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**Vernon Hills Park District  
Board of Park Commissioners  
Regular Board Meeting Agenda  
December 14, 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 6:37 p.m. at 635 N. Aspen Drive, Vernon Hills, IL 60061.

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

**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 November 16, 2017
- B. Payables (less Grainger) & Payroll through December 14, 2017 in the amount of \$769,201.55.

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

Motion by Commissioner Ballowe.

Second by Commissioner Kessler.

Vote to approve the Omnibus Vote Agenda.

Ayes: Commissioner Robbins, Ballowe, Kessler, Doerhoefer

Nays: None. Motion Carries

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

**5. Financial Reports for the Period Ending November 30, 2017**

President Doerhoefer confirmed that there are no changes to the financial reports and that they are on file.





## 6. Reports and Communication

- A. Executive Director- Jeff Fougerousse- report attached. In addition, Jeff commented that the Park District is still working with the School District on developing a traffic pattern for the new Kindergarten facility. Commissioner Robbins inquired as to whether the Board will be voting on action regarding the proposed Sullivan Woods Wetlands Development project at the January 25, 2018 regular meeting. President Doerhoefer responded that it was possible based on the information presented and the resident input.
- B. Finance and HR Superintendent- Marla DeCicco-report attached.
- C. Recreation Superintendent- Tom Ritter-report attached. In addition, Tom stated that the "Sled/Skate tab on the district website will provide updates on the sled hill and ice rink operations. Commissioner Robbins inquired about the drop in basketball registrations. Tom reported that even though registration was lower, the overall numbers were still in line with other district participation statistics. Participant surveys of the program are consistently positive.
- D. Parks Superintendent- James Kim-report attached. In addition, James reported that the bridge at Century Park has been re-opened. Vehicle traffic on the bridge is limited to 5 tons. Plans will be made to accommodate fire department vehicles for the July 4<sup>th</sup> fireworks.
- E. Marketing & Communications Manager- Cheryl Buhmann –report attached. In addition, Cheryl reported that 13 Lakeview Fitness passes from the Winter brochure have been turned in. Santa will be visiting Sullivan Community tomorrow to read a story for the preschool children. Public is welcome to attend.
- F. Lakeview Facility Supervisor – Mark Purcell-report attached. Commissioner Ballowe commented on the fact that there seemed to be a good deal of specials for new members to the fitness center. He asked what incentives were available for current members and what the center retention rate was. Mark responded that current members participate in the Fit Rewards program. Commissioner Kessler confirmed that she routinely receives emails regarding the Fit Reward program. President Doerhoefer recommended that a communication to current members be sent out reminding them of the Fit Reward program and it's benefits. Jeff Fougerousse responded that the retention rate is currently in the area of 75%. He also reported that there were approximately 150,000 visitors to the fitness center a year, most of them Vernon Hills residents.
- G. Commissioner/Committee Reports and Communications-none
- H. Board Correspondence -none

## 7. Unfinished Business

## 8. New Business

- A. Marketing/Social Media Presentation – Cheryl Buhmann – Cheryl gave a presentation on the current social media platforms used by the District. The most popular seems to be Facebook. The District also has a Twitter and Instagram presence. Cheryl provided a comparison between 2016 and 2017 when Cassidy Reinhard, Marketing Coordinator took the lead in promoting the social media for the District. In 2017 engagement on all platforms and the number of fans continues to increase dramatically. Cheryl also highlighted the use of Facebook Event Pages and Ads to market programs and special events for the District. President Doerhoefer inquired about adding Snapchat as a platform. Cheryl replied that the demographic that most likely uses Snapchat is not currently consistent with the District. Statistics reflect that the current demographic of the District is women between the ages of 35-44. Snapchat has been used at special events in the filter format which proves popular with those attending the event.
- B. Hawthorn Kindergarten Facility Driveway Update- tabled.



**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  
**Laschen Community Center** 294 Evergreen Drive · Vernon Hills, IL 60061 · Phone 847-996-6806 · Fax 847-996-6928  
**Maintenance Facility** 1400 Indianwood Drive · Vernon Hills, IL 60061 · Phone 847-362-0920 · Fax 847-362-3618  
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C. Ordinance 9-17- An Ordinance for the Assessment and Levy of Taxes for the Year 2017

President Doerhoefer asked for a motion to approve Ordinance 9-17.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to approve Ordinance 9-17.

Ayes: Commissioner Ballowe, Kessler, Robbins, Doerhoefer

Nays: None. Motion Carries

D. Resolution 10-17 – A Resolution adopting a Policy Prohibiting Sexual Harassment

President Doerhoefer asked for a motion to approve Resolution 10-17.

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Vote to approve Resolution 10-17.

Ayes: Commissioner Robbins, Ballowe, Kessler, Doerhoefer

Nays: None. Motion Carries

E. W.W. Grainger Invoice Payable

President Doerhoefer asked for a motion to the W.W. Grainger invoice in the amount of \$456.09.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to approve Resolution 10-17.

Ayes: Commissioner Kessler, Robbins, Ballowe

Abstain: Commissioner Doerhoefer

Nays: None. Motion Carries

9. Commissioner Comments

A. Commissioner Ballowe - Thank you to the staff for another great year and for all you do. Happy Holidays.

B. Commissioner Robbins – Happy and Healthy New Year to residents and staff.

C. Commissioner Kessler – Happy Holidays to everyone and thank you to the staff.

D. Commissioner Doerhoefer –Concur with the other Board members. Thank you to the residents of Vernon Hills and the staff for all their hard work.




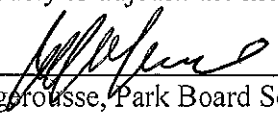
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**10. Adjournment**

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:35 p.m.

  
David Doerhoefer, Park Board President

  
Jeff Fougrouse, Park Board Secretary

