

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
FEBRUARY 19, 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 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 February 19, 2021. There were no written comments received and there was no one from the public present on the teleconference call. There was no one from the public present at the meeting.
- CONSENT AGENDA:** Mike Williams made the motion to accept the January 15, 2021 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 1/15/2021 to 2/18/2021 bills and the January 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 4 of the Restore Illinois Plan. We are no longer under Tier Mitigations. We are allowed to open the Community Room to fitness activities and scheduled gatherings. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.
- Soccer Parking** Blake Emery presented to the Board that he is trying to pursue all options that would benefit the soccer parking situation. He presented an option to move Flag Football to Gibbs Field Outfield and Shaw Street Facility and move Sullivan Electric Soccer Field to where the Flag Football Fields are currently located in the Soccer Complex. Then we could make the existing Sullivan Electric Field into a parking lot that ties into existing parking lot. This would create around 100 parking spaces (currently we have around 75 spaces). This would allow to not have to purchase any additional property and could use the money designated for property purchase to develop a gravel parking lot with the needed handicap spaces as required. There is \$25,000 designated for property purchase and development for soccer parking. Blake has not discussed this with HYA or SYSA yet. The use of Gibbs Field for football is an option as there is not Middle School baseball being played there during the fall anymore. Richard Rumsey made the motion to approve using the \$25,000 previously designated for soccer parking property purchase and

development for development of a gravel parking lot with paved ADA Handicap spaces as needed and seconded by Mike Williams. All in favor 3-0 per voice vote. The Board would like to get the blessing of HYA and SYSA if possible.

Beardsley Property Richard Rumsey asked to discuss the Beardsley property in Gaskins City. Ms. Beardsley contacted Richard Rumsey and said she is willing to sell her property in Gaskins City. She will not be able to produce a clear title on the 50 ft wide tract of land next to the storage buildings. The other properties she has a clear title. She wants her lawyer to discuss with the park. Richard Rumsey will contact her and tell her lawyer to contact Blake Emery to setup a meeting to discuss this potential sell. This item was not on the Meeting Agenda, therefore, no formal action was taken.

NEW BUSINESS:

Trash Service Richard Rumsey asked to discuss the park trash removal service. He was asked by a representative of PSD if the park would consider switching service to them. Richard Rumsey will contact PSD and tell them to send a pricing proposal to the park for consideration. This item was not on the Meeting Agenda, therefore, no formal action was taken.

2021 Swim Season Blake Emery presented to the Board that he met with pool manager Melonie Motsinger on February 4, 2021 to discuss the upcoming season. Blake Emery handed out the current IDPH Phase 4 Guidance regarding pools. The guidance has not been updated since last year. Mike Williams made the motion to open the pool for the 2021 swim season and follow the current version of the IDPH Swim Guidelines at that time and seconded by Doug Emery. All in favor 3-0 per voice vote.

Copy Machine Blake Emery presented to the Board that the park office had to get another copier from Milligan's Office Machines. The previous copier went out and has been having issues for the last year. The cost of the one he brought us is \$2695. Blake Emery is seeking approval to use Bond Money to pay for this. Mike Williams made the motion to approve spending \$2,695 of Bond Funds towards purchase of a copier from Milligan's Office Machines and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:33 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

Playground Inspector Certified Playground Safety Inspector – Online Test – They are doing online testing now. Will look into having TA take the test soon.

Emergency Plan Blake Emery presented the HTPD Emergency Action Plan to incorporate into the Risk Management and Loss Control Manual. The Committee sought approval from the Park Board. Mike Williams made the motion to approve incorporating the Emergency Action Plan into the Risk Management and Loss Control Manual and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Safety Purchases Needed for Emergency Action Plan. Had to purchase several items that were needed per the Emergency Action Plan (First Aid Kits, Information Signage, etc.) Used the \$250 IPRF Stimulus Grant money.

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

Adjourn The Committee Meeting was adjourned at 8:37 a.m.

DIRECTOR REPORT:

Projects Project updates were discussed as part of the Maintenance Report.

HYA The HYA/Kiwanis Radio Auction is scheduled for March 27, 2021.

Courthouse Blake Emery filed the Statement of Economic Interest forms with the County Clerk on 1/19/2021.

Pool Meeting Blake Emery met with pool manager Melonie Motsinger on 2/4/2021 to discuss the upcoming 2021 pool season.

Training Blake Emery completed the following training: IPARKS Webinar What Human Resources Professionals Should Expect in 2021 on 1/26/2021; IPRF Webinar OSHA Reporting and Record Keeping on 1/27/2021.

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

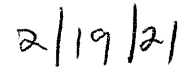
REPORTS Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS Blake Emery announced that the next regular board meeting is scheduled to be March 19, 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 8:50 a.m.



Michael Williams, Secretary / Treasurer



Date Signed