



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 14, 2021, AT 6:00 P.M.
ONSITE MEETING: BOARD ROOM

- 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. REGULAR MEETING MINUTES OF AUGUST 10, 2021
 - B. FINANCE COMMITTEE MEETING MINUTES OF AUGUST 17, 2021
 - C. PERSONNEL & POLICY COMMITTEE MEETING MINUTES OF AUGUST 24, 2021
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - MET AUGUST 17, 2021
 - B. PERSONNEL & POLICY COMMITTEE - MET AUGUST 24, 2021
 - 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. AUTUMN ON PARADE PERMIT
 - B. POLICY UPDATES
 - COVID POLICY STATEMENT- UPDATE
 - REMOTE WORK POLICY-NEW
 - C. EXECUTIVE SESSION

Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending in a court or administrative tribunal, or when the public body finds that such an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Open Meetings Act Par. 120/2.c(2).

9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - OCTOBER 12, 2021

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
August 10, 2021**

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

PRESENT: Steve Pennock, Mark Tremble, Scott Stephens, Josh Messenger

VIRTUALLY ATTENDING: None.

ABSENT: Dan Engelkes

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

RECOGNITION OF VISITORS: None.

THERE WERE NO SUBMITTED COMMENTS BY THE PUBLIC.

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Josh Messenger the regular meeting minutes of July 13, 2021, be approved as printed. Roll Call: Scott Stephens, Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Griffin stated that the park district was in good financial state and that there would be more capital improvement bills that will come in the next few months.

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

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed gave an update on all of the facility projects that were occurring. He stated that the pool was moving along, and the spa updates were set to start on Monday. He stated that everything was still on schedule.

Mr. Stephens asked Mr. Egyed how he handles his employees in the extreme heat we have been having. Mr. Egyed stated that he sent the kids home due to the heat and told the other staff to stay hydrated, take breaks, and take it easy.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that the Children's Center was gearing up to begin. She stated that Camp OPD had been in the Children's Center, so they had some equipment to move around and cleaning was set for the next couple of days to get the room ready for the Children's Center to start. She added in that the Children's Center roster was still full and the teachers were excited to start the new school year.

Mrs. Ketter stated that they were educating the public on the pool project and providing them with updates, explaining why the project was occurring, and the cost in order to keep everyone informed.

Mrs. Ketter highlighted the Farm to Table dinner stating that it was fantastic, and they raised \$4,500.

Administrative Report - Included in Board Packets. Mr. Griffin stated the in the next few months the budget and tax levy for 2022 would come through.

BUSINESS (unfinished)- None.

BUSINESS (new)

ELECTRICAL UTILITY CONTRACT APPROVAL

Mrs. Folk stated that Constellation came in with the low bid at \$47,691.27 for 36 months. She stated that the bid came in this morning and is held for 24 hours. The board would need to approve it, then it would be sent back tomorrow morning, and the bid would then be locked in for three years.

Motion by Scott Stephens, seconded by Mark Tremble, to approve Constellation's bid for the Electrical Utility Contract as presented. Roll Call: Scott Stephens, Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble had no comments.

Mr. Stephens had no additional comments.

Mr. Messenger commented on the Farm to Table dinner and how great it was.

DIRECTOR'S COMMENTS

Mrs. Folk stated the district is responsible for raising \$5,000 for the scholarship fund to match the donation from the Lawrence Foundation. She stated that the Farm to Table dinner was a big portion of that, along with other random donations throughout the year and additional programming like Flamingo Bingo. Mrs. Folk stated that it was a healthy scholarship fund and that the Lawrence Foundation continues to be phenomenal supporters of the district.

PRESIDENT'S COMMENTS

Mr. Pennock presented and honored Mrs. Folk with a certificate for 15 years of service to the board.

ADJOURN

Motion by Josh Messenger, seconded by Scott Stephens, the meeting adjourned at 6:11 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Haley Mizner
Board Secretary

Oregon Park District
Finance Committee Meeting
Nash Recreation Center ~ Board Room
Tuesday, August 17th, 2021

Dan Engelkes, called the meeting to order at 4:01 p.m.

Board Members Present: Dan Engelkes, Mark Tremble, Josh Messenger

Board Members Virtually Present: None.

Committee Members Absent: None.

Others Present: Erin Folk, Dan Griffin, Andy Egyed, Haley Mizner

Cybersecurity Audit/ Risk Assessment Review

Mr. Griffin started off the meeting by sharing a power point presentation from Sundog which contained the Cybersecurity and Risk Assessment Report. The report consisted of four categories which were: Infrastructure, Security, Managed Support and Services, and additional items. The overall score on the report was 65 out of 100. Mr. Griffin stated that Sundog relayed that this was the highest score they have seen in the past few years with this audit.

Mr. Griffin went over the areas found that needed improvement or required immediate attention.

The infrastructure category consist of hardware and cabling, and was in great shape with a score of 95 out of 100. Mr. Griffin stated that cabling was the only ding because the district did not have an overall map of where each cable led. Mr. Griffin stated that there was a map that was about 90% accurate, however updates have been made that were not included on the map.

Mr. Griffin stated that the Security Score received a 53 out of 100. One noted area for improvement was the physical security as the IT cabinet is not locked. Mr. Griffin stated that this was not a risk as the cabinet is in an employee only area and cameras have been installed for security. In addition, the managed DNS category needed improvement as the auditor wanted a content filtering service to restrict employees from going to certain websites. Mr. Griffin stated that the district does have a service through the firewall that restricts certain DNS websites from unrecognizable areas.

The Managed Support and Services category received a score of 79 out of 100. Mr. Griffin stated that the district did have a mobile device management service in which office 365 on mobile devices is still encrypted.

The additional items category received a score of 35 out of 100. Mr. Griffin highlighted that we do have cybersecurity through iParks. He stated that the dark web monitoring was not necessary. He also stated that there is a non-admin on the admin group in case anything happens to an admin, the non-admin still has access to the needed information.

Mrs. Folk highlighted that Entre is over Mr. Griffin and has access to the districts information and system if needed.

Mr. Griffin stated that the district does not require employees to periodically update their passwords, however if something were to come up, they would certainly change their passwords. Mr. Griffin also stated that they have run some anti-phishing training internally and remind staff to be cautious of the links they are clicking on.

Mr. Griffin stated that Sundog's recommendation for all the improvement areas would be to bring in all of their equipment and manage the districts system. The cost would be \$9,000 for equipment and \$1,800 a month. Mr. Griffin stated that he did not think this was necessary and that the system we have in place now was great and half the price.

2022 Budget and Evaluation Schedule

Mr. Griffin stated that more in-depth conversations regarding the 2022 budget would be taking place in the next couple of months. He stated that they were waiting on a decision from Exelon before finalizing the budget.

Mrs. Folk stated that Exelon was a big piece of the budget and moving forward we must wait and see what the decision on Exelon is. Mrs. Folk highlighted that the budget was in good shape and that the staff understood the budget perspective.

Mrs. Folk stated that her and Mr. Griffin have talked about a promotion of financials and trying to find more of a marketing approach so that there was a better education system for the community.

Mr. Griffin stated that the budget did have flexibility given the uncertainties ahead.

Park East Overlook Proposal

Mrs. Folk stated that they had received an updated design from FEHR Graham on the Park East Overlook deck plans. She stated that they were still not happy with the excessive amount of landscaping that was included in the design, and they would be relaying that to FEHR Graham.

Mrs. Folk stated that the path that comes up to the deck right now does continue to extend to the North of that and that the proposed deck plans close that extension making it more of a squared approach. Mrs. Folk stated that right now the deck has many different angles that don't make sense.

Mrs. Folk stated that tree removal will need to take place and the landscaping will need to be tailored down and turf will be added into that area.

Mrs. Folk stated that the proposed railing was a cable system that allowed for more free sight and less maintenance. She stated that the deck proposal and updates were beneficial long-term improvements.

Mrs. Folk stated that the cost of the Park East Outlook proposal was \$125,000 before the construction contingency.

Mrs. Folk stated that supplies would take 8-12 weeks to come in and therefore the materials would not be in by this year.

Mrs. Folk talked about the option of bidding, tearing out the current deck, prepping, and ordering materials this year, and then starting construction in the Spring of 2022. Mrs. Folk stated that the removal would take place at the end of the construction season and the Park East Overlook would be closed during the winter. Mrs. Folk stated that she thinks the updates will increase the traffic at Park East, increase the aesthetics, and remove the safety hazard of the current deck. Mrs. Folk also added in that she didn't see the cost of composite wood decreasing from now until next year.

Mrs. Folk stated that she would continue to provide updates on the project and was going to work with FEHR Graham to get their expert opinion.

Administrative Calendar Review

Mrs. Folk stated that the admin calendar helps the district stay on track and gives staff an overview of the direction that the district is heading.

Banking Investment Outlook

Mrs. Folk stated that banking investments aren't doing very good right now. She stated that she and Mr. Griffin were researching different options because the interest that the district is gaining now isn't what it was two years ago.

Mr. Griffin stated that because of the Public Funds Act, investments avenues that the district could take for interest earnings are much more restricted. Mr. Griffin stated that the district does not know when interest rates will recover, and there are no good options to present at this time.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble, the meeting adjourn at 4:40 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Haley M. Mizner".

Haley Mizner
Secretary to the Board

Oregon Park District
Personnel & Policy Committee Meeting
Nash Recreation Center ~ Board Room
Tuesday, August 24th, 2021

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

Board Members Present: Steve Pennock, Scott Stephens

Others Present: Erin Folk, Dan Griffin, Haley Mizner

COVID Policy Update

Mrs. Folk stated that the Coronavirus statement was approved in June of 2020, and it has now been updated to fall in line with the CDC and IDPH updated guidelines. Mrs. Folk stated that changes will be ongoing until the pandemic is behind us, and the statement will continue to be updated based on the CDC and IDPH guidelines. Mrs. Folk stated that the biggest update was in regard to facemask requirements for vaccinated vs. unvaccinated individuals. This update states that unvaccinated employees who aren't able to maintain six-foot social distance are required to wear face coverings. In addition, all staff, no matter vaccination status, are required to wear a face covering when working with children under the age of 12 and in areas where IDPH or other local/state guidelines require.

Mr. Stephens asked what the official record keeping stance or ability was in regard to vaccination status of employees. Mrs. Folk stated that employees are required to let the district know their vaccination status and submit their record of vaccination to be kept in their personnel file.

Mr. Stephens asked for clarification on the current statement of protocol if an employee tests positive for COVID-19. Mrs. Folk stated that the district is following all guidelines from the Health Department who is making the determinations when an employee tests positive or when one was in contact with someone who tested positive.

Mr. Pennock asked for clarification on the statement saying that employees may be asked to self-quarantine if they have traveled. Mrs. Folk stated that the statement was taken directly from the CDC and IDPH and vaccination status isn't stated in that paragraph which is why the word may is used and is correct.

Mr. Pennock stated that he wanted to be on record stating that if down the road the district ever got to the point of mandating vaccination for all employees that he would be for it.

Mrs. Folk stated that the district was currently in a good position, and they started the pandemic following CDC and IDPH guidelines and 18 months later they were continuing and will continue to do so.

Mr. Stephens made a motion to recommend the COVID Policy Update to the full board, Mr. Pennock seconded the motion. ALL WERE IN FAVOR.

Mrs. Folk recommended keeping the future updates in the regular board meeting agenda under old business as it will be a statement that will continually need to be updated. Mr. Pennock and Mr. Stephens agreed.

ADJOURN

Motion by Scott Stephens, seconded by Steve Pennock, the meeting adjourned at 10:06 a.m. ALL WERE IN FAVOR.

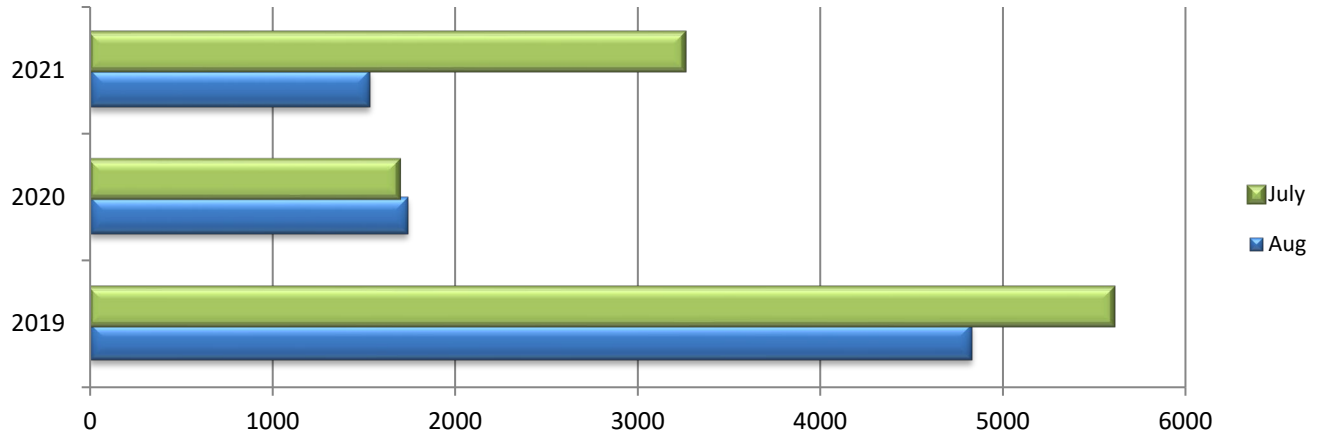
Respectfully Submitted,

A handwritten signature in cursive script that reads "Haley M. Mizner".

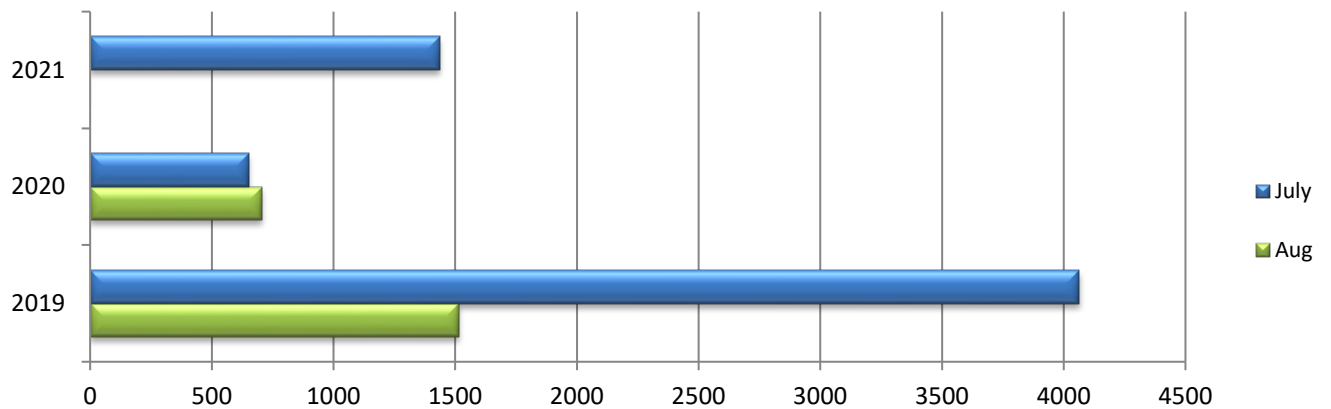
Haley Mizner
Secretary to the Board

MEMORANDUM TO THE BOARD OF COMMISSIONERS
 August 2021
 Facility Statistics Report

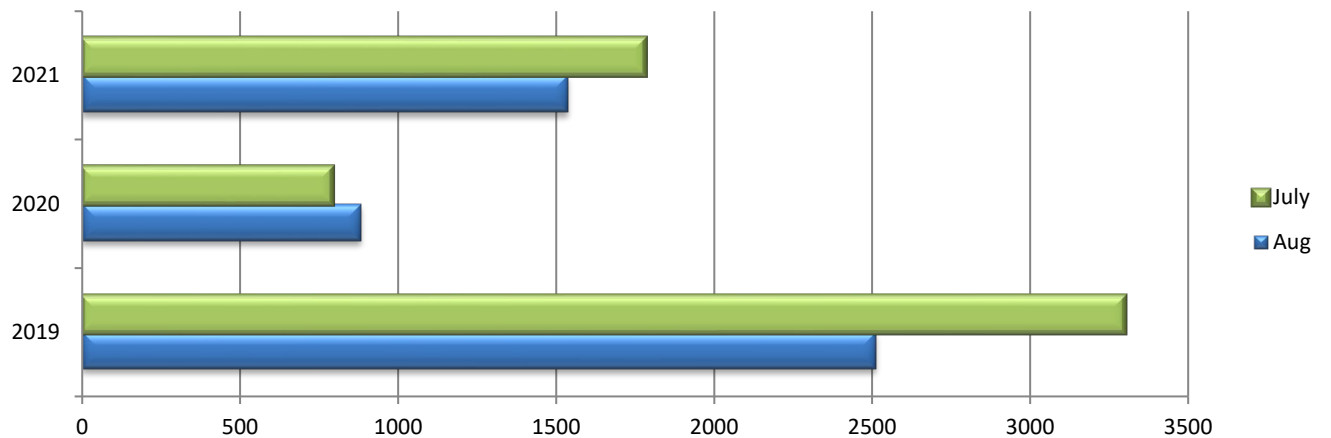
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics *Pool Closed for renovations in Aug 2021



Nash Fitness Center Statistics



Covid Pandemic - Facility Closed March 14th - July 7th / Reduced facility operations began on July 8th. Tier 3 Mitigation began Nov 20th and ended Jan 15th, 2021. Tier 4 Mitigation continued through June 11, 2021. Full re-opening occurred on June 14th.

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 14, 2021

Parks Report



Sports

Sporting events currently being played at Park West include co-ed softball, OPD soccer, OHS soccer and cross country. Staff is preparing and maintaining the grounds for these events. Maintenance includes grooming, chalking, painting, mowing and garbage removal.



Projects

Projects for this summer are going well. Improvements completed include Lions Park has a new roof, fascia and exterior painted. It has also been painted inside the restrooms to include the floor and new lighting installed. We have ordered all new steel doors for the building which like everything this year is taking months for delivery.

Park East shelter/restroom has a new roof, exterior painted and floors painted inside bathrooms.

Fairground's shelter has also had the floors painted inside the restrooms.

Our next shelter improvement will be the groomer shed. This building will get new siding and fascia to match the other building at park west. Some painting and new steel door will also be improvements. We have the building materials for the renovation except the steel door as we are waiting for delivery. These improvements will start soon.

We have poured 12'x12' concrete pads in both pens at the dog park. We installed more of a permanent shade structure on the concrete. Powder coated steel posts and framing hold the shade fabric in place. We will take the cover off and store it every winter.

We are scheduling the drain tile to be installed once all the sporting events conclude in October. Tile will be the same system we had installed in the north bio-swale. This tile will run from the city retention pond, east to the toro court and then run south all the way to the water way south of the soccer fields. Fall sports conflicts are the reason for waiting to late October. We have decided that the best way and most cost-effective way is to bore a line under the blacktop instead of removing the blacktop. There will be a dirt hump on the ground where the tile will be located and it will need to settle before we can grade and seed this area. A 10" tile will be used to keep up with storm water flow from century hills. This will eliminate issues with surface water.



General

Staff is doing a great job this year with all maintenance and projects assigned to them. Very happy with how the parks look and proud of the how the staff has tackled a lot of these projects this year.

Respectfully submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 14, 2021

Nash Facilities Report

Nash Facility

The capital improvements at Nash are going very well. The pool had one inch of old paint removed from its shell. The cracks were filled as well as any other imperfections in the concrete. The shell received a coat of primer, two coats of epoxy paint and then the lines were painted as well as the steps in the side walls. The paint cured for 6 days before adding water. We started filling the pool on Tuesday evening and it took till Thursday noon with the help from the fire department. Halogen then came in and started the new controller to regulate the water level and pool chemicals. The only issue we had that kept us from opening the pool on the 7th was the pool water temperature was not at optimal temperature. Alpha Controls came in on Tuesday and diagnose the issue and repaired it. It took a while to heat that amount of water, but it was ready for use the next day.

The spa turned out amazing as well. All new coping stone, tile mortar and depth numbers were installed. It too just looks refreshing and clean with new water in it.

The showers and locker rooms are also finished. After Ni-Cam laid the tile on the walls and floors the parks and Maintenance staff at Nash teamed up and finished the locker rooms. Items that were done was polishing all the existing stainless-steel fixtures and covers in the shower area. Re-installed all covers, soap holders, towel hooks, shelves, new shower heads and all fixtures. Also, the benches were installed using new stainless-steel pedestal supports which will last for many years. These are an upgrade from the previous pedestals which were painted black steel and were rusting from the pool chemicals. We then had Ni-cam come back in and seal the tile and the grout.

Halogen completed their electronic upgrades for the pool controller as well as new valves in the pool room. The pool should run more efficiently, have better control of chemicals and pool water level. This will cut down on water usage as well as staff maintenance.

The staff had a big part in these projects at Nash to include a lot of cleaning after the contractors left the building. Thanks to Bill, Mary, and Brent for making all this happen in such a short time.

General

I would like to thank also all the part time staff for keeping up with custodial, maintenance and event set-up. Maintenance

Staff continue to do a great job keeping the building clean and safe for patrons as well as staff.

Respectfully Submitted,


A handwritten signature in black ink that reads "Andy Egyed". The signature is written in a cursive style with a large, stylized initial 'A'.

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS


September 14, 2021

Superintendent of Recreation Report


 **Recreation Department**

August continued our trend of increased participation. We have eclipsed patrons served in 2020 already this year and are on track to eclipse 2019 numbers in the next few months.

	2019	2020	2021		Change
January	760	856	122	-86%	(734.00)
February	678	826	309	-63%	(517.00)
March	595	458	807	43%	349.00
April	966	258	569	55%	311.00
May	695	92	1074	92%	982.00
June	1928	2293	2996	24%	703.00
July	2075	2581	3006	14%	425.00
August	756	883	991	11%	108.00

 **Aquatics**

The Pool opened on Wednesday, September 8 and patrons were excited to return. Staff and contractors did an amazing job with the improvements! With the management contract we incurred no management or staffing fee for August. Swim lessons have begun, and September numbers are 82. This is a significant decrease from July but is comparable to February numbers. Catch the Wave said there is always a decrease with back to school and warmer weather.

 **Children's Center**

The Children's Center is back in session and both classes are full. We have 14 students enrolled in the 3-year-old program and 16 in the 4-year-old program. Mrs.Crandall and Mrs. Teresa held individual open house appointments prior to class. Pick up and drop off has gone well. Due to the rise in COVID cases pick-up was changed from parents entering the outdoor area to the teacher's walking students to parents at the street location. The new addition of Wednesday lunch has been successful and a nice addition to the program. Thank you to Bill and Mary for helping to quickly convert the Children's Center room back after summer camp!

 **Fitness Center/CPR**

Staff has done an amazing job enforcing the mask mandate. Many patrons have voiced their displeasure and staff continues to adhere to our guidelines. A CPR class was held on September 10 to bring all current staff up to date on certification. Daniel Welle continues to provide a quality class to our staff.

 **Donation**

The recreation department received a \$400 donation through a grant application I had filed in June. These funds are unrestricted and can be used to enhance our programming. Plans are to purchase dodge balls and other recreational items for use in staff programming.

Respectfully Submitted,



Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 14, 2021

Business Administration Report



Financial Review

The August 2021 Treasurers Report is included in the Board Packet. The Districts fund balances continue to be extremely healthy at 27.35% greater than at the same time the prior year. The District closed the month of August with unaudited fund balances of \$3,337,668.90 (7.73% less than the prior month).

The District received the 3rd tax disbursement of the 2020 tax year on August 27th. The total receipt was \$22,698.65. The District has received \$1,562,460.67 in total, equaling approximately 53.25% of the total expected receipt. The second large tax Disbursement of the 2020 tax year will be received at the end of September (2nd real estate tax payments are due Sept. 10th). The District will have received near 100% of the real estate taxes by October.



Financial Operations and Schedule

The District has released its annual Budget & Evaluation Schedule. Overall budget and capital improvement planning has started. The key unknown still revolves around the status of Byron Exelon Nuclear Plant. There will be significant changes to the capital and operational budgets depending on the outcome.

There will be several important dates this fall/winter as the Districts annual budget process unfolds.

- October 1st - Receipt of annual EAV Estimate for 2021. The estimate will help determine the annual levy as well as the Bond sizing.
- Late November - Departmental Goals, Capital Improvement estimates, and employee evaluations are all due.
- December Regular Board Meeting - Annual Tax Levy Approval, General Obligation Bond Ordinance Parameters approval, Employee wage and benefits approval.
- February Regular Meeting - The public hearing of the budget and appropriations ordinance will occur, along with formal approval of 2022 budget.

The transition to fall along with the undertaking of the many financial objectives of the District will move quickly. The 2022 Fiscal Year Budget & Evaluation Schedule will help keep the planning and presentation of required documentation on schedule.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 14, 2021

Administrative Services Report



Mask Mandate

Effective August 30, all individuals inside Nash Recreation Center are required to wear a face covering under the Governor's Executive Order released on August 26. This includes individual exercise in areas such as our Fitness Center and TRX room but excludes any users that are in the pool actively swimming. An email was sent to all members, facility signage was updated, and the home page on our website was updated to include this information.



Front Counter/Registrations

A survey was sent out to the four part-time front counter staff on August 11 to gain feedback on future scheduling needs/wants in preparation for our hours expanding in October. It was identified through the survey that two of the four staff members would like to receive more hours, which the District can provide with minimal impact to our overall staffing budget beginning in October. The decision to provide current employees with additional hours verses hire another new staff member was made for various reasons, the main reason being to show our appreciation to our dedicated employees.

August was a slower month for registrations as the summer season came to an end with 182 total registrations. Online registration remains popular and contributed to 58% of all August registrations, while the other 42% of the registrations were completed over the phone or in-person. The Fall guide was released on Friday, September 3 with registration opening for members on Tuesday, September 7 and to the public on Wednesday, September 8. The Recreation staff did a great job at offering many exciting programs, and I anticipate registration going well.



Corporate Memberships

The promotion period for the OCUSD Corporate Membership ended on August 31, 2021. A total of 103 passes were sold to employees and their families at a discounted rate, which is a decrease of 33 passes sold in 2020. Overall, I am happy with the participation during the ongoing pandemic and believe our partnership with the school district is a positive one to continue.



Marketing

Our marketing partnership with Stahr Media has continued to be successful for social media posting, brochure design, and eBlast creation. Our eBlasts are sent out twice a month, unless a special District update is added, and have consistently averaged a 36% open rate. Prior to our partnership, the eBlasts were less than a 20% open rate, so I am happy to see a significant increase.

Respectfully Submitted,

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 14, 2021

Events Report



Music & More at the Market

The Oregon Farmers Market was started by the Oregon Park District and managed by the Park District until this summer. We asked the City of Oregon to take over the Market which they agreed to with our help, support, and contact information. The Market was rebranded, relocated and is now The Rivers Edge Market which has been very successful. An additional way OPD supports the Market is by having 3 sponsored concerts (formerly our Brown Bag Concerts) at the market as well as an Art in the Park activity sponsored by E.D. Etnyre. This has been a good partnership helping both the market and pairing with another event for locals to enjoy the concerts. In June JT Wells was sponsored by The Chile Pepper & Circle G Farms, in July Burn N Bush was sponsored by Country Financial/Oregon, and in August the One-Man Country Band was sponsored by The Harvard State Bank. Art activities were centered around the Market theme and included: rock painting, sand art and popsicle stick vegetables. The Park District also had a coloring contest at the three events with prizes to the winners!



Craft/Recreation Classes

In August we offered two cooking classes. Hector's Cocina/Michelle Carreno instructed a Mexican Street Corn Class and Cactus Salad Demonstration at Park West. As the corn was roasting on the grill the cactus demonstration was taking place and sampling of course. Then the group made their own batch of street corn to take home. Lynnies Kitchen/Lynn Kaufman instructed a Ratatouille Class for a small group at Nash. Timber + Tribe offered a Stenciled Porch Sign Workshop and we sent home 3 DIY kits for kids assembled by T+T.



Bingo

Bingo is a favorite intergenerational program offered during the summer (June-early August) on Monday's outdoors at The Reading Nook. Bingo is a program that benefits the Oregon Park District Youth Scholarship Fund. The net profit for summer 2021 was \$736 (transferred to the Scholarship Fund). Although winners pick a small prize from a table, they all (young and old) enjoy this game of chance and hope to be the one shouting out BINGO!



Other

In addition to several evening craft/recreation workshops, September will include planning for the Halloween StoryWalk Trail Event on October 13, the Canine Costume Contest on October 18 and working on Winter/Spring programming.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 7th, 2021

Athletic Coordinator Report



Fall Soccer

Our Fall 2021 Soccer season is well underway, with the fantastic number of 171 kids participating, which is more than our 2019 numbers. We hosted the first week of games on August 21st, and will host 3 more Saturdays before the end of the season on October 9th. OPD will also be hosting the end of season tournaments for U11 and U15 and Byron will host U13. This League is run in conjunction with Byron Park District and also features teams from Stillman Valley, Winnebago, Pecatonica and Polo.



Adult Co-Ed Softball

Our Co-Ed softball league held its first games on August 12th and we have 6 teams playing in the League this year, one team more than last year. This is always a fun league and it will run through October 14th, ending with a 2 week end of season tournament.



Fall Basketball Camp

Our fall basketball camp for ages 4-9 year olds, which is offered in conjunction with the OHS Lady Hawks basketball team, will start on September 13th, with 56 kids participating. This is significantly more than last year, when we had 35. Coach Olyvia Rand and her team will be running the camp at the Blackhawk Center, and will receive all proceeds from the camp.



6th Grade Girls Competitive Volleyball/ Jr High Cross Country

The 6th Grade girls volleyball season is off to a fantastic start. We have 10 girls in the program, and volunteer coaches, Dave and Cari Berg and Stephanie Reed. This season will run through September 30th. Our Junior High Cross Country program is being coordinated by Coach Matt Hussung again this year. We have 10 athletes from 6th, 7th and 8th grade participating and they have already competed in 4 of their 9 meets for the season. Their season will end on October 6th.



Fall Guide

The new Fall guide has just been released and features basketball programs for PreK through 6th grade, and basketball clinics for 2nd - 6th grade run by OHS Basketball Coach Green and his team. Adult women's Volleyball league and also a pickleball Holiday Tournament have been added.

A handwritten signature in black ink that reads "Lesley Sheffield".

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

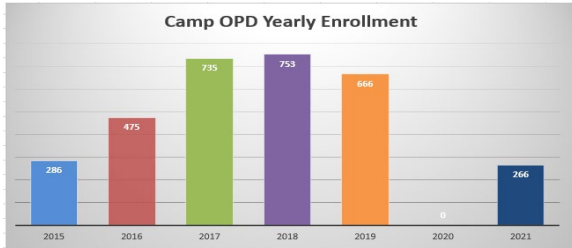
September 14, 2021

General Recreation Report



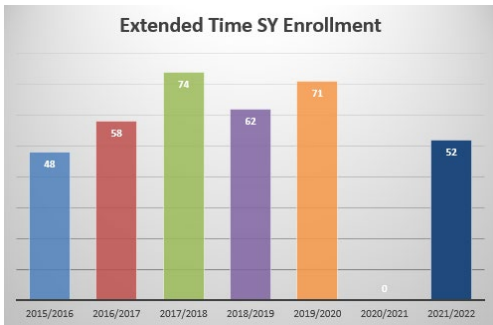
Camp OPD

The end of season total revenue for Camp OPD results in \$32,170. This was approximately \$3,000 shy of what we predicted we would receive. The total expense spent on the Camp OPD this year was \$23,311 which is approximately \$460 more than what we had predicted we would spend. However, this results in a net profit of \$8,859. The largest expense for Camp OPD, like all previous years, was payroll. A big thank you out to all the part-time staff who used their creativity and expertise to make this camp experience a memorable one for the campers while simultaneously adapting to all the changes required in 2021. Below are the enrollment numbers. We had a maximum of 24 campers we could accept this summer on a weekly basis due to the change of location to Nash and the elimination of the bus contract.



Extended Time

Considering the absence of ET last school year, our enrollment hasn't declined too drastically. There have once again been many changes to the program, but we are working through making structural changes to better serve this unique group of ET students. Kudos to all the staff for creating activities and adapting to our ongoing changes during this time.



Musical

The Fall Musical kicked off on the first day of school via a Parent Meeting at the Reading Nook held by our two Directors, Mrs. Davis and Mrs. Crosby from OES. Auditions began the next day and rehearsals with cast assignments the following week. This year we have a great group of 23 actors forming one cast who will perform The Music Man in November at OHS Theatre. The Directors are really looking forward to running this show with one cast and being able to give more undivided attention to produce a quality show and experience for the actors.



Tumbling

Tumbling returned this September for the first time since the beginning of May. All classes filled up and had waitlists, though Kids Spot had chosen to set smaller class sizes due to staffing issues. Kids Spot ended on such a strong note in May and we look forward to more positive comments come this month.

Respectfully Submitted,

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager