

**HAMPSHIRE TOWNSHIP PARK DISTRICT
BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
April 16th, 2018**

Called to Order: At 6:32 p.m., President Nathan Looman called the Board Meeting to order on Monday, April 16th, 2018.

Commissioners Present: Nathan Looman- President, Jamie Herrmann- Vice President, Jennifer Reid- Commissioner, Aaron Kelly- Commissioner

Commissioners Absent: Bill Hornbeck-Commissioner

Staff Present: Laura Schraw- Executive Director, Rosemary Kesse – Youth Education Director, Toby Koth – Parks Supervisor

Approval of Agenda: Commissioner Herrmann made a motion to approve the Agenda. Seconded by Commissioner Reid. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

Citizen's to be Heard: None.

Consent Agenda: Commissioner Kelly asked for further explanation from Finance Director Prill on the non-cash receipts and disbursements and what they are for. Kelly made a motion to approve the Consent Agenda with changes to the March 19, 2018 meeting minutes. Seconded by Commissioner Reid. Motion passed with 4 Ayes, 0 Nays, 0 Abstain

Director's Report: Executive Director Schraw said the District recently became a Staples Advantage member to streamline ordering and receive a discount on supplies. New Credit Card readers from Card Connect have been purchased and working to install prior to registrations. These will hold credit card information securely for installment billing for ETC and LPP programs. The new website has been created and staff will review and work to have it live by June 1. An update on the Veteran's Memorial project was given. Schraw gave a reminder to all Board members to file their EIS Statement with Kane County.

Staff Reports:

Youth Education Director: Youth Education Director Kesse reported that the Little Learner planted sunflowers for the growing contest in pots that will be sent home and they are celebrating the Week of the Young Child. STEM packets for Summer Camps are going home with students.

Athletic Supervisor: Director Schraw reported for Athletic Supervisor Prill. The Winter/Spring session of Volleyball wrapped up Saturday in Genoa. Fall session of Volleyball will start in September, and will be played with Huntley. Soccer has begun, although the start of the season was delayed due to weather. The soccer nets were repaired to last one more season. U4 and U8 schedules have been made and posted on our website. U6 is complete, just waiting to hear from Genoa to confirm that the schedule will work for them too. 200 kids signed up for Youth soccer

U4 through U8. Tball is filling up and we need at least 36 players for 7-8 year old baseball for it to run. If we get 10-12 kids we might have to explore options with other organizations.

Program Supervisor: Director Schraw reported for Program Supervisor Barone that she is working on the Cinderella Ball and Sip n' Shop. She is also catching up with the programs being offered such as dance and Tunes for Tots.

Finance/HR Director: Working on budget.

Parks Supervisor: Park Supervisor Koth reported that the bathrooms are open, he fertilized Seyller sled hill and lower area, then it snowed. He is going to work on the ballfields and received car bumpers to install at Ream. There has been vandalism in the parks that he is working to repair.

President's Report: Board President Nathan Looman said the Knights of Columbus want to provide the food at the event on June 23rd, they will cook items like pork chops, burgers and hot dogs, all will be available for purchase.

Board Commissioner Reports:

The Board discussed having an Executive Session at the next meeting to discuss the Executive Director's Review.

New Business:

FY19 Draft Budget: Director Schraw presented the FY19 Operating Budget for the Park District. The only change since the last budget presented was that an additional \$10,000 was transferred from Recreation to Capital which will allow the reserve fund to have about a \$25,000 balance. Commissioner Herrmann made a motion to approve the FY19 Operating Budget, seconded by Commissioner Reid. 4 Ayes, 0 Nays, 0 Abstain.

Commissioner Kelly made a motion to authorize staff to prepare the Budget and Appropriation Ordinance, give notice to the newspaper, and make the Ordinance available for public inspection for 30 days prior to the public hearing. Seconded by Commissioner Herrman. 4 Ayes, 0 Nays, 0 Abstain.

Annual Meeting: Director Schraw mentioned that at the meeting on May 21st the Board will need to elect officers for the upcoming year.

Old Business:

ETC Program – Fees: The Board discussed the additional fee options to include a Half Day After Care rate and a Punch Pass. The Half Day After Care would be the same rates as the Before School Care. The Punch Pass would be offered at \$200 for 10 punches for Full Day and \$100 for 10 punches for Half Day. Half Day would have a pickup period between 3:45-4:00pm. The Board recommended approval of the program changes as presented in the memo with the correction to the typo that a Full Day Punch Pass would be \$200 for 10 punches. Motion to approve made by Commissioner Herrmann. Seconded by Commissioner Kelly. 4 Ayes, 0 Nays, 0 Abstain.

Resolution #2018-03 Northwest Little League User Agreement: The Board discussed the agreement presented and requested clarification regarding what groups fall under the Northwest

Little League, requesting their registration numbers instead of records, not specifying Google Docs but instead 'the program utilized for field reservations', and how the Park Board can have a chance to agree to any potential field name from sponsorship. Parks Supervisor Koth asked for clarification regarding mowing areas. The Board also requested that language be added regarding mutual respect between both boards. Director Schraw said she would check with PDRMA and legal counsel regarding that language. Director Schraw stated that she will look into these items and bring the agreement back to the next meeting.

Adjournment: *At 8:40p.m., Commissioner Kelly made a motion to adjourn the meeting. Seconded by Commissioner Reid. 4 Ayes, 0 Nays, 0 Abstain.*