

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JANUARY 20, 2023
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 and Vice President Doug Emery.
- The following members of the Board of Commissioners were absent: 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 January 20, 2023. 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 in attendance.
- CONSENT AGENDA:** Richard Rumsey made the motion to accept the December 16, 2022 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.
- Richard Rumsey made the motion to accept the 12/16/2022 to 1/19/2023 bills and the December 2022 Unaudited Financial Reports and seconded by Doug Emery. All in favor 2-0 per voice vote.
- CLOSED SESSION:** Richard Rumsey made the motion to enter into closed session pursuant to 5 ILCS 120/2.06(d), semi-annual review of the minutes of all meetings of the Board that are presently closed to the public and seconded by Doug Emery. Roll Call vote was taken. Mike Williams – Absent; Richard Rumsey – Yes; Doug Emery – Yes.
- At 8:03 AM the Board members and Executive Director Blake Emery went into the private Conference Room at the Park Office for the closed session while all others in attendance remained in the Community Room. At the conclusion of the closed session all Board members and Blake Emery returned to the Community Room.
- RECONVENE:** Richard Rumsey made the motion to reconvene the open meeting at 8:08 a.m. and seconded by Doug Emery. Roll Call vote was taken. Mike Williams – Absent; Richard Rumsey – Yes; Doug Emery – Yes. Doug Emery made the motion that pursuant to Open Meetings Act 5 ILCS 120/2.06(d), the Harrisburg Township Park District Board of Park Commissioners has met and reviewed the minutes of the July 15, 2022 meeting of the Board that is presently closed to the public and the Board hereby finds and declares that the minutes for that meeting no longer require confidential treatment and to approve the July 15, 2022 Closed Session Meeting Minutes and seconded by Richard Rumsey. All in favor 2-0 per voice vote. Richard Rumsey made the motion to approve Resolution 2023-

0120 and seconded by Doug Emery. All were in favor 2-0 per voice vote. Resolution 2023-0120, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all present Board Members effective January 20, 2023.

UNFINISHED BUSINESS:

- COVID-19 Blake Emery presented to the Board the current available information regarding COVID-19. There have been no major changes to date. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.
- Bond Funds Blake Emery presented to the Board the need for playground mats to install around the merry go round and under the swings to prevent wear and tear from usage in these areas. Doug Emery made the motion to approve designating Bond Funds for the purchase of playground surface mats and seconded by Richard Rumsey. All in favor 2-0 per voice vote.
- 2022 OSLAD Grant Blake Emery presented to the Board that the 50% advance payment has been received and deposited in the designated OSLAD Account. The matching non-state funds (\$44,000) have been transferred in from the 2022 Bond Funds. Blake Emery has been working on finalizing contracts and schedules and purchasing equipment. ADA Bleachers were ordered and delivered.
- DCEO Grant Blake Emery presented to the Board that there are no updates regarding the Skatepark Grant at this time.

NEW BUSINESS:

- OSHA Form 300A Blake Emery presented to the Board OSHA Form 300A – Summary of Work Related Injuries and Illnesses. There was 1 injury reported in 2022. This form will be posted in the park office as required.
- Statement of Economic Interest Blake Emery filed the letter with the Saline County Clerk’s Election Office stating who is required to complete a Statement of Economic Interest form pursuant to the Illinois Governmental Ethics Act. He handed out Statement of Economic Interest forms to be signed and filed with the Saline County Clerk’s Election Office.
- 2022 Pool Recap Blake Emery presented to the Board the 2022 Statement of Revenue and Expenditures for the Pool. Blake Emery is currently developing an agenda and scheduling a meeting with Pool Manager Melonie Motsinger for the upcoming 2023 Pool Season. Melonie Motsinger has asked that the Board consider allowing 15 year olds to be lifeguards as she is running low on finding guards. She has also made a proposal to revise the open swim schedule and fees. Richard Rumsey made the motion to leave judgement on Pool Decisions to Executive Director Blake Emery and Pool Manager Melonie Motsinger and seconded by Doug Emery. All in favor 2-0 per voice vote. Blake Emery will report back to the Board at the February 2023 meeting with a summary of the meeting with Melonie Motsinger.
- Ultra Soccer Blake Emery presented to the Board the proposal from Ultra Soccer Academy (Nathan Langford) to hold a 3v3 League at the Bill Rice Memorial Soccer Complex. This will not be affiliated with the Park or SYSA. It was discussed and decided a fee of \$4,000.00 (half the cost if going by the Athletic Field Facility Guide) would be required. This is a unique situation in that a for profit business is wanting to run their own league and just rent the facility. Richard Rumsey made the motion to approve the Ultra Soccer Academy 3v3 League Agreement and seconded by Doug Emery. All in favor 2-0 per voice vote.

Pickleball Tourney Blake Emery presented to the Board that the Saline County Chamber of Commerce would like to have a Pickleball Tournament the first weekend in June. All proceeds from the tournament would go to benefit the Chamber. It was discussed and decided no fee would be required as the Chamber will invest the revenue back into the community. Richard Rumsey made the motion to approve the Saline County Chamber of Commerce Pickleball Tournament and seconded by Doug Emery. All in favor 2-0 per voice vote.

Radio Auction Item Blake Emery presented to the Board that the Park Office has an unused HP Color LaserJet 4700dn printer with toner cartridges being unused and would like to donate this equipment to the Kiwanis/HYA Radio Auction to benefit the youth baseball/softball league. Richard Rumsey made the motion to approve donating the HP Color LaserJet 4700dn printer and toner cartridges to the Radio Auction and seconded by Doug Emery. All in favor 2-0 per voice vote.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:43 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

Light Poles Blake Emery announced that BH Electric inspected the poles on 1/19/2023.

Manual Annual Review Risk Management and Loss Control Manual – The Manual was discussed in the Committee Meeting and Park Board Members had the opportunity to give feedback. There were no suggestions made for revisions.

Newsletter Blake Emery discussed the 2022/2023 IPARKS Winter Newsletter.
There were no other new topics brought up for discussion by the committee.

Adjourn The Committee Meeting was adjourned at 8:47 a.m.

DIRECTOR REPORT:

Projects Projects were discussed as part of the Maintenance Report.

HYA & SYSA Radio Auction will be February 4th. Baseball Softball Registration ends February 17th.

Courthouse Blake Emery filed the following at the Saline County Courthouse:
Statement of Economic Interest Letter on 1/9/2023
FY2022 Audit on 12/16/2022
FY2022 Annual Financial Report on 12/16/2022
Certification of Ballot on 12/21/2022

Newspaper The 2023 Park Board Meeting Schedule was published in the Harrisburg Register on 12/21/2022 and in the SI Dollar Saver on 12/27/2021. The FY2022 Audit Notice was published in the Harrisburg Register on 12/21/2022.

Worker's Comp Blake Emery is still waiting on the Worker's Comp Audit paperwork to be sent to him.

IAPD Blake Emery distributed the IAPD 2023 Annual Business Meeting Packet to all Board Members.

Training

The Executive Director attended the following training opportunities: IMRF Webinar Authorized Agent Workshop Series Part 1 on 1/10/2023.

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

REPORTS


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

ANNOUNCEMENTS

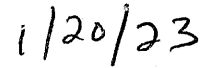
Blake Emery announced that the next regular board meeting is scheduled to be February 17, 2023 at 8:00 a.m. Mike Williams has a work conflict with the 2/17/2023 Meeting Date. It was discussed and all Board Members could meet February 24th. Richard Rumsey made the motion to cancel the February 17, 2023 Regular Park Board Meeting and hold a Special Meeting for February on Friday, February 24, 2023 at 8:00 AM at the Harrisburg Park Community Room and seconded by Doug Emery. All in favor 2-0 per voice vote.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 2-0 per voice vote. The meeting adjourned at 8:57 a.m.



Michael Williams, Secretary / Treasurer



Date Signed