



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, JANUARY 11, 2022, AT 6:00 P.M.
ONSITE MEETING: BOARD ROOM

MEETING ZOOM LINK: [HTTPS://US02WEB.ZOOM.US/J/81976680383](https://us02web.zoom.us/j/81976680383)

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES OF DECEMBER 14, 2021
 - B. PERSONNEL & POLICY COMMITTEE MEETING MINUTES OF JANUARY 6, 2022
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - NO REPORT
 - B. PERSONNEL & POLICY COMMITTEE - MET JANUARY 6, 2022
 - 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. ORDINANCE 22-01-11: LOCAL GOVERNMENT TRAVEL EXPENSE
CONTROL ACT

C. BLACKHAWK SNOWBLAZERS PROPERTY USE AGREEMENT

D. AN ORDINANCE PROVIDING FOR THE ISSUE OF NOT TO EXCEED
\$1,500,000 GENERAL OBLIGATION PARK BONDS, SERIES 2022,
OF THE OREGON PARK DISTRICT, OGLE COUNTY, ILLINOIS,
FOR THE PAYMENT OF LAND FOR PARKS, FOR THE BUILDING,
MAINTAINING, IMPROVING AND PROTECTING OF THE SAME AND
THE EXISTING LAND AND FACILITIES OF SAID PARK DISTRICT
AND FOR THE PAYMENT OF THE EXPENSES INCIDENT THERETO,
PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX
SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID
BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO THE
PURCHASER THEREOF.

E. TREASURER APPOINTMENT

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - FEBRUARY 8, 2022

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
December 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: Scott Stephens, Steve Adams; Attorney

ABSENT: 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, Meredith Gelandner, Ronda Himert, Bambi Hinkel, Bree Pazera-Beck, Teddy Snapp, Kaitlyn Scheuler, Jena Wehmhoefer, Gus Himert, Garren Beck, Sarah Brooks

VIRTUAL VISITORS: Elizabeth Priller, Matt Greenfield, Erica K., Dmiller

RECOGNITION OF VISITORS:

Mr. Pennock asked the visitors if anyone wished to address the board. He then called upon Meredith Gelandner to speak to the board.

Ms. Gelandner stated her name and that she had written a letter to the board for their October meeting addressing her concerns. She asked the board why they haven't responded to any of her concerns in written format, or any other type, and if there was an update or when she will be receiving a response to her letter.

Mr. Pennock thanked Ms. Gelandner for her comments and then called on Amanda Zimmerman to speak to the board.

Mrs. Zimmerman stated that it has been nearly three months since she spoke out about the continued corruption within the district by Ms. Folk. She stated that it has taken three months for an employee grievance policy to be put on the board

agenda and that she was hopeful that the board would share publicly to what this policy entails to help current and future employees of the district. She stated that a policy such as this, if done right, will help ensure that staff have a secure, confidential, and non-bias source to report concerns and complaints to. She stated that a policy such as this may have saved the jobs of the previous 20 full-time staff, and the countless part-time staff who felt compelled to leave under Ms. Folk. She stated that though they wish they would have had the resource themselves, they are hopeful this is a change for the better depending on what the policy entails. She stated that furthermore, and more frustrating, is the fact that she has been very open about the ongoing mistreatment, the intimidation, manipulation, etc. brought on by Ms. Folk to the staff, and yet nothing has been done about this. She emphasized that she can only take this as the board doesn't believe her, or the board doesn't want to believe her. She stated that it seems obvious that an independent third-party HR source should have either reached out to herself, along with the previous staff, or reached out to the current staff, or both of those things by now. She asked why nobody is still asking any questions nor looking for validation to these accusations. She stated that she knows as a former employee that Ms. Folk is most likely doing everything possible currently to get within the staff's good graces. She stated that she also knows as a former employee that as soon as this pressure lets up, this will all subside, and things will go back to normal. She stated that she will continue to do her part to make the work environment better at the district and for her community. She stated that she will not lose steam, and she will not go away, until changes are made.

Mr. Pennock thanked Mrs. Zimmerman for her comments.

APPROVAL OF MINUTES

Regular Meeting Minutes

Motion by Mark Tremble, seconded by Josh Messenger the regular meeting minutes of November 9, 2021, be approved as printed. Roll Call: Scott Stephens, Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Special Board Meeting Minutes

Motion by Josh Messenger, seconded by Mark Tremble the Special Board Meeting minutes of November 17, 2021, be approved as printed. Roll Call: Mark Tremble, Josh Messenger, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Griffin highlighted that the district is in good financial shape and the large change in fund balance is directly due to the payoff of the general obligation bond for 2021.

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed stated that he had nothing to highlight at this time.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that they held the holiday movie in the pool, which was a fundraiser for the Social Entrepreneurship program at OHS. She stated that the students led the event, and there was 170 people in attendance. She highlighted that they raised over \$1,000 for their program.

Administrative Report - Included in Board Packets. Mr. Griffin stated that it is a busy couple months with financial activities, and he welcomed any questions from commissioners.

BUSINESS (unfinished)- None.

BUSINESS (new)

ORDINANCE 21-12-14: 2021 TAX LEVY APPROVAL

Mr. Pennock stated that the full board was recommended by the Finance Committee to approve the Tax Levy Ordinance 21-12-14.

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

RESOLUTION 21-12-14: CAPITAL IMPROVEMENT FUNDS REALLOCATION

Mr. Griffin stated that with the delay of the Park East Deck replacement, the district would like to transfer the use of those funds to a few other projects that were planned for next year.

Motion by Josh Messenger, seconded by Steve Pennock, the Capital Improvement Funds Reallocation be approved as

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

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 Josh Messenger, the board to enter executive session at 6:09 P.M. Roll Call Vote: Josh Messenger, Scott Stephens, Mark Tremble, Steve Pennock. MOTION PASSED UNANIMOUS.

RETURN TO REGULAR SESSION

Motion by Josh Messenger, seconded by Mark Tremble, the board to return to regular session at 6:51 P.M. Roll Call: Scott Stephens, Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

2022 SALARY AND WAGE APPROVALS

Motion by Josh Messenger, seconded by Scott Stephens, the 2022 Salary and Wages be approved as printed. Roll Call: Mark Tremble, Josh Messenger, Scott Stephens, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

EMPLOYEE 2022 HEALTH BENEFITS APPROVAL

Mr. Griffin stated that the recommendation was to renew the existing policy that the district has had for the last several years. He stated that taking advantage of the Go365 reductions and premium keeps the renewal fairly low for the district. He stated that it is under half of the typical renewal for the other clients from the districts broker.

Motion by Mark Tremble, seconded by Josh Messenger, the Employee 2022 Health Benefits be approved as printed. Roll Call: Josh Messenger, Scott Stephens, Mark Tremble, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

RELEASE OF EXECUTIVE SESSION MINUTES: NONE

Mr. Pennock stated that the district had no Executive Session minutes to release at this time.

POLICY UPDATES: PERSONNEL 4.11: EMPLOYEE GRIEVANCE POLICY

Mr. Pennock stated that the policy has been recommended to the full board by the Personnel Committee.

Motion by Mark Tremble, seconded by Steve Pennock, the Employee Grievance Policy be approved as printed. Roll Call: Scott Stephens, Mark Tremble, Josh Messenger, Steve Pennock-yes. MOTION PASSED UNANIMOUS.

BID APPROVAL: PARK EAST DECK OVERLOOK

Ms. Folk stated that the district opened bids November 30th. She stated that the low bid came in from Martin and Company at \$230,000 and it is their recommendation to move forward with that in 2022 once materials can be obtained.

Motion by Josh Messenger, seconded by Steve Pennock, the Park East Deck Overlook Bid be approved as presented. Roll Call: Mark Tremble, Josh Messenger, Scott Stephens, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Stephens stated that they are still working through this process. He stated that one thing that has come from this so far is the update to the employee grievance policy, which gives an employee a way to go to the board with a grievance regarding the Executive Director, another employee, or a commissioner. He highlighted that that is one thing that has been accomplished regarding the challenges ahead. He emphasized that they are still working through it through the proper means which will take time.

Mr. Messenger commended Mrs. Sheffield on the great job she has done with sports. He stated that every time he reaches out to her, she is already on top of the situation.

Mr. Tremble had no comments.

DIRECTOR'S COMMENTS

Ms. Folk stated that she had no comments this evening.

PRESIDENT'S COMMENTS

Mr. Pennock wished everyone a happy holiday.

ADJOURN

Motion by Josh Messenger, seconded by Steve Pennock, the meeting adjourned at 6:57 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Haley M. Mizner

Haley Mizner
Board Secretary

Oregon Park District
Personnel & Policy Committee Meeting
Nash Recreation Center ~ Board Room
Meeting also held Virtually via Zoom
Thursday, January 6, 2022

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

Board Members Present: Steve Pennock

Board Members Virtually Present: Scott Stephens

Others Present: Erin Folk, Executive Director; Dan Griffin, Finance Administrator; Haley Mizner

Virtual Visitors: Amanda Zimmerman, Ronda, iPhone user

ENTER EXECUTIVE SESSION

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

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

RETURN TO REGULAR SESSION

Motion by Steve Pennock, seconded by Scott Stephens, the committee return to regular session at 10:20 a.m. Roll Call: Scott Stephens, Steve Pennock - yes. MOTION PASSED UNAMIOUS.

WAGE RECOMMENDATION

Mr. Pennock and Mr. Stephens both concurred that they would both recommend to the full board that the Treasurer's wage be increased to \$25.00 an hour. Mr. Stephens stated that he agreed that the Treasurer's wage be increased to \$25.00 an hour to be in line with the Board Secretary Position.

TREASURER RECOMMENDATION

Mr. Pennock stated that based on the interviews that Erin, Dan, and himself had, they had a name to recommend to the full board for consideration at the next board meeting for the district's Treasurer position.

LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT ORDINANCE

Mr. Griffin stated that the ordinance was a recommendation from the district's attorney, and it streamlines the process for any kind of further training for employees, and the process they will go through for the district's expenses combined with the reimbursement process for all employees that do attend those trainings. Mr. Griffin stated that he did also speak with the district's audit firm, who recommended a very similar process, so they blended the two together to make it the cleanest process possible administratively, and for each employee.

Scott Stephens and Steve Pennock concurred upon presenting the Local Government Travel Expense Control Act Ordinance to the full board.

ADJOURN

Motion by Scott Stephens, seconded by Steve Pennock, the meeting adjourned at 10:24 a.m. ALL WERE IN FAVOR.

Respectfully Submitted,

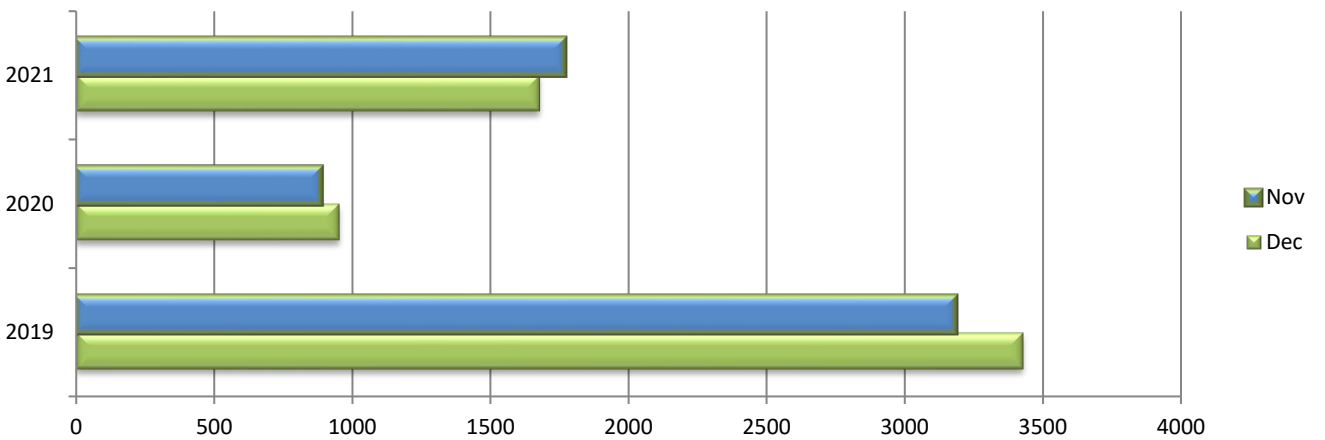
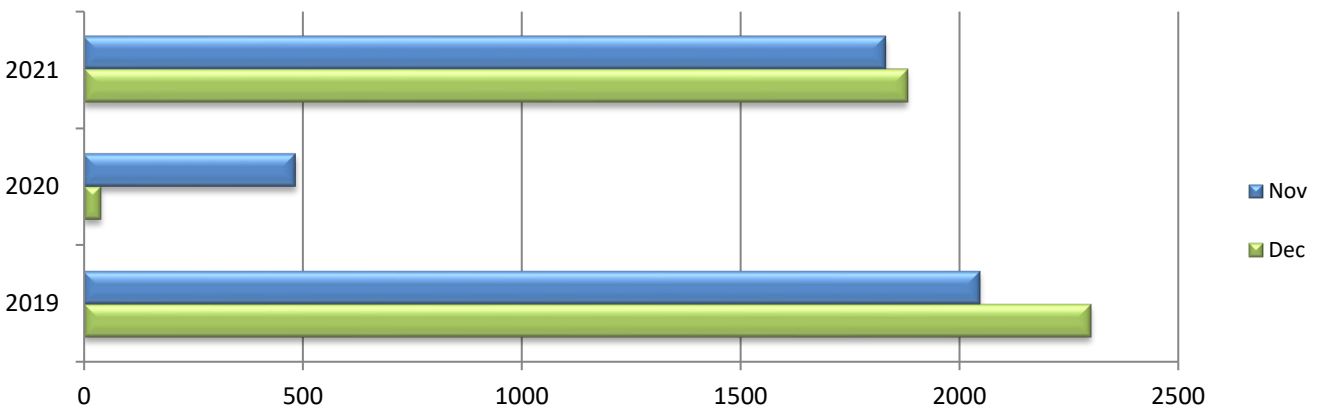
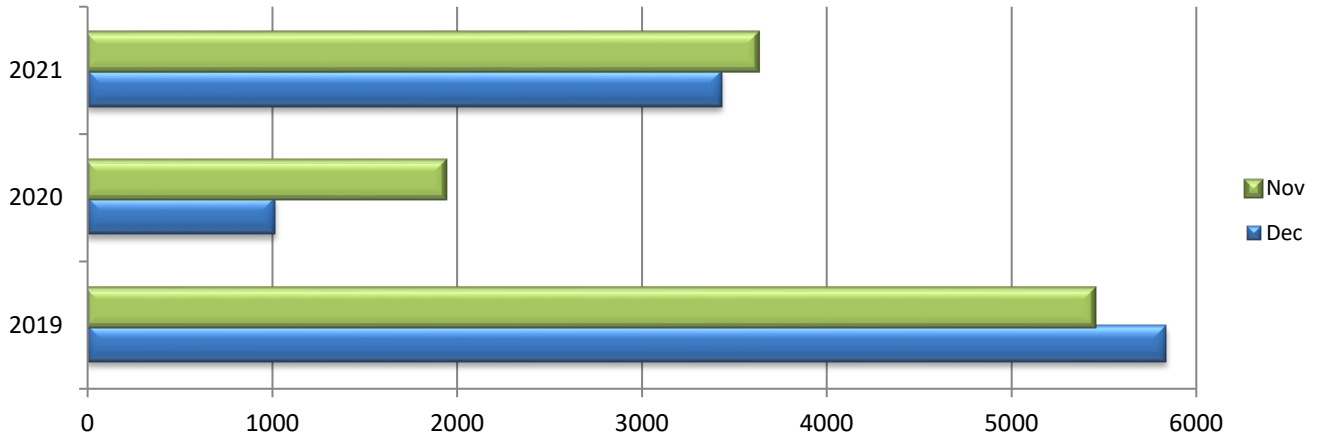
A handwritten signature in cursive script that reads "Haley M. Mizner".

Haley Mizner
Secretary to the Board

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 11, 2022

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

January 11, 2022

Parks Report



Maintenance on fleet vehicles and equipment is going well. We are close to finishing maintenance on the trucks and will soon move onto the mowers and tractors. Maintenance on this equipment includes oil changes, as well as all filter changes. Any worn or damaged parts will be replaced or repaired.

Snow and ice removal has been minimal so far this year. Our salt supply is very good at this time as we just received a 24-ton truck load a few weeks ago. We get salt in bulk quantities and again this year we used a rock salt product called Thawrox. The product is a little more expensive than conventional rock salt, but we are finding it is more cost effective. The salt contains magnesium chloride and a viscosity modifier that increases effectiveness. It does not clump up, so it spreads easier and more uniform when applied. It is blue in color, so it is easier for the applicator to see how much he put down, which saves on salt volume. It works faster, lasts longer and works in lower temperatures than the conventional road salt.



Park staff will soon be working on removal of trees that are dead or have been damaged by storms. These trees are a liability and need to be removed.

The district is also participating in the Christmas tree recycling program with the Ogle County Waste Management Department. At this time, I have not received any information on dates for the recycling, but I will get that information out as soon as they respond.



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

January 11, 2022


Nash Maintenance Report

 **Inspections**


Inspectors from Ahern performed an annual inspection on the sprinkler system at Nash. This year there were no faults on the inspection of the sprinkler system.

The State Fire Marshal completed their inspection on the boilers and there were no faults found with them. We have already received our certificates of operation and we are good for another year.

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**

Staff is doing well keeping up with the sports and events set up at Nash. Staff has also spent a lot of time this past month decorating for the holidays and taking it all back down and storing it for next year.

 **Building cleanliness**

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

Respectfully Submitted,




Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 11, 2022

Superintendent of Recreation Report

 **Recreation Department**

Staff wrapped up 2021 with several successful events in December and much deserved time off at the holidays. We are jumping into 2022 ready to begin promoting the new guide that went live on January 7th. Planning is already begun for our Summer 2022 guide and we welcome the addition of Chris Hartzog as we brainstorm both new and returning programs.

	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	802	166	750	78%	584.00
Total	11640	9376	12481	25%	3105.00

Although COVID continues to be present and a consideration for all programming the Recreation Staff did an amazing job in 2022. We increased 25% over 2020 but more impressively increased participation 7% over 2019. Normally we compare year to year but with COVID, 2019 was our last 'normal' year and shows the effort staff has put forth to be creative. A detailed report by department is included in the board packet.



The conclusion of 2021 saw our first full year under the management of Catch the Wave. Estimated labor (this was an adjustment to include only when the pool was open, several shutdowns occurred due to covid as well as reduced hours) was \$69,247 and actual for the year was \$63,652. Management fees for the year were \$28,750, slightly under budget. We do not pay management fees during closures due to COVID or pool repairs. Swim lesson revenue from Catch the Wave was \$7575.82. We incur no costs for swimming lessons. Catch the Wave provides all instructors, guards, training and supplies and we receive 10%. Additional revenue in 2021 included water aerobics fees at \$15,597.80. Water aerobics instructors as well as guards for classes are paid under labor. We also rented out pool lanes to Azimuth Scuba for revenue of \$1015.25. The partnership continues to provide us with an avenue to control costs associated with the swimming pool and provide quality programming to our patrons. Swimming lessons numbers continue to hold with 115 patrons registered for January.



Students are back in session and a highlight this month is P week or Party Week! Monday will feature a private swim in the pool, Wednesday we will supply pizza and Friday will be pajama day with popcorn. Mrs. Crandall and Mrs. Teresa look forward to this each year! Priority Registration information has been sent home with students for 2022-23. This will occur Jan-Feb. with open registration beginning in March.



Fitness Center/CPR/Blood Drive

The new year kicks off Personal Training with Jason Donegan. Information was released in the new guide and we look forward to booking appointments beginning January 11. A speed and agility class for youth is also being offered.

A Body Script Fat Analyzer has been ordered for the fitness center for use by both patrons and our personal trainer. We are excited for the arrival in February to introduce it to patrons.

Daniel Welle provided two CPR classes in January for eight staff members All staff members are currently up to date.

The first Blood Drive since Feb. 2020 was held on December 13, 2021 in the River Room. The Rock River Valley Blood Center was able to register 23 individuals and collected a total of 21 unites. Out of the donors registered, 5 were new donors. The next drive is scheduled for Feb. 9, 2022.



We wrapped up our Thursday program for 2021 on December 23 with a visit from Santa to play basketball and a small party for the Village complete with gifts from staff. Neil Trainor continues to run the successful program with the help of the recreation department. As we kick off 2022 we will begin our Olympics competition for the village in mid January.



Chris Hartzog has been introduced to staff and students in the Extended Time Program and has begun his initial program evaluation. A letter was sent to parents with an introduction and informing them of our intention to move locations in spring 2022. Staff has worked out details to relocate the ET room to OES in early spring. This will allow the elementary students enrolled in the ET program the ability to remain in the building after school, regular access to gym space and a playground. Positive feedback on the transition has been received from parents. Planning is underway for the move and more information will follow as we finalize a date. Chris will begin interviewing additional staff to fill gaps as a few of our counselors are in spring sports. Heather Braden has joined the ET staff. She was previously employed at both ET and Summer Camp and has returned from school and will be commuting this semester. She has been a great addition. Four new students joined ET for January.



State Park Hike with Grant Afflerbaugh was held on Saturday, January 8th at Lowden Miller Forest State Park. Mr. Afflerbaugh donates his time for the hikes and we charge our patrons a minimal fee of \$2R/\$3NR. When discussing the hikes, he mentioned the OUMC Wednesday meal nights. A check representing registration fees was presented to Mr. Afflerbaugh in December 2021 for his time with the hikes that he in turn donated to the OUMC Wednesday meal programs. His hikes are informative and enjoyable.

Two Eagle Brunches will be offered at Taft this month. Both have filled at 50 patrons each. An eagle program and brunch was offered. The staff at Taft always presents a wonderful meal and program and patrons enjoy visiting.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tina L. Ketter".

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 11, 2022

Business Administration Report



Financial Review

The December 2021 Treasurers Report is included in the Board Packet. The District concluded the 2021 fiscal year exceeding its original financial expectations even with continued challenges related to the Covid 19 pandemic.

	<i>FY 21 Budget</i>	<i>FY 21 Actual</i>	<i>% Change</i>
Fund Balance	\$1,879,525	\$2,112,382	12.38%

Year End Notes

- The District experienced continued low interest earnings of only \$2,766.38, down from \$9,979.63 in 2020 and \$42,521.08 in 2019.
- The District received 113% more in Personal Property Replacement Taxes during the 2021 Fiscal year. The District expects the funds to be similar for the 2022 Fiscal year.
- Overall reductions in recreation fund expenses combined with increased recreation fund revenues resulted in an increase in recreation fund balance of \$141,027.
- All Funds met their annual fund balances goals with the exception of the Paving and Lighting Fund in which the funds were used to complete the Park West Paving Improvements during the 2021 fiscal year.
- The District ended the 2021 Fiscal year with membership revenue \$46,216 greater than budgeted (\$36,550 budget, \$82,766 actual).
- The District was able to complete all capital improvements for the 2021 fiscal year with the exception of the Park East Deck Replacement Project. The project will be completed in Spring 2022.
- The District amended its capital improvement plan in December of 2021 to allow the District to complete additional capital projects prior to the conclusion of the fiscal year. The Districts year ending Capital Improvement Fund Balance still exceeded Year Ending Budget expectations by \$66,612.



Upcoming Financial Activities

➤ 2022 General Obligation Bond

The board will approve the 2022 General Obligation Bond (G.O. Bond) Parameters Ordinance at the January 2022 Board Meeting. The Districts Placement Agent, Mesirow Financial Inc., sent out a private placement term sheet to local banks in late-December. The District received the preliminary rate estimates in on January 5th, 2022. Stillman Bank, who has historically held District bonds, submitted a low rate of 0.45%. Mesirow Financial, Inc. submitted a final recommendation to award the G.O. Park Bond Sale to Stillman Bank.

The final bond proceeds of approximately \$1,490,000 will close in late January 2021. The total interest payable on the 2021 bonds at 0.45% will be minimal and similar to the prior budget year (\$5,100). In comparison the District held an interest rate of 1.70% in a similar sized issue in Fiscal Year 2020 and interest payable was \$18,108. The District will schedule the repayment of the 2022 G.O. Park Bond Series for November 1, 2022.

➤ **2022 Fiscal Year Budget**

The District will incorporate the 2021 tax levy and 2022 G.O. Bond Issue into the 2022 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 prior to the February Regular Meeting. The Tentative Budget must be made available for public comment for at least 30 days prior to the February Regular Meeting in which the District plans to complete the approval of the Appropriations Ordinance. The Budget release for public inspection occurred on Friday, January 7th, 2022.

The District will continue to focus much of its Capital Improvement Funds on restoring existing infrastructure. The total capital improvements expenses are estimated be approximately \$977,000 and similar to the past several years. The full capital improvement listing for Fiscal Year 2022 will be included with the Districts tentative budget. T



Local Government Travel Expense Control Act

The Local Government Travel Expense Control Act Ordinance will assist the District in clarifying the reimbursable expenses for District related training and travel. The Districts attorney with Robbins Schwartz recommended the approval of a new ordinance related to the Local Government Travel Expense Control Act. The new ordinance will define the type of reimbursement and set corresponding limits for employee reimbursement. The District's auditors, Wipfli LLC, where also consulted and provided additional recommendations. The overall establishment of per diems and the reimbursement process will be streamlined for the Districts financial tracking as well as employee submission.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Griffin". The signature is written in a cursive, flowing style.

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 11, 2022

Events Report



Adult Craft/Recreation Classes

We continue to partner with local businesses, artists, and instructors to offer a variety of fun adult recreation classes held off-site. In December, Tyler Hagemann, with Merlin's and Hagemann Horticulture offered six Winter Porch Pot classes (3 were added due to demand) at Cork & Tap. There was a total of 74 participants between the 6 classes offered. Some of the fresh greens came from OPD parks. Everyone loved the class and their finished product to take home. There were also two Holiday Cookies & Cocktail Pairings (one added due to demand) at Cork & Tap. The pairings are new programs being offered and seem to be very popular. There was a total of 86 participants between the 2 pairings.



Due to Covid we again chose to go with a Search for Santa holiday event vs a sit-down meal indoors. We were able to do more than last year to make the event more fun such as include other businesses and organizations along the search. We had stops at the Oregon Depot, Park West (OHS Student Council, Sparkle Fox Confections, and the Oregon Soap Shoppe. At the stops, participants received clues to continue their search and the kids received a little treat. This year Santa and Mrs. Claus were found by all at the Village Bakery. We opted to have the jolly couple outside for pictures to avoid the IDPH/CDC mandate for masks indoors. There were 71 children and their parents on the Search for Santa and Mrs. Claus this year (30 cars). Everyone enjoyed the search, and it may be a better option moving forward for a holiday event. We were unable to offer Letters to Santa last year due to the covid restrictions but this year the mailbox was back out and a volunteer responded to 27 letters that children wrote and "mailed" at Nash Recreation Center.



January will include the process of trying to book concerts for the summer series. All sponsors have verbally committed to the 2022 series, and we have gained Central Bank as a new sponsor. I will also be attending the Soaring to New Heights IPRA Conference in Chicago to hopefully pick up new programming ideas as well as earning the continuing education units needed for my professional certification.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 4th, 2022

Athletic Coordinator Report



On Tuesday December 28th, we held our first annual Holiday Pickleball Tournament. We had 16 participants in this round robin format and we were able to play 11 rounds of games on Tuesday evening. Players from the local area, Rockford, Dixon and Stillman Valley. Everyone had a lot of fun! All players received a jar of pickles for participating, and trophies and prizes were given to the top 2 players.



Youth basketball is ready to restart their season after a long break over the holidays. Their last scheduled game on December 18th had to be postponed as BPD was not able to play or host any teams due to the Byron School District adaptive pause. This means that our season will be extended one week to February 5th. Regular games restart on Saturday January 8th. It has been a great season so far!



Practices for the 6th Grade Girls Competitive Basketball team will start on January 10th. We have 11 girls on the team, and thank you to Cari Berg for volunteering to coach. Their season will run from January 25th through March 1st, and they will play other area schools, mirroring the JH schedule.



Spring Programs and Planning

Registration is already underway for our Indoor Soccer Program for ages 4-7 and registration will open for the other Athletic programs on January 10th. These include Spring Soccer and all of our baseball and softball programs. Co-ed Volleyball and Womens 3-on-3 basketball will also be returning to the Nash gym in the Spring. I am also looking forward to attending the IPRA Annual Conference in Chicago at the end of January, thank you for this opportunity.

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

1/11/22

Recreation Program Report



Introduction

My name is Chris Hartzog and I am beyond excited to be joining the Oregon Park District in the role of Recreation Program Coordinator! I graduated from Liberty University with a B.S. in Sport Management in 2019 and I come to you with a background from the Crystal Lake Park District, NISRA and educational settings. I am from the NW suburbs and currently call Rockford home, along with my wife, Marisa and our skittish cat, Aura.



Looking Ahead

In my first week with the Park District, I was able to view/tour facilities, witness and have hands-on experience with programming for ET and Village of Progress as well as meeting some of the staff I will be working with. Overall, I look forward to the future and seeing how the ET program can be adapted to use the space/time more efficiently! I will also be reaching out to staff to gather opinions on programming as well as accepting feedback from parents!

My door is always open! If you happen to stop by Nash, I would love to have a conversation about how I can best serve you and the community of Oregon!

Respectfully Submitted,

Chris Hartzog
Recreation Program Coordinator

Email: chris@oregonpark.org
Phone: (815) 732-3101

ORDINANCE 22-01-11

**OREGON PARK DISTRICT
ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES
IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

WHEREAS, the Illinois General Assembly has enacted the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.* (the "Act"), which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, the Oregon Park District (the "Park District") is required to establish regulations with respect to allowable travel, meal and lodging expenses.

NOW, THEREFORE, be it ordained by the Oregon Park District Board of Park Commissioners (the "Board") as follows:

Section 1. Incorporation of Preamble Recitals. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Declaration of Policy. It shall be the Park District's policy to regulate, in the manner required by the Act, reimbursement of those expenses of all Park District employees, officers and Board Commissioners, which are subject to the provisions of the Act.

Section 3. Definitions. The following terms shall, as used in relation to effecting compliance with the Act, have the meanings set forth below:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by Park District employees, officers and Board Commissioners or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 4. Categories of Reimbursable Expenses; Maximum Allowable Reimbursements. The Park District shall only reimburse the following types of travel, meal and lodging expenses incurred by its employees, officers and Board Commissioners:

The Park District will reimburse only those travel expenses, including transportation, meals, and lodging, that are ancillary to or otherwise necessary for the following types of official Park District business: conferences; meetings; park or recreational events; board events; lobbying or other

government relations activities, or any other event or program which the Park District employee, officer or Board Commissioner attends to further the Park District's mission.

Section 5. Maximum Allowable Reimbursements Rates by Category of Expense. Expenses incurred on official Park District business as described in Section 4 above are eligible for approval, up to the maximum allowable reimbursement rates shown by category of expense on **Exhibit A** attached to and made a part of this Ordinance, which **Exhibit A** may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Park District's Executive Director and approved by the Board.

Section 6. Documentation and Approval Required Prior to Reimbursement. No reimbursement of travel, meal or lodging expenses incurred by a Park District employee, officer, or Board Commissioner shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto as **Exhibit B**, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 7. Procedure for Reimbursement Exceeding Maximum Allowed and Board Commissioner Expenses. The following expenses for travel, meals, and lodging may be approved only by a roll call vote of the Board at an open meeting of the Board:

- (a) Reimbursable expenses of any Park District officer or employee that exceeds the maximum allowed under the regulations adopted under Section 5 of this Ordinance;
- (b) Reimbursable expenses of any Park District Board Commissioner; and
- (c) Reimbursable expenses exceeding the maximum allowed under Section 5 above which were incurred because of the emergency or other extraordinary circumstances.

Section 8. General Prohibition on Reimbursement of Entertainment Expenses. The Park District may not reimburse any Park District employee, officer or Board Commissioner for any expense related to entertainment as defined in Section 3 of this Ordinance unless such expense is ancillary to the purpose of the program or event.

Section 9. Repeal. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 10. Effective Date. This Ordinance shall be in full force and effect on January 12, 2022.

PASSED AND APPROVED THIS _____ day of _____, 2022.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Steve Pennock
President, Board of Park Commissioners

Haley Mizner
Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF OGLE)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Oregon Park District, Ogle County, Illinois, and as such I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of an

OREGON PARK DISTRICT ORDINANCE NO. 22-01-11
ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES
IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Oregon Park District, held at Oregon, Illinois 6:00 p.m. on the 11th day of January, 2022.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Oregon, Illinois, this ____ day of _____, 2022.

Haley Mizner
Secretary, Board of Park Commissioners
Oregon Park District
Ogle County, Illinois

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel-related expenses are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate when expense was incurred
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

The Per Diem Rates below are set forth by the U.S. General Services Administration. All rates shall be reviewed at least annually. The maximum Per Diem Rates will change based on market conditions and shall follow the current Per Diem Rates established by the U.S. General Services Administration for the region in which training occurs.

Maximum Reimbursable Rates for Meals in Chicago (high-cost region)	
Breakfast	\$18.00
Lunch	\$20.00
Dinner	\$36.00

Maximum Reimbursable Rates for Meals in Downstate Illinois (low-cost region)	
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00

The lodging rates below are standard-based rates depending upon the County in which lodging is required. The lodging rate may fluctuate based on the month in which travel is required as established based on the U.S. General Services Administration.

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$218.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$134.00 / night
All other Illinois Counties	\$96.00 / night
Outside of Illinois	As approved by the Board

All reimbursable expenses for transportation and lodging will be based on direct cost to the employee, while per diem rates for Meals will be reimbursed to the employee for the maximum approved rate.

On Travel days, the employee must leave for District Travel prior to 7:00 a.m. to receive the Breakfast Per Diem. Employees must arrive home after 7:00 p.m. to receive the Dinner Per Diem.



2022 Travel Advance/Reimbursement Form

Employee & GL Information

Employee/Board Member Name	GL Code

Request Type: Travel Advance Reimbursement

Training/Conference Details

Conference/Training Name	Location

Dates

Start:	End:

Expense Details

Receipts required for this section	Amount	Remarks
Registration Fee	\$	
Airfare	\$	
Hotel	\$	
Taxi/Ride Share/Tips	\$	
Other (remarks required)	\$	

Per Diem	Dates	Amount (total # of days x per diem cost)
Breakfast (\$18 per meal)		\$
Lunch (\$20 per meal)		\$
Dinner (\$36 per meal)		\$
IAPD/IPRA Conference Transportation (\$35 per day)		\$

Use of Personal Vehicle

Please note that mileage is paid at the IRS rate up to a **total of 200 miles** roundtrip. If your trip will be greater than 200 miles, please request the use of a District owned vehicle. Any mileage incurred beyond 200 miles with a personal vehicle will not be reimbursed.

Amount	Miles:	\$

Total Requested	\$

Employee/Preparer Signature: _____ Date: _____

Supervisor/Director Signature: _____ Date: _____

** Attach all receipts to this form. Receipts are not required for Per Diem.*

Dear Tina & Oregon Park Dist.

Thank you for the very generous donation of \$100. I enjoy leading the hikes & I hope the public enjoys them also.

I have donated the money, in the park dist. name to the Oregon United Methodist Church's Wed. night meal program. They serve around 120 meals every Wed night to anyone that wants a meal.

This donation will help purchase the needed food for that program.

Thank You again

Peace & Blessings
Grant Applebaugh

12-29-21

The Lifeline Board of Directors would like to thank you for your donation, whether it was in time, money, or food. It is only with the help of many individuals and organizations that we are able to provide services for those in need in our community.

May you be blessed for your generosity!

Thank you very much for your recent donation to Lifeline. It is greatly appreciated.

Sincerely Lifeline Food Pantry