



AGENDA
REGULAR BOARD MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, MAY 10, 2022, AT 6:00 P.M.
ONSITE MEETING: BOARD ROOM

JOIN ZOOM MEETING
[HTTPS://US02WEB.ZOOM.US/J/82544902245](https://us02web.zoom.us/j/82544902245)

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES OF APRIL 12, 2022
 - B. EXECUTIVE SESSION MINUTES OF APRIL 12, 2022- APPROVAL BUT NOT RELEASE
 - C. PERSONNEL & POLICY COMMITTEE MEETING MINUTES OF MAY 5, 2022
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - MET MAY 9, 2022
 - B. PERSONNEL & POLICY COMMITTEE - MET MAY 5, 2022
 - C. PARKS & FACILITIES COMMITTEE - NO REPORT
 - D. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - E. PARKS & FACILITY REPORT - INCLUDED IN PACKET
 - F. RECREATION REPORT - INCLUDED IN PACKET
 - G. ADMINISTRATIVE REPORT - INCLUDED IN PACKET
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. ELECTION OF BOARD OFFICERS
 - I. PRESIDENT
 - II. VICE PRESIDENT

B. OATH OF OFFICERS

C. ANNUAL APPOINTMENTS & MEETING SCHEDULE

D. OATH OF APPOINTED OFFICERS

E. STANDING COMMITTEE APPOINTMENTS

F. BOARD MEETING TIME CHANGE

- I. JUNE 14, 2022- 5:00 P.M.
- II. JULY 12, 2022, MOVED TO JULY 19, 2022- 5:00 P.M.

G. POLICY UPDATES

- I. ADMINISTRATIVE POLICY 1.02D: BOARD MEETINGS
- II. PARK USE ORDINANCE UPDATE

H. JOB DESCRIPTION REVISIONS

- I. DEPUTY SUPERINTENDENT OF PARKS, SKILLED PARKS LABORER, EVENT & ADULT RECREATION COORDINATOR, ADMINISTRATIVE SERVICES COORDINATOR, CUSTODIAL & SUPPORT SERVICES SUPERVISOR, FACILITY MAINTENANCE TECHNICIAN

I. WAGE AND BENEFIT APPROVAL

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JUNE 14, 2022

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
April 12, 2022**

Steve Pennock, President, called the Regular Meeting 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, Finance Administrator; Tina Ketter, Supt. of Recreation; Randy Hays, Treasurer; Haley Mizner, Board Secretary; Steve Adams, Attorney

VISITORS PRESENT: Amanda Zimmerman, Meredith Gelandner, Ronda Himert, Gus Himert, Heidi Zimmerman, Joanne Pennock, Bree Pazera-Beck, Garren Beck

VISITORS ATTENDING VIRTUALLY: "Phone"

RECOGNITION OF VISITORS:

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

Ms. Gelandner stated she was in attendance to again address the board of commissioners regarding her initial letter that she submitted to be read aloud during the October 2021 meeting. She stated that in her letter she highlighted key flaws in the board's policy and procedures regarding the executive director. She stated that she has asked the board to revise their current system to appropriate checks and balances in the system just as every other governing body has. She stated that it has been six months since her initial letter to the board and she has yet to receive any form of response. She asked the board if they plan on responding to her written complaint. She stated that as elected public officials, they have a duty to the members of their community. She stated that it appears since they have not

responded that they are ignoring her letter as well as many others that have addressed the board. She stated that in the entirety of these complaints they have issued one public statement in October stating that they are looking into it. She asked the board if they were still looking or if they have completed their investigation. She stated that the community and the complainants are entitled to some type of response and the board has yet to provide one.

She stated that she is also raising new concerns with the zoom platform the district offers as an option to attend meetings. She stated that last month, she was unable to attend in person and instead joined the zoom call. She stated that the audio on the call was distorted and could not be made out. She stated that she sent a message in the chat thinking that it was maybe an issue with her connection, but multiple other users on the call were experiencing the same issue. She stated that Mr. Stephens has been attending these meetings virtually, as the board is well aware. She stated that due to the circumstances for everyone else in the call, it's highly unlikely that Mr. Stephens could make out what was being discussed. She asked the board what they were doing to ensure the quality of zoom calls is proficient. She stated that surely since the board has bent their rules to allow Mr. Stephens to attend the majority of these meetings virtually, there must be something they can do to prevent these issues in the future.

She stated that she is requesting that the board as a whole, or Mr. Pennock specifically, address her initial letter of concerns in writing within the next two weeks, by April 26, 2022. She stated that she was also asking that the board update the public. She stated that they understand that personnel issues are confidential, and details cannot be disclosed, but that does not prohibit the board from providing the public with an update on the status of their investigation. She stated that the board's silence on the matter displays that they are not taking the complaints as seriously as they should be. She asked the board why they don't feel, as elected officials, that they owe her, or anyone else, a response.

She thanked the board for their time.

Mr. Pennock asked if there was anyone else who wished to address the board. There were no other comments made from visitors.

Ms. Folk asked Mr. Pennock if he wanted her to respond to the virtual meeting information on why they are allowing Mr. Stephens to participate virtually to which he said yes.

Ms. Folk stated that due to the COVID-19 pandemic, the entire state of Illinois has been a disaster area pursuant to a continuous series of disaster proclamations issued by Governor Pritzker since March 9, 2020. Governor Pritzker issued the most recent disaster proclamation on April 1, 2022, and the April 2022 proclamation remains in effect until April 30, 2022, at which time it may again be renewed. She stated that President Mr. Pennock has acknowledged the continuing disaster declarations and has determined that, pursuant to PA101-0640 Section 7E, in person meetings are not practical or prudent. She stated that under the act, the park district is authorized to conduct all regular, special, open and closed meetings by audio or video conference without the physical presence of a quorum of the members. She stated that the authority to conduct meetings by audio or video conference without the physical presence of a quorum of the members is supplemental to the district's remote participation policy, under which individual commissioners may participate remotely twice a year per twelve-month period when certain conditions are met as set fourth by state law and park district policy. She stated that the park district will continue to evaluate the need to conduct meetings by audio or video conference without the physical presence of a quorum so long as Illinois continues to operate under a statewide disaster proclamation issued by the Governor.

Mr. Pennock thanked Ms. Folk.

APPROVAL OF MINUTES

Regular Meeting Minutes

Motion by Dan Engelkes, seconded by Josh Messenger, the regular meeting minutes of March 15, 2022, be approved as printed. Roll Call: Scott Stephens, Dan Engelkes, Josh Messenger, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Hays stated that he had nothing to highlight for this month. He stated that Mr. Griffin had brought to his attention that through the next month and into May they will see some changes in balances with some larger projects starting.

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

Ms. Folk stated that she is planning on scheduling some committee meetings in the future. She stated that the attorney's office is currently reviewing proposed ordinance updates as well as a few other documents. She stated that once they have these documents back they will look at commissioner's schedules and get the meetings set.

Parks Report - Included in Board Packets. Mr. Egyed was absent so Ms. Folk stated that the Park East project is underway. She stated that they had finished demolition yesterday and she encouraged everyone to stop out and look at it. She stated that with the tree removed and the decking gone it is a much larger space than it used to look like. She stated that it was nice to see that project in motion and that there would be a lot of capital moving forward in the next few months.

Mr. Pennock stated that it will be nice to see the mowers out again.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that they wrapped up their final Easter event today and they had it was a packed class. She stated that they served about 500 people total for the district's Easter events.

Mr. Pennock told Mrs. Ketter that he was still hearing compliments on the district's VOP award ceremony. He also said that he saw in the paper that the VOP dance ceremony tied in with the theme of the date night dance. He congratulated Mrs. Ketter on the success of both events.

Administrative Report - Included in Board Packets. Mr. Griffin stated that he had nothing to highlight but welcomed any questions.

BUSINESS (unfinished)- None.

BUSINESS (new)

2022 EQUIPMENT REPLACEMENT BID APPROVAL

Ms. Folk stated that the district opened bids on March 15, 2022, in the afternoon for replacement of the old case tractor. She stated that they received two bids from Johnson Tractor and Birkey's. She stated that Birkey's had the low bid at \$44,550. She stated that they can have the piece of equipment delivered later in the month of May. She stated that they are recommending approval of the low bid.

Motion by Dan Engelkes, seconded by Josh Messenger, the low bid from Birkey's be approved as presented. Roll Call: Josh Messenger, Scott Stephens, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

2022 MULTI PARK PAVING & CONCRETE IMPROVEMENTS BID APPROVAL

Ms. Folk stated that they opened bids on April 6, 2022, for several paving projects that include concrete as well as blacktop at some of the larger parks. She stated that they were very pleased with the bid openings as the district had budgeted \$315,550 but the low bid submitted was \$272,319. She stated that they do recommend approval of the low bid submitted by Herbig Blacktop that does include the base bid, alternate number one, and alternate number two for that price.

Motion by Dan Engelkes, seconded by Scott Stephens, the low bid from Herbig Blacktop be approved as presented. Roll Call: Dan Engelkes, Josh Messenger, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ENTER EXECUTIVE SESSION

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

Motion by Dan Engelkes, seconded by Josh Messenger, the board to enter executive session at 6:11 P.M. Roll Call Vote: Josh Messenger, Scott Stephens, Dan Engelkes, Steve Pennock. MOTION PASSED UNANIMOUS.

RETURN TO REGULAR SESSION

Motion by Dan Engelkes, seconded by Steve Pennock, the board to return to regular session at 7:17 P.M. Roll Call: Scott

Stephens, Dan Engelkes, Josh Messenger, Steve Pennock - yes.
MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Messenger stated that he did not have any comments at this time.

Mr. Engelkes stated that it was nice to see so many activities in the park last weekend.

Mr. Stephens complimented Haley, Board Secretary, for the quality of the work put in so that he is able to keep up to date.

DIRECTOR'S COMMENTS

Ms. Folk stated that she had one comment relating to the money that they are saving on the paving bid. She stated that they are looking at putting that money towards renovations at Kiwanis Park. She stated that those of you who have been to that park, they have the piers along the parking lot on the East side. She stated that they have gotten quotes from Benesh Company and Beesing Company to rip all that out and put concrete in and a nice railing that will match the one at Park East and also replace the stairs. She stated that all of this will help the park look much nicer. She stated that with the money they are saving on the paving bids they are able to push that off to this project. She stated that this is something that they had already identified as a need a couple of years ago.

Steve Adams, Attorney, wanted to let the board know that statements of economic interest are due on May 1, 2022. He stated that they got a handout about it tonight, but it's a new form and a lot more specific than past years, so if anyone has any questions feel free to give him a call or contact Mr. Griffin.

PRESIDENT'S COMMENTS

Mr. Pennock stated he has a statement to be read on behalf of the Oregon Park District Board of Commissioners.

Mr. Pennock stated that as many of you know, various former employees of the Oregon Park District and other members of the community have alleged the existence of a negative working environment created and facilitated by Park District leadership. He stated that the same group has alleged that there are irregularities in the district's financial practices. He stated that the Park Board takes these allegations very seriously. He

stated that it does so because it is fully committed to maintaining a safe, respectful, rewarding, and enjoyable workplace. The Board is equally committed to ensuring that its financial procedures are legally compliant, and its practices are maintained to the highest standards, with integrity and transparency. He stated that the Park Board has carefully considered the statements and documentation provided by the former employees and community members concerning these allegations. He stated that each Commissioner has been provided copies of and responses to over 20 Freedom of Information Act requests submitted by the group making these allegations.

Mr. Pennock stated that after evaluation the allegations of a negative work environment and poor employee morale, the Park Board arranged for an independent workplace climate investigation related to these allegations to be conducted by legal counsel. He stated that the investigator was given complete access to all full-time employees. He stated that all employees were encouraged to be candid in their comments, and they thank them for providing honest feedback.

Mr. Pennock stated that the workplace climate investigation has been completed, and the Park Board has had the opportunity to review the facts and deliberate. He stated that the Board is satisfied that there is no evidence to indicate the existence of any unlawful workplace discrimination or harassment. He stated that the Board did identify the need for certain remedial action to address the legitimate concerns and input provided by their current staff. He stated that specifically, in addition to positive culture-building actions, Park District leadership will participate in management coaching and training.

Mr. Pennock stated that the Park Board investigated the allegations of financial wrongdoing and is satisfied that no material impropriety has occurred. He stated that the district has received a favorable audit every year since its inception. He stated that further, the Park Board is satisfied that employees' expenses on behalf of the district are fully and appropriately documented and in total compliance with applicable law and the policies of the Oregon Park District.

Mr. Pennock concluded by stating that it is time for the Oregon Park District to move forward. He stated that since September of 2021, the District has responded to 35 FOIA requests, all from four individuals closely aligned with the group raising these concerns. He stated that the Park District's small team has responded to these requests at significant financial cost

resulting in a diversion of manpower within the organization to meet the demand. He stated that the Park Board looks forward to resuming its work providing for the recreational needs of the residents of Oregon.

ADJOURN

Motion by Dan Engelkes, seconded by Josh Messenger, the meeting adjourned at 7:24 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

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

Haley Mizner
Board Secretary

Oregon Park District Board of Commissioners
Personnel & Policy Committee Meeting
Nash Recreation Center ~ Board Room
304 So. Fifth Street Oregon, Illinois

May 5, 2022

Steve Pennock, Chairperson, called the meeting to order at 10:02 A.M.

Board Members Present: Steve Pennock, Scott Stephens, Josh Messenger

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

Visitors Present: None.

Visitors Present Virtually: "iPhone", Ronda's iPad

ENTER EXECUTIVE SESSION

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

Motion by Scott Stephens, seconded by Steve Pennock, the Personnel & Policy Committee to enter executive session at 10:03 A.M. Roll Call Vote: Scott Stephens, Steve Pennock. MOTION PASSED UNANIMOUS.

RETURN TO REGULAR SESSION

Motion by Scott Stephens, seconded by Steve Pennock, the Personnel & Policy Committee to exit executive session at 10:07 A.M. Roll Call Vote: Scott Stephens, Steve Pennock. MOTION PASSED UNANIMOUS.

Park Use Ordinance Revisions

Ms. Folk stated that staff went through the Park Use Ordinance book and did a full overhaul. She stated that the current Park Use Ordinance that they are proposing does reflect their current needs as well as requirements by law. She stated that it is much more in depth compared to the previous Park Use Ordinance. She stated that she would be happy to answer any questions related to the changes. She stated that the attorney has reviewed the Park

Use Ordinance and at this time did not have any additional recommendations.

Mr. Stephens stated that he looked through the document and analyzed where they were at in regard to the alcohol permit and allowing that if necessary. He stated that in section 2.06- the Bicycle section, in the future the district might want to look into addressing Electric or Ebikes on the park paths. He stated that he does not have a problem with pedal assisted ones but doesn't want someone with a throttle being on the paths as that is dangerous to people. He stated that in the future they need to be able to address the issue and say people must have a true pedal assist bike where they are truly pedaling.

Ms. Folk agreed with Mr. Stephens and stated that they run into situations like that on occasion. She stated that she agrees that this is something that will need to be addressed in the future as they become more prevalent.

Mr. Stephens stated that anything with a throttle would be dangerous for the district's parks.

Mr. Stephens and Mr. Pennock agreed that they would recommend the Park Use Ordinance Revisions to the full board.

Policy Revision- Administrative Policy 1.02D: Board Meetings

Ms. Folk stated that it was an update to the existing policy related to their annual and regular meetings. She stated that they had attorney Adams take a look at the document. She stated that the changes do reflect the copy that Mr. Adams submitted. She stated that her and Mr. Griffin need to go through the document to clean it up and then get a copy out to everyone. She stated that as you can see, a lot of it is language updates, but it still allows them to operate their annual and regular meetings in the same fashion. She stated that the big thing is that the last two years they have approved, as a part of their annual meetings schedule, to hold their annual meeting in May, but this will now change the policy to allow them to be able to hold that meetings in May as well. She stated that it corresponds better with the elections and the canvas of the vote that doesn't typically get to them in time to approve it at the April meeting. She stated that in an effort to keep that on an annual basis in May, the policy now reflects that.

Mr. Stephens and Mr. Pennock agreed to recommend the Policy Revision- Administrative Policy 1.02D: Board Meeting to the full board after Mr. Griffin and Ms. Folk have cleaned it up.

Job Description Revisions

Ms. Folk stated that they have several job descriptions updates that they are going to be moving through. She stated that some of them were minor changes, while some were more intensive. She stated that the job descriptions that they have proposed are for the Administrative Services Coordinator, the Custodial & Support Services Supervisor, the Deputy Superintendent of Parks, the Event & Adult Recreation Coordinator, the Facility Maintenance Technician, and the Skilled Parks Laborer. She stated that as you go through them you can see the changes highlighted in red and anything that was eliminated was marked out. She stated that the Administrative Services Coordinator, the Custodial & Support Services Supervisor, and the Facility Maintenance Technician have significant changes being made to their job descriptions to better reflect their current responsibilities as well as additional park district needs. She stated that something that they did go through and make more prevalent was the CPR and First Aid Certifications throughout the parks with Deputy Superintendent of Parks and the Skilled Parks Laborer. She stated that they included the safety inspections that they do. She stated that those were changes that were already included, they just cleaned them up to make them more consistent to what the need actually is.

Mr. Stephens stated that he read through them, and they all make sense. He stated that he assumed that the individuals currently holding these positions were in agreement with the descriptions. Ms. Folk stated that all department heads were included in the process of updating each of the areas to reflect what they are actually intending to serve.

Mr. Stephens and Mr. Pennock agreed on recommending the Job Description Revisions to the full board.

Wage Recommendation

Ms. Folk stated that with the three positions, the Administrative Services Coordinator, the Custodial & Support Services Supervisor, and the Facility Maintenance Technician, all three of those positions had significant changes to their job descriptions, which allows them to make a step up in the pay grade scale that the district approves annually. She stated that they are recommending a wage increase of 1.9% for each of those employees. She stated that that is a recommendation that was included as part of HR source for a transition period. She stated that HR Source is who oversees all of their wage recommendations every year to allow them to stay in line with the scales that they have identified as a district.

Mr. Stephens stated that with the added responsibilities, the wage increase makes sense to which Mr. Pennock agreed.

Ms. Folk stated that the other nice thing it does for each of those positions is that it opens up a broader range of salary, which allows them additional opportunity to move up the pay scale.

Mr. Stephens and Mr. Pennock agreed on recommending the Wage Recommendations to the full board.

Mr. Pennock stated that the other item that they needed to highlight was the pay raise for the Executive Director. He stated that they outlined that on January 6, 2022. Mr. Pennock stated that he wanted to recommend what they discussed on January 6, 2022, to the full board. Mr. Stephens stated that he agreed on taking that information to the full board.

Retirement Service Benefit Discussion

Ms. Folk stated that they have an employee that is retiring on June 10, 2022, and as part of that they have recommended a retirement service benefit that would be reflective of that employee's service to the district. She stated that that information has been provided to the board related to that individual's performance and years of service to the district. She stated that this was something that they would take to the Finance Committee as well. She stated that when they discuss retirement or any type of benefit with retirement, they typically do include the Finance Committee in that discussion as well.

Ms. Folk stated that this was an opportunity for the Personnel & Policy Committee to take a look and ask any questions pertaining to the retirement service.

Mr. Stephens stated that after 32 years of good and faithful service that it seems like a reasonable thing to do to which Mr. Pennock concurred.

ADJOURN

Motion by Scott Stephens, seconded by Steve Pennock, the meeting adjourned at 10:19 a.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Haley Mizner
Secretary to the Board

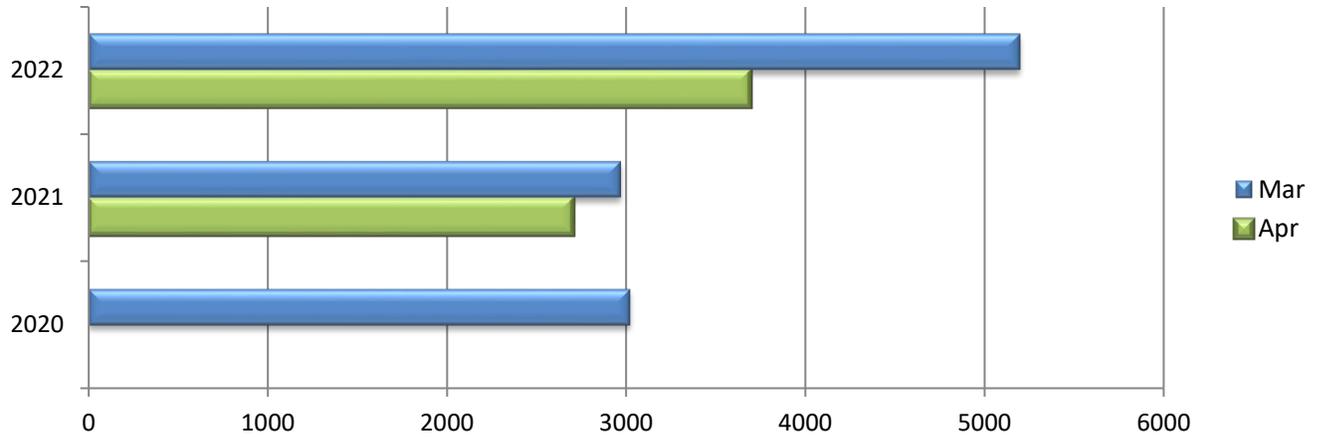
MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 10, 2022

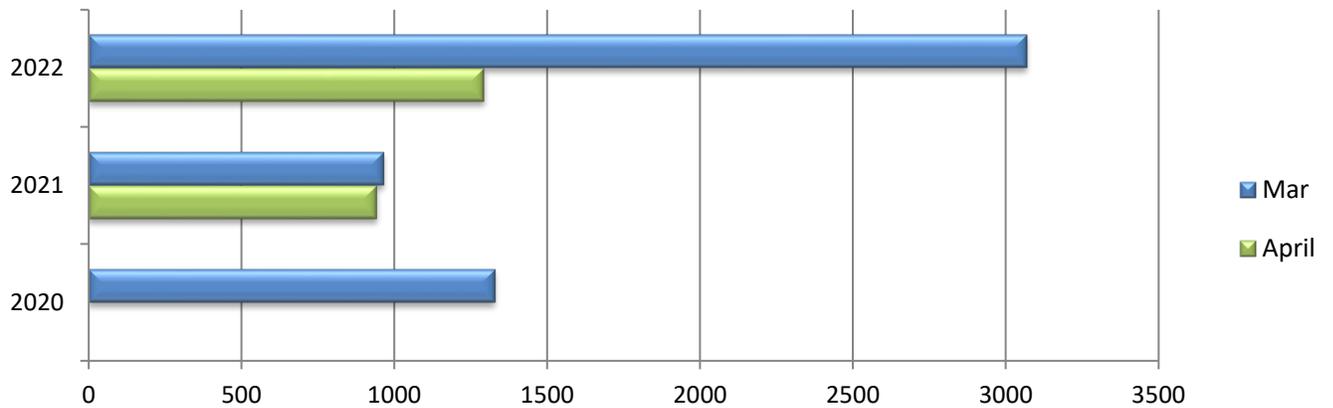
Facility Statistics Report



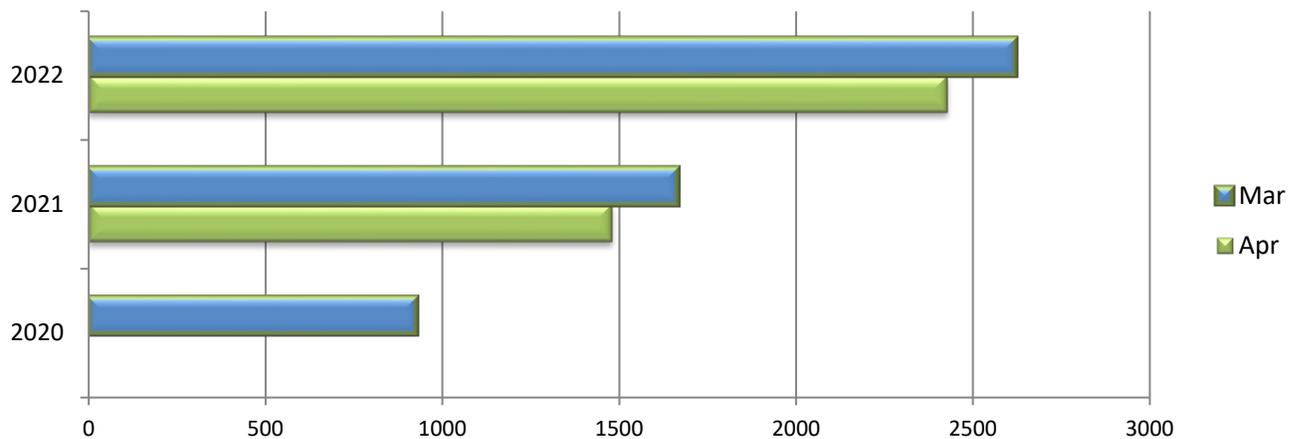
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics *Pool Closed on April 15, 2022 for Repairs*



Nash Fitness Center Statistics



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

May 10, 2022

Parks Report



Maintenance

Again, this year we have contracted Hagemann Horticulture and Merlin's to prep flower beds and plant material uptown for downtown beautification. The district pays for the plants for uptown in exchange for water usage at the splash pad. These areas include hanging baskets, city terraces and 12 concrete planters. They will also prep the beds, plant material and water all OPD flower beds.

We are working on getting the splash pad ready for the season. All valves and mechanicals are being checked to be sure they were not damaged from winter exposure. We will then turn water on to the pad and run a diagnostics test on the equipment. We normally do not open the splash pad until Memorial Day but with the temperatures forecasted for the week we may be opening it the week of the May 9th. At the same time mechanicals are being checked we will be cleaning up the area and mulching the beds around the pad.

Once the weather gets warmer, we will be spraying a broadleaf herbicide to control dandelions. This product is dry to the touch in 15 minutes and is safe for patrons one hour after application. We will be posting markers to warn people that the area has been sprayed. This marker will also have OPD phone number if anyone has questions. We will also post a heads up before we spray to also inform the public of our intentions.



Projects

We have been doing some dirt work in areas where the drain tile was installed at Park West. We have done a rough grade so far and letting it settle some more before we do a final grade and then seed. We will also be having Benesh and Sons spraying a Slurry of water, fertilizer, mulch that has a green tinted die. This will help keep the soil and seed moist, add nutrients, and help with germination and soil erosion. This project will begin as soon as the temperatures are favorable for seed germination.

The contractors have started working on the blacktop repairs and concrete upgrades throughout the parks. I will continue to provide updates as they progress. If you have any questions, please reach out to me.

The Park East deck is coming along. At this time the framing and rail post have been constructed. The decking material has been delivered and they have started to install the deck boards to the framing. Once the railing is installed the landscaping will go in to finish off the look of the area. We have ordered two picnic tables for the deck that will add some more seating for patrons to have lunch or sit and watch the scenery.



Sports

Sports have been keeping us busy with soccer and softball. Fields are mowed, prepped, and painted for OHS soccer/softball

and OPD soccer. Once OPD soccer is complete we will be putting away all soccer goals and reseeding the goal mouths.

All our mowing staff has been working to keep up with the mowing and our seasonal summer staff will be starting the week of May 23rd. We are looking forward to a fun and productive summer.

Respectfully Submitted,

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

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 10, 2022

Nash Facilities Report



Nash Facility

We will be starting the chiller on Monday May 9th. The forecast for that week will be warm enough we will need the cooling system running. Mechanical has started the actual start up to make sure we do not have any gas leaks or other issues that would cause us to delay the start up.

When the startup process started, we noticed the software systems controller was not connecting to the chiller controller. Alpha Controls diagnosed the issues as a bad wire somewhere between both controllers. To solve the issue, they ran all new wiring from the main controller in the maintenance office downstairs to the chiller controller. The controllers are now responding to the software, and we will probably need to tweak a few things with the system once the chiller is up and running.

Alpha Controls also installed a new controller for the spa. The old controller burned out and had to be replaced. The Halo controller for the spa that was budgeted for this year is still waiting on an electronic chip and the permit from the state. This Halo controller will always monitor the spa for water temperature and chemical control. The controller will always keep the water at peak operating quality and reduce the maintenance of the staff. This is a great addition to the spa for future operation.

We have a contractor coming in on Sunday May 8th to pressure clean all the tile and grout in the hallway outside the board room and the same tile down in the fitness room. Once that is done, we have some tiles to replace in the fitness center area that are cracked. That will be done soon after the cleaning. We also have a contractor coming to re-seal the clearcoat on the gym floor and the racquetball court. This will be done on May 12th and it will need to cure for five days before it can be used. They can use the courts on May 17th.



Pool

We drained the pool on April 15th in preparation for the contractor to repair the paint cracking issues with the pool from previous paint project. G.P. Maintenance spent two days grinding down the areas where the paint was chipping and cracking. They used an epoxy filler in the areas they had to grind and then repainted. We could have filled the pool 5 days after the paint cured but we had a light out in the deep end and decided to replace all four of those lights before we filled the pool. This will keep us from having to drain the pool again if another light goes out plus it is giving the paint plenty of time to cure before will fill the pool. Staff

has done a great job cleaning the locker rooms and the pool deck in preparation for the re-opening of the pool.



General

The maintenance staff and janitors are doing an excellent job of keeping the building clean, disinfected, and safe for all patrons.

Respectfully Submitted,

A handwritten signature in black ink that reads "Andy Egyed". The signature is written in a cursive style with a large, stylized 'A' and 'E'.

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 10, 2022

Superintendent of Recreation Report

 **Recreation Department**

Participation numbers saw an increase in April with the Easter event held in April. In 2021 the event was held in March. Numbers remained consistent in all other areas. The Summer Activity Guide was released April 29 and staff is excited about the variety of programming that will be available to the community. Thank you to Alyssa Barringer for all her work in updating the guide to a more current layout. It is exciting to see many of the recreation programming photos included to highlight all the fun programming offered. A program survey for Winter/Spring will be sent out the week of May 16th to participants. Feedback will be used as we continue planning. A brainstorming session will be held on May 17 for Fall programming. The Special Events/Adult Recreation Coordinator position has been listed with IPRA. As we begin looking to fill Debbie’s position, several staff have agreed to help fill her shoes in the transition and a plan has been put in place while we look to hire the right coordinator. Debbie will be hard to replace with her knowledge and creativity. We are fortunate she will be just a phone call away as we begin to transition.

	2021	2022		Change
January	122	437	72%	315.00
February	309	505	37%	196.00
March	807	1042	22%	235.00
April	569	831	31%	262.00

 **Aquatics**

Pool Shutdown has made for a quiet facility. We are looking forward to a May 16 opening. Swimming lessons will begin on May 17. Currently 131 are scheduled to begin. Catch the Wave will again be offering expanded summer lesson times and private lessons will be offered to Camp OPD participants. The Village of Progress will continue to have a private swim once a week this summer and Camp OPD will have two private swims this summer. In addition, the Oregon Library will be utilizing our pool for their end of summer reading program celebration. New summer pool hours will begin when the pool reopens May 16. Expanded times will be available for lap swimmers as well as additional open swims for the summer months.

 **Children’s Center**

It has been an exciting month in the Children’s Center. Two baby chicks were born in the incubator out of 12 eggs. We are currently waiting for our butterflies to hatch. A field trip to Kindergarten was held on May 4 complete with a school bus. Special thank you to Kelli Virgil and the Kindergarten team for all their help with planning this. Students have been creating Earth Day bird feeders, Mother’s Day and Father’s Day gifts as well as practicing for their end of year programs. The Children’s Center will hold end of year programs on May 18 and May 19 and the end of year picnic will be held on May 20. School was extended one week this year to accommodate more field trips and learning projects. Mrs. Crandall and Mrs. Teresa held parent/teacher conferences in April with 4 afternoon/evening opportunities for parents to attend.

 **Fitness Center**

The Body Script Analyzer has been delivered and is available for use in the Fitness Center. People are enjoying the different features.

Jason Donegan will be offering a one-day weight training class for 7th and 8th graders. If completed, the 7th or 8th grader would be allowed to use the free weight area with an adult. This policy aligns with area gyms. We continue to receive interest for 7th and 8th graders to use the free weights. This rule change took effect May 1. Classes will be offered each month throughout the summer. Jason will also be offering a weight training plan for students, a four-week weight training class, Speed and Agility classes and continue with personal training.

A yoga instructor has been secured that will offer several pop-up yoga sessions this summer. After being introduced to the community, we plan to offer structured classes in the fall for both adult and children.



Village of Progress

The Village of Progress will join beginning in June for Inclusive Recreation on Thursdays from 9:30-10:30 a.m. This program will be run by Neal Trainor with assistance from the Recreation staff. The program is free, and we hope to reach anyone in the community that could benefit from modified sports or would enjoy joining the Village for these fun sports opportunities.



General Recreation Programs

Tumbling has thirty-eight participants for May. Tumbling will take a break from June-August and return in September. We continue to reach maximums for tumbling and Kids Spot has secured an additional instructor to offer an additional Tiny Tots class beginning in the fall. Easter Fun class at Nash was filled with 24 participants. We decorated eggs, made bath bombs, decorated cookies and enjoyed Bingo. The after-school events are a joint effort from the recreation department with assistance from Erin Folk and Alyssa Barringer. We appreciate their assistance in offering these classes.



CPR Certification

Daniel Welle completed instruction through HSI for their new CPR and First Aid Certification Program. Daniel continues to provide our training. We have added two additional child CPR manikins to allow us to have larger classes and replaced aging CPR face shields. The next class will be held on June 3 for summer employees. With Daniel's flexibility we continue to stay ahead of expirations and keep staff current.



Summer Recreation Assistant

We will be welcoming Elly Heimer on Wednesday, May 11. Elly will be a sophomore at Belmont University, and we are excited for her to jump in to help facilitate Pop Up and Play and Art in the Park this summer, as well as several other programs. Elly is an Environmental Science Major with a focus on outdoor education. We look forward to having her with the recreation department this summer.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 10, 2022

Business Administration Report



Financial Review

The April 2022 Treasurers Report is included in the Board Packet. The Districts fund balances continue to be healthy at 19.32% greater than at the same time last year. The District will not see large changes in fund balances until the 2021 Real Estate Taxes are received in late June.

Interfund Transfers: As noted in the monthly Treasurers Report, the District continues to devote resources toward maintaining and improving its parks and facilities. The District completed the annual Capital Maintenance transfers in April. The transfers are approved as part of the annual budget approved in February of this year. General Obligation Bond Funds are used to support the maintenance and capital expenses in the Corporate and Recreation Fund.

The Long Term Capital Maintenance Fund balance has grown to \$276,566 since its inception in April of 2019. The Fund was established with the intention of the Board to pledge funds for future capital needs, including major repairs, renovations and replacements for current assets and development of new assets.



Capital Budget Update

The District has two large publicly bid park projects in the works. The Park East Overlook Deck Replacement, approved last December, is well underway. There is still \$153,380 in outstanding billing to be received. The most recently approved bid, last month, for Multi Park Paving and Concrete Improvements began the first of May as well. The total outstanding billing on the project is \$292,819. The District did receive the Parks Equipment Replacement approved in April. The total payment of \$44,550 was paid to the low bidder, Birkey's Farm Store.



Administrative Improvements

The District is developing improvements to its Board Packet compilation. While the current method allows the District to provide its Commissioners, as well as the community at large, access to a great deal of relevant District information, it can be a large and cumbersome packet. Prospective improvements will allow for a cleaner presentation of relevant District data as well improved accessibility within the document.

The District is also investigating improvements to its website. The current website was reworked and upgraded in 2019. There are several improvements that will be upgraded in 2022. The primary improvement will be to include a visual calendar enhancement. The calendar will allow our community to visually see what events, classes or concerts the Districts has upcoming. It will also allow the District to market specific programming. Other improvements include the addition of more information pages and improvements to our Sponsors section.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Griffin".

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 10, 2022

Administrative Services Report



Summer Brochure

The summer brochure was released on April 29 to our patrons after working with Stahr Media for the past month on revamping the layout and design for a more updated look. I am pleased with Stahr Media's continued efforts to work closely with the District to improve not only our brochure, but our marketing efforts as well. The next round of program masters will be due from the Recreation staff at the beginning of July to begin the data entry and guide design for our Fall brochure released in mid-August.



Registrations and Memberships

- A total of 249 registrations were completed April 1-30. In addition, registration for our summer programming opened May 2 to Nash pass holders and May 3 to the public. 287 registrations were completed between these 2 days. Online registrations contributed to 59% while the other 41% were completed by the front counter staff over the phone or in-person.
- A total of 120 memberships were sold April 1-30. This is a 67 membership decrease from March. This decrease could be contributed to the pool closure, as Water Aerobic Punch Passes are historically one of our highest sold memberships, along with the spring weather breaking and patrons transitioning to outdoor exercise.
- Serenity Hospice & Home renewed their Corporate Membership for 2022-23 and will run their promotion period April 10-May 7.
- In addition to Silver Sneakers and Renew Active, the District is now a participating location for Silver&Fit. All three of these healthcare partners allow the District to provide general access to Nash Recreation Center to qualifying members at no cost. In return, the healthcare partners pay the District per visit for each member. By adding Silver&Fit in the lineup of healthcare partners, the District is able to reach a wider audience of eligible healthcare plans.



Emerging Leaders Bootcamp

- I attended the first day of the Emerging Leaders Bootcamp offered through the Chamber of Commerce on April 18 and will participate in the next day on May 16. It was an informative day and I again, would like to thank the District for the opportunity to participate in this leadership training.

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

May 10, 2022

Events Report



Adult Programming

In April the District offered a painting class where participants painted a door decoration. This was a cooperative effort with Cin's Treasures. Ten people painted and assembled their projects at Nash. Lynn Kaufman with Lynnies' Kitchen instructed an Asian cooking class at Cork & Tap. Twenty-Two participants made spring rolls and pot stickers. Another great Cork & Tap cooperative program was the Booze and Brownie Pairing. Cork & Tap provided the beverages and Brownies were made by the Village Bakery and Teresa Nehr Korn. Finally, the Park District and Hagemann Horticulture/Merlin's offered the always popular spring container gardening class. There were 3 different sessions with a total of 40 people who planted beautiful containers, toured the greenhouse, and learned everything there is to know about container gardening.



Easter StoryWalk Trail Event

In spite of the weather, the Easter event at Park West was well received by the community. There were 26 that came from VOP to enjoy the walk and a special ride on the golf cart prior to the public time which began right after school. 334 people (children registered and their families) attended the event and enjoyed the StoryWalk, games, pictures with the Easter Bunny and balloons from Mr. Steve, balloon artist (sponsored by E.D. Etnyre). Each child left with a goodie bag and hopefully fond memories of Easter 2022. There were a few inquires about bringing back the traditional Easter Egg Hunt. It is something to consider for 2023 although the public would probably like to see the StoryWalk event continue as well, and we are facing a challenge with recruiting and securing volunteers.



Debbie's Final Days

Since announcing my retirement I would like to thank everyone for their kind words and well wishes. It will be difficult walking out the doors on June 10th. I have had a great 32 years and have truly enjoyed serving the Oregon community. Oregon is home and the Park District has been my home and family for so many years. It will be an adjustment for sure, but I look forward to new adventures and enjoying all the Park District has to offer as a patron. Until June 10 I will continue to facilitate programs and events which include a Food and Beverage Walking Tour, Ganymead Fan Bus Trip, craft and cooking classes, and the Kerwin Baseball Softball Celebration. I am also preparing as much as possible for the Farm to Table Event and will begin some of the programming for fall.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 3rd, 2022

Athletic Coordinator Report



Spring Soccer

Our Spring Soccer season wraps up on May 7th. It has proved to be a challenging weather season, with snow, rain, wind, and the occasional glimpse of sunshine! The kids have enjoyed the season immensely and we look forward to playing again in the fall. We were also able to host a Youth Soccer night in April at a varsity girls soccer game. Despite the dreary weather we 68 participants show up to cheer on the Lady Hawks. OPD provided them with a complimentary hotdog and door prizes.



Baseball and Softball

Baseball and Softball is back at our parks. We have 261 kids registered from T-ball to 14-year olds, in comparison to 230 last year. Practices start the week of May 9th, and games will begin for our older leagues the week of May 23rd. Once again, this year, Oregon will be coordinating the Softball league, and Byron Park District the baseball league. Supply chain issues forced us to be creative in ordering our uniforms. I either didn't hear back from businesses I asked to bid, their lead times were too long, or they declined to bid due to their inability to secure the necessary number of jerseys for our program. We were able to source sublimation jerseys from Kirhofers Sports in Aurora. These jerseys will be around \$4 more than what we paid last year, but will look great, and be here before the season starts!



High School Relations

As we continue to strengthen our relationship with Oregon High School and its varsity coaches and teams, we are helping to recognize Senior players, most of which started in our Park District athletic programs. For their senior nights, the park district is providing a personalized gift for each senior. So far this spring, we worked with Baseball, Softball and Girls soccer to provide these mementos!



Womens 3v3 Basketball

Our Women's 3v3 Basketball league has returned to Nash following a 2 year COVID hiatus. We have 5 teams participating in this competitive Wednesday night league. The season started on April 6th and will conclude with an end of season tournament on May 11th.

A handwritten signature in black ink that reads "Lesley Sheffield".

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

5/4/22

Recreation Program Report



Extended Time

Through our first month in the new ET room, the children are adapting well! I have been told by my staff and a few parents that the children are really enjoying the extra space that comes with housing the ET program in the elementary school. This extra space has allowed us to increase our registered maximum from 25 to 30 children per session. Due to this, many parents have taken advantage of this increase; especially on Mondays and Wednesdays. I am optimistic that next year's registration totals will continue to increase

As the weather gets better, we will be bringing the kids outside to utilize the playground more often as well as shooting some hoops on the outdoor courts! I have attached photos of the children enjoying our new facility for your review!



Camp Oh-Pea-Dee

Camp Oh-Pea-Dee officially begins on May 23rd. I am happy to announce that I have not received any additional complaints with camp times, registration fees, or the location of camp this year. Registration numbers look good as most weeks have maxed out at 25, while others sit at 23-24. I anticipate those final few spots being taken as the month continues on!

In addition, I was able to offer some parents an additional spot on our camp weeks if they already had a child registered. This flexibility has give the Park District praise for being flexible with families that have multiple children. As it currently stands, three of my eleven camp weeks sit at 26/25 spots registered. This change will not affect my staffing budget nor the programming being offered.

I am pleased to announce that all of my current ET staff will be returning for summer camp, as well as two college students that have worked the program before. The college students are willing to drive our passenger vans this summer and will help with transporting our summer camp to our field trip locations. Field trip locations include Lake LaDonna, The Rink, Hazel's Café, the Oregon Public Library, various state parks, Lorado-Taft, John Deere Historic Site, as well as local parks in the Oregon area. The benefit of driving our vans helps keep program costs low and to use the resources the Park District has available. This will help decrease the cost of our trips while still providing the fun experiences children will enjoy!

Respectfully Submitted,

Chris Hartzog

Chris Hartzog
Recreation Program Coordinator



Date: May 10, 2022

Oregon Park District Board of Commissioners

2022-23 Regular Meeting Dates

The following is a list of the Oregon Park District Board of Commissioners 2022-23 Regular Meeting Dates. The following meetings take place on the second Tuesday of every month at 6:00 pm, with the exceptions listed below.

The Board Secretary will alert you of any special meetings scheduled by the Board of Commissioners. Please feel free to contact the District's Board Secretary, to obtain any copies of agendas, etc. of the Oregon Park District Board.

- May 10, 2022
- June 14, 2022*
- July 19, 2022**
- August 9, 2022
- September 13, 2022
- October 11, 2022
- November 8, 2022
- December 13, 2022
- January 10, 2023
- February 14, 2023
- March 14, 2023
- April 11, 2023

* Meeting will begin at 5:00 P.M.

** Meeting will begin at 5:00 P.M. and occur on the third Tuesday of the month.



ESTABLISHED 1966

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 and July when the regular meetings will be held at 5:00 p.m. In addition, the July meeting will be held the 3rd Tuesday of the month. 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



Board of Commissioners:

Steve Pennock

Mark Tremble

Scott Stephens

Dan Engelkes

Josh Messenger

Term:

2019-2023

2019-2023

2019-2023

2021-2025

2021-2025



Job Description **Administrative Services Coordinator**

Department: Administration
Classification: Full-Time
Accountability: Reports to the Finance and Technology Administrator

Job Requirements / Qualifications

- Bachelor's degree in communications, marketing, administrative services, or related field and / or minimum of 4 years related work.
- Must be computer literate with skills in Microsoft Office including Word, Excel, and Outlook.
- Excellent customer service skills
- Valid Illinois State Driver's License (Class D)
- Ability to accurately fulfill data entry requirements and calculator use.
- Ability to analyze and problem solve situations.
- Must possess the ability to operate at a quality level, the office technology; telephone, fax machine, copier, tablets and computers.
- The fundamental purpose of this position is to offer a quality level of service that promotes the vision and purpose of the Oregon Park District, meets the customers' expectations, and establishes or maintains a positive and productive relationship within the organization and with its citizens.

Essential Functions / Responsibilities

- Receive, match, and enter vendor invoices/vouchers.
- Respond to questions from vendors and staff regarding invoices and vouchers.
- Maintain petty cash deposits/withdrawals for the Administrative Office.
- Review of daily cash reports, prepare and deliver bank deposits.
- Organize and code weekly Corporate Account purchases for all departments as needed.
- Complete analysis of accounts as directed by Finance and Technology Administrator.
- Manage District customer service staff, including scheduling and supervising.
- Conduct internal customer service training, monthly meetings and conduct performance reviews.
- Investigate and solve customer service issues.
- Assist in maintaining all files and records, including program databases, schedules, discussions and correspondence with customers.
- Work closely with and train District staff in skills pertaining to registration procedures.
- Maintain accident/incident report spreadsheet and associated files.
- Complete daily runs to the post office for incoming and outgoing mail.
- Recreation software data entry, brochure exporting, and proofreading of seasonal brochures, and flyers as well as coordinating distribution of marketing materials.
- Assist the Finance & Technology Administrator in supporting the District's financial and recreation software platforms.
- Establish annual brochure schedule and marking plans associated with the recreation

plans.

- Assist the Superintendent of Recreation in management of the Districts social media presence.
- Prepare, deliver and support the Districts Corporate Membership Program.
- Complete facility tours and schedule/coordinate group visits and private rentals.
- Monitor and reconcile the Districts activity and facility payment plans.
- Market and notify the community of facility and park information including closures and improvements.
- Update the Districts website with relevant seasonal information as well as necessary postings to comply with the Open Meetings Act and FOIA in the absence of the Finance and Technology Administrator.
- Administer and coordinate the Districts Financial Assistance program.
- Position will serve as a secondary FOIA officer in the absence of the Finance and Technology Administrator.
- Perform other duties as assigned by supervisor.

Job Specifications (Personnel)

- Must work closely with co-workers and patrons.
- Must be appropriately dressed, polite and never argumentative.
- Interact with patrons, co-workers and other park district staff in a professional and positive manner.
- Ability to resolve differences and situations that arise.
- Maintain confidentiality regarding participants, staff and park district's private information.

Essential Mental / Physical Requirements

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function effectively in a fast-paced environment.
- Workers are allowed and encouraged to use mechanical or manual assists for lifting above 40 lbs. as a guideline.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.

Reasonable accommodations may be made to enable individuals with disabilities.

This job description is meant as an outline and does not represent all duties.

(Revised 5-10-2022)



Job Description

Custodial & Support Services Supervisor

Department: Maintenance
Classification: Full-Time
Accountability: Reports to the Superintendent of Parks & Facilities

Job Requirements / Qualifications

- High school diploma or equivalent with knowledge of typing, computers and related subjects.
- Computer experience helpful.
- Valid Driver's License (Class D)
- Certified Pool Operator (Acquired within 6 months of employment)
- CPR/First Aid Certified (Acquired within 6 months of employment)

Essential Functions / Responsibilities

- Test and record all pool chemical levels on a daily basis.
- Maintain a sufficient inventory of all pool supplies, custodial products and equipment to avoid service disruptions.
- Oversee purchasing of custodial supplies.
- Drain and clean spa on a bi-weekly basis or as directed.
- Keep pool/spa equipment in operation.
- Recommend custodial equipment needs to Superintendent of Parks & Facilities.
- Plan organize, implement and coordinate custodial operations for the facility. This includes, but is not limited to, daily, monthly and annual needs.
- Manage work schedule to coincide with projects and maintenance needs. The work schedule may include weekend and evening hours.
- Hire, train, schedule, supervise and evaluate part time custodians and building supervisors.
- Direct and supervise custodial and building supervision staff to meet cleaning and maintenance standards necessary to promote good health and general appearance of facilities, including general cleaning, floor care and chemical applications.
- Coordinate staff schedules to ensure adequate staff coverage as well as equipment set ups for facility programs, events and rentals.
- Coordinate facility paint projects and secure necessary materials.
- Check the facility schedule daily and adjust facility needs as necessary.
- Perform any other duties related to the building operation as required by the Superintendent of Parks & Facilities.
- Report all incidents and potential hazards immediately to the Superintendent of Parks and Facilities. Initiate corrective action when a hazard exists.

Job Specifications (Personnel)

- Must work closely with co-workers and patrons.
- Must be self-motivated.
- Interact with patrons, co-workers and other park district staff in a professional and positive manner.
- Maintain confidentiality regarding participants, staff and park district's private information.
- Participate in special events as staff when possible.

Environmental Considerations

- Worker is exposed to chemicals (*cleaning materials*).
- Worker is exposed to indoor conditions.
- Worker is exposed to outdoor weather and temperatures for long periods

Essential Mental / Physical Requirements

- While performing this job, the employee is required to speak and listen, stand, walk, use hands, sit, stoop or kneel, bend and lift and/or move up to 40 pounds.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function in a fast-paced environment.

Reasonable accommodations may be made to enable individuals with disabilities.

This job description is meant as an outline and does not represent all duties.

(Revised 5-10-2022)



Job Description Deputy Superintendent of Parks

Department: Parks
Classification: Full-Time
Accountability: Reports to the Superintendent of Parks and Facilities

Job Requirements / Qualifications

- High School education or experience in lieu of education.
- Ability to perform and supervise maintenance and construction work.
- Must have good supervisory, organizational and people skills.
- Must have special working skills in at least two of the following: welding, carpentry, mechanics, plumbing, electrical, landscaping, masonry and equipment operation.
- Certified Playground Safety Inspector (Acquired within 6 months of employment)
- Certified Public Applicator's License (Acquired within 6 months of employment)
- CPR/First Aid Certified (Acquired within 6 months of employment)

Essential Functions / Responsibilities

- Supervise maintenance crews under the direction of the Superintendent of Parks and Facilities.
- Assist in planning and implementation of departmental budgets and improvement projects.
- Carry out maintenance and construction work as assigned.
- Assist in planning, scheduling, and supervising construction and maintenance projects for the department.
- Conduct safety inspections of all parks and coordinate with the Superintendent of Parks and Facilities to address outstanding issues.
- Assist in running of weekly staff meetings.
- Assist the Superintendent of Parks and Facilities in the evaluation procedure and in determining goals and objectives of maintenance employees.
- Assist in public speaking engagements and informational seminars.
- Attend meetings and make reports as requested by the Superintendent of Parks and Facilities.
- Implement, instruct, and follow safety procedures.
- Assist in the implementation of a risk management program for the District.
- Assist in the training procedures for current and future maintenance employees.
- Supervise use and care of all equipment and supplies required for the maintenance operation and assist in inventory control.
- Report all incidents and potential hazards immediately to Superintendent of Parks and Facilities. Initiate corrective action when a hazard exists.
- Perform other related duties as assigned.

Job Specifications (Personnel)

- Forcefulness, initiative and resourcefulness are prime requisites.
- Work record that shows reliability and good health.
- Neat appearance, pleasing personality, and ability to deal effectively with fellow employee and the public.
- Must have the ability to work cooperatively with representatives of community and public and private groups and organizations to provide the best possible image of the Park District.

Marginal Functions

- Attend park district meetings as directed.
- Attend staff meetings as directed.
- Participate in special events as staff when possible or as directed.

Environment Considerations

- Worker is exposed to chemicals.
- Worker is exposed to indoor and outdoor conditions including extreme heat.

Essential Mental / Physical Requirements

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function effectively in a fast-paced environment.
- Workers are allowed and encouraged to use mechanical or manual assists for lifting above 40 lbs. as a guideline.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.

Reasonable accommodations may be made to enable individuals with disabilities.

This job description is meant as an outline and does not represent all duties.

(updated 5-10-2022)



Job Description **Events and Adult Recreation Coordinator**

Department: Recreation
Classification: Full-Time
Accountability: Reports to the Superintendent of Recreation

Job Requirements / Qualifications

- Bachelor's degree in Recreation or related field and / or minimum 4 years related work experience in administration of recreation programs and supervision of personnel.
- Certified Park and Recreation Professional (*must obtain within 12 months of employment*).
- Valid Illinois State Driver's License (*Class D*).
- Proven successful experience in leadership in a supervisory capacity
- Excellent communication skills (*written and verbal*).
- CPR/AED certification (*through in-house training and certification*).
- Professional behavior to include respect for patrons, staff and the community.
- Promote positive image of the Oregon Park District.
- Flexibility, patience, maturity, good personal hygiene and professional dress.

Essential Functions / Responsibilities

- Develop, market, and manage all District special events and adult programming on a quarterly and annual basis.
- Plan, direct, implement and evaluate all events and programs assigned by Superintendent of Recreation and assist with preparations for all District events.
- Provide safe events for all participants.
- Act as a liaison between District and community partners in regards to the programs associated with this position.
- Prepare and administer event budgets.
- Recruit, recognize and train volunteers for programming and event needs.
- Meet regularly with Superintendent of Recreation to discuss all facets of daily operations, events and staff issues.
- Assist in developing and distributing promotional materials for all events and programs.
- Keep accurate records, event information, and complete evaluations.
- Perform other duties assigned by Superintendent of Recreation and / or Executive Director.

Facility Maintenance

- Assure a safe and hazard free environment by inspecting furniture, equipment, etc.
- Take the necessary action to correct and safeguard against potential problems and / or accidents.
- Report broken or malfunctioning equipment to the Superintendent of Recreation and / or Maintenance.

Job Specifications (Personnel)

- Must work closely with co-workers and patrons.
- Interact with patrons, co-workers and other park district staff in a professional and positive manner.
- Ability to resolve differences and situations that arise.
- Maintain confidentiality regarding participant's private information.

Marginal Functions

- Report all accidents, injuries, and other pertinent information to the Superintendent of Recreation.
- Substitute as needed for supervised staff in their absences when necessary.
- Drive District vans for trips when needed, and transport children for field trips or to and from the school to park district site.
- Recruit and manage volunteers to assist with special events and programs.
- Assist in layout and design of fliers, program handbooks, special event brochures, posters, bulletin boards and any other promotional materials as needed.
- Submit program information in timely manner for the Activity Guide
- Photograph events and programs and help maintain computer photo file.
- Submit written weekly and monthly reports.
- Meet with other agencies interested in developing recreational and leisure service programs, or co-sponsoring programs, trips, events, etc.
- Attend staff meetings, workshops, seminars, and training sessions as assigned.
- General record keeping.
- Participate in special events as staff when possible.

Environment Considerations

- Worker is exposed to chemicals (*cleaning materials*).
- Worker is exposed to indoor conditions.
- Worker is exposed to outdoor weather and temperatures for short periods.

Essential Mental / Physical Requirements

- While performing this job, the employee is required to speak and listen, stand, walk, use hands, sit, stoop or kneel, bend and lift and/or move up to 40 pounds.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function in a fast-paced environment.

Reasonable accommodations may be made to enable individuals with disabilities.

This job description is meant as an outline and does not represent all duties.

(Revised 5-10-22)



Job Description Facility Maintenance Technician

Department: Maintenance
Classification: Full-Time
Accountability: Reports to the Superintendent of Parks and Facilities

Job Requirements / Qualifications

- High school diploma or equivalent with knowledge of typing, computers and related subjects.
- Computer experience helpful.
- Valid Driver's License (Class D)
- Working knowledge of tools, common appliances, and mechanical systems.
- Certified Pool Operator (Acquired within 6 months of employment)
- CPR/First Aid Certified (Acquired within 6 months of employment)

Essential Functions / Responsibilities

- Test and record all pool chemical levels on a daily basis.
- Drain and clean spa on a bi-weekly basis or as directed.
- Maintain the pool and spa equipment to avoid service disruptions.
- Maintain inventory of all facility equipment and associated supplies.
- Perform building maintenance tasks. This includes, but is not limited to, electrical, heating, ventilation, air conditioning and plumbing.
- Repair, maintain and monitor all facility equipment.
- Identify and implement a schedule to replace all HVAC filters annually.
- Perform general cleaning as required.
- Maintain a working knowledge of the H.V.A.C. system. Identify and implement a schedule to prepare the facility for upcoming heating and cooling needs based on the season.
- Monitor mechanical systems and communicate with trade service providers when a need arises.
- Recommend facility equipment needs to Superintendent of Parks and Facilities.
- Check facility schedule daily and set up rooms as needed.
- Conduct routine inspections and address outstanding needs.
- Complete special maintenance/custodial projects as assigned by the Superintendent of Parks and Facilities.
- Assist the Superintendent of Parks and Facilities with maintenance projects.
- Manage work schedule to coincide with projects and maintenance needs. The work schedule may include weekend and evening hours.
- Perform any other duties related to the building operation as required by the Superintendent of Parks and Facilities.

Job Specifications (Personnel)

- Must work closely with co-workers and patrons.
- Must be self-motivated.
- Interact with patrons, co-workers and other park district staff in a professional and positive manner.
- Maintain confidentiality regarding participants, staff and park district's private information.
- Participate in special events as staff when possible.

Environmental Considerations

- Worker is exposed to chemicals (*cleaning materials*).
- Worker is exposed to indoor conditions.
- Worker is exposed to outdoor weather and temperatures for long periods

Essential Mental / Physical Requirements

- While performing this job, the employee is required to speak and listen, stand, walk, use hands, sit, stoop or kneel, bend and lift and/or move up to 40 pounds.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function in a fast-paced environment.

Reasonable accommodations may be made to enable individuals with disabilities.

This job description is meant as an outline and does not represent all duties.

(Revised 5-10-2022)



Job Description **Skilled Parks Laborer**

Department: Parks
Classification: Full-Time
Accountability: Reports to the Superintendent of Parks and Facilities

Job Requirements / Qualifications

- High School education or experience in lieu of education.
- Valid Illinois State driver's license.
- Ability to perform maintenance and construction work under supervision.
- Must have special working skills in at least two of the following: welding, carpentry, mechanics, plumbing, electrical, landscaping, masonry and equipment operation.
- Certified Playground Safety Inspector (Acquired within 6 months of employment)
- Certified Public Applicator's License (Acquired within 6 months of employment)
- CPR/First Aid Certified (Acquired within 6 months of employment)

Essential Functions / Responsibilities

- Assist and carry out duties assigned by the Superintendent of Parks and Facilities and Deputy Superintendent of Parks.
- Carry out maintenance and construction work as assigned.
- Assist in leading part time crews.
- Assist in the implementation of a risk management program for the District.
- Assist in maintaining a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Perform routine maintenance on all equipment and machinery used in the performance of assigned duties.
- Report all incidents and potential hazards immediately to the Superintendent of Parks and Facilities. Initiate corrective action when a hazard exists.
- Perform all job functions with special attention to good public relations, safety, health and proper procedures.
- Perform all other duties as assigned by Superintendent of Parks or Deputy Superintendent of Parks.

Job Specifications (Personnel)

- Initiative and resourcefulness are prime requisites.
- Work record that shows reliability and good health.
- Neat appearance, pleasing personality, and ability to deal effectively with fellow employees and the public.

- Must have the ability to work cooperatively with representatives of community and public and private groups and organizations to provide the best possible image of the Park District.
- The work week shall consist of 40 hours. Daily hours will be 7:00 a.m. to 3:30 p.m. Monday through Friday with one half hour for lunch. Exceptions being emergency or priority projects.

Marginal Functions

- Attend park district meetings as directed.
- Attend staff meetings as directed.
- Participate in special events as staff when possible or as directed.

Environment Considerations

- Worker is exposed to chemicals.
- Worker is exposed to indoor and outdoor conditions including extreme heat.

Essential Mental / Physical Requirements

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function effectively in a fast-paced environment.
- Workers are allowed and encouraged to use mechanical or manual assists for lifting above 40 lbs. as a guideline.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.

Reasonable accommodations may be made to enable individuals with disabilities.

This job description is meant as an outline and does not represent all duties.

(Revised 5.10.2022)

D. Board Meetings (*revised March 12, 2019, and May 10, 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 May. 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 shall consist of the following: (1) agenda, (2) minutes from prior Board Meetings, (3) material in support of any item of old or new business, (4) a brief description of each item to be voted upon at the meeting, which description shall be recited at the time a motion is made regarding said item at said meeting, and any other information relevant to a matter to be discussed at a regular or special Board meeting. The Board packets will be distributed to each member of 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 at any properly noticed regular, special or emergency meeting if the matter may properly be discussed in a closed meeting pursuant to the Illinois Open Meetings Act.

Location: Meetings of the Board will be held at the principal 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 delay the start of the meeting for a reasonable time until a quorum is obtained.

Remarks from Visitors: 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.

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
 - Last Regular Meeting, Executive Sessions, and Special Meetings
- Financial
 - Treasurers Report
 - Accounts Payable
- Departmental Reports
 - Finance Committee
 - Personnel and Policy Committee
 - Parks and Facilities Committee
 - Program and Service Committee
 - Parks & Facility Report
 - Recreation Report
 - Business Administration Report
- Unfinished Business
- New Business
- Commissioners Comments
- Directors Comments
- President's Comments

Adjournment

1. **Manner of Voting.** The President shall call each item on the agenda in order, and once called, any commissioner may move for action on a matter on the agenda. After a motion is made and seconded, the commissioners may deliberate concerning the motion. Before the vote is taken a staff person or board member must read the short statement summarizing the matter from the Board Packet subject to any modifications to said statement necessitated by the Board's deliberation. Roll call votes shall be taken for all ordinances, resolutions, any action involving the expenditure of funds or the creation of liability, 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 shall serve as meeting Chair of all Board meetings subject to the appointment of a president pro tempore in the event the President does not attend the meeting. The Vice President shall chair any meeting at which the President is not in attendance, without the requirement of the appointment of a President pro tempore. The President or chair shall conduct the meeting as efficiently as possible, considering the specific matters on the agenda and people in attendance. Parliamentary Procedure shall guide the Board in determining meeting administration and decorum.
3. **Official Minutes.** All final action 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 preparing the minutes in draft form prior to Board review and approval of same. The minutes shall 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. All minutes of the Board shall be approved by the Board by the later of the second meeting after the meeting to which the minutes pertain or thirty (30) days. The Board shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the Park District. The Park District shall post the minutes of each regular meeting of the Board open to the public on the Park District's website within 10 days after the approval of the minutes by the Board. Any minutes of meetings open to the public posted on the Park District's website shall remain posted on the website for at least 60 days after their initial posting.

At a minimum, minutes shall include the name of the District, the date, time of commencement, and location of the meeting, names of Commissioners present and absent, and which commissioners, if any, attended electronically, motions made and seconded, the name of the Commissioner making and seconding each motions, results of all votes taken, including the approval of prior meeting minutes, with corrections (if any). The minutes shall also contain 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 every six (6) months and shall make a determination of whether a need of confidentiality still exists with respect to all or part of the minutes reviewed. The Board's review of previously unreleased closed meeting minutes shall be conducted in a Closed Session, and the determination regarding the release of closed meeting minutes shall be reported in Open Session at the same meeting at which deliberation of the release of said closed minutes has been conducted. 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 eighteen (18) months have elapsed since the subject closed meeting was adjourned, minutes of that closed session have been prepared and approved, and destruction of the recording of the particular meeting in question has been approved by the Board. The Board cannot take final action during a Closed Session.

E. Annual Meeting

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

Annual meeting agenda items:

1. Review Election Results (report on the County Clerk's Canvassing of Votes) – Bi-Annually
2. Swearing in of Commissioners
3. Election of Board Officers
4. Oath of Officers
5. Annual Appointments & Meeting Schedule

6. Oath of Appointed Officers

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, such as is the Oregon Park District Board of Park Commissioners, three (3) members of the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance. Any two Commissioners may discuss the business of the Park District without said discussion constituting an illegal meeting, notwithstanding that two commissioners constitutes a majority of a quorum of the Board. However, a quorum of the Board (three (3) Commissioners) shall not discuss the business of the Park District, except upon after full compliance with the requirements of the Open Meetings Act.