



Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting
October 26, 2023
Sullivan Community Center
635 N. Aspen Drive
Vernon Hills, IL 60061

Minutes

Commissioner Giraldo nominated Commissioner Robbins as President Pro-Tempore.
Commissioner Jacobs seconded the motion.
Voice vote in favor: Commissioner Jacobs, Commissioner Giraldo, Commissioner Robbins.
Motion carries.

1. Call to Order

Commissioner Robbins called the meeting to order at 6:01 p.m.

2. Pledge of Allegiance

Commissioner Robbins led the Pledge of Allegiance.

3. Roll Call

Present: Commissioners Giraldo, Jacobs, Robbins.

Absent: Vice President Sente, President Doerhoefer.

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

Guests: Tim Gavin, Lauterbach & Amen; Sandy Robbins.

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 September 28, 2023
 - B. Payables & Payroll through October 26, 2023 in the amount of \$717,506.43.

Commissioner Robbins asked for a motion to approve the Omnibus Agenda.

Motion by Commissioner Giraldo.

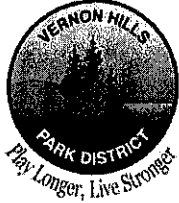
Second by Commissioner Jacobs.

Discussion: None.

Ayes: Commissioner Jacobs, Giraldo, Robbins

Nays: None. Motion Carries





5. Welcome to Visitors and Guests - Public Comment Period
 - A. Tim Gavin, Lauterbach & Amen 2023 Audit Presentation

Commissioner Robbins invited Tim Gavin to the podium for a review of the audit. Tim reviewed the audit report and management letter prepared by Lauterbach & Amen. Tim reported that the audit would be submitted for the GFOA recognition and that the highest level of opinion by the auditors was once again given to the district for its financial management. The management letter contained no areas of concern. Commissioner Robbins reported to the board that he reviewed the audit in its entirety and had no additional comments

6. Financial Reports for the Period Ending September 30, 2023

Commissioner Robbins asked Superintendent Mitchell, are there any changes to the financial reports on file for the period ending September 30, 2023. No changes were reported.

7. Reports and Communication

- A. Facility Manager- Lacy Marinenko – report attached.
- B. Parks Superintendent- James Kim – report attached.
- C. Finance and HR Superintendent – Jessica Mitchell – report attached.
- D. Recreation Superintendent- Tom Ritter – report attached.
- E. Marketing & Communications Manager- Cheryl Buhmann- report attached.
- F. Executive Director- Jeff Fougerousse – report attached. In addition, Jeff invited Administrative Assistant Amy Darling to report on the recent accreditation of the district by the IAPD/IPRA Distinguished Agency Review Committee. The agency received a 99% score on the standards review and the accreditation is for a period of 6 years.
- G. Commissioner Committee Reports and Communications- none.
- H. Board Correspondence -none.

8. Old Business- none.

9. New Business

- A. 2024 Park Board Meeting Schedule

Commissioner Robbins asked for a motion to approve the Meeting Schedule as presented.

Motion by Commissioner Jacobs.

Second by Commissioner Giraldo.

Discussion: None.

Ayes: Commissioner Giraldo, Jacobs, Robbins.

Nays: None. Motion Carries.



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Maintenance Facility 1400 Indianwood Drive • Vernon Hills, IL 60061 • Phone 847-362-0920 • Fax 847-362-3618

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B. 2024 IAPD Annual Business Meeting Credentials

Commissioner Robbins asked for a motion to designate President Doerhoefer as the park district delegate and Vice President Sente as 1st Alternate for the IAPD Annual Business meeting on Saturday, January 27, 2024 at 3:30 pm.

Motion by Commissioner Giraldo.
Second by Commissioner Jacobs.
Discussion: None.
Ayes: Commissioner Jacobs, Giraldo, Robbins.
Nays: None. Motion Carries.

C. Stingers Affiliate Agreement Renewal

Commissioner Robbins asked for a motion to renew the Stingers Affiliate agreement dated October 26, 2023 per the Termination and Duration terms set forth within the agreement.

Motion by Commissioner Jacobs.
Second by Commissioner Giraldo.
Discussion: None.
Ayes: Commissioner Giraldo, Jacobs, Robbins.
Nays: None. Motion Carries.

D. Vernon Hills Soccer Club Affiliate Agreement Renewal

Commissioner Robbins asked for a motion to renew the Vernon Hills Soccer Club Affiliate agreement dated October 26, 2023 per the Termination and Duration terms set forth within the agreement.

Motion by Commissioner Jacobs.
Second by Commissioner Giraldo.
Discussion: None.
Ayes: Commissioner Giraldo, Jacobs, Robbins.
Nays: None. Motion Carries.

E. 2024 Fleet Purchase Recommendation

Commissioner Robbins asked for a motion to award the purchase of (2) fleet vehicles to Sutton Auto Group in the amount not to exceed \$116,000.00.

Motion by Commissioner Giraldo.
Second by Commissioner Jacobs.
Discussion: None.



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Ayes: Commissioner Jacobs, Giraldo, Robbins.
Nays: None. Motion Carries.

F. Lauterbach & Amen 2023 Audit Adoption

Commissioner Robbins asked for a motion to adopt the Annual Comprehensive Financial Report for fiscal year ending May 31, 2023.

Motion by Commissioner Jacobs.
Second by Commissioner Giraldo.
Discussion: None.
Ayes: Commissioner Giraldo, Jacobs, Robbins.
Nays: None. Motion Carries.

G. Lauterbach & Amen Auditing Services Contract Renewal

Commissioner Robbins asked for a motion to approve the engagement letter from Lauterbach & Amen to provide audit services for fiscal years ending May 31, 2024, May 31, 2025 and May 31, 2026 in the amounts of \$15,750, \$16,200, and \$16,650, respectively.

Motion by Commissioner Giraldo.
Second by Commissioner Jacobs.
Discussion: None.
Ayes: Commissioner Jacobs, Giraldo, Robbins.
Nays: None. Motion Carries.

10. Commissioner Comments

- A. Commissioner Jacobs- Commissioner Jacobs shared the 50th Anniversary award recently given to the district by IAPD.
- B. Commissioner Giraldo – On behalf of the board thank you James for your 14 years of service to the district. Thank you as well for treating our community as if it were your own.
- C. Commissioner Robbins – wishing James the best on his new endeavor.

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 6:54 p.m.

Bruce Robbins, President Pro-Tempore

Jeff Fougousse, Park Board Secretary

