

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
MAY 17, 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 physically 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.
- Visitors Present: Chris Woods
- SPECIAL PRESENTATION:**
- Disc Golf Blake Emery announced that Chris Woods was present to give a presentation on Disc Golf. Chris Woods explained what Disc Golf is and how he anticipated to fundraise to install a course. A sample course layout was provided to the Board.
- Raymond Gunning made the motion to approve moving forward with fundraising to install a 9 Hole Disc Golf Course in Paul Emery Park and seconded by Ron Emery. All in favor 3-0 per voice vote.
- 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 May 17, 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 with a comment.
- CONSENT AGENDA:** Ron Emery made the motion to approve the April 19, 2024 meeting minutes and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 4/16/2024 to 5/13/2024 bills and the April 2024 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:**
- Bond Funds Blake Emery presented to the Board the opportunity to discuss any Bond Fund projects. There was no discussion.
- Recreation Dept. Blake Emery presented the opportunity for the Board to discuss the development of a Recreation Department. Blake Emery met with Alissa Hollmann from SIU's Recreation Professions Program to discuss the job description we are looking at for our Recreation Director and if it is something she felt needs an experienced person or if an inexperienced new graduate could handle it. It was discussed that the salary range the park has already approved and the potential job description is something that would fit with someone with

little to no experience. The plan is to start working on a preliminary Recreation Department Budget.

Lincoln St. Property Blake Emery presented to the Board that his scheduled meeting with Patrick Hunn on May 13 to open discussions again was canceled and he is trying to get it rescheduled.

Puslis Property Blake Emery presented to the Board that this property has been closed on and deed and title insurance have been received. Blake Emery filed the Tax Exempt forms at the courthouse.

Beardsley Property Blake Emery presented to the Board that this property has been closed on and deed and title insurance have been received. Blake Emery filed the Tax Exempt forms at the courthouse.

Fulkerson Property Blake Emery presented to the Board that the Fulkerson's have signed a contract. The park has paid them the \$5,000.00 Binder. The plan is to close on this property in March 2025.

Park Survey Blake Emery presented to the Board there are no updates at this time.

**NEW BUSINESS:**

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

Electricity Contract Blake Emery presented to the Board the current state of electricity/energy providers and the trending prices. It was discussed and agreed to pursue a 3 year contract rate. Raymond Gunning made the motion to approve a 3 year contract with IGS Energy and seconded by Ron Emery. All in favor 3-0 per voice vote.

**RISK COMMITTEE:**

Roll Call The Risk Management & Loss Control Committee Meeting was called to order at 8:47 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

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

Adjourn The Committee Meeting was adjourned at 8:48 a.m.

**DIRECTOR REPORT:**

Projects Projects were discussed as part of the Maintenance Report.

HYA & SYSA No updates at this time.

Legislative Conference Blake Emery attended the IAPD Legislative Conference in Springfield on May 8<sup>th</sup>.

Tobacco Conference Blake Emery was a presenter at the Tobacco Free Summit at John A. Logan on April 23<sup>rd</sup> to discuss Smoke-Free Ordinances in Parks.

SAM Blake Emery performed the System for Award Management (SAM) annual renewal process to be eligible for various grants.

IPARKS Blake Emery met with Nathan Ashby of FSB Insurance to renew the IPARKS insurance.

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.

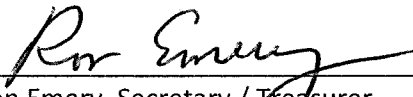
A new dance class is being considered depending on availability of the Community Room and administration costs. Ron Emery asked about the temporary fence at the Pickleball Courts and it was decided to try this out by installing some permanent posts to tie the temporary fence into. Ron Emery asked about Motorized Bikes/Scooters on the walking path and this topic will be discussed at a future meeting.

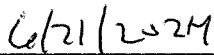
**ANNOUNCEMENTS**

Blake Emery announced that the next regular board meeting is scheduled to be June 21, 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 9:22 a.m.

  
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Ron Emery, Secretary / Treasurer

  
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Date Signed