



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
January 22, 2024**

Call to Order:

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

Commissioners Present: Nathan Looman, Jennifer Reid, Tamara Chiu, Jamie Herrmann

Commissioners Absent: Meagan Tiffany

Staff Present: Laura Schraw- Executive Director, Michael Prill- Recreation Manager, Toby Koth- Parks Supervisor, Stephanie Barone- Recreation Supervisor, Kim Johnson- ETC Supervisor, Ashley Freer- Early Childhood Director

Commissioner Chiu made a motion to approve the amended agenda changing item E to LPP fees and moving Seyller Park to F. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Citizens to be Heard: None

Consent Agenda:

A. Approval of January 8, 2024 Meeting Minutes

B. Approval of January 8, 2024 Executive Session Meeting Minutes – not to release

C. Approval of payables paid between meetings from 12/14/23 to 1/17/24 in the amount of \$70,243.68.

D. Approval of December 21, 2023 Transfer of Funds within Heartland Bank, from Money Market #3162 to checking account in the amount of \$177,164.00.

E. Approval of January 4, 2024 Transfer of Funds within Heartland Bank, from Money Market #0219 to checking account in the amount of \$150,000.00.

F. Approval of January 17, 2024 Transfer of Funds within Heartland Bank, from Money Market #9624 to checking account in the amount of \$100,000.00.

Commissioner Chiu made a motion to approve the Consent Agenda items. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Staff Reports/Commissioner and Staff Comments: Were submitted electronically before today's meeting for Commissioner review. Commissioners had an opportunity to ask any clarifying questions. Commissioners inquired about the safe shelter in place and the ongoing communication with the school district. Kim Johnson and Laura Schraw will continue to work with the school district regarding using any of the Hampshire buildings as a shelter in place in case of inclement weather. Commissioner Chiu

inquired about snow removal after the last snow storm. Rec Manager Prill updated the Board of Commissioners on the status of using HHS and HMS facilities for basketball and volleyball.

New Business:

A. AN ORDINANCE authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Hampshire Township Park District, Kane County, Illinois, and for the issue of approximately \$1,142,000 Debt Certificates, Series 2024A, of said Park District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof. Aaron Gold from Speer Financial, municipal advisor, presented to the Board of Commissioners regarding the acquisition of debt certificates and to support the property acquisition and the OSLAD for Seyller Park. Commissioner Herrmann made a motion to approve Ordinance #2024-02 for an Installment Purchase Agreement to be executed by the officers of the Board of Commissioners. Seconded by Commissioner Chiu.

President Looman called the roll:

Chiu-Aye

Looman- Aye

Tiffany- Absent

Herrmann- Aye

Reid-Aye

Motion passed 4 Ayes, 0 Nays, 0 Abstain.

B. Discussion and possible final action regarding acquisition of certain real property for the Hampshire Township Park District. Commissioner Herrmann made a motion to approve Ordinance #2024-02 for an Installment Purchase Agreement to be executed by the officers of the Board of Commissioners. Seconded by Commissioner Chiu.

President Looman called the roll:

Chiu-Aye

Looman-Aye

Tiffany- Absent

Herrmann-Aye

Reid-Aye

Motion passed 4 Ayes, 0 Nays, 0 Abstain.

C. Discussion and possible final action regarding a Request for Qualifications for Design-Build Services for the Hampshire Township Park District Executive Director Schraw presented the three proposals that were submitted. Schraw, Herrmann and Looman attended the interviews. It is the recommendation from Schraw that the Park District pursue Williams/Lamp for design/build services. Schraw presented the reasons why Williams/Lamp were the best choice, which included:

- Several projects similar in size/scope.
- High level of community involvement.
- Pop up public input meetings at special events, admitted it is difficult to get the discussion out at a public open house, they go to the stakeholders.

- Will work with smaller focus groups and community organizations.
- Conceptual design after initial public input on amenities desired
- Public engagement including coin drops, dot posters to vote on amenities
- 3D VR
- Cost transparency

Ringland and Dewberry were also interviewed. Schraw presented that they were more cost effective, however they did not provide as many services that Williams/Lamp were offering. Additionally, they had some experiences working with Park Districts. Dewberry/Leopardo also strongly recommended that the Park District work on the Master Plan and push a potential referendum for a future date.

Commissioner Herrman and President Looman spoke that while Williams/Lamp are at a higher price point, they offer more services and are willing to work with the community to hear the community needs and feedback.

Commissioner Herrmann made a motion to approve Ordinance #2024-02 for an Installment Purchase Agreement to be executed by the officers of the Board of Commissioners. Seconded by Commissioner Chiu.

President Looman called the roll:

Chiu-Aye

Looman-Aye

Tiffany- Absent

Herrmann-Aye

Reid-Aye

Motion passed 4 Ayes, 0 Nays, 0 Abstain.

D. FY25 Budget Calendar-Executive Director Schraw presented the draft budget calendar for Commissioner review. Commissioners had an opportunity to ask questions.

E: Little People Playtime Day Care and Preschool Fees- Executive Director Schraw and Director Freer would like to ask for an increase of 1% for daycare and preschool fees. This fee increase would account for minimum wage increase. When Freer contacted other centers, their fees were comparable and other centers are offering a similar rate increase. Commissioner Reid made a motion to increase the LPP Day Care and Preschool Fees 1%. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

F. Seyller Park Progress Report Executive Director Schraw updated the Board of Commissioners on the progress at Seyller Park.

Old Business:

Referendum Discussion- Executive Director Schraw shared with the Board of Commissioners that she will be meeting with the architects next week and there will be information at the February 5th general meeting.

Adjournment: At 7:19 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Chiu. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.