AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 10, 2020, AT 6:00 P.M.
ONSITE MEETING: NASH RECREATION CENTER'S RIVER ROOM

DUE TO THE COVID-19 PANDEMIC AND PHASE 4 OF THE GOVERNOR'S RESTORE ILLIONIS PLAN THE REGULAR MEETING OF THE BOARD WILL ALSO BE AVAILABLE VIRUTALLY THROUGH ZOOM
ZOOM MEETING CALL IN: (312)626-6799
MEETING ID: 831 0604 0124 PASSWORD: 443793

AGENDA

1) CALL TO ORDER

2) ROLL CALL

3) PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS TO SELL NOT TO EXCEED $3,500,000 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 EXPENSES INCIDENT THERETO.

4) RECOGNITION OF VISITORS
DUE TO THE COVID-19 PANDEMIC, THE BOARD WILL TAKE PUBLIC COMMENTS ONSITE OR SENT TO THE DISTRICT EMAIL: DAWN@OREGONPARK.ORG BY 12:00 P.M. THE EVENING OF THE MEETING. ANY COMMENTS RECEIVED WILL BE READ DURING THE MEETING.

5) APPROVAL OF MINUTES

A. REGULAR MEETING MINUTES, OCTOBER 13, 2020

6) FINANCIAL

A. TREASURER'S REPORT
B. CLAIMS PAYABLE AND CHECKS DRAWN

7) REPORTS

A. FINANCE COMMITTEE – MET 10.28.20 – MINUTES INCLUDED
B. PERSONNEL & POLICY COMMITTEE –NO REPORT
C. PARKS & FACILITIES COMMITTEE – NO REPORT
D. PROGRAM & SERVICE COMMITTEE – NO REPORT

E. PARKS & FACILITY REPORT – INCLUDED IN PACKET
F. RECREATION REPORT – INCLUDED IN PACKET
G. ADMINISTRATIVE REPORT – INCLUDED IN PACKET

7) UNFINISHED BUSINESS

8) NEW BUSINESS

A. EXECUTIVE SESSION

To discuss appointment, employment, compensation, discipline, performance, dismissal or personal status of employees, officer and legal counsel for the Park District. Open Meetings Act Par. 120/2. c(1).

B. APPOINTMENT OF DISTRICT LEGAL COUNSEL

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING – DECEMBER 8, 2020

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
October 13, 2020

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

PRESENT: Dan Engelkes, Steve Pennock, Mark Tremble

VIRTUALLY ATTENDING: Scott Stephens, Dave Bakener

ABSENT: None

OTHERS PRESENT: Dawn Winters, Secretary; Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Supt. of Parks & Facilities; Tina Ketter, Supt. of Recreation; Kim Krahenbuhl, District Attorney (virtually)

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES

Motion by Mark Tremble, seconded by Dan Engelkes, the regular meeting minutes of September 8, 2020 be approved. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock – yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

Finance Committee Meeting

Erin Folk said there will be a Finance Committee Meeting on Wednesday, October 28th. Time to be determined as she gets with Scott Stephens, Dave Bakener, Mark Tremble and Dan

Griffin. Dan Griffin will be Acting Secretary for that meeting.

REPORTS

Parks & Facilities Report – Included in Board Packets. Nothing further to report.

Recreation Report – Included in Board Packets. Tina Ketter said she wanted to thank Andy Egyed and his staff and volunteers for all the work they put in to the Holiday in the Park event. This was an extremely successful event and might even take the place of the normal event from previous years. Basketball Skills & Drills has 74 registered. They will handle it as one team so they can scrimmage. There will be no scores. They are planning to discuss doing a similar program with Volleyball in January.

Administrative Report – Included in Board Packets. Dan Griffin said 99% of the real estate taxes have been received. The cure funding for COVID has been approved and additional funding has been requested. Mr. Engelkes ask Dan Griffin if the cure funding for COVID was a spend first, get reimbursed after type thing and Dan Griffin confirmed it did work that way.

BUSINESS (unfinished)

NONE

BUSINESS (new)-

Resolution 12-10-13: TEMPORARY TRANSFER – Erin Folk said the District did not plan on receiving the final reimbursement from DNR by the end of the year because they can't do the final check-off and can't sign-off on it until the final payment has been made. The District is waiting to pay the final bill until we know the turf comes in correctly and the plants will survive. We expect the Grant money to be received in the next fiscal year requiring the transfer from the Corporate Fund until the reimbursement comes in.

Motion by Mark Tremble, seconded by Dan Engelkes, the Temporary Transfer be approved as presented. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, Steve Pennock – yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Stephens said he is proud of the job the Park District is doing.

Mr. Bakener thanked Dan Griffin for putting back in the usage bar charts. He also congratulated Mr. Krahenbuhl on his upcoming retirement.

Mr. Engelkes didn't have any comments.

Mr. Tremble mentioned he and his grandkids were able to attend the Holiday in the Park event which he felt went well and was greatly enjoyed by his family. He was impressed with how it worked, even though he thought the time slots were going to hinder things, they didn't. He's impressed with how many people are using the parks and mentioned they look really good.

DIRECTOR'S COMMENTS
Erin Folk mentioned in her discussions with other Directors, they aren't doing anything, so a great job to Dan, Andy and Tina. Congratulations to Mr. Krahenbuhl on his upcoming retirement. She will have a list of attorneys to interview by the end of the week. Steve Pennock has asked to be in those interviews. If anyone else is interested, just let her know. They hope to appoint a new attorney in November or December.

PRESIDENT'S COMMENTS
Mr. Pennock thanked Mr. Krahenbuhl for his 37 years of service.

ADJOURN
Motion by Dan Engelkes, seconded by Steve Pennock, the meeting adjourn at 6:15 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Dawn Winters

Dawn Winters
Board Secretary

Oregon Park District
Finance Committee Meeting
Nash Recreation Center ~ Staff Lounge
Wednesday, October 28th, 2020

Dave Bakener, called the meeting to order at 2:00 p.m.

Present: Mark Tremble, Erin Folk, Dan Griffin

Present Virtually: Dave Bakener, Dan Engelkes

Absent: None

Discussion of the 2020 Tax Levy, 2021 Tentative Budget & 2021 General Obligation Bond

Mrs. Folk started the meeting off by updating the Finance Committee on the status of the Exelon closure. Mrs. Folk said that the District along with the Ogle County Intergovernmental Agreement Agency has been working on a marketing plan. The Byron community understands the impact of the Byron Nuclear Plant on its community, while the Oregon area perhaps does not quite understand the overall impact.

The Byron taxing bodies have noted that they would be willing to discuss a real estate tax reduction. Mrs. Folk said she had a meeting with the City of Oregon to discuss the impact to its operations. Mrs. Folk said she was encouraged by the plans and progress of Faircom and some of the energy plans that were being developed.

Mr. Bakener questioned if Exelon Corporation was looking for more than just a real estate tax reduction. Mrs. Folk answered that yes, Exelon was also looking to compete on the energy market as wind and solar do. If there is no legislation passed to assist Exelon in being more competitive then there will also be no discussion reducing the real estate tax payments.

Mr. Engelkes asked if an agreement will be structured to move on from the tax objections from prior years. Mrs. Folk said that the District may never hear a resolution from the 2012 tax objections and beyond. If the District were able to renegotiate a tax agreement with Exelon, the previous years objections would most likely be wiped away as part of the agreement.

Mr. Griffin noted that the District began its budgeting and levy cycle just as the news regarding the Exelon closure broke. The

District then began looking at overall operations as a whole and developing a road map for several possible scenarios.

The District will be working on compiling all of the years financial information as it moves into Winter. The District will hold the Bond Information Notification Act (BINA) hearing November, approve the annual Levy in December, pass the annual bond in late January/early February and pass the annual budget and appropriations ordinance in February.

Mr. Griffin said that the District had received the 2020 EAV and began estimating its tax levy. The District is looking at reducing some of the restricted levies and increasing the annual bond and interest levy. The District plans to keep the tax rate stable and similar to prior years. The District did not foresee the need to complete the Truth in Taxation proceedings as the levy in the primary funds will not exceed 105% of the prior year.

Mrs. Folk said she wanted to have an open conversation regarding the financial state of the District. There are several major concerns facing the Park District in the near future. The District is attempting to involve the staff in addressing the financial concerns. The District is developing a potential budget reduction plan in the event the Exelon Nuclear Plant closes. The Districts overall programming is being looked at.

Mrs. Folk said the committee had been provided a budget reduction spreadsheet that was developed by the staff. The current listed recommendations are a list of reductions available to the District in the future. There were no current plans to enact any reductions yet. The reduction recommendations were in the process of being rated internally.

Mr. Engelkes asked if the cost for downtown flowers was part of the City of Oregon Agreement. Mrs. Folk answered that yes, the District pays for the plantings, while the city provides the water for the Park West splash pad. The District will look at addressing the agreement as we move into the future. The cost of the plantings is significantly more than the city’s cost to provide the water.

Mr. Engelkes then questioned how the ET Manager will be utilized in the future. Mrs. Folk discussed what the need for the ET Program will be in the future. The program had been structured to require ET supervisors that completed much of the planning and oversight. The ET Manager will be the Recreation Program Manager who will oversee the program much closer as well as provide additional programming.

Mr. Griffin mentioned that the Budget Reductions were just a start for the District to be prepared for the future. There were not current recommendations from the spreadsheet. Mr. Griffin then discussed the Districts Capital Improvements Plans. The District had prepared an update to the 5-year plan as it closed the 2020 fiscal year. The District will update the plan in preparation for the 2021 budget cycle.

Mr. Griffin said that the Districts total outstanding Capital Improvement projects amount was around $5.5 Million. Many of the capital improvements on the plan were building related and will most likely be held of in the short term as the District waits for a resolution to the Exelon closure. The staff will review and recommend changes to the 5-year plan and will incorporate those recommendations into the 2021 fiscal year budget.

Mrs. Folk said that the upcoming challenges of the Covid pandemic along with the potential Exelon closure make the budgeting process for the next fiscal year very difficult. The staff has been directed to budget conservatively under the assumption that the District will most likely operate on a limited basis for the first half of the year.

Mr. Engelkes asked if the District received any reimbursement funds from the CARES act to help offset the costs of Covid. Mrs. Folk said that the District received $32,000 from the CARES act and Mr. Griffin has submitted for additional funding. Mr. Griffin said that District will be notified of additional funding following the first distributions of funds.

Mr. Tremble asked if the District staff was still doing a split shift. Mrs. Folk said that yes, the District staff was still alternating days in the office. The District will evaluate the staff schedule on a month by month basis. Mr. Tremble asked if Mrs. Folk was happy with the quality of work for those working remotely. Mrs. Folk said that overall, she was very happy with the work from those working remotely. Mr. Griffin said that each employee had access to all District files digitally from home.

Mr. Griffin then reviewed the budget graphs provided to the committee. The first graph displayed the year on year comparison of full time and part time wage expenses. The District annual wages were almost equal to 12 years ago. The most recent wages were increasing due to the implementation of a new salary scale as well as minimum wage increases. The District part time wages will actually decrease in the near future as the District contracts

with Catch the Wave for its pool operations. The District will no longer pay for lifeguards as employees.

Mrs. Folk said that the District will review all District operations including benefits structures. The District may recommend picking up employee health insurance cost increases in lieu of compounding salary increases. The District will propose those changes, as they are developed, to the Personnel and Finance Committee at a later date.

Mr. Griffin then discussed the year by year Equalized Assessed Value (EAV) Comparison graph. The District EAV has risen slightly over a significant amount of years. The potential closure of the Byron Nuclear Plant would significantly change the long term EAV of the District. The District positive increase in EAV over the years combined with a steady tax rate has allowed the District to excel over the last 15 or so years.

Mr. Griffin explained that the Districts tax levy continues to be stable at close to .45. The ability for the District to continue levying at the same rate keeps the community household's individual real estate taxes payable to the District flat. The combination of the flat stable tax rate along with a slightly increasing EAV allows the District continuously to collect slightly more tax revenue annually.

The District displayed the Activity revenue over the last few years. The revenue has continued to increase over the last 5-7 years even with reduction in overall staff. Mr. Griffin noted the staff's productivity has increased over the last few years. Mrs. Folk said the District is doing more with less and credited the staff for the hard work.

Mr. Griffin mentioned that the District is still attempting to follow its fund balance goals. The Districts fund balances allow the District to have flexibility in situations such as the Covid 19 pandemic. The ability for the District to start the Long Term Capital Improvement Fund and prepare for the future will play a significant role in how the District is able to navigate the Covid 19 pandemic along with the potential closure of the Byron Nuclear Plant.

Mr. Griffin said he would recommend keeping the existing fund balance goals, but those goals may need to be reviewed in the future. The District will utilize all available plans to best put the District in a position to survive the current economic challenges. Mr. Engelkes noted that the fund balances look

fantastic. Mr. Griffin said it took the District almost a decade to accumulate the current fund balances and the hopes to maintain those fund balance from here on out.

Mrs. Folk said the District will hold additional finance and personnel committee meetings moving forward. The decisions the District makes in the near future will be based on the current information the Districts has, but it hopes to remain as flexible as possible.

ADJOURN

Motion by Mark Tremble, seconded by Dave Bakener, the meeting adjourn at 2:44 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

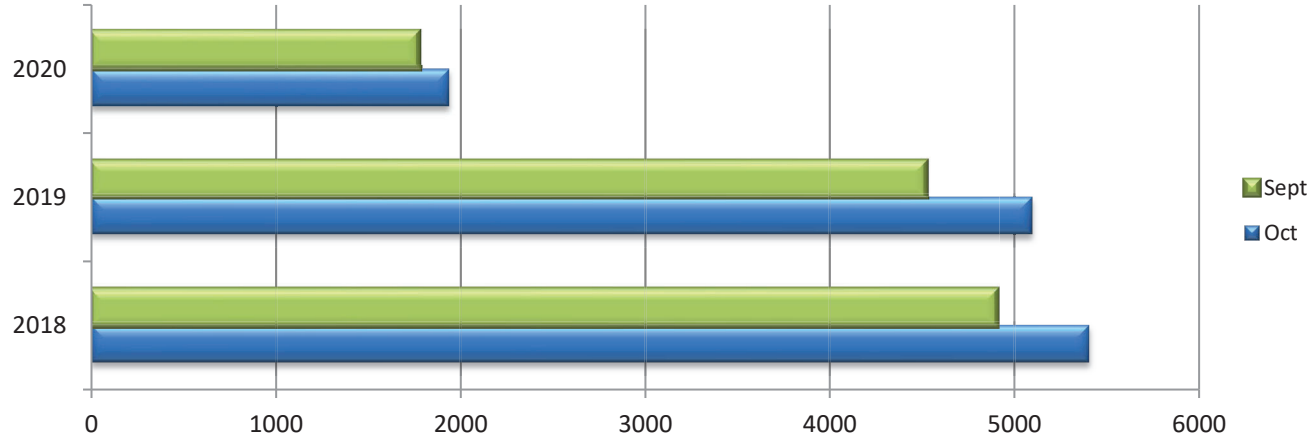
Dan Griffin
Secretary Pro Temp

MEMORANDUM TO THE BOARD OF COMMISSIONERS

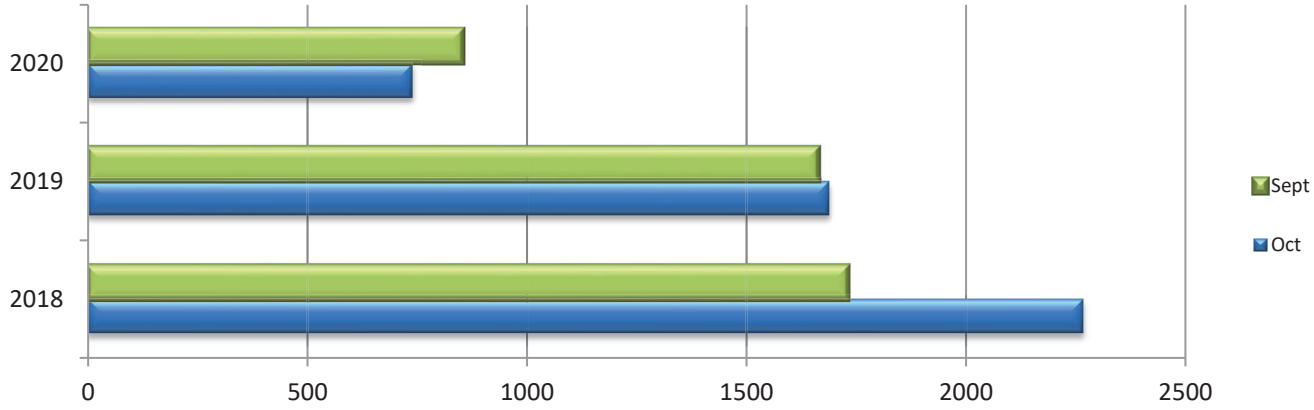
October 2020

Facility Statistics Report

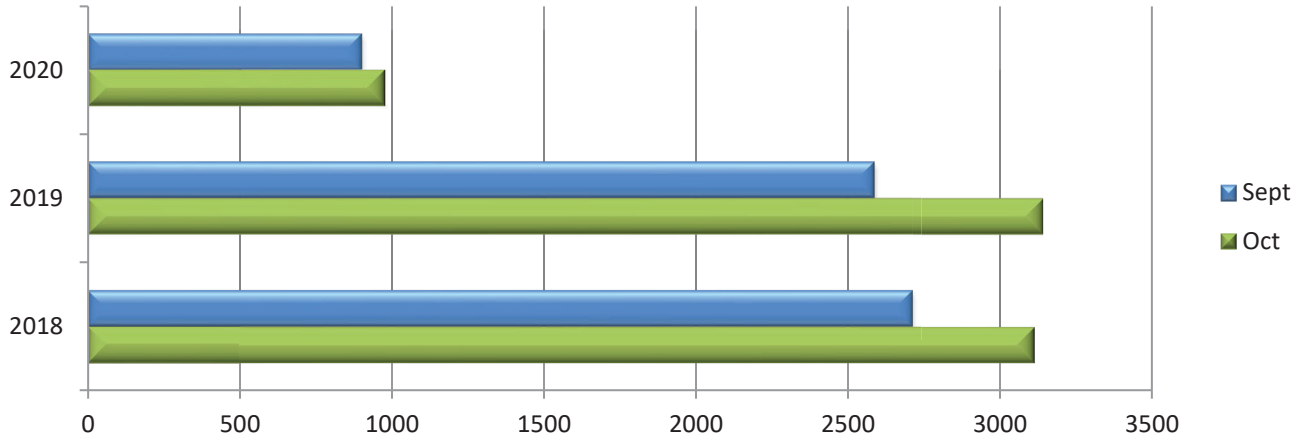
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



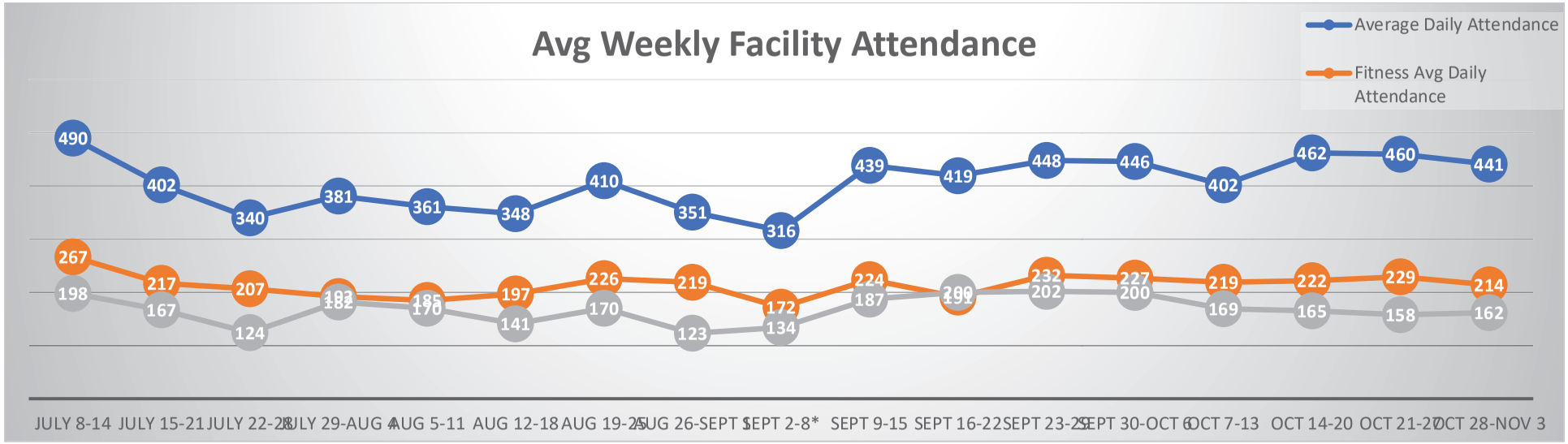
Facility Notes

The Nash Recreation Center began closing the facility at 8:00 p.m. on weeknights in May 2019 and closing on Sundays until November.

Covid Pandemic – Facility Closed from March 14th – July 7th / Began operating under reduced facility operations on July 8th.

Average Weekly Facility Attendance

Nash Re-Opened on July 8th under the Restore Illinois Guidelines



	Oct 7-13	Oct 14-20	Oct 21-27	Oct 28-Nov 3
Average Daily Reservation Attendance	402	462	460	441
% Change as compared to prior week	-9.87%	14.93%	-0.43%	-4.13%
Fitness Avg Daily Attendance	219	222	229	214
% Change as compared to prior week	-3.52%	1.37%	3.15%	-6.55%
Pool Avg Daily Attendance	169	165	158	162
% Change as compared to prior week		-28.00%	-50.00%	-22.22%
TRX Avg Daily Attendance				

MEMORANDUM TO THE BOARD OF COMMISSIONERS
November 10, 2020
Parks Report

Parks

All outdoor sporting events have ended for the season. The ball diamonds have been raked and groomed and soccer equipment removed and stored for the season. The goal mouths at the soccer goals have been repaired and reseeded in preparation for 2021.

All annuals have been removed and perennials cut back in the parks and uptown. The downtown hanging baskets have been removed, cleaned out and taken to the City garage where they will be stored for the winter.

Holiday lights and display's in the parks will start to go up soon. We will do all normal outdoor holiday decorating as planned.

We have moved all snow removal equipment into the shop and performed any maintenance needed to have them ready for the winter season.

As of right now Lions park, Park East restrooms and drinking fountains have been shut down and winterized for the season. Looking at the forecast for the next two weeks we will be able to keep the other remaining restrooms open for a while with the aid of heaters in the utility areas.

Other projects we have completed was applying a fall, winter fertilizer application. We are doing this later season application to help with nutrients all winter for strong root growth early in the spring. This will replace our early spring application, which will cut down on the growth spike in the early part of the wet spring. This time of the year with rains we have trouble keeping up with mowing because of the turf growth from fertilizing. By eliminating the spring application, we should be able to reduce mowing time and fuel. We tested this theory in 2020 and it showed that not only was the turf healthy, but we were able to manage maintaining the turf at a better level.

Would like to thank all the parks staff on the great job they are doing and have done all season!!!

Respectfully submitted,

Andy Egyed

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS
November 10, 2020
Nash Maintenance Report

- **Chiller Shutdown**
  The chiller was completely shut down for the season. This year we evacuated all the refrigerant and weighed it. We found that one side was approximately 20lbs low on refrigerant, which is much lower than the previous year. We had Mechanical this year replace all the bolts on the main seals which would have contributed to the decrease in loss of Nitrogen.

- **Chiller Energy Costs**
  We have been looking into ways to decrease energy costs with the building but more so with the chiller. We met with Mike Williams from Alpha Controls and Mike Mudge. The goal was to come up with a plan associated with how we can run the chiller more efficient and save on energy costs.
  Currently the four pumps run during the day to cool the building and make ice at the same time. Although this is not the best scenario for saving energy it is the best for building comfort level especially on hot days. One other alternative is to run the pumps at night to make ice when wattage use costs less. This would rely on the ice alone during the day to cool building which would save on energy costs but comfort level would be sacrificed since it will go through the ice in a short period of time, especially on hot days and then would have to fire up two pumps to keep up with the ice usage. The last alternative would be to use just the pumps to run, cooling the building and eliminate the ice, because it takes energy to create the ice. So as of now Alpha controls is working on new programming ideas for next year for us to try that will save on energy cost but also keep the building at a desired comfort level. There may be some give and take on this combination but obviously will need to test these procedures for a season to see what works the best.

- **Building cleanliness**
  The Maintenance staff in the building are doing a great job keeping up with cleaning and disinfecting everything in the building. I would like to thank everyone in the department for their continued effort and dedication moving forward in these challenging times.

Respectfully Submitted,

Andy Egyed

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS
November 10, 2020
Superintendent of Recreation Report

Recreation Department

The Recreation Department finalized all program masters for the Winter/Spring brochure and look forward to the release on Dec. 11. Programs allowed under current guidelines are included. The recreation department is ready to modify, cancel or add additional programming as guidelines change. A high priority is being placed on increased control of program spending and implementation of changes that result in a net profit. The extra time staff has had with limited programming has helped to reevaluate all programming and identify areas we can improve or modify.

A survey is being developed to send to all current participants and/or Nash Recreation Center members to evaluate our modified programming, July-December, and facility usage procedures. We are hopeful to gain a better understanding of what our patrons/members have enjoyed, input on use procedures and general feedback on use during COVID. Results will be shared once the survey is complete.

Children's Center

The outdoor classroom toys have been removed for the season, but the students continue to enjoy 20-30 minutes of outdoor play each day as weather permits. Students love to run, play hide and seek and explore on the back patio. As COVID cases continue to increase in our area, we are closely monitoring local procedures as changes arise. We have informed parents that if a student presents as a positive case and exposes the teachers and students our current plan is to immediately close for 14 days to quarantine. Mrs. Crandall and Mrs. Teresa are working to develop a plan to implement online learning should the need exist. A survey was sent home to parents to gauge how many students have access to e-learning tools. E-learning tools would include access to the internet, a device for zoom and minimal classroom supplies. A plan is for students to have a packet with the school work they would normally complete in class. The teachers plan to zoom from the Children's Center and mimic our morning with our welcome, letter or shape for the week, etc. Keeping the students connected is our top priority should we have to pause in-person learning.

A Halloween party was held for each class complete with costumes. Thank you to the Parks Department for the pumpkins that allowed our learners to have a pumpkin hunt outside. The children loved this new addition to the party!

Fitness

Currently we have two fitness classes, Early Rise with Aimee and Sunrise Yoga that both hit their maximum capacity. Both Aimee Ascher and Elizabeth Priller have done an excellent job with new protocol and placing a high priority on the safety of our patrons.

I would like to thank the Recreation Staff for their assistance in covering daily fitness center shifts. A fitness center staff member was exposed and is quarantined for 2 weeks. The Recreation Staff will cover a daytime shift through November 13th.

Aquatics

October's guard wages were again decreased by 12% due to adjustments made to the schedule. The management company, Catch the Wave, is constantly working with me to reduce the staff when needed and monitoring both our popular and less attended swim.

New protocol for water aerobics will go into effect on 11/9/20. Water Aerobics classes are limited to 9 participants due to locker room space. Classes have consistently filled but many times we would have 1-2 no shows for each class. No shows will now be charged for a daily punch on their water aerobics card. This procedure was shared with all water aerobics punch pass holders with hopes they will call to cancel and not lose a daily punch. Waitlists are an option for each class and if a patron cancels, the waitlist patrons will be contacted.

Swimming lessons stayed steady in November with 71 registered participants versus the 73 in October.

Participation Report

	2019	2020		Change
January	760	856	11%	96.00
February	678	826	18%	148.00
March	595	458	-27%	(137.00)
April	966	258	-73%	(708.00)
May	695	92	-87%	(603.00)
June	1928	2293	18%	365.00
July	2075	2581	19%	506.00
August	756	883	14%	127.00
September	515	292	-43%	(223.00)
October	1422	481	-67%	(941.00)
November	448	132		(316.00)
December	802	6		(796.00)
Total	11640	9158		(2482.00)

Participation numbers continue to fall. A continued decrease is expected with programs moving indoors. Programs eliminated due to COVID in October include the Taft dinner, basketball leagues, pumpkin painting event, and ET and no school days. Staff has done a tremendous job of still creating opportunities under current restrictions.

Respectfully Submitted,

Tina L. Ketter

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS
November 10, 2020
Business Administration Report

Financial Review

The October 2020 Treasurers Report is included in the Board Packet. The District received its 5th tax disbursement from the 2019 tax year. The District received $14,402.76 on October 27th, and overall tax receipts totaled $2,912,844.07 (99.73% of expected receipts). Fortunately, there was no delay in receiving the Districts expected real estate tax receipts.

The Stillman Bank Deposit Account for the Bond & Interest Fund totaled $1,433,680.44 on October 31st. The District will repay the 2020 General Obligation Bond on November 1st. The District's bond, with an interest rate of 1.7%, will total $1,433,108.07 upon repayment.

Upcoming Financial Activities

- **BINA: Bond Information Notification Act**
  The District will complete the required Bond Information Notification Act (BINA) requirements at the November Regular Meeting. The official notice was published in the October 30th edition of the Oregon Republican Reporter. The purpose of the agenda item is to allow public comment on the Districts intention of selling non-referendum General Obligation Bonds. The District typically completes the proceeding every two to three years (as the maximum length of time the act allows for notification is three years). The total for the BINA for this November is $3.5 Million. The last BINA was completed in November of 2018 for $3 Million. There is still $200,000 outstanding from that BINA proceeding so the District will have up to $3.7 Million it can issue over the next 3 years.

- **Tentative Tax Levy**
  The District has developed its tentative tax levy for the 2020 tax year. The annual tax levy will be approved at the December regular meeting before being filed with the Ogle County Clerk by the last Tuesday in December. The District's estimated Equalized Assessed Value (EAV) for the 2020 is $647,802,113, which is a 0.8% increase over the 2019 EAV. The District forecasted is annual operating needs for the next fiscal year and inserted those taxation needs into the 2020 tax levy. The District has estimated its Truth in Taxation Increase to be -3.08%, therefore the District will not need to comply with the Truth in Taxation proceedings. The final 2020 tax levy will be presented to the board prior to the December Board Meeting.

- **General Obligation Bond Sale**
  The District estimates its 2021 General Obligation (G.O.) Bond Sale to total approximately $1.5 Million. The District will approve the Bond Parameters Ordinance at the December Regular Meeting along with the Tax Levy. The parameters ordinance will set for the sale range and give the District the ability to arrange a private placement of the Bonds. The District expects low interest rates for the 2021 G.O. Bond. The Bonds will then be officially sold in late January or early February for addition on the 2020 tax levy.

- **2021 Fiscal Year Budget**
  The District will incorporate the 2020 tax levy and 2021 G.O. Bond into the 2021 Budget and Appropriations Ordinance. The full budget and capital improvement plans will be prepared for approval at the February Regular Meeting.

Continued Financial Challenges of the Covid-19 Pandemic

Below is the continued update of the Financial Challenges in the short term:

- Personal Property Replacement Taxes (PPRT) – According to the Illinois Municipal League, local units of government may see a reduction of 30% of which will be realized in fiscal year 2021 and 2022. The District has received greater than 136% of the estimated PPRT taxes for the 2020 fiscal year.

- Interest Earnings – The District estimates a loss of 70% of budgeted interest earnings. The District only earned a minimal $301.54 in interest earnings in October and expects extremely low rates for the remainder of the fiscal/calendar year in both Stillman Bank Savings accounts and through the Illinois Park District Liquid Asset Fund (IPDLAF). The Federal Reserve has reduced interest rates to near zero, which effectively makes the Districts ability to increase municipal liquid savings rates near impossible. The District can expect low savings rates for the 2021 fiscal year as well.

- Program Fees / Facility Charges – The impact of the Covid-19 pandemic on program and facility fees is nearly impossible to estimate. Our communities continued support of Nash re-opening and fall program registration continues to be good, but Winter and the following Spring will be still be difficult to budget.

  Included in the October Board Packet is an Average Weekly Facility Attendance breakdown for the Nash Recreation Center. Nash is currently receiving almost 450 individuals per week utilizing the facility.

Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 10, 2020

Administrative Services Report

Front Counter/Program Registration

The Front Counter staff has been essential in enforcing all Covid-19 facility rules and regulations, and they have all done a great job of informing patrons of our current procedures. Evaluations for the part-time Front Counter staff will be completed the week of November 9-13.

While we are currently not accepting any in-person registrations due to Covid-19, the District is still accepting over the phone registrations at the Front Counter during operation hours. Over the phone registrations attribute to 41% of total registrations, while online registrations contribute to 59%. October registrations presented the highest percentage of online registrations that the District has seen since switching to Perfect Mind in late July of 2019. The second highest percentage of online registrations was in August 2020 at 57%. This data is both for program registrations and facility reservations.

Membership Sales/Facility Reservations

A total of 91 memberships were sold in October. This is a 21 membership increase from September. The 10 Punch Pass offered by the District is the most frequently purchased membership for both September and October.

- Annual – 13%
- Quarterly – 10%
- Monthly – 11%
- 10 Punch – 46%
- Water Aerobics – 20%

Included in the November Board Packet is an Average Weekly Facility Attendance breakdown for Nash Recreation Center. Nash is currently receiving around 450 individuals per week utilizing the facility, which is consistent with last month's attendance.

Winter-Spring 2021 Brochure

All Program Masters for the Winter/Spring 2021 Brochure were completed by the Recreation Department mid-October. All programming was entered into Perfect Mind the last week of October in preparation for registration. Rather than outsourcing the brochure to Stahr Media for design, I will be working on the brochure and have it available to the Recreation Department for proofing mid-November. This will help the District stay under budget for the 2020 fiscal year due to the increase of brochures completed this year due to Covid-19 and the constant programming changes. The Winter-Spring 2021 Brochure will be released to the public on December 11. Registration for members will open on December 14 and registration for non-members will open on December 15. Registration is still only available online or over the phone during business hours. Due to Covid-19, we are not accepting any in person registrations.

Respectfully Submitted,

Alyssa Barringer

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS
November 10, 2020
Events Report

Halloween In The Park

This year due to COVID and the CDC/IDPH guidelines, the Halloween Event was changed from the Carnivals indoors to an outdoor event at Park West with limited participation. The event consisted of a walk along the StoryWalk Trail featuring a Halloween book. Then a "hayride" to the Prairie Pumpkin Patch to pick out a pumpkin (planted by Parks Dept at Park East and moved to the Prairie for event). The ride ended at the lower shelter where photos were taken with the Haunted House backdrop, and a walk through the shelter to pick up a goodie bag, play a game and pick up a Pumpkin Decorating Kit. A total of 115 children and estimated 267 total people enjoyed the event. Families were appreciative and happy to have some type of Halloween activity for their kids to participate in. Most children were in costumes which made for great photo opportunities. The event was so successful that we are considering going with a similar outdoor option next year with the ability to accommodate more people (if no COVID issues) as it is a cost saving measure using less staff time, less decorating and prep, fewer volunteers, and it frees up the gym.

Howl'oween Canine Costume Contest

Due to COVID and CDC/IDPH guidelines we were limited to 25 people at this year's 9th Annual Canine Costume Contest. Eleven dogs participated (down from 15 dogs in 2019, 20 dogs in 2018, 16 dogs in 2017). Due to the participation guidelines, attendees had to pre-register which was helpful for gathering all information on the dogs, type of costume, category of entry, etc. Therefore, the check-in process was more efficient than in years past. It worked out that all participants received a prize. Expenses were covered by the $100 sponsorship from Pines Meadow Vet Clinic.

Adult Recreation Classes

Throughout the year, the Park District offers a variety of adult rec classes in cooperation with other businesses such as Cork & Tap, Merlin's, The Noble Cakery, Hector's Cocina, etc. These are contracted classes with instructors of various talents. Most of these classes are held at locations other than Nash. It is a win-win collaboration! In October there was a One Pan Fall Dish cooking class with Lynn Kaufman. There are a variety of classes coming up in November. We are also offering DIY painting and stenciling kits to go with You Tube video tutorials for those uncomfortable with socializing during the pandemic.

Other

October was busy programming for the Winter/Spring 2021 Activity Guide. In November the 2021 budgets will be a priority with cost saving measures and cutting back a necessity due to the pandemic losses, Exelon potential closure and simply to prepare for unknown tax adjustments

Respectfully Submitted,

Debbie Leffelman

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS
November 7th, 2020
Athletic Coordinator Report

Fall Baseball and Softball League
A very successful Fall Baseball and Softball League concluded on October 28th. The weather was surprisingly cooperative, with only a handful of games having to be rescheduled. Minor Girls Softball and Minor Boys Baseball leagues both had an end of season tournament with Oregon Girls placing second, and a hometown showdown with both of the Oregon Minor Boys teams in the final! While it was very unusual to have youth baseball this late in the year, it was definitely a great late addition to our fall programming.

Coed Adult Softball
Our Co-Ed softball season ended on October 15th, with an exciting tournament night. Congratulations to the Country Financial Team on taking home the trophy in a great game against the Benesh and Sons team!

Basketball Skills and Drills
Our basketball skills and drills program started the last week in October. We have a total of 74 youth players enrolled, featuring grade K-5th grade. These groups meet twice per week for an hour, focusing on skill development. All IDPH guidelines are being adhered to, with masks being worn by both players and coaches. This program will run through December 4th and is being run by volunteer coaches.

6th Grade Competitive Basketball- Boys and Girls
There is still a lot of uncertainty at this time, as to whether schools will be able to play basketball as scheduled, with Boys starting in mid November and Girls at the beginning of January. However, we have been working with both the OHS Boys Varsity Coach and the Girls Varsity Coach to ensure that we will have a skills based program that we will run for the 6th graders, if the season is cancelled.

Other/Budgets
October was a busy month working on programming, planning for the Winter Spring Activity Guide, and working on Budgets for the 2021 year. Being on site for many of my programs this summer and fall, allowed me the opportunity to identify many areas where expenses can be cut, while still providing the same high quality athletic programming. With the uncertainty surrounding the future of Exelon and the continued COVID 19 pandemic, cost saving measures will be introduced where needed.

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS
November 10, 2020
General Recreation Report

Tumbling

Tumbling started back up on October 7 for the first time since March. Each tumbler can bring 1 adult with them, and everyone is having their temperature taken at the door. We have been able to make modifications including spacing out classes into the full gym by utilizing both sides, lowering the two class offerings total attendance to 6 kids in each, all staff and participants are wearing masks, increased cleaning during and in between sessions. We will be moving to half the gym for the last 2 of the 6 weeks due to basketball. We are ready to accommodate and still able to space out the classes to not cross contaminate between the two. The families have been very grateful and complimentary about our procedures.

Taft Luncheon

We had to make changes to the Eagle Nest luncheon at Taft on October 25 due to the push back to Tier 2 from IDPH. We were unable to eat indoors due to the new guidelines. From this, we offered refunds to anyone that preferred that option. The other 11 participants opted to pick up their pre-made lunches and/or have a tour of the campus. All 24 individuals registered from the beginning were very understanding regarding the change and still appreciative for the event.

Upcoming Programming

Gingerbread Workshop is quickly approaching on November 25. This is a free event this year. We have 6 time frames marked from 9am to 3:30pm for up to 8 family groups to complete a house. This event currently only has 7 more openings out of the potential 48 slots. Each group will be placed at their own socially distanced table within the River Room and provided all the individual materials to complete their gingerbread house including graham crackers, a milk carton, frosting and a bag of candy. This event always is one to please and even with the changes this year, we are expecting a positive and fun environment once again!

Other

I have been busy working on budgeting for the 2021 FY along with finishing up all the marketing and program planning for the Winter/Spring Guide.

Respectfully Submitted,

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager