Hampshire Township Park District
Board of Commissioners
Working Meeting Minutes
January 12, 2026

I. Call to Order

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

II. Pledge of Allegiance

Commissioners Present: Meagan Tiffany, Jenn Reid, Nate Looman, Jamie Herrmann, Tamara Chiu

Commissioners Absent:

Staff Present: Laura Schraw- Executive Director

III. Approval of Agenda

Commissioner Chiu made a motion to approve the agenda with adding agenda item F with personnel policy change. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard: None

V: Commissioner and staff comments

VI. Agenda

A. Athletic Fees: Still looking at possible fee changes. We are looking at surrounding areas to make sure that we are in line with them. At this time we are looking at just a $2-$3 increase across all sports.
B. Crown Properties: There is still not a meeting scheduled. They were asking if we would take over the properties they have left. There also still needs to be a discussion about the seeding that they had agreed to previously. The key latch on the dog park also needs to be fixed.
C. Kelley Road Ditch: ED Schraw received a review back from the engineering firm about the ditch. They found that the ditch should be able to handle the water that could come in. We will have to do maintenance on the natural area. We will not be mowing it. The county did say that there is an area there that has a lot of drifting snow, but they did extend the area so if you slide off the road, you do not slide right into the ditch.
D. Draft 2024 Annual Report: Ed Schraw shared the annual report draft. Review and report back

any changes that should be made. The goals have been updated as well as revenues and expenditures.
E. Finance: The PD had a meeting with Lauterbach and Amen to look into payroll. They use Workforce Hub for payroll. There have been many issues at the PD with payroll. The Bamboo system is also not working correctly. LA said they could also help with the financial side to streamline our payroll. We are going to start with payroll with them as it takes 3 months to get it all going. We are looking to have everything switched at the end of the fiscal year on May 1st. This system will enter employee information instead of PD staff doing it manually.
F. Personnel Policy Change: To be full time the manual says you have to work 40 hours. Sometimes there are weeks where someone only works 39 hours. That last hour has to be entered manually. With a new payroll system this could be done automatically as long as the correct number of hours are worked. This has been an issue at LPP when kids are all gone and staff doesn't need to be there. A change may need to be made to the manual to change what would constitute full time.

VIII. Adjournment – Next meeting – January 26, 2026

The meeting adjourned at 7:15 pm.

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