

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
NOVEMBER 17, 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
Park Staff Absent: Administrative Assistant Jill Marvel & 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 November 17, 2023. 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.
- CONSENT AGENDA:** Mike Williams made the motion to accept the October 20, 2023 meeting minutes and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Mike Williams made the motion to accept the 10/20/2023 to 11/13/2023 bills and the October 2023 Unaudited Financial Reports and seconded by Ron 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. There was no discussion. Bond Funds and Projects will be presented at the January or February Meeting for detailed updates.
- 2022 OSLAD Grant** Blake Emery presented to the Board that the playground equipment is waiting on the last couple of backordered pieces and the installation of the fence. The project specific audit for the OSLAD Grant will be around \$6500. There is \$3000 in the OSLAD fund for the Audit. The remaining amount will need to be paid from the General Fund. Once the Audit is completed we can submit for reimbursement. Mike Williams made the motion to proceed with the Program Specific OSLAD Grant Audit with Meyer CPA and seconded by Doug Emery. All in favor 3-0 per voice vote.
- OSLAD Bank Account** Blake Emery presented to the Board that once the Audit is paid for, all Grant Funds will have been spent from the OSLAD Bank Account. Blake Emery verified with Legence Bank and the account is required to have at least \$0.01 in it for the account to stay open, otherwise it will close out automatically after one week if it has \$0.00 balance. Mike Williams made the motion to approve closing the OSLAD Bank Account once all bills have been paid from it and seconded by Doug Emery. All in favor 3-0 per voice vote.

DCEO Skatepark Grant Blake Emery presented to the Board that the officially Ribbon Cutting Ceremony was a success and everything is officially open. Blake Emery has submitted a request for the reimbursement of funds and was told it could take up to 6 weeks to receive the check.

Lincoln St Property Blake Emery presented to the Board that he reached out to Attorney Patrick Hunn to get a status update. He was informed that Patrick would be meeting with representative from 2F Inc this week to get things lined out to prepare the deed.

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. HYA is presenting to the Park Board they would like the Park District to fully run their Recreation Sports (Baseball/Softball and Flag Football) and HYA will dissolve as an organization. Blake Emery attended the last SYSA Board Meeting and presented two options for them to consider: 1) Park runs Rec and SYSA runs Travel 2) SYSA runs it all. SYSA made no decision and will be meeting again on November 20th for a special meeting. Blake Emery has informed SYSA that no matter what that a final decision from the Park will be made by the January Park Board Meeting to allow adequate time to consider a Recreation Department (staff, policy, budget, etc.) for a Fiscal Year 2025 (July 1, 2024) start date.

NEW BUSINESS:

Levy Ordinance

Blake Emery presented to the Board Ordinance 2023-1117 An Ordinance Levying the Taxes for the Harrisburg Township Park District, Saline County, Illinois 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. Ron Emery made the motion to approve Ordinance 2023-1117 and seconded by Mike Williams. All in favor 3-0 per voice vote. The Ordinance was signed and became effective on November 17, 2023. The Truth in Taxation Certificate of Compliance and the Certificate of Secretary were included as part of the Levy Ordinance and were approved, signed, and sealed at this time. An official copy will be submitted to the Saline County Clerk's Office.

Annual Statement

Blake Emery presented to the Board the Statement of Receipts and Disbursements for FY July 2022 through June 2023. This is the annual FY 2023 receipts and disbursements summary. Mike Williams made the motion to approve the Statement of Receipts and Disbursements for FY July 2022 through June 2023 and seconded by Ron Emery. All in favor 3-0 per voice vote. The document was signed and will be submitted to the Saline County Clerk's Office. Per Public Act 97-0146, the Public Funds Statement Publication Act no longer requires public agencies covered by the Act to publish their Annual Statement of Receipts and Disbursements if (1) and audit has been made by a certified public accountant, (2) the report has been filed with the county clerk, and (3) a notice of availability of the audit report is published in the newspaper containing the time period covered by the audit, the name of the firm conducting the audit and the address and business hours of the location where the audit report may be publicly inspected.

FY 2023 Audit

Blake Emery presented to the Board that the Audit was in its final stages and won't be completed until next week. Mike Williams made the motion to Table discussion/approval of the Audit until the December Board Meeting and seconded by Ron Emery. All in favor 3-0 per voice vote.

FY 2023 AFR	Blake Emery presented to the Board that the Annual Financial Report (AFR) needs approval of the Audit to submit. Mike Williams made the motion to Table discussion/approval of the AFR until the December Board Meeting when the Audit is available and seconded by Doug Emery. All in favor 3-0 per voice vote.
2024 Meetings	Blake Emery asked the Board which dates and times would be the best for the 2024 Board of Commissioners Regularly scheduled meetings. It was discussed and agreed upon to continue with the third Friday of each month at 8:00 a.m. at the Harrisburg Park Office Community Room. Blake Emery will prepare the official document with all the calendar dates to be approved and signed at the December 15, 2023 Board Meeting.
Bond Debt	Blake Emery presented to the Board using designated Bond Project Funds to pay off Bond Debt due in December. The Bond Payment will be \$207,573.40. The money will be replaced into the checking account as soon as the park receives payments from Saline County. Mike Williams made the motion to approve using Bond Project Funds to pay off Bond debt and replace the money in the checking account when it is received from Saline County and seconded by Ron Emery. All in favor 3-0 per voice vote.
Info Security Policy	Blake Emery presented the current Information Security Policy to the Board for annual review. There were no comments on the document. Mike Williams made the motion to keep using the current version of the Information Security Policy and seconded by Ron Emery. All in favor 3-0 per voice vote.
Efficiency Committee	The second Local Government Efficiency Committee Meeting will be held immediately following (but no sooner than 9:30 AM) the Park Board Meeting on December 15 th . Blake Emery distributed the meeting materials.

RISK COMMITTEE:

Roll Call	The Risk Management & Loss Control Committee Meeting was called to order at 8:49 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery. The following members were absent: Jill Marvel & TA Sullivan
	There was no unfinished or new business on the agenda.
	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 8:49 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.
Property Tax	Received Installment Payment #1 from Saline County.
Local Records	Completed and Received Local Records Disposal Certificate.
IAPD	Attended the IAPD Legal Symposium Conference on 11/2/2023 in Oak Brook.
CPRP	Blake Emery took the Certified Park and Recreation Professional (CPRP) exam on 10/27/2023 and passed.

- Presentation Blake Emery gave a presentation on the No Smoking Ordinance to the Southeastern Illinois Tobacco-Free Alliance on 11/16/2023.
- Evaluation Blake Emery distributed to the Board Members the annual evaluation form for the Executive Director.
- Training Blake Emery attended the following training: State of IL: Open Meetings act Webinar on 11/7/23 and Freedom of Information Act Webinar on 11/15/23.

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

REPORTS

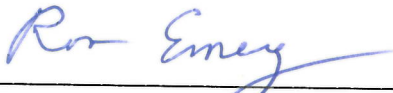
Blake Emery presented the Recreation Report. Blake Emery presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

Blake Emery announced that the next regular board meeting is scheduled to be December 15, 2023 at 8:00 a.m. at the Park Office Community Room and the Local Government Efficiency Committee 2nd Meeting on December 15, 2023 at 9:30 AM at Harrisburg Park Office (immediately following Park Board Meeting but not before 9:30 AM).

ADJOURNMENT

Mike Williams moved to adjourn, seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:05 a.m.



Ron Emery, Secretary / Treasurer

12/15/23

Date Signed