

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
APRIL 19, 2024
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** Vice President Doug Emery called the meeting to order at 8:00 a.m.
- ROLL CALL:** The following members of the Board of Commissioners were physically present: 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: Raymond Gunning
- SPECIAL BUSINESS:** Blake Emery announced that the Harrisburg Township Park District (HTPD) has a Vacancy for one Board of Commissioner due to the resignation of President Mike Williams as he is moving out of the District. Vacancies shall be filled by appointment by a majority of the remaining members of the board. Any person so appointed shall hold his or her office until the next regular election for this office (2025), at which a member shall be elected to fill the vacancy for the unexpired term.
- Appointment** Ron Emery made the motion to approve appointing Raymond Gunning to fill the vacancy mentioned and seconded by Doug Emery. Motion passed 2-0.
- Oath of Office** Board Secretary/Treasurer Ron Emery administered the Oath of Office for Raymond Gunning and both signed the Oath of Office and it became effective April 19, 2024.
- Officers** Ron Emery made the motion of officers as follows: Doug Emery – President, Raymond Gunning – Vice President, and Ron Emery – Secretary/Treasurer and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Training** Blake Emery provided Raymond Gunning a Statement of Economic Interest Form. Blake Emery will submit it to the County Clerk. Raymond Gunning provided a copy of his most recent Open Meetings Act Training certificate.
- Orientation** Blake Emery presented to the Board the IAPD Serving on a Park District Board document and the Harrisburg Park Board Member Responsibilities Resolution. These are just helpful documents for Board Members to review.
- 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 April 19, 2024. There was one 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 with a comment. Blake Emery read aloud the written comment from Robert Baumann of Atlanta, GA regarding his compliments on the park during his visit for the Eclipse.
- CONSENT AGENDA:** Raymond Gunning made the motion to approve the March 15, 2024 meeting minutes and seconded by Ron Emery. All in favor 3-0 per voice vote.

Ron Emery made the motion to accept the 3/12/2024 to 4/15/2024 bills and the March 2024 Unaudited Financial Reports and seconded by Raymond Gunning. 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 some Bond Fund projects for the 2022 Series Bonds. Fence at Pickleball/Basketball – Cost would be around \$5,500.00. It was discussed to use the temporary fence for the time being and see how it works instead of drilling permanent fence holes into the court surface.

Flagpole Area near Gazebo – It was previously discussed to develop a flag pole area with the designated funds from the Paul Emery Memorial Donations. It was suggested to have a military flag pole set surrounding a US Flag and IL State Flag near the Gazebo landscaped area. Raymond Gunning made the motion to approve using the designated money from the Paul Emery Memorial and Bond Funds to install a Flag Pole area near the Gazebo and seconded by Ron Emery. All in favor 3-0 per voice vote.

Picnic Table – Cost would be around \$5000. We are needing to replace/repair some worn out picnic tables throughout the park. We could put new steel picnic tables in Baker Shelter and then move those wooden tables somewhere else. The plan would be to start transitioning to steel tables in the shelters and transitioning out the wooden tables. Ron Gunning made the motion to approve additional Bond Funds for Steel Picnic Tables and seconded by Ron Emery. All in favor 3-0 per voice vote.

Recreation Dept.

Blake Emery presented the opportunity for the Board to discuss the development of a Recreation Department. Blake Emery is planning to meet with someone from SIU's Recreation Professions Program to discuss the job description we are looking at for our Recreation Director and if it is something they feel needs an experienced person or if an inexperienced new graduate could handle it. The plan is to start working on a preliminary Recreation Department Budget and determine if and when a Recreation Director could be hired.

Lincoln St. Property

Blake Emery presented to the Board there are no updates on obtaining the deed for the remaining Lincoln St property. Blake Emery will continue to push and pursue this.

Puslis Property

Blake Emery presented to the Board that a contract was signed for \$1,000.00 and is being worked on by the Title Company. Still waiting on a closing date.

Beardsley Property

Blake Emery presented to the Board that a contract was signed for \$15,000.00 and is being worked on by the Title Company. Still waiting on a closing date.

Fulkerson Property

Blake Emery presented to the Board that a verbal agreement of \$100,000.00 was reached with the Fulkersons. The only request to the contract that was presented to them is that a \$5,000.00 Binder Deposit be given to them. Raymond Gunning made the motion to approve adding the \$5,000.00 Binder Deposit to the formal purchase contract and seconded by Doug Emery. All in favor 3-0 per voice vote.

Park Survey Blake Emery presented to the Board that Brown & Roberts is starting the deed research and developing a boundary map of Paul Emery Park. The park will need to negotiate a price once it is determined exactly what we want to be physically staked.

Paul Emery Donations Blake Emery presented to the Board there are currently \$1,010.00 in donations made in the memory of Paul Emery. This topic was discussed earlier in the meeting during the Bond Funds agenda item.

NEW BUSINESS:

Disc Golf Blake Emery presented to the Board that he was approached by Chris Woods about having a Disc Golf Course in the Park. Chris Woods feels he can get the money donated to purchase the baskets and signage needed. He thinks starting with a 9 hole course would be a good start with the possibility of expanding to 18 holes. Blake Emery put together a potential course layout that could be fine tuned if we decide to proceed. It was discussed and decided to ask Chris Woods to come present something formal to the Board. Blake Emery will reach out to him.

IAPD Updates Blake Emery presented the Board the list of IAPD Legislative Updates for their review and informational purposes.

RISK COMMITTEE:

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

Newsletter Blake Emery distributed the IPRF Newsletter.
There were no other new topics brought up for discussion by the committee.

Adjourn The Committee Meeting was adjourned at 8:57 a.m.

DIRECTOR REPORT:

Projects Projects were discussed as part of the Maintenance Report.

HYA & SYSA SYSA is in control of their own finances now and Spring Travel Season has started. The \$14,532.93 that SYSA initially put into the Park Bank Account has been fully returned to SYSA and deposited into their new bank account. HYA purchased 13 light poles for Gaskins City and purchased Turface to recondition the fields. Kiwanis presented the check to HYA from the Radio Auction in the amount of \$14,343.64.

Electricity Blake Emery presented that the current electricity contract with IGS is up for renewal in September. Previously a 3 year contract had a better rate but this time around a one year contract has the best rate. Blake Emery is seeking rates from other companies as well for comparison.

Legislative Conference Blake Emery will be attending the IAPD Legislative Conference in Springfield on May 8th.

Tobacco Conference Blake Emery will be a presenter at the Tobacco Free Summit at John A. Logan on April 23rd to discuss Smoke-Free Ordinances in Parks.

Training Unite Us End User Webinar Training 4/2/2024; Unite Us Referral Training Webinar on 4/3/2024.

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

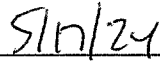
REPORTS Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS Blake Emery announced that the next regular board meeting is scheduled to be May 17, 2024 at 8:00 a.m.

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



Ron Emery, Secretary / Treasurer



Date Signed