



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
November 25, 2019**

Call to Order:

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

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

Commissioners Absent: Jennifer Reid

Staff Present: Laura Schraw- Executive Director, Patti Prill- HR/Finance Director, Stephanie Barone- Recreation Supervisor, Michael Prill- Athletics Supervisor, Rosemary Kesse- Youth Education Director

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

Citizens to be Heard: None.

Presentations:

Recreation Assessment Update & Input

Dannielle Wilson of Berry Dunn talked about the input meetings from the Comprehensive Plan update and asked the Commissioners for their input on what they see as some of the District's main needs in the next 10 years.

Consent Agenda:

- A. Approval of October 14, 2019 Meeting Minutes
- B. Approval of October 28, 2019 Meeting Minutes
- C. Approval of payables paid from 10-21-19 to 11-20-19 between meetings in the amount of \$113,651.84
- D. No Transfers to Report

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

Staff Reports: Executive Director Schraw spoke about the Veteran's Memorial. Athletic Supervisor Prill reviewed the Fall Soccer Survey and the Board discussed Coach requests. Based on the survey results a lot of parents want opportunities to work with other coaches. The catalog will state that Coach requests cannot be guaranteed. Staff hopes this will assist in making the teams more even.

Commissioner and Staff Comments: none

New Business

A. 2020 Park Board Meeting Schedule – one meeting date was changed since the original discussion at the working meeting in October due to filing deadlines regarding ballots. Commissioner Tiffany made a motion to approve the 2020 Park Board Meeting Schedule as presented. Seconded by Commissioner Majcher. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

B. Personnel Policy Revisions –Executive Director Schraw attended the IAPD Legal Symposium November 14th and learned that there were several Personnel Policy Revisions that needed to be changed as required by law. HR/Finance Director Prill has prepared the changes, presented in the board packet, to the manual for approval. Commissioner Herrmann made a motion to approve the Personnel Policy Changes. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Old Business

A. HES Playground – Executive Director Schraw presented the recommended playground design for the HES Playground expansion from the HSO. She has been working with the HSO and equipment manufacturers to determine a phase II for the playground. She explained that due to the D300 approval and purchasing process, the Park District cannot purchase or install the equipment to bulk purchase to get a better price, nor can a community build be completed. Because of the purchasing process, fundraising limitations by the HSO, and the first phase being installed by NuToys, she believes that it is better to continue using NuToys equipment to add on to the existing playground in order to prevent a “little kid” and “big kid” playground by linking the structure to another through a climber. In addition, if the HSO falls short on raising enough funds, this equipment can be phased in and the price will remain the same, versus the discount that would be lost with another manufacturer if the entire equipment amount would be bought. Director Schraw requested to know a capped amount the Park District is willing to contribute to a matching fund drive for December to help with HSO fundraising.

President Looman expressed concerns about contributing funds without having an idea of what D300 will contribute. Director Schraw stated the December 9th Buildings & Grounds meeting was canceled and we will not be able to get before the board until January 14th, 2020, however, the HSO was told they could begin fundraising and felt December was a great month to do a cash donation drive with the Park District funds as a match.

Contribution amounts were discussed and the Park Board recommended contributing up to \$10,000 for the month of December to match funds raised by the HSO.

B. Tuscany Woods Restroom/Concession Facility – Executive Director Schraw said that Parks Supervisor Koth is changing out the faucets to have automatic shut offs at both Ream and Seyller bathrooms due to them being left on at times. Schraw realized this was not an option selected in the original purchase order of the restroom/concession facility for Tuscany Woods. Schraw is requesting that the Board authorize electronic faucets to be added to the purchase. Commissioner Herrmann made a motion to authorize the Executive Director to sign the revised purchase order for a CXT Keystone restroom/concession facility for Tuscany Woods through Sourcewell Contract #030117 for the Park at Tuscany Woods in the amount of \$157,835. Seconded by Commissioner Majcher. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

C. Tuscany Woods Park Update – Executive Director Schraw discussed the project progress and timeline. The Pipeline seeded their entire easement in Turfgrass, which would provide potentially addition open turf grass if Ream continues to flood although a portion of it was originally planned to be natural area. In the spring Staff will evaluate the grass and its potential for sports use. The natural area bid

documents are ready and will be published on 11/27, returned on 12/12 for opening and a contract is anticipated to be awarded at the 12/16 meeting.

Adjournment: At 8:24p.m. Commissioner Tiffany made a motion to adjourn the meeting. Seconded by Commissioner Herrmann. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.