



Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting Minutes
September 20, 2018 – 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 6:30 p.m. at 635 N. Aspen Drive, Vernon Hills, IL 60061.

Present: Commissioners Robbins, Ballowe, Meline, Kessler, Doerhoefer. Staff: Jeff Fougerousse, Marla DeCicco, Tom Ritter, Cheryl Buhmann, Mark Purcell, James Kim, 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 August 23, 2018

B. Payables (less Grainger) & Payroll through September 20, 2018 in the amount of \$713,361.62.

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

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to approve the Omnibus Vote Agenda.

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

Nays: None. Motion Carries

4. Financial Reports for the Period Ending August 31, 2018

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

President Doerhoefer recognized Vernon Hills Park District student, Magdalena Zucek, who won a Gold Medal at the 2018 Junior Pan-American Karate Championships this past month. 16 year old Magdalena, a student of Illinois Shotokan Karate Clubs, traveled to Rio de Janiero, Brazil and represented the United States in Kumite. Magdalena trains weekly at the Vernon Hills Park District and has studied for 9 years.



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President Doerhoefer invited members of the Hawthorn D73 School Board to the podium. School Board President Sonali Patil and Director of Finance and Business Operations Abe Singh presented information on the upcoming referendum. Information included facility needs, student population and anticipated growth. Dr. Joseph Porto, Interim Superintendent further commented on needs of the District. President Sonali invited the general public to attend future presentations as they became scheduled. President Doerhoefer thanked the School Board for taking the time to share the information.

6. Unfinished Business – Conduct Ordinance Review – Executive Director Jeff Fougousse will provide updated information at the October 25 Regular Board Meeting.

President Doerhoefer announced that New Business would precede Staff Reports and Communication.

7. New Business

A. Annual Affiliate Review

Vernon Hills Community Baseball/Softball, Vernon Hills Soccer Club, The Vernon Hills Sports Club, Vernon Hills Lady Cougars Feeder Basketball, and the Vernon Hills Stingers Softball affiliates each provided an update on their programs. Each provided registration, financial and leadership information. In addition, each affiliate was provided the opportunity to highlight program updates and plans as well as make any requests to the Park District for assistance. All of the affiliates commented on the cooperative relationship and support received by the Park District. President Doerhoefer thanked the affiliates for their dedication and their commitment to the children in the community and encouraged members of the community to recognize their efforts and time spent.

- B. Knutte & Associates CAFR Presentation - President Doerhoefer invited Dave Knutte of Knutte & Associates to podium to present FY 17-18 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 2017. 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.

C. Knutte & Associates Engagement Renewal

President Doerhoefer asked for a motion to approve the engagement of Knutte & Associates to provide services to the Vernon Hills Park District for the years ending May 31, 2019; May 31, 2020; and May 31, 2021.



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Motion by Commissioner Robbins to approve the Knute & Associates Engagement Renewal.
Second by Commissioner Kessler.

Vote to approve the Knute & Associates Engagement Renewal.

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

Nays: None. Motion Carries

D. 2019-2023 Masterplan

President Doerhoefer announced that The Park District Masterplan is a planning document that focuses on parks and facilities. The district is in the initial stages of updating this plan for 2019-2023. Any members of the public that would like to comment or discuss this plan are welcome to contact our Executive Director Jeff Fougousse. The current Masterplan document is posted on the district website.

E. Trane Solar Proposal/Recommendation

Aaron Raftery from Trane/Ingersoll Rand presented additional information related to the rooftop solar panel project at the Park Maintenance facility.

President Doerhoefer asked for a motion to advance the rooftop solar panel project with Trane/Ingersoll Rand.

Motion by Commissioner Ballowe to advance the rooftop solar panel project with Trane/Ingersoll Rand.

Second by Commissioner Robbins.

Vote to advance the rooftop solar panel project with Trane/Ingersoll Rand.

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

Nays: None. Motion Carries

F. Personnel Manual Revisions

President Doerhoefer asked for a motion to approve the following revisions to the Personnel Manual:

1. Section 4.05 Employment Selection Procedures
2. Section 4.07 Employment Conditions
3. Section 4.08 Guidelines for Employee Conduct

Motion by Commissioner Ballowe to approve the revisions to the Personnel Manual.

Second by Commissioner Robbins.

Vote to approve the revisions to the Personnel Manual.

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Ayes: Commissioner Kessler, Meline, Ballowe, Robbins, Doerhoefer.
Nays: None. Motion Carries

G. W.W. Grainger Invoice Payable

President Doerhoefer asked for a motion to approve the W.W. Grainger invoice in the amount of \$1061.59

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to approve the W.W. Grainger Invoice in the amount of \$1061.59.

Ayes: Commissioner Ballowe, Robbins, Meline, Kessler.

Abstain: Doerhoefer

Nays: None. Motion Carries

8. Reports and Communication

- A.** Executive Director- Jeff Fougousse- report attached. In addition Jeff announced for the public that a consolidated election will take place for one park board seat on April 22, 2019. Interested candidates can download the application from the Lake County Clerk website or contact Jeff directly.
- B.** Finance and HR Superintendent – Marla DeCicco- report attached. In addition, Marla announced the vacancy of the Lakeview Facility Manager position due to the retirement of current Facility Manager, Mark Purcell.
- C.** Recreation Superintendent- Tom Ritter –report attached. In addition, Tom reminded the public of the Annual Trivia Night taking place on Friday, September 28. Space is still available.
- D.** Parks Superintendent- James Kim –report attached. In addition, Park District staff will be giving hayrides at Oktoberfest this Saturday at the Metra Station. The second Arbor Walk series will take place on October 20th. An 8:00 am walk will start at Century Park North Pavilion. A 10:00 am walk will take place through the Oak Savannah at Sullivan Woods. Starting location to be determined.
- E.** Marketing & Communications Manager- Cheryl Buhmann –report attached. In addition, Cheryl thanked the residents who participated in the Glow Walk last Friday. Over 200 were in attendance.
- F.** Lakeview Facility Manager- Mark Purcell- report attached. In addition, Mark mentioned the Health and Safety Fair public which will take place on October 3rd. This event is open to the public. Mark also confirmed that the deck shower is now operational and signage is posted. President Doerhoefer, on behalf of the Board, congratulated Mark on his retirement and thanked him for his service to the District.
- G.** Commissioner/Committee Reports and Communications- none
- H.** Board Correspondence- none



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9. Commissioner Comments

- A. Commissioner Ballowe - none.
- B. Commissioner Meline – none.
- C. Commissioner Robbins – none.
- D. Commissioner Kessler – thank you to the athletic club affiliates who took the time to attend. Their work is very much appreciated. If there is anything the Board or staff can help with, please feel free to reach out.
- E. Commissioner Doerhoefer – none.

10. President Doerhoefer asked for a motion to go into 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.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Vote to close this portion of the meeting and to convene in Closed Session.

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

Nays: None. Motion Carries.

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

The Commissioners and staff returned to Open Session at 7:47 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 March 22, 2018 and May 24, 2018 available to the public it having been determined by the Board that they no longer require confidential treatment. Motion by Commissioner Meline. 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 Robbins.

President Doerhoefer asked for a motion to approve the destruction of audio tapes of the Closed Sessions held December 15, 2016 and February 23, 2017 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. Second by Commissioner Kessler.



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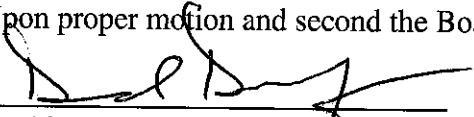
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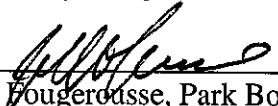


12. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 8:19 p.m.



David Doerhoefer, Park Board President



Jeff Bougerousse, Park Board Secretary



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