



**Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting Minutes
October 26, 2017**

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 6:30 p.m. at 635 N. Aspen Drive, Vernon Hills, IL 60061.

Present: Commissioners Meline, Robbins, Kessler, Doerhoefer.

Absent: Commissioner Ballowe

Staff: Jeff Fougousse, Tom Ritter, Cheryl Buhmann, James Kim, Amy Darling.

Guests Present: Donald Hey, Kathleen Paap

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 September 19, 2017

B. Minutes of the Closed Session September 19, 2017

C. Minutes of the Special Board Meeting October 10, 2017

D. Payables (less Grainger) & Payroll through October 26, 2017

President Doerhoefer asked for a motion to approve the Omnibus Vote Agenda

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Vote to approve the Omnibus Vote Agenda.

Ayes: Commissioner Meline, Robbins, Kessler, Doerhoefer

Nays: None. Motion Carries

4. Financial Reports for the Period Ending September 30, 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

Sullivan Woods Wetland Restoration- Kathy Paap, Donald Hey

President Doerhoefer invited Kathy Paap and Don Hey from Wetlands Research to the podium.



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

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

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Kathy and Don reviewed an updated map of the area proposed for the project. Residents who own homes near the proposed project were given the opportunity to ask questions and voice concern. President Doerhoefer approached the map to point out the area further south that was being suggested by residents as a potential alternate site. Don replied that the area could be considered, but would also require partnerships with neighboring communities. President Doerhoefer instructed Kathy and Don to conduct an inventory of the trees that would be removed and to reach out to the other communities for their willingness to partner in a project. They will be invited to present this information at the November Regular Board Meeting.

6. Reports and Communication

- A. Executive Director- Jeff Fougousse- report attached. In addition, Jeff extended his congratulations to Rick Kroczka, Parks Foreman, on the Arboretum Accreditation for Century Park. Commissioner Robbins asked how this Arboretum status would be communicated to local schools and community members. Cheryl Buhmann, Marketing and Communications Manager replied that a press release has been prepared. In addition, the educational components of the accreditation will prompt the District to create opportunities for the public, including school children. Jeff reported that the District will receive accreditation as a Distinguished Agency by the IAPD at the conference in January. Playground updates have been on hold due to weather. Jeff reported that there will be a less than 4% increase in both the PPO and HMO medical premiums in 2018. Jeff reviewed the map of a proposed traffic pattern for the Kindergarten addition to Sullivan Community Center. Commissioner Kessler expressed concern with the number of cars that would be using the Sullivan lot as a thoroughfare. Jeff responded that the Village, the Park District and the Cook Memorial Library (Aspen) were all working together on the development of the traffic route. He will keep the Commissioners informed of further proposals.
- B. Finance and HR Superintendent- Marla DeCicco –report attached.
- C. Recreation Superintendent- Tom Ritter – report attached. In addition Tom informed residents that registration for Youth Basketball was still available, but a late fee will be assessed. Tom also reported that the Theatre Program at the District has been exceptionally well received. There are currently 55 participants enrolled. The next performance will take place in December.
- D. Parks Superintendant – James Kim – report attached. In addition, James reported that the restrooms at VHAC will also be closed October 29. The Century Park North Pavilion restrooms are available all year. Hartman Pavilion restrooms are only available when the facility is rented.
- E. Marketing and Communications Manager- Cheryl Buhmann- report attached.
- F. Lakeview Facility Supervisor – Mark Purcell- report attached.
- G. Commissioner/Committee Reports and Communications-none.
- H. Board Correspondence - President Doerhoefer read aloud a letter from Vernon Hills High School Varsity Softball Coaches thanking the District for their support of the Fall into Softball tournament.

7. Unfinished Business - none

8. New Business

- A. 2018 Park Board Meeting Schedule

President Doerhoefer asked for a motion to approve the 2018 Park Board Meeting Schedule



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Motion by Commissioner Robbins.
Second by Commissioner Meline.
Vote to approve the 2018 Park Board Meeting Schedule.
Ayes: Commissioner Robbins, Meline, Kessler, Doerhoefer
Nays: None. Motion Carries

B. IAPD Annual Business Meeting Credentials

President Doerhoefer asked for Park Board Volunteers to be the District's Delegate and Alternate for the 2018 IAPD Annual Business Meeting on Saturday, January 20, 2018 at 3:30 pm at the Hilton Hotel, Chicago.

President Doerhoefer asked for a motion to appoint himself as the IAPD annual business meeting delegate and Commissioner Kessler as the first alternate.

Motion by Commissioner Meline.
Second by Commissioner Robbins.
Vote to appoint Commissioner Doerhoefer as the IAPD annual business meeting delegate and Commissioner Kessler as the first alternate
Ayes: Commissioner Meline, Kessler, Robbins, Doerhoefer
Nays: None. Motion Carries

C. SRACLC Accessibility Resolution 08-17

President Doerhoefer asked for a motion to approve Resolution 08-17

Motion by Commissioner Meline.
Second by Commissioner Robbins.
Vote to approve SRACLC Accessibility Resolution 08-17.
Ayes: Commissioner Kessler, Robbins, Meline, Doerhoefer
Nays: None. Motion Carries

D. Administrative Policy: Appendix F :OSHA Compliance Policies, Section V. Blood Borne Pathogen Program

President Doerhoefer asked for a motion to approve Section V. of Administrative Policy Appendix F.

Motion by Commissioner Meline.
Second by Commissioner Kessler.
Vote to approve Section V. of Administrative Policy Appendix F.
Ayes: Commissioner Meline, Robbins, Kessler, Doerhoefer
Nays: None. Motion Carries





E. Administrative Policy: Section 1: Board of Park Commissioners, 1.19 Social Media Policy

President Doerhoefer asked for a motion to approve Policy 1.19 in Section 1 of the Administrative Policy.

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Discussion: President Doerhoefer asked Executive Director Jeff Fougrousse to summarize this policy. Jeff deferred to Marketing and Communications Manager Cheryl Buhmann. Cheryl explained that the policy provides guidelines for staff and Park Board Commissioners to use when engaging in the use of Social Media related to the District. President Doerhoefer clarified that as a member of a neighborhood group Facebook page, he has responded on that page to concerns voiced by residents in the community. Before he, or any of the Commissioners reply to a Facebook post, they confer with Jeff. Commissioner Meline commented that the Commissioners should remember that even though any of them may be responding as a citizen or neighborhood resident, most in the community will recognize them as Commissioners of the Park District and may incorrectly assume the response represents the District. He encouraged the Park Board to be mindful of any Social Media responses. Vote to approve Policy 1.19 in Section 1 of the Administrative Policy.

Ayes: Commissioner Robbins, Kessler, Meline, Doerhoefer.

Nays: None. Motion Carries.

F. Administrative Policy: Appendix C: Personnel Policies, Addendum F Social Media Policy

President Doerhoefer asked for a motion to approve Addendum F of the Administrative Policy, Appendix C.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to approve Addendum F of the Administrative Policy, Appendix C.

Ayes: Commissioner Meline, Kessler, Robbins, Doerhoefer

Nays: None. Motion Carries

G. W.W. Grainger Invoice Payable

Ask for a motion to approve the W.W. Grainger invoice in the amount of: \$407.81

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to approve W.W. Grainger invoice in the amount of: \$407.81.

Ayes: Commissioner Robbins, Meline, Kessler, Doerhoefer.

Nays: None. Motion Carries.



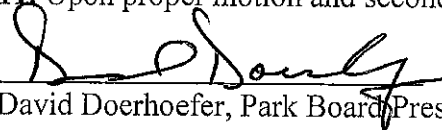



9. Commissioner Comments

- A. Commissioner Ballowe
- B. Commissioner Meline
- C. Commissioner Robbins
- D. Commissioner Kessler
- E. Commissioner Doerhoefer

10. Adjournment

11. Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:50 p.m.


David Doerhoefer, Park Board President


Jeff Fougere, Park Board Secretary

