MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JUNE 19, 2026
8:00 AM HARRISBURG PARK OFFICE
921 W. POPLAR ST.

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, Maintenance Director Ray Gould, and Maintenance Foreman Jacob Mills.
Park Staff Absent: None

Visitors Present: Greg McCulloch and Michael Oestreich

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 19, 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 with a comment.

SPECIAL TOPIC:
SYSA Soccer

Blake Emery presented to the Board that SYSA President Greg McCulloch asked for a moment to speak to present the requested documents from that came from the May 6, 2026 Special Board Meeting. Greg McCulloch then presented to the Board the following Documents: SYSA Revenue and Expenses 2024-2025, SYSA Revenue and Expenses 2025-Present, SYSA Project Planning 2026-2027, and SYSA Sponsor Plan 2026-2027. Greg McCulloch discussed rising annual expenses and the need to retain the advertising income. Greg McCulloch requested the Board Reinstate SYSA from Probationary Status and Reinstate their ability to solicit advertisement money.

Blake Emery requested that SYSA demonstrate their commitment to the Policy/Procedures concern from the Probation Letter prior to full reinstatement from Probation Status. Blake Emery stated that he felt the other concerns were addressed with the documents that were provided/presented at the meeting today. Blake Emery also requested that SYSA highly consider some type of annual Fundraiser to help supplement / support the need to offset the rising expenses.

Blake Emery made the recommendation to the Board that the Sponsor Plan be approved allowing SYSA to solicit and collect advertising income at the Bill Rice Memorial Soccer Complex with the requirement that the renewal happen in December or January of each year instead of June and include in the future Addendum to the Affiliate Association Agreement that the Park District made an offer to solicit and collect the advertising income themselves with the money being put directly back into the facility and SYSA was not in favor of this option and each year that the Sponsor Plan is approved for SYSA they are understanding that desired project/upgrades requests will be SYSA's Responsibility to pay for. Blake Emery informed SYSA he will be working on the Addendum to the Affiliate Association Agreement and provide a draft copy as soon as possible within the next month.

Ron Emery made the motion to approve the Executive Director's recommendation to approve the Sponsor Plan allowing SYSA to solicit and collect advertising income at the Bill Rice Memorial Soccer Complex with the requirement that the renewal happen in December or January of each year instead of June and include in the future Addendum to the Affiliate Association Agreement that the Park District made an offer to solicit and collect the advertising income themselves with the money being put directly back into the facility and SYSA was not in favor of this option and each subsequent year that the Sponsor Plan is approved for SYSA they are understanding that desired project/upgrades requests will be SYSA's responsibility to pay for and seconded by Doug Emery. All in favor 2-0 per voice vote.

CONSENT AGENDA: Ron Emery made the motion to accept the May 15, 2026 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.

Ron Emery made the motion to accept the 5/12/2026 to 6/15/2026 bills and the May 2026 Unaudited Financial Reports and seconded by Doug Emery. All in favor 2-0 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.

2025 Bond Funds: Blake Emery presented to the Board the list of 2025 Bond Fund Projects. Ron Emery made the motion to approve the line item for parking improvements at the Soccer Complex be revised to include any improvements at the Soccer Complex and seconded by Doug Emery. All in favor 2-0 per voice vote.

Bishop Property: Blake Emery presented to the Board that no updates were available.

700 W South St Block: Blake Emery presented to the Board that Lewis & Clark finished the title paperwork and we are waiting on the deed to be completed. The Seller will be in town on June 30 to sign the deed.

Soccer Prop. @ Ditch: Blake Emery presented to the Board that he directly reached out with Doug Hines and conceded that the centerline of the ditch will now be the eastern property line. There was approval given to remove the temporary fence, sign, and culvert. This issue was then considered to be settled by both parties.

205 S Shaw St: Blake Emery presented to the Board that the owner reached out again to see if the Park District is interested in this property. Blake Emery informed him that it would be discussed again at the June Meeting. This item was tabled until all board members were present at a meeting.

NEW BUSINESS:

IAPD Updates	Blake Emery distributed to the Board a document containing the current IAPD Legislative Updates.
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 2026 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. Ron Emery made the motion to approve transferring needed money from the General Fund to the Pool Fund to cover any Fiscal Year 2026 debt in the Pool Fund if needed and seconded by Doug Emery. All in favor 2-0 per voice vote.
FY2026 Expenses	Blake Emery presented to the Board there are a few categories in the FY 2026 Budget where spending has exceeded the appropriated amount and is seeking approval to amend the appropriations in those accounts. The accounts are: General – Audit, Museum, Electric, Natural Gas, Maintenance Repairs & Supplies, Gas & Oil; Bond – 2022 Bond and 2025 Bond; Recreation – Dues/Subscriptions, Promotion/Advertising, and Office Expenses ; Insurance – Liability; Pool – All expense accounts. Doug Emery made the motion to approve amending the FY 2026 appropriation amounts to make up any insufficiency and seconded by Ron Emery. All in favor 2-0 per voice vote.
Hire Maint. Worker	Blake Emery presented to the Board the need to hire a full time Maintenance Worker with TA Sullivan retirement in full effect on June 30. Blake Emery recommended hiring Timothy Leonberger in the role of Full Time Maintenance Worker effective July 1, 2026. Doug Emery made the motion to approve hiring Timothy Leonberger in the full time Maintenance Worker position effective July 1, 2026 and seconded by Ron Emery. All in favor 2-0 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. Doug Emery made the motion to approve keeping the Resolution as is and seconded by Ron Emery. All in favor 2-0 per voice vote.
FY2027 Budget	Blake Emery presented to the Board the Preliminary Fiscal Year July 2026 to June 2027 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. Doug Emery made the motion to approve the FY2027 Preliminary Budget and Appropriation Ordinance and to make it available for public inspection prior to final approval and seconded by Ron Emery. All in favor 2-0 per voice vote.
FY2027 Salaries	Blake Emery presented to the Board proposed staff salaries for Fiscal Year July 2026 to June 2027. Doug Emery made the motion to approve the presented July 2026 to June 2027 salaries and start paying the rates in July 2026 and seconded by Ron Emery. All in favor 2-0 per voice vote.
Letter of Credit	Blake Emery presented to the Board that he renewed the Letter of Credit with Legence Bank through 6/18/2027 and decreased the amount from $1.5 million to $1 million.

Audit	Blake Emery presented to the Board the Audit Engagement Letter for Meyer and Associates CPA, LLC to perform the FY 2026 Audit. Ron Emery made the motion to approve the Audit Engagement Letter and seconded by Doug Emery. All in favor 2-0 per voice vote.
Social Media	Blake Emery presented to the Board that previously the Board had agreed not to use social media until it was determined how to accurately and legally keep records of social media posts and usage. Blake Emery presented to the Board that the Local Records Commission has now given guidance on how to properly utilize social media while addressing the above mentioned concerns of the Board. Doug Emery made the motion to approve developing a Social Media Policy and Statement and seconded by Ron Emery. All in favor 2-0 per voice vote.
Notice of Bid	Blake Emery presented to the Board that a Notice of Bid has been placed for Athletic Uniforms (Jerseys) for the 2026 Flag Football Season. The Bid Opening is scheduled for the July 17, 2026 Board Meeting.
Roger Herrin Trust	Blake Emery presented to the Board that Mike Gauch reached out and asked if the Park District would be willing to have the Roger Herrin Trust be transferred to and administered by the Park District. Mike Gauch is the current administrator and would sign over the trust. The conditions of the Trust are that the funds are only to be used for the Michael Herrin Soccer Tournament and an annual scholarship for an HHS soccer player. This item was tabled until all board members were present at a meeting.

RISK COMMITTEE:

Roll Call	The Risk Management & Loss Control Committee Meeting was called to order at 9:01 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, Haley Sullivan and Ray Gould. The following members were absent: None

Unfinished Business - Blake Emery gave an update that one of the soccer goals has been secured with a new semi-permanent mounting system and the Park District is going to apply this system to the remaining goals.

Blake Emery distributed the IPRF Newsletter.

Pool Incident – Blake Emery discussed an incident at the Pool on 6/6/2026 where an elderly man fell at the elevation change in the shade structure area. It was visible on the camera that he mis stepped. An ambulance was called to attend to the injured man. The area was clearly painted yellow to indicate a change in elevation. A "Watch your step" stencil has been ordered to more clearly indicate the elevation change.

Dog Bite – Blake Emery discussed an incident near the Tennis Court Bathroom on 6/11/2026. A woman was bitten by an unleashed dog. The persons with the dog were quick to get their dog and leave. They did not reach out or help the woman. The woman did go to the emergency room to get the wound looked at. Future actions to consider are that maintenance workers seek out dog owners if unleashed dogs are seen and possibly more signage to indicate dogs are to be leashed.

Maintenance Parking Lot – Blake Emery discussed an incident at the Maintenance Parking Lot on 6/11/2026. An EarnFare Worker knew that our maintenance staff was cutting trees/limbs that day and informed our workers that there was limb of concern in the tree next to where he was parked. It was noted and decided to get to it later in the day after completing the current trees on the list. Before maintenance was able to get to the tree, a gust of wind broke the limb and it fell and hit the vehicle. This was reported to IPARKS as a claim and is currently being processed. In hindsight, the EarnFare worker should have been asked to move his vehicle until maintenance could address the tree of concern.

Ray Gould brought up a concern about E-Bikes on the Drew Blair Trail. Blake Emery said he is working towards some policy language and signage to help address this concern. There were no other new topics brought up for discussion by the committee.

Adjourn — The Committee Meeting was adjourned at 9:11 a.m.

DIRECTOR REPORT:

Website — The onboarding process for the website transition is almost complete. The new website should be active by July.

IAPD — Blake Emery distributed to the Board the IAPD Expenditure Analysis comparing HTPD with all other park districts in the state.

Bond Interest — The 2025 Series Bond Interest Payment was made on 6/15/2026.

King Financial — Tim King of King Financial met with Blake Emery on 6/18/2026 to discuss Tax Cap legislation on the upcoming ballot in Saline County and its impact on future Levy and General Obligation Bonds.

Training — IMRF Employer Access Webinar 6/17/2026; IAPD Webinar Complying with New Title II ADA Rule on Web Content Accessibility on 6/17/2026.

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

REPORTS — Jill Marvel presented the Recreation Report. Ray Gould 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 17, 2026 at 8:00 a.m. at the Park District Community Room.

ADJOURNMENT — During the meeting, at 8:39 a.m. Doug Emery received news that his pregnant daughter was in labor. Ron Emery moved to adjourn and seconded by Doug Emery. All in favor 2-0 per voice vote. The meeting officially adjourned at this time as there was only one Board Member in attendance. There was still further discussion of agenda items until 9:30 a.m. but no approvals or votes were taken as there was not a quorum present.

Ron Emery

Ron Emery, Secretary / Treasurer

7/17/2026

Date Signed