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Meeting of the  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
390 South Ave.  
Board of Commissioners  
June 22, 2020  
6:30 p.m.  
AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Citizens to be Heard**

*The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the Park District Staff, President or Board of Commissioners will not be allowed at this time, not will any comment from the Board. Personal invectives against Park District Staff or Elected Officials are not permitted.*

- V. Presentations**

- A. Comprehensive Master Plan Presentation by Wight & Company

- VI. Consent Agenda**

- A. Approval of February 24, 2020 Executive Session Meeting Minutes
- B. Approval of March 9, 2020 Executive Session Meeting Minutes
- C. Approval of May 18, 2020 Meeting Minutes
- D. Approval of June 8, 2020 Special Meeting Minutes
- E. Approval of May 2020 Transfer of Funds within Heartland Bank, from Money Market #219 to the checking account in the amount of \$45,000.00.
- F. Approval of June 2020 Transfer of Funds within Heartland Bank, from Money Market #2886 to the checking account in the amount of \$100,000.00.
- G. Approval of payables paid between meetings from 05/19/20 to 06/15/20 in the amount of \$71,856.43.

- VII. Staff Reports**

- VIII. Commissioner and Staff Comments**

- IX. New Business**

- A. Resolution #2020-05 Approving the Comprehensive Master Plan
- B. Refund requests
- C. 2020 Coon Creek 2k/10k race

- X. Old Business**

- A. Tuscany Woods Construction Timeline Update

- XI. Executive Session**

- A. Review of Executive Session meeting minutes  
(5 ILCS 120/2) (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

- XII. Motions resulting from Executive Session**

- XIII. Adjournment** – Next meeting – July 13, 2020

*In compliance with the Americans with Disabilities Act, if you need assistance or special accommodations in order to participate in the meeting, please contact the Hampshire Township Park District Administration Office at (847) 683-2690 a minimum of 72 hours in advance of the scheduled meeting. Every effort will be made to allow for meeting participation.*



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** May 18, 2020  
**Agenda Item:** VII.  
**Subject:** Staff Reports - May

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### **Director's Report**

- Staff is back in the office since June 1.
- The bid documents were out and a bidder was selected for Tuscany Woods.
- The weekly Village meetings have come to an end with how things have progressed.
- A contractor will be conducting exploratory digging to determine if tree roots are the cause of the Seyller Park water issue and if/how it can be repaired.
- Reviewed the Master Plan for final changes prior to submission to the board.

### **Finance/HR**

#### Financial

- Budget and Appropriations Ordinance available for inspection
- Notice for Public Meeting
- Auditor and Village aware of request for annual statement
- Balanced the Foundation books
- Foundation Donation Letters
- Weekly payables
- Record keeping for grant expenses
- Payroll
- Processed deposits
- Resolve TimeClock Plus issues with MSI interface
- Clearing out 19-20 records and will prepare for disposal
- Quarterly Reports
- Established a renewed Menards exempt account

#### Human Resources

- Report unemployment claims
- Rescheduled PATH Screening
- Preparing for Annual Staff Meeting
- Two new employees for Maintenance Dept
- Creating new job descriptions for Maintenance positions

### **Recreation**

#### Special Events and Programs

- We have begun advertising for in-person dance classes.
- Coon Creek Race is still on at this time, but more to discuss at the meeting!

## Athletics

- Issued household credit refunds for all t-ball participants from session 1. Due to guideline restrictions, we were unable to run session 1 of t-ball. We are planning on being able to run session 2 as long as the guidelines loosen and are not reverted. We will be taking the necessary precautions. We will be reducing the number of players per team and working with volunteers and parents to maintain clean equipment.
- We are planning on still running the in-person Challenger Soccer camp in July. For families who may not yet feel comfortable with in person interactions, they are also providing a virtual camp as well. We have opened up fall soccer registration. We hope that guidelines are loosened up by mid-August, so we can practice and play games. We have already started looking into the safety precautions needed to run a soccer league in one location. We will stagger out starting times for games that share the same field, so teams have enough time to finish their game and vacate the park before the next teams come in. NRSL has yet to comment on the fall season. We may look into just playing local (Huntley or Genoa) for U10+.
- Maintaining Website, Facebook, and Rainout line.
- Created Rectac registrations for LPP and Dance.
- Handling small IT issues in the office.
- Attending online webinars on Youth Sports.
- Cleaning Men's Bathroom in the office.
- Sanitizing shared office supplies and equipment.

## ETC

- We have made it through the first weeks of Summer Camp and it went really well despite no field trips, playground, splash pad etc.
- We had (1) pod of 10 this week. Drop off and pick up has been very successful.
- The children have learned the importance of social distancing themselves with still having fun with their camp buddies.
- We have gotten very creative this week with making ice chalk, social distancing games and even bringing their bikes/scooters and helmets to take a ride through the park. Friday we had a campfire and smores!
- Looking forward to a possible trip to Ream Splash Pad starting June 26<sup>th</sup>!
- Cleaning the bathrooms every 2 hours as recommended due to summer camp use.
- Thirteen (13) ETC Registrations have been taken so far.

## Parks

- Pumped out Seyller Lake.
- Load and haul grass off of parks after mowing could finally be completed once the rain stopped.
- Sprayed weeds.
- Hired additional summer help.

- Mulching playgrounds for reopening.

### **Youth Education**

#### **Little People Playtime**

- Phase three of the Governor’s Plan allowed Day Care to transfer operations from the Emergency License to our Original License with amendments of room capacity and a long list of plans and policies to be implemented.
- During June Day Care remained open with the Tuesday and Thursday schedule with increased attendance. This shortened schedule gave Staff time to plan for the implementation of the new policies. In actuality Staff was applying the new DCFS directives with smaller groups in preparation for implementing the changes with a larger group. Some changes were major such as using the classroom exit door as entrance doors to avoid gatherings in the vestibule and keeping each classroom “stable” environment.
- Preschool Staff surveyed parents for responses about the April and May “home school learning” packets, Facebook activities, and Zoom meetings. Parents were positive and appreciative for the guidance. The Preschool staff put in many hours of planning and learned much about setting up the “e-learning”. Staff worked with our current technology in the classrooms and did a wonderful job. The last week of May Preschool offered “closure” activities (outside) for parents and children.
- Little by little the LPP Staff will resume normal schedules as the programs open.
- July 6 Little People Playtime Day Care and Summer Camp for ages three/four years, and On the Road to Kindergarten will operate on a “normal” schedule.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** June 22, 2020  
**Agenda Item:** IX.A.  
**Subject:** Comprehensive Plan

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### **Background**

The Comprehensive Plan was presented during the meeting by Wight and Company. A Resolution is attached for approval.

### **Recommendation**

Motion and a second to approve Resolution #2020-04, approving the Comprehensive Master Plan for the Hampshire Township Park District.

**RESOLUTION NO. 2020-05**

**HAMPSHIRE TOWNSHIP PARK DISTRICT  
KANE COUNTY, ILLINOIS**

**A Resolution Authorizing the Approval of the Comprehensive Master Plan**

**WHEREAS**, the Hampshire Township Park District was presented the final draft of the Comprehensive Master Plan,

**THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners hereby approves this plan on this 22<sup>th</sup> day of June, 2020.

*Attest*

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*Signatures*

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*Ayes*

*Nays*

*Abstain*



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** June 22, 2020  
**Agenda Item:** IX.B.  
**Subject:** Refund Requests

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### **Background**

Several refund requests have been made for soccer, volleyball, and tball that were paid to the Park District in last year's budget. Prior to May, we had emailed out several times a refund request form to allow people to choose if they wanted a household credit should soccer be canceled, or if they wanted a refund, they could receive one minus the \$5 processing fee.

Staff has received several requests since then for cash refunds. Because of the unusual circumstance the Park District was placed in with COVID-19 and canceling spring soccer, we are asking the board to review requests and approve any refunds that will be issued that will put our line item at a negative fund balance. All households at this time that did not request the refund via the form were given a household credit.

### **Recommendation**

Motion and a second to approve/deny refund requests.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** June 22, 2020  
**Agenda Item:** IX.C.  
**Subject:** 2020 Coon Creek Classic

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### **Background**

Hampshire Coon Creek Country Days has been canceled and staff would like to discuss with the Board the annual race.

### **Recommendation**

Discussion only.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** June 22, 2020  
**Agenda Item:** X.A.  
**Subject:** Tuscany Woods Construction Timeline

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### **Background**

Updated Tuscany Woods Timeline.

### **Recommendation**

Informational only.

## **The Park at Tuscany Woods Construction - Planning & Progress Report 6.22.20**

June 2019

- Hampshire Township Park District received the grant authorization from the Illinois Department of Natural Resources
- The playground and installation was authorized by the Park Board via the PlayCore/Illinois Park and Recreation Association Grant.

July 2019

- Playground installation.
- The Village engineering firm was contacted about the lack of sanitary sewer between the park and the live line on Jake Lane. Staff is currently reviewing options with the engineers and the Village staff.
- Staff is contacting vendors for options for the Restroom/Concession facility.
- Staff is contacting vendors for options on the warming shelter.
- Staff is working on a timeline for construction.
- Staff is in contact with TransCanada for improving the area that is currently under construction for the pipeline.

October 2019

- Awarded a \$10,000 Community Investment Grant for the Natural Area from TransCanada.
- TransCanada completed their seeding work on the pipeline area.

November 2019

- Revisions to the restroom/concession facility order.
- Plans are near complete for the bidding of the woodlands/natural area. Right now the intention is to bid these out on November 27, 2019 and have the bid due on December 12, 2019 for approval of a contract award at our December 16, 2019 meeting.

December 2019

- Ordered restroom/concession facility.
- Scope of services provided and executed with Engineering Enterprises, Inc. (EEI) for the restroom/concession utilities, foundation plans, and shared-use trail.
- Colors selected for the restroom/concession facility.
- AIA Contract drafted for natural area restoration.
- Impact Fee Request for fund balance for project.

January 2020

- Received shelter quotes for the warming shelter and the shade structure.
- Working with EEI on site design.
- Soil boring is complete, topo will be completed next week.

February /March 2020

- Woodland clearing.
- Fecal mowing of natural area.

April 2020

- Electric was located for the plan set.
- Plans are completed for the restroom/concession, path, parking, concrete bid.
- Reviewed the site clearing with contractor.

#### May 2020

- Located campsites with boy scouts.
- Trail was located and constructed.
- Received \$20,000 Illinois Clean Energy Grant for the Pollinator Meadow natural area.

#### June 2020

- Herbicide treatment of natural area was completed.
- Restroom/concession stand construction bid was awarded.
- Contacting Village about a variance for the parking lot.

#### Summer 2020

- Obtaining the variance for the sanitary connection.
- Construction for the bid project will begin.
- Completing plans for the shelter/warming shelter.
- Dog Park fencing layout and bid.
- Natural area interpretive signage design and installation.
- Continued work on the natural areas as required in the bid document.



## Memorandum

**To:** Hampshire Park Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** June 22, 2020  
**Agenda Item:** XI.  
**Subject:** Review of Executive Session Meeting Minutes

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### **Background**

Unpublished written minutes of all closed meetings are to be reviewed not less than semi-annually. Minutes are to be reviewed to determine if (a) the need for confidentiality still exists as to all or part of those minutes, or (b) if the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The results of the review are to be reported in the open session of the Board of Commissioners. (5 ILCS 120/2.06)

### **Recommendation**

It is recommended that the minutes from executive sessions listed below are reviewed in executive session and any to be released are reported in the open session of the Board of Commissioners.

May 20, 2013  
December 16, 2013  
December 17, 2018  
April 8, 2019