

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 16, 2022  
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Richard Rumsey called the meeting to order at 8:00 a.m.
- ROLL CALL:** The following members of the Board of Commissioners were physically present: President Richard Rumsey, Vice President Doug Emery, and Secretary/Treasurer Mike Williams.
- Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel, and Maintenance Director TA Sullivan
- Visitors Present: Scott Segler
- 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 21, 2022. There were no written comments received and there was no one from the public present on the teleconference call. No one present had any comments.
- BID OPENINGS:**
- OSLAD Sidewalk** Blake Emery announced that there had been noticed placed in Harrisburg Register, Park Website, and at the Park Office to receive bids for the OSLAD Grant Bill Rice Memorial Soccer Complex Accessible Walking Path/Sidewalk Addition. Bid Packets were obtained by Segler Concrete Finishing and Evrard Company. There was one bid turned in. The bids were publicly opened and read aloud. The Bid from Segler Concrete Finishing was for the amount of \$99,530.00. The bid fell above the estimated cost of the approved OSLAD Grant Application. The estimated cost in the Application was prepared in September of 2021 and prices have increased significantly since then. Mike Williams made the motion to approve awarding the Bill Rice Memorial Soccer Complex Accessible Walking Path/Sidewalk Addition project to Segler Concrete Finishing and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- OSLAD Playground** Blake Emery announced that there had been noticed placed in Harrisburg Register, Park Website, and at the Park Office to receive bids for the OSLAD Grant Bill Rice Memorial Soccer Complex Playground Equipment & Surfacing. Bid Packets were obtained by PlayPower LT Farmington, Hutchinson Recreation, Play & Park Structures, and SynLawn. There was one bid turned in. The bid was publicly opened and read aloud. The Bid from PlayPower LT Farmington was for the amount of \$339,994.95. The lowest bid fell within the estimated cost of the approved OSLAD Grant Application. Mike Williams made the motion to approve awarding the Bill Rice Memorial Soccer Complex Playground Equipment & Surfacing project to PlayPower LT Farmington and seconded by Richard Rumsey. All in favor 3-0 per voice vote.
- Bleachers** Blake Emery announced that the cost of the bleachers for the OSLAD Grant improvements to Bill Rice Memorial Soccer Complex will be under the Bid Limit of \$30,000.00. Blake Emery did receive quotes from the following companies for a set of 5 rows and 27 feet long ADA Accessible Bleachers: BSN Sports - \$10,617.00; BuiltRite Bleachers - \$13,403.66; and The Park and Facilities Catalog - \$12,231.00. Mike Williams made the motion to

approve purchasing the bleachers from BSN Sports and seconded by Doug Emery. All in favor 3-0 per voice vote.

**Additional Funds** Blake Emery announced that since the Concrete Bid came in over budget and there is a need to discuss approval of additional funds. It was discussed to designate additional 2022 Bond Funds if needed to cover the overage in the Concrete costs. Mike Williams made the motion to approve additional 2022 Bond Funds, as needed, to cover extra expense of the concrete walking path and seconded by Doug Emery. All in favor 3-0 per voice vote.

**CONSENT AGENDA:** Mike Williams made the motion to accept the November 18, 2022 meeting minutes and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

Mike Williams made the motion to accept the 11/18/2022 to 12/15/2022 bills and the November 2022 Unaudited Financial Reports and seconded by Richard Rumsey. All in favor 3-0 per voice vote.

**CLOSED SESSION:** There was no motion to enter into Closed Session. Blake Emery announced that in January there would be the required semi-annual closed session.

**UNFINISHED BUSINESS:**

**COVID-19** Blake Emery presented to the Board the current available information regarding COVID-19. There were no updates. Blake Emery opened the meeting for discussion on any facilities that we need the current policy/decisions revisited. There was nothing further discussed.

**Bond Funds** Blake Emery presented the opportunity to discuss any Bond Fund Designations and future projects. Rubber mulch was installed in the TotLot earlier this year and it has worked out great. Blake Emery and TA Sullivan would like to consider replacing all the wood mulch with the rubber mulch. Richard Rumsey made the motion to approve designating the remainder of the 2019 Bond Funds for rubber mulch at the playgrounds and seconded by Mike Williams. All in favor 3-0 per voice vote. Richard Rumsey made the motion to approve designating additional 2022 Bond Funds in the amount of \$32,000.00 for rubber mulch at the playgrounds and seconded by Mike Williams. All in favor 3-0 per voice vote.

**OSLAD 2022** Blake Emery presented to the Board he opened an interest bearing account with Legence Bank that is dedicated for OSLAD Funds. Blake Emery presented to the Board he obtained an increased Letter of Credit to cover the additional funds that will be in the OSLAD account.

**OSLAD 2023** Blake Emery presented to the Board he checked in on the status of the 2023 OSLAD Grant Application and they were anticipating announcing the recipients in mid/late December.

**DCEO Grant** Blake Emery presented to the Board that he continues to follow up on the DCEO Skatepark Grant and they informed him it would be an additional two months at least for review of the application.

**FY2022 Audit** Blake Emery presented to the Board the FY2022 Audit performed by Hudgens & Meyer, LLC. 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, 2022, 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, 2022, 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." Mike Williams made the motion to approve the FY2022 Audit and seconded by Doug Emery. Motion passed 2-0 per voice vote. Richard Rumsey abstained as he stated he did not want to give an opinion on something he didn't fully understand. The Audit will be submitted with the FY202 Annual Financial Report, filed with the County Clerk and placed on the park website. A notice will be put in the paper stating there was an audit prepared.

#### FY2022 AFR

Blake Emery presented to the Board the FY2022 Annual Financial Report. The total revenue for the year was \$1,027,287.00. The \$850,000.00 threshold requiring an audit was met and the approved Audit will be submitted with the AFR. Mike Williams made the motion to approve the Annual Financial Report for fiscal year ended June 30, 2022 and seconded by Doug Emery. All in favor 3-0 per voice vote. The Annual Financial Report will be submitted to the Comptroller, filed with the County Clerk and placed on the park website.

#### **NEW BUSINESS:**

##### 2023 Board Meetings

Blake Emery presented to the Board the 2023 Board Calendar of Monthly Meetings. At the November 18, 2022 Board Meeting, it was discussed to have the 2023 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 2023 Board Meeting Schedule. Mike Williams made the motion to accept the 2023 Board Meeting Schedule and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The 2023 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 SI Dollar Saver and Harrisburg Register and on the park district website.

##### 2023 Holidays

Blake Emery presented to the Board the 2023 Park Holiday Schedule. Mike Williams made the motion to approve 2023 Park Holiday Schedule in accordance with the State of Illinois Central Management Service holiday schedule, with exceptions for Thanksgiving and Christmas and seconded by Richard Rumsey. All in favor 3-0 per voice vote. The schedule was signed and will be displayed at the main Park District Office and on the park district website.

#### **RISK COMMITTEE:**

##### Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 9:01 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

Blake Emery did bring up that he is having difficulty finding a company to come and inspect the light pole integrity at the ball fields. This is still priority and he hopes to be in touch with some local companies in the coming weeks. Blake Emery distributed the 2023 IPRF Grant Award. Harrisburg Township Park District will receive \$1,289 for year 2023. No additional items of safety concern were brought up for discussion.

Adjourn The Committee Meeting was adjourned at 9:01 a.m.

**DIRECTOR REPORT:**

Projects Projects were discussed as part of the Maintenance Report.

HYA & SYSA HYA and SYSA were discussed as part of the Recreation Report.

Bond Payment Series 2022 Bond Principal and Interest Payment #1 to Legence Bank in the amount of \$ 201,457.83 on 12/7/2022.

Courthouse Filed Tax Levy Ordinance on 11/18/2022; Filed Certificate of Compliance on 11/18/2022; Filed Statement of Receipts and Disbursements on 11/18/2022.

Newspaper Published Statement of Receipts and Disbursements on 11/23/2022.

Property Taxes Have received Installment Payment #2 from Saline County.

Insurance Claim Wind damage claim for Gaskins City Complex – Have received claim check and starting to get the work/items ordered for repairs to the light pole and batting cage.

Local Records Received Local Records Disposal Certificate on 12/9/2022.

CPRP Blake Emery submitted an application to be considered to take the Certified Park and Recreation Profession (CPRP) Exam. Blake Emery will schedule and take the Exam in 2023.

2023 Election Blake Emery reminded the Board that the last day for Candidates for the office of Park Board of Commissioners to file nominating papers is December 19, 2022 by 5:00 PM and that Candidate Packets are available to be picked up at the Park Office if desired.

Employee Evaluation Blake Emery held annual Employee Meeting and performed Annual Employee Evaluations on 12/1/2022.

Training The Executive Director attended the following training opportunities: IPRF Personal Protective Equipment Training Webinar 11/22/2022; IPRF New Employee Orientation Training Webinar 11/29/2022; IPRF Accident Investigation Training Webinar 12/15/2022; IPARKS Verbal Judo Training Webinar 11/29/2022; and IAPD Racial Equity, Diversity, and Inclusion Training Webinar 12/14/2022

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 20, 2023 at 8:00 a.m. at the Park Office Community Room. All were ok with the meeting date and time.

**ADJOURNMENT** Richard Rumsey moved to adjourn, seconded by Doug Emery. All in favor 3-0. The meeting adjourned at 9:21 a.m.

  
 Michael Williams, Secretary / Treasurer

1-20-2023  
 Date Signed