

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 W. RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, DECEMBER 16, 2025**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present: Ellen Avery, Betty Cloud, Paul Fries, Tim Jones, Eric Kirste, Steve Messer

Commissioners absent: Karl Jackson

Also Present: Ray Doerner - Superintendent of Recreation, Mark Grassi – Superintendent of Parks and Facilities, Sean Lee – Superintendent of Golf, Shawn Hughes – Superintendent of Finance HR & IT, Edlyn Castil – Marketing & Communications Manager/Recording Secretary, David Mack – Parks Supervisor, Pam Nauert – Banquet Coordinator

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve the agenda as submitted. The motion was approved by a voice with one Commissioner absent (Jackson). The motion carried.

Recognition/Welcome

Creekside residents, A. Dermanjian and J. Hoeger, were in attendance.

Presentation

Proposed FY2026 Budget – Shawn Hughes, Superintendent of Finance, HR and IT
Superintendent of Finance, HR and IT Shawn Hughes presented the proposed 2026 budget. She projected the fund balance of \$4.8 million, expected to decrease to \$4.1 million due to capital projects. The tax levy request is \$3.6 million. The board discussed capital expenditures, including a \$300,000 project for Country Gardens or Lions Park.

Public Comment

There were none.

Consent Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve items as amended. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting will be held at Gary Morava Recreation Center on January 27, 2026 at 7:00 p.m.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Superintendent of Recreation Ray Doerner provided an update on the Comprehensive Master Plan and OSLAD Grant.

Marketing & Communications Manager – as submitted.

Superintendent of Finance, HR, and IT – as submitted.

Superintendent of Recreation – In addition to the submitted written report, Superintendent of Recreation Ray Doerner reported that the district will be hosting the Preschool Holiday event on Friday, December 19 at OOC. The district held a Jingle & Mingle Holiday Market on November 15 with 48 vendors and Young Vendors area. We will host another craft and vendor fair in Spring 2026. The Holiday Trolley is scheduled for this December 18 and 19. We will be posting our open summer seasonal employment positions after the school district's winter break.

Superintendent of Parks and Facilities – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi reported the district added new Christmas lights in front of GMRC. The district did very well on PDRMA's Risk Management Review with a score of 82%. The average PDRMA member district's score was 76%. Mark introduced the district's new full-time Parks Supervisor, David Mack. David is an arborist and has a background in landscape horticulture and tree management.

Director of Golf Operations – as submitted.

Superintendent of Golf – as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business

There were no reports.

New Business

ACTION: Approval of 2026 Board Meeting Schedule

A motion made by Commissioner Kirste and seconded by Commissioner Fries to approve the 2026 Board Meeting Schedule as submitted. The motion was approved by a voice vote with one Commissioner absent (Jackson). The motion carried.

New Business (continued)**ACTION: Authorize the annual interfund transfers FY2025**

A motion made by Commissioner Messer and seconded by Commissioner Cloud to authorize the annual interfund transfers FY2025 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

ACTION: Adopt Tax Levy Ordinance 12.16.2025

A motion made by Commissioner Avery and seconded by Commissioner Fries to adopt Tax Levy Ordinance 12.16.2025 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

ACTION: Adopt Tax Levy Resolution 12.16.2025

A motion made by Commissioner and seconded by Commissioner to adopt Tax Levy Resolution 12.16.2025 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Committees of the Board

There were no reports.

Commissioner Jones thanked the Finance Committee with their work on the FY2026 Budget.

Commissioner's Comments

The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adjourn the Regular Meeting at 8:00 p.m. The motion was approved by a voice vote, with Commissioner Jackson absent. The motion carried.

Ellen Avery, Secretary Pro Tempore