



**Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting Minutes
January 17, 2019 – 6:30 p.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 6:33 p.m. at 635 N. Aspen Drive, Vernon Hills, IL 60061.

Present: Commissioners Robbins, Doerhoefer, Kessler.

Staff: Jeff Fougerousse, Tom Ritter, Cheryl Buhmann, Joseph Zimmerman, Marla DeCicco, James Kim, Amy Darling.

Absent: Commissioner Meline, Ballowe

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 Special Board Meeting, December 13, 2018

B. Minutes of the Truth in Taxation Hearing, December 13, 2018

C. Minutes of the Regular Board Meeting, December 13, 2018

D. Payables (less Grainger) & Payroll through January 17, 2019 in the amount of \$843,715.44

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

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Discussion: none.

Vote to approve the Omnibus Vote Agenda.

Ayes: Commissioner Robbins, Kessler, Doerhoefer.

Nays: None. Motion Carries

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

President Doerhoefer confirmed that there were no changes or additions to Financial Reports and if they are currently on file

5. Welcome to Visitors and Guests - Public Comment Period - None

6. Unfinished Business – None





7. 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 Superintendent- James Kim –report attached.
- E. Facility Manager-Joe Zimmerman-report attached.
- F. Marketing & Communications Manager- Cheryl Buhmann – report attached.
- G. Commissioner/Committee Reports and Communications -None
- H. Board Correspondence - None

8. New Business

- A. Ordinance 01-19: AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source) Series 2013A, of the Vernon Hills Park District, Lake County, Illinois

President Doerhoefer asked for a motion to approve Ordinance 01-19.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Discussion: none.

Vote to approve Ordinance 01-19.

Ayes: Commissioner Kessler, Robbins, Doerhoefer.

Nays: None. Motion Carries

- B. Ordinance 02-19 : AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source) Series 2016A, of the Vernon Hills Park District, Lake County, Illinois

President Doerhoefer asked for a motion to approve Ordinance 02-19.

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Discussion: none.

Vote to approve Ordinance 02-19.

Ayes: Commissioner Robbins, Kessler, Doerhoefer.

Nays: None. Motion Carries



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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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C. 2019/2020 Salary Classification and Merit Increase Recommendation

President Doerhoefer asked for a motion to approve the 2019/2020 Salary Classification Schedule and Merit Recommendation.

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Discussion: Commissioner Robbins inquired how a merit increase is awarded when an employee has reached the top of their salary range. Jeff explained that the merit increase is calculated and paid in a one time lump sum to the employee. Commissioner Robbins further inquired if that lump sum payment qualifies toward retirement benefit calculation to which Jeff replied it does not. Commissioner Robbins then inquired how often the maximum of the salary ranges were reviewed. Jeff replied that the ranges are reviewed every fiscal year. Commissioner Kessler wished to clarify that the merit increase was discretionary based on a supervisors recommendation for the employee. Jeff explained that each employee participates in an annual review with their supervisor that determines the merit increase recommended for that employee. Jeff further clarified that the approved merit increase is capped and if an employee requests more than the approved cap, a compelling basis must be present.

Vote to approve the 2019/2020 Salary Classification Schedule and Merit Recommendation.

Ayes: Commissioner Kessler, Robbins, Doerhoefer.

Nays: None. Motion Carries

- D. Kelli Garvanian Playground – Executive Director Fougrousse shared that the park board has selected a desired choice for the design of the new playground. James Kim will proceed with Gametime on the project. President Doerhoefer will reach out to former Commissioner Garvanian with an update on the selected design and timeline of the project. Commissioner Kessler inquired if the grant award is guaranteed for the district. Jeff responded that while not guaranteed, in the last two years, every applicant to Gametime has been awarded the grant. He further explained that the grant does limit the choice of amenities for the applicant. If the grant is not awarded, the district will take the necessary steps to pursue other vendors or consider alternate options.
- E. Kindergarten Traffic Plan – Commissioner Kessler attended the Public Officials and Administrator meeting Wednesday night where the plan was discussed. She expressed growing concern at the meeting that under the current plan, any vehicles that were parked in the outermost rows would essentially be blocked in by kindergarten parents staged to pick up their students. The ability to back out of any parking stall would be eliminated creating further backup and congestion. A solution would be to relocate the district skate park, creating enough room for both the staging parents and any patrons or staff of the Sullivan Center to move in and out of the parking lot. Commissioner Kessler expressed the continued desire of the park district to be a good neighbor to both the school district and the patrons of the Sullivan Center but hopes an alternative plan will be developed.



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F. W.W. Grainger Invoice Payable

President Doerhoefer asked for a motion to approve the W.W. Grainger invoice in the amount of \$2655.84

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Discussion: none.

Vote to approve the W. W. Grainger invoice in the amount of \$2655.84.

Ayes: Commissioner Kessler, Robbins.

Abstain: Commissioner Doerhoefer

Nays: None. Motion Carries

9. Commissioner Comments


A. Commissioner Robbins -none

B. Commissioner Kessler -none


C. Commissioner Doerhoefer – Thank you to Commissioner Kessler for attending the Public Official and Administrators meeting on behalf of the park district.

10. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:20 p.m.



David Doerhoefer, Park Board President



Jeff Fougousse, Park Board Secretary



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