



**Hampshire Township Park District  
Board of Commissioners  
Meeting Minutes  
October 28, 2019**

**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, Patti Prill- Finance Director, Rosemary Kesse- Early Childhood Director, Michael Prill- Athletics Supervisor, Stephanie Barone- Recreation Supervisor, Toby Koth- Parks Supervisor

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

**Citizens to be Heard:** None

**Presentations**

- A. **Community Survey Results-** Bonnie from the Pathways Resource Group came to present the highlights of the survey results. In summary, there are two sample pools in the survey. Bonnie highlighted the most used programs that the Park District offers. In her summary it included programs that were of most interest. The area of highest interest/use Hampshire Residents stated that they would use a Health/Fitness facility, but also the majority would not support the funding. Overall, the response rate was adequate for the sample size and survey results.
- B. **Audit Presentation-** Roger Wooten- CPA, presented the annual audit for the Park District. Overall, the financial health of the Park District is healthy, There are no financial irregularities, excessive debt or pension problems. In summary, the Park District is meeting its financial goals. Director Prill does not have any concerns with the audit or financial health of the Park District.

**Consent Agenda-**

- A. Approval of September 23, 2019 Meeting Minutes
- B. Approval of September 23, 2019 Executive Session Meeting Minutes
- C. Approval of October 14, 2019 Meeting Minutes
- D. Approval for the August 2019 Treasurer's Report
- E. Approval for the September 2019 Treasurer's Report

- F. Approval of September-October 2019 Transfer of Funds within Heartland Bank, Money Market #219 in the amount of \$180,000.00
- G. G. Approval of payables paid from 09-17-19 to 10-21-19 between meetings in the amount of \$62,642.00.

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

**Staff Reports:** Staff reports were submitted electronically to Commissioners prior to meeting. Questions and comments were asked to relevant staff.

**Commissioner and Staff Comments:** President Looman asked Supervisor Prill about sending emails/letters to parents and/or coaches prior to the season starting about parent/coach etiquette. Discussion was had about including a Code of Conduct in the brochure as well as consulting with PDRMA about including it in our waiver and registration form. President Looman commended Supervisor Prill on his handling of these difficult parent situations. Commissioner Reid summarized the Community Meeting attended on 10/21/2019.

#### **New Business**

- A. Tuscany Woods Restroom/Concession Facility-**Executive Director Schraw reviewed Concession Facility specs and quotes. Executive Director Schraw is recommending that the Park District use CXT Keystone. Commissioner Tiffany made a motion to Authorize the Executive Director to sign the 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 \$156,615. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- B. Abatement Ordinance #2019-11-** Executive Director reviewed the Abatement Ordinance and the rationale behind it. Commissioner Reid made a motion to approve Abatement Ordinance #2019-11. Seconded by Commissioner Majcher.  
Roll Call Vote:  
Tiffany- Aye  
Majcher- Aye  
Herrmann- Aye  
Reid- Aye  
Looman-Aye  
Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- C. FY20 Levy-** Executive Director Schraw informed the Board that on November 25, 2019 there will be a Public Hearing for the FY20 Levy. Commissioner Herrmann made a motion to approve the h the required notice in the newspaper and also a motion to hold the required public hearing on November 25, 2019 at 6:15pm. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- D. Delegation of Authority-** Commissioner Tiffany made a motion to approve the Delegation of Authority in President Looman's name. Seconded by Commissioner Majcher. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- E. Youth Education Program Fees – Preschool-** Executive Director Schraw presented to the Board of Commissioners the proposed Preschool Program Fees for the 2020 calendar year and beyond. Executive Director Schraw and Director Kesse are requesting that the Board approve the increase for the 2020-2021 calendar year only. Commissioner Herrmann made a motion to approve the Program Fees for FY 21. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- F. IAPD Conference Representative-** Executive Director Schraw asked that the Board select and vote upon the Delegate and First, Second and Third Alternate. Commissioner Reid nominated President Looman as the Delegate for the IAPD Conference. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

**Old Business- None**

**Adjournment:** At 7:49 p.m. Commissioner Majcher made a motion to adjourn the meeting. Seconded by Commissioner Tiffany. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.