

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JANUARY 16, 2026
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 and Vice President Raymond Gunning.
The following members of the Board of Commissioners were absent: Secretary/Treasurer Ron Emery (vacation).
Park Staff Present: Executive Director Blake Emery, Recreation Director Jill Marvel, Administrative Assistant Haley Sullivan, and 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 January 16, 2026. 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.
- CONSENT AGENDA:** Raymond Gunning made the motion to accept the December 19, 2025 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.

Raymond Gunning made the motion to accept the 12/16/2025 to 1/12/2026 bills and the December 2025 Unaudited Financial Reports and seconded by Doug Emery. All in favor 2-0 per voice vote.
- CLOSED SESSION:** Raymond Gunning 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 Doug Emery. Roll Call vote was taken. Raymond Gunning – Yes; Ron Emery – Absent; Doug Emery – Yes.

At 8:01 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:** Raymond Gunning made the motion to reconvene the open meeting at 8:05 a.m. and seconded by Doug Emery. Roll Call vote was taken. Raymond Gunning – Yes; Ron Emery – Absent; Doug Emery – Yes. Raymond Gunning 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 July 18, 2025 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 July 18, 2025 Closed Session Meeting Minutes and seconded by Doug Emery. All in favor 2-0 per voice vote. Raymond Gunning made the motion to approve Resolution 2026-0116 and seconded by Doug Emery. All were in favor 2-0 per voice vote. Resolution 2026-

0116, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all present Board Members effective January 16, 2026.

UNFINISHED BUSINESS:

- 2022 Bond Funds Blake Emery presented to the Board the list of remaining designated Bond Fund projects for 2022 Series Bonds. The list of projects was discussed with updates given.
- 2025 Bond Funds Blake Emery presented to the Board the list of 2025 Bond Fund Projects. The list of projects was discussed with updates given.
- Pool Maintenance Blake Emery presented to the Board that he was in contact with Helitech and they recommended a structural engineer give their opinion on the estimated remaining lifespan of the pool. Will discuss more at the February Board Meeting.
- Bishop Property Blake Emery presented to the Board that Lewis & Clark Title has come across some probate questions and is still trying to get some documents from the Probate attorney.
- Harrisburg Supply Blake Emery presented to the Board this needs to stay on hold until a final decision is made on the Church of Christ location.
- Church of Christ Blake Emery presented to the Board that the appraisal document for the Church of Christ building and property. Blake Emery will provide the appraisal to the Church of Christ and see what their level of interest would be if an offer was to be made near the appraisal value. A vote will be taken at the February Park Board Meeting on whether or not to officially extend an offer and how to proceed.
- Maintenance Director Blake Emery presented to the Board that there will be two internal candidates to fill the upcoming vacancy for Maintenance Director. Blake Emery and TA Sullivan will make a recommendation at the February Board Meeting. TA Sullivan is retiring in early March but will remain on staff until the end of June while using up built up vacation/personal/sick/comp time. He will remain the official Maintenance Director up until the end of June. There will be an Acting Maintenance Director during that transition time.

NEW BUSINESS:

- OSHA Form 300A Blake Emery presented to the Board OSHA Form 300A – Summary of Work Related Injuries and Illnesses. There were no injuries reported in 2025. This form will be posted in the park office as required.
- Statement of Economic Interest Blake Emery filed the letter with the Saline County Clerk’s Election Office stating who is required to complete a Statement of Economic Interest form pursuant to the Illinois Governmental Ethics Act. The Statement of Economic Interest forms to be signed and filed with the Saline County Clerk’s Election Office were unavailable at the time of the meeting. Blake Emery will distribute these forms at the February Board Meeting.
- 2025 Pool Recap Blake Emery presented to the Board the 2025 Statement of Revenue and Expenditures for the Pool. Blake Emery is currently developing an agenda and scheduling a meeting with Pool Manager Melonie Motsinger for the upcoming 2025 Pool Season. Blake Emery will report back to the Board at the February 2025 meeting with a summary of the meeting with Melonie Motsinger.

RISK COMMITTEE:

Roll Call The Risk Management & Loss Control Committee Meeting was called to order 8:30 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, Haley Sullivan, and TA Sullivan. The following members were absent: None.

There were no other new topics brought up for discussion by the committee.

Blake Emery distributed the current IPRF Newsletter.

Adjourn The Committee Meeting was adjourned at 8:32 a.m.

DIRECTOR REPORT:

Radio Auction Radio Auction will be February 7th.

Courthouse Blake Emery filed the following at the Saline County Courthouse:
Statement of Economic Interest Letter on 1/5/2026

Newspaper The 2026 Park Board Meeting Schedule was published in the Harrisburg Register on 12/24/2025 and in the SI Dollar Saver on 12/30/2025.

Worker's Comp Blake Emery prepared and submitted all forms for the 2025 Worker's Comp Audit.

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

REPORTS

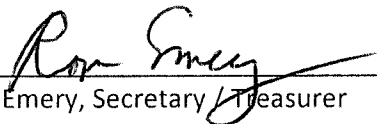
Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

Blake Emery announced that the next regular board meeting is scheduled to be February 20, 2026 at 8:00 a.m. at the Park District Community Room.

ADJOURNMENT

Raymond Gunning moved to adjourn and seconded by Doug Emery. All in favor 2-0 per voice vote. The meeting adjourned at 8:45 a.m.



Ron Emery, Secretary/Treasurer

2/20/2026

Date Signed