



AGENDA
REGULAR BOARD MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, JULY 19, 2022, AT 5:00 P.M.
ONSITE MEETING: BOARD ROOM

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES OF JUNE 14, 2022
 - B. PERSONNEL & POLICY COMMITTEE MEETING MINUTES OF JUNE 28, 2022
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. ACCOUNTS PAYABLE
- 6) REPORTS
 - A. FINANCE COMMITTEE - NO REPORT
 - B. PERSONNEL & POLICY COMMITTEE - MET JUNE 28, 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. MISSION STATEMENT REVIEW
 - B. COMPREHENSIVE POLICY MANUAL REVIEW
 - C. RESOLUTION 22-07-19: DESTRUCTION OF CLOSED SESSION AUDIO RECORDINGS
 - D. TRESTLE RIDGE DEVELOPMENT EASEMENT

E. EXECUTIVE SESSION

THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY. OPEN MEETINGS ACT PAR. 120/2. C(1).

F. JOB DESCRIPTION REVISION APPROVAL

I. ASSISTANT SUPERINTENDENT OF PARKS & FACILITIES

G. WAGE UPDATE APPROVAL

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - AUGUST 9, 2022

Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
June 14, 2022

Mark Tremble, President, called the Regular meeting to order at 5:02 p.m.

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

ABSENT: None

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance Administrator; Andy Egyed, Supt. of Parks; Tina Ketter, Supt. of Recreation; Randy Hays, Treasurer; Steve Adams, Attorney; Haley Mizner, Board Secretary

VISITORS PRESENT: Amanda Zimmerman, Scott Zimmerman, Jena Wehmhoefer, Ronda Himert, Meredith Gelandner

RECOGNITION OF VISITORS:

Mr. Tremble welcomed all visitors and asked if there was anyone in attendance who wished to address the board. He then called upon Ronda Himert to address the board.

Mrs. Himert stated her name and that she wanted to speak tonight in order to address the multiple fillings she has had to make to the Illinois Attorney General's Office. She stated that this board continues to hold meetings where the public is completely left in the dark as to what the park district is actually doing in the way of public business. She stated that meetings are routinely short in nature and matters voted on by the commissioners are continually not properly read in public. She stated that as recently as the May 10, 2022 meeting, the Board was asked by a member of the public what the update was that they just voted on. She stated that not only did the executive director have to answer, but she also said that the information would be available 10 days after the vote for the public to see on their website. She stated that it came as no surprise that that information was never uploaded to the website. She stated that once again a FOIA request had to be submitted to obtain the information that should have been shared initially in the public meeting. She stated that she quotes from the OMA law

itself when she states, "No final action may be taken in a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted."

She asked why there is such a lack of transparency. She stated that, to date, she has filed five referrals with the Illinois Attorney General's office under both the OMA and FOIA laws. She stated that one is still pending. She stated that three had been deemed valid by the AG requiring further investigation. She stated that one she withdrew only after confirming that the OMA training that the Oregon park district attorney told the AGs office that Mr. Pennock would complete by February 27 was indeed completed, but not by that deadline. She stated that instead, it was completed over two months later and coincidentally, just days after she had submitted a FOIA request for the information. She stated that she has attended numerous other public board meetings and the difference in information provided to the public from that park district meetings is striking, and quite embarrassing. She asked how many referrals will it take for the board to fully comply with the OMA and FOIA laws in our state. She asked at what point will the board realize that they work for the taxpaying public and not the executive director. She thanked the board for their time.

Mr. Tremble asked if there was anyone else who wished to address the board. He then called upon Amanda Zimmerman to address the board.

Mrs. Zimmerman stated that long story short, the board members are not limited to a time limit for speaking in public meetings. She stated that board members are allowed to openly ask genuine questions about agenda items during an actual meeting. She stated that they are allowed to discuss topics openly. She stated that they are allowed to say more than just a simple compliment here and there throughout the meeting. She stated that for years and years these meeting minutes have been shown short, sweet, and have had very little interaction between the commissioners. She stated that she gets the feeling that every commissioner is afraid or at least hesitant to have any sort of open dialogue during these meetings. She stated that she also has the feeling that this is because of the years and years of just following the ED's recommendations and the unwritten rule of having everything sorted out before the meeting just so things can move along. She stated that for example, during Mr. Pennock's last official meeting as president, he was pretty proud to read a misleading public comment at the end of the meeting stating it's time to move on and insinuating that the investigation is over. She stated that he

even took the time to publish these within local newspapers. She stated that yet after submitting a FOIA, and being denied, and getting an investigation with AG's Office, it was founded that there is no final decision nor any final action. She stated that if any of the board members were not comfortable with him reading a very misleading public statement, that would have been a good opportunity to speak up. She stated that the examples could go on and on, but that's not her point that she's trying to make. She stated that she is asking for each of the commissioners to take control of their own commissioner role and to ask questions if they have them, discuss topics if they have opinions, and ensure that the public are informed about your decisions. She thanked the board for their time.

There were no other visitors who wished to address the board.

APPROVAL OF MINUTES

Regular Meeting Minutes

Motion by Scott Stephens, seconded by Steve Pennock, the Regular Meeting Minutes of May 10, 2022, Finance Committee Meeting Minutes of May 9, 2022, and the Special Meeting Minutes of June 1, 2022, be approved as printed. Roll Call: Scott Stephens, Dan Engelkes, Steve Pennock, Josh Messenger, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

Executive Session Approval but not Release

Motion by Josh Messenger, seconded by Dan Engelkes, the Finance Committee Meeting Executive Session Minutes of May 9, 2022, and the Special Meeting Executive Session Minutes of June 1, 2022, be approved as printed but not released. Roll Call: Dan Engelkes, Steve Pennock, Josh Messenger, Scott Stephens, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Hays stated that he had nothing to add, and everything checked out perfectly again this month.

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

Accounts Payable

Motion by Steve Pennock, seconded by Mark Tremble, the Accounts Payable be approved as presented. Roll Call: Josh

Messenger, Scott Stephens, Dan Engelkes, Steve Pennock, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

REPORTS

Ms. Folk stated that they were scheduling a Personnel & Policy Committee meeting to be held on June 28, 2022, at 10:00 a.m. She stated that Mr. Pennock, Mr. Stephens, and Mr. Tremble confirmed that they will be in attendance.

Parks Report - Included in Board Packets. Mr. Egyed stated that he just wanted to give an update from today starting with the blacktop and concrete improvements. He stated that so far, they've gotten all the concrete done and everything's blacktopped except for down at the shop. He stated that they've got all the landscaping around those areas seeded. He stated that the reason it's taking so long at the shop was because Monday some of the union guys went on strike. He stated that most of the union guys are in towards the city and that those union guys worked at the quarry so that shutdown the quarries. He stated that you can't make mix without rock so all those contractors in there are coming West now to get as much mix as they can. He stated that because of this, Martin's is getting flooded with those people and Jerry still has a lot of work to do too so he is weeding out which ones he can and can't get mix to. He stated that obviously Herbig is last on this list right now. He stated that just a half hour before he came here, Herbig called him and said that Martin did confirm that he will have mix for them on Thursday and Friday. He stated that it's not only that, it's the amount of people that are coming here to get mix, and it's the amount of oil that Martin has to get to keep making it all. He stated that it kind of happened at a bad time and a lot of State projects are also shut down right now too. He stated that that's what's holding them up this week. He stated that he would have thought they would have been going Monday but obviously that's what's going on. He stated that he thinks they'll finish Thursday and Friday, and then they'll go through a whole walkthrough and determine where there's areas they need to work on. He stated everything else is on schedule.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that they are in full swing with all of their programming, and it's been very well attended. She stated that she would be happy to answer any questions.

Administrative Report - Included in Board Packets. Mr. Griffin stated that as they were all aware, Alyssa Barringer turned in her resignation as the Administrative Services Coordinator. He

stated that she will be missed, and they wish her well at her new position. He stated that hopefully they would get some applications for that position soon.

Mr. Stephens asked if she was going to run the new title company in town to which Mr. Griffin confirmed. Mr. Stephens asked if she was in the title business before to which Mr. Griffin also confirmed. They all agreed that this was good opportunity for her.

BUSINESS (unfinished)- None.

BUSINESS (new)

Lions Club Car Show Permit Approval- June 19, 2022

Mr. Tremble stated that they had a submission for an approval of the Lions Club Car Show on June 19, 2022, at Park East.

Mr. Tremble asked if anyone had any questions about that and he stated that it's something they do every year and their insurance and all the things are in order, as they always have done.

Motion by Dan Engelkes, seconded by Scott Stephens, the Lions Club Car Show Permit be approved. Roll Call: Scott Stephens, Dan Engelkes, Steve Pennock, Josh Messenger, Mark Tremble- yes. MOTION PASSED UNANIMOUS.

Release of Executive Session Minutes- None

Mr. Tremble stated that they don't have any executive session minutes to release, although they do need a motion. He stated that they've been reviewed by their legal counsel, and it is their recommendation that the executive minutes sessions not be released at this time.

Motion by Scott Stephens, seconded by Josh Messenger, the board to not release any executive session minutes as recommended by the district's legal counsel is approved. Roll Call: Dan Engelkes, Steve Pennock, Josh Messenger, Scott Stephens, Mark Tremble.

Executive Session

Mr. Tremble stated they had an executive session scheduled if they needed it. He stated that he had not been informed of any topics that needed to be discussed in executive session. Mr. Adams stated

that he had not received any new information. All board members agree that an executive session was not needed.

COMMISSIONERS COMMENTS

Mr. Messenger stated that it was nice to see that this week has been crazy busy at the splash pad. He stated that he liked to see all the people in the parks and all the baseball games going on. He stated that it's fun to live on that side and see that stuff going on. He highlighted that the parks look great.

Mr. Stephens stated that the Park East deck overlook looks nice. He stated that it's a nice improvement made with the ADA accessibility and just the visibility and taking it back and clearing some trees. He stated that it made it a very inviting place for people to hang out. He stated that it was a nice addition to the parks. He highlighted that all the parks in town look good and well kept.

Mr. Engelkes stated that he had nothing to add tonight.

Mr. Pennock stated that his dogs appreciated the mulch that was put around the trees.

DIRECTOR'S COMMENTS

Mrs. Folk stated that she had no comments.

PRESIDENT'S COMMENTS

Mr. Tremble that it's nice to see all the action at the parks, at the splash pad, and the baseball diamonds. He stated that he was glad to hear that the pool is being attended to.

ADJOURN

Motion by Dan Engelkes, seconded by Scott Stephens, the meeting adjourned at 5:15 P.M. ALL WERE IN FAVOR.

Respectfully Submitted,



Haley Mizner
Board Secretary

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Personnel & Policy Committee Meeting Minutes
June 28, 2022**

Mark Tremble, President, called the Personnel & Policy Committee meeting to order at 10:09 a.m.

COMMISSIONERS PRESENT: Mark Tremble, Steve Pennock, Scott Stephens

ABSENT: None.

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance Administrator; Haley Mizner, Board Secretary

VISITORS PRESENT: None.

RECOGNITION OF VISITORS:

There were no visitors present.

Job Description Recommendation

Ms. Folk stated that she has proposed a job description for the position of Assistant Superintendent of Parks and Facilities. She stated that the current Deputy Superintendent of Parks has been tagged for replacement of the position of Superintendent of Parks and Facilities when that current employee retires in 2024. She stated that they were looking at doing this as a transitional period for this position to prepare that individual to take over as superintendent upon retirement. She stated that she has proposed the job description, and it does shift some responsibilities of the Deputy Superintendent to another employee. She stated that they are also working with transitional steps that would obviously continue through the Parks Department as they prepare for that transition in 2024.

Mr. Stephens asked if they had a month in 2024 for the retirement. Ms. Folk stated that it was February of 2024.

Mr. Stephens asked if regarding this job description, if Ms. Folk said that she had sat down and discussed this with Andy and Brent. Ms. Folk confirmed that she had talked to Andy and Brent about it.

He asked what about the job, or the duties that slide downhill together, are they determining who in their crew fits that best to which Ms. Folk confirmed. She stated that they actually have an individual in mind, and they have discussed it with them and are working out a few details to make sure it's a good fit for that individual based on their personal circumstances. She stated that they were working through it. She stated that if this doesn't work out for that individual, then they will be looking to hire outside.

Mr. Tremble stated that he had a question on the first change of essential functions where it said responsible for care and maintenance of all buildings of the district. He asked if that was still under the supervisor. Ms. Folk stated that it is still under the superintendent. She stated that it is actually a responsibility that is also found on the description for the Superintendent of Parks and Facilities. She stated that this was preparing them to work together. Mr. Tremble stated that the next one said to coordinate care and maintenance of all parks with the superintendent of facilities, but the first one didn't say along with.

Mr. Tremble asked if the fit of the other doesn't work and they have to hire on the outside, is that going to be immediate or after this is in place for a while. Ms. Folk stated that they had a year and a half window. She stated that unfortunately, they needed to move on that this fall. She stated that all of the employees had been made aware of this. She stated that she doesn't think that there's a concern with that at this time.

Mr. Tremble asked if there were any other questions on the job description.

Ms. Folk stated that the red was what was added, and the information crossed out was from the Deputy position.

Mr. Tremble clarified that the Deputy Certified Playground Safety Inspector would now move to whoever would fill that role.

Ms. Folk stated that this was something they've already started working towards anyways. She clarified that Brent already had the responsibility of Certified Playground Inspector. She stated that he has been their Certified Playground and Safety Inspector for several years now. She stated that they are preparing other employees within the department to be certified as well because they are trying to set themselves up to have a backup at all times.

Mr. Pennock stated that he agrees on recommending the job description to the full board.

Mr. Stephens stated that he also agreed on recommending it to the full board for acceptance.

Mr. Tremble agreed and stated that they would recommend the job description to the full board.

Wage Recommendation

Mr. Tremble stated that the wage recommendation was for the same position as the job description.

Ms. Folk stated that she had provided each commissioner with copies of their payroll analysis and their pay grade adjustment guide that they had implemented back in 2019. She stated that they have actually utilized this as a benchmark for several years with the way that they handle any annual increases, and the way that they handle any changes in positions. She stated that this is updated annually with assistance from HR source, which they are a member of. She stated that the recommendation at this point was to take the position of Assistant Superintendent of Parks and Facilities and move them from pay grade eight to pay grade 10 with an increase representative of 3.8%. She stated that that does fall at the middle third of the pay structure for pay grade 10.

Mr. Stephens stated that it seemed like a reasonable change for the duties picked up and them showing the intent that this person is going to end up being the Superintendent in the long run.

Mr. Pennock stated that he would concur.

Mr. Tremble stated that they all had the conversation of why they came up with the other and it was just kind of out of the air, whereas this one has a reason in relation to the duties.

Mr. Stephens clarified that the information that's on the July payroll analysis revision is showing the newly proposed salary where the back page is showing what the current is. Ms. Folk stated that it showed the current with the proposal to where it would go.

Mr. Stephens stated that Ms. Folk has stressed to them what an important employee Brent is, so the recommendation makes sense. He stated that they need to keep going the right direction as Brent could be someone who could be with the park district for a long

time and take care of things if things go well and he is treated correctly.

Mr. Folk stated that Brent has been with the district for 16 years this year.

Mr. Stephens stated that he would recommend the wage recommendation to the full board. Mr. Pennock and Mr. Tremble agreed.

Mr. Tremble stated that they were going to make the recommendation for the description first, and the wage second to the full board.

Mr. Tremble asked if there were any other discussions or questions on that.

ADJOURN

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

Respectfully Submitted,

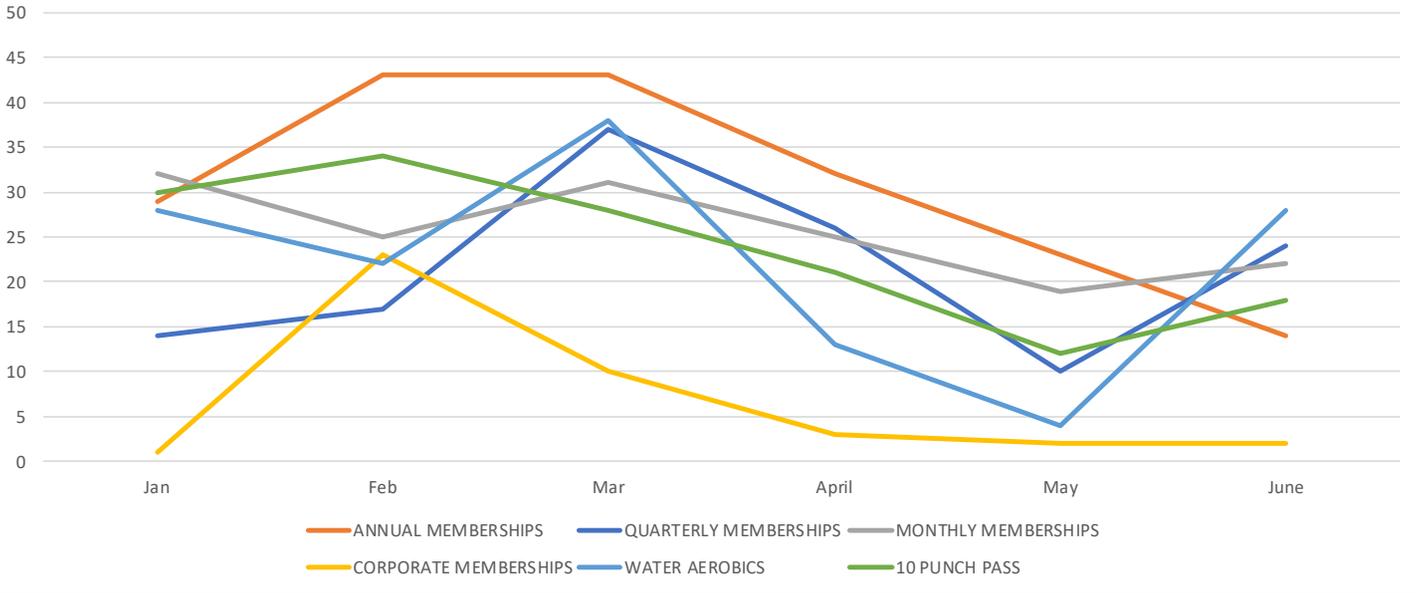
A handwritten signature in cursive script that reads "Haley M. Mizner".

Haley Mizner
Board Secretary

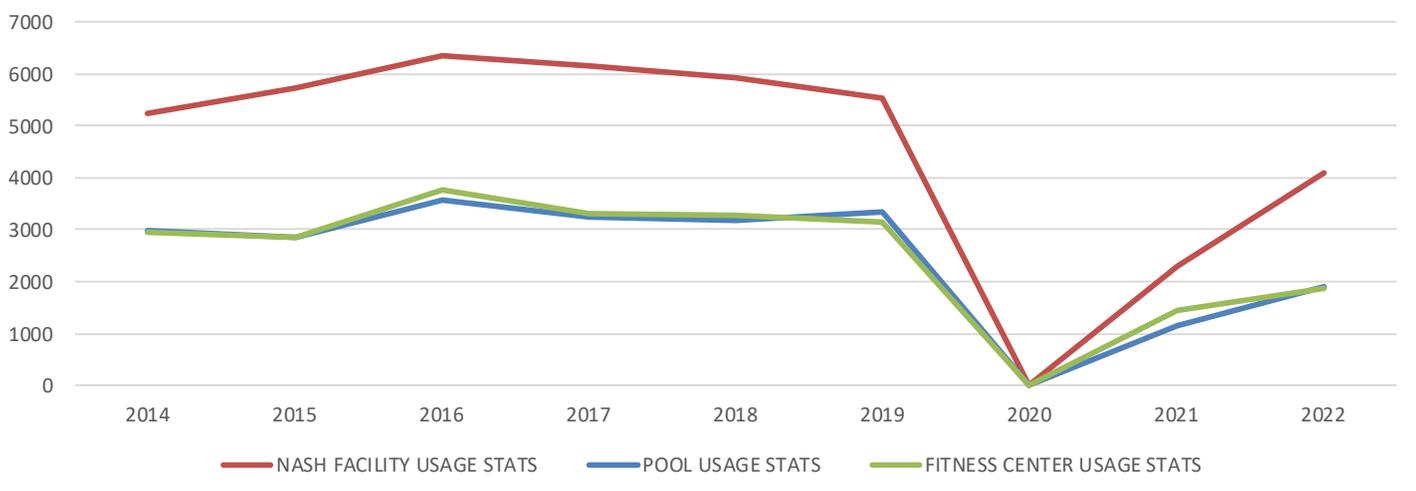
MONTHLY BOARD REPORT DASHBOARD

Report Period: July 2022

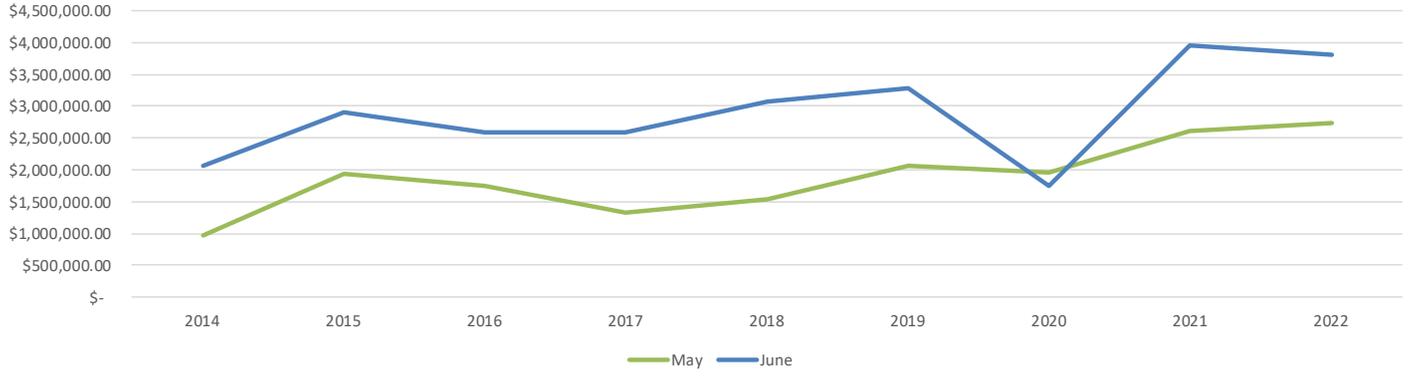
MEMBERSHIP SALES BY MONTH



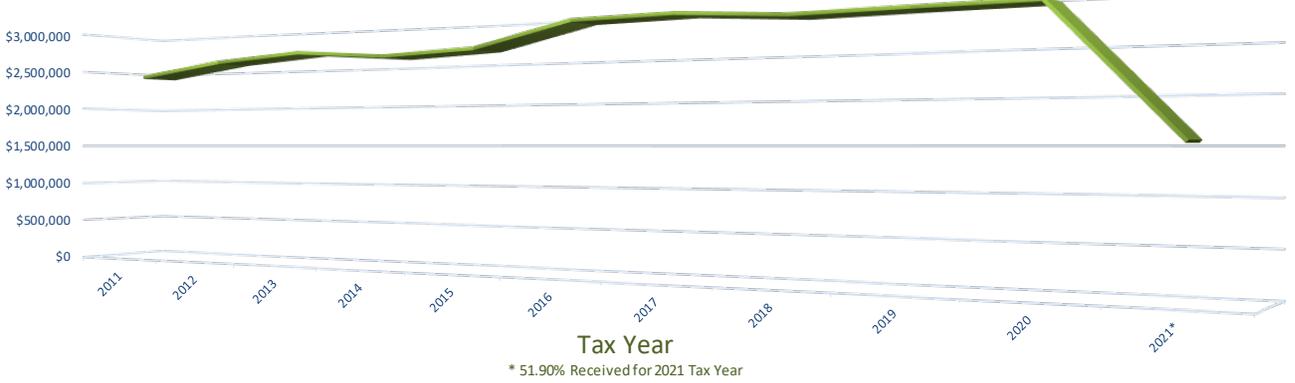
JUNE FACILITY USAGE STATS



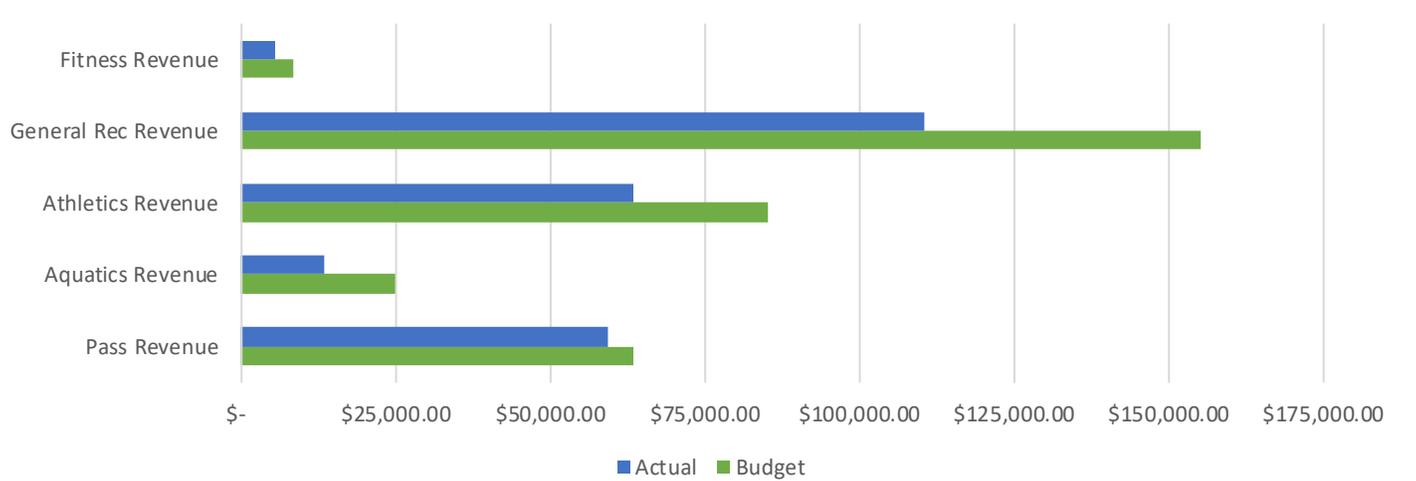
DISTRICT FUND BALANCES



Tax Extension by Year



RECREATION REVENUE STATUS



MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 19, 2022
Parks Report



Sports

All sporting events are currently in full swing. Staff is busy preparing ball diamonds and volleyball courts for games. T-ball is done for the year, but the field will be used for the little all-stars league. The sports fields and turf are in good condition considering the dry weather the start of the year. Staff has done a great job keeping fields groomed and playable.



Projects

The blacktop and concrete improvement have been completed. We are in the process now of going over the punch list of items that were being taken care of. Areas throughout the parks had been repaired and two-inch overlay had been laid. The areas include Lower Park West parking lot, soccer area, prairie learning center, the Reading Nook, Lions Park, and the Maintenance Garage. These areas also received new parking blocks and painted parking stalls where needed.

Parks staff has started filling cracks and seal coating the walking paths at Park West. The sealcoat being used is an asphalt base product that is durable for long life, but it is also applicator friendly and doesn't burn the applicators skin as other products do.

The mini pitch court has been installed and was painted. The Toro Court was repainted as we had some water damage from the previous install. The pickleball courts have been painted and the posts for the nets have been installed. We are in the process of now pouring frost free concrete pads for the fence posts to be mounted on. We have found that the blacktop was not stable enough to hold the fences in place. Once the fences are installed, we will install the nets and open the courts to the public.

The Park East deck improvements are in the punch list phase. We are waiting for the contractor to take care of the items on the list. We will be installing picnic tables on the overlook when they are delivered, which will be in two weeks.

Staff has been focusing mainly on general maintenance such as sports, turf, tree trimming, weed control, blacktop repairs, mowing, trimming, shelter repairs and events.



General

Staff is doing a great job this year with all maintenance and projects assigned to them. Very happy as to how the parks look already this time of the year.

Respectfully submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 19, 2022

Nash Facilities Report

 **Nash Facility**

The spa will soon be getting some upgrades. The Halo Controller has been delayed in getting installed because of the delay in parts. Those parts have finally arrived, and Halogen will be doing the install in a few weeks. This controller has the same features as the Halo that is running the pool. It will control water level, temperatures, and chemicals. Like the pool controller this will save on maintenance, chemicals and constantly keep the water in check.

We have had some issues with the alkalinity levels in the pool. This is hard to control as the city water is very high in alkalinity. For us to track this better we are performing an alkalinity test daily even though that test is only required once a week by state inspection standards.

Currently, we are planning a pool closing on September 26th to start the process to identify where the leak is in the trough around the pool. We will be cutting all the coping stones except in the corners so Leak Detection can come in and do a dye leak detection test. Once we cut the stones, we will clean the pool and let it filter for a few days before Leak Detection can come in and shoot dye in the trough. After leak detection is done, we will need a few days to get chemicals back to normal in the pool before we open. We are hoping the pool closing will be a week. Once we locate the leaks that information will be given to the engineer that will devise a plan to make the necessary repairs.

 **General**

Staff is doing a great job at Nash with all events set up and cleaning of the facility.

Respectfully Submitted,



Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 19, 2022

Superintendent of Recreation Report

 **Recreation Department**

Participation numbers were consistent with 2021. While this appears the same, we had many changes from 2021. The Summer Meals program has gone from a drive-up, take as many as needed to an in-person only, 18 and younger option. The drive-up model was enacted in 2020 and 2021 due to COVID. We served 962 less meals in 2022 but staff did a great job of providing other opportunities that is reflected in participation numbers. Participation numbers increased for free programming, sports camps and the addition of Inclusive Recreation covered the deficit created by summer meals. With a smaller staff this summer we have relied heavily on our intern Elly Heimer Teresa Nehrkorn and Erin Folk. We appreciate all the assistance as we continue to offer more programming. The position of Special Events Coordinator has not been filled and we welcome the additional help Teresa Nehrkorn is providing this summer. Program masters for fall programming have been completed for an August 19 release date to the public.

	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
May	1074	879	-19%	(195.00)
June	2996	3009	0%	13.00

 **Aquatics**

Starguard completed our annual surprise audit on July 12. We received a 4-star rating and would like to acknowledge what a great job our three guards on duty did. Isaac, Madison and Emmitt did a great job in the scanning and skills portion. Isaac has been a guard for 3 years; Madison 11 months and Emmitt has been on the job 1 week. Swimming lessons hit our highest mark this month with 172 participants. Water Aerobics participation has continued to increase with our Tuesday and Thursday classes eclipsing 20 plus participants for Twinges, Deep Water and Regular Aerobics. The pool was utilized in June for the Illinois State Police Water Response Team training and certification. The pool will be utilized on July 27 by the Oregon Public Library for their end of summer reading bash. We offered Popsicles on the Pool deck in June as a Pop Up and Play opportunity in addition to water games. More of these will be planned for the remainder of the summer.

 **Presenting Sponsorship**

E.D. Etnyre will present their sponsorship check to the Recreation Department on Tuesday, July 19 during their concert in the park. In addition, a family show will be held at 5:30 p.m. followed by the concert at 6:30 p.m. Etnyre will provide a Touch a Truck event during these programs and the Recreation Department will offer an Art in the Park during the concert. We will be making bouncy balls. The sponsorship has allowed us to continue Pop Up and Plays and Art in the Parks this summer as well as add Inclusive Play with the Village of Progress.

 **Fitness Center**

Jason Donegan is offering Beginning Weight Training, Speed and Agility as well as Weight Orientations this month in addition to personal training.

Aerobics with Aimee has continued to grow, and we are at 11 participants for July.

The Cybex Arc trainer will be replaced this month. The 14-year-old piece of equipment had begun having issues and the motor needed replacement. The weight orientation allowing 7th and 8th graders to use the free weight area with an adult has been well received and we have 7 students that have completed the orientation.

Yoga at the River was offered free in June and will also be offered in July and September. The free class was attended by 8 and new deck was the perfect location.



Programming

Summer programming has been well received with Art in the Park and Pop Up and Play consistently filling each week.

Ms. Teresa has held three Preschool in the Parks and two remain in July. All have filled with waiting lists.

Whiskey with Dad was a hit at Cork and Tap. Special thank you to Cork and Tap for working with us to create these adult opportunities.

The recreation staff provided a craft for Music and More at the Market in both June and July with the assistance of Teresa Nehrkorn and Erin Folk. Music and More has been well attended and we look forward to the August concert.

The Farm to Table Dinner will be held July 29, we are currently at around 100 meals. The Recreation Staff and Erin Folk will be on hand for this fundraiser and Debbie Leffelman will be returning to volunteer and assist with this.

We are partnering with the Oregon Public Library on July 26 to offer a Mobile Science Lab at Park West from 12:30-6:30 p.m. this will be prior to our final Tuesday concert. The mobile unit is from the Illinois Extension and cost was split between both organizations.



CPR Certification

All staff is up to date on CPR/First Aid Certification and the next class will be held on August 24.



Marketing

Facebook continues to be a driving force for our programs, and we continue to fill with after program photos as well as a marketing system to push programs. We continue to utilize Stahr Media for our marketing plan and I continue to post after-programming posts and monitor the page. The Ogle County Life continues to be a great resource for the Park District with publishing our articles and photos each week.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 19, 2022

Business Administration Report



Financial Review

The July 2022 Treasurers Report is included in the Board Packet. The District is currently on pace to achieve its annual fund balance goals.

Tax Distribution: The District received its first tax distribution of the 2021 tax year on June 29th. The total distribution of \$1,543,580.60 represented 51.90% of the expected receipt. Transfers to the Bond & Interest Fund and Paving & Lighting Fund were delayed due to their 'dormant' status. The funds are not utilized on a regular basis and additional time was required to complete the transfer. The District expects to collect approximately \$2,974,338 during Fiscal Year 2022.

Budget Status: The District continues to be on pace to exceed the expected pass sales for the fiscal year. Primary Parks Capital Improvements are wrapping up and the final billings will be reflected on the July Treasurers Report. The District has currently financed 38.63% of the 2022 fiscal year capital improvements.



Board Reporting Statics Changes / Grant Receipts

The District has made some improvements to its statistical reporting in the monthly board packets. The new Monthly Board Report Dashboard will enhance the value of its statistical reporting through visual graphs and enhanced content. The District will continue to revise and improve the new Dashboard as well as the overall staff narrative reporting. The traditional stats provided to the Board, including Membership Sales, Facility Usage and Fund Balance Reporting, will still be available along with new graphs and seasonal content.

The District received over \$5,700 in grant proceeds during June. Grant receipts included a safety grant, through the District's Workers Compensation Insurance provider, that supplied the District with hearing & vision protection, safety supplies and AED Batteries. The District also received several grants through IPARKS, including a Swing Modification Grant that assisted with new playground parts, and a Power Grant for training, education and safety supplies that helps with District risk management.



Staffing Update / Training / Website Improvements

The District is currently in the process of hiring a new Administrative Services Coordinator. The Front Counter staff has done an amazing job of helping the District through its administrative staff transition. The staff picnic on July 7th was a great opportunity for the staff to enjoy the summer.

All District staff underwent Harassment and Discrimination Awareness and Prevention training during the month of June. The majority of staff, including all full-time staff, underwent the training provided by HR Source on June 21st. Public Act 101-0221 amended the Illinois Human Rights Act requiring that all employers provide annual sexual harassment prevention training in 2020. The District completes its annual training in June of each year. All employees that were unable to attend the June 21st training underwent training through their monthly department meetings.

The District improved its website by adding a visual calendar of all District events. The calendar can be accessed through the Events tab and can link future events to registration pages and more information. The new guide

will be released on August 19th and all events will be included in the calendar.

July 2022 ▾

MON	TUE	WED	THU	FRI
27 10:00 am - 10:45 am 🕒 Flamingo Bingo 11:30 am - 12:30 pm 🕒 Summer Meals @ Mix Park 1:00 pm - 4:00 pm 🕒 Pop Up and Play	28 10:00 am - 11:00 am 🕒 Art in the Park 11:30 am - 12:30 pm 🕒 Summer Meals @ Mix Park 6:30 pm - 8:00 pm 🕒 Concert in the Park	29 10:30 am - 11:30 am 🕒 Preschool in the Park 11:30 am - 12:30 pm 🕒 Summer Meals @ Mix Park	30 9:30 am - 10:30 am 🕒 Inclusive Recreation 11:00 am - 12:00 pm 🕒 Operation Move 11:30 am - 12:30 pm 🕒 Summer Meals @ Mix Park	1 11:30 am - 12:30 pm 🕒 Summer Meals @ Mix Park 5:30 pm - 7:30 pm Fish Fry at Taft

The District had 638 activity registrations during the month of June. There were 352 registrations for the Color Run!

There were 115 total memberships and punch passes sold during June.

Respectfully Submitted,



Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 6th, 2021

Athletic Coordinator Report



Baseball and Softball

Baseball and Softball season will conclude within the next week for coach pitch and older groups. We already have one age division champion with the Leon Gasmund age coming down to an exciting Oregon v Oregon championship game. T-ball has already concluded, and our Little baseball stars (run in collaboration with the HS Baseball team) will finish on Thursday July 14th. The Oregon Park District hosted the Softball All Star games for all three age groups. Each all star team featured players from league teams, and players were chosen by their teammates. Baseball players from our teams were also chosen to attend the baseball All Star games, which were hosted by Byron Park District. We are into tournament time and the season will conclude Friday July 22nd. We will be hosting the Softball tournaments again this year.



TORO Tuesdays

Toro Tuesday League ended on Tuesday July 11th with an exciting tournament. We had 5 teams this season, and everyone has enjoyed the TORO court yet again.



Summer Camp Offerings

July also saw our Girls Basketball Summer camp, led by Coach Rand. This program featured 36 girls working on their basketball fundamentals. Tennis camp was held in July, with certified Tennis instructor and Rochelle High School Tennis Coach, Kristy Eckardt leading the camp again this year. We had the highest number so far for this camp, with 30 kids participating. Volleyball camp is also underway this week with 94 kids participating. Proceeds from this camp go directly to the OHS Volleyball program. Soccer camp will start on July 25th and will once again be run by the OHS soccer coaches and teams. Proceeds will go to the OHS soccer organization.



Operation Move

Operation Move has been ongoing this summer, and so far we have offered TORO games, batting cages, water games, dodgeball and tennis games. Still to come is TORO, Mini Pitch games and a T-Ball game. This free program is designed to keep kids active during the summer and is sponsored by KSB Wellness.



Adult Mini Pitch League

I am excited to have our first Adult Mini Pitch league starting on Thursday July 14th, with 5 area teams participating in these 4 v 4 games.

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

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

7/13/22

Recreation Program Report



Color Run

The return of our Color Run was a big success! We had a total of 416 registered participants and an additional 36 volunteers throughout the community. Many volunteers used this program to fulfill Silver Service hours and we also had a big turnout from the OHS Boys/Girls Soccer Teams. In total, we had 33 volunteers.

Along with a big community turnout, many of our program materials from the last Color Run (in 2019) were able to be reused for this event. Over 450 bags for participant materials and 240 pounds of dyed cornstarch helped offset the cost of Color Run t-shirts, sunglasses, and single-use water bottles. With the savings, we were also able to provide our volunteers with a t-shirt to thank them for their time and to make them feel like they are part of the event!

After the Color Run, many people stayed at Park West to enjoy our Concert in the Park. A big thanks goes out to the FT staff at Nash for assisting with the check-in table, pictures during the event, and music. Along with that, the Parks department made sure that the course was set up properly, assisting with water bottle distribution at the end, and notifying people of the wash stations and our Concert in the Park. This event was successful because of your dedication to our community members!

I will be sending out a survey to our staff and to the volunteers of the event to see how I can improve this program for next year. I look forward to sharing the results with you next month.



Camp Oh-Pea-Dee

We are now in Week 7 of Camp OPD. The children have enjoyed the wonderful outdoor weather and visiting some local businesses and parks. Registration numbers have consistently maxed out at 25 campers per week with little to no waitlist. Due to low registration numbers last summer for camp, the decision to take a week off during the week of 4th of July gave campers (and staff) some much needed rest. With that, I have received no complaints from the community regarding this decision!

Looking forward, July has Camp OPD visiting the Library two more days for their Summer Reading program. In addition, we will be visiting Lorado-Taft, The Rink, Lake LaDonna, and the local Circuit Clerk's Office. The camp staff and I look forward to finishing the summer strong!

Respectfully Submitted,

Chris Hartzog

Chris Hartzog
Recreation Program Coordinator

RESOLUTION 22-07-19

A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN CLOSED SESSION AUDIO RECORDINGS

WHEREAS, the Oregon Park District Board of Park Commissioners (the “Board”) has met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the “Act”); and

WHEREAS, in accordance with the Act, the Board has kept written minutes and verbatim records, in the form of an audio or video recording, of all such closed sessions; and

WHEREAS, Section 2.06(c) of the Act (5 ILCS 120/2.06(c)) permits the destruction of the verbatim records of closed session meetings without notification to or the approval of a Records Commission or the State Archivist under the Local Records Act not less than eighteen (18) months after the completion of the recorded meeting, but only after:

1. The Board approves the destruction of a particular recording; and
2. The Board approves written minutes of the closed session meeting; and

WHEREAS, at least eighteen (18) months have passed since the minutes of the verbatim audio recordings of the closed session meetings set forth in Section Two of this Resolution were completed, and the Board has approved the written minutes for each such meeting; and

WHEREAS, Board may order the destruction of the verbatim recordings even if it does not authorize the release of the written minutes from the closed session meeting until some later period of time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oregon Park District, Ogle County, Illinois, as follows:

SECTION ONE: The recitals set forth hereinabove shall be and they are hereby incorporated as if said recitals were fully set forth within this Section One.

SECTION TWO: The Board hereby authorizes and directs the Board Secretary to destroy all verbatim audio recordings for all closed session meetings from January 1, 1967 through and including December 31, 2020.

SECTION THREE: Any and all motions, policies or resolutions of the Oregon Park District in conflict with the provisions of this resolution shall be and are hereby repealed.

SECTION FOUR: This resolution shall be in full force and effective from and after its passage and approval in the manner provided by law.

PASSED by the Oregon Park District Board of Commissioners, Ogle County, Illinois, and approved this 19th day of July, 2022.

Ayes _____

Nays _____

Absent _____

Approved _____

Mark Tremble
President

Attest _____

Haley Mizner
Board Secretary

For recording information

GRANT OF EASEMENT
FOR DRAINAGE TO
ROCK RIVER

THIS GRANT OF EASEMENT (the “Agreement”) is dated as of this _____ day of _____ 2022 (the “Effective Date”), by and between the Oregon Park District, an Illinois park district ("Park District"), and Trestle Holdings LLC, an Illinois limited liability company (“Trestle Holdings”), which hereinafter may be referred together as the “Parties” or individually as a “Party.”

- A. Park District is the owner of certain real property commonly referred to as Carnation Park, located at 1 Webster Street, Oregon, Illinois, which real estate is legally described in **Exhibit A** attached to and incorporated herein by this reference (the "Subject Property").
- B. Trestle Holdings is developing a residential subdivision adjacent to the Subject Property.
- C. The City of Oregon, Illinois has approved the Final Plat of Subdivision for Trestle Ridge (“Trestle Ridge Subdivision”).
- D. The development of Trestle Ridge Subdivision requires off-site drainage on the Subject Property.
- E. Trestle Holdings has requested Park District grant an easement to use that portion of the Subject Property, as depicted in **Exhibit B**, attached to and incorporated herein by this reference, in order to construct, operate, maintain, repair a drainage easement for stormwater management purposes, together with related appurtenances, on the Subject Property.
- F. Section 8-11 of the Illinois Park District Code (70 ILCS 1205/8-11) authorizes Park District to grant easements to municipalities, corporations or persons for the construction, operation and maintenance of facilities upon, under or across any Park

District property for various utilities including for stormwater management purposes and for other public services.

- G. Park District has determined that it is in the public's interest to grant the requested easement to Trestle Holdings on the Subject Property pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual convenience in conditions contained herein, the receipt and sufficiency of which is hereby acknowledged, the Park District and Trestle Holdings agree as follows:

- 1) Recitals. The forgoing recitals are hereby incorporated here and as fully set forth below as representations by the Park District and Trestle Holdings.
- 2) Grant of Easement. The Park District hereby gives, grants, and conveys to Trestle Holdings, its successors and assigns, a perpetual non-exclusive easement ("Easement") for the right, permission and authority to construct, reconstruct, grade, operate, access, maintain, test, inspect, repair an area in conjunction with the Trestle Ridge Subdivision for drainage purposes in, upon, under, along and across that portion of the Subject Property depicted on **Exhibit B** and legally described in **Exhibit C** (the "Easement Area"). Trestle Holdings and its successors and assigns agree to reasonably maintain the Easement Area at its sole cost and expense and at no cost or expense to the Park District.
- 3) Consideration. Trestle Holdings agrees to pay the Park District \$ _____ as consideration for the Easement granted pursuant to this Agreement.
- 4) Easement Conditions. The grant of the Easement given to Trestle Holdings under this Agreement shall be subject to the conditions that:
 - (a) The Park District reserves the right of access to and use of the Easement Area in any manner not inconsistent with the rights granted to the Trestle Holdings under this Agreement, including but not limited to the right to install landscaping, gardens, shrubs, driveways, sidewalks, parking lots, and ingress and egress roadways on the Easement Area that do not then or later conflict with the Easement rights granted hereunder.
 - (b) Trestle Holding's use and occupation of the Easement Area shall not interfere in any way with the Park District's use of the Subject Property or the Easement Area for recreational purposes.
 - (c) Trestle Holdings shall notify the Park District prior to commencement of any Easement Activities, as defined below in Section 4.d, on the Easement Area. The Parties shall reasonably cooperate with respect to the commencement, timing, and location of such Easement Activities so as to protect the public at large and to avoid any interference with the Park District's use of the Subject Property or the Easement Area.

- (d) Upon completion of any construction, repair and/or other activity in any way related to the operation, inspection, repair, or maintenance, of the Easement Area, or any other activity performed on the Easement Area or the Subject Property pursuant to the grant of the Easement set forth in Section 2 of this Agreement (collectively, the “Easement Activities”), Trestle Holdings agrees to (i) replace, compact and then grade any and all topsoil removed by Trestle Holdings to the reasonable satisfaction of the Park District; (ii) replace any and all natural grass removed with sod of like quality; and (iii) restore the Easement Area to the condition as existed immediately preceding such Easement Activities. Trestle Holdings shall similarly restore any portions of the Subject Property and any other real estate damaged or otherwise disturbed in connection with any of the Easement Activities, to the condition as existed immediately preceding such Easement Activities. All restoration shall be completed within thirty (30) days following completion of any Easement Activities, or, if due to weather conditions or other circumstances which would make any such restoration inadvisable, then within such later time period as the Park District shall reasonably determine. Trestle Holdings shall be responsible for all costs associated with said restoration of the Easement Area and the Subject Property as provided herein.
- (e) During any Easement Activity, Trestle Holdings shall as necessary undertake all reasonable measures to ensure the proper removal, storage and/or protection and re-installation of any of Park District’s fences, sheds, trees, small shrubs and other landscaping features that are in or immediately adjacent to the Easement Area. In the event Trestle Holdings, its employees or agents, or any contractor or subcontractor engaged in any Easement Activity causes any damage to trees, shrubs, or other vegetation or landscaping, or any improvements lying outside the boundaries thereof, Trestle Holdings shall, at its sole cost and expense, and to the satisfaction of the Park District, repair or replace all damaged trees, shrubs or other vegetation, landscaping or improvements.
- (f) All Easement Activities conducted by any entity within the Easement Area shall be performed in a safe and sound manner and in accordance with all applicable federal, state and local laws, ordinances, permits, rules and regulations including but not limited to all applicable City of Oregon ordinances, permits, rules and regulations (collectively, “Laws”).
- (g) Trestle Holdings shall be responsible for the payment of all reasonably necessary costs associated with any Easement Activity.
- 5) Maintenance. Trestle Holdings shall be solely responsible for maintaining the Easement Area and for all routine maintenance of the Easement Area and shall maintain the Easement Area in good working order at all times and in a manner consistent with its use and in conjunction with Trestle Ridge Subdivision and in compliance with applicable Laws. In the event that the Park District determines that Trestle Holdings is not in compliance with the terms of this Section 5, the Park District shall provide Trestle Holdings written notice of said noncompliance. Upon receipt of said notice, Trestle Holdings shall have thirty (30) days to commence the necessary measures to cure said noncompliance. Notwithstanding the above thirty (30) day cure period, Trestle

Holdings shall take immediate action to cure said noncompliance in the case of an emergency likely to cause immediate harm, damage or danger to surrounding property or to the public or private health, safety or welfare. In the event that Trestle Holdings fails to commence the necessary measures to cure said noncompliance at the expiration of the periods set forth herein, or otherwise exhibits an unwillingness to cure said noncompliance, the Park District shall have the right, but not the obligation, to take all steps necessary to bring the Easement Area into good working order and repair and to ensure compliance with all applicable Laws, and Trestle Holdings shall be responsible for all reasonable costs and expenses incurred by the Park District in connection with same, including reasonable attorneys' fees. In the event the Park District incurs any maintenance expense with respect to Easement Area, Trestle Holdings shall reimburse the Park District for the same within thirty (30) days of receipt of invoice for the same.

- 6) Hazardous Materials. No explosives or flammable or hazardous materials of any kind shall be transported across, brought upon, or stored or deposited on, the Subject Property or the Easement Area (except as needed for vehicles or equipment for the Easement Activities, provided that Trestle Holdings and its contractors shall be liable for any damage to or contamination of the Subject Property or the Easement Area resulting from such activity or use). As used in this Agreement, "hazardous materials" means any hazardous or toxic substances, materials or wastes, including, but not limited to solid, semi-solid, liquid or gaseous substances which are toxic, ignitable, corrosive, carcinogenic or otherwise dangerous to human, plant or animal health or well-being and those substances, materials, and wastes listed in the United States Department of Transportation Table (49 CFR 972.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and amendments thereto or such substances, materials, and wastes regulated under any applicable Laws, including, without limitation, any material, waste or substance which is (a) petroleum, (b) asbestos, (c) polychlorinated biphenyls, (d) designated as "Hazardous substances" pursuant to Section 1251 *et. seq.* (33 U.S.C. Section 1321) or listed pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 *et. seq.* (42 U.S.C. Section 6903), or (vi) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601 *et. seq.* (42 U.S.C. Section 9601) or any other applicable environmental law.

- 7) Liens. Trestle Holdings shall not permit or suffer any lien to be imposed upon or to accrue against the Park District's funds, the Subject Property or the Easement Area. Trestle Holdings shall indemnify, defend and hold harmless the Park District from and against any liens and encumbrances arising out of any labor or services performed by or at the direction of, or materials furnished to, Trestle Holdings or any parties claiming by, through or under Trestle Holdings. In the event that any such lien shall arise or accrue against the Park District's funds, the Subject Property or the Easement Area, Trestle Holdings shall promptly cause such lien to be released of record by payment

thereof or shall post a bond with the Park District in a form and amount which is reasonably satisfactory to the Park District.

- 8) Indemnification. Trestle Holdings agrees to indemnify, defend and save the Park District, its agents and employees, and all other persons or entities acting at the direction of the Park District, harmless from and against any and all liabilities, claims, losses, costs, damages, or demands for personal injury or property damage arising out of or caused by any negligent act or omission of Trestle Holdings, any of its contractors or subcontractors, anyone directly or indirectly employed or engaged by any of them, or anyone for whose acts any of them may be liable, arising from the Easement Activities or exercise or use of any of the rights granted under this Agreement. The obligations on the part of Trestle Holdings to indemnify, defend, save and hold harmless the Park District shall survive the expiration or termination of this Agreement.
- 9) Insurance. Trestle Holdings shall maintain, and shall require any of its contractors hired to perform any work on the Easement Area, to maintain liability insurance in reasonable amounts, and with reputable companies as are reasonably acceptable to the Park District and /or the risk management association of which it is a member, to protect the Park District and Trestle Holdings against claims arising directly or indirectly out of or in connection with the Easement Activities or use of the Easement Area or Subject Property pursuant to this Agreement. Trestle Holdings shall name, or cause any contractor hired to perform any work on the Easement Area to name, the Park District, its elected and appointed officials, officers, employees and agents as an additional insured and, prior to commencing any such activity, shall provide to the Park District a copy of a Certificate of Insurance evidencing same the same.
- 10) Reservation of Rights. All right, title, and interest in and to the Easement Area, are reserved to the Park District; provided, however, that the Park District's use and enjoyment of the Easement Area shall not interfere with or adversely affect any of Trestle Holding's rights herein.
- 11) Transferability. This Agreement shall be binding on the Parties and their successors and assigns. The rights granted hereunder to Trestle Holdings are non-transferable and shall not be assigned without the prior written consent of the Park District. The terms, conditions and provisions of this Agreement shall be a covenant running with the land and shall be binding upon the heirs, executors and administrators, personal representatives, successors and assigns of the parties hereto.
- 12) Additional Easements. The Park District shall have the right to grant other easements over, along, across or upon the Easement Area.
- 13) Recording. This Agreement shall be recorded in the Office of the Ogle County Recorder of Deeds by Trestle Holdings.

- 14) Default and Remedies. In the event of a default by either the Park District or Trestle Holdings, the non-defaulting party may seek any and all remedies permitted at law or in equity.
- 15) Attorneys' Fees. In the event of any dispute between the Park District and Trestle Holdings regarding the enforcement or effect of this Grant of Easement, the non-prevailing party in any such dispute shall the prevailing party's reasonable attorneys' fees and cost incurred. In the event that neither party wholly prevails, the court may apportion the costs and fees as the court deems appropriate.
- 16) No Waiver of Tort Immunity. Nothing contained in this Agreement shall constitute a waiver by the Park District of any right, privilege or defense which it has under statutory or common law, included but not limited to the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10.
- 17) Exceptions. The Easement granted herein shall be subject to all covenants, easements and restrictions of record, building and zoning ordinances, resolutions and regulations, and to all questions of survey and rights of any Parties which would be revealed by a physical inspection of the Subject Property. All rights granted Trestle Holdings are expressly subject to the terms and conditions of the deed conveying title to Subject Property to the Park District.
- 18) Amendment. This Agreement contains the entire agreement between the Parties relating to the rights granted herein and the obligations herein assumed. This Agreement may not be modified, amended, or terminated except at a writing signed by both the Park District and Trestle Holdings.
- 19) Severability. Invalidation by judgment or court order of any one or more of the covenants or restrictions contained herein shall in no way affect any other provisions which shall remain in full force and effect.
- 20) Captions and Paragraphs. Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.
- 21) No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish, or impose any legal duty to any third party.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be executed on the date first above written.

Oregon Park District, an Illinois Park District

By: _____

Mark Tremble, President, Oregon Park District Board of Commissioners

ATTEST: _____

Haley Mizner, Secretary, Oregon Park District Board of Commissioners

Trestle Holdings, LLC,
an Illinois limited liability company

By: _____

Ted N. Hvarre, Member and authorized agent

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

The undersigned a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that **Mark Tremble**, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed and delivered the said Deed as his own free and voluntary act in his capacity as President of the Oregon Park District Board of Commissioners and as the free and voluntary act of and for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal this ____ day of _____, 2022.

Notary Public

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

The undersigned a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that **Haley Mizner**, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that she signed and delivered the said Deed as her own free and voluntary act in her capacity as Secretary of the Oregon Park District Board of Commissioners as the free and voluntary act of and for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal this ____ day of _____, 2022.

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

The undersigned a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that **Ted Hvarre**, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed and delivered the said Deed as his own free and voluntary act in his capacity as member and authorized agent of Trestle Holdings, LLC, and as the free and voluntary act of and for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal this ____ day of _____, 2022.

Notary Public

Prepared by and Return to:
Gary R. Gehlbach
Ehrmann Gehlbach Badger & Considine, LLC
Attorneys for Trestle Holdings, LLC
114 E. Everett St., Suite 300
Dixon, Illinois 61021
(815) 288-4949
(815) 288-3068 FAX
gehlabach@egbclaw.com

<https://appriver3651000666.sharepoint.com/sites/GRG/REMisc/Trestle Ridge 220368/PLED/Grant of Easement, #3 05.11.22.docx>

Exhibit C
Easement Area

The Easement Area is legally described as follows:

Part of Section Three (3), Township Twenty-three (23) North, Range Ten (10) East, of the Fourth (4th) Principal Meridian, situated in the Park District of Oregon, County of Ogle and State of Illinois, being more particularly described as follows:

Commencing at the northeast corner of Trestle Ridge, a planned unit development recorded in Plat Book , page in the Ogle County Recorder's Office, Ogle County, Illinois; thence North 89 degrees 08 minutes 34 seconds West, along the north line of said Trestle Ridge, a distance of 12.43 feet to the southeast corner of an existing 4.77 acre tract; thence North 9 degrees 47 minutes 55 seconds East, along the east line of said 4.77 acre tract, a distance of 179.33 feet to the Point of Beginning of the herein described easement; thence North 9 degrees 47 minutes 55 seconds East, continuing along said east line, a distance of 20.05 feet; thence South 84 degrees 10 minutes 19 seconds East, a distance of 118.73 feet; thence South 5 degrees 49 minutes 41 seconds West, a distance of 20.00 feet; thence North 84 degrees 10 minutes 19 seconds West, a distance of 120.12 feet to the Point of Beginning, containing 0.055 acres, more or less.



Job Description **Assistant Superintendent of Parks & Facilities**

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

Job Requirements / Qualifications

- Bachelor's degree in parks and recreation or related field or 5 years' experience in lieu of education.
- Two or more years in a supervisory capacity in maintenance, landscape design or construction of parks or similar facilities.
- Ability to perform and supervise maintenance and construction work.
- Must have good supervisory, organizational and people skills.
- Certified Public Applicator's License (Acquired within 6 months of employment)
- CPR/First Aid Certified (Acquired within 6 months of employment)
- This position requires some night and weekend hours.
- Valid Illinois State Driver's License (Class D).

Essential Functions / Responsibilities

- Responsible for the care and maintenance of all buildings of the District and development and evaluation of safety and administrative procedures relevant to the efficient care and management of District buildings.
- Coordinate the care and maintenance of all parks with the Superintendent of Parks & Facilities.
- Coordinate maintenance crews alongside the Superintendent of Parks and Facilities.
- Assist in planning and implementation of departmental budgets and improvement projects.
- Maintain the trade skills necessary to manage District facilities in optimum operating condition.
- Assist the facility staff with maintaining operation of facility HVAC.
- Assist facility staff with maintaining swimming pool and whirlpool quality to meet public health department standards at all times.
- Evaluate full-time and part-time facility staff. Coordinate full-time and part-time parks evaluations with the Superintendent of Parks and Facilities.
- Compose and submit a written monthly report for Nash Recreation Center to be included in the board packet.
- Meet with facility staff daily to insure efficient administration and operation of the department.
- Assist the recreation department with event setup as needed.
- Carry out maintenance and construction work as assigned.
- Assist in planning, scheduling, and supervising construction and maintenance projects for the department.
- 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.
- 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 7-19-2022)