



OREGON *Park District*

ESTABLISHED 1966

INFORMATION DIRECTORY 2022



OREGON PARK DISTRICT PROFILE

Established:	The Oregon Park District was established in 1966 "to efficiently, effectively and equitably provide the highest quality recreation programs, facilities and park resources in cooperation with all community resources to enhance the quality of life for the District residents and visitors".
Governed By:	A five member volunteer community elected Board of Commissioners.
Mission Statement:	"To provide quality services through programs, parks and facilities to fulfill the needs of the community in a fun, safe and friendly environment."
Vision Statement:	"We create fun for a lifetime!"
Parks & Facilities:	The District is comprised of eleven park and building sites consisting of over 159 acres. The District's primary facility, the Nash Recreation Center, is where the central offices are located.
Population:	The Park District's population is approximately 6,850. The boundaries of the District consist of the City of Oregon and the outlying areas.
Real Estate:	The Equalized Assessed Value of the Real Estate within the the District for the 2021 tax year is \$656,261,468.
Tax Rate:	The District's 2019 tax rate was 0.45437 per \$100 of assessed value. The District's 2020 tax rate was 0.45273 per \$100 of assessed value. The District's 2021 tax rate is approximately 0.45314 per \$100 of assessed value.
Fiscal Year:	The District's fiscal year begins January 1st of each year and ends on December 31st of each year.
Staffing:	The District employs 13 full-time employees and approximately 50 part time and seasonal employees throughout the year.
Contact Info:	Oregon Park District: (815)732-3101 Fax: (815)732-3736 Website: www.oregonpark.org Registration oregonpark.perfectmind.org



Our greatest asset, and the key to our success, is our people. We ARE a people business!



Board of Commissioners

Mark Tremble	President
Steve Pennock	Vice-President
Dan Engelkes	Commissioner
Scott Stephens	Commissioner
Josh Messenger	Commissioner



Administrative Staff

Erin Folk	Executive Director	erin@oregonpark.org
Dan Griffin	Finance & Tech Administrator	dan@oregonpark.org
Alyssa Barringer	Administrative Services Coord.	alyssa@oregonpark.org



Recreation Staff

Tina Ketter	Superintendent of Recreation	tina@oregonpark.org
Lesley Sheffield	Athletic Coordinator	lesley@oregonpark.org
Debbie Leffelman	Events & Adult Rec Coord	debbie@oregonpark.org
Chris Hartzog	Recreation Program Coord.	chris@oregonpark.org



Parks & Facilities

Andy Egyed	Superintendent of Parks & Facilities	andy@oregonpark.org
Brent Suter	Deputy Superintendent of Parks	
Nick Karper	Skilled Parks Laborer	
Ethan Drew	Skilled Parks Laborer	
Bill Helfrick	Facility Maintenance Technician	
Mary Sansone	Custodial & Support Services Supervisor	

We create fun for a lifetime!



OPERATING BUDGET

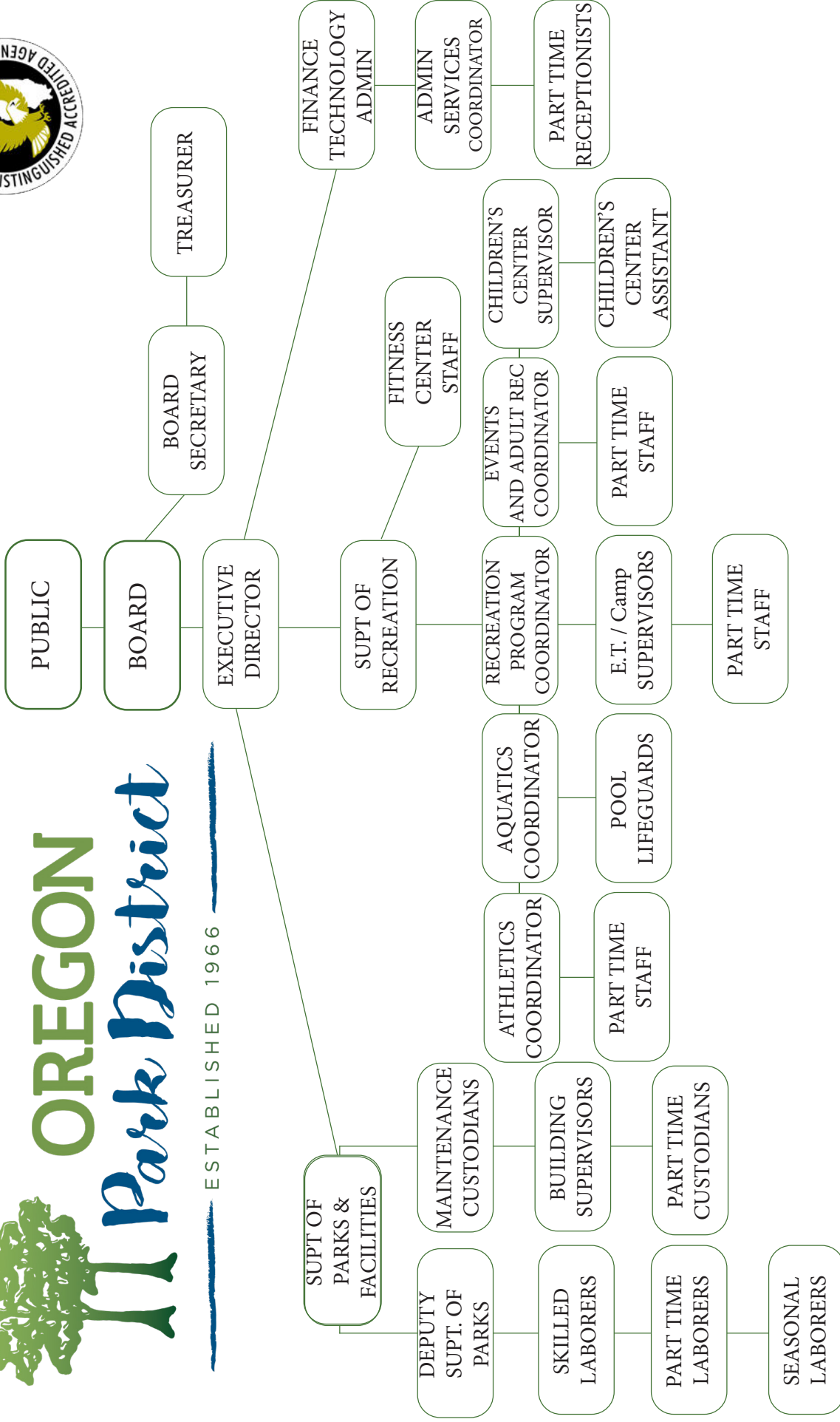
The annual Budget financially guides the District’s operations each fiscal year.

FUND	BUDGET
Corporate	\$1,066,086
Recreation	\$1,055,950
Audit	\$20,000
Liability	\$139,084
IMRF	\$82,500
Scholarship	\$5,550
Social Security	86,500
Police	9,500
Paving & Lighting	\$31,750
Capital Replacement	\$0
Bond & Interest	\$1,489,120
Park Improvement	\$1,043,450
Total of all Funds	\$5,029,490



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OREGON PARK DISTRICT

PARKS & FACILITIES

Nash Recreation Center:	304 S. 5th Street Amenities: 2 Basketball Courts, Indoor Pool, Locker Rooms, TRX Room, Fitness Center, Racquetball/Walleyball Court, Snack Bar, 3 Mutli-Purpose Rooms, Childrens Center, and District Offices.
Park West:	1402 Koontz Pl Amenities: Skate Park, Splash Pad, Soccer Fields, Tennis Courts, Restroom Facilities, Basketball Courts, Baseball Diamonds, Toro Court, Mini Pitch, Sand Volleyball, Amphitheatre, Playground, Sculptures, Shelters, Bike Trail
Park East:	200 Jones Terrace Amenities: Ball Diamond, River View Deck, Shelter, Bike Trail, Seasonal Restrooms, Basketball Court, Playground, Fishing
Kiwanis Park:	201 N. 2nd Street Amenities: River Access, Fishing, Shelter, Seasonal Restrooms
Fairgrounds Park:	607 Fair Park Drive Amenities: Fitness Stations, Gazebo, Bike & Walking Trails, Shelter, Restrooms, Playground, Baseball Backstop
Lions Park:	809 Webster Street Amenities: Baseball Field, Playground, Shelter and Picnic Tables
Carnation Park:	1 Webster Street Amenities: Observation Deck, Fishing Access, Picnic Tables, Seasonal Restrooms, Bike Trail
Mix Park:	701 S. 4th Street Amenities: Playground, Sculptures, Basketball Court, Shelter, Seasonal Restrooms
Jacks Landing:	2nd & Lafayette Streets, Daysville Hiking Trails, Fishing, River Access
Williams Park:	1101 Illinois Street Amenities: Playground, Picnic Tables
Veterans Prairie:	810 S. 13th Street Amenities: Boardwalk, Wiggly Field Dog Park, Prairie Access, Trail Access, Community Garden Plots
Reading Nook:	210 S. 6th Street Amenities: Pergola, Picnic Tables, Little Free Library, Playground
Community Bike Trail:	The District participates with the Oregon Community Bike Trail that winds through the city. The trail travels through 4 of the District's parks. Please visit our website for bike trail maps.



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Annual Appointments and Meeting Schedule

2022 Fiscal Year

Attorney: Steve Adams of Robbins Swartz
Auditors: Sterling Office of WipFli LLP
Depositors: Harvard State Bank
Stillman BancCorp
Central Bank of Illinois
Illinois Park District Liquid Asset Fund - IPDLAF
(Illinois Trust)
Clerk/Secretary: Haley Mizner
Treasurer: Randy Hays
Deputy Treasurer: Daniel J. Griffin
FOIA Officer: Finance & Technology Administrator
Backup FOIA Officer: Administrative Services Coordinator
ADA Compliance Officer: Executive Director
Safety Coordinator: Superintendent of Parks & Facilities

The regular monthly board meetings will be held on the second Tuesday of each month at 6:00 p.m., with the exception of June, July and August when the regular meetings will be held at 5:00 p.m. The Annual meeting will be held the second Tuesday of May at 6:00 p.m. Board Meetings will be held in the Board Room at the Nash Recreation Center. Standing committee meetings be held on the first and or third Wednesday of the month at the Nash Recreation Center unless specifically changed by the majority of the committee members, and at such time as determined by the majority of committee members.

Board Committee Assignments:

1. Parks and Facilities
2. Personnel and Policy
3. Program and Service
4. Finance



Policy on Addressing the Board of Commissioners

Visitors to Board meetings shall be given an opportunity to address the Board at any regular or special meeting pursuant to the rules and regulations set forth by the Board in this Policy. In addition, visitors may, at the discretion of the presiding officer, address the Board concerning a specific matter on the agenda during the Board's deliberation of such matter. The presiding officer shall determine visitor participation on a specific agenda item and if so, the manner and duration of such participation.

The Board President will identify and call on members of the audience wishing to address the Board in random order. Visitors will be recognized by raising their hand during that portion of the Agenda entitled "Recognition of Visitors". Upon being recognized, the visitor will be required to state their name and reason for addressing the Board. The visitor may provide their address if they wish to.

Everyone is encouraged to seek information and appropriate remedies to concerns or complaints prior to the Board meeting by discussing them in advance with the appropriate department supervisor or the Director of Park and Recreation 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 similar disorderly behavior will not be tolerated and may result in removal from the meeting by the Board President with the consent of the Board. Comments threatening or inciting violence and comments of an obscene or pornographic nature will result in removal from the meeting at the director of the Board President with the consent of the Board. Violators who violate the foregoing regulations shall 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.

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.



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**FREEDOM OF INFORMATION
ACT (FOIA)
POLICIES AND PROCEDURES
MANUAL**

Revised June 2014

OREGON PARK DISTRICT FREEDOM OF INFORMATION ACT MANUAL

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FORMS:	

Request for Public Records (Form 1)

Approval of Request for Public Records (Form 2)

Denial of Request for Public Records (Form 3)

Partial Approval of Request for Public Records (Form 4)

Deferral of Request for Public Records (Form 5)

**OREGON PARK DISTRICT
COMPLIANCE WITH SECTION 3(g) FOIA
RULES AND REGULATIONS FOR IMPLEMENTATION
OF THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)**

These Rules and Regulations (“FOIA Rules”) outline procedures, and contain instructions and forms, for orderly compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* (“FOIA”), by Oregon Park District (the “Park District”) and by persons requesting public records from the Park District (a “Requestor”).

The Park District will respond to all written requests for inspection or copying of public records in accordance with FOIA, these FOIA Rules, and other applicable law. Under FOIA, the Park District must disclose to any Requestor for inspection or copying all requested public records except public records that are exempted from disclosure by the terms of FOIA or other applicable law. Requests falling within any exemption will be denied.

All notices and other communications in connection with a request to inspect, copy, or certify public records under FOIA shall be sent to: FOIA Officer, Oregon Park District, PO Box 237, Oregon, Illinois 61061. The Park District’s telephone number is 815-732-3101.

I. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS

A. Officials Responsible for Responding to Requests

The District’s FOIA Officer shall be the person administratively responsible for receiving and processing all requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules.

The FOIA Officer shall be the person with authority on behalf of the Park District to grant or deny requests to inspect or copy public records filed pursuant to the Act and these FOIA Rules and to issue the appropriate notices with respect to such matters.

The FOIA Officer may consult with the Executive Director, President of the Board of Commissioners of the Park District, and the Park District’s Attorney before responding to any request to inspect or copy public records. In the absence of the primary FOIA officer, the District’s alternate FOIA officer will handle all requests to inspect or copy public records.

B. Request Form

We strongly suggest, although not require, that all requests to inspect, copy or certify public records be filed with the FOIA Officer in writing on the Request Form attached hereto.

C. Request Form Submittal

Completed Request Forms may be filed with the Park District by personal delivery, mail, telefax, or other means available to the public body.

Request Forms submitted in person shall be handed to the administrative staff at the Nash Recreation Center lobby. Request forms submitted by mail or other means shall be addressed to the FOIA Officer at the Park District's office and shall be deemed received only upon actual receipt by the FOIA Officer on a Working Day, regardless of date of mailing.

D. Request Form Processing

The FOIA Officer shall stamp or mark each Request form with the date and time of receipt.

II. RESPONSES TO REQUESTS

A. Time for Response

The Park District shall respond to written requests for public documents pursuant to FOIA within five Business Days after such Request is received by the FOIA Officer.

B. Form of Response

1. Disclosure of Public Records

- (a) If the FOIA Officer determines that the Act requires disclosure of all or any part or portion of any public records requested, the FOIA Officer shall notify the Requestor in writing of such determination.
- (b) Such notice shall be given by use of FORM 2 attached hereto or a substantially similar writing.
- (c) Except as otherwise specifically authorized by the FOIA Officer, only Park District personnel shall be permitted to search Park District files, records, or storage areas; to use Park District equipment; or to make copies of Park District public records.
- (d) Public records may not be removed from the Park District's office at any time.
- (e) Public records may be inspected, or copies of public records obtained, during Business Hours at the Park District's office.
- (f) Requestors must make arrangements in advance with the FOIA Officer for an appointment to inspect public records at the Park District's office.
- (g) The Requestor shall be required to pay all copying (whether done at the Park District Office or sent to an outside copying service), certification, and postage fees in advance of receiving copies of any public records. Electronic records as well as the initial 50 pages of copied records will not carry a charge.
- (h) Upon inspection or delivery of copies of the requested public records, the FOIA Officer and the Requestor shall both acknowledge such fact by execution of FORM 3 attached hereto or a substantially similar writing.

2. Extension of Time

- (a) If the FOIA Officer determines that additional time is needed and allowed under the Act to respond to a Request Form, the FOIA Officer shall notify the Requestor in writing of such determination, of the reasons requiring the extension, and of the length of the extension, which shall not in any event exceed five Business Days.
- (b) Such notice shall be given by use of FORM 4 attached hereto or a substantially similar writing.

3. Categorical Requests

- (a) Requests calling for all records falling within a category shall be complied with unless the FOIA Officer determines that compliance with the request would be unduly burdensome, there is no way to narrow the request, and the burden on the Park District outweighs the public interest in the information.
- (b) Before making such a determination, the FOIA Officer shall extend to the Requestor an opportunity to confer and attempt to reduce the request to manageable proportions.
- (c) If, even after such conference, the FOIA Officer determines that compliance with the request would be unduly burdensome, the Requestor shall be notified in writing and shall specify the reasons for the FOIA Officer's determination.
- (d) Such notice shall be given by use of FORM 4 and FORM 5 attached hereto or substantially similar writings, and such notice shall be treated as a denial of the request for information.
- (e) If the Requestor agrees to meet and confer with the FOIA Officer regarding the request, the FOIA Officer shall respond to the Request Form, or to the Request Form as narrowed at such meeting, within five Working Days following the date of the adjournment of such meeting.
- (f) If the Requestor does not agree to meet and confer with the FOIA Officer regarding the request, the FOIA Officer shall deny the request.

4. Denial

- (a) If the FOIA Officer determines that all or any part or portion of any public records requested on a Request Form, or other medium, are not subject to disclosure under FOIA, the FOIA Officer shall notify the Requestor in writing of such determination, of the reason for the denial, and of the Requestor's right to appeal the FOIA Officer's denial to the President of the Park District. ("Notice of Denial").
- (b) Such notice shall be given by use of FORM 6 attached hereto or a substantially similar writing or request.

C. Failure to Respond

If the FOIA Officer fails to respond to a Request properly filed, the request shall be deemed to be denied as of the last day permitted for such response.

D. No Obligation to Create New Records

Neither the Act nor these FOIA Rules create an obligation on the part of the Park District to maintain or prepare any public record which was not maintained or prepared by the Park District at the time when the Act became effective.

III. APPEALS

A. Notice of Appeal

If a Requestor disagrees with a Notice of Denial and wishes to appeal, then such Requestor must, file a notice of appeal with the President of the Park District at the Park District's office ("Notice of Appeal"). It is strongly urged that such notice shall be given by use of FORM 7 attached hereto or a substantially similar writing approved by the Park District.

B. Action on Appeal

Upon receipt of a Notice of Appeal, the President shall review the public records requested and make a determination as to whether such public records must, or should, be disclosed pursuant to the Act and these FOIA Rules. Within five working days after the receipt of a Notice of Appeal, the President shall notify the Requestor of such determination. Such notice shall be given by use of FORM 8 or FORM 9 attached hereto or a substantially similar writing.

C. Failure to Decide

If the President fails to issue a decision granting or denying an appeal within five Working Days after receipt of a Notice of Appeal, the appeal shall be deemed to be denied as of the last day permitted for issuing such decision.

IV. FEES

A. Fees Established

Unless fees are waived or reduced, each Requestor shall pay the following fees for copying, certification, and mailing of public records:

- | | | |
|----|---------------|---|
| A. | Copies | \$0.15 per page (following the Initial fifty pages) |
| 2. | Certification | \$1.00 per document (plus copy cost). |
| 3. | Mailing | actual cost. |

Where the services of an outside vendor are required to copy any public record, the actual charges of such outside vendor shall be the fees for copying such records, withstanding the fees stated above.

B. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the copying, mailing or certification of any public record.

C. Waiver of Fees

The fees provided above may be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the Request Form and further states that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed.

V. PARK DISTRICT OBLIGATIONS

A. Organizational Description

The FOIA Officer, at least once each fiscal year, shall produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Park District. Such description shall include:

- a short summary of the Park District's purpose,
- a block diagram of its functional subdivisions,
- the approximate number of its full and part-time employees,
- the total amount of its operating budget,
- the number and location of each of its offices, and
- the identification and membership of the Board of the Park District and of all of its standing and special committees and other advisory bodies.

B. Index of Public Records

The FOIA Officer shall maintain and make available for inspection and copying a current list of all types or categories of public records under the control of Oregon Park District which were prepared or received by the Park District after July 1, 1984. The list shall be reasonably detailed in order to aid persons in obtaining access to the public records of the Park District.

C. Records Stored by Electronic Data Processing

The FOIA Officer shall furnish upon request a description of the manner in which public records of the Park District stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

D. Summary of Procedures

The Park District shall display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, a brief description of the procedures established by these FOIA guidelines.

E. Posting and Mailing of Information

The FOIA Officer shall keep posted at the Park District's office, and shall make available for inspection and copying, and send through the mail to any person making a request therefore, copies of the Organizational Description and the Index of Public Records.

F. Filing of Notices of Denial

The FOIA Officer shall retain copies of all Notices of Denial in a single file at the Park District's office that is open to the public and indexed according to the type of exemption asserted and, to the extent such categorization is feasible, the type of records requested.

OREGON PARK DISTRICT COMPLIANCE WITH SECTION 4(a) FOIA

DESCRIPTION OF PARK DISTRICT OF OREGON

The Park District of Oregon is a special district of local government with its own financial and legal responsibilities, established in 1967 for the purpose of providing park and recreational opportunities to residents of the community and public at large. The Park District is an autonomous governmental agency, responsible directly to the people through the election and referendum process. The District receives its operating authority from the Illinois Park District Code, (Illinois Revised Statutes, Chapter 105, Sections 1-13). Through the Code, the Park District is empowered to levy taxes within specific limits, acquire and develop parks, build and operate recreation facilities, and conduct recreation programs.

The Park District of Oregon is governed by 5 elected Park Commissioners, who serve a four-year term without remuneration. It is the responsibility of the Board of Park Commissioners to acquire, develop, maintain, and protect park and recreation areas in Oregon. This is accomplished by the development of policies and ordinances which govern the operation of the Park District and by the adoption of an operating budget. The Board employs an Executive Director to carry out the policies of the Board.

Regular Board meetings are generally held on the second Tuesday of each month at 6:00p.m. at the Nash Center, 304 S. 5th Street, Oregon. Check with the administrative office for details at 815-732-3101.



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FORM FOI - 1
Request for Public Records

From: _____

Name

Address_____
City, St, Zip_____
Phone Number, Email Address

To: Freedom of Information Officer
 Oregon Park District
 PO Box 237
 Oregon, IL 61061
 (815)732-3101

Description of Records Requested:

Please indicate if you wish to inspect the above captioned records or wish a copy of them:

_____ Inspection

_____ Copy

_____ Both

Do you wish to have copies certified? _____

Do you wish to have the records emailed to you? _____

 For Office Use Only:

Date Received_____
Date Response Due



304 S. 5th Street
PO Box 237
Oregon, IL 61061
Tel: 815-732-3101
Fax: 815-732-3736
E: info@oregonpark.org