

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
DECEMBER 15, 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 and Vice President Doug Emery. Secretary/Treasurer Ron Emery was absent due to illness.
- Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel & Maintenance Director TA Sullivan
Park Staff Absent: None
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 December 15, 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 November 17, 2023 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.
- Mike Williams made the motion to accept the 11/14/2023 to 12/11/2023 bills and the November 2023 Unaudited Financial Reports and seconded by Doug Emery. All in favor 2-0 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 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 to be installed. The fence was recently completed. Blake Emery presented the OSLAD Audit Agreed Upon Procedures (AUP) Engagement Letter and the OSLAD Audit AUP Document. Mike Williams made the motion to approve the OSLAD AUP Engagement Letter and the OSLAD AUP Document and seconded by Doug Emery. All in favor 2-0 per voice vote.
- DCEO Skatepark Grant** Blake Emery presented to the Board that the reimbursement check for the DCEO Skatepark Grant has been received.
- Lincoln St Property** Blake Emery presented to the Board that he is still waiting feedback from the attorney. Blake Emery will schedule a meeting.
- IAPD Updates** Blake Emery presented a document regarding recent IAPD Legislative Updates. There was no discussion.

Rec Programs

HYA

Blake Emery presented to the Board HYA Resolution 2023-1215 Resolution for Harrisburg Township Park District to Fully Administer HYA Rec Sports Programs. The Document was approved and signed by HYA at their December Board Meeting. HYA will finish out their upcoming Spring 2024 season and dissolve effective June 30, 2024.

SYSA

Blake Emery presented to the Board that SYSA wants to keep and administer all their programs, including recreation league. SYSA will continue to pay the \$7000 field use and upkeep fee as outlined in the revised Affiliate Agreement. Blake Emery presented to the Board Resolution 2023-1215 Resolution Establishing Soccer (SYSA) Affiliate Association Agreement. By July 2024, the Park District will no longer be handling SYSA Financials or Administrative tasks. Mike Williams made the motion to approve Resolution 2023-1215 Resolution Establishing Soccer (SYSA) Affiliate Association Agreement and seconded by Doug Emery. All in favor 2-0 per voice vote.

NEW BUSINESS:

Audit FY2023

Blake Emery presented to the Board the FY2023 Audit Engagement Letter Addendum and the FY2023 Audit performed by Meyer & Associates, LLC. The report states, "We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and aggregate remaining fund information of the Harrisburg Township Park District, Harrisburg, IL as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Harrisburg Township Park District's basic financial statements as listed in the table of contents. In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Harrisburg Township Park District, as of June 30, 2023, and the respective changes in modified cash basis financial position, and where applicable, cash flows thereof for the year then ended in accordance with the modified cash basis of accounting described in Note 1."

Blake Emery then presented the Auditor Communication Letter and made mention to the section called Significant Risks regarding financial services for HYA and SYSA. It was discussed and all agreed that the Park District does not want to continue taking these financial risks for the Affiliate Associations. Blake Emery will prepare a Resolution to be presented at the January 2024 Board Meeting to show action from the Park Board to address this Significant Risks section.

Mike Williams made the motion to approve the FY2023 Audit and the Audit Engagement Letter Addendum and seconded by Doug Emery. Motion passed 2-0 per voice vote. The Audit will be submitted with the FY2023 Annual Financial Report, filed with the County Clerk and placed on the park website. A notice will be put in the newspaper stating there was an audit prepared.

FY2023 AFR

Blake Emery presented to the Board the FY2023 Annual Financial Report. The \$850,000.00 threshold requiring an audit was met and the approved Audit will be submitted with the AFR. Mike Williams made the motion to approve the Annual Financial Report for fiscal year ended June 30, 2023 and seconded by Doug Emery. All in favor 2-0 per voice vote. The Annual Financial Report will be submitted to the Comptroller, filed with the County Clerk and placed on the park website.

2024 Board Meetings Blake Emery presented to the Board the 2024 Board Calendar of Monthly Meetings. At the November 17, 2023 Board Meeting, it was discussed to have the 2024 Board of Commissioners regularly scheduled meetings for the third Friday of each month at 8:00 a.m. at the Harrisburg Park Office Community Room. Blake Emery presented the printed document of the 2024 Board Meeting Schedule. Mike Williams made the motion to accept the 2024 Board Meeting Schedule and seconded by Doug Emery. All in favor 2-0 per voice vote. The 2024 Board Meeting Schedule document was signed and will be placed at the main Park District Office. The meeting dates, times, and location will be published in the SI Dollar Saver and Harrisburg Register and on the park district website.

2024 Holidays Blake Emery presented to the Board the 2024 Park Holiday Schedule. Mike Williams made the motion to approve 2024 Park Holiday Schedule in accordance with the State of Illinois Central Management Service holiday schedule, with exceptions for Thanksgiving and Christmas and seconded by Doug Emery. All in favor 2-0 per voice vote. The schedule was signed and will be displayed at the main Park District Office and on the park district website.

General Ordinances Blake Emery asked the Board a Draft Copy of Updated General Use Ordinances for Harrisburg Township Park District. The current general use ordinances are old and outdated. The document will be discussed/approved at the January 2024 Board Meeting.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order at 8:47 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel & TA Sullivan.

There was no unfinished on the agenda.

Blake Emery distributed the IPRF Newsletter and announced that the 2024 IPRF Safety Grant is for \$1,086.00.

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.

Bond Payment 2022 Series Bond Principal and Interest was paid on 12/11/2023.

Courthouse On 11/17/2023 the following were filed: Tax Levy Ordinance, Certificate of Compliance, and Statement of Receipts and Disbursements.

Property Tax Received Installment Payment #2 from Saline County.

Scouts The Scouts would like to build and install bat houses throughout the park. It was discussed and agreed to move forward with this project.

Evaluation Blake Emery performed annual employee evaluation on 12/1/2023.

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 January 19, 2024 at 8:00 a.m. at the Park Office Community Room and the Local Government Efficiency Committee 2nd Meeting immediately follows this December Park Board Meeting 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 2-0 per voice vote. The meeting adjourned at 9:10 a.m.



Ron Emery, Secretary / Treasurer

1/19/2024

Date Signed