



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

JOIN ZOOM MEETING LINK  
[HTTPS://US02WEB.ZOOM.US/J/81033800586](https://us02web.zoom.us/j/81033800586)

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
  - A. REGULAR MEETING MINUTES OF NOVEMBER 9, 2021
  - B. SPECIAL MEETING MINUTES OF NOVEMBER 17, 2021
  - C. PERSONNEL & POLICY COMMITTEE MEETING MINUTES OF DECEMBER 1, 2021
  - D. FINANCE COMMITTEE MEETING MINUTES OF DECEMBER 1, 2021
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - A. FINANCE COMMITTEE - MET DECEMBER 1, 2021
  - B. PERSONNEL & POLICY COMMITTEE - MET DECEMBER 1, 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. ORDINANCE 21-12-14: 2021 TAX LEVY APPROVAL
  - B. RESOLUTION 21-12-14: CAPITAL IMPROVEMENT FUNDS AMENDMENT

C. 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).

D. 2022 SALARY AND WAGE APPROVALS

E. EMPLOYEE 2022 HEALTH BENEFITS APPROVAL

F. RELEASE OF EXECUTIVE SESSION MINUTES: NONE

G. POLICY UPDATES: PERSONNEL 4.11: EMPLOYEE GRIEVANCE POLICY

H. BID APPROVAL: PARK EAST DECK OVERLOOK

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JANUARY 11, 2022

**Oregon Park District Board of Commissioners  
Nash Recreation Center ~ Board Room  
304 So. Fifth Street  
Oregon, Illinois  
Regular Meeting Minutes  
November 9, 2021**

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

PRESENT: Steve Pennock, Josh Messenger

VIRTUALLY ATTENDING: Scott Stephens, Steve Adams; Attorney

ABSENT: Mark Tremble, Dan Engelkes

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

VISITORS PRESENT: Amanda Zimmerman, Scott Zimmerman, Glenn Himert, Ronda Himert, Mary Zimmerman

VISITORS PRESENT VIRTUALLY: Oregon Chamber of Commerce, Alexa Zoellner, Jennifer Albright, Meredith, iPhone user

RECOGNITION OF VISITORS:

Mrs. Zimmerman was the first guest to speak with a limit of three minutes. Mrs. Zimmerman stated that she resigned on September 17<sup>th</sup>, which was the first day the board became aware of her situation. She stated that she spoke at the last regular board meeting on October 12<sup>th</sup>, highlighting her story, which aligned with nearly everyone else who has left before her. She stated that following this, the board made a comment on the OPD Facebook page on October 21<sup>st</sup> acknowledging the situation. She stated that there then was a private, special meeting on October 27<sup>th</sup>.

She stated that since then, others have reached out to her, so she knows that the board has been receiving letters with similar concerns and experiences.

She stated that it has now been approximately a month since the last regular meeting and nearly two months since she resigned. She emphasized that nobody from the board nor park district has reached out to her. She stated that no further

questions have been asked and from her point of view-nothing besides a meeting has occurred.

She stated that she knows the board typically chooses not to respond to any public comments during an open meeting. However, she continued with a few questions for the board. She asked:

- What are you doing about this?
- When can we expect an update?
- Have you been receiving the FOIA's we have been submitting? Both the requests and the responses.

She stated that they have been reviewing all FOIA's in great detail and as a former employee, she knows what to look for and where to look for it. She stated that she knows when information is missing and the discrepancies.

She stated that for example, one document shows the financial system missing numerous receipts from the ED's corporate credit card charges. She stated that this was suspicious based on both the amounts of these charges as well as the types of retailers. She stated that it also demonstrates non-compliance with District's policy. She stated that she has submitted a FOIA request for those receipts but the District seems reluctant to provide them.

Mrs. Zimmerman stated that they have discovered many egregious activities that will only cause more public distrust in the ED. She stated that she truly believes this is just the tip of the iceberg.

She concluded that as the Board of Commissioners, elected and trusted by the public, she hopes they are taking this seriously and investigating the situation to ensure accountability. She stated that this can't be swept under the rug and that it won't just blow over. She stated that the public deserves to know what is going on here and they deserve answers or a response in a timely manner. She stated that they are not going anywhere. She thanked the board for their time.

Mrs. Himert was then given her three minutes to speak. She stated that as a longtime resident of Oregon, and a taxpayer of the Oregon Park District, she wanted to address her concerns to the Board of Commissioners regarding her belief that the members of the board have not fulfilled their duties as elected by the voters for this taxing body.

Mrs. Himert stated that she does understand that the board does not generally get involved in personnel matters, but at the same time the board has a personnel committee comprised of two members. She stated that though there are procedures to follow, the board is ultimately directly responsible for the Executive Director and all actions taken by the E.D. She stated that she must conclude that each member of the board is in agreement with and complicit with the hostile work environment created by the E.D. She stated that in her opinion, the board has neglected their responsibilities in overseeing the E.D.'s activities as it relates to at will employees, district finances, public perception, and accountability to the public. She stated that the board seems to be determined to simply wait out the current crisis in trust as they have done in the past. She stated that the fact that numerous other full-time employees with benefits and a defined pension plan have chosen to leave the district is evidence that there has been an issue that needed to be addressed for many years.

She stated that there has been over 100% turnover under the current Executive Director. She stated that a total of twenty employees have resigned under the current E.D. She stated that if the board wanted to get to the bottom of this situation, they would be talking to as many people as possible and certainly would have reached out to those former employees. She stated that the problems experienced by all of their former employees, both full-time and part-time, is an open secret in the community and the Board of Commissioners is doing no favors for the reputation of the park district by sitting on their hands and hiding behind empty statements like those made on October 21, 2021.

She stated that she is disappointed in the Board of Commissioners actions, however she is not discouraged from continuing to support Amanda and seek information to hold those responsible for this ongoing issue. She thanked the board for their time.

#### APPROVAL OF MINUTES

##### Regular Meeting Minutes

Motion by Josh Messenger, seconded by Scott Stephens, the regular meeting minutes of October 12, 2021, be approved as printed. Roll Call: Scott Stephens, Josh Messenger, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

##### Special Meeting Minutes

Motion by Scott Stephens, seconded by Josh Messenger, the special meeting minutes of October 27, 2021, be approved

as printed. Roll Call: Josh Messenger, Scott Stephens, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

#### FINANCIAL

##### Treasurer's Report

Mr. Griffin stated that the district paid off the 2021 General Obligations bond on November 1<sup>st</sup>, 2021. He stated that the district was in good financial shape.

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

##### Claims Payable and Checks Drawn

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

#### REPORTS

Parks Report - Included in Board Packets. Mr. Egyed stated that the drain and tile project at Park West was supposed to start on November 1<sup>st</sup>, but with all the rain the start date got pushed back about a week and a half. He stated that they were now supposed to start this Monday.

Recreation Report - Included in Board Packets. Mrs. Ketter invited the commissioners to the fall musical that was coming up this weekend. She thanked the OHS and OES staff for the assistance.

Administrative Report - Included in Board Packets. Mr. Griffin stated that the district did receive the 2021 Tax year EAVS estimate from the assessor's office, showing about a 1.7% increase in overall EAV this year, which they are pleased with. He stated that they will not have to go through the truth and taxation procedures as they move forward. He stated that they are estimating a 2.5% increase in the tax levy this year.

BUSINESS (unfinished)- None.

BUSINESS (new)

RESOLUTION 21-11-9: PROPOSED 2021 PROPERTY TAX LEVY

Mrs. Folk stated that they don't have to go through the truth and taxation process this year, but through the truth and taxation act, they do have to adopt a proposed levy.

Motion by Josh Messenger, seconded by Steve Pennock, the resolution 21-11-9 proposed 2021 property tax levy be approved as presented. Roll Call: Scott Stephens, Josh Messenger, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

#### COMMISSIONERS COMMENTS

Mr. Messenger thanked the visitors for coming and stated that it is frustrating from a commissioner's standpoint that they can't do more in a quick, timely manner because everything is month to month. He stated that they are listening and working on it as much as they can.

Mr. Stephens thanked Andy Egyed for his letter with his plans for transitions related to the parks department after his retirement. Mr. Stephens also thanked Dan Griffin for his extra effort in preparing the FOIA's request in a timely manner and getting it out to those who requested it and the commissioners. He stated that they are reviewing the information and they are taking this matter serious, but there is a structure that needs to be followed and they will continue to follow it.

#### DIRECTOR'S COMMENTS

Mrs. Folk gave kudos to Andy, Dan, Tina and their respective staff because the treasure's report reflects a 19.98% increase in fund balances from the exact same time last year. She stated that this is directly due to their conscious efforts to control spending and she does appreciate those efforts.

#### PRESIDENT'S COMMENTS

Mr. Pennock stated that he had no comments at this time.

#### ADJOURN

Motion by Josh Messenger, seconded by Scott Stephens, the meeting adjourned at 6:14 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Haley Mizner  
Board Secretary

**Oregon Park District Board of Commissioners  
Nash Recreation Center ~ Board Room  
304 So. Fifth Street  
Oregon, Illinois  
Special Meeting Minutes  
November 17, 2021**

Steve Pennock, President, called the Special meeting to order at 5:00 p.m.

PRESENT: Steve Pennock, Mark Tremble, Dan Engelkes, Josh Messenger

PRESENT THROUGH TELECOM: Scott Stephens

ABSENT: None.

OTHERS PRESENT: Erin Folk, Executive Director; Steve Adams, Attorney; Haley Mizner, Board Secretary

VISITORS PRESENT: Amanda Zimmerman, Scott Zimmerman, Glenn Himert, Ronda Himert

RECOGNITION OF VISITORS:

The visitors did not have any comments.

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 Mark Tremble, seconded by Dan Engelkes, the board to enter executive session at 5:01 P.M. Roll Call Vote: Scott Stephens, Dan Engelkes, Mark Tremble, Josh Messenger, Steve Pennock. MOTION PASSED UNANIMOUS.

RETURN TO REGULAR SESSION

Motion Dan Engelkes, seconded by Scott Stephens, the board to return to regular session at 6:02 P.M. Roll Call: Dan Engelkes, Mark Tremble, Josh Messenger, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ADJOURN

Motion by Josh Messenger, seconded by Dan Engelkes, the meeting adjourned at 6:02 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Haley M. Mizner". The letters are fluid and connected, with a prominent loop at the end of the name.

Haley Mizner  
Board Secretary

Oregon Park District  
Personnel & Policy Committee Meeting  
Nash Recreation Center ~ Board Room  
Wednesday, December 1, 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, Executive Director; Dan Griffin, Finance Administrator; Haley Mizner

Visitors: None.

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 10:02 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 10:09 a.m. Roll Call: Scott Stephens, Steve Pennock - yes. MOTION PASSED UNAMIOUS.

2021 EMPLOYEE HEALTH PACKAGE REVIEW

Mrs. Folk stated that her and Mr. Griffin were very pleased with it only being a 6% increase. She stated that they continue to be a very healthy group. She stated that the district, but more prominently the employees, greatly benefit from the Go365 program.

She stated that they did receive a rate reduction from Dental which brought the percentage down to 5.72% overall increase for this coming year, which saves the district about \$1,000.

Mrs. Folk stated that the district could save a significant amount of money by going with another company and switching plans, however the deductibles go up significantly and it is not beneficial for employees.

Motion by Scott Stephens, seconded by Steve Pennock, the 2021 Employee Evaluation Review be recommended to the full board as presented.

#### 2022 WAGE RECOMMENDATIONS

Mrs. Folk stated that each year the evaluation process is completed with each employee, in which each department head is responsible for evaluating their individual staff.

She stated that when looking at the 2022 wage recommendations, they look at the annual salary adjustment guides that was approved by the district in 2019, which is based off performance level, and where one falls in the grade scale determines what the annual salary adjustment is to continue to remain consistent with the position and the jobs in our area both public and private. She stated that the district's wages continue to be very competitive.

Mrs. Folk stated that the district has great employees, and she believes the wage recommendation for 2022 is reflective of that.

Motion by Scott Stephens, seconded by Steve Pennock, the 2022 Wage Recommendations be recommended to the full board as presented.

#### POLICY UPDATES: PERSONNEL 4.11: EMPLOYEE GRIEVANCE POLICY

Mrs. Folk stated that they have added in the Employee Grievance policy for complaints against the Executive Director, as well as against a park board commissioner. She stated that this is language sought out by the district's attorney as well as other park districts.

Mr. Stephens stated that he thinks the ten-day response time written in the policy seems like a hard date to hit. He suggested changing it to ten days after the next scheduled board meeting or specially called meeting, that way the board has time to get together and speak about it with appropriate time. Mr. Pennock agreed.

Motion by Scott Stephens, seconded by Steve Pennock, Employee Grievance Policy be recommended to the full board with the time change update.

#### ADJOURN

Motion by Scott Stephens, seconded by Steve Pennock, the meeting adjourned at 10:18 a.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in black ink that reads "Haley M. Mizner". The signature is written in a cursive style with a large, prominent 'H' and 'M'.

Haley Mizner  
Secretary to the Board

Oregon Park District  
Finance Committee Meeting  
Nash Recreation Center ~ Board Room  
Wednesday, December 1, 2021

Mark Tremble, called the meeting to order at 4:07 p.m.

Committee Members Present: Mark Tremble, Josh Messenger

Committee Members Absent: Dan Engelkes

Other Board Members Present: Scott Stephens

Others Present: Erin Folk; Executive Director, Dan Griffin, Finance & Technology Administrator, Haley Mizner; Board Secretary

There were no visitors present.

2021 TAX LEVY REVIEW

Mr. Griffin stated that the packet goes through what the district estimated to be the levy and how it turns around and impacts all of the local taxpayers. The packet then leads into the budget cycle which has to be submitted for the tax levy to the county clerk office by the last Tuesday in December to get into the 2021 tax rolls.

Mr. Griffin stated that they do not have to go through the truth and taxation process because they do not estimate the overall levy to be 105% of last year's collection. He stated that they are estimating a little under a 3% overall increase, which most of that is attributable to the 1.7% increase in EAV.

Mr. Griffin stated that most of the homeowners will see an increase not because of a rate increase, but because of property tax increases.

Mr. Griffin noted that they received the news that Exelon will not protest any 2021 evaluations of their properties. He stated that 76.69% of the real estate taxes are derived from Exelon.

He stated that COVID impacted the budget with the addition of the cleaning supplies, additional times between events, and different operational procedures. He stated that employees also had to adjust and adapt throughout COVID.

Mr. Griffin stated that they have up until the first quarter of the fiscal year to pass the annual budget.

Mr. Griffin stated that the tax distribution was down at the end at 4.29% and he expects it to even be a little bit smaller for this upcoming year.

He stated that the tax levy rate by year is staying consistent.

Mr. Griffin stated that there was a 1.17% increase in the EAV.

Mr. Griffin stated that overall, they are in good shape.

#### 2022 GENERAL OBLIGATION BOND SALE DISCUSSION

Mr. Griffin stated that the district will continue its annual roll-over General Obligation Bond Process. He stated that the timeline will be similar to that of recent years. He stated that the district is engaged with Mesirow Financial to assist in the private placement of the district's bonds.

Mr. Griffin stated that in November of 2020 the District completed the required Bond Information Notification Act (BINA) requirement and approved 3.5 million Dollars in G.O. Park Bonds. He stated that following the 2021 G.O. Bond of \$1,489,000, the district still has \$2,011,000 of bonding authority remaining. He stated that the early estimate of the 2022 bond is \$1,490,000 (below the remaining bonding authority).

#### 2022 CAPITAL IMPROVEMENT PROJECTS DISCUSSION

Mr. Griffin stated that they are in the process of completely updating their five-year capital improvement project plan. He said they have about 5.8 million dollars in projects sitting out there for over the next five years. He stated that the remainder of that bond goes towards their annual operational maintenance.

Mr. Griffin and Mrs. Folk highlighted some of the noteworthy projects that are upcoming including: park east deck, Blackhawk center, paving improvements and the addition of sidewalks, shelter upgrades, and pickleball courts.

Mr. Griffin stated that the final 2022 Capital Improvements listing will be approved alongside the 2022 Budget in February.

#### 2022 TENTATIVE BUDGET DISCUSSION

Mr. Griffin stated that the budget does have to be released for about thirty days for public inspection, and a public hearing must occur before the actual passage of the budget appropriations and ordinances.

Mr. Griffin stated that the district continues to meet their fund balance goals.

Mr. Griffin stated that the district is heavily reliant on real estate taxes and bond proceeds.

Mr. Griffin stated that the long-term capital fund was established back in 2019, so 2022 will be the fourth year of committing funds to that long term capital fund. He stated that they looked at doing approximately 5% of the annual PO bonds.

Mrs. Folk stated that pretty much half of the capital needed to be cut off of the given list because of how costly each item is on the list that needs to be addressed.

Mr. Griffin stated that although the actual funds available are a little smaller than they had hoped for this year, they are still taking care of big projects.

Mrs. Folk stated that there are significant improvement plans at the park west soccer fields, as they are trying to make the fields more accessible.

Mr. Griffin stated that in regards to the minimum wage increase, just the increase from \$11.00 an hour to \$12.00 for part time staff averages out to cost the district about \$24,000.

Mr. Tremble asked if there was a plan in place to then increase the salary for the ones who are already working. Mrs. Folk stated that yes, they did have plans and they have been talking to department heads to try and layout more of a plan. She stated that the personnel and policy committee has wage ranges that they have approved, and then the HR source comes back to them every year and identifies the percentage that salaries should increase. She stated that they are looking at the step scale and trying to create a plan so they can remain competitive.

#### 2022 PARK EAST DECK REPLACEMENT BID RESULTS REVIEW

Mr. Griffin stated that it was quite a surprise for everyone to see that the bids came in at the exact same price. He stated that

he talked with the district attorney, and they concluded that they could reach back out to both low bidders and request a reduction to break the tie, which does not violate the public bidding act.

Mr. Tremble asked why the engineers estimate wasn't even close. Mrs. Folk stated that they are reviewing that, but the main reason is materials. She stated that they can't even guarantee that they are going to be able to get the materials. She emphasized that material prices just keep going up and there is a minimum 12-week lead time on getting materials.

Mrs. Folk stated that their worry is that if they wait and bid it again, material and costs could go up even more.

Mr. Griffin asked the commissioners if they are good with reaching back out to the low bidders to see if they can get a reduction in cost in order to break the tie. Mr. Messenger stated that he doesn't have any objection to it, to which Mr. Tremble agreed.

ADJOURN

Motion by Josh Messenger, seconded by Mark Tremble, the meeting adjourned at 4:42 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

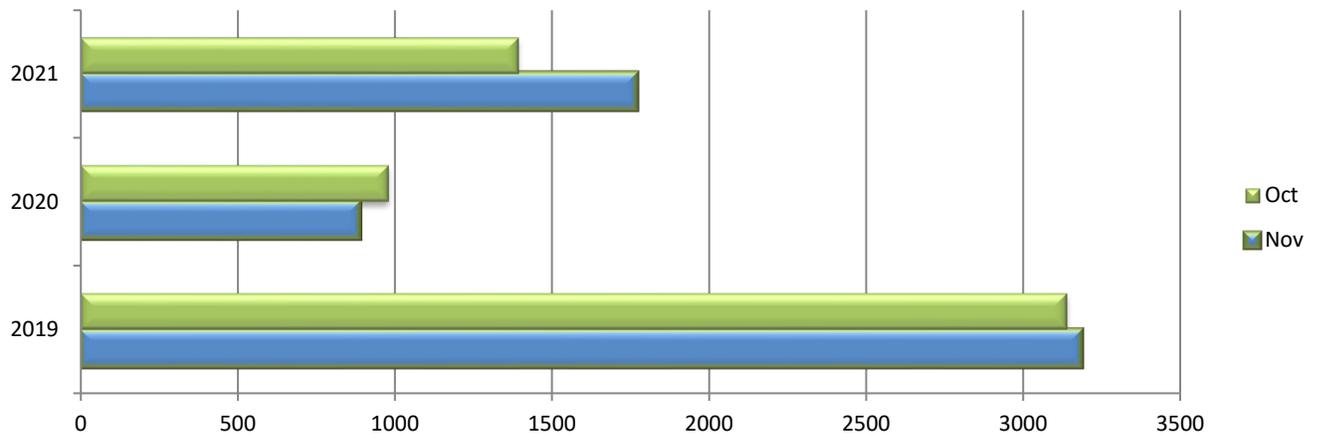
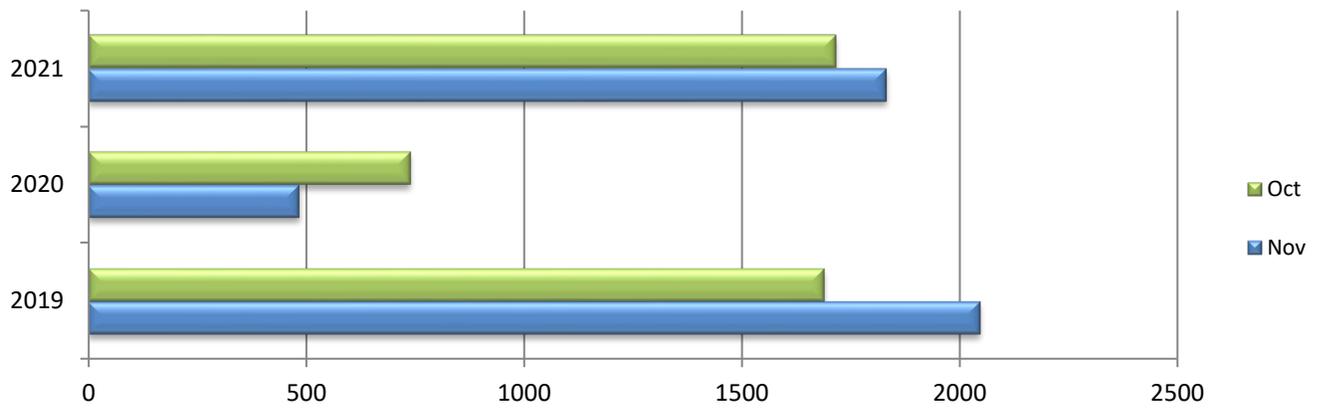
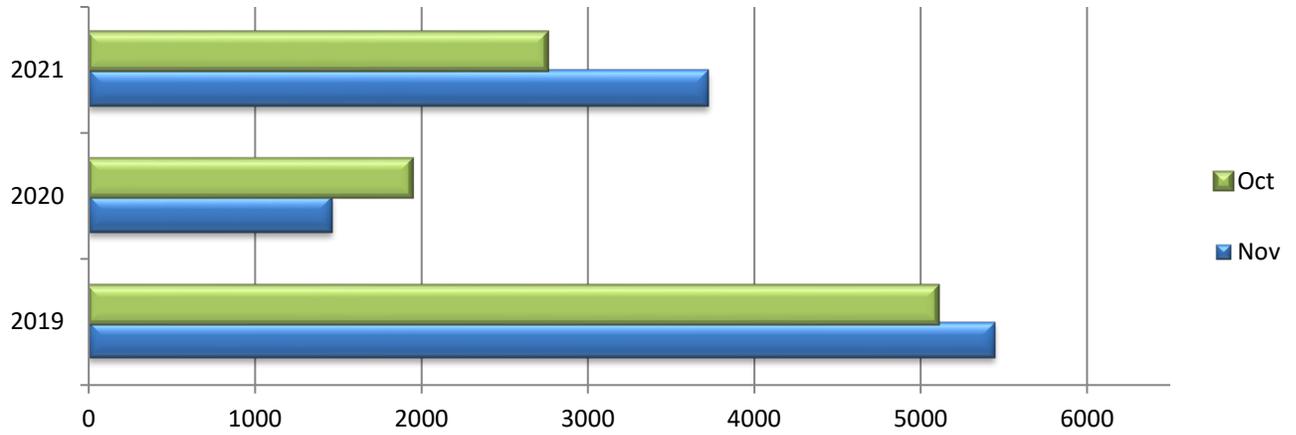
A handwritten signature in cursive script that reads "Haley M. Mizner".

Haley Mizner  
Secretary to the Board

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 2021

Facility Statistics Report



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

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 14, 2021

Nash Maintenance Report

### **Inspections**

Inspectors from Kone Elevator performed an inspection on the elevator last week. They were concerned that the certificate in the elevator has expired. He called the state and the state confirmed we are up to date and compliant with certification but our actual certificate that gets displayed in the elevator is still being processed. Earlier this year we had some code issues that we had taken care of. By the time we resolved the issues we were past our certificate date, but the state was working with us because they knew we were working on the issues. That is why the certificate has been delayed getting to us from the state. As soon as we get the certificate, we will get it displayed in the elevator.

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 as the new boilers are running very efficient as well as keeping the pool at optimal temperature. It will be interesting to see if the gas usage comes down with the new boilers compared to the old ones.

The paint on the pool continues to crack and then eventually chips off. We had a meeting with GP Maintenance, the paint representative, and Halogen Pool. They were able to figure out that the areas that are cracking were areas that they had to patch the floor of the pool. The patch was a water base patch and was not allowed enough cure time to dry properly. With the patch material still wet would cause the paint to not adhere to the patch material, which caused the paint failure. Currently, we are looking at closing the pool at Easter time and shutting down for a minimum of 3 weeks to make sure we have proper cure time on all materials. This shut down will be the only shut down for the year. If we decide there is a safety issue with the pool before Easter, we will shut it down at that time. Thank you for your patience with this unfortunate issue.

### **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 keeping the building safe for all patrons.

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 and Facilities

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

December 14, 2021

Parks Report



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 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 except for park East. We will leave one there for the visitors that like to come and watch the eagles.

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 also about snow removal, we do not salt the bike paths unless it is necessary. Patrons should be fully prepared for walking in winter conditions with the proper foot wear.

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.



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

December 14, 2021

Superintendent of Recreation Report

 **Recreation Department**

Staff has kept busy with a variety of activities to end the year. We surpassed 2019 numbers in November and hit our highest year ever in recreation. Staff has been dedicated to providing opportunities while remaining under mask restrictions. A full report on recreation participation will be included in January 2022. The Winter/Spring guide will be released beginning of January and staff is busy proofing and preparing for the guide release. As we end the year, the recreation department could not have succeeded this year without the cooperation of all departments. While short staffed, our full-time employees are always willing to lend a hand to the recreation department and we appreciate it. We are excited to welcome a Recreation Program Coordinator in January. The new employee will start on January 4<sup>th</sup>. He comes to us with a variety of experience including working with a Special Recreation Association.

	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
October	1422	481	896	47%	415.00
November	448	190	629	70%	439.00
December					0.00
Total	10838	9210	11731		2521.00



Open swims have been increasing in numbers and we will have additional times during Christmas Break for everyone to take advantage of while school is not in session.

Catch the Wave Swim lesson numbers are at 106 participants for December. Lessons will run three weeks with a 2-week holiday break. We ended the year with a participation total of 1187 swim students.

The first Movie in the Pool since COVID was held December 10. This was held as a fundraising event for the OHS Open Program. Erin Folk has worked directly with the student group to coordinate the activities and we will both be on hand to help facilitate the event. As of Dec. 8 55 people have registered, and walk-ins will be accepted that night. The students also ran a raffle that was on display in the front lobby the week prior to the event.



The Children’s Center visited O’s Bakery this month for Brown week. They decorated a sugar cookie turkey leg with brown frosting. The students loved the walk and opportunity to visit a local business. Thank you to O’s Bakery for hosting. With the extension of 1 hour for lunches on Wednesday, local field trips have been easy to incorporate and continue to stay on task with classroom goals. The students are currently doing a food drive for Lifeline Food Pantry for December.



### **Fitness Center/CPR**

Jason Donegan has joined the fitness center staff at Nash Recreation Center as a Personal Trainer as well as offering Speed and Agility classes for youth through high school and weight training classes. Classes and information will be released with the January guide. We look forward to offering this service and welcoming Jason. Daniel Welle provided a CPR class in December for three staff members and will be offering a class early January to certify any new staff. All staff members are currently up to date.



Fitness Thursdays with the Village of Progress have been successful. A typical day has anywhere from 10-20 consumers. Activities are planned by Neal Trainor and assisted with Lesley Sheffield and myself. Activities have included stretching, walking, basketball, pickleball, kickball and each day ends with dancing. Each week two consumers are chosen to receive the Effort, Hustle and Attitude medals sponsored by OPD. Pictures were requested to be posted on Facebook by the Village of Progress to share with the consumers families. Thursdays have become one of the favorites of the recreation department!



ET students on Dec. 1, changed locations to Nash Recreation Center to enjoy the Gingerbread Workshop. Staff walked students here and pick-up occurred at Nash. Students enjoyed wallyball and gym space while the public Gingerbread Workshop was held and then moved to River Room at 4 p.m. to enjoy building a Gingerbread House, make an ornament and decorate sugar cookies. Parents and students all were supportive of the change, and we will work to enjoy a "field trip" as weather permits for a change of pace for the students!



November offered several general recreation programs. December tumbling filled and continues to draw a large following with waitlists. A new schedule will debut with our February guide that slightly shortens classes and fees but allows us to offer an additional time slot. The new schedule will allow us to serve thirty-six tumbling students vs. the current twenty-four and keeps fees affordable.

The Gingerbread Workshop was attended by sixty-two patrons and included building a Gingerbread House, making an ornament, and decorating a cookie. This program was offered at a nominal fee and subsidized by E.D. Etnyre. All families were appreciative of the event.

The 3-6<sup>th</sup> grade Elementary School Theatre presented the Music Man Kids on Saturday, November 13 at 2 p.m. and 6 p.m. Between the two performances 255 people attended. Justine Davis and Kristy Crosby did an amazing job directing the students, set design, and pulling everything together. Special thank you to Oregon High School, band director Andy Eckart and choir director Zach Hall for allowing us to use the space and the OHS drama club for help with the set.

Respectfully Submitted,

Tina Ketter  
Superintendent of Recreation

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 14, 2021

### Business Administration Report



The November 2021 Treasurers Report is included in the Board Packet. The District received its 5<sup>th</sup> and final tax disbursement from the 2020 tax year and collected 100% of the expected real estate taxes.

The District repaid the 2021 General Obligation Bond on November 1<sup>st</sup>. The District's bond, with an interest rate of 0.45%, totaled \$1,494,081.22 upon repayment. The repayment represented almost 87% of Novembers total reduction in fund balances. The Districts expects overall year ending fund balances to exceed the 2021 Fiscal Year estimates.



#### ➤ **Tax Levy Ordinance 21-12-14**

The District will approve the tax levy for the 2021 tax year at the regular December meeting. The annual tax levy must be filed with the Ogle County Clerk by the last Tuesday in December. In Summary:

- Estimated EAV for 2021 is \$656,261,468 (a 1.7 % 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 similar to 2020, but the overall tax collection will increase due to the increase in EAV for 2021. Increase is estimated to be approximately \$
- The average City of Oregon Taxpayer will pay the District approximately \$161.22 in real estate taxes.
- The Districts % of the typical City of Oregon Taxpayer's bill in 2020 was 4.29%.
- Annual tax levy will assist the District in achieving its fiscal year 2021 fund balance goals
- The Districts final tax rate will be established following the sale of the annual General Obligation Bonds in Jan/early Feb

#### ➤ **2022 General Obligation Bond**

The District will approve a parameters ordinance for the sale of its annual General Obligation Bonds in January. The ordinance will lay out the range for the final sale to occur in late January/early February. The Districts Placement Agent, Mesirow Financial, will send out a private placement term sheet to local banks and investment agencies in late December. 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, following the receipt of the 2021 tax revenue.

➤ **2022 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 2022 fiscal year the District updated its compensation pay grade structure and recommended increases based on the board approved salary adjustments guide. Wage increases will begin with the 1<sup>st</sup> 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 2022 calendar year. The District, as in prior years, researched many options through many carriers in an effort to reduce its annual health insurance expenses. The Districts 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 5.72%. Overall budget increase for 2022 will be approximately \$7,000. The District expects to save around \$20,795 for fiscal year 2022 by utilizing the Go 365 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, Nicole Karas of Robbins Schwartz, reviewed all un-released executive session minutes and recommended no minutes be released this December.

➤ **2022 Fiscal Year Budget**

The District will incorporate the 2021 tax levy and 2022 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.

➤ **Resolution 21-12-14**

The District will recommend a new resolution to update its capital expenditure plan for the 2021 fiscal year. The District was unable to complete the Park East Deck Replacement Project in 2021 and was forced to push it into 2022. In an effort to complete planned future capital improvements the dedicated funds will be reallocated this fiscal year.

Respectfully Submitted,



Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 14, 2021

Events Report



### Adult Craft/Recreation Classes

We kicked off November with a new workshop and instructor teaching the art of macrame. Ten individuals learned to make a macrame plant hanger. We also had two Ceramic Christmas Tree classes with Cin's Treasures. The nostalgic Christmas tree was so popular that a second one was added with a total of 23 participants. Those that enjoy the cooking classes learned to make Chicken Cordon Bleu Wellington with Lynnies Kitchen. Nine people enjoyed the cooking class at Cork & Tap.



### Youth Craft/Recreation Classes

November was a quiet month for craft classes with kids. However, we did offer a DIY kit prepared by instructor Amy Fenwick. The kits were to paint a Holiday Dog on canvas. Seven children registered for the convenience of painting on their own time with the help of a You Tube video.



Although CDC/IDPH restrictions are not what they were last year, to err on the side of caution we are choosing to have a Search for Santa event vs a sit-down meal indoors again this year. However, we are involving local businesses to be the stops along the search. Families will follow clues to each destination. They will drive there and if Santa is not there, they will get a new clue and then continue the search. When families find Santa, the kids will receive a cookie and small gift and of course there will family photos.



The elves placed a decorated mailbox in the lobby of Nash for kids to mail letters to Santa Claus. A volunteer collects the mail and responds to all the Children's letters. Letters will be accepted through December 13<sup>th</sup>.



In addition to preparing for the upcoming Search for Santa event, I am working on budget numbers for the 2022 General Recreation Budget. I am also sending out Independent Contracts for winter/spring 2022 programming and contact has begun for Summer Concert Sponsorships.

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, 2021

Athletic Coordinator Report



The PreK- 1<sup>st</sup> grade basketball program was a huge success this year with 58 kids participating. The 4 week season is the perfect length for this age group of kids to get exposed to fundamentals of the game, without it being overwhelming. We had a great group of volunteer coaches for this program. Individual and team photos were taken by Lifeworks Imaging, who also provide complimentary team and coach with child photos to our volunteers. Photo plaques were also provided to our team sponsors. Thank you to all of our talented volunteer coaches!



We have 94 players, making up a total of 11 teams. Our first games of the season were held here at Nash on Saturday December 4<sup>th</sup>, and the season will run through January 29<sup>th</sup>. Lifeworks Imaging will be taking our players photos the week of December 13<sup>th</sup>. Youth nights have also been planned for January, with our teams scrimmaging at the half time of OHS games, with hotdogs and door prizes for our players!



The season ended for 6<sup>th</sup> Grade Boys Basketball on Thursday December 2<sup>nd</sup>. Thank you for our volunteer coaches, Kristy and Andy Eckardt for donating their time and talents to help the boys improve their skills. As a fun finishing note to their season, the team was introduced at half time of OHS Varsity Game on Tuesday December 7<sup>th</sup> and scrimmaged in front of the home crowd in the Blackhawk Center. OPD also provided a hotdog for the team at the game. We appreciate the continued partnership with the OHS basketball teams and the AD, Mike Lawton, to provide this fun opportunity for the players.



**OHS Partnership**

Our partnerships with OHS athletic teams and coaches continue to strengthen every year! From various camps and clinics run by Baseball, Softball, Boys Basketball, Girls Basketball, Volleyball and Soccer, we have been able to donate \$13,040.10 to these programs in 2021. These relationship have proved to be mutually beneficial, providing additional learning opportunities for our youth, building relationships and helping to fund the school athletic programs. Happy and Healthy holidays to you and your families!

*Lesley Sheffield*

Lesley Sheffield  
Athletic Coordinator