

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JANUARY 19, 2024
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 and Vice President Doug Emery.
The following members of the Board of Commissioners were absent: Secretary/Treasurer Ron Emery (illness).
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 January 19, 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.
- SPECIAL BUSINESS:**
- Recreation Dept. Blake Emery presented to the Board the potential to establish a Recreation Department with the possibility of a Recreation Director position. It was discussed and at this time the current administration staff will work to promote and administer recreation opportunities until such a time as a Budget and Job Plan for a Recreation Department can be presented and approved. Mike Williams made the motion to approve advancing with a Recreation Department for the future and seconded by Doug Emery. All in favor 2-0 per voice vote.
- SYSA Agreement Blake Emery presented to the Board that the SYSA Board approved and signed Resolution 2023-1215 Resolution Establishing Soccer (SYSA) Affiliate Association Agreement.
- Res 2024-0119-1 Blake Emery presented to the Board Resolution 2024-0119-1 Resolution Establishing Affiliate Association Financial Responsibilities. This Resolution was established in response to the FY2023 Audit Comments regarding financial risk with Affiliate Associations. Mike Williams made the motion to approve Resolution 2024-0119-1 Resolution Establishing Affiliate Association Financial Responsibilities and seconded by Doug Emery. All in favor 2-0 per voice vote.
- Res 2024-0119-2 Blake Emery presented to the Board Resolution 2024-0119-2 Resolution Establishing Salary Schedule. This is the same Salary Schedule as previously approved with the exception of adding a position for Recreation Direction with the salary range of \$45,000 to \$65,000. This does not mean the position will be filled immediately, but if things start to progress for a Recreation Department, this would be the advertised salary range. Mike Williams made the motion to approve Resolution 2024-0119-2 Resolution Establishing Salary Schedule and seconded by Doug Emery. All in favor 2-0 per voice vote.

CONSENT AGENDA: Mike Williams made the motion to accept the December 15, 2023 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.

Mike Williams made the motion to accept the 12/12/2023 to 1/15/2024 bills and the December 2023 Unaudited Financial Reports and seconded by Doug Emery. All in favor 2-0 per voice vote.

CLOSED SESSION: Mike Williams made the motion to enter into closed session pursuant to 5 ILCS 120/2.06(d), semi-annual review of the minutes of all meetings of the Board that are presently closed to the public and seconded by Doug Emery. Roll Call vote was taken. Mike Williams – Yes; Ron Emery – Absent; Doug Emery – Yes.

At 8:22 AM the Board members and Executive Director Blake Emery went into the private Conference Room at the Park Office for the closed session while all others in attendance remained in the Community Room. At the conclusion of the closed session all Board members and Blake Emery returned to the Community Room.

RECONVENE: Mike Williams made the motion to reconvene the open meeting at 8:26 a.m. and seconded by Doug Emery. Roll Call vote was taken. Mike Williams – Yes; Ron Emery – Absent; Doug Emery – Yes. Mike Williams made the motion that pursuant to Open Meetings Act 5 ILCS 120/2.06(d), the Harrisburg Township Park District Board of Park Commissioners has met and reviewed the minutes of the July 21, 2023 meeting of the Board that is presently closed to the public and the Board hereby finds and declares that the minutes for that meeting no longer require confidential treatment and to approve the July 21, 2023 Closed Session Meeting Minutes and seconded by Doug Emery. All in favor 2-0 per voice vote. Mike Williams made the motion to approve Resolution 2024-0119 and seconded by Doug Emery. All were in favor 2-0 per voice vote. Resolution 2024-0119, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all present Board Members effective January 19, 2024.

UNFINISHED BUSINESS:

Bond Funds Blake Emery presented to the Board the list of remaining designated Bond Fund projects for 2022 Series Bonds. There is approximately \$30,000 remaining of undesignated funds. It was presented and Mike Williams made the motion to approve the purchase of additional needed rubber mulch to complete the playground mulch projects and seconded by Doug Emery. All in favor 2-0 per voice vote. It was discussed that City of Shawneetown has some unused skatepark equipment they are looking to sell. Mike Williams made the motion to not pursue any additional skatepark equipment and seconded by Doug Emery. All in favor 2-0 per voice vote. Previously the Pickleball expansion had been discussed and approved. Mike Williams made the motion to approve the Pickleball expansion as part of Bond Funds and seconded by Doug Emery. All in favor 2-0 per voice vote. Mike Williams made the motion to approve purchasing 2 mirrors that are on wheels for fitness classes in the Community Room and seconded by Doug Emery. All in favor 2-0 per voice vote. It was decided to go over all the projects in more in depth detail at the February Park Board Meeting.

2022 OSLAD Grant Blake Emery presented to the Board that the shade structures have been delivered and the Contractor is working around the weather to get them installed. Blake Emery has filed all paperwork to request reimbursement funds from the Grant. The Grant Administer will need a site visit to inspect the final project completion.

NEW BUSINESS:

- OSHA Form 300A Blake Emery presented to the Board OSHA Form 300A – Summary of Work Related Injuries and Illnesses. There was 1 injury reported in 2023. This form will be posted in the park office as required.
- Statement of Economic Interest Blake Emery filed the letter with the Saline County Clerk’s Election Office stating who is required to complete a Statement of Economic Interest form pursuant to the Illinois Governmental Ethics Act. He handed out Statement of Economic Interest forms to be signed and filed with the Saline County Clerk’s Election Office.
- 2023 Pool Recap Blake Emery presented to the Board the 2023 Statement of Revenue and Expenditures for the Pool. Blake Emery is currently developing an agenda and scheduling a meeting with Pool Manager Melonie Motsinger for the upcoming 2023 Pool Season. Blake Emery will report back to the Board at the February 2024 meeting with a summary of the meeting with Melonie Motsinger.
- Res 2024-0119-3 Blake Emery presented to the Board Resolution 2024-0119-3 Resolution Establishing Authorized Financial Signatories. This will add the Secretary/Treasurer as an authorized signatory. Mike Williams made the motion to approve Resolution 2024-0119-3 Resolution Establishing Authorized Financial Signatories and seconded by Doug Emery. All in favor 2-0 per voice vote.
- Ordinance 2024-0119 Blake Emery presented Ordinance 2024-0119 General Use Ordinance to replace the outdated 1983 General Use Ordinance. Mike Williams made the motion to approve Ordinance 2024-0119 General Use Ordinance and seconded by Doug Emery. All in favor 2-0 per voice vote. The Ordinance will be placed on the park website and printed and bound for access at the park office.
- Herbert St Property Blake Emery presented to the Board that he reached out to the property owners at 29 Herbert St (Fulkerson) about potentially purchasing their house and property. They are willing to start some discussions and will grant access for a property survey and home appraisal. It was discussed to wait until the February Meeting with all Board Members present to make a decision. Mike Williams made the motion to Table this line item until February and seconded by Doug Emery. All in favor 2-0 per voice vote.

RISK COMMITTEE:

- Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:53 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.
- Manual Annual Review Risk Management and Loss Control Manual – The Manual was discussed in the Committee Meeting and Park Board Members had the opportunity to give feedback. There were no suggestions made for revisions. If it is decided to pursue a Recreation Director, then some changes will need to be added to the Manual to discuss this position and its responsibilities.
- Newsletter Blake Emery distributed the IPRF Newsletter.
- There were no other new topics brought up for discussion by the committee.
- Adjourn The Committee Meeting was adjourned at 8:55 a.m.

DIRECTOR REPORT:

- Projects** Projects were discussed as part of the Maintenance Report.
- HYA & SYSA** Radio Auction will be February 3rd. Baseball Softball Registration ends February 16th. SYSA made a donation to the Park in memory of Paul Emery in the amount of \$250.
- Courthouse** Blake Emery filed the following at the Saline County Courthouse:
Statement of Economic Interest Letter on 1/8/2024
FY2023 Audit on 12/15/2023
FY2023 Annual Financial Report on 12/15/2023
- Newspaper** The 2023 Park Board Meeting Schedule was published in the Harrisburg Register on 12/20/2023 and in the SI Dollar Saver on 12/26/2023. The FY2023 Audit Notice was published in the Harrisburg Register on 12/20/2023.
- Worker's Comp** Blake Emery prepared and submitted all forms for the 2023 Worker's Comp Audit.
- Grants** Blake Emery prepared and submitted the Quarterly Reports for the OSLAD and DCEO Grants.
- IAPD** Blake Emery distributed the IAPD 2023 Annual Business Meeting Packet to all Board Members.
- 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 February 16, 2024 at 8:00 a.m. Blake Emery also announced that the third and final Efficiency Committee Meeting will be held at the conclusion of the Park Board Meeting.
- ADJOURNMENT** Mike Williams moved to adjourn and seconded by Doug Emery. All in favor 2-0 per voice vote. The meeting adjourned at 9:19 a.m.



Ron Emery, Secretary / Treasurer

2/14/24

Date Signed