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Meeting of the
HAMPSHIRE TOWNSHIP PARK DISTRICT
390 South Ave.
Board of Commissioners
September 17, 2018
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. Discussion Item**
 - A. The Park at Tuscany Woods Development – OSLAD Grant

- VI. Consent Agenda**
 - A. Approval of August 20, 2018 Meeting Minutes
 - B. Approval of August 20, 2018 Executive Session Meeting Minutes – not to release
 - C. Approval of Payables Paid from August 21, 2018 to September 14, 2018 in the total of \$40,385.82

- VII. Director’s Report**
- VIII. Staff Reports**
 - A. Youth Education Director
 - B. Finance/Human Resources Director
 - C. Recreation Supervisors
 - D. Parks Supervisor

- IX. President’s Report**
- X. Board Commissioner Reports**

- XI. New Business**
 - A. Local Election Official
 - B. Park Naming Application

- XII. Old Business**

- XIII. Executive Session**

- XIV. Adjournment** – Next meeting – October 1, 2018

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
Board Meeting Minutes
August 20th, 2018**

Call to Order:

At 6:31 p.m., President Nathan Looman called the Board meeting to order.

Commissioners Present: Nathan Looman, Jamie Herrmann (arrived at 6:35 pm), Aaron Kelly, Jennifer Reid, Bill Hornbeck

Commissioners Absent: None

Staff Present: Laura Schraw- Executive Director, Rosemary Kesse- Youth Education Director, Patti Prill- Finance/Human Resources Director, Toby Koth- Parks Supervisor, Michael Prill- Athletic Supervisor, Stephanie Barone- Program Supervisor, Kim Johnson- Hampshire Park District Extended Care Supervisor.

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

Citizens to be Heard: None

Discussion Item

The Park at Tuscany Woods Development – OSLAD Grant

Director Schraw presented the conceptual design for the Park at Tuscany Woods if the Park District were to receive OSLAD grant funding. The original design presented in December 2017 included a dog park, shelter, nature trail, concession/restroom building and an ADA accessible playground with a sitting area. Changes to this conceptual design from the original design include adding a designated flag football field, ice rink, additional parking, and primitive campsites. Public in attendance commented on adding a disc golf course and nature play pieces in the woods. Additional questions asked were about serving hot cocoa in the winter with the ice rink. The public asked about how it is paid for and Director Schraw commented our match will be through developer Impact Fees and the OSLAD grant. The President of the Northwest Little League sent a message to President Looman that they are very supportive of the proposed design.

Consent Agenda

- A. Approval of July 16, 2018 Meeting Minutes
- B. Approval of July 16, 2018 Executive Session Meeting Minutes – not to release
- C. Approval of August 6, 2018 Meeting Minutes
- D. Approval of May 2018 Treasurer's Report
- E. Approval of July 2018 Transfer of Funds within Heartland Bank, Money Market #219 in the amount of \$100,000.00
- F. Approval of Transfer of Funds within Heartland Bank, Money Market #4534 to Money Market #219 in the amount of \$45,530.69
- G. Approval of payables paid from July 17, 2018 through to August 16, 2018 in the amount of \$63,873.41

Commissioner Kelly made a motion to approve the consent agenda items with the recommended changes by the Board of Commissioners. Seconded by Commissioner Herrmann. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

Director's Report

Director Schraw reported that she has been working on Grant items that included wrapping up the grant bookkeeping from Ream Park. Director Schraw will present a copy to the Village Board of where monies were spent for this project. Director Schraw will be gathering more information on pricing and upkeep/maintenance for the proposed dog park. Director Schraw met with the Eagle Scout on his proposed project for a Veterans Memorial at Seyller Park as well as freshening up the current WW II Memorial at the park.

Staff Reports

Youth Education Director- Kim Johnson spoke on behalf of the new changes to the ETC program and the positive comments and positive changes to the program. The first week of school went smoothly. Starting Sept 4th organized activities will be planned for the ETC program. Commissioner Kelly commended the Park District and ETC staff and sent kudos for wanting to make the positive changes to the program and seeing it through. Director Kesse reported on the First Annual Daycare Parent Orientation. Director Kesse reported that there was positive feedback from the orientation. Director Kesse personally thanked Toby for spending free time to wax the floors to prepare for the start of preschool.

Finance/Human Resources Director- Director Prill reported on status of June Treasurer's Report. Director Prill met with Finance Director from the Huntley Park District and will be able to use her as a backup if she ever needed. Tom Chapman will be at Oct 15th meeting. Director Prill sent Personnel Policy Manual to John Cowlin for his review and for any recommendations. The Park District hired 5 new employees for extended care and Little People.

Recreation Supervisors- Stephanie Barone reported on the Coon Creek race and the new brochure to be sent off to the printer at the end of the week. Two Parents Night Out have been planned (paint night and movie night).

Athletics Supervisor Prill reported on coaches for Flag Football. He also reported that he will be working with Huntley to schedule. There are 307 children currently enrolled in soccer and will be joining NRSL to be competitive with other surrounding communities. The Speed School will be in the new brochure and will be out to teach Middle and High School kids- this is to replace the Open Gym night on Wednesdays.

Parks Supervisor- Supervisor Koth reported that there has been no damage to any of the Parks for the past month. Supervisor Koth reported that new lightning detection system has been installed at the Park at Tuscany Woods. Supervisor Koth reported on maintenance tasks and concerns with weeds at the ballfields and what Northwest Little Leagues responsibilities are for maintenance and upkeep at the ballfields at the Park at Tuscany Woods.

President's Report- President Looman reported on communications with Northwest Little League.

Board Commissioner Reports- Commissioner Kelly gave kudos to the staff for the parade and staff participation for the Coon Creek Parade and how proud we should be of our organization and that it is something the Park District should consider to do every year.

New Business

Ordinance #2018-08 - An Ordinance Providing for the Regulation and Restrictions Governing the Use of the Park System of the Hampshire Township Park District. Commissioner Herrmann made a motion to approve. Seconded by Commissioner Hornbeck. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.

Resolution #2018-09 - Resolution of Authorization Approving an OSLAD Application for the Park at Tuscany Woods. Commissioner Kelly made a motion to approve. Seconded by Commissioner Herrmann. Motion passed with 5 Ayes, 0 Nays, 0 Abstain

Old Business- None

Executive Session: At 8:00 p.m. Commissioner Kelly made a motion to adjourn to Executive Session for Litigation, Pending or Probable or Imminent Litigation [5 ILCS 120/2(11)]. Motion seconded by Commissioner Reid. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

At 8:14 p.m. Commissioner made a motion to resume the regular board meeting. Seconded by Commissioner Kelly. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

Director Prill spoke to the Board in regards to Staff Recognition and years of service recognition.

Adjournment: At 8:32 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Kelly. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: September 17, 2018
Agenda Item: X.A.
Subject: Local Election Official

Background

The State Board of Elections requires elected boards appoint a Local Election Official for the Consolidated Election to be held on April 2, 2019. The Park Board has named the Executive Director as this official in the past.

The official is responsible to prepare the nominating petitions and packets of information for the election and make them available according to the State Board of Elections calendar. Petitions can begin to be circulated starting September 18, 2018.

The election official is also responsible for receiving and certifying petitions between December 10, 2018 and December 17, 2018 as well as completing required documents that are then sent to Kane County Elections Department to insure candidate names are placed on the election ballot.

Recommendation

Appoint Executive Director Laura Schraw as Local Election Official for Hampshire Township Park District for the consolidated Election of April 2, 2019.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: September 17, 2018
Agenda Item: X.B.
Subject: Park Naming Application

Background

The Park District received a park naming application which will be presented at the meeting.

Recommendation

Review application for consideration.