

NOTICE OF SPECIAL MEETING

Tuesday, March 12, 2019

6:00 pm

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Road
Highland Park, IL 60035

SPECIAL MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. OPEN TO PUBLIC TO ADDRESS BOARD
- IV. Ordinance 19-03 – Appointment of Interim Executive Director
- V. Appointment of the Secretary to the Park District of Highland Park Board of Commissioners – Kathleen Donahue
- VI. ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Liza McElroy, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

ORDINANCE NO. 19-03

**PARK DISTRICT OF HIGHLAND PARK
AN ORDINANCE GRANTING AUTHORITY TO THE
INTERIM EXECUTIVE DIRECTOR**

WHEREAS, the Park District of Highland Park (“Park District”) is governed by the provisions of the Illinois Park District Code (“Code”) and other applicable statutes; and

WHEREAS, the Park District Board of Commissioners has appointed Kathy Donahue as Interim Executive Director; and

WHEREAS, in order to maintain the efficient and effective operations of the Park District, the Board of Commissioners finds it to be necessary and in the best interest of the Park District to grant to the Interim Executive Director the authority to perform the duties of chief administrative officer of the Park District, to approve certain contracts and purchases, and to sign documents and checks on behalf of the Park District in the same manner as existing Park District policy authorizes its Executive Director;

THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Park District of Highland Park that:

1. The “Whereas” recitals above are hereby incorporated into and made part of this Ordinance.
2. The Interim Executive Director is hereby authorized to perform all duties and responsibilities prescribed to the Park District’s Executive Director by ordinance, resolution, policy, or motion of the Board of Commissioners of the Park District of Highland Park, including but not limited to, the authority to sign checks on the District’s checking accounts, approve contracts in excess of \$10,000, and sign documents that have been so authorized.
3. All Park District of Highland Park ordinances, resolutions, policies, and procedures in conflict with this Ordinance are hereby repealed to the extent of that conflict.
4. This Ordinance is effective as of the date of its adoption and shall expire upon the sooner of December 31, 2019; or Board appointment of an Executive Director; or the resignation or termination of the Interim Executive Director.

PASSED by roll call vote this 12th day of March 2019.

ROLL CALL VOTE:

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

APPROVED this 12th day of March 2019

President, Board of Park Commissioners of the
Park District of Highland Park

ATTESTED and RECORDED this
12th day of March 2019

Secretary, Park District of Highland Park