



**Hampshire Township Park District
Board of Commissioners
Working Meeting Minutes
October 6, 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, Jamie Herrmann

Commissioners Absent: none

Staff Present: Laura Schraw- Executive Director, Patti Prill

III. Approval of Agenda

Commissioner Reid made a motion to approve the agenda. Seconded by Commissioner Chiu. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard: None

V. Commissioner and staff comments

Commissioner Looman brought up that the Prosila boys would be reaching out in regards to their Eagle Scout Project that they want to complete.

VI. Agenda

A. Parent Code of Conduct: During the Essentials of Risk Management Review with PDRMA, it was found that we need a Parent Code of Conduct online. This is being worked on for review and then approval for the next meeting.

B. Processing Fees: ED Schraw has looked into the processing fee costs we incur with credit card fees. We are found to be paying \$46,000 in processing fees. We are approaching what Huntley is paying. Most of the surrounding areas absorb these processing fees, with the exception of Huntley and Harvard. Harvard currently is and

Huntley will begin charging a percentage of the cost as a processing/convenience fee. ED Schraw will look into what will help the PD the most. Possibly adding a 3.5% processing fee and a zero to 1% cost increase so that we can balance the fees the PD is incurring each year.

VII. Executive Session

A. At 6:57 pm Commissioner Chiu made a motion to move into Executive Session for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5 ILCS 120/2 from Ch. 102 par. 42 c.5.). Seconded by Commissioner Herrmann. Motion passed 5 ayes, 0 nays, 0 abstain.

B. 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.

At 7:26 pm Commissioner Reid made a motion to go back into open session. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain

VIII. Adjournment – Next meeting – October 20, 2025

The meeting adjourned at 7:27 pm.

Commissioner Tiffany made a motion to adjourn the meeting. Seconded by Commissioner Reid. Motion passed Ayes 5, 0 Nays, 0 Abstain.