

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 18, 2020
8:00 AM HARRISBURG PARK OFFICE
(FOLLOWING PUBLIC HEARING)**



CALL TO ORDER: President Richard Rumsey called the meeting to order at 8:13 a.m. immediately following the Public Hearing regarding the Budget and Appropriation Ordinance.

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: 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 September 18, 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 August 21, 2020 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Mike Williams made the motion to accept the 8/21/2020 to 9/17/2020 bills and the August 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. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decision revisited. There were no changes made.

Soccer Parking

The Board Members, as well as Blake Emery and TA Sullivan, went to look at the Church of Christ Building on August 28, 2020. Blake Emery presented that there is a lot of potential in the building. However, it would potentially take a large portion of the next 3 years of Bond money to secure the purchase. Also, there has not been any interest in new programs in the Community Room and the park has actually lost a couple programs. The Community Room rentals were starting to pick up prior to COVID but it was not like it was booked constantly. It was discussed and felt there are other things that we will need to use the next round of Bond money on. It was decided to tell the Church of Christ that we are just interested in the property for parking and we are willing to work around any concerns they might have over its access and use during times of church services.

Richard Rumsey made the motion to go with the recommendation to pursue on the property for parking needs and not the physical building and seconded by Mike Williams. All in favor 3-0 per voice vote. Blake Emery will reach out to the church and see if they are willing to sell only the property needed for parking needs.

NEW BUSINESS:

Ordinance 2020-0918 Blake Emery presented to the Board Ordinance 2020-0918 Budget and Appropriation Ordinance and Certification of Estimate of Revenue. This Ordinance was discussed during the previously held Public Hearing prior to the September Regular Board Meeting. There was no further discussion. Mike Williams made the motion to approve Ordinance 2020-0918 Budget and Appropriation Ordinance and Certification of Estimate of Revenue and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The Ordinance was signed and will be taken to the courthouse to be filed.

HHS Contact Days Blake Emery presented to the Board HHS Contact Days Facility Usage Agreement. High School Sports are allowed up to 20 Contact days through the end of October. The HHS softball team would like to use Centerfield Diamond starting in October. Superintendent Mike Gauch asked Blake Emery to come up with a contract for this usage. The park would charge the school \$10 for each contact day they use the facility. The School Board approved and signed the Agreement on 9/15/2020. Mike Williams made the motion to approve the HHS Contact Days Facility Usage Agreement and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Skatepark Concrete Blake Emery presented to the Board that currently there is \$7,380 left of the \$50,000 that was designated for the skatepark. The park is still waiting on the money to be donated from the group that raised money, headed by Tom Gibbs. He hopes to have it donated next Friday. Once the donation is received the park will have close to \$9,580 left to spend on the skatepark. The concrete pad previously poured cost \$10,120. Blake Emery recommended to expand the existing pad with another pad of the same size connected to it. The skatepark is getting lots of use and has been a big success so far. There are still no updates on the \$50k grant money from Senator Fowler. If the additional pad is poured then the \$50k would be able to go towards lighting, fencing, and additional equipment. Work would be able to be started as soon as the \$50,000 money is received from Senator Fowler. Assuming the concrete pad will cost the same amount we would need to designate $\$10,120 - \$7,830 = \$2,290$. If we can get the additional money raised from the skatepark group then that would reduce the amount the park would need to use from the Bond Fund. Richard Rumsey made the motion to approve designating needed Bond Funds to complete the additional concrete pad and seconded by Mike Williams. All in favor 3-0 per voice vote.

Master Keys/Locks Blake Emery presented to the Board that the park is running out of inventory of padlocks, deadbolts, and cores. This is for the Master System of Locks/Keys. The cost would be around \$3500. TA Sullivan explained the key system in more detail. Doug Emery made the motion to designate money from the Bond Fund for purchase additional needs to the master key/lock inventory and seconded by Mike Williams. All in favor 3-0 per voice vote.

Credit Card Merchant Blake Emery presented to the Board that he is continuing to look into a different credit card merchant. He got with Legence Bank and they said they use Banccard as their Merchant. Blake Emery spoke with Don Massey of Banccard and he said most parks are now utilizing an option where they pay a flat fee each month no matter how many transactions are processed and they pass the transaction fee on to the customer. With this option it would a \$50/month set rate. The current merchant for the park,

Vantiv/Worldpay, cost is totally based on the number of transactions and varies each month and year. Blake Emery presented a simple cost comparison. Blake Emery said he was seeking approval from the Board to 1) switch the park credit card merchant if it is in the best fiscal interest of the park and 2) allow transaction fees to be passed on to the customer. The park will continue to allow cash/check payments that would have no fees associated with them. It was discussed and decided to Table this item until the next meeting and gather more information regarding fee rates that the customer would have to pay. There was no motion made.

Online Registration Blake Emery presented to the Board that HYA is going to sign up with a company called Sports Engine that will allow for online registration/record keeping/payment. A website and mobile app is included. HYA has asked SYSA if they would be interested in using this company as well and splitting the annual fee cost. SYSA indicated they would like to pursue this. The easiest way to combine both SYSA and HYA is to have this as a Park Affiliated Programs Registration platform. This would allow for any other future affiliated programs or park programs to utilize this registration process. HYA and SYSA would pay all fees associated with this system. Blake Emery asked for approval from the Board to allow the park setting up an account with Sports Engine and having HYA and SYSA utilize this service. He is still checking with Sports Engine to see if this would be allowed since they HYA and SYSA are separate organizations. There would be no cost to the park. If not allowed, HYA plans to utilize this on their own for sure and SYSA indicated they would probably do so as well. Richard Rumsey made the motion to approve the park registering with Sports Engine for Affiliate Organization registration purposes if so allowed by Sports Engine and seconded by Doug Emery. All in favor 3-0 per voice vote.

HHS Theatre Blake Emery presented to the Board that the HHS Theatre Department reached out to him asking if they could have a performance in October at the Park Bandstand. They put together a document of the Guidance they would follow and also had previously reached out to the Egyptian Health Department for their approval. The performance will be James and the Giant Peach the Musical. It will be performed on October 9 – 11. They will need to practice at the Bandstand the week prior to the performance. Richard Rumsey made the motion to approve the HHS Theatre Department using the Bandstand for their performance with them following the necessary Restore Illinois Guidelines and seconded by Doug Emery. All in favor 3-0 per voice vote.

2021 Election Blake Emery presented to the Board the 2021 Board of Commissioners Election Notice. He is putting together candidate packets and they will be available at the park office starting 9/22/2020. Candidates for the office of Park Board of Commissioners can begin to circulate nominating petitions for signatures beginning September 22, 2020. The period for filing nominating papers runs from December 14 - 21, 2020. A notice will be placed on the park website and at the park office.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:55 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

Playground Webinar Blake Emery and TA Sullivan attended webinar put on by IAPD regarding Safe and Accessible Playgrounds Review for Illinois Agencies. One of the big outcomes from the webinar was finding out that for playground mulch to be ADA accessible they are saying the mulch must be compacted down after it is placed. It was discussed there is a need to purchase a small plate compactor to compact the mulch when it is placed.

Swing Incident A swing at the Lions Club Playground had a bolt come loose while a child was swinging and the child was thrown from the swing and appeared to injure his hand/wrist. The park has removed all swings from that location and is replacing their components. The park has reported the incident to IPARKS.

IPARKS Swing Grant As a result of the swing incident, Blake Emery looked into some grant options for swing parts and found the IPARKS Swing Grant. It is for \$350 towards swing replacement parts. The park will utilize this towards the cost of the new swing components at the Lions Club Playground.

Additional Business Blake Emery announced that he feels the members of the Risk Management and Loss Control Committee (Blake Emery, TA Sullivan, and Jill Marvel) should obtain the certification as Certified Playground Safety Inspector (CPSI). They should rotate performing regular playground inspections and this would allow the park to have “fresh” eyes inspecting.

Richard Rumsey commented on looking into a better accessible surface material at the handicap swing location near Lions Club Playground.

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

Adjourn The Committee Meeting was adjourned at 9:08 a.m.

DIRECTOR REPORT:

Projects Skatepark – Blake Emery gave interviews to Harrisburg Register newspaper and WSIL TV3 regarding the new skatepark. So far the skatepark has received great comments. There has been comments and questions asking if the park would allow bikes to use the skatepark. Blake Emery has asked the equipment manufacturer and they said the equipment can handle bike usage. He has also reached out to the park insurance provider to see if they have any concerns over bike usage. If the insurance says it is ok then it is felt that bikes should be allowed to use the facility. All were ok with this.

Scouts – The scouts reached out to Blake Emery and asked if they could donate trees and birdhouses to place in the park. It was thought that it would be nice to do this project near the location that the Girls Scouts picnic table and bench is located.

Harrisburg Library StoryWalk – The StoryWalk has received great responses. The Library would like to know if they can start the process to put out a different story for this fall. All were in favor of this. Blake Emery and TA Sullivan feel that there should be a “better” and “more permanent” way to display the stories. The park would be willing to consume some cost in determining a more permanent solution for displaying the stories.

Training Blake Emery and TA Sullivan attended the following training: IAPD Webinar Safe and Accessible Playgrounds Review for Illinois Agencies Part 1 on 8/26/2020
Blake Emery attended the following training: IAPD Webinar Safe and Accessible Playgrounds Review for Illinois Agencies Part 2 on 9/3/2020

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

REPORTS

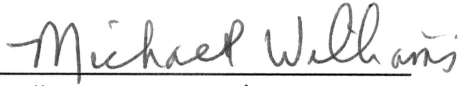
Administrative Assistant Jill Marvel presented the Recreation Report. Maintenance Director TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

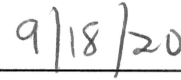
Blake Emery announced that the next regular board meeting is scheduled to be October 16, 2020 at 8:00 a.m. All were ok with the meeting date and time.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:30 a.m.



Michael Williams, Secretary / Treasurer



Date Signed