



**Hampshire Township Park District  
Board of Commissioners  
Board Meeting Minutes  
November 26, 2018**

**Call to Order:**

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

**Commissioners Present:** Nathan Looman, Jamie Herrmann, Jennifer Reid

**Commissioners Absent:** Bill Hornbeck, Aaron Kelly

**Staff Present:** Laura Schraw- Executive Director, Patti Prill- Finance Director, Toby Koth- Parks Supervisor.

**Approval of Agenda:** Commissioner Reid made a motion to approve the amended agenda. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

**Citizens to be Heard:** None

**Presentations**

2017-2018 Annual Audit- Will be presented at the December 17, 2018 Board Meeting

**Consent Agenda**

- A. Approval of November 12, 2018 Meeting Minutes
- B. Approval for the June 2018 Treasurer's Report
- C. Approval of October-November 2018 Transfer of Funds within Heartland Bank, Money Market #219 in the amount of \$100,000.00
- D. Approval of payables paid from October 16, 2018 to November 21, 2018 for \$129,942.14

Commissioner Reid made a motion to approve the consent agenda items. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

**Director's Report-** Executive Director Schraw reported that the ballfield fencing at Tuscany Woods has begun. ComEd will begin boring for the transformer as soon as the weather allows. The lighting project to replace all exterior lights with LEDs will begin soon. Supervisor Koth and Executive Director Schraw will be working on an alternate plan for a tree for the tree lighting that will be this Friday (11/30/18). Executive Director Schraw reported that there were four minor changes/revisions to our OSLAD grant and will update the Board of Commissioners as she receives updates.

**Staff Reports**

**Youth Education Director-** Nothing to report.

**Finance/Human Resources Director-** Finance Director Prill reported on ongoing changes for the personnel policy manual as well as the Crisis Management Plan/Safety Requirements. Director Prill is hopeful that treasurers' reports will be quicker as compared to in the summer.

**Recreation Supervisors-** Executive Director Schraw reported on Supervisor Prill's behalf that basketball is up and running and is looking for new and efficient ways to get information to the parents. There has been positive feedback about the new basketball uniforms. Feedback has been overwhelmingly positive on the new rules implemented for basketball this year. Supervisor Prill has been refereeing the majority of the basketball games to make sure the quality of the games are up to the standard of the community. Supervisor Prill is hoping to hand off these duties to the referee company as they become more comfortable with these modified rules. A special announcement will be made later this week that the Park District will be opening up a high school basketball league, which may be Co-Ed dependent on enrollment. This league will be split Freshman/Sophomore from Junior/Senior. Supervisor Prill has ordered new safety stickers for the soccer goals and will be posted when the goals get re-painted in the Spring. Supervisor Prill spoke with Huntley and Genoa to make sure that the Hampshire Park District age range for Spring 2019 will be in line with their programs- all three park districts are on the same page. Supervisor Prill reports that he has had parent requests to start a

7<sup>th</sup>/8<sup>th</sup> grade volleyball camp. The parents have offered to run it and would like to announce soon that the Park District will be offering this to the community.

Executive Director Schraw reported on Supervisor Barone's behalf- Executive Director Schraw reports that Trunk or Treat was another success, it was well attended and well received. The Lion's Club hot dogs were a great addition and hopefully the start of a new tradition. The Sign & Sip ran for the first time and everyone left with some very nice creations. The next one is this Saturday (12/1). The Sip & Shop occurred, everyone enjoyed themselves and enjoyed the glass of wine and the chance to win raffle prizes. Supervisor Barone feels that this event will do better if held in conjunction with a fall fest. There was a new mirror installed in the Community Room for the Youth Dance program. The first dance showcase was held and almost 100 family and friends came out to support the little ones. Supervisors Barone and Prill attended the Risk Management Institute in Tinley Park. Supervisor Barone reports that the interim brochure for the few months before transitioning to 3 brochures a year will be created over the next couple of weeks. The Library has opted in as well for this smaller brochure. The Tree Lighting is this Friday (11/30). December includes the Holiday Movie Nights for the kids (Parent's Night Out) and the Grinch Candy Cane Hunt.

**Parks Supervisor-** Supervisor Koth reported that most outdoor maintenance is completed. He reported that the plow truck will need new tires. The paint and carpeting have been picked for the preschool and will begin that project soon. The shed at Ream is almost complete with the exception of some roofing.

**President's Report-** Nothing to report.

**Board Commissioner Reports-** None

#### **New Business**

- A. Ordinance #2018-11 Abatement Ordinance- Executive Director Schraw reported that this is the same as 2017. Commissioner Herrmann made a motion to approve Ordinance #2018-11. Seconded by Commissioner Reid. President Looman requested a Roll Call Vote: Commissioner Herrmann Aye, Commissioner Reid Aye, Commissioner Looman Aye. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.
- B. Personnel Policy Revisions- Executive Director Schraw presented the Board with the updated personnel policy manual with revisions. Commissioner Herrmann made a motion to approve the Personnel Policy Revisions. Seconded by Commissioner Reid. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

**Old Business-** None

**Executive Session:** None

**Adjournment:** At 6:46 p.m. Commissioner Herrmann made a motion to adjourn the meeting. Seconded by Commissioner Reid. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

