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Vernon Hills Park District  
Board of Park Commissioners  
Regular Board Meeting Minutes  
635 N. Aspen Drive, Vernon Hills, IL 60061

July 27, 2023

1. Call to Order

Vice President Sente called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Vice President Sente the Pledge of Allegiance.

3. Roll Call

Present: Commissioners Robbins, Giraldo, Jacobs, Sente.

Absent: Commissioner Doerhoefer

Staff: Jeff Fougerousse, Lacy Marinenko, Tom Ritter, James Kim, Jessica Mitchell, Cheryl Buhmann, Amy Darling.

Guests: John Buckner, Jarrod Scheunemann

Vice President Sente stated that New Business items for this meeting will follow the Visitors and Guests Public Comment Period.

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 Special Board Meeting June 22, 2023

B. Minutes of the Regular Board Meeting June 22, 2023

C. Minutes of the Closed Session, June 22, 2023

D. Payables & Payroll through July 27, 2023 in the amount of \$1,147,316.67.

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

Motion by Commissioner Robbins.

Second by Commissioner Jacobs.

Discussion: None.

Ayes: Commissioner Giraldo, Robbins, Jacobs, Sente.

Nays: None. Motion Carries

5. Welcome to Visitors and Guests - Public Comment Period



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No public remarks were heard.

Vice President Sente invited John Buckner to the podium. John is the Executive Director of the Special Recreation Association of Central Lake County and is here this evening to provide his annual update.

John provided the board with a copy of the Fall SRA Brochure. He thanked the district maintenance crew for their assistance in the recently held Special Olympic Softball Tournament. John provided a general overview of the districts participation in the SRA programs. The SRA has relocated to new offices in the Mundelein Village Hall, while continuing to use district facilities and parks. Adult programming is still held at the Hartmann Pavilion. The state-of-the-art Sensory Room at the HSYL is available for the board and staff to visit if interested. SRA is returning to a more normal level of participation but at the same time sees an increasing level of regression in behavior as a result of the pandemic. Part time staff have been added to accommodate these needs. Vernon Hills currently over 40 participants. Fundraising efforts are vital to the SRA and John recognized Jeff as an advocate for those efforts.

Vice President Sente stated that the board will now hear new business and that the first item of New Business is the presentation of the 2023 Community Needs Assessment Survey Results. Vice President Sente further stated:

*“As a board, as professional staff, we have a responsibility to understand what matters most to the community we serve.*

*Our residents deserve the best programs, facilities and outdoor spaces; our job is to confirm we understand their needs and priorities then use public funds wisely to meet them.*

*We are deeply committed to community outreach. We know from experience that we make better decisions when we engage the community in our decision-making.*

*That’s why we hired an independent Illinois firm that specializes in helping park districts listen and gather community input to find out how residents currently use our parks and what they know about park district operations and funding and to understand community needs and desires.*

*The co-founder of this firm is here tonight to present findings from a recent survey and answer your questions.*

*These survey findings will help us do better planning, confirm priorities and sort out what we can do within available resources (and when we can do it).*

*The last survey we did was in 2019. This time we asked even more questions. We got a higher percentage of responses from residents.*



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*We also asked how residents like to get their information about the park district so we can do an even better job sharing timely and accurate information and keep residents informed.*

*I hope you will agree that the survey findings Jarrod will share will help us plan for and prioritize future capital projects and programs and help us put the future of Vernon Hills Park District in focus."*

Vice President Sente invited Jarrod Scheunemann to the podium to make this presentation.

Jarro presented the Community Survey results via power point report. The report included Goals, Methods & Response, as well as data related to Financial, Satisfaction and Priority responses. Conservation, Marketing and Use Patterns were reviewed. Responses specific to Lakeview Fitness were also reviewed.

Vice President Sente thanked Jarrod for coming and found the presentation to be very helpful. The Community Survey will be available to the public on the district website. Executive Director Fougousse recognized the accessibility and professionalism of Jarrod and his team. On behalf of the staff, he expressed his thanks for the prompt attention and timely delivery.

Commissioner Robbins inquired as to whether a follow up survey should be considered to validate the results. Jarrod encouraged the park district to follow up via different methods of engagement such as small neighborhood focus groups, affiliate groups, etc.

Vice President Sente stated that the second item of New Business is the 2023 Chain of Authority District Organizational Chart.

Vice President Sente asked for a motion to approve the 2023 Chain of Authority as presented.

Motion by Commissioner Giraldo.

Second by Commissioner Robbins.

Discussion: None.

Ayes: Commissioner Jacobs, Robbins, Giraldo, Sente.

Nays: None. Motion Carries

Vice President Sente stated that the third item of New Business is the 2023 Recreation Statistics Report. At this time, the Board would like to invite Tom Ritter to the podium to deliver this report.

Superintendent Ritter provided 3 years of statistical program data to the board. Overall, program enrollments are returning to normal levels overall. Tennis enrollments are declining but returning to pre-pandemic level. Pickleball participation continues to increase. Swim lesson registrations varied during the Lakeview construction and the recent change to the British Swim School instruction. Youth basketball returned to slightly above pandemic levels. Partnership with the Mundelein park district helped to expand teams and opportunity to play. The Dance program continues to grow. Program participants are surveyed on a regular basis for the larger programs. Vice President Sente inquired how the surveys are delivered; they are delivered via Constant Contact. Commissioner Robbins inquired if it was possible that the tennis



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enrollment is down due to the reduction in courts as many have been converted into pickleball. Tom replied that most tennis programs are held indoors and shouldn't be impacted. Jeff also commented that courts have been added at Laschen park and the district also has use of the high school courts if needed.

Vice President Sente stated that the fourth item of New Business is the 2023 Aquatic Center Roofing Replacement Recommendation.

Vice President Sente asked for a motion to award the project to Anthony Roofing of Tecta America in the amount of \$93,282.59 for the asphalt shingles and not to exceed \$20,000 for the skylight replacement for a total amount of not to exceed \$114,000 for the proposed work.

Motion by Commissioner Jacobs.

Second by Commissioner Robbins.

Discussion: None.

Ayes: Commissioner Robbins, Giraldo, Jacobs, Sente.

Nays: None. Motion Carries

Vice President Sente stated that the final item of New Business is the 2023 Snow Removal Equipment Purchase Recommendation.

Vice President Sente asked for a motion to award the purchase of a new 2023 Boss SR Mag for Parks Department sidewalk snow removal operations to Blunier Implement out of Eureka, IL. in the amount of \$24,623.00

Motion by Commissioner Robbins.

Second by Commissioner Jacobs.

Discussion: None.

Ayes: Commissioner Giraldo, Jacobs, Robbins, Sente.

Nays: None. Motion Carries

Vice President Sente asked Superintendent Mitchell if there any changes to the financial reports on file for the period ending June 30, 2023. No changes were reported.

Staff reports were heard.

Parks Superintendent- James Kim – report attached.

Marketing & Communications Manager- Cheryl Buhmann- report attached.

Facility Manager- Lacy Marinenko- report attached.

Finance & HR Superintendent – Jessica Mitchell- report attached

Recreation Superintendent- Tom Ritter- report attached.

Executive Director- Jeff Fougerousse- report attached.



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Vice President Sente stated that there are no Commissioner Committee Reports or Communications to be heard.

Vice President Sente stated there is no Board Correspondence to be heard.

Vice President Sente stated there is no Unfinished Business.

Commissioner Comments were heard.

Commissioner Robbins -nothing

Commissioner Giraldo -nothing

Commissioner Jacobs -nothing

Commissioner Sente – while considering all of the efforts made toward the July 4<sup>th</sup> parade, 50<sup>th</sup> Anniversary, Summer Celebration, Lake Charles meeting and Survey; she is very proud of being on this board and to be able to serve in this community.

Vice President Sente stated that no Closed Session will be held.

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:44 p.m.

Carol Sente, Park Board Vice President

Jeff Fougousse, Park Board Secretary

