



**Vernon Hills Park District
Board of Park Commissioners
Annual Board Meeting**

**May 25, 2023- 6:00 P.M
635 N. Aspen Drive
Vernon Hills, IL 60061**

Minutes

- 1. Call to Order** - Vice President Sente called the meeting to order at 6:15 p.m.
- 2. Pledge of Allegiance** - Vice President Sente led the Pledge of Allegiance
- 3. Roll Call**

Present: Commissioners Robbins, Giraldo, Jacobs, Sente,
Commissioner Doerhoefer arrived at 6:36 p.m.

Staff: Jeff Fougerousse, Jessica Mitchell, James Kim, Cheryl Buhmann, Amy Darling.

- 4. 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 April 27, 2023**
 - B. Payables & Payroll through May 25, 2023 in the amount of \$729,889.16.**

Vice President Sente asked for a motion to approve the Omnibus Agenda.

Motion by Commissioner Robbins.

Second by Commissioner Giraldo.

Discussion: None.

Ayes: Commissioner Giraldo, Robbins, Jacobs, Sente.

Nays: None. Motion Carries

- 5. Financial Reports for the Period Ending April 30, 2023**

Vice President Sente asked Superintendent Mitchell if there are any changes to the reports as filed. No changes were reported.

- 6. Welcome to Visitors and Guests - Public Comment Period**

Vice President Sente stated that the Board would now hear remarks from the public. Remarks are limited to three minutes and no board response will be given. There were no remarks to be heard.



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7. Reports and Communication

- A. Finance and HR Superintendent – Jessica Mitchell- report attached. Jessica also reported that the travelling ‘You Are Welcome Here’ sign developed by the district DEI committee is currently on display at the Sullivan Center. The sign features the welcoming message in multiple languages. Commissioner Robbins asked if the district follows up on uncollected tax revenue. Jessica replied that the County Clerk manages unpaid real estate taxes.
- B. Marketing & Communications Manager- Cheryl Buhmann- report attached.
- C. Parks Superintendent- James Kim – report attached.
- D. Executive Director- Jeff Fougousse – report attached. Jeff also provided highlights from the reports provided by Recreation Superintendent Tom Ritter and Facility Manager Lacy Marinenko.
- E. Commissioner/Committee Reports and Communications- None.
- F. Board Correspondence –None.

8. Unfinished Business

9. New Business

A. 2023-2024 Board Officer Election: President and Vice-President

Secretary Fougousse asked for nominations for the election of the Park Board President. Vice President Sente nominated Commissioner Doerhoefer for the office of Park Board President. Secretary Fougousse asked if there are any other nominations to be heard. Hearing none, Secretary Fougousse asked for a second to the nomination. Commissioner Jacobs seconded the nomination. Secretary Fougousse asked for a roll call by voice vote. Ayes: Jacobs, Giraldo, Robbins, Doerhoefer, Sente. Nays: None
Commissioner Doerhoefer is hereby elected Park Board President.

Secretary Fougousse asked for nominations for the election of the Park Board Vice President. Commissioner Robbins nominated Commissioner Sente for the office of Vice President. Secretary Fougousse asked if there are any other nominations to be heard. Hearing none, Secretary Fougousse asked for a second to the nomination. President Doerhoefer seconded the nomination. Secretary Fougousse asked for a roll call by voice vote. Ayes: Robbins, Giraldo, Jacobs, Sente, Doerhoefer. Nays: None
Commissioner Sente is hereby elected Park Board Vice President.

B. 2023-2024 Board Officer Appointments: Secretary, Treasurer, Attorney



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Vice President Sente asked for a motion to appoint Executive Director Fougerousse as the Board Secretary, Superintendent Jessica Mitchell as the Board Treasurer and Tressler, LLP as the Board Attorney.

Motion by President Doerhoefer.

Second by Commissioner Robbins.

Discussion: None.

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

Nays: None. Motion Carries.

C. 2023-2024 Board Member Liaison Appointments

1. School District 73- Vice President Sente appointed Commissioner Jacobs as the Liaison.
2. Village of Vernon Hills – Vice President Sente appointed President Doerhoefer and herself as the Liaisons.

D. 2023-2024 Board Committee Appointments

1. Park District Advisory Committee- Vice President Sente appointed Commissioner Giraldo to this committee.
2. Audit Committee- Vice President Sente appointed Commissioner Robbins to this committee.
3. Board Development Committee- Vice President Sente appointed herself to this committee.

E. Approval of Administrative Manual

Vice President Sente asked for a motion to approve the May 2023 District Administrative Manual.

Motion by President Doerhoefer.

Second by Commissioner Jacobs.

Discussion: Vice President Sente asked Executive Director Fougerousse if the comments she had offered were added in. Executive Director Fougerousse confirmed that Vice President Sente's comments as well as those provided by Commissioner Giraldo have been added into the manual.

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

Nays: None. Motion Carries

F. Proclamation: Recognition of Pride Month

Vice President Sente read a District Proclamation recognizing June as Lesbian, Gay, Bisexual, Transgender and Queer or Questioning (LGBTQ+) Pride month at the Vernon Hills Park District.



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G. CIP 2023-2027 Adoption

Vice President Sente asked for a motion to adopt the 2023-2027 Capital Improvement Plan.

Motion by Commissioner Jacobs.

Second by Commissioner Giraldo.

Discussion: Commissioner Robbins noted that the equipment purchase expenses may warrant an exploration of leasing equipment to reduce cost. Superintendent of Parks James Kim explained that our district does not have the needs to satisfy minimum number of leased vehicle requirements. In addition, leasing equipment would negatively impact the operating budget.

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

Nays: None. Motion Carries

H. Ordinance 06-23: An Ordinance Making a Combined Annual Budget & Appropriation of Funds for the Vernon Hills Park District for the Fiscal Year Beginning June 1, 2023 and Ending May 31, 2024.

Vice President Sente asked for a motion to approve Ordinance 06-23.

Motion by Commissioner Robbins.

Second by Commissioner Giraldo.

Discussion: None.

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

Nays: None. Motion Carries

I. Resolution 03-23: A Resolution Forming a Committee on Local Government Efficiency

Vice President Sente asked for a motion to approve Resolution 03-23.

Motion by President Doerhoefer.

Second by Commissioner Jacobs.

Discussion: None.

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

Nays: None. Motion Carries



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J. 2023 IPRA Environmental Report Card Adoption

Vice President Sente asked for a motion to adopt the 2023 IPRA Environmental Report Card.

Motion by President Doerhoefer.

Second by Commissioner Giraldo.

Discussion: None.

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

Nays: None. Motion Carries

10. Commissioner Comments

- A. Commissioner Sente – Thank you for the Vice President nomination. Sorry to miss the Craft Beer event, glad we had such a nice turnout.
- B. Commissioner Robbins-none.
- C. Commissioner Giraldo –none.
- D. Commissioner Jacobs –none.
- E. Commissioner Doerhoefer – My apologies for late arrival. Thank you for putting your trust in me to serve as your President for another year and kudos to district staff on a successful Craft Beer event.

11. Vice President Sente stated that all items on the agenda had been addressed and asked for a motion to adjourn.

Motion by President Doerhoefer.

Second by Commissioner Robbins.

Discussion: None.

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

Nays: None. Motion Carries

Vice President Sente stated that the time is 6:54 pm and the annual meeting is now adjourned.

Carol Sente, Park Board Vice President

Jeff Fougrousse, Park Board Secretary



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