

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JANUARY 17, 2025
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Doug Emery called the meeting to order at 8:00 a.m.
- ROLL CALL:** The following members of the Board of Commissioners were present: President Doug Emery and Vice President Raymond Gunning.
The following members of the Board of Commissioners were absent: Secretary/Treasurer Ron Emery (vacation).
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 17, 2025. 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:** Raymond Gunning made the motion to accept the December 20, 2024 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.
- Raymond Gunning made the motion to accept the 12/17/2024 to 1/13/2025 bills and the December 2024 Unaudited Financial Reports and seconded by Doug Emery. All in favor 2-0 per voice vote.
- CLOSED SESSION:** Raymond Gunning 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. Raymond Gunning – Yes; Ron Emery – Absent; 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:** Raymond Gunning made the motion to reconvene the open meeting at 8:05 a.m. and seconded by Doug Emery. Roll Call vote was taken. Raymond Gunning – Yes; Ron Emery – Absent; Doug Emery – Yes. Raymond Gunning 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 19, 2024 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 19, 2024 Closed Session Meeting Minutes and seconded by Doug Emery. All in favor 2-0 per voice vote. Raymond Gunning made the motion to approve Resolution 2025-0117 and seconded by Doug Emery. All were in favor 2-0 per voice vote. Resolution 2025-

0117, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all present Board Members effective January 17, 2025.

UNFINISHED BUSINESS:

2022 Bond Funds Blake Emery presented to the Board the list of remaining designated Bond Fund projects for 2022 Series Bonds. There is approximately \$10,000 remaining of undesignated funds. It was decided to go over all the projects in more in depth detail at the February Park Board Meeting. Jerry King is going to donate around \$15,000 towards shade structure at the outdoor fitness area. Cost of the structure is estimated to be around \$22,000 to \$25,000. Raymond Gunning made the motion to approve 2022 Bond Funds to cover the extra cost of the shade structure that is not purchased with the donation from Jerry King and seconded by Doug Emery. All in favor 2-0 per voice vote.

2025 Bond Funds Blake Emery presented to the Board that the 2025 Bond Funds were deposited into the bank account on January 7, 2025 and are available to be spent. Will discuss projects in detail at future meetings.

Park Survey Blake Emery presented to the Board he has not yet had a chance to meet with the city and surveyor due to the city having spent much effort on cleanup during and after the ice storm.

NEW BUSINESS:

OSHA Form 300A Blake Emery presented to the Board OSHA Form 300A – Summary of Work Related Injuries and Illnesses. There was 1 injury reported in 2024. 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 to be signed and filed with the Saline County Clerk's Election Office. Raymond Gunning did not need to fill out a form his form was delivered to him from another board that he is a member of.

2024 Pool Recap Blake Emery presented to the Board the 2024 Statement of Revenue and Expenditures for the Pool. Blake Emery is currently developing an agenda and scheduling a meeting with Pool Manager Melonie Motsinger for the upcoming 2025 Pool Season. Blake Emery will report back to the Board at the February 2025 meeting with a summary of the meeting with Melonie Motsinger. Raymond Gunning mentioned possibly having pool passes that cover

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:25 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.

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

Adjourn The Committee Meeting was adjourned at 8:26 a.m.

DIRECTOR REPORT:

Projects Projects were discussed as part of the Maintenance Report.

SYSA Blake Emery had a meeting with SYSA on January 13. There were meeting minutes prepared and those will be discussed at future board meeting.

Radio Auction Radio Auction will be February 15th.

Courthouse Blake Emery filed the following at the Saline County Courthouse:
Statement of Economic Interest Letter on 1/3/2025
FY2024 Audit on 12/20/2024
FY2024 Annual Financial Report on 12/20/2024
Revised Statement of Receipts and Disbursements on 12/20/2024

Newspaper The 2024 Park Board Meeting Schedule was published in the Harrisburg Register on 1/1/2025 and in the SI Dollar Saver on 12/31/2024. The FY2024 Audit Notice was published in the Harrisburg Register on 1/1/2025.

Worker's Comp Blake Emery prepared and submitted all forms for the 2024 Worker's Comp Audit.

Donation This was discussed as part of 2022 Bond Funds.

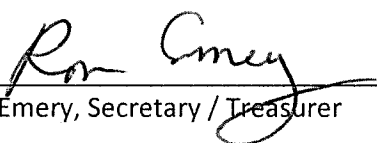
Training Blake Emery attended the following training: IMRF Authorized Agent Webinar on 1/15/2025.

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 21, 2025 at 8:00 a.m. at the Park District Community Room.

ADJOURNMENT Raymond Gunning moved to adjourn and seconded by Doug Emery. All in favor 2-0 per voice vote. The meeting adjourned at 8:55 a.m.



Ron Emery, Secretary / Treasurer

2/21/2025

Date Signed