

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JANUARY 21, 2022
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 January 21, 2022. 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 17, 2021 meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 12/17/2021 to 1/20/2022 bills and the December 2021 Unaudited Financial Reports and seconded by Richard Rumsey. All in favor 3-0 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 Mike Williams. Roll Call vote was taken. Mike Williams – Yes; Richard Rumsey – Yes; Doug Emery – Yes.
- At 8:08 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:** President Richard Rumsey made the motion to reconvene the open meeting at 8:11 a.m. and seconded by Mike Williams. Roll Call vote was taken. Mike Williams – Yes; Richard Rumsey – Yes; Doug Emery – Yes. Mike Williams 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 16, 2021 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 16, 2021 Closed Session Meeting Minutes and seconded by Doug Emery. Motion carried 2-0. Richard Rumsey abstained as he was absent from the July 16, 2021 meeting. Mike Williams made the motion to approve Resolution 2022-0121 and seconded by Doug Emery. All were in favor 3-0 per voice vote. Resolution 2022-0121, Resolution Regarding

Review and Release of Closed Session Minutes was then signed by all Board Members effective January 21, 2022.

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. Updates to the Sports Policy do not affect outdoor sports. IL OHSA adopted the Federal Emergency Temporary Standard (ETS). Blake Emery reached out to IL OSHA to see if the ETS applies to Harrisburg Township Park District since it is below the 100 employee threshold. IL OSHA stated, "the requirements of the Vaccination, testing, and face coverings ETS do not take effect on employers with less than 100 employees." Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.

NEW BUSINESS:

OSHA Form 300A

Blake Emery presented to the Board OSHA Form 300A – Summary of Work Related Injuries and Illnesses. There were no injuries reported in 2021. This form will be posted in the park office as required.

Letter of Credit

Blake Emery presented that he reached out to Legence Bank to discuss additional protection of Park District Funds since the 2022 Bond Funds were recently deposited. The park now has a 6 month Letter of Credit in the amount of \$1,275,000.00.

**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.

2021 Pool Recap

Blake Emery presented to the Board the 2021 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 2022 Pool Season. Blake Emery will report back to the Board at the February 2021 meeting with a summary of the meeting with Melonie Motsinger.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:32 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

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.

OSHA

Blake Emery discussed a list of trainings that should be completed per OSHA.

Newsletter

Blake Emery discussed the 2021/2022 IPARKS Winter Newsletter.

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

Adjourn

The Committee Meeting was adjourned at 8:40 a.m.

DIRECTOR REPORT:

Projects The concrete for the skatepark expansion, Office ADA parking, Maintenance Lot entrance and pad, and Soccer Complex ADA parking and sidewalk was all completed. Other projects were discussed as part of the Maintenance Report.

IL DCEO Grant IL DCEO reached out about the \$50,000 skatepark grant opportunity. Blake Emery is working towards completing the Grant Application paperwork and getting bid estimates for the lighting and skate equipment that would be purchased with the grant.

HYA / SYSA Radio Auction will be February 5th. Baseball Softball Registration ends February 18th.

Courthouse Blake Emery filed the Statement of Economic Interest Letter at the Saline County Courthouse on 1/7/2022.

Newspaper The 2021 Park Board Meeting Schedule was published in the Harrisburg Register on 12/21/2021 and in the SI Dollar Saver on 12/28/2021.

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 2022 Annual Business Meeting Packet to all Board Members.

Training The Executive Director attended the following training opportunities: IMRF Webinar Authorized Agent Workshop Series Par 1 on 1/11/2022, IPRF Webinar OSHA Electronic Reporting Training on 1/20/2022.

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 18, 2022 at 8:00 a.m. Mike Williams has a work conflict with the 2/18/2022 Meeting Date. It was discussed and all Board Members could meet the following Friday. Richard Rumsey made the motion to cancel the February 18, 2022 Regular Park Board Meeting and hold a Special Meeting for February on Friday, February 25, 2022 at 8:00 AM at the Harrisburg Park Community Room and seconded by Doug Emery. All in favor 3-0.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:03 a.m.

Michael Williams

Michael Williams, Secretary / Treasurer

1/21/2022

Date Signed