

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
JUNE 19, 2020  
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Richard Rumsey called the meeting to order at 8:00 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, Maintenance Director TA Sullivan, and Pool Manager Melonie Motsinger.
- 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 June 19, 2020. There were no comments received and there was no one from the public present on the teleconference call.
- CONSENT AGENDA:** Mike Williams made the motion to accept the May 15, 2020 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Richard Rumsey made the motion to accept the May 29, 2020 special meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 5/15/2020 to 6/18/2020 bills and the May 2020 Unaudited Financial Reports and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into closed session.
- UNFINISHED BUSINESS:**
- COVID-19 Blake Emery presented to the Board the current available information regarding COVID-19. We are currently in Phase 3 of the Restore Illinois Plan. Executive Order 2020-38 states that playgrounds must remain closed. Illinois Association of Park Districts (IAPD) put out a statement that parks should keep all playgrounds closed. IPARKS (insurance agency) put out a statement saying we need to follow executive orders and state guidance or we may not be covered for liability. IPARKS also put out COVID-19 Waivers for use by parks.
- Park Pool Opening Blake Emery presented to the Board the Illinois Department of Public Health (IDPH) Swimming Facility Guidelines for Restore Illinois Phase 3. Phase 3 limits pool openings for lap swimming, diving, swim lessons, swim team practices, and therapy pool use. Occupancy limits are still at 10 persons. Temperature checks should be made available to employees and customers. Face coverings should be worn when not engaged in swimming activities. Financial considerations were discussed and the pool would be expected to lose approximately \$8,000 if opened with only the above mentioned activities. Phase 4 Guidelines have not been released and it is not sure at this time if

public recreational use will be allowed in Phase 4. Melonie Motsinger said that Olney plans to open their pool in Phase 4 and will use a reservation system to determine who is allowed in attendance. Mike Williams made the motion to wait until the Special Board Meeting on June 26, 2020 to see if more guidance is available for Phase 4 and seconded by Richard Rumsey. All in favor 3-0 per voice vote. An official decision on whether to open to the pool or not will be made at the June 26, 2020 Special Board Meeting.

#### Investment Policy

Blake Emery presented to the Board the Investment Policy. It includes requirements from the Sustainable Investing Act: Every “public agency” and “governmental unit” to develop, publish and implement sustainable investment policies applicable to the management of all “public funds” under its control; and Every public agency to prudently integrate “sustainability factors” into its investment decision-making, investment analysis, portfolio construction, due diligence and investment ownership in order to maximize financial returns, minimize projected risks and more effectively execute its fiduciary duty. Richard Rumsey made the motion to approve the Investment Policy and seconded by Mike Williams. All in favor 3-0 per voice vote. Mike Williams asked Blake Emery to look into the FDIC limits and see if Legence is backing our money of more than \$250,000. Blake Emery will look into this and report to the Board at the July Meeting.

#### Soccer ADA Path

Blake Emery presented to the Board some updates in cost estimates to construct an ADA walking path at the soccer complex. Previous estimates did not include prevailing wage requirements. New costs for concrete would be approximately \$100,000 and asphalt would be \$55,000. The pros/cons of each type were discussed. Asphalt would require regular maintenance. It would also need to be 2 ft wider than concrete and there are some locations that it will be a tight fit. Concrete is more expensive initially but lasts longer in the long term. It was discussed to break up the construction of the walking path into phases as money becomes available. Richard Rumsey made the motion to approve proceeding with a portion of the concrete path that travels north from the parking lot into the middle of the soccer facility and include the construction of the ADA parking spaces and seconded by Mike Williams. All in favor 3-0 per voice vote.

#### **NEW BUSINESS:**

#### Soccer ADA Plaque

Blake Emery presented to the Board that Stanley Rowlen approached the park wanting to know if he could have a plaque installed in one of ADA parking lots. Stanley is working on getting the concrete cost and labor donated to construct the ADA parking lot. He would like the plaque to say, “Donated by Friends of Regina & Stanley Rowlen 2020”. It would be approximately 6”x6” and constructed into the concrete. Richard Rumsey made the motion to approve the plaque in the donated ADA Parking Lot at the Soccer Complex and seconded by Mike Williams. All in favor 3-0 per voice vote.

#### New Soccer Parking

Blake Emery presented to the Board layouts showing potential property to purchase from the Church of Christ and Jehovah’s Witness for additional soccer complex parking needs. Both churches have indicated they are willing to negotiate and want us to put together an offer for purchase of the property. It was discussed that a condition would be that we would need to reach agreements with both property owners before moving forward with purchase. There would be costs for the Park associated with surveys, plats, deeds, titles and/or closing costs. Both property owners have indicated they would like a fence to separate our property from theirs and have no access from their property onto ours.

Richard Rumsey made the motion to approve designating 2019 Bond Funds for the purchase of the property needed to have additional parking for the soccer complex and approve an initial offer of \$5,000 per acre and seconded by Mike Williams. All in favor 3-0 per voice vote. Blake Emery will prepare a Proposal to each property owner listing the above mentioned items and state that it is not an official offer, but serving to show our interest towards working out a formal Purchase Agreement.

#### Walking Path

Blake Emery presented to the Board that Drone Asphalt approached the park wanting to know if we wanted to reseal the Drew Blair walking path. It was discussed and determined that this year is not the best time to do work on the walking path as it is being heavily used during the COVID-19 pandemic. Richard Rumsey made the motion to hold off on sealing the pathway until next year and seconded by Doug Emery. All in favor 3-0 per voice vote.

#### AED Updates

Blake Emery presented to the Board the need for updates to our AED equipment. The updates include batteries, adult and child pads, and a housing case. Approximate cost is around \$1,500. Richard Rumsey made the motion to approve designating up to \$1,500.00 in Bond Funds to purchase AED batteries, adult and child pads, and a housing case and seconded by Mike Williams. All in favor 3-0 per voice vote.

#### Office ADA Parking

Blake Emery presented to the Board the need to provide ADA compliant parking spaces for the main office and community room. Quotes were received for both asphalt and concrete. The concrete quote was \$100 cheaper but did not include striping. The park could stripe the spaces if needed. Richard Rumsey made the motion to approve designating Bond Funds to construct concrete ADA compliant handicap parking spaces at the office/community room and seconded by Mike Williams. All in favor 3-0 per voice vote.

#### Pool Fund Transfer

Blake Emery presented to the Board the need to transfer money to the Pool Fund to cover the fiscal year end debt of the Pool Fund. The Pool is an Enterprise Fund and cannot end the fiscal year in negative equity. There is sufficient excess in the Recreation Fund to cover the transfer cost of \$13,000.00 to the Pool Fund. The pool should reimburse the Recreation Fund when it is capable of doing so. Mike Williams made the motion to approve transferring \$13,000.00 from the Recreation Fund to the Pool Fund to cover the fiscal year end debt of the Pool Fund and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

#### Skatepark

Blake Emery presented to the Board that Senator Dale Fowler notified him that the park will be receiving \$50,000.00 from the state to go towards expanded the skatepark beyond what we currently have planned. The money must be used to benefit the skatepark. Potential ideas discussed include widening the concrete pad, adding more equipment, adding lighting, and adding a fence. More equipment could be adding smaller obstacles to the current layout purchased or adding a half-pipe obstacle as a standalone equipment on the expanded concrete pad. Richard Rumsey made the motion to approve looking into lighting and developing a cost estimate for both options of equipment and seconded by Doug Emery. All in favor 3-0 per voice vote.

VBS	Blake Emery presented to the Board that First Baptist Church would like to use the park shelters to hold their Vacation Bible School this year. The dates are July 13-17 from 9:00 AM to Noon each day. They would need 7 shelters, 1 each for grades Kindergarten through 6 <sup>th</sup> . Currently we do not know what the Restore Illinois Phase 4 Guidelines will be, but it is being assumed 50 person gatherings will be allowed. It was decided to wait until the special meeting on June 26, 2020 to make a decision.
Risk Management	Blake Emery presented to the Board the need for a Risk Management & Loss Control Manual & Committee. These are both needed to be in compliance with Illinois Public Risk Fund (IPRF) regulations. IPRF provides our workers comp insurance. Blake Emery will work towards having a manual and committee requirements put together for the July 17, 2020 Board Meeting. Richard Rumsey made the motion to approve pursuing development of a Risk Management & Loss Control Manual & Committee and seconded by Doug Emery. All in favor 3-0 per voice vote.
Budget Ordinance	Blake Emery presented to the Board the Preliminary Fiscal Year July 2020 to June 2021 Budget and Appropriation Ordinance. The budget and appropriations were discussed for each fund. At the conclusion of the meeting the Preliminary Budget & Appropriation Ordinance will be made available at the park office and on it's website for public inspection for a minimum of 30 days. The public hearing will be held at a later date prior to formal acceptance of the Budget and Appropriation Ordinance. Richard Rumsey made the motion to approve the Preliminary Budget and Appropriation Ordinance and to make it available for public inspection and seconded by Mike Williams. All in favor 3-0 per voice vote.
Salaries	Blake Emery presented to the Board proposed staff salaries for Fiscal Year July 2020 to June 2021. He explained that regulations call for Health Insurance to be paid for from the General Fund, of which there is no room for cuts to add it into there. There is a clause in the Insurance Fund that allows for salaries to be paid from that Fund if there is a Risk Management Plan and it outlines the duties of the employees being paid from that fund. The proposed budget reflects showing salary for the employees in the Insurance Fund instead of Health Insurance payments. Salaries were determined by taking the total package from last year (Salary plus Insurance) and multiplying by a 1.6% Cost of Living Adjustment (COLA). Forest Holloway has been working continuously without being laid-off and needs to be transitioned into a Full-Time Salary Maintenance Worker position with proper benefits. Mike Williams made the comment that he would like to see the salaries increased so that the net pay is not less than the previous year. He asked to revise the Preliminary Budget and Appropriation Ordinance accordingly to reflect this. Mike Williams made the motion to approve the presented July 2020 to June 2021 salaries and start paying the rates in July 2020 and move Forest Holloway into a Full-Time Maintenance Worker position and seconded by Richard Rumsey. All in favor 3-0 per voice vote. Blake Emery will revise the Preliminary Budget and Appropriation Ordinance and re-present it to the Board.

**DIRECTOR REPORT:**

Projects Skatepark concrete has been poured. American Ramp Company has us scheduled for July for equipment installation.

HYA HYA met on May 31, 2020 and decided to cancel the season. Refunds have been issued to paid participants with the last date for refunds being June 25, 2020.

SYSA SYSA canceled their spring seasons. Refunded money to SYSA for Spring Travel and SIMSS paid participants

Coke Coke representative called to go over annual review of our account. We are under contract until April 30, 2022.

Bond 2019 Bond Interest Payment of \$5,718.60 was paid to Legence Bank.

Evaluation Blake Emery asked the Board to perform a Performance Evaluation on him, Executive Director, for July 2019 through June 2020. He handed the Board Members Evaluation Forms that he uses to evaluate the other Full-Time Staff. He would like Board feedback on himself to better himself in his role with the park.

Training Blake Emery attended the following training: IAPD Webinar Nuts and Bolts of Handling COVID-19 Personnel Issues Within Your Agency 5/21/2020; IAPD Webinar Rules for Holding Virtual Open Meeting During Phase 3 6/4/2020; IAPD Webinar Workplace Wellness Workshop 6/16/2020; Webinar IAPD Leadership Institute - Webinar #2 - High Focus Communication for Face to Face and Email 6/18/2020; Illinois DCEO – Safety Guidelines Summer Programs Webinar 5/20/2020; COVID-19 Workplace Training 6/3/2020; Illinois Department of Human Rights - Sexual Harassment Workplace Training 6/3/2020.

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

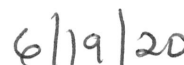
**REPORTS** Administrative Assistant Jill Marvel presented the Recreation Report. Maintenance Director TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

**ANNOUNCEMENTS** Blake Emery announced that the next board meeting is scheduled to be June 26, 2020 at 8:00 a.m. This will be a Special Board Meeting to allow further discussion regarding COVID-19 at the conclusion of the current Restore Illinois Plan Phase 3. The next regularly scheduled Board Meeting will be July 17, 2020 at 8:00 a.m. All were ok with the meeting dates and times.

**ADJOURNMENT** Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 10:11 a.m.



Michael Williams, Secretary / Treasurer



Date Signed