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**Vernon Hills Park District  
Board of Park Commissioners  
Regular Board Meeting Minutes  
February 28, 2019 – 7:00 p.m.**

**1. Call to Order and Roll Call**

Executive Director Jeff Fougousse requested a motion to appoint Vice President Ballowe as President Pro-tem.

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Vote to appoint Commissioner Ballowe as President Pro-Tem.

Ayes: Commissioner Kessler, Robbins, Ballowe.

The regular meeting of the Vernon Hills Board of Park Commissioners was called to order by President Pro-Tem Ballowe at 7:04 p.m. at 635 N. Aspen Drive, Vernon Hills, IL 60061.

Present: Commissioners Robbins, Ballowe, Kessler.

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

Commissioner Meline arrived at 7:30 p.m.

Absent: Commissioner Doerhoefer.

**2. Pledge of Allegiance-** President Pro-tem Ballowe 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, January 17, 2019

B. Minutes of the Regular Board Meeting, January 17, 2019

C. Payables (less Grainger) & Payroll through February 28, 2019 in the amount of: \$1,125,975.44

President Pro-tem Ballowe asked for a motion to approve items on the Omnibus Agenda

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Discussion: none.

Vote to approve the Omnibus Vote Agenda.

Ayes: Commissioner Robbins, Kessler, Ballowe.

Nays: None. Motion Carries



**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

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

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#### **4. Financial Reports for the Period Ending January 31, 2019**

President Pro-tem Ballowe 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**

##### **A. IAPD/IPRA Community Service Awards**

President Pro-tem Ballowe invited Luis Garcia of Buffalo Wild Wings to the podium and presented a Community Service Award in recognition of their dedicated and professional partnership with the park district.

President Pro-tem Ballowe invited Tom Ritter, Park District Superintendent of Recreation to the podium. Tom presented a Community Service Award to Rocco Pesola in recognition for his years of service and many accomplishments with the Lady Cougars Feeder Basketball program.

President Pro-tem Ballowe invited Commissioner Kessler to the podium. Commissioner Kessler presented a Community Service Award to Bill Polson in recognition for his years of service and many accomplishments with Vernon Hills Community Baseball and Softball.

President Pro-tem invited Jeff Wilgus to the podium and presented a Community Service Award in recognition for his years of service to athletics and most recently as the President of the Vernon Hills Sports Club.

#### **6. Unfinished Business -none**

#### **7. Reports and Communication**

- A. Executive Director- Jeff Fougerousse- report attached.** In addition, Jeff thanked Commissioners Ballowe and Kessler for attending the liaison meeting with Village. Jeff reported that staging for kindergarten facility is scheduled to begin in April. Jeff will plan to attend a summer school board meeting to introduce PALS to new administration. Commissioner Kessler inquired as to the expected impact construction vehicles will have on traffic flow. Jeff explained that the preliminary staging will mostly be heavy equipment that will use the Family Aquatic Center lot until the pool opens. At that time, the heavy equipment will use the Elementary South parking lot.
- B. Finance and HR Superintendent – Marla DeCicco – report attached.**
- C. Recreation Superintendent- Tom Ritter – report attached.** In addition, Tom reported that the Superhero event has had 140 registered. There are 60 plots available for community garden. Commissioner Robbins inquired on the minimum age requirement for a job with the district. Tom replied the minimum age is 15.



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- D. Parks Superintendent- James Kim – report attached. In addition, James reported that he hopes to receive a no further remediation letter for the fuel tank at the old park maintenance facility by this Fall.

James asked for direction on whether to pursue building in charges to contractors who complete a project past the due date as well as the option to include an early completion incentive. Commissioner Ballowe replied that he has had experience with contractors who inflate a bid to cover the possibility of late completion. He supports the staff recommendation. Commissioner Kessler supports the staff recommendation but would like to use the build in on more time sensitive case by case projects. She asked if there has been a problem with contractors finishing projects on time to which James replied yes. Both Commissioners Meline and Robbins support staff and prefer a case by case approach.

- E. Facility Manager-Joe Zimmerman- report attached.  
F. Marketing & Communications Manager- Cheryl Buhmann- report attached.  
G. Commissioner/Committee Reports and Communications- Commissioner Ballowe reported on the liaison meeting with Village staff. The future of the Laschen site was discussed. The consensus was to keep three of the current tennis courts and add a playground. Village has some funding that may help with the tennis courts. Jeff will work with the Village on scheduled renovation of tennis courts. There was also a discussion on possible programs at Century Park South when construction is completed such as the Farmers Market and Food Truck events. There was discussion regarding the kindergarten building traffic flow. There is still a strong desire on part of the park district that the school district or village to help move the skate park.  
H. Board Correspondence - none

## 8. New Business

- A. Resolution 01-19: A Resolution Authorizing Park Board President to Extend Janitorial Services Contract between The Vernon Hills Park District and CRYSTAL MAINTENANCE in the amount of \$67,860.00 for FY19/20.

President Pro-tem Ballowe asked for a motion to approve Resolution 01-19

Motion by Commissioner Kessler.

Second by Commissioner Robbins.

Discussion: none.

Vote to approve Resolution 01-19.

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

Nays: None. Motion Carries





## B. Park District Mowing Bid Award Recommendation

President Pro-tem Ballowe asked for a motion to award the Park Mowing 2019 bid to Gilio Landscape Contractors out of Arlington Heights for the amount of \$55,366 for mowing season 2019 for 31 weeks of park mowing services.

Motion by Commissioner Meline.

Second by Commissioner Kessler.

Discussion: none.

Vote to award the Park Mowing 2019 bid to Gilio Landscape Contractors out of Arlington Heights for the amount of \$55,366 for mowing season 2019 for 31 weeks of park mowing services.

Ayes: Commissioner Robbins, Meline, Kessler, Ballowe.

Nays: None. Motion Carries

## C. Grosse Pointe Retaining Wall Recommendation

Parks Superintendent James Kim outlined a plan to move forward with a burn to replace the damaged wall at Grosse Pointe Park. This solution was recommended by engineers who studied the collapsed wall. This project would precede the future plan to masterplan the park and the decision to install a burn could impact the future of the ballfields. The park board agreed that although the current site is safe, the wall is unsightly. Commissioner Kessler asked if it would be prudent to wait and complete all of the work at the same time to avoid any issues with the ballfield construction. The consensus was to move forward a the bid process for this project.

President Pro-tem Ballowe asked for a motion to obtain bid pricing for the Grosse Pointe retaining wall project.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Discussion: none.

Vote to approve obtaining bid pricing on the Grosse Pointe retaining wall project.

Ayes: Commissioner Kessler, Robbins, Meline, Ballowe.

Nays: None. Motion Carries





#### D. TVSS Electrical Equipment Recommendation

Superintendent of Parks James Kim summarized a recommendation from PDRMA. During the most recent Loss Control Review by PDRMA, it was recommended to install devices on the main electrical panel to suppress any electrical surges coming into Sullivan Center and Lakeview Center. This Transient Voltage Surge Suppressor (TVSS) system would help eliminate any unfortunate equipment failures due to a power surge. This TVSS would take the brunt of the surge and reset the main electrical panel. We contracted out the electrical engineering to W.T. Engineering for both design and construction plans. James presented a recommendation to proceed with Umbdenstock Electric in the amount of \$12,080.00 to complete this work on updating our electrical systems at Sullivan Center and Lakeview Fitness.

President Pro-tem Ballowe asked for a motion to approve installation of a TVSS system at Sullivan Center and Lakeview Fitness.

Motion by Commissioner Kessler.  
Second by Commissioner Robbins.  
Discussion: none.

Vote to approve installation of a TVSS system at Sullivan Center and Lakeview Fitness.

Ayes: Commissioner Robbins, Kessler, Meline, Ballowe.

Nays: None. Motion Carries

E. W.W. Grainger Invoice Payable - none

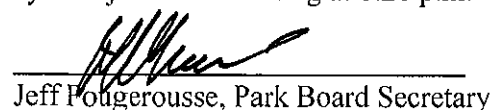
#### 9. Commissioner Comments

- A. Commissioner Ballowe - Don't forget to get your ticket and attend the Craft Beer Event.
- B. Commissioner Meline - none
- C. Commissioner Robbins -none
- D. Commissioner Kessler -none
- E. Commissioner Doerhoefer

#### 10. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 8:20 p.m.

  
James Ballowe, Park Board President Pro-tem

  
Jeff Pougrouse, Park Board Secretary

