

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 20, 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: Greg McCulloch and John Gunning

**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 October 20, 2023. There was no one from the public present on the teleconference call. There was one written comment received and it was read. It was from Jason Morse regarding installing a pickleball board on the fence to hit against. Greg McCulloch asked to speak regarding the potential of the parking taking over the recreation soccer program. He provided a handout and presented it to the Board with considerations. John Gunning asked to speak regarding the potential of the park taking over the recreation soccer program and asked for clarification on the potential options moving forward. Both were thanked for their comments and informed that the Park Board would be briefly discussing this topic under the Agenda line item 5e. Discuss / Approve Pros & Cons of Park District running Recreation Sports Programs and they were welcome to stay and listen to the discussion.

**CONSENT AGENDA:** Ron Emery made the motion to accept the September 22, 2023 special meeting minutes and the September 22, 2023 Public Hearing minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.

Mike Williams made the motion to accept the 9/22/2023 to 10/19/2023 bills and the September 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. Blake Emery presented the need to install fencing along the western side of the playground at the Soccer Complex to keep kids from running out directly onto the playing field. Mike Williams made the motion to approve 2022 Bond Funds to purchase and install fencing at the Soccer Complex Playground and seconded by Ron Emery. All in favor 3-0 per voice vote. Blake Emery presented the need to install railing along the access ramp into the Soccer Complex Playground. Mike Williams made the motion to approve 2022 Bond Funds to purchase and install railing along the access ramp into the Soccer Complex Playground and seconded by Ron Emery. All in favor 3-0 per voice vote. Blake Emery presented the need to designate additional Bond Funds to cover price increases towards OSLAD matching portion. Previously Designated \$50,000 and will need

approximately an additional \$7,250. Mike Williams made the motion to approve designating additional 2022 Bond Funds towards the OSLAD Matching portion of the grant to cover price increases and seconded by Doug Emery. All in favor 3-0 per voice vote.

**2022 OSLAD Grant** Blake Emery presented to the Board that the playground equipment is still under construction and is on schedule. The surface installer suggested staying of the surface as long as possible for it cure better especially since kids with rubber soccer cleats will be using it. It was agreed by all to wait until every aspect of the playing was installed/completed before opening it. Blake Emery has reached out to the auditor about a price for the OSLAD specific audit and a timeframe. Request of the remaining 50% grant funds cannot happen without the audit.

**DCEO Skatepark Grant** Blake Emery presented to the Board that all equipment and lighting has been installed and is operational. Blake Emery is pursuing the paperwork needed to get the grant reimbursement funds. Senator Fowler has requested a Press Conference at the facility with a date to be determined in the near future.

**Audit** Blake Emery presented to the Board that he continues to provide all documents requested for the Audit. There were not other updates.

**Rec Programs** Blake Emery presented to the Board a summary of the latest meetings with the HYA Board and SYSA Board regarding the potential of the Park District running the Recreation Sports Programs. Ron Emery and TA Sullivan attended both the HYA and SYSA Board Meetings to answer any questions. Blake Emery had requested each Board to come up with a Proposal of what and how they would like to see come from this. SYSA indicated during the Comments from the Public today (Greg McCulloch and John Gunning) they are unclear on exactly what the Park is wanting to happen. Mike Williams made the motion for Blake Emery to prepare two proposals to present to SYSA for consideration and seconded by Ron Emery. All in favor 3-0 per voice vote.

**NEW BUSINESS:**

**Resolution 2023-1020** Blake Emery presented to the Board Resolution 2023-1020 Establishing Estimate of Tax Levy for 2023. The assumptions used for the 2023 tax levy for revenues to be received in 2024 is not to exceed 105% of the previous year tax base or levy amounts. The 2022 total extension of \$528,560.12 x 105% equals \$554,988.13. Since the Estimate of Tax Levy for 2023 (\$554,950.00) is not greater than 105% of the preceding year's extension, a public hearing is not required. It was discussed to bring back the Police/Security Fund since it can now be used for things such as security cameras or security lighting. Also, there would be no increase in the levy amounts for the following funds: IMRF, Audit, and Museum. Ron Emery made the motion to approve Resolution 2023-1020 Establishing Estimate of Tax Levy for 2023 and seconded by Mike Williams. All in favor 3-0 per voice vote. The Resolution was signed and will be placed on the website and at the Park Office.

**OSLAD Funds Transfer** Blake Emery presented to the Board the need to transfer operating funds into the OSLAD Account to pay the final playground equipment and installation bill prior to being able to receive the second half of the grant reimbursement. Ron Emery made the motion to approve transferring \$135,833.01 from the PPRT Designated General Fund, \$22,166.99 from the Recreation Fund, and \$40,000 from the Insurance Fund for a total Operating Transfer of \$198,000.00 into the OSLAD Fund with those funds being immediately returned to their original accounts upon receiving the second half of the OSLAD Grant money and seconded by Mike Williams. All in favor 3-0 per voice vote.

**RISK COMMITTEE:**

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order at 9:18 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

The worker injury from 9/18/2023 was discussed. The worker was using the tool to drive temporary fence stakes into the ground and lost control of it and hit himself in the head. It was discussed that use of the tool needs to be limited to those persons who are cable and trained to use it safely.

The IPARKS Risk Management and Loss Control Site Visit was on 9/27/2023. There were no findings reported. Blake Emery handed out the email from the IPARKS Representative.

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

Adjourn

The Committee Meeting was adjourned at 9:20 a.m.

**DIRECTOR REPORT:**

Projects

Projects were discussed as part of the Maintenance Report.

HYA / SYSA

Updates were discussed as part of the Rec Programs.

IMRF

IMRF did not get their new platform up and running for October and things remained the same for now.

Grant Reports

Submitted the Quarterly OSLAD and DCEO Grant Reports

Interview

Interview about Tobacco and Nicotine Policies in Parks in Southern Illinois

PCI Compliance

Recertified the Credit Card Processing Compliance

Soccer Flag Pole

Flag Pole Donation from Modern Woodmen. Stanley Rowlen initiated this. Will be a photo ceremony once it is completed.

Kiwanis

Mike Williams explained there is a Memorial Fund for Tom Fleege and the possibility to have a bench installed at the Kiwanis Shelter in his memory. Blake Emery explained that James Bond approached him about a sign on the Kiwanis Shelter with the name and logo of Kiwanis. Mike Williams will present both these items to Kiwanis.

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.

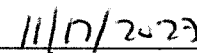
**ANNOUNCEMENTS**

Blake Emery announced that the next regular board meeting is scheduled to be November 17, 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 9:33 a.m.

  
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Ron Emery, Secretary / Treasurer

  
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Date Signed