



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
April 22, 2019**

Call to Order:

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

Commissioners Present: Nathan Looman, Aaron Kelly, Jamie Herrmann, Jennifer Reid

Commissioners Absent: Bill Hornbeck

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

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

Citizens to be Heard: None

Consent Agenda:

- A. Approval of March 18, 2019 Meeting Minutes
- B. Approval of March 18, 2019 Executive Session Meeting Minutes – not to release
- C. Approval of April 8, 2019 Meeting Minutes
- D. Approval of April 8, 2019 Executive Session Meeting Minutes – not to release
- E. Approval of January 2019 Treasurer's Report
- F. Approval of February 2019 Treasurer's Report
- G. Approval of March 2019 Treasurer's Report
- H. Approval of March –April 2019 Transfer of Funds within Heartland Bank, Money Market #219 in the amount of \$100,000.00
- I. Approval of payables paid from March 19, 2019 to April 16, 2019 in the amount of \$33,829.09

Commissioner Kelly made a motion to approve consent agenda items with corrections noted for March 18, 2019 and April 8, 2019 meeting minutes. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Staff Reports: Staff reports were submitted in the agenda packet. Commissioner Kelly inquired since staff reports were being submitted electronically would staff still be required to attend monthly meetings. Executive Director Schraw would prefer for staff to continue to attend monthly meetings to answer questions that Commissioners may have. Commissioner Kelly inquired about the increase in vandalism and if security footage was being pulled. He also inquired if the Police Department is including the Park District properties in their patrols. President Looman asked Supervisor Koth about the cost estimate to repair the cracks in the basketball and tennis courts. Commissioner Herrmann asked about the water line at Ream- Supervisor Koth responded that the water line is fixed and operational.

Commissioner and Staff Comments: Commissioner Kelly informed the Board that at the conclusion of today's meeting he will be submitting a letter of resignation that will be effective as of 9am May 2, 2019.

New Business

- A. **FY20 Draft Operating Budget-** Executive Director Schraw reported there are no new changes to the budget that was presented at the last meeting. Commissioner Kelly inquired about the beginning balances and ending balances and based on the current figures it appears that the Park District will be spending more than bringing in revenue. Schraw and Prill clarified Kelly's questions in regards to expenses and revenues. Commissioner Herrmann made a motion to approve the FY20 Budget. Seconded by Commissioner Reid. Motion passed 4 Ayes, 0 Nays, 0 Abstain. Commissioner Kelly made a motion for the FY20 Budget to be available to send to paper. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.
- B. **Annual Meeting-** for informational purposes only. These will be decided at May, 22, 2019 regular meeting when the new Commissioners are sworn in.

- C. **Resolution #2019-05 Executive Director Purchasing Policy-** This policy will allow Executive Director Schraw to make purchasing decisions within a certain dollar amount without Board approval. The Board of Commissioners requested two separate amounts for emergency purposes and during major projects. President Looman asked if this is for emergency purposes as we meet monthly. Schraw clarified that this would be for budgeted and non-budgeted items. Commissioner Kelly asked that verbiage be corrected on this ordinance and resolution so that it would consistently state that it would be a single purchase not to exceed \$15,000. President Looman asked if there were any emergencies during Ream construction that cost over \$15,000. Schraw stated that there were none as she was acting as the General Contractor during that construction project. President Looman asked what would entail to hold a Special Meeting rather than moving forward with this policy. Commissioner Kelly expressed his opinion that since the Board approves the budget that staff should not have to ask permission to spend what has been budgeted for. Commissioner Kelly asks that this policy be re-worded so that it states this policy is for unbudgeted items only. Currently there is no written policy that states how much Schraw can spend. Discussion was had about the dollar amount and correct and consistent verbiage within the policy. Discussion amongst the Commissioners was had that a statement should be included within the policy that the Executive Director should notify the Board when purchasing unbudgeted items. In addition, a clause should be written that the Board can suspend this policy at any time until a special meeting is to be had if the Board's confidence in the spending is questioned. The Board also requested that this policy include a monthly spending cap for unbudgeted/undedicated items. The Board also made recommendations of notification to the Board, re-wording to single purchase limits (unbudgeted items) and adding an overall cap of \$50,000/calendar monthly. Commissioner Herrmann made a motion to approve Executive Director Purchasing Policy with above changes/recommendations. Seconded by Commissioner Reid. Motion passed 4 Ayes, 0 Nays, 0 Abstain.
- D. **Ordinance #2019-06 Board Attendance-** This ordinance will align with the updated Board Policy. This ordinance will now allow the Board President to declare a seat vacant due to non-attendance. Commissioner Kelly made a motion to approve Board Attendance Ordinance. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.
- E. **Board Policy Revision-** This updated Policy would align with the Board Attendance Ordinance #2019-06. Commissioner Kelly made a motion to approve the Board Policy Attendance Revision. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.
- F. **TimeClock Plus-** Executive Director Schraw and Director Prill shared with the Board the quote and purchase agreement for TimeClock Plus. Features include: clock in/clock out in various manners, remotely, through mobile app, etc. If using the mobile app, it is location sensitive. It also allows supervisor authorization if a user forgets to clock in/clock out. It also allows Directors/Supervisors to keep track of sick time, vacation time and hours worked. There would be a centrally located computer at each location for employees to clock in/clock out. Supervisor Koth asked the Board to consider this policy as right now his employees will clock out and then continue to work for an additional 15-20 minutes to continue a project. The Board asked if the Parks Maintenance Staff have Park District issued cell phones and the Board was informed that at this time they do not. The Board agreed that the Maintenance staff should be paid for the work they do, even after they sign out. Schraw stated that if staff chose to load that app on their phones that the Park District will be able to push out emergency notifications. Commissioner Herrmann made a motion to approve the purchase of TimeClock Plus. Seconded by Commissioner Kelly. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Old Business: None

Executive Session: At 7:56 p.m. Commissioner Kelly made a motion to go into Executive Session for: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2 from Ch. 102 par. 42 c.1.)

Seconded by Commissioner Herrmann. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

At 9:42 pm Commissioner made a motion to resume the regular meeting. Motion seconded by Commissioner. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

Adjournment: At 9:43 p.m. Commissioner Herrmann made a motion to adjourn the meeting. Seconded by Commissioner Kelly. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

