

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
RESCHEDULED REGULAR MARCH BOARD MEETING
APRIL 10, 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: 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.
- President Richard Rumsey was present via teleconference call.
- TELECONFERENCE:** Blake Emery read the Governor's Executive Order 2020-07 relating to in-person attendance by members of a public body. Richard Rumsey made the motion to approve the meeting to be open to the public via teleconference and allowing board attendance via teleconference and that all decisions made be valid and seconded by Mike Williams. All in favor 3-0 per voice vote.
- 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 April 10, 2020. There were no comments received and there was no one from the public present on the teleconference call.
- CONSENT AGENDA:** Mike Williams made the motion to accept the February 2020 meeting minutes and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Richard Rumsey made the motion to accept the March 16, 2020 Emergency Meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 2/21/2020 to 4/9/2020 bills and the February 2020 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:**
- COVID-19** Blake Emery presented to the Board the current available information regarding COVID-19 and recommendations from IAPD. Illinois is on Stay Home Order until April 30, 2020. Mike Williams made a motion to approve suspending all programs, rentals, reservations, facilities usage including keeping the bathrooms closed until May 1, 2020 and seconded by Richard Rumsey. All in favor 3-0 per voice vote. Currently, walking, running, bike riding and fishing remain available options for park use. At the next Board Meeting this topic will be discussed again and take into account the current circumstances.

- Skatepark Blake Emery presented to the Board another layout option for skatepark equipment. This is the cheapest layout we can get and still have decent equipment. It requires a 67' x 23' concrete pad. Blake received updated concrete quotes for pad size 70' x 50' for \$20,070 and 70' x 25' for \$9,775. Original pad size we had was 120' x 50' and its cost would be \$34,100. In order to provide a skatepark facility that will fit in the budget one of the smaller concrete pad options might be the best solution. Mike Williams made a motion to approve American Ramp Company Layout 5911 and the concrete pad size 70' x 25' and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Fitness Court Blake Emery presented to the Board that funding/sponsorship for the National Fitness Campaign has been difficult on getting a title sponsor. Legence Bank donated \$500 and that is all we have at this time. With the current state of the country/economy Blake does not see the park landing much local support in terms of sponsorship nor does he really want to ask businesses for money at this time. Unless NFC is able to provide the park with a sponsor, Blake thinks the park should tell NFC that they are pulling out from this opportunity for the fitness court. Richard Rumsey made a motion to approve the park pulling from the NFC Fitness Court grant opportunity unless NFC can provide needed sponsorships and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Tower Property Blake Emery has started conversations with the Church of Christ and Jehovah's Witness about the property at the back of their lots. Both churches said they would be interested but have to go through the proper procedures before formally saying yes. It was decided to keep the Tower Property Lease option tabled.
- IAPD Kite Flying Blake Emery reached to Nathan Ashby at Williams and Associates in regards to the risk associated with hosting a kite flying event. Nathan said there would be no issue in regards to insurance for this event. However, with the way things are going because of COVID 19 it was decided that this event was not a good thing to pursue this year. The Board agreed that it would be considered again next year.
- Speed Bumps at GC Blake Emery presented to the Board that HYA agreed to use their funds to construct speed bumps in the Gaskins City parking lot. This will help alleviate cars /trucks doing donuts in the parking lot, as well as be a safety measure to slow cars down when driving through the parking lot.
- NEW BUSINESS:**
- Ordinance 0410-2020 Blake Emery presented to the Board Ordinance 0410-2020 Ordinance Establishing Limitations on Smoking and Tobacco Products Within Parks and Other Property. The Harrisburg Township Park District acknowledges that second hand smoke poses a threat to the health, safety and welfare of adults and minor children; and the U.S. Surgeon General has determined that there is no safe level of exposure to tobacco smoke pollution; and the Harrisburg Township Park District desires to discourage tobacco use and promote public health. E-cigarettes are included in the ordinance in the definition of "smoking". Richard Rumsey made a motion to approve Ordinance 0410-2020 and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Drug Free Workplace Blake Emery presented to the Board the Drug Free Workplace Policy to maintain a work place that is free from the effects of drug and alcohol abuse. The policy contains

information regarding marijuana/cannabis as well. Mike Williams made a motion to approve the Drug Free Workplace Policy and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Employee Handbook Blake Emery presented to the Board the Harrisburg Township Park District Employee Handbook. A “draft” copy was distributed at the previous board meeting. There were no items up for discussion during the meeting. Richard Rumsey made a motion to approve the Employee Handbook and seconded by Doug Emery. All in favor 3-0 per voice vote.

Tennis Courts Blake Emery presented to the Board the need to fix the surface of the tennis court. Blake received a quote of \$2,500 from General Acrylics to fix the bad surface locations. Richard Rumsey made a motion to approve designating 2019 Bond Funds for use of fixing the tennis court surface and seconded by Mike Williams. All in favor 3-0 per voice vote.

Sponsorship Policy Blake Emery presented to the Board a complaint from a citizen regarding that HYA did not let their church sponsor a youth baseball/softball team. Blake showed the citizen the sponsorship policy that is currently in place and explained the park is not limiting just churches from sponsoring. Blake also explained that HYA can’t necessarily “force” participants to have a religious sponsor on their shirt. Blake talked with IAPD legal representatives and they got him in touch with other park districts that have similar policies. There was discussion regarding whether to allow churches to have an HYA banner as well as allow them to sponsor teams. It was mentioned that the sponsorship policy would need to be amended to allow for this. Mike Williams made a motion to table this item until the next meeting and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

IPARKS Money Blake Emery presented to the Board that IPARKS is returning 10% of our net 2019 contribution in the form of a check in the amount of \$3,564.20 to assist with risk management efforts related to COVID-19 and related loss of income. IPARKS dues are paid from the Insurance Fund. In order to use the funds due to related loss of income due to COVID-19, they would need to be in the General Fund or Recreation Fund. I am recommending that we put the money into the General or Rec Fund (the places where we are losing income due to lack of programs or rentals) instead of back into the Insurance Fund. Mike Williams made a motion to seek guidance from IAPD in regards to the legality of this and with their blessing to approve putting the returned money from IPARKS into the General Fund or Recreation Fund as needed and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Dog Stations/Signs Blake Emery presented to the Board that there are lots of people walking dogs in the park lately and they are not cleaning up after them and are letting them in the flower beds. It is recommended to get signs that say “All pets must be on a leash. Please clean up after your pet.” Each sign would cost \$25. It is also recommended to get pet waste stations with bags for waste. The cost is around \$400 per station. Mike Williams made a motion to approve designating 2019 Bond Funds for purchase of pet signage and pet waste stations with waste bags and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Personal Property Blake Emery distributed to the Board 70 ILCS 1205/8-22 which discusses the sale of personal property. The code allows the park to sale personal property in any manner that

the park designates. The park has an old Grasshopper lawn mower that is in need of repairs in excess of \$2000. TA Sullivan is interested in the mower and fixing it up for himself. Blake does not recommend investing a lot of money into that old mower. Blake explained that the Board has to first decide if this personal property (Grasshopper lawn mower) is no longer useful or no longer in the best interest of the park. If so, then the Board must decide/give authority to sell it to TA. Blake recommends selling it to TA for \$10. TA goes above and beyond for our park every single day and this would be a nice way to tell him thank you for all he does. Mike Williams made a motion to approve designating the Grasshopper lawn mower as no longer useful to the park and approve selling it to TA Sullivan in the amount of \$10 seconded by Richard Rumsey. All in favor 3-0 per voice vote.

DIRECTOR REPORT:

- HYA** The Kiwanis/HYA Radio auction was on February 2, 2020. HYA received \$9,471.34 from Kiwanis.
- IPRF** Blake Emery submitted IPRF Parks GAP Analysis Document. HTPD received the IPRF Annual Audit and owed \$197.00.
- IPARKS** Blake Emery and TA Sullivan met with Nathan Ashby of Williams and Associates to go over information related to our IPARKS policy renewal.
- Training** Blake Emery attended the following training: Egyptian Health Department Tobacco Free Communities, SIH Workers Compensation Symposium, IAPD Webinar Coronavirus Legal Update for Park Districts, IAPD Webinar Short Term Borrowing Options for IAPD Members, and IAPD Webinar Budgeting in the Time of the Coronavirus.

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

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

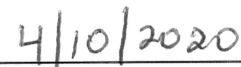
Blake Emery announced that the next board meeting is scheduled to be April 17, 2020 at 8:00 a.m. Blake Emery asked if the April meeting could be moved to Friday, May 1, 2020 to allow further discussion regarding COVID-19 at the conclusion of the current IL Stay at Home Order. All were ok with the meeting date and time.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 8:50 a.m.



Michael Williams, Secretary / Treasurer



Date Signed