

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
FEBRUARY 16, 2024
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Mike Williams called the meeting to order at 8:00 a.m.
- ROLL CALL:** The following members of the Board of Commissioners were physically present: President Mike Williams, Vice President Doug Emery and Secretary/Treasurer Ron Emery.
- Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel and Maintenance Director TA Sullivan.
- 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 February 16, 2024. 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.
- SPECIAL BUSINESS:** Blake Emery presented the Termination of the Full Time Maintenance Worker Position Employee. There had been excessive tardiness/unexcused absence from work over the past year. The employee was offered help and given many chances to correct the problem. He was terminated on 1/25/2024. It was discussed and agreed not to fill this position but to use the budgeted money towards another part-time seasonal worker and towards the Recreation Department.
- CONSENT AGENDA:** Mike Williams made the motion to accept the January 19, 2024 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote. Ron Emery abstained as he was absent from the January Meeting.
- Ron Emery made the motion to accept the 1/16/2023 to 2/12/2024 bills and the January 2024 Unaudited Financial Reports and seconded by Mike Williams. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into closed session.
- UNFINISHED BUSINESS:**
- Bond Funds Blake Emery presented to the Board the list of remaining designated Bond Fund projects for 2022 Series Bonds. All previously approved Bond Projects were discussed. The possibility to provide a pickleball practice area with a hitting board outside of the pickleball courts was discussed as an additional project. Blake Emery will put together an estimate and plan and present this at the March Board Meeting.
- 2022 OSLAD Grant Blake Emery presented to the Board that the shade structures have been installed. IDNR visited on 2/15/2024 for the site inspection. Blake Emery has filed all paperwork to request reimbursement funds from the Grant. It was discussed and decided to open the playground once weather is nice in the next couple weeks and have the grand opening celebration of the playground at a later date and time to be determined.

DCEO Grant	Blake Emery presented to the Board that he received an email that the Grant Documents were accepted and there should be an official letter in the near future to close out the grant.
Recreation Dept.	Blake Emery presented the opportunity for the Board to discuss the development of a Recreation Department. Blake Emery will have more information to present at the March Board Meeting.
Lincoln St. Property	Blake Emery presented to the Board that he met with Patrick Hunn to discuss the deed. There was a miscommunication between Patrick and the representative of 2F Inc. Patrick was going to take care of this immediately.
NEW BUSINESS:	
Puslis Property	Blake Emery presented to the Board the potential to purchase the Puslis Property (north side of Pankey Branch) in Gaskins City. The lot is approximately 1.6 acres. The City of Harrisburg has given approval to develop the property into parking for the Gaskins City Complex and the ability to build a pedestrian bridge over Pankey Branch. They are just requesting a scope of the plan of work and an elevation view of the proposed bridge showing that it will not be at a lower elevation than the existing roadway bridge. Mike Williams made the motion to table this property until a known asking price is given from the seller and seconded by Ron Emery. All in favor 3-0 per voice vote.
Beardsley Property	Blake Emery presented to the Board the potential to revisit the purchase of the Beardsley Property (2 lots that have clean deeds – not the trailer lot) in Gaskins City. It was discussed and decided to set up a meeting with John Gunning and/or the City Council to discuss the trailer property and what our options are. The Park would like to reopen talks with Kathy Beardsley about the other two properties adjacent to the trailers as well.
Fulkerson Property	Blake Emery presented to the Board the potential to purchase 29 Herbert St (Fulkerson). This was tabled at the January 2024 Meeting. The Fulkersons are willing to start some discussions and will grant access for a property survey and home appraisal. Ron Emery made the motion to approve having an appraisal of the property and seconded by Mike Williams. All in favor 3-0 per voice vote.
IAPD Grants	Blake Emery presented to the Board that during the IAPD Conference in Chicago he attended a session on IDNR Grants. It was told during the session that during the last round of OSLAD they said the projects that got disqualified were almost all for 1 reason – they did not have adequate survey plats or deeds. Any Grant that the park would pursue in the future would fall into this situation as we do not have proper documentation of land ownership needed to be awarded a grant.
Park Survey	Blake Emery presented to the Board that he met with Brown & Roberts to discuss the potential to get an updated boundary survey of the park and what it would take to get all the proper deeds and plats and stake out property corners. Blake Emery stressed the importance of this and the need to keep this updated continually as property is purchased or sold by the park. Ron Emery made the motion to request a quote for the survey work and seconded by Mike Williams. All in favor 3-0 per voice vote.
Pool	Blake Emery presented to the Board that he and Jill Marvel met with Melonie Motsinger to discuss the upcoming pool season. There are not any significant changes being considered as things ran smoothly last year. Mike Williams made the motion to approve

increasing the Pool Manager paycheck by \$75 per check and seconded by Ron Emery. All in favor 3-0 per voice vote.

Paul Emery Donations Blake Emery presented to the Board there are currently \$885 in donations made in the memory of Paul Emery with another \$100 that has been verbally said it will be donated. Blake Emery made the recommendation to purchase and install a Flag Pole at the Park District Office in memory of Paul Emery or develop a flag and memorial area by the existing gazebo. It was discussed and decided to Table until the March Meeting.

Friends of Park Blake Emery presented to the Board that Martin Rowe has pursued a Friends of the Park Fund through the Southern Illinois Community Foundation (SICF). SICF would serve as a 501c to provide tax benefits to donors. A designated fund would be setup with a specific project or grant purpose in mind to fundraise towards. It was discussed and decided to Table until the March Meeting to allow more time to consider the options.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 9:46 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

Incident

There was an incident at the Basketball Court on 2/3/2024. A mom called about an incident where her son was body slammed at the Basketball Court and she had to take him to get examined. Blake Emery went through the video and could not find the exact incident. She was ok with that but just wanted us to be aware of this type of behavior going on there and for us to discuss some possible solutions. It was discussed and agreed upon that these issues do occasionally occur but are not a prominent problem. Unsupervised kids will have these issues and the Park does utilize the security camera system and it has cut down these types of incidents.

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

Adjourn

The Committee Meeting was adjourned at 9:50 a.m.

DIRECTOR REPORT:

Projects

Projects were discussed as part of the Maintenance Report.

HYA & SYSA

Radio Auction did extremely well. SYSA asked for the Park to pay part of the weed spraying at Soccer Complex. Blake Emery informed them there is no budget currently for that but facility maintenance budget could be considered as part of the Recreation Department in the future and he has asked for more details on what they plan annually needed for maintenance.

Soccer Flagpole is ready to be installed. There needs to be a ceremony once it is completed. It was decided to include this with the Playground Ceremony.

Courthouse

Blake Emery filed the following at the Saline County Courthouse:
Statement of Economic Interest Forms on 1/19/2024
Efficiency Report on 1/19/2024

Worker's Comp

Still waiting on the Annual Audit to be returned.

Pool Blake Emery and Jill Marvel met with Melonie Motsinger on 2/5/24 to discuss the upcoming pool season.

IAPD Received 2024 Membership Plaque and Membership Cards.

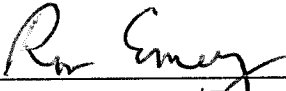
Training IMRF Webinar Authorized Agent Workshop 2/14/2024; IDHR FOIA Annual Training 2/5/2024; IDHR OMA Annual Training 2/5/2024; IDHR Mandated Reporter Training 2/5/2024; IDHR COVID-19 Annual Training 2/6/2024; IDHR Sexual Harassment Training 2/6/2024; IPRF OSHA Electronic Recording Webinar 1/23/2024.

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 March 15, 2024 at 8:00 a.m.

ADJOURNMENT Mike Williams moved to adjourn and seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:57 a.m.



Ron Emery, Secretary / Treasurer

Date Signed