



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 8, 2020, AT 6:00 P.M.
ONSITE MEETING: RIVER ROOM

DUE TO THE COVID-19 PANDEMIC AND TIER 3 MITIGATIONS 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: 811 7607 3445 PASSWORD: 227448

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
DUE TO THE COVID-19 PANDEMIC, THE BOARD WILL TAKE PUBLIC
COMMENTS ONSITE OR 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. PUBLIC HEARING AND REGULAR MEETING MINUTES
NOVEMBER 12, 2020
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - NO REPORT
 - B. PERSONNEL & POLICY COMMITTEE - MET DECEMBER 3, 2020
 - 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. 2020 TAX LEVY APPROVAL; ORDINANCE 20-12-08

B. AN ORDINANCE PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$1,500,000 GENERAL OBLIGATION PARK BONDS, SERIES 2021, FOR THE PAYMENT OF LAND FOR PARKS, FOR THE BUILDING, MAINTAINING, IMPROVING AND PROTECTING OF THE SAME AND THE EXISTING LAND AND FACILITIES OF THE PARK DISTRICT AND FOR THE PAYMENT OF THE EXPENSES INCIDENT THERETO, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO THE PURCHASER THEREOF.

C. 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).

D. BOARD SECRETARY APPOINTMENT

E. 2021 SALARY RANGE AND WAGE APPROVALS

F. EMPLOYEE 2021 HEALTH BENEFITS APPROVAL

G. RELEASE OF EXECUTIVE SESSION MINUTES: NONE

H. CLIMATE ILLINOIS JOBS INITIATIVE

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JANUARY 12, 2021

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Public Hearing & Regular Meeting Minutes
November 12, 2020

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

PRESENT: Dan Engelkes, Mark Tremble, Steve Pennock

VIRTUALLY ATTENDING: Scott Stephens, Dave Bakener

ASENT: None

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Secretary Pro Temp; Andy Egyed, Supt. of Parks; Tina Ketter, Supt. of Recreation; Kim Krahenbuhl (Virtually), District Attorney

RECOGNITION OF VISITORS: Dan Head, Pat and Bill Nordman

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.

Mr. Pennock asked if anyone would like to speak on behalf of the Bonds.

Dan Head said he saw the notification regarding the Park Districts sale of bonds in the local newspaper and wondered why the Park District needed \$3.5 Million in bonds. Mr. Head spoke about his history in the community and the changes he has seen in the Park District over the years. Mr. Head said he read on the Districts website that the District had over 150 acres and didn't think the District should be selling bonds and purchasing more land or building more parks.

Patricia Nordman then asked why the District did not have more information about the Bonds available. Mrs. Nordman said she reviewed the Districts website and wondered what the plans for the District were. She said she also did not see

the most recent Finance Committee Meeting Minutes available on the Districts website.

Erin Folk said that the District does not post committee meeting minutes until they are approved by the Park District Board. Mrs. Nordman said that she is on the County Board and they release their committee meeting minutes following each meeting. Mr. Tremble reiterated that the Park District will only release minutes following approval.

Erin Folk responded to the Mr. Head and Mrs. Nordman that the District is very transparent with its financial and planning practices and posts a lot of information to its website. The District has undergone its Master planning process and received significant public input. The District has no intention of purchasing additional property or building new amenities per input from the community. Mrs. Folk said the purpose of the annual General Obligation Bond is to assist the District in maintaining its existing property and replacing aging amenities.

Mr. Pennock encouraged Mr. Head and Mrs. Nordman to schedule a meeting with Mrs. Folk and Mr. Griffin to discuss any financial or planning concerns they have. Mr. Pennock said he trusts the employees decision making and is very happy with how transparent the District is.

APPROVAL OF MINUTES

Motion by Dan Engelkes seconded by Scott Stephens, the regular meeting minutes of October 13, 2020 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Griffin stated that the District was in good financial considering the stress that the Pandemic has placed on its operations.

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

Claims Payable and Checks Drawn

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

REPORTS

Finance Committee Meeting - Erin Folk said the Finance Committee Met on October 28th. The District will schedule a Personnel Committee meeting prior to the December Regular Meeting.

Parks Report - Included in Board Packets. Mr. Egyed said the District had light cleanup following the most recent storm.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that the Recreation staff still had a few programming ongoing even with the current restrictions. There was a basketball skills and drills program, the gingerbread holiday event several craft events scheduled with Cork and Tap. Mrs. Ketter said that the Children's Center has continued to operate smoothly, and the parents are handling any symptoms very well. The District is planning on having class remotely via Zoom if there was a Covid case within the program or instructors.

Mr. Engelkes asked how long the Children's Center remote program would go and how long each session would be. Mrs. Ketter responded that the Center would be closed for two weeks and that the Zoom meeting each morning would be shorted than the traditional class day. The District would also have pickup crafts and activities for each participant.

Mrs. Ketter said that the District performs a survey following each recreation season and the responses from the community have been continually very positive. The community really speaks positively of the direction of the District and thinks the planning and programs are great for the community.

Administrative Report - Included in Board Packets. Mr. Griffin stated that the District was entering a busy season for its financial planning and the staff would be in contact with the board with many annual documents including the levy, bond ordinance and budget. The District is preparing the best in can considering the recent pandemic and impending closure of the Byron Nuclear Plant.

BUSINESS (unfinished)

BUSINESS (new)

MOTION TO ENTER EXECUTIVE SESSION

Motion by Mark Tremble, seconded by Dan Engelkes, the board enter executive session at 6:29 p.m. 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).

Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

MOTION TO RETURN FROM EXECUTIVE SESSION

Motion by Dan Engelkes, seconded by Scott Stephens, the board return to regular session at 6:34 p.m. Roll Call Vote: Dan Engelkes, Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

APPOINTMENT OF DISTRICT LEGAL COUNSEL

Motion by Dan Engelkes, seconded by Scott Stephens, the board approve the appointment of Robbins Schwartz as Park District Legal Counsel beginning December 1, 2020. Roll Call: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Bakener commented that a few weeks ago he ran into a salesperson who worked for the Park District in the past. That individual said that the District had a positive affect on him in his life. Mr. Bakener said he wished the Board could show the District employees how much they appreciate them. They do great work all the time, but in these unprecedented COVID times it is especially difficult. Staff meetings are even difficult to run by Zoom. But its what we have to do to be safe and stay healthy. It is a stressful time with fear of illness, furloughs, layoffs, etc. Mr. Bakener asked that the Board receive ideas of what the District could do for the employees to express their appreciation for everyone's hard work.

Mrs. Folk responded that the District has begun planning for annual staff appreciation gifts. The District traditionally had a holiday party, but that obviously will not be happening this year.

Mr. Stephens said he appreciated the heads up of the cancellation of Tuesdays originally scheduled meeting. Why there was a tornado in Oregon, he was sitting in the middle of a hurricane.

Mr. Engelkes said he appreciated the work of the staff in preparing the proposed budget cuts. The work is difficult but must be done. Mr. Engelkes said he was disappointed that

their will not be a state conference this year and the Commissioners won't be able to hear the Executive Directors IPRA Speech.

Mr. Tremble had no comments.

DIRECTOR'S COMMENTS

Mrs. Folk said it has been a difficult 7-8 months for the staff, but they have adapted very well. The District administrators have had a difficult time with the required decisions on how to proceed. The Parks Department has had to deal with Masks during warmer weather, the Recreation Department has had to come up with multiple plans for each program, and the administrative staff has had to deal with different patron's issues and facility scheduling. The District continues to hear many positive comments about the facility cleanliness and ability to remain open.

PRESIDENT'S COMMENTS

Mr. Pennock said that Seniors don't get out to socialize much these days but has heard great comments about the cleanliness of the Nash Rec Center. One individual said he wished all other public buildings were as clean.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble, the meeting adjourn at 6:42 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Dan Griffin
Secretary Pro Temp

Oregon Park District
Personnel Committee Meeting
Nash Recreation Center ~ Board Room
Meeting also held Virtually via Zoom
December 3rd, 2020

Steve Pennock, Chairperson, called the meeting to order at 10:00 a.m.

Present: Steve Pennock, Mark Tremble, Erin Folk, Dan Griffin

Present Virtually: Scott Stephens

ENTER EXECUTIVE SESSION

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

Motion by Steve Pennock, seconded by Scott Stephens, the committee enter executive session at 10:01 a.m. Roll Call Vote: Scott Stephens, Steve Pennock. MOTION PASSED UNANIMOUS.

RETURN TO REGULAR SESSION

Motion by Steve Pennock, seconded by Scott Stephens, the committee return to regular session at 10:14 a.m. Roll Call: Scott Stephens, Steve Pennock - yes. MOTION PASSED UNAMIOUS.

2021 Salary and Wage Recommendation

Mr. Pennock said that both he and Mr. Stephens recommended the 3rd wage recommendation option.

2021 Employee Health Benefits Recommendation

Mrs. Folk said that the District was fortunate to receive a small health insurance increase in such a crazy year. The overall increase came back at just 4.52%. Mrs. Folk said she did want to focus on the fact that many employees take advantage of Humana's Go 365 wellness program. The District then passes along the premium savings from the program back to the employee.

Mr. Stephens said he did not have any questions on the health insurance renewal. Mr. Pennock said he did not either.

Mr. Stephens said he did recommend the health benefits recommendation to the full board. Mr. Pennock seconded that.

ADJOURN

Motion by Scott Stephens, seconded by Steve Pennock, the meeting adjourn at 10:17 a.m. ALL WERE IN FAVOR.

Respectfully Submitted,

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

Dan Griffin
Secretary Pro Temp

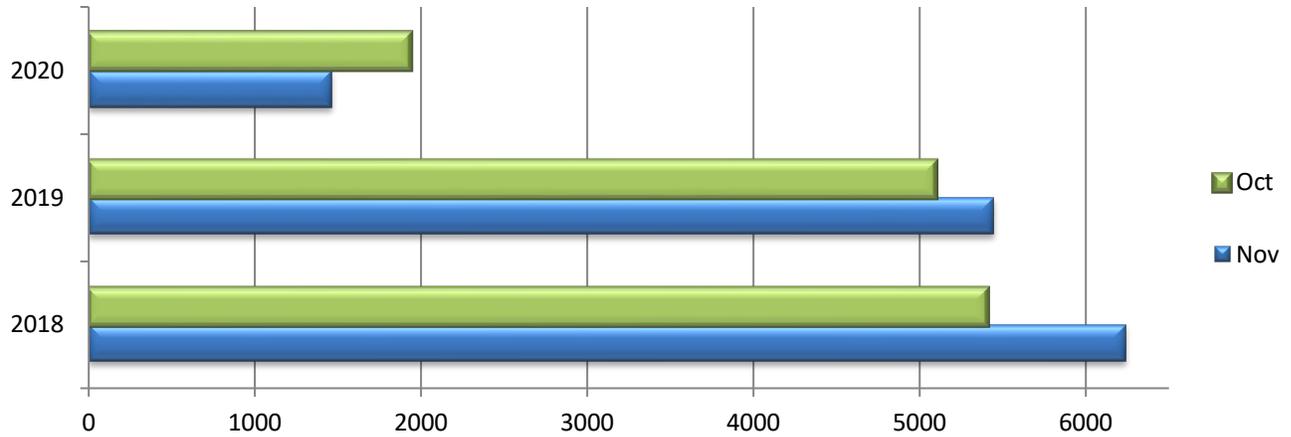
MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 2020

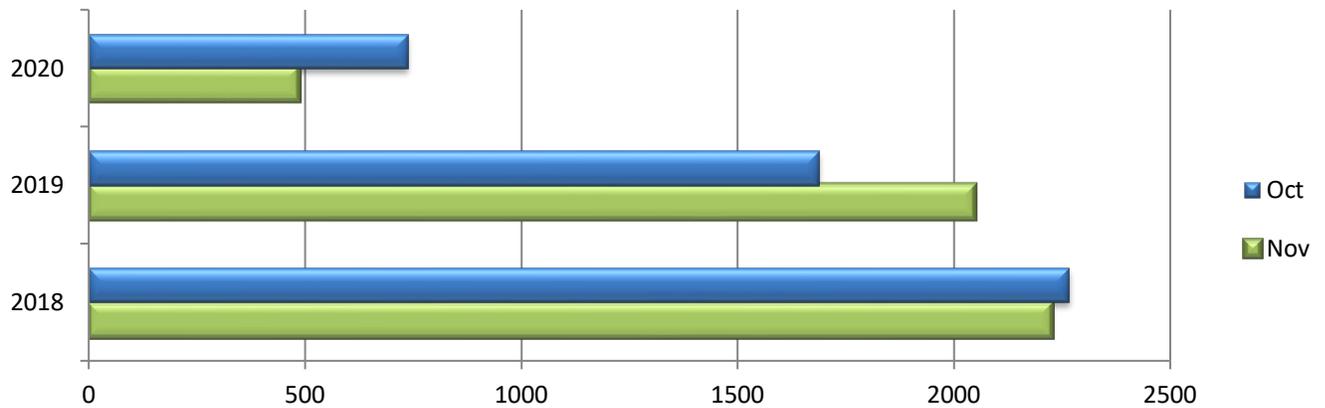
Facility Statistics Report



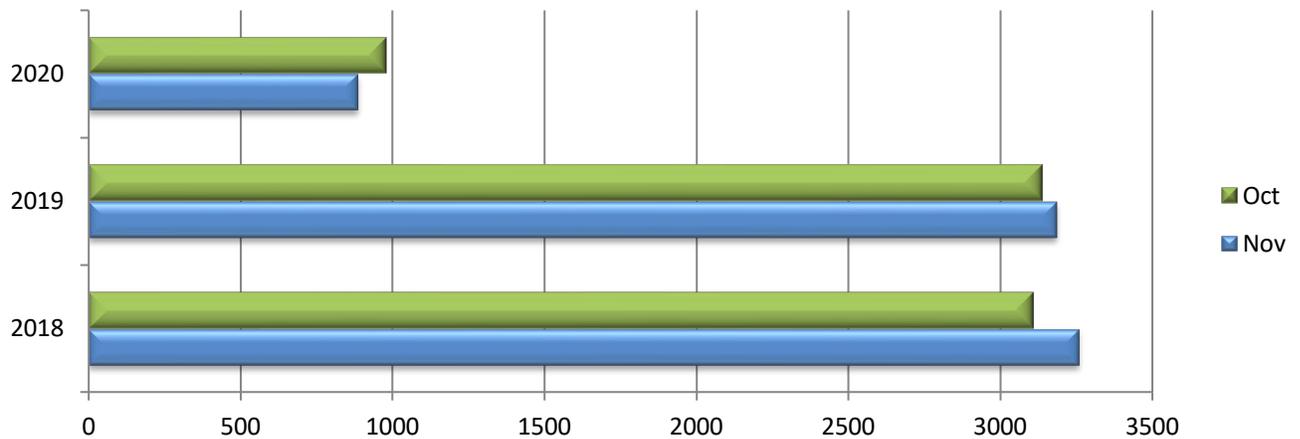
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics

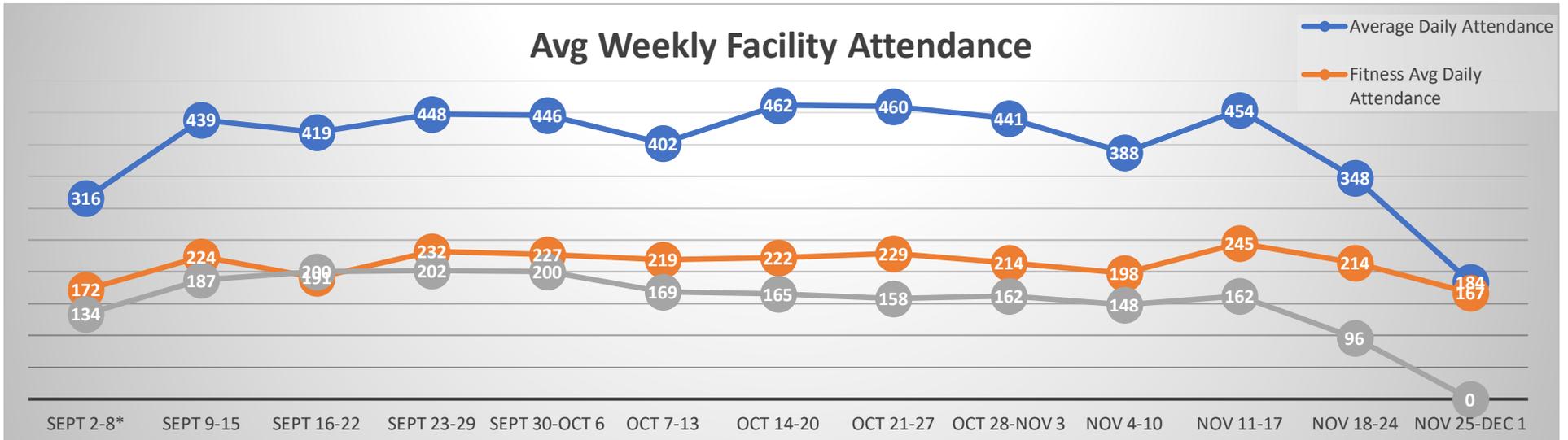


Facility Notes

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. Tier 3 Mitigation began Nov 20th.

Average Weekly Facility Attendance

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



	Nov 4-10	Nov 11-17	Nov 18-24	Nov 25-Dec 1
Average Daily Reservation Attendance	388	454	348	184
% Change as compared to prior week	-	12.02%	17.01%	23.35%
Fitness Avg Daily Attendance	198	245	214	167
% Change as compared to prior week	-	-7.48%	23.74%	12.65%
Pool Avg Daily Attendance	148	162	96	0
% Change as compared to prior week	-	-8.64%	9.46%	40.74%
TRX Avg Daily Attendance	20	20	23	17
% Change as compared to prior week	-	-	100.00%	-26.09%

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8, 2020

Nash Maintenance Report

 **Inspections**

Inspectors from Ahern will be out on December 18th to perform an inspection on the sprinkler system at Nash. This is an inspection performed annually that will be conducted with Kone Inc. our elevator inspector. Combined they will be able to check the fire alarms in the elevator shaft as well.

Staff is doing a great job keeping up with all inspections at Nash. These inspections include general, aquatics, air handlers, monthly, emergency bag's, pool & spa, spot, AED's and covid-19 cleaning. Every room in the building has a list of safety inspections that are performed routinely.

 **Maintenance**

HVAC at Nash is running well currently. We have had to replace a motor in Air handler seven and replace the bearings in air handler eight. These motors run 24/7 moving air throughout the building as they distribute cool or warm air as needed. These motors generally have a life span of 10 years. They are expensive that is why if there is a bearing issue, we replace just the bearings so we can get the most life out of the motor before replacing it. Bill does a great job of identifying the need for bearings or when its time to replace the entire motor. As we all are aware some of the mechanicals of the building will need replacing because of their use requirements and age.

Earlier this year we painted the fitness center bathrooms and had new flooring installed. We will now be removing the old ceiling tiles and replacing all steel tracks, ceiling tiles and new lighting will be installed. All up grades will match the ceiling we installed in the bathrooms outside the gymnasium.

 **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
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8, 2020

Parks Report



seasonal

Most of our time the past few weeks has been spent putting up holiday decorations. The Décor consists of lighted ground displays and lighting in trees at Mix Park, Nash, Oregon Coliseum, Courthouse lawn and Park East. We also helped the chamber set up for the Candlelight Walk this year with some items needed, putting up town Christmas tree, and putting the hot cocoa stand.



Projects

Projects at this time are centered on getting things ready for winter season. Getting all snow removal equipment serviced and ready for the winter season. The bathrooms and water fountains are all closed and winterized for the season. All portable restrooms have been removed also.

Other projects this winter will be removal of any damaged trees, dead trees and trimming trees that will affect any areas that we snowplow during the winter, mostly along walking paths. A reminder that with the design of the new path at upper west our plow trucks are too big to access this area. We will need to bring the skid steer over there once it is done clearing out Nash parking lots and sidewalks. With that said the area at upper west possibly would be cleared off later in the day then the rest of park west. Please have patience while we find a solution to what is the best way to plow this area in a timely manner.

All park flower beds, and city terraces have had annuals cleaned out and perennials cut back. These beds are done for the season and ready for next spring for planting. We have mowed a few prairies this fall to help with mowing them in the spring. In the spring they are matted down and wet which makes cutting harder on equipment and you do not get as good of a cut as when its dry and standing in the fall. We will need to mow hawk prairie and burn the bio-swale in the spring. If we get an east wind which is rare this time of year, we will burn bio-swale this fall.



General Maintenance

We have started maintenance on all vehicles and equipment. Maintenance includes oil changes, replace filters, check all fluids, replace any parts needed and receive a good cleaning. The goal is to make sure equipment is safe and operational for the next busy season. HOPE YOU ALL HAVE A SAFE AND HAPPY HOLIDAY SEASON!!!

Respectfully Submitted,

A handwritten signature in black ink that reads 'Andy Egyed'.

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8, 2020

Superintendent of Recreation Report



Recreation Department

A survey will be sent to all current participants and/or Nash Recreation Center members evaluating our modified programming, July-December, and facility usage procedures beginning December 11. Survey responses will assist us in evaluating procedures and provide guidance with future decisions. Results will be shared once the survey is complete.

Amanda Zimmermann began her maternity leave on November 30. Her duties will be covered by Debbie, Lesley and myself.



Children's Center

Registration information for the 2021-22 school year will be released in our upcoming activity guide on December 11. Mrs. Crandall and Mrs. Teresa will continue as co-coordinators and we will only be offering a morning class with the option of a waiting list to possibly offer an afternoon class. We have struggled with filling both classes and will only open the morning classes initially. Several changes will be implemented for the new school year. The 3 year old program will move from a 2 hour program to a 2.5 hour program from 8:15-10:45 a.m. The teachers are excited about the additional time for the students. The 4 year old program will continue to meet from 8:15 a.m.-11 a.m. on Monday and Friday but Wednesday's will see the addition of an additional hour, meeting 8:15 a.m.-12 p.m. This additional time will include students bringing a sack lunch to enjoy lunch with the class. Many children struggle with the transition to Kindergarten with the longer school day and minimal time to eat lunch each day. This will offer an opportunity to practice each week as well as allow additional teaching time to implement experiments and hands-on learning. Preschool will continue to utilize the back entrance introduced due to COVID-19. The entrance has been well received with parents and also offers the students independence walking into the building, similar to a school situation. A tuition increase will also be implemented for 2021-22 to reflect the changes to the school day.



Fitness

Due to Tier 3 mitigations, fitness classes were cancelled for December. We are hopeful to kick off classes again in January. Pickleball had been added Monday-Friday prior to the Tier 3 modifications and will continue once we are out of mitigations. The fitness center has seen a rise in afternoon visits and attendance is remaining steady.



Aquatics

The pool has been closed since November 20 due to Tier 3 modifications. Swimming lessons have continued with the addition of changing pods for students on the pool deck. Locker rooms are closed due to Tier 3 but parents have been understanding and November lessons were able to be completed. December lessons are continuing with the use of the portable changing pods. Parent/tot lessons were cancelled for December

due to the locker room closure but we did have 34 people register for lessons. Class sizes were moved from 4 to 3 to allow distancing. Water Aerobics classes have also been suspended due to locker room closure.

With the closure, our contract with Catch the Wave, allows the reduction of the management fee for pool closures. We saved 33% on guard and management costs for November due to closure and will not incur any fees in December if the pool remains closed.

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	190	-56%	(258.00)
December	802	166	-79%	(636.00)
Total	11640	9376	-19%	(2264.00)

Participation numbers for 2020 show a decline of 19% for the year. While the decrease is disappointing, but not unexpected, I am very proud of the recreation staff for their creativity in offering the programming we have. We look forward to returning to a normal schedule in 2021 and continuing to build on our programming.

Respectfully Submitted,



Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8, 2020

Business Administration Report



Financial Review

The November 2020 Treasurers Report is included in the Board Packet. The District received its 6th tax disbursement from the 2019 tax year. The District received \$7,880.22 on November 18th, and overall tax receipts totaled \$2,920,724.29 (99.99% of expected receipts). Fortunately, there was no delay in receiving the Districts expected real estate tax receipts.

The District repaid the 2020 General Obligation Bond on November 1st. The District's bond, with an interest rate of 1.7%, totaled \$1,433,108.07 upon repayment. The repayment totaled almost 90% of Novembers total reduction fund balances. The Districts overall fund balances are almost identical to the fund balances of exactly one year ago.



Upcoming Agenda Items & Financial Activities

➤ **Tax Levy Ordinance 20-12-08**

The District will approve the tax levy for the 2020 tax year. The annual tax levy must be filed with the Ogle County Clerk by the last Tuesday in December. In Summary:

- Estimated EAV for 2020 is \$647,802,113 (a 0.49% increase)
- The District will not undergo the Truth in Taxation proceedings as the overall tax levy increase will not exceed 105%
- The Districts expects the tax rate to remain stable.
- The average City of Oregon Taxpayer pays the District approximately \$154.10 in real estate taxes.
- The District % of the typical City of Oregon Taxpayer's bill is 4.33%
- Annual tax levy will assist the District in achieving its fiscal year 2020 fund balance goals
- The Districts final tax rate will be established following the sale of the annual General Obligation Bonds in Jan/early Feb

➤ **2021 General Obligation Bond**

The District will approve a parameters ordinance for the sale of its annual General Obligation Bonds in December. The ordinance will lay out the range for the final sale to occur in early 2021. The Districts Placement Agent, Mesirow Financial, will then sent out a private placement term sheet to local banks. The District expects a favorable interest rate for this issue.

The District will receive the funds during the month of February. This will allow the District to reduce the overall length of time on the bond, therefore reducing the overall interest rate payment. The final bond paperwork will be filed with the County Clerk upon closing. The District will schedule the repayment for November 1, 2021.

➤ **2021 Salary & Wage Approvals**

The Districts full time employees annually undergo evaluations. Each employee's overall performance rating typically determines the annual salary adjustment. For the 2021 fiscal year the District reviewed its compensation structure and recommended increases based on the current pandemic environment. Wage increases will begin with the 1st pay period in January to align with the Districts fiscal year.

➤ **Health Benefits Package**

The District recommends the renewal of its health insurance coverage with Humana for the 2021 calendar year. The District, as in prior years, researched many options through many carriers in an effort to reduce its annual health insurance costs. The District health insurance broker, NFP, recommended the District to renew its current policy with Humana. The District continues to utilize Humana's wellness program that assists in reducing the overall premium. The District will also renew the existing Dental and Vision coverage.

The Districts overall premium increase for the existing coverage is 4.52%. The District's budgeted Health Insurance expenses will actually be reduced by \$7,500 for the 2021 budget year, as the District has undergone changes in coverage and increased savings through the wellness program. The District expects to save around \$20,904 for fiscal year 2021 by utilizing the wellness program.

➤ **Executive Session Minutes Release**

The Open Meetings Act of the State of Illinois requires each Municipality to conduct a bi-annual review of closed session minutes which have not previously been released to the public. The Districts attorney, Kim Krahenbuhl of Williams & McCarthy, reviewed all un-released executive session minutes and recommended no minutes be released this December.

➤ **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. The finance committee will meet to discuss the budget at least 30 days prior to the February regular meeting. The District must present the budget to the community for comment at least 30 days prior to passage.

➤ **2021 Park District Commissioner Election**

The District will begin accepting Petitions for Park District Commissioner on December 14th. The Filing Period will conclude on December 21st. The District will have two Commissioner Positions available on the April 6, 2021 ballot.



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 \$92.97 in interest earnings in November 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. Current interest rates have fluctuated between 0.02% and 0.10%.

- 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/winter program registration continues to be good, but the transition to Tier 3 guidelines/regulations has shut down most programming and will continue to make program planning difficult.

Respectfully Submitted,



Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8, 2020

Administrative Services Report



Program Registration

The District continues to only allow online or over the phone registrations and restrict in person registrations due to Covid-19. Online registrations attribute to 58% of total registrations, which is just a 1% decrease from November. The other 41% of registrations were completed over the phone with the Front Counter staff. This data is both for program registrations and facility reservations.

Beginning January 2021, all registrations for swim lessons will go through Catch the Wave rather than the District. Patrons will be able to register online with Catch the Wave, over the phone, or via email. Once registered, Catch the Wave will offer perpetual billing, which means the participant will automatically retain their class spot each month unless they should decide to cancel and/or change days/times. Catch the Wave offers this at all their other facilities and from their experience, a higher participation/retention rate has been seen as patrons do not have to register every month and/or miss the registration deadline. In addition, participants have a higher level of improvement and success with the program when attending month to month. Catch the Wave also offers flexible scheduling, including make up classes and swim level changes mid-month. These changes are consistently made in their registration software, which the District will have full access, at all times, to view updated rosters, participant information, etc. After many conversations with Nick, Catch the Wave Director, I am confident that this change in registration will be beneficial to the participants, both current and new, in providing a seamless experience. Program fees will remain the same through 2021 and the resident and non-resident rates will still apply. In addition, participants will still be required to acknowledge the District's Covid-19 waiver when registering through Catch the Wave.



Winter-Spring 2021 Brochure

The guide is currently in the first round of proofing. A second draft will be published and proofed by staff next week, before releasing to the public on December 11. Registration for members will open on December 14 and registration for non-members will open on December 15.



Tier 3 Mitigations

Further restrictions were implemented at Nash Recreation Center beginning on November 23rd, due to the Governor's orders of Tier 3 Mitigations. The pool and locker rooms were shut down, along with the gymnasium for use of pickleball and basketball. The Fitness Center and TRX Room remain open, however patrons are required to wear a face covering, at all times, even when using equipment. Indoor programming was also cancelled under the new mitigations. Due to these facility changes, membership sales and facility reservations have significantly decreased.

The District is still offering prorated refunds for members that request a refund for their membership online due to Covid-19 concerns and/or restrictions. Due to the pool closure, all Water Aerobic Punch Pass expiry dates will automatically be extended for the length of the pool closure. Any Nash member that only uses their membership

for lap swim may request an expiry date extension for the length of the pool closure and will be granted the extension after verifying their membership was not used for use of the Fitness Center and/or TRX Room.



Membership Sales/Facility Reservations

A total of 49 memberships were sold in November. This is a 42 membership decrease from November. The 10 Punch Pass offered by the District continues to be the most frequently purchased pass for three consecutive months.

- Annual - 10%
- Quarterly - 12%
- Monthly - 20%
- 10 Punch - 35%
- Water Aerobics - 22%

Included in the December Board Packet is an Average Weekly Facility Attendance breakdown for Nash Recreation Center. On average for the month of November, around 344 individuals utilized the facility each week, which is around a 100-individual decrease. This is due to the facility changes under Tier 3 Mitigations and the special holiday hours for Thanksgiving.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa Barringer".

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8, 2020

Events Report



Adult Craft/Recreation Classes

Although Nash is basically closed other than the fitness center due to COVID-19 mitigations, we have been able to continue to offer the adult recreation classes which are held at other locations. In November we cancelled a couple classes that did not meet minimum enrollment requirements but had 3 very successful classes. The off-site classes at Cork & Tap are very well received. Through independent contractors we offered a Holiday Stenciled Sign Workshop, a Paint & Sip class where participants painted a snowman on canvas, and 2 Holiday Lantern Topper workshops. We continue to try and expand the number and variety of classes being offered and partnering with community businesses and artists/instructors for many of these classes.



Youth Craft/Recreation Classes

We are offering a monthly DIY kit for youth and/or adults to pick up and craft at home at their convenience. The November class was a stenciled Thanksgiving sign, and the December class is a Holiday Gnome. The DIY kits are great for people who are looking for crafty projects but do not quite feel comfortable in a group/public setting.



Search for Santa

The Dinner with Santa special event has been modified several times over the last couple months due to COVID restrictions and mitigations. The event is now a SEARCH FOR SANTA where families following clues to the different checkpoints (our parks) and finally end up at Merlin's where Santa & Mrs. Claus will be to chat from a distance and where a family photo can be taken. The event was not promoted to the public as it filled with families that were signed up for the Dinner with Santa. We can accommodate 13 families and will have goodie bags for 31 children. Goodie bags will include a DIY kit to make a snowman ornament to keep with our tradition of making an ornament each year at either the Breakfast or Dinner with Santa. Families seem to be very appreciative of all our efforts to modify and continue to offer programs and events to the best of our ability.



Other

November was busy not only with workshops, but also finalizing all programs and events for the Winter/Spring Activity Guide. I am so grateful to be working and happy that I can continue to offer fun for our local community. I look forward to the day when all our big annual events can occur and when we can draw a crowd again!

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8th, 2020

Athletic Coordinator Report



Basketball Skills and Drills

We had 74 kids signed up for our Basketball Skills and Drills program which started at the end of October. While this program was not our normal basketball program, it was well received by volunteer coaches, parents and players. Each team met twice per week and worked on skill development through drills and practices. Unfortunately, the program was cut short by 2 weeks, due to Tier 3 mitigations. All IDPH guidelines were adhered to, and our coaches were very flexible in this rapidly changing environment. This program was for K-5th Grade players.



6th Grade Competitive Basketball- Boys and Girls

The basketball season for our 6th graders is still very uncertain. The boys season was officially cancelled in mid November. We were able to develop a skills and drills program for the 5th and 6th grade boys, which will be run in conjunction with the new OHS Varsity coach, Nathan Green, his assistant coaches and players. We also have a couple of parent volunteer coaches who will assist as needed. We are unable to start in December as planned due to current guidelines, but will hopefully start after the Christmas break. The Girls 6th Grade basketball season still has a tentative start date in January, however, a back-up skills and drills program has been planned with Coach Lambrigtsen and her team to unveil if needed.



Other

I would like to take this opportunity to wish you and your families a very happy and healthy holiday season!

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 8, 2020
General Recreation Report



Gingerbread Workshop

We moved the Gingerbread Workshop to be a pickup only event due to the Tier 3 mitigations. All participants arranged a time on event day to arrive to the upper parking lot to receive their kits. All kits were prepared and ready to go at time of pick up and parents were very appreciative for the unique at-home project for the holidays. This was a free event and we were able to create all kits with only purchasing frosting and graham crackers while other supplies were already on hand and donated.



Leave Time

I have begun my leave as of Monday, November 30 to quarantine appropriately prior to the birth of our first baby. I plan to return to the office by the end of February and will be available via email and cell phone throughout my leave time. I have prepped and completed all tasks possible to prepare and only limited responsibilities have been left for co-workers to assist with during my time away.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager