

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JULY 21, 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, Vice President Doug Emery, 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
- BID OPENINGS:** Blake Emery presented to the Board that the inflatable slide at the pool has been found out to need deeper water to meet the manufacturer's recommendations and has been advised by IPARKS Risk Management to remove the slide if not able to meet those recommendations. Blake Emery recommended to take bids for selling the inflatable slide. Mike Williams made the motion to approve taking bids to sell the inflatable slide and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Blake Emery announced that there had been noticed placed to receive bids for the sale of the Aquaglide Freefall Extreme Pool Slide as part of a surplus equipment sale. There was one bid turned into the park office and no one present at the meeting to hand in a bid. The bid was opened and read aloud for the amount of \$1,650.00 from Ashleigh Franks. Mike Williams made the motion to approve designating the Aquaglide Freefall Extreme inflatable pool slide as no longer useful to the park and to sell it to the highest bidder Ashleigh Franks for the amount of \$1,650.00 and seconded by Doug Emery. All in favor 3-0 per voice vote.
- 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 July 21, 2023. There was no one from the public present on the teleconference call. There was no one physically present in attendance either.
- Pickleball Blake Emery presented and read an email from Matt Businaro requesting additional Pickleball Courts. This topic was discussed further in the meeting during the Designation of Bond Funds Agenda Item.
- CONSENT AGENDA:** Ron Emery made the motion to accept the June 16, 2023 meeting minutes and seconded by Mike Williams. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 6/16/2023 to 7/20/2023 bills and the June 2023 Unaudited Financial Reports and seconded by Mike Williams. All in favor 3-0 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 Ron Emery. Roll Call vote was taken. Mike Williams – Yes; Ron Emery – Yes; Doug Emery – Yes.

At 8:15 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 8:19 a.m. and seconded by Ron Emery. Roll Call vote was taken. Mike Williams – Yes; Ron Emery – Yes; 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 January 20, 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 January 20, 2023 Closed Session Meeting Minutes and seconded by Doug Emery. All in favor 2-0 per voice vote. Ron Emery abstained as he was not on the Board at the time of the closed session. Mike Williams made the motion to approve Resolution 2023-0721 and seconded by Doug Emery. All were in favor 3-0 per voice vote. Resolution 2023-0721, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all present Board Members effective July 21, 2023.

UNFINISHED BUSINESS:

- | | |
|----------------------|--|
| Bond Funds | Blake Emery presented the opportunity to discuss any Bond Fund Designations and future projects. Blake Emery presented the potential project to convert the half basketball court into 2 additional pickleball courts and construct a new half basketball court behind the skatepark. The total project cost would be approximately \$45,000. To just convert the half basketball court into pickleball courts and not replace the half basketball court would be approximately \$15,000. Mike Williams made the motion to approve designating 2022 Bond Funds to replace the half basketball court with pickleball courts and move the removed basketball goals to the old full court basketball by the bandstand and seconded by Ron Emery. All in favor 3-0 per voice vote. |
| Centerfield Lights | Blake Emery presented to the Board that the poles have been replaced and the backstop net and electrical for the lighting have been worked on this week. The right field pole still needs installed as part of the insurance claim for it. |
| 2022 OSLAD Grant | Blake Emery presented to the Board that the bleachers are fully installed and the playground equipment is on schedule to be delivered in September. |
| DCEO Skatepark Grant | Blake Emery presented to the Board that he has reached out to the skatepark ramp company and electrical contractor to inform them the project can be completed as soon as they are able to start working. |
| Lincoln St Survey | Blake Emery presented to the Board that he and Ron Emery met with park attorney Patrick Hunn to discuss getting the deed for the 2F Inc Properties. Patrick Hunn will prepare it and get any documentation needed from 2F Inc. Blake Emery has started the process with the City of Harrisburg to get the alley vacated. |
| 823 W. Lincoln | Blake Emery presented to the Board that he has not reached out to the property owner of 823 W Lincoln yet. The Board discussed possible purchase price to start negotiations and agreed to have Blake Emery bring back to the board any price request from the seller. |
| IAPD Updates | Blake Emery presented to the Board the list of IAPD Legislative updates for their review. |

NEW BUSINESS:

- 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. These were discussed at the previous meeting, but Blake Emery wanted to discuss the final numbers. The accounts are: General – Museum and Water/Sewer; Bond – 2019 Bond and 2022 Bond; Insurance – Liability; Security; OSLAD – 2022 OSLAD; Pool – All expense accounts; HYA & SYSA all expense accounts. Mike Williams made the motion to approve amending the appropriation amounts to make up any insufficiency and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Purchasing Policy Blake Emery presented to the Board the Purchasing Policy. This policy was presented at the June Board Meeting for review. This type of policy was advised by DCEO for purposes of Grant purchases. Ron Emery made the motion to approve the Purchasing Policy and was seconded by Mike Williams. All in favor 3-0 per voice vote.
- Storm Damage Blake Emery presented to the Board the storm damage from July 16, 2023. There was a strong storm with strong winds that came through the park in the late afternoon. Shaw St backstops and fence, Maintenance Shop fence, Centerfield batting cage and fence, and several trees sustained damage. Blake Emery has started an insurance claim and is waiting for an adjuster to assess the situation.
- Audit Blake Emery presented to the Board that he signed and submitted the Audit Engagement Letter for Meyer and Associates CPA, LLC to perform the FY 2023 Audit.
- Letter of Credit Blake Emery presented to the Board that he renewed the Letter of Credit with Legence Bank through 6/20/2024.

RISK COMMITTEE:

- Roll Call The Risk Management & Loss Control Committee Meeting was called to order 9:17 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery and Jill Marvel. The following were absent: TA Sullivan.
- The IPRF Loss Control Review Letter was discussed.
- IPARKS Risk Management review of the pool slide was discussed and the recommendation to follow the manufacturers recommended water depth.
- The IPRF Newsletter and IPARKS Annual Report were distributed.
- 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 9:22 a.m.

DIRECTOR REPORT:

- Projects Projects were discussed as part of the Maintenance Report.
- HYA / SYSA HYA is registering for Flag Football and SYSA is registering for Fall Soccer. Flag Football will hold a Skills Camp on August 12th.

Pool Last day of the Pool is July 29.

Efficiency Committee Blake Emery presented that he attended the IPARKS Webinar on 6/27/23. It was discussed to schedule the first committee meeting for October 20 at the conclusion of the regular Board Meeting that day. The date will be verified with all committee members and then notice will be given about the meeting.

IPARKS Visit IPARKS representative John LaBanow stopped by to meet on June 15, 2023.

IAPD Survey Blake Emery completed the Employment and Revenue Research Initiative survey.

Kiwanis Presentation Blake Emery was the guest speaker at the June 21, 2023 Kiwanis Meeting and provided updates on the Park District.

OSLAD Reports Blake Emery prepared and submitted the Quarterly OSLAD Reports

SIPRA Blake Emery is looking into joining the Southern Illinois Parks and Recreation Association.

Training Blake Emery attended the following training: IAPD: Efficiency Committee Webinar on 6/27/23 and Leading with Influence Webinar on 7/20/23; IPRF: Ergonomics Awareness Webinar on 7/11/23; SportsEngine: Financial Tools Webinar on 7/18/23.

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

REPORTS

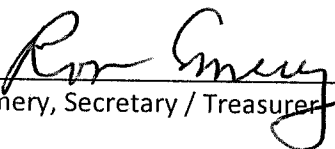
Jill Marvel presented the Recreation Report. Blake Emery presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

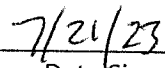
Blake Emery announced that the next regular board meeting is scheduled to be August 18, 2023 at 8:00 a.m. at the Park Office Community Room. Ron Emery asked that the September Regular Board Meeting be changed to September 22. All were ok with the change. Notice will be given about the change of date.

ADJOURNMENT

Mike Williams moved to adjourn, seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:36 a.m.



Ron Emery, Secretary / Treasurer



Date Signed