

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
MARCH 15, 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 physically 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: Raymond 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 March 15, 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 accept the February 16, 2024 meeting minutes and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 2/13/2024 to 3/11/2024 bills and the February 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 some Bond Fund projects for the 2022 Series Bonds. Walking Path – Estimates were provided by Sesser Pave & Seal in the amount of \$9,837.90 and Todd Drone in the amount of \$4,860.00. It was decided to move forward with Todd Drone. The money had already been previously designated for this project. Mike Williams made the motion to approve Todd Drone for the sealing work and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Multipurpose Court/Pickleball – It was tabled to discuss a practice hitting area for pickleball to warm up. Estimates were around \$5000 to \$7500 to create a new space for this. Blake Emery presented a previous layout to expand behind the Skatepark. This would allow a true multipurpose in the form of a half basketball court, pickleball warmup area, or additional open skating space. It was discussed and decided to Table any decision on expansion to a future meeting. It was also discussed to consider a fence to separate the pickleball from the basketball.
- Bobcat Telescoping Boom – Cost would be around \$4600. Mike Williams made the motion to approve additional Bond Funds for maintenance equipment for the telescoping boom and seconded by Ron Emery. All in favor 3-0 per voice vote.

Flagpole Area near Gazebo – It was previously discussed to develop a flag pole area with the designated funds from the Paul Emery Memorial Donations. It was suggested to have a military flag pole set surrounding a US Flag and IL State Flag near the Gazebo landscaped area. It was discussed to Table any decision to a future meeting.

- 2022 OSLAD Grant Blake Emery presented to the Board that the playground was officially opened. It has been previously discussed to hold a Grand Opening Ceremony and to have a ceremony for the donated flag pole at the Soccer Complex. It was discussed to potentially have the ceremony the day of the Easter Egg Hunt on March 30. Blake Emery will reach out to American Woodmen to see if that would work.
- Recreation Dept. Blake Emery presented the opportunity for the Board to discuss the development of a Recreation Department. The plan is to start working on a preliminary Recreation Department Budget and determine if and when a Recreation Director could be hired.
- Lincoln St. Property Blake Emery presented to the Board there are no updates on obtaining the deed for the remaining Lincoln St property. Blake Emery will continue to push and pursue this.
- Puslis Property Blake Emery presented to the Board the asking price of the Puslis Property (north side of Pankey Branch) in Gaskins City is \$1,000.00. Mike Williams made the motion to approve purchasing this property for \$1,000.00 with previously approved Bond Funds and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Beardsley Property Blake Emery presented to the Board that he and Ron Emery went to the courthouse to talk to the County Appraiser about the Beardsley properties. Currently the 2 open lots have deeds and could be purchased. The Trailer Lot is still a mess and taxes have not been paid since 2021. Blake Emery discussed with the company that has purchased the taxes and they said that after August the property could go up for Bid or if a Tax Deed is prepared for the County it could possibly be purchased. Blake Emery presented that the average rate of lots for sale in Harrisburg is currently around \$12,600/acre. Mike Williams made the motion to approve making an offer between \$15,000 and \$18,000 for the 2 open lots and pursuing the Trailer Lot via bid or direct purchase (if it is an option) once it becomes available seconded by Ron Emery. All in favor 3-0 per voice vote.
- Fulkerson Property Blake Emery presented to the Board the appraisal of 29 S Herbert St (Fulkerson). It was appraised at \$88,000.00. It was discussed to make an offer of \$100,000.00 for the property (approximately 13.6% over appraised value). Mike Williams made the motion to approve making the offer of \$100,000.00 and pursuing a formal purchase contract and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Park Survey Blake Emery presented to the Board that the estimate to survey and stake Paul Emery Park would be around \$20,000.00 depending on how detailed the courthouse deed research gets. Blake Emery stressed the importance of this and the need to keep this updated continually as property is purchased or sold by the park. Mike Williams made the motion to approve the survey work of Paul Emery Park and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Paul Emery Donations Blake Emery presented to the Board there are currently \$1,010.00 in donations made in the memory of Paul Emery. This topic was discussed earlier in the meeting during the Bond Funds agenda item.

Friends of Park Blake Emery presented to the Board that Martin Rowe has pursued a Friends of the Park Fund through the Southern Illinois Community Foundation (SICF). This was tabled at the previous meeting. After discussion it was decided not to pursue this opportunity at this time. There was no motion.

**NEW BUSINESS:**

Easter Egg Hunt Blake Emery presented to the Board that the Easter Egg Hunt / Kite Fly Event will be on March 30, 2024 at 1:00 PM at the Soccer Complex. There will be around 4000 easter eggs with prizes and some free kites to hand out. Blake Emery asked if anyone knew of someone who would dress as the Easter Bunny.

**RISK COMMITTEE:**

Roll Call The Risk Management & Loss Control Committee Meeting was called to order at 9:25 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 9:26 a.m.

**DIRECTOR REPORT:**

Projects Projects were discussed as part of the Maintenance Report.

HYA & SYSA SYSA is transitioning into their new financial role and starts Spring Travel Season soon. HYA starts practice at the end of March.

Kiwanis Blake Emery was the speaker at the 2/21/2024 Kiwanis Meeting. He discussed the transition of HYA into the park district and the future role of the park in recreational sports.

IPARKS Blake Emery met with John LaBanow on 2/27/2024. He informed that the 3 year exemplary member program is going away and parks should expect roughly a 10% premium increase. Blake Emery and TA Sullivan met with Nathan Ashby on 3/6/2024 to discuss the details of the annual policy renewal.

Worker's Comp Audit completed and owed an additional premium of \$278.

OLSAD Blake Emery submitted the Final Periodic Report.

IMRF The new IMRF System was launched in early March. All processes are different.

Training IMRF Webinar Employer Access Training 2/20/2024; IMRF Webinar Authorized Agent Workshop 2/28/2024; IDHR FOIA Annual Training 2/5/2024; IDHR FOIA Webinar 3/12/2024; IDNR Amplifund System Webinars 3/11 to 3/15/2024

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.

**SPECIAL BUSINESS**

**Resignation**

Mike Williams presented to the Board his official Letter of Resignation citing he is moving out of the Park District boundary and can no longer serve his term effective the end of the Board Meeting on 3/15/2024. Ron Emery made the motion to approve the acceptance of the resignation letter and seconded by Doug Emery. All in favor 2-0 per voice vote.

**Notice of Vacancy**

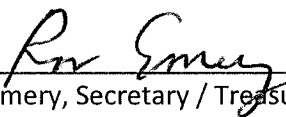
Blake Emery presented to the Board there was now an official vacancy for a third Park Board member. Blake Emery asked Mike Williams if he had any recommendations for the Board to appoint a new member to fill the vacancy. Mike Williams made the recommendation for Raymond Gunning to be appointed. Ron Emery made the motion to approve the Notice of Vacancy and to act on said Vacancy at the April 19, 2024 Park Board Meeting and seconded by Doug Emery. All in favor 2-0 per voice vote.

**ANNOUNCEMENTS**

Blake Emery announced that the next regular board meeting is scheduled to be April 19, 2024 at 8:00 a.m.

**ADJOURNMENT**

Ron Emery moved to adjourn and seconded by Doug Emery. All in favor 2-0 per voice vote. The meeting adjourned at 9:50 a.m.

  
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Ron Emery, Secretary / Treasurer

  
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Date Signed