

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 12, 2017, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, AUGUST 8, 2017
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - B. FINANCE COMMITTEE - NO REPORT
 - C. PERSONNEL & POLICY COMMITTEE -
 - D. PARKS & FACILITIES COMMITTEE - NO REPORT
 - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - F. PARKS REPORT - INCLUDED IN PACKETS
 - G. RECREATION REPORT - INCLUDED IN PACKETS
 - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. ADMINISTRATIVE POLICY 1.02D UPDATE - ORDER OF BUSINESS
- 9) COMISSIONERS COMMENTS
- 10) DIRECTORS COMMENTS
- 11) PRESIDENTS COMMENTS
- 12) ADJOURNMENT

NEXT REGULAR MEETING - OCTOBER 10, 2017

Oregon Park District Board of Commissioners
Nash Recreation Center
304 S. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
August 08, 2017

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

PRESENT: Steve Pennock, Mark Tremble, Dave Bakener

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Superintendent of Parks, Brian Beckman, Superintendent of Environmental Services; Matt Mekeel, Superintendent of Recreation; Kim Krahenbuhl, Park District Attorney; Don Fuller, Treasurer; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS:

APPROVAL OF MINUTES

Motion by Dave Bakener, seconded by Mark Tremble, the minutes of the Regular Meeting of July 11, 2017 be approved as printed. Roll Call: Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Dave Bakener, seconded by Mark Tremble, the minutes of the Public Hearing July 18, 2017 be approved. Roll Call: Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Dave Bakener, seconded by Mark Tremble, the minutes of the Special Meeting of July 18, 2017 be approved as printed. Roll Call: Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Motion by Dave Bakener, seconded by Mark Tremble, the Treasurer's Report be approved. Roll Call: Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

Motion by Mark Tremble, seconded by Dave Bakener, the Claims Payable be approved as presented. Roll Call: Mark

Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

REPORTS

Mrs. Folk said she did not need to establish any committee meetings at this time.

Parks Report - Included in Board Packets.
Mr. Egyed had nothing to add.

Recreation Report - Included in Board Packets.
Mr. Mekeel had nothing to add.

Environmental Services Report - Included in Board Packets.

Mr. Beckman had nothing to add.

Administrative Report - Included in Packets.
Mr. Griffin had nothing to add.

BUSINESS (unfinished)

BUSINESS (new)

Blackhawk Center Agreement

Mrs. Folk recommended entering into another one year agreement with the school district with no proposed changes pertaining to the Blackhawk Center. She is looking forward to working with the school on agreements present and future which are beneficial to both parties.

Motion by Steve Pennock, seconded by Mark Tremble, the Blackhawk Center Agreement be approved. Roll Call: Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Autumn on Parade Car Show Permit - Park East

Motion by Mark Tremble, seconded by Dave Bakener, the Autumn on Parade Car Show Permit be approved. Roll Call: Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Fitness Equipment Lease Agreement

Mr. Mekeel recommended going with a proposal from Direct Fitness Solutions. He stated they were very cooperative and easy to work with and had competitive rates.

Motion by Mark Tremble, seconded by Steve Pennock, the fitness equipment lease agreement be approved. Roll Call:

Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Van Purchase Agreement

Mrs. Folk provided the board a bid tabulation sheet, two of the companies did not submit a van quote. The bids provided were very competitive based on the 2017 state bid. The bids provided are straight purchase bids, Prescott Brothers did provide a trade in bid that would bring it down \$1,500 from the \$33,287 bid. Mrs. Folk stated they have not decided if they will trade or do closed seal bids, but did recommend approval of the Prescott Brothers bid.

Motion by Dave Bakener seconded by Mark Tremble, the van purchase agreement be approved. Roll Call: Steve Pennock, Dave Bakener, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Bakener commented on what a wonderful job the Park District Staff did on the Lions Park field after the flood. He also thanked the staff for all of their help with the flooding at the Village of Progress.

Mr. Tremble commended the Parks Department on a great job with the Flood cleanup.

DIRECTOR'S COMMENTS

Mrs. Folk stated she received a proposal from Hitchcock Design for the Park West Master Plan. Contracted price was below the budgeted amount. Staff plans to kick off the process in the next six weeks. Final document should be returned to the District in late February.

PRESIDENT'S COMMENTS

Mr. Pennock commented on the great job the Parks Department did with the flood clean up, as well as how wonderful the flowers look throughout the parks and Nash Center.

ADJOURN

Motion by Steve Pennock, seconded by Dave Bakener, the meeting adjourn at 6:12p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger
Secretary to the Board of Commissioners

Approved _____

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12, 2017

Parks Report

 **Sports**

Soccer season is in full swing and the fields are being utilized daily for practices or games. We are keeping the fields mowed often to keep the turf at optimal playing height. We paint the fields on an as needed basis for practices and paint the day before we host an event. We have been irrigating the fields when necessary

In addition, we have assisted OHS in setting up and cleanup for their varsity and JV tournaments.

Co-ed softball league is also being played, the field is prepped on Thursdays for this event.

 **Projects**

We have been doing some cleaning and organizing at the Park West storage area. We are taking a good look at what is being stored at the area and if we are not using it will be properly disposed of. If it can be recycled that is our main goal. We would like to get this area organized so we can store more of our equipment out there, which will give us more space at the main shop.

We are still doing some more clean up along the river banks, now that the water has receded enough to get equipment in those areas. These areas are full of sticks, debris and a few large trees which will be removed during our clean up efforts.

We will be having George Poe start identifying, assessing and marking trees on park property. This is the first step in our goal to a tree maintenance program. Once all trees have been inventoried we will be adding this data into a tree program software called "Tree Plotter". This software will be a necessary tool to successfully maintain and manage our urban forest and help plan for the future. We still have many Ash trees in our parks that will need to be removed. Replacement and species selection will be crucial to the future of our parks.

The splash pad has been shut down for the season. Our usual run time is Memorial Day Holiday to Labor Day weekend. With school back in session and the temperatures declining we closed the pad on September 5th. We had another successful year with the splash pad and very little mechanical issues.

 **General**

General maintenance is going well even with seasonal staff diminished. We have been adding more staff to the weekend shift to handle the amount of cleanup needed for shelter rentals and increase in numbers using our facilities on the weekends.

Respectfully submitted,



Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12, 2017

Superintendent of Recreation Report



New weight/fitness equipment

We have received the new weight and fitness equipment courtesy of a 3-year lease which is in place and fully operational at the present time. We will be working with Direct Fitness Solutions to provide a complete orientation/open house for both staff and patrons on the multitude of uses the new equipment provides. Patron and staff response has been very positive and appreciative of the new equipment.



Van purchase

We have purchased a new 2018 Ford van for park district programs. This van will replace the 21-year-old van currently in use. We anticipate a delivery date in late October 2017.



Program participation

In the month of August, the Rec. staff reviewed the first quarter participation results for 2017. Through the 1st quarter of 2017, we had 1,846 registered participants as compared to 1,049 for that same period in 2016. This represents an increase of 797 additional participants or a 76% increase from last year. This can be attributed to 4 programs:

- Camp Oh-Pea-Dee saw an increase of 320 participants.
- The family Fun Run added 214.
- Operation Move added 41.
- Youth baseball/softball saw an increase of 106 youth.

Even without these 4 programs, we still saw an increase of 116 participants or 11% from 2016. As a Rec. Staff, we continue to analyze trends and utilize more effective and targeted marketing in an effort to move district programming forward resulting in increased participation.



Survey

As we speak, we are wrapping up the community survey on the 50th Anniversary activity guide. This too will be a tool for our staff providing feedback on how current programming is, direction on what the community would like to see moving forward, and ways we could improve our service(s) to our patrons and community.

Respectfully Submitted,

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

Matt Mekeel
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12th 2017

Environmental Services Report

Nash Center

The past month has been quite busy for the entire department. The pool shutdown was extended by one week, because once we drained the pool we noticed severe blistering on the walls. We had to grind all the walls of the pool and then apply two coats of epoxy paint. This is most likely due to the condition of the shell and multiple coats of paint. In addition to the major work on the shell, we have completed the following items; repainting multiple areas, changed out the strainer basket, repaired a leaking valve, replaced a leaking fire system valve, recertified the main RPZ valve, deep cleaned the locker rooms, installed new hand dryers, installed new flush valves, acid washed the spa, repaired two large sections of the decking, replaced expired drain covers in the spa, and many other items. I would like to thank Jena and her staff members that contributed many hours of hard work and helped us to complete the shutdown.

Blackhawk Center

With the school year and sports in full swing now we have experienced a few small bumps along the way, but overall things are going well. With new staff and a constantly changing environment, I am happy with the way things have gone so far. One constant issue has been the sound system that plays for events, at the time of writing this report I have contacted a service company out of Rockford that will have a solution for us before the next home game (September 12th). Another issue that has arose is the parking lot and fire lane. We patrol the parking lot prior to school starting every morning and monitor the fire lane at the end of the school day. In addition to these items we have power washed the outside of the facility and sealed the split faced brick.

Equipment Preventative Maintenance

At least once a month we inspect all pieces of equipment to include GFCI outlets, boilers, lights, air handlers etc. All deficiencies or repair needs are addressed at the time of discovery. This includes immediate repair or scheduled repair based on the need.

Respectfully Submitted,



Brian Beckman

Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12, 2017

Business Administration Report

★ **Financial Review**

The August 2017 Treasurers Report is included in the board packet. Overall District financial condition is very good. The District will begin planning for the 2017-18 General Obligation Bond Issue as well as the 2017 tax levy. The schedule for the financial processes will be established next month and be carried out over the next 4-5 months. The District does not foresee any substantial changes to the bond and levy process from prior years.

★ **Financial and Recreation Software Update**

The District has established the implementation timelines for its new financial and recreational tracking software. The new financial software, Harris's Smart Fusion product, has already been initiated and our existing financial database has been transferred over for initial testing. The training and database correction will take place over the fall and the system will go live the first of the 2018 calendar year. The system will be hosted by Harris and be accessible through a web portal. Additional benefits to the new system include an employee access portal, where employees can update their personal information, W-4 elections and check compensation time available.

The implementation of the Districts new Recreation Tracking software, Perfect Mind, has also been established. The kick-off meeting and training schedule will begin in September. The District will host its Spring Summer Activity Guide through the new software when registration begins in February of 2018. All pass and activity registrations will begin with the new guide. Existing household information, to include existing passes and activity data, will be transferred to the new system. Improvements such as user friendly online registration portal and web portal functionality will be great advancements for the District. Utilizing hosted applications for both the financial and recreation software's will reduce the burden on the Districts internal network, provide automatic backups and recovery, and give the District better overall location access.

★ **Fall Winter Guide Exposure & Website Upgrade Status**

The Fall Winter Guide has been read 1,559 times through Issuu, the online reader the District uses for webpublishing the guide. Average time spent reading the guide is 4 minutes and 41 seconds. The Districts new website upgrade will look very familiar to desktop website users, but will allow the site to be 'responsive', therefore giving table and mobile users access to the full website information. The District new Recreation Software will also automatically integrate into the Districts website.

Respectfully Submitted,



Dan Griffin
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12, 2017

Marketing & Communications Report



Facebook & Marketing

Facebook followers increased from 4111 to 4140 and Instagram followers increased by 8. We will be holding a facebook like contest beginning next week to increase likes. Likes did not increase like normal this month and I attribute it to a slower month of activities. Our largest jumps always occur after we post photos from events.

The Marketing guide continues to be a work in progress and I will continue to offer suggestions to the Rec Staff on how marketing should progress.

The Oregon Park District in the past offered a certificate to local realtors offering a free quarter family membership to anyone purchasing a home in the Oregon Park District boundaries. The certificate was old and being utilized by only one realtor. Speaking with agents we realized no recent realtors were aware of the offering. The certificate has been modernized and features what Nash has to offer. These will be distributed to Oregon realtors to utilize at closing to reach new home owners in our park district.

School newsletters have begun again and we've distributed two already. The newsletter serves as great reminder to parents for our upcoming programs. The school district also graciously sends a digital copy to all parents district-wide, hitting Pre-K through 12th in their weekly email blast.



Facility Tours/Memberships

Four tours were given this month and two memberships purchased.

E.D. Etnyre's Corporate Membership Drive was completed on August 31. Memberships had a small decline from 43 in 2016 to 41 in 2017, but overall income increased. We had an increase in individual memberships and two less family memberships, which contributed to the decrease in numbers.

Ogle County Government will begin their membership drive on September 15. The County was pleased with last year's participation and agreed to supplement memberships for the county again this year.



Front Counter

Please join me in welcoming Patsy Mahoney to the front counter staff. Patsy is a retired school teacher and began training on Aug. 30. Lynn Baylor-Zies will be out on medical leave beginning Sept. 11. Patsy will be filling Lynn's hours during the leave and then will help fill in for vacations, days-off, etc. after. The front counter will now have 5 staff members. Patsy's flexibility allows her to fill in for all shifts, which will be a great asset to our team.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tina L. Ketter".

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12th, 2017

Aquatics Coordinator Report



Pool Shut Down

This year's shut down was extended by four days due to the bubbling and peeling paint we found once the pool was empty. During the shutdown, several of my pool staff and I assisted the maintenance department in cleaning the locker room and pool area. We cleaned all of the walls, floors, and lockers in the locker rooms. Out on the pool deck we cleaned out all the storage areas, washed the windows, cleaned the chairs, polished the railings, and replaced the cable in all of the lane lines. Everyone was excited to get back to the pool swimming. Some of our guests took advantage of resident rates that we set up for them to use at Byron's pool while others used other local pools such as Rochelle. Everyone was happy to get back to "their"



Spa Day

Spa day this year was moved from October to September 20th. This year is all about the past. Participants have been bringing in grade school photos of themselves when they register and will play a game with them on class day. They will also bring an item from that same time period for our pop up museum for everyone to reminisce about the past. Those registered will again enjoy either a water aerobics class before or a twinge class after our spa portion that will be ran by Rosann Costello. Everyone will have the opportunity to win prizes from local business, enjoy refreshments and entertainment, and have the option to register for a ten minute chair massage.



Swimming Lessons

I'm currently in the process of promoting our fall swimming lessons which will start October 16th. I have been promoting this program by using facebook, our marquee out front, the newspaper, and the school newsletter. All of the parents that participated in the July swimming lessons received our fall schedule on the last day of class. I also plan on sending out email reminders to all of the parents that participated in fall swimming lessons last year. In the month of September I will be certifying new instructors and renewing some of our existing instructors.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12, 2017

Athletic Facility Manager Report



Youth Athletics- Fall Soccer

The Fall season began on August 26th and continues through October 7th for the younger age groups. The older groups will complete their season on October 14th with a tournament. Game sites rotate each week between Byron, Polo, Stillman Valley and Winnebago, with Oregon hosting 2 weeks during the season and play host to the end of the year U12 tournament.



Youth Athletics- 6th Grade Volleyball

The volleyball season is in full swing with the team having already played 5 games. The season will continue through September 28th. This season we had 18 6th grade girls sign up for volleyball. The team will be coached by Angela Blumeyer.



Youth Athletics- Youth Basketball Camp

Athletic Facility Manager Calvin Clothier will lead the Youth Basketball Camp set to begin on September 11th. The camp is 4 weeks long and will be hosted on Monday's. This camp is for ages 4-9 years and will teach the fundamental basketball skills and expand those skills for the older children. Cost was \$20 for residents and we had 25 children sign up.



Youth Athletics- Junior High Cross Country

The Junior High Cross Country team will be coached by Matthew Hussung. He coached the team last year and is very passionate about running, while also making it fun for participants. The team has 14 members and they will compete in 5 meets along with 2 invitationals. The season began on September 2nd and the team is already seeing individual successes. The season will conclude on October 4th.



Adult Athletics- Co-Ed Softball League

The Co-Ed Softball League saw 6 teams sign up again this fall. Teams compete with 5 male and 5 female players. Games are played on Thursday's and began on August 17th. The season will conclude on October 19th after a double elimination tournament. Team cost is \$350 and umpires are assigned through the USSSA.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Calvin Clothier', written over a light blue horizontal line.

Calvin Clothier
Athletic Facility Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12, 2017

Events Report



Brown Bag Concerts

The 3rd and final Brown Bag Concert for summer 2017 was held Friday, August 11. When the weather cooperates like it did this summer for all three Brown Bags, these small events are a terrific opportunity to get out of the office, do a little networking, enjoy the outdoors and great music, support local business and enjoy lunch with friends and co-workers. Our sponsors this summer were Circle G Farms, The Harvard State Bank, and Country Financial. Food Vendors included Casey's, Hectors Cocina, Conover Coffee, Dogs on the Run, and Cliffs Donuts. The participation of Farmers Market vendors is hit or miss. Most have day jobs and find it challenging enough to try to be set up and be ready to go on Fridays for the Market by 4 p.m.



Candlelight Walk/Holiday Gift Fair/OPD participation

The Coordination of the Holiday Gift Fair is the Park District's contribution to Candlelight Walk as well as the Winter Quarter Carnival for kids, both of which are housed in the Oregon Coliseum. Last year Nash was open as part of our 50th Anniversary Celebration. This year Nash will not be open, but we will again participate in the festivities by coordinating two of the favorite activities from last year. We will sell the greens (door swags, hanging baskets and patio pots) with proceeds for the youth scholarship fund and families can assemble and decorate a gingerbread house together (registration required) and we are looking at a couple different downtown locations where the activities will be held.



Halloween

October brings the Howl'oween Canine Costume Contest and the Annual Halloween Carnivals. Preparation and coordination has begun for both. The carnivals require many volunteers and requests from businesses for raffle baskets. The raffle helps to offset the cost of the large volume of candy and prizes.



Marketing

As we work on increasing our marketing, promotion has begun for the September Succulents class with Tyler, Halloween events, Candlelight Walk, and the WICKED trip. Events can be found promoted with bulletin boards, flyers, banners, our school newsletter, Oregon School E-Newsletter, on facebook, and newspaper articles. Target market emails are also sent out for some programs where registration is required.



Other

In August I participated in a Social Media webinar. As OPD Chamber Ambassador I served on the planning committee for the Annual Chamber Awards Dinner which the Park District supported as a sponsor.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

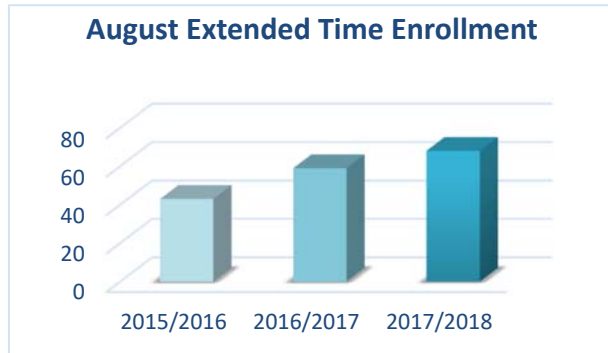
September 12, 2017

Recreation Program Manager Report



Extended Time

Staff Training was held all day on Aug. 12. The morning was spent with teambuilding, role playing, standard procedures and core planning for the month. The afternoon was spent transforming our classroom from camp to ET. Open House was held the following day, where ET staff welcomed 10 new families into the room for games, snacks and a meet and greet. ET enrollment is at 68 students this month which is an increase from 59 students in Aug. '16. We lost 14 16/17 SY students and gained 23 new 17/18 SY students.



No School Day Programs

On Aug. 14, 21 children enjoyed an RC Day trip to Byron Forest Preserve for a presentation, planetarium show and a hike. This enrollment stayed consistent from the '16 Aug. trip. On Aug. 18, 35 children joined us for a KOTCD where we went to the park and played many games. On Sep. 1, 41 children joined us for another KOTCD. Children had fun swimming at Nash. Both days showed an increase of an average of 5 children from these same days in '16.



Programs in August

The Fall Musical has 50 actors enrolled. The musical is directed by Justine Davis with assistance from Cindy Carroll. Rehearsals have begun at OES 3 days a week. Save the date for Nov. 10-12! Childcare hosted anywhere from 0-6 children each day. Our monthly average has decreased from Aug. '16 from 9.2 to 8.4. Tumbling had 14 tumblers enrolled for the Aug. session. This remained consistent from July but decreased 6 tumblers from Aug. '16. After School Open Gym had 6 children on Aug. 21 and 7 children on Aug. 28. This was an increased average of 6.5 oppose to 1.5 children in Aug. 2016. Dog Training hosted a second full class of 9 participants for its beginning class. This is the second consecutive full class of the year.



Inclusion Program

The inclusion program timeline has been built. Jena and I are working on the project together. We had our first meeting with Amy from OCEC on Aug. 30 to discuss training objectives for all OPD staff.


Respectfully Submitted,

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 12, 2017

Children's Center Report

 **Children's Center Fall Registration**

Registrations are looking very good for the fall! There are currently 27 children registered for the MWF sessions (only 1 opening) and 21 children registered for the TuTh sessions (only 3 openings). This is a 50% increase of registered students over last year!

Enrollment comparisons for the last five years:


2013-2014	46
2014-2015	47
2015-2016	37
2016-2017	31
2017-2018	47

 **Picture Days**


Niki Hunt from NIKI HUNT PHOTOGRAPHY will be at the Children's Center on Thursday, September 21st, and Friday, September 22nd, to take individual and class pictures. We are hoping to use our loft in the Children's Center to stage the children this year.

 **Visitors**

Joanne Pennock and Holly will once again be visiting the MWF classes each month. We are looking forward to their visit on Wednesday, September 20!

 **Open Houses**

Our Open Houses were very well attended! We have many new faces this year! We will be busy!

 **Hatch System**

We are very excited to begin using the Hatch System with the children! At this point we will be using it for attendance, the daily question, a daily activity, and independent play!

Respectfully Submitted,

Nancy J. Kerwin

Nancy Kerwin
Children's Center Coordinator

Proposed Policy Change – 9/12/17

D. Board Meetings

Regular Meetings: Regular meetings of the Board are normally held the second Tuesday of each month. The Annual Meeting of the Board is held the second Tuesday in April. Times and locations are published and posted.

Special Meetings: Special meetings of the Board may be called by the President whenever he/she shall deem it necessary, or may be called by the Secretary at the request of any two Commissioners. Written notice must be given each Commissioner of the time and place of the special meeting by mail, fax, and/or e-mail at least two days prior to the date of the meeting.

Board Packets: Board packets consisting of the agenda, minutes from prior Board meetings and any other relevant information that will be discussed at a regular and special Board meeting will be distributed to the Board at least four (4) days prior to the scheduled Board meeting to provide the Board adequate time to review the packet materials prior to the meeting.

Closed Sessions: The Board may hold a Closed Session if the discussion during the meeting falls in the exceptions for an open meeting under the Illinois Open Meetings Act.

Location: The meeting of the Board is held at the Administrative Office Building of the District unless otherwise specified by the Board.

Quorum: A majority of the duly elected and qualified Commissioners constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time until a quorum is obtained.

Remarks from Visitors: Visitors to Board meetings may, at the discretion of the presiding officer, address the Board during the specified portion of the meeting. The presiding officer shall determine the appropriate manner and whether or not a Board response is appropriate.

The Board President will identify and call on members of the audience wishing to address the Board in random order. You will be recognized by raising your hand during that portion of the Agenda entitled "Recognition of Visitors". Upon being recognized you will be required to state your name, address and reason for addressing the Board. *Everyone is encouraged to seek information and appropriate remedies to concerns or complaints prior to the meeting by discussing them with the appropriate department supervisor or the Director of Park and Recreation of the Oregon Park District.*

Time allowed for audience comments is limited to three minutes per person. Applauding, booing, or any disruptive inappropriate behavior will not be tolerated nor will demeaning, derogatory, defaming or malicious comments about Board Members, Staff or other members of the audience be permitted. Violators will be asked to leave the meeting and or be subject to arrest for disorderly conduct if their behavior constitutes a threat to the safety of any Member of the Board, Park District Staff or the audience.

Anyone wishing to address the Board of Commissioners on matters regarding personnel or matters not identified on the written Agenda will be required to submit notice to the Board Secretary two working days in advance of the meeting along with specific and detailed written information explaining the matter. This will allow the Oregon Park District Secretary of the Board to notify Board Members of issues and allow the Oregon Park District legal counsel and staff to research facts and solutions. The Board asks that identical or similar comments be reduced to writing and following the meeting be submitted to the Board Secretary for review and consideration.

Members of the Board rely on staff for information and typically will not have answers to common procedural questions or issues. The main function of the Oregon Park District Board is to provide direction, set policy and district goals while it is the responsibility of staff to manage the day to day operations of the Park District.

The normal order of business at all meetings of the Board may be as follows:

Call to Order

Roll Call

Recognition of Visitors

Consent Items

- **Approve Minutes of Last Regular Meeting and Special Meetings**
- **Treasurers Report**
- **Claims Payable and Checks Drawn**

Department Reports

Finance Committee

Personnel and Policy Committee

Parks and Facilities Committee

Program and Service Committee

Parks Report

Recreation Report

Environmental Services Report

Business Administration Report

Unfinished Business

New Business

Commissioners Comments

Directors Comments

Presidents Comments
Adjournment