

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
JULY 18, 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, and Maintenance Director TA Sullivan.
Park Staff Absent: Recreation Director Jill Marvel
- 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 July 18, 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 June 20 2025 meeting minutes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- Ron Emery made the motion to accept the 6/17/2025 to 7/14/2025 bills and the June 2025 Unaudited Financial Reports and seconded by Raymond Gunning. All in favor 3-0 per voice vote.
- CLOSED SESSION:** Raymond Gunning made the motion to enter into closed session pursuant to 5 ILCS 120/2.06(d), semi-annual review of the minutes of all meetings of the Board that are presently closed to the public and seconded by Doug Emery. Roll Call vote was taken. Raymond Gunning – Yes; Ron Emery – Yes; Doug Emery – Yes.
- At 8:04 AM the Board members and Executive Director Blake Emery went into the private Conference Room at the Park Office for the closed session while all others in attendance remained in the Community Room. At the conclusion of the closed session all Board members and Blake Emery returned to the Community Room.
- RECONVENE:** Raymond Gunning made the motion to reconvene the open meeting at 8:08 a.m. and seconded by Doug Emery. Roll Call vote was taken. Raymond Gunning – Yes; Ron Emery – Yes; Doug Emery – Yes. Raymond Gunning made the motion that pursuant to Open Meetings Act 5 ILCS 120/2.06(d), the Harrisburg Township Park District Board of Park Commissioners has met and reviewed the minutes of the January 17, 2025 meeting of the Board that is presently closed to the public and the Board hereby finds and declares that the minutes for that meeting no longer require confidential treatment and to approve the January 17, 2025 Closed Session Meeting Minutes and seconded by Doug Emery. All in favor 3-0 per voice vote. Raymond Gunning made the motion to approve Resolution 2025-0718 and seconded by Doug Emery. All were in favor 3-0 per voice vote. Resolution

2025-0718, Resolution Regarding Review and Release of Closed Session Minutes was then signed by all present Board Members effective July 18, 2025.

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.
- Website ADA Blake Emery presented to the Board the need to have a website that meets the legal ADA requirements. This was tabled at the June 2025 Board Meeting. Blake Emery reached out to IAPD per the Board's request. IAPD does not endorse a specific company for website compliance. They agree there are many different options out there and all options are not equal. Blake Emery looked into the law and populations with less than 50,000 people have until April 2027 to become compliant. Blake Emery will continue gather more information and options and report back to the Board.

NEW BUSINESS:

- Letter of Credit Blake Emery presented to the Board that he renewed the Letter of Credit with Legence Bank through 6/18/2026.
- Audit Blake Emery presented to the Board the Audit Engagement Letter for Meyer and Associates CPA, LLC to perform the FY 2025 Audit. Ron Emery made the motion to approve the Audit Engagement Letter and seconded by Raymond Gunning. 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. Several were discussed at the June 2025 Board Meeting: 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. Additional discussed at the July 2025 Board Meeting: General – Electric; Recreation – HYA Flag Football. Raymond Gunning made the motion to approve amending the appropriation amounts to make up any insufficiency and seconded by Doug Emery. All in favor 3-0 per voice vote.
- Pool Maintenance TA Sullivan presented to the Board some ongoing maintenance issues being experienced at the Pool. There are issues with the pump, there is a leak requiring around 5 inches of water to be added daily, and the tanks need looked at. Blake Emery proposed having an Engineering Study performed to look into the current overall condition of the pool. The pool is 60 years old and the concrete is now starting to show signs of deterioration. Raymond Gunning made the motion to approve repairing/replacing the pool pump at the end of the season and to engage in finding a consultant for an Engineering Study and seconded by Ron Emery. All in favor 3-0 per voice vote. Upon results of the study other needs can be addressed as recommended.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:41 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Haley Sullivan, and TA Sullivan. Absent: Jill Marvel

There was no old business to discuss.

IPRF Loss Control Meeting – Blake Emery met with IPRF for annual review. A review letter was distributed. There were no new recommendations based on the GAP Assessment. From 2020 through June 2025 there have been 3 claims.

IPRF Foundations Course – Blake Emery will be attending in Springfield on July 23.

SYSA Field Maintenance Plan – SYSA’s version of the plan was presented. The Park will send back a revised version with the following requested changes: SYSA commits to checking the fields and documenting once a month (3rd Week) so there is accountability from both sides; It was felt if SYSA owns the goals then the park should not be responsible for maintaining them; Chemicals – the park does not want to spray chemicals. The park currently hires this out on all other sport fields. A revised version of the Maintenance Plan will be sent to SYSA for their review.

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

Adjourn

The Committee Meeting was adjourned at 8:58 a.m.

DIRECTOR REPORT:

Survey

Blake Emery completed a community survey from the University of Illinois Extension.

IPRF

The annual Loss Control Meeting was held on 7/2/2025.

Electricity

Blake Emery had a meeting with Electricity Supplier IGS to discuss current energy trends.

Hafford Property

The closing meeting for the property was on 6/26/2025. Blake Emery would like to formally discuss the plans for this property at a future board meeting.

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

REPORTS

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

ANNOUNCEMENTS

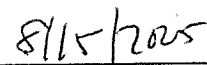
Blake Emery announced that the next regular board meeting is scheduled to be August 15, 2025 at 8:00 a.m. at the Park District Community Room.

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



Date Signed