

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JUNE 16, 2023
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 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 June 16, 2023. There were no written comments received and there was no one from the public present on the teleconference call. There was no one physically present in attendance either.
- CONSENT AGENDA:** Mike Williams made the motion to accept the May 19, 2023 meeting minutes and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 5/19/2023 to 6/15/2023 bills and the May 2023 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 the opportunity to discuss any Bond Fund Designations and future projects. Nothing was discussed.
- Centerfield Lights Blake Emery presented to the Board that the pole replacement will start at the end of the month. Work has already begun to start disconnecting the electrical.
- 2022 OSLAD Grant Blake Emery presented to the Board that the bleachers are being installed currently and the playground equipment is on schedule to be delivered in September.
- DCEO Skatepark Grant Blake Emery presented to the Board that he received the executed Grant Agreement. Grant dates are 4/1/23 to 3/31/24 and we will be reimbursed upon completion of the work. Blake Emery is moving forward with getting equipment ordered and construction started. Blake Emery presented the Purchasing Policy for review prior to formal approval at the July Board Meeting.
- Lincoln St Survey Blake Emery presented to the Board that Brown & Roberts completed the survey plat. The park still needs to get a deed for the 2F Inc properties and setup a meeting with the Park District Attorney to move forward. The park also will need to request the City to vacate the alley and obtain any easements required.

819 & 823 W. Lincoln Blake Emery presented to the Board the closing date for the 819 W Lincoln property is Wednesday, June 21st. Blake Emery will then reach out to the property owner of 823 W Lincoln upon successful purchase of 819 W Lincoln.

IAPD Updates Blake Emery presented to the Board the list of IAPD Legislative updates for their review.

NEW BUSINESS:

Pool Debt Blake Emery presented to the Board that he is seeking approval to transfer money from the General Fund to the Pool Fund to cover Fiscal Year 2023 debt of the Pool Account, if needed. The exact revenue and expenditures for the pool will not be known until the end of June. The Pool Fund cannot be negative at the end of the fiscal year and we must borrow from another account if it is. It is hoped that the pool will come close to breaking even, but if not, then a transfer has to be made. Mike Williams made the motion to approve transferring any needed money from the General Fund to the Pool Fund to cover any Fiscal Year 2023 debt in the Pool Fund and seconded by Ron Emery. All in favor 3-0 per voice vote.

PPRT Funds Blake Emery presented to the Board to transfer the excess/unused Personal Property Replacement Funds into the Designated PPRT Fund that was setup last year. They budget did not require use of these funds and would like to move them into the designated fund towards a recreation improvement project. Ron Emery made the motion to approve transferring the excess/unused Personal Property Replacement Funds into the designated PPRT Fund and seconded by Mike Williams. All in favor 3-0 per voice vote.

Appropriation Blake Emery presented to the Board there are a few categories in the Budget where spending has exceeded the appropriated amount and is seeking approval to amend the appropriations in those accounts. The accounts are: General – Museum and Water/Sewer; Bond – 2019 Bond and 2022 Bond; Insurance – Liability; OSLAD – 2022 OSLAD; Pool – All expense accounts. Ron Emery made the motion to approve amending the appropriation amounts to make up any insufficiency and seconded by Mike Williams. All in favor 3-0 per voice vote.

Budget FY2023 Blake Emery presented to the Board the Preliminary Fiscal Year July 2023 to June 2024 Budget and Appropriation Ordinance. At the conclusion of the meeting the Preliminary Budget & Appropriation Ordinance will be made available at the park office and on its website for public inspection for a minimum of 30 days. The public hearing will be held at a later date prior to formal acceptance of the Budget and Appropriation Ordinance. Mike Williams made the motion to approve the Preliminary Budget and Appropriation Ordinance and to make it available for public inspection prior to final approval and seconded by Ron Emery. All in favor 3-0 per voice vote.

Resolution 2022-0617 Blake Emery presented to the Board Resolution 2022-0617 Resolution Establishing Salary Schedule for annual review. There were no changes desired for the Resolution.

Salaries FY2023 Blake Emery presented to the Board proposed staff salaries for Fiscal Year July 2023 to June 2024. Mike Williams made the motion to approve the presented July 2023 to June 2024 salaries and start paying the rates in July 2023 and seconded by Ron Emery. All in favor 3-0 per voice vote.

700 W South St Blake Emery presented to the Board that Sondra Ellison reached out asking if the park was interested in additional properties. 700 W. South St is on the other side of Capital St diagonal from the park pool. Sondra Ellison would be interested in donating this property

if the park would develop it with a shelter and put her family name on it. She thinks a shelter that is somewhat secluded from the park activities would be beneficial. This topic was discussed and there were no recommendations to pursue this property. Ron Emery made the motion to not pursue the property at 700 W South St with the requirement to construct a shelter and seconded by Mike Williams. All in favor 3-0 per voice vote.

Resolution 2023-0616 Blake Emery presented to the Board Resolution 2023-0616 Resolution Establishing System for Award Management (SAM) Entity Administration. Per the SAM renewal process, a letter designating administrator is required. Mike Williams made the motion to approve Resolution 2023-0616 Resolution Establishing System for Award Management (SAM) Entity Administration and seconded by Doug Emery. All in favor 3-0 per voice vote.

eSports League Blake Emery presented to the Board that the eSports provider, GG Leagues, is shutting down their business. The Park does not have a very active participation in this offering. There are typically 2 or so registrations each season. The question was asked by Blake Emery if the Park wants to move forward with another provider or just stop eSports for now? This topic was discussed and there was no interest to pursue another eSports Provider at this time.

RISK COMMITTEE:

Roll Call

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

The playground equipment at Gaskins City was discussed to remove the spinning equipment and replace with a safer spinning activity.

There was no new business discussed and there were no other new topics brought up for discussion by the committee.

Adjourn

The Committee Meeting was adjourned at 9:00 a.m.

DIRECTOR REPORT:

Projects

Projects were discussed as part of the Maintenance Report.

HYA / SYSA

HYA is concluding games this week and SYSA is registering for Fall Soccer. Flag Football will register starting in July. There has been trouble coming to an agreement regarding concession stand fees for Flag Football to pay to soccer. Flag Football is considering their own concession stand.

Mike Williams brought up the topic of whether the park should consider taking over the soccer, baseball/softball, and flag football programs and running them internally. Ron Emery and Mike Williams (Previous HYA founders) both mentioned the whole intent of the Park taking over the financial/treasurer responsibilities for HYA was with the intent of the Park taking over the program entirely. All Board members were in favor of looking into the logistics of seeing what it will take to make this happen.

Pool

There was a request to paint a "Bullfish" on the bottom of the pool in support of the swim team. No Board members were in favor of this.

Efficiency Committee

Blake Emery presented that there will be an IPARKS Webinar on 6/27/23 to provide more information about moving forward with the first committee meeting needs.

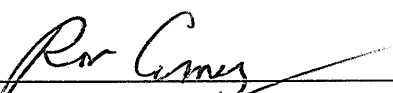
Training Blake Emery attended the following training: IPRF Heat Injury Prevention Webinar on 6/6/2023; IPARKS Verbal Judo Webinar on 5/2/2023; and IPARKS Liquor Liability Webinar on 6/2/2023.

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 July 21, 2023 at 8:00 a.m. at the Park Office Community Room.

ADJOURNMENT Mike Williams moved to adjourn, seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:50 a.m.



Ron Emery, Secretary/Treasurer



Date Signed