



---

Vernon Hills Park District  
Board of Park Commissioners  
Regular Board Meeting Minutes  
April 23, 2020 – 6:30p.m.

This meeting was conducted remotely per Executive Order 2020-07 in response to COVID-19. Preceding the Call to Order, President Doerhoefer provided the methods by which the meeting could be accessed by the public.

**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.

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

Staff: Jeff Fougerousse, Marla DeCicco, Tom Ritter, James Kim, Cheryl Buhmann, Joe Zimmerman and 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 Special Board Meeting March 19, 2020

**B.** Minutes of the Regular Board Meeting March 19, 2020

**C.** Minutes of the Special Board Meeting April 7, 2020

**D.** Payables & Payroll through April 23, 2020 in the amount of \$451,157.43.

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, Kessler, Meline, Ballowe, Doerhoefer.

Nays: None. Motion Carries

**4. Welcome to Visitors and Guests - Public Comment Period-** None.

**5. Financial Reports for the Period Ending March 31, 2020**



**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

[www.vhparkdistrict.org](http://www.vhparkdistrict.org)



President Doerhoefer confirmed with Marla DeCicco that there were no changes to the financial reports and are they currently on file.

## 6. 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. Marketing & Communications Manager- Cheryl Buhmann- report attached.
- F. Facility Manager – Joseph Zimmermann- report attached.
- G. Commissioner/Committee Reports and Communications- none.
- H. Board Correspondence- President Doerhoefer read aloud a thank you letter from the Cougar Athletic Boosters. The Boosters thanked the Vernon Hills Park District for the donation to the annual fundraiser.

## 7. Unfinished Business

- A. FAC Update

Executive Director Fougerousse provided the most up to date information regarding the status of other district aquatic facilities. He also reviewed a memorandum provided to the board on multiple operation options for the Family Aquatic Center. Currently, lifeguard commitment is at approximately 50% of need and pass sales remain low. There has been no direction from ILDPH which will ultimately determine the decision to open the facility. If allowed to operate, the best case opening date seems to be no sooner than June 20 to accommodate staff training and pool preparation. Commissioner Ballowe feels this date is optimistic. He is also concerned with opening for a short season and the financial loss it could present to the district. Commissioner Meline is hopeful that the district could find a way to open in a limited capacity to provide the amenity to the community who will be anxious to have things to do after the stay at home is lifted. Commissioner Kessler is concerned about opening the facility. Noting the low staff commitment, low pass sales as well as social distancing requirements she would like to consider utilizing Lakeview in other ways. Commissioner Meline cautioned against using the current status of staff interest and pass sales as a deciding factor as the public is still unsure about what July may look like. He would like to continue to research partial opening options as time progress. The consensus of the board is to continue to monitor ILDPH information over the next 10 days. If the state permits aquatic facilities to open, a community survey may be considered to see if interest is high enough given whatever restrictions may need to be in place.

## 8. New Business

- A. Executive Director 2020-2021 Work Plan Adoption

President Doerhoefer asked for a motion to approve the 2020-2021 Workplan.  
Motion by Commissioner Robbins.  
Second by Commissioner Kessler.  
Discussion: none.



**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  
[www.vhparkdistrict.org](http://www.vhparkdistrict.org)



Vote to approve the 2020-2021 Executive Director Work Plan.

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

Nays: None. Motion Carries

- B. Resolution 02-20: A RESOLUTION AUTHORIZING PARK BOARD PRESIDENT TO EXTEND JANITORIAL SERVICES CONTRACT BETWEEN THE VERNON HILLS PARK DISTRICT AND CRYSTAL MAINTENANCE in the amount of \$68,538.60.

President Doerhoefer asked for a motion to approve Resolution 02-20

Motion by Commissioner Ballowe.

Second by Commissioner Kessler.

Discussion: none.

Vote to approve the Resolution 02-20.

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

Nays: None. Motion Carries

- C. Resolution 03-20 : A RESOLUTION AUTHORIZING PARK BOARD PRESIDENT TO EXTEND MOWING SERVICES CONTRACT BETWEEN THE VERNON HILLS PARK DISTRICT AND GILIO LANDSCAPING in the amount of \$56,730.00.

President Doerhoefer asked for a motion to approve Resolution 03-20.

Motion by Commissioner Robbins.

Second by Commissioner Meline.

Discussion: none.

Vote to approve the Resolution 03-20.

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

Nays: None. Motion Carries

- D. Resolution 04-20: A RESOLUTION AUTHORIZING PARK BOARD PRESIDENT TO EXTEND LANDSCAPE SERVICES CONTRACT BETWEEN THE VERNON HILLS PARK DISTRICT AND BALANCED ENVIRONMENTS in the amount of \$50,072.00.

President Doerhoefer asked for a motion to approve Resolution 04-20.

Motion by Commissioner Ballowe.

Second by Commissioner Meline.

Discussion: none.

Vote to approve the Resolution 04-20.

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

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** 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

[www.vhparkdistrict.org](http://www.vhparkdistrict.org)



**E. Resolution 05-20 A RESOLUTION AUTHORIZING PARK BOARD PRESIDENT TO EXTEND CAMP BUS SERVICES CONTRACT BETWEEN THE VERNON HILLS PARK DISTRICT AND DURHAM SCHOOL SERVICES in the amount of \$42.70/per hour.**

President Doerhoefer asked for a motion to approve Resolution 05-20.

Motion by Commissioner Meline.

Second by Commissioner Kessler.

Discussion: Commissioner Robbins commented that this increase seemed significantly higher than those that had been presented for the other contract extensions. President Doerhoefer confirmed that bus service expenses have increased significantly across the community. Commissioner Ballowe further clarified that if summer camp bus service is not required the district will not be under any contractual burden financially.

Vote to approve the Resolution 05-20.

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

Nays: None. Motion Carries

**F. Peterson Park Shelter Roof Repair Recommendation**

President Doerhoefer asked for a motion to award the project to Anthony Roofing of Tecta America in the amount of \$31,187.38.

Motion by Commissioner Robbins.

Second by Commissioner Ballowe.

Discussion: Commissioner Ballowe questioned whether the skylight proposed in the project added significant cost. James indicated that the skylight is for the restroom and the current lighting is already sufficient. Removing the skylight would reduce the cost of the project and may prevent future issues related to leaking.

The motion was modified to allow staff to renegotiate a price for the project without the skylight with Anthony Roofing of Tecta America. Once the amount is confirmed, Jeff will present to individual board members for approval.

Vote to approve modified motion to renegotiate the contract with Anthony Roofing.

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

Nays: None. Motion Carries

**G. Semi-Annual Review, Approval, and/or Release of Closed Session Minutes and Destruction of Audio Tapes**



**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

[www.vhparkdistrict.org](http://www.vhparkdistrict.org)



President Doerhoefer stated that the purpose of the semi-annual review is to:

1. Determine whether closed session minutes no longer require confidential treatment and can be made available for public inspection;
2. Determine if the need for confidentiality still exists for remaining closed session minutes, or portions thereof, not previously released for public inspection;
3. Determine whether approval of the destruction of the audio tapes of any closed session held is appropriate after a finding that the minutes as approved meet the written minute requirements of the Open Meetings Act and at least 18 months have passed since the meetings were held.

President Doerhoefer stated that minutes recommended for release are:  
September 19, 2019 and December 19, 2019

President Doerhoefer stated that audiotapes recommended for destruction are:  
May 24, 2018

President Doerhoefer asked if any commissioner would like to make a motion to make the minutes of the Closed Sessions of September 19, 2019 and December 19, 2019 be made available to the public it having been determined by the Board that they no longer require confidential treatment? Motion by Commissioner Ballowe, Second by Commissioner Kessler.

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

President Doerhoefer asked if any commissioner would like to make a 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 Ballowe, Second by Commissioner Robbins.

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

President Doerhoefer asked if any commissioner would like to make a motion to approve the destruction of audio tapes of the Closed Sessions held May 24, 2018 it having been determined by the Board that appropriate minutes were recorded as approved and meet the written minutes requirements of the Open



**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  
[www.vhparkdistrict.org](http://www.vhparkdistrict.org)



---

Meetings Act and at least 18 months have passed since the meetings were held? Motion by Commissioner Meline, Second by Commissioner Robbins.

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

Nays: None. Motion Carries

#### H. Lakeview Operating Hours

Executive Director Jeff Fougousse reported that when Lakeview Fitness re-opens, the facility will close at 9pm Monday thru Friday and will close at 6pm on Saturday and Sunday.

There were no questions or comments from the board and consensus was given.

#### 9. Commissioner Comments

A. Commissioner Ballowe -none

B. Commissioner Meline -none

C. Commissioner Robbins -none

D. Commissioner Kessler -none

E. Commissioner Doerhoefer- be safe and social distance. The more we do it now, the sooner we can all get back.

#### 10. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:41 p.m.

---

David Doerhoefer, Park Board President

---

Jeff Fougousse, Park Board Secretary



**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

[www.vhparkdistrict.org](http://www.vhparkdistrict.org)