Hampshire Township Park District
Board of Commissioners
Meeting Minutes
January 26, 2026

I. Call to Order:

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

II. Pledge of Allegiance

III. Approval of Agenda

Commissioners Present: Jamie Herrmann, Jenn Reid, Meagan Tiffany,

Nathan Looman

Commissioners Absent: Tamara Chiu

Staff Present: Laura Schraw- Executive Director, Darren Arndt - HR

Commissioner Reid made a motion to approve the agenda with the correction to the date of the next meeting. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard: None

V. Consent Agenda

A. Approval of Meeting Minutes December 15, 2025
B. Approval of Working Meeting Minutes January 12, 2026
C. Approval of payables paid between meetings, December 15, 2025 to January 16th, 2026 in the amount of $66,843.46.
D. 12/16/25 Transfer of Funds within Heartland Bank, from Money Market #9624 to the checking account #0235 in the amount for $100,000.00.
E. 12/31/25 Transfer of Funds within Heartland Bank, from Money Market #0219 to the checking account #0235 in the amount for $100,000.00.
F. 1/15/26 Transfer of Funds within Heartland Bank, from Money Market #0219 to the checking account #0235 in the amount of $100,000.00.

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

VI. Staff Reports**:** Commissioners were able to review the reports prior to the meeting.
Commissioner and Staff Comments on staff reports: Commissioner Herrmann inquired about all open positions. All have been filled except one part time position in athletics.

VII. Commissioner and Staff Comments
Darren introduced himself to the board.

VIII. Old Business
None at this time.

IX. New Business
A. FY27 Budget Calendar: ED Schraw shared the draft calendar for the FY27 budget. Questions were brought up about access to our data in the old system. ED Schraw and Mr. Arndt are looking into it.
B. Crown Development Parks: The parcels are near completion with the punch list items.
C. Kelley Road Property – Kane County: Revised plans have been provided and reviewed by our engineering firm. This was sent to the County and a response was received. The engineers agree that the design will be able to handle the runoff that will be taken onto and across the park property from Marney Road.

Commissioner Tiffany made a motion to approve the proposed easement and right away agreement with Kane County for the Kelley Road Park PIN 01-15-305-001. Seconded by commissioner Reid . Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

D. ETC Handbook Update: Staff is requesting to add the following language to the ETC Handbook for the 2026-2027 school year.
The following verbiage will be added: “Children may use their Chromebooks to do homework only under supervision during the designated time. A child that is not doing their homework will be asked to put their chromebook away.”

Commissioner Reid made a motion to update the ETC handbook with the chromebook verbiage. Seconded by Commissioner Herrmann. Motion passed 4 ayes, 0 nays and 0 abstain.

E. Annual Report

Commissioner Herrmann made a motion to Approve the 2024 Annual Report. Seconded by Commissioner Reid. Motion passed 4 ayes, 0 nays and 0 abstain.

F. Personnel Policy Changes: As we have been working on our handbook revision, it has come to our attention that we need to immediately revise certain policies to deal with consistent personnel issues regarding benefit time. It is in the best interest of the park district to approve these policies now, while the rest of the handbook is finalized within the upcoming weeks. The changes made include classification definitions of employees, building closures-time off, sick leave, and family bereavement leave.

1.8 Classification Definitions of Employees
• Change full-time employee classification from 40 hours to 37.5 hours.
• By making this change, it will allow some flexibility for staffing (without losing full-time benefit status).

Section 3: Time Off Benefits
3.1 Building Closure Time
• Change employee notice of from 5 days to 7 days to stay consistent across all benefit time

requests.
3.4 Sick Days
• Amend call in time to reflect policy 6.8 Attendance, Punctuality & Dependability, where it states that 2 hours of notification is required.
• Sick Days policy currently states 30 minutes of notice, this change will ensure those policies are consistent.
3.6 Family Bereavement Leave
• Enhance policy by adding 1 day of paid bereavement leave for extended family.
• Extended family will be defined as aunts, uncles, cousins, nieces, nephews, and parent of employee's children.
• Adding language that will give the Executive Director discretion to make exceptions to this rule.
• Add language to reflect the Child Extended Bereavement Leave Act (CEBLA)

Commissioner Herrmann made a motion to approve the changes to the Hampshire Township Park District Personnel Policy. Seconded by Commissioner Reid. Motion passed 4 ayes, 0 nays and 0 abstain.

G. Program Fees:
ATHLETIC FEE ADJUSTMENT PLAN
SPRING SOCCER (spring adjustment point)
U4, U6, U8: +$2 every spring season
Reason: Keeps entry-level programs accessible while offsetting increasing referee fees and field painting costs.

U10, U12, U14: +$3 every spring season
Reason: Older divisions require higher officiating levels, larger fields, and more labor. Supports referees, paint, and field preparation.

FLAG FOOTBALL (fall adjustment point)
+$5 Increase applied every Fall season
Reason: Increased NFL Flag uniform costs, higher referee fees (two-ref crews), paint, supplies, and labor.
Establishes Fall as a consistent annual adjustment cycle.

FALL FLAG CHEER (fall adjustment point)
+$1 every fall session
Reason: Offsets rising costs of supplies, bows, pom-poms, and uniform replacement items.

VOLLEYBALL (fall adjustment point)
+$2 every fall session
Reason: Supports increased site supervision, referee costs, and supplies.

SUMMER BASKETBALL (phased plan)
2026: +$5
2027: +$4
2028: +$3
Reason: Covers site supervision, referee costs, and supplies while protecting continued program growth.

WINTER BASKETBALL (winter adjustment point)
Bitty-1st/2nd: +$2 every season
3rd/4th-7th/8th: +$3 every season

Reason: Older divisions require higher officiating levels, larger fields, and more labor. Supports referees, paint, and field preparation.

WHIPS PROGRAM (one time increase, program will be evaluated yearly)
Uniform increase: +$15 per participant
Program fee set to: $675
Reason: Addresses increased uniform costs, equipment, staffing, league fees, facility usage, and operational expenses.

Overall intent:
This structure moves the district away from sporadic increases and toward a predictable, program-specific fee model tied directly to real cost drivers. It supports long-term planning while maintaining accessibility.

Commissioner Tiffany made a motion to approve program fees/increases. Seconded by Commissioner Reid. Motion passed 4 ayes, 0 nays, and 0 abstain.

H. Semi Annual Review of Executive Session Minutes

At 7:15 pm Commissioner Herrmann made a motion to move into Executive Session Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. (5 ILCS 120/2 from Ch. 102 par. 42 c.21.) Seconded by Commissioner Reid. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

At 7:17 pm Commissioner Herrmann made a motion to resume the general meeting. Seconded by Commissioner Reid. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Motions Resulting from Executive Session:

The following meeting minutes were reviewed:

April 7, 2025
July 7, 2025
July 21, 2025
October 6, 2025

Commissioner Herrmann made a motion to not release the minutes as stated above. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

X. Adjournment**:** At 7:19 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Herrmann. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.
Next meeting - February 2, 2026.