

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
MAY 20, 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 and Administrative Assistant Jill Marvel
- Park Staff Absent: Maintenance Director TA Sullivan
- Visitors Present: Ron Emery
- 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 May 20, 2022. There were no written comments received and there was no one from the public present on the teleconference call. No one in attendance from the public had any comments.
- CONSENT AGENDA:** Mike Williams made the motion to accept the April 15, 2022 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 4/15/2022 to 5/19/2022 bills and the April 2022 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 were no updates. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.
- Church Property** Blake Emery presented that Shawnee Professional Services came and started the survey because they had another project get canceled. Blake Emery provided the Jehovah's Witness Church with a Real Estate Contract to look over.
- Bond Funds** Blake Emery presented the opportunity to discuss any Bond Fund Designations and future projects. Seal Coat of the walking path was discussed. Blake Emery had conversations with Town and Country Paving and they informed him that the cost of a color sealant is 5 times the cost of traditional black. They also informed him that the cost for black sealant is about 2 times its normal cost and they recommend holding off on doing the work to see if the cost comes down. It was decided to hold off on sealing the walking path for another year.

Diefenbach Property Blake Emery presented that the Diefenbach property (823 W. Poplar) was appraised for \$8,000.00. It was discussed and decided to make an initial offer of \$8,000.00 for the purchase of the property and if needed up to \$10,000.00. Mike Williams made the motion to approve designating Bond Funds in the amount of \$15,000.00 to purchase and demo the property and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Beardsley Property Blake Emery presented that 2 lots are currently listed for sale and are being mowed. The Trailer Lot is not being taken care of by Beardsley family anymore and it appears someone else has paid the taxes on it. Mike Williams provided a further update on this. He has informed the purchaser of the taxes that the Park District is interested in the property.

NEW BUSINESS:

Board Members Blake Emery presented information serving as an annual reminder of Board Member Responsibilities. The documents included the IAPD Creed, HTPD Board Responsibilities, and IAPD Social Media Training.

Legislative Updates Blake Emery presented a document of IAPD Legislative Updates to keep the Board Members current on active legislation that might affect parks in Illinois.

Election Policy Blake Emery presented the Election Apparent Conformity & Lottery System Policy. This type of policy was advised by IAPD at the 2022 IAPD Legislative Conference. Mike Williams made the motion to approve the Election Apparent Conformity & Lottery System Policy and was seconded by Richard Rumsey. All in favor 3-0 per voice vote. The Policy was signed and became effective May 20, 2022.

PPRT Designation Blake Emery presented that we were told by the state to expect around \$64,250 in Personal Property Replacement Tax income for FY 2022. This is the number that was used in the budget. To date, we have received approximately \$122,530 in PPRT funds. The excess we have received was not included in the budget. Blake Emery is proposing designating/appropriating the excess money in a designated account for the purpose of purchasing or developing something for recreational purposes. Mike Williams made the motion to approve appropriating and designated all excess Personal Property Replacement Tax funds in a designated account for FY 2023 spending towards a recreation improvement project and seconded by Doug Emery. All in favor 3-0 per voice vote.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:30 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery and Jill Marvel The following members were absent: TA Sullivan.

The OSHA Inspection Checklist and IPRF Newsletter were handed out and discussed.

Richard Rumsey brought up an incident at Gaskins City involving a field box lid closing down on a participants fingers at Field 5 and if shocks could be installed to lock the box.

Adjourn

The Committee Meeting was adjourned at 8:34 a.m.

DIRECTOR REPORT:

Projects

Projects were discussed as part of the Maintenance Report.

HYA / SYSA HYA is in full swing with games. SYSA started Fall Rec League Registration.

Electricity Blake Emery met with our Electricity Provider for an update on potential price increases for the upcoming fiscal year.

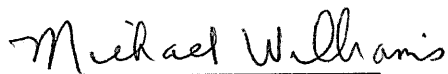
Training The Executive Director attended the following training opportunities: IMRF Webinar Authorized Agent Workshop Series on 5/3/2022; IPARKS Webinar on Contract Liability on 4/19/2022; State of IL Webinar Open Meetings Act (OMA) on 5/12/2022 and Webinar Freedom of Information Act (FOIA) on 5/19/2022.

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

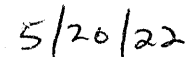
REPORTS Jill Marvel presented the Recreation Report. Blake Emery presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS Blake Emery announced that the next regular board meeting is scheduled to be June 17, 2022 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. The meeting adjourned at 8:53 a.m.



Michael Williams, Secretary / Treasurer



Date Signed