are, where the AEDs are located and if the AEDs are the more modern ones. Director Swan replied that the majority of the AEDs are the more modern ones, a replacement plan is in place and the batteries are also replaced periodically. Executive Director McElroy indicated that as a member of the Park District Risk Management Agency (PDRMA), the Park District is required to meet all standards. Director Swan will get an AED inventory from Safety Coordinator Amidei and provide the information to the Board.

Commissioner Bernstein reported that the golf dome agreement passed through the City Council. Part of the agreement indicated that the Park District might have to do some programming and he wanted to make sure staff was following up on this. Director Coutts has set up a meeting with Tom Rubio, new owner of the Golf Dome, and Manager Saunders and will keep the Board informed on developments.

Commissioner Bernstein inquired about the numbers at the Country Club. Director Swan replied that he received a one-page report, but not a lot of detail. Director Coutts stated that the information he received shows that the net income is half of what it was last year. Director Coutts will contact Patrick Brennan at the City for a more detailed account.

Director Donahue reported that the recruiting for the Athletic Manager has begun. The ad solicited 70 resumes and she, Manager Naatz, Director Coutts, Manager Lewis and Cheryl DeClerck, Director of Recreation at Glencoe Park District, interviewed seven people today and one candidate will be interviewed tomorrow. Director Donahue stated that depending on the quality of the candidates, second interviews may be conducted. If the right candidate is not found, she will place the ad again.

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Executive Director McElroy stated that emails regarding Advisory Committee meetings are being sent out to the appropriate Chairs of the Committees. She will be attending these meetings in order to meet all of the members.

Executive Director McElroy stated that she, President Werhane, Vice President Waxman, Commissioner Weiss, Director Baker, Director Stumpf and Director Swan will attend the NRPA National Conference in Salt Lake City, Utah next week.

Vice President Waxman asked if any help was needed for the Haunted Hayride special event. Director Donahue responded yes and that the Haunted Hayride is Friday, October 16 from 7:00-9:00 p.m.

Executive Director McElroy stated that at the last Board Meeting, where the Board viewed the promotional video, the lack of senior involvement was discussed. Commissioner Bernstein's parents were added to the video, as well as some special needs photos.

Director Stumpf reported that the Moraine Park Project Phase 1 is finished except for the final walk-through and encouraged everyone to visit the park.

**ADJOURNMENT**

There being no further business, a motion was made by Commissioner Bernstein, seconded by Commissioner Waxman, to adjourn the Workshop Meeting at 6:12 p.m.

Motion carried.

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Secretary