

# HAMPSHIRE TOWNSHIP PARK DISTRICT ANNUAL REPORT

2019



## ***Mission Statement:***

The Hampshire Park District's mission is to provide recreational, educational and cultural opportunities that improve the quality of life through a responsive, efficient and creative park and recreation system. The District shall balance quality recreational facilities and programs while protecting parks, natural resources and open spaces for the benefit of present and future generations.

## ***Department/Program Heads***

### ***Executive Director***

Laura Schraw

### ***HR /Finance Director***

Patti Prill

### ***Athletic Supervisor***

Michael Prill

### ***Program Supervisor***

Stephanie Barone

### ***Youth Education Director***

Rosemary Kesse

### ***Day Care Director***

Christine Rutkowski

### ***ETC Supervisor***

Kim Johnson

### ***Parks Supervisor***

Toby Koth

## ***Park Board Commissioners***

### ***Nathan Looman*** | President

[nlooman@hampshireparkdistrict.org](mailto:nlooman@hampshireparkdistrict.org)

### ***Jamie Herrmann*** | Vice President

[jherrmann@hampshireparkdistrict.org](mailto:jherrmann@hampshireparkdistrict.org)

### ***Meagan Tiffany*** | Treasurer

[mtiffany@hampshireparkdistrict.org](mailto:mtiffany@hampshireparkdistrict.org)

### ***Jennifer Reid*** | Secretary

[jreid@hampshireparkdistrict.org](mailto:jreid@hampshireparkdistrict.org)

### ***Joe Majcher*** | Commissioner

[jmajcher@hampshireparkdistrict.org](mailto:jmajcher@hampshireparkdistrict.org)



It's been another busy year at the Hampshire Township Park District! Our staff has expanded programs and offerings, and we started construction on the Park at Tuscany Woods. Our newest playground at this park is a National Demonstration Site thanks to an Illinois Association of Park Districts/PlayCore Playground Grant, so be sure to stop out and participate by scanning the QR code to answer a few questions!

Some of our greatest successes in 2019 were providing new opportunities to you. The Cup-in-Hand Kickball League, fitness classes, and the addition of a 14-passenger bus to our Summer FUN Camp program were all new and exciting activities last year. Thank

you to all who supported us by participating in these programs!

In an effort to better understand what you want as a community, we spent half of 2019 working on our Comprehensive Plan update through surveys, focus groups, and public meetings. We can't wait to see the final results and be able to begin to bring more opportunities to you in 2020!

This report provides details on the role the Park District plays in the community and its goals moving forward. Questions, comments, and feedback are welcome. Contact Laura Schraw, Executive Director at (847) 683-2690 or [laura@hampshireparkdistrict.org](mailto:laura@hampshireparkdistrict.org).

Sincerely,

Nathan Looman  
President, Board of Commissioners

## ***Board Meetings***

Meetings of the Hampshire Township Park District Board of Commissioners are held on the 2nd and 4th Monday of every month at 6:30pm unless changed due to a conflict. The public is invited and welcome to attend. To confirm meeting information and view the agenda, visit [www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org) or call 847-683-2690.

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## ***From the Executive Director's Desk:***

We were excited to receive an Open Space Land Acquisition and Development (OSLAD) grant for the Park at Tuscany Woods from the Illinois Department of Natural Resources. These grants are so important to park development as the District relies on developer Impact Fees and outside grants to develop new parks.

Construction began immediately after the agreement was signed in June, 2019, with a new playground that was matched by the IPRA/PlayCore initiative. This designates the new playground as a National Demonstration Site for play. Future development includes a restroom/concession building, woodland/prairie restoration, primitive campsites, dog park, outdoor ice rink with warming shelter, a flag football field, and shared-use trail. The Park District also received a grant from TransCanada Energy to further enhance the natural area at this park! Work will continue in 2020 with a completion of May, 2021.

In 2019 we purchased a 14 passenger bus to re-vamp our Summer FUN Camp. It provided many exciting trips that the kids thoroughly enjoyed (and wore them out!) We are excited to continue to develop new programs and strengthen our relationship with the community.

We hope that 2019 has brought you an opportunity to experience the Hampshire Township Park District and we look forward to seeing you in 2020!

Please feel free to reach out to me at [laura@hampshireparkdistrict.org](mailto:laura@hampshireparkdistrict.org) or call 847-683-2690 if you have any questions or comments about what we are working on!

Thank you,  
*Laura Schraw*

## ***Department Reports:***

### Administration:

It is the purpose of the Executive Director's Office to assist the Board of Commissioners in formulating policy and carry out those policies once established, implement sound management and financial practices, foster a positive public image for the Park District and insure that quality park and recreation services are provided for the residents of the Park District. The Board establishes goals and objectives each year that become the direction for the Executive Director and Staff. Highlighted and completed in 2019 are the following:

- OSLAD Grant of \$400,000, IAPD/PlayCore Playground Grant of \$60,000 and TC Energy Grant of \$10,000 for the natural area were received for the Park at Tuscany Woods
- Comprehensive Plan Update coordination, plan to be completed in early 2020
- Program and pricing analysis based on minimum wage increase
- Decreased manual labor and data entry with implementation of new software



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## Human Resources/Finance:

It is the purpose of this department to establish and maintain a system of financial and payroll information which accurately reflects the business practices of the Park District and to provide such related programs and services which are deemed necessary by the Board of Commissioners and Executive Director. This department processes and maintains all records pertaining to employment in the Park District. Highlights for 2019 are the following:

- Revisions to Employee Manual to reflect new labor laws going in effect January 2020.
- Implemented a conversion to the credit card system
- Installed a Human Resource module to the payroll software
- Installed a new software program to go from manual to digital hours worked for employees
- Held a health screening
- Held annual staff orientation meeting

## Parks:

The Parks Department maintains four parks in Hampshire Township, Ralph Seyller Memorial Park, Bruce Ream Memorial Park, Dorothy Schmidt Memorial Park and the Park at Tuscany Woods. Together, these parks consist of approximately 69 acres and it is the goal of the department to provide leisure time opportunities to the community through the design, development, maintenance and renovation of attractive and functional parks, facilities and open space. Highlights for 2019 are the following:

- Provided the outdoor sports programs with solid health turf through cutting, seeding and fertilizers.

- Update and maintain the bathroom facilities at both Ream and Seyller.
- Finishing repairs at the Bruce Ream pavilion.
- Re-grading of the Schmidt Park path with adding additional gravel in low areas with annual refreshing the trail at Schmidt
- Utilizing new aeration equipment to all turf that will strengthen the durability of the fields that the sports programs depend on.
- Continuous work on the Ream Bioswale to keep it in great shape while the plants establish.
- Rigorous work on the existing ball fields at both Ream and Seyller including adding clay on the infields, weed removal, and regrading the clay infields.



## Recreation:

The Recreation Department encompasses a wide array of programs, services and facilities to meet the leisure needs of Hampshire residents. Central to that purpose is the continuing need to accurately assess the interest and needs of our residents through community involvement, surveys and public awareness. Highlights for 2019 are the following:

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## Athletics:

- Created and implemented gym management tool.
- New program Adult Cup-in-Hand Kickball.
- Established partnership with Dick's Sporting goods.
- Offered and ran 4 new summer camps: 2 age levels Ninja Warrior and Nerf Battle.
- Established more U4 and U6 soccer fields to decrease chances of canceled practices/games.
- Officially became an accredited league with the NFL Flag Program.



## Programs & Special Events:

- Increased brochure mailings from 2 times per year to 3 with winter/spring, summer and fall/winter
- We began offering Adult Fitness again. Line up included a variety of Yoga classes and MixxedFit. Classes offered in the mornings and evenings throughout weekdays and weekends.
- Youth Dance put on a Spring Dance Showcase in addition to the already established Winter Showcase. Youth Dance also added another short spring session in

April to close session gaps between Winter and summer session.

- Goat Yoga
- Parent/Child Yoga
- Mommy & Me Valentine's Spa Day
- Summer Outdoor Movie
- Parent's Night Out Events were expanded: Black Light Paint Party, Monster Halloween Bash and Santa's Workshop

## Youth Programs:

The Youth Programs Department (now part of Recreation) operates both the Extended Care (before and after school) program at Hampshire Elementary and Gary Wright Elementary schools as well as the Summer FUN Camp. Highlights for 2019 are the following:

- Expansion of the Summer FUN Camp to include weekly field trips and Friday pool days, using outside transportation and our 14-passenger bus
- Weekly activities with ETC children through crafts, purchasing of STEM and regular toys



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## Early Youth Education:

It is the purpose of the Early Youth Education Department (Little People Playtime) to provide comprehensive educational programs for children in the community from the age of 6-weeks through 5 years. These programs include the highly respected pre-school that has operated for over thirty-five years, and summer camps are housed in the Little People Playtime (LPP) facility at 441 East Jefferson. Highlights for 2019 are the following:

- With donated labor and donated funds, the growing Little People Playtime library has new shelving
- Day Care and Preschool have maintained capacity enrollment
- Building is Radon free after the required three-year inspection
- DCFS has renewed the operating license for Little People Playtime for three more years



## Community Partnerships:

Staff is continuing to reach out to community agencies to explore all Hampshire has to offer as our Summer Camp is in town 3 of the 5 days per week. This included visiting the Ella Johnson Memorial Library, Chick n' Dip, Copper Barrel, and the Hampshire Fire Protection District.

The Board of Commissioners donated \$10,000 to the Hampshire School Organization in a fundraising partnership during a playground match funding drive for the next phase of playground equipment. The equipment is utilized in the Before and After School Program and is important to be up to current codes and standards. It is the responsibility of the HSO to replace the playground equipment at HES. D300 will add mulch and sub-drainage and remove equipment that is past its useful life.



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## **Goals for 2020:**

### **Goal #1:**

***Provide and maintain park land and recreational facilities that meet the present and future recreational needs of district residents.***

- ***Continue to seek Grant funding for park development of the Park at Tuscany Woods to expand upon the design***
- ***Continue to seek and apply for grant funding for improvements to other parks***
- ***Review the Comprehensive Plan for guidance for the Hampshire Township Park District for land and facility development as directed by the plan outcomes***

### **Goal #2:**

***Ensure that recreation programs meet the interests and needs of a variety of ages and abilities by providing and sponsoring programs independently and in cooperation with other community organizations or agencies.***

- ***Utilize the Comprehensive Plan, including the Recreation Analysis and Community Survey, to determine areas for program expansion throughout the District***
- ***Discuss program expansion in the area with NISRA as need for facility space and program offerings are needed in the area***

### **Goal #3:**

***Ensure that administration of the Park District is effective, well-managed, customer friendly and provides a creative work environment for staff.***

- ***Continue to improve software options and resources to decrease staff time on day to day tasks***
- ***Improve IT issues***
- ***Increase staff training and increase internship opportunities to further develop program offerings***

### **Goal #4:**

***Exercise fiscal responsibility and prudence in all financial and business transactions.***

- ***Continue to monitor the budget for the FY22 debt payment increase***
- ***Increase program fees in accordance with debt payment and minimum wage increase***
- ***Continue to maintain the reserve fund and pay capital debt for new construction***

**Goal #5:**

**Conserve community resources to the greatest extent through cooperation with other local organizations and agencies.**

- **Continue to partner with the outside organizations to hold events to increase visibility of special events and partnerships in the community**
- **Develop partnerships with outside organizations to develop facilities that are used by more than one organization, such as the Park at Tuscany Woods**

**Goal #6**

**Ensure that all parks facilities are maintained efficiently, cost effectively, safely, and in accordance with all standards and codes.**

- **Facilities are repaired and refreshed by the Parks Supervisor over the winter in an effort to maintain prior to disrepair**
- **As Seyller playground continues to age, continue to maintain and plan for replacement of the facility to maintain compliance**
- **Focus on increasing maintenance and repairs and allocating funds for repairs for aging facilities**
- **Look at long range replacement plan for aging facilities as noted in Comprehensive Plan**

**Goal #7:**

**Maintain strong communications with District residents and other public agencies and private sector organizations.**

- **Continue to develop communication methods with parents to inform of program cancellations and delays versus relying on emails and texts to coaches or from teachers**
- **Re-start quarterly government agency meetings to maintain open communication between agencies**

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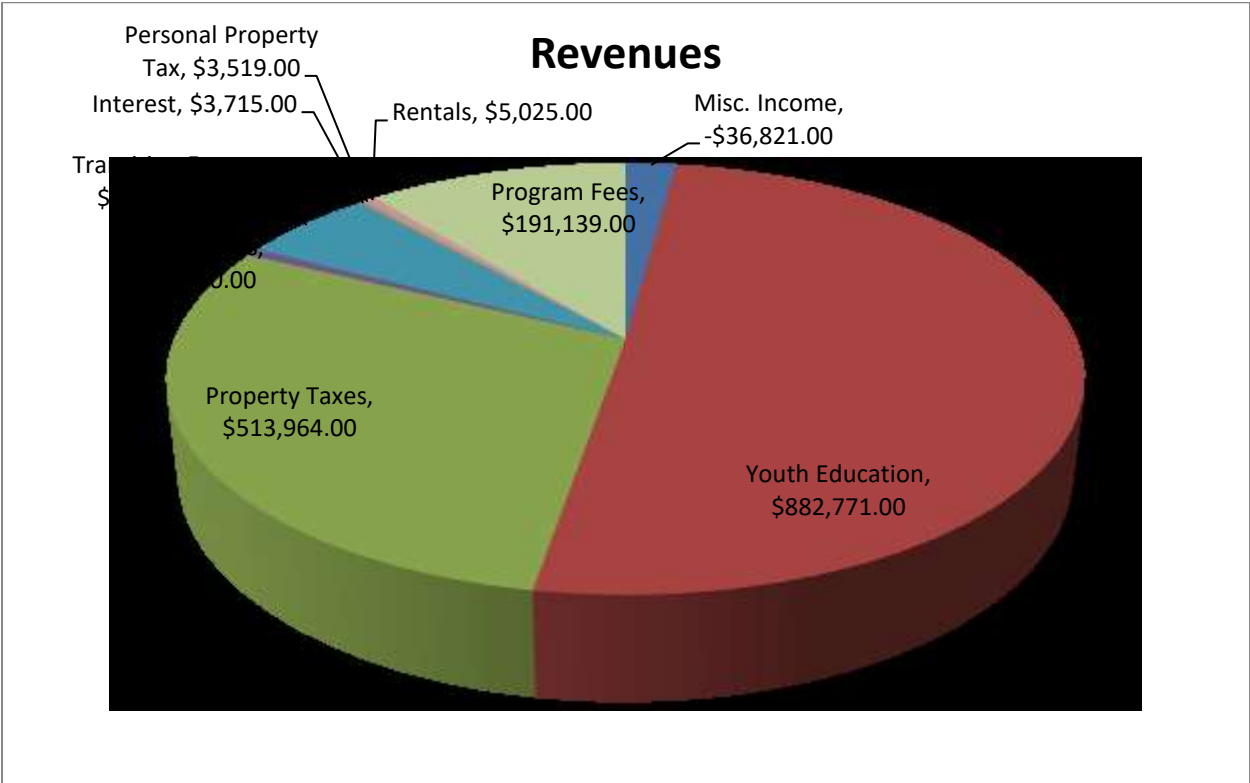
2019

**Fiscal Responsibility**

The Hampshire Park District is continually exercising fiscal responsibility. The district relies on outside sources such as grant funding, transition fees and impact fees from new development, and program revenues to continue to operate facilities, redevelop parks, and run the programs offered due to the Park District having one of the lowest tax rates in the area.

The fiscal year 2019 (May 1, 2018 - April 30, 2019) Annual Treasurer’s Report Summary Statement of Conditions is as follows:

Beginning Balance as of	
May 1, 2018	\$765,129.00*
Total Revenues	\$1,859,374.00
Total Disbursements	\$1,622,253.00
Ending Balance as of	
April 30, 2019	\$1,002,250.00
*Cash held in trust	
\$320,331.00	

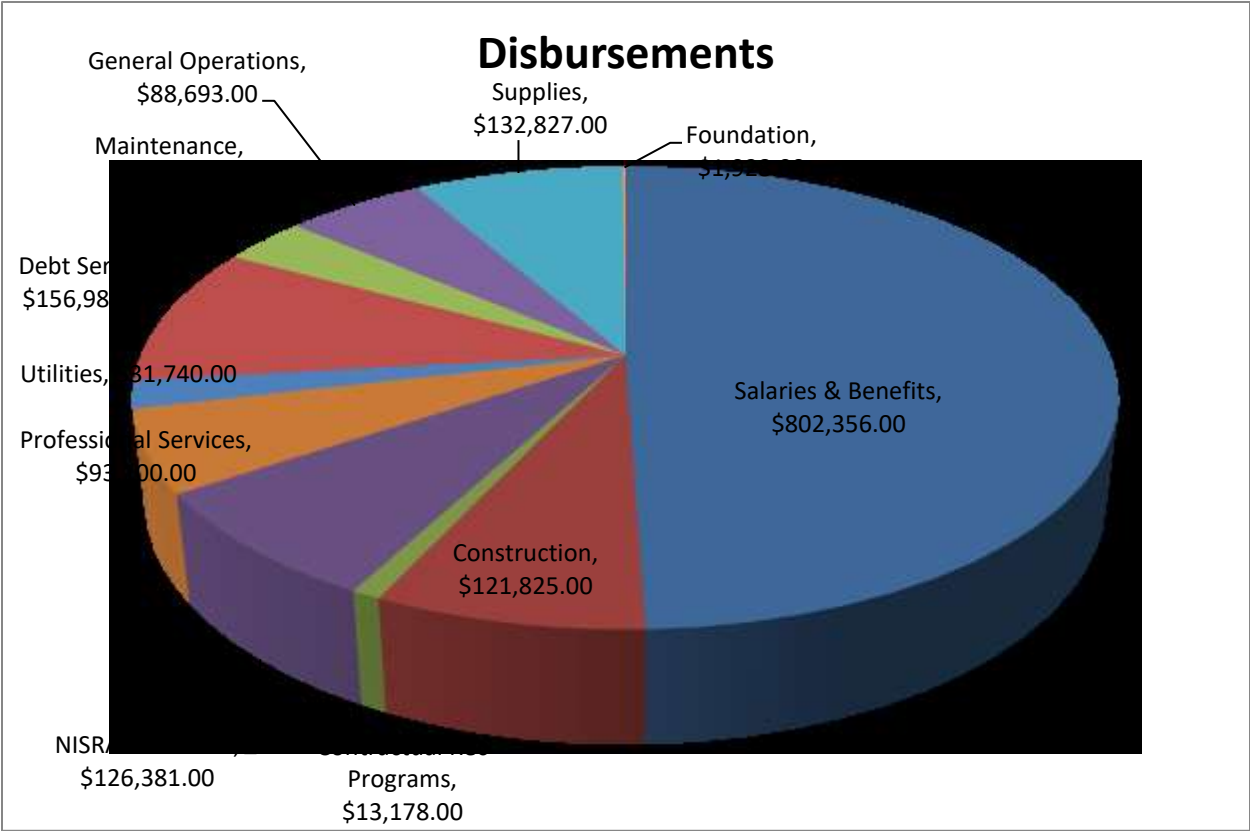


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Tax Rate (2019 payable)

School District 300	5.696
DeKalb Park District	0.736
Sycamore Park District	0.695
St. Charles Park District	0.625
Genoa Township Park District	0.605
Dundee Township Park District	0.544
Batavia Park District	0.556
Geneva Park District	0.479
Village of Hampshire	0.502
Kane County	0.387
Huntley Park District	0.217
Hampshire Twp Road District	0.226
<b>Hampshire Township Park District</b>	<b>0.178</b>
Kane Co. Forest Preserve Dist.	0.160
Ella Johnson Library District	0.138
Hampshire Township	0.119



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## *The Hampshire Park District Foundation*

*The Hampshire Park District Foundation is a 501(c)3 established on February 22, 2008. The purpose of the Foundation is to support, accept and distribute funds for the capital development of present park district facilities, for the advancement of park district programs, and to hold and convey land for future development of public parks. Donations can be given for scholarship programs, park improvements, or specific programs.*

*All donations are tax deductible. For more information, contact Laura Schraw at 847-683-2690 or email at [laura@hampshireparkdistrict.org](mailto:laura@hampshireparkdistrict.org)*

Did you know that if you make a purchase at [www.smile.amazon.com](http://www.smile.amazon.com) you can select a charitable organization that Amazon will donate 0.5% of your purchase price to? The Hampshire Park District Foundation is a charity that you can select and all donations from Amazon Smile will go to various Park Projects.



The Hampshire Township Park District is a member of the Northern Illinois Special Recreation Association which provides recreational opportunities for children and adults with mental, physical, or emotional disabilities. More information about NISRA is available online at [www.nisra.org](http://www.nisra.org) or contact them at (815) 459-0737.