

**HAMPSHIRE TOWNSHIP PARK DISTRICT
BOARD OF COMMISSIONERS
BOARD MEETING MINUTES
February 26th, 2018**

Called to Order: At 6:33 p.m., President Nathan Looman called the Board Meeting to order on Monday, February 26th, 2018.

Commissioners Present: Nathan Looman- President, Jamie Herrmann- Vice President, Aaron Kelly- Commissioner, Jennifer Reid- Commissioner

Commissioners Absent: Bill Hornbeck-Commissioner

Staff Present: Laura Schraw- Executive Director, Patti Prill – Finance/HR Director, Rosemary Kesse – Youth Education Director

Approval of Agenda: Commissioner Herrmann made a motion to approve the Agenda. Seconded by Commissioner Reid. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

Citizen's to be Heard: None

Approval of Consent Agenda: The Board had corrections regarding the meeting minutes presented. The January 29th Executive Meeting Minutes need to say "Executive" at the top. Commissioner Herrmann said her name was spelled Jaime on the February 14th, 2018 Executive Session Meeting Minutes and should be Jamie. On the January 29th, 2018 meeting minutes, it should be Director Rutkowski was in attendance not Director Kesse. Under Tuscan Woods park naming and the Resolution both say #2018-02, both of the resolutions need to be struck and the motions need to be switched. Park naming was Herrmann and Reid, RFP was Hornbeck and Kelly.

Commissioner Herrmann asked about the "undefined" in the report. Finance/HR Director Prill said that she has to catch those if a new number is made and will correct the issue. President Looman had a question regarding staff email on phones. Commissioner Kelly had a question on the Capital Fund and why we are carrying such a large balance. Finance/HR Director Prill stated that was for our payment but the report does not yet reflect the transfer for those payments.

Commissioner Kelly had a question regarding the bond interest and it looks like we have a huge variance on the budget and a deficit for the overall fund. Finance/HR Director Prill said she will look into it and report to the Board.

Commissioner Kelly made a motion to approve the Consent Agenda with change to January 29th, 2018 Meeting Minutes, the January 29th, 2018 Executive Session Meeting Minutes, and the February 14th, 2018 Executive Session Meeting Minutes. Seconded by Commissioner Herrmann. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

Director's Report: Executive Director Laura Schraw reported that she received four proposals for the Community Survey. The ETC handbook has been updated for the March 1st Kindergarten roundup and will be given to the principals. There is a Foundation Meeting on Wednesday.

Staff Reports:

Youth Education Director: Youth Education Director Kesse reported that she is working on changing to an automatic billing for next year. The Preschool Open House is on March 10th. We had a visit from the new DCFS representative.

Athletic Supervisor: Director Schraw reported for the Athletic Supervisor Prill. Volleyball assessments were last week. This is the first year we are offering volleyball uniforms. Jersey size samples are coming in for them to try. This is the largest enrollment for the 4th-6th grade volleyball and Prill will look to expand the program in the future to 7th-8th grades. Soccer registration has started and there is already a waiting list for U10 girls. Prill is meeting with Dundee and Huntley on March 2nd to discuss the plans. He will be doing Co-ed U14 if enrollment is too low for the girls. Three different travel teams want to rent out Bruce Ream Baseball Field from April to June during the week and maybe a few weekends. Tball registration has also begun and we have a few coaches in place for each age group. Basketball is ending in 2 weeks and participation medals have been ordered. Make up pictures have been scheduled for March 3rd and make up games lost to snow have been rescheduled.

Program Supervisor: Director Schraw reported she has been working on the website update, flyers for the preschool/day care, Facebook updates, has added RecTrac programs, and is working on the next constant contact email.

Finance/HR Director: Finance/HR Director Prill reported that she has been working on the changes to the wellness incentives, which requires that taxes must be paid on the income. The IMRF resolution is on the agenda for this item.

Parks: Director Schraw reported that Parks Supervisor Koth has repaired the community room, cleaned the floors, and has hired a new person to do the cleaning. He has been working on this building before spring comes.

President's Report: Board President Nathan Looman said he would like to have a staff summer party.

Board of Commissioners Reports: Commissioner Kelly spoke about informing the public and staff of the key staff members, instead of having them known within pockets. This could include coaches. He would like to do an interview where they introduce themselves to put on Facebook. Kelly asked to work on determining "what is our culture?"

New Business:

Resolution #2018-03 Kane County Emergency Shelter: Director Schraw received a form from the Office of Kane regarding any available facilities for an emergency shelter. Staff recommended putting the Community and Board Rooms at 390 South Avenue on the list. Commissioner Kelly made a motion to approve the Resolution #2018-03 making the Administration Building at 390 South Ave. a Kane County Emergency Shelter. Seconded by Commissioner Reid. 4 ayes, 0 nays, 0 abstain.

Cook Creek Country Days Sponsorship: *The past several years the Park District has been a Ruby sponsor of \$1,000. Director Schraw asked for input from the board on what sponsorship level they would like to contribute for 2018. The Board discussed participation in the parade and having a booth at Coon Creek Days. Commissioner Kelly made a motion to approve a Sapphire \$2,500 sponsorship level for the FY19 budget. Seconded by Commissioner Herrmann. 4 ayes, 0 nays, 0 abstain.*

Resolution #2018-04 IMRF Form 6.75: *Per PDRMA's recommendation, the cash incentive received from participating in the PATH Wellness program will be reported as wages. The employer is responsible for its share of FICA, Medicare and any other employment-related taxes. Being the agency will now be reporting the cash awards as wages earned, IMRF requires the employer's governing body to pass a resolution to include these benefits as IMRF eligible wages earned, and the attached IMRF Form 6.75 Resolution #2018-04 will meet this requirement.*

Commissioner Kelly made a motion to approve Resolution #2018-04 to include cash payments related to Health Insurance as IMRF Earnings and authorize the Secretary to execute IMRF Form 6.75. Seconded by Commissioner Herrmann. 4 ayes, 0 nays, 0 abstain.

Sponsorship Letter for 70th Anniversary and Ream Grand Opening: *Director Schraw presented a draft letter for sponsorship of the 70th Anniversary. The board provided feedback and also stated that we should be open to in-kind donations.*

Old Business: *None.*

Adjournment: *The board requested to cancel the March 5th, 2018 meeting due to schedule conflicts. A special working meeting will be scheduled for March 12th, 2018. The meeting will be scheduled for 5:30pm. At 8:25p.m., Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Herrmann. Motion passed unanimously.*