

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JULY 19, 2024
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, Vice President Raymond Gunning, and Secretary/Treasurer Ron Emery.
- 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 July 19, 2024. There were no written comments received and there was no one from the public present on the teleconference call. There was no one physically present in attendance either.
- CONSENT AGENDA:** Ron Emery made the motion to accept the June 21, 2024 meeting minutes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 6/18/2024 to 7/15/2024 bills and the June 2024 Unaudited Financial Reports and seconded by Raymond Gunning. All in favor 3-0 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. Doug Emery – Yes; Ron Emery – Yes; Raymond Gunning – Yes.
- At 8:04 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 8:08 a.m. and seconded by Ron Emery. Roll Call vote was taken. Doug Emery – Yes; Ron Emery – Yes; Raymond Gunning – 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 January 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 January 19, 2024 Closed Session Meeting Minutes and seconded by Doug Emery. All in favor 3-0 per voice vote. Raymond Gunning made the motion to approve Resolution 2024-0719 and seconded by Doug Emery. All were in favor 3-0 per voice vote. Resolution 2024-0719, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all present Board Members effective July 19, 2024.

UNFINISHED BUSINESS:

- Bond Funds** Blake Emery presented the opportunity to discuss any Bond Fund Designations and future projects. There were no new projects or expenses discussed. 2025 Potential Bond Projects will be discussed at upcoming meetings.
- Property Survey** Blake Emery presented to the Board that Brown & Roberts is currently working on mapping the property and will provide the map for review once completed.
- Legence Bank** Blake Emery presented to the Board the Legence Bank Positive Pay Program. This item was tabled from the June 2024 Meeting. The cost of the program will be \$50 per month. Raymond Gunning made the motion to decline opting into the Legence Bank Positive Pay Program and seconded by Doug Emery. All in favor 3-0 per voice vote.

NEW BUSINESS:

- Appropriations** Blake Emery presented to the Board there are a few categories in the FY2024 Budget where spending has exceeded the appropriated amount and is seeking approval to amend the appropriations in those accounts. The accounts approved at the June 2024 Meeting were: General – Audit and Water/Sewer; Bond – 2019 Bond and 2022 Bond; Recreation – Wages Seasonal Labor; Insurance – Liability and Workers Comp; Pool – All expense accounts. The accounts discussed at the July 2024 Meeting include: Recreation – Program Expenses, all HYA Expenses, all SYSA Expenses. Raymond Gunning made the motion to approve amending the above mentioned appropriation amounts to make up any insufficiency and seconded by Ron Emery. All in favor 3-0 per voice vote.
- IMRF Audit** Blake Emery presented to the Board the ongoing IMRF Compliance Review and some initial findings. Blake Emery provided the Board with the Response Letter submitted to IMRF on July 2, 2024. Per the letter, Harrisburg Township Park District responded as follows: “Harrisburg Township Park District, starting immediately, will maintain records showing how much of the commingled cash balance in the Retirement Fund is attributed to the IMRF Levy vs the Social Security Levy. After reading the Finding comment that states, “IMRF tax levy proceeds are legally restricted to be used solely for IMRF employer contributions” – Harrisburg Township Park District, starting immediately, will no longer expense Salary from the IMRF levied funds.”
- On July 10, 2024, IMRF called and emailed Blake Emery and informed him that Harrisburg Township Park District must replenish any IMRF Funds that were used towards salary expenses (in the amount of \$154,038.00). Blake Emery distributed copies of the email.
- IMRF was asking that the starting balance be completely IMRF Funds and a zero balance for SS Funds. This was discussed and the Park Board disagreed with this request. Upon looking at the actual Revenue and Expenditures of Social Security over the 2013 to 2023 time period, it was determined that there was \$219,591.18 received in SS Levy and \$210,833.58 expensed during that time period. Harrisburg Township Park District is requesting that the starting fund for SS as of July 1, 2023 to be \$219,591.18 - \$210,833.58 = \$8,757.60. The entire June 30, 2013 Fund Balance of \$15,219.90 will be included in the IMRF Fund to establish the starting balance for tracking.
- Raymond Gunning made the motion to approve Appropriating and Spending \$65,000.00 from the PPRT Designated Fund balance and \$65,000.00 from the General Fund balance and \$24,038.00 from the Recreation Fund balance to fully replenish the \$154,038.00 to the IMRF Fund in one full payment effective with a July 1, 2024 transaction to correctly

establish the fund balance for the start of FY2025 and seconded by Ron Emery. All in favor 3-0 per voice vote.

Budget FY2025 Blake Emery presented to the Board that the Preliminary Fiscal Year July 2024 to June 2025 Budget and Appropriation Ordinance will be revised and represented at the August 16, 2024 Board Meeting. It will reflect any changes needed to address the IMRF Salary Expense as previously discussed.

Audit Blake Emery presented to the Board the Audit Engagement Letter for Meyer and Associates CPA, LLC to perform the FY 2024 Audit. Raymond Gunning made the motion to approve the Audit Engagement Letter and seconded by Ron Emery. All in favor 3-0 per voice vote. If additional Audit/AUP is needed for previous OSLAD and DCEO Grants then those will be discussed at future meetings.

Letter of Credit Blake Emery presented to the Board that he renewed the Letter of Credit with Legence Bank through 6/20/2025 for an amount of \$1,500,000.00.

Parillo Property Blake Emery presented to the Board that Peter Parillo reached out and would like to donate Parcel 06-2-501-10 (located behind Walmart) to the Park District if it would be beneficial to the park. Raymond Gunning made the motion to decline accepting the property donation from Peter Parillo and seconded by Doug Emery. All in favor 3-0 per voice vote. It was a very nice offer from Peter Parillo but the property does not have a purpose for the park.

HYA Naming Blake Emery presented to the Board the option to keep the "HYA" naming in the Park Financial Statements. HYA has officially dissolved. In terms of the Financial Statements it would be easiest to keep the HYA naming and separate tracking of the baseball/softball and flag football program as sub programs of the Recreation Fund. Blake Emery, out of respect for HYA and what they have done for our park, recommended to continue to use the HYA name when discussing the program and continue to use HYA on the ball jerseys just like the Kiwanis Logo is still used on the jerseys. Raymond Gunning made the motion to approve the use of the HYA Name in financials and on jerseys 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 9:11 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery and TA Sullivan. Absent: Jill Marvel

The IPRF Loss Control Service Letter was distributed. There were no recommendations from IPRF.

Blake Emery presented the option to purchase and use Outdoor AED Cases at recreation facilities. The cases require that user to call 911 to get an access code to use the AED. Blake Emery has reached out to Saline County EMA to see if this is something they would coordinate with the park. All were in favor of pursuing this opportunity.

There was no other new business discussed and there were no other new topics brought up for discussion by the committee.

Adjourn The Committee Meeting was adjourned at 9:21 a.m.

DIRECTOR REPORT:

Projects Projects were discussed as part of the Maintenance Report.

HYA / SYSA SYSA is finishing up registering for Fall Soccer. HYA has officially dissolved their organization effective June 30, 2024 with the Park District then taking over their programs. All left over money was donated to the Park District.

Pool A couple of the new overhead lights kept kicking a circuit breaker. It was decided to run an aerial line to those two lights to resolve the issue.

Ambulance Blake Emery presented that the old Ambulance Building on Shaw Street is still available. The asking price is \$150,000. It was discussed to setup a time to go look at the property with the owner.

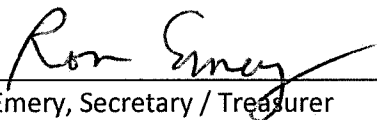
Training Blake Emery attended the following training: IPRF Incident Investigation Webinar on 7/16/2024; IDNR Amplifund Software OSLAD Grant Webinar on 7/17/2024.

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

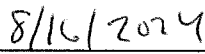
REPORTS Blake Emery presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS Blake Emery announced that the next regular board meeting is scheduled to be August 16, 2024 at 8:00 a.m. at the Park Office Community Room.

ADJOURNMENT Raymond Gunning moved to adjourn, seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:41 a.m.



Ron Emery, Secretary / Treasurer



Date Signed