

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JANUARY 17, 2020
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Richard Rumsey called the meeting to order at 8:01 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
- Park Staff Absent: Maintenance Director TA Sullivan
- PUBLIC COMMENTS:** There was no one from the public present at the meeting.
- CONSENT AGENDA:** Mike Williams made the motion to accept the December 2019 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 12/20/19 to 1/16/2020 bills and the December 2019 Unaudited Financial Reports and seconded by Doug Emery. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into closed session.
- UNFINISHED BUSINESS:**
- National Fitness Blake Emery has had email correspondence with NFC and Ferrell Hospital to discuss fundraising for the fitness court. Received Grant Award Confirmation. There is a phone meeting scheduled again on January 30th with National Fitness Campaign to discuss the fundraising progress.
- Tower Property Blake Emery reached out to Nathan Ashby of Williams and Associates Insurance. Nathan said, "You would just want to collect a certificate of insurance from the tower company, naming the park district as additional insured. Since they own the tower, they should insure the tower themselves. You shouldn't have to be involved from that aspect."
- Blake Emery met with Fire Chief John Gunning and discussed the property being in the floodplain. He said the park will need to fill out a Site Plan Application and submit it to the city stating that we only want to fill in the low areas to an elevation that prevents ponding and that gravel will then be placed on the top for the parking lot. He said there should not be any issues with our intended use of the property as a parking lot only.
- Blake Emery met with attorney Todd Bittle on January 16, 2020. He said to let Vertical Bridge draft the paperwork and he would review it to ensure everything is in order.
- Mike Williams made the motion to approve designating \$2000 per month from the Bond Fund to lease the Tower Property (910 W Poplar St) from Vertical Bridge for one year

contingent upon them gifting the property to the park at the end of the lease and seconded by Richard Rumsey. All in favor 3-0 per voice vote. Blake Emery will contact Vertical Bridge to start the paperwork. Richard Rumsey made the comment that there needs to wording in the contract that if they tower is ever removed from the property that the easements for Vertical Bridge would go away.

NEW BUSINESS:

- Resolution 0117-2020 Blake Emery presented to the Board Resolution 0117-2020 Resolution Establishing Board Member Responsibilities. Mike Williams made the motion to approve the Resolution Establishing Board Member Responsibilities and was seconded by Richard Rumsey. All in favor 3-0 per voice vote. The Resolution was signed and became effective January 17, 2020.
- OSHA Form 300A Blake Emery presented to the Board OSHA Form 300A – Summary of Work Related Injuries and Illnesses. This form will be posted in the park office as required.
- Statement of Economic Interest Blake Emery handed out Statement of Economic Interest forms and presented the letter that will be filed with the Saline County Clerk’s Election Office. Each Board Member completed, signed, and returned the forms for Blake Emery to file with the Saline County Clerk’s Election Office.
- 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. Mike Williams made the motion to table the Athletic Field / Facility Guide until the February 2020 meeting and was seconded by Richard Rumsey. All in favor 3-0 per voice vote. This will allow ample time for the Board to review the document.
- 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. Since this document is related the above mentioned Athletic Field / Facility Guide, it was tabled as well and will be presented again at the February 2020 meeting.
- Use of Technology Blake Emery presented to the Board the Use of Technology Policy. The Harrisburg Township Park District provides a variety of Information Technology resources to employees to assist them in performing their job duties. This policy discusses conduct relating to information technology and social media. Mike Williams made the motion to approve the Use of Technology Policy and was seconded by Richard Rumsey. All in favor 3-0 per voice vote. The Policy was signed and became effective January 17, 2020.
- Pool Gutter Repairs At the July 26, 2019 Board Meeting \$4000 was approved from the 2019 Bond Fund to be designated for pool improvements. There is currently tile along the gutter that has fallen off and needs replaced. Jeff Hicks Concrete looked at the situation and it will take approximately \$5400 to make the needed repairs. The repairs include forming a 4” wall to tie into the existing wall and having the repaired gutter formed as part of this wall. Blake Emery and TA Sullivan met with pool inspector Dave McKenzie to discuss this option and he was in agreement that it makes the most sense to fix the problem this way. Mike

Williams made the motion to approve designating the money needed for the pool repairs from the Bond Fund and the motion was seconded by Richard Rumsey. All in favor 3-0 per voice vote.

2019 Pool Recap Blake Emery presented to the Board the 2019 Statement of Revenue and Expenditures for the Pool. During the meeting it was discussed that minimum wage is increasing and whether or not to increase admission prices for general session. Blake Emery is currently developing an agenda and scheduling a meeting with Pool Manager Melonie Motsinger. Blake Emery will report back to the Board at the February 2020 meeting with a summary of the meeting with Melonie Motsinger.

Property Gaskins City Blake Emery presented to the Board parcel 06-2-223-10 (6 National Street) as a potential property to purchase near the Gaskins City Complex. The property went to Auction in November 2019 and no one bid on it. It is currently first come first serve at a cost of \$815. It was discussed and all Board members were in agreement that they are not interested in the property. There was no motion made to designate 2019 Bond Funds for the purchase of this property.

DIRECTOR REPORT:

Project Updates Discussed as part of Maintenance Report.

HYA & SYSA The Kiwanis/HYA Radio auction is scheduled for February 2, 2020. Kiwanis and HYA members are starting to pick up donations and turn them into the Park Office.

Local Records Blake Emery presented to the Board that he received an approved Records Disposal Certificate from the Local Records Commission.

Egyptian Health Blake Emery reached out to Egyptian Health Department to receive more Smoke Free Facility signs to place in the parks.

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

REPORTS


Administrative Assistant Jill Marvel presented the Recreation Report. Executive Director Blake Emery presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

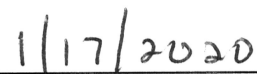
Blake Emery announced that the next board meeting will be held February 21, 2020 at 8:00 a.m. All were ok with the meeting date.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:21 a.m.



Michael Williams, Secretary / Treasurer



Date Signed

