

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
MARCH 17, 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, 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: 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 March 17, 2023. There were no written comments received and there was no one from the public present on the teleconference call. There was no one physically present in attendance either.
- Alcohol Request Blake Emery presented to the Board that he was approached by Danae Chapman about the No Alcohol Ordinance and the potential to provide a permit process to allow alcohol in the park and at park events. Blake Emery opened it up for discussion to get the history of the No Alcohol ordinance and why it was put in place. All Board Members expressed their opinion was to keep things how it currently is with no alcohol.
- CONSENT AGENDA:** Mike Williams made the motion to accept the February 24, 2023 special meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 2/24/2023 to 3/16/2023 bills and the February 2023 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. There have been no major been 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 the opportunity to discuss any Bond Fund Designations and future projects. Nothing was discussed.
- StoryWalk Blake Emery presented to the Board that he met with Krystal Gulley of the Library. She provided information on how she selects the story to be posted on the StoryWalk. Krystal Gulley and Blake Emery are coordinating with the HHS Construction Trades Class to see if they would like to construct the new display stands for the story.

- Light Poles Blake Emery presented to the Board that Richard Rumsey asked him to contact another company that he had found that does the light pole stabilization. Blake Emery reached out to them and once again cannot get anyone from the company to discuss working on a project like this for the park. At the March HYA Meeting, HYA agreed to use proceeds from the recent Radio Auction to help purchase new poles at Gaskins City Complex. It was also discussed at that time to reach out to the local IBEW and see if they would be interested in using the park pole replacement needs as a training project for their IBEW union. Blake Emery is waiting back to hear their response.
- 2022 OSLAD Grant Blake Emery presented to the Board that the concrete sidewalk work started this week. A change order agreement on the construction deadline was signed to extend the completion date to March 31, 2023.
- DCEO Skatepark Grant Blake Emery presented to the Board that he has been in contact with DCEO getting some details finalized prior to them issuing the Grant Agreement. There will not be a working capital advance and this will be a reimbursement grant project.
- 2023 OSLAD Grant Blake Emery presented to the Board that Harrisburg Township Park District was not selected for the FY2023 OSLAD Grant Application that was submitted for the Herbert St Recreation Improvements.
- IAPD Grant Updates Blake Emery presented to the Board that since the Park was not awarded the FY2023 OSLAD Grant, the Park should pursue the upcoming OSLAD or PARC Grant opportunities. Blake Emery checked with the City and they do plan to build an amphitheater on Veterans Drive for concerts and events. Blake Emery also checked with IDNR and lighting cannot be a project on its own for OSLAD and can only be 20% of the total value of the overall project. Blake Emery brought up the Lincoln Street Property and the potential to develop this location. Blake Emery will present some potential project options at the next meeting.
- In regards to the PARC Grant, Blake Emery checked with IDNR and they said that for the PARC Grant these projects usually have to be very far along in the planning/design process to be able to be constructed in the 2 year time frame. Typically architect/engineering plans have already been developed along with detailed cost estimate. Blake Emery does not see the park being able/prepared to have anything of this nature ready for the application cycle coming up, but would like to consider plans for the future.
- NEW BUSINESS:**
- Lincoln St Property Blake Emery presented to the Board that in order to submit any type of grant application for work on the Lincoln Street property we will need a survey and plat of the property. Blake Emery would like to go ahead and have this survey work done so that the Park is prepared for any future grant submittal involving Lincoln Street. Mike Williams made the motion to approve putting out for Bid the survey and plat of Lincoln Street Property and seconded by Richard Rumsey. All in favor 3-0 per voice vote. Blake Emery will prepare the Bid Documents and the Bid Opening will be at the April 21, 2023 Board Meeting.
- Easter Egg Hunt Blake Emery presented to the Board that the Easter Egg Hunt and Kite Fly Event will be Saturday, April 8, 2023 at 1:00 PM at the Soccer Complex. There will be prizes, the Easter Bunny will be present, and kite flying will follow the Egg Hunt.

Centerfield Agreement Blake Emery presented to the Board that he prepared a Draft Agreement for Centerfield Diamond with the School District to give them full year access to the facility and extend the contract for 10 years. This would give the Park the peace of mind in replacing the light poles that they will be used by the school teams for at least the next 10 years. The School District Superintendent will be presenting this draft agreement to the School Board next week to get their feedback. The only change in the price from the previous contract is an additional \$850 for the full year access by the teams and coaches. Mike Williams made the motion to approve the Draft Copy of the Intergovernmental Agreement for Centerfield and seconded by Richard Rumsey. All in favor 3-0 per voice vote. Blake Emery will contact the School Superintendent to inform her of the park discussion that took place. It was also discussed to develop an Agreement for Gibbs Field and JV Baseball use.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:59 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

There was no old business discussed.

There was no new business discussed.

Blake Emery did bring up the need to replace the playground border at Gaskins City old playground as it is deteriorating and he will ask HYA if they would finance this project.

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

Adjourn

The Committee Meeting was adjourned at 9:01 a.m.

DIRECTOR REPORT:

Projects

Projects were discussed as part of the Maintenance Report.

HYA / SYSA

SYSA Spring Season and Registration has started. HYA practices will start at the end of March and games will conclude in Mid-June.

StoryWalk

Blake Emery met with Krystal Gulley of the Library to discuss the StoryWalk selection process and the upgrading of the display cases on 3/1/2023.

IPARKS

Blake Emery met with Nathan Ashby of FSB Insurance to discuss the liability insurance policy renewal through IPARKS on 3/7/2023.

Worker's Comp

Received Premium Reimbursement of \$524 from the Workers Comp Audit.

Training

The Executive Director attended the following training opportunities: IDHR Sexual Harassment Prevention Annual Training on 2/27/2023, IDHR FOIA for Public Bodies on 3/14/2023, IDHR OMA Better Understanding and Compliance Webinar on 3/16/2023

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 April 21, 2023 at 8:00 a.m. at the Park Office Community Room.

ADJOURNMENT Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:12 a.m.

Michael Williams

Michael Williams, Secretary / Treasurer

3/17/23

Date Signed