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**Special Meeting of the  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
390 South Ave.  
Board of Commissioners  
March 4, 2019  
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. Consent Agenda**

- A. Approval of February 11, 2019 Meeting Minutes
- B. Approval of February 21, 2019 Meeting Minutes

**VI. Staff Reports**

**VII. Commissioner and Staff Comments**

**VIII. New Business**

- A. ETC Program
- B. Letter of Intent

**IX. Old Business**

- A. Sale of Surplus Property

**X. Executive Session**

- A. *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2 from Ch. 102 par. 42 c.1.)*

**XI. Adjournment – Next meeting – March 11, 2019**

*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.*



**Hampshire Township Park District  
Board of Commissioners  
Working Meeting Minutes  
February 11, 2019**

**Call to Order:**

At 6:30 p.m., President Nathan Looman called the Board meeting to order.

**Commissioners Present:** Nathan Looman, Jamie Herrmann, Jennifer Reid

**Commissioners Absent:** Bill Hornbeck, Aaron Kelly

**Staff Present:** Laura Schraw- Executive Director, Stephanie Barone-Recreation Supervisor, Michael Prill- Athletics Supervisor

**Approval of Agenda:** Commissioner Reid made a motion to approve the agenda. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

**Citizens to be Heard:** None

**Discussion Items:**

**\*IAPD/IPRA Conference review**

Supervisor Prill reported on his meeting with Hot Shot Sports to set up/run summer camps since the Park District have lost the High School Programs. Prill is meeting with them on Wednesday to work through specifics and will report back to the Board of Commissioners. Prill also met with the representative from Challenger Sports to run the British Soccer Camp again. Discussion was had about running marketing videos and restructuring the way the camp was run.

**Board Comments/Events/Programs-** President Looman reported and shared with the Board information on special programs that include Mobile Escape Room, Santa's Village, Fireside Theater, etc. Discussion was had about partnering with the Township on the Fireside Event. Commissioner Herrmann shared that the Village of Oak Park created a Parks Passport and will reach out to get more information. President Looman shared that there have been many conversations amongst the community about Cup in Hand KickBall and Adult Co-Ed Softball. Supervisor Prill mentioned reaching out to the Goebbert family about a Farm to Table event that Supervisors Prill and Barone could coordinate.

Commissioner Herrmann reported on the Social Media review/update and that the Park District should continue to use Facebook and YouTube to increase our Social Media presence. Commissioner Herrmann shared that there is a temp agency that is able to fill government positions specifically. Commissioner Herrmann also shared information learned about increasing the number of members of our Foundation Board. President Looman also shared information he learned about Foundation Boards.

Commissioners Herrmann and Reid shared information about re-vamping the Executive Director Review.

Executive Director Schraw shared information about a session Fostering a Healthy Relationship between the Executive Director and Board of Directors, Master Plans and Running Public Meetings. The Board discussed creating a spending policy for the Executive Director.

**Board Committees-** President Looman would like to resume committees to assist with Events, Master Planning, etc and meet with Staff to help in any way. Commissioner Herrmann mentioned that she had previously wanted to get rid of committees. Commissioner Herrmann and President Looman discussed forming committees as an as-needed basis and that the appointed Board Commissioner would be a point person. Supervisors Prill and Barone were in agreement with this change and extra help in planning. Discussion continued with the Board as to what this would look like and what the roles would be and how the Board could be effective.

**\*Summer Camp-** Executive Director Schraw shared if the Board can think of any ideas for day trips to let her know. Executive Director Schraw will be reaching out to PDRMA to find out what legalities there are of taking kids to the pool and how many camp counsellors the Park District would need. The goal would be to have the summer camps planned before the Catalog comes out.

**\*Grant Applications-** Executive Director Schraw updated the Board of Commissioners on the COMED grant for Tuscan Woods (Pollinator Plant Grant) and Bark for Your Park Grant.

**\*Park Project Updates-** Schraw updated the Board on the Eagle Scout Project and working with the Veterans Group to complete the project. The Veterans Group will be getting quotes to get the project completed by May.

**\*Annual Report 2018-** Schraw presented the Board with a rough draft of the Annual Report.

**\*Survey-** President Looman suggests that the Park District send out an Athletics/Recreation Survey and promote with a Park District give-away. Schraw will email the Board of Commissioners a list of proposed survey questions for the Board to review.

**President's Report- None**

**Director's Report-** Schraw met with the gentleman with Pepsi and a vending machine will be installed at Ream Park. The Park District will receive 30% of all proceeds from the vending machine.

**Adjournment:** At 8:41 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.





**Hampshire Township Park District  
Board of Commissioners  
Special Meeting Minutes  
February 21, 2019**

**Call to Order:**

At 5:17 p.m., Commissioner Kelly called the Special Board meeting to order.

**Commissioners Present:** Aaron Kelly, Jamie Herrmann, Jennifer Reid

**Commissioners Absent:** Bill Hornbeck, Nathan Looman

**Staff Present:** Laura Schraw- Executive Director

**Approval of Agenda:** Commissioner Reid made a motion to approve the agenda. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

**Citizens to be Heard:** None

**New Business**

- A. Resolution #2019-03 Kane County Riverboat Grant – Park at Tuscany Woods. Executive Director Schraw reported to the Board what the proposed grant and proposed amount would be for the Natural Area at the Park at Tuscany Woods. Commissioner Herrmann made a motion to approve Resolution #2019-03. Seconded by Commissioner Reid. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.
- B. Resolution #2019-04 ComEd Openlands Grant – Executive Director Schraw reported that this \$10,000 grant would be used toward attracting pollinator species. Commissioner Herrmann made a motion to approve Resolution # 2019-04. Seconded by Commissioner Reid. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

**Adjournment:** At 5:25 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** March 4, 2019  
**Agenda Item:** VII.  
**Subject:** Staff Reports

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### **Director's Report**

- The bus was delivered this week and staff has begun planning for summer camp.
- IT services meetings have concluded and staff is still waiting for proposals.
- A letter was received from TransCanada regarding their work on the pipeline this summer. They have not determined if they will dig or directional bore but will work with us on restoration.
- A lighting quote was provided for LED lights at the Tennis/Basketball Court by a contact from ComEd. Because this is sports lighting, a photometrics plan has been requested to ensure that enough light is being placed on the court and to determine the spillage outside the courts and if this is an appropriate retrofit.
- Preparation of ComEd Openlands and Kane County Riverboat Grant, both for Tuscan Woods Natural Area. The Kane County Riverboat Grant was submitted on March 1st.
- A report is required every 5 years for LWCF funds received for Ream Park. This was completed and submitted to IDNR.
- Staff started three year Strategic Planning at our staff meeting. Discussion will continue at our next meeting.
- IRS filing for Foundation was submitted as required.
- Exempt of Status for 2019 for Kane County was completed as required.

### **Finance/HR**

No report.

### **Recreation**

#### **Special Events & Programs**

- Added new fitness classes to the program line up: MixxedFit, Beginner & Vinyasa Yoga and Yin Yang.
- Secured bands for Music under the Oaks. 2 concerts on 6/15 & 7/20. 7/20 will be with the Lion's Club
- Movie in the Park (Ream) will be on the first day of summer 6/21. We will be using the Party Company for the screen, Huntley Park district uses them as well. We get 25' Widescreen Inflatable Movie Screen (perfect for groups of up to about 300), a professional sound system, wireless microphone, 4000-5000 brightness HD projector, movie set-up crew & video tech on site, back up equipment, DJ, up to 3 hours of movie time, cartoons and music prior to the movie, and more. I have not picked the movie yet, however leaning towards Incredibles 2.
- Met with Police and fire to get the large group gathering permit for Colour Me Lucky. Applied for state liquor permit as well.
- March 22<sup>nd</sup> there will be a Kids Black Light Painting Party in the community (parents night out.)

## Athletics

- Soccer: Soccer registration deadline is approaching and I have already expanded a few age groups. Enrollment numbers seem to be on par with previous seasons. I will continue to look for volunteer coaches for more opportunities to expand the age levels. NRSL (U10-U14 league we are in) held a meeting and discussed "stacking" teams in a recreation level. They want team counts on March 8th, and we will start to construct the schedule March 17th. Schedule should be live for parents to see on March 27th and the season will start April 6th (weather permitting).
- Basketball: Met with Huntley to co-schedule the playoff games for 7th/8th grade basketball. Bitty through 3rd/4th will conclude on 3/16. I will be ordering medals for Bitty through 3rd/4th grade next week in preparation for the final game.
- Volleyball: Volleyball registrations have a hit a record high in enrollment. We currently have 40 girls in the program and 5 teams. I ordered 12 new "Purple and White" high quality volleyballs. I got them discounted and saved \$15 on each ball. I placed a team shirt order for each team and the girls will get their last name printed on the back of their shirt.
- Volleyball Camp: Jen Hoffmann has volunteered to run a 7th-8th grade volleyball camp. There are currently 11 girls signed up for the program and we are hoping for 1 more. This camp is a new program that will run Mondays and Fridays at Gary D. Wright.
- Gym: I have placed a request for gym usage with D300 and await their reply. I will continue to look into other gym locations in town.
- Summer Camps: Hot Shot sports compiled a list of 21 camps that they will run for us over the summer starting June 3rd to July August 29th. Camps cover all kids of ages and sports from Jr. Ninja Warriors to adult Pickleball. Once I can confirm that we can have the gym over the summer, I would like to offer these camps.

## Youth Education

### Little People Playtime

- Last Friday afternoon, February 22 we had our unannounced annual visit from DCFS. Chris dropped everything to accommodate him. He stayed only a few hours because he said our record has always been "clean" and this visit was no exception. Both staff files and children's files met compliance. His only suggestion was that we cover the trash receptacles in the classrooms and bathrooms. He also gave us a new form to announce the Radon test results in the vestibule.
- Priority registration had an overwhelming response with the largest areas being two year olds (both preschool and day care) and the Pre-Kindergarten preschool. Saturday, March 2, begins open registration. Judging from the in-coming phone calls, these will be the two target areas also.
- Algonquin Kids Dentistry sent a representative for a presentation to the Pre-Kindergarten children on brushing and oral hygiene.
- Dr. Seuss (aka Chris Rutkowski) will be visiting the classrooms beginning this Friday, February 28.

### Extended Care

- We have been purchasing new kids crafts and games. It has been received well by the parents and students.

### **Parks**

- Tree trimming occurred at Seyller Park to improve tree health and remove hanging limbs after the ice storms.
- The route is staked for ComEd to provide service to the ballfield lights.
- Attended Pesticide License renewal.
- Final preparations for spring start up.
- Working on scheduling for spring weed and feed.
- Adding gravel to depleted path at Schmidt.
- Repair ground at Tuscany.
- Labeling the new bus.





## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** March 4, 2019  
**Agenda Item:** X.A.  
**Subject:** ETC Program

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### **Background**

The next catalog will be released in April and requires that we discuss the Extended Care (ETC) pricing and program for the 2019-2020 school year as the registration information will be included in this catalog.

### **Recommendation**

Review current pricing and program with Staff. If changes are recommended, motion and a second to approve.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** March 4, 2019  
**Agenda Item:** X.B.  
**Subject:** Letter of Intent

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### **Background**

Staff is requesting that the Board authorize the Executive Director to send a Letter of Intent to PlayCore that once the OSLAD Grant agreement is executed, we will proceed with purchasing the playground equipment.

### **Recommendation**

Motion and second to authorize the Executive Director to send a Letter of Intent.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** March 4, 2019  
**Agenda Item:** XI.A.  
**Subject:** Sale of Surplus Property

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### **Background**

Staff would like to discuss the sale of the van.

### **Recommendation**

Discussion only, staff has already been authorized to sell the van at the January 28, 2019 meeting.