

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
AUGUST 21, 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: Jerry King and 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 August 21, 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. Jerry King asked to speak. He wanted to let the Board know how nice the park is looking. He has been walking in the park recently and thinks this is the best the park has looked. Jerry said his ties to the park go back to when he was in high school and worked at the park pool. He also wanted to let the park know he would like to do a Facebook article regarding the history of the park. Blake Emery said he would get in touch with Jerry and get him any information he needs regarding the park history.
- CONSENT AGENDA:** Richard Rumsey made the motion to accept the July 17, 2020 meeting minutes and the August 7, 2020 special meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 7/17/2020 to 8/20/2020 bills and the July 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 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 passed out the IAPD Legislative Update regarding sports questions. Blake Emery opened it for discussion on any facilities that we need the current policy/decision revisited. Blake Emery mentioned that Keith Dismuke has asked about starting tennis lessons again. He said it would be small groups of 3 to 4. Blake Emery mentioned that there have been questions regarding when Gaskins City playground would open back up. Richard Rumsey made the motion to approve allowing Tennis Lessons that follow the Restore Illinois Guidelines and opening Gaskins City playground and fields and seconded by Mike Williams. All in favor 3-0 per voice vote.

Soccer Parking

Blake Emery has been in contact with Church of Christ and they are open to the idea of selling property to the park for soccer parking. They have not had an official meeting yet. They did mention that they are interested in potentially selling the park their entire property and building and they would relocate. On 8/13/2020 Blake Emery met with Church of Christ to look at their facility. They are a little hesitant to sell just part of their property for parking. Jehovah's Witness is still interested in selling but does not want to move forward until they know Church of Christ is going to sell property for soccer parking too. The Church of Christ building layout would allow for many more opportunities as a true "community center". At 8:27 Mike Williams left the meeting to take a work related phone call. Blake Emery said they would wait on Mike Williams to return before deciding how to proceed. At 8:36 Mike Williams returned to the meeting. Richard Rumsey said he still prefers the Tower Property over purchasing the Church of Christ Building, but would still be ok with only purchasing the property behind the Church of Christ building. Mike Williams suggested to setup a time for the Park Board to go look at the Church of Christ building. The park board would like the Church of Christ to come up with an asking price for the building and property. Friday mornings are the best time for Board Members to go look at the property. Blake Emery will coordinate with Church of Christ and let Board Members know the meeting time.

NEW BUSINESS:

PTD Policy

Blake Emery presented to the Board the Personal Transportation Devices (PTD) Policy. This was in response to a citizen asking us to reconsider allowing motorized/electric devices on the walking path. Blake Emery reached out to IPARKS and they said the park could go either way with this. Richard Rumsey mentioned at the last meeting that he did not want motorized/electric devices on the path. The policy states that Electronic or motorized Personal Transportation Devices, including electronic skateboards, hoverboards and other similar types of equipment (e.g. Segways® PT) are prohibited from use on District property. Mike Williams made the motion to approve the Personal Transportation Devices (PTD) Policy and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

OPDMD Policy

Blake Emery presented to the Board the Other Power Driven Mobility Devices (OPDMD) Policy. In doing research for the Personal Transportation Device Policy Blake Emery came across several references to mobility devices and how there needs to be an OPDMD Policy per Americans with Disabilities Act (ADA). Mike Williams made the motion to approve the Other Power Driven Mobility Devices (OPDMD) Policy and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Social Media

Blake Emery presented to the Board that in doing his annual Freedom of Information Act (FOIA) Training he came across some review of social media and how anything the park says/posts on social media could be requested in a FOIA Request. The park currently has a Facebook page and we do post on it. Blake Emery recommended that the park does not reply to specific comments or questions that are sent on Facebook, but rather have a generic response that instructs the person to email the park or call the park with their concern. This will allow the park to keep better record with any community correspondence. Doug Emery said he agreed that Facebook is a good tool to get the word out but should not be the method of communication/responding for the park. All Board members were ok with this. There was no motion.

Centerfield Concession

Blake Emery presented to the Board that Jake Stewart has asked for permission to renovate the old concession stand area at Centerfield into a locker room for the school softball teams. He said he has people who are willing to donate materials and labor for

the project. Blake Emery told him that at this time the park needs to get the roof fixed on the facility before we would be willing to proceed with a locker room project. Blake Emery went back and looked at the current contract with the school regarding Centerfield and it states that the park would convert this area. Blake Emery would like to ask Jake to put together a plan for the renovation (layout, materials, who is doing labor, what cost would park have, where will stored items that are currently in there go, etc.) and have him present it before there is any approval to proceed. All Board members were ok with this. There was no motion.

Power Alley Tourney Blake Emery presented to the Board that Eric Woolard would like to have a Power Alley Tournament in 2021. Blake Emery has had initial conversations with Eric regarding this. It would be a Friday, Saturday, Sunday Tournament for different age groups. Blake Emery told Eric that the park would be open to discussing this further but would need to come to agreements regarding field rental fee, prepping the fields throughout the day, concession usage, etc. Doug Emery said he does not like that Power Alley wants the fields just to profit their teams and business and hopes they will donate back to the facility like HYA does. Blake Emery would like to have Eric put together a more detailed plan to present before the park gives any approval to proceed. All Board members were ok with this. There was no motion made.

Budget Public Hearing Blake Emery presented to the Board that the Public Hearing for the Budget and Appropriation Ordinance will be at 8:00 a.m. on September 18, 2020 at the Harrisburg Township Park District Office. The Regular Board Meeting will immediately follow the public hearing. The park has not received the final numbers yet on what to expect to receive from the county in tax money levied for. Hopefully these numbers will be available from the county before the September meeting date and any final revisions to the budget can be made before approval. There will be an advertisement for the public hearing and letting the public know the tentative budget is available for inspection. The tentative budget has been available for public inspection since June 19, 2020.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order at 9:05 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

Safety Signage Safety Signage updates for Lagoon – No Swimming / No Ice Skating – The no Ice Skating sign was recommended by IPARKS last year. Signs that say No Swimming and No Ice Skating were purchased. The IPARKS Grant was used for this purchase. The signs have been delivered but still need installed.

Smoke Detectors Smoke Detectors and Carbon Monoxide Detectors – Office & Community Room – There were no smoke detectors or carbon monoxide detectors in the park office or community room. Blake Emery reached out to the fire chief and asked him what was required. The IPARKS Grant was used for this purchase. These have been installed.

Camera Signs Security Camera Warning Signs – Office & Community Room – Purchased small stickers to place on the doors and inside the building warning people that the park uses security camera monitoring in the buildings. The IPARKS Grant was used for this purchase. These have been installed.

New Business Discuss / Approve any additional items of safety concern – Blake Emery said that there is a Webinar next week regarding Playground Safety and ADA Guidelines. He mentioned that TA Sullivan would need to watch the webinar with him.

Adjourn The Committee Meeting was adjourned at 9:09 a.m.

DIRECTOR REPORT:

Projects Skatepark - American Ramp Company finished installation of the skatepark equipment on 8/20/2020. Blake Emery would like the Board Members to go over to the skatepark at the conclusion of the meeting to have their picture made. The rules/guidelines sign has been placed and Blake Emery contacted the insurance company to let them know that installation has been completed. There are no updates regarding the \$50,000.00 from the state Capital Bill.

Harrisburg Library StoryWalk – The StoryWalk has been installed. The park has received much positive feedback from the community. The Library has been great to work with. Krystal Gulley sent the park a thank you card for working with the Library on this project.

Girl Scout Picnic Table – The girl scouts of troops #8292 and #8258 delivered the second part of their service project, a picnic table. It was placed beside the bench that they previously donated. They are not starting the last phase (the painted rock pit). This will be roughly the size of a small kiddie pool and installed near the bench and picnic table. The girl scouts are calling it "make a rock, take a rock-an ever changing art exhibit".

Office Renovation – The new secure storage area has been constructed and the importation documents/files have been moved. The Executive Director office has been moved and a new small conference room has been constructed. The remaining task is installation of a new window in the Executive Director office.

Soccer Tennis Blake Emery reached out to Athletic Director Greg Langley and both agreed it would be in their best interest for the HHS Girls Soccer Team to continue to use the parks portable net at a location other than the park tennis courts or multipurpose court.

Pool Manager Melonie Motsinger sent a thank you card to the Park Board for the paycheck she received for her work as Pool Manger in 2020.

Vacation Executive Director Blake Emery notified the Board that he will be on Vacation September 1st through 4th.

Training Blake Emery attended the following training: IAPD Webinar Diversity, Equity, Inclusion Part 1 on 7/21/2020; IAPD Webinar Diversity, Equity, Inclusion Part 2 on 7/28/2020; IAPD Leadership Institute Webinar Your Board and Your Strategic Plan on 8/13/2020; IAPD Webinar Diversity, Equity, and Inclusion Part 3 on 8/18/2020; Illinois Treasurers Office Navigating Payments and Investments through COVID-19 on 7/20/2020; Illinois FOIA Annual Training on 7/20/2020; Illinois OMA Annual Training on 7/20/2020. Jill Marvel also completed her FOIA Annual Training.

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

REPORTS

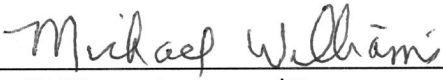
Administrative Assistant Jill Marvel presented the Recreation Report. Maintenance Director TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

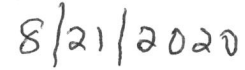
Blake Emery announced that there will be a Public Hearing regarding FY July 2020 to June 2021 Budget & Appropriation Ordinance on September 18, 2020 at 8:00 AM at Harrisburg Park Office. The Regular Meeting on September 18, 2020 will be immediately following the Public Hearing at Harrisburg Park Office. All were ok with the meeting dates and times.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:26 a.m.



Michael Williams, Secretary / Treasurer



Date Signed