

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
FEBRUARY 21, 2025
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.
The following members of the Board of Commissioners were absent: None
Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel and Maintenance Director TA Sullivan.
Park Staff Absent: 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 21, 2025. 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.

Visitors Present: None
- BID OPENING:** Blake Emery announced a bid notice had been posted for a new park maintenance truck. Ron Emery made the motion to approve the taking of bids for the New Truck for Maintenance Department and seconded by Raymond Gunning. All in favor 3-0 per voice vote. Sealed bids were received from Jim Hayes, Inc. The bid amount from Jim Hayes, Inc. was \$45,320.00. for a 2025 Ford F250 4x2 Supercab Truck. Raymond Gunning made the motion to approve accepting the Bid from Jim Hayes, Inc. and seconded by Ron Emery. All in favor 3-0 per voice vote.
- CONSENT AGENDA:** Raymond Gunning made the motion to accept the January 17, 2025 meeting minutes and seconded by Doug Emery. Ron Emery abstained as he was absent from the January Meeting. All in favor 2-0 per voice vote.

Raymond Gunning made the motion to accept the 1/14/2025 to 2/17/2025 bills and the January 2025 Unaudited Financial Reports and seconded by Doug Emery. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into Closed Session.
- UNFINISHED BUSINESS:**
- 2022 Bond Funds Blake Emery presented to the Board the list of remaining designated Bond Fund projects for 2022 Series Bonds. The current list of projects to finish out the 2022 Bond was discussed and prioritized.
- 2025 Bond Funds Blake Emery presented to the Board the list of 2025 Bond Fund Projects. Blake Emery presented the potential to purchase a 65 ft JLG Manlift. After discussion it was decided not to pursue the manlift and no motion was made.

Park Survey	Blake Emery presented to the Board the City of Harrisburg would like to meet the week of March 10th to discuss the alley and street vacations.
Fulkerson Property	Blake Emery presented to the Board that the Fulkerson's requested to close early on the property and it was completed on February 12, 2025. They anticipate vacating the property by early April.
Beardsley Lots	Blake Emery presented to the Board that he has received Tax Deed to the land and paperwork for the trailer on the Beardsley Lot in Gaskins City. The trailers can now be demolished on site. Waiting on conveyance from City of Harrisburg for the second trailer.
Pool Updates	Blake Emery presented to the Board that he met with Pool Manager Melonie Motsinger for their annual meeting. Together they agree that this year they want to shift the schedule around to try to maximize use of the lifeguards. There are many 15 year olds who want to pursue being a lifeguard this year and after discussion the Park Board agreed to allow up to two 15 year olds working a shift at a time. The Board agrees to trust the judgement of the Executive Director and Pool Manager to utilize the pool and lifeguards to the best benefit possible. It was decided to look into a Family Pass for the 2025 Season.
Surplus Equipment	Blake Emery presented to the Board a list of surplus equipment to sale pursuant to 70 ILCS 1205/8-22. The list includes the previously discussed 2004 Kawasaki Mule. Raymond Gunning the motion to approve the conveyance of the 2004 Kawasaki Mule to IBSA Disaster Relief as it is no longer useful to the park district and seconded by Ron Emery. All in favor 3-0 per voice vote.
NEW BUSINESS:	
IAPD Updates	Blake Emery presented to the Board IHSA Legislative update regarding the need to have a 21 year old present at all times when underage workers are present. The law was finalized to say a 21 year old must be on call if underage workers are present.
Weather Alert System	Blake Emery presented the Weather Alert System Procedures Document. Raymond Gunning made the motion to approve the Weather Alert System Procedures Document and seconded by Doug Emery. All in favor 3-0 per voice vote.
Job Openings	Blake Emery presented to the Board several employment items. First, Blake Emery made mention of the need to pursue the Recreation Director position and the positive impact having a dedicated person for that role will have. Blake Emery made the recommendation to move Jill Marvel from the Administrative Assistant position into the Recreation Director role. She has shown the ability needed to make this transition. Raymond Gunning made the motion to approve Jill Marvel as the new Recreation Director withing the approved salary range effective by April 1 and seconded by Doug Emery. All in favor 3-0 per voice vote. Blake Emery also expressed the need to fill the Recreation Seasonal/Part Time Role at Gaskins City this spring. It would include opening up concession and facilities and being present during all games and would be approximate hours of 5:00 PM to 9:00 PM on Monday, Tuesday, Thursday, and Friday. Ron Emery made the motion to approve the job description for Recreation Seasonal / Part Time and to pursue hiring for the position and seconded by Raymond Gunning. All in favor 3-0 per voice vote. Blake Emery made note that transitioning Jill Marvel from Administrative Assistant to Recreation Director would open up the Administrative Assistant position. It was discussed whether to make this a full time position or part time position. Raymond Gunning made the motion to advertise the Administrative Assistant opening as a full time position 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 9:42 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

Blake Emery distributed the IPARKS Winter newsletter and the IPRF Newsletter.

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

Adjourn The Committee Meeting was adjourned at 9:46 a.m.

DIRECTOR REPORT:

Projects Projects were discussed as part of the Maintenance Report.

SYSA No updates on SYSA at this time.

Radio Auction Radio Auction was February 15 and was successful. Final numbers to come.

Courthouse Blake Emery filed the following at the Saline County Courthouse:
Statement of Economic Interest Forms on 1/17/2025

Newspaper The 2024 Park Board Meeting Schedule was published in the Harrisburg Register on 1/1/2025 and in the SI Dollar Saver on 12/31/2024. The FY2024 Audit Notice was published in the Harrisburg Register on 1/1/2025.

Worker's Comp Still waiting on the findings of the Audit.

Pool Meeting Annual Meeting with Pool Manager as on 1/27/2025. Paul Jones made donation to purchase shade structure and pool lounge chairs.

Email Executive Director email was hacked and has been resolved.

Car Show Saline County Car Club would like to have a Car Show Memorial Day Weekend. It was decided to let the utilize Maple Shelter and the parking lot in that area.

IPARKS Met with Nathan Ashby of FSB Insurance for annual renewal of IPARKS. IPARKS is switching renewal date to January starting next year.

IAPD Received the 2025 IAPD Membership Plaque and Membership Cards.

Training Blake Emery attended the following training: IAPD Soaring to New Heights Conference Chicago on 1/23 to 1/25/25, IDHR FOIA Annual Training on 2/4/25, IDHR OMA Annual Training on 2/4/25, IDHR Mandated Reporter Training on 2/3/25, IDHR Sexual Harassment Training on 2/3/25, IPRF OSHA Electronic Recording Webinar on 1/28/25.

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

REPORTS

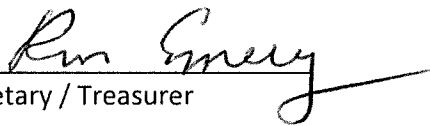
Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

Blake Emery announced that the next regular board meeting is scheduled to be March 21, 2025 at 8:00 a.m. at the Park District Community Room.

ADJOURNMENT

Raymond Gunning moved to adjourn and seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 10:02 a.m.

A handwritten signature in cursive script, appearing to read "Ron Emery", written over a horizontal line.

Ron Emery, Secretary / Treasurer

3/21/2025

Date Signed