



**Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting Minutes
September 19, 2017 – 6:30p.m.**

1. Call to Order and Roll Call

The regular meeting of the Vernon Hills Board of Park Commissioners was called to order by President Doerhoefer at 6:31 p.m. at 635 N. Aspen Drive, Vernon Hills, IL 60061.

Present: Commissioners Robbins, Ballowe, Kessler, Doerhoefer.

Staff: Jeff Fougerousse, Tom Ritter, Marla DeCicco, James Kim, Mark Purcell, Amy Darling.
Commissioner Meline arrived at 6:40.

2. Pledge of Allegiance- President Doerhoefer 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 Regular Board Meeting August 24, 2017

B. Payables (less Grainger, that include travel expenses for Commissioners and staff to attend the 2017 NRPA Conference) & Payroll through September 19, 2017

President Doerhoefer asked for a motion to approve items on the Omnibus Agenda.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to approve items on the Omnibus Vote Agenda.

Ayes: Commissioner Ballowe, Robbins, Kessler, Doerhoefer.

Nays: None. Motion Carries.

4. Financial Reports for the Period Ending August 31, 2017- President Doerhoefer confirmed that there are no changes to the financial reports and that they are on file.

5. Welcome to Visitors and Guests - Public Comment Period

6. Reports and Communication

A. Executive Director- Jeff Fougerousse- report attached.

B. Finance and HR Superintendent- Marla DeCicco – report attached.

C. Recreation Superintendent- Tom Ritter – report attached.

D. Parks Superintendant – James Kim- report attached.

E. Marketing and Communications Manager- Cheryl Buhmann-report attached.

F. Lakeview Facility Supervisor – Mark Purcell-report attached.

G. Commissioner/Committee Reports and Communications-President Doerhoefernone

H. Board Correspondence - President Doerhoefer read aloud a Letter from Carol Sente thanking the Park District for the use of office space at the Larry Laschen Community Center. President Doerhoefer also read aloud a letter



Sullivan Community Center 635 N. Aspen Drive • Vernon Hills, IL 60061 • Phone 847-996-6800 • Fax 847-996-6801

Lakeview Fitness Center 700 Lakeview Parkway. • Vernon Hills, IL 60061 • Phone 847-996-6330 • Fax 847-367-5855

Maintenance Facility 1400 Indianwood Drive • Vernon Hills, IL 60061 • Phone 847-362-0920 • Fax 847-362-3618

www.vhparkdistrict.org



from the Lake County Clerk advising residents that the Larry Laschen Community Center will no longer be a voting site. The alternate voting site will now be the Village Hall at 290 Evergreen Drive.

7. Unfinished Business- none

8. New Business

A. Knutte & Associates CAFR Presentation - President Doerhoefer invited Dave Knutte of Knutte & Associates to podium to present FY 16-17 audit. Mr. Knutte highlighted the Certified Annual Financial Report and outlined relevant sections of the report. The Park District received a certificate of excellence for financial reporting for fiscal year ending May 2016. This year's report will be submitted again for the certificate of achievement program. This award is highly looked upon from bond rating agencies and institutions. Commissioner Robbins reported that he reviewed the audit in its entirety and has no concerns.

President Doerhoefer asked for a motion to approve the audit for FY 16-17 provided by Knutte & Associates.

Motion by Commissioner Robbins to approve the audit for FY 16-17.

Second by Commissioner Kessler.

Vote to approve the audit for FY 15-16.

Ayes: Commissioner Kessler, Meline, Ballowe, Robbins, Doerhoefer.

Nays: None. Motion Carries

B. Century Park Arboretum Application- Vernon Hills Park District Parks Foreman, Rick Krocza – Rick Krocza reviewed the highlights of the application process for a Level II Arboretum Accreditation. In Century Park over 100 different species of trees have been identified, tagged and loaded into a database. The Arboretum would provide a living collection of diverse tree species as well as lead as an example of an urban forest. If approved, the Vernon Hills Park District would be the only Park District in the state of Illinois with an accredited Arboretum. The Arboretum Accreditation Program is sponsored and supported in part by The Morton Arboretum and requires that a governing board approve the application prior to submission.

President Doerhoefer asked for a motion to approve the ArbNet Arboretum Accreditation Application Form.

Motion by Commissioner Ballowe to approve the application.

Second by Commissioner Meline.

Discussion: Commissioner Kessler asked if volunteer opportunities would arise for the residents to assist with the maintenance of the Arboretum. Rick responded that volunteers would be welcomed once specific needs were identified.

Ayes: Commissioner Robbins, Ballowe, Kessler, Meline, Doerhoefer.

Nays: None. Motion Carries.

Sullivan Community Center 635 N. Aspen Drive • Vernon Hills, IL 60061 • Phone 847-996-6800 • Fax 847-996-6801

Lakeview Fitness Center 700 Lakeview Parkway. • Vernon Hills, IL 60061 • Phone 847-996-6330 • Fax 847-367-5855

Maintenance Facility 1400 Indianwood Drive • Vernon Hills, IL 60061 • Phone 847-362-0920 • Fax 847-362-3618

www.vhparkdistrict.org





C. Kids' Castle Playground Dragon Installation Contract Award

President Doerhoefer asked for a motion to award Elanar Construction Co. of Chicago, Illinois the Kids' Castle Playground Dragon Installation contract in the amount of \$72,818.00.

Motion by Commissioner Robbins to approve the award to Elanar Construction.

Second by Commissioner Ballowe.

Vote to approve the award to Elanar Construction.

Ayes: Commissioner Meline, Kessler, Robbins, Ballowe, Doerhoefer.

Nays: None. Motion Carries.

D. Hawthorne Club Playground Installation Contract Award

President Doerhoefer asked for a motion to award Kenneth Company out of Lemont, IL the Hawthorn Club Playground Installation bid in the amount of \$24,868.

Motion by Commissioner Meline to approve the award to Kenneth Company.

Second by Commissioner Kessler.

Vote to approve the award to Kenneth Company.

Ayes: Commissioner Ballowe, Robbins, Kessler, Doerhoefer.

Nays: None. Motion Carries.

E. Conduct Ordinance Review

1. Section 2.34 Use of Tobacco

President Ballowe asked for a motion to amend Section 2.34 of the Vernon Hills Park District Conduct Ordinance to restrict any persons under the age of 21 from possessing or using Tobacco products while on District Property.

Motion by Commissioner Kessler to amend Section 2.34.

Second by Commissioner Meline.

Vote to approve the amendment of Section 2.34.

Ayes: Commissioner Robbins, Meline, Ballowe, Kessler, Doerhoefer.

Nays: None. Motion Carries

F. W.W. Grainger Invoices Payable

President Doerhoefer asked for a motion to approve the W.W. Grainger invoice in the amount of \$1205.63.





Motion by Commissioner Robbins.
Second by Commissioner Kessler.
Vote to approve the W. W. Grainger Invoice.
Ayes: Commissioner Kessler, Robbins, Ballowe, Meline
Abstention: Doerhoefer
Nays: None. Motion Carries

9. Commissioner Comments

- A. Commissioner Ballowe -none
- B. Commissioner Meline -none
- C. Commissioner Robbins -none
- D. Commissioner Kessler -none
- E. Commissioner Doerhoefer –Happy Birthday Commissioner Meline.

10. Closed Session under Section 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 Doerhoefer asked for a motion to go into Closed Session for the Semi-Annual Review, Approval, and/or Release of Closed Session Minutes and Destruction of Audio Tapes pursuant to Section 2(c)(21) of the Illinois Open Meetings Act.

Motion by Commissioner Meline to go into Closed Session.
Second by Commissioner Robbins.
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 Robbins, Robbins, Meline, Kessler, Doerhoefer.
Nays: None. Motion Carries

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

The Commissioners and staff returned to Open Session at 7:28 p.m. President Doerhoefer 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 Doerhoefer asked for a motion to make the minutes of the Closed Sessions of November 19, 2015, February 25, 2016, February 23, 2017, March 23, 2017 and April 27, 2017 available to the public it having been determined by the Board that they no longer require confidential treatment. Motion by Commissioner Ballowe. Second by Commissioner Robbins.

President Doerhoefer asked for motion that the Park Board hereby determines that the need for confidentiality still exists as to all remaining closed session minutes, or portions thereof, not



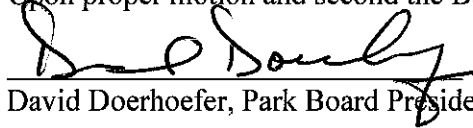


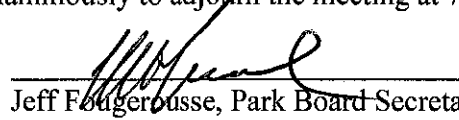
previously released for public inspection, and the same shall not be released for public inspection at this time. Motion by Commissioner Meline. Second by Commissioner Kessler.

President Doerhoefer asked for a motion to approve the destruction of audio tapes of the Closed Sessions held September 24, 2015, November 19, 2015 and February 25, 2016, it having been determined by the Board that appropriate minutes were recorded as approved and meet the written minutes requirements of the Open Meetings Act and at least 18 months have passed since the meetings were held. Motion by Commissioner Kessler. Second by Commissioner Robbins.

12. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:31 p.m.


David Doerhoefer, Park Board President


Jeff Fougere, Park Board Secretary

