

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 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, and Maintenance Director TA Sullivan.
- Visitors Present: Ron Emery
- 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 October 16, 2020. There were no written comments received and there was no one from the public present on the teleconference call.
- Blake Emery asked the members of the public present at the meeting if they had any comments. No one present requested to speak.
- CONSENT AGENDA:** Mike Williams made the motion to accept the September 18, 2020 meeting minutes and September 18, 2020 Public Hearing minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 9/18/2020 to 10/15/2020 bills and the September 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 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. There have been no updates to the Restore Illinois Plan affecting the park. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There were no changes made.
- Soccer Parking Blake Emery presented to the Board that he reached out to the Church of Christ to see if they are willing to sell only the property needed for parking needs. David Morse said he would present this at their next meeting and get back with any questions. Blake Emery told him the park was open to any negotiations needed. There was no motion made.
- Credit Card Merchant Blake Emery presented to the Board that he is continuing to look into different credit card merchant options. It was discussed and decided at the September Board Meeting to table this item until the October Meeting and gather more information regarding fee rates that the customer would have to pay. Blake Emery reached out to Bancard and asked about their traditional system of the business paying the transaction fees. Here is a summary:

Monthly fee \$17; Authorization Fee \$0.10 per transaction; Transaction Fee – 0.5% to 2% is swiped or 2.5% to 3.5% if manually enter card; one time terminal fee of \$400 (no contract or leasing of equipment); one time Registration Fee of \$95. Richard Rumsey made the motion to give Blake Emery authority to pursue switching credit card merchants and utilize the traditional method of the business paying the associated fees and seconded by Doug Emery. Mike Williams abstained from voting due to Bancard being affiliated with Legence Bank and a possible conflict of interest. Motion carried 2-0 per voice vote.

Online Registration Blake Emery presented to the Board an update that HYA and SYSA both agreed to split the cost of the online registration platform. Blake Emery has reached out to SportsEngine and has started the process to get this new system setup. It will be up and running for HYA 2021 Registrations. Doug Emery mentioned to disclose that the charges for online registration would occur upfront at registration and not once the season started.

NEW BUSINESS:

Audit Levy Ordinance Blake Emery presented to the Board Ordinance 2020-1016 Establishing Tax for Audit Expense. There has been previous discussion regarding if the park should provide an annual audit. The Ordinance Establishing Tax for Audit Expense would give the park authority to levy for audit funds in the next levy. The rate is 0.005% of the value of all taxable property in the district. If decided to levy for audit funds, then the proposed levy to be discussed next would have to reduce the amount we levy for in other categories so that we do not exceed a 5% increase from last year's levy. The park has not met the stipulations to be required to have an annual audit (\$850,000 in annual revenue) and the audit has been waived each year by the 3/5 Majority Vote Certification. The Board is provided very detailed compilation of financial records at each meeting and is given the opportunity to ask any questions they have regarding finances and bills. Mike Williams discussed the expenses of an audit and the difficulty in finding someone qualified to do it. Mike Williams explained that the financial data Blake Emery provides the Board each month is way more than any other Board that he sits on provides. Blake Emery said that the \$850,000 stipulation for audits and 3/5 Majority Vote Certification was put in place to help smaller park districts who do not necessarily have the funds readily available to spend on audit expenses. Richard Rumsey said he just wants to do whats in the best financial interest of the park and the taxpayers. After the discussion there was no motion made to approve the Ordinance Establishing Tax for Audit Expense.

Estimate of Levy Blake Emery presented to the Board Resolution 2020-1016 Establishing Estimate of Tax Levy for 2020. The assumptions used for the 2020 tax levy for revenues to be received in 2021 is not too exceed 105% of the previous year tax base or levy amounts. The 2019 total extension of \$499,497.00 x 105% = \$524,471.85. The levy presented totals \$524,471.00 (not including Bonds). Since the Estimate of Tax Levy for 2020 is not greater than 105% of the preceding year's extension, a public hearing is not required. Mike Williams made the motion to approve Resolution 2020-1016 Establishing Estimate of Tax Levy for 2020 and seconded by Doug Emery. All in favor 3-0 per voice vote. The Resolution was signed and will be placed on the website.

AFR Blake Emery presented to the Board the 2020 Annual Financial Report. The total revenue for the year was \$749,971. The park district has the option to waive the right to an annual audit for the fiscal year ended June 30, 2020 as the total revenues were less than \$850,000. Blake Emery presented to the Board the Certification of 3/5 Majority Vote Forms. Mike Williams made the motion to waive an annual audit for fiscal year ended June 30, 2020 and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The

Certification of 3/5 Majority Vote Forms were signed and will be sent to the Comptroller with the 2020 Annual Financial Report.

Bond Funds - Mule Blake Emery presented to the Board that it was previously approved (when the 2019 Bond was created) to designate \$12,900 for a new side by side mule. The Maintenance Department is in need of a new side by side mule and has a Quote of approximately \$15,000 from M&S Implement. TA Sullivan discussed the details of the side by side. Mike Williams made the motion to increase designating money from the Bond Fund to \$15,000 for purchase of a new side by side mule 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 8:47 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

Plate Compactor At the previous meeting it was discussed there is a need to purchase a small plate compactor to compact the mulch when it is placed. This will be ordered and the cost is approximately \$1,100.

CPSI At the previous meeting it was discussed that Blake Emery, TA Sullivan, and Jill Marvel should obtain the certification as Certified Playground Safety Inspector (CPSI). They should rotate performing regular playground inspections and this would allow the park to have “fresh” eyes inspecting. Due to COVID, the in person exams are not regularly scheduled right now. The cost of the exam is approximately \$200. The plan will be to have TA get certified first, followed by Blake, and then Jill, as time and money permits.

Lions Club Swings New components for this Lions Club Swings have been ordered and installed.

IPRF Grant IPRF sent a check for approximately 1.5% of our annual premium for a total of \$250.00. They are calling this a Stimulus Grant. We will use this grant money for future safety needs.

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

Adjourn The Committee Meeting was adjourned at 8:51 a.m.

DIRECTOR REPORT:

Projects Skatepark – Blake Emery reached out to the Insurance provider and they were ok with bicycle usage and suggested we provide a set of rules for bikes. Blake Emery developed the rules and printed out a temporary posting. He has ordered a permanent sign for the rules for bicycles and manual scooters. The additional concrete pad is scheduled to be poured the last week of October.

Harrisburg Library StoryWalk – The park has purchased permanent mounting poles and backing boards for future StoryWalk stories. These have been installed. The Library has changed the story to “Pete the Cat: Falling for Autumn”. The Library could potentially seek out businesses to sponsor each new story to help cover their costs.

Interviews Blake Emery was video interviewed by Travis DeNeal with Harrisburg Register to discuss recently completed projects and future projects of the park.

Courthouse Blake Emery filed the Budget and Appropriation Ordinance at the Saline County Courthouse on September 21, 2020.

TIF Joint Review Blake Emery attended, via teleconference, the TIF Joint Review Board Meeting on September 22, 2020.

IAPD/IPRA Survey Blake Emery completed the 2021/2022 Legislative Survey for the IAPD/IPRA Joint Legislative Committee.

Committee Blake Emery was asked to be on the Community Development Committee as a representative of the Park District. The Goal is to promote and utilize community organizations together.

Training Blake Emery attended the following training: IAPD Webinar Returning to Play with Background Screenings on 9/24/2020; IAPD Webinar Wage and Hour Implications in the Wake of COVID-19 on 9/29/2020; IAPD Webinar Marijuana Legalization: Implications for Your Community & Public Health on 10/8/2020; IAPD Webinar Using Research to Benchmark and Plan during COVID-19 and Beyond on 10/15/2020.

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

REPORTS

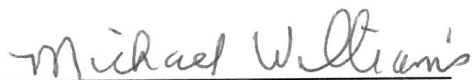
Administrative Assistant Jill Marvel presented the Recreation Report. Maintenance Director TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports. The 2020 Candy Cane Hunt was addressed during the Recreation Report. All were ok with proceeding with this event.

ANNOUNCEMENTS

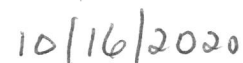
Blake Emery announced that the next regular board meeting is scheduled to be November 20, 2020 at 8:00 a.m. All were ok with the meeting date and time.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:11 a.m.



Michael Williams, Secretary / Treasurer



Date Signed