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Vernon Hills Park District  
Board of Park Commissioners  
Regular Board Meeting Minutes  
December 19, 2019 – 7:00p.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 7:04 p.m. at 635 N. Aspen Drive, Vernon Hills, IL 60061.

Present: Commissioners Ballowe, Meline, Kessler, Robbins, Doerhoefer.

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

Attorney: Andrew Paine

Guests Present: Steven Kessler, Duncan Kessler.

**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 Meeting November 21, 2019**

**B. Payables (less Grainger) & Payroll through December 13, 2019 in the amount of \$630,544.75.**

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

Motion by Commissioner Kessler.

Second by Commissioner Meline.

Discussion: none.

Vote to approve the Omnibus Vote Agenda.

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

Nays: None. Motion Carries

**4. Financial Reports for the Period Ending November 30, 2019**

President Doerhoefer confirmed with Marla DeCicco that the financial reports for the period ending November 30, 2019 are currently on file.



**Sullivan Community Center** 635 N. Aspen Drive • Vernon Hills, IL 60061 • Phone 847-996-6800 • Fax 847-996-6801

**Lakeview Fitness** 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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President Doerhoefer asked for a motion to approve the financial reports for the period ending November 30, 2019 pending audit adoption.

Motion by Commissioner Robbins.

Second by Commissioner Ballowe.

Discussion: none.

Vote to approve the Financial Reports for the period ending November 30, 2019 pending audit adoption.

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

Nays: None. Motion Carries.

5. Welcome to Visitors and Guests - Public Comment Period

Board Member Service Recognition for Commissioner Cynthia Kessler

President Doerhoefer invited Commissioner Kessler to the podium whereby she was presented with the IAPD 10 Year Service Award. Commissioner Kessler thanked her fellow board members and recognized the staff of the Park District for their continued commitment to excellence.

6. President Doerhoefer asked for a motion that the Board close this portion of the meeting to the public and convene in closed session under Section 2(c)11 of the Open Meetings Act for the purpose of Board consideration of pending, or probable or imminent litigation against, affecting or on behalf of the District.

Motion by Commissioner Ballowe.

Second by Commissioner Kessler.

Discussion: none.

Vote to close this portion of the meeting and convene in closed session under Section 2(c)11 of the Open Meetings Act.

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

Nays: None. Motion Carries.

The Commissioners and staff returned to Open Session at 7:39 p.m.

Present: Commissioners Ballowe, Meline, Kessler, Robbins, Doerhoefer.

President Doerhoefer stated that the Board met in in closed session under Section 2(c)11 for the purpose of considering pending, or probable or imminent litigation against, affecting or on behalf of the District and that no final action will be taken on matters discussed in this meeting.



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7. Unfinished Business –none

8. Reports and Communication

- A. Executive Director- Jeff Fougerousse- report attached. In addition, Jeff reported that approximately 20 people were in attendance at the Community Meeting for the skate park renovation project held directly prior to the board meeting this evening. Commissioner Kessler inquired as to whether there were dedicated lights for the skate park and if so, were they on a timer system. James responded that there were no dedicated lights, but the parking lot lights cast lighting into the skate park. He would follow up on the timer settings. A photometric study would be required to install dedicated lighting but there are options that could be considered for the new park.
- B. Finance and HR Superintendent – Marla DeCicco-report attached.
- C. Recreation Superintendent- Tom Ritter –report attached. In addition, Tom commented that youth basketball coaches are needed and encouraged parents of participants to volunteer. The Polar Express Story Time Train event is currently sold out. Tom confirmed for President Doerhoefer that a balloon drop is still planned for the New Year’s Eve event since it is moved to the gym.
- D. Parks Superintendent- James Kim –report attached. In addition, James reported that the Kiddie Korral playground equipment will be stored at the park maintenance facility prior to installation.)
- E. Marketing & Communications Manager- Cheryl Buhmann –report attached. In addition, Cheryl reported that materials are being developed for the upcoming Little Learner’s preschool open house and information session at library.
- F. Facility Manager- Joe Zimmermann-report attached.
- G. Commissioner/Committee Reports and Communications- none
- H. Board Correspondence -none

9. New Business

A. PARC Grant Program Resolution of Authorization

President Doerhoefer asked for a motion to approve the PARC Grant Program Resolution of Authorization.

Motion by Commissioner Robbins.

Second by Commissioner Kessler.

Discussion: none.

Vote to approve the PARC Grant Resolution.

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

Nays: None. Motion Carries





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**B. Amended Alcohol and Drug Abuse Policy effective January 1<sup>st</sup>, 2020.**

President Doerhoefer asked for a motion to approve amendments to the Personnel Policy, Addendum B: Alcohol and Drug Abuse Policy

Motion by Commissioner Ballowe.

Second by Commissioner Meline.

Discussion: Commissioner Ballowe asked Marla to confirm that cannabis will not be included in a post offer employment screening. Marla confirmed that the policy had been revised to remove cannabis from post offer, pre-employment screening.

Vote to approve amendments to Addendum B: Alcohol and Drug Abuse Policy.

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

Nays: None. Motion Carries

**C. Ordinance 06-19: An Ordinance for the Levy and Assessment of Taxes for the Year 2019**

President Doerhoefer asked for a motion to approve Ordinance 06-19: An Ordinance for the Levy and Assessment of Taxes for the Year 2019

Motion by Commissioner Ballowe.

Second by Commissioner Meline.

Discussion: none.

Vote to approve Ordinance 06-19.

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

Nays: None. Motion Carries.

**D. W.W. Grainger Invoice Payable**

President Doerhoefer asked for a motion to approve the W.W. Grainger Invoice Payable in the amount of \$599.86.

Motion by Commissioner Ballowe.

Second by Commissioner Robbins.

Discussion: none.

Vote to approve the W.W. Grainger invoice in the amount of \$599.86.

Ayes: Commissioner Robbins, Ballowe.

Abstain: Commissioner Doerhoefer

Nays: None. Motion Carries





**E. Adoption of 2019 CAFR (Audit)**

President Doerhoefer asked for a motion to table Item E, Adoption of 2019 CAFR (Audit) to the January 16, 2020 Regular Park Board Meeting.

Motion by Commissioner Kessler.

Second by Commissioner Meline.

Discussion: none.

Vote to table Item E- Adoption of 2019 CAFR (Audit).

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

Nays: None. Motion Carries

**F. Discussion of and potential action regarding the District's Engagement Agreement with Sikich LLP for Auditing Services dated August 6, 2018.**

President Doerhoefer asked for a motion to table Item F, Discussion of and potential action regarding the District's Engagement Agreement with Sikich LLP for Auditing Services dated August 6, 2018 to the January 16, 2020 Regular Park Board Meeting.

Motion by Commissioner Ballowe.

Second by Commissioner Meline.

Discussion: none.

Vote to table Item F - Discussion of and potential action regarding the District's Engagement Agreement with Sikich LLP for Auditing Services dated August 6, 2018.

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

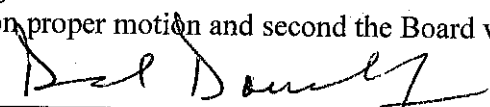
Nays: None. Motion Carries

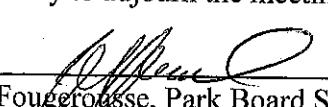
**10. Commissioner Comments**

- A. Commissioner Ballowe -Happy Holidays
- B. Commissioner Meline – Happy Holidays
- C. Commissioner Robbins – Happy Holidays
- D. Commissioner Kessler – Happy Holidays
- E. Commissioner Doerhoefer –Happy Holidays

**11. Adjournment**

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 8:09 p.m.

  
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David Doerhoefer, Park Board President

  
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Jeff Fougere, Park Board Secretary

