



Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting

August 25, 2022
635 N. Aspen Drive
Vernon Hills, IL 60061

Minutes

1. Call to Order and Roll Call - President Doerhoefer called the meeting to order at 6:00 pm.

Present: Commissioners Robbins, Kessler, Sente, Giraldo, Doerhoefer.
Staff: Jeff Fougerousse, Jessica Mitchell, Tom Ritter, James Kim, Cheryl Buhmann, Amy Darling.
Guests: Les Preuss, Debi Minske, Randy Clark, Shona Hedke, Aaron Gold.

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 July 26, 2022.
 - B. Payables & Payroll through August 25, 2022 in the amount of \$1,042,081.68. President Doerhoefer also stated that the following commissioners will be attending the 2022 NRPA Conference: Commissioners Giraldo, Kessler and Doerhoefer. All conference travel expenses are within the established requirements.

President Doerhoefer asked for a motion to approve Omnibus Agenda.

Motion by Commissioner Sente.

Second by Commissioner Robbins.

Discussion: None.

Ayes: Commissioner Kessler, Giraldo, Robbins, Sente, Doerhoefer.

Nays: None. Motion Carries.

4. Welcome to Visitors and Guests - Public Comment Period

President Doerhoefer opened the public comment period and asked if there was anyone present who wished to address the board.

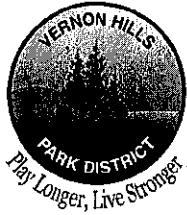


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Having none, President Doerhoefer invited Superintendent of Finance/HR Jessica Mitchell to the podium to introduce invited staff.

Aaron Gold, Speer Financial, Inc. began by providing the board and public an overview of how bonds are purchased, the bid process by which they are sold and how the proceeds are used by the district. He informed the board that the district will be required to hold BINA Hearings per the statute for upcoming bond related activities.

Debi Minske, Accounting Supervisor, Randy Clark, IT Manager and Shona Hedke, HR Specialist each stepped to the podium to introduce themselves, state how long they have worked for the district and the highlights of their positions. In addition, Les Preuss, Finance Assistant, provided information to the board regarding district investments, financial reporting and the annual audit.

5. Financial Reports for the Period Ending July 31, 2022- President Doerhoefer asked Superintendent Mitchell if there are any changes to the reports as filed. No changes were reported.
6. Reports and Communication
 - A. Recreation Superintendent- Tom Ritter- report on file. In addition, Tom provided the board an annual report of recreation program statistics. Tom explained the process where program supervisors routinely send out program surveys to both participants and instructors. These are discussed as a team and then any relevant changes are implemented. Commissioner Robbins inquired as to a possible reason for the drop in summer enrollment. Tom explained that the golf program and skate park programs did not have much participation. Commissioner Robbins suggested a retired resident to teach the golf lessons in the future. Commissioner Giraldo asked how the district scholarship program is funded and how residents are made aware that it exists. Tom responded that proceeds from special events including Ribfest are added to the fund. The number one source of funding is currently our purchasing card consortium. More effort will be made by the district to make residents aware that the program exists and additional funding campaigns will be explored.
 - B. Parks Superintendent- James Kim – report on file.
 - C. Facility Supervisor- Lacy Velasquez –report on file.
 - D. Finance and HR Superintendent – Jessica Mitchell-report on file.
 - E. Marketing & Communications Manager- Cheryl Buhmann-report on file
 - F. Executive Director- Jeff Fougousse- report on file.
 - G. Commissioner Committee Reports and Communications- none.
 - H. Board Correspondence – none.



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7. Old Business – none.

8. New Business

- a. 2022 Review of District Personnel Manual - President Doerhoefer stated that the park board of Commissioners has conducted a review of the District Personnel manual and shared their comments with staff. This review takes place every 5 years and was last conducted in 2017.
- b. Speer Financial Services Engagement Letter: General Obligation Park Bonds (Alternate Revenue Source), Series 2023A Financial Planning Services

President Doerhoefer asked for a motion to approve the \$16,250.00 fee for Speer Financial to advance the issuance of the 2023A General Obligation Park Bond Series. Motion by Commissioner Giraldo.
Second by Commissioner Kessler.
Discussion: None.
Ayes: Commissioner Sente, Giraldo, Robbins, Kessler, Doerhoefer.
Nays: None. Motion Carries.

c. Hartmann Park IDNR OSLAD Grant Public Comment & Resolution 05-22

President Doerhoefer asked Parks Superintendent James Kim if there were any public or staff comments received on the proposed updates to Hartmann Park. James replied that no public comments were received. Executive Director Fougrousse commented that the large number of comments recorded from the prior park chat in would be included in the grant document as they were still applicable. James led the board thru a visual presentation of the proposed updates. President Doerhoefer inquired if the pollinator/rain garden will still be included. James confirmed it is still in the proposed plan. Commissioner Giraldo inquired if the tee-ball fields are in need of any work. James replied that no comments have been received from any field users or affiliates. In addition, the park staff member who maintains the athletic fields does a great job maintaining those fields. Commissioner Kessler asked if there are any changes expected for the pavilion at the park. No changes are expected. James reported that the vendor for the proposed playground is Landscape Structure. Commissioner Robbins asked for the total cost of the project which James reported to be approximately 1.2 million. Grant funding could provide up to 50% of the project cost.





President Doerhoefer asked for a motion to approve Resolution 05-22: A Resolution Approving and Authorizing the Submittal of an Application for a Community Development Block Grant.

Motion by Commissioner Sente.

Second by Commissioner Robbins.

Discussion: None.

Ayes: Commissioner Giraldo, Robbins, Kessler, Sente, Doerhoefer.

Nays: None. Motion Carries.

9. Commissioner Comments

A. Commissioner Sente – none.

B. Commissioner Robbins –none.

C. Commissioner Giraldo –none.

D. Commissioner Kessler –none.

E. Commissioner Doerhoefer – Thank you all for a great job on Ribfest. It was a great success and many positive comments were received.

10. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:56 p.m.

David Doerhoefer, Park Board President

Jeff Fougere, Park Board Secretary



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