



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 12, 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 SEPTEMBER 14, 2021
 - B. PERSONNEL & POLICY MEETING MINUTES OF OCTOBER 6, 2021

- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN

- 6) REPORTS
 - A. FINANCE COMMITTEE - NO REPORT
 - B. PERSONNEL & POLICY COMMITTEE - MET OCTOBER 6, 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. EXECUTIVE SESSION

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a

complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Open Meetings Act Par. 120/2. C(1).

B. EXIT EXECUTIVE SESSION

C. ENTER EXECUTIVE SESSION

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that 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(11).

D. EXIT EXECUTIVE SESSION

E. JOB DESCRIPTIONS UPDATE

F. ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP)
FUNDING REQUEST

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - NOVEMBER 9, 2021

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
September 14, 2021**

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

PRESENT: Steve Pennock, Mark Tremble, Josh Messenger

VIRTUALLY ATTENDING: None.

ABSENT: Dan Engelkes, Scott Stephens

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance Administrator; 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 Mark Tremble, seconded by Josh Messenger the regular meeting minutes of August 10, 2021, be approved as printed. Roll Call: Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Griffin stated that the district should be receiving the second tax deposit from the treasurer's office here in the next week and a half, which will get the district to their 100% tax levy for this year. Mr. Griffin highlighted that everything else was in good financial shape.

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

Claims Payable and Checks Drawn

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

Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed highlighted that all of the capital improvement projects that took place at NASH went very well and there were only a few minor details that still needed to be completed.

Mr. Egyed stated that they had just begun redoing the groomers shed which included new siding, painting, and installing new doors.

Recreation Report - Included in Board Packets. Mrs. Ketter recognized Mr. Egyed and his staff for their great job in assisting with facility projects. She stated that all of the projects went smoothly and looked great.

Mrs. Ketter stated that swim lessons were starting back up and were going great. She also highlighted the new fall guide stating that registration was open and two of the new classes, Cider and Donuts and Cookies and Cocktails, were already almost full.

Mrs. Ketter stated that the district has moved photographers due to Niki Hunt retiring from sports photography. The district moved to Lifeworks Imaging out of Rochelle. Mrs. Ketter stated that she was very pleased with the new photographer and the quick turnaround and photoshopping abilities now available to the district with the switch.

Administrative Report - Included in Board Packets. Mr. Griffin stated that everyone was happy to be able to move forward with more clarity after the news received from the Senate regarding Exelon. He stated that the budget evaluation schedule was out, and the district was ready to move forward.

BUSINESS (unfinished)- None.

BUSINESS (new)

AUTUMN ON PARADE PERMIT

Mr. Pennock stated that the district approves this permit every year for the AOP Car Show at Park East and that all criteria had been met.

Motion by Steve Pennock, seconded by Mark Tremble, to approve the Autumn on Parade Permit. Roll Call: Josh Messenger, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

POLICY UPDATES- COVID POLICY STATEMENT

Mr. Pennock stated that this policy was recommended to the full board to approve by the Personnel and Policy Committee.

Mrs. Folk stated that the statement reflects mandates included in the most recent executive order from 8/26 and also reflects the change in executive order issued on 9/3. Mrs. Folk stated that the biggest change is that school personnel must be vaccinated or submit to weekly COVID testing. She stated that the district is prepared to launch this the first of next week in line with the executive order. Mrs. Folk stated that the other update was the mask mandate for all indoor spaces. She stated that they received clarification from IDPH that the mask mandate includes individuals actively working out.

Mrs. Folk stated that the addition that the district made put in verbiage that they will continue to provide updates in line with IDPH, the state of Illinois, and the Ogle County Health Department. This will allow Mrs. Folk to be authorized to make those updates accordingly as requirements are released without having to wait until the next board meeting.

Mr. Messenger asked if the weekly testing was done in house or if staff needed to get tested on their own. Mr. Griffin stated that the district doesn't have the ability to do the testing in house so staff will need to get it done through their own provider, in their own time, at their own expense if there happens to be one. Mrs. Folk clarified that the only staff who this impacted was the children's center staff, Supt. of Rec., Extended Time staff, and the Recreation Program Manager as they are all considered school personnel.

Motion by Mark Tremble, seconded by Steve Pennock, to approve the COVID Policy Statement Update. Roll Call: Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

POLICY UPDATES- REMOTE WORK POLICY

Mrs. Folk stated that throughout the pandemic they allowed employees in certain positions to work in a remote setting. She stated that the presented policy formalizes that policy because they have identified situations where a remote opportunity will be beneficial to certain employees. She stated that this policy outlines the requirements and procedures that go along with the remote work policy and states the requirements the district would implement and the supervisory responsibility for that specific department.

Motion by Josh Messenger, seconded by Mark Tremble, to approve the Autumn on Parade Permit. Roll Call: Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Messenger had no additional comments.

Mr. Tremble stated that the updates throughout the facility were beautiful and much better than before. He also commented on the great shape of the parks and highlighted that everything was in great shape.

DIRECTOR'S COMMENTS

Mrs. Folk stated that the district was relieved with the news of the bill passing the Senate and that the entire region will benefit from this bill being passed. Mrs. Folk highlighted that it will be nice to move forward.

Mrs. Folk also stated caution with Exelon as there is still eight years of property tax appeals with Exelon. She also stated that it is unknown how Exelon will handle tax bills moving forward. She stated that moving forward there will still be some hurdles that will need to be overcome.

Mrs. Folk thanked the board and all staff for their patience as the Exelon information and situation unfolded.

PRESIDENT'S COMMENTS

Mr. Pennock stated that the board appreciates Mrs. Folk's hard work that she put in with Exelon.

ADJOURN

Motion by Josh Messenger, seconded by Steve Pennock, the meeting adjourned at 6:17 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Haley Mizner
Board Secretary

Oregon Park District
Personnel & Policy Committee Meeting
Nash Recreation Center ~ Board Room
Meeting also held Virtually via Zoom
Wednesday, October 6th, 2021

Steve Pennock, Chairperson, called the meeting to order at 10:02 a.m.

Board Members Present: Steve Pennock

Board Members Virtually Present: Scott Stephens, Josh Messenger

Others Present: Erin Folk, Executive Director; Dan Griffin, Finance Administrator; Tina Ketter, Supt. of Recreation; Haley Mizner

Present Virtually: Steve Adams, Attorney

Visitors Present Virtually: Amanda Zimmerman, two other unknown visitors

Mr. Pennock asked if there were any visitors who wished to address the Personnel and Policy Committee.

Mr. Adams suggested to give a few minutes for visitors to connect to their audio and verified that the meeting was being recorded.

There were no comments by any visitors.

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 Scott Stephens, seconded by Steve Pennock, the committee enter executive session at 10:05 a.m. Roll Call Vote: Scott Stephens, Steve Pennock. MOTION PASSED UNANIMOUS.

RETURN TO REGULAR SESSION

Motion by Scott Stephens, seconded by Steve Pennock, the committee return to regular session at 10:23 a.m. Roll Call: Scott Stephens, Steve Pennock - yes. MOTION PASSED UNAMIOUS.

JOB DESCRIPTION UPDATE

Mrs. Folk stated that a couple of adjustments were made to the Recreation Program Manager position within the job description.

The first proposed change was changing the title from Recreation Program Manager to Recreation Program Coordinator which aligns and is consistent with all other recreation positions under the Supt. of Recreation. Mrs. Folk stated that currently, the other two positions are Event Coordinator and Athletic Coordinator, and the three positions are comparable. She stated that she would like to see the change be consistent with the other two positions.

Mrs. Folk stated that the second change that was made was in regard to CPRP Certification. She stated that the CPRP Certification was changed from six months to twelve months and also included if the individual met CPRP criteria to give some flexibility in certain circumstances.

Mrs. Folk stated that under the Essential Functions / Responsibilities two requirements were added. Mrs. Folk stated that the first requirement that was added was to develop program procedures to align with district policies to avoid any issues. The second requirement added was the position required the individual to actively serve as the Extended Time and summer camp leader by maintaining a visible presence during program hours.

Mrs. Folk stated that the final change that was made was the elimination of the job requirement stating that the individual must assist in the development, evaluation, administration of the district's comprehensive policies as this was not being completed by any positions under the Executive and Administrative team.

Motion by Scott Stephens, seconded by Steve Pennock, to approve recommending the Job Description updates to the full board. Roll Call: Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ADJOURN

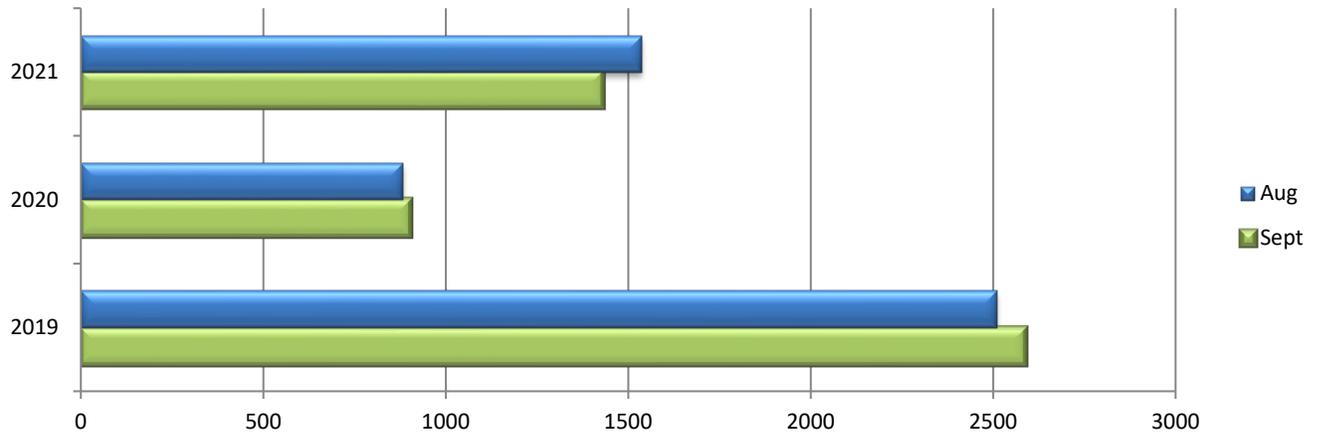
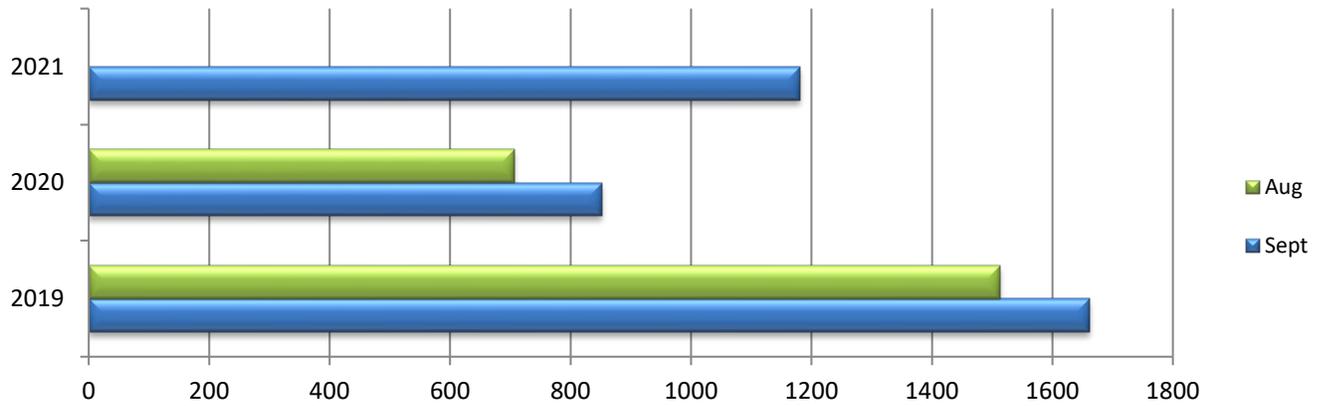
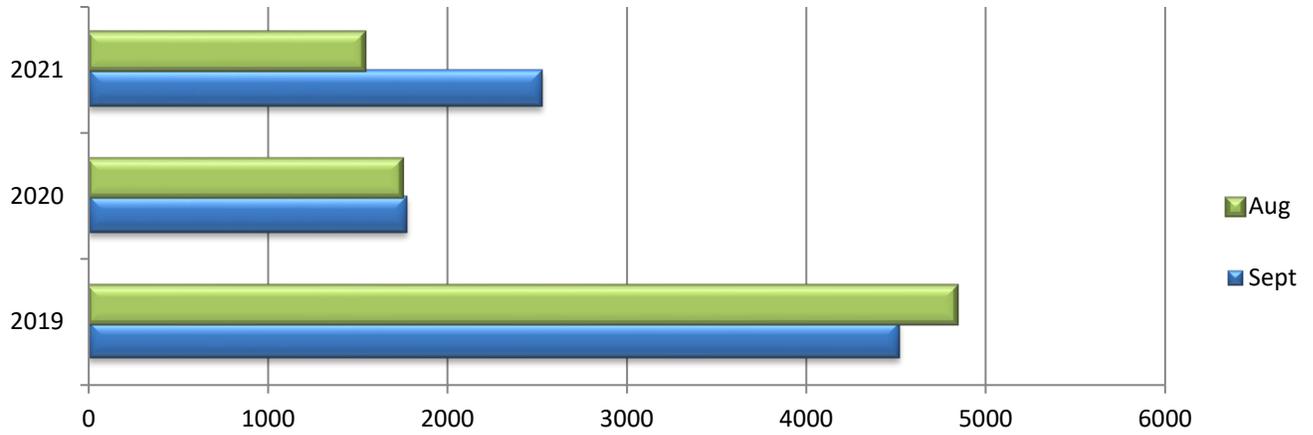
Motion by Scott Stephens, seconded by Steve Pennock, the meeting adjourned at 10:27 a.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Haley Mizner
Secretary to the Board

MEMORANDUM TO THE BOARD OF COMMISSIONERS
 August 2021
 Facility Statistics Report



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

October 12, 2021

Parks Report



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.



Staff has been working diligently on the Groomer shed upgrades at Park West. The building is looking nice with the new materials upgrade to include LP Smart Lap siding, new steel door entrance, aluminum fascia and painted ceiling. The structure posts were also wrapped in the siding to match the building. All seams were caulked for weather protection with matching color caulk. The building color matches all previous buildings we have upgraded the past 5 years. We have ordered a new garage style back door for the building but like everything this year it will be 6 to 8 weeks for delivery.

We did take delivery of the new doors for lion's park also. Staff has been working on replacing those doors as we have free time. The old doors have been cemented into the wall when the building was originally constructed, so there is quite a bit of demolition involved in taking old doors out and new fabrication needed to make new doors fit properly. This building is also getting a garage style door installed in place of the double steel doors that is there now. This door is also on order and hopefully will be here in the next few weeks.

The drain tile construction for park west will begin on November 1st weather permitting. The tile will be bored from the city detention pond to the east side of the bike path by the Toro court. It will then be trenched from that point all the way to the south end of park emptying into the drainage ditch. This will should relieve the water issue we have with the rainwater coming from the subdivision to the west. The pricing of this project has gone up because of the price of plastic tile and the fact that we decided to do boring in that west section instead of trenching. We did this to hopefully eliminate any utilities being hit by trenching and the trencher is so big it would not be able to in that tight of an area with all our amenities there. The reason for starting this project so late is the school has a cross country event on October 30th. That should be the last event that would be affected by this construction.

Staff helped again this year with A.O.P set up and clean up. Staff sets up tents, bleachers, picnic tables, tables, chairs, barricades and garbage receptacles. We also have the pumpkin festival coming up soon and staff will be picking pumpkins from our pumpkin patch again this year for that event. Our patch was a success again this year!!!



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 style with a large, stylized 'A' and 'E'.

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 12, 2021

Nash Facilities Report

 **Nash Facility**

Our annual elevator inspection this year showed that our pit ladder in the elevator pit was no longer code compliant. We had Kone Elevator service order and install the compliant ladder. The new inspection shows that we are now compliant with the new ladder upgrade. We have mailed the inspection sheet along with the application for certificate of operation to the State Fire Marshal Division of Elevator Safety for process to receive our certificate of operation.

Quarterly inspections were also performed on the sprinkler system by Ahern. We passed that inspection with no deficiencies found.

Halogen completed their electronic upgrades for the pool controller which includes a new valve that regulates the pool water depth. The staff will no longer need to do this manually daily including weekends. This automated system should keep the pool temperatures, chemicals, and water depth to optimal levels, reducing staff maintenance and other costs related to the pools health and longevity.

One of our capital improvements is upgrading our HVAC software. This upgrade will be performed on October 21 of this year. WE are having Alpha Controls replace our electric I/A series building management system to a SmartStruxre solution known as StruxureWare building operations (SOB). The new SOB allows for IT compliance, an improved desktop environment, enhanced reports and report generating, industry leading cyber security, and overall improved operation efficiencies. The benefit to this also is it has newer capability but also is compatible with our older BMS infrastructure. This investment will enhance its performance for improved operational and energy efficiency.

 **General**

I would like to thank also all the part time staff for keeping up with custodial, maintenance and event set-up. As always, the staff do a wonderful job keeping the building clean and safe for all patrons.

Respectfully Submitted,



Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 12, 2021

Superintendent of Recreation Report

 **Recreation Department**

Our participation increased for September. October numbers are already looking promising to continue this trend. The recreation staff has done a great job of offering a variety of programming that continues to attract patrons and meet program expectations.

	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
September	515	292	332	12%	40.00



The opening of the pool and locker rooms has been well received by patrons. Open swims continue to increase in numbers on Wednesday afternoons and pool staff is ready for open swims to return this month with Saturday and Sunday. Fall Fun with Rosann will be held on Oct. 20 in lieu of our traditional spa day. The event will include aerobics, treats and games for the participants. Swim numbers are at 102 for October. Children’s Center students also began lessons this month, offered right after preschool. We had 7 children take advantage of the private class.



Children’s Center has loved the warmer weather and continues to utilize the outdoor classroom. They will have their first field trip since 2019 with a visit to the Fire Station for the 4 year olds. The 3 year olds will be treated to the station visiting us. School Street will be blocked off for firetrucks and the students to explore. Wednesday lunches have been a success and both Mrs. Crandall, Mrs. Teresa and the students agree it is the favorite thing of the week.



Fitness Center/CPR

Fitness Center staff has been working diligently to abide by mask mandates. Both free weight and Cybex machine upholstery will be fixed this month. All work will be done onsite to minimize machines out of use. A CPR class was held for new hires this month. Daniel Welle continues to provide this service and always provides a quality class. All current staff are up to date with our next expiration for staff in March of 2022.



Winter/Spring Brochure

A deadline was set for October 4 for all rolling programming for program masters. Alyssa will begin working on those and new programming will be due on November 4. Staff is working on many creative new classes and our partnership with OHS coaches continue to remain strong with affordable camps.



Thank you for the opportunity to attend the NRPA Conference. Special thank you to Lesley Sheffield, Debbie Leffelman, Alyssa Fischer, Teresa Nehkorn and Nancy Crandall for covering programming while I was gone.



Extended Time programming continues to progress without program interruptions. Searching for qualified part time staff continues to be a focus as we are currently utilizing full and part time employees to fill the existing shifts. Unvaccinated employees are adhering to the weekly testing requirement.

I am currently reviewing the before and after school program procedures, staff schedules and looking for new and exciting ways to engage the students and meet program needs.

Program snacks are offered through the Northern Illinois Food Bank and we are required to follow set criteria. The program did receive an audit visit on October 5th and passed with flying colors.



The vacant full-time recreation position will be advertised beginning the week of October 11th.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 12, 2021

Business Administration Report



The September 2021 Treasurers Report is included in the Board Packet. The Districts fund balances continue to be extremely healthy at 20.35% greater than at the same time the prior year. The District closed the month of September with unaudited fund balances of \$4,362,831.46 (35.03% greater than the prior month).

The District will repay the 2021 General Obligation Bond on November 1st. The District's bond will be repaid to the two banks that split the issue via private placement. Sauk Valley Bank & Trust will be repaid \$752,559.38, while Stillman Bank will be repaid \$741,251.84. The interest rate for the 2021 G.O. Bond was 0.45% which totaled an interest payment of \$5,081.22 (71.9% less in interest paid as compared to the prior G.O. with an interest rate of 1.7%). While interest rates remain low, the District does not expect to receive a rate as low as the 2021 G.O. bond. The District will not have to complete the BINA (Bond Information Notification Act) proceedings for the upcoming 2022 G.O. Bond. Further bond sizing and interest rate estimates will be provided next month.

The District received the 4th tax disbursement of the 2020 tax year on September 27th. The total receipt was \$1,353,462.91. The District has received \$2,915,923.58 in total, equaling approximately 99.37% of the total expected receipt. The District will have received near 100% of the real estate taxes by the end of October.



The District will have a busy end to the 2021 fiscal year over the next three months. The following operational functions will be thoroughly prepared and presented to the board in the next few months.

- Tax Levy: The District will prepare and present the tax levy to the Finance Committee, followed by full approval by the Board in December. The early estimate has been delayed as the County Assessment office does not plan to release the 2021 estimate until the week of Oct 18th.
- Capital Improvement Plan/Budget: The District is currently updating the 5-year capital plan and verifying estimates for the 2022 capital improvement budget. There will be more details unfolding with the 2022 budget process.
- Evaluations: The District will undergo all employee evaluations over the next 6-8 weeks. All full-time employment evaluations will be presented to the personnel committee and the full board.
- General Obligation Bond: The District will place its 2022 G.O. Bond in late December/early January. The late placement allows the District to minimize the interest fees associated with the sale.
- Budget & Appropriations Ordinance: Approved at the February Meeting.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 12, 2021

Administrative Services Report



New Facility Hours

Beginning Monday, October 4, new facility hours begun at Nash Recreation Center. We are now open 5:30 am - 8:00 pm Monday-Friday, 7:00 am - 3:00 pm Saturday, and 12:00 - 5:00 pm Sunday. We will now offer \$1 Day on Sundays with these changes. All District information has been updated to reflect these changes, and I was able to cover the additional hours with the current part-time front counter staff.



Front Counter/Registrations

- I held a meeting with the front counter staff on September 29 to review a new training on Customer Service that I put together over the past few months. It was a 2021 goal for both my staff and I to review our customer service and continue to implement the skills reviewed to improve the experience for our customers. Staff was well engaged, and I am hopeful they will use some of the training in their daily shifts.
- Evaluations for the front counter staff will be completed the week of October 11. Although the District's deadline is not until November 22, I wanted to make sure I had the opportunity to review with my staff prior to maternity leave.
- Registration opened September 7 for members and September 8 to the public for the District's Fall guide. A total of 766 registrations were processed September 1 - 30, with September 8 being the highest day at 122 registrations. Online registrations contributed to 64% while the other 36% were completed over the phone or in-person. Many Fall programs and events filled before the deadline, and we were able to add new sessions to open even more registration opportunities for the community.



Maternity Leave

I will be taking maternity leave at the end of October and returning in January. A lot of my time spent in the office has been preparing for leave by working ahead on everything I possibly can, such as the front counter evaluations and schedules, marketing with Stahr Media, program masters for the Winter/Spring brochure, upcoming membership specials, etc. I am very thankful for the staff that will be covering my duties while I am out of the office, but of course will be available via email and phone to answer any questions or assist in anyway.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa Barringer". The signature is written in a cursive style.

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 12, 2022

Events Report



Craft/Recreation Classes

In September the ever popular and annual Fall Porch Pot class with Hagemann Horticulture was again a hit with two classes and a total of 34 participants. The upcoming Holiday Porch Pot classes in December are expected to be even more popular. New instructor Chloe Gale offered a canvas painting class at Cork & Tap with 10 participants.



Planning is underway for the outdoor Halloween events. On October 13 we will be having a Halloween StoryWalk Trail event for families. This year we are incorporating a few carnival games back into the event and therefore additional supplies are needed and being acquired. Pumpkins were grown by the Park Dept as children will ride to the "Prairie Pumpkin Patch" to pick out a pumpkin. If we are short, pumpkins will need to be purchased. A special time has been set aside for the consumers at the Village of Progress to participate in the event. The Canine Costume Contest will take place on Monday, October 18. This year we are encouraging pre-registration with a \$5 fee to help cover the cost and planning for prizes. Pines Meadow Vet Clinic does sponsor the event with \$100 but that does not cover the expenses if we provide prizes for 1st, 2nd and 3rd place in each of the 3 categories.



There are some upcoming programs which are new that seem to be taking off. They are pairing events that are a cooperative effort between the Park District, The Village Bakery and Cork & Tap. We are already adding classes or expanding maximum class size to try and accommodate all those interested. We have a Cider and Donut Pairing this month and then in December a Cookies & Cocktails Holiday Pairing. We are working on some fun pairings for spring to include Cocktails and Cupcakes and Booze and Bundt Cakes. New macrame classes will be offered this fall with a new instructor and hopefully again in the spring.



I am currently working on Winter/Spring programming for the next guide which will include some fun new pairing events with Cork & Tap, a new Taste of Oregon walking event to favorite restaurants/bakeries for sampling, and I'm very excited about supporting the Oregon Ganymedes and offering a fan bus to their game in Dyersville at the Field of Dreams. We hope to be bringing back the Daddy/Daughter and Mother/Son dances as well in March 2022. There are always new and exciting programs on the horizon!

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 6th, 2021

Athletic Coordinator Report



Our Fall 2021 Soccer season will be concluding on October 9th, with regular games for U6, U7 and U9. We will also be hosting the tournaments for U11 and U15. A huge thank you to Parks Department for converting the practice field at the south end of the Varsity field into a second U11 field, which allows us to host all 16 U11 teams in 2 separate tournament brackets. It has been a great season with over 170 of our youth participating, a big thank you to all of your fantastic volunteer coaches! This League is run in conjunction with Byron Park District and also features teams from Stillman Valley, Winnebago, Pocatonia and Polo.



Our Adult Co-Ed Softball league is also drawing to a close, with the first week of our double elimination tournament happening on Thursday October 7th. The final championship games will be played on October 14th.



Fall Basketball Camp/ OHS Clinic

Our fall basketball camp for ages 4-9 year olds, which is offered in conjunction with the OHS Lady Hawks basketball team concluded on Monday October 4th. This camp was a huge success and a big Thank you to Coach Olyvia Rand and her team for putting on such a great camp. The proceeds of the camp, \$1148, was donated to the school program. The OHS boys basketball coaches also offered a one night clinic for 6-8th graders on September 27th. We had 12 participants in this intensive skills clinic, and proceeds of \$180 was donated to the program.



Our Pre K through 1st grade basketball program will start on Saturday October 23rd and we have a total of 58 kids registered. I am in process of securing the last couple of coaches, and preparing for the season.



Practices have begun for our 6th Grade Boys Competitive basketball program. Volunteer coaches, Kristy and Andy Eckardt are preparing the boys for their season opener on October 19th. This programs mirrors the Junior High basketball schedule and we have 12 players registered.

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator



DEPARTMENTAL GOALS

Fiscal Year: 2021 - 3rd Quarter Update

These department goals and objectives are published within the annual Budget Appropriations Packet/Document.

#	Goal/Objective	Progress / Status	Additional Information
ADMINISTRATIVE DEPARTMENT - Goals and Objectives for 2021			
1	Review District IT equipment, infrastructure and software to accommodate and best manage remote workplace functions with the objective of creating employee flexibility while achieving maximum productivity.	Remote Workplace Functions have been reviewed and all procedures and cyber safety features have been set. Access to all internal facility components can be be successfully accessed from remote locations.	The Districts Firewall VPN Connector may have to be updated/upgraded occassionally to maintain a safe and effective connection. The District underwent an IT Audit through SunDog IT in April. The Risk Assessment Report was received in May and was reported to the Finance Committee. An new Remote Workplace Policy was approved in September.
2	Produce and highlight a new District Wide Annual Report in conjunction with an additional 'Transparency Page' to display the report and additional financial and goal related information.	Material and financial information is in the process of being collected.	The District waited until a decision regarding the Byron Nuclear Plant was finalized to produce the new report and transparency page. The details of the Annual Report will be produced in conjunction with the budgeting process.
3	Coordinate website help videos and instructions on Perfect Mind registration and login functions as well activity and facility registrations and rentals. Enhance Perfect Mind portal by allowing Membership Sales and GIS boundary/residency implementation.	Will begin this summer/fall when (hopefully) traditional activity and facility registrations return. The District has renewed conversations with Ogle County GIS on how to accomplish the GIS boundary implementation.	The admin staff continues to work with Perfect Mind on implementation of additional registration capabilities. The GIS Boundary implementation may be difficult to achieve without additional assistance from the Ogle County GIS Department. The pandemic has slowed the implementation process.
RECREATION ADMINISTRATION - Goals and Objectives for 2021			
1	Development of new, exciting programs and facilities for the community is a major goal that the Recreation Department is constantly pursuing as the needs and wishes of the residents' change. In addition, maintaining the quality of existing popular activities is a high priority of the staff.	Ongoing. Participation continues to increase as additional programming is introduced post covid. The summer brochure is in full swing and staff is preparing for the fall release. New programs are introduced each quarter to align with community needs.	Staff conducts a program review alongside each activity guide release. This review introduces a routine opportunity to identify positives, negatives and adjust programming based on necessary changes for continued improvement. The program survey process also helps the recreation staff with programming updates and changes.
2	Recruitment and training of seasonal and part-time instructors to lead and teach programs is of critical importance to the department	The majority of programming is being conducted by full time staff at this time. It has been difficult to recruit new staff due to COVID restrictions previously in place. Now that COVID restrictions have eased, the department will begin to recruit part tim employees to assist in program offerings to reduce the constant need for full time attention.	The department continues to monitor staff time and fluctuate schedules to reduce and eliminate staff burnout. This is especially as District programming is nearly back to 100%. The pandemic, changes in minimum wage and certification receipts are all issues with the recruitment process.
3	In 2021 staff will strive to develop a slate of program opportunities through evaluation of community needs and to identify an approach that serves both the district and the community with existing resources.	Program and facility survey was completed in January and July. Staff evaluated the survey responses and structured programming based on feedback received. New community partnerships have been developed to assist in program improvement. Partnerships include OHS, FFA, City of Oregon.	Program and facility surveys do include negative feedback alongside the positive comments. Individuals who have been dissatisfied and/or identify an issue are now being contacted and given the opportunity to discuss their concerns. This creates an opportunity discuss possible changes and identify positive solutions.
4	The recreation budgets have been formulated to meet this goal with the following direction in mind: Budgets developed for January 1 – June 1 should reflect continued limitations because of COVID. Budgets developed June 1 – December 31 should reflect minimal limitations because of COVID.	Budgets were completed in December and staff is reviewing on a monthly basis to stay on target.	Monthly review has been helpful to both departmental employees and administrative staff. Facility revenue has increased above budgeted levels.
5	In addition, staff will utilize the information gathered during 2020 through research and evaluation to move forward with programming that meets the current COVID needs and what we anticipate needs will be following COVID.	COVID guidelines were significantly reduced in early June. Programming has resumed at a normal level and will continue pending no further COVID restrictions.	Staff continues to monitor the COVID crisis and will implement changes as may be required by IDPH as the Delta variant continues to develop and executive orders are released.

6	COVID protocols will continue to be monitored and many procedures implemented will be maintained. For example, event and facility reservations. The reservation process has created planning ease for staff and allows the District to control budgets and eliminate waste.	Staff evaluated pre-COVID guidelines and reintroduced a more flexible facility schedule beginning on June 11th. Facility reservations are no longer required for general use. This was in line with IDPH recommendations.	The District has not re-instituted facility reservation requirements, but has enforced the mask mandates and school personnel vaccination/testing requirements.
7	The Recreation Department has implemented timelines for recreation team events. Assigning roles, distribution of workload and times helps each of the staff better plan to eliminate wasted time and extra work. Staff will also continue to flex their hours within each time period to allow a more balanced pay period.	Staff continues to monitor work hours and prioritize events to allow for schedules to be flexed when possible.	This has been successful in allowing staff an opportunity flex their schedules and not become overworked. Staff physical and emotional well being remains at the forefront.
8	Reviewing costs of programs and events continues to be an objective for the staff. Budgets were thoroughly analysed for Fiscal Year 2021. Registration fees were reviewed, and staff is evaluating each program with revenue vs. expense. Staff is tracking expenses and have conducted reviews at the end of each event or program to better handle what the needs are. Staff will continue to bridge the gap on programs to reduce subsidies. The staff has also formed partnerships that allow us to offer classes outside of Nash greatly reducing our expenses and creating a profit.	Monthly line item reviews are being conducted and tracked on budget sheets. The notes from budget tracking will assist staff in preparing for future years.	Monthly review has been helpful to both departmental employees and administrative staff. The process assists in verifying budget accuracy.
9	Staff training will continue to be a focus in 2021. The Superintendent of Recreation is now reviewing staff first aid and CPR certifications on a monthly basis and scheduling the appropriate training to concur with expiration dates. Training sessions are being taught by Daniel Welle and will continue through 2021. Mr. Welle is a certified first aid and CPR instructor and is currently completing his paramedic training in preparation for fire training school.	Staff trainings continue to be held as is necessary. All current employees have been certified. Classes are typically held bi-monthly.	Daniel Welle continues to be an asset to the District and has been very professional during the trainings he offers. Staff continues to compliment the ease of his certification classes and how comfortable they feel while going through the process.

AQUATICS DEPARTMENT: Goals and Objectives for 2021

1	Continue to improve the swim lesson program with Catch the Wave to increase participation.	Participation continues to fluctuate since joining forces with Catch the Wave. Most months have around 125 individuals participating.	Participation increases can be attributed to the improved quality of lessons, auto enroll option and year round swim lesson offerings. Parents enjoy the lack of interruption that occurs.
2	Introduce a recreation swim team and additional lifeguard training for community use.	A recreation swim team is being pursued, but interest has been staggered at this time. A lifeguard training program was also slated in March, but was cancelled due to low participation.	The District is hopeful that a swim team and lifeguard training program will be successful in the near future.
3	Evaluate the existing pool schedule and recommend changes based on seasonal use data to reduce costs when reasonable.	Schedule has been routinely updated and adjusted to fit the needs of our users, but also keeping in mind the need to control costs.	Schedule changes are implemented following constant review of facility participation numbers and the changing seasons. Water Aerobics and Lap Swim participant tracking has helped with pool scheduling.
5	Refine pool operations and identify areas of improvement that will improve service to our patrons.	Catch the Wave provides a weekly pool report to identify facility issues, patron issues or staff issues. This has been helpful when working among departments.	Check ins and procedural reviews occur between Catch the Wave and the Superintendent of Recreation on a weekly basis. The pool and locker room updates have been a great addition to our user experience.

ATHLETICS DEPARTMENT: Goals and Objectives for 2021

1	Increase sponsorships for our youth athletic programs to assist the District in controlling program expenses and keeping program fees at an affordable rate.	Sponsorship packet was a success for the youth baseball/softball season. Staff secured more sponsorships than any season prior.	This will continue to be reviewed for improvements and possible areas of expansion for sponsorship. Team sponsorships help offset program expenses and allow the District an opportunity to control program registration fees.
2	Utilizing information obtained in 2020, the District will begin to forge forward in preparation of continued changes to operations and implementation of new procedures that will improve opportunities for patrons and work to close the gap on program subsidization.	New procedures have been put into place for budget review and maintaining quality programs alongside cost control.	Overall athletic participation has increased as pandemic restrictions have eased.
3	Continue to utilize outdoor amenities and implement new programming at the TORO court, ball fields, tennis courts and batting cages to keep our patrons active all year long.	Summer camps have been well received this summer and both the TORO court and batting cages are seeing more use than during the summer of 2020.	Fall Athletics has heavily utilized District fields. Fall soccer has utilized the Toro Court for practices.

4	The District will look to continue partnerships with the OHS coaches to further improve skills of our younger 'Hawks' and minimize the transition between recreation and competitive sports. Current OHS staff seems engaged and willing to provide alternative options for our youth as they continue to hone their skills.	Outreach continues. Coordination of camps is solid with OHS coaches and participation remains steady. OPD nights for each season will continue to be planned to generate community excitement and encourage participation.	
5	Take a more active role in identifying program procedures when partnering with surrounding communities prior to the soccer, baseball/softball and basketball seasons. These procedures will be utilized to benefit our patrons and provide a well-rounded experience for all participants.	Took the lead in developing COVID guidelines and initiated contact with league coordinators. An understanding of responsibilities has been outlined for each community.	Sport guidelines continue to be verified between town coordinators.

PARKS DEPARTMENT - Goals and Objectives for 2021

1	Now that the Covid- 19 Pandemic is pretty much central in our daily lives, our first and most important goal is to provide the District a safe environment at all programs, properties, and facilities. Using a proactive approach in our maintenance program will reduce unsafe conditions and liability issues to the District.	Park staff continues to clean bathrooms frequently including weekends in response to covid guidelines. We put out portable hand sanitizer stations at all events. All staff wear masks indoors and when we cannot social distance.	
2	We will continue to monitor any park improvements and projects set for this budget cycle. Making sure that we include ADA guidelines into the design and construction of facilities and parks. Also, to continue to add or change any of our existing structures to be compliant with ADA guidelines.	We are in the process of finishing several parks projects with compliant ADA guidelines included.	We are wrapping up the major parks projects for the season. ADA guidelines were considered during design and construction.
4	Continue our efforts to recycle and continue to participate in the Christmas tree recycle program, tires, oil, paint, paper, and electronics with the Ogle County Waste Management Department. We also recycle at all our events and have permanent receptacles in the parks for recycling. Recycling is not enough, and we must take steps to keep recycled material out of the landfills. We will be purchasing recycled products. By creating a market for recycled products, we ensure that recycling works. We think about what we can do to help the environment and then modify the way we do them. We will do our part to reduce, reuse, rethink and recycle waste.	We continue to participate in the christmas tree recycling program with the county each year. We also participate in the county battery, tire and electronics recycling. The parks have recycle receptacles at most location. We use portable recycle stations when doing large event in the parks. we will be again this year purchasing new garbage receptacles that are recycled material.	Still doing our part throughout the season to participate in recycling waste. All events have recycle bins and we also have permanent containers in some parks. We also participated this year in the christmas tree recycle program as well as the oil, electronics, battery and tire recycle programs put on by the Ogle County Waste Management Department.

MAINTENANCE DEPARTMENT - Goals and Objectives for 2021

1	Implement necessary heating and cooling changes as identified in the energy assessment completed in 2020.	The District replaced both boilers in winter with energy efficient variable speed pumps. New valves were installed on the chiller.	The Nash Chiller will be shutdown in October in preparation for heating season.
2	Evaluate the current HVAC system and recommend infrastructure changes that will be beneficial for future facility use.	Alpha Contols did a building assesment and we are now in the process of reviewing the documents with the proposals.	Assessments were done for the building. The assessment upgrades assist the District long-term capital improvement planning.
4	Continue to follow COVID cleaning procedures to keep the facility clean and safe for all users.	On going changes needed as the building begins to open more and more. All cleaning done and products are within CDC guidelines. Staff is also using masks according to CDC.	Along with phsically disinfecting the District uses misters with disinfectants to help with decontamination of all surfaces.

GENERAL RECREATION DEPARTMENT - Goals and Objectives for 2021

1	Continue to monitor program expenses and align registration fees accordingly to reduce the percentage of subsidization and work towards net profits.	Camp revenue and expense has been evaluated and aligns with achieving a net profit in 2021.	The Extended Time program is undergoing adjustments to help reduce subsidation.
2	Align staff schedules and responsibilities based on FY 2021 need.	Staff shortages have made life difficult for employee scheduling.	The District continues to advertise for additional part time staff help.