

ANNUAL AND REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, MAY 12, 2020, AT 6:00 P.M.
VIRTUAL MEETING

DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S EXECUTIVE ORDER
REQUIRING ALL ILLINOISANS STAY AT HOME THE ANNUAL MEETING OF THE
BOARD WILL BE HELD VIRUTALLY

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
DUE TO THE MEETING OCCURRING VIRTUALLY, THE BOARD WILL TAKE
PUBLIC COMMENTS SENT TO THE DISTRICT EMAIL:
INFO@OREGONPARK.ORG BY 12:00 P.M. THE EVENING OF THE
MEETING. ANY COMMENTS RECEIVED WILL BE READ DURING THE
MEETING.
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, MARCH 10, 2020
 - B. REGULAR MEETING MINUTES, APRIL 14, 2020
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - C. FINANCE COMMITTEE - NO REPORT
 - D. PERSONNEL & POLICY COMMITTEE -NO REPORT
 - E. PARKS & FACILITIES COMMITTEE - NO REPORT
 - F. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - G. PARKS & FACILITY REPORT - INCLUDED IN PACKET
 - H. RECREATION REPORT - INCLUDED IN PACKET
 - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKET
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. ELECTION OF OFFICERS
 - I. PRESIDENT

II. VICE PRESIDENT

B. OATH OF OFFICERS

C. ANNUAL APPOINTMENTS AND MEETING SCHEDULE

D. APPOINTMENT OF OFFICERS

I. TREASURER

II. SECRETARY

E. OATH OF APPOINTED OFFICERS

F. STANDING COMMITTEE APPOINTMENTS

9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - JUNE 9, 2020

**Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
March 10, 2020**

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

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

ASSENT: Scott Stephens

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Secretary; Andy Egyed, Supt. of Parks & Facilities; Tina Ketter, Supt. of Recreation

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES

Motion by Dan Engelkes seconded by Mark Tremble, the regular meeting minutes of February 11, 2020 be approved as printed. Roll Call: Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

The Personnel and Policy Committee meeting is scheduled for March 24, 2020 at 10:00 a.m.

REPORTS

Parks and Facility Report - Included in Board Packets. Mr. Egyed said the new TRX room has been completed.

Recreation Report - Included in Board Packets. Mrs. Ketter said the Commissioners would tour the TRX room following the meeting. Mrs. Ketter said there many individuals involved in making the TRX room happen. There are still some fitness center equipment pieces that have not arrived yet. The old equipment with either be given to the School District or disposed of by sealed bid.

Mrs. Ketter said the District received Kim Henrys resignation as personal trainer. The District will be looking for a new Personal Trainer over the summer. Mr. Tremble asked how many patrons utilized Personal Training Services. Mrs. Ketter said that around 14 individuals were currently utilizing Ms. Henry as a personal trainer.

Mrs. Ketter said the Prairie Room will now be used as a multipurpose room again. The District is currently holding CPR/AED classes in the room. Mrs. Ketter said she would begin interviewing applicants for the Aquatics position over the next two weeks. Also, the Children's Center registration numbers are low for the 2020-21 school year. Mrs. Ketter said she would be meeting with the School District and discussing the future of the local Preschool Programs.

Administrative Report - Included in Board Packets. Mr. Griffin stated that Districts Audit had been completed and there were submitted to both the local County Clerk as well as State Comptrollers Office.

BUSINESS (unfinished)

BUSINESS (new)

2020 Request for Entry to the Distinguished Agency Accreditation Process

Motion by Dan Engelkes, seconded by Steve Pennock, the District request entry into the Distinguished Agency Accreditation Process. ALL WERE IN FAVOR.

2020 Park West Paving Improvements Bid Award

Motion by Mark Tremble, seconded by Dave Bakener, the District awards the 2020 Park West Paving Improvements to Martin and Company Excavating. Roll Call: Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Mrs. Folk formally recommended accepting the Bid from Martin and Company Excavating for a total of \$105,974.07.

COMMISSIONERS COMMENTS

Mr. Bakener had no comments.

Mr. Engelkes said he sat on the Athletic Action Committee with Mrs. Sheffield and appreciated having the communication between the Park District and the School District.

Mr. Tremble had no comments.

DIRECTOR'S COMMENTS

Mr. Folk had no comments.

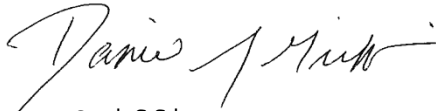
PRESIDENT'S COMMENTS

Mrs. Pennock had no comments.

ADJOURN

Motion by Dan Engelkes, seconded by Dave Bakener, the meeting adjourn at 6:10 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dan Griffin".

Dan Griffin
Secretary

**Oregon Park District Board of Commissioners
Virtual Board Meeting
Held via GoToMeeting Link
Oregon, Illinois
Regular Meeting Minutes
April 14, 2020**

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

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

ABSENT: Scott Stephens

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Secretary; Kim Krahenbuhl, Attorney

RECOGNITION OF VISITORS: None

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Parks and Facility Report - Included in Board Packets.

Recreation Report - Included in Board Packets.

Administrative Report - Included in Board Packets.

BUSINESS (unfinished)
None

BUSINESS (new)
None

COMMISSIONERS COMMENTS

Mr. Bakener had no comments.

Mr. Engelkes had no comments.

Mr. Tremble had no comments.

DIRECTOR'S COMMENTS

Mrs. Folk had no comments.

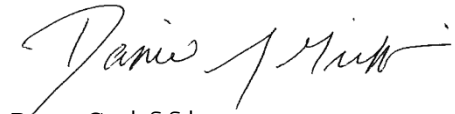
PRESIDENT'S COMMENTS

Mr. Pennock had no comments.

ADJOURN

Motion by Dave Bakener, seconded by Mark Tremble, the meeting adjourn at 6:02 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dan Griffin".

Dan Griffin
Secretary

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 12, 2020

Parks Report



Maintenance

Park staff has been back working forty hours a week this past few weeks. During this time, we will follow all social distancing guidelines recommended by the CDC. Park staff is required to have face mask visible and readily available. They are required to put the mask on when the 6-foot social distancing cannot be possible. Fulltime Park staff has been focusing on keeping the grass mowed and trimmed. With other projects coming up and other maintenance needed the part time seasonal mowing crew will take over mowing starting this week.



projects

Martins have finished the Park West improvements by the soccer area. These improvements include concrete pads, ADA accessible path from sidewalk at tennis courts out to the existing shelter, new concrete pad for picnic tables and concrete pad for bleachers. Blacktop parking lot had areas that were cut, patched and then two in overlay laid on entire lot. Also, additional parking for 24 stalls was put in on the NW portion of the lot. New parking blocks were installed, and parking stalls were laid out and painted. All dirt work and grass seed were done by parks staff.

Stenstrom's have been finishing up the final grading for the paths and will start blacktopping this week. The shelter is starting to take shape as the roof is on and they will soon be starting the bathroom portion of the building.

The construction of the Arch will also start soon. Concrete will be poured in the area where the old playground used to be. The Arch will then be installed in footings for support and finished with a crushed stone base in the center for drainage and artificial turf on top of that. Parks staff will complete dirt work and seeding after that.



General Maintenance

We are still running garbage clean up on a weekly basis. Bathrooms will not be opened until governor gives the all clear. My goal at this time is to keep staff and myself safe so we are not exposed to the virus and bring the virus home to our families, at the same time keep up with the essential maintenance needed. Stay safe!!!

Respectfully Submitted,

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

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 12, 2020

Nash Facilities Report

Nash Facility

Since the stay at home order was put in place by the Governor, we have been able to still accomplish some projects with staff and contractors. Staff is following social distancing guidelines put forth by the CDC and wearing masks when needed.

One project that was just finished is the seal coating at Nash parking lot. Carreno Blacktop seal coated the Nash parking lots and the fifth street parking lot. Park staff painted the parking stalls to finish it up, it looks nice.

We are in the process of pool shut down which will include draining the spa and cleaning with acid. Locker rooms will get a thorough cleaning starting with Duraclean Inc. coming in to hot steam pressure wash the tile flooring in both locker rooms. The tile going down the steps to the fitness room and the fitness area tile will also be steam cleaned. Staff will then begin to paint areas in both the locker rooms.

The bathrooms in the fitness area will also be painted. The tile on the walls will be painted by Drozd painting with a special bonding primer to help adhere to the smooth tile. New Flooring will also be installed by Benchmark, as they did in the bathrooms by the gym.

The Gym floor is looking very nice as they are about to put the final coat of sealer on the floor. All lines and logos have been painted and it looks awesome. Staff will soon be installing the vent cove around the gym walls and benchmark will be installing new foot threshold where needed to complete the project.

Maintenance

Staff is working on painting and cleaning projects currently. I have also had maintenance help in the parks a few days when needed. Staff is doing a good job with keeping up with projects and working safely with guidelines in place.

General

My goal at this time is to keep staff and myself safe so we are not exposed to the virus and bring the virus home to our families, at the same time keep up with the essential maintenance needed. Stay safe!!!

Respectfully Submitted,



Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 12, 2020

Superintendent of Recreation Report



Recreation Department

The Recreation Department continues to work from both the office and home on a rotating basis to allow limited contact in the facility. Contact is through zoom meetings and emails. During the month of April staff worked on program masters for the fall guide that were due May 5. Staff also worked to modify the summer guide prior to registration opening on April 29. Most summer programming has been changed to allow for only 10 or less for June and July. The fall guide is scheduled to be released in mid-July. Work now begins on proofing program masters, inputting into Perfect Mind then guide layout.



Children's Center/Programming

The Preschool classes received work to complete through the end of the school year. When restrictions have been lifted a gathering will be held for each of the classes to celebrate the school year with Mrs. Caposey and Mrs. Teresa. No tuition was collected for April or May and refunds were issued for the missed week in March. We have already begun discussing the 2020-2021 school year and how it may look different and procedures we may implement.



Aquatics

Swimming lessons have been cancelled through June at this time. The annual pool shutdown was moved from August to May. Catch the Wave agreed to offer August lessons if the facility is open. Communication continues with all our lifeguards and all have stated they would like to return once open.



Facebook

Photos of remodeling projects happening throughout both Nash and our parks are being posted to facebook. The community has been very supportive and appreciative of the planning and work that is taking place now versus when the facility is open. The Recreation Staff continues to provide 3-4 posts of fun things to do each week on facebook.



Fitness

Elizabeth Priller has recorded 4 different yoga classes that are available on both facebook and our website.

All the fitness center equipment and weights have been received for the fitness center. We are currently waiting on replacement legs for our weights that were damaged in shipment.

Once everything is in place and restrictions are lifted DLR Junior High will choose whichever dumbbells and racks they will take to the school. We will then begin the silent bid process for the ellipticals and remaining weights. This process has been put on hold due to the facility closure and inability to offer equipment for inspection.



General Recreation

A virtual lazyman marathon is being held the month of May. We had 83 Patrons register for this. Runners have the month of may to complete 26.2 miles and will receive a shirt. A pandemic bicycle challenge will be released for June that will offer courses for both individuals and families.

Dog training and pack walks will hopefully be held in June as an outdoor program with 10 or less participants.

Staff has all been notified that unless we hit Phase 4 by June 1, Camp OPD will be cancelled.



Special Events

Concerts in the Park and Brown Bag sponsors have all been contacted and committed their sponsorship for 2021. All sponsors requested the same bands but one. This will help when planning for 2021. Work continues on the Farm to Table dinner. We are hopeful to host this event but alternative plans are being discussed if restrictions are still in place.

Farmers Market is scheduled to open July 7. The location will be moved to the city lot which includes a restroom across from the courthouse if our region has moved to Phase 4. Vendors are aware of new restrictions in place from the health department. A staff member will be onsite during the market to ensure all rules are met.



Athletics

Baseball and softball was cancelled on May 4. Refunds have been processed. We would like to offer a skills camp or just a play opportunity for ball if restrictions allow later in the summer.

All sponsorships have been refunded to businesses for the baseball/softball season. Everyone agreed the cancellation was unfortunate but in the best interest of everyone involved.

June Operation Move programs have been moved to virtual challenges and we will continue to pursue opportunities we can offer to keep kids active this summer.

Our first online virtual gaming series began on May 2 and goes for 6 weeks. We had 10 teams of 3 sign up.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tina L. Ketter". The signature is written in a cursive, slightly slanted style.

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 12, 2020

Business Administration Report



Financial Review

The April 2020 Treasurers Report is included in the Board Packet. Overall cash balances continue to be healthy despite the future challenges associated with the Covid-19 pandemic.

The District ended April with Funds totaling \$1,999,816 invested with the Illinois Park District Liquid Asset Fund (IPDLAF) and \$347,906 in checking and savings with Stillman Bank. Overall fund balances fell 7.92% between March and April. The total interest earned in April totaled \$1,412 of which 97.64% was earned by the IPDLAF investments.



Financial Challenges due to the Covid-19 Pandemic

Preliminary Revenue Forecasts:

Personal Property Replacement Taxes: The Illinois Municipal League is reporting that the State of Illinois' Personal Property Replacement Tax could experience a decrease of 30% from actual 2020 amounts. The District estimated PPRT revenues of \$26,259 for the next fiscal year, therefore the loss may total \$7,877.

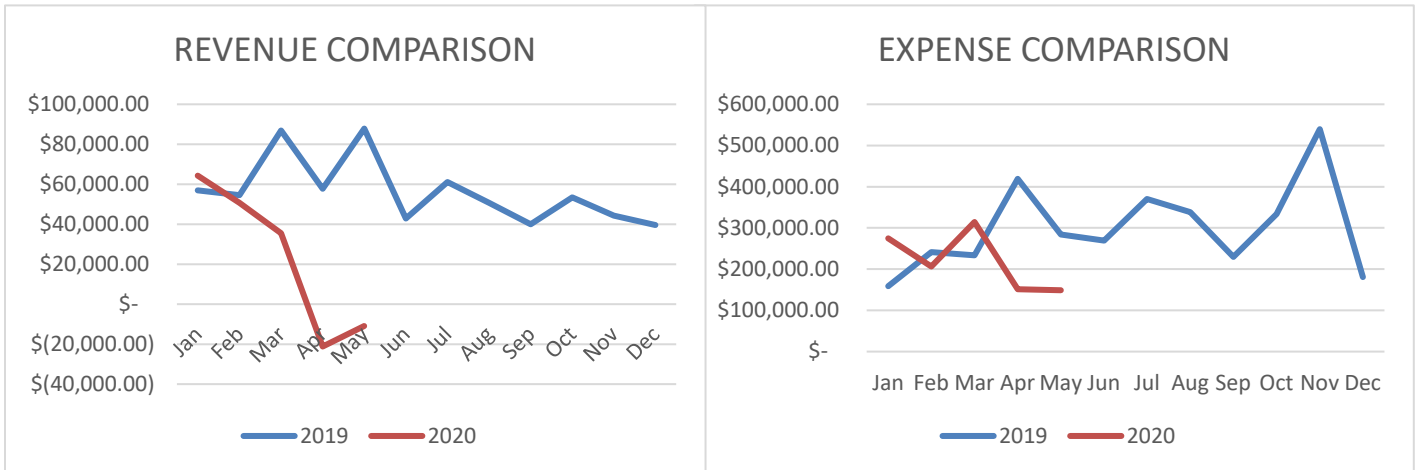
Property Tax Revenue: The Districts primary revenue source, Property Tax Revenue, may be moderately affected by the Covid-19 crisis. The County Board has determined that Tax Bills will continue to be released in early May and the first installment due at some point within the month of June. The District typically receives the first installment payment of property taxes in late June. There is some concern that there will be delayed property tax payments due to the personal financial challenges of the local community due to the Covid-19 crisis. There is also the possibility of delayed payments if the County or State determines to waive interest fees on late payments. For financial illustration purposes, if there was a 10% reduction in property taxes paid in June, the District would see a reduction of approximately \$146,000 in the first installment.

Interest Earnings: As the District reported last month, the severe reduction in interest rates may reduce interest revenue by 50-70% or \$7,500-\$10,000.

Program Fees and Facility Charges: The District has completed almost 500 refunds associated with the Covid-19 crisis and facility shutdown. There were \$22,694 in refunds in April alone. The District will see negative Activity and Facility revenue totals during April and May (as noted in the charts below).

May brought the cancellation of the Baseball/Softball season and the District refunds almost \$12,000 in registration fees. The District will continue to offer refunds to all facility pass holders until the facility is officially re-opened. The overall reduction in facility revenue will be entirely dependent on when the District can re-open the Nash Recreation Center. The District will work on producing several budget estimates in an effort to inform the board and staff on our financial condition. Over the course of the first week of the Summer Guide registration the District only received 19 registrations, of which 15 were related the pack walks or dog obedience training.

The 2020 District fiscal year will continue to be dramatically altered as the Covid-19 pandemic evolves. The administration will continue to keep the Board apprised on the changes to its financial position monthly. Below is the updated revenue and expense comparison between 2019 and 2020. For purposes of this estimate the District has removed the large revenue generator of taxes and bonds. The expense estimates for April and May of this year also do not include any expenses associated with the Park West Improvements or any other capital improvements.



Future Bond Implications: While interest rates have hit historically low rates, investors are very unsure of the market and short-term commitments. The District will begin the planning process for its annual General Obligation Bond issuance late this year. Hopefully the market will have stabilized and there will be no difficulties with a one-year G.O. Bond issuance.

Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator