



**Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting Minutes
March 23, 2017 – 6:30p.m.**

1. Call to Order and Roll Call

Motion by Commissioner Ballowe to appoint Vice President Kessler as President Pro-tem.
Second by Commissioner Robbins.

Vote to appoint Vice President Kessler as President Pro-tem.

Ayes: Commissioner Ballowe, Robbins, Meline, Kessler.

Nays: None. Motion Carries.

The regular meeting of the Vernon Hills Board of Park Commissioners was called to order by President Pro-tem Kessler at 6:35 p.m. at 635 N. Aspen Drive, Vernon Hills.

Roll Call - Present: Commissioners Robbins, Ballowe, Meline, Kessler. Staff: Jeff Fougerousse, Marla DeCicco, Tom Ritter, James Kim, Cheryl Buhmann, Amy Darling. Absent: Commissioner Doerhoefer.

2. Pledge of Allegiance - President Pro-tem Kessler led the Pledge of Allegiance.

3. Omnibus Vote Agenda – Items under the Omnibus Vote Agenda are considered routine and/or non-controversial and will be approved by one motion. If a separate vote on any one item is desired, it will be pulled from the Omnibus Vote Agenda and voted on separately.

- A. Minutes of the Special Board Meeting February 23, 2017
- B. Minutes of the Regular Board Meeting February 23, 2017
- C. Minutes of the Closed Session February 23, 2017
- D. Payables (less Grainger) & Payroll through March 23, 2017

President Pro-tem Kessler asked for a motion to approve items on the Omnibus Agenda.

Motion by Commissioner Robbins to approve items on the Omnibus Vote Agenda.

Second by Commissioner Ballowe.

Vote to approve items on the Omnibus Vote Agenda.

Ayes: Commissioner Meline, Robbins, Ballowe, Kessler.

Nays: None. Motion Carries

4. Welcome to Visitors and Guests - Public Comment Period - none

5. Financial Reports for the Period Ending February 28, 2017 – President Pro-tem Kessler stated that Financial Reports for the period ending February 28, 2017 would be tabled to the April 29, 2017 Regular Board Meeting.



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6. Reports and Communication

- A. Executive Director- Jeff Fougerousse- report attached. In addition, Jeff thanked the Board for the quick turnaround on the proposed Intergovernmental Agreement with School District 73. The Agreement has been sent to Nick Brown for review.
- B. Finance and HR Superintendent- Marla DeCicco – report attached.
- C. Recreation Superintendent- Tom Ritter – report attached. In addition, Tom outlined the new inclement weather detection system being used by the District. Commissioner Robbins inquired as to whether any additional insurance would be required to which Tom responded no. Tom also reported that the new Pickle Ball program was being very well received by residents.
- D. Parks Superintendent- James Kim – report attached. In addition, James reported that District shelters are planned to be open by April 3. The sidewalk to the restrooms at Kids' Castle is scheduled to be poured by Hacienda Landscaping. A brush burn permit has been obtained for Century Park. The appropriate agencies have been notified and no inquiries from the public have been made. A similar brush burn will be scheduled for Sullivan Woods. A prescribed burn is being planned for the area near the Family Aquatic Center. After this burn, native plants will be restored. James thanked the Village for their financial contribution towards the clearing of Sullivan Woods. James reported that a volunteer project is being coordinated to clear invasive species along Little and Big Bear Lakes. State Representative Carol Sente and Lifeline Vascular will be assisting in this effort. Park staff will begin to line athletic fields as weather permits.
- E. Marketing & Communications Manager- Cheryl Buhmann – report attached. In addition, Cheryl mentioned the 10% off promotion for Season Passes at FAC as well as an upcoming Personal Training Promotion. Cheryl reported that the Hoppin' Holiday Hunt event is currently sold out.
- F. Lakeview Facility Manager – Mark Purcell- report attached.
- G. Commissioner/Committee Reports and Communications
- H. Board Correspondence

7. Unfinished Business- 2017/2018 Salary Classification Schedule

President Pro-tem Kessler asked for a motion to approve the 2017/2018 Salary Classification Schedule.

Motion by Commissioner Robbins to approve the 2017/2018 Salary Classification Schedule.
Second by Commissioner Ballowe.

Discussion: Commissioner Robbins would have preferred more time to sit down with the Board to discuss the schedule. Jeff remarked that he provided the Board with an updated range of comparable Districts as requested and that the last time the ranges were revised was six years ago.

Vote to approve the 2017/2018 Salary Classification Schedule.

Ayes: Commissioner Ballowe, Robbins, Meline, Kessler.

Nays: None. Motion Carries



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8. New Business

A. Resolution 03-17 Authorizing display of the tentative FY 2017-2018 Vernon Hills Park District Budget & Appropriation Ordinance for Public Inspection

President Pro-tem Kessler asked for a motion to Resolution 03-17.

Motion by Commissioner Robbins to approve Resolution 03-17.

Second by Commissioner Ballowe.

Vote to approve Resolution 03-17.

Ayes: Commissioner Meline, Robbins, Ballowe, Kessler.

Nays: None. Motion Carries

B. Resolution 04-17 Extension of Acres Group Contract

President Pro-tem Kessler asked for a motion to approve Resolution 04-17.

Motion by Commissioner Ballowe to approve Resolution 04-17.

Second by Commissioner Robbins.

Discussion: Commissioner Robbins inquired as to whether this was an increase over the last contract. James Kim confirmed that the increase was based on Consumer Price Index and was within the expected amount. He further stated that all of the contract renewals on this meeting agenda met the same measurements.

Vote to approve Resolution 04-17

Ayes: Commissioner Robbins, Meline, Ballowe Kessler.

Nays: None. Motion Carries

C. Resolution 05-17 Extension of Balanced Environments Contract

President Pro-tem Kessler asked for a motion to approve Resolution 05-17.

Motion by Commissioner Ballowe to approve Resolution 05-17.

Second by Commissioner Robbins.

Vote to approve Resolution 05-17.

Ayes: Commissioner Meline, Robbins, Ballowe, Kessler.

Nays: None. Motion Carries

D. Resolution 06-17 Extension of Crystal Maintenance Contract

President Pro-tem Kessler asked for a motion to approve Resolution 06-17.

Motion by Commissioner Robbins to Resolution 06-17.

Second by Commissioner Ballowe.

Vote to approve Resolution 06-17.

Ayes: Commissioner Ballowe, Meline, Robbins, Kessler.

Nays: None. Motion Carries



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E. Bus Service Award Recommendation

President Pro-tem Kessler asked for a motion to approve the 2017-2019 Day Camp Bus contract to Durham School Services.

Motion by Commissioner Ballowe to approve the 2017-2019 Day Camp Bus contract to Durham School Services.

Second by Commissioner Robbins.

Vote to approve the 2017-2019 Bus Service Award to Durham School Services.

Ayes: Commissioner Meline, Ballowe, Robbins, Kessler.

Nays: None. Motion Carries

F. Chain of Authority (Succession Plan) Review

President Pro-tem Kessler asked for a motion to approve the District Succession Plan.

Motion by Commissioner Ballowe to approve the District Succession Plan.

Second by Commissioner Robbins.

Vote to approve the District Succession Plan.

Ayes: Commissioner Robbins, Ballowe, Meline, Kessler.

Nays: None. Motion Carries

G. W.W. Grainger Invoice Payable

President Pro-tem Kessler asked for a motion to approve the W.W. Grainger invoice in the amount of \$1389.72.

Motion by Commissioner Robbins to approve the W.W. Grainger invoice in the amount of \$1389.72.

Second by Commissioner Kessler.

Vote to approve the W.W. Grainger invoice.

Ayes: Commissioner Ballowe, Robbins, Meline, Kessler.

Nays: None. Motion Carries

9. Commissioner Comments

A. Commissioner Ballowe - Thank you to the staff and volunteers from the Lion's Club for another successful Craft Beer event.

B. Commissioner Meline - Thank you to the staff for the extra efforts made during the move from Laschen to Sullivan.

C. Commissioner Robbins - none.

D. Commissioner Kessler - Thank you to the staff for all of the hard work in the move.



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10. Closed Session under 2(c)(21) of the Illinois Open Meetings Act for the purpose of discussing the Semi-Annual Review, Approval, and/or Release of Closed Session Minutes and Destruction of Audio Tapes.

President Pro-tem Kessler asked for a motion to go into Closed Session under 2(c)(21) of the Illinois Open Meetings Act for the purpose of discussing the Semi-Annual Review, Approval, and/or Release of Closed Session Minutes and Destruction of Audio Tapes.

Motion by Commissioner Robbins to go into Closed Session.

Second by Commissioner Ballowe.

Vote to go into Closed Session under 2(c)(21) of the Illinois Open Meetings Act for the purpose of discussing the Semi-Annual Review, Approval, and/or Release of Closed Session Minutes and Destruction of Audio Tapes.

Ayes: Commissioner Ballowe, Robbins, Meline, Kessler.

Nays: None. Motion Carries

11. Action, if any, on Closed Session discussion items

The Commissioners and staff returned to Open Session at 7:43 p.m. President Pro-Tem Kessler explained that the Board met in Closed Session to discuss the Semi-Annual Review, Approval and or Release of Closed Session Minutes and the Destruction of Audio tapes pursuant to section 2(c)(21).

President Pro-Tem Kessler asked for a motion to approve minutes of the Closed Sessions held on September 22, 2016, and December 15, 2016 having determined the minutes no longer require confidential treatment and can be made available for public inspection. Motion by Commissioner Ballowe. Second by Commissioner Robbins.

President Pro-Tem Kessler motioned that the Park Board hereby determines that the need for confidentiality still exists as to all remaining closed session minutes, or portions thereof, not previously released for public inspection, and the same shall not be released for public inspection at this time. Second by Commissioner Ballowe.

President Pro-tem Kessler asked for a motion to approve the destruction of the audio tapes of the Closed Sessions held on January 29, 2015, February 26, 2015, March 19, 2015 and May 28, 2015, after a finding that the minutes as approved meet the written minutes' requirement of the Open Meetings Act and at least 18 months have passed since the meetings were held. Motion by Commissioner Ballowe. Second by Commissioner Robbins.






12. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:45 p.m.


Cindy Kessler, Park Board President Pro-Tem


Jeff Fongerousse, Park Board Secretary

12. Adjournment

The Sullivan Community Center is an ADA accessible building. Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Tom Ritter at the District's Sullivan Community Center by mail at, 635 Aspen Drive, Vernon Hills, IL 60061, by phone at 847-996-6800, Monday through Friday 8:30a.m. until 5:00p.m., by fax at (847-996-6801), or by email tomr@vhparkdistrict.org, at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing – impaired, please use the Illinois Relay Center voice only operator at 800-526-0857.



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