

**Vernon Hills Park District  
Board of Park Commissioners  
Regular Board Meeting Agenda  
March 19, 2015 – 7:00p.m.**

1. **Call to Order** - The regular meeting of the Vernon Hills Board of Park Commissioners was called to order by President Ballowe at 7:00 p.m. at the Laschen Community Center, 294 Evergreen Drive, Vernon Hills.
2. **Roll Call** - Present were: Commissioners Kessler, Meline, Doerhoefer, Ballowe, and Robbins. Staff: Jeff Fougousse, Marla Pineiro, Tom Ritter, Mike Moorman, Matt LaPorte, Cheryl Baron and Amy Darling. Guests Present: James Kim, John Buckner and Kevin Shafer.
3. **Pledge of Allegiance**- President Ballowe led the Pledge of Allegiance.
4. **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 votes on separately.
  - A. Minutes of the Special Board Meeting February 26,2015
  - B. Minutes of the Regular Board Meeting February 26, 2015
  - C. Minutes of the Closed Session Meeting February 26, 2015
  - D. Payables (less Grainger) & Payroll through March 19, 2015- \$507,609.79

President Ballowe asked for a motion to approve items A-D on the Omnibus Agenda.

Motion by Commissioner Doerhoefer to approve items A-D of the Omnibus Vote Agenda. Second by Commissioner Robbins

Vote to approve items A-D of the Omnibus Vote Agenda.

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

Nays: None. Motion Carries

5. **Welcome to Visitors and Guests - Public Comment Period** -None
6. **Financial Reports for the Period Ending February 28, 2015** Superintendent Pineiro reported that there are no changes to the financial reports and that they are on file.

At this time, President Ballowe moved to a New Business item:

7. **SRACLC Annual Association Update** – John Buckner

President Ballowe invited John Buckner, SRACLC Director to the podium to present an update on the program. Mr. Buckner provided an overview of the SRACLC, highlighting areas such as services, statistical information and overall success of the program. Mr.

Buckner also commented that the partnership between SRACLC and the Vernon Hills Park District was greatly appreciated and he thanked the administrative and maintenance staff for their continued support. President Ballowe extended a thank you to Mr. Buckner and his staff for the work that they do

## **8. Reports and Communication**

- A.** Executive Director Jeff Fougrousse – report attached. In addition, Jeff informed the board that he is available to discuss the Deerpath Park projects. Jeff will also be inviting Tom LaLonde from Williams Architects to the April Regular Board Meeting to present renderings for improvements at Sullivan Community Center.
- B.** Finance and HR Superintendent Marla Pineiro-report attached
- C.** Recreation Superintendent Tom Ritter-report attached. In addition, Tom reported that the Hoppin' Holiday Hunt event is sold out. Tom is working on the DCFS application required for the Park District to facilitate the Hawthorn Afterschool Program. Commissioner Kessler inquired as to whether proper helmet fitting was part of the Safety Town curriculum. Tom responded that it was not currently included but could be integrated. Commissioner Kessler also inquired as to the maximum number of runners that could participate in the Loop the Lakes event. Matt LaPorte and Tom agreed that between 250-300 participants would be the maximum.
- D.** Parks Superintendent Mike Moorman- report attached. In addition, Mike reported that new species of trees are being selected for park planting and will add to the overall palette of the parks. James Kim reported that new water features are being installed in the zero depth area of the Family Aquatic Center. These features are an upside down teacup, a wave feature and a waterfall play feature.
- E.** Communications Manager Cheryl Baron - report attached. In addition, Cheryl presented the board with a sample of the new marketing header that will be featured on all district flyers, emails and registration communications. Cheryl also reported that a postcard with park district Pre-school information is being mailed to all Vernon Hills Residents in advance of the Pre-school open house scheduled for Saturday, March 28<sup>th</sup>. Commissioner Meline questioned whether the Living Social deal that is being offered for Family Aquatic Center is financially prudent. Cheryl explained that the district does not typically lose revenue with this offer and it may help to bring in patrons from surrounding communities who may not otherwise make the trip to Vernon Hills. Statistics on the response to the offer are provided in Cheryl's report. Commissioner Doerhoefer suggested the Hawthorn Afterschool Program be featured on the Pre-school postcard to provide residents with information. Tom Ritter responded, by stating that until the District received their DCFS license for that program, marketing or promotion of that program is prohibited by law.
- F.** Lakeview Facilities Supervisor – Matt LaPorte – report attached. In addition, Matt reported that the Lakeview Fitness Center will be closed on Sunday, April 5<sup>th</sup> in observance of Easter. Matt also reported that drop in visitors has decreased slightly and a promotional postcard mailing is being considered.
- G.** Commissioner/Committee Reports and Communications
  - 1)** Liaison to New Affiliates Report – Commissioner Kessler

Commissioner Kessler reported that she attended another meeting of the Vernon Hills Community Baseball and Softball Affiliate. She reported that the affiliate now has four (4) new Board members. They continue to review their budget and are consistently moving in a positive forward direction.

**H. Board Correspondence – Library-Park-Village IGA –** President Ballowe reported that a draft of an agreement between the Village, the Library and the Park District has been received and is under review.

**9. Unfinished Business - none**

**10. New Business - BS&A Financial Software Presentation**

President Ballowe invited Kevin Shafer from BS & A Software to the podium to make a presentation on the new District Financial Software. Mr. Shafer provided an overview of the BS&A business background and the significant number of partnerships with other park district agencies. He also highlighted features of the new software, comparing it to that which is currently used, and the benefits staff could anticipate with a new streamlined and integrated program. President Ballowe thanked Kevin for taking the time to present the new software.

**11. 2015-2019 Strategic Plan**

President Ballowe announced that the 2015-2019 Strategic Plan would be tabled from this agenda as changes to the plan have been recommended.

**12. W.W. Grainger Invoices Payable**

President Ballowe asked for a motion to approve the W.W. Grainger Invoice Payable in the amount of \$775.09.

Motion by Commissioner Robbins to approve the W. W. Grainger Invoice Payable in the amount of \$775.09 Second by Commissioner Kessler  
Vote to approve the W. W. Grainger Invoice Payable in the amount of \$775.09  
Ayes: Commissioner Meline, Robbins, Kessler, Ballowe  
Abstention: Commissioner Doerhoefer  
Nays: None. Motion Carries

**13. Commissioner Comments**

- A. Commissioner Ballowe - none
- B. Commissioner Meline - none
- C. Commissioner Robbins - none

- D. Commissioner Kessler - none
- E. Commissioner Doerhoefer -none

**14. 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 Ballowe 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 Meline to go into Closed Session for the purpose of discussing the Semi-Annual Review, Approval, and/or Release of Closed Session Minutes and Destruction of Audio Tapes.

Second by Commissioner Robbins.

Ayes: Commissioners Doerhoefer, Meline, Kessler, Robbins and Ballowe.

Nay: None. Motion carried.

**15. Action, if any, on Closed Session discussion items**

The commissioners and staff returned to Open Session at 8:31 p.m. President Ballowe 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).

He asked if any commissioner would like to make a combined motion to approve the minutes of the Closed Session held on September 18, 2014 and November 20, 2014 and also to approve making them available to the public, it having been determined by the Board that they no longer require confidential treatment.

Commissioner Meline motioned to approve the minutes of the Closed Session of September 18, 2014 and also to approve making them available to the public it having been determined by the Board that they no longer require confidential treatment. Second by Commissioner Robbins.

Commissioner Robbins motioned to approve the minutes of the Closed Session of November 20, 2014 and not to approve making them available to the public it having been determined by the Board that they still require confidential treatment. Second by Commissioner Meline.

President Ballowe asked for a motion to approve the destruction of audio tapes for April 11, 2013 and April 25, 2013, 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 Robbins to approve the destruction of audio tapes for April 11, 2013 and April 25, 2013, 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. Second by Commissioner Kessler.

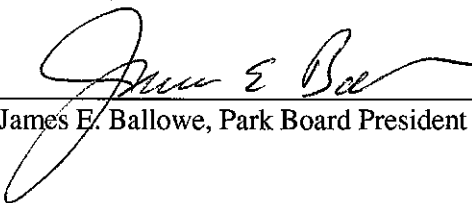
Vice President Ballowe asked if there was further discussion. There being no further discussion he asked for roll call.

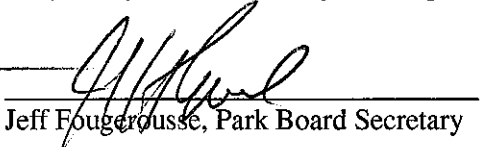
Ayes: Commissioner Kessler, Doerhoefer, Meline, Robbins, Ballowe.

Nays: None. Motion carries.

## 16. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 8:31 p.m.

  
James E. Ballowe, Park Board President

  
Jeff Fougere, Park Board Secretary