



AGENDA  
REGULAR BOARD MEETING OF THE  
OREGON PARK DISTRICT BOARD OF COMMISSIONERS  
TUESDAY, MARCH 15, 2022, AT 6:00 P.M.  
ONSITE MEETING: BOARD ROOM

JOIN ZOOM MEETING  
[HTTPS://US02WEB.ZOOM.US/J/87954261675](https://us02web.zoom.us/j/87954261675)

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
  - A. AUDIT PRESENTATION BY WIPFLI'S MATT SCHUELER
- 4) APPROVAL OF MINUTES
  - A. REGULAR MEETING MINUTES OF FEBRUARY 8, 2022
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - A. FINANCE COMMITTEE - NO REPORT
  - 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. 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 - APRIL 12, 2022

**Oregon Park District Board of Commissioners  
Nash Recreation Center ~ Board Room  
304 So. Fifth Street  
Oregon, Illinois  
Public Hearing & Regular Meeting Minutes  
February 8, 2022**

Steve Pennock, President, called the Public Hearing to order at 6:00 p.m.

PRESENT: Josh Messenger, Dan Engelkes, Steve Pennock

VIRTUALLY ATTENDING: Scott Stephens

ABSENT: Mark Tremble

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

VISITORS PRESENT: Ronda Himert, Gus Himert, Teddy Snapp, Britni Plumb, Lena Peterson, Jena Wehmhoefer, Amanda Zimmerman, Scott Zimmerman, Brian Beckman, Garren Beck, Roxanna Daniels, Nicole Wesselman

VISITORS ATTENDING VIRTUALLY: Jim, CC, Seth's iPhone, Dad's iPhone

RECOGNITION OF VISITORS: None

Public Hearing to recognize any visitors wishing to present testimony on the 2022 Budget and Appropriations Ordinance 22-02-08.

There were no visitor testimonies or submitted comments regarding the 2022 Budget and Appropriations Ordinance 22-02-08.

ADJOURN

Motion by Dan Engelkes, seconded by Josh Messenger, the meeting adjourn at 6:01 p.m. ALL WERE IN FAVOR.

REGULAR MEETING

Steve Pennock, President, called the Regular Meeting to order at 6:01 p.m.

PRESENT: Josh Messenger, Dan Engelkes, Steve Pennock

VIRTUALLY ATTENDING: Scott Stephens

ABSENT: Mark Tremble

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

VISITORS PRESENT: Ronda Himert, Gus Himert, Teddy Snapp, Britni Plumb, Lena Peterson, Jena Wehmhoefer, Amanda Zimmerman, Scott Zimmerman, Brian Beckman, Garren Beck, Roxanna Daniels, Nicole Wesselman

VISITORS ATTENDING VIRTUALLY: Jim, CC, Seth's iPhone, Dad's iPhone

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 wanted to start by clarifying some of the statements in the OPD's response letter to the Attorney General. She stated that quote, "We recognize that the act requires the recital preceded the vote, but clearly the amendment was understood by the public at the time the vote was taken, and the amendment was a policy change sought by the requester." She stated that if it were clear, why would a FOIA need to be submitted for the information on the grievance policy in order to understand what was just approved. She stated that she wanted to remind the board that Meredith Gelandner was the initial requester for the policy change. She stated that Ronda Himert was the requester with the AG filing. She stated that those are two different people, both who do not represent the entire public body, and therefore the public clearly did not understand what the policy change was.

Mrs. Zimmerman stated that secondly, is the assumption based off the response to redacted information that Mr. Pennock, along with the Board Secretary, appeared to stop a recording within the closed session in December. She stated that though this is shocking, it is not surprising. She stated that any reasonable person would expect him to step down out of a loss of confidence at this point. She stated that instead, it would take an online OMA to figure out what is allowed and what is not. She stated that she has a hard time believing that Mr. Pennock was not aware that stopping a recording is not allowed.

Mrs. Zimmerman stated that this is the meeting in which they should discuss the content of the employee interviews and or take action upon them, as this is the first regular meeting that they are aware of since the interviews have been concluded within a reasonable timeframe to make a report. She stated that as she said before, she hopes for the employee's sake that their information does not get leaked. She stated that however, this has seemed to have already happened and is confirmed via comments Ms. Folk has made to her employees. She stated that again, she is not surprised. She stated that Ms. Folk does not abide by the guidelines that she should, hence this mess. She stated that she is actually very smart and knows exactly what she's doing. She stated that she knows how to mask manipulation and retaliation, and she knows how to play innocent while tearing others down. She stated that she would make for a great politician. She stated that our town, and our community, does not need a great mastery of politics. She stated that we need real people who care about real issues and who want to make a real difference in the lives of our patrons. She stated that she honestly believes that this board, outside of Mr. Pennock, does have the best intentions and just wants to do the right thing and move on. She stated that she understands being on the board when topics such as this are brought to life cannot be easy. She stated that however, ultimately, their time on the board will be remembered one way or another.

Mrs. Zimmerman stated that hopefully this is worth their time and attention. She thanked the board for their time.

Mr. Pennock thanked Mrs. Zimmerman and then called upon Ronda Himert to address the board.

Mrs. Himert stated that she was addressing the board in regard to her request of review to the Illinois Attorney General's office regarding an allegation that the Oregon Park District board may have violated the open meetings act during the December 14, 2021, board meeting. She stated that she was the recipient of the board's response to the Attorney General through the park districts attorney, and she would like to enter a portion of that response, and her take on the response, into the public record.

She stated that included in the boards response to the allegations, the attorney stated, "Almost immediately after the December 14<sup>th</sup> vote approving the amendment to the Employee Grievance Policy 4.11 the policy amendment was recapped by commissioner Scott Stephens." She stated that the response then quotes what Mr. Stephens said and is followed by this admission by the board. "We recognize that the act requires the recital precede the vote, but clearly

the amendment was understood by the public at the time the vote was taken." She stated that recognizing that the act requires the recital precede the vote is an admission in her opinion, that the open meetings act was violated. She stated that furthermore, the response to the Attorney General goes on to say, "In order to ensure that the board clearly complies with section 2E of the open meetings act in the future, the board president has directed staff to prepare an amendment to the board policy." She stated that the Amendment states that all final action by the board of park commissioners shall be preceded by public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted. She stated that this amendment to the board policy is clearly an attempt to correct a possible violation of the OMA after the public has caught the discrepancy and brought it to the attention of the AG. She stated that additionally, a member of the public needed to FOIA the policy change in order to understand what the board had done.

Mrs. Himert stated that furthermore, the response to the request for review goes on to address another issue regarding closed session meeting minutes. She stated that the issue is addressed in full by Mrs. Zimmerman's statement to the board. She stated that it seems that the park district, through its attorney, is arguing that since the board is addressing possible violations of the OMA after the fact, that no violation actually occurred. She stated that while this is certainly an interesting argument, the OMA should have been adhered to without the public referral to the AG. She stated that since Mr. Pennock has been on the park board of commissioners for decades, she can only assume that he is extremely aware of the OMA requirements for Illinois as they have been in place for at least 34 years. She stated that Mr. Pennock was specifically called out in the OMA violation response provided by the board attorney. She stated that it is for that reason along with the ongoing situation that she is publicly asking for Mr. Pennock's resignation from the park board. She thanked the board for their time.

Mr. Pennock thanked Mrs. Himert for her comments.

#### APPROVAL OF MINUTES

##### Regular Meeting Minutes

Motion by Dan Engelkes, seconded by Josh Messenger, the regular meeting minutes of January 11, 2022, be approved as printed. Roll Call: Scott Stephens, Dan Engelkes, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

#### FINANCIAL

Treasurer's Report

Mr. Griffin highlighted that the district continues to be in good financial shape. He stated that the district did receive the 2022 General Obligation Bond proceeds at the end of January that was just shy of 1.5 million dollars. He stated that this will allow the district to immediately begin all of the capital improvement projects for the 2022 year.

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

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed was absent, and no commissioners had any questions regarding the report.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that they will be announcing their upcoming Easter events next week. She stated that Jason Donegan had joined the district in the fitness center where he has taken on some personal training clients. She stated that his Speed and Agility camp was going very well and that he will be offering an introduction to weightlifting class that will be starting in March. She welcomed any additional questions from board members.

Administrative Report - Included in Board Packets. Mr. Griffin stated that the district started the 2021 Fiscal Year Audit. He welcomed any additional questions from board members.

BUSINESS (unfinished)- None.

BUSINESS (new)

BUDGET AND APPROPRIATIONS: ORDINANCE 22-02-08

Mr. Pennock stated that the Budget and Appropriations have been on display for 30 days, and a public hearing to present public testimony has been held.

Mr. Pennock stated that he would accept a motion to approve the Budget and Appropriations: Ordinance 22-02-08. Motion by Dan Engelkes, seconded by Josh Messenger, the Budget and Appropriations: Ordinance 22-02-08 be approved as printed.

Mr. Engelkes thanked Mr. Griffin on his detail in the report and providing explanations behind the information.

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

#### TREASURER OATH OF OFFICE

Mr. Pennock welcomed Mr. Hays and allowed him to read his Oath of Office.

Mr. Hays read as follows, "Oath of Office. I, Randy Hays, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Park District Treasurer according to the best of my ability."

#### POLICY UPDATES: SECTION 1.02 BOARD OF PARK COMMISSIONERS

Ms. Folk stated that the recommended update for policy 1.02 Board of Park Commissioners was within the Administrative Policy Manual. She stated that the proposed changes include identification stating that 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.

She stated that she has outlined the changes to the existing policy but welcomed any further questions from commissioners.

Mr. Pennock stated he would accept a motion to approve the proposed Policy Updates as presented by the Executive Director for policy 1.02 Board of Park Commissioners. Motion by Josh Messenger, seconded by Dan Engelkes, the Policy Updates: Section 1.02 Board of Park Commissioners be approved as printed. Roll Call Vote: Dan

Engelkes, Josh Messenger, Scott Stephens, Steve Pennock. MOTION PASSED UNANIMOUS.

BOARD MEETING DATE CHANGE

Ms. Folk stated that the IAPD legislative conference is scheduled for March 8<sup>th</sup> & 9<sup>th</sup>. She stated that the district sends administrative staff to that on an annual basis. She stated that due to COVID, the conference did not occur in 2020 or 2021. She stated that they are requesting a Board Meeting date change to March 15, 2022, at 6:00 P.M. for the regularly scheduled Board Meeting to allow staff to attend the Parks Day at the capital as well as the legislative conference.

Mr. Pennock entertained a motion for the date change for the March Regular Board Meeting to be held on March 15, 2022, at 6:00 P.M. Motion by Dan Engelkes, seconded by Josh Messenger, the Board Meeting date change to March 15, 2022, be approved. All commissioners signified in favor of the date change by saying aye. None were opposed. MOTION PASSED UNANIMOUS.

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

Ms. Folk stated that the district has continued to assist the city on snow removal on the walking bridge attached to Route 64 since 1994. She stated that it was previously handled through a handshake agreement. She stated that they are working with the city to finalize an Intergovernmental Agreement to better understand responsibilities in relation to the snow removal. She stated that the Intergovernmental Agreement has been presented and she welcomed any further questions from commissioners.

Mr. Messenger asked what machine was used for the snow removal to which Ms. Folk stated a skid loader that has a snow attachment to it.

Mr. Pennock asked for a motion to approve the Intergovernmental Agreement for Snow Removal on the Route 64 Walking Bridge. Motion by Scott Stephens, seconded by Josh Messenger, the Intergovernmental Agreement: City of Oregon for Snow Maintenance Route 64 Walking Bridge be approved as presented.

Mr. Engelkes asked if the City of Oregon has approved this yet to which Ms. Folk stated that they were going to be approving it tonight as well.

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

EXECUTIVE SESSION

Mr. Pennock stated that they did not feel a need to have an Executive Session at the meeting.

COMMISSIONERS COMMENTS

Mr. Stephens stated that with the board meeting date change, he will not be able to attend in person but will be attending via zoom. He thanked everyone for the work that is being done.

Mr. Messenger welcomed Mr. Hays to the board and stated that he looked forward to working together.

Mr. Engelkes welcomed Mr. Hays.

DIRECTOR'S COMMENTS

Ms. Folk stated her appreciation to the commissioners and their continued support for allowing staff to seek out certifications through different park district education opportunities. She stated that this is an important piece in staff maintaining their certified status and not allowing these certifications to expire. She stated that they have several employees who are certified and have maintained that certification, and there are two employees who will be seeking certification this year.

PRESIDENT'S COMMENTS

Mr. Pennock stated that he and Mr. Tremble would like to call a Special Meeting of the Oregon Park District Board of Commissioners on February 23, 2022, at 6:00 P.M. He stated that at that time, they will discuss the report from the attorney. He stated that the commissioners will receive a copy of that report by February 19, 2022. He stated that this report is confidential and should not be shared with anyone.

ADJOURN

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

Respectfully Submitted,



Haley Mizner  
Board Secretary

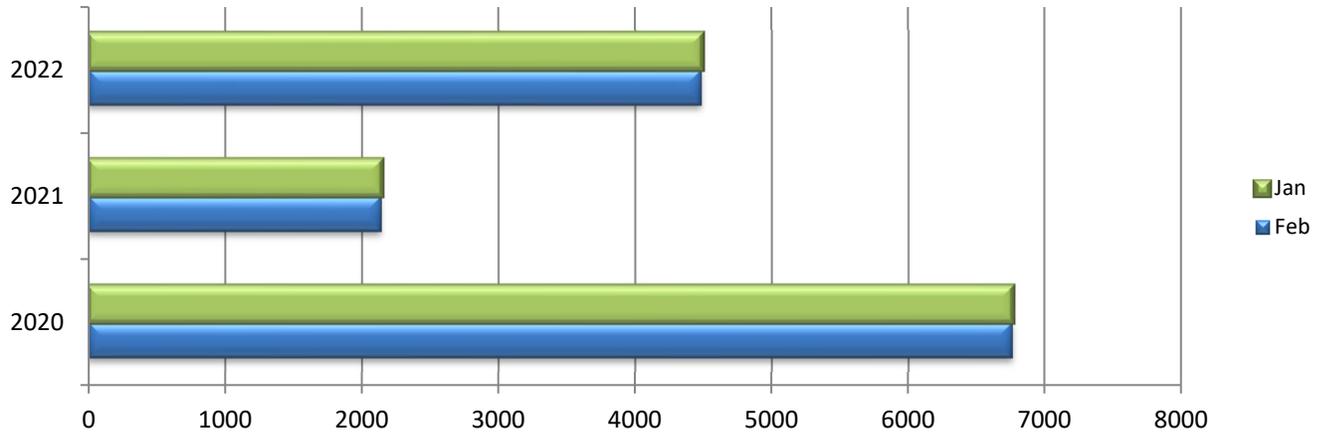
**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

March 15, 2022

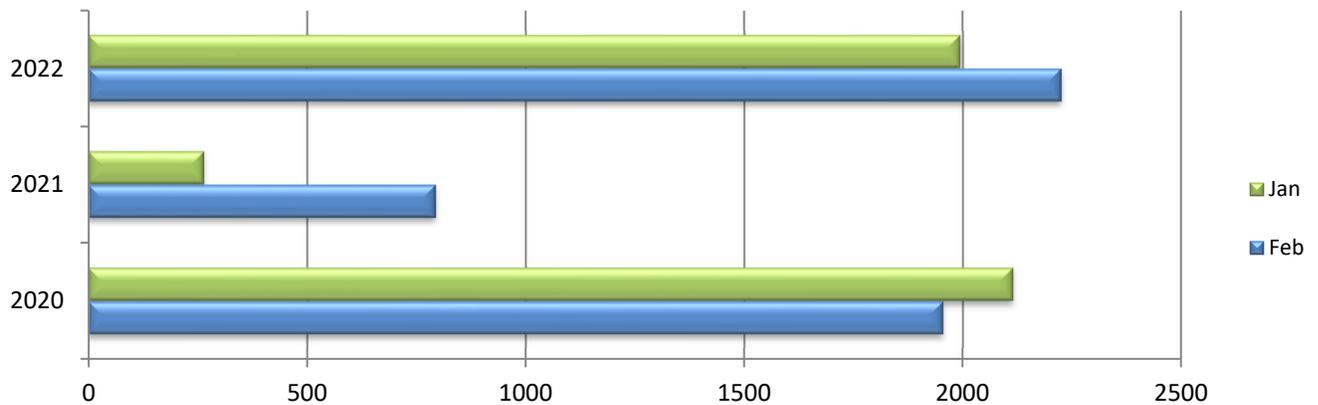
Facility Statistics Report



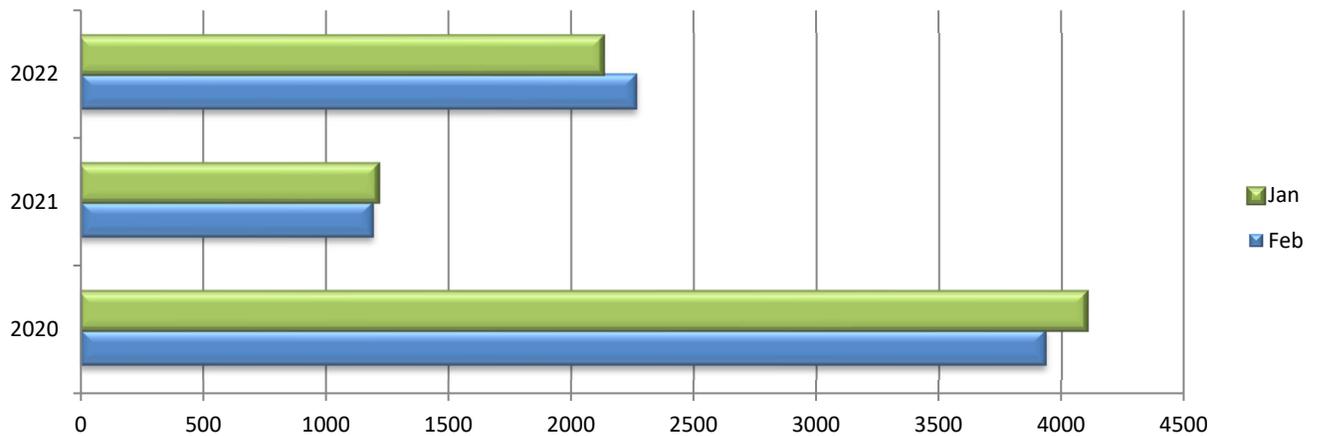
**Nash Recreation Center Facility Statistics**



**Nash Pool Usage Statistics**



**Nash Fitness Center Statistics**



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

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

March 15, 2022

Parks Report



**Maintenance**

Parks department has been busy with snow and ice removal this past month. We have had no major issues with snow removal equipment which is not always the case in the past years. Salt supply is very good which will help with stock for next year.

Staff has done a great job with all equipment maintenance and repairs needed to keep the equipment safe and perform efficiently. All small engine equipment all the way up to large equipment is ready for the summer crews to come in perform their daily duties.

Staff has also been working on cleaning up storage areas in all buildings and at the shop.

We have had portable restrooms placed in the parks at the general locations as we have in the past years. The facility restrooms will soon be opened, starting with the Park West facility to accommodate sports events. All bathrooms will be opened by mid-March, dependent on weather temperatures. Next will be the drinking fountains which we will need low temperatures to stay above freezing before we can turn water on to them.

As soon as the ground dries up, we will be mowing the prairies. In the past we burned every year but with the fire danger of burning so close to privately owned buildings, private property, and the complaints we get from the school about the smoke getting into their HVAC system we have just been mowing the past few years. Mowing will knock the seeds to the ground so they can germinate, whereas burning the seeds are destroyed by fire and never have a chance to germinate. This process is a win, win for the prairie, the environment and is safer.

We will also be installing all the shade structures in the parks and all netting to include the tennis nets; volleyball nets and the batting cage nets.



**Sports**

Staff has started to work on soccer and baseball fields. Currently soccer and softball for the school starts mid-March. There is still snow on the ground at this time, which will delay any maintenance work needed to prepare the fields for events. We will do our best to get all sports fields playable for games but as we all know this is weather dependent and the frost will also need to be out of the ground after snow melts and before any field work can be affective.



**General Maintenance**

We are still running garbage clean up and restroom maintenance at pit toilets. Staff can't wait for the weather to break and start spring clean-up. Looking forward to warm weather and projects in the park!!

Respectfully Submitted,

A handwritten signature in black ink that reads 'Andy Egyed'.

Andy Egyed  
Superintendent of Parks and Facilities

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

March 15, 2022

Nash Facilities Report

 **Nash Facility**

We are in the process of getting our state permit which will allow us to do the automated upgrades to the hot tub/spa. The new Halo TSC has a mag meter flow sensor, submersible level sensor, temp sensor, flow cell with probes and transmitters. This system is capable of monitoring and controlling water levels, chemical feeds, and water temperature. The system will produce more consistent cleaner, healthier environment in the water. This will also cut down on maintenance of the spa and generally after setting up is complete, it is easy to run by anyone.

Fyr Fyter Inc. serviced all twenty of our fire extinguishers. Service includes testing, fill and charge. Tamper seals and cylinder gaskets are also checked.

 **Pool**

The pool is operating great currently. We have raised the water temperature two degrees to accommodate both the water aerobics and the younger kids for swimming lessons. This has seemed to be accepted by both groups.

The pool shut down is still scheduled for April 15<sup>th</sup> on Good Friday. G.P. Maintenance will arrive on the 18<sup>th</sup> to start the paint crack repairs from the previous paint repair performed in august of last year. The contractor will be grinding down the areas that are cracked and repairing them. They will be using a epoxy based concrete patch this time in the areas they had to fill with concrete. The first time they used a water base concrete patch, and it did not cure long enough before the paint was applied therefore the paint did not adhere to the surface and that's why we have the paint cracking issue. The pool will be shutdown for 3 to 4 weeks for this repair and we will also be doing our full pool deck and locker room cleaning at this time.

 **General**

Again, I would like to thank Bill, Mary and all the part time staff for keeping up with custodial, maintenance and event set-up that go on in the building. Feels so good to take off the masks!!!!!!

Respectfully Submitted,



Andy Egyed  
Superintendent of Parks and Facilities

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

March 15, 2022

Superintendent of Recreation Report

 **Recreation Department**

Participation numbers continue to increase as staff works to provide a variety of programming. The large increase in February can be attributed to an increase in swimming lessons, youth night at girls' basketball, new fitness center classes and the popular tastings offered at Cork and Tap. The Recreation Department met with the Oregon Library to brainstorm offering cooperative summer programming. We look forward to this partnership and building on the offerings. Staff is currently finalizing Summer 2022 programming.

	2021	2022		Change
January	122	437	72%	315.00
February	309	505	37%	196.00

 **Aquatics**

Pool attendance continues to increase, and additional guards have been added for open swims. With the mask mandate lifted, the facility and open swims have increased to pre-Covid numbers. Swimming lessons have increased to 138 participants for March. Guards have been great working extra to staff the influx of private rentals for Nash on Saturday evenings.

March kicked off the return of a swim team for the Oregon Park District. The Rockhopper Swim Team has started with four members. They will compete against other Catch the Wave swim teams in Pecatonica and South Beloit. Rochelle will also be starting an indoor swim team and we hope to work with them to schedule a meet. The first Rockhopper Swim Meet will be held on Saturday, April 2 against Pecatonica at Nash. As the interest in our swim program continues to rise, we hope the swim team interest will increase.

Monday, March 28<sup>th</sup>, the first day of OCUSD Spring Break, will feature a special Movie in the Pool. Hop will be showing from 6-7:30 p.m. as well as activities for families. Three additional open swims have been added during Spring Break week for patrons to enjoy the pool.

 **Children's Center**

Registration for the 2022-23 school year was on Saturday, March 5. Thank you to Alyssa Barringer for working Saturday morning to allow us to offer a registration option that would work for all participants versus a weekday morning. Registration went smoothly and the 3-year-old class is full with a waiting list and the 4-year-old program has two openings. Special thank you to DeForest Dental for providing a field trip for the 4-year-old program and sending Erin Sellers to the 3-year-old program for a visit. The students all received goodie bags from DeForest Dental as we celebrate Dental Hygiene month.

The Children's Center will hold a special St. Patrick's Day extension class for the 3-year-old program. All fourteen students registered and are excited to enjoy a St. Patrick's Day class complete with lunch from McDonalds.

The Children's Center will not be in session on Tuesday, March 15 and Wednesday, March 16 while the coordinators attend the IL ASCD Pre-K and Kindergarten Conference in Schaumburg. The closure was preplanned and on the school calendar at the beginning of the school year. Both

coordinators are excited to attend in person and thank you for the opportunity to learn and implement new ideas to the classroom.



### **Fitness Center**

Jason Donegan is running two Speed and Agility classes for ages 8-12 in March. Ten students are signed up. Personal Training is beginning to pick up and Jason has several appointments set for March. Early Rise with Aimee has eight patrons.

The Body Script Fat Analyzer is due to be shipped on March 14. The equipment has been backordered, but we are excited to have it ready for use by April 1.



### **Village of Progress**

Thursday, March 24<sup>th</sup> we will be hosting the closing ceremonies for the Village of Progress/Oregon Park District Olympics. Athletes have been competing in various events since January. A medal ceremony and showcase will be held from 9:30-10:30 a.m. The Recreation Department would like to invite board members to attend. The recreation program has been well received and we are planning on offering an inclusion recreation program this summer for the Village of Progress as well inviting others to join that would benefit from the modified sports.



### **General Recreation Programs**

Our first partnership with "The Rink" was successful with thirty-nine participants. We will be offering a Spring Break Day Camp on Monday, March 28<sup>th</sup> due to the popularity of the last class. They will also partner with us for a summer camp as well as providing an opportunity for Camp Oh Pea Dee.

Popularity for Tumbling continues with thirty-four registered for March. Kids Spot continues to collaborate with us to provide the best experience for the students. In March they are providing a buddy to one of our patrons through the Inclusion Program. Kids Spot worked with the OHS counseling department to identify a student that would work well as a buddy. We appreciate their willingness to collaborate with us on these programs.

St. Patrick's Day Fun has filled with 24 students and will be held on Wednesday, March 16<sup>th</sup>. The program is sponsored by E.D. Etnyre and will feature slime, cookie decorating, making bouncy balls and bingo from 2:30-4 p.m. The Extended Time students will be enjoying the same experience at 4 p.m. will pick up at Nash.



### **Thank you**

Thank you for the opportunity to attend the IAPD Legislative Conference in Springfield. I was able to earn .3 CEU's towards my CPRP re-certification.

Respectfully Submitted,

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

Tina Ketter  
Superintendent of Recreation

# MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 15, 2022

## Business Administration Report



### **Financial Review**

The February 2022 Treasurers Report is included in the Board Packet. The Districts fund balances continue to be healthy at 14.86% greater than at the same time last year. Many fund balances are restricted for specific use, such as insurances, social security, pension payments and special purposes. The District also has Park Improvement Fund balances reserved for capital improvement projects already in progress and planned for later in the fiscal year.



### **Fiscal Year 2021 Financial Audit**

The Districts auditor, Wipfli LLP, completed the annual Financial Audit throughout the month of February. The final report was released in mid-March. Matt Schueler, a partner with Wipfli LLC will present to the Board regarding the audit findings at the March Regular Meeting. Below are highlights of the audit findings:

#### ➤ **Budget Variances**

The District again managed the significant budget changes revolving around the Pandemic well. Continued unknown impacts, including program offering and participation were difficult to accurately budget. Overall, District revenues exceeded budgeted revenues and Recreation Fund budgeted expenditures exceeded actual expenditure to conclude the year. Both program fees and membership fees revenue exceeded the budgeted estimates for the year.

#### ➤ **Overall Net Position**

The District ended 2021 with an overall increase in Net Position of \$192,012, while the change in net position was \$118,546 in 2020. Overall net position includes all of the Districts existing assets (including Cash and capital assets) less existing liabilities.

#### ➤ **Audit Management Recommendations**

In 2020 Wipfli recommended the District undergo a Cyber Security Assessment as part of financial operations of the District. The assessment was completed in Spring of 2021 successfully. For 2021 Wipfli recommended additional Security Awareness Training. The District had already engaged with KnowBe4, which is a security awareness training and phishing platform. The previously budgeted product will allow the District to continually test employees as well as provide mandated District specific trainings. The services include:

- **Baseline Testing:** KnowBe4 will provide our users with a simulated phishing attack. These attacks can be automated or specifically released.
- **Training:** The platform provides the largest library of security awareness training content. The content includes videos, games, posters, and newsletters. The trainings can be set up as specialized campaigns with scheduled reminders emails.
- **Results:** The District can see the results of the phishing attacks and trainings. The results can then help tailor future tests and trainings for our staff.
- **Multi-Factor Authentication (MFA):** The District will also continue to utilize MFA for many of its operations. All financial operations will be required to undergo MFA setup. Access will only be granted upon verification through a secondary code.

➤ **GATA and MSRB (EMMA) Reporting**

The Districts annual financial report will be uploaded to all required sites. The Grant Accountability and Transparency Act (GATA) requires the reporting and updating of organization information. The District completes this process annually. The District also reports all financial changes and audits to the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) website to update potential bond holders of the District's financial condition. The District will also file the required financial information with the State of Illinois and the local County Clerk's Office.

Respectfully Submitted,

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

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 15, 2022

### Administrative Services Report



#### Front Counter/Registrations

- The mask mandate for indoor facilities expired on February 28 per the Governor's orders, therefore masks are no longer required at Nash Recreation Center, however patrons and employees are welcome to wear one if they wish to. Facility signage was updated with this change.
- The front counter staff remains busy with phone call inquiries, membership sales, and registrations. A total of 580 registrations were completed February 1-28, which is a 46 registrant increase from January. Online registrations contributed to 65% while the other 35% were completed over the phone or in-person. The administrative and online percentages remain consistent with last month.
- Registration for the Children's Center 2022-23 school year opened on March 5 to the public. Doors opened at 7 am and registrations began at 8 am. Numbers were handed out as parents arrived and they were asked to complete an online registration form while waiting. The registration process was seamless, and everyone was registered by 8:30 am. The 3-year-old program is full and only 2 spots remain open in the 4-year-old program.
- Registration for Camp Oh-Pea-Dee opened on March 7. Registration is available online, over the phone, and in-person. Registration for summer camp is on a weekly basis and each week currently has 13-18 students registered so far. The registration deadline for each week is 10 days prior to the start of the week, so I anticipate the weeks reaching maximum registrants as we approach summer.



#### Memberships

- E.D. Etnyre's Promotion Period for their 2022-23 Corporate Membership ended on February 28. A total of 35 passes were sold to employees and their families. The number of passes sold for 2022-23 has increased by 25 from the previous year. The low number of passes in the previous year and the increase this year is a result of the Covid-19 pandemic recovery. For comparison, 47 passes were sold in 2019-20 prior to the beginning of the pandemic.
- A total of 166 memberships were sold February 1-28. This is a 23 membership increase from January. The 10 Punch Pass was the highest sold membership, followed closely by the Annual membership.

Respectfully Submitted,

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

Alyssa Barringer  
Administrative Services Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 15, 2022

Events Report



### Adult Programming

In February the District offered a second macrame class which was enjoyed by a group of 9. The art of macrame is coming back with items trending in the décor arena. With that we are planning to offer a wall hanging project this summer outdoors in the park. Another successful cooperative program was the pairings with Cork & Tap in February. The Cocktails & Cupcakes Pairing, with cupcakes from The Village Bakery paired with cocktails from Cork & Tap. There were 46 people in attendance enjoying the sweets, the cocktails, the social opportunity and of course the atmosphere at Cork & Tap. Booze & Brownies Pairing will be coming in April and then we have a couple fun pairings scheduled for June and September. Hector's Cocina partnered with us in February offering a Mexican Cornbread and Mexican Chicken Casserole cooking class. A group of 11 enjoyed that workshop at Conover Square. Both men and women enjoy the cooking classes with Hector's and Lynnies' Kitchen.



### Dances

The Mother Son Date Night, Daddy Daughter Dance and special dance for the Village of Progress take place the weekend of March 18 & 19. Much time and effort go into preparing for these dances not only with decorating for the theme, but also with personalizing items, making goodie bags, preparing for games and crafts, recruiting volunteers and more. It will be exciting to have a big event back in the building with so many having fun and making memories.



### Easter Event

Preparations for the Easter StoryWalk event on April 6 are underway. Although the event is Free, registration is required to plan for supplies and goodie bags.



### Other

Currently I am finalizing entertainment for the 6 Concerts in the Park and the 3 Music & More at the Market evenings. In addition, I have been working with independent contractors to plan a variety of classes for adults and children for the summer. We hope to start offering trips again and will kick off the opportunity for adventure with the Fan Bus to cheer on Oregon's Ganymede's Vintage Baseball Team. They will be playing in Dyersville, IA at the Field of Dreams in May.

Respectfully Submitted,

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

Debbie Leffelman, CPRP  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

March 9th, 2022

Athletic Coordinator Report



**6th Grade Girls Basketball**

The season for our 6<sup>th</sup> Grade Girls Competitive Basketball team ended on Thursday March 3<sup>rd</sup>. It was a challenging year for the girls as many of them had not played in over 2 years, however, under the direction of their volunteer coach, Cari Berg, the girls improved all season long! Thank you to coach Berg, our volunteer score keepers, Sonya and Quinn Plescia and all of our officials.



**Indoor Soccer**

The last meeting of our Indoor Soccer program will be Saturday March 12<sup>th</sup>. The players have really enjoyed practicing their skills in the warmth of Nash, before our Spring Soccer season starts. We had a total of 59 participants and this program is only possible due to our fantastic volunteer coaches! The players come for an hour on Saturday mornings, with the first 30 minutes being practice time, and the next 30 mins being game time.



**Spring Soccer**

Plans for our Spring Soccer program are well underway with 230 participants this year, in comparison to 183 last year! Teams are in the process of being formed, with team skills assessments and drafts happening this week. Practices are scheduled to begin the week of March 23<sup>rd</sup> with games starting on Saturday April 2<sup>nd</sup>. The season will run through May 7<sup>th</sup>, and the league features teams from Byron, Stillman Valley, Pecatonica and Winnebago also.



**2022 Business Sponsorships**

Our sports sponsorship campaign continues to grow this year, with \$3250 in commitments from businesses so far. This has already surpassed our totals in 2021 and I anticipate picking up a few more sponsors for our baseball and softball season. It is great to see these local businesses support Youth sports!

*Lesley Sheffield*

Lesley Sheffield  
Athletic Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 15, 2022

Recreation Program Report



### **Extended Time**

Staff has been secured for the ongoing ET program and upcoming summer camp. A staff training for the ET staff is slated for the week of March 28<sup>th</sup> to properly prepare everyone for the move to OES. Principal Virgil has been great to work with and she has been helpful in sharing the OES protocol for emergency situations.

Monday participation has increased during the month of March. Wednesday has routinely been a popular day, but now Monday's have become equally popular.

The move to OES will occur the week of March 28<sup>th</sup> and student attendance at OES will begin on April 4<sup>th</sup>.



### **Summer Programming**

I have been in contact with several area businesses as we work to finalize summer program opportunities. Summer programming will be released next month along with the summer guide.

White Pines Ranch has notified the district and will be unable to partner with OPD to provide horseback riding and horse care lessons during the summer of 2022. This is due to a staff shortage at the ranch.



### **Summer Camp (Camp OPD)**

Registration opened on March 7<sup>th</sup> for Camp OPD and weekly registration already sits in the mid-teens. Maximum number of participants for camp will be capped at 25. This will allow us the opportunity to take field trips and use the OPD vans. By using the OPD vans we not only control our expenses, but also provide the opportunity for additional adventures each week.

A few families had identified concerns with the scheduled start time of camp (7:30am) and we were able to make an adjustment to a 7am start time. The change did seem to alleviate the concern.

This year's camp theme is 'Road Trip Across America' and each week will be themed after a specific state. Use of the vans will also assist in creating the 'road trip' theme.

Respectfully Submitted,

Chris Hartzog  
Recreation Program Coordinator