

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JUNE 21, 2024
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Doug Emery called the meeting to order at 8:00 a.m.
- ROLL CALL:** The following members of the Board of Commissioners were present: President Doug Emery, Vice President Raymond Gunning, 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 21, 2024. 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:** Ron Emery made the motion to accept the May 17, 2024 meeting minutes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- Raymond Gunning made the motion to accept the 5/14/2024 to 6/17/2024 bills and the May 2024 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. It was discussed there is a need for new pool life guard stands. Raymond Gunning made the motion to approve designating bond funds for new life guard stands as needed and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Recreation Dept. Blake Emery presented that details pertaining to a Recreation Department and Recreation Director budget will be discussed as part of the Preliminary Budget discussion.
- Disc Golf Blake Emery presented to the Board that there are no updates regarding disc golf at this time and Chris Woods is still seeking funding.
- IAPD Updates Blake Emery presented the Board the list of IAPD Legislative Updates for their review and informational purposes.
- NEW BUSINESS:**
- IAPD W2 Survey Blake Emery presented to the Board the 2023 IAPD W2 & Revenue Research Findings for their review and informational purposes.

Community Room	Blake Emery presented to the Board the need to consider increasing the fee to rent the Community Room. The level of effort to clean the facility and pay utilities continues to increase. For comparison purposes: Marion is \$80 to rent their room, Harrisburg Harris-Pruett Building is \$130. Raymond Gunning made the motion to approve increasing the Community Room Rental Fee to \$75 for all rentals booked after July 1, 2024 and seconded by Doug Emery. All in favor 3-0 per voice vote.
Shelters	Blake Emery presented to the Board the need to consider increasing the fee to rent shelters. The Park hardly ever rents the same shelter twice in a day. With rises in electricity cost and maintenance labor to clean and prepare the shelters it was recommended to have just a flat \$30 all day rental fee. For comparison purposes: Marion Shelters are \$55, West Frankfort Shelters are \$100 per day. Raymond Gunning made the motion to approve changing shelter rentals to all day and increasing the Shelter Rental Fee to \$30 for all rentals booked after July 1, 2024 and seconded by Ron Emery. All in favor 3-0 per voice vote.
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 any Fiscal Year 2024 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. Ron Emery made the motion to approve transferring needed money from the General Fund to the Pool Fund to cover any Fiscal Year 2024 debt in the Pool Fund if needed and seconded by Raymond Gunning. 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. The budget did not require use of these funds and would like to move them into the designated fund. Ron Emery made the motion to approve transferring the excess/unused Personal Property Replacement Funds (\$35,374.16) into the designated PPRT Fund and seconded by Raymond Gunning. 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 – Audit and Water/Sewer; Bond – 2019 Bond and 2022 Bond; Recreation – Wages Seasonal Labor; Insurance – Liability and Workers Comp; Pool – All expense accounts. Raymond Gunning made the motion to approve amending the appropriation amounts to make up any insufficiency and seconded by Ron Emery. All in favor 3-0 per voice vote.
Resolution 2022-0617	Blake Emery presented to the Board Resolution 2024-0119-3 Resolution Establishing Salary Schedule for annual review. There were no changes desired for the Resolution. Ron Emery made the motion to approve keeping the Resolution as is and seconded by Doug Emery. All in favor 3-0 per voice vote.
Budget FY2025	Blake Emery presented to the Board the Preliminary Fiscal Year July 2024 to June 2025 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. Raymond Gunning 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 Doug Emery. All in favor 3-0 per voice vote.

Salaries FY2024 Blake Emery presented to the Board proposed staff salaries for Fiscal Year July 2024 to June 2025. Raymond Gunning made the motion to approve the presented July 2024 to June 2025 salaries and start paying the rates in July 2024 and seconded by Ron Emery. All in favor 3-0 per voice vote.

Legence Bank Blake Emery presented to the Board the Positive Pay program from Legence Bank. It will provide protection against fraudulent charges to our bank account. It was discussed and decided to ask about the cost of the Positive Pay Program and it will be discussed again at the July Board Meeting.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 9:06 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel and TA Sullivan.

The IPRF Newsletter was distributed.

The Storm Damage from May 26, 2024 included damaged fence at the TotLot and Maintenance Lot as well as damaged gutters at the Maintenance Bay and tree damage throughout the park. An insurance claim has been filed.

There was an EarnFare worker injured on June 6 while mowing. TA had to take him to the emergency room for evaluation and stitches.

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 9:10 a.m.

DIRECTOR REPORT:

Projects Projects were discussed as part of the Maintenance Report.

HYA / SYSA SYSA is registering for Fall Soccer. HYA is finishing up baseball and softball and will dissolve their organization effective June 30, 2024 with the Park District then taking over their programs.

Pool There have been issues with the lights in the pool. We checked with IDPH and are allowed to have just overhead lights as long as they are sufficient to see the bottom of the deep end. The Bullfish have donated \$2000 towards this project as they are the main beneficiary of the lights being needed for swim meets that go after dark.

IMRF IMRF has selected the park for a compliance review audit for calendar year 2023. Blake Emery has submitted all requested documents at this time and will meet in July to go over the findings.

Julie Hillard Blake Emery presented the need to have some kind of memorial for Julie Hillard and all the work she put into the pool as a lifeguard, assistant manager, manager, and swim team coach. He recommended landscaping around the flag pole at the entrance of the pool and getting some peony flower bulbs from the Hillard Farm. Also considered are a bench with

her name on it and a plaque recognizing Julie for all her past efforts at the pool. It was recommended and approved to split the cost of a bench with the swim team if they so desired.

Training

Blake Emery attended the following training: IAPD Federal Overtime Rules Webinar on 6/2/2024; IMRF 2024 Rate Webinar on 6/23/2024.

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.

ANNOUNCEMENTS

Blake Emery announced that the next regular board meeting is scheduled to be July 19, 2024 at 8:00 a.m. at the Park Office Community Room.

ADJOURNMENT

Doug Emery moved to adjourn, seconded by Raymond Gunning. All in favor 3-0 per voice vote. The meeting adjourned at 9:34 a.m.



Ron Emery, Secretary / Treasurer



Date Signed