

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
NOVEMBER 20, 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
Park Staff Absent: Administrative Assistant Jill Marvel and 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 November 20, 2020. There were no written comments received and there was no one from the public present on the teleconference call.
- Blake Emery asked the members of the public present at the meeting if they had any comments. No one present requested to speak.
- CONSENT AGENDA:** Mike Williams made the motion to accept the October 16, 2020 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 10/16/2020 to 11/19/2020 bills and the October 2020 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 4 of the Restore Illinois Plan. The entire state is now under Tier 3 Mitigation. Tier 3 Mitigations started on 11/20/2020. This will require the Community Room to be closed to fitness activities and scheduled gatherings. When the guidance allows, the Community Room will be opened back up. The Candy Cane Hunt was discussed and decided that since Tier 3 limits outdoor gatherings to groups of 10 persons it would be difficult to make this event happen. The Winter Sports updates that were issued do not affect any park sports programs. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. Richard Rumsey made the motion to follow the Tier 3 Mitigation guidance and make any adjustments needed as new guidance becomes available and to cancel the 2020 Candy Cane Hunt and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Soccer Parking** Blake Emery presented to the Board that he has not heard back with any updates from the Church of Christ regarding purchasing land for soccer parking. He will continue to follow up with them.

NEW BUSINESS:

Levy Ordinance

Blake Emery presented to the Board Ordinance 2020-1120 An Ordinance Levying the Taxes for the Harrisburg Township Park District, Saline County, Illinois for 2020. At the October 16, 2020 Board Meeting the Board approved an Estimate of Levy for 2020 received in 2021 is not too exceed 105% of the previous year tax base or levy amounts. The 2019 total extension of \$499,497.00 x 105% = \$524,471.85. The Levy Ordinance presented is for \$524,471.00. Mike Williams made the motion to accept Ordinance 2020-1120 An Ordinance Levying the Taxes for the Harrisburg Township Park District, Saline County, Illinois for 2020 and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The Ordinance was signed and became effective November 20, 2020. The Truth in Taxation Certificate of Compliance and the Certificate of Secretary were included as part of the Levy Ordinance and were approved, signed, and sealed at this time. An official copy will be submitted to the Saline County Clerk's Office.

Bond Payment

Blake Emery presented to the Board using designated Bond Project Funds to pay off Bond Debt due in December. The Bond Payment will be \$195,018.60. There is currently approximately \$247,000.00 in the Bond Project Fund checking account. The money will be replaced into the checking account as soon as the park receives payments from Saline County. Richard Rumsey made the motion to approve using Bond Project Funds to pay off Bond debt and replace the money in the checking account when it is received from Saline County and seconded by Mike Williams. All in favor 3-0 per voice vote.

Tax Anticipation Loan

Blake Emery presented to the Board the need to approve a Tax Anticipation Warrant Loan if payments from Saline County are delayed. This is only needed if Saline County is really slow on issuing checks. Blake Emery does not anticipate following through with this unless it is absolutely needed. Right now the park is ok on money in the different accounts. With Legence Bank the park can get a 3.25% rate on the tax anticipation warrant. Doug Emery made the motion to approve proceeding with a Tax Anticipation Warrant Loan from Legence Bank if payments are delayed from Saline County and seconded by Richard Rumsey. Mike Williams abstained from voting due to being affiliated with Legence Bank and a possible conflict of interest. All in favor 2-0 per voice vote.

Annual Statement

Blake Emery presented to the Board the Statement of Receipts and Disbursements for FY July 2019 through June 2020. This is the annual FY 2020 receipts and disbursements summary that needs to be approved and published in the newspaper. Mike Williams made the motion to approve the Statement of Receipts and Disbursements for FY July 2019 through June 2020 and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The document was signed and will be submitted to the Saline County Clerk's Office and published in the Harrisburg Register newspaper.

2021 Meetings

Blake Emery asked the Board which dates and times would be the best for the 2021 Board of Commissioners Regularly scheduled meetings. It was discussed and agreed upon to continue with the third Friday of each month at 8:00 a.m. at the Harrisburg Park Office Community Room. Blake Emery will prepare the official document with all the calendar dates to be approved and signed at the December 18, 2020 Board Meeting.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:24 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery. The following members were absent: Jill Marvel and TA Sullivan.

IPRF Webinar Park Staff watched the IPRF Slip, Trip and Fall Prevention Webinar on 11/17/2020.

IPRF Safety Grant Harrisburg Township Park District was notified they will receive \$1132 for the IPRF Safety Grant in 2021.

Fire Extinguishers Annual fire extinguisher inspection and certification by Cintas Fire was completed in October.

IPRF HURT Training IPRF November 2020 Newsletter contained Highly Urgent Remedial Training (HURT) for Ladders. Maintenance Staff will review this document.

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

Adjourn The Committee Meeting was adjourned at 8:26 a.m.

DIRECTOR REPORT:

Projects The Scouts would like to meet on March 30, 2021 for a picture with park representatives for their donation of trees and birdhouses.

Courthouse Blake Emery filed the Annual Financial Report and a Property Tax Exemption at the Saline County Courthouse on 10/27/2020.

Credit Card Merchant Canceled Vantiv/Worldpay starting 11/27/2020 and Signed up with Banc Card through Legence Bank. Banc Card activation fees and terminal fees have been paid.

Local Records Blake Emery met with a representative from the Local Records Commission on 11/9/2020 to complete and file an annual Records Disposal Certificate. An approved Records Disposal Certificate from the Local Records Commission was received on 11/12/2020.

Training Blake Emery attended the following training: IMRF Webinar Authorized Agent Workshop Part 2 10/20/2020; IMRF Webinar Authorized Agent Workshop Part 3 11/19/2020; IPARKS Webinar Mental Health in the Workplace 10/29/2020; IAPD Webinar The Power of "Yes": De-escalating Irate Customers During COVID-19 10/29/2020; IAPD Webinar Asset Management with field data collection for Park Districts 11/18/2020; IPRF Webinar Slip, Trip and Fall Prevention 11/17/2020.

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

REPORTS Blake Emery 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 December 18, 2020 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 8:41 a.m.

Michael Williams

Michael Williams, Secretary / Treasurer

11/20/2020

Date Signed