

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
JUNE 17, 2022  
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: 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 June 17, 2022. There were no written comments received and there was no one from the public present on the teleconference call. No one in attendance from the public had any comments.
- CONSENT AGENDA:** Mike Williams made the motion to accept the May 20, 2022 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 5/20/2022 to 6/16/2022 bills and the May 2022 Unaudited Financial Reports and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into Closed Session.
- UNFINISHED BUSINESS:**
- COVID-19** Blake Emery presented to the Board the current available information regarding COVID-19. There were no updates. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.
- Bond Funds** Blake Emery presented the opportunity to discuss any Bond Fund Designations and future projects. Blake Emery discussed the recent purchases with Bond Funds including the Gaga Ball Pit, Aerator, and ADA signage for the Soccer Bathrooms.
- Church Property** Blake Emery presented that Jehovah's Witness verbally agreed to the purchase contract that the park presented them. They have a couple contingencies regarding some specific information they want shown on the plat, they would like the proposed fence to extend down to the south to where our current fence ends, and confirmation from the city that there will be no violation of building codes or setbacks. Any costs associated with these items will be incurred by the park. These items will be added to the purchase contract. Blake Emery has been in touch with the Surveyor, the City, and the Title Company to make sure the park can complete these tasks. Richard Rumsey made the motion to approve

the additional requests from the Church to be added to the purchase contract with the park covering the costs and seconded by Mike Williams. All in favor 3-0 per voice vote.

**Diefenbach Property** Blake Emery presented that the Diefenbach's made a counteroffer of \$15,000 and this is a firm number. The logic behind it was they feel they can put \$5,000 into the property to make it livable again and continue to rent it out for \$500/mo or sell the property for \$20,000. So they are willing to forgo making the improvements and sell it to the park for \$15,000. Richard Rumsey expressed that the previous offer from the park of up to \$10,000.00 for the purchase was a fair offer. Richard Rumsey made the motion that \$15,000.00 remain designated from the Bond Fund for purchase (\$10,000.00) and demolition (\$5,000.00) and seconded by Mike Williams. All in favor 3-0 per voice vote. Blake Emery will reach back out and see if this offer is accepted or not.

#### **NEW BUSINESS:**

**Pool Debt** Blake Emery presented to the Board that he is seeking approval to transfer money from the General Fund to the Pool Fund to cover Fiscal Year 2022 debt of the Pool Account, if needed. The exact revenue and expenditures for the pool will not be known until the end of June. The Pool Fund cannot be negative at the end of the fiscal year and we must borrow from another account if it is. It is hoped that the pool will come close to breaking even, but if not, then a transfer has to be made. Mike Williams made the motion to approve transferring needed money from the General Fund to the Pool Fund to cover any Fiscal Year 2022 debt in the Pool Fund and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

**Appropriation** Blake Emery presented to the Board there are a few categories in the Budget where spending has exceeded the appropriated amount and is seeking approval to amend the appropriations in those accounts. The accounts are: Museum, Natural Gas, Designated Donations, Maintenance Equipment/Improvements, Program Expenses, Gas & Oil, and Liability Insurance. Mike Williams made the motion to approve amending the appropriation amounts to make up any insufficiency and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

**Letter of Credit** Blake Emery presented that he reached out to Legence Bank to discuss additional protection of Park District Funds when the current Letter of Credit expires on 6/15/2022. The park now has a 1 year Letter of Credit in the amount of \$1,100,000.00.

**Audit** Blake Emery presented that due to the extreme excess in Illinois Personal Property Replacement Tax Revenue for FY2022, the park will receive a total Revenue of over the \$850,000 limit and thus be required to have an audit for FY2022. Mike Williams made the motion to approve the Executive Director seeking out a qualified accountant to perform the audit per Park District Code and seconded by Doug Emery. All in favor 3-0 per voice vote.

**Budget FY2023** Blake Emery presented to the Board the Preliminary Fiscal Year July 2022 to June 2023 Budget and Appropriation Ordinance. At the conclusion of the meeting the Preliminary Budget & Appropriation Ordinance will be made available at the park office and on its website for public inspection for a minimum of 30 days. The public hearing will be held at a later date prior to formal acceptance of the Budget and Appropriation Ordinance. Mike Williams made the motion to approve the Preliminary Budget and Appropriation

Ordinance and to make it available for public inspection and seconded by Doug Emery. All in favor 3-0 per voice vote.

Resolution 2022-0617 Blake Emery presented to the Board Resolution 2022-0617 Resolution Establishing Salary Schedule. The park is getting close to maxing out what they can/should pay in salary for some of the different salaried jobs. This resolution establishes a salary range for the different job descriptions. Blake Emery provided some research that identifies salaries of other similar size park districts near Harrisburg as well as some larger park districts. The research also includes salaries for some of the different City of Harrisburg jobs and Harrisburg School District jobs just to be able to compare to Harrisburg directly. This resolution would be something that needs re-evaluated every 5 to 10 years to make sure we are offering competitive salaries. Mike Williams made the motion to approve Resolution 2022-0617 Resolution Establishing Salary Schedule and seconded by Doug Emery. Richard Rumsey was not in favor and voted no. It was discussed further and Richard Rumsey stated that if a sentence was included that this resolution was to be looked at annually then he would be in favor of it. It was discussed and Mike Williams and Doug Emery were ok with this and the motion to pass was rescinded. The Resolution will be revised to reflect a statement that it will be reviewed annually and revised as needed. It will be presented again at the next board meeting.

Salaries FY2023 Blake Emery presented to the Board proposed staff salaries for Fiscal Year July 2022 to June 2023. Mike Williams made the motion to approve the presented July 2022 to June 2023 salaries and start paying the rates in July 2022 and seconded by Doug Emery. All in favor 3-0 per voice vote.

#### **RISK COMMITTEE:**

##### Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 9:00 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery and TA Sullivan. Jill Marvel was absent.

Claim 22C08K283246 was discussed. On May 23, 2022 there was an incident involving Ray Gould while replacing the broken sewer connection at Gaskins City Complex. Ray was in the trench and the sidewall gave out and pinned his legs. It was identified as massive contusion on the right leg and bruising on the left leg. He has not missed any work but a Workers Comp claim was filed for medical expenses incurred.

IPARKS Summer 2022 Newsletter was handed out.

##### Adjourn

The Committee Meeting was adjourned at 9:03 a.m.

#### **DIRECTOR REPORT:**

##### Projects

Projects were discussed as part of the Maintenance Report.

##### HYA / SYSA

Blake Emery presented that next week is the end of the rec season and there is 1 HYA Travel team that will continue to play. SYSA Registration is ongoing and SYSA and HYA continue to coordinate details to both use the Bill Rice Complex this fall.

##### Pool Updates

Blake Emery presented that pool attendance has just been average and that Private Swim Lessons and parties are what is keeping the pool going.

##### Juneteenth

Blake Emery presented the details of the new state holiday Juneteenth.

Employees

Employee Meetings will be held next week to discuss salary for FY 2023.

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

**REPORTS**

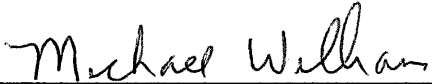
Blake Emery presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

**ANNOUNCEMENTS**

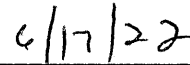
Blake Emery announced that the next regular board meeting is scheduled to be July 15, 2022 at 8:00 a.m. at the Park Office Community Room.

**ADJOURNMENT**

Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:16 a.m.



Michael Williams, Secretary / Treasurer



Date Signed