

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
NOVEMBER 15, 2024
8:00 AM HARRISBURG PARK OFFICE**



- CALL TO ORDER:** President Doug Emery called the meeting to order at 8:06 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 and Administrative Assistant Jill Marvel
Park Staff Absent: 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 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 physically present in attendance either.
- CONSENT AGENDA:** Ron Emery made the motion to accept the October 18, 2024 Regular Meeting minutes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 10/15/2024 to 11/11/2024 bills and the October 2024 Unaudited Financial Reports and seconded by Raymond Gunning. 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. The list of remaining projects and budgets was discussed. There was a savings on Gaskins City Light pole installation and it was discussed to use this money to paint the park pool. Raymond Gunning made the motion to use 2022 Bond Funds to paint the park pool and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Survey Blake Emery presented to the Board the updates on the survey of Paul Emery Park. Brown and Roberts has obtained deeds and drawn out the property lines. During the deed research they were unable to find the road/alley vacations of the platted roads/alleys that run through the park. Brown and Roberts is working with the City of Harrisburg to get a new vacation ordinance covering all needed vacations. There is still one parcel that a deed has been unable to be found (Near Gibbs Field). Brown and Roberts recommends to either use a Title Search or pursue Affidavit of Adverse Possession. It was recommended by Raymond Gunning to pursue the Affidavit of Adverse Possession.
- NEW BUSINESS:**
- Ordinance 2024-1115 Blake Emery presented to the Board Ordinance 2024-1115 An Ordinance Levying the Taxes for the Harrisburg Township Park District, Saline County, Illinois for 2024. Establishing Estimate of Tax Levy for 2024. The assumptions used for the 2024 tax levy

for revenues to be received in 2025 is not to exceed 105% of the previous year tax base or levy amounts. The 2023 total extension of \$554,989.87 x 105% equals \$582,739.36. Since the Estimate of Tax Levy for 2024 (\$573,240.00) is not greater than 105% of the preceding year's extension, a public hearing is not required. Raymond Gunning made the motion to approve Ordinance 2024-1115 and seconded by Ron Emery. All in favor 3-0 per voice vote. The Ordinance was signed and became effective on November 15, 2024. 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 and posted on the park district website.

- Annual Statement Blake Emery presented to the Board the Statement of Receipts and Disbursements for FY July 2023 through June 2024. This is the annual FY 2024 receipts and disbursements summary. Ron Emery made the motion to approve the Statement of Receipts and Disbursements for FY July 2023 through June 2024 and seconded by Raymond Gunning. 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) an 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 2024 Audit Blake Emery presented to the Board that the Audit was in its final stages and won't be completed until the December Board Meeting. Raymond Gunning made the motion to Table discussion/approval of the Audit until the December Board Meeting and seconded by Doug Emery. All in favor 3-0 per voice vote.
- FY 2024 AFR Blake Emery presented to the Board that the Annual Financial Report (AFR) needs approval of the Audit to submit. Raymond Gunning 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.
- 2025 Meetings Blake Emery asked the Board which dates and times would be the best for the 2025 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 20, 2024 Board Meeting.
- Bond Debt Blake Emery presented to the Board using General Funds to pay off Bond Debt due in December. The Bond Payment will be \$213,952.40. The money will be replaced into the General Fund account as soon as the park receives the tax payments from Saline County. Ron Emery made the motion to approve using General Funds to pay off Bond debt and replace the money in the account when it is received from Saline County and seconded by Raymond Gunning. 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. Raymond Gunning made the motion to keep using the current version of the Information Security Policy and seconded by Doug Emery. All in favor 3-0 per voice vote.

Drone Policy Blake Emery presented to the Board that park districts now have the ability to regulate drone usage on park property. It was discussed and agreed that some type of policy and permit process should be explored. Blake Emery will prepare a policy for the Board to review at a future board meeting.

2025 Election Blake Emery announced to the Board the Election Filing deadline of Monday, November 18, 2024 at 5:00 pm.

Job Posting Blake Emery announced to the Board the Job Posting for the second Maintenance Foreman Full Time Position. The notice was placed on the park district website and in the SI Dollar Saver. Applications are due by Friday, December 6, 2024.

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 and Jill Marvel. Members absent: TA Sullivan.

There was no unfinished business discussed and 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 8:54 a.m.

DIRECTOR REPORT:

Projects

Projects were discussed as part of the Maintenance Report.

SYSA

SYSA has completed their season and Tournament. Blake Emery has presented them with a list of items to address to close out the calendar year. Parking is considered to be the number one priority from the park district perspective.

Property Taxes

Received Tax Installment Payment #1 from Saline County.

Local Record

Blake Emery completed the annual Application to Dispose of Local Records on 10/28/2024 and received the Approved Records Disposal Certificate on 11/1/2024.

Pool Meeting

Blake Emery had an initial pool meeting with Melonie Motsinger on 11/4/2024 to discuss plans/changes for the 2025 pool season.

IAPD Conference

Blake Emery attended the IAPD Legal Symposium on 11/7/2024 at Oak Brook.

Shaw St. Damage

Blake Emery met with coaches and representative of Hollywood Hitters Team regarding the backstop damage at Shaw St. The team paid to purchase replacement parts to repair the damaged sections of the backstop and agreed to respect the facility fully moving forward.

Evaluation Forms

Blake Emery distributed Executive Director Evaluation Forms to the Board Members for them to complete and turn in at the December Board Meeting.

Training

Blake Emery attended the following training: SportsEngine Streamline Payments Simplify Finances Webinar on 11/12/2024.

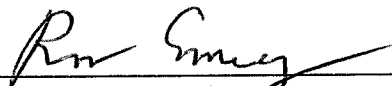
The Executive Director Report was placed on file. See attached report.

REPORTS

Jill Marvel 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 20, 2024 at 8:00 a.m. at the Park Office Community Room.

ADJOURNMENT Raymond Gunning moved to adjourn, seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:33 a.m.



Ron Emery, Secretary / Treasurer

12/20/2024

Date Signed