

**MEETING MINUTES
HARRISBURG TOWNSHIP PARK DISTRICT
REGULAR BOARD MEETING
MAY 16, 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 and Secretary/Treasurer Ron Emery.
The following members of the Board of Commissioners were absent: Vice President Raymond Gunning attended the meeting starting at 8:37 a.m.
Park Staff Present: Executive Director Blake Emery, Administrative Assistant Jill Marvel and Maintenance Director TA Sullivan.
Park Staff Absent: None
- ELECTION:** The 2025 Park Board of Commissioners Election agenda item was moved to later in the meeting once all Board Members were present.
- 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 May 16, 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 April 18, 2025 meeting minutes and seconded by Doug Emery. All in favor 2-0 per voice vote.
- Ron Emery made the motion to accept the 4/15/2025 to 5/12/2025 bills and the April 2025 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. 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 that the requested property lines have been staked by Brown & Roberts. Blake Emery met with legal counsel Patrick Hunn regarding the Adverse Possession claim on the Soccer Property. Patrick Hunn recommended that the park have the property lines and City of Harrisburg Road/Alley Easements surveyed and staked. He then recommended that the Park District clearly establish the eastern

property line with a fence, post a sign notifying as Park property, and begin to mow the property by gaining access via the established City easements.

824,828,830
W Poplar St

Blake Emery presented to the Board that an offer of \$25,000.00 was made for the lots of 824, 828, & 830 W Poplar Street (old vet clinic across from tennis courts). Blake Emery, TA Sullivan and Ron Emery went and looked at the existing building. Structurally the building looks to be in good shape. It would need much work in renovation to make it usable. It was decided to continue to wait on a response to the \$25,000.00 offer before moving forward with any future plans for the building itself.

Raymond Gunning attended the meeting at this point at 8:37 a.m.

NEW BUSINESS:

Resolution 2025-0516

Blake Emery presented to the Board Resolution 2025-0516 Resolution Designating Freedom of Information Act Officer. This would revise the previous resolution to now include Administrative Assistant Haley Sullivan as an additional Freedom of Information Officer and remove Jill Marvel. Raymond Gunning made the motion to approve Resolution 2025-0516 Resolution Designating Freedom of Information Act Officer and seconded by Doug Emery. All in favor 3-0 per voice vote.

RISK COMMITTEE:

Roll Call

The Risk Management & Loss Control Committee Meeting was called to order 8:40 a.m. The following members of the Risk Management & Loss Control Committee were present: Blake Emery, Jill Marvel, and TA Sullivan.

There was no old business to discuss.

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

Adjourn

The Committee Meeting was adjourned at 8:41 a.m.

DIRECTOR REPORT:

Projects

Projects were discussed as part of the Maintenance Report.

SYSA

Jill Marvel will transition into the liaison role between the Park District and SYSA and will start reporting on SYSA.

IAPD Conference

Blake Emery attended the IAPD Legislative Conference in Springfield on 4/30/2025.

Kiwanis

Blake Emery was the speaker at the Kiwanis Meeting on 5/14/2025.

Insurance Renewal

Blake Emery met with Nathan Ashby to renew the IPARKS Insurance. It was prorated as the anniversary date will switch to January moving forward.

Training

Blake Emery attended the following training: IMRF Employer Rate Meeting Webinar on 5/15/2025.

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.

ELECTION

Canvass of Votes Blake Emery presented to the Board the April 1, 2025 Election Canvass of Votes. Ron Emery made the motion to approve the Canvass of Votes and seconded by Raymond Gunning. All in favor 3-0 per voice vote.

Certificate Blake Emery presented to the Board the Certificate of Election from Saline County Clerk. Ron Emery made the motion to approve the Certificate of Election and seconded by Raymond Gunning. All in favor 3-0 per voice vote.

Oath of Office Ron Emery administered the 4 Year Term Oath of Office to Doug Emery and the 2 Year Term Oath of Office to Raymond Gunning.


Officers Ron Emery made the motion to approve keeping the current Officers of the Park Board of Commissioners the same – President Doug Emery, Vice President Raymond Gunning, Secretary/Treasurer Ron Emery and seconded by Raymond Gunning. All in favor 3-0 per voice vote.

Open Meeting Act Blake Emery acknowledged to the Board that all Board Members have met the Open Meetings Act Training requirements.

Orientation Blake Emery presented to the Board Resolution Establishing Board Member Responsibilities and IAPD’s The Board Members Creed as refreshers on what the roles of being a Board Member are.

ANNOUNCEMENTS Blake Emery announced that the next regular board meeting is scheduled to be June 20, 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 9:00 a.m.



Ron Emery, Secretary / Treasurer

6/20/2025
Date Signed