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Meeting of the
HAMPSHIRE TOWNSHIP PARK DISTRICT
Board of Commissioners
September 22, 2025
6:30 p.m.
390 South Ave.

AGENDA

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Approval of Agenda**
- IV. **Citizens to be Heard**
The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the Park District Staff, President or Board of Commissioners will not be allowed at this time, nor will any comment from the Board.
- V. **Consent Agenda**
 - A. Approval of August 18, 2025 Meeting Minutes
 - B. Approval of September 8, 2025 Working Meeting Minutes
 - C. Approval of payables paid between meetings from 8/14/2025 to 9/19/2025 in the amount of \$86,677.38.
- VI. **Staff Reports**
- VII. **Commissioner and Staff Comments**
- VIII. **Old Business**
- IX. **New Business**
 - A. 2026 Meeting Schedule
- X. **Executive Session**
 - A. Appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, pursuant to 5 ILCS 120/2 Sec. 2(c)(1) of the Open Meetings Act.
- XI. **Adjournment** – Next meeting – October 6, 2025

In compliance with the Americans with Disabilities Act, if you need assistance or special accommodations in order to participate in the meeting, please contact the Hampshire Township Park District Administration Office at (847) 683-2690 a minimum of 72 hours in advance of the scheduled meeting. Every effort will be made to allow for meeting participation.



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
August 18, 2025**

I. Call to Order

Nate Looman called the working meeting to order at 6:30 pm.

II. Pledge of Allegiance

Commissioners Present: Tamara Chiu, Jamie Herrmann, Jen Reid, Nate Looman

Commissioners Absent: Meagan Tiffany

Staff Present: Laura Schraw- Executive Director, Patti Prill

III. Approval of Agenda

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

IV. Citizens to be Heard: none.

V. Motion to approve the consent agenda by Commissioner Reid. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

VI. Staff Reports.

VII. Commissioner and Staff Comments.

VIII. Old Business: none

IX. New Business

- A. Information Security Incident Response Plan. ED Schraw presented a response plan from PDRMA for cyber incidents. This is part of the Essentials in Risk Management Form tasks. Motion to approve the Information Security Incident Response Plan by Commissioner Reid. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

X. Executive Session. Motion by Commissioner Chiu to go into Executive Session. Seconded by Commissioner Reid.

VII. Adjournment – Next meeting – September 8, 2025

Meeting adjourned at 7:30 pm.

Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Chiu.
Motion passed Ayes 4, 0 Nays, 0 Abstain.



**Hampshire Township Park District
Board of Commissioners
Working Meeting Minutes
September 8, 2025**

I. Call to Order

Nate Looman called the working meeting to order at 6:30 pm.

II. Pledge of Allegiance

Commissioners Present: Tamara Chiu, Meagan Tiffany, Jen Reid, Nate Looman

Commissioners Absent: Jamie Herrmann

Staff Present: Laura Schraw- Executive Director, Patti Prill

III. Approval of Agenda

Commissioner Reid made a motion to approve the agenda with the correction of capitol to capital. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard:

V. Agenda

A. Kelley Road Park: There will be some updates to the drainage system from Marney drive which makes it a drainage way. This is supposed to be a fix to the drainage system on Marney, but moves the drainage across the trail. ED Schraw is looking into how and why this was approved before she signs anything.

B. 2026 Meeting Schedule: The 2026 schedule was shared with the board. One change was suggested to the December 21, 2026 meeting because that would fall over Winter break. We will change the December 21st meeting to December 14th.

C. IAPD Conference: ED Schraw asked the board if anyone would like to attend this year. Commissioner Looman suggested asking the staff who would like to attend instead of board members.

D. Capital Projects: Speer financial suggested ED Schraw look into costs to fix up the old public works building. She is looking into those costs. The next big project is the

parking lot at Rackow Park. It is supposed to be done in November 2025. ED Schraw is looking into the developer of the land near there to work with them on that project. This project is being put on hold for right now. Another big project is replacing some of the big equipment at Schmidt Park.

VI. Executive Session

None at this time.

VII. Adjournment – Next meeting – September 22, 2025

Meeting adjourned at 7 pm.

Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Chiu. Motion passed Ayes 4, 0 Nays, 0 Abstain.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: September 22, 2025
Agenda Item: VI.A.
Subject: Staff Reports – September

Director's Report

- The Community Sign is active and an Executive Committee meeting was held.
- The zipline cable will be replaced under warranty and is set to ship on 9/22.
- A local Girl Scout has started a Dog Memorial Program for the dog park.
- Submitted a PDRMA Grant for new radios for LPP.
- Working on various items from PDRMA for both our SMART Goals and our Essentials of Risk Management Review.
- Language was added to the website about the Splash Pad large group to please contact the office.
- Met with a contractor regarding facility updates.
- Attended PDRMA Claims Webinar as required.
- Attended the Mayor's meeting.
- Attended the D300 Leadership Meeting.
- Our Office Manager is assisting with Veteran's brick orders.
- 182 S. State will have a dedicated fiber line.
- HR Matters.
- Collecting facility reports as completed for PDRMA.
- A parent code of conduct will be added to the website and will ask parents to verify they have read it and will abide by it during registration.

Finance/HR

Financial

- Payroll & Payroll Tax Reports
- Payables
- Daily Deposits
- IMRF Reporting
- Monthly Invoice to NWLL for Lights & Electric
- Meeting with BambooHR to talk about payroll Implementation
- Foundation Deposits
- Foundation Letters

Human Resources

- Posted and facilitated hiring process for 4 job openings
- Provided employees with training sessions on BambooHR
- Created new staff IDs
- Implemented staff performance management tools
- Completed reference checks for all new hires

- Onboarded new employees
- Completed phone screenings with applicants
- Met with HR consultant several times
- Created and sent offer letters and reapplications for current staff seeking additional role within the Park District
- Regularly updated benefit information into BambooHR
- Met with BambooHR staff to discuss transitioning timesheets and payroll
- Offboarded employees who resigned, including providing exit surveys
- Met with PDRMA HR Legal
- Entered BambooHR data for new employees into MSI, TimeClock Plus, IMRF, PlanSource, IDES
- Reported terminations to IMRF & Plan Source & TimeClock Plus & MSI
- Background Checks
- Sent out September Anniversary congratulations and Happy Birthday wishes

Recreation

Special Events and Programs

- **Rosemary Kesse Day Summer Party-** Event held on August 29th. Event was set up then had to move into the pavilion due to rain that evening. The rain affected attendance but many people still came out to see Rosemary and kids loved playing in the rain and the free Dilly Bars from the Hampshire Lion's Club. Thanks to Rosemary and her brother Joe, we had a fire pit and plenty of wood to keep a fire going to keep warm.
- **Walkin' Hampshire-** September walk was held at Seyller Park. The October walk is scheduled for 10/ 4 at Rackow Park.
- **Kitten Yoga with Project Hope Animal Rescue-** Another event is scheduled and advertised for 10/17.
- **Medicare 101 classes-** Advertised next set of dates. Classes held at resources bank on 9/9, am and pm classes offered.
- **Active Adult 55+ Wednesdays-** Set to begin 10/15 in the Community Room from 1-2:30pm. Wednesday programs will rotate between Bunco, Chair volleyball and Dime Jingle. Programs are free.
- **Halfpipe Hangout at Seyller Skate Park-** Advertised in Elementary Schools and Middle School virtual backpacks.
- **Trunk or Treat-** 6 Halloween Sponsorships have been secured. Event entertainment will include Jack Skellington on stilts and DJ. The library is sponsoring Fire Performers for in line entertainment. Waffadilla will be open during the event. Attended Large Group Gathering Permit meeting for event approval. We will collect food for the Food Pantry at the event for the 3rd year. Advertised in Elementary Schools virtual backpacks. 42 trunk spaces have been filled. \$95 has been collected in donations to the Hampshire Park District Foundation from trunks. Halloween sponsor banner ordered to showcase sponsors at both Trunk or Treat and Haunted Trail. Advertising yard signs have been ordered.
- **Haunted Trail-** Tickets are on sale and 40 tickets have been sold. 22 volunteers have claimed character spots to act in the trail. The trail is advertised on hauntedillinois.com. Advertising yard signs have been ordered. Friday night of the trail will feature Double R BBQ and DJ with scary movies playing in the DJ's truck.
- **Halloween Paint Night-** Scheduled and advertised for 9/26. Canvas and Wood Board options

- **Youth Dance-** Fall session has begun with 27 dancers. Wright Elementary booked for the Holiday Showcase on 11/11.
- **Irish Dance:** Park District is now offering Irish Dance class with World School of Irish Dance for ages 4-13. Class begins 10/2.
- **Safe Sitter-** Safe Sitter is back! We have a new instructor and a course is scheduled for 11/8.
- **Reindeer Dash-** New fun runrace, 1 mile at Seyller Park. Portions of proceeds will benefit the Food Pantry and Cal's Angels. Participants will receive antler headbands, custom socks, and participation medal ornaments. Race will be timed and trophies will be given to overall winners. Santa will begin the race! Race logo created. We are awaiting a couple of confirmations but this event is ready to go and will be released shortly.
- **Chamber Scarecrow Contest & Pumpkin-** created and submitted our scarecrow entry for this year. We are also a part of Pumpkin Scavenger Hunt.
- **School's Out Adventure Club-** Gave title suggestions, created flyer, prepared RecTrac for registrations.
- **Youth Choir-** We had one register for the choir that was scheduled to begin in September. We will try choir again after winter break.
- **Star Wars Craft Night-** New craft night for ages 9-14. Paint star wars rocks and turn a garbage can into R2D2. Event will run on 12/5.
- **Gingerbread Showdown-** team gingerbread decorating event returns on December 12th.
- **Hampshire's 150th Celebration-** Attended monthly committee meetings. Presented Opolo Game fundraising opportunity for the celebration. We will move forward with seeking game board sponsorships to create Hampshire-Opolo to sell in Hampshire. Park District will collect logos as businesses select their game board spaces on a first come first basis to fill the board. 150th apparel store should open 10/6. Attended Old Fashioned Days event meeting. Park District will host a bike parade and Jail for this event that will be a part of the 150th event line up. Created 150th light pole banner art.
- **Electronic Community Sign-** Sign is live. Reviewed ScreenHub training videos. Ad creation for Park District and Village. Attended Executive Sign Committee meeting.
- Assisting with Dog Park Memorial Program Girl Scout Gold Project- giving feedback on flyer, survey and memorial purchase form.
- Website updates (events, programs, sports)
- Facebook events and posts
- Constant Contact newsletters

Athletics

- *Fall Soccer*
 - Contracted Official Finders for our fall soccer league. These officials will be referees for our 3rd grade to 8th grade divisions.
 - Planned and moved soccer goals to fit in Bruce Ream Park.
 - Listened to coach feedback and replaced yellow painted lines with blue painted lines for overlapping fields.
 - Temporarily repaired damaged nets.
 - Ordered all new soccer goal nets for each goal in the park.
 - Communicated with coaches about cancellations and rescheduling.
 - Continuously working with other park districts for reschedules and conflict dates for future soccer games.
 - Turf management and line maintenance.
 - Scheduled photos.

- **Adult Softball**
 - Congratulations to Tyler Wilkening and the Tailgators on winning the championship 5 years in a row!
- **Fall Flag Football**
 - Turf management and line maintenance.
 - Helping Huntley with schedules and finding solutions for make up games and practices.
 - Scheduled photos.
- **Fall Flag Football Cheer**
 - Scheduled photos.
- **Jr. Whips Basketball**
 - Ordered, received and promoted new jerseys.
 - Took in registrations for tryouts.
 - Attended and assisted high school in tryouts and supplied everything needed for a smooth tryout.
 - Picked head coaches from coaching applicants. 18 total head coaches and assistant coaches applied for the various positions.
 - Communicated with the school gym dates and times.
 - Continued dialogue about future dates and school usage.
- **Miscellaneous**
 - Attended D300 leadership meeting.

ETC

- Hired a new Site Supervisor that will float between HES & BTE
- Finishing revising Safety Manual
- Planning and organizing a ETC all team meeting
- 9 families off the waitlist new registration totals are as follows:

GDW/	53 Registered	3 more children starting October 1st	No Waitlist
BTE/	52 Registered	1 pending waitlist form when needed	No Waitlist

- Completed PDRMA Certificate

Adventure Club

- Organizing field trips, times and cost for each Adventure Day

10/10 Randal Oaks Zoo and play in the park 8 - 4 PM \$60.00 R \$65.00 NR

10/13 Kid Empire 8 - 4 PM \$60.00 R \$65.00 NR

10/31 Costumes & Halloween Fun 8 - 12 PM \$25.00

November 24 & 25 - TBA December 22 & 23 - TB

- Copies of flyers passed out to each family at all school
- Pro-Cared all families
- (Stephanie) Advertised/Posted on ourschool Web-Site's

Parks

- Recap on items completed this season so far
- Tree and bush trimming 10 truck loads removed
- Extensive weed removal everywhere
- Finished final paint of bathrooms at ream and Seyller and touch up and repair at Rackow
- Yearly seasonal mower service
- Ordered liner for splash pool/ ice rink
- Cut sheets of plywood to replace rotten panels
- Repair skate rail epoxied in place
- Paint touchup on graffiti
- Cut parks and weed wacked
- Moved soccer goals repeatedly from Kelly to State to Ream their final home

Early Childhood

Little People Playtime

- We completed a fire drill with the Hampshire Fire Department
- We have still been receiving interest in the 3 year old preschool program.
- We are planning all our fun events for Halloween next month
- Daycare is struggling with staffing and we are working as hard as possible to find more qualified and good staff members
- Preschool had their fall photos on 9/17 and daycare will be having theirs on 9/23 & 9/24
- We are moving forward in some great directions and wanting to keep growing and developing our amazing programs!!!

**Hampshire Township Park District**

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Hampshire, IL 60140

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Hampshire, IL 60140

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www.hampshireparkdistrict.org

Hampshire Township Park District**2026 PARK BOARD MEETING SCHEDULE**

All meetings are as listed below and held at the Community Room at 390 South Avenue, Hampshire, IL 60140 at 6:30PM. Any changes in the meeting time other than as listed below, or the location will be posted on the Park District website: www.hampshireparkdistrict.org.

Working Board Meetings**General Board Meetings**

January 12, 2026*

January 26, 2026*

February 2, 2026

February 16, 2026

March 2, 2026

March 16, 2026

April 6, 2026

April 20, 2026

May 4, 2026

May 18, 2026

June 1, 2026

June 15, 2026

July 6, 2026

July 20, 2026

August 3, 2026

August 17, 2026

September 14, 2026*

September 28, 2026*

October 5, 2026

October 19, 2026

November 2, 2026

November 16, 2026

December 7, 2026

December 14, 2026*

**Indicates the meeting is not on the first or third Monday of the month.*