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Meeting of the
HAMPSHIRE TOWNSHIP PARK DISTRICT
Board of Commissioners
May 18, 2026
7:30 p.m.*
390 South Ave.

AGENDA

I. Call to Order
II. Pledge of Allegiance
III. Approval of Agenda

IV. Public Hearing

A. *Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed $2,500,000 General Obligation Refunding Park Bonds (Alternate Revenue Source) for the purpose of refunding certain outstanding obligations of the District*

V. 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.

VI. Consent Agenda
A. Approval of April 6, 2026 Meeting Minutes
B. Approval of April 20, 2026 Executive Session Meeting Minutes – not to release
C. Approval of April 20, 2026 Meeting Minutes
D. Approval of MSI payables paid between meetings, April 21, 2026 to April 30, 2026 in the amount of $15,399.74.
E. Approval of ACS payables paid between meetings, May 8, 2026 to May 11, 2026 in the amount of $$110,828.52.
F. Approval of 5/5/26 Transfer of Funds within Heartland Bank, from Money Market #9624 to the checking account #0235 in the amount for $100,000.00.
G. Approval of 5/12/26 Transfer of Funds within Heartland Bank, from Money Market #9632 to the checking account #0235 in the amount for $200,000.00.

VII. Staff Reports
VIII. Commissioner and Staff Comments

IX. Old Business

X. New Business
A. Coach Incentive
B. Annual Meeting

XI. Executive Session

XII. Adjournment – Next meeting – June 1, 2026

**Meeting time has been changed to 7:30pm.*

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
Working Meeting Minutes
April 6, 2026

I. Call to Order

Nate Looman called the working meeting to order at 7:30 pm.

II. Pledge of Allegiance

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

Commissioners Absent:

Staff Present: Laura Schraw- Executive Director, Patti Prill-HR

III. Approval of Agenda

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

IV. Citizens to be Heard: None

V: Commissioner and staff comments

VI. Agenda

A. Draft FY27 Budget: ED Schraw attached the draft budget. Patti is going to continue working on the starting balance being as accurate as possible with ending balances. ED Schraw is also working on building back up the capital. Staff costs have increased substantially which has been impacting the budget.

ED Schraw is also working on our bonds with Aaron Gold. They are looking at refinancing and not having a payment this fiscal year.

It was brought up by Commissioner Looman about whether we are budgeted for the new areas we are acquiring. ED Schraw explained that she did budget for some and that many of them will not affect the budget this fiscal year.

The final budget will be brought to the April 20th meeting for approval.
B. Personnel Manual: The manual has been a 2 year project. Darren has been very focused on getting it updated. ED Schraw has read through it all and feels like it is up to date. The final copy will be brought to the April 20th meeting for approval.

VII. Executive Session: none at this time.

VIII. Adjournment – Next meeting – April 20, 2026

The meeting adjourned at 8:14 pm.

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

Hampshire Township Park District
Board of Commissioners
Meeting Minutes
April 20, 2026

I. Call to Order:

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

II. Pledge of Allegiance

III. Approval of Agenda

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

Commissioners Absent:

Staff Present: Laura Schraw- Executive Director

Commissioner Reid made a motion to approve the agenda with the addition of an executive session. Seconded by Commissioner Chiu. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard: None

V. Consent Agenda

A. Approval of March 16, 2026 Meeting Minutes
B. Approval of March 16, 2026 Executive Session Meeting Minutes
C. Approval of April 6, 2026 Working Meeting Minutes
D. Approval of March 31, 2026 Transfer of Funds within Heartland Bank, from Money Market #9632 to the checking account #0235 in the amount of $100,000.00.
E. Approval of April 9, 2026 Transfer of Funds within Heartland Bank, from Money Market #9632 to the checking account #0235 in the amount of $100,000.00.
F. Approval of April 9, 2026 Transfer of Funds within Heartland Bank, from Money Market #9632 to the checking account #0235 in the amount of $100,000.00.

Commissioner Herrmann made a motion to approve the consent agenda with the change to add “not to release” to item B. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

VI. Staff Reports**:** Commissioners were able to review the reports prior to the meeting.
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VII. Commissioner and Staff Comments
Questions about ETC enrollment numbers and how they compare to years past.

VIII. Old Business
A. Draft FY27 Budget: things are going to be switched over by May 1st.

Commissioner Herrmann made a motion to approve the FY27 Draft Operating Budget. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Roll call:
Commissioner Chiu: Aye
Commissioner Herrmann: Aye
Commissioner Reid: Aye
Commissioner Tiffany: Aye
Commissioner Looman: Aye

Commissioner Reid made a motion to authorize staff to prepare the Budget and Appropriation Ordinance, give notice to the newspaper, and make the Ordinance available for public inspection for 30 days prior to the public hearing. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Roll call:
Commissioner Chiu: Aye
Commissioner Herrmann: Aye
Commissioner Reid: Aye
Commissioner Tiffany: Aye
Commissioner Looman: Aye

IX. New Business
A. Ordinance authorizing the issuance of General Obligation Refunding Park Bonds (Alternate Revenue Source), in an aggregate principal amount not to exceed $2,500,000, to refund certain outstanding obligations of the District and to pay expenses incident thereto. This will be locked in for 8 years.

Commissioner Herrmann made a motion to approve the Ordinance authorizing the issuance of General Obligation Refunding Park Bonds (Alternate Revenue Source), in an aggregate principal amount not to exceed $2,500,000, to refund certain outstanding obligations of the District and to pay expenses incident thereto. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Roll call:
Commissioner Chiu: Aye
Commissioner Herrmann: Aye
Commissioner Reid: Aye
Commissioner Tiffany: Aye
Commissioner Looman: Aye

B. Personnel Manual: One change was that employees will be accruing leave time each pay period. This will be done from the 26 pay periods.

Commissioner Tiffany made a motion to approve the Personnel Manual as previously presented with the modification to the vacation earning rate to 26 pay periods. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

C. Coach Incentive: The PD is currently facing difficulty filling coaching positions. Coaches will also have to begin some coaching training. ED Schraw and Mr. Prill were discussing adding some incentives to attract coaches. One option is to offer a 50% credit on their registration coasts. This would be for head coaches only. US safe sport is a program that is commonly used for coaches.

Could be beneficial to have a coaches meeting at the beginning of each season. This could benefit new coaches who have never run a team before. Having more readily available resources to assist coaches would also be helpful.

X. Executive Session

At 8:29 pm Commissioner Reid made a motion to move into Executive Session for the 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. Seconded by Commissioner Chiu. Motion passed 5 Ayes, 0 Nays, 0 Abstain

At 9:47 pm Commissioner Reid made a motion to resume the general meeting. Seconded by Commissioner Chiu. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Commissioner Reid made a motion to vote on the 50% credit offered to head coaches upon completion of the spring sports season for each team head coached. Seconded by Commissioner Chiu. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.

XI. Adjournment**:** At 6:59 p.m. Commissioner Chiu made a motion to adjourn the meeting. Seconded by Commissioner Reid. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.

Next meeting - May 4, 2026.

Hampshire Township Park District
SUBCLASS DETAIL REVENUE & EXPENSE REPORT
FOR 12 PERIODS ENDING APRIL 30, 2026

FUND: CORPORATE FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
PROGRAM EXPENSES						
10-10-01-024-5000	Misc Expense-Corp	0.00	422.79	2,121.79	0.00	0.00
10-10-01-024-5001	Internet-Comcast	159.62	1,926.22	1,128.52	1,416.00	1,416.00
10-10-01-024-5002	Software-Financial	0.00	13,754.39	12,535.54	13,755.00	13,755.00
10-10-01-024-5010	Financial Fees	0.00	541.16	943.26	1,525.00	1,525.00
10-10-01-024-5012	Professional Fees	1,980.00	34,089.35	12,535.95	52,000.00	52,000.00
10-10-01-024-5013	Tech Support-Corp	294.30	12,349.04	11,182.83	8,850.00	8,850.00
10-10-01-024-5014	Printing Publications	0.00	633.26	755.96	1,450.00	1,450.00
10-10-01-024-5015	Bank Fees	0.00	692.37	657.50	600.00	600.00
10-10-01-024-5016	Membership Fees-Corp	0.00	3,313.73	5,566.51	3,256.00	3,256.00
10-10-01-024-5017	Conference Fees-Corp	0.00	1,123.85	215.00	3,215.00	3,215.00
10-10-01-024-5018	Mileage Tolls-Corp	376.60	3,950.50	3,787.60	4,080.00	4,080.00
10-10-01-024-5019	Education Fees-Corp	60.00	285.00	0.00	1,000.00	1,000.00
10-10-01-024-5020	Advertise Marketing-Corp	0.00	4,075.00	1,500.00	2,500.00	2,500.00
10-10-01-024-5021	Insurance Deductible	0.00	0.00	231.40	2,000.00	2,000.00
10-10-01-024-5022	Postage-Corp	0.78	1,060.39	540.35	750.00	750.00
10-10-01-024-5023	Phone-Corp	98.22	2,558.94	2,414.34	4,460.00	4,460.00
10-10-01-024-5032	Legal Fees	162.00	7,881.00	6,287.00	4,501.00	4,501.00
10-10-01-024-5037	AmeriFlex Spending Fees	0.00	1,765.00	1,865.00	2,100.00	2,100.00
10-10-01-024-5038	Record Disposal	0.00	0.00	310.00	300.00	300.00
10-10-01-024-5060	Bottled Water	0.00	1,228.15	990.80	800.00	800.00
10-10-01-024-5061	Mobile E-Mail-Corp	120.00	1,560.00	1,400.00	1,440.00	1,440.00
10-10-01-024-5122	Leased Equipment-Copier 182	0.00	3,857.39	5,162.03	4,020.00	4,020.00
10-10-01-024-6010	Supplies Office-Corp	32.98	1,747.49	1,381.81	1,800.00	1,800.00
10-10-01-024-6050	Furnishings Office-Corp	0.00	10,145.16	2,492.70	3,500.00	3,500.00
	TOTAL PROGRAM EXPENSES	3,284.50	108,960.18	76,005.89	119,318.00	119,318.00
	SURPLUS (DEFICIT)	(3,284.50)	(108,960.18)	(76,005.89)	(119,318.00)	(119,318.00)
025	Administrative					
PROGRAM REVENUES						
10-10-01-025-3000	Misc Income-Corporate	0.00	0.00	2,728.65	0.00	0.00
10-10-01-025-3002	NSF Bank Fees	0.00	5.50	0.00	0.00	0.00
10-10-01-025-3101	Property Tax-Corp Fund	0.00	380,955.21	349,773.17	380,931.00	380,931.00
10-10-01-025-3103	Transition Fees	9,356.00	94,815.34	68,114.85	80,000.00	80,000.00
10-10-01-025-3104	Impact Fees-Corp	0.00	0.00	0.00	0.00	0.00
10-10-01-025-3105	Grants-Corporate	0.00	0.00	0.00	0.00	0.00
10-10-01-025-3106	Foundation Donation-Corp	0.00	0.00	0.00	0.00	0.00
10-10-01-025-3111	NWLL-Musco Lights	2,016.25	24,195.00	22,178.75	24,196.00	24,196.00
10-10-01-025-3112	Rental Income	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
10-10-01-025-3201	Interest-Money Market	0.00	1,216.14	1,719.97	230.00	230.00

FUND: CORPORATE FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
025 Administrative						
10-10-01-025-3207	Interest-Checking	0.00	291.38	727.50	150.00	150.00
10-10-01-025-3310	Personal Property Tax	564.00	6,792.56	7,091.04	8,000.00	8,000.00
10-10-10-025-9000	Fund Transfer-To Corp Fund	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	35,936.25	532,271.13	476,333.93	517,507.00	517,507.00
025 Awards/Recognition						
PROGRAM EXPENSES						
10-10-01-025-5062	Awards/Recognition	0.00	947.45	241.22	1,000.00	1,000.00
10-10-10-025-4020	FICA-Corp Admin	0.00	12,047.19	8,367.35	7,202.00	7,202.00
10-10-10-025-4021	Medicare-Corp Admin	0.00	2,817.53	1,922.23	1,684.00	1,684.00
10-10-10-025-4024	IMRF-Corp Admin	0.00	11,158.39	10,919.24	9,490.00	9,490.00
10-10-10-025-4025	Health Insurance-Corp	23.98	3,469.72	3,930.57	3,960.00	3,960.00
10-10-10-025-4028	IDES Unemployment	0.00	5,595.44	6,340.56	6,000.00	6,000.00
10-10-10-025-4100	Salaries-Administration	0.00	130,814.88	130,167.51	116,166.00	116,166.00
10-10-10-025-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	23.98	166,850.60	161,888.68	145,502.00	145,502.00
	SURPLUS (DEFICIT)	35,912.27	365,420.53	314,445.25	372,005.00	372,005.00

Hampshire Township Park District
SUBCLASS DETAIL REVENUE & EXPENSE REPORT
FOR 12 PERIODS ENDING APRIL 30, 2026

FUND: CORPORATE FUND
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
024 General Operations						
PROGRAM EXPENSES						
10-40-40-024-5000	Misc Expense-Parks	0.00	139.00	0.00	0.00	0.00
10-40-40-024-5059	Gasoline-Parks Operations	409.73	5,052.86	1,714.90	6,500.00	6,500.00
10-40-40-024-5110	Vehicle Repairs-Parks Operat	247.99	5,768.93	(1,946.78)	5,000.00	5,000.00
10-40-40-024-5120	Tree Replacement Program	0.00	0.00	4,062.50	2,000.00	2,000.00
10-40-40-024-6050	Equipment-Parks Operations	0.00	103.93	0.00	1,000.00	1,000.00
10-40-40-024-6122	Shop Tools-Parks Operation	349.38	1,015.37	174.86	300.00	300.00
10-40-40-024-6125	Supplies-Parks Operations	115.91	926.36	0.00	1,000.00	1,000.00
	TOTAL PROGRAM EXPENSES	1,123.01	13,006.45	4,005.48	15,800.00	15,800.00
	SURPLUS (DEFICIT)	(1,123.01)	(13,006.45)	(4,005.48)	(15,800.00)	(15,800.00)
025 Administrative						
PROGRAM EXPENSES						
10-40-40-025-4020	FICA-Parks Administrative	0.00	5,506.64	4,959.79	6,145.00	6,145.00
10-40-40-025-4021	Medicare-Parks Administrativ	0.00	1,287.91	1,159.94	1,437.00	1,437.00
10-40-40-025-4024	IMRF-Parks Administrative	0.00	4,632.43	4,112.64	4,477.00	4,477.00
10-40-40-025-4100	Salaries-Parks Administrativ	0.00	88,816.35	79,994.88	99,119.00	99,119.00
	TOTAL PROGRAM EXPENSES	0.00	100,243.33	90,227.25	111,178.00	111,178.00
	SURPLUS (DEFICIT)	0.00	(100,243.33)	(90,227.25)	(111,178.00)	(111,178.00)
601 Ralph Seyller Park						
PROGRAM REVENUES						
10-40-40-601-3320	Rental-Seyller Park	200.00	1,470.00	1,100.00	1,000.00	1,000.00
10-40-40-601-3322	Rental-Athletic Field Seylle	0.00	280.00	140.00	500.00	500.00
	TOTAL PROGRAM REVENUES	200.00	1,750.00	1,240.00	1,500.00	1,500.00
601 Ralph Seyller Park						
PROGRAM EXPENSES						
10-40-40-601-5000	Misc Expense-Seyller Pk	0.00	0.00	406.25	0.00	0.00

FUND: CORPORATE FUND
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
601 Ralph Seyller Park						
10-40-40-601-5027	Garbage Waste-Seyller Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-601-5116	Maint-Veteran's Memorial	0.00	(336.48)	970.55	500.00	500.00
10-40-40-601-5124	Maint Pk Grounds Bldg Seylle	0.00	2,931.13	9,760.07	5,000.00	5,000.00
10-40-40-601-5320	Permit Fee-Seyller Park	0.00	0.00	0.00	0.00	0.00
10-40-40-601-6013	Supplies-Janitorial	21.50	286.92	399.86	500.00	500.00
	TOTAL PROGRAM EXPENSES	21.50	2,881.57	11,536.73	6,000.00	6,000.00
	SURPLUS (DEFICIT)	178.50	(1,131.57)	(10,296.73)	(4,500.00)	(4,500.00)
602 Bruce Ream Park						
PROGRAM REVENUES						
10-40-40-602-3000	Misc Income-Bruce Ream Park	0.00	92.50	0.00	0.00	0.00
10-40-40-602-3320	Rental-Ream Park	125.00	1,505.00	2,520.00	1,500.00	1,500.00
10-40-40-602-3322	Rental-Athletic Field Ream P	0.00	1,040.00	1,155.00	1,200.00	1,200.00
	TOTAL PROGRAM REVENUES	125.00	2,637.50	3,675.00	2,700.00	2,700.00
602 Bruce Ream Park						
PROGRAM EXPENSES						
10-40-40-602-5000	Misc Expense-Ream Park	0.00	0.00	350.00	0.00	0.00
10-40-40-602-5003	Rental Utilities-Electric	0.00	0.00	0.00	100.00	100.00
10-40-40-602-5025	Electric Ream Park	110.58	2,336.98	1,765.76	2,700.00	2,700.00
10-40-40-602-5027	Garbage Waste Ream Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-602-5031	Water-Bruce Ream Park	0.00	6,211.20	7,602.22	7,550.00	7,550.00
10-40-40-602-5124	Maint Pk Grounds Bldgs Ream	88.99	7,499.77	10,131.66	5,000.00	5,000.00
10-40-40-602-5320	Permit Fee-Ream Park	0.00	25.00	0.00	0.00	0.00
10-40-40-602-6013	Supplies-Janitorial	0.00	258.53	387.47	500.00	500.00
	TOTAL PROGRAM EXPENSES	199.57	16,331.48	20,237.11	15,850.00	15,850.00
	SURPLUS (DEFICIT)	(74.57)	(13,693.98)	(16,562.11)	(13,150.00)	(13,150.00)
603 Dorothy Schmidt Park						
PROGRAM REVENUES						

FUND: CORPORATE FUND
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
10-40-40-603-3320	Rental Schmidt Park	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
603 Dorothy Schmidt Park						
PROGRAM EXPENSES						
10-40-40-603-5000	Misc Expense-Schmidt Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-603-5027	Garbage Waste-Schmidt Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-603-5124	Maint Pk Grounds Bldg Schmid	0.00	976.51	1,309.21	3,000.00	3,000.00
10-40-40-603-5320	Permit Fee-Schmidt Pk	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	976.51	1,309.21	3,000.00	3,000.00
	SURPLUS (DEFICIT)	0.00	(976.51)	(1,309.21)	(3,000.00)	(3,000.00)
604 Fred Rackow Park						
PROGRAM REVENUES						
10-40-40-604-3000	Misc Income-Rackow Park	0.00	0.00	250.00	0.00	0.00
10-40-40-604-3307	Registration-Getzelman Dog P	86.00	723.00	1,019.00	1,000.00	1,000.00
10-40-40-604-3315	Concessions-Rackow Park	0.00	0.00	0.00	500.00	500.00
10-40-40-604-3320	Rental-Rackow Park	0.00	40.00	10.00	0.00	0.00
10-40-40-604-3321	Rental-Getzelman Dog Park	0.00	0.00	0.00	0.00	0.00
10-40-40-604-3322	Rental-Athletic Field Rackow	0.00	0.00	960.00	1,000.00	1,000.00
	TOTAL PROGRAM REVENUES	86.00	763.00	2,239.00	2,500.00	2,500.00
604 Fred Rackow Park						
PROGRAM EXPENSES						
10-40-40-604-4631	Salaries-Field Labor Rackow	0.00	0.00	0.00	500.00	500.00
10-40-40-604-4633	Salaries-Concessions	0.00	0.00	0.00	250.00	250.00
10-40-40-604-5000	Misc Expense Rackow Park	0.00	0.00	0.00	0.00	0.00
10-40-40-604-5003	Rental Utilities-Electric	0.00	0.00	(141.02)	100.00	100.00
10-40-40-604-5025	Electric Rackow Park	64.09	1,654.27	737.42	1,500.00	1,500.00
10-40-40-604-5031	Water Rackow Park	0.00	1,079.30	2,008.23	3,000.00	3,000.00
10-40-40-604-5041	Septic Maintenance	0.00	600.00	1,411.50	2,000.00	2,000.00
10-40-40-604-5124	Maint Pk Grounds Bldgs Racko	0.00	30,418.23	27,224.00	20,000.00	20,000.00
10-40-40-604-5227	Concessions-Rackow Park	0.00	0.00	0.00	500.00	500.00
10-40-40-604-5320	Permit Fee-Rackow Park	0.00	0.00	499.00	500.00	500.00

Hampshire Township Park District
SUBCLASS DETAIL REVENUE & EXPENSE REPORT
FOR 12 PERIODS ENDING APRIL 30, 2026

FUND: CORPORATE FUND
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
604 Fred Rackow Park						
10-40-40-604-6013	Supplies-Janitorial Rackow P	0.00	218.59	395.46	500.00	500.00
10-40-40-604-7006	NWLL-Musco Lights	2,016.25	24,195.00	24,044.04	24,196.00	24,196.00
	TOTAL PROGRAM EXPENSES	2,080.34	58,165.39	56,178.63	53,046.00	53,046.00
	SURPLUS (DEFICIT)	(1,994.34)	(57,402.39)	(53,939.63)	(50,546.00)	(50,546.00)
605 State Street Park						
PROGRAM EXPENSES						
10-40-40-605-5000	Misc Expense-State Street Pa	0.00	0.00	0.00	0.00	0.00
10-40-40-605-5124	Maint Pk Grounds-State St Pa	0.00	0.00	7.88	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	7.88	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	(7.88)	0.00	0.00
606 Kelley Road Park						
PROGRAM EXPENSES						
10-40-40-606-5000	Misc Expense-Kelley Road Par	0.00	1,250.00	823.25	0.00	0.00
10-40-40-606-5124	Maint Pk Grounds-Kelley Rd P	0.00	997.16	0.00	15,000.00	15,000.00
	TOTAL PROGRAM EXPENSES	0.00	2,247.16	823.25	15,000.00	15,000.00
	SURPLUS (DEFICIT)	0.00	(2,247.16)	(823.25)	(15,000.00)	(15,000.00)
607 Town Place Road Park						
PROGRAM EXPENSES						
10-40-40-607-5000	Misc Expense-Town Place Rd P	0.00	0.00	0.00	0.00	0.00
10-40-40-607-5124	Maint Pk Grounds-Town Place	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: **May 18, 2026**
Agenda Item: **VII.**
Subject: Staff Reports – May

Director's Report

- Working on several matters with Legal.
- Working on PDRMA Essentials of Risk Management follow up requirements.
- Met with EnCAP regarding maintenance of natural areas.
- Met with GDW Principal about use of the facility in the summer.
- Attended the NISRA meeting.
- Attended the Foundation meeting.
- Set up MFA with IT company.
- Began working on history signs for parks, contacted family members and provided the existing information for Rackow, Seyller and Ream Parks.
- Met with Manager Barone regarding coupon options for coach incentive and communication to parents.
- Meeting with Manager Prill regarding fall soccer planning, upcoming sports seasons, field requests, outside rentals, communication to parents.
- Created google doc options to organize rostering per requests, tally age groups, and count shirt sizes.
- Submitted Audits for FY24, FY21 and FY19 to GATA for IDNR as requested.
- Verifying park addresses of new parks to put information on our website.
- Interviewed candidates for the Athletic Coordinator position.
- Construction on the drainageway has started at Kelley Road Park, met with the contractor on site. He will be bringing excess dirt to Seyller Park to level out the sunken areas.
- Will be meeting with a developer for a new development in Hampshire.
- Contacted our Representative and Senator regarding bills that would push all recreational programming under state licensing to request their support in modifications to the bill proposed by IAPD.

Finance

- Daily Deposits through AccountingCS
- Weekly Payables through AccountingCS
- Lauterbach & Amen training for payables & receivables
- Lauterbach & Amen training for finance record keeping
- Payroll in AccountingCS (in the process of creating a backup system for payroll)
- Printed all reports from MSI for transitioning
- IMRF Report and Payment (April 2026) through AccountingCS
- MFA authentication setup for laptop with CMJ Tech
- Auditor Roger Wooten will start the Audit for 2025-2026
- Getting reports ready for the auditor
- Annual Treasurers Report for Audit 2024-2025 (public notice in NWHerald)
- Attended Monthly Managers meeting

- Foundation Deposits
- Foundation Reports & Letters for May 6th 2026 meeting
- BINA Ordinance ready for board to take action (public notice in NWHerald)
- Budget & Appropriation ready for public inspection (public notice in NWHerald)
- Budget & Appropriation ready for board to take action (after 30 days)
- Scheduled record disposal for May 26, 2026
- First Kane County tax payment May 20, 2026

Human Resources

- Attended the Safety Coordinator Group meeting at Bloomingdale Park District. Got some great information from the head of claims at PDRMA. Was able to share that knowledge at our last manager meeting.
- Attended the HR One conference at the NIU Naperville campus. I was able to sit in a few seminars and pick up some tips from the breakout seminars. Met with a few of the people at HR Source, especially those that answer their hotline.
- Besides the two major projects (Workforce Hub & Absorb LMS), primarily worked on day to day changes in WorkforceHub, various employee relations issues.

Recruitment:

- We successfully onboard one of our Parks employees yesterday and will have our final Parks employee next week to complete that department for the summer.
- Completed Phone Screens, 1st Round and Final Round interviews for the Athletics Coordinator position. I extended an offer to one of the final candidates, he accepted and will be starting on June 1st.

Current Projects:

- **HRIS System** (WorkforceHub) - Our second and third payrolls were successful with just a few issues that had to be remedied. Since I was able to pull the majority of the data and files from BambooHR at the end of April, we officially ended our services with Bamboo as of 4/30/26. Worked with Lauterbach & Amen to get our benefit accruals upload and running smoothly. Spent time in WFH adding employment details from Bamboo. Took some training on the Scheduling module and sat with LPP Daycare staff so they can start using this feature. I will be spending time with ETC staff over the summer so they can use it as well. Working on documenting the process on how to complete payroll among other HR related tasks.
- **CPR Training:** April CPR class was successful and we have one more class scheduled for May. After those classes are complete, we are caught up. Scheduling part time employees to attend classes has been a challenge. I have looked into an online-only CPR class. This will suffice for our non-DCFS regulated employees. Will implement any training on this during the upcoming fiscal year with the help of our LMS.
- **LMS** (Learning Management System) - Spent a lot of time completing one on one training with rep at AbsorbLMS and then developing the training modules for deployment. Started a priority list of training that we have an urgent need for everyone to complete. The testing phase starts this week and I hope to send out a few priority trainings before the end of this month. After that it is just a matter of creating (or recreating) training modules and roll them out throughout the rest of the year. We also discussed using the LMS as a way to train coaches. Will plan on getting this up and running over the summer in time for Fall Soccer season.

Recreation

Special Events and Programs

- Daddy Daughter Dance- Another successful year of holding this dance at the Country Coach House location. The event was sold out at 121 participants. Attendees enjoyed lots of dancing, fun on the red carpet, refreshments, crafting and the outdoor space the venue has to offer. The week after the dance our photographer uploaded all photos to a site for free download. Thank you to The Kave for providing the drinks and bartending for the evening.
- Walkin' Hampshire- This program continues to have good attendance especially when we get back outside. The next walk is May 23rd.
- Summer Events- Sponsorships are coming in for Music under the Oaks, Kites over Hampshire and Coon Creek Classic.
    - Coon Creek Classic- Race logo complete. Race swag in the works with Elevate. Registration will open shortly.
    - Music under the Oaks sponsorship deadline closes on May 18th. After that, advertising yard signs will be ordered.
- Teen Programming- Held another Safe Sitter class on 5/9 with 6 participants.
- Martial Arts- Adult Kickboxing and Kids Karate is announced for registration. Classes will be held at Z's Martial Arts Academy in Huntley.
- Golf- Intro to golf program through Kids Golf Foundation of Illinois is in the works. KGFI supplies the equipment and training needed to run the program. After contacting the HHS Golf Coach we have a student interested in teaching the program. Meeting with the student this week.
- Hampshire's 150th Celebration
    - Attended the 2nd April committee meeting
    - Met with Historical Society members to help give direction with marketing Old-Fashioned Days
    - Hampshire-Opoly games continue to sell well at our office.
    - Released the Old- Fashioned Days Kids Bike Decorating Contest information and advertisement
- Creating, scheduling Facebook posts/reels and events.
- Flyer creation
- Website updates
- Constant Contact newsletter

Athletics

- *Spring Soccer*
    - Generated game schedules to work around our volunteer coaches.
    - Filled uniform orders and delivered them to coaches and parents.
    - Met with maintenance and discussed field conditions.
    - Working with other Park Districts to move and manage away games.
    - Sent home game schedules to Official Finders to supply referees for 10U and up games. We are working on scheduling our in-house referees for our 6U and 8U programs.
- *Spring Flag Football*
    - Scheduling referees for home games.
    - Hosted indoor practice at GDW on rainy days.
- *Volleyball*
    - A big thank you to all that showed up on the last day of volleyball to have some fun! We hope you enjoyed it and look forward to seeing everyone in the fall.

- *Tuesday Night Adult Softball*
    - Registration has been open for our Tuesday night Adult Softball league.
    - After receiving feedback from multiple coaches and players, we will return to a one division league where every team will play everyone regardless of skill.
    - There was an early bird discount rate given this year for signing up before 4/30.
    - Season will start 5/19.
    - We will once again be working with Rich Parsons to supply umpires.
- *Summer Basketball*
    - Met with other Park Districts to discuss timing and rules.
    - Opened registration to the community.
- *Tetra Brazil Soccer*
    - Spoke with the Program Director.
    - Approved location and time.
    - We sent information to be posted online.
    - Registrations will still be taken through Tetra Brazil.
- *Youth Recreational Track*
    - Setting up a meeting with Hampshire Middle School about the program and use of track at the field behind the school.
    - Spoke with Fox Valley Park District in hopes of direction on how to build a youth recreation Track program through a Park District.
    - Attempting to create more "approachable" sports for more community members regardless of skill.
- *Fall Soccer*
    - Planning season dates, implementation of program timing improvements.
- *Fall Flag Football*
    - Planning seasons dates, implementing multiple positive changes.
- *Fall Volleyball*
    - Planning season dates, implementing program quality changes.
- *Jr. Whips Basketball*
    - Reviewing program feedback.
    - Setting up a meeting with the high school to discuss possible changes to the program and ways to improve.
- *Miscellaneous*
    - Payment Authorizations.
    - Interviewing candidates for open positions.
    - Cleaned up our Teamsideline page to have better visibility on mobile or PC.
    - Updated our Schedule page on our main website to match current offerings.

ETC

Fall 2026-27 Planned as follows:

HES	54
BTE	31
GDW	37

2026 2027

10/9: Pizza Party

10/12: Wizard Workshop
10/30: Halloween
11/23: Pumpkin Party
11/24: Thankful Turkeys
12/21: Winter Wonderland
12/22: Cookie Workshop
12/23: Grinch's Get Together
12/28: Wacky Wonkas
12/29: Frozen Festival
12/30: New Years Celebration
1/28: Lego My Eggo
2/12: St. Valentine's Social
2/15: Spongebob Shindig
2/26: Medieval Merriment
3/26: Board Game Gala
3/29: Spring Into Break
3/30: Flower Power
3/31: Wax to the Max
4/01: Clowning Around
4/02: Storytelling Showcase
4/30: Healthy Kids Day

Summer Camp

- Currant enrollment updated 5/11

Week 1: 20	Week 4: 23	Week 7: 20	Week 10: 20
Week 2: 28	Week 5: 19	Week 8: 28	Week 11: 18
Week 3: 27	Week 6: 18	Week 9: 19	

Grade	Enrollment
Kindergarten	11
1st	8
2nd	12
3rd	4
4th	2
5th	3

Themes Field Trips

Week 1: Cartoon Craze, Trip to Slick City
Week 2: Totally 80's, Trip to Funway
Week 3: Messy Mayhem, Trip to Santa's Village
Week 4: Wild West, Trip to Blackberry Farms
Week 5: Big Builders, Trip to Philips Park Aquatic Center
Week 6: Party in the USA, Trip to Otter's Cove
Week 7: Myth Busters, Trip to Bartlett Aquatic Center
Week 8: Music Madness, Trip to Urban Air (Pending)
Week 9: Christmas in July, (Trip to Rainbow Falls) Revised 4/27 going to Sunburst Bay
Week 10: Gameshow Mania, Trip to Main Event
Week 11: Prehistoric. Trip to Lords Park Zoo and Museum of Natural History

Sports Camp

- The goal is to provide supervision for children in Kindergarten through 8th grade enrolled in Hampshire High School's Sports Camps
- Waiting for GDW to approve our time slots (Had to resubmit 5/1) with no response back yet

Parks

- Started park inspections with new binders for all parks
- All athletic fields got fertilizer on them. Looking into getting the rest of the parks done as well
- RPZ at Rackow and Ream have been fixed/ tested and are working
- Started maintenance at 2 new parks Arbor Ridge and Cornerstone
- Seyller bathrooms got vandalized/ police are currently investigating. The stall in the boys bathroom was ripped off the ceiling and then torn off the wall.
- We're slowing catching up on grass cutting

Early Childhood

Little People Playtime

- Teacher Appreciation week was 5/4-5/8 We are O'Fish-ally thankful for our awesome teachers at both the Daycare and Preschool buildings.
- We are buckling down for Graduations the week of 5/18 will be a crazy week with 2 preschool celebrations and 3 Pre-K Graduations.
- We continue to have tours for both preschool and daycare buildings.
- Our Tigers class officially has a waitlist 20 currently enrolled, Eagles have 10 enrolled and can take few more
- We will need to look for a pre-K aide for next school year for the Tigers class and possibly the Eagles should they continue to enroll.
- Daycare has a meeting scheduled with DCFS rep regarding swapping age groups in one of the classrooms to help better accommodate infants. Currently the infant room is full at max 12 children and has inquiries daily we have about 4 more on the waitlist.
- We are looking to take down one wall in our Froggies classroom to give the classroom capacity more - currently at 7 max enrollment and by taking down this wall it will give us closer to 10 children.

Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: May 18, 2026
Agenda Item: **X.A.**
Subject: **Coach Incentive**

Background

The Board approved a coach incentive for spring volleyball, spring soccer and spring flag football. Staff would like to discuss the options for the incentive that work with our RecTrac system for the development of the Coach Incentive program.

Recommendation

Discussion only.

Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: May 18, 2026
Agenda Item: **X.B.**
Subject: **Annual Meeting**

Background

The Board needs to elect officers; President, Vice-President, Secretary and Treasurer. The day to day tasks of the Secretary are filled by the Executive Director and the Office Manager while the day to day tasks of the Treasurer are filled by the Finance/Human Resource Director. The Board Member Secretary and Treasurer sign the official papers upon action at Board Meetings.

Recommendation

Elect a President, Vice-President, Secretary, and Treasurer for terms of one year.