

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 18, 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, 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 December 18, 2020. There were no written comments received and there was no one from the public present on the teleconference call.
- CONSENT AGENDA:** Richard Rumsey made the motion to accept the November 20, 2020 meeting minutes and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Richard Rumsey made the motion to accept the 11/20/2020 to 12/17/2020 bills and the November 2020 Unaudited Financial Reports and seconded by Mike Williams. 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. Our Region is still under Tier 3 Mitigation. This still requires the Community Room to be closed to fitness activities and scheduled gatherings. When the guidance allows, the Community Room will be opened back up. 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:**
- 2021 Meetings** Blake Emery presented to the Board the 2021 Board Calendar of Monthly Meetings. At the November 20, 2020 Board Meeting, it was discussed to have the 2021 Board of Commissioners regularly scheduled meetings for the third Friday of each month at 8:00 a.m. at the Harrisburg Park Office Community Room. Blake Emery presented the printed document of the 2021 Board Meeting Schedule. Mike Williams made the motion to accept the 2021 Board Meeting Schedule and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The 2021 Board Meeting Schedule document was signed on December 18, 2020 and will be placed at the main Park District Office. The meeting dates, times, and location will be published in the SI Dollar Saver and Harrisburg Register and on the park district website.

2020 Holidays Blake Emery presented to the Board the 2021 Park Holiday Schedule. Mike Williams made the motion to approve 2021 Park Holiday Schedule in accordance with the State of Illinois Central Management Service holiday schedule, with exceptions for Thanksgiving and Christmas and seconded by Doug Emery. All in favor 3-0 per voice vote. The schedule was signed and became effective December 18, 2020. It will be displayed at the main Park District Office and on the park district website.

Info Security Policy Blake Emery presented to the Board the Information Security Policy. The Policy document encompasses all aspects of security surrounding confidential District information. The Harrisburg Township Park District handles sensitive information daily. Sensitive information must have safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations, along with guarding the future of the organization. The Policy is needed to maintain PCI Compliance. Mike Williams made the motion to approve the Information Security Policy and seconded by Richard Rumsey. All in favor 3-0 per voice vote. Mike Williams made the comment that he would like to limit the pool staff that actually processes and handles credit/debit cards. Blake Emery said he would discuss it with the pool manager at the annual meeting.

**RISK COMMITTEE:**

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:12 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

IPRF Safety Grant Purchase Backpack Blower with IPRF Grant Money

OSHA Webinar Maintenance Staff and Executive Director attended IL OSHA 101 Webinar.

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

Adjourn The Committee Meeting was adjourned at 8:16 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 were all discussed. The Library changed the storywalk to a winter book. Other projects were discussed as part of the Maintenance Report.

Bond Payment Will pay Legence Bank the 2020 Bond Payment next week. Mike Williams suggesting calling ahead to confirm where to take the check.

Property Taxes Received property taxes first installment check from Saline County on 12/17/2020.

Courthouse Blake Emery filed the Tax Levy Ordinance, Certificate of Compliance, and Statement of Receipts and Disbursements at the Saline County Courthouse on 11/24/2020.

Newspaper The Statement of Receipts and Disbursements was published in the Harrisburg Register on 11/24/2020.

Evaluations Blake Emery performed individual employee evaluations with Jill Marvel, TA Sullivan, Ray Gould, and Forest Holloway on December 14, 2020.

**Director Evaluation** Blake Emery passed out Executive Director Evaluation forms to the Board members. Starting in 2021, this will become an annual evaluation performed in December.

**Training** Blake Emery attended the following training: IMRF Webinar Authorized Agent Workshop Part 4 12/8/2020; IPARKS Webinar FMLA and ADA Implications for Workplace Accidents 12/17/2020; IL Dept. of Labor Webinar IL OSHA 101 12/16/2020.

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

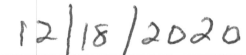
**REPORTS** Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

**ANNOUNCEMENTS** Blake Emery announced that the next regular board meeting is scheduled to be January 15, 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 8:37 a.m.



Michael Williams, Secretary / Treasurer



Date Signed