



AGENDA

A PUBLIC HEARING & REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS

TUESDAY, FEBRUARY 8, 2022, AT 6:00 P.M.

ONSITE MEETING: BOARD ROOM

ZOOM MEETING LINK: [HTTPS://US02WEB.ZOOM.US/J/88158730177](https://us02web.zoom.us/j/88158730177)

PUBLIC HEARING

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS WISHING TO PRESENT TESTIMONY ON
BUDGET & APPROPRIATIONS ORDINANCE 22-02-08
- 4) ADJOURN

REGULAR MEETING AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES OF JANUARY 11, 2022
 - B. FINANCE COMMITTEE MEETING MINUTES OF JANUARY 19, 2022
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - MET JANUARY 19, 2022
 - B. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - 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. BUDGET AND APPROPRIATIONS: ORDINANCE 22-02-08

B. TREASURER OATH OF OFFICE

C. POLICY UPDATES: SECTION 1.02 BOARD OF PARK
COMMISSIONERS

D. BOARD MEETING DATE CHANGE - MARCH 2022

E. INTERGOVERNMENTAL AGREEMENT: CITY OF OREGON FOR SNOW
MAINTENANCE ROUTE 64 WALKING BRIDGE

F. 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).

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - MARCH 8, 2022

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
January 11, 2022**

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

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

VIRTUALLY ATTENDING: Scott Stephens

ABSENT: None

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

VISITORS PRESENT: Brian Ketter, Chris Hartzog, Jena Wehmhoefer, Amanda Zimmerman, Scott Zimmerman, Garren Beck, Ronda Himert, Gus Himert, Kaitlyn Schuler, Teddy Snap, Britni Plumb

VIRTUAL VISITORS: None.

RECOGNITION OF VISITORS:

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

Mrs. Zimmerman stated that she did want to share some positivity where it is deserved. She stated that she was pleased to see that the personnel committee took action to propose to the full board the adoption of the travel expense ordinance, opposed to continuing to let Ms. Folk come up with amounts she thought would be needed for business travel. She stated that this was a step in the right direction, and she thanked the board for the assumed adoption of this ordinance.

Mrs. Zimmerman stated that she was grateful to see that after a long vacancy, there is a potential treasurer appointment to give the responsibility back to a board specific position and not a current staff member reporting directly to Ms. Folk. She stated that it alleviates those responsibilities from Mr.

Griffin who is already tasked with so much responsibility for the district. She thanked the board for making this a priority.

Mrs. Zimmerman stated that furthermore and more importantly, was the fact that current employees had the chance to talk to a representative from the district's law firm to share their own experiences. She stated that she does have faith that the board will handle this with appropriate measures. She thanked the board for allowing the staff this opportunity.

Mrs. Zimmerman stated that she is not sharing any breaking news that current and past employees aren't aware of firsthand. She stated that Mr. Pennock has been regularly visiting Ms. Folk's office for years now, as she has witnessed on countless occasions. She stated that some meetings are a few minutes while others go on for hours. She stated that most are open door, but some are closed door. She stated that it makes sense for the president and the E.D. to have a close working relationship, however she stated that it is well known that just about everything that Mr. Pennock knows is passed along to Ms. Folk directly and immediately. She stated that she believes that their dynamic is one of the many reasons the hostile working environment has been able to go on for so long. She stated that this is simply the unspoken truth that everyone already knows about, but no one wants to say out loud. She stated that this must end now. She stated that this is a very serious and sensitive situation that current staff is going through. She stated that the public expects the board, especially Mr. Pennock, to handle this in a confidential and professional manner.

Mrs. Zimmerman thanked the board.

Mr. Pennock thanked Mrs. Zimmerman for her comments.

Ms. Folk then took the time to introduce Chris Hartzog, the new Recreation Program Coordinator for the District. She stated that he began his employment with the district on January 4, 2022, and that he has done a fantastic job in the first two weeks, and they are excited to see what he can do for the district.

Mr. Hartzog thanked the board members for inviting him into the small community. He stated that he looks forward to making an impact and having meaningful recreational experiences for the community members. He stated that his door is always open and that he would love to have visitors and talk to them more about the city of Oregon and how he can

plug himself in to the local community. He thanked the board for their time.

The members of the board thanked Mr. Hartzog and welcomed him to the district.

APPROVAL OF MINUTES

Regular Meeting Minutes

Motion by Josh Messenger, seconded by Mark Tremble the regular meeting minutes of December 14, 2021, be approved as printed. Roll Call: Scott Stephens, Dan Engelkes (Present) Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Griffin highlighted that the district ended with a very favorable treasurer's report to end the fiscal year. He stated that they exceeded their expectations against the budget for the 2021 fiscal year, primarily due to surpassing quite a few of the district's revenue expectations. He stated that a lot more detail will be coming out in the annual budget report for this fiscal year. He welcomed any questions from board members.

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

REPORTS

Finance Committee- Ms. Folk stated that a Finance Committee Meeting needed to be set up to discuss the tentative budget. The Finance Committee settled on a date of January 19, 2022, at 5:00 p.m.

Parks Report - Included in Board Packets. Mr. Egyed was absent, and Ms. Folk had nothing to highlight but welcomed any questions related to Mr. Egyed's report.

Mr. Engelkes asked for an update on the pool repair.

Ms. Folk stated that they are tentatively scheduling the repairs for April. She stated that in the last six weeks,

they have seen no further cracking, so they are thinking that the cracking is done. She stated that in April they are going to address that, and they are anticipating 3-4 weeks again to ensure proper cure times, but this will take the place of the August shutdown.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that staff and herself are excited to welcome Chris as the new Recreation Program Coordinator. She stated that they have hit the ground running with him and he has been great.

Mrs. Ketter stated that the Winter/Spring Program Guide was released on Friday, and full registration just opened up. She stated that registrations have been very steady, and some programs are already close to being full.

Administrative Report - Included in Board Packets. Mr. Griffin stated that the district was thankful to get a great low bid from Stillman Bank. He stated that they have a great working relationship with them in the past and they continued that with the new General Obligation Bond for 2022.

BUSINESS (unfinished)- None.

BUSINESS (new)

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 Dan Engelkes, seconded by Mark Tremble, the board to enter executive session at 6:10 P.M. Roll Call Vote: Josh Messenger, Scott Stephens, Dan Engelkes, Mark Tremble, Steve Pennock. MOTION PASSED UNANIMOUS.

RETURN TO REGULAR SESSION

Motion by Scott Stephens, seconded by Josh Messenger, the board to return to regular session at 6:59 P.M. Roll Call: Scott Stephens, Dan Engelkes, Mark Tremble, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNAMIOUS.

ORDINANCE 22-01-11: LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

Mr. Pennock stated that this Ordinance was a recommendation from the Personnel and Policy Committee.

Mr. Griffin stated that this Ordinance will just simplify the process for both the district and the employees for whenever they need to provide reimbursements for travel expenses.

Motion by Mark Tremble, seconded by Josh Messenger, Ordinance 22-01-11: Local Government Travel Expense Control Act be approved as printed. Roll Call: Dan Engelkes, Mark Tremble, Josh Messenger, Scott Stephens, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

BLACKHAWK SNOWBLAZERS PROPERTY USE AGREEMENT

Ms. Folk stated that they were asking for them to update the property use agreement for the snowmobile trail to cross Park West and Park East on the designated city trail.

Mr. Tremble asked if they have had any issues in the past.

Ms. Folk stated that occasionally they will have a couple snowmobiles that will go off trail and through the park but it's never to a point where it's not worth continuing the arrangement with the snowmobile club.

Motion by Dan Engelkes, seconded by Scott Stephens, the Blackhawk Snowblazers Property Use Agreement be approved as printed. Roll Call: Josh Messenger, Scott Stephens, Dan Engelkes, Mark Tremble, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

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.

Mr. Griffin stated that they are very pleased with the rate they received from Stillman Bank. He stated that the final ordinance will come in at about \$1,400,090.00 and those papers will be passed through upon closing near the end of January. He stated that this is the district's annual bond rollover, and it has served them well in the past so they will continue that this year.

Motion by Josh Messenger, seconded by Dan Engelkes, the 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 be approved as printed. Roll Call Vote: Josh Messenger, Scott Stephens, Dan Engelkes, Mark Tremble, Steve Pennock. MOTION PASSED UNANIMOUS.

TREASURER APPOINTMENT

Mr. Pennock stated that the Treasurer appointment was a recommendation from the Personnel and Policy Committee to appoint Randal Hayes as the district's treasurer.

Motion by Mark Tremble, seconded by Steve Pennock, Randal Hayes be approved as the District's Treasurer at a rate of \$25.00 an hour. Roll Call: Scott Stephens, Dan Engelkes, Mark Tremble, Josh Messenger, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble stated that he will not be in attendance at the February Board Meeting, but, if possible, he will connect via Zoom.

Mr. Engelkes stated that he had nothing to add.

Mr. Messenger had no comments.

Mr. Stephens had no comments.

DIRECTOR'S COMMENTS

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

PRESIDENT'S COMMENTS

Mr. Pennock had no comments.

ADJOURN

Motion by Dan Engelkes, seconded by Josh Messenger, the meeting adjourned at 7:05 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Haley M. Mizner

Haley Mizner
Board Secretary

Oregon Park District
Finance Committee Meeting
Nash Recreation Center ~ Board Room
Wednesday, January 19, 2022

Dan Engelkes called the meeting to order at 5:00 p.m.

Committee Members Present: Josh Messenger

Committee Members Present Virtually: Dan Engelkes

Committee Members Absent: Mark Tremble

Others Present: Erin Folk, Dan Griffin, Haley Mizner

There were no visitors present.

DISCUSSION OF THE 2022 BUDGET

Ms. Folk stated that the commissioners had been provided with all of the documents up for discussion in addition to them being publicly available as well.

Mr. Griffin stated that a lot of this information was covered in December leading up to the levy and presented are the final numbers they have worked through moving into the 2022 fiscal year.

Mr. Griffin stated that they did end up with about a \$230,000 surplus due to capital improvements that weren't completed, and exceeding expectations in some of the revenues.

Mr. Griffin stated that the capital improvement plans for this year were a little over a million dollars which is a little higher than previous years, with some of it being carryover from the 2021 fiscal year.

Mr. Griffin stated there are financial challenges taken into consideration when budget planning each year. He stated that the minimum wage increase will continue to impact the district significantly due to the large part-time workforce at the district.

Mr. Griffin stated that it was great to have some stability with Exelon for the next five years. He stated that they have some outstanding considerations from 2012 and on with some EAV challenges over the years.

Ms. Folk stated that the Clean Energy Bill doesn't necessarily provide the district with stability as much as it provides Exelon with stability for the next five years. She stated that the district's stability will come from a longer-term agreement with Exelon based on whatever they can negotiate out for property taxes each year. She stated that the stability will also come when they know what is going to happen with all the property tax appeals dating back to 2012.

Mr. Griffin stated that hopefully a future agreement will wipe those away. He stated that they have never gone back nine years.

Ms. Folk stated that there is a chance that they may have to pay Exelon back. She stated that from her understanding, all nuclear plants are up for negotiations at the exact same time right now, so everyone is dealing with similar situations.

Mr. Griffin noted the dependency the district has on Exelon and that they are still heavily reliant on them.

Mr. Griffin stated that the pandemic did have an impact on the district, and they will do the best they can to get back to their new normal.

Mr. Griffin stated that the levy was passed in December for the 2021 tax year. He stated that the district continues to be less and less of the tax dollar bill as the city of Oregon increases their taxes. He stated that the district has really kept their stable rate. He stated that it does help when they get an increase in the EAV because that allows them to keep the same tax rate, but still collect additional tax revenue.

Mr. Griffin stated that it was nice to have a 1.17% increase in EAV outside of any Exelon increases.

Mr. Griffin stated that the budget appropriations must be approved within the first quarter of each fiscal year, and a public hearing must be held prior to passage. Mr. Griffin stated that the information has been made available to the public since January 7, 2022.

DISTRICT CAPITAL IMPROVEMENTS REVIEW

Mr. Griffin stated that the three big capital improvements projects consist of the last payment for the Blackhawk Center

capital improvements, Park East Deck Replacement, and the Park West Paving.

Mr. Griffin stated that for the Park East Deck Replacement, Martin & Company's bid was approved at \$230,000, and the district did add 10% in there just in case they run into any problems.

Mr. Griffin stated that the fund balance goals are 50% for a couple of major funds and 25% for all restricted funds. He stated that all of their year end balances well exceed their fund balance goals which keeps them in a healthy position.

Mr. Griffin stated that this year they will be reviewing their five-year plan to establish where they want to be in conjunction with the master plan. He stated that NASH has some large facility projects such as air handlers that are costly improvements that need to be done.

He stated that they will undergo the distinguished agency award again this year which could potentially bring about a lot of policy changes.

Mr. Griffin stated that the parameters ordinance was approved at the last meeting with the low bid from Stillman bank at .45% which was almost identical to last years.

Mr. Griffin stated that the district is stable in where their revenue and expenses are accounted for.

Mr. Griffin stated that about 5% of the general obligation bond will go towards the long-term capital fund.

Mr. Griffin stated that he believes that this budget accomplishes goals of both transparency and sustainability.

Mr. Griffin stated that they have done well with other expenses such as the IMRF rate which dropped this year along with the unemployment rate. He stated that all of their restricted funds are in very good shape.

There were no additional comments.

ADJOURN

Motion by Josh Messenger, seconded by Dan Engelkes, the meeting adjourned at 5:21 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

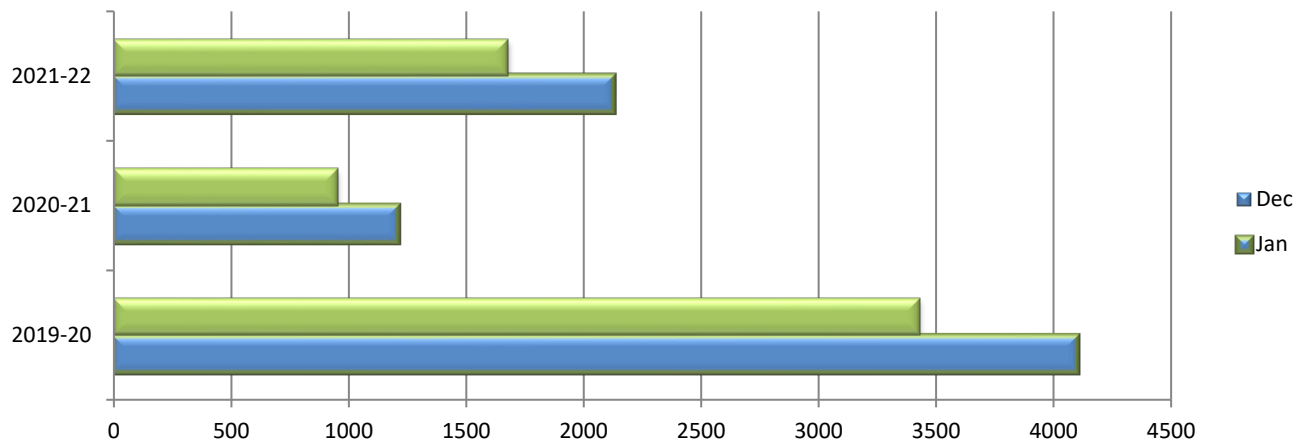
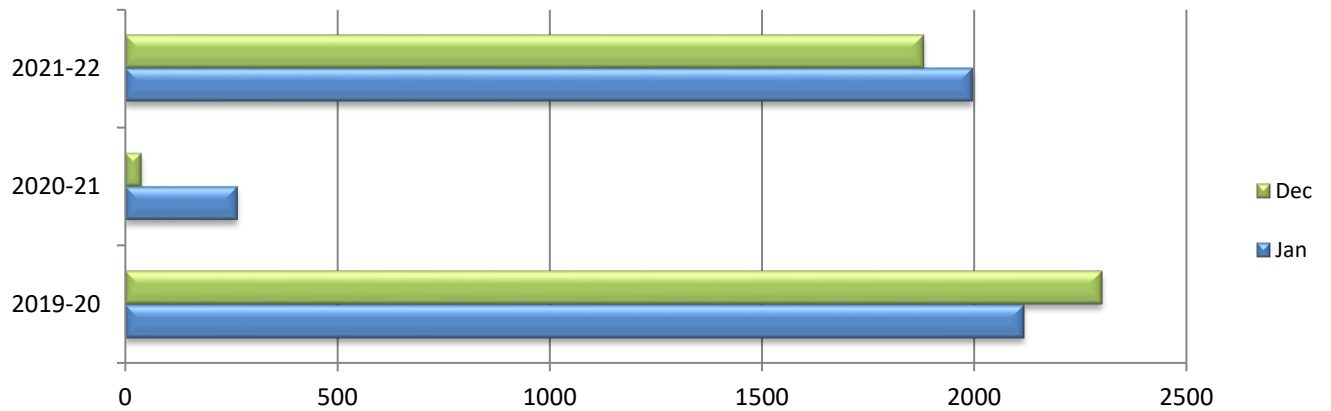
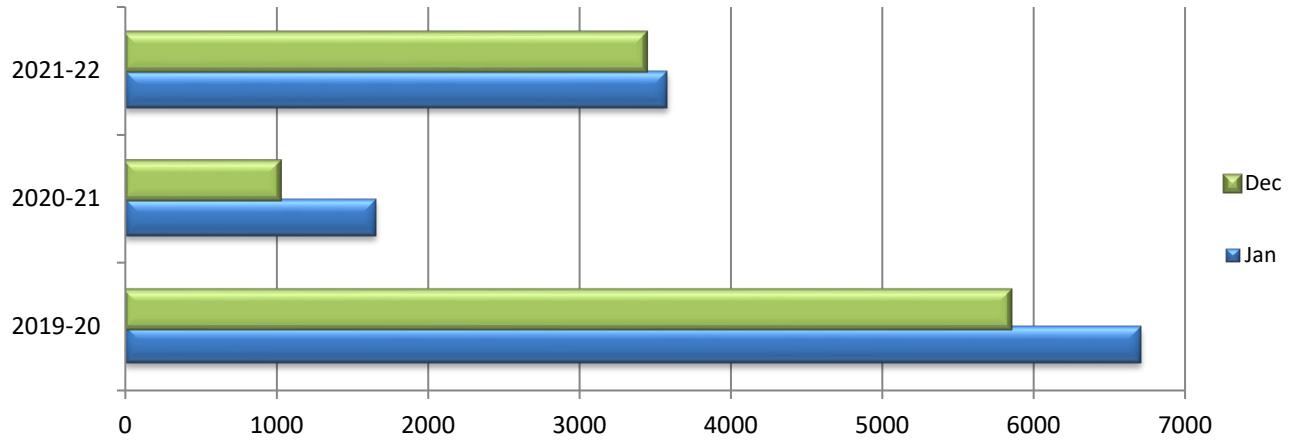
Haley M. Mizner

Haley Mizner
Secretary to the Board

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 8, 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

February 8, 2022

Parks Report



Maintenance on fleet vehicles and equipment is almost complete. All equipment from 2-cycle motors to the truck fleet has been thoroughly gone through. Maintenance included repairs, cleaning, oil and filter changes. Keeping equipment clean and in good condition will make them safe for operation and increases the longevity of all our equipment. The maintenance garage has also been cleaned and organized.

Snow and ice removal had kept us busy this past month. Snow removal has gone smooth with a few minor mechanical issues with equipment. We have a good supply of salt on hand and do not foresee us having to purchase any more salt this season. The ice storms we had this year is what eats up a lot of salt. We remove the snow piles from around Nash and dumped along Hawk Prairie behind 10th street.



We again this year participated in the Christmas tree recycle program with the county. Trees were dropped off at the Maintenance garage and FFA students picked them up from the curb and delivered to the shop. Parks staff mulched 56 trees. All mulch is free to the community just stop by and take what you want.

Staff will soon be focusing on tree trimming and all tree Maintenance. Staff has also removed all Holiday decorations and displays and put them back in storage for the season.

General Maintenance

We are still running garbage clean up at all parks and restroom maintenance at pit toilets.

I will not be attending the board meeting on the 8th as I will be on a father son hunting trip to South Dakota. Have a great Day!!

Respectfully Submitted,


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

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 8, 2022

Nash Facilities Report

 **Nash Facility**

Between the offices at Nash there are doors that are not being utilized. Parks staff removed the doors and framing from the walls between the offices. Staff reframed the entry ways, insulated them for sound barrier and then hung drywall. After mudding and taping, the walls were re-painted to match their existing colors. It was nice to see that staff could tackle this project in house instead of hiring a contractor. A job well done as the parks department and Nash Maintenance department teamed up on this one together.

Staff went around the building and replaced any ceiling tiles that have shown signs of deterioration or that looked like there was water leaking on them. The river room, Prairie room and hallways were where most tiles were replaced.

We had a patron suggest the need for more handicap grab bars in the showers, specifically the women's locker room. We ordered the grab bars and started to install them. The grab bars range from twenty-four inches to forty-eight inches in length. They were placed strategically in accordance to accessibility codes.

 **Fitness Center**

We recently had a water pipe break in the air handler unit that feeds heat to the fitness center. At this time, the contractor is repairing the line and we hope soon we will be able to return heat to the fitness center. The general temperature for the fitness center is set at 66 degrees as patrons like it cooler in this area for exercising. The temperature has come down a few degrees during the water line break but not enough to cause any issues or complaints. Bill has done an excellent job staying on top of these types of issues and getting them repaired in a timely manner.

 **General**

I would like to thank Bill, Mary and all the part time staff for keeping up with custodial, maintenance and setting up for events.

I will not be at this board meeting as I will be on a father son trip chasing critters on the frozen prairies of South Dakota. Have a wonderful day!!

Respectfully Submitted,




Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 8, 2022

Superintendent of Recreation Report

 **Recreation Department**

The new year has started off strong in the Recreation Department. Participation numbers greatly increased this year over 2021. COVID restrictions remained in place during 2021 and limited participation. Contributing to our increase in numbers this year included ET resuming, two Eagle brunches were held in January, popularity of the food pairings and youth nights for basketball resumed. Recreation staff met offsite for a brainstorming and lunch on Feb. 1 with Mrs. Barringer and Mrs. Folk to recap Summer 2021 and plan for summer 2022 as well as Easter 2022. Merging pre-covid programming and popular modifications made due to Covid were at the forefront. Planning for summer is ongoing and program masters are due in early March.

	2021	2022		Change
January	122	437	72%	315.00



The pool has been busy this month with the addition of three new certified guards and open swim numbers continuing to rise. Swimming lesson numbers for February are 119 participants, a 33% increase over February 2021. Bill Helfrick has done a wonderful job regulating pool temperatures with the frigid temperatures and staff continue to receive compliments on the consistency and warmth over previous winters. This is due to the new management software and Bill's diligence to listen to patrons and monitor air and water temperature.



Pre-registration is going extremely well for the Children's Center. Pre-registration is for any student or student's sibling currently enrolled. Currently we have filled 2 spots in the 3-year-old program and 9 in the 4 year old program. P week was a success and featured the Pool on Monday, Pizza, Popcorn and Pop on Wednesday and Pancakes and Pajamas on Friday. Mrs. Crandall and Mrs. Teresa have done an amazing job keeping our students safe with fun, interactive activities while enforcing masks.



Fitness Center/CPR/Blood Drive

Jason Donegan will run two Speed and Agility classes for ages 8-12 in February. We are promoting personal training and look forward to new clients in February.

Moseley Upholstery from Missouri, traveled to us in January to repair 16 different pieces of weight equipment and fully replace a bench seat. Cost for the onsite repairs were \$1505. Equipment was only temporarily out of service versus taking it to an upholster. It has been 3 ½ years since we have had repairs done.

The Body Script Fat Analyzer that was to include a blood pressure cuff has been delayed due to manufacturing delays with Covid. The manufacturer will be delivering a machine without the blood pressure for our use until the correct machine with blood pressure cuff can be delivered. The unit should arrive in the next week.

We will have a CPR class to certify new employees in March as well as two employees that expire in April. All staff is up to date.

Our first blood drive of the year will be held on February 9, 2022. Thank you to the front counter staff for calling patrons and booking appointments. We have filled 26 of the 31 appointment slots and walk ins will also be welcome.



January provided a variety of activities for the Village of Progress including swimming every Tuesday and recreation Thursdays. Planning is underway for an Olympic Competition on March 23 that will feature gold, silver and bronze medals. The Village will be practicing these events in the weeks leading up to the competition.



Two Eagle Brunches were offered at Taft in January featuring a wonderful brunch and program presented by Taft. We had participation of 118 for the brunches. These programs were led by Debbie Leffelman, Erin Folk and myself.

We have partnered with "The Rink" to offer lunch, skate clinic and open skate on President's Day, February 21st. Registration numbers are strong, and registration is still open.

Tumbling has been restructured to 45 minute classes which allowed us to add 2 additional classes. The Tiny Tots class continues to be a popular class with waiting lists. We had 34 registered for February.



Thank you for the opportunity to attend the IPRA Soaring to New Heights Conference. I was able to earn .8 CEU's as well as spend an afternoon in the exhibit hall speaking with current and new vendors. These training opportunities go a long way in allowing myself and other staff to properly maintain our CPRP certification status.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tina L. Ketter". The signature is written in a cursive, flowing style.

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 8, 2022

Business Administration Report



The January 2022 Treasurers Report is included in the Board Packet. The Districts fund balances continue to be healthy at 11.91% greater than at the same time last year. Some fund balances are restricted/reserved for capital improvement projects already in progress. The Districts tentative budget has been entered in the financial system and will be reflected in the monthly budget report. Additional details regarding the 2022 Fiscal Year Budget can be found in the annual budget packet.

The District received the 2022 General Obligation Bond totaling \$1,484,000 on January 25th. The Bond received an interest rate of 0.45% from Stillman Bank. The funds will be used for park and building maintenance and the 2022 capital improvements to be approved with the annual budget and appropriations ordinance.



➤ **2022 Fiscal Year Budget**

The District will approve the Combined Annual Budget and Appropriations Ordinance 22-02-08 at the February Regular Meeting. The ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the District may incur in its next budget year. The Ordinance was made conveniently available for public inspection beginning on January 7th, complying with the required 30 days of availability needed prior to final action.

The District will hold the required public hearing regarding the Ordinance before it can take any final action on it. Notice of the public hearing was posted at the Nash Recreation Center and published in the Ogle County Newspapers. Following the hearing on the budget, the board can then approve and pass the ordinance at its regular board meeting that same day.

The Districts underwent planning for 2022 Budget conservatively as pandemic uncertainties remain. Overall programming and pass revenues are expected to increase over the 2021 fiscal year. The District will continue to offer its core programming with the hopes of additional programming as the year progresses. The District will continue to meet its fund balance goals as well as accomplish many capital improvement projects.

➤ **2021 Tax Year Revenues**

The District will collect additional tax revenue as the E.A.V. increased by 1.17%, from \$648,670,074 to \$656,261,468. The overall tax rate will remain similar to prior several years. Total tax receipts are expected to be approximately \$2,973,775. For the 2020 tax year (2021 Budget Year) the Districts tax receipts represented 4.29% of the average Oregon Homeowners Tax Bill. The tax proceeds will be received beginning in June.



➤ **2021 Fiscal Year Audit**

The Districts auditor, Wipfli LLP, will be completing the audit for the 2021 fiscal year during the week of February 7th. The District expects to have the report available for the Board of Commissioners in March.

➤ **2022 Capital Improvement Projects**

The District will begin many of the Fiscal Years capital improvements within the 1st quarter of the year. There are several large projects that will have to undergo the public bid process and be approved in time to be completed between sports seasons. The District will publish a capital improvement timeline once the budget is formally approved.

Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 8, 2022

Administrative Services Report



Return to Work

After being out of the office on Maternity Leave since the end of October, I have returned to work the past month and would like to thank the rest of the staff for covering my responsibilities to make my leave enjoyable. I've slowly been catching up and have enjoyed being back!



Front Counter/Registrations

The Winter/Spring brochure was released on Friday, January 7 with registration opening for members on Monday, January 10 and to the public on Tuesday, January 11. A total of 534 registrations were completed January 1-31, with January 11 being the highest day at 97 registrations. Online registrations contributed to 66% while the other 34% were completed over the phone or in-person. Many programs and events, such as tumbling and the local pairings, were popular registrations and the rosters filled before the deadlines.



I have worked with Stahr Media to finalize a timeline for our Summer Brochure and am currently working on dates for the Fall one as well. The Summer guide will be released at the end of April, with all programming due to me by March to allow time to enter everything into Perfect Mind, our registration software. I was able to participate in a brainstorming session on February 1 with the Recreation staff for Summer 2022 programs and events and am excited for the upcoming season.



Memberships

- E.D. Etnyre renewed their Corporate Membership for 2022. Their promotion period will run February 1-28.
- Ogle County Government renewed their Corporate Membership for 2022. Their promotion period will run March 1-31.
- A New Year Membership Special was promoted at the end of December. The membership special was a 60-day membership with an expiry date of February 28. 56 members took advantage of this special membership.

Respectfully Submitted,

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

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 8, 2022

Events Report



Youth Craft/Recreation Classes

The Cin's Treasures DIY Ceramic Painting kits seem to still be very popular, even as we are hopefully coming out of the pandemic. In January Cin's offered Valentine Heart kits for pick up at Nash. These DIY kits are designed with kids in mind, but adults seem to be enjoying them as well. We had 12 people register for the Valentine kits in January and 6 of those registered were adults.



The Easter events are subsidized and offered free to the public. With Covid restrictions decreasing, it would be feasible to have the large outdoor Hunts again. However, the modified Easter event the previous 2 years was well received and with some more modifications we can improve on the Easter StoryWalk event, partnering with the library, and save the district money. The three egg hunts (special needs, flashlight and traditional) were subsidized approximately \$1500. We can offer the modified StoryWalk event for less money still accommodating the special needs population and all ages are eligible to participate making it more of a family event. Although the event will be free, registration will be required to plan for supplies and goodie bags.



The cooperative programs with Cork & Tap have been very successful whether renting their space for classes or directly working with Carrie & Jason O'Neil offering pairings. In January we offered the Taste of Oregon pairing which gave participants the option of pairing their "meal" with either wine or beer. I worked with Hazels, Ralfie's BBQ, Father & Son and The Noble Cakery to purchase food items to pair with the wine or beer. Everyone enjoyed the pairing and expressed that they are looking forward to future events which we have planned.



I appreciate the opportunity to participate in the IPRA Soaring to New Heights Conference in January. I was able to earn .8 CEU's which are needed to keep my Certified Park & Rec Professional title.

Currently I am working on booking entertainment for the 6 Concerts in the Park and the 3 Music and More at the Market evenings and programming classes for the summer. I am meeting with contracted instructors to offer a variety of craft/education/gardening type classes for the community.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 2nd, 2022

Athletic Coordinator Report



Our Youth Basketball season will end on Saturday Feb 5th with seeded games in Byron. It is been a very successful season for our players, with all the teams in both Oregon and Byron, and officials being flexible with the challenges of COVID and quarantines. Some games were played 4 v 4 and in one game, players were shared between teams to ensure that the kids still got as much game experience as possible.



We continued our partnership with OHS and had our Boys Youth Basketball night on January 21st, and our girls night on Tuesday Feb 1st. Our players were able to scrimmage during half time at the JV and Varsity games in front of the OHS basketball fans at the Blackhawk Center. Drawings for door prizes were held, and all the players received a complimentary hotdog from concessions. Thank you to Mike Lawton and the Basketball programs for this opportunity.



The season is underway for our Girls 6th Grade basketball team. They fought through some nerves and jitters at their season opener on January 25th at Nash to play a great game against Polo. Thank you to Cari Berg for volunteering to coach. The season will run through March 1st, and they will play other area schools, mirroring the JH schedule.



Indoor Soccer

Our indoor soccer program will start on Feb 12th at Nash and run through March 12th. We have 59 players registered, which is up 48 in 2020 (precovid). Coaches have been secured for our 8 teams, and bids were sought from local vendors for our team tshirts, with PrintSmith LLC coming in with the lowest bid. Each Player will also receive their own ball to use and keep at the end of the season.



Thank you for offering the opportunity for me to attend the IPRA Annual Conference, "Soaring to New Heights", January 27-29 in Chicago. As always, I gained lots of new ideas from sessions and peers and I am excited to bring those back to the district!



Information was mailed to businesses last week on sponsorship opportunities for Athletics in 2022 and we have already received commitments for \$1750 including 2 new sponsors!

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 8, 2022

Recreation Program Report



Extended Time

Over the past month, I have been able to meet the current ET staff, implement a new set of "house rules" for the children to follow, and hire two new staff members for the program. I have also revamped the "reward system" for promoting good behavior and encouraging children to help others! I am happy to announce that two of my weekly programs have already reached the goal and are looking forward to having a party this month!

On January 26, I extended an invite to all afternoon ET parents to drop off their children in the AM due to the cold temperatures and the delayed start to school. We were happy to accommodate 11 children and alleviated parents concerns for childcare prior to school starting. This was met with wide praise for not only being concerned about the children's well-being, but the parents sudden change of schedule.

In addition, I have spent some time in our current ET room to clean and reorganize the closets/cabinets prior to the move over spring break. I want to make sure my staff are using the materials we have before buying anything new.



Summer Programming

I had the pleasure of joining the rest of the Rec Staff for a brainstorming session about summer programming. I will be looking at the other summer camps being offered in the area and look to implement creative ideas without duplication. The cost of camp will also be evaluated to reflect the true cost to the District and develop a satisfactory profit margin to assist in offsetting indirect costs.



IPRA Conference

Thank you for the opportunity to attend the conference in Chicago!

Unfortunately, I was out of the office for bereavement and therefore could not attend. I was very happy to hear that everyone came back with great ideas for the park district, and I look forward to attending next year!

Respectfully Submitted,

Chris Hartzog
Recreation Program Coordinator

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

1.02 BOARD OF PARK COMMISSIONERS *(revised June 10, 2014, March 9, 2021)*

A. Legal Authority

The Park District Code (70 ILCS 1205) provides for the election of a Board of Park Commissioners and vests with that Board the authority to transact the business of the District. All newly elected and/or appointed Commissioners, before entering the duties of office, shall take and subscribe to an oath to well and faithfully discharge the duties of that office. The oath shall be filed with the Secretary of the Board, pursuant to the Park District Code, 70 ILCS 1205/4-1.

B. Powers and Duties of the Board

The duty of the Board is to approve basic policy for the operation, control, improvement and present and future planning of park and recreation facilities, programs and services within the District. Specifically included are the following:

1. To select an Executive Director as chief administrative officer and professional advisor and properly delegate to him the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs and services.
2. To provide for the levy of taxes in order that funds may be available for the maintenance of the parks and operation of the recreation facilities, programs and services.
3. To adopt a park and recreation budget and appropriation ordinance so that the best possible facilities, programs and services may be provided.
4. To develop policies in accordance with the law, which will satisfy the needs of the community and the wishes of the people, and to approve means whereby the policies, may be efficiently executed.
5. To assume responsibility for keeping the people of the District informed concerning the purposes, achievements, requirements and financial condition of their parks, recreational facilities and programs.

C. Officers/Duties

The Officers of the Board are President, Vice-President, **Board** Secretary and Treasurer as prescribed by law, and such assistants and other officers as may be chosen by the Board.

The Officers of the District are elected or appointed annually by the Board at the Annual Meeting, pursuant to law. If the Officers are not chosen at that meeting, they are to be chosen at another Board Meeting as soon thereafter as possible.

Each Officer holds office until the next annual meeting and until his successor is duly chosen and has qualified. Vacancies may be filled by the Board at any meeting. In case of temporary absence or inability of any Officer to act as such, the Board may fill the office pro-tempore.

The President is the executive officer of the Board. It is the President's duty to preside at all meetings, to sign contracts and other papers authorized by the Board, and to see that all orders of the Board are faithfully executed. All subject, however, to the direction and approval of the Board. With the assistance of the Executive Director, the President shall prepare an agenda for each Board meeting and should keep the meeting moving efficiently, while dealing with priorities.

The Vice-President in the absence of the President, or in the event of the President's refusal or inability to act, shall be vested with powers and perform the duties of the President.

The Board Secretary keeps the corporate seal and all books and records pertaining to his/her office, attests and affixes the corporate seal to all instruments requiring such action when authorized by Ordinance or vote of the Board, and causes all Ordinances, Resolutions and other actions of the Board requiring publications to be duly published. The Board Secretary shall give notice of and attend all meetings of the Board and keep a full and true record of its proceedings, including all Ordinances passed.

The Board Secretary shall keep written minutes of all of the meetings of the Board of Park Commissioners, its committees, and other subsidiary bodies, whether open or closed, and a verbatim record of all its closed meetings, in the form of an audio or video recording. Minutes shall include, but need not be limited to:

1. The date, time and place of the meeting;
2. The members of the public body recorded as either present or absent and whether the members were physically present by means of video or audio conference;
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The Treasurer receives and safely keeps all moneys belonging to the District, depositing, in the name of the District, all moneys belonging to the District and received in the bank or banks approved and designated by the Board. The Treasurer disburses the same, only upon authority of the Board, together with properly executed warrants, and makes monthly reports to the Board of all receipts and disbursements. The Treasurer has charge of the District's bookkeeping and system of accounts and furnishes information to any Commissioner or Officer, requested by same, regarding any matter relating to

this office, including copies of records of receipts and disbursements, statements of account, audits and other record of the District under his/her control or supervision.

The Attorney is appointed annually by the Board and has charge of all legal matters and of the prosecution and defense of all litigation in which the District interested. The Attorney drafts Ordinances, Resolutions and other instruments by the Board, and gives opinions to the entire Board or to the President of the Board, when requested.

In addition to the duties herein above specified, each officer and employee performs such other duties as may be required of him/her by the Ordinances and/or Resolutions if the Board, or by law.

D. Board Meetings (*revised March 12, 2019, February 8, 2022*)

Regular Meetings: Regular meetings of the Board are normally held the second Tuesday of each month. The Annual Meeting of the Board is held the second Tuesday in April. Times and locations are published and posted.

Special Meetings: Special meetings of the Board may be called by the President whenever he/she shall deem it necessary or may be called by the Secretary at the request of any two Commissioners. Written notice must be given each Commissioner of the time and place of the special meeting by mail or e-mail at least two days prior to the date of the meeting.

Board Packets: Board packets consisting of the agenda, minutes from prior Board meetings and any other relevant information that will be discussed at a regular and special Board meeting will be distributed to the Board at least four (4) days prior to the scheduled Board meeting to provide the Board adequate time to review the packet materials prior to the meeting.

Closed Sessions: The Board may hold a Closed Session if the discussion during the meeting falls in the exceptions for an open meeting under the Illinois Open Meetings Act. **A verbatim record, in the form of an audio or video recording, as required by Section 2.06(a) of the Open Meetings Act, shall be made for all closed meetings. At no time while any closed meeting is in session shall the required audio or video recording be suspended, interrupted, stopped or terminated.**

Location: The meeting of the Board is held at the Administrative Office Building of the District unless otherwise specified by the Board.

Quorum: A majority of the duly elected and qualified Commissioners constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time until a quorum is obtained.

Board Action: All final action by the Board of Park Commissioners shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

Remarks from Visitors: Visitors are always welcome to all meetings of the Oregon Park District except for the portion of the meetings that are held in executive session.

The Board President will identify and call on members of the audience wishing to address the Board in random order. You will be recognized by raising your hand during that portion of the Agenda entitled "Recognition of Visitors". Upon being recognized you will be required to state your name, address and reason for addressing the Board. *Everyone is encouraged to seek information and appropriate remedies to concerns or complaints prior to the meeting by discussing them with the appropriate department supervisor or Executive Director of the Oregon Park District.*

Time allowed for public comment is limited to three minutes per person. Combined time allowed for public comment during "Recognition of Visitors" is limited to 30 minutes. Applauding, booing, or any disruptive inappropriate behavior will not be tolerated nor will demeaning, derogatory, defaming or malicious comments about Board Members, Staff or other members of the audience be permitted. Violators will be asked to leave the meeting and or be subject to arrest for disorderly conduct if their behavior constitutes a threat to the safety of any Member of the Board, Park District Staff or the audience.

Anyone wishing to address the Board of Commissioners on matters regarding personnel or matters not identified on the written Agenda will be required to submit notice to the Board Secretary two working days in advance of the meeting along with specific and detailed written information explaining the matter. This will allow the Oregon Park District Secretary of the Board to notify Board Members of issues and allow the Oregon Park District legal counsel and staff to research facts and solutions. The Board asks that identical or similar comments be reduced to writing and following the meeting be submitted to the Board Secretary for review and consideration.

Members of the Board rely on staff for information and typically will not have answers to common procedural questions or issues. The main function of the Oregon Park District Board is to provide direction, set policy and district goals while it is the responsibility of staff to manage the day to day operations of the Park District.

The normal order of business at all meetings of the Board may be as follows:

Call to Order

Roll Call
Recognition of Visitors
Approve Minutes of Last Regular Meeting and Special Meetings
Financial
Treasurers Report
Claims Payable and Checks Drawn
Department Reports
Finance Committee
Personnel and Policy Committee
Parks and Facilities Committee
Program and Service Committee
Parks Report
Recreation Report
Environmental Services Report
Business Administration Report
Unfinished Business
New Business
Commissioners Comments
Directors Comments
Presidents Comments
Adjournment

1. Manner of Voting. The President is empowered to call for questions pertaining to any and all properly presented and seconded motions. Roll call votes shall be taken for all matters of business that deal with ordinances, resolutions, expenditure of money and in other cases at the request of a Commissioner. The President has the option of voting last on all roll call votes.
2. Rules of Order. The President is in charge of each meeting and shall conduct the meeting as efficiently as possible, considering the specific agenda and people in attendance. Parliamentary Procedure shall guide the Board in determining meeting administration and decorum.
3. Official Minutes. All actions taken by the Board shall be taken in an open meeting as required by the Illinois Open Meetings Act. The Board Secretary or designee shall be responsible for recording the minutes. The Secretary or designee must keep an accurate and true record of all motions, resolutions and ordinances with a detailed account of the roll call vote. All minutes are considered as drafts only until adopted by the Board at a subsequent meeting.

At a minimum, minutes shall include the name of the District, the date, time, and location of the meeting, names of Commissioners present and absent, motions made and seconded, the name of the makers of motions,

names of those elected or appointed, results of all votes taken, approval of prior meeting minutes, with corrections (if any), a summary of discussion on all matters proposed, deliberated or decided, and the time of adjournment.

Closed Session minutes shall include the same information as the Open Session minutes. Minutes of meetings closed to the public shall be available only after the Board determines that it is no longer necessary to maintain the confidentiality of such minutes. The Board shall review the withheld minutes of Closed Sessions on a semi-annual basis and make a determination of whether a need of confidentiality still exists with respect to all or part of the minutes reviewed. This review can be made in a Closed Session, but the determination must be reported in Open Session. Minutes of Closed Sessions are exempt from inspection under the Illinois Freedom of Information Act (FOIA) until the Board makes the minutes available to the public. A verbatim audio or video recording of each closed session must be made and retained for at least 18 months, and may be destroyed only after minutes of that closed session have been prepared and approved, and destruction of the recording has been approved by the Board. The Board cannot take action during a Closed Session.

4. All meetings are open to the public except when there is a discussion pertaining to issues exempt from the provisions of the Illinois Open Meetings Act and the meeting has been closed by the appropriate motion.

E. Annual Meeting

The Annual Meeting of the District will occur along with the April Regular Meeting.

Annual meeting agenda items:

1. Election of Officers
2. Oath of Officers
3. Annual Appointment & Meeting Schedule
4. Oath of Appointed Officers
5. Canvassing of Votes (bi-annually)

F. Vacancies Declared

Whenever any member of the Board shall die, resign, become under legal disability, cease to be a legal voter in the District, be convicted of an infamous

crime, or refuse or neglect to take the oath of office after becoming elected to the Board, said office may be declared vacant by the Board, and may be filled by appointment by a majority of the remaining members of the Board. Meeting attendance requirements for Commissioners are as specified by District ordinance.

G. Board Compensation

Members of the Board are prohibited by the Park District Code from receiving any remuneration or compensation for their services. Officers appointed by the Board who are not members of the Board, and all employees may receive such compensation for their services as the Board determines pursuant to law.

H. Board Communication

For a five member public body, as is the Board of Park Commissioners, 3 members of the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance. Therefore, Members of the Board of Park Commissioners constituting a quorum of the Park Board itself (three or more members) shall not discuss the business of the Park District in any of the following ways, except after full compliance with the requirements of the Open Meetings Act:

- (1) in person;
- (2) by conference telephone call;
- (3) by person-to-person telephone conversations in which the views, opinions or ideas of one or more commissioners are communicated to other park board members for comment, discussion or other similar response;
- (4) by participation in an internet "chat room" or the use of instant messages;
- (5) by direct or forwarded e-mail messages in which the views, opinions or ideas of one or more commissioners are communicated to other park board members for comment, discussion or other similar response;
- (6) by letters, notes or any other writings that are circulated or forwarded by mail or by personal or messenger delivery by one or more commissioners to other park board members for comment, discussion or other similar response.

Nothing contained in this policy shall be construed as prohibiting a Park Board member from disseminating information or messages about Park District business to any other Commissioner either in person, by telephone, by e-mail or in writing, provided that no comment, discussion or other similar response is requested. Park Board members should retain hard copies of any such transmittals for a period of at least two years.

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
OREGON PARK DISTRICT
AND
CITY OF OREGON
FOR SNOW MAINTENANCE**

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into this ____ day of ____, 2022 by and between the City of Oregon (the “City”) and the Oregon Park District (the “District”), both located within Ogle County, Illinois. The City and the District are hereinafter sometimes individually referred to as a “Party” and jointly referred to as the “Parties”.

WITNESSETH:

WHEREAS, the District operates and maintains parks and recreational facilities within the corporate boundaries of the City; and

WHEREAS, the City entered into an agreement with the Illinois Department of Transportation (“IDOT”) on the 15th day of October, 1996 (“IDOT Agreement”), in which the City agreed to maintain or cause to be maintained those portions of the bridge structure crossing the Rock River in the City on Illinois Route 64, also known as Federal Aid Route 17, IDOT Section 106BR-1, City Section 96-00038-00-LT (“Rt. 64 Bridge”) which are not to be maintained by IDOT, including all utilities, the bridge lighting system, and the removal of snow, ice and debris from the sidewalk/recreation path (“Path”), which is approximately 2.4 meters (8 feet) in width and located on the north side of the Rt. 64 Bridge; and

WHEREAS, the District, through a longstanding verbal agreement with the City, has maintained the surface of the Path during the winter since 1996 by keeping the Path clear of snow, ice and debris; and

WHEREAS, the City and the District are public agencies as defined Section 2, subsection (1) of the Intergovernmental Cooperation Act, (5 ILCS 220/2); and

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorize units of local government to contract with one another to perform any activity not prohibited by law; and

WHEREAS, the District desires the continued use of the Path for recreational purposes and, in exchange for such use, is willing to continue removing the snow, ice and debris from the Path during the winter as described above; and

WHEREAS, the City desires the District to continue to remove the snow, ice and debris from the Path on behalf of the City so that the City remains in compliance with the terms of IDOT Agreement; and

WHEREAS, the City and the District have determined it to be in their respective best interest and in the best interest of the general public for the District to continue to remove the snow, ice and debris from the Path during the winter based on the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual promises, covenants, conditions, and other valuable consideration, the receipt and sufficiency whereof are herein acknowledged, the Parties hereto agree as follows:

1. **Incorporation of Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Agreement.
2. **Term and Termination.** This Agreement shall commence on the date of signature and shall continue for 20 years. Either Party may terminate this Agreement by providing at least sixty (60) days' advance written notice to the other. Upon termination of this Agreement, all obligations of the Parties shall cease.
3. **Compensation.** No compensation shall be paid by one Party to the other under the terms of this Agreement. In exchange for providing the Services, the District shall have use of the Path for recreational purposes.
4. **Services.** The District will provide the labor and equipment for the removal of snow, ice and debris on the Path in the winter (the "Services"). The District will provide the Services in the same manner as it provides such services generally for its own park properties.
5. **Compliance with Laws.** The Parties shall comply with all applicable laws, ordinances, rules, regulations, and codes in performing their respective obligations hereunder.
6. **Access and Use of Property.** The City will continue to allow the District access to the Path during the terms set forth in this Agreement. Except as provided herein, the City shall be responsible, at its sole cost and expense, for maintaining the Path in good repair and condition.
7. **No Duty.** It is mutually understood that the District does not by virtue of the Services expressly or impliedly undertake to perform or assume any duty owed by the City to any of the City's employees, agents or invitees or to IDOT or to any other third party in respect to the safe maintenance and/or operation of the Path. Any and all obligations contained in this Agreement are for the sole benefit of the contracting Parties and are not intended to acknowledge, establish or impose any duty as to third parties.
8. **Mutual Indemnification.** The District shall indemnify the City and its officers, agents, and employees ("City Indemnitees") and shall defend and hold the City Indemnitees harmless from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorney's fees arising out of, proximately caused by or incurred solely by reason of any negligent acts or omissions of the District and its employees related to this Agreement, subject, however, to any defenses, privileges or limitations of liability permitted under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.), or otherwise provided by law.

The City shall indemnify the District and its elected and appointed officials, agents, employees and volunteers ("District Indemnitees") and shall defend and hold the District Indemnitees harmless from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorneys' fees arising out of, proximately caused by or incurred by reason of any negligent acts or omissions by the City and its employees related to this Agreement, subject, however, to any defenses, privileges or limitations of liability permitted under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.), or otherwise provided by law.

9. **Insurance.** In furtherance and not in limitation of each Parties' obligation under Section 8 above, in the event that either Party purchases insurance from an insurance company, said Party shall keep in force at all times during the term of this Agreement, Commercial General Liability Insurance specifically including fire legal liability, bodily injury, personal injury and property damage limits of

not less than \$2,000,000 per occurrence, written on an occurrence basis and at all times naming the other Party to this Agreement, its public officials, employees, volunteers and agents as additional insured.

In the event that any Party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, said Party shall keep in force at all times during the term of this Agreement, General Liability coverage specifically including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$2,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to the other Party to this Agreement, its public officials, employees, volunteers, and agents.

In addition, each Party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 90-day notice of cancellation or reduction in limits. The policy and/or coverage shall also contain a "contractual liability" clause.

10. **Notices.** Any notices required under this Agreement may be sent to the Parties at the following respective addresses:

To the District: Oregon Park District
304 South 5th Street
Oregon, IL 61061
Attn: Executive Director

With a copy to: Robbins Schwartz
550 Warrenville Road, Suite 460
Lisle, IL 60532-4311
Attn: Steven B. Adams

To the City: City of Oregon
115 North 3rd Street
Oregon IL 61061
Attn: City Administrator

With a copy to: City Clerk
115 North 3rd Street
Oregon, IL 61061

or at such other addresses as the Parties may indicate, in writing to the other either by personal delivery, courier, overnight delivery with proof of delivery, or by registered mail, return receipt requested, with proof of delivery thereof. Mailed notices shall be deemed effective on the day of deposit; all other notices shall be effective when delivered.

11. **Complete Understanding and Amendments.** This Agreement sets forth all the terms and conditions, and agreements and understandings between the Parties relative to the subject matter hereof. No modifications, amendments, or waiver of any provision hereto shall be valid and binding unless in writing and signed by all Parties.
12. **Successors and Assigns.** This Agreement shall be binding upon, apply and inure to the benefit of each Party and their respective legal representatives, successors and assigns.

13. **Governing Law.** This Agreement and the rights and responsibilities of the Parties hereto shall be interpreted and enforced in accordance with the laws of the State of Illinois.
14. **Authority to Execute.** Each signatory hereto represents and warrants that he/she has the proper and necessary corporate authority to execute this Agreement and bind his/her entity to the terms and conditions of this Agreement, and that the same has been duly approved and/or adopted by the governing board of the entity at a duly convened public meeting. This Agreement shall be binding only when adopted and/or approved by the governing body of each Party hereto.
15. **Waiver.** The failure of either Party to demand strict performance of the terms and conditions of this Agreement on any one occasion shall not be deemed a waiver to demand strict performance on any future occasion.
16. **Headings.** The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.
17. **Severability.** The invalidity of any provision of this Agreement shall not impair or affect in any manner the validity, enforceability or effect of the rest of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals all as of the day and year first written above.

**CITY OF OREGON, ILLINOIS,
an Illinois Municipal Corporation**

OREGON PARK DISTRICT

By: _____
(Mayor)

By: _____
Steve Pennock, President,
Board of Commissioners of the
Oregon Park District

ATTEST:

ATTEST:

By: _____
(City Clerk)

By: _____
Haley Mizner, Secretary, Board of
Commissioners of the Oregon Park District

Date: _____

Date: _____