

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JANUARY 15, 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 and Maintenance Director TA Sullivan.
- Park Staff Absent: Administrative Assistant Jill Marvel
- 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 January 15, 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 in attendance.
- CONSENT AGENDA:** Richard Rumsey made the motion to accept the December 18, 2020 meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Richard Rumsey made the motion to accept the 12/18/2020 to 1/14/2021 bills and the December 2020 Unaudited Financial Reports and seconded by Mike Williams. All in favor 3-0 per voice vote.
- CLOSED SESSION:** Mike Williams made the motion to enter into closed session pursuant to 5 ILCS 120/2.06(d), semi-annual review of the minutes of all meetings of the Board that are presently closed to the public and seconded by Doug Emery. Roll Call vote was taken. Mike Williams – Yes; Richard Rumsey – Yes; Doug Emery – Yes.
- At 8:02 AM the Board members and Executive Director Blake Emery went into the private Conference Room at the Park Office for the closed session while all others in attendance remained in the Community Room. At the conclusion of the closed session all Board members and Blake Emery returned to the Community Room.
- RECONVENE:** President Richard Rumsey made the motion to reconvene the open meeting at 8:07 a.m. and seconded by Mike Williams. Roll Call vote was taken. Mike Williams – Yes; Richard Rumsey – Yes; Doug Emery – Yes. Richard Rumsey made the motion that pursuant to Open Meetings Act 5 ILCS 120/2.06(d), the Harrisburg Township Park District Board of Park Commissioners has met and reviewed the minutes of the July 17, 2020 meeting of the Board that is presently closed to the public and the Board hereby finds and declares that the minutes for that meeting no longer require confidential treatment and to approve the July 15, 2020 Closed Session Meeting Minutes and seconded by Mike Williams. All were in favor 3-0 per voice vote. Mike Williams made the motion to approve Resolution 2021-0115 and seconded by Doug Emery. All were in favor 3-0 per voice vote.

Resolution 2021-0115, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all Board Members effective January 15, 2021.

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. There is potential to enter back into Tier 2 as of today. 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.

Soccer Parking

Blake Emery presented to the Board that he has reached out to Vertical Bridge, owners of the Tower Property, to see if they would be interested in selling a 1.25 acre tract of their parcel in the southwest corner adjacent to the existing soccer property. They are only interested in leasing the property and not selling. Conversation has stalled with the Church of Christ regarding purchasing land behind their building. Blake Emery is trying to pursue all options that would benefit the soccer parking situation. Richard Rumsey suggested pursuing with the property behind the Jehovah's Witness church.

NEW BUSINESS:

OSHA Form 300A

Blake Emery presented to the Board OSHA Form 300A – Summary of Work Related Injuries and Illnesses. There were no injuries reported in 2020. This form will be posted in the park office as required.

Statement of
Economic Interest

Blake Emery filed the letter with the Saline County Clerk's Election Office stating who is required to complete a Statement of Economic Interest form pursuant to the Illinois Governmental Ethics Act. He handed out Statement of Economic Interest forms. Each Board Member, TA Sullivan, and Blake Emery completed, signed, and returned the forms for Blake Emery to file with the Saline County Clerk's Election Office.

2020 Pool Recap

Blake Emery presented to the Board the 2020 Statement of Revenue and Expenditures for the Pool. During the meeting it was suggested that the financial situation of the pool be looked at in more detail and that there should be a yearly budget developed for the pool. Blake Emery is currently developing an agenda and scheduling a meeting with Pool Manager Melonie Motsinger. Blake Emery will report back to the Board at the February 2020 meeting with a summary of the meeting with Melonie Motsinger.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:27 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery and TA Sullivan. The following members were absent: Jill Marvel

IPRF Grant

Discuss potential uses for the remaining \$547.01.

Manual

Annual Review Risk Management and Loss Control Manual – The Manual was discussed in the Committee Meeting and Park Board Members had the opportunity to give feedback.

Emergency Plan

Blake Emery discussed that he is actively working on an HTPD Emergency Action Plan to incorporate into the Risk Management and Loss Control Manual.

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

Adjourn

The Committee Meeting was adjourned at 8:31 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 was all completed. Other projects were discussed as part of the Maintenance Report.

HYA

Due to COVID-19 concerns and the ability to open the Community Room, it was decided to push the Annual HYA/Kiwanis Radio Auction back a couple months. The new date is scheduled for March 27, 2021.

Courthouse

Blake Emery filed the Certification of Ballot for the 2021 Park Board Commissioner Election at the Saline County Courthouse on 12/22/2020.

Newspaper

The 2021 Park Board Meeting Schedule was published in the Harrisburg Register on 12/22/2020 and in the SI Dollar Saver on 12/29/2020.

Worker's Comp

Blake Emery submitted the 2020 Annual Worker's Comp Audit documents on 1/8/2021.

IAPD

Blake Emery distributed the IAPD 2021 Annual Business Meeting Packet and Membership Cards to all Board Members.

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

REPORTS

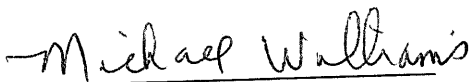
Blake Emery presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

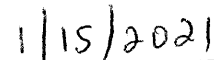
Blake Emery announced that the next regular board meeting is scheduled to be February 19, 2021 at 8:00 a.m. All were ok with the meeting date and time.

ADJOURNMENT

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 8:46 a.m.



Michael Williams, Secretary / Treasurer



Date Signed