

APPROVED
Mt. Prospect Park District
Regular Board Meeting
December 17, 2025
Regular Board Minutes 12-17-25

A Regular Board Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, December 17, 2025 at the Central Community Center Facility of the Mt. Prospect Park District.

President Doherty called the meeting to order at 6:30 PM

Commissioner Masnica called the Roll:

The following Commissioners were present upon the roll:

Present: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Remote: None

Absent: Commissioner Starr

The following individuals were also in attendance (present or remote) at the meeting:

Administrative Staff: Jim Jarog-Executive Director, Jeanette Foley-Executive Assistant, George Giese-Deputy Director, Ruth Yueill-Director of Community Relations & Marketing, Matt Dziubinski-Director of Parks and Planning, Mike Azzaretto-Director of Recreation, Jeff Langguth-Director of Golf Operations, Mary Kiaupa-Director of Human Resources & Risk, Maddy Moon-Community Relations & Marketing Coordinator, Kylie Rack-Graphic Communications Coordinator, Jon Zgoda-IT Professional/ Remote Meeting Moderator, Brian Hecker-Central Community Center Manager, Toria Smith-Lions Recreation Center & Cultural Arts Manager, Tim Sullivan-Fitness Supervisor, Kristina Winans-Early Childhood & Youth Manager, Brad Wessel-Athletics Manager, Adam Trzaska-Athletics Supervisor, Mike Wold-Superintendent of Recreation, Linda Zalewski-Aquatics Manager, Maddie Bobinski-Aquatics Supervisor, Livia Pereira-Youth Program Supervisor

Professionals: Tom Hoffman-District Attorney and Lee Howard-CPA GAI

Visitors and others in attendance: None

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

President Doherty asked if any Commissioners had any additions or changes to the Regular Meeting Agenda.

There were no changes.

MOTION:

A motion to approve the agenda was made by Commissioner Murphy and seconded by Commissioner Nicholas.

A voice vote was taken; all were in favor to approve the Regular Meeting Agenda as written with none opposed.

Motion passed

APPROVAL OF CONSENT AGENDA

President Doherty read the following statement:

All items identified may be considered routine by the Board of Commissioners and be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so

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requests, in which event the item will be removed from the Consent Agenda and approved under its normal sequence on the Regular Meeting Agenda.

- A. Approval Of Minutes: Regular Board Meeting, November 19, 2025.
- B. Ratification Of Accounts Payable for November 2025 in the amount of \$1,535,389.46.
- C. Ratification Of Payroll for November 2025 in the amount of \$529,065.72.

Commissioner Nicholas requested a change to the minutes from the November Board Meeting to reflect that her meeting was not with Lee Howard, rather with Executive Director Jim Jarog and Deputy Director George Giese. President Doherty removed the November Minutes from the Consent Agenda. President Doherty asked for a motion to approve the Consent Agenda as amended.

MOTION:

Commissioner Lowen made the motion to approve the Consent Agenda as amended, seconded by Commissioner Murphy.

Commissioner Masnica called the roll

Ayes: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Nays: None

Absent: Commissioner Starr

Motion Passed

APPROVAL OF MINUTES FOR MEETING NOVEMBER 19, 2025.

Executive Assistant Jeanette Foley confirmed the correction to the minutes would be made to reflect that Commissioner Nicholas had a meeting with Executive Director Jim Jarog and Deputy Director George Giese and not with Lee Howard.

MOTION:

Commissioner Nicholas made the motion to approve the November 19th minutes as amended, seconded by Commissioner Murphy.

Commissioner Masnica called the roll

Ayes: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Nays: None

Absent: Commissioner Starr

Motion Passed

PUBLIC COMMENT:

None

UNFINISHED BUSINESS

2026 Draft Budget Update

Deputy Director George Giese provided a budget update to the Board, following the initial presentation at the November meeting. Commissioners who missed the prior meeting were offered a recap by Deputy Director Giese.

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The budget remains a discussion item until final approval in the new year. So far, refinements have been minor, including the addition of training wages. Changes resulting from open enrollment, specifically to insurance coverage, will be incorporated. Furthermore, unspent rollover funds from the ADA fund may be utilized for potential projects next year.

Commissioner Doherty requested a follow-up meeting with Deputy Director Giese to discuss the budget and inquired about the insurance rate increase impact. Deputy Director Giese reported that the District's finalized insurance rate was relatively modest compared to other park districts with higher renewals. He attributed this favorable rate partly to the District's robust opt-out program and other program priorities.

NEW BUSINESS

Recreation and Community Relations 2025 Year in Review Presentation

Director Mike Azzaretto presented the 2025 Recreation and Community Relations and Marketing Year in Review, highlighting "Critical Thinking" as the overarching theme for the year. This approach was essential for navigating challenges such as the referendum project, relocating programs, and creative planning to maintain programming quality and revenue without increasing fees.

Overall performance improved significantly compared to 2024, with increases in program enrollment and offerings, while maintaining the same success rate. A key initiative implemented this year was resident priority registration, a direct response to public feedback. Importantly, this change has not negatively impacted non-resident participation. Among facilities, Lions Rec Center showed the largest growth in revenue, increasing by approximately 3%. Director Azzaretto concluded the presentation by providing detailed statistics on facility performance, program revenue, attendance, and memberships.

Aquatics

Aquatics Manager Linda Zalewski and Supervisor Maddie Bobinski presented on several successes:

- The Sharks Swim Team set a new registration record for its winter season with 137 swimmers and \$69,074 in revenue, surpassing the 2017–2018 record.
- Fall Swim Lessons concluded on December 21, totaling 732 enrollments and \$72,194 in revenue, including the new Saturday programmed private lessons.
- November saw 71 private lessons taught, generating \$2,303. So far in 2025, 971 private lessons have been taught.
- AquaFit Unlimited had 82 active members in November (76 recurring monthly) and \$5,656 in revenue. Starting in January, AquaFit will be part of the "All In Membership," an update well-received by members.
- The 5th annual Holiday Hunt, featuring the Grinch, is set for Monday, December 22, at the RecPlex Pool.

Expanded open swim hours for winter break, along with dedicated times for NWSRA and MPPD camps, are being offered.

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The department wrapped up a record-breaking season, including the final operation day for Big Surf on Sunday, August 10th, which was attended by generations of fans celebrating the facility.

Athletics

Brad Wessel, Athletics Manager, and Adam Trzaska, Athletics Supervisor, reported:

- The 8u Patriots Baseball Developmental Training Program has 22 participants, up from 20 last year.
- 2025 Athletic Field Rental revenue reached \$26,261 (as of 12/3), exceeding the previous year's \$25,722.
- Patriots Baseball teams (9u-14u) start winter training at CCC on Friday, December 5. Full-time teams are voting on 2026 jersey/hat designs, with Uniform Fitting Night on Friday, December 12, at CCC.
- Staff are coordinating free winter clinics/open gyms with the Baseball & Softball Advisory Committees.
- A 3v3 Thanksgiving Soccer Showdown for grades 3-8 ran with six 3rd/4th, seven 5th/6th, and three 7th/8th grade teams.
- Coaches meetings and drafts were held for upcoming basketball divisions: 5th/6th Grade Girls, 7th/8th Grade Boys & Girls, and Kindergarten-2nd Grade.

The success and program growth are attributed to dedicated volunteer coaches and advisory committee members. Adam and Brad highlighted the year's accomplishments, focusing on special events and sports program achievements.

Early Childhood & Youth Programs

Kristina Winans-Early Childhood & Youth Manager, and Livia Pereira-Youth Program Supervisor presented:

- Livia Pereira was promoted from Cultural Arts Coordinator to Youth Program Supervisor.
- Nature Navigators, Ready Set Play, & Fall Fun sessions ended with 36 participants.
- RecPlex hosted three Thanksgiving break trips: Ultimate Ninjas (49 participants), Enterrium (48), and The Gymnastics Shop (32).
- Fall Break at the Conservatory ran on November 24 & 25 with 10 participants.
- Preschool classes celebrated Thanksgiving; PreK students created a "Friendship Mix" class "feast."
- The second Fall session of Tot & Kid Rock is running with 18 participants.
- The department met with potential contractor Impact Kids on November 7.
- Kristina attended NWSRA's Gift Giving Luncheon (November 19) and the IPRA Day Camp / Early Childhood Meetings (November 20).
- Winter Wonderland, held December 5 at RecPlex, had 165 registered children who enjoyed a trackless train, Santa photos, crafts, a bounce house, cookie decorating, and games.

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Fitness

Tim Sullivan, Fitness Supervisor presented:

- The free annual Triple Turkey Burner took place on Thanksgiving morning in the RecPlex fitness studios, with 43 participants completing three 25-minute classes, (Tabata, Pilates, and Zumba).
- An email was sent to members with January 2026 fitness updates, including a price increase, the inclusion of Aqua Fit in the All In membership, and the addition of new Peloton bikes at CCC and RecPlex.
- Due to the temporary closure of Prairie Lakes fitness center in Des Plaines for renovation, their members can use the RecPlex fitness center through a reciprocal agreement with the Des Plaines Park District.
- November 2025 Fitness Memberships totaled \$49,576, up from \$44,456 in November 2024.
- Personal Training/Massage revenue was \$3,451, compared to \$7,262 the previous year. (Note: Timing of monthly payments impacts month-to-month comparison). Membership appreciation giveaways are also being implemented.

Cultural Arts

Toria Smith, Lions Recreation Center & Cultural Arts Manager, reported the following:

- The MPCB Fall concert, "Out of This World," was held on Sunday, November 9, at Trinity Methodist Church, featuring vocal soloist Amy Keipert and saxophone soloist Jim Johnson.
- The Fall Dance Term concluded at the end of November. Revenue totaled \$120,263 (up from \$106,986 last year), with 706 enrollments (up from 652).
- Recital preparations have begun, with staff picking out costumes and measuring dancers for the December ordering week.
- The Art Studio hosted four birthday parties in November.
- A new contractual youth sewing program, And Sew On, maxed out at six participants. Due to high interest, an additional session will be added to the Spring guide.
- Art Start Camp during Thanksgiving Break had 20 enrolled.
- Toria attended PDRMA's Risk Management Institute on Friday, November 21.

Central Community Center

Central Community Center Manager Brian Hecker reported:

- Hot Shots Thanksgiving Camps: Two camps from November 24-26 served 39 children, generating \$3,896.
- Pickleball: November saw 818 participants and \$8,284 in revenue.
- Canine Commons: October had seven registrations, earning \$325.
- Revenue Comparison (November):
 - CCC Turf/Parties: 2025: \$20,777.50; 2024: \$12,304.50.
 - CCC Gym/Room: 2025: \$3,990.50; 2024: \$8,149.00.
 - *Note: Month-to-month comparisons should factor in payment timing and program space needs affecting gym rental/open gym revenue.*

Hecker concluded by acknowledging the essential teamwork and incredible staff.

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RecPlex

Superintendent Michael Wold reported:

- RecPlex had 71 rentals in November.
- The monthly fire extinguisher and AED checks were completed.
- Illinois Shotokan Karate Club held belt testing at RecPlex.
- RecPlex is decorated for the holidays.
- November 2025 RecPlex Rentals and Open Gym revenue was \$9,139.00 and \$3,066.00, compared to November 2024's \$10,017.50 and \$3,327.00. (Note: Timing of payments affects monthly comparisons; revenue also varies based on District program space needs.)

Continuous improvements, including Champions Court and the new outdoor basketball court, have received positive resident feedback.

Director Azzaretto finalized the presentations for his staff by reviewing Areas of Focus.

- PT Onboarding and Training
- Cross-Training Opportunities
- Professional Development Plan

2026 #1: Financial Sustainability

Increase financial sustainability by assessing program and facility operations and identifying the level of subsidy required for each area.

2026 #2: Program Surveys

Redevelop the way program surveys are created, distributed, and analyzed to gather more meaningful data and to use those insights to make program adjustments, and support financial sustainability efforts.

Director Azzaretto expressed his pride in his team, stating that their dedication to Mt. Prospect is the key to the district's success.

Community Relations & Marketing

Community Relations & Marketing (CR&M) Director Ruth Yueill, with Community Relations & Marketing Coordinator, Maddy Moon and Communications Coordinator Kylie Rack, presented key marketing objectives. Director Yueill stressed the continuous need for brand awareness, meeting community expectations through creative and cohesive approaches, increasing revenue, ensuring customer loyalty, and being proactive.

She emphasized using photos to convey emotion, like community pride, and highlighted the importance of collaboration and community partners (listed in handouts).

2026 will be a transition year for the Mt. Prospect Park District, necessitating proactive marketing to manage expectations, especially concerning Lions Park construction impacts. Changes include modifications to Meadows Pool, a reduction in the Summer Concert Series (offset by Park Play Days), and relocating National Night Out. The successful 2025 Veterans Day Ceremony shift to RecPlex will be repeated. CR&M will use the website, e-newsletters, guides, and social media for early and frequent communication, considering a second monthly e-blast and an annual event list in

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the program guide. Clear, repeated communication about program/event and location changes is vital, as is adjusting sponsor agreements.

Digital Marketing and Communications Update

Community Relations & Marketing Coordinator Maddy Moon reviewed digital marketing, emphasizing social media (Facebook, Instagram) for engagement tracking (e.g., clicks, demographics) and diverse content (facility updates, events, programs). Email is also key, reaching over 17,000 subscribers with regular park district information and six annual targeted newsletters. The website receives over 40,000 views yearly.

Communications Coordinator Kylie Rack discussed graphic design's role in brand awareness, using visuals to engage and enhance memorability. Successful initiatives included 70th-anniversary graphics, a "bucket list" of activities, concert series announcements, and new facility signage.

CR&M Analytics & Updates Highlights:

Marketing analyzes posting/e-blast results within 48 hours/2 business days, correlating strongly with registration gains.

- Lions Construction social media achieved record engagement.
- Winter Planter classes promotion yielded 15 registrations.
- Fitness Winter E-Newsletter (12/1) sent 17,766, with 277 clicks.
- Athletics Winter 1 E-Newsletter (12/2) sent 7,058, with 61% opens.
- E-newsletter and social media promotions for the Winter Maker's Market and Winter Wonderland resulted in the latter exceeding 2024 attendance.
- December Monthly E-Newsletter (12/5) sent 16,875, with 266 clicks.

Upcoming Programs/Registrations/Events:

- **Dec 22:** Holiday Hunt, 4:30-6:30 PM, RecPlex Pool
- **Dec 30:** Adult Basketball Leagues Registration Deadline
- **Jan 1-31:** Fitness Full-Year Membership Sale
- **Jan 4:** Check In To Win - Fitness Member Appreciation Program Begins
- **Jan 2:** Golden: A "KPop Demon Hunters" Workshop, 9:30 AM-12:00 PM, Art Studio
- **Jan 6:** Job Fair, 1:00-4:30 PM, RecPlex
- **Jan 7:** \$1 Senior Bingo Bonanza, 12:30-1:30 PM, RecPlex
- **Jan 14:** Ladies Night Out, 6:00-8:00 PM, Art Studio
- **Jan 19:** FREE Girls Softball Open Gym, 12:30-4:15 PM, CCC Turf
- **Jan 19:** MLK Day Classic 3v3 Tournament, 9:00 AM-3:00 PM, RecPlex
- **Jan 21:** \$1 Senior Bingo Bonanza, 12:30-1:30 PM, RecPlex
- **Jan 21:** Houseplants 101, 5:45-7:00 PM, Friendship Park Conservatory
- **Jan 24:** Marvel (Art) Studios, 9:30 AM-12:00 PM, Art Studio
- **Jan 31:** Seed Swap, 10:00 AM-2:00 PM, Friendship Park Conservatory
- **Feb 7:** MPGC 100th Anniversary Kickoff Celebration, 7:00-10:00 PM, Mt. Prospect Golf Club

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The Commissioners offered strong praise and thanks to the staff for their dedication and hard work throughout the year, as well as for the presentation at the Board meeting.

Commissioner Nicholas specifically thanked the Marketing and Recreation Departments, mentioning Ruth and Mike, for their hard work all year and at the meeting. She highlighted that not everyone sees the extensive day-to-day work involved. She expressed excitement about the diverse programming offered for different skills and abilities and shared her happiness to be part of the moment, noting the staff's passion for the Mt. Prospect Park District.

Commissioner Doherty relayed that Commissioner Starr, who was absent due to a family commitment, is very passionate about the presentation and enthusiastically gives everyone an "overall A+ grade." Commissioner Doherty echoed these sentiments, calling it "another great year." He observed that the staff has successfully changed the historical perception of Park Districts as merely a starting point for children before they move to private programs. He attributed the rise in program numbers to his feeling that our programs are rivaling the private programs, and thanked the staff for continuing to evolve and grow the offerings.

Commissioner Masnica thanked everyone for their long days, noting that many worked all day before attending the Board meeting.

Commissioner Tuczak also commented on the passion and dedication that everyone shows for their work, stating that it is clearly evident.

APPROVAL ITEMS

Attorney Thomas Hoffman then discussed the agenda item "Approval of the Lions Park referendum project ("Project") / allowances / change orders. He stated that In Illinois public construction, Allowances are project funds intended for use to cover costs of anticipated but not yet finalized construction selections (like finishes), etc., while Contingencies cover unforeseen issues or scope changes, requiring formal Change Orders (with unused funds returning to the owner). Allowances are used when final costs are unknown at bidding, and the District is legally accountable for their expenditure. This accountability is met by processing allowance usage through the State's Change Order statute (720 ILCS 5/33E-9) when applicable (for changes of \$25,000+ or 180+ days). This law requires written approval of Change Orders only after obtaining a written determination that the change was unforeseeable, is germane to the contract, or is in the best interest of the government unit. As the Project proceeds and allowance costs are finalized, a designated District employee (e.g., Executive Director) must be authorized to approve these Change Orders after a written determination is made by the Park Board or its designee (e.g., Director of Parks & Planning).

MOTION:

Commissioner Masnica made a motion as follows: Move That Executive Director Jim Jarog, Is Hereby Authorized By The Park Board To Grant Or Withhold Approval Of Change Order(S) Providing For Expenditure Of Allowance(S) To Any Or All 11 Trade Contracts For The Lions Park Construction Project But In Each Case Only After A Written Determination Consistent With The Provisions Of 720 Ilcs 5/33-E-9 Has First Been Obtained From Director Of Parks & Planning Matt Dziubinski, Further Provided That Upon Jim Jarog Being Provided With A Copy Of Said Written Determination, Said Change Order Shall be Executed By Him.

Motion was seconded by Commissioner Murphy.

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President Doherty also clarified that the Board would be made aware of any change orders that take place through the Executive Director's weekly updates to the Board.

Commissioner Masnica called the roll:

Ayes: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Nays: None

Absent: Commissioner Starr

Motion Passed

FINANCIAL ADVISOR REPORT

Lee Howard, CPA, GAI, presented:

Referendum Construction Funds Security: On November 6th, the district received \$50,342,048 in proceeds from the sale of \$46,225,000 in 20-year series 2025C bonds, at a true interest rate of 3.9712%. Proceeds were immediately invested with security as the top priority. Village B & T provides \$5.75 million in FDIC coverage via Maxsafe, with third-party collateral for the excess. Lakeside offers unlimited third-party FDIC coverage through the CDARS structure.

Golf Report: Total revenue is \$2,439,427, up 5.2% (\$120,173) over last November. Expenditures total \$1,878,569, up 6.9% (\$120,944). Sales tax paid through November is \$62,099, compared to \$6,808 last year, with the new sales tax included in rental revenue.

Rec Programs: November YTD Rec program revenue is \$2,668,389, up 8% (\$194,177).

Childcare Programs: Revenues through November are \$1,203,178 (up 11%), representing 45% of Rec Program revenue. Kids Klub is up 20%, Preschool is up 8%, and Day Camp registration is up 7%.

Recplex Facility Report: YTD revenue through November is \$516,105, up 9% (\$41,925). Pass sales are up 8%, and daily fees are up 9%. YTD expenditures are \$1,034,253, up 17% (\$148,466) due to planned increases, and are 82% of the budget.

Pools Report: Total revenue for the three pools through November is \$860,892, up 4.7% (\$38,787). Swim Programs are up 1%.

Central Programs: Central program revenue through November is \$276,969, down \$22,285 due to Youth Athletic and other programs moving facilities.

Central Facility Revenue: Central facility revenue YTD through November is \$451,753, up 13% (\$52,216) overall.

EXECUTIVE DIRECTOR REPORT

The FY 2026 Draft Budget will be refined over the next few months. Any updates will be shared with the Board. The Fy2026 budget is slated for final approval at the March 18, 2026 Regular Board meeting. The Mt. Prospect Park District has maintained a strong financial position and anticipates continued positive growth.

The Mt. Prospect Park District Employee Committee's Thanksgiving Food Drive donated over 70 meal bags to the Northwest Compass food pantry for community families in need. A big thank you to all donors and volunteers.

As 2025 concludes, we are grateful for our incredible staff's unwavering commitment to the community and for the Board of Commissioners' essential guidance and support, both of which allow the District to make such a positive impact in our community.

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Director Jarog informed the Board that Commissioner Starr was absent due to a family commitment. He requested I extend his gratitude to the RecPlex staff for their seamless relocation and execution of the Veterans Day Ceremony from the Lions Recreation Center to RecPlex.

The first Regular Board Meeting of 2026 is scheduled for Wednesday, January 21, 2026, at 6:30 PM.

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Murphy inquired with Jeff Langguth, Director of Golf Operations, about the expected timeline for the Busse Road widening project and the associated removal of trees along the golf course fence line. Mr. Langguth reported that he has been in contact with ComEd, noting that stakes are now in place marking the new pole locations. He confirmed that the fence itself should remain unaffected. Mr. Langguth will continue coordinating with ComEd regarding a tree replacement plan and committed to providing the Board with ongoing updates on the project's progress.

MOTION:

Motion to adjourn to Closed Session was made by Commissioner Masnica as follows:

SECTION 2c-(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

SECTION 2c-(21): Discussion of Minutes of Meetings Lawfully Closed Under the Illinois Freedom of Information Act, whether for Purposes of Approval of the Minutes by the Public Body or Semi-Annual Review of the Minutes as Mandated by Section 2.06.

SECTION 2c-(1): Personnel-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of one or more specific employees of the public body.

The motion was seconded by Commissioner Lowen.

Commissioner Masnica called the roll

Ayes: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Nays: None

Absent: Commissioner Starr

Motion Passed

The meeting was adjourned to close session at 8:00 PM

Closed session commenced at 8:00 PM

MOTION:

At 9:47 PM, a motion was made to reconvene the Regular Meeting by Commissioner Masnica and seconded by Commissioner Lowen.

Commissioner Masnica called the roll

Ayes: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Nays: None

Absent: Commissioner Starr

Motion Passed

The regular meeting was reconvened at 9:47 PM

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MOTION:

Commissioner Murphy made a motion to approve the content of the Closed Session minutes:

June 18, 2025

Section 2C-21, Semiannual review of minutes

Section 2C-5, Purchase or lease of real property

Section 2C-11, Litigation

Motion was seconded by Commissioner Lowen.

Commissioner Masnica called the roll

Ayes: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Nays: None

Absent: Commissioner Starr

Motion Passed

MOTION:

A Motion was made by Commissioner Masnica to approve a 4% salary increase for the Executive Director position, seconded by Commissioner Murphy.

Commissioner Masnica called the roll

Ayes: Commissioners Masnica, Tuczak, Lowen, Murphy, Nicholas and Doherty

Nays: None

Absent: Commissioner Starr

Motion Passed

MOTION:

Motion to adjourn was made by Commissioner Murphy and seconded by Commissioner Masnica. All were in favor.

The meeting adjourned at 9:49 PM

Respectfully submitted,

William J. Starr, Secretary