

**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, 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, 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 December 19, 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 November 21, 2025 meeting minutes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 11/18/2025 to 12/15/2025 bills and the November 2025 Unaudited Financial Reports and seconded by Raymond Gunning. 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 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 there are no updates at this time regarding the pool concrete testing. Everyone that has been contacted wants to do core drilling or rebound hammer tests. Raymond Gunning is going to talk with Helitech and pass on Blake's information for them to reach out to him. They may be able to provide some services/investigations.
- Bishop Property Blake Emery presented to the Board that Lewis & Clark Title has come across some probate questions and is trying to get answers from the Probate attorney.
- Harrisburg Supply Blake Emery presented to the Board the need to determine exactly what use would be pursued if the Harrisburg Supply property was purchased. It was determined to develop a community room rental area, a fitness class area, and general purpose rental area within

the main building. The pole barn type building could be developed into additional storage space and recreation type area with possible baseball/softball cages, pickleball court, basketball goal, soccer net, etc. This area could be used for rental purposes as well.

Church of Christ

Blake Emery presented to the Board that the appraisal will be available for the January 2026 Meeting. Blake Emery presented to the Board the need to determine exactly what use would be pursued if the Church of Christ property was purchased. The land behind the building would be used to develop additional parking and green space for the Soccer Complex. The lower level of the building would be used as a community room rental space. The upper level would be developed into a fitness class area, a secondary rental space, and possible recreation opportunities.

The plan is to see what the appraisal value of the Church of Christ is and then determine if financially it is an option or not. The property behind the Church will be considered/pursued even if the building is not feasible. Determining exact recreation opportunities will be further explored once a building/location is more available. The old vet building property that was purchased is still an option to consider as well.

NEW BUSINESS:

IAPD Updates

Blake Emery presented to the Board there were no updates at this time.

2026 Board Meetings

Blake Emery presented to the Board the 2026 Board Calendar of Monthly Meetings. At the November 21, 2025 Board Meeting, it was discussed to have the 2026 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 2026 Board Meeting Schedule. Raymond Gunning made the motion to accept the 2026 Board Meeting Schedule and seconded by Doug Emery. All in favor 3-0 per voice vote. The 2026 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 Harrisburg Register and on the park district website.

2026 Holidays

Blake Emery presented to the Board the 2026 Park Holiday Schedule. Raymond Gunning made the motion to approve 2026 Park Holiday Schedule in accordance with the State of Illinois Central Management Service holiday schedule, with exceptions for Thanksgiving and Christmas and seconded by Ron Emery. All in favor 3-0 per voice vote. The schedule was signed and will be displayed at the main Park District Office and on the park district website.

Risk Manual

Blake Emery presented to the Board the Risk Management and Loss Control Manual for annual review. Revisions were made to include the addition of Section 3 Procedures and Section 4 Checklists. Raymond Gunning made the motion to approve the revisions to the Risk Management and Loss Control Manual and seconded by Doug Emery. All in favor 3-0 per voice vote. A new policy statement was signed to be included with the 2026 revision. Copies of the Manual will be made available to employees starting in January 2026.

Employee Handbook

Blake Emery presented to the Board the Employee Handbook for annual review. Revisions were made to Section 4-3 Authorized Leave of Absence. Raymond Gunning made the motion to approve the revisions to the Employee Handbook and seconded by Doug Emery. All in favor 3-0 per voice vote. Copies of the Handbook will be made available to employees starting in January 2026.

Maintenance Director Blake Emery presented to the Board the need to open up the Maintenance Director application internally and make decisions to move forward with current Maintenance Director TA Sullivan's upcoming retirement. Blake Emery would like to post the position internally and see if either or both of the current Maintenance Foremen are interested. Blake Emery asked the Park Board if they would like to be involved in this process or if they would only like to receive a recommendation from the Executive Director and Maintenance Director. They all agreed to let the Executive Director and Maintenance Director handle this process and decision. An update will be provided at the January 2026 Board Meeting.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 9:12 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 the the Risk Management & Loss Control Manual updates will be made available and posted on the website and employees will need to confirm receiving and reading the updates. Trainings will be focused on in 2026 and Haley Sullivan is going to help administrative document needed trainings.

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

Adjourn

The Committee Meeting was adjourned at 9:14 a.m.

DIRECTOR REPORT:

Radio Auction

Blake Emery presented that the Kiwanis Radio Auction is scheduled for February 7, 2026. He distributed auction sheets to board members to help with donations.

Bond Payment

2025 Series Bond Principal and Interest Payment was made to Legence Bank on 12/15/25.

Courthouse

Blake Emery filed the following documents at the Saline County Courthouse on 11/21/25: Tax Levy Ordinance, Certificate of Compliance, Statement of Receipts and Disbursements, Annual Financial Report, Annual Audit.

Newspaper

Blake Emery had published the Notice of Audit Availability placed in the Harrisburg Register on 11/26/25.

Property Taxes

Blake Emery presented that the Park is still waiting to receive the first Property Tax payment from the County.

IMRF

Blake Emery presented that \$40,000.00 payment was made to IMRF towards reserves instead of the \$50,000.00 as discussed. The lesser amount was due to looking into the current balance and future levy receipt and wanting to keep a small positive balance in the account.

IAPD

The Board Members received packets on the IAPD Annual Meeting.

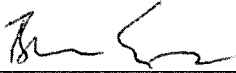
The Executive Director Report was placed on file. See attached report.

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 16, 2026 at 8:00 a.m. at the Park Office 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 9:36 a.m.



Ron Emery, Secretary / Treasurer

Blake Emery, Executive Director

1/16/2026

Date Signed