

PUBLIC HEARING & REGULAR MEETING  
OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, DECEMBER 13, 2016, AT 6:00 P.M.  
NASH RECREATION BOARD ROOM,  
304 SO. FIFTH STREET, OREGON, ILLINOIS

- 1) PUBLIC HEARING TO HEAR TESTIMONY ON THE PROPOSED PROPERTY TAX LEVY INCREASE FOR OREGON PARK DISTRICT FOR 2016
  - A. CALL TO ORDER
  - B. ROLL CALL
  - C. RECOGNITION OF VISITORS WISHING TO PRESENT TESTIMONY ON THE PARK DISTRICT LEVY FOR 2016
  - D. PUBLIC HEARING ADJOURNED
- 2) REGULAR MEETING AGENDA
- 3) CALL TO ORDER
- 4) ROLL CALL
- 5) RECOGNITION OF VISITORS
- 6) APPROVAL OF MINUTES
  - A. REGULAR MEETING MINUTES, NOVEMBER 8, 2016
  - B. SPECIAL MEETING MINUTES, NOVEMBER 22, 2016
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - C. FINANCE COMMITTEE - MET NOVEMBER 22, MINUTES INCLUDED
  - D. PERSONNEL & POLICY COMMITTEE - MET DECEMBER 6, MINUTES INCLUDED
  - E. PARKS & FACILITIES COMMITTEE -
  - F. PROGRAM & SERVICE COMMITTEE -
  - G. PARKS REPORT - INCLUDED IN PACKETS
  - H. RECREATION REPORT - INCLUDED IN PACKETS
  - I. ENVIRONMENTAL SERVICES REPORT - INCLUDED
  - J. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS

- A. 2016 TAX LEVY APPROVAL; ORDINANCE 16-12-13
- B. PLAYGROUND GRANT SUBMISSION APPROVAL
- C. POLICY MANUAL UPDATES
  - I. 2.21 CELLULAR TELEPHONE USE
  - II. 4.07 F: OVERTIME
  - III. 4.07 G : WRITTEN TIME RECORDS
- D. VERIZON CELLULAR PHONE PLAN CONTRACT AGREEMENT APPROVAL
- E. SALARY UPDATE RECOMMENDATION
- F. RELEASE OF EXECUTIVE SESSION MINUTES
  - I. APRIL 12, 2016 REGULAR EXECUTIVE MINUTES
  - II. AUGUST 9, 2016 REGULAR EXECUTIVE MINUTES

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JANUARY 10, 2017

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
November 8<sup>th</sup> 2016

Steve Pennock, President, called the Regular Meeting to order at 6:00 p.m.

PRESENT: Dan Engelkes, Gary Davis, Mark Tremble, Steve Pennock

ABSENT: Dave Bakener

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Supt. of Parks; Brian Beckman, Supt. of Environmental Services; Kim Krahenbuhl, District Attorney; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS: Jon Barnhart, Tom Mahoney, Kelly Virgil

Mr. Mahoney introduced Mrs. Kelly Virgil, Oregon Elementary Principal, he also thanked the Oregon Park District Board for all of the help they had for the new school playground.

Mrs. Virgil also thanked the Park District for all of their help with the playground project. She then presented a video to the Board, the video was a Thank you from the Oregon Elementary School students.

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Mark Tremble, the regular meeting minutes of October 11<sup>th</sup>, 2016 be approved as printed. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Steve Pennock - yes . MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Fuller had nothing to add. Motion by Mark Tremble, seconded by Dan Engelkes, the Claims Payable be approved as presented. Roll Call: Mark Tremble, Gary Davis, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

Motion by Dan Engelkes, seconded by Gary Davis, the Claims Payable be approved as presented. Roll Call: Mark Tremble, Gary Davis, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

#### REPORTS

Mrs. Folk stated that there will be a Finance Committee Meeting November 22<sup>nd</sup> at 5:00pm

Parks Report - Included in Board Packets. Mr. Egedy stated they finished all of the mulch for the playground. They have about an hour left of work to do and then the Parks Department is done.

Recreation Report - Included in Board Packets. Mrs. Folk commented that the Rec Staff is starting to prepare for the Candlelight walk. This is the first time Nash will be open for Candlelight walk, the staff has prepared a fun evening for the community.

Environmental Services Report - Included in Board Packets. Mr. Beckman commented that the pool has a large chip in the paint. The contractors have been notified and took a sample of the chip. Mr. Beckman stated he will notify the board with any updates as they arise.

Administrative Report - Included in Board Packets. Mr. Griffin stated the Levy Packet will be out at the end of the week.

BUSINESS (unfinished)

BUSINESS (new)

#### Rock 'n River Festival Discussion

Mrs. Folk stated the proposal was included in the board packet, and that she recommends they move forward with a preliminary approval so they can continue to plan the event. Motion by Mark Tremble, seconded by Dan Engelkes, temporary approval for proposal of the Rock n River festival. Roll Call: Mark Tremble, Gary Davis, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

#### COMMISSIONERS COMMENTS

Mr. Tremble commented that the playground progress was great to watch.

Mr. Engelkes congratulated Mrs. Folk on being appointed to the Board

Mr. Davis congratulated Mrs. Folk as well. He also congratulated the Staff on all of their work with the playground and partnering with the school.

#### DIRECTOR'S COMMENTS

Mrs. Folk commented that Dexter Clow passed away, there will be a Memorial Service at the Park District Thursday evening. She also stated they received Thank You notes from Dave Churney's family as well as William Himert's Family for there recent services. Mrs. Folk stated it is very easy for her to work intergovernmental agreements with the community when she knows she has a great staff behind her. She thanked Mr. Egyed and his staff, as well as, Mr. Barnhart on all of their hard work.

#### PRESIDENT'S COMMENTS

Mr. Pennock commented it would be nice if the press were here to show how well the school and Park District worked together on the playground project.

#### ADJOURN

Motion by Dan Engelkes, seconded by Steve Pennock meeting adjourn at 6:16 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger  
Secretary to the Board of Commissioners

Oregon Park District  
Finance Committee Meeting  
Nash Recreation Center  
Tuesday November 22<sup>nd</sup> 2016

Dave Bakener, called the meeting to order at 5:00 p.m.

Present: Mark Tremble, Dave Bakener, Dan Engelkes, Andy Egyed, Brian Beckman, Matt Mekeel, Dan Griffin, Erin Folk, Andrea Messenger

Mr. Griffin stated they tried to copy the same format that they had for the budget packet. The big change this year is the new EAV estimates for the 2016 tax year, the impact from Exelon, and the Levy estimate itself. Mr. Griffin stated the EAV for 2016 was \$672 million, which was up significantly from last years \$608 million, which is a little over 11% from last year. Exelon's EAV was \$546 million, which is up from \$482 million last year, with is 13% increase. All of the other properties in our area declined over the year. Mr. Griffin state because of the Exelon increase we will have to go through with the Truth in Taxation Act. The overall increase in funds, except the bond and interest fund, is 5.4%. Most of the restricted funds were very similar to last years, the only change is they are a little lower. The overall district tax rate will stay the same, which is just shy of \$300,000.

Mrs. Folk stated the intent on keeping the tax rate level is if the state comes through and says they are going to freeze property taxes and we lowered those taxes we would be stuck at that lower rate. We decided to keep it at the .43 cents as a safety measure.

Mr. Griffin stated we are going to levy the corporate funds at \$700 million in hopes to gain more funds. He stated the increase in Corporate and special purpose funds is 5.14%, the increase in Debt Services is 18.35%, and the overall estimated increase is 10.56%. The City of Oregon property tax will stay the same at 4.28%. Mr. Griffin stated without an agreement this is the highest EAV tax rate we have seen in 1995.

Mr. Griffin stated the Bond and Levy Schedule is the release of the Levy tonight, everyone will have more than 20 days to review the packet prior to the Truth in Taxation hearing on December 13<sup>th</sup> and we will also approve that hearing on that evening and file with the county clerk. On January 10<sup>th</sup> we will approve a bond that gives us the ability to sell those bonds up to a

certain amount. We have to clear the sale of that bond prior to the end of February to make the local tax bills.

Mr. Griffin summarized by saying the tax rate stays the same, the EAV increase from the Exelon properties is what triggered the Truth in Taxation to be initiated. We are overall in good financial health, which is a good place to be in so we can plan ahead in the event something happens. The big news is there is no increase in the homeowners tax.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble, the meeting adjourn at 5:21 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger  
Secretary to the Board of Commissioners

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Special Meeting Minutes**  
Tuesday November 22, 2016

Steve Pennock, President, called the Special Meeting to order at 6:00 p.m.

PRESENT: Dan Engelkes, Dave Bakener, Gary Davis, Mark Tremble, Steve Pennock

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Supt. of Parks; Brian Beckman, Supt. of Environmental Services; Matt Mekeel; Supt. of Rec., Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS: Steve Konters, and Jena Beck from Hitchcock Design Group

Mr. Pennock started the meeting off by the statements below:

- Must verbally mentioned, and reflected in minutes, that the estimate of the levy has been determined and made publicly available
- Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$2,500,000 General Obligation Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

Mrs. Folk then passed the meeting over to Mr. Konters a Principal with Hitchcock Design Group and Jena Beck project designer and planner, to present the Master Plan Workshop.

Mr. Konters introduced himself and Ms. Beck, he also stated they have a sub consultant, Williams Architect, that is on their team to help with the facility side of the assessment.

Mr. Konters stated they are not trying to draw any conclusions from tonights meetings, they are purely going over collected data and discussing it with the board.

Mr. Konters explained that the planning process they break down into 5 steps. The analyze and connect phase, which is now coming to an end, the analyze is the science and data side of the plan, and the connect phase is the subjective and opinions that they gather. After tonight's meeting and data they will start to draw some conclusions and go over what might be the Park Districts priority needs over the next 5 years. They will then start the envision phase, which is the how we can accomplish these things in the next 5 years. Once they have figured out what they think we need, they will meet back with the board and see if you agree. Mr. Konters stated that right now no idea is a bad idea, and he just wants to get all of the ideas out on the table to discuss. Mr. Konters stated they will then move onto the prioritize phase, which is what is really obtainable, what makes most sense with our resources as a community. Then they will wrap it up with the last phase, implement, which is creating an action plan.

Mr. Konters stated the objectives for tonight's meeting are to review the data, find out what the common themes are in the community, and gather the Boards input. He stated the first thing was to look at the demographics in the community pertaining to the Oregon Park District. As far as population goes, the community is starting to shrink, from 2010-2016, there is a 2% decrease as that is happening the community is getting older. The community is a dominant Caucasian community, with an average income distribution of \$50,000-\$99,000. After demographics they look at the parks and open space programs. One of the first things they do is use GIS system to map the system within the community boundaries. They then classify the parks with the National Parks Association standards within Mini, Neighborhood, Community, Natural Areas, Greenway, and Acreage. The draft classifications for Mini Parks includes: Kiwanis Park, Lions Park, Mix Park, Pioneer Park and Williams Park. The Neighborhood Parks include: Fairgrounds and Park East. The Community Parks include: Park West. There are a couple areas that are considered Natural Areas they include: Veterans Prairie and Jacks Landing. There is one park classified as a Green way that park is Carnation Park.

Mr. Konters stated that once they inventoried the Parks they look at some standards that the state sets. They consider if there is enough open space for the population. Are they located in the best areas to serve the population. Mini Parks should be within a quarter to a half a mile walking distance, Neighborhood parks should be a half mile walking distance and Community parks are considered a drive

to location, one to three miles away. Also, if the parks have the right type of amenities or enough amenities per state average. Mr. Konters then explained our community averages stating we have an average 14.6 acres per 1,000 people, which is a surplus for our community. The average is set at 10 acres per 1,000. When they figure in all of the Natural Parks, and Greenway we are well above the average at 22.2 acres per 1,000.

Mr. Konters stated they then divide the community into planning areas to better understand the distribution. The Mini Park distribution shows 31.3% of the population is served these parks within a quarter mile walking distance. The Neighborhood Park distribution shows 17% of the population is served by these parks. The Community Park distribution shows 42% of the population is served by these parks, this is a larger number because of the size of this park and it being a drive to park. When they consider all of the parks only 52.1% of the population is served by these parks. This number is considered low, but when they look at the city limits over 90% of the area is parks. The next factor they look at is amenities, they then compare these to the state averages. Starting with tennis courts we meet the state average of quantity, but because of the age and condition of these courts they are beyond their useful life. Basketball court quantity is above average, but a few of them need work or replacing. Baseball field quantity is above average, but a few of them identify as beyond useful life. Soccer fields are well above quantity. Picnic shelters are above average for quantity, but 8 out of 12 are beyond their useful life. Playgrounds are well about the quantity average with only a couple that need repairing.

Next Mr. Konters moved onto facilities, including Nash and Blackhawk Center. When you combine the two facilities there is an average of 62,565 square feet, 44,170 without the Blackhawk Center. This shows there is a surplus of 49,073 square feet, 17,528 without Blackhawk Center.

Mr. Konters stated to summarize they can see we are a community that is shrinking, with an average age of 65. There is plenty of open space, with a well distribution with the community. They show we are low on tennis courts and fitness stations. The averages also show the community is low on river access. They also show there are a lot of aged amenities the need fixed or upgraded. They show a surplus of indoor space, there are a few aging systems at Nash. Mr. Konters then asked for questions on the analysis results. Mr. Bakener commented on the declining population

factor, stating they lost 2 large employers in the Mt. Morris area. He feels this will take some time to build the community back up.

Mr. Konters moved on to the stakeholder results. They had 10 people from local organizations that participated in a series of workshops. They asked them 'What are the priorities the Park District should focus on in the next 5-10 years'. Many of the participants stated they would like some upgrades done to the parks including; trails, shelters, playgrounds, maybe something more diverse in the playgrounds. Something unique that is an attention getter, such as an outdoor pool. They would like to see more revenue generating items, such as more tournaments. They would like to see more program offerings including more senior activities, young family activities, teen activities, low income family activities, a special recreation for adults, and more winter recreation. The stakeholders also stated they would like to see more partnerships within the community. They would also like to see more use of the river areas.

Mr. Konters then reviewed the staff workshops. These had some of the same results. They would like to see more diversity in the playgrounds at the parks. They would like to evaluate the long term agreement with the Blackhawk center usage. Improving the facility systems at Nash, and improving the pool area, they would also like to see more partnerships. The next review discussed was the Online Forum. This was over the course of 30 days, promoted on the website and social media. There was a total of 67 participants, 191 responses, and 1500 views. There were 11 questions, 4 were open ended questions, and 5 were put on Facebook. The results show Nash is the most frequented facility. Park West is the most frequented park with Fairgrounds being the second. In the facilities the community would like to see A/C in both, family changing rooms, earlier and later hours of operation, more diversity in fitness classes. When it comes to parks they would like to see disc golf, volleyball courts, updating play equipment, more lighting on the paths, more bike trails, better restrooms, and outdoor pool. The community would also like to see more updating and maintaining the parks and facilities, more programs, more diversity in the programs and parks, and more partnerships.

Mr. Konters opened the meeting up for discussion.

Mr. Tremble questioned if 67 responses is low, or if it was what they were hoping for in responses. Mr. Konters stated that he felt this was a good response.

Mr. Pennock stated he agrees with the keeping things updated and repaired, and definitely need to work on these items.

Mr. Engelkes agreed we need to maintain what we have, before we add more, but feels programming wise we offer a wide variety of programs.

Mr. Davis commented he was very surprised by the responses from the community.

Mr. Bakener stated he agrees with adding A/C to the Blackhawk Center and possibly getting more use of the facility during the summer.

Mr. Pennock commented on the outdoor pool issue stating the City had an outdoor pool. It was not maintained and closed it due to repair.

Mr. Tremble stated he feels there are more than enough programs offered to the community. He also feels the community is getting these programs offered at a fair price.

Mrs. Folk stated that programming has significantly increased over the past 8-10 years. This is also the communities opportunity to share their ideas.

Mr. Pennock commented he feels they are seeing the same responses, he feels the community doesn't see what they have in front of them.

Mr. Konters asked the board what should the Park District work on in the next 5 years.

Mr. Pennock stated that Jack's Landing was a great addition he would like to see more on the east side of Oregon.

Mr. Tremble commented on having additional trails connecting parks and river front usage.

Mrs. Folk stated we need to focus more on programming and activities for active adults.

Mr. Tremble stated we have a very young staff, he feels this will help the Park District.

ADJOURN

Motion by Dan Engelkes, seconded by Dave Bakener, the meeting adjourn at 7:01 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger  
Secretary to the Board of Commissioners



# OREGON PARK DISTRICT

FISCAL YEAR  
2017

## MONTHLY FINANCIAL REPORT

NOV 2016

The Oregon Park Districts monthly financial report will outline any substantial changes to District fund balances or operational budgets. The month end banking fund balances for a three year period will be itemized. Percentage changes from the month end to the prior year's month end will also be calculated and a corresponding positive/negative change arrow included. Large percentage changes in District fund balances may or may not be significant and/or planned for any given period. Substantial changes not approved within the Districts annual budget will be noted.

### BANKING FUND BALANCES

FUND	NOV 2016	OCT 2016	NOV 2015	-	% CH.	NOV 2014
General Checking	\$13,836.08	\$39,554.70	\$19,380.28	↓	-28.6%	\$6,862.70
Payroll Checking	\$67,044.23	\$72,986.02	\$91,730.13	↓	-26.9%	\$48,880.56
Corporate Fund	\$376,968.13	\$428,973.64	\$425,027.82	↓	-11.31%	\$468,428.86
Recreation Fund	\$430,439.66	\$481,402.44	\$440,484.57	↓	-2.28%	\$507,373.81
Audit Fund	\$12,305.52	\$12,242.21	\$11,757.69	↑	4.66%	\$11,062.13
Liability Fund	\$192,527.15	\$197,624.95	\$164,614.30	↑	16.96%	\$157,390.99
IMRF Fund	\$135,930.83	\$149,087.98	\$125,529.25	↑	8.29%	\$118,861.36
Scholarship Fund	\$19,076.47	\$18,260.80	\$18,149.74	↑	5.11%	\$8,101.76
Social Security Fund	\$130,721.44	\$138,625.14	\$101,105.44	↑	29.29%	\$75,424.69
Police Fund	\$60,200.03	\$60,142.35	\$49,636.79	↑	21.28%	\$60,852.15
Paving Fund	\$21,870.00	\$21,786.10	\$63,100.39	↓	-65.3%	\$32,893.99
Bond/Int Fund	\$8,592.90	\$594,103.03	\$5,692.76	↑	50.9%	\$14,301.03
Park Imp Fund	\$154,294.94	\$170,182.34	\$718,548.71	↓	-78.5%	\$827,486.35
<b>TOTAL</b>	<b>\$1,623,807.38</b>	<b>\$2,384,971.70</b>	<b>\$2,234,757.87</b>	<b>↓</b>	<b>-27.3%</b>	<b>\$2,337,920.38</b>

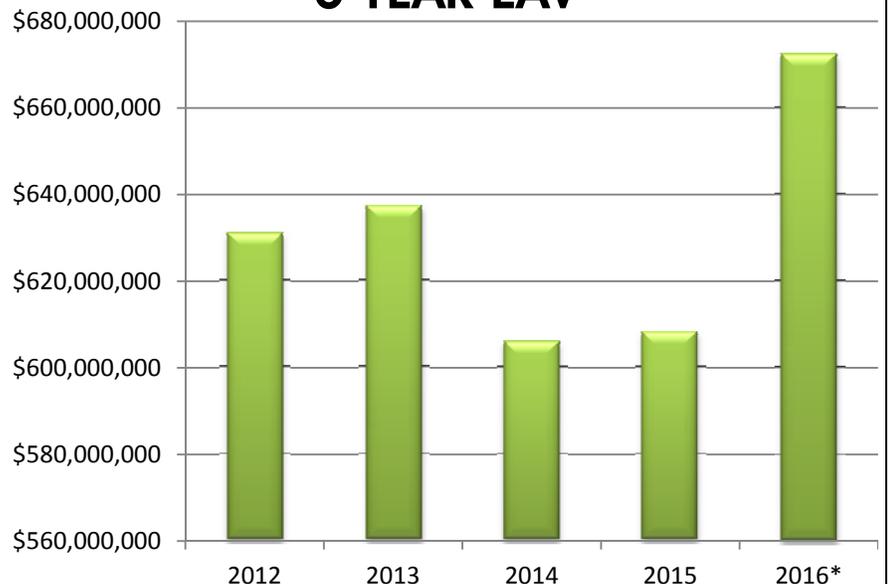
#### Financial Notes:

The District received its 6th and final real estate tax disbursement for the 2015 tax year. The total receipt was \$7,272.35, making the grand total \$2,656,782.01.

All General Obligation Bond Payments for the 2016-17 year have been processed. The parameter ordinance for the 2017 GO Bond will be presented in January.

Additional Income/expense breakdowns and associated charts will be included with the monthly treasurer's report as necessary. All funds are currently held with Stillman BancCorp. N.A. in the form of checking and savings accounts.

### 5 YEAR EAV



*Don Fuller*

Don Fuller, Treasurer

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

Parks Report



### Events

Most of our time the past few weeks has been spent putting up holiday decorations. The Décor consists of lighted ground displays and lighting in trees at Mix Park, Nash, Oregon Coliseum, Courthouse lawn and Park East. Bob Vogl again this year donated two Christmas trees, one for Candle Light Walk and one at Nash.

We will be participating in the Christmas tree recycling program again this year through the Ogle County Solid Waste Management Department. With the combined efforts from other organizations we were able to recycle over 500 trees last year and keep them out of our local landfills. The mulch from these trees will be stored behind the Maintenance garage and is free to the community.



### Projects

Projects at this time are centered on getting things ready for winter season. The bathrooms and water fountains are all closed and winterized for the season. The pit toilets at Park West will remain open for sledding, skiers, and walkers. This utility area has no running water, therefore can be left open during the winter. All portable restrooms have been pulled from the parks.

The flower beds have been cleaned out for the winter season. Annuals have been pulled and perennials cut back. Tulip bulbs have also been planted at Nash and in sign beds.

A flag pole has been installed at the entrance of Nash Recreation Center.



### General Maintenance

We will soon start maintenance on all parks vehicles and equipment. Maintenance includes oil changes, replace filters, check all fluids, replace any parts needed and receive a good cleaning. The goal is to make sure equipment is safe and operational for the next busy season. All winter equipment is ready to go. Plows are hooked up and the salt spreader is on the dump truck. Our salt supply at this time is low and I have ordered a truck load which is 25 tons. The price of salt from our supplier has come down in price this year by \$10 a ton. HOPE YOU ALL HAVE A SAFE AND HAPPY HOLIDAY SEASON!!!

Respectfully Submitted,

A handwritten signature in black ink that reads 'Andy Egyed'. The signature is written in a cursive style.

Andy Egyed  
Superintendent of Parks

# MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

Superintendent of Recreation Report



## Athletics & Activities

In my short 2 weeks as an Oregon Park District employee, I have seen numerous programs and operations both here at Nash and at the Blackhawk Center. I had the chance to observe a boy's basketball game coached by Calvin, water aerobics, swim lessons, open swim, and fitness center operations. I also had the opportunity to view the facilities/programming associated with both the Children's Center and ET. I was able to participate in both the Candle Light Walk and the 50<sup>th</sup> Anniversary kick-off celebration.



## Facilities

Staff has welcomed me with thorough tours of the fine facilities here at the park district. Whether that was touring Nash with Erin, a mechanicals tour by Brian, Blackhawk Center with Calvin and Amanda, the Rec. Center and pool with Jena, or my drive-thru of all of the parks with Andy, it was much appreciated. I am convinced you folks have created some phenomenal facilities for this community to enjoy for years to come.



## Staff

I have scheduled individual meetings with all of my Rec. staff in the next two weeks. This will allow me ample time to get to know my staff on both a personal and professional level, discuss areas of concern, get an understanding of their programming goals and vision for the park district as we move into the future, and finally convey my expectations for them as park district employees moving forward.



## Thank you

I am excited to have been given the opportunity to join the Oregon Park District as we begin to celebrate the 50<sup>th</sup> Anniversary. It will be months of celebration and recognition for all the many things that you folks have accomplished in getting us to where we are today. The facilities and programming offered by the park district are a true collaboration between the commissioners, administration, staff, and the support of the community that is second to none. I am proud to be part of this team as we move the Oregon Park District into the next 5...10...25...50... years. Be proud of what you have, it is truly a gem.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matt Mekeel".

Matt Mekeel  
Superintendent of Recreation

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

### Environmental Services Report



#### **Nash Center**

With the colder weather, all of air handlers have been serviced and at this point are operating properly. We had a major leak on one of the roof top units above the river room, which has been repaired and preventative measure put into place to prevent further issues. Additionally a pneumatic VAV was replaced in the children's center to allow for the proper supply air volume in that area. With all of the holiday decorations up I am maintaining a list of items that need to be put out for the seasons as well as where they are being stored. This will allow us to more efficiently decorate in the years to come. We have installed our projector screen and projector mount in the pool for movies in the pool. It was a large success for the event during the Candlelight Walk, and I am looking forward to another movie during our 50<sup>th</sup> Celebration.



#### **Blackhawk Center**

I am happy to report that the exterior door frames for the Blackhawk Center have been installed and fit properly this time. The company that installed them for us (G-Mac Hardware) also completed some other necessary work. They installed door sweeps on the main exit doors, replaced a window in Calvin Clothiers office, replaced a door closer, and tuned up both automatic closers at The Nash Center. At the request of the school district I am in the process of ordering shower curtains for the girls P.E. locker room. The curtains are bacterial, stain, mold, and mildew resistant. This will be a test for further shower curtain retrofits.



#### **Environmental Services Staff**

This month the Environmental Services staff met and discussed various emergency procedures. I held an open discussion for staff to talk about what has and hasn't worked in previous experiences. During this discussion we touched on the most basic medical emergency all the way to an emergency at the Byron Nuclear Plant. I was pleased with the discussion and plan to continue holding meetings with the staff to ensure that we are prepared. I have also received numerous compliments regarding the building and the professionalism of the staff. One such compliment came from Staci Glendenning on behalf of the Veterans Day Committee. She stated that she was very pleased with the setup of the Veterans Day event and that the staff was more than accommodating and helpful. The staff also helped out with setting up for and decorating for the Candlelight Walk both at the coliseum and at Nash Recreation Center.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Brian Beckman".

Brian Beckman

Superintendent of Environmental Services

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

### Business Administration Report



#### **Financial Review**

The November 2016 Treasurers Report is included in the December Board Packet. The overall financial health of the District is good. The 2016 General Obligation Bond was repaid to Stillman Bank on November 1st and is reflected in the Treasurers Report. The District also received the sixth and final tax disbursement for the 2015 tax year. The total was \$7,542.33 including \$269.98 in delayed interest. The total tax collection for the 2015 tax year was \$2,656,782.01, which was approximately \$56,085 more than the 2014 tax collection.



#### **2016 Tax Levy / GO Bond Process**

The District will hold a public hearing for the Truth in Taxation Act prior to the December regular meeting. The purpose of the meeting will be to allow public comment on the Districts proposed tax increase for 2016. As the Tax Levy Packet indicates, and also was discussed at the tax levy presentation, the District will collect an additional \$283,000 but does not expect the taxes for the average Oregon homeowner to increase. The District will then approve the 2016 tax levy at the regular board meeting. The levy ordinance will then be filed with the Ogle County Clerk.

The District will propose a bond parameters ordinance at the January 10th, 2017 regular meeting. The parameters ordinance will allow the District to release a public offering to local banks for the 2017 GO Bond. The parameters ordinance will outline the maximum bond sale amount. The General Obligation bond term sheet will then be completed by February 24th. The bond receipt will be approximately \$190,000 in excess of the original budgeted estimate.



#### **Board Agenda Items / Additional Information**

The board will consider a couple of Policy Changes at the December regular meeting. The District prepared updates to the Overtime Policy in preparation for the Department of Labor' potential changes to the Salary threshold. While the federal court recently stopped the revisions to the FLSA regulation, the District will be prepared in the event the changes eventually occur. The District will also update the Cellular Use Policy to accommodate the Verizon Wireless contract.

The filing period for the upcoming April election begins on Monday, December 12th and ends December 19th. The District has two Board seats available. The District will release its 2016 Year in Review Video in conjunction with the 50th Anniversary Celebration. Don't miss the Districts History timeline located in the Nash Hallway.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Griffin".

Dan Griffin, Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

### Marketing & Communications Report



#### Facebook & Marketing

Facebook followers increased from 3330 to 3420, an increase of 90 followers this month. We have been heavily marketing Candlelight Walk and the 50th Anniversary through facebook and had a great turnout in our Candlelight Walk event. Patrons were very complimentary of the family events offered that evening and are excited about the 50th anniversary party. The Ogle County Life had a front page story on OPD in the December 5 issue. Invitations have been sent for the anniversary fun night/open house. Christmas cards featuring the staff will be sent out the week of December 12th and we will also be delivering Jen's Artisan Breads as a small token of thanks to several volunteers and businesses that continue to support us throughout the year. This will be the second year doing this. Much of November has been spent planning and implementing Candlelight Walk and the 50th Open House. Five trees have also been decorated throughout the building for everyone to enjoy.



#### Facility Tours/Memberships/Anniversary Guide

Ten tours were given this month and four passes were sold immediately following the tour. Visitors are still amazed at what we have to offer and we've received positive response on the new offerings in the Anniversary Guide. The guide went live November 18 and registration opened on November 28.



#### Anniversary Fun Night/Open House

We are excited to celebrate December 9th. We will have 6 basket give-a-ways including a Family Fun basket, Party Basket, Get Fit Basket, Summer Fun, Coffee & Working Out, and Outdoor Fun. Everyone that enters the building will receive a ticket for the drawing. Hopper's Poppers has generously donated popcorn for our popcorn bar with a variety of flavors. We will also bring back the popular Hot Chocolate and Coffee Station from Candlelight and what party would be complete without cake! The Recreation Staff has lots of fun activities planned from movie in the pool to inflatables in the gym. The hallways will be decorated with memories from the years. We also plan to offer a 50% off special that evening that will be announced that day.



#### Customer Service

All part-time and full-time employees are now wearing name badges. We were able to utilize our card machine to create the part-time badges. In the next few months I will be working toward creating training for each department on how to approach and offer the best service to patrons.

Respectfully Submitted,

Tina Ketter  
Marketing & Communications Supervisor

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

### Aquatics Coordinator Report



#### Swimming Lessons

Swimming lessons are wrapping up the first week in December and we are starting to promote and take registration for our winter session starting in January. At the end of every session we continue to hand out surveys to all of the parents. Surveys are still coming in but overall with about half of them in we have received 19 excellent, 4 very good, 1 good and no fair or poor when rating their overall experience. I expect the remaining half to reflect this same trend. Below are some of the comments we have received about our instructors and their overall experience with our lessons.

"Everyone was awesome. Friendly staff, attentive lifeguards. Amy was very patient & worked well with our 4 year old!"

"Loved Amy. Our son is autistic and she was absolutely amazing with him. Very patient and awesome!"

"They were awesome! My 8 month old daughter was easily able to fit in with kids up to 3 years because of the flexibility and planning of the instructors."

"Both instructors were great! They kept the kids all under control while the kids had fun and learned!"

"We loved the lessons and had a great experience. WE will be back again!"



#### Movies in the Pool

Our first movie in the pool went really well and we anticipate we had about 100 guests that night. The 2<sup>nd</sup> movie will be 'The Santa Clause' playing during our 50<sup>th</sup> Anniversary Open House celebration and we can't wait for Santa (my dad) to make his appearance out on the pool deck in his tropical attire. We have also added stockings to our festive decoration with each of the aquatics staff's names and pictures on them. Our patrons have loved checking out the stockings and seeing all of the staff we have at the pool!



#### CPR Classes

At the end of November and beginning of December I taught 3 CPR, first aid, and AED for adult, child and infant classes. A total of 12 students were certified and everyone did a great job!

Respectfully Submitted,

A handwritten signature in black ink that reads "Jena W" with a long horizontal line extending to the right.

Jena Wehmhoefer, CPRP  
Aquatics Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

December 13, 2016

**Athletic Facility Manager Report**



**Youth Athletics- 3<sup>rd</sup>-6<sup>th</sup> Grade Boys Basketball**

The 3<sup>rd</sup>/4<sup>th</sup> grade division and 5<sup>th</sup>/6<sup>th</sup> grade division concluded on December 10<sup>th</sup> with a tournament at the Blackhawk Center. These leagues are designed to continue development of basic basketball skills before reaching a more competitive atmosphere. Working with the Dixon YMCA helps to create a fun but competitive league.

The 6<sup>th</sup> grade competitive basketball season concluded with a win on December 1<sup>st</sup>. The season didn't provide as many wins as the team had hoped but at the conclusion of the year they were playing their best basketball. All players showed great improvement from the beginning of the year to the last game.



**Youth Athletics- Jr. NBA Basketball League**

The Jr. NBA Basketball program concluded on November 19<sup>th</sup> at Nash. This program gave Pre-K and K-2<sup>nd</sup> graders their first opportunity to play in a structured basketball setting. The hope with this program is to begin to develop the very basic skills of basketball and encourage participants to continue to develop through all levels of our basketball program as they get older.



**Adult Athletics- Women's Volleyball League**

The Women's Volleyball League had 9 teams sign up to participate. This is 2 more than we had last year. Due to the increased number of teams the Blackhawk Center will be utilized more for games. Games started October 27<sup>th</sup> and will continue through January.



**Tae Kwon Do**

The Tae Kwon Do program began a new session the week of November 28<sup>th</sup>. We were able to get 33 registrants throughout our 3 class days that we offer. The Tae Kwon Do program teaches discipline, self defense and helps with coordination and agility. This program offers a wide range of participants from age 6 to 68.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Calvin Clothier', written in a cursive style.

Calvin Clothier  
Athletic Facility Manager

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

Events Report



### **Holiday Lights House Decorating Contest**

The 2016 Contest is our 8<sup>th</sup> Annual Light Contest. In an effort to have more homes entered, OPD staff will be nominating homes for the contest. There will be two winning homes (Clark Griswold style and the Traditional Style) with prizes coming from OPD, Merlin's and the sign for their yard donated by GK Graphics of Byron. The winning homes will be announced around December 19. Photos of the winning homes will appear in the Ogle County Life and addresses for all homes will be on the OPD website so that families can drive by those entered and check out the holiday lights!



### **Candlelight Walk**

As Committee Chair for Candlelight Walk, it has been a long process planning this event for the community, but it was definitely a success. It was wonderful having Nash as a participating business this year and both the gingerbread activities and pool activities were very well received. I worked with Tyler to coordinate the selling of the greens to benefit the scholarship fund. Thanks to Tyler and other park employees, we had a nice variety of swags, pots and hanging baskets and we were able to contribute \$780 to the Youth Scholarship Fund! Myself and the committee were able to get 65 businesses/crafters to participate in the event and/or sponsor. There were 34 sponsoring businesses open for the event. There were 27 gift fair vendors in the coliseum along with Santa Claus, a balloon artist and live entertainment. Most of the decorating and moving of items and installing the "town tree" would not happen without the support of the Park District. The committee knows how lucky the community is to have such a terrific Park District that supports all community efforts. Candlelight Walk is a great small town holiday event to kick off the season and the Oregon Park District is a large contributor to the success of this community event.



### **Letters to Santa**

The elves placed a decorated mailbox to mail letters to Santa Claus in the lobby at Nash. A volunteer collects the mail and responds to the Children's letters. Letters can be sent through December 15<sup>th</sup>.



### **Other**

Build-A-Birdhouse Entry Forms are available at the front counter. I am continuing to work on information for a new updated sponsorship package to be ready for potential sponsors after the first of the year

Respectfully Submitted,

A handwritten signature in cursive script that reads "Debbie Leffelman".

Debbie Leffelman  
Event Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

### Recreation Program Manager Report



#### **OPD/OES Theatre Production**

Throughout Veterans Day weekend, two casts of a total of 60 talented OES students performed four separate productions of The Lion King Kids to over 700 spectators (an increase of 40 from 2015). If that wasn't enough, the casts also performed for the entire school in two more performances that following Monday morning. Over 25 volunteers worked tirelessly to assist myself, Director, Katherine Donnelly and Asst. Director, Cindy Carroll to put on the show. Due to a few simple changes and creative alternatives, we were able to improve our end net income by over \$800. Compliments were flowing in day after day. This was an extremely successful weekend and full of prospects for our next production.



#### **No School Day Programs**

November 15 presented a fun Kids Off The Couch Day at the ET room for a total of 42 students. We also hosted a Recreate & Celebrate Day to the Burpee Museum on November 23 for 16 students. This trip was complete with a guided tour and a dinosaur fossil workshop.



#### **Family Fun Night**

The gingerbread workshop and cookie decorating station was a hit over Candlelight Walk evening. The first 50 families in the door received a free gingerbread house to decorate. Each house package came with frosting and candies. In addition, we had candy bar with over 15 different candies and one additional white frosting piping bag per family. Along with this we had 400 Christmas shaped sugar cookies ready to be decorated with frosting and a variety of Christmas toppings. The room was full of laughs, happiness and a scent of sugar all evening long.



#### **Programs in November**

Through November 4-9, I was at OES giving individual presentations in each classroom to promote our after school open gym. This resulted in a significant increase of participation each Monday in our gym. We now average about ten students each Monday. Our tumbling program for November provided a memorable experience to 35 eager tumblers-an increase of two participants from October. As of December 5, we have changed our childcare location to the Children's Center to allow the Prairie room to be accessible for fitness purposes. We have also altered the times to 4:30-7:30p.m. each evening to cover the group fitness class times through the week. I expect to see our average increase due to these enhanced changes.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Amanda Zimmermann".

Amanda Zimmermann, CPRP  
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

Children's Center Report



Indian Teepee

Once again, our teepee, donated by the Climenhaga family and decorated by John Barnhart, was a big part of our Thanksgiving unit. It was also fun, and always interesting, to hear what the children are thankful for!



Mrs. Pennock and Holly

Mrs. Pennock and Holly visited once again in November and will be back again in December. I appreciate all of Mrs. Pennock's help with her own learning games. The children love to have Holly here as well!



Candlelight Walk

The children made picture ornaments that are hanging on the tree in the hallway outside of the Children's Center as a part of the Park District's decorations for Candlelight Walk. The parents love seeing their child's pictures displayed. The children do as well!



Holiday Hope Chest

The Children's Center is once again participating in the Holiday Hope Chest sponsored by LSSI. I have received a list from LSSI of names of children, ages 2-6, with a desired toy or other needed clothing item listed for each name. Families from the Children's Center were given the opportunity to take a child's name off of the Children's Center tree. Items will be picked up by LSSI on Thursday, December 8, for delivery to families before Christmas. LSSI is always so very thankful for the generosity of our families!



Christmas Parties and Holiday Break

Our Christmas parties will be held on Tuesday, December 20, and Wednesday, December 21. We will have games, stories and a variety of activities, as well as treats provided by families. The Children's Center will be closed after sessions on Wednesday, December 21. We will return on Wednesday, January 4.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Nancy J. Kerwin".

Nancy Kerwin  
Children's Center Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 13, 2016

### Natural Resources Report



#### **Playground**

The play ground has been finished with a ribbon cutting to officially open the play area. Kevin Driscoll the representative from NuToys came to inspect the playground. Kevin was very impressed with the quality and attention to detail in the assembly of the playground only finding one loose bolt while conducting his report.



#### **Kiosks**

All the doors from the outside Kiosks have been removed and taken to the shop for repair. Vents will be added to the kiosk to aid ventilation due to the accumulation of moisture. The doors will be completely disassembled and refinished in a natural wood appearance. The smaller Kiosks located on the shelters have been removed as well for refurbishing. The building of additional kiosks will be looked at for our parks.



#### **Blue Bird Boxes**

Blue bird boxes are being cleaned as well as 12 new double entrance design houses being worked on. Through out this month bird houses will be inspected, repaired, painted and cleaned.

#### **Farmers market**

The farmers market for 2017 will take place on Friday evenings. The market signage has been removed and taken to the shop. The signage will be changed to reflect the new market. I would like to include our new logo. Colors and font styles used on the Nash awnings will be used to give the market a modern look as well as tie it into the park district. Vendors were receptive to it with a few a little reluctant to change. I believe those will come around to embracing Friday nights! The new farmers market will do well, become a fixture in our community and grow with good advertising and creative promotions.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'John Barnhart', written in a cursive style.

John Barnhart  
Natural Resources Manager