



Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting

August 28, 2025
635 N. Aspen Drive
Vernon Hills, IL 60061

Minutes

Call to Order

President Sente called the Regular Meeting to order at 6:00 PM.

Pledge of Allegiance

President Sente led the Pledge of Allegiance.

Roll Call

Present: Commissioners Beaumont, Jacobs, Robbins, Sente.

Absent: Commissioner Doerhoefer.

Staff Present

Executive Director Matthew LaPorte; Superintendent of Finance & HR Jessica Mitchell; Superintendent of Recreation Tom Ritter; Superintendent of Parks Mark Fleishman; Facility Manager Lacy Marinenko; Recreation Programs Manager Jay Bullman; Administrative Assistant/Risk Manager Amy Darling.

Guests Present

Sumi Borthakur, Maria Elizarraraz, Kellie Gilliland, Bryan Loyola, Victoria Price, Ahtziry Samano, Kelly Smith, Cassie Woodrich, Larry Leeds.

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.

Items on this Omnibus Vote Agenda are:

- A. Minutes of the Regular Board Meeting July 24, 2025
- B. Minutes of the Closed Session July 24, 2025



2024-2029

Sullivan Community Center
635 N. Aspen Drive, Vernon Hills, IL 60061
Phone (847) 996-6800

Lakeview Fitness
700 Lakeview Parkway, Vernon Hills, IL 60061
Phone (847) 996-6330

Park Maintenance
1400 Indianwood Drive, Vernon Hills, IL 60061
Phone (847) 362-0920



C. Payables & Payroll through August 28, 2025 in the amount of \$903,501.92

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

Motion by Commissioner Robbins.

Second by Commissioner Jacobs.

Discussion: None.

Ayes: Commissioner Beaumont, Jacobs, Robbins, Sente.

Nays: None. Motion Carries

Financial Reports for the Period Ending July 31, 2025

President Sente asked Superintendent Mitchell if there any changes to the financial reports on file for the period ending July 31, 2025. No changes were reported.

Welcome to Visitors and Guests - Public Comment Period

President Sente stated that the Board will now hear remarks from the public. Remarks will be limited to three minutes and no board response will be given. President Sente asked if there were any remarks to be heard. No remarks were heard.

President Sente announced that the Board would like to welcome new Full Time Staff to the District and asked Director LaPorte to make the introductions. Director LaPorte noted that the District has many new faces and welcomes the opportunity for them to meet our Park Board. He invited Supervisors to introduce their staff who were present. Each Supervisor introduced their staff member with brief comments on their background, what position they hold and how long they have been with the District. Introduced were:

Kellie Gilliland, Customer Service Supervisor, Sullivan Community Center
Sumi Borthakur, Customer Service Representative, Sullivan Community Center
Ahtziry Samano, Customer Service Representative, Sullivan Community Center
Bryan Loyola, Park Maintenance
Victoria Price, IT & Systems Coordinator
Maria Elizarraraz, Recreation Supervisor

President Sente gave a formal welcome to the new staff and noted how nice it was to have the opportunity to meet them and to also give members of the public who watch the meeting the chance to do the same.





President Sente welcomed SRACLC Staff Kelly Smith, Superintendent of Recreation and Cassie Woodrich, Superintendent of Administrative Services to provide the annual agency report.

Kelly and Cassie each extended thanks to District staff and Board for being such a great partner to SRACLC.

Kelly reported that SRACLC continues to appreciate the flexibility and availability of facility and field space to meet the needs of their programs and for the welcoming environment provided to their participants. Adult Day Programs that take place at Hartmann Pavilion continue to be successful. The recent partnership with British Swim School that was facilitated by the Park District has been especially beneficial. The number of swim lessons available to their participants has tripled and adults are now able to participate in the program. Camps were beyond maximum capacity this summer and the use of Sullivan Center as well as the HSFYL playground contributed to that success. The Showstoppers program that uses the Sullivan Center for its practice and performance continues to thrive.

Cassie reported that due to the difficulty SRACLC was experiencing in being able to support inclusion needs for agency summer camps, a recommendation was made by staff to the SRACLC Board. This recommendation resulted in a change to their policy that now offers member agencies the opportunity to hire summer camp inclusion aides. Vernon Hills Park District hired six of these aides. Aides and all camp staff received comprehensive training on disability awareness and support. Evaluations on the new model were sent to both parents and Park District Supervisors for further discussion. Cassie also mentioned the annual SRACLC Foundation Tree Festival fundraiser that will be held later in the year.

Executive Director LaPorte asked Kelly to please highlight the We Serve program. Kelly explained that the program brings together veterans and their families for fitness and recreation opportunities. The program has grown from seven participants to over 90 in the last two years. We Serve currently offers a one-year complimentary membership to Lakeview Fitness. It is a very successful program that is deeply appreciated by those that it serves.

President Sente thanked Kelly and Cassie and commented the Park District is proud to be SRACLC partners.





Reports and Communication

Superintendent of Finance and HR – Jessica Mitchell-report attached. President Sente thanked Commissioner Robbins for his work during the District's audit process.

Superintendent of Recreation – Tom Ritter-report attached. Commissioner Robbins noted that the Scarecrow Building event was scheduled on the holiday of Yom Kippur and would like to encourage staff to be aware of holidays when planning event dates.

Recreation Facility Manager – Lacy Marinenko-report attached. Lacy noted that Lakeview Fitness currently has 22 participants that are part of the SRCLC We Serve program. Commissioner Jacobs commented that the playlist now being piped in at Lakeview was excellent and compliments the atmosphere at Lakeview. President Sente noted that the efforts by staff who conducted the deep cleaning of the facility were very noticeable and appreciated.

Superintendent of Parks – Mark Fleishman-report attached. Mark also presented information on the Century Park storm sewer repair project. The project is slated to begin the week of August 18 and should take approximately 1 week. The project could be delayed due to the necessity to pour a foundation for a head wall. Commissioner Robbins asked whether the audit to open the new Carriage Green Park playground would be delayed while the swing was addressed. Mark explained that the swing will not affect the completion of the audit.

Marketing & Communications Manager – Cheryl Buhmann-report attached.

Executive Director – Matthew LaPorte-report attached. Director LaPorte also presented information on the results of the bridge inspections conducted by Christopher Burke Engineering. Each bridge was reviewed and Director LaPorte included the recommendation and expenses associated with each. Commissioner Robbins requested follow up on Ribfest financials as soon as they were available. Those reports will be provided next month. Commissioner Robbins inquired as to the funding strategy for the expenses to repair the bridges. Director LaPorte responded by noting that there were many opportunities and options to acquire funding and all of them would be explored. Commissioner Robbins inquired as to the need to address any of the items noted as critical during inspection. Director LaPorte replied that the condition of the bridges has existed for quite some time. Those items that were designated as critical have not changed dramatically since 2023. The District will continue to inspect with the expectation that further degradation will increase the cost to repair. Commissioner Jacobs inquired as to the lifespan of the erosion walls that are used and would they need to be replaced again with any period of time. Director LaPorte is not certain but expects there would be a substantial life span. President Sente noted that the visual packet was helpful, but being able to visit and see the areas in person would be beneficial.

Commissioner/Committee Reports and Communications

None.





Board Correspondence

None.

New Business

Item A -District Conduct Ordinance discussion. President Sente asked Director LaPorte to review the proposed updates.

Director LaPorte further discussed the E-Bike topic and how the park district will move forward to update the Ordinance. Upon second review of Chapter 3 it was discovered that there were approximately 11 areas that should be integrated into the Chapter. Director LaPorte compared the language within the chapter to other comparable and accredited agencies. Those proposed additions have been provided to the board to review. Corporate counsel has reviewed the new language and it has been shared with PDRMA legal. Commissioner Robbins reiterated his opinion to not allow any motorized vehicle within trails or paths. As written, Class 1 or 2 would be permitted on park paths. President Sente noted that much research took place to expand the entire chapter to meet the needs of our community and protect the district from liability when violations occur. President Sente likes the fact that permitting Class 1 and 2 assists the community in recreation and aligns with the Village. President Sente offered the other Commissioners the opportunity to share their opinions. Commissioner Jacobs noted that safety is the primary concern and being in tandem with the police and Village. President Sente noted that a meeting was scheduled next week with State officials and Police Chief to discuss Statewide legislation. Commissioner Beaumont also noted that safety is the main concern and doesn't see a difference between Class 1 and 2 E-Bikes and regular bikes. She commented that user education is extremely important and that all kids riding bikes should be taught properly. She shared that there is backlash in some of the banned communities as it prohibits users from using the entirety of the bike paths that connect many communities. She further noted that the Ordinances provide recourse to protect the District and our responsibility is to educate our users on how to use our property. President Sente would also like the opportunity to hear from Commissioner Doerhoefer and asked Director LaPorte to gather any further information from other districts that the Board may find helpful in moving toward a decision.

Item B is Ordinance 05-25: An Ordinance Authorizing the Transfer of Certain Anticipated Unexpended Funds between Certain Items of Appropriation Set Forth in the Combined Budget and Appropriation Ordinance of the Vernon Hills Park District for the Fiscal Year Beginning June 1, 2024 and Ending May 31, 2025.





President Sente asked for a motion to approve Ordinance 05-25.

Motion by Commissioner Robbins.

Second by Commissioner Jacobs.

Discussion: None.

Ayes: Commissioner Beaumont, Jacobs, Robbins, Sente.

Nays: None. Motion Carries

Item C is the Peterson Park Train Replacement Recommendation. President Sente asked Superintendent Fleishman to present the recommendation.

Superintendent Fleishman presented the replacement options and recommendation. Discussion took place as to the history of the train in the park and its connection to the community. Any further playground replacements would not cause the new train to be removed.

President Sente asked for a motion to approve the purchase of the train from GameTime at a sum of \$34,764.61.

Motion by Commissioner Beaumont.

Second by Commissioner Jacobs.

Discussion: None.

Ayes: Commissioner Beaumont, Jacobs, Sente.

Nays: Commissioner Robbins. Motion Carries

Commissioner Comments:

Commissioner Beaumont- Commissioner Beaumont commented that this was her first summer attending District special events as Commissioner. She really appreciates how staff come together as a team to successfully deliver these events for the community.

Commissioner Jacobs- Thank you for the efforts of staff to manage all of the weather disruptions professionally and safely during Ribfest.

Commissioner Robbins – no comments.

Commissioner Sente – Thank you to the new staff for attending the meeting.





Having addressed all items on the agenda, President Sente asked for a motion to adjourn.

Motion by Commissioner Robbins.

Second by Commissioner Beaumont.

Discussion: None.

Ayes: Commissioner Beaumont, Jacobs, Robbins, Sente.

Nays: None. Motion Carries

Upon proper motion and second the Board voted unanimously to adjourn the Regular Meeting at 7:31 PM.

Carol Sente
Park Board President

Matthew LaPorte
Park Board Secretary

