

**MEETING MINUTES  
HARRISBURG TOWNSHIP PARK DISTRICT  
REGULAR BOARD MEETING  
NOVEMBER 21, 2025  
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 Secretary/Treasurer Ron Emery.  
The following members of the Board of Commissioners were absent: Vice President Raymond Gunning  
Park Staff Present: Executive Director Blake Emery, Recreation Director Jill Marvel, Administrative Assistant Haley Sullivan, and Maintenance Director TA Sullivan.  
Park Staff Absent: 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 21, 2025. 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.  
  
Visitors Present: None
- CONSENT AGENDA:** Ron Emery made the motion to accept the October 17, 2025 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.  
  
Doug Emery made the motion to accept the 10/14/2025 to 11/17/2025 bills and the October 2025 Unaudited Financial Reports and seconded by Ron Emery. All in favor 2-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into Closed Session.
- UNFINISHED BUSINESS:**
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| 2022 Bond Funds   | Blake Emery presented to the Board the list of remaining designated Bond Fund projects for 2022 Series Bonds. The current list of projects to finish out the 2022 Bond was discussed.  |
| 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 there are no updates at this time regarding the pool concrete testing. He will reach out to another company about concrete tests.  |
| Bishop Property   | Blake Emery presented to the Board that he is waiting on Lewis & Clark Title to complete the title searches for the 4 properties and schedule closing dates.   |
| Harrisburg Supply | Blake Emery presented to the Board that the Duggins family reached out to see if the park was still interested. Blake Emery suggested moving to the next Agenda Item – Church of Christ before further discussing Harrisburg Supply. Discussion shifted towards Church of Christ (See minutes below). After discussing Church of Christ, discussion continued on |

Harrisburg Supply. It was discussed to let them know we are still interested but also pursuing some other options at this time and see what the response is.

**NEW BUSINESS:**

**Church of Christ**

Blake Emery presented to the Board that the Church of Christ is open to considering offers but they were honestly neither for or against selling the entire property and building and it would not be anything in the immediate future. It was discussed to continue looking into this option further. Doug Emery made the motion to approve an appraisal for Church of Christ Building and Property and seconded by Ron Emery. Blake Emery will reach out to Church of Christ for approval of the appraisal.

**Ordinance 2025-1121**

Blake Emery presented to the Board Ordinance 2025-1121 An Ordinance Levying the Taxes for the Harrisburg Township Park District, Saline County, Illinois for 2025. The assumptions used for the 2025 tax levy for revenues to be received in 2026 is not to exceed 105% of the previous year tax base or levy amounts. The 2024 total extension of \$573,290.37 x 105% equals \$601,954.89. Since the total aggregate Estimate of Tax Levy for 2025 is not greater than 105% of the preceding year's extension, a public hearing is not required. Ron Emery made the motion to approve Ordinance 2025-1121 and seconded by Doug Emery. All in favor 2-0 per voice vote. The Ordinance was signed and became effective on November 21, 2025. 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 2024 through June 2025. This is the annual FY 2025 receipts and disbursements summary. Ron Emery made the motion to approve the Statement of Receipts and Disbursements for FY July 2024 through June 2025 and seconded by Doug Emery. All in favor 2-0 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 2025 Audit**

Blake Emery presented to the Board the FY2025 Audit performed by Meyer & Associates, LLC dated October 27, 2025. 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, 2025, 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, 2025, 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."

Doug Emery made the motion to approve the FY2025 Audit and seconded by Ron Emery. All in favor 2-0 per voice vote. The Audit will be submitted with the FY2025 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.

**FY 2025 AFR** Blake Emery presented to the Board the FY2025 Annual Financial Report. The \$850,000.00 threshold requiring an audit was met and the approved Audit will be submitted with the AFR. Ron Emery made the motion to approve the Annual Financial Report for fiscal year ended June 30, 2025 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.

**2026 Board Meetings** Blake Emery asked the Board which dates and times would be the best for the 2026 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 19, 2025 Board Meeting.

**Info Security Policy** Blake Emery presented the current Information Security Policy to the Board for annual review. There were no comments on the document. Doug Emery made the motion to keep using the current version of the Information Security Policy and seconded by Ron Emery. All in favor 2-0 per voice vote.

**IMRF Payment** Blake Emery presented to the Board that in the current budget there was a line item for additional IMRF payment. This payment is to go towards the reserves and help reduce our annual cost. Ron Emery made the motion to approve paying \$50,000.00 towards the IMRF reserves and seconded by Doug Emery. All in favor 2-0 per voice vote.

**IAPD Updates** Blake Emery presented to the Board that he attended the IAPD Legal Symposium. There are some updates needed for the Employee Handbook and those will be presented at the December Board Meeting.

#### **RISK COMMITTEE:**

**Roll Call** The Risk Management & Loss Control Committee Meeting was called to order 8:42 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, Haley Sullivan, and TA Sullivan. Absent: None

Blake Emery presented that there are currently updates being made to the Risk Management Manual and those will be presented at the December Board Meeting.

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

**Adjourn** The Committee Meeting was adjourned at 8:44 a.m.

#### **DIRECTOR REPORT:**

**SYSA** Received Annual Payment for 2025.

**Globe Life** Had supplementary insurance options meeting on 10/24/25. These will be payroll deductions.

**Property Tax** Received Installment Payment #4 for 2023 taxes.

IAPD Blake Emery attended IAPD Legal Symposium on 11/6/2025.


Evaluation Blake Emery distributed Evaluation Forms for the Executive Director.

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 December 19, 2025 at 8:00 a.m. at the Park Office Community Room.

**ADJOURNMENT** Ron Emery moved to adjourn and seconded by Doug Emery. All in favor 2-0 per voice vote. The meeting adjourned at 9:02 a.m.

  
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Ron Emery, Secretary / Treasurer

12/19/2025  
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Date Signed