

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
RESCHEDULED REGULAR BOARD MEETING
FEBRUARY 26, 2020
10:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Richard Rumsey called the meeting to order at 9:56 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.
- PUBLIC COMMENTS:** There was no one from the public present at the meeting.
- CONSENT AGENDA:** Richard Rumsey made the motion to accept the January 2020 meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 1/17/2020 to 2/20/2020 bills and the January 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:**
- Tower Property Blake Emery received a copy of the Lease Agreement from Vertical Bridge. Blake Emery sent the lease to the park attorney Todd Bittle for his review. Blake Emery met with Todd Bittle to discuss the lease. It is felt that there is a significant increase in liability in owning the property with a tower on it. The lease paperwork contained several areas of concern. It is unclear what the deed will say and what requirements there will be. There were several Exhibits missing from the lease paperwork. Todd Bittle suggested reaching out to IPARKS and having them look at the property and the tower and give us their concerns over owning the property. We should request that the option for the Deed wording be included in the lease. We should reach out to other potential property owners adjacent to the soccer complex and see if any of them are willing to negotiate with us.
- Blake Emery met with Doug Hines, owner of property east of the soccer fields. Doug Hines has long term plans for the property and is not willing to sell at this time. However, he said that if the sole intent is to provide additional parking he would consider working out an arrangement to allow the visitors of the soccer complex to park on his property. Blake Emery is also going to contact Jehovah's Witness and Church of Christ to see if they are willing to sell the land located at the rear of their property.
- Richard Rumsey made the motion to table moving forward with the lease on the Tower Property and seconded by Mike Williams. All in favor 3-0 per voice vote. Blake Emery will continue to pursue other options and report back at the March Board Meeting.

Athletic Field / Facility Guide Blake Emery presented to the Board the Athletic Field / Facility Guide. Due to the limited number of fields available and the increase in non-affiliate organizations requesting use of the fields/facilities, a formal policy is needed for the allocation and use of athletic fields/facilities. Richard Rumsey said he would like Shaw Street to remain available for the public to use without having to reserve it. Blake Emery said that only organized teams will have to reserve the fields for practices and games. Mike Williams made the motion to approve the Athletic Field / Facility Guide and was seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Athletic Field Policy Blake Emery presented to the Board the Athletic Field Policy. This policy states that the Harrisburg Township Park District Athletic Field / Facility Guide shall govern as the official policy regarding athletic field/facility use. Mike Williams made the motion to approve the Athletic Field Policy and was seconded by Richard Rumsey. All in favor 3-0 per voice vote. The Policy was signed and became effective February 26, 2020.

NEW BUSINESS:

Speed Bumps at GC Blake Emery presented to the Board that there have been several instances of cars/trucks doing donuts in the Gaskins City parking lot. Blake Emery and TA Sullivan have discussed this and believe putting speed bumps in the parking lot would help alleviate the situation as well as be a safety measure to slow cars down driving through the parking lot. Blake Emery reached out to Town & Country Paving for an estimate of cost. The estimate cost is \$2,500 to \$3,000. Blake Emery is going to ask Harrisburg Youth Athletics at their next Board Meeting if this is a project they would be willing to pay for. Blake Emery is requesting that the Park Board approve designating money from the 2019 Bond Fund if HYA does not want to pay for this project. Richard Rumsey asked about using modular prefabricated speed bumps instead of asphalt. Blake Emery will look into the cost associated with the prefabricated speed bumps. Mike Williams made the motion to approve designating money from the 2019 Bond Fund for speed bumps at Gaskins City parking lot if HYA will not pay for it and was seconded by Doug Emery. All in favor 3-0 per voice vote.

Publication Act Richard Rumsey received a letter from Southern Illinois Local Media Group stating that the SI Dollar Saver is not a "qualified" newspaper as defined by statute and therefore does not follow the process as required by statute for publication of public notices. Richard Rumsey gave the letter to Blake Emery for him to follow up on. Blake Emery emailed Stefanie Anderson at the Daily Register. She responded, "Our recent correspondence was meant to focus on the future and insure the process is followed so the Park District doesn't run into trouble down the road." Blake Emery said that recently the park has been publishing in both the SI Dollar Saver and the Harrisburg Daily Register. In the future, the notices will always be published in the Harrisburg Daily Register and may also be published in the SI Dollar Saver as a supplemental publication.

Tobacco Policy Kimberly Scott-Pilkington, Regional IL Tobacco-Free Communities Coordinator, has reached out to the Harrisburg Township Park District and asked if our Tobacco/Smoking Policy includes e-cigarettes. Blake Emery is working to revise the policy to include no e-cigarettes. Blake Emery plans to attend the Tobacco Prevention Conference on Feb. 27 @ John A. Logan College to obtain more information regarding this subject. Blake Emery will prepare a revised policy and distribute it at the March 2020 Board Meeting.

- Drug Free Policy** Blake Emery has been working on preparing an Employee Handbook. In doing so, he has been working on a Drug Free Workplace Policy. With the legalization of marijuana in Illinois, this now presents some challenges. Blake Emery plans to attend the SIH Workers' Compensation Symposium on March 5, 2020 at Kokopelli Golf Club. The Symposium is supposed to discuss the marijuana legislation. Blake Emery will then prepare a Drug Free Workplace Policy to present at the March 2020 Board Meeting.
- Employee Handbook** Blake Emery distributed "Draft" copies of the Harrisburg Township Park District Employee Handbook. He asked the Board Members to please read through the handbook and provide feedback at the March 2020 Board Meeting. At that time, any changes/suggestions can be discussed before incorporating the handbook.
- IAPD Kite Flying** Blake Emery distributed a flyer from IAPD regarding statewide kite flying events. It was discussed and agreed to ask our insurance provider of what risks might be associated with having an event like this. Blake Emery will reach out to Nathan Ashby and report back at the March 2020 Board Meeting.
- Beardsley Property** Richard Rumsey said he was approached by Kathy Crest (Beardsley) about the park potentially looking into buying her property in Gaskins City. She said she would like to only deal with Richard Rumsey. The park will consider this property again if she is able to follow through and get all the paperwork in order that is needed for a clean purchase.

DIRECTOR REPORT:

HYA The Kiwanis/HYA Radio auction was on February 2, 2020. Final numbers are not available, but approximately \$9,400 was raised.

Blake Emery spoke with Eric Robinson. Robinson Transport would like to put a fence banner at Gaskins City. He would like to know if it is ok to say "Drivers Needed", "Drivers Wanted", "Now Hiring Drivers", or something to that extent beside his logo. It was agreed to allow "Drivers Needed".

It was reported back to Blake Emery that Southern Outlaws Bar & Grill was wanting to know if we would reject them from wanting an advertisement banner because the word "Bar" is in their name and the logo depicts smoking and bullet holes. It was agreed to not to allow their banner but allow a "Youth Friendly" version.

City Hall Blake Emery submitted Site Plan Information Form to the city. John Gunning wrote on the form, "Site is for parking only – No Structures. Site is allowed to level and add rock for parking lot."

Pool Meeting Blake Emery met with Melonie Motsinger on February 7, 2020. See Attached Agenda.

If the Bull Fish Swim team would like to do advertisement signs during their swim meet the park would allow them as long as 50% of the profits were donated back to the park.

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

REPORTS

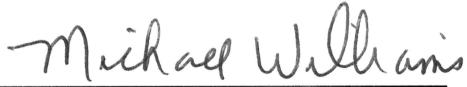
Administrative Assistant Jill Marvel presented the Recreation Report. Maintenance Director TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

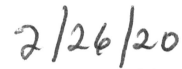
Blake Emery announced that the next board meeting will be held March 20, 2020 at 8:00 a.m. Mike Williams has a conflict with the March 20, 2020 meeting date. He asked if it could instead be on March 27, 2020. All were ok with the meeting date.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 11:40 a.m.



Michael Williams, Secretary / Treasurer



Date Signed