



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
November 18, 2024**

I. Call to Order: At 6:31 pm Vice President Herrmann called the meeting to order.

II. Pledge of Allegiance

Commissioners Present: Jamie Herrmann, Tamara Chiu, Meagan Tiffany, Jennifer Reid

Commissioners Absent: Nate Looman

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

III. Approval of Agenda: Commissioner Reid made a motion to approve the agenda. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard: None

V. Consent Agenda

A. Approval of October 21, 2024 Executive Session Meeting Minutes

B. Approval of November 4, 2024 Meeting Minutes

C. Approval of payables paid between meetings from 10/18/2024 to 11/14/2024 in the amount of \$322,072.33

D. Approval of Transfer of Funds within Heartland Bank, from Money Market #3972 to Checking Account #0235 in the amount of \$75,000.00.

E. Approval of Transfer of Funds within Heartland Bank, from Money Market #9632 to Checking Account #0235 in the amount of \$300,000.00.

F. Approval of Transfer of Funds within Heartland Bank, from Money Market #9624 to Checking Account #0235 in the amount of \$150,000.00.

G. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to Checking Account #235 in the amount of \$125,000.00.

H. Approval of Transfer of Funds within Heartland Bank, from Money Market #3972 to Checking Account #235 in the amount of \$92,000.00.

I. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to Checking Account #235 in the amount of \$158,000.00.

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

VI. Staff Reports: Reports were submitted electronically for commissioners to view.

VII. Commissioner and Staff Comments

Questions were asked about the winterizing at Rackow and why it needed to be redone. It was suggested to look into a keypad for the concession stand at Rackow.

There were also questions about the graffiti that was already found on the skate park. It was shared that there was already graffiti after the first week.

The damage to the buses has been repaired. ED Schraw is still working on getting the restitution for those costs. The buses will most likely be parked near LPP for the winter as they will be using them occasionally.

ETC update: There has been a new hire as site supervisor for HES. He has a lot of experience at the YMCA. There have been 8-9 other hires that have been good fits.

Patti received notice that W-2s from 2022 were received late. Patti sent them the receipt that they were mailed on time via certified mail. She is waiting to hear back from them.

Jaime asked if it was okay to put wreaths at the memorial for the Wreaths Across America. ED Schraw said that would be fine.

VIII. Old Business

None at this time.

IX. New Business

A. Seyller Park Progress Report: Monthly update-ED Schraw needs to find out what remains of the funds. She will then look to order picnic tables and trash receptacles. The Eagle Scout project of putting the numbers on the holes is almost done. It will also be looked at to supply port o potties for the winter.

B. Delegation of Authority: The document needs to be signed. These forms are for DCFS.

Commissioner Chiu made a motion to sign the delegation of authority. Seconded by Commissioner Reid. Motion passed with 4 Ayes, 0 nays, 0 abstain.

C. FY24 Levy: the yearly plan needs to be approved at this time.

Motion to publish the in the paper made by Commissioner Reid and seconded by Commissioner Chiu. Motion passed with 4 Ayes, 0 nays, 0 abstain.

Motion made by Commissioner Chiu to hold the required public hearing on December 2, 2024 at 6:15pm at the Community Room at 390 South Ave. Seconded by Commissioner Reid. Motion passed with 4 Ayes, 0 nays, 0 abstain.

D. Personnel Policy Revisions: The changes were emailed out to board members before the meeting. ED Schraw and Patti think that these changes will be effective for the workplace to run more smoothly. The new policies include dependent care benefits and program fees.

Motion to approve the changes to the Hampshire Township Park District Personnel Policy was made by Commissioner Reid. Seconded by Commissioner Chiu. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

XI. Adjournment – At 7:12 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Chiu. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

Next meeting – December 2, 2024