

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
MARCH 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, Vice President Raymond Gunning and Secretary/Treasurer Ron Emery.
The following members of the Board of Commissioners were absent: None
Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel 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 March 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
- SPECIAL BUSINESS:**
- Admin Assistant** Blake Emery announced that three persons had been interviewed for the open Administrative Assistant position. Jill Marvel was included in the interview process of the applicants. Blake Emery and Jill Marvel made the recommendation to hire Haley Sullivan to fill the position. Raymond Gunning made the motion to approve hiring Haley Sullivan as a full time employee in the Administrative Assistant position with a starting salary of \$32,000 per year and an agreed upon start date in May and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Recreation Director** Blake Emery made the recommendation to have the Recreation Director salary begin at \$51,250 in April (a 5% raise) for Jill Marvel with the salary to be reevaluated with the development of the FY2026 Budget. Ron Emery made the motion to approve the Recreation Director salary of \$51,250 per year starting in April and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- CONSENT AGENDA:** Ron Emery made the motion to accept the February 21, 2025 meeting minutes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.

Raymond Gunning made the motion to accept the 2/18/2025 to 3/17/2025 bills and the February 2025 Unaudited Financial Reports and seconded by Ron Emery. All in favor 3-0 per voice vote.
- CLOSED SESSION:** There was no motion to enter into Closed Session.
- UNFINISHED BUSINESS:**
- 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.
Park Survey	Blake Emery presented to the Board the City of Harrisburg public hearing to approve the vacation of roads/alley request will be April 17 th . The survey map would then be finalized by Brown and Roberts.
Fulkerson Property	Blake Emery presented to the Board that the Fulkerson's will be coming in on March 21 to hand over the keys (possession of the property). Utilities have been scheduled to be turned off on March 24. The City of Harrisburg Fire Department will perform a control burn training on the property in May.
Beardsley Lots	Blake Emery presented to the Board that the trailers have been demolished on site and cleanup work has begun to get the lots looking decent for upcoming ball season.
Surplus Equipment	Blake Emery presented to the Board a list of surplus equipment to sale pursuant to 70 ILCS 1205/8-22. The list includes the previously discussed 1998 Dodge Ram 1500 Pickup Truck and the 2003 Ford F250 Pickup Truck. Ray Gould has asked if the park would convey the 1998 Dodge truck to him for \$50. Raymond Gunning made the motion to approve the conveyance of the 1998 Dodge Ram 1500 Pickup Truck to Ray Gould for \$50 as it is no longer useful to the park district and seconded by Ron Emery. All in favor 3-0 per voice vote. Raymond Gunning made the motion to approve Blake Emery authority to convey/sell the 2003 Ford F250 Pickup Truck to whomever might bring him an offer and seconded by Doug Emery. All in favor 3-0 per voice vote.

NEW BUSINESS:

Easter Egg Hunt
 Blake Emery presented to the Board the details of the upcoming 2025 Easter Egg Hunt. It will be held on Saturday, April 19 at 1:00 PM at the Bill Rice Memorial Soccer Complex. There will be prizes, kite flying, Easter Bunny, and Dorrisville Baptist Church Fun Foods Trailer.

RISK COMMITTEE:

Roll Call
 The Risk Management & Loss Control Committee Meeting was called to order 8:43 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

Blake Emery distributed the IPARKS Spring newsletter.

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

Adjourn
 The Committee Meeting was adjourned at 8:46 a.m.

DIRECTOR REPORT:

Projects
 Projects were discussed as part of the Maintenance Report.

SYSA
 Blake Emery met with SYSA to go over the Weather Alert procedures.

Worker's Comp
 The park was refunded \$1,044.00 in unused premium for 2024.

Marion Director
 Blake Emery met with the new Marion Park District Executive Director, Zach Odum on 2/26/2025.

Website ADA Blake Emery discussed that local government websites are now required to be ADA compatible to include things like specific colors, fonts, visually impaired and deaf functionality. This is a huge undertaking to ensure this complicated compliance and he has begun to seek out companies that perform this work. He will report back at a later date with more information.

Swim Team Blake Emery, Jill Marvel, and Melonie Motsinger met with swim team representatives Medley Ford, Emily Sumner, and Robert Wilson on 3/19/2025. Upcoming changes in procedures were discussed. The pool usage fee charged to individuals of the swim team has been removed and the swim team will pay one lump sum fee to the park. It was agreed they would pay \$2,840 for the upcoming season. They would look at their financials at the end of the season to see if they are able to contribute more.

Museum Blake Emery presented communications with the Historical Society regarding terms of the Lease Agreement and Maintenance.

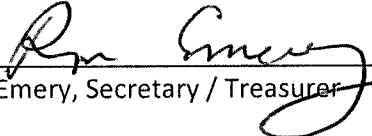
Training Blake Emery attended the following training: IPRF Safety Program Success Webinar on 2/26/2025.

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 April 18, 2025 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 3-0 per voice vote. The meeting adjourned at 9:17 a.m.



Ron Emery, Secretary / Treasurer

4/18/25

Date Signed