



Vernon Hills Park District
Board of Park Commissioners
Regular Board Meeting

September 25, 2025
635 N. Aspen Drive
Vernon Hills, IL 60061

Minutes

Call to Order

President Sente called the Regular Meeting to order at 6:03 PM.

Pledge of Allegiance

President Sente led the Pledge of Allegiance.

Roll Call

Present: Commissioners Beaumont, Jacobs, Robbins, Doerhoefer, Sente.

Staff Present

Executive Director Matthew LaPorte; Superintendent of Finance & HR Jessica Mitchell; Superintendent of Recreation Tom Ritter; Superintendent of Parks Mark Fleishman; Communications & Marketing Manager Cheryl Buhmann, Recreation Programs Manager Jay Bullman; Administrative Assistant/Risk Manager Amy Darling.

Guests Present

Lori Vierow, JSD, Inc.; Emily Cadwell and Jennifer Nolan, Vernon Hills Sports Club; Rick Winegard, Vernon Hills Stingers; Andrew Reback, Vernon Hills Soccer Club; Scott Herod, Vernon Hills Community Baseball and Softball.

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:

- Minutes of the Regular Board Meeting August 28, 2025
- Payables & Payroll through September 25, 2025 in the amount of: \$813,377.58.

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

Motion by Commissioner Robbins.





Second by Commissioner Beaumont.

Discussion: None.

Ayes: Commissioner Beaumont, Jacobs, Robbins, Sente.

Nays: None. Motion Carries

Financial Reports for the Period Ending August 31, 2025

President Sente asked Superintendent Mitchell if there any changes to the financial reports on file for the period ending August 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 invited Lori Vierow of JSD, Inc. to provide the Board with and update on the Grosse Pointe Park project. Lori informed the Board that the OSLAD funded project is in the final stages of design and presented a timeline of milestones met in the first phase of the project. Lori highlighted areas of design including the ballfield, restrooms and equipment. The project is scheduled to go to bid on October 20 with a bid opening of November 6. Commissioner Robbins inquired as to the difference between the budget presented for the application and what is currently being presented. Lori explained that there were unexpected amendments to the project after the application was submitted. President Sente thanked Lori for her updates and looks forward to the progress of the project.

President Sente welcomed the District Affiliate organizations to present their annual reports.

Rick Winegard from the Vernon Hills Stingers, Andrew Reback from the Vernon Hills Soccer Club, Scott Herod from Vernon Hills Community Baseball and Softball and both Emily Cadwell and Jennifer Nolan from the Vernon Hills Sports Club provided information on their programs for the last year. All affiliates reported good participation and healthy financial status. The Sports Club indicated they do struggle with participants making a distinction between their club and District programs. Supt. of Recreation Tom Ritter volunteered any assistance needed to communicate the difference. Commissioner Robbins asked the Stingers to please provide a financial statement as of Dec. 31 for next year's update.

Reports and Communication

Superintendent of Finance and HR – Jessica Mitchell-report attached.

Superintendent of Recreation – Tom Ritter-report attached. Supt. Ritter also provided a financial report for the 2025 Ribfest event. The event did not yield the anticipated revenue based on weather that affected attendance on Saturday. The event will likely continue with a Country theme on Friday and Blues on Saturday. Commissioner Robbins inquired as to the "miscellaneous" line item. Supt. Ritter responded that the budget for the event included multiple general ledger codes and to streamline the report, he included the most relevant items.





Recreation Facility Manager – Lacy Marinenko-report attached.

Superintendent of Parks – Mark Fleishman-report attached.

Marketing & Communications Manager – Cheryl Buhmann-report attached.

Executive Director – Matthew LaPorte-report attached. In addition, Director LaPorte presented an update on the Seavey Ditch Project demonstrating the vast improvement from Hawthorn Melody to Lake Charles.

Commissioner/Committee Reports and Communications

None.

Board Correspondence

None.

Unfinished Business

Item A- District Conduct Ordinance 02-04: Section III

President Sente asked for a motion to approve the revision to Section III of the District Conduct Ordinance.

Motion by Commissioner Jacobs.

Second by Commissioner Robbins.

Discussion: Commissioner Robbins would like to make sure proper signage is being planned for. Executive Director LaPorte confirmed that signage, along with social media and press notices will be delivered.

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

Nays: None. Motion Carries

New Business

Item A - Semi-Annual Review of Closed Minutes and Audiotapes

President Sente asked for a motion to withhold release of closed session minutes of November 20, 2014 as the need for confidentiality still exists as to the minutes.

Motion by Commissioner Jacobs.

Second by Commissioner Robbins.

Discussion: None.

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

Nays: None. Motion Carries

President Sente asked for a motion to release closed session minutes of February 27, 2025, May 12, 2025, May 14, 2025, May 21, 2025 and July 24, 2025 as they no longer require confidential treatment and will be available for public inspection.





Motion by Commissioner Jacobs.

Second by Commissioner Beaumont.

Discussion: None.

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

Nays: None. Motion Carries

President Sente stated that there are no Audio Tape(s) recommended for destruction as no tapes exist whereby at least 18 months have passed since the meetings were held.

New Business Item B is the 2026 Program Guide Printing Bid Recommendation.

President Sente asked for a motion to award the 2026 Program Guide Printing to Paulson Press in the amount of \$35,000.00.

Motion by Commissioner Jacobs.

Second by Commissioner Beaumont.

Discussion: None.

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

Nays: None. Motion Carries

Commissioner Comments:

Commissioner Beaumont- none.

Commissioner Jacobs- none.

Commissioner Robbins- none.

Vice President Doerhoefer - none

President Sente – none.

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

Upon proper motion and second the Board voted unanimously to adjourn the Regular Meeting at 7:50 PM.

Carol Sente
Park Board President

Matthew LaPorte
Park Board Secretary

