

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
APRIL 16, 2021
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Richard Rumsey called the meeting to order at 8:02 a.m.
- ROLL CALL:** The following members of the Board of Commissioners were present: President Richard Rumsey, Vice President Doug Emery, and Secretary/Treasurer Mike Williams.
- Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel and Maintenance Director TA Sullivan.
- Visitors Present: None
- PUBLIC COMMENTS:** Blake Emery announced that the Harrisburg Township Park District (HTPD) was accepting public comment by email or written submission up to the start of the meeting at 8:00 AM on April 16, 2021. There were no written comments received and there was no one from the public present on the teleconference call. There was no one from the public present at the meeting.
- CONSENT AGENDA:** Mike Williams made the motion to accept the March 19, 2021 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Richard Rumsey made the motion to accept the 3/19/2021 to 4/15/2021 bills and the March 2021 Unaudited Financial Reports and seconded by Mike Williams. All in favor 3-0 per voice vote.
- BID OPENINGS:**
- Dodge Durango Blake Emery announced that there had been noticed placed to receive bids for the sale of the 2000 Dodge Durango as part of a surplus equipment sale. There were no bids turned into the park office and no one present at the meeting to hand in a bid. It was discussed that Park Maintenance Staff (Ray Gould or Forest Holloway) are interested in the Durango. Richard Rumsey made the motion to approve designating the 2000 Dodge Durango as no longer useful to the park and to sell the 2000 Dodge Durango to Park Maintenance Staff for the amount of \$10.00 and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Soccer Path Blake Emery announced that there had been noticed placed in Harrisburg Register, Park Website, and at the Park Office to receive bids for the Soccer Complex ADA Path Expansion. Bid Packets were picked up from the park office by Segler Concrete and Gary Brown (Raleigh Ready Mix). There was one bid turned in. It was publicly opened and read aloud. The Bid was from Segler Concrete for the amount of \$29,315.00. Richard Rumsey made the motion to approve awarding the Soccer Complex ADA Path Expansion project to Segler Concrete and seconded by Mike Williams. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter closed session.

UNFINISHED BUSINESS:

COVID-19

Blake Emery presented to the Board the current available information regarding COVID-19. We are currently in Phase 4 of the Restore Illinois Plan. The All Sports Policy was recently updated to make changes to the mask policy. Baseball and Softball no longer require wearing a mask. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.

Game 7 Baseball

Blake Emery presented to the Board that he had a discussion with Jacob Palmer. Jacob said they do not expect the fields to be drug and relined between games. Most places do it once or twice a day. Game 7 will rent the facilities from the park. Team registrations will go to Game 7. Game 7 will get ump's and pay them. Whatever group does the concession stand and takes entry money from fans gets all of that money. Jacob is not sure they will be able to have a tournament here this spring/summer but is thinking about this fall and next spring. The park insurance provider said just treat the tournament like we would for anyone else renting the field to play games.

Beardsley Property

Blake Emery presented to the Board that Bruce Tolley reached out asking for the legal name of the park and how the entity exists. It seems that work is being done to move towards a purchase/sell. Blake Emery has been reading through the file and believes there are 3 tracts of land totaling approximately 1.15 acres. In the current Bond Funds there is \$20,000 designated to go towards the purchase of the Beardsley properties. This designated money would need to cover closing costs and any legal work fees the park might incur as well. Richard Rumsey stated that the purchase should follow regular split fees by the buyer and seller and not the park paying all the fees, which differs from the previous arrangement. Mike Williams mentioned that a clear Title/Deed to all the properties should be required before moving forward with purchase. Richard Rumsey stated there was a previous offer made on the property. Blake Emery stated that currently the Board has designated \$20,000.00 in bond funds towards the purchase of this property. Mike Williams stated that he thinks paying the original offer of \$30,000.00 is overpaying but the park should stay true to that original offer. Blake Emery mentioned that at the next park board meeting there would need to be an Agenda item to discuss designating additional Bond Funds for the \$30,000.00 purchase price. Mike Williams made the motion to approve having the park legal counsel work with Bruce Tolley towards getting clear titles on all the property and discussing with the City of Harrisburg on vacating the alley and at which time the park would be willing to move forward with purchase and seconded by Doug Emery. Motion passed 2-1 per voice vote (Mike Williams Yes, Doug Emery Yes, and Richard Rumsey No). Richard Rumsey said that the Board has known a clear title/deed might not be possible for the 3rd tract of land (the smallest) and a parking lot was planned to be placed there. He felt that was the previous plan and was still valid and a clear title/deed was not needed for the future parking lot. Mike Williams stated he has always wanted a clear title/deed on the properties before finalizing any purchase. Blake Emery will meet with a lawyer to discuss the situation and concerns and report back at the next Board Meeting.

NEW BUSINESS:

Legal Counsel

Blake Emery presented to the Board that Todd Bittle is now a States Attorney and had to close his private practice. Mike Williams suggested using Patrick Hunn. Blake Emery asked what his background on properties might be. Blake Emery then asked if the board had any objection to the Executive Director determining on an as need basis which legal counsel might best represent the park based on their knowledge in particular areas. Mike Williams made the motion to approve the Executive Director to consult with different

legal counsel as needed based on their expertise and knowledge level and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

- Trash Service Blake Emery presented to the Board that PSD informed him that Bulldog Waste is not locally owned anymore and is a part of Waste Connection. They rent their building location in Harrisburg. PSD owns other businesses in Harrisburg (PSS – Perfect Solutions Storage) and hopes to move the trash company to Harrisburg in the future. They have made donations to the park and HYA consistently in the past. Blake Emery is fine with staying with Bulldog or switching but wanted to present this new information to the Board. Richard Rumsey made the motion to approve switching waste services to PSD and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Skatepark Memorial Blake Emery presented to the Board that he was contacted by JT Barton about a dedication plaque for his friend Jameson Russell who recently passed away. JT started a GoFundMe account and currently has over \$2100 that he would like to donate to the skatepark. The family of Jameson Russell is interested in purchasing a bench to put at the skatepark and buying a small piece of equipment to install. They would like to have a life celebration ceremony on April 25th at noon at the skatepark and place a small plaque on the fence. Richard Rumsey made the motion to approve the life celebration service and memorial plaque at the skatepark and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Kiwanis Event Blake Emery presented to the Board that Kiwanis wants to have a Cornhole event at Gibbs Field in September with Food Vendors. Richard Rumsey made the motion to approve Kiwanis hosting the Cornhole event and having food vendors at Gibbs Field and seconded by Doug Emery. All in favor 2-0 per voice vote. Mike Williams abstained from voting due to being an active Kiwanis Member.
- Soccer Complex Blake Emery presented to the Board that Stanley Rowlen contacted him about him raising funds to purchase a Flagpole at the soccer complex. He also said there is a new memorial monument being placed at the school soccer field and wanted to know if the old memorial for Michael Herrin could be put at the park soccer complex. It was discussed and the Board would like more information on the Memorial Monument / Plaque. The Board was in favor of having a Flag Pole at the Soccer Complex. Blake Emery will reach out to Stanley Rowlen to find out more details on the Memorial Monument for Michael Herrin. There was no motion made.
- Wildlife Policy Blake Emery presented to the Board the Wildlife Policy. The park receives many calls asking to take care of sick or injured wildlife animals. This is dangerous and should be left to trained persons per Illinois regulations. Mike Williams made the motion to approve the Wildlife Policy and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The policy was signed and became effective April 16, 2021.
- Playground Equip Blake Emery presented to the Board that recently he was contacted by Kyle Harbison of The Fortress Community asking if the park had any old playground equipment they could buy. After discussion with TA Sullivan it was decided that the playground equipment the park recently purchased from West Side School in the amount of \$10 would be something to consider selling to The Fortress. Upon receiving the equipment from West Side, it was determined that it was in worse shape than we thought and installation of this older equipment could cause a safety concern. Richard Rumsey made the motion to approve designating the playground Equipment from West Side School as no longer useful to the

park and to sell the West Side School playground equipment to The Fortress Community for the amount of \$10.00 and seconded by Mike Williams. All in favor 3-0 per voice vote.

Motor Vehicle Policy Blake Emery presented to the Board that the Maintenance Department is having a difficult time hiring a part-time/seasonal person to meet the needs in regards to hours and days needed to work. The Motor Vehicle Policy requires park staff to have a valid driver's license. TA Sullivan has someone he would like to hire but that person does not have a driver's license at this time. This person would not be allowed to operate park vehicles. Mike Williams made the motion to approve hiring a part-time/seasonal maintenance staff person that does not have a valid driver's license under the condition that they agree to work towards getting their driver's license renewed while employed at the park this summer and they do not drive park vehicles and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 9:24 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

There was no business on the agenda for the Committee.

There were no other new topics brought up for discussion by the committee.

Adjourn The Committee Meeting was adjourned at 9:25 a.m.

DIRECTOR REPORT:

Projects Project updates were discussed as part of the Maintenance Report.

HYA/SYSA The HYA/Kiwanis Radio Auction was a success. Total Revenue was \$13,023.00 and Total Expenses were \$851.64 for a Net Profit of \$12,171.36.

IPARKS Blake Emery met with Nathan Ashby on 4/13/2021 to finalize the liability insurance policy renewal for 2021-2022.

Workers Comp Blake Emery submitted Workers Comp Audit Paperwork on 1/8/2021. On 3/30/2021 the park received the IPRF Audit for 1/1/2020 to 1/1/2021. The park overpaid by \$1,305.00 and received a Returned Premium check from IPRF in that amount.

Election There was one seat to be voted on at the April 2021 Election. At the May 2021 Board Meeting we will install officers of the Board.

Training The Executive Director attended the following training opportunities: IPARKS Webinar Back to Normal or Not on 3/23/2021; IPARKS Webinar Termination Best Practices on 4/6/2021; IAPD Webinar Preparing the Profession for the Future on 3/24/2021; IRS Webinar Taxable Fringe Benefits for Employers 4/14/2021.

The Executive Director Report was placed on file. See attached report.

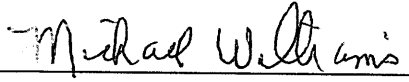
REPORTS

Jill Marvel presented the Recreation Report. Blake Emery added to the Recreation Report that East Side School is planning to have a "Party in the Park". West Side School might do something similar and the Middle School Band is planning on having a short concert in

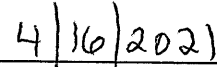
the park. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS Blake Emery announced that the next regular board meeting is scheduled to be May 21, 2021 at 8:00 a.m. All were ok with the meeting date and time.

ADJOURNMENT Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:34 a.m.



Michael Williams, Secretary / Treasurer



Date Signed