

Table of Contents

Agenda 031521	2
VA 2222021 Meeting Minutes	3
VI Staff Reports March	6
VIIIA FY22 Draft Budget Memo	9
VIIIB Oakstead Development Proposal	13
VIIIB1 1_a_Oakstead_Prelim_Site_Plan_ Parks_3_4_21[4040]	14
1 Sheets and Views	1
1.1 CR2002_D01_01SP-24x36	14
VIIIC Installation of Fiber at Seyller Park	15
VIIIC1 Quotes on Fiber Install	16
vIXA Tuscany Woods Construction Timeline Memo	21
vIXA1 Tuscany Woods Construction Timeline	22



Meeting of the
HAMPSHIRE TOWNSHIP PARK DISTRICT
Board of Commissioners
March 15, 2021
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, nor 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 22, 2020 Meeting Minutes
- B. Approval of February 22, 2020 Executive Session Meeting Minutes
- C. Approval of payables paid between meetings from 2/19/21 to 03/12/21 in the amount of \$89,575.56
- D. Approval of March 2021 Transfer of Funds within Heartland Bank, from Money Market #9624 to the checking account in the amount of \$150,000.00.
- E.

VI. Staff Reports

VII. Commissioner and Staff Comments

VIII. New Business

- A. FY22 Budget Narrative and Draft Budget
- B. Oakstead Development
- C. Installation of Fiber at Seyller Park

IX. Old Business

- A. Tuscany Woods Construction Update

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.)*
- B. *The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5 ILCS 120/2 from Ch. 102 par. 42 c.5.)*

XI. Adjournment – Next meeting – April 12, 2021

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
Meeting Minutes
February 22, 2021**

Call to Order:

At 6:30 p.m. called the meeting to order.

Commissioners Present: Nathan Looman, Jennifer Reid, Meagan Tiffany, Jamie Herrmann

Commissioners Absent: Joe Majcher

Staff Present: Laura Schraw- Executive Director, Patti Prill- Finance/HR Director (participated via Zoom), Michael Prill- Athletics Supervisor, Stephanie Barone-Recreation (participated via Zoom), Kevin

Commissioner Tiffany made a motion to approve the amended agenda, adding new business item vehicle purchase. Seconded by Commissioner Reid. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Citizens to be Heard: None

Consent Agenda:

- A. Approval of February 8, 2020 Meeting Minutes
- B. Approval of February 8, 2020 Executive Session Meeting Minutes
- C. Approval of February 12, 2021 Transfer of Funds within Heartland Bank, from Money Market #9632 to the checking account in the amount of \$100,000.00.
- D. Approval of payables paid between meetings from 1/29/21 to 02/18/21 in the amount of \$26,207.50.

Commissioner Herrmann made a motion to approve the consent agenda items. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Director Reports: Staff reports were submitted electronically prior to the meeting for Commissioner review.

Commissioner and Staff Comments: President Looman asked Supervisor Prill to clarify about wearing masks during outdoor activities. President Looman asked in regards to outdoor soccer who made the mask policy. Supervisor Prill said that came from above the Park District (All Sports). President Looman quoted the CDC guidelines. President Looman also asked who is responsible for enforcing these rules. President Looman would like to look at mask options as there is no way to enforce this policy. President Looman is suggesting the Park District create their own house rules and use a gaiter rather than a mask. Commissioner Tiffany stated that the kids will wear the masks and that she feels for the person that has to enforce this with adults. Commissioner Herrmann asked Supervisor Prill

what other neighboring Park Districts are doing- he reported that Huntley and Genoa are enforcing the mask policy during play. Executive Director Schraw reported that PDRMA has not made a recommendation on this policy at this point. Supervisor Prill will reach out again to PDRMA and will reach out to the Athletics Director for Huntley again as well as reach out to the Health Department and to D300 High School Athletics.

Executive Director Schraw shared with the Board of Commissioners that D300 will be working with the Park District so that the ETC staff and Preschool Staff can get vaccinated.

Commissioner Herrmann inquired about the extra permits for the concession building.

New Business:

A. AN ORDINANCE providing for the issue of approximately \$122,000 General Obligation Limited Tax Park Bonds, Series 2021, for park improvements and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. Financial Advisor Kevin O'Kelly reviewed the Bond Sale documents for the Board of Commissioners. This new bond will cover the next 3 tax years. Commissioner Herrmann made a motion to approve the Bond ordinance.

Seconded by Commissioner Reid.

Roll Call Vote:

Herrmann- Aye

Reid-Aye

Tiffany-Aye

Looman-Aye

Majcher- Absent

Motion passed 4 Ayes, 0 Nays, 0 Abstain.

B. Tuscany Woods Dog Park Fencing Bid Award- Executive Director Schraw updated the Board of Commissioners on the dog fence bid. There were 3 total bids. It is Executive Director Schraw's recommendation that the Park District go with the bid for Northern Illinois Fence. Commissioner Herrmann made a motion to approve the Dog Park Fencing Bid Award to Northern Illinois Fence. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

C. FY22 Athletic Fees- Executive Director Schraw updated the Board of Commissioners with the updated Athletic Fees pricing structure. Supervisor Prill is recommending a program fee change for FY22 Spring Soccer for Athletics of a 8% program fee and \$5 late fee increase. Commissioner Herrmann inquired that with all the changes would a cost increase deter more people as well? President Looman stated that we are offering a program that does not warrant a cost increase. Commissioner Reid commented that prices could remain the same and the pricing structure could be revisited for the Fall Soccer season. Commissioner Herrmann would like to hold off on the price increase until the Fall but would like to adopt the late fee increase. The remaining Commissioners were in agreement with this suggestion. Commissioner Tiffany made a motion to approve the increase to the late fee. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

D. Oakstead Development- Executive Director Schraw presented to the Board of Commissioners the Oakstead development layout/plan. Executive Director Schraw showed the Board of Commissioners the two proposed parcels the Developer would like to give to the Park District. Schraw informed the Board that the Developer never approached the Park District when they were developing preliminary plans. Schraw informed the Board that the smaller parcel would need re-grading but would fit a few soccer fields

and would like some flatter land by removing some housing sites. Schraw presented the Northern parcel. The southern parcel could have a playground. The Developer was also in agreement to take this 10 acre parcel down to 5 acres. Schraw is also inquiring with the Developer about acquiring land next to the School District so that the Park District could partner with the school district in providing a playground.

E. Eagle Scout Project List- Executive Director Schraw presented to the Board of Commissioners the suggested list of projects. The Board will offer changes/suggestions as needed.

F. New Vehicle Purchase- The Park District plow truck needs to be replaced. A quote was presented to the Board of Commissioners. Supervisor Koth gave the specs for the plow truck. Commissioner Herrmann made a motion to waive the bidding process and to approve the purchase price in hand. Seconded by Commissioner Reid. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Old Business: None

At 8:15 pm. Commissioner Herrmann made a motion to go into Executive Session for 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.) Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

At 8:38 p.m. Commissioner Reid made a motion to resume the regular meeting. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Adjournment: At 8:38 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Tiffany. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: March 15, 2021
Agenda Item: VI.
Subject: Staff Reports

Director's Report

- Ordering of computer equipment for LPP and Admin staff, assisting in set up when needed.
- Requesting revised quotes for Fiber across park to LPP.
- Review of Oakstead Development.
- Attended Community Preparedness meeting with other local governing bodies.
- Attended the NISRA Board meeting.
- Tuscany Woods Dog Park Fencing Bid contract sent to contractor.
- Preparation of the FY22 budget.
- Quotes received for the fiber install.
- Flooring company will be providing a quote to re-do the board room floor, changing to no carpet to make the room more versatile for programming, camps and rentals.
- Virtual meeting with our PDRMA rep.
- Watched the recorded webinar on Employers and Vaccines.

Finance/HR

Financial

- Weekly payables
- Record keeping for grant expenses
- Processed Payroll
- Processed daily deposits
- Monthly Payroll Reports
- Budgets, Budgets and more Budgets
- Attended Webinar "IMRF and Retirement"

Human Resources

- Processed part-time employee to full-time
- Entered more data into the Human Resources Module
- Attended Webinar "Employers and Vaccines"

Recreation

Special Events and Programs

- The St. Patrick's Day Fun Run 5K is March 13th. Large group gathering permit is approved. As of 3/11 there are 76 runners (75 total runners last year) and registration is open until 3/12 at 3pm. In order to keep with COVID-19 guidelines runners will be assigned corral times.
- The Easter Bunny Visit event with the library is full for Sunday, March 28th. We have 40 families visiting over a 2 hour window of time with 10 families every half hour. An HHS National Honors Society student has taken the part of the Easter Bunny.

- Summer Drive in movie is set for June 3rd with the library sponsoring the movie license and screen costs. The Village is sponsoring again with the use of the Coon Creek site and providing port-a-potties. 2 food trucks have been secured. We will be showing Harry Potter to celebrate the movie's 20th anniversary.
- Reached out to the Hampshire Lion's Club to see if they would like to get back to serving food at Music under the Oaks this summer. They will be discussing the event at their April meeting.
- Preparing the Website, RecTrac and Facebook with spring/summer programs as staff and myself prepare them.

Athletics

- Soccer: Spring registration is going well. We are currently at 203 children registered. We are currently working on gathering more volunteer coaches. We hope to have a meeting with the NRSL soon to cover guidelines and expectations for the season. Photos have already been scheduled with Jan Nohling to prevent any issues that may arise in the future.
- T-Ball: We are currently reviewing our t-ball program and exploring schedule options for a one session extended season.
- Summer Sand Volleyball: We are in the early stages of planning a summer sand volleyball season. Our hopes are to operate it during the week to help with families who go on vacation over the weekend during the summer. No start date is set at this time.
- Cup-in-hand Kickball: Currently we have cup-in-hand kickball on hiatus. With current guidelines and restrictions, operating a season would be difficult. We look forward to offering this program when restrictions loosen.

ETC

- Continuing to work on summer camp adventures and securing locations when possible.
- Remote Learning Camp is coming to an end on March 19th after 28 weeks of operation.
- Beginning to prepare the 2021-2022 registration forms and handbook for ETC for next year's registration, which will open May 1.

Parks

- Emptying and dismantling of ice rink.
- Plow truck repairs
- Prep for spring fertilizer and startup.

Youth Education

Little People Playtime

Two words this month: BUDGET and REGISTRATIONS

- My head is spilling out numbers which somehow might help to balance the Little People Playtime Budget. We spent last budget Grant money wisely and are in the process of having the tile floors in the building "shower scrubbed" and waxed. This will take two weekends. Also two classrooms had original carpeting (12 years now) which will be replaced April 10. Classroom needs and wants have been taken care of throughout the year.
- The first Open Registration will be March 13th. I have been in contact with anyone who has phoned or emailed since February. The list grows daily and luckily most requests are for the threes and early fours. We have added an afternoon class and hope to fill it.
- Our goal is to have each classroom filled with happy children and satisfied parents. In the meantime, summer plans for camp are being finalized.



Memorandum

To: Hampshire Park Board of Commissioners
From: Laura Schraw, Executive Director
Date: March 15, 2021
Agenda Item: VIII.A.
Subject: FY22 Draft Budget

Introduction

This memo is to outline the budget and major changes to the FY22 budget.

Last year's budget memo indicated with the COVID-19 effects we were projecting to end FY20 with a 35.9% fund balance and ending FY21 with a 34.7% fund balance. Having no way to predict the outcome of our 2 week shutdown that has turned into a year of limited programs, it has proven difficult to predict the end of this year and more so how next year will turn out. We did not revise the FY21 budget as the time and effort to do so without having any idea of how COVID-19 would affect the District in the big picture turned out to be beneficial due to our grant successes bringing in additional revenue.

The day care was the first program after the shutdown to open for Essential Employees children earlier than June, when we reopened our office and began to offer Summer Camp on June 8th, 2020, for children of Essential Employees. No spring soccer season occurred, no summer sports, and in the fall, we were able to finally offer soccer, football, and a fall T-ball session. Basketball was able to resume in February, but with only half the gym available,

When school did not resume in August, we worked with D300 to offer Remote Learning Camp. This shift for the Executive Director, ETC and Recreation Staff became a big part of staying afloat this past year. With assistance from D300 and the CARES Act grant funding, we were able to cover the cost of staff and offer camp to nearly 100 children in our area at no charge.

Little People Playtime also received grant funding which assisted in purchasing extra PPE, Staff costs, and reduced income due to capacity restrictions.

The end of FY21 budget is estimated to be at a 45.2% fund balance overall between Corporate, Recreation and Liability funds. Capital, Bond and Special Recreation are not required to carry a fund balance. We have focused over the past several years on making sure we have a strong fund balance due to our increased debt payment coming in FY22 not knowing if our programs would bring in enough revenue initially to support this fund increase in FY22. Turns out building this fund balance for a debt payment was key for when a global pandemic hits. Our change in annual payments for FY22 will go from \$100,000 to \$170,000, which previously was expected to be achievable with our program success and bond funds, but we are not anticipating being able to meet this full payment out of the Rec fund for FY22.

For the proposed FY22 budget Recreation Department staff entered their initial budget projections and it was indicating a significant loss in revenue, cutting our fund balance nearly in half. After discussions on the FY22 year, when our primary revenue is collected, it was determined that we should use our FY21 revenue as a base for budgeting due to the fact that a majority of our programming occurs from August

– May, providing us with 5 months to continue to see a rise in participations as restrictions continue to ease.

Long range planning indicates if we do not have additional revenue our fund balance will slowly decrease over the next several years as the minimum wage increases. With the construction of the new elementary school, it is possible that this deficit could be corrected sooner if the area continues to develop.

A breakdown of revenues and expenses, including any significant changes, are outlined below. A draft budget will be provided at the meeting.

CORPORATE

Revenue:

The projection for the Corporate fund balance is approximately \$96,598 for the end of FY21. This represents a 30% fund balance.

In the Corporate Fund, this is where a majority of our tax dollars are collected to sustain Park and Administration employees as well as maintenance of our facilities that do not have outside revenue from program revenues. This budget has not changed greatly from the COVID-19 pandemic. Transition fees typically allow us to purchase additional parks equipment as our well-past it's useful life cycle equipment and add new amenities or improvements to parks.

Expenditures:

- Transfer of funds in FY21 to Capital for purchase of new parks vehicle in FY22
- Transfer of funds in FY21 to Capital for additional costs of hiring outside consultants to help finish the park development of Tuscany Woods

RECREATION

Revenue:

At this time, the estimated fund balance for the Recreation Department at the end of FY21 is approximately \$491,577. This is a 52% fund balance.

The biggest impact to this budget was the reduced revenue from Day Care, Preschool, Extended Care, soccer and basketball that has been lost. Thankfully, the federal grant funding closed much of the gap in ETC and LPP, as well as furloughs that lessened the staffing costs on our budget during the spring during shutdown and slower summer months.

After many discussions with the Finance Director, we have determined that the best way to budget for FY22 is if we were budgeting for a normal year. The ETC revenue was reduced for the month of May not being a typical school year. The rebound in spring soccer revenue has been a good indicator that people are coming back to programs, as of right now we are only \$9,000 less in revenue than what we budgeted for FY21. Summer is our slow season, therefore in 5 months there is a possibility that we could be operating at normal levels provided COVID-19 does not cause another shutdown or program cuts.

Our budget last year expected a \$30,000 deficit. We were informed that our bond cannot pay for the construction debt, and that it must be used for Capital projects. Due to this, a full \$135,000 must come out of Recreation when previously it was \$65,000/annually. Therefore, this year's end of year budget will also show a greater deficit due to the debt payment increase.

Expenditures:

- Transfers to the debt payment from the following:
 - \$20,500 Day Care
 - \$20,500 Preschool
 - \$85,000 ETC
 - There are some existing funds in the account which means the entire \$135,000 will not be transferred from Rec this year.

CAPITAL**Revenue:**

The Capital Budget is ending FY21 as a positive number. Although we will not receive our final OSLAD payment of \$200,000 until FY22, transfers from Special Rec for ADA accessibility projects and Corporate for Capital Projects have continued to build this fund. In addition, the \$124,000 in bond funds will be placed in this fund for capital projects. This money will be spent on Tuscany Woods and leave our other transfers for the Seyller Park playground project in the upcoming years.

The balance shown at the end of FY21 is \$179,609. The end of year balance for Capital in FY22 will be roughly \$119,000.

Expenditures:

- Tuscany Woods will be completed by May 29, 2021.
- A new vehicle will be purchased for the Parks Department to replace the plow truck.

BOND FUND

Revenue: A transfer of \$161,000 to cover the interest payment on the loan from the following funds:

Transfers to the debt payment from the following:

- \$20,000 Day Care
- \$19,000 Preschool
- \$85,000 ETC
- \$35,000 Special Recreation

Expenditures:

- The debt service transfers in from Daycare, Preschool, ETC and Special Recreation will pay the debt payment for the gym and Little People Playtime facilities.

LIABILITY FUND**Revenue:**

The fund balance at the end of FY21 will be approximately \$13,802. At the end of FY22 we anticipate it being approximately \$3,172.

We did receive a rebate check from PDRMA which was deposited into last year's budget. We will once again be reducing the overall balance and will continue to keep it at a minimum. This will fluctuate year to year depending on insurance rates, which we receive after our budget year starts, and the number of physicals that we need for new staff annually.

Expenditures:

- PDRMA has seen a significant reduction in claims due to reduced usage of facilities last year. We do not yet know how this will affect our insurance rates for FY22.

SPECIAL RECREATION

Revenue:

The fund balance at the end of FY21 will be approximately \$1,520, increasing to \$4,993 at the end of FY22.

Expenditures:

- Debt payment from this fund is budgeted at \$35,000.
- We did not have inclusion expenses in FY21 to submit for reimbursement from NISRA.
- Funds of \$35,000 were transferred into Capital Projects for ADA improvements.

Recommendation

Discussion on FY22 budget.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: March 15, 2021
Agenda Item: VIII.B.
Subject: Oakstead Development

Background

The Oakstead Development Preliminary Plat has been revised to include three parks in the development at the request of the Hampshire Township Park District.

Park 1: One (1) acre adjacent to the Elementary School site.

Park 2: Five and one half (5.5) acres on the north end of the development, adjacent to additional acreage of woodlands/wetlands to be maintained by the HOA.

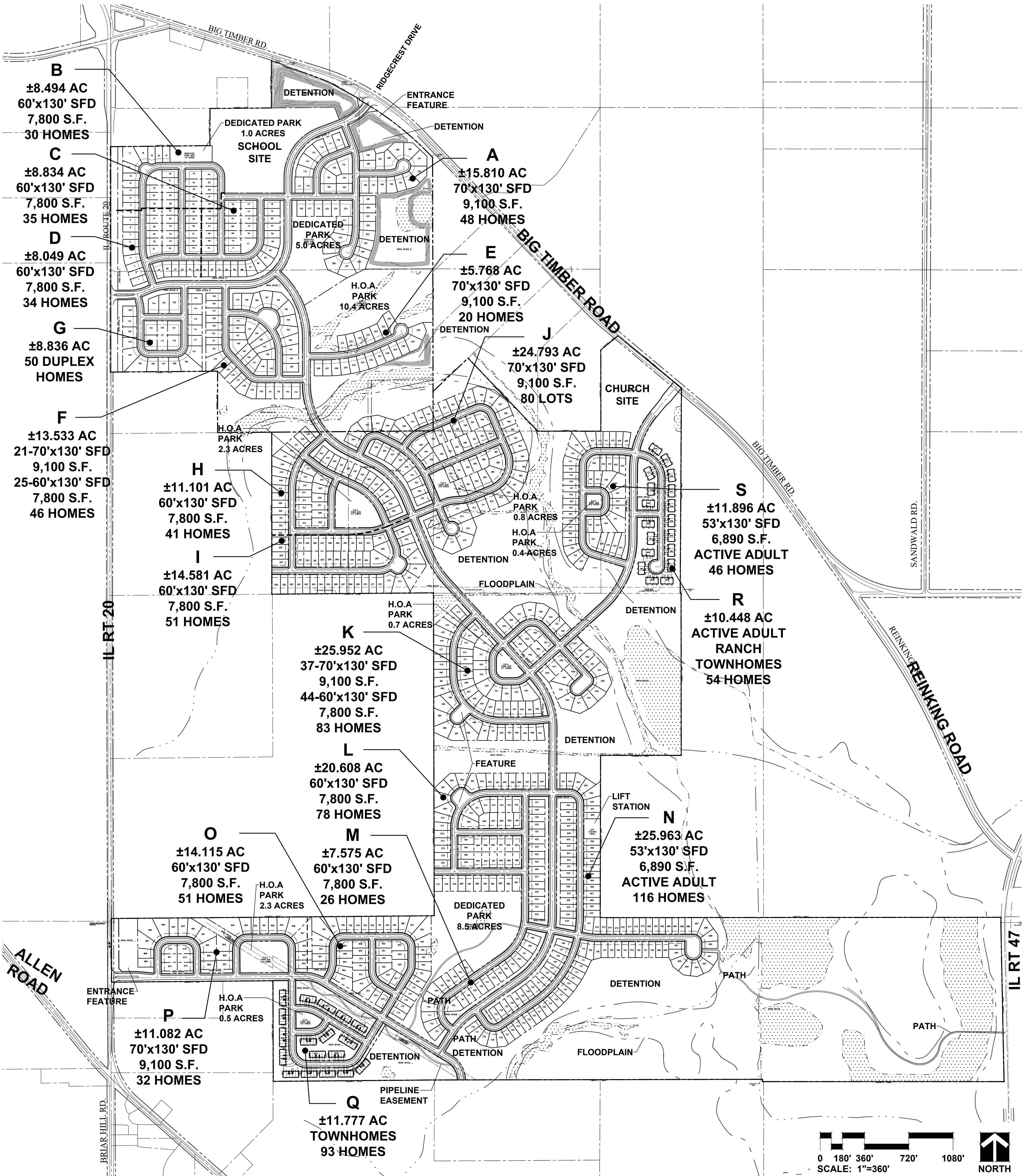
Park 3: Eight and one half (8.5) acres on the south end of the development, and 6 lots were removed to provide additional street frontage to the District.

The developer has also said that they will deed the 17 acre parcel in the Prairie Ridge development (on Kelly Road) to the Park District so that we can provide an additional location for flat, useable space for athletic programs.

This project has since gone to the Plan Commission, ZBA, and will have a public hearing on March 18th at the Village meeting.

Recommendation

Motion and a second to approve the Preliminary Plat presented showing park parcels to be deeded to the Hampshire Township Park District and provide a letter of approval to the Village of Hampshire on the proposed park donations.



OVERALL SITE DATA

LAND USE	UNITS	ACRES	PERCENT
BIG TIMBER ROAD 1/2 R.O.W.	---	1.3	0.23%
ROUTE 20 1/2 R.O.W.	---	3.2	0.57%
COLLECTOR ROAD 66' R.O.W.	---	25.2	4.50%
MINOR ROADS / STREETS 60' R.O.W.	---	59.9	10.71%
OPEN SPACE	---	262.8	46.98%
(PARKS, PIPELINE EASEMENT, STWMAEAS, FLOODPLAIN, PRESERVED AREAS)			
LIFT STATION	---	0.5	0.09%
SCHOOL SITE	---	11.0	1.97%
CHURCH SITE	---	6.3	1.13%

TRADITIONAL HOUSING:

9,100 S.F. LOTS (70'X130')	219	54.9	9.81%
7,800 S.F. LOTS (60'X130')	435	91.3	16.32%
DUPLEXES	50	6.8	1.22%
TOWNHOMES	93	3.7	0.66%
TOTAL TRADITIONAL DWELLING UNITS	797		

ACTIVE ADULT HOUSING:

6,900 S.F. LOTS (53'X130')	162	29.6	5.29%
RANCH TOWNHOMES	54	2.9	0.52%
TOTAL ACTIVE ADULT DWELLING UNITS	216		

TOTAL	1013	559.4	100.0%
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SITE PLAN
OAKSTEAD
HAMPSHIRE, ILLINOIS

3/4/2021



GARY R. WEBER
ASSOCIATES, INC.

LAND PLANNING
ECOLOGICAL CONSULTING
LANDSCAPE ARCHITECTURE
402 W. LIBERTY DRIVE
WHEATON, ILLINOIS 60187
PHONE: 630-668-7197

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Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: March 15, 2021
Agenda Item: VIII.C.
Subject: Installation of Fiber at Seyller Park

Background

Three companies were contacted for quotes to install Fiber from the Administration Building to Little People Playtime. Initially all the quotes were a bit different as each company sent a proposal that had what they believed we needed, so they have since been firmed up to be comparable quotes.

The quotes are as follows:

ProCom Systems	\$20,905.00
National Technologies	\$19,385.00
Ron Jones Electric	\$18,920.00

We currently pay \$236.90/month for our Fiber. We do have the option to have a separate fiber connection at LPP instead of linking the two buildings. It would take 6 years to recoup the cost of this investment, however, with the 12 connections we have room for expansion at the LPP building should any changes be made to the facility.

Recommendation

Motion and a second to authorize the Executive Director to move forward with the project quote for the fiber install with Ron Jones Electric in the amount of \$18,920.00.



Proposal

#2021TB-011 R1

Wednesday March 10th, 2021

TB1@rjeil.com

Laura Schraw
Hampshire Township Park District
390 South Ave
PO box 953
Hampshire, IL 60140

Re: Fiber optic installation

Thank you for the opportunity to provide you with a quote. We propose to furnish labor and materials for the below.

Included

- Directional bore approximately 800' linear feet and pull back (1) 1.5" HDPE conduit.
- Furnish and install (3) 24"x24" quazite hand holes.
- Back fill with spoils
- Furnish and install (1) 1.5" conduit from hand hole to building at 441 Jefferson street.
 - Conduit to run up the side of building and enter above interior ceiling level.
- Furnish and install (1) 1.5" conduit from hand hole to building at 390 South Ave.
- Conduit to run up the side of building and enter above interior ceiling level.
- Furnish and install (1) indoor outdoor rated (12) strand single mode fiber optic cable.
 - Cable to be routed above ceiling in both buildings free air suspended from independent and/or existing low voltage hangers
- Furnish and install (2) compact wall mount patch panels with adapter plates
 - (1) at 441 E Jefferson St
 - (1) at 390 South Ave
- Furnish and install (24) SM LC fuseconnects
 - (6) at 441 E Jefferson St
 - (6) at 390 South Ave
- Certify (24) strands to tier two standards and provide PDF results

Not Included

Permits or permit fees
Existing wiring repairs
Overtime
Seed or restoration

THE ABOVE WORK WOULD BE COMPLETED FOR THE SUM OF:

\$18,920.00

The above prices, specifications and conditions, including the standard terms and conditions set forth on the reverse, are satisfactory and are hereby accepted. You are authorized to do the work as specified. Request for work to commence prior to receipt of executed proposal shall constitute acceptance of proposal by person so requesting. We may withdraw this proposal if not accepted within thirty (30) days. Payment due upon receipt of invoice.

Ron Jones Electric, Inc

Tim Brusek

Vice President of Sales

Hampshire Township PD

Check One:

☐ Corporation ☐ Partnership

☐ Sole Proprietor

BY _____

March 5, 2021

Quote #: Q-CHI-37647

Nathan Looman
Hampshire Park District
390 South Avenue
P.O. Box 953
Hampshire IL 60140
United States

RE: Fiber Installation from 390 South Ave to 441 E
Jefferson

Mr. Looman,

Thank you for the opportunity to submit the following proposal for the project referenced above.

Scope of Work

1. Furnish and install approximately 800 LF of 1.5" HDPE duct with pull rope via horizontal direction drill method from the North side of 390 South Ave to the South side of 441 E Jefferson St.
2. Furnish and install (3) 24"x24" composite type handholes.
3. Restore areas with seed and straw blanket.
4. Furnish and install (1) tracer wire and (1) 12CT FO OS2 SM cable approximately 1000FT from the new handhole at 390 South Ave to the new handhole at 441 E Jefferson St.
5. Leave approximately 50FT slack coil outside the 390 South Ave and approximately 150FT outside 441 E Jefferson St.
6. Provide pick up trucks, capstans and pulling equipment.

Labor and Equipment Total:**\$19,385.00****Notes:**

- Work to be completed during normal working hours Monday through Friday
- No fiber splicing, terminations or testing is included
- Excludes any permits
- Obstruction removal at applicable T&E rates (rock, foundations, etc.)
- Private facilities, unknown or unshown and damaged will be addressed at applicable T&E rates

We appreciate the opportunity to provide your company with a proposal and hope to work with you on this project. Should you have any questions or if we can be of further assistance, please call me at the number below.

Sincerely,

Thank you,

Nate Schroeder
Project Manager
C: 630-294-0849
nschroeder@ntitech.com



March 8, 2021

Laura Schraw, PLA / ASLA
Executive Director
Hampshire Township Park District
390 South Ave., PO Box 953
Hampshire, IL 60140

RE: New fiber and duct pathway between 390 South Ave. and 441 E. Jefferson St.

Quote # 21-LH-00012

Thank you for requesting a quotation from the Kelso Burnett Co.

Kelso-Burnett will perform the following for network cable installation:

- Provide and install ~800' of new 1.5" HDPE duct between the two buildings. This will be a horizontal bore installation.
- Provide and install (2) new 24"x 36"x 18" hand holes with fiber optic ID plates in lids.
- Provide and install (2) building entrance transitions into each location.
- Provide and install (2) new Wall/Rack mount patch panels for fiber terminations.
- Provide and install ~1000' of new Indoor/outdoor 12 count single mode fiber.
- Provide and install 12 LCUPC pigtail connections at each location.
- Provide all testing and labels for new cabling installed.

Cost of installation for this project..... \$ 20,905.00

BREAKDOWN:

LABOR \$ 4,885.00
MATERIALS \$ 3,435.00
EQUIPMENT/SUB-CONTRACTOR..... \$ 12,585.00

Assumptions:

- Network electronics, servers or software are not included in this **Scope of Work**.
- **Location of private utilities will be completed by Park District maintenance crews if needed.**
- Restoration of grass will be with seed and straw matting.

Terms and Conditions:

- All work will be completed during normal business hours of 7:00 am to 3:30 pm.
- Please note that any stated durations for compilation of submittal data and/or procurement of associated project materials within our scope may be impacted either directly or indirectly by the covid-19 outbreak. Our proposal does not include any such potential extensions to the typical procurement windows for the materials within our proposal. We will work diligently with our vendor partners to avoid any such impacts, but we cannot accurately forecast the potential impact to procurement at this time.
- **All work will be concurrent and if breaks in workflow are incurred, the cost of remobilizing will be on a T&M basis and discussed prior to resuming work.**
- All materials and labor are guaranteed for one year.
- Pricing is valid for 60 days.
- Billing will occur when the project is complete. Payment is required within 30 days of billing.

Upon acceptance, please reference quote # and E-mail your intent to proceed to:
snailor@procomrockford.com

Thank you for the opportunity to work with you on this project. Any additions or changes to this project must be approved through you. No agreements with our installation crew will be recognized. If you have any questions, please contact me at (815) 378-6137.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: March 15, 2021
Agenda Item: IX.B.
Subject: Tuscany Woods Construction Timeline

Background

Updated Tuscany Woods Timeline.

Recommendation

Informational only.

The Park at Tuscany Woods Construction - Planning & Progress Report 3.15.21

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.
- Fecon 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.

July 2020

- Following up with contractors, collecting information for variances and permits, contacting contractor to determine work schedule.

August 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.

September 2020

- Currently in discussion with restroom/bathroom company regarding their error with the water line.
- Received a quote for a new water line.
- Center circle has been staked for construction.
- Still waiting on a construction schedule from the contractor.
- Received a quote for electric for the light poles and warming piece in the warming shelter.
- Shelter has been ordered, anticipated ship date of 11/6.
- Met with ice rink contractor regarding location and order/install of rink.
- Ordered baggo blocks.
- Ordered picnic tables and trash barrels.

October 2020

- Plan to get a quote for install of the shelter and baggo courts.
- Working on dog park location for fencing details to bid or get quotes.

November 2020

- New water line to center area and to dog park/woodland has been installed.
- Trail base has been installed, center area prep work has been done.
- Work is to continue this month.
- Provided estimates to the insurance company regarding the flag football field.

December 2020

- Shelter install and concrete work.
- Ice rink installed and Hampshire Fire Protection District filled it with water.

January 2021

- Ice rink opened to the public.
- Create interpretive signage.

February 2021

- Bid award for dog park.
- Contractor for flag football secured.
- Worked with architect on plans for the concession area. The sanitary permit is being held up by the County because they want the concession permit applied for at the same time. This has required drawings of the concession area for submittal. We are applying for the permit versus the NWLL as they have had some internal changes and the project needs to be completed.

Spring 2021

- Install interpretive signage.
- Regrade/reseed flag football field.
- Installation of dog park fencing.
- Installation of restroom/concession stand.
- Asphalt paving.
- Project wrap-up.