

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 20, 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, Administrative Assistant Jill Marvel and Maintenance Director TA Sullivan

Park Staff Absent: None

Visitors Present: Kendall King – King Financial

**BOND SERIES 2024:** The President announced that a proposal had been received from Legence Bank, Eldorado, Illinois, for the purchase of the District's non-referendum general obligation park bonds to be issued by the District pursuant to Section 6-4 of the Park District Code for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, and that the Board of Park Commissioners would consider the adoption of an ordinance providing for the issue of said bonds and the levy of a direct annual tax to pay the principal and interest thereon. The President also summarized the pertinent terms of said proposal and said bonds, including the length of maturity, rate of interest, purchase price and tax levy for said bonds.

Whereupon Park Commissioner Doug Emery presented and the Secretary read by title Ordinance 2024-1220, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy.

Park Commissioner Raymond Gunning moved and Park Commissioner Doug Emery seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE:  
President Doug Emery, Vice President Raymond Gunning,  
Secretary/Treasurer Ron Emery

The following Park Commissioners voted NAY: none

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the Harrisburg Township Park District, Saline County, Illinois, which was done.

## **SPECIAL BUSINESS**

**Hiring Maint. Foreman** Blake Emery presented to the Board that three persons had been interviewed for the open second Maintenance Foreman Full Time position. Blake Emery and TA Sullivan interviewed the applicants and have a recommendation to present to the Board for hiring. Blake Emery asked the Board if they would like to have a second round of interviews with the Board Members present or if they would like to accept the recommendation from the Executive Director and Maintenance Director. All Board members were in agreement to trust the recommendation and they did not need to be a part of any additional interview. Blake Emery and TA Sullivan recommended hiring Jacob Mills as the second full time Maintenance Foreman, starting at an agreed upon date in January 2025, with a starting salary of \$50,400. Raymond Gunning made the motion to approve hiring Jacob Mills as the second full time Maintenance Foreman with a salary of \$50,400 and seconded by Doug Emery. All in favor 3-0 per voice vote.

Raymond Gunning needed to leave the Board Meeting at 8:15 AM to attend his grandson's school Christmas performance.

**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 December 20, 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 November 15, 2024 Regular Meeting minutes and the November 15, 2024 Public Hearing minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.

Ron Emery made the motion to accept the 11/12/2024 to 12/16/2024 bills and the November 2024 Unaudited Financial Reports and seconded by Doug Emery. All in favor 2-0 per voice vote.

**CLOSED SESSION:** There was no motion to enter into Closed Session.

## **UNFINISHED BUSINESS:**

**Bond Funds** Blake Emery presented the opportunity to discuss any Bond Fund Designations and future projects. It was discussed and agreed to install the flag poles near the tennis court by the Paul Emery Park sign.

**Survey** Blake Emery presented to the Board the updates on the survey of Paul Emery Park. Brown and Roberts will present the alley/road vacations to the City of Harrisburg. There will be a joint meeting in January to examine the vacation materials prior to it being presented to the city. Blake Emery met with lawyer Patrick Hunn to discuss the deed missing near Gibbs Field and is waiting to hear back from him on the next step.

## **NEW BUSINESS:**

**Annual Statement** Blake Emery presented to the Board the Revised Statement of Receipts and Disbursements for FY July 2023 through June 2024. There was a mistake in the amount of \$260 in receipts on the previously approved statement. Doug Emery made the motion to approve the Revised Statement of Receipts and Disbursements for FY July 2023 through June 2024 and seconded by Ron Emery. All in favor 2-0 per voice vote. The document was signed and will be submitted to the Saline County Clerk's Office.

FY 2024 Audit	<p>Blake Emery presented to the Board the FY2024 Audit performed by Meyer &amp; Associates, LLC dated December 18, 2024. The report states, "We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and aggregate remaining fund information of the Harrisburg Township Park District, Harrisburg, IL as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Harrisburg Township Park District's basic financial statements as listed in the table of contents. In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Harrisburg Township Park District, as of June 30, 2024, and the respective changes in modified cash basis financial position, and where applicable, cash flows thereof for the year then ended in accordance with the modified cash basis of accounting described in Note 1."</p> <p>Doug Emery made the motion to approve the FY2024 Audit and seconded by Ron Emery. All in favor 2-0 per voice vote. The Audit will be submitted with the FY2024 Annual Financial Report, filed with the County Clerk and placed on the park website. A notice will be put in the newspaper stating there was an audit prepared.</p>
FY 2024 AFR	<p>Blake Emery presented to the Board the FY2024 Annual Financial Report. The \$850,000.00 threshold requiring an audit was met and the approved Audit will be submitted with the AFR. Doug Emery made the motion to approve the Annual Financial Report for fiscal year ended June 30, 2024 and seconded by Ron Emery. All in favor 2-0 per voice vote. The Annual Financial Report will be submitted to the Comptroller, filed with the County Clerk and placed on the park website.</p>
2025 Board Meetings	<p>Blake Emery presented to the Board the 2024 Board Calendar of Monthly Meetings. At the November 15, 2024 Board Meeting, it was discussed to have the 2025 Board of Commissioners regularly scheduled meetings for the third Friday of each month at 8:00 a.m. at the Harrisburg Park Office Community Room. Blake Emery presented the printed document of the 2025 Board Meeting Schedule. Ron Emery made the motion to accept the 2025 Board Meeting Schedule and seconded by Doug Emery. All in favor 2-0 per voice vote. The 2025 Board Meeting Schedule document was signed and will be placed at the main Park District Office. The meeting dates, times, and location will be published in the Harrisburg Register and on the park district website.</p>
2025 Holidays	<p>Blake Emery presented to the Board the 2025 Park Holiday Schedule. Doug Emery made the motion to approve 2025 Park Holiday Schedule in accordance with the State of Illinois Central Management Service holiday schedule, with exceptions for Thanksgiving and Christmas and seconded by Ron Emery. All in favor 2-0 per voice vote. The schedule was signed and will be displayed at the main Park District Office and on the park district website.</p>
Risk Manual	<p>Blake Emery presented to the Board the Risk Management and Loss Control Manual for annual review. Revisions were made to include wording for the Recreation Director position that is anticipated to start in calendar year 2025. Doug Emery made the motion to approve the revisions to the Risk Management and Loss Control Manual and seconded by Ron Emery. All in favor 2-0 per voice vote.</p>
Employee Handbook	<p>Blake Emery presented to the Board the Employee Handbook for annual review. Revisions were made to Section 3-1 Classifications of Employment, 3-2 Work Hours, 4-1</p>

Holidays, and Appendix C1 Job Descriptions. Doug Emery made the motion to approve the revisions to the Employee Handbook and seconded by Ron Emery. All in favor 2-0 per voice vote.

#### Equipment Sale

Blake Emery presented to the Board a list of surplus equipment to sale pursuant to 70 ILCS 1205/8-22. The list includes i. 1998 Dodge Ram Pickup Truck, ii. 2003 Ford F250 Pickup Truck, iii. 2004 Kawasaki Mule, iv. 2009 Kawasaki 4010 Mule, v. Bush Hog, vi. Tiller. Maintenance Director TA Sullivan make an offer to purchase the Bush Hog and Tiller directly. Maintenance Foreman Ray Gould made an offer to purchase the Mule directly. Doug Emery made the motion to approve the conveyance of the Tiller and Bush Hog to TA Sullivan and the conveyance of the 2009 Kawasaki Mule to Ray Gould and to post for sale signs on the remaining equipment that are no longer useful to the park district and seconded by Ron Emery. All in favor 2-0 per voice vote.

#### **RISK COMMITTEE:**

##### Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:55 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

There was no unfinished business discussed and 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 8:56 a.m.

#### **DIRECTOR REPORT:**

##### Projects

Projects were discussed as part of the Maintenance Report.

##### SYSA

SYSA has requested a Meeting in January to discuss a variety of items for the upcoming year. An update will be provided at the January Park Board Meeting.

##### Radio Auction

The Radio Action is scheduled for February 15, 2025. Blake Emery passed out auction sheets for Board Members to help with obtaining items for the auction.

##### Bond Payment

Series 2022 Bond Principal and Interest Final Payment made on 12/16/2024.

##### Courthouse

Blake Emery filed Tax Levy Ordinance on 11/15/2024, Certificate of Compliance on 11/15/2024, and Statement of Receipts and Disbursements on 11/15/2024 at Saline County Courthouse.

##### Property Taxes

Received Tax Installment Payment #2 from Saline County.

##### Evaluation Forms

Blake Emery performed annual Employee Evaluations on 12/5/2024.

##### IMRF

Blake Emery had discussions with IMRF with making a payment towards reserves. It was previously approved in the FY2025 Budget to pay \$129,530.41 towards reserves.

##### IAPD Meeting

Blake Emery passed out the materials from IAPD regarding the Annual Meeting.

##### Donation

Blake Emery presented to the Board that Jerry King wants to make a financial donation towards a shade structure over the fitness court or possibly shade structure at the pool. Blake Emery will meet with Jerry King to discuss further.

##### Training

Blake Emery attended the following training: Corporate Transparency Act Webinar on 12/4/2024.

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

#### **REPORTS**

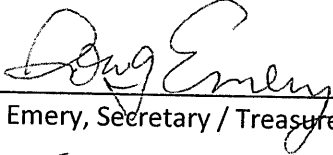
Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

**ANNOUNCEMENTS**

Blake Emery announced that the next regular board meeting is scheduled to be January 17, 2025 at 8:00 a.m. at the Park Office Community Room.

**ADJOURNMENT**

Ron Emery moved to adjourn, seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:25 a.m.



\_\_\_\_\_  
Ron Emery, Secretary / Treasurer

Doug Emery, President

1/17/2025

\_\_\_\_\_  
Date Signed