

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
JUNE 18, 2021  
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 and 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 June 18, 2021. There were no written comments received and there was no one from the public present on the teleconference call.
- Ron Emery completed a Request to Appear Before the Board Form to discuss the Beardsley Property. Blake Emery asked him to come to the podium and speak. Ron Emery discussed his concerns about purchasing only some of the Beardsley property and it should be all or nothing. As previous Park Executive Director and HYA President he has always wanted to purchase this property, but circumstances have changed over the years. He feels that purchasing only Lot 1 for parking as mentioned at previous Park Board Meeting would be a waste of money and no one would park there. He knows the trailers are an eye sore and it would be great to get rid of them, but at what cost. He also mentioned the alley that would need to be deeded over by the city and the potential for Felton Street to be closed down. He feels Lot 3 (with the trailers) is the valuable Lot to be purchased and if it is not included in the purchase then the park is offering too much money for the other 2 Lots.
- CONSENT AGENDA:** Mike Williams made the motion to accept the May 21, 2021 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 5/21/2021 to 6/17/2021 bills and the May 2021 Unaudited Financial Reports and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter closed session.
- UNFINISHED BUSINESS:**
- COVID-19** Blake Emery presented to the Board the current available information regarding COVID-19. We are currently in Phase 5 of the Restore Illinois Plan as of 6/11/2021. This removes capacity limits. There were also updates to the Sports Policy regarding requirements for masks. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.

## Social Media

Blake Emery presented to the Board updates on Social Media Archiving. Blake Emery met with Legal Counsel Patrick Hunn on 5/27/2021 and discussed the need to archive social media. Per the meeting it was decided that if a local government is going to utilize social media, then it does need to properly archive to comply with the Freedom of Information Act (FOIA) and the 1st Amendment of the Constitution. The social media archiving cost is expensive. Harrisburg Township Park District currently uses Facebook as a social media platform. Most small local governments are not archiving at this time and are simply taking the risk or are unaware that they should be archiving. It was discussed and recommended to stop using Facebook and deactivate the account. Mike Williams made the motion to stop using social media and deactivate the Harrisburg Township Park District Facebook page and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

## Beardsley Property

Blake Emery presented to the Board that he met with Legal Counsel Patrick Hunn on 5/27/2021 and discussed the updates on the Beardsley Property. Lot 3 (with the Trailers): The Tax Notice Process would be to pay the taxes and wait the waiting period to get a Tax Deed. The Park could still pursue adverse possession process at the same time but would need to pay additional legal fees. Lot 2: Bruce Tolley is still working towards obtaining a Warranty Deed. If there is a Warranty Deed then Title Insurance can be obtained. It was advised by Patrick Hunn to enter into some kind of contract with the seller before moving forward and detail the sale conditions and any contingencies regarding Lot 3 with the Trailers. It is suggested to get an agreement that the trailers be removed before any formal closing happens.

Blake Emery also presented to the Board that the HYA Board is still in favor of purchasing the Beardsley Property. However, their envisioned use of the property has changed. With Flag Football now utilizing Gibbs Field Outfield and no longer at the Soccer Complex, it would be desired to use the Beardsley Property (Lot 1 and Lot 2) as green space for Flag Football and Lot 3 as additional parking. The Park owned property on the south side of National Street could also be utilized as additional parking for Flag Football or another field if needed.

The topic was then opened for discussion amongst the Board Members. Mike Williams stated he firmly stands as all or nothing in the purchase and must have proper deeds. Richard Rumsey said it might be impossible for that to happen from the seller regarding Lot 3. Doug Emery also agreed that he wants it to be all or nothing but he feels the park is offering too much money. Mike Williams agreed he thinks it is too much money but the park had made an offer and he feels it is the right thing to do to stand by that offer. Mike Williams made the motion to inform the seller of the details of the buyer/seller costs, that the park is only interested in purchasing all 3 Lots for \$30,000.00 with proper deeds/title work, and that the trailers must be removed before closing and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

## **NEW BUSINESS:**

### Bond Funds Beardsley

Blake Emery presented to the Board that \$20,000.00 is currently designated from the Bond Fund for the purchase of the Beardsley Property. Richard Rumsey made the motion to approve designating an additional \$10,000.00 to go towards purchase of Beardsley Property and seconded by Mike Williams. All in favor 3-0 per voice vote.

### Bond Funds

Blake Emery presented to the Board the current availability of Bond Funds and what is anticipated to be spent. Prior to the Beardsley designation of an additional \$10,000.00, there was approximately \$50,000.00 in available Bond Funds to designate.

- Church St Property Blake Emery presented to the Board that there is property for sale at 828 and 832 Church Street (2 Lots) directly across from the Maintenance Yard. Initially the requested purchase price was \$30,000.00. The estate called the park and said they would sell the 2 Lots "As-Is" for \$6,000.00 plus property taxes. This property would adjoin the back side of the Skatepark Property. Property Taxes would be around \$500.00 and demolition of the property would be around \$5,000.00. Richard Rumsey made the motion to approve designating Bond Funds for the purchase and demolition of 828 and 832 Church Street and seconded by Mike Williams. All in favor 3-0 per voice vote.
- HYA Playground Blake Emery presented to the Board that HYA would like to purchase additional playground equipment (Approximate cost of \$15,000.00) for the Gaskins City Complex. Blake Emery presented a proposed layout that would require shifting some existing parking and creating a space for the playground. The HYA Board is asking if the park would pay for the installation of the playground (mulch, playground border, concrete foundations, fence work, etc.). Also included in the proposed layout is a proposed ADA walking path to connect the existing playground and proposed playground. This would be an additional project at a later date. Mike Williams made the motion to approve designating Bond Funds for the installation of the HYA Playground Equipment at the Gaskins City Complex and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Fiber Optic Blake Emery presented to the Board that the fiber optic line has been installed to the Main Office. It is planned to run our own fiber optic line from the office to the maintenance building and connect the maintenance building to the office network and eliminate the need to pay a phone/internet bill at the maintenance building. This would be a cost savings of approximately \$2,500.00 per year. This first step toward this is getting conduit run from the office to the maintenance building. It is also recommended to run conduit from the maintenance building to the pool to enable the pool with internet access at a future date. This topic was tabled until an estimate is received for the cost of the proposed work.
- Pool Debt Blake Emery presented to the Board that he is seeking approval to transfer money from the Recreation Fund to the Pool Fund to cover Fiscal Year 2021 debt of the Pool Account, if needed. The exact revenue and expenditures for the pool will not be known until the end of June. The Pool Fund cannot be negative at the end of the fiscal year and we must borrow from another account if it is. It is hoped that the pool will come close to breaking even, but if not, then a transfer has to be made. Mike Williams made the motion to approve transferring needed money from the Recreation Fund to the Pool Fund to cover any Fiscal Year 2021 debt in the Pool Fund and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Appropriation Blake Emery presented to the Board there are a few categories in the Budget where spending has exceeded the appropriated amount and is seeking approval to amend the appropriations in those accounts. The accounts are: General Fund – Maintenance Repairs/Supplies, General Fund – Grant, Recreation Fund – Publishing Fees & Postage, Recreation Fund – Due/Subscriptions/Materials. Richard Rumsey made the motion to approve amending the appropriations to make up any insufficiency and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Budget FY2022 Blake Emery presented to the Board the Preliminary Fiscal Year July 2021 to June 2022 Budget and Appropriation Ordinance. At the conclusion of the meeting the Preliminary Budget & Appropriation Ordinance will be made available at the park office and on its

website for public inspection for a minimum of 30 days. The public hearing will be held at a later date prior to formal acceptance of the Budget and Appropriation Ordinance. Mike Williams made the motion to approve the Preliminary Budget and Appropriation Ordinance and to make it available for public inspection and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

**Salaries FY2022** Blake Emery presented to the Board proposed staff salaries for Fiscal Year July 2021 to June 2022. Mike Williams made the motion to approve the presented July 2021 to June 2022 salaries and start paying the rates in July 2021 and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

**IAPD Updates** Blake Emery presented to the Board the IAPD Legislation Updates so the Board Members could stay up to date on current legislation activities.

**RISK COMMITTEE:**

**Roll Call** The Risk Management & Loss Control Committee Meeting was called to order 9:12 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery and Jill Marvel. TA Sullivan was absent.

**Weather Policy** –Blake Emery is still looking into developing a policy to be followed regarding weather cancelations.

**IPARKS Summer 2021 Newsletter** – Blake Emery presented the IPARKS newsletter as a valuable risk management resource.

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

**Adjourn** The Committee Meeting was adjourned at 9:14 a.m.

**DIRECTOR REPORT:**

**Projects** The Soccer Complex Walking Path and Parking Lot are currently under construction. All other project updates were discussed as part of the Maintenance Report.

**HYA/SYSA** HYA Season is wrapping up. There will be a check presentation on June 21<sup>st</sup> at 6:30 PM from Steward Chiropractic for their Fundraiser Donation. HYA Flag Football and SYSA Fall Soccer will start registration in July.

**Bond** 2019 Bond Interest Payment of \$2,973.75

**Park Patrol** Hired Nathan Bourland – SIC Student

**Training** The Executive Director attended the following training opportunities: IPARKS Webinar COVID-19 Updates at Work on 5/25/2021; Social Media Webinar Are You Prepared for a Social Media Lawsuit on 6/3/2021.

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 July 16, 2021 at 8:00 a.m. 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 9:27 a.m.

*Michael Williams*

Michael Williams, Secretary / Treasurer

*6/18/2021*

Date Signed