

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JUNE 20, 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 Haley Sullivan, Recreation Director 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 June 20, 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 May 16, 2025 meeting minutes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 5/13/2025 to 6/16/2025 bills and the May 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 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.
- 824,828,830 W Poplar St Blake Emery presented to the Board that the offer of \$25,000 was accepted for the lots of 824, 828, & 830 W Poplar Street (old vet clinic across from tennis courts). A \$5,000 deposit was given to the seller and the closing is scheduled for later in June. It was discussed about the potential options for the building or to demolish the building. It was decided to leave the building for now until a final decision can be made after careful consideration is given.

NEW BUSINESS:

- IAPD Legislative Blake Emery distributed to the Board the IAPD Legislative Updates.
- Website ADA Blake Emery presented to the Board the need to have a website that meets the legal ADA requirements. Streamline is a company that specializes in local government websites and compliance. The Board wants more information as to why the price is so high and want is offered by others. Blake Emery stressed that it is the parks legal obligation to provide a compliant website whether or not others are doing so. Blake Emery agreed to gather more information and options and report back to the Board. Raymond Gunning made a motion to approve to Table this agenda item until the July Board Meeting and seconded by Ron Emery. All in favor 3-0 per voice vote.
- Pool Debt Blake Emery presented to the Board that he is seeking approval to transfer money from the General Fund to the Pool Fund to cover any Fiscal Year 2025 debt of the Pool Account, if needed. The exact revenue and expenditures for the pool will not be known until the end of June. The Pool Fund cannot be negative at the end of the fiscal year and we must borrow from another account if it is. It is hoped that the pool will come close to breaking even, but if not, then a transfer has to be made. Raymond Gunning made the motion to approve transferring needed money from the General Fund to the Pool Fund to cover any Fiscal Year 2025 debt in the Pool Fund if needed and seconded by Doug Emery. All in favor 3-0 per voice vote.
- FY2025 Expenses Blake Emery presented to the Board there are a few categories in the FY 2025 Budget where spending has exceeded the appropriated amount and is seeking approval to amend the appropriations in those accounts. The accounts are: General – Telephone/Internet and Designated Donations; Bond – 2022 Bond, 2025 Bond, and Miscellaneous Expenses; Recreation – Dues/Subscriptions, Promotion/Advertising, Salary Recreation Director, Program Expenses, and Office Expenses ; Security/Audit – Audit Expense; Pool – All expense accounts. Ron Emery made the motion to approve amending the appropriation amounts to make up any insufficiency and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- Salary Schedule Blake Emery presented to the Board Resolution 2024-0119-2 Resolution Establishing Salary Schedule for annual review. There were no changes desired for the Resolution. Ron Emery made the motion to approve keeping the Resolution as is and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- FY2026 Budget Blake Emery presented to the Board the Preliminary Fiscal Year July 2025 to June 2026 Budget and Appropriation Ordinance. At the conclusion of the meeting the Preliminary Budget & Appropriation Ordinance will be made available at the park office and on its website for public inspection for a minimum of 30 days. The public hearing will be held at a later date prior to formal acceptance of the Budget and Appropriation Ordinance. Ron Emery made the motion to approve the Preliminary Budget and Appropriation Ordinance and to make it available for public inspection prior to final approval and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- FY2026 Salaries Blake Emery presented to the Board proposed staff salaries for Fiscal Year July 2025 to June 2026. It was noted that the Maintenance Director Salary as presented was \$1,000 more than as shown in Resolution 2024-0119-2 Salary Schedule. All were in an agreement and approval of this amount as it is the final year before retirement for the Maintenance Director. Ron Emery made the motion to approve the presented July 2025 to June 2026

salaries and start paying the rates in July 2025 and seconded by Raymond Gunning. All in favor 3-0 per voice vote.

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.

There was no old business to discuss.

The IPRF Newsletter was distributed. It was discussed to look into the policy and safety of bikes and motorized bikes on the walking trail.

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

Adjourn

The Committee Meeting was adjourned at 9:16 a.m.

DIRECTOR REPORT:

Newsletter

Blake Emery presented that the Park is going to start providing a monthly newsletter to highlight the upcoming events and activities for each month.

Survey

Blake Emery presented that he plans to send out a community survey to get feedback on the park and its facilities and programs.

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

REPORTS

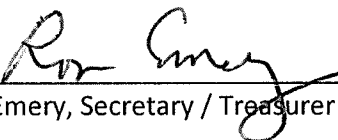
Jill Marvel presented the Recreation Report. TA Sullivan presented the Maintenance Report. The reports were placed on file. See attached reports.

ANNOUNCEMENTS

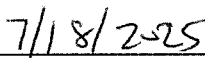
Blake Emery announced that the next regular board meeting is scheduled to be July 18, 2025 at 8:00 a.m. at the Park District Community Room.

ADJOURNMENT

Raymond Gunning moved to adjourn and seconded by Doug Emery. All in favor 3-0 per voice vote. The meeting adjourned at 9:48 a.m.



Ron Emery, Secretary / Treasurer



Date Signed