

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JULY 17, 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: Evan Denbow (HYA), Greg McCulloch (SYSA), Nick Lands (SYSA), Neal Pankey, and Krystal Pankey.
- PRESENTATION:**
- HYA - Blake Emery announced that Evan Denbow was here to discuss any questions the Board has regarding the HYA plan for Flag Football Season this fall. Blake Emery, President of HYA, said he asked for another representative from HYA to attend the meeting because Blake would be representing the interests of the park at the meeting and not the interests of HYA. Concerns expressed by the park include: cleaning equipment, scheduling and field usage, added responsibility on coaches and HYA Board Members, the physical nature of flag football in general, increase in COVID in our area recently, and not wanting to give false hope of a season just yet. The HYA Flag Football Guidelines and these issues were discussed. The registration process and timelines needed to get the season going were discussed and there is potential to start a little later than usual if needed. Evan Denbow explained the HYA Board was committed to trying to have a season and would work with the park as needed. It was decided at this time the Board is not ready to make a decision. They do not want to give a false hope of a season only to have to take it away in the near future. They would like to wait a couple weeks and see what the COVID circumstances are and how fall school sports are going to handle things. The Board is open to the option of deciding on this topic at a Special Meeting. There was no motion made on this topic.
- SYSA - Blake Emery announced that Greg McCulloch and Nick Lands were here to discuss any questions the Board has regarding the SYSA plan for Soccer Season this fall. Concerns expressed by the park include: scheduling and field usage, added responsibility on coaches and HYA Board Members, travel teams, increase in COVID in our area recently, and not wanting to give false hope of a season just yet. The SYSA Return to Play Plan and these issues were discussed. The registration process and timelines needed to get the season started discussed. Greg McCulloch and Nick Lands both reiterated that they are willing to work with the park in any way needed. They just want to provide an option for the kids this fall to be able to enjoy soccer. Whether that be playing a season or if that be only having practice/drill sessions and no games. It was decided at this time the Board is not ready to make a decision. They do not want to give a false hope of a season only to have to take it away in the near future. They would like to wait a couple weeks and see what the COVID circumstances are and how fall sports are going to handle things. The Board is open to the option of deciding on this topic at a Special Meeting. There was no motion made on this topic. Greg McCulloch, Nick Lands, and Evan Denbow left the meeting at the conclusion of the SYSA discussion.

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 July 17, 2020. There were no written comments received and there was no one from the public present on the teleconference call. Neal & Krystal Pankey were present at the Board Meeting.

On July 15, 2020, Krystal Pankey called the park office with a concern. She wanted to use Gaskins City Field 4 for personal/individual family use. Blake Emery told her that Gaskins City Field 4 was currently only approved by the Board for Team Practices and the required rental procedure of filling out the rental application, providing proof of insurance, and paying the fee were required. He informed her that the Board has ensured Shaw Street facility is open for family recreational use. She made a complaint about the conditions of the Shaw Street facility and that her kids would break their ankle out there. Blake Emery said he could voice this concern at the Board Meeting on Friday. She then asked if she could speak at the meeting. Blake Emery told her she is always allowed to speak during the Comments from the Public item on the Agenda.

Blake Emery then announced Krystal Pankey to address the Board with her concern. She said that instead her husband, Neal Pankey, would be addressing the Board. Neal Pankey said he just wanted to know why they were told no for his family using Gaskins City Field 4 for personal family use. He said he pays taxes and feels he should be able to use it. He has called other locations/parks and they would be able to use their facilities. He said he used to be Recreation Director at Metropolis and they never denied use of their fields and that they made sure they knew the conditions of all their facilities.

Blake Emery thanked Neal Pankey for coming forward with his concern. It takes citizens coming to meetings or calling the park to voice their concerns for us to know the true public feelings about our parks. There is always a line item on the Agenda for Comments from the Public just for this reason.

Blake Emery first wanted to explain how the Board has been making some of these very tough decisions over the past several months. At the June 26, 2020 Special Park Board Meeting each of our different types of facilities at each our parks was discussed in detail and voted upon individually. The health and safety of patrons, employees, and all community members were at the forefront of all decisions. Information from the Governor's Executive Orders, the Restore Illinois Phase 4 plan and along with information from IPARKS (the park insurance provider) and the Illinois Association of Park Districts (IAPD) was also used as valuable guidance in making all decisions. Blake Emery went on to take time to publicly and personally thank the Park Board of Commissioners for all the extra effort they have made going above and beyond during these last several months. He has thrown a lot of time sensitive and important laws and regulations at them but they have remained constant and had the best interest of the park and the community at the forefront of all decisions.

The decision regarding the baseball and softball fields at the June 26, 2020 was a unanimous decision by all Board Members. The motion was "to keep closed Gaskins City Complex fields except Field 4 which would allow practices by reservation only as long as Restore Illinois Guidelines are followed and proper insurance is provided, and Centerfield and Gibbs Field would remain closed." The motion on Shaw Street was "to have the Shaw Street "practice fields" facility remain open for use as an open space for general recreation purposes, but users should comply with all social distancing requirements and

team practices will now be allowed at this facility by reservation only as long as Restore Illinois Guidelines are followed and proper insurance is provided.”

Blake Emery went on to explain that during these difficult times of the COVID pandemic, the Current Rental Procedure has been slightly modified to include COVID Waivers and extra precautions as recommended by our insurance company IPARKS and the Restore Illinois Phase 4 Plan. There have not been any complaints of the Gaskins City Complex staying closed up to this point. Under typical operating circumstances, a family or individual can use the Gaskins City Complex fields for personal use without having to rent or reserve the field as long as it has not been prepared for a game or has not been rented for a practice. However, with the COVID pandemic currently changing each week and or day, we are not in normal operating circumstances. The park has been utilizing its resources for the main park. The Park Board has taken the time to discuss each facility and make decisions about reopening on a case by case basis.

Blake Emery said he checked with Marion Park District on their rental procedure for their ball fields. They require users who want to rent their facilities to fill out a Rental Agreement, Provide Proof of Insurance naming their park as Additional Insured, and payment. Their fees are as follows: 2 Hour Practice = \$35; Single Game = \$75; Doubleheader Game = \$75 + \$35 = \$110. Harrisburg Township Park District requires users who want to rent their facilities to fill out a Rental Agreement, Provide Proof of Insurance naming the park as Additional Insured, and payment. Our fees are as follows: 2 Hour Practice = \$20; Single Game = \$50; Doubleheader Game = \$50.

Blake Emery said that in regard to the Shaw Street Facility, he has personally inspected the facility and finds it in good playing shape. He asked the Board Members to go personally inspect the facility as well so they can have their own opinion about it. The Shaw Street Facility has had recent rentals from Power Alley Dirtbags 11U A Team. They have chosen to practice at the Shaw Street Facility instead of Gaskins City Field 4. I contacted Joey Pilcher and asked him for his input on the Shaw Street Facility and his only complaint was that there are some rocks on the field. He said otherwise the fields are serving their purpose and are in good shape.

Blake Emery provided the information that the park has invested over \$80,000 to develop this facility to ensure that the community has a nice option in terms of a free place for families to have recreation together in an open space at the main park. This is not just some thrown together junky facility. Much time and effort has been put into it. Blake Emery asked Neal Pankey if he has been to this facility personally lately. He said he has not been to the facility since the fall of 2019. Blake Emery informed Neal Pankey that since last fall the park has redone the infields by applying a new mixture of dirt and sand, has seeded, fertilized, and aerated the grass area, and addressed some drainage concerns. Blake Emery asked Neal Pankey if he called the park to inform them that he thought the fields were in bad condition last fall. Neal Pankey said he did not inform the park. Maintenance Director TA Sullivan said that he inspects the conditions of all the fields regularly.

Blake Emery then responded to the comment about Gaskins City Complex being tax payer money. Just because you pay taxes does not mean you are entitled to full access of the facilities at all times. You pay taxes to the school district. Can you go use their athletic facilities whenever you want? No. There are rules and policies for a reason.

Blake Emery allowed the Board time to respond. Richard Rumsey said he felt they should be able to use Gaskins City Field 4 for personal use and would make that motion today. He understood that is not how the previous motion and decision was but wanted to change it. Doug Emery said that he felt the park had provided a good option in families being able to use Shaw Street. Mike Williams said the Board has been trying to make decisions based on the best information they have available at the time. He said that Blake Emery has been providing them with stacks of paper to review and think about before each meeting to be able to make the best decisions possible for the park.

Blake Emery said the Board could vote on this issue now if desired or wait until the Unfinished Business COVID Discussion. Richard Rumsey made the motion to open Gaskins City Field 4 for individual/family use in addition to Team Practice use with the remainder of the Gaskins City Complex to remain closed. The motion sat quiet and Blake Emery spoke up and said that he did not have a problem with this motion and that there is nothing wrong with opening up Field 4. Mike Williams then seconded the motion. All were in favor 3-0 per voice vote. Neal Pankey and Krystal Pankey left the meeting after approval of the motion.

CONSENT AGENDA: Richard Rumsey made the motion to accept the June 19, 2020 meeting minutes, the June 26, 2020 special meeting minutes, and the June 29, 2020 special meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.

Mike Williams made the motion to accept the 6/19/2020 to 7/16/2020 bills and the June 2020 Unaudited Financial Reports and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

CLOSED SESSION: Mike Williams 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 Richard Rumsey. Roll Call vote was taken. Mike Williams – Yes; Richard Rumsey – Yes; Doug Emery – Yes.

At 9:15 AM the Board members and Executive Director Blake Emery went into the private Board 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 the Board members and Blake Emery returned to the Community Room.

RECONVENE: President Richard Rumsey reconvened the open meeting 9:22 a.m. Richard Rumsey 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 all meetings of the Board that are presently closed to the public and the Board hereby finds and declares that the minutes for all closed sessions held prior to 2020 no longer require confidential treatment and any audio recordings of closed sessions may be legally destroyed and to approve Resolution 2020-0717 and seconded by Mike Williams. All were in favor 3-0 per voice vote.

Resolution 2020-0717, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all Board Members effective July 17, 2020.

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. Blake Emery opened it for discussion on any facilities that we need the current policy/decision revisited. Richard

Rumsey said that there was nothing else he felt needed to change. Doug Emery and Mike Williams did not have any facilities to change either. Blake Emery then said that all park fitness classes have contacted the park and would like to resume classes in the Community Room at some point. Several have been attempting outdoor classes but the July heat is starting to pick up. There have not been many bookings for the Community Room at this time. Fitness Classes could be scheduled that allow for adequate cleaning time between different groups using the Community Room. Advanced Reservations and group sizes of 10 or less would be required as well as new registration forms and waivers. Richard Rumsey made the motion to approve allowing fitness classes to resume in the Community Room if so desired and seconded by Mike Williams. All in favor 3-0 per voice vote.

Legence Bank

Blake Emery presented to the Board that at the June 19, 2020 Board Meeting Mike Williams asked what additional FDIC coverage the park has beyond the \$250,000.00 covered by FDIC. Legence Bank sent a letter saying the park has an irrevocable letter of credit in the amount of \$750,000.00 until February 2021.

Risk Management

Blake Emery presented to the Board the Risk Management & Loss Control Manual & Committee. These are needed to be in compliance with Illinois Public Risk Fund (IPRF) regulations. IPRF provides our workers comp insurance. Mike Williams made the motion to approve the Risk Management & Loss Control Manual & Committee and seconded by Blake Emery. All in favor 3-0 per voice vote. The Manual was signed and become effective July 17, 2020.

NEW BUSINESS:

Bond Expenditures

Blake Emery presented to the Board a list of current 2019 Bond Fund Expenditures and anticipated expenditures. The list was discussed and the following items were approved to be removed from the list: Oil & Chip Office Parking Lot; Shade Structures for Bleachers; New Siding for Park Office Building; Replace Existing Gazebo. There was discussion and approval regarding approving Bond expenditure for tiling of Gibbs Field and Centerfield and grading of the Maintenance Lot by Draper Tiling. There was also discussion regarding money designated for purchase of Beardsley Property. Mike Williams would like to pursue this further. Previously Richard Rumsey said that the property owner would like to discuss with him. Richard will reach out to the property owner to see if we can move forward in negotiations. There was additional discussion on the Centerfield Restroom Roof. Richard Rumsey asked if we could try new screws and sealing before deciding to replace the entire metal roof. Mike Williams made the motion to approve the 2019 Bond Expenditures list as presented minus the approved items to be removed and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

“Soccer-Tennis”

Blake Emery presented to the Board that the High School Girls Soccer Coach (Jordan Baxter) asked if their team can use the tennis court to play “Soccer-Tennis”. It helps with ball control skills and the kick back and forth over the net. It would be an HHS team practice/contact day and we would need to get waivers signed. For the time being we have let them borrow our portable pickleball net and they are practicing “soccer-tennis” at another location. They would like to use the tennis court 2 nights a week. All other Harrisburg School sports teams (baseball and softball) that use park facilities pay a fee. It was discussed to contact HHS Athletic Director Greg Langley to see what kind of agreement we need in place for this organized school practice. Mike Williams made the motion to contact Greg Langley and for Blake Emery to proceed as needed in coordinating this activity and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Employee	Blake Emery presented to the Board that there is no need to discuss at this time. Currently our policy states that employees must have a valid driver's license. An applicant is in the process of trying to get his license reinstated. We need to follow policy and will consider him once he provides all needed documentation. There was no motion made.
DIRECTOR REPORT:	
Projects	<p>Skatepark concrete has been poured. American Ramp Company has us scheduled for July for equipment installation. Senator Dale Fowler notified him that the park will be receiving \$50,000.00 from the state Capital Bill to go towards expanded the skatepark beyond what we currently have planned. This money might not be released until the end of the Fiscal Year. Blake Emery will pursue more detailed cost estimates once we receive word that the money is being released.</p> <p>Soccer Parking land Purchase – Blake Emery has reached out to both churches and presented a proposal to each. Jehovah's Witnesses asked if we could provide additional fence along their eastern property line. They are currently reaching out to their main organization for approval. Church of Christ is going to discuss at their next meeting. Blake Emery will continue to stay in contact and keep these talks moving forward.</p> <p>Harrisburg Library Story Walk – Would require 19 posts for the book. Would be using a wooden post with the story laminated and secured to the post. We will need to work out the details with the Library on maintaining the posts and the story. The story will go the entire ½ mile length of the walking path with approximately 125 ft between posts. Blake Emery will continue to coordinate with the Library.</p>
PPRT	The Personal Property Replacement Tax (PPRT) check for the May-June Collection Period was received. This was the final check for the Fiscal Year. At the beginning of Fiscal Year it was estimated that we would receive \$46,870. We actually received \$44,081.24, which is \$2,788.76 less than was anticipated.
Public Act 101-0504	PA 101-0504 – Requires Employers to post a hyperlink to IMRF Website to access Employer Cost & Participation information. This information is now available on the park website at www.harrisburgpark.net/open-government .
Minimum Wage	Illinois Minimum Wage increased to \$10.00/hour on July 1, 2020. The schedule of increases through 2025 was presented.
Pool Manager	Pool Manager Salary for 2020 Season was discussed. Blake Emery presented that pool manager Melonie Motsinger did a lot of upfront work for the pool to get things ready and prepared in case it did open. He suggested paying her one paycheck of \$1,100. Doug Emery made the motion to pay the Pool Manager one pay check (\$1,100) for the preparation work that was put in for the 2020 Pool Season and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
Training	<p>Blake Emery attended the following training: IAPD Webinar Protest Demonstrations and Public Spaces: Practical Advice for Park Districts and Parks Departments 6/25/2020; Illinois DCFS Mandated Reporter Child Abuse Training 7/7/2020.</p> <p>The Executive Director Report was placed on file. See attached report.</p>

REPORTS

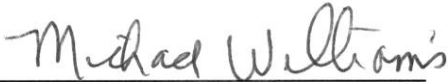
Administrative Assistant Jill Marvel presented the Recreation Report. Maintenance Director TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

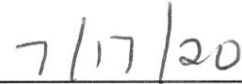
Blake Emery announced that the next regular board meeting is scheduled to be August 21, 2020 at 8:00 a.m. All were ok with the meeting date and time. It was decided to call a special board meeting to discuss the current COVID circumstances along with making decisions on having HYA Flag Football Season and SYSA Soccer Season. The Board will look at their calendars and get back with Blake Emery to schedule the details of date and time of the meeting.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 10:20 a.m.



Michael Williams, Secretary / Treasurer



Date Signed