



AGENDA
REGULAR BOARD MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, AUGUST 9, 2022, AT 6:00 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 JULY 19, 2022
 - B. EXECUTIVE SESSION MINUTES OF JULY 19, 2022- APPROVAL BUT NOT RELEASE
 - C. JOINT PERSONNEL & POLICY AND FINANCE COMMITTEE MEETING MINUTES OF AUGUST 2, 2022
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. ACCOUNTS PAYABLE
- 6) REPORTS
 - A. FINANCE COMMITTEE - MET AUGUST 2, 2022
 - B. PERSONNEL & POLICY COMMITTEE - MET AUGUST 2, 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. INFLATION EASE RELIEF RECOMMENDATION
 - B. AUTUMN ON PARADE PARK EAST CAR SHOW PERMIT APPROVAL
- 8) COMMISSIONERS COMMENTS
- 9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - SEPTEMBER 13, 2022

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
July 19, 2022**

Mark Tremble, President, called the Regular meeting to order at 5:00 p.m.

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

ABSENT: Dan Engelkes

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, Gus Himert

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 Amanda Zimmerman to address the board.

Mrs. Zimmerman stated that her name was Amanda Zimmerman and that she was speaking tonight regarding agenda item 8C- the Destruction of Closed Session Audio Recordings. She stated that though they understand that records are not to be kept forever, and there is a time frame required by law, picking this particular moment in time to destroy records, especially if they are choosing to destroy records under Erin Folk's management, is simply not a good look. She stated that perhaps the board is not destroying anything under the years of Erin Folk's management and that she would imagine they are going to be clear on what dates they are referring to within this meeting.

She stated that regardless, it is quite strange that they are choosing now of all times, to destroy audio recordings when they are nearly ten months into the allegations being lodged with no conclusion to the said investigation. She stated that this

statement serves as public record for their objection to the boards proposed action pending the dates they chose to destroy.

She thanked the board for their time.

Mr. Tremble asked if there was anyone else in attendance who wished to address the board. There were no other visitors who wished to address the board.

APPROVAL OF MINUTES

Regular Meeting Minutes

Motion by Steve Pennock, seconded by Josh Messenger, the Regular Meeting Minutes of June 14, 2022, be approved as printed. Roll Call: Scott Stephens, Steve Pennock, Josh Messenger, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

Committee Meeting Minutes

Motion by Scott Stephens, seconded by Josh Messenger, the Personnel & Policy Committee Meeting Minutes of June 28, 2022, be approved as printed. Roll Call: 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 Mark Tremble, the Treasurer's Report be approved. Roll Call: Josh Messenger, Scott Stephens, Steve Pennock, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

Accounts Payable

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed stated that he wanted to give an update on the current status of the pickle ball court. He stated that they were putting the fences up behind the backstop on the blacktop. He stated that in the mornings the blacktop is firm and when they bolted them in they were fine. However, he stated that in the afternoon when the blacktop gets hot the bolts were just pulling out of the blacktop

so it wasn't going to hold the fencing. He stated that they are in the process of cutting out those areas where they are going to add concrete in there 42 inches deep which will then plate the bolt to the top of the concrete.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that they had a big night in the park tonight. She stated that they had a magic show, concert in the park, and bouncy balls. She stated that they would also be doing the presentation of the check from Etnyre tonight. She added in that next week is the final concert.

Administrative Report - Included in Board Packets. Mr. Griffin stated that on the monthly board reports dashboard they are trying to improve the statistical reporting to give board members more details.

Mr. Pennock asked if they had a replacement Administrative Services Coordinator yet to which Mr. Griffin stated not yet.

Mr. Stephens asked if they had any decent applications to which Mr. Griffin stated they would hopefully be reporting on that soon.

BUSINESS (unfinished)- None.

BUSINESS (new)

Mission Statement Review

Ms. Folk stated that the district adopted the current mission statement in 2005 as part of a strategic plan that they had embarked upon. She stated that the current mission statement reads, "To provide quality services through programs, parks and facilities to fulfill the needs of the community in a fun, safe and friendly environment." She stated that staff did review this statement on March 23, 2022, during a full-time staff training. She stated that they do believe that the statement remains consistent and relevant with what their current services are. She stated that they would recommend that the full board reapproves the statement for continued use with no change.

Mr. Tremble stated that he would now take a motion to approve the existing mission statement for the Oregon Park District for continued use without change.

Motion by Steve Pennock, seconded by Scott Stephens, the Mission Statement be approved. Roll Call: Steve Pennock, Josh Messenger, Scott Stephens, Mark Tremble- yes. MOTION PASSED UNANIMOUS.

Comprehensive Policy Manual Review

Mr. Tremble stated that the staff has recommended approval of the existing Comprehensive Policy Manual. He stated that the Policy package reflects all changes previously approved by the board. He stated that he will now accept a motion to approve the current Comprehensive Policy Manual package without additional changes.

Motion by Josh Messenger, seconded by Scott Stephens, the Comprehensive Policy Manual be approved. Roll Call: Josh Messenger, Scott Stephens, Steve Pennock, Mark Tremble- yes. MOTION PASSED UNANIMOUS.

Resolution 22-07-19: Destruction of Closed Session Audio Recordings

Mr. Tremble stated that agenda item C- Resolution 22-07-19: Destruction of Closed Session Audio Recordings, was off the agenda tonight per the district's attorney.

Trestle Ridge Development Easement

Ms. Folk stated that the city of Oregon has been working with Trestle Ridge Development to build a new subdivision, an over 55 community. She stated that Trestle Ridge development who requested an easement towards the South end of Carnation Park is going to be inclusive of underground drainage. She stated that the city has already approved all of their resolutions as well as the plat of survey and easements that they have requested. She stated that this is the last piece of the puzzle before they can begin construction.

Mr. Pennock asked if the district's attorney has reviewed this.

Mr. Adams stated that they have reviewed this, and it is a small strip of land between the stream and the development. He stated that they are satisfied with the terms and in fact provided the form of the document.

Mr. Tremble stated that he now needed a motion to approve an Easement for the Trestle Ridge subdivision for the amount of \$100.00 which they will pay and will allow for underground drainage at the Carnation Park.

Motion by Scott Stephens, seconded by Josh Messenger, the Trestle Ridge Development Easement be approved. Roll Call: Scott Stephens, Steve Pennock, Josh Messenger, Mark Tremble- 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 Scott Stephens, seconded by Josh Messenger, the board to enter executive session at 5:09 P.M. Roll Call Vote: Steve Pennock, Josh Messenger, Scott Stephens, Mark Tremble- yes. MOTION PASSED UNANIMOUS.

Return to Regular Session

Motion by Josh Messenger, seconded by Scott Stephens, the board to return to regular session at 5:31 P.M. Roll Call: Josh Messenger, Scott Stephens, Steve Pennock, Mark Tremble- yes. MOTION PASSED UNANIMOUS.

Mr. Tremble stated that just to clarify, the action items that they were going to discuss next were not discussed in this Executive Session.

Job Description Revision Approval- Assistant Superintendent of Parks & Facilities

Mr. Tremble stated that he needed a motion to approve the Job description of Assistant Superintendent of Parks & Facilities as a newly added position to temporarily meet the needs of the district in preparation for a pending retirement in 2024.

Mr. Adams stated that this was creating a new position for the organization that is Assistant Superintendent of Parks & Facilities that outlines essential functions and job duties.

Mr. Pennock stated that it was recommended from the Personnel & Policy Committee for approval.

Motion by Scott Stephens, seconded by Steve Pennock, the Assistant Superintendent of Parks & Facilities Job Description Revision be approved as presented. Roll Call: Scott Stephens, Steve Pennock, Josh Messenger, Mark Tremble- yes. MOTION PASSED UNANIMOUS.

Wage Update Approval

Mr. Tremble stated that the position of Assistant Superintendent of Parks & Facilities has recently been added and will be filled by the Deputy Superintendent of Parks. He stated that the wage increase has been recommended reflective of the new duties. He stated that he needed a motion to approve the wage recommendation for the position of Assistant Superintendent of Parks & Facilities.

Motion by Steve Pennock, seconded by Scott Stephens, the Wage Update be approved as presented. Roll Call: Steve Pennock, Josh Messenger, Scott Stephens, Mark Tremble- yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

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

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

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

DIRECTOR'S COMMENTS

Mrs. Folk stated that she had no comments.

PRESIDENT'S COMMENTS

Mr. Tremble stated that he sees all the action at the parks and enjoyed driving through the parks to see all the new added amenities. He stated that they have a unique situation here and it is kept up very well. He stated that the parks, buildings, and programs are second to none. He highlighted that he got great reviews on the OPD camp from a person who has a special needs child. He stated that that person said that there's no place like this Park District.

Mr. Stephens added on to this by stating that he had a gentleman staying at his house who was on a 18,000-mile bike ride around the United States to visit every national park. He stated that he took him and gave him a tour and he was amazed at the facilities that this district has.

ADJOURN

Motion by Scott Stephens, seconded by Mark Tremble, the meeting adjourned at 5:35 P.M. ALL WERE IN FAVOR.

Respectfully Submitted,

Haley M. Mizner

Haley Mizner
Board Secretary

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Joint Personnel & Policy and Finance Committee Meeting Minutes
August 2, 2022**

Dan Engelkes, Chairman, called the joint Personnel & Policy and Finance Committee meeting to order at 5:00 p.m.

COMMISSIONERS PRESENT: Dan Engelkes, Steve Pennock, Scott Stephens

ABSENT: Mark Tremble, Josh Messenger

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.

INFLATION EASE RELIEF RECOMMENDATION

Ms. Folk stated that they have put together a proposal for the board. She stated that they wanted to do a joint meeting to avoid having to do two meetings as the matter being discussed does impact both Personnel and Finance.

Ms. Folk stated that they are obviously up against an unprecedented impact of inflation not only on the cost of goods and services, but also on the way it's impacting their employees.

Ms. Folk stated that they put together a plan that would identify a 3% pool of all current full time wages and dividing that evenly amongst full time employees. She stated that it ends up being a \$2,050.64 payment that would be handled through payroll.

Ms. Folk stated that in addition, they would also like to do something for their part time staff. She stated that they have divided them up into two different categories, where it's employees that are excess of 20 hours and then employees that fall below the 20-hour mark, in order to recognize their efforts as well.

Ms. Folk stated that the nice thing about doing it this way is when they start looking at inflation, they cannot keep up with the cost of inflation through their annual raise services that they currently provide to the employees. She stated that when you look at what they're looking at and it's approximately anywhere from 8-10% for the increase of inflation, and their average is a 3% wage increases, they can continue to control that by doing this inflation ease assistance payment to all full-time employees and then the benefit to the part time employees as well. She stated that the nice thing about the district this year is they had previously budgeted about \$28,000 for Personal Property Replacement taxes, but they have received over \$70,000 which relates to about a \$41,000 surplus. She stated that they would like to use some of those funds to offset this cost. She stated that by doing the one-time payment to all the employees, it does create that opportunity for them to avoid the compound effect with salaries beyond this year. She stated that they have reached out to HR Source, and HR Source is seeing anywhere from one and a half to 3% raises for the specific purpose of inflation. She stated that they have also already signed an agreement with them to participate in an update of the existing wage adjustment package that is followed annually. HR Source is booking up quickly and the agreement allows the District to be on the books for the summer of 2023 in preparation for wage increases for 2024.

Mr. Stephens asked Mr. Engelkes what he was seeing in the Rockford Transit Society in relation to this.

Mr. Engelkes stated that they have done some stuff in relation to the inflation. He stated that during COVID they were paying all of their labor force people time and a half for all hours worked. He stated that they have continued to pay attendance bonuses for departments that are struggling the most. He stated that for the attendance bonus, if an employee doesn't miss any scheduled work time for two weeks, their bonus can be anywhere from \$800-\$1,000 every couple of weeks. He highlighted that it is a challenge. He stated that they also did give a one-time bonus to all of their employees except managers.

Mr. Engelkes stated that in this labor market, it is especially necessary.

Ms. Folk stated that the reason that they did the 3% evenly distributed among all full-time employees was because the cost of gas is the exact same to her as it is to any other full time employee. She stated that's why they took that pool of money and then divided evenly.

Mr. Stephens stated that people on the lower end should be really happy. He stated that the people on the higher end are going to be here and stay on because they understand it.

Ms. Folk stated that they are starting to get a lot of questions from staff about what their plan is with inflation. She stated that the cost of groceries, the cost of gas, it's not going away anytime soon.

Mr. Pennock stated that in his many years of public education, this was never once an option for them because they already negotiated a contract.

Mr. Engelkes stated that he thinks it makes sense and they have the funds to do it.

Mr. Stephens stated that it is not really costing them anything. Mr. Engelkes stated that it is also not impacting the long-term hourly rate for the positions.

Ms. Folk stated that this will need full action from the board, this is just a committee recommendation and is their opportunity to discuss it and with recommendation from the joint committees it will go to the full board for next Tuesday's meeting.

Mr. Stephens stated that he thinks that since they have excess from the tax that they've received, that allocating to employees is a wise use of money. He stated that he would recommend it and he thinks it's a fair way to do it. He stated that he thinks it's fair the way they're doing it with part time employees too, because they aren't expected to be in taken care of anyway, but they're going to appreciate it also. He stated that some part time employees drive, and some don't, so by giving them something that's a cash equivalent, they can figure out what they want to do with it. He highlighted that he thought this made a lot of sense.

Mr. Engelkes stated that Ms. Folk had quickly ran some numbers for him to do something similar for the part time or prorated basis. He stated that he didn't realize that they had that many part time employees. He stated that they would be looking at 34 people to do something similar that's prorated, which would be another \$21,000, which seems pretty cost prohibitive. He stated that the only thing he told Ms. Folk they're going to have to deal with is people saying, "they got this, we only got this".

Ms. Folk stated that something to keep in mind is when they start looking at that annual percentage increase, they're typically looking at 3% for full time employees, which is what past practices have been. She stated that part time employees are going to get a 8.3% raise with what's happening with minimum wage. She stated that when you start looking at some of that information, it kind of balances itself out. She stated that some of the part time employees have the opportunity to work a certain number of hours, and a lot of them choose not to, and that's a personal choice.

Mr. Stephens asked how often they give their employees a summary that reminds them that what they see as their net paycheck is not their total compensation. Ms. Folk stated that they do this every year. Mr. Stephens stated that he thinks that they need to be very obvious about that so when they're saying, "Well, I can make X dollars here", they can tell them that they can, but they need to remember that they get this pension, they get this insurance, and they get this time off.

Ms. Folk stated that Mr. Griffin has a nice printout that goes through all of the benefits, and any additional things that the district contributes, that gives the total value of that compensation.

Ms. Folk stated that typically, when the annual raises are approved, that is when they have that finished, and it's handed to the employee to discuss their raise that was approved for the following year.

Mr. Griffin stated that it breaks it down by hourly wage since a lot of people look at it that way. He stated that once they add on those benefits, it shows what their true wage is. He stated that it also has a graph that shows the additional compensation.


Mr. Stephens stated that being an employer in Oregon, he knows that the jobs that this place has are jobs that have an extremely high value in their books. He stated that the people that do have these jobs should be grateful. He stated that he is not as worried about the part time people as he is the full-time staff. He stated that he likes that they have good part time staff that keep returning. He stated that they have to make sure they keep the ones here that are telling the part time staff what to do.

Mr. Engelkes asked if any commissioners had any additional questions for Ms. Folk. No one had any additional questions or comments.

ADJOURN

Motion by Steve Pennock, seconded by Scott Stephens, the joint Personnel & Policy and Finance Committee meeting adjourned at 5:10 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

FISCAL YEAR
2022

MONTHLY FINANCIAL REPORT

July 2022

The Oregon Park Districts monthly financial report will outline any substantial changes to District fund balances or operational budgets. The month end banking fund balances for a three-year period will be itemized. Percentage changes from the month end to the prior year's month end will also be calculated and a corresponding positive/negative change arrow included. Large percentage changes in District fund balances may or may not be significant and/or planned for any given period. Substantial changes not approved within the Districts annual budget will be noted.

BANKING FUND BALANCES

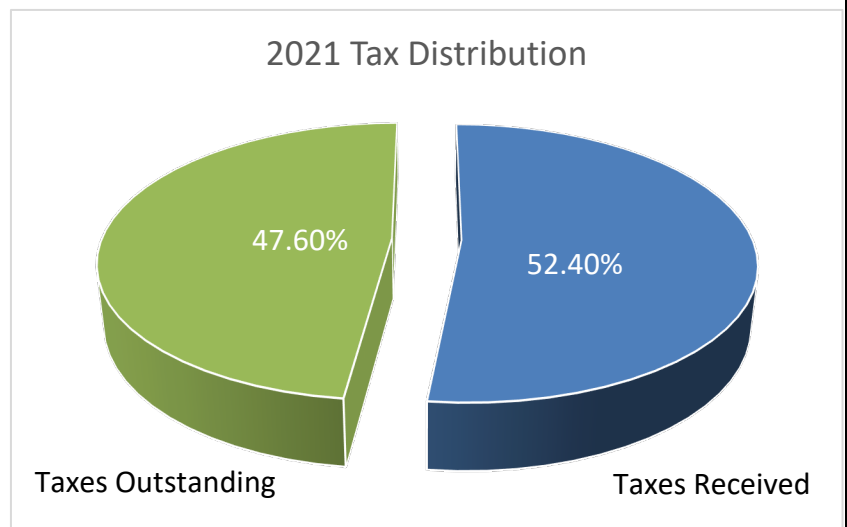
FUND	JULY 2022	JUNE 2022	JULY 2021	-	% CH.	JULY 2020
General Checking	\$34,212.31	\$833,556.60	\$84,054.70	↓	-59.3%	\$38,784.10
Payroll Checking	\$67,475.53	\$66,255.74	\$52,507.97	↑	28.51%	\$50,161.91
Corporate Fund	\$779,342.78	\$835,472.57	\$724,542.87	↑	7.56%	\$623,941.08
Recreation Fund	\$516,751.70	\$556,213.93	\$496,716.29	↑	4.03%	\$484,463.69
Audit Fund	\$14,383.34	\$14,380.70	\$14,626.63	↓	-1.66%	\$14,655.16
Liability Fund	\$130,530.14	\$136,570.07	\$156,065.00	↓	-16.4%	\$175,806.21
IMRF Fund	\$165,271.04	\$170,634.99	\$145,325.88	↑	13.72%	\$143,024.86
Scholarship Fund	\$61,285.07	\$61,279.86	\$55,969.52	↑	9.50%	\$47,133.06
Social Security Fund	\$145,128.75	\$151,566.36	\$174,524.79	↓	-16.8%	\$183,242.57
Police Fund	\$36,880.11	\$37,403.35	\$35,093.42	↑	5.09%	\$38,119.11
Paving Fund	\$15,964.90	\$1,906.01	\$19,210.55	↓	-16.9%	\$20,068.89
Long-Term Capital	\$277,200.03	\$276,878.57	\$206,504.20	↑	34.2%	\$136,469.45
Bond/Int Fund	\$781,917.85	\$8,922.31	\$782,722.51	↓	-0.10%	\$752,046.75
Park Imp Fund	\$546,718.96	\$664,804.92	\$669,320.10	↓	-18.3%	\$174,091.93
TOTAL	\$3,573,062.51	\$3,815,845.98	\$3,617,184.43	↓	-1.22%	\$2,882,008.77

Financial Notes:

The District continues to have healthy fund balances, operating with Fund Balances similar to the same time last fiscal year. Below is a summary of the financial activities for the month of July.

The District closed the month of July with unaudited fund balances \$242,783.47 (6.36%) less than the prior month. The decrease in overall fund balances is the attributable to standard monthly expenses and slow revenue prior to the next guide release. The Districts facility revenue traditionally dips during the summer months before picking back up in the Fall Season. Additional Capital Improvement expenses occurred during the month of July totaling \$118,285.72. The District has completed 50.17% of originally budgeted capital expenses for the 2022 fiscal year.

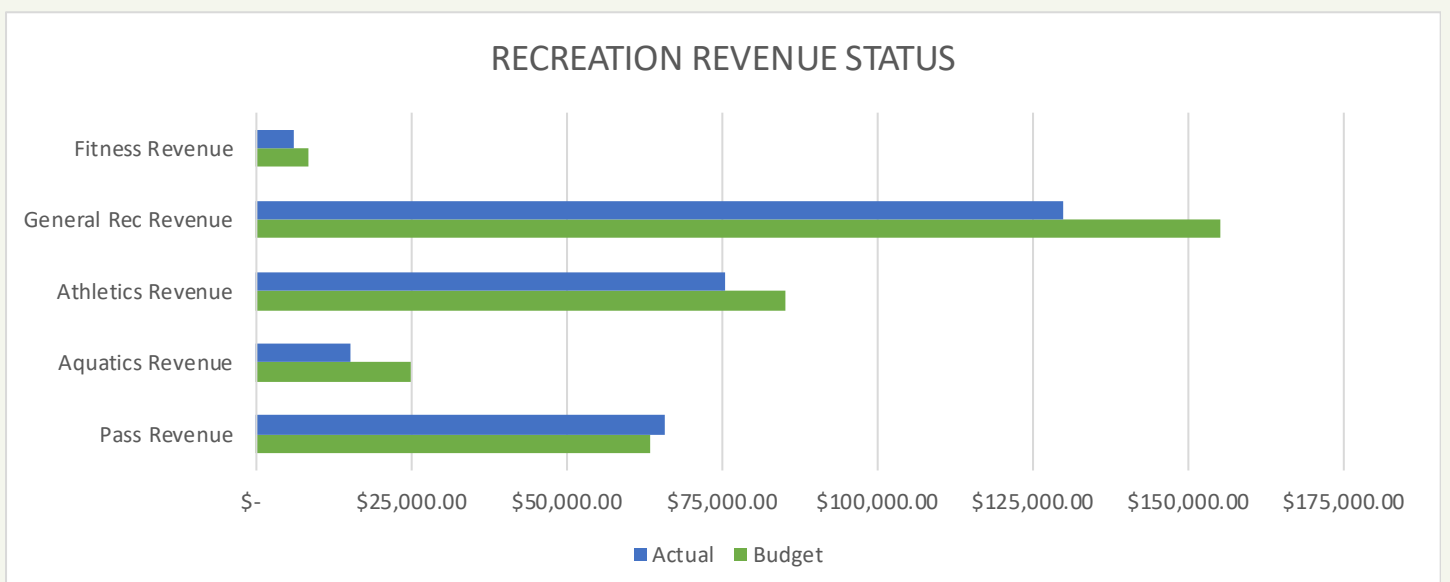
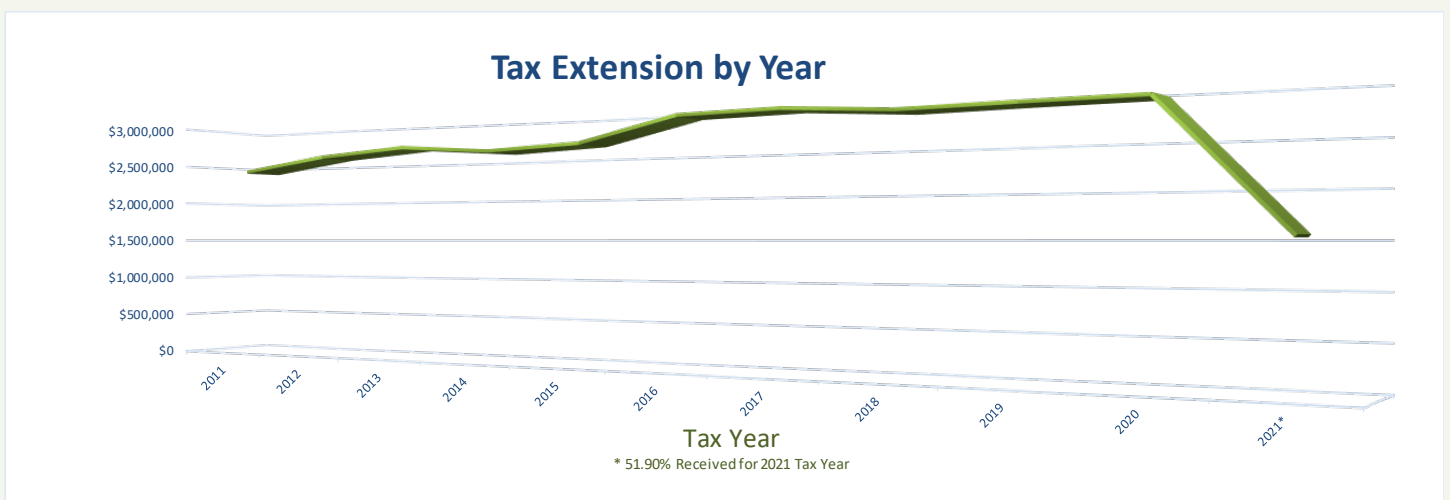
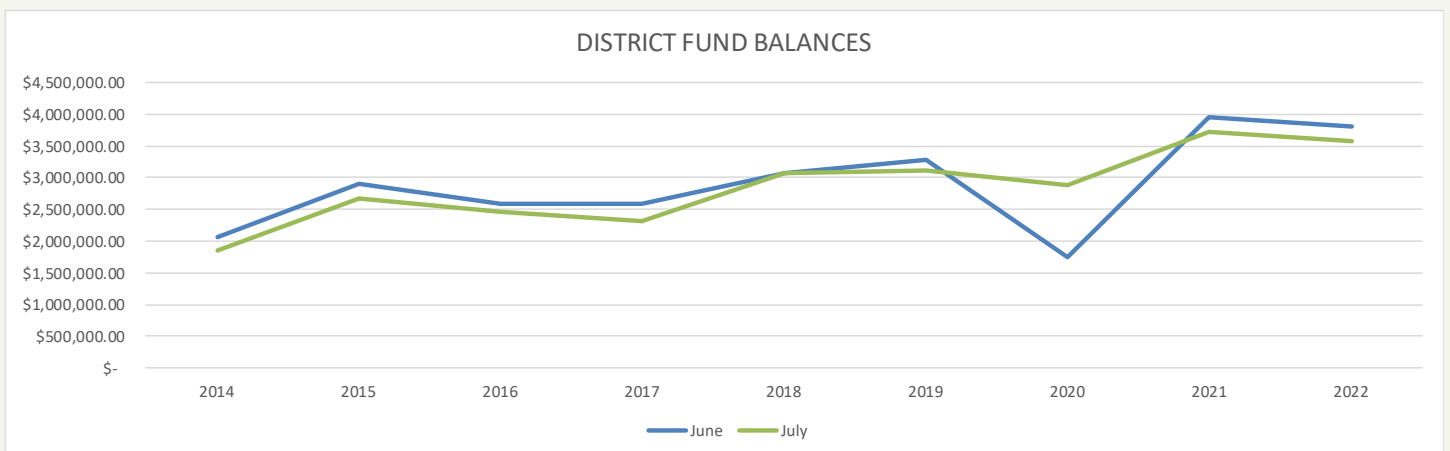
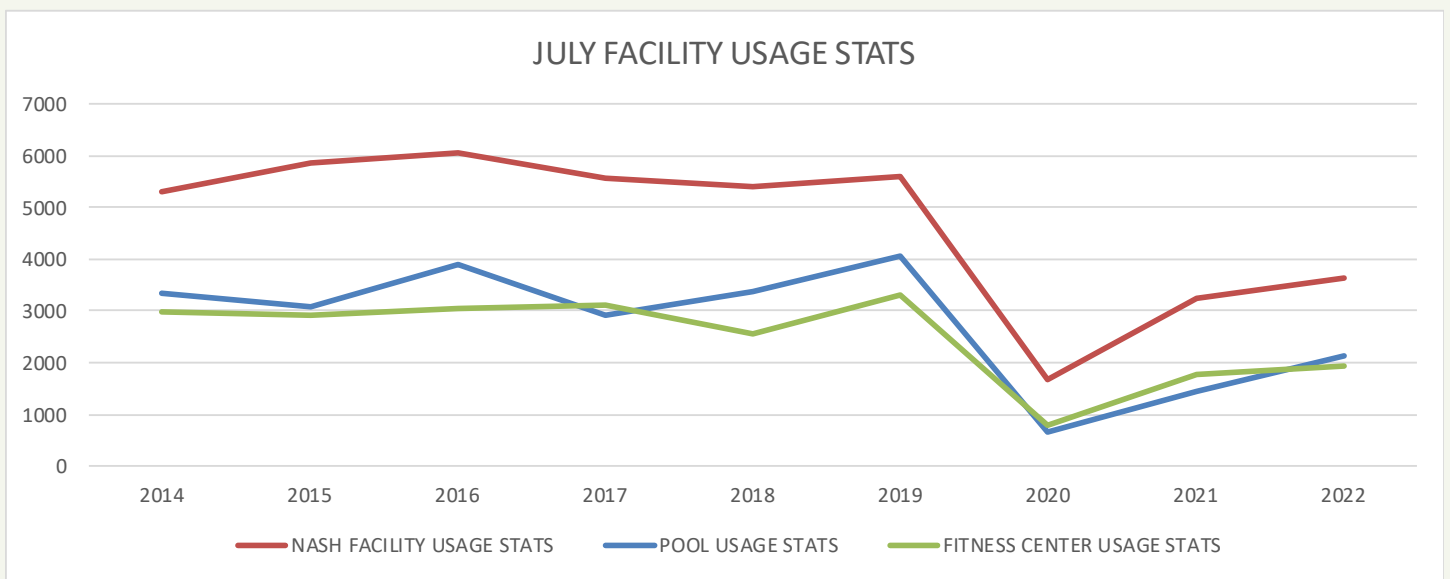
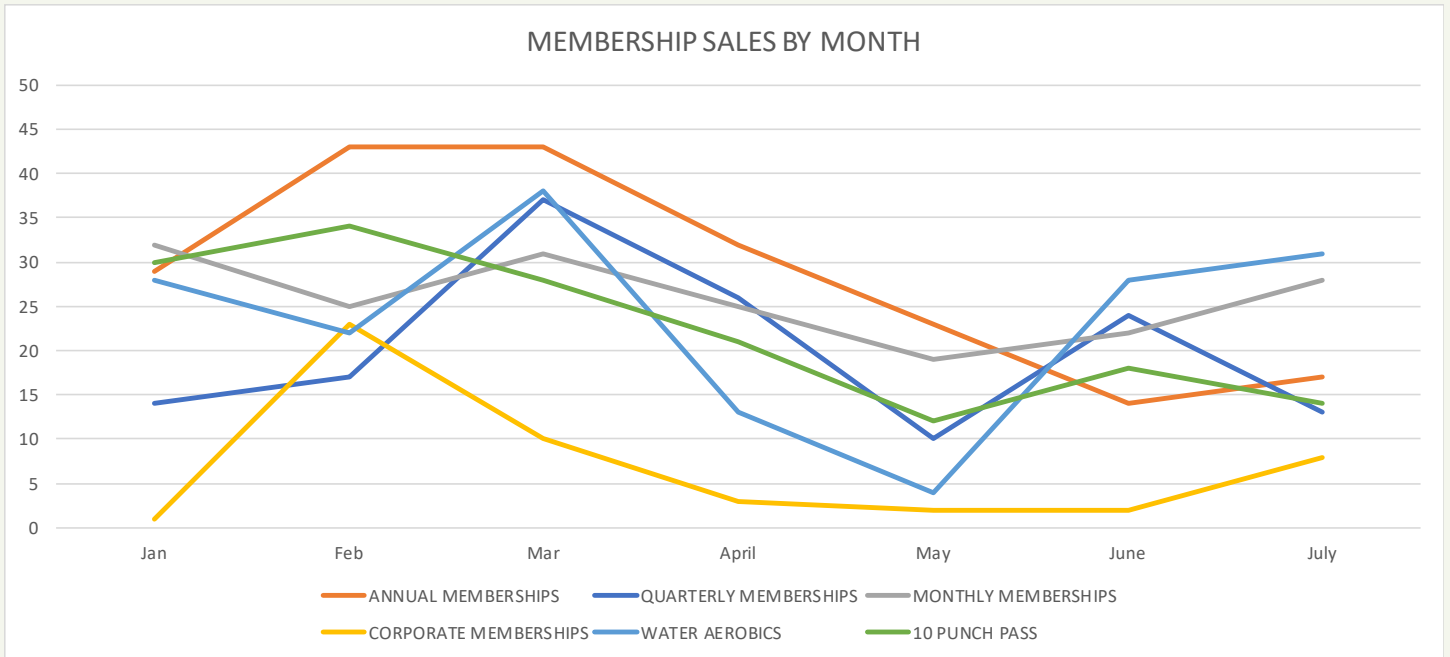
Interest rates continue to increase slightly as the Federal Reserve increases its rates and the impact spreads through the financial markets. Stillman Banks rate during June varied between 0.10% - 0.34%, while IPDLAF was 1.47%. The total Interest earned was \$1,682.49. Additional Income or expense breakdowns and associated charts will be included with the monthly treasurer's report as necessary.



Randy Hays
Randy Hays, Treasurer

MONTHLY BOARD REPORT DASHBOARD

Report Period: July 2022



MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 9, 2022

Parks Report



Sports

Softball and baseball leagues have come to an end for the season. We were fortunate not having any major issues with the fields because of weather, therefore game cancellations were minimal. Co-ed softball will be starting later this month. Which will involve maintenance on the two fields at Park West. The other diamonds will receive an application of pre-emergent that will keep the weeds down for the remaining warm season.

Soon OPD soccer, OHS soccer and cross country will start at Park West. We will be putting out all goals, benches, bleachers etc. for these sporting events. Painting field, mowing and garbage control in these areas will be our biggest concern during these events.



Maintenance

We have been working on Blacktop maintenance this past month. The maintenance to the blacktop areas included crack filling with hot tar or blacktop patch, then seal coated with Seal Master cold tar product. The areas we have seal coated are all the walking paths at Park West and the parking lot at Williams Park. Williams Park also had the parking stalls re painted as well. We will also be re striping the parking stalls in other parks in the next week.

The pickleball court has been completed and has been well received by the public. As I mentioned in the last board meeting, we were not able to get the fence posts installed on top of the black top firmly due to the blacktop would warm up and the lag bolts would come loose in the blacktop. To solve this issue staff was able to cut out a 12" square where the posts would sit and pour concrete tubes 42 inches deep to be frost free. We were then able to mount the post to the concrete and that solved our issue with the posts. The fence is now sturdy and looks great.

The Mini Pitch court has turned out great and is getting a lot of use. We had someone play on the court that was wearing some type of steel cleat which caused some damage to the surface. I have ordered paint to for the court so we can touch up these areas and have some on hand for future touch ups. We have installed signage on the entry doors warning players not to use this type of shoe.



General

Staff is doing a great job this summer. Not only are we knocking off some of the projects listed in this year's budget but also keeping up with set up and cleanup for events, splash pad maintenance, sporting events, mowing, trimming, garbage removal, bathrooms, shelter rentals, weed control and safety inspections. Thanks to all the staff that perform these duties and perform them in very hot humid conditions.

Respectfully submitted,

Andy Egyed

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 9, 2022

Nash Facilities Report

Nash Facility

One of the budget upgrades for Nash this year was to install a spa Halo controller like the controller we had installed last year on the pool. This controller is automated and will control the water temperature, water level and the chemicals to keep the spa at optimum level at all times. This will provide constant metering of the water which will help cut down on maintenance and down time during spa maintenance. Alkalinity is the only thing these controllers can't control. This issue still needs to be controlled manually by adding chemicals when needed.

On September 26th the pool will be closed to start the process of finding the water leak in the pool drain trough. The plan is to cut all the coping stones around the pool to remove them for American Leak Detection to get in the trough to do dye testing. Once they are removed staff will begin to clean the pool from the concrete dust caused by the saw cutting. This will also give the water clarity time to get better for the dye testing. After the testing is complete staff will replace all coping stone back and it will take a few days to get chemicals regulated before re opening the pool. We are hoping this goes as planned and the pool will only be shut down for that week. Once leak detection gives us a report on their findings, we will then have an engineer design a plan to repair the pool. Hopefully the repairs can be made from the trough but there is also a chance depending on where the leak is the repair may have to be made from top the pool deck. We will keep the board updated during this time.

The Village of Progress has been working with us at Nash with custodial work. The Village comes in daily for two hours and cleans certain areas of the building. These past few years we have been struggling with getting applicants for custodial at Nash. There are also times when there are events going on and our staff is being pulled in all directions. Having the Village of Progress come in to help us out is great for the cleanliness of the building, helping our staff out when events are going on and the Village is excited that we acknowledge them as a great asset to the district and for the community as well. They have been doing a great job and hope to partner more with them in the future. The Village has been cleaning the parks office for many years and has always done a great job.

General

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

Maintenance Staff continue to do a great job keeping the building clean and safe for patrons as well as staff.

Respectfully Submitted,


A handwritten signature in black ink that reads "Andy Egyed". The signature is written in a cursive style with a large initial "A" and a long, sweeping underline.

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 11, 2022

Superintendent of Recreation Report


 **Recreation Department**

Participation numbers dropped for July. This is a result of Summer Meals and the break week instituted during the July 4 week. Summer meals were 1115 in 2021 vs. 163 this year. The Summer Meals program has gone from a drive-up, take as many as needed to an in-person only, eighteen and younger option. Summer is the busiest time for the recreation staff. To avoid burn-out and allow staff to either catch-up or take a few days off we limited programming the week of July 4. No summer camp was held as well as no free programming except for the Music and More at the Market. Summer Camp struggles with staffing and participation during the July 4th holiday. Camp took a break this year during that week, and it provided the Camp staff well deserved time off. This was communicated from the beginning with parents and was well received. While participation numbers are down, our small staff did an amazing job providing opportunities through the remainder of July. Elly Heimer, summer intern, will continue with us through August until she leaves for school in September. With limited staff this extra help is appreciated. We have conducted several interviews for the Special Events Coordinator position but still have not found the right fit.

	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
July	3006	2515	-16%	(491.00)

 **Aquatics**

The transition from the summer to fall schedule will begin on Monday, August 15. Swimming lesson numbers for August are at 146. This is a significant increase over back-to-school numbers in 2021. Additional swim lessons will be offered on Wednesday evenings to keep up with the demand. Nick McDaniel, Catch the Wave, has been diving and checking the pool for any painting issues and is happy to report there is no cracking or issues since the repairs have been completed. Special thank you to Bill Helfrick for repairing the diving board. Several bolts had deteriorated on the railing, and he was able to repair. Swimming lessons will again be offered to the Children’s Center participants after school on either Monday or Tuesday this school year. This program was well received during the 2021-22 school year. Catch the Wave offers a 25% discount to the participants off normal lesson costs.

 **Art in the Park & Pop Up and Play**

Our popular free summer programming, Art in the Park and Pop Up and Play have ended for the summer. These programs are presented by E.D. Etnyre & Co. and are well attended by the community as well as surrounding areas. In 2022 we served 2246 people with these programs vs. 1798 in 2021. The popularity continues.

 **Fitness Center**

The Cybex Arc trainer is on back order until February 2023. Midwest Commercial will be providing us with a used Arc Trainer at no charge to put on our floor until the new piece arrives.

Yoga at the River was offered free again in July and there were fourteen in attendance. Everyone loves the location, and we will offer our last class on Thursday, Sept. 1.

Personal Training sessions have slowly begun picking up. Jason Donegan continues to offer the Weight Training Orientation to allow 7th and 8th graders to use the free weight area with an adult. Currently ten people have completed the orientation.



Farm to Table

Farm to Table served 110 meals on Friday, July 29. Special thank you to our chefs and volunteers who made the event go seamless.

Food was provided by Jen's Artisan Bread, Ralphie & LuLu's, Ralfie's BBQ, Hector's Cocina, O's Bakery, Linnie's Kitchen, The Noble Cakery and Teresa's Treats. Our chefs donate their time and most donate all ingredients. Special thank you to Ralf and Tricia Herrera for donating the meat each year and at the last minute supplying the beans for us at no charge.

Ingredients were provided by The Berg Family, Ed and Julie Collins, The Revelle Family, Rosann Ferguson, Melody Welty, Len & Roseann Ferguson, Carl Berg, Rick Canfield, Grannies Berries and Erin Folk.

Special thank to our servers for the evening that helped everything run smoothly: Ken and Lynn Kaufman, Robin Pierce, Nancy Cullen, Marilyn Balch, Lesley Sheffield, Chris Hartzog, Teresa Nehrkorn, Debbie Leffelman, Erin Folk and myself. Hector and Michelle Carreno and Ralf Herrera were in the parking lot serving fresh corn and cooking meat.



Concerts in the Park

Concerts in the Park wrapped up on July 26 with our biggest crowd this summer. Our sponsors and concerts for the summer included:

City of Oregon - Him and Her (new band) with attendance of 242. Concert was extremely hot with temps at 105 degrees.

KSB Hospital - Heartache Tonight (returning band) with attendance at 378. Concert was again hot with temperatures at 108 degrees.

Harvard State Bank - Blue Steel (new band) with attendance at 650. Perfect night with a breeze.

Central Bank - Buzzed by SonSET (new local band) with attendance at 860. This was also the night of the Color Run, and the weather was beautiful with a slight breeze.

E.D. Etnyre & Co. - Hillbilly Rockstarz (new band) with attendance at 548. The also Mr. Steve's Family Show at 5:30 p.m. Weather was hot with temperatures at 102 degrees.

Woods Equipment - Burn N Bush (returning, local band) with attendance at 959. Weather was perfect for the evening.

We had five food trucks joining us this summer: Hector's Cocina, Hazel's, Kona Ice, and new additions of Woodfire Pizza and GG's Ice Cream. All had a great season and are ready to join for next summer. Woodfire Pizza (Winnebago) and GG's Ice Cream (Dixon) both loved their experience and spoke very highly of the event, location, and the customers.

Special thank you to Teresa Nehrkorn for stepping to and being the main point of contact for the concerts.



Music and More at the Market

The final Music and More at the Market will be held on Thursday, August 11. This will also be the Oregon Park District Volunteer Thank You Event.

We have changed the times for the music from 5-6:30 p.m. to 6-7:30 p.m. JT Wells will be performing. The change was made after OCUSD announced Back to School Night that will begin at 5 p.m. for OES. The market will

now be open from 5-8 p.m. to accommodate everyone to be able to enjoy the event. The Recreation Department will be providing the activity of decorating a rubber duck, making a duck bath bomb and a coloring contest. In addition, all volunteers that attend will receive a voucher for food and Kona Ice and there will also be drawings for giveaways.



Programming

Cin's Treasures offered a Mandala painting class in July that was attended by eight.

Lynnie's Kitchen offered Sweet Pepper & Chicken Pie at Cork & Tap attended by seven and a youth class, Hand Pies, attended by seven kids at Nash Recreation Center.

Inclusion Recreation concluded on July 28 with the Village of Progress and the Community. Special thank you to Lesley Sheffield, Elly Heimer and Neil Trainor for taking the lead each Thursday to offer this program. Several community members joined the Village each week and it was a wonderful experience for all.

Programming with the Village of Progress will resume on August 11, and we will continue weekly offering a recreation opportunity from 9:30-10:30 a.m. each Thursday in the park or at Nash Recreation Center. Winter Olympics will also be returning this winter. The Village will continue with private swim on each Tuesday from 1-2 p.m.



CPR Certification

Several new staff members will be joining in August and Daniel Welle will be providing CPR training at several different times. All current staff remain actively certified.



Marketing

The fall guide will be released on August 19. We continue to post photos of all programming on Facebook. A marketing plan is currently being worked on to promote the fall programming.



Thank You

I just want to recognize how great all our staff has been with help this summer. We are operating with a smaller staff but continue to provide the events the public loves. Every day we receive offers of help from full and part time employees and they continue to help and support us.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 9, 2022

Business Administration Report



Financial Review

The July 2022 Treasurers Report is included in the Board Packet. Overall Fund Balances were 6.36% less than the month of June. The late Summer season traditionally brings low facility membership revenues with it. The Fall Season, combined with the Fall Guide Release and registration period will see increased pass revenue and activity fees.

Budget Status: The District continues to complete planned Capital Improvements and has now financially disbursed 50.17% of the budgeted funds. The District make the final Blackhawk Center Capital Maintenance payment to the School District in August. The Park District completed annual capital maintenance payments to the School District as part of the Intergovernmental Cooperation Agreement for Blackhawk Center Use and reciprocal use of Park West completed in 2018.

Budget Planning: The District will soon release the annual budget and evaluation schedule for the 2023 fiscal year. The Administrative staff will begin capital improvement planning and goal discussion in the coming month. The evaluation period will begin October and be prepared for presentation to the Personnel Committee in November. The District will examine the 2022 Budget in the coming month to determine a strategy to amend any budget line items with significant changes.



Corporate Memberships / Background Checks / Fall Brochure

The District will continue to work local organizations and business in the promotion of its Corporate Membership program. The District will be working with the Oregon School District and the Ogle County Educational Cooperative (OCEC). The District has recognized a negative trend in Corporate Membership sales and use as a result of the Pandemic and will attempt to restore local organization/business use of the Nash Recreation Center.

Staff underwent Background Check Standards and Training in July. The District utilizes the National Center for Safety Initiatives (NCSI) to process both employment and Volunteer Background Checks. NCSI is a preferred background screening provide by the Illinois Association of Park Districts (IAPD). The District utilizes the legal requirements specified by the Illinois Compiled Statutes for employment verification. Volunteer exclusions/exemptions are measured against the guidelines provided by the National Recreation and Park Association (NRPA).

The recreation staff submitted all program masters in mid-July for the Fall season. The programs were entered into Perfect Mind and the Brochure export was completed on July 22nd. The export was provided to Stahr Media for the Fall Guide Layout. The staff will soon begin the Guide proofing process and the final proof will be due August 17th. The Guide Release is planned for August 19th, with registration beginning Monday, August 22nd. The Front Counter Staff will meet the week prior to registration to undergo training on the Fall program registrations and Fall scheduling changes.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Griffin". The signature is fluid and cursive.

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 2nd, 2022

Athletic Coordinator Report



Baseball and Softball

Our 2022 season concluded on July 22nd and the end of season tournaments proved to be very successful for Oregon teams. OPD hosted all of the Softball tournaments and BPD hosted the baseball tournaments. In our Junior Girls age division we had both the 1st and 3rd place teams. Our Senior girls team placed 4th. Leon Gasmund and Minor Boys both had Oregon teams winning the tournament. This season definitely showed the talent that we have coming up through our youth programs and that the relationship that has been built with the OHS Baseball and Softball programs is paying dividends. A huge thank you to our Park Department and ball crew for doing such a fantastic job with all of our fields this summer and to all of our players, coaches and umpires.



Fall Soccer/ Summer Soccer Camp

Preparation for our fall soccer season is well underway, with practices starting next week. We have 131 kids registered for our program with age divisions from U6 through U15. Games will start on August 20th and run through October 8th. This league is jointly run and administered with OPD and BPD.

In preparation for the season, we offered our summer soccer camp in conjunction with the OHS Varsity teams. We had 64 players participate and the OHS soccer program received a donation of \$1644.75



Adult Sand Volleyball

The Adult Co-Ed sand volleyball league concluded with an exciting tournament on Thursday July 28th. Thank you to all our teams that participated and congratulations to Team Hunt Club that took the victory.



Adult Mini Pitch

Our first Adult Mini Pitch league will conclude on Thursday August 4th, with a tournament. We had 5 teams sign up for our inaugural league, and the level of play and competition was very high, with teams travelling from area towns. We are planning on more league offerings in the fall.



6th Grade Girls Competitive Volleyball/ Co-Ed Adult Softball

Practices for girls 6th grade volleyball are scheduled to start next week, with their first game on August 25th. Adult Co-Ed softball will start on Thursday August 11th, and registration is still open for another few days.

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

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

8/3/22

Recreation Program Report



Camp Oh-Pea-Dee

Camp Oh-Pea-Dee is currently in week 10 of 11. With the end of our summer camp drawing near, I am happy to pass along some good news. Many parents have expressed their gratitude for a childcare option throughout the summer. Along with that, they were happy with the programming, field trips and staff interaction. This program could not have been as successful as it was without the great staff that have spent their summers bettering the lives of local children in the community.

Each year, there are always hiccups. We lost two staff; one on good terms and one that should have ended better. My staff did not let the ups and downs inhibit the great programming of camp. Alexis, Avery, Brookelyn, Codey, Heather, Laila, Reilee and Jasmine all did a fantastic job this summer!



Thank You

It is never easy to say goodbye. My last day with the Oregon Park District is August 4, 2022. I thank you for placing your trust in me for the position of Recreation Program Coordinator. These past seven months have provided me the opportunity to learn how to better serve others in the parks and recreation field and how to improve my programming skills. Oregon will always hold a special place in my heart.

My journey takes me to the Rochelle Park District in the position of Aquatic & Recreation Supervisor.

Respectfully Submitted,

Chris Hartzog

Chris Hartzog
Recreation Program Coordinator