



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
January 27, 2020**

Call to Order:

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

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

Commissioners Absent:

Staff Present: Laura Schraw- Executive Director, Rosemary Kesse- Early Childhood Director, Michael Prill- Athletics Supervisor, Stephanie Barone- Recreation Supervisor, Kim Johnson- ETC Supervisor, Toby Koth-Parks Supervisor

Commissioner Herrmann made a motion to approve the agenda. Seconded by Commissioner Tiffany . Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Citizens to be Heard: None

Consent Agenda-

- A. Approval of December 16, 2019 Meeting Minutes
- B. Approval of December 16, 2019 Executive Session Meeting Minutes
- C. Approval of January 13, 2020 Working Meeting Minutes
- D. Approval of October 2019 Treasurer's Report
- E. Approval of November 2019 Treasurer's Report
- F. Approval of December 2019 Treasurer's Report
- G. Approval of December 2019 Transfer of Funds within Heartland Bank, from Money Market #219 to the checking account in the amount of \$200,000.00
- H. Approval of payables paid between meetings from 12-13-19 to 01-20-20 in the amount of \$36,280.78.

Commissioner Herrmann made a motion to approve the consent agenda items. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Staff Reports: Staff reports were submitted electronically to Commissioners prior to the meeting. Executive Director Schraw reported that representatives from Entre and the School District and when all parties arrived at Gary D Wright the Firewall and all necessary IT was operational. With the Internet now working at Gary D Wright Kim and Michael can train their staff to use Time Clock Plus.

Commissioner and Staff Comments: None

New Business

A. Athletic Fees Supervisor Prill informed the Board of Commissioners that the Park District is behind in charging fees for athletic events. Supervisor Prill would like to increase athletic fees by 3% to continue to make our program competitive as well as to compensate for the minimum wage increase. Prill would also like to bring back someone to assist with setting goals and striping fields for the spring/summer. Commissioner Tiffany made a motion to approve changes to Athletic Fees by 3%. Seconded by Commissioner Majcher . Motion passed 5 Ayes, 0 Nays, 0 Abstain.

B. ETC/Summer Camp Program Fees Executive Director Schraw updated the Board of Commissioners with proposed changes/price increases to ETC and Summer Camp. Also, due to the minimum wage increase it is recommended that the Summer Camp Program Fee be increased by \$15. Schraw is recommended that ETC rates be increased \$3/month as well as a \$25 change fee after a family uses the first schedule change. Commissioner Herrmann made a motion to approve 2020 ETC/Summer Camp Program Fees/Changes. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

C. Employee Manual Revisions Director Prill updated the Board of Commissioners with changes needed to the Employee Manual and Time Clock Plus in regards to scheduled breaks. Commissioner Herrmann made a motion to approve the Employee Manual Revisions. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Old Business- Tuscany Woods Park Update- Executive Director Schraw updated the Board of Commissioners regarding Tuscany Woods Park. No other questions or comments were made by Commissioners.

Adjournment: At 6:59 p.m. Commissioner Tiffany made a motion to adjourn the meeting. Seconded by Commissioner Majcher. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.