



Vernon Hills Park District
Sullivan Community Center- Aspen Room
Decennial Local Government Efficiency Committee Meeting
August 24, 2023

Minutes

1. Call to Order

Vice President Sente called the meeting to order at 5:14 pm.

2. Roll Call

Present: Commissioners Robbins, Giraldo, Jacobs, Sente, Committee Member Kading, Committee Member Snyder.

Absent: Commissioner Doerhoefer

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

3. Public Comment

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

4. Old Business – None.

5. New Business

A. Park District Annual Report

Committee Members Kading and Snyder received the Annual Report in advance of the meeting and were asked to provide and comments or concerns. Both committee members found the report to be comprehensive and informative.

Committee Member Snyder noted the practice of a 5-year financial forecast and inquired as to it's helpfulness for financial planning. Jessica Mitchell responded that with so many variables in planning a budget it is meant to be a broad picture of future fiscal expectations.

Vice President Sente stated that the board and staff review district capital expenditures annually and keeping these projects in a 5-year planning document was helpful. Commissioner Robbins



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commented that he appreciates receiving monthly operating expense/revenue reports and being involved in the year end district audit.

Committee Member Kading inquired whether the financial expectation for the park district was to break even or generate profit. Jeff Fougerousse responded that the goal of the district is to sustain surplus funds for capital projects and improvements without needing to pass down increases to citizens. Vice President Sente further noted that the district is bound by fund balance guidelines to appropriate any of these surpluses.

Discussion took place regarding the district scholarship fund and whether there was more need in the community than the district is able to meet. Jeff replied that the district has not been faced with turning away scholarship applicant and that our purchasing card consortium as well as special event proceeds have generated funds to cover need.

Discussion took place on the Lakes Management plan and how it is developed. James Kim responded that in collaboration with Lake County Stormwater Management and the Des Plaines River Watershed Workgroup, plans are established. The district also utilizes grants whenever possible for these projects. Both committee members commented that the improvements to the Seavey Ditch look nice.

B. Park District Board Policy Manual

Committee Members Kading and Snyder received the Board Policy Manual in advance of the meeting and were asked to provide and comments or concerns.

No comments of note by Committee Member Snyder. Committee Member Kading inquired as to how often the manual was reviewed. Jeff Fougerousse reported that it is reviewed annually. Committee Member Kading was very complimentary of the Commissioner Creed found within the district board policy. There was discussion regarding the district fiscal year observance from June-May and any difficulty recording deferred calendar expenses that may create. Jeff replied that there has been consideration in the past for adopting a calendar year fiscal schedule, but to date the benefits to the current schedule outweigh the overhaul to systems a change may create.

C. Park District Risk Management Manual

Committee Members Kading and Snyder received the Risk Management Manual in advance of the meeting and were asked to provide and comments or concerns. Both committee members found the manual to be very thorough and commented that the safety measures in place for staff and residents of the community were commendable.



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6. Resident Survey – there were no residents in attendance.

7. Adjournment

Upon proper motion and second the committee meeting was adjourned at 5:55 p.m.

Carol Sente, Park Board Vice President

Jeff Fougrousse, Park Board Secretary



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