



AGENDA

A PUBLIC HEARING & REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS

TUESDAY, MARCH 12, 2024, AT 6:00 P.M.

ONSITE MEETING: BOARD ROOM

PUBLIC HEARING

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS WISHING TO PRESENT TESTIMONY ON
BUDGET & APPROPRIATIONS ORDINANCE 24-03-12
- 4) ADJOURN

REGULAR MEETING AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES OF FEBRUARY 13, 2024
 - B. LOCAL GOVERNMENT EFFICIENCY COMMITTEE MEETING MINUTES
OF FEBRUARY 13, 2024
 - C. PROGRAM & SERVICE COMMITTEE MEETING MINUTES OF
FEBRUARY 15, 2024
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS

- A. DIRECTOR'S REPORT
- B. FINANCE COMMITTEE - MET JANUARY 10, 2023
- C. PERSONNEL & POLICY COMMITTEE - NO REPORT
- D. PARKS & FACILITIES COMMITTEE - NO REPORT
- E. PROGRAM & SERVICE COMMITTEE - NO REPORT
- F. PARKS & FACILITY REPORT
- G. RECREATION REPORT
- H. ADMINISTRATIVE REPORT

7) UNFINISHED BUSINESS

8) NEW BUSINESS

- A. BUDGET AND APPROPRIATIONS: ORDINANCE 24-03-12

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - APRIL 9, 2024

Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
February 13, 2024

Brian Beckman, President, called the Regular Meeting to order at 6:00 p.m.

PRESENT: Brian Beckman, Mark Tremble, Dan Engelkes, Josh Messenger

ABSENT: Maia Johnson

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance Administrator; Tina Ketter; Supt. of Recreation, Brent Suter, Supt. of Parks; Adam Metz, Treasurer; Haley Mizner, Board Secretary

VISITORS PRESENT: Beth Simeone, Caleb Jenks

RECOGNITION OF VISITORS:

There were no visitors in attendance who wished to address the board.

APPROVAL OF MINUTES

Mr. Beckman asked if there was a motion to approve the Regular Meeting Minutes of January 9, 2024, the Finance Committee Meeting Minutes of January 17, 2024, and approve but not release the Executive Session Minutes of January 9, 2024.

Motion by Dan Engelkes, seconded by Josh Messenger, the Regular Meeting Minutes of January 9, 2024, the Finance Committee Meeting Minutes of January 17, 2024, and the Executive Session Minutes of January 9, 2024- approval but not release, be approved as presented. Roll Call: Josh Messenger, Dan Engelkes, Mark Tremble, Brian Beckman- yes. MOTION PASSED UNANIMOUS.

Treasurer's Report

Mr. Beckman stated that the January Treasurer's report has been submitted and released in the monthly board packet and posted at oregonpark.org.

Mr. Beckman asked Mr. Metz if there was anything that he wished to add.

Mr. Metz stated that the surplus that was present at the end of 2023 with the district fund balances will start to level off as they move in to 2024.

Motion by Mark Tremble, seconded by Brian Beckman, the January Treasurer's Report be approved. Roll Call: Dan Engelkes, Mark Tremble, Josh Messenger, Brian Beckman - yes. MOTION PASSED UNANIMOUS.

Accounts Payable

Mr. Beckman asked Ms. Folk if there was anything that she wanted to add to the accounts payable report.

Ms. Folk stated that with Blue Cross Blue Shield, two payments were made in January. The payments reflect the change in health insurance carrier from Humana to Blue Cross Blue Shield. She stated that both the January payment and the February payment were made during the month of January. She highlighted that they are hearing very good things from staff regarding the coverage.

Ms. Folk welcomed any additional questions regarding the accounts payable.

There were no additional questions regarding the Accounts Payable.

Motion by Dan Engelkes, seconded by Josh Messenger, the Accounts Payable for January of 2024 be approved as presented. Roll Call: Mark Tremble, Josh Messenger, Dan Engelkes, Brian Beckman - yes. MOTION PASSED UNANIMOUS.

REPORTS

Director's Report- Ms. Folk stated that she wanted to give an update on the ITEP grant. She stated that it is a hot topic of discussion within the community in relation to the district receiving over \$3 million in grant funds for that project. She stated that they are currently still in phase I engineering. She stated phase I engineering includes updating surveys and required reports. She stated that as part of phase I they are reviewing the North and South alignments. She stated that the North refers to how they are connecting from the primitive campground at Lowden State Park into the main campground. She stated that the South refers to the connection from route 64 into Park East. She stated

that they did meet with IDNR on Thursday of last week to discuss. She stated that the IDNR is cooperative with the connection into the main campground. She stated the path will be necessary for the 10-foot-wide path through the south section of Lowden State Park and trees over a certain diameter will be required to be replaced. She also stated that IDNR said keep an eye on the IDOT tree mitigation program where they are required to put so many trees in with projects every year, and over the next two years they are focusing the implementation of that in Northwest Illinois. She stated the District is still waiting on receipt of the phase II engineering agreement. She stated the District has signed off, however IDOT and the Federal Highway Administration have not. She stated that they are waiting on the intergovernmental agreement with IDNR. She stated that right now it is with the legal department at IDNR. She stated that IDNR talked last week about an interest in reducing the speed limit on River Road. She stated that it has been a topic of conversation throughout this entire process. She stated that IDOT continues to tell them that the statistics are not there to support a reduction in the speed limit, but the conversation continues to surface. She stated that she does believe that there will be a couple of residents that live along River Road that are going to be eager to see a speed limit reduction. She stated that it is something that they will continue to look at and address with IDOT.

Ms. Folk stated that just as a reminder with ITEP funding, phase I expenses are the sole responsibility of the park district, and phase II will be reimbursed by IDOT at about \$211,272. She stated that phase III, which is construction phase, and the district reimburses IDOT at approximately \$664,875. She highlighted that all of these are cost estimates at this point, and they will not know the total cost until they get into construction bidding. She stated that they are targeting 2025 for construction. She stated that with the way things are progressing, she can't guarantee that construction will be completed in 2025, but they are still hopeful.

Ms. Folk welcomed any questions or concerns regarding the ITEP grant.

Mr. Messenger stated that he was curious if it was going to be on the East or West side. Ms. Folk stated that they are still reviewing, and the alignment makes more sense to be on the West side and connect through the Riverside of the park. She stated that they need approval from IDOT to make final trail alignment changes. She stated that they are going through the meetings to try and get everybody on the same page. through the process to make sure that IDOT is ok with the change.

Ms. Folk welcomed any other questions.

Ms. Folk stated that on January 30th they were notified that the district received \$600,000 in OSLAD funding to develop Park East. She stated that the focus of those improvements is going to be on the East side of Park East continuing to the East of Chana School. She stated that those improvements are going to include improvements to the baseball field, additional parking, a disc golf course, a new playground, ADA improvements, as well as an extended trail to connect to the ITEP trail. She stated that the trail length is about a quarter of a mile which is similar to what is at Fairgrounds Park. She stated that the award is \$600,000. She stated that they are looking to engage Hitchcock Design for design and construction documents. She stated that she has asked them to submit a proposal for cost estimates and their scope. She stated that it is something that is going to be negotiable, which is why she requested it in advance so that they could negotiate the scope and costs. She stated that they want to ensure that it meets the needs of the district moving forward. She stated that they do anticipate construction in 2025 pending no issues. She stated that the total project cost right now is a little over \$1.2 million, but that could change with construction. She stated that they have received a lot of positive feedback related to the OSLAD update. She stated that people seem very excited about the focus on the East side of the river.

Ms. Folk welcomed any questions regarding OSLAD.

Ms. Folk stated that last week they released their very first Caring, Creative, and Community Focused awards. She stated that they announced them on Friday at a full-time staff meeting. She stated that they selected two winners out of the five total nominations. She stated that the two were very well deserving and the committee had a very difficult time deciding between the two. She stated that she invited both of the award recipients to attend the board meeting to receive their public recognition. She stated that one of the recipients, Caleb Jenks, was in attendance. She stated that Caleb is one of the districts recreation coordinators. She stated that he fulfills the role that was vacated by Debbie Leffelman almost two years ago. She stated that Caleb became heavily involved with the Kiwanis Club as a representative of the park district. She stated that when he joined the club they were struggling to get going and were losing members and there was the fear of them having to disband again. She stated that Caleb stepped up and became the president of the Kiwanis Club. She stated that he has spearheaded multiple fundraisers and has opened up his home

to members and is actively recruiting all the time. She stated that because of his involvement and leadership, the Kiwanis Club made a donation to the library as well as sponsoring an Oregon Park district soccer team. She stated that she wanted to congratulate Caleb on being one of the very first Caring, Creative, and Community Focused award winners. There was a round of applause for Caleb. She asked Caleb if there was anything he wanted to add.

Caleb thanked those who nominated and cast their vote for him, and for the invitation to appear at the meeting. He stated that it is true that since joining the Kiwanis Club he has put in a lot of effort towards helping the club grow and succeed. He stated that however, he has not been alone in those endeavors. He stated that he has been fortunate enough to make contacts with members from a club in Rochelle who were kind enough to join the club in Oregon and took him under their wing to teach him what the Kiwanis Club is and what it does. He stated that he is tremendously thankful to all staff and the board, as well as his club members.

Ms. Folk stated that the other award winner was Nick McPhail. She stated that he is part of the parks department team. She stated that on January 17, she was driving on Hawk drive early in the morning and she saw one of the snow blowers out on the board walk and it was not a normal snow removal day. She stated that she asked Brent about it, and he said that Nick came in without being asked, of his own free will, to get the boardwalk opened up because they had OSHA training that day and he knew he wouldn't have the time to get it done. She stated that he came in early and took care of it. She stated that they are very thankful for employees who are willing to go that extra mile and exhibit the values that the district identified.

Ms. Folk stated that she looks forward to being able to honor and recognize employees and their efforts.

Mr. Tremble asked if they were going to have a plaque in the building to honor the recipients. Ms. Folk stated that they haven't decided how they are going to display that just yet.

Ms. Folk welcomed any other questions regarding the board packet or park district business.

There were no additional questions or comments for Ms. Folk

Committee Meetings

Mr. Beckman stated that the Finance Committee met on January 17, 2024, and the minutes were included in the board packet. He stated that the program and service committee will meet on Thursday.

Parks Report - Included in Board Packet. Mr. Suter stated that he wanted to add his personal thank you to Caleb and Nick. He stated that they are both well deserving of this award, and they are not afraid to go above and beyond, and they are great to have on the team.

Mr. Suter stated that he had nothing to add to the reports but welcomed any questions.

There were no additional questions or comments for Mr. Suter.

Recreation Report - Included in Board Packet. Mrs. Ketter stated that Caleb and Nick are great team members.

Mrs. Ketter stated that they received notification that Lesley did receive the those who excel by the state board of education community volunteer of the year award. She stated that the school district is who nominated Lesley for the award. She stated that Lesley will be with the district for five years in May. She stated that Lesley has done a great job of building great relationships with coaches, the school district, and different organizations. She highlighted that they have a great athletic department under Lesley's lead. She stated that there will be a banquet in May in Bloomington Normal where Lesley will be officially recognized.

Mrs. Ketter stated that they are looking into opening up morning care again for Extended Time. She stated that a survey is out there, and they are looking into that for the fall to see if they can get enough kids involved.

Mrs. Ketter welcomed any questions from commissioners.

There were no additional questions or comments for Mrs. Ketter.

Administrative Report - Included in Board Packet. Mr. Griffin stated that the combined budget and appropriations ordinance has been out for public inspection since last week. He stated that they will have it out for public inspection 30 days before they can approve it at the March meeting. He stated that they will have the full budget packet available for the board heading into the March meeting. He stated that they are narrowing down all the documents, goals, and things that go into their annual budget packet.

Mr. Griffin stated that the auditors will be on site for one day this year on Thursday. He stated that they will see the full audit in April.

Mr. Griffin welcomed any questions from commissioners.

There were no additional questions or comments for Mr. Griffin.

BUSINESS (unfinished)- None.

BUSINESS (new) -

Local Government Efficiency Report

Mr. Beckman stated that the Local Government Efficiency Committee report has been presented following a series of meetings and a review of park operations.

Motion by Mark Tremble, seconded by Dan Engelkes, the Local Government Efficiency report be approved as submitted. Roll Call: Josh Messenger, Dan Engelkes, Mark Tremble, Brian Beckman - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Engelkes congratulated Caleb on his award.

Mr. Tremble congratulated both gentlemen that got the award and stated that he wants them to be recognized. He also congratulated Lesley.

Mr. Messenger congratulated Caleb and stated that it was exciting seeing his outdoor education that he puts together. He stated that his kids have been a part of the district's athletics for years and the award for Lesley is well deserved.

DIRECTOR'S COMMENTS

Ms. Folk stated that she wanted to congratulate Caleb, Lesley, and Nick. She stated that they have a lot of exciting things happening with the district at the employee and project level. She stated that she hopes that the community understands the benefit that the park district does provide to the community. She highlighted that

it was an exciting time for the park district, and she looks forward to the busy season.

PRESIDENT'S COMMENTS

Mr. Beckman congratulated everyone in the room on being a grant recipient. He stated that it was amazing to see. He stated that the money is going to go to some entity, so it might as well go to them. He congratulated Caleb and Nick.

ADJOURN

Motion by Josh Messenger, the meeting adjourned at 6:20 P.M.
ALL WERE IN FAVOR.

Respectfully Submitted,

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

Haley Mizner
Board Secretary

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Local Government Efficiency Committee Meeting Minutes
February 13, 2024**

Erin Folk, Chairperson, called the Local Government Efficiency Committee Meeting to order at 5:00 p.m.

PRESENT: Brian Beckman, Mark Tremble, Dan Engelkes, Josh Messenger, Erin Folk, Adam Larson, Julie Cain

ABSENT: Maia Johnson

OTHERS PRESENT: Haley Mizner, Board Secretary

VISITORS PRESENT: Tina Ketter

RECOGNITION OF VISITORS:

There were no visitors in attendance who wished to address the Local Government Efficiency Committee.

OLD BUSINESS: None.

NEW BUSINESS:

Transparency

Ms. Folk stated that she has provided each committee member with a copy of the report. She stated that the beginning of the report is what they have discussed in the previous committee meetings.

Ms. Folk stated that most documents that are available to the community are available on the website. She stated that some are available at the front counter upon request.

Ms. Folk asked if there were any questions regarding the documents or if there were documents that the committee members thought should be more accessible to the community.

Ms. Folk stated that the staff does a great job of keeping things up to date and making sure that as new things are implemented, the website and documents are updated as well.

Ms. Folk stated that as commissioners and members of the community, if there is ever a piece of information, or something that can be added to the list, to reach out as they are more than willing to look at the benefits.

Ms. Folk stated that one of the things that they receive negative feedback on routinely is grant receipts. She stated that she continually gets calls saying that they are just wasting taxpayer dollars. She stated that in return, their conversation point is explaining that those are funds that are going to be spent somewhere anyways, so why not have them spent in our community. She stated the grant funds will increase benefits and opportunities for local residents.

Mr. Larson asked if people were upset that money was being spent at all or are they thinking it should be spent on something else. Ms. Folk stated that from the conversations she's had, they realize it is still taxpayer money even though it is not taxpayer money that came directly from property taxes. She stated that they think this is just the state wasting money. She stated that those funds are dedicated by the state of Illinois for the purposes of recreation, and if they don't apply for it and receive them, they are going to be spent in another community. Mr. Larson stated that residents should be thrilled that the money is coming to the district instead of going somewhere else. Ms. Folk stated that she thinks the residents are looking at the fact that in the last 12 months, the district has been given 3.6 million dollars. She stated that that 3.6 million would have been spent in another community either way.

Mrs. Cain asked if they knew how many people applied versus how many people are actually awarded the grants. Ms. Folk stated that every year is a little different. She stated that in 2022 there were over 200 applications, and only 50-60 awards were given out. She stated that she has not seen the statistics for the 2023 grant yet because they have still not received notification from the DNR related to the grant, they have only received notification from their local representative. Mrs. Cain stated that there are plenty of people standing in line to receive the grants. Ms. Folk stated that this was correct and stated that there is a very high percentage of grant applications that are not being funded.

Mr. Tremble stated that applying for the grants is not an easy process.

Ms. Folk welcomed any additional questions.

Benefits & Services

Ms. Folk stated that they are very fortunate to have the facilities and the amenities that they have to be able to offer to a community of their size.

Ms. Folk stated that they continue to conduct needs assessments and community surveys. She stated that they identify from a recreation trend standpoint what additional opportunities they can provide to the community. She stated that they look for ways to incorporate those within their boundaries and parks. She stated that one thing that they continually see year after year on their surveys is an outdoor pool. She stated that there is a fragment of the community that would like to see that. She stated that her current argument to that is that they have an indoor pool that is open almost 365 days a year and they lose money on it. She stated that it would be difficult to maintain both pools in such a small community.

Mr. Tremble asked if Rochelle put a pool in their new building in addition to their outdoor pool to which Ms. Folk confirmed.

Ms. Folk asked the committee members if, beyond that, did they see a need or fit for any additional amenities.

Ms. Folk stated that as a staff, one of the things that they continue to discuss is an expansion at Nash. She stated that gym space is a premium. She stated that when they are going through the height of the winter season, it is very difficult to get gym space.

Mr. Messenger stated that he can attest to that. He stated that during basketball season, there is just not enough space in the gym. He stated that it would be nice to have a bigger gym. He stated that he is excited for the OSLAD grant to get lights at Park East for the baseball field. He stated that they are probably one baseball field short, but having lights will really help so that they are able to have practices later.

Mr. Engelkes agreed and stated that court space is also one of the things that he hears about quite a bit, as well as an indoor soccer field.

Ms. Folk stated that she has had conversations with the school about having more access to the Blackhawk center. She stated that while she was in Rochelle, she never saw anyone on the soccer

fields. She stated that she thinks it is something that a lot of people have interest in, but don't show physical support once the time presents itself.

Mr. Engelkes stated that they would have to make it multi-functional with an indoor infield for softball and baseball as well as the soccer fields to which Ms. Folk agreed.

Ms. Folk stated that they continually look at and evaluate what amenities they can add that would benefit the district. She stated that one of the things that they get a lot of interest in is disc golf. She stated that people think Park West would be the perfect spot for it, but with soccer and the splash pad and the other amenities at Park West, it isn't the most conducive. She stated that instead, they have it in the plans to add at Park East. She stated that this is a low-cost opportunity that they can provide for the community in a good location. She stated that Park West is utilized by a very large percentage of the population, so that was their priority. She stated that they are now moving through improvements at Park East.

Mr. Larson stated that Park East needs some love, and the plans look awesome. He stated that as a resident, he is stoked.

Ms. Folk stated that one community concern that she continues to hear is how it is going to impact the Chana school property. She stated that she has met with the Chana school, and they understand that they are not going to impact the three acres that they have. She stated that they don't want to take away from the activities that they are providing to the community as well.

Ms. Folk stated that continued collaborations with the organizations is an important factor.

Mr. Beckman stated that one thing that he has heard a couple of times is having the fitness center open 24/7 with some sort of a fob access. Ms. Folk stated that they continue to hear that on surveys. She stated that their big issue with it is ADA accessibility and security. She stated that for them to be able to provide access to that facility, they would have to have access to the elevator because they wouldn't have ADA accessibility without the elevator, and security to the rest of the facility. She stated that they would need to make sure that the rest of the facility is locked down. She stated that they also have to restrict access to those under a certain age.

Ms. Folk asked Mr. Engelkes if he knew the statistics for how many people attend Reign XT after normal business hours. Mr. Engelkes stated that there was quite a few. He stated that however, that is a privately owned business versus the park district who is a municipality.

Ms. Folk stated that on the previous survey that they did, out of the 200+ responses that they received, there were three people who commented that they would like to see 24/7 service. She stated that the majority of the responders are facility users. She stated that she is not sure if their current demographic would support it.

Mr. Engelkes stated that he thinks the sweet spot would be opening at 5:00am instead of 5:30am if it was possible. Ms. Folk stated that the issue that they run into with that is essentially the cost of wages, even for the extra 30 minutes.

Ms. Folk highlighted that this is something that they continue to investigate.

Mr. Tremble asked how many people are lined up at the doors at 5:30am that would be interested in coming in at 5:00am instead. Mr. Engelkes stated that he thinks there is quite a few to which Ms. Folk agreed. Mr. Tremble stated that he thinks it is worth exploring, even given the issues. Ms. Folk stated that they ran the numbers on cost estimates for that, and it was significantly high. She stated that they would have to have front counter staff, fitness center staff, a building supervisor, and lifeguards.

Mr. Larson stated that the only way that they would limit that would be adding a door to give direct access to the lower level. He stated that that way the rest of the building is blocked off and doesn't have to be staffed. He stated that this would be a project in itself. He stated that this discussion is worth considering in the future and it is good knowing that there is interest and willingness to explore.

Ms. Folk stated that they are at over 17,000 registered participants for programs. She stated that that number continues to rise. She stated that when she started with the district, they were in the 7,000-8,000 range. She stated that they have expanded their programs greatly for the community. She stated that a lot of it is based off of need and the staff's interest in trying new programs.

Mr. Larson stated that when they talk about how many programs they are involved in with the district, people are blown away by the opportunities.

Ms. Folk welcomed any questions or concerns on the programming. There were no additional questions or comments.

Increased Accountability & Efficiency

Ms. Folk stated that there are different fees and charges that the district is charged by law. She stated that there are significant inefficiencies with other local government agencies that they deal with on a regular basis. She stated that they have frustrations with IDOT and IDNR on their grant receipts. She stated that they submitted their joint funding agreement with IDOT in September, and they just received it back last week for Brian to sign, and they said it could be another two months before they get a final review on it. She stated that the DNR has hired a significant amount of staff to help with grant implementation, so she is hoping that that process goes much better. She stated that however, there have been times in the past where they have waited months for their reimbursements on the OSLAD grants due to a lack of staff. She stated that there are a significant number of mandates that are required of the district that they continue to meet but are technically unfunded. She stated that they continue to look for creative ways to offset the costs.

Ms. Folk welcomed any questions.

Mr. Engelkes asked what the fee to the city was. Ms. Folk stated that a lot of it was water. She stated that they get charged for additional hookups. She stated that when they fill the pool, they are charged for both water and sewer. She stated that they have talked about if there is any way that they can work with them on that because it is a community benefit. She stated that they have an arrangement with the city for the splash pad, but they still pay sewer charges. She stated that with the change in their form of government, she thinks there may be more opportunity for that to change in the future.

Mr. Tremble stated that they are fighting the same battle they are and don't want to give up revenue.

Mr. Beckman asked if there has been progress in those discussions with the city. She stated that it is a very positive working relationship with the city, and it is moving in the right direction.

Ms. Folk asked if there were any opportunities that they see that they could create an increased awareness or transparency for the community.

Mr. Messenger stated that he thinks that social media is the biggest way, and the district seems to be active on that. Ms. Folk stated that social media is the easiest way to get information out, but it is difficult to control.

Mr. Engelkes stated that based on the surveys, almost everyone is getting program information from emails or social media.

Local Government Efficiency Report

Ms. Folk asked if there were any questions on the report itself. She stated that their next step is to approve the report at the regular board meeting, followed by them filing it with the county clerk. She stated that after that, the committee will be disbanded for ten years, and in ten years they will be responsible for revisiting this entire process again. She stated that it is a state mandate.

Mr. Engelkes asked who all had to do this. Ms. Folk stated that it is every government agency except for cities, schools, and counties. She stated that any taxing body that is not a school district, municipality, or county government has to complete this process.

Mrs. Cain asked if they are published somewhere after they go to the county. Ms. Folk stated that they just have to be filed. Mrs. Cain asked if someone was curious about reading this, how would they do that. Ms. Folk stated that they will post it to their Facebook page, so they have access to it. She stated that she would assume that once it is filed with the county clerk, it could be obtained through FOIA.

Mr. Beckman asked when this was due to which Ms. Folk stated that it wasn't due until November. She stated that they had 18 months to complete it from the time it was released. Mr. Beckman asked if Ms. Folk knew if any other agencies were finished with it. Ms. Folk stated that not that she was aware of.

Ms. Folk stated that she appreciates everyone's involvement with this committee.

Mr. Tremble stated that it was all good information.

Mr. Beckman stated that he thought it was a good exercise and gave a kudos to Ms. Folk for putting it all together.

RESIDENT COMMENT:

Ms. Folk stated that as part of this process, if there is anyone in attendance, they are required to ask the visitors if they have any comments. There were no visitors in attendance.

ADJOURN

Motion by Dan Engelkes, seconded by Brian Beckman, the Local Government Efficiency Committee meeting adjourned at 5:36 P.M. ALL WERE IN FAVOR.

Respectfully Submitted,

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

Haley Mizner
Board Secretary

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ Board Room
304 So. Fifth Street
Oregon, Illinois
Program & Service Committee Meeting Minutes
February 15, 2024**

Brian Beckman, Chair, called the Program & Service Committee meeting to order at 5:30 p.m.

COMMITTEE MEMBERS PRESENT: Brian Beckman, Maia Johnson

COMMITTEE MEMBERS ABSENT: None.

OTHER COMMISSIONERS PRESENT: None.

OTHERS PRESENT: Erin Folk, Executive Director; Tina Ketter, Supt. of Recreation; Lesley Sheffield, Athletics Coordinator; Caleb Jenks, Special Events & Adult Coordinator; Kelley Huston, Recreation Program Coordinator; Teresa Nehrkorn, Recreation Specialist; Haley Mizner, Board Secretary

VISITORS PRESENT: None.

Program & Service Presentation

Ms. Folk thanked the members for attending the meeting. She stated that they like to do this routinely, but because of COVID they took a break. She stated that they are ready to jump back in and talk about all of the great things that the Recreation Department is doing. She stated that she asked Tina to do the presentation.

Mrs. Ketter stated that she took over as Superintendent of Recreation in 2018. She stated that the presentation was going to be going over what has happened since then since a lot of their programming and staff has changed. She stated that the presentation would also give an overview of where they are going and the direction they are headed.

Mrs. Ketter introduced the staff and their roles.

Tina Ketter- Superintendent of Recreation
Lesley Sheffield- Athletics Coordinator
Caleb Jenks- Special Events and Adults Coordinator
Kelley Huston- Recreation Program Coordinator
Teresa Nehrkorn- Recreation Specialist

Mrs. Ketter stated that Teresa was a part-time employee, but all other recreation department employees were full-time and have all obtained their CPRP. She stated that this is the first time that the recreation department has all been CPRP certified. She stated that it is something to be proud of and is impressive.

Mrs. Ketter stated that participation numbers is something that they track each month. She stated that 2019 was the first time that they eclipsed 10,000. She stated that participation numbers are anything that they can count as a registered program. She stated that concerts in the park, music and more concerts, open swims, open gyms, and athletic contests are not included in the participation numbers as they can't be accurately counted. She stated that in 2020 there was a drop in participation numbers due to Covid, when the facility was shut down for three months. She stated that however, it is impressive that they didn't drop much in 2020 mainly due to their summer meals program. She stated that they have continued to be eclipsing since then, and from 2022 to 2023 they had a 29% increase. She stated that she attributes that to the great staff members. She stated that they had a stable and consistent staff throughout that time. She stated that she is very proud of the staff for reaching over 17,000 in participation. She stated that the numbers are impressive and keeping track allows them to see where they are serving and where they need to additionally serve. She stated that the main cause of the increase in participation was their free programming that was introduced in 2018. She stated that that has caused a huge increase in their programming numbers. She stated that they have also expanded their adult programming. She stated that they have also increased youth opportunities, increased marketing, and are utilizing the skill set of the staff. She stated that they are figuring out what the staff likes to do and giving them creativity to develop from their interests and backgrounds. She stated that their marketing has developed, and now their Facebook page has over 7,500 followers. She stated that through marketing, they are reaching other communities.

Mr. Beckman asked if they plan on or have thought about expanding into TikTok. Mrs. Ketter stated that she would love to, but it is a time commitment. She stated that once they put something out there, they can't pull it back. Ms. Folk stated that the other side is managing it. She stated that once they put it out there, if there is a question or a comment, staff has to respond.

Mrs. Ketter stated that each year they come up with Recreation goals. She stated that their first goal is to develop a community

advisory group to discuss programming and research new ideas. She stated that they want to get a broad scope of community members that are involved to see what they want. She stated that their second goal is to build upon current programming and add with additional partnerships and outdoor opportunities. She stated that getting involved in partnerships saves them a lot in expenses. She stated that their partnerships have been very successful for them. She stated that their third goal is to continue to monitor revenue and expenses to reduce subsidization. She stated that this is ongoing, and they do a great job with it. She stated that with the budget, they are always up against minimum wage as that has been increasing. She stated that they have done a great job in controlling the expenses. She stated that their fourth goal is to align staff schedules and responsibilities based on needs in 2024. She stated that everyone has a job description and a title, but sometimes it doesn't fit. She stated that they are constantly evaluating and aligning what works best for everyone. She stated that their fifth and final Recreation goal was to provide recreation opportunities that align with community needs. She stated that they are constantly evaluating their programming to see what the trends are.

Mrs. Ketter stated that Lesley is the Athletics Coordinator and has been with the district since May of 2019. She stated that since that time, athletics participation has grown 51%. She stated that this is due to the different opportunities that Lesley has offered. She stated that she thinks they have a great athletic program. She stated that Lesley has also partnered with the school. She stated that this job needs someone who is highly organized, someone who is not afraid to speak to parents, and that would tackle problems. She stated that Lesley has fulfilled that role 100%. She stated that she is not afraid to return a call to a parent or to address an official. She stated that she shows up and she is 100% there.

Mrs. Ketter stated that Lesley has taken on the sponsorships. She stated that she is the one who is reaching out to businesses and companies to sponsor their youth teams. She stated that last year was their highest year, with \$5,500 in team sponsorships. She stated that last year they did not lose any money on their baseball/softball leagues. She stated that that is a huge kudos to Lesley, as that is an area that they are always negative. She stated that in 2019 they formed a great partnership with Byron for baseball and softball. She stated that that partnership was very successful, so they also formed a soccer league. She stated that with the partnerships, they are trying to create future Oregon Hawks. She stated that Lesley has done a great job with that.

She stated that they want the high school students and coaches involved with their athletics. She stated that all of this has benefited their athletic programs as well as the junior high and high school athletics. She stated that Lesley does a great job with coordination. She stated that they do not hear the complaints, and everyone is happy. She stated that there will always be things that need to be addressed, and Lesley addresses them head on. She highlighted that this is great for the park district. She stated that Lesley's goal is to cover her salary.

Mrs. Ketter stated that the challenges that they foresee in athletics is the increased cost in uniforms and officials. She stated that they want to make sure that the community can always afford their programs. She stated that the rising expenses are the biggest challenge for the athletics department. She stated that another challenge is that they are receiving interest in travel leagues. She stated that they are trying to determine if they can do that with their recreation leagues. She stated that they also need to be sure that these programs would align with the philosophies of the high school. She stated that the final challenge is space. She stated that they are maxed out on their space.

Mrs. Ketter stated that since the OCUSD partnership began in 2019, the park district has given back \$38,906.49 to OCUSD athletic teams. She stated that these checks are all cut to the school, directly back to the sports teams. She stated that this number continues to rise and is impressive. She stated that Lesley continues to find partnerships.

Lesley stated that traditionally, when they started these camps, it was soccer, baseball, and basketball. She stated that so many different departments in the school are realizing that getting to the kids when they are young is important. She stated that last summer they worked with the football and basketball coaches to create and athlete summer camp that was 6 weeks long working with the kids and getting to them when they are young. She stated that they just had a partnership with the junior high and high school physical education departments. She stated that she was shocked to find out that they get a total of \$750 per calendar year per school for equipment. She stated that the school is seeing the benefit of getting to these kids young and also making some extra money doing so. She stated that she is really excited to see what else they can come up with.

Mrs. Ketter welcomed any additional questions regarding athletics.

Mr. Beckman asked if they have ever explored golf for youth. Lesley stated that she has approached for golf camps, but they run their own camps during the summer, so at that time the school wasn't interested in partnering with them.

Ms. Folk stated that in the past, the checks were cut directly to the coaches. She stated that they offered to take registration and order shirts, but they said they wanted the money to go back to the actual school district program that is benefiting from the camp. She stated that some of the coaches fought them and said they weren't interested. She stated that it was a source of income for some of the coaches. She stated that some coaches realized early on that partnering with the park district was way easier for them. She stated that they don't force any of the athletic programs to partner with them. She stated that she is getting ready to meet with the school to see what their expectations are. She stated that right now, the school isn't setting any expectations for specific programs. She stated that the expectations are developed by the head coach, so there is no consistency among programs.

Ms. Johnson stated that maybe it is a generational thing and as new coaches come in things may change.

Mrs. Ketter asked if there were any additional questions regarding athletics. There were no additional questions or comments.

Mrs. Ketter stated that Nancy Crandall and Teresa Nehrkorn were co-coordinators of the Children's Center. She stated that the Children's Center operates Monday- Friday. She stated that the three-year-old class was Tuesday/Thursday, and the four-year-old program is Monday, Wednesday, and Friday. She stated that the position transitioned into a part-time position after the retirement of Mrs. Kerwin to control costs and minimize subsidization for the district. She stated that this transition has been very successful.

Mrs. Ketter stated that several changes were made to the program due to Covid. She stated that their outdoor classroom has been huge, and is utilized a lot when weather permits. She stated that the drop off in the back has also been very successful. She stated that the teachers have a great working relationship with the kindergarten teachers. She stated that they work with them and assess where the kids are at skill wise. She stated that after talking with the kindergarten teachers, a Wednesday lunch was added to the children's center.

Mrs. Ketter stated that the children's center programs continually fill up. She stated that they have 12 in the three-year-old program and 16 in the four-year-old program. She stated that registration is going to be very competitive for the three-year-old class. Ms. Johnson asked if they have a morning and an afternoon class. Teresa stated that they went to morning only. She stated that with extending the Wednesday class by an hour, it wouldn't allow them to offer an afternoon class.

Mrs. Ketter stated that the challenges moving forward for the children's center is trying to balance the program to make it affordable while costs continue to rise.

Mrs. Ketter stated that additional programming that the teachers offer is toddler gym coordinated by Nancy, and Preschool in the park and culinary kids coordinated by Teresa.

Mrs. Ketter welcomed any questions regarding the Children's Center. There were no additional questions or comments.

Mrs. Ketter stated that Kelley was the Recreation Program Coordinator. She stated that Kelley was in charge of Camp Oh-Pea Dee and Extended Time, in addition to youth programming. She stated that Kelley has been with the district for about a year and a half.

Mrs. Ketter stated that Extended Time used to be in the Blackhawk center. She stated that in the Spring of 2022 it was transitioned to the Oregon Elementary School. She stated that they have a room in the elementary school, and it has been very successful. She stated that the kids can come there straight from class. She stated that they have direct access to the elementary school playground as well as the gymnasium.

Mr. Beckman asked if it was a dedicated room just for Extended Time. Mrs. Ketter stated that the room is also used for indoor recess and one on one instruction.

Mrs. Ketter stated that they discontinued the Extended Time morning program for the 2022/2023 school year. She stated that in 2021 they had between 3-5 students registered for the morning care and they were losing money. She stated that they are looking to bring morning care back. She stated that Kelley released a survey to parents. She stated that they identified that they want to have around 10 kids to run the program. She stated that another thing that they are concerned about with Extended Time is costs. She stated that right now it is \$43 a week for Monday- Friday. She

stated that next year they are having a price increase where it will go up a dollar each day.

Mrs. Ketter stated that Camp Oh-Pea Dee started in 2013. She stated that profits/losses fluctuate with this program. She stated that Camp Oh-Pea Dee has been held at different locations. She stated that the Camp is now held at Nash, where they utilize the Prairie Room. She stated that Kelley has done a great job of managing the program. She stated that in 2022 they had a significant amount of revenue. She stated that the revenue does not include Kelley's salary. She stated that in 2019 they had a significant loss in revenue. She stated that that year they had between 60-65 campers, and they had a busing service for different field trips. She stated that due to Covid, there was no camp in 2020 or 2021. She stated that changes were made and 2022 was a great year because most of their field trips were free because everything was shut down. She stated that they did make changes in 2023 after listening to parents. She stated that in 2023 they made the switch to a three-day camp, Tuesday-Thursday. She stated that Wednesday was their field trip day. She stated that parents do have the option to add on Monday and Friday. She stated that this allows parents to have the option of how many days a week they want to send their kid to camp. She stated that this avenue was successful.

Mrs. Ketter stated that another program that Kelley is responsible for is tumbling. She stated that they partner with Kids Spot for tumbling. She stated that it is held on Wednesday nights at Nash. She stated that it is a 90/10 split. She stated that they made \$2,267 in revenue for 2023. She stated that they have anywhere between 30-40 kids register each month for that.

Mrs. Ketter stated that Kelley is also in charge of the Fall Musical with OES. She stated that it is a great program that continues to grow each year. She stated that they have great directors and Kelley manages it.

Mrs. Ketter stated that Kelley is also in charge of the Summer Meals Program. She stated that they are looking to see what their plans are for 2024 regarding the meals. She stated that in addition, Kelly is also in charge of after school craft days once a month, STEM programming, Nerf nights, escape rooms, etc. She stated that they are looking to develop and build more partnerships. She stated that they are looking to add more creative arts. She stated that Kelley has been focusing on what they can do for teens.

Mrs. Ketter welcomed any questions regarding Recreation programming.

Mrs. Ketter stated that Caleb was the Special Events and Adult Recreation Coordinator. She stated that Caleb is responsible for their special events. She stated that everything in special events has evolved since covid. She stated that the Mother/Son and Daddy/Daughter dances occur at the River's Edge Experience instead of at Nash. She stated that setting up the gyms at Nash for the dances took a significant amount of staff time as well as making the gyms be blocked off for a long weekend. She stated that Merlin rents the River's Edge Experience to them for \$1,000 for the weekend and the Monday after. She stated that moving this event to River's Edge was highly successful. She stated that on Monday, the Village of Progress and OCEC kids attend the event.

Mrs. Ketter stated that Caleb is also in charge of the Easter Egg Hunts. She stated that the easter egg hunt used to be held on Saturday mornings, but they changed it to occur on the Thursday evening before good Friday. She stated that they now do staggered hunts. She stated that everything was spread out more and it was highly successful. She stated that the 5th & 6th grade flashlight easter egg hunt was also highly successful. She stated that a 7th & 8th grade flashlight hunt is also coming in 2024.

Mrs. Ketter stated that Caleb and Lesley are co-coordinators of the Kerwin event that is held in June to honor Joe Kerwin to kick off their baseball/softball season.

Mrs. Ketter stated that Caleb is in charge of the Halloween Carnival. She stated that this is something that has also been revamped. She stated that it used to occur at Nash in the gym, but now it is held at Park West. She stated that they have games, the storybook walk, pumpkins, hayrides, and crafts. She stated that it is a family event.

Mrs. Ketter stated that another event that is popular that Caleb runs is the Dinner/Breakfast with Santa. She stated that it used to be held in the River Room, but now it is held at the Lorado Taft Campus.

Mrs. Ketter stated that with Caleb's background in nature, he is working on expanding their nature programming both for adults and kids. She stated that this is something that they were lacking, and has really taken off.

Mrs. Ketter stated that Caleb is also in charge of Adult Recreation. She stated that adult recreation has significantly increased since 2018. She stated that in 2016/2017 they brought in \$461 in revenue in Adult Recreation programs. She stated that in 2017/2018, they started pairing with Rustic Roots to offer painted sign classes. She stated that in 2018, Cork and Tap opened. She stated that classes held at Cork and Tap exploded. She stated that different businesses in town that offer different programming have also helped increase adult recreation. She stated that they had a jump in 2022 due to their adult events at Cork and Tap. She stated that Teresa does also assist with adult recreation events.

Caleb stated that regarding the nature programming, they were very fortunate last year to receive a generous grant from the Ogle Natural Areas Alliance. He stated that he was able to use that to purchase some very good equipment. He stated that each different program requires different sorts of supplies. He stated that having the grant funding to jump start his programs was helpful in allowing him to run nature events for no charge or a very nominal charge. He stated that previously, the park district did not have a reputation for providing a lot of nature programming. He stated that they are in the building and establishing that reputation phase. He stated that even the nature events marketed for children still bring in a lot of parent and adult participation. He stated that moving into the 2024 year and beyond, he is starting to branch out. He stated that adult recreation is a very trendy field. He stated that right now, the social programs are wildly popular. He stated that they are seeing a decrease in the arts and crafts field. He stated that he is talking with those partners to see if they can expand on what is popular.

Mrs. Ketter welcomed any questions for Caleb regarding Special Events and Adult Programming. There were no additional questions or comments.

Mrs. Ketter stated that inclusion was a policy adopted by the board in January of 2018. She stated that the relationship with the Village of Progress was always there, but was expanded in the fall of 2021. She stated that this was when they came up with the Winter Olympics that was highly successful. She stated that they had their first Winter Olympic games in 2022. She stated that this event is one of their favorites to host. She stated that they now do something with the Village every week. She stated that in the summer they offer programs with the Village and include the community. She stated that they also include the Village in all of their Special Events. She stated that Caleb is also working

on developing a nature program to do with the Village and OCEC. She stated that they include the Village in private swim, as well as OCEC. She stated that they also work with Florissa and Easter Seals to offer an inclusion camp in the summer. She stated that it is a free camp that they put on. She stated that they utilize Catch the Wave to provide swim lessons. She stated that they also offer sibling and parents days throughout the year. She stated that these are all great services.

Mrs. Ketter stated that in their policy, they want everyone to be able to participate with their peers. She stated that they offer inclusion buddies upon request. She stated that the training modules for inclusion will be updated for 2024. She stated that what they have accomplished since 2018 for inclusion is amazing and rewarding.

Mrs. Ketter asked if there were any questions regarding Inclusion. There were no additional questions or comments.

Mrs. Ketter stated that Teresa Nehrkorn is their Recreation Specialist. She stated that this is a part-time position. She stated that this position was added in 2022, but Teresa was assisting prior to that. She stated that she assisted Debbie and was in charge of the Farmer's market. She stated that Teresa has been able to build their relationships with their sponsors. She stated that Teresa has assisted in revamping their concerts in the park. She stated that they were getting bands from the suburbs that were around \$2,000. She stated that Teresa has found local and cheaper bands. She stated that herself and Teresa planned the Annual Family Fun night, in addition to the Recreation department. She stated that it is coming back this year and will be expanded. She stated that Teresa is also integral in assisting with their adult programming.

Mrs. Ketter welcomed any questions for Teresa. There were no additional questions or comments.

Mrs. Ketter stated that free programming was added in 2018. She stated that it was a huge hit for everyone in the community. She stated that when she took over as the Superintendent of Recreation, this was something that she really wanted to expand. She stated that she approached Etnyre and asked them to be their presenting sponsor. She stated that it is something that is up for renewal each May, and Etnyre has continued to renew it. She stated that Etnyre gives them \$5,000 each year. She stated that their free programming includes art in the park, pop up and play, summer meals, backyard safari, open toro, Friday open play, VOP rec days,

Special needs camp, and open gaga ball. She stated that in addition, Etnyre helps subsidize their Halloween and Easter event. She stated that in 2020, a lot of their free programming numbers was because of summer meals. She stated that they served 3,865 people free meals that summer through the Northern Illinois Food Bank, organized by the local churches. She stated that that number has since dropped, so they are evaluating if there is still a need for it.

Mrs. Ketter welcomed any questions regarding the free programming that the district offers. There were no additional questions or comments.

Mrs. Ketter stated that she oversees the fitness center, along with fitness center supervisors. She stated that one of the biggest changes that they have made since 2019 was they have cut out having supervisors down there the entire time. She stated that because minimum wage was increasing, they now have it staffed from 5:30-9:00am and 3:30-7:00pm. She stated that when school is out, they have a supervisor there during the day. She stated that this change saved them \$39,000, and in today's wages it would save them \$54,000.

Mrs. Ketter stated that she thinks that they are getting the behavior of the teens under control in the fitness center. She stated that they identified that a lot of the behavioral issues with the kids in the fitness center is that they don't know what to do. She stated that she is working with the 6th grade P.E. coach to give the kids an orientation so they can learn to use the equipment. She stated that in addition, they will be giving each kid a free two-week membership.

Mrs. Ketter stated that they have two personal trainers. She stated that between Jason Donegan and Kim Henry, they have 30 clients. She stated that Kim is now offering a senior workout during the day. She stated that they offer the seniors workouts with Kim, Early rise with Aimee, Tai Chi, and a women's weightlifting club.

Mrs. Ketter stated that they added the Echelon mirror in the TRX room. She stated that this has been a great space.

Mrs. Ketter stated that she is allotted \$20,000 a year for replacement fitness center equipment. She stated that the last several years, they have done three-year leases and used the \$20,000 each year to pay off the lease. She stated that in 2023 the lease was up, and interest rates for a new lease were

outrageous. She stated that they focused on replacing the equipment in the free weight area. She stated that this year she has not spent any of the money yet. She stated that they have four treadmills that are almost 8 years old, so they need to be replaced. She stated that she is hoping that they last until December so that she is able to use this years allotted \$20,000, as well as the next years \$20,000 to buy \$40,000 of equipment at once.

Mrs. Ketter welcomed any questions regarding the fitness center. There were no additional questions or comments.

Mrs. Ketter stated that Catch the Wave does the management for their aquatics. She stated that they are paying \$3,300 per month in management fees. She stated that if they paid that all 12 months it would equate to \$39,600 per year. She stated that however, they do not pay fees when the pool is shut down. She stated that if they did have a full-time aquatics coordinator they would be paying approximately \$52,000 plus benefits, so they are saving money by using Catch the Wave. She stated that the swimming lessons continue to increase. She stated that the water aerobics classes continue to be popular. She stated that they continue to evaluate the pool schedule to control expenses.

Mrs. Ketter stated that the pool received a five-star audit in 2023. She stated that swim lessons, water aerobics, lap swims, open swims, and parties continue to increase.

Mrs. Ketter welcomed any questions regarding the aquatics. There were no additional questions or comments.

Mrs. Ketter stated that the Recreation department primarily does the marketing for the district. She stated that they do contract out with Stahr Media, which they began in 2019. She stated that they started having them design their guides. She stated that with so much programming going on, they needed another outlet. She stated that previously, a guide took about 20 hours to layout. She stated that Stahr Media charges them \$900 per guide, three guides a year. She stated that as things continued to grow, they partnered with Stahr Media and they now pay them a \$900 stipend per month that is a flat fee that includes all of the pre-Facebook posts, logo creation, flyer creation, banner creation, marketing campaigns, eblasts, and weekly school newsletters.

Mrs. Ketter stated that she creates and posts on the Facebook and Instagram page. She stated that her staff supplies her with photos of the events to be posted. She stated that they have a great

relationship with the newspaper. She stated that they have an ad page with Ogle County Life where they run a monthly add. She stated that they also submit articles and board meeting recaps. She highlighted that she appreciates the staff's willingness to assist with marketing.

Mrs. Ketter welcomed any additional questions for committee members.

Mrs. Ketter stated that she is very proud of her department and stated that everyone works well together. She stated that this is shown in their participation numbers. She stated that this proves how hard everyone is working.

Mr. Beckman stated that it was a great presentation and he appreciated it. He stated that the information in the packet and the presentation is phenomenal, and he wishes more people could see it. He stated that there is a ton of programming that the park district does that people don't ever get to see. He stated that he would like to encourage the staff to include board members when looking for volunteers. He stated that he is going to encourage the rest of the board to try to make a good effort to be at the programs to make themselves known, in addition to being there for the public and for the staff.

Ms. Folk stated that that was part of their Strategic Plan. She stated that some of the staff meeting comments were that the board is disconnected. She stated that she told Mr. Beckman that one of their goals for this year was to develop more volunteer opportunities for the board members. She stated that they will start developing opportunities and involving the board members in the process. She stated that this would be a great opportunity to engage with staff in a nonconfrontational way. She stated that because they are small, better connections could be made.

Ms. Johnson stated that she has learned so much since coming on the board that the community doesn't know.

Mrs. Ketter stated that after evaluating a lot of their programs and events, they are now doing better than they ever have.

Ms. Johnson asked if they had a volunteer list that they keep. Lesley stated that they do. She stated that they have a spreadsheet that they do every year with everyone who has volunteered, and what they volunteered for. Lesley stated that she has also had success with groups of volunteers such as the entire wrestling team or baseball team along with their coach.

There were no additional questions or comments. Mrs. Ketter thanked the members and staff for their time. The committee members thanked Mrs. Ketter and staff for the presentation.

ADJOURN

Motion by Maia Johnson, the Program & Service Committee meeting adjourned at 6:55 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Haley M. Mizner".

Haley Mizner
Board Secretary



OREGON PARK DISTRICT

FISCAL YEAR
2024

MONTHLY FINANCIAL REPORT

February 2024

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 District's annual budget will be noted.

BANKING FUND BALANCES

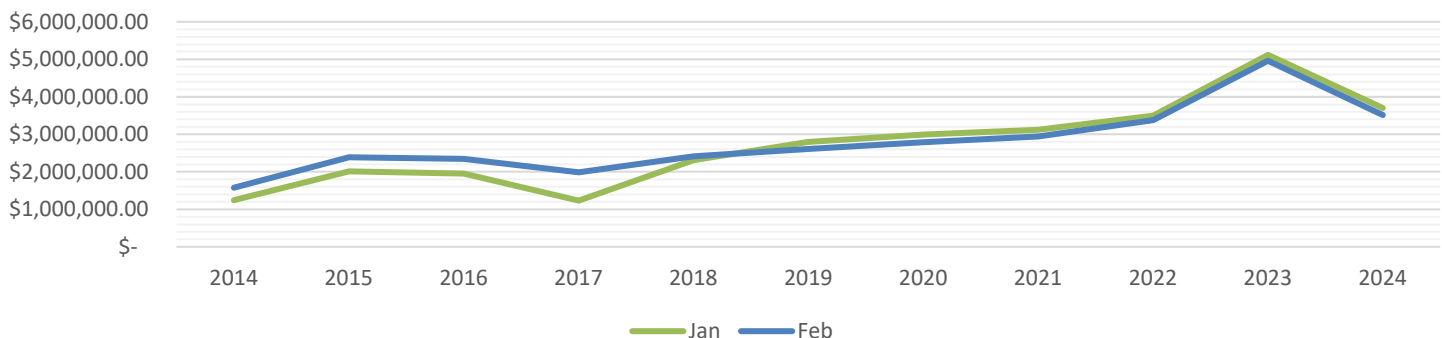
FUND	FEB 2024	JAN 2023	FEB 2023	-	% CH.	FEB 2022
General Checking	\$41,816.16	\$44,437.15	\$100,231.48	↓	-58.28%	\$43,560.66
Payroll Checking	\$51,278.06	\$57,740.46	\$89,068.30	↓	-42.4%	\$55,524.23
Corporate Fund	\$252,005.38	\$324,369.77	\$542,649.66	↓	-53.56%	\$508,236.77
Recreation Fund	\$346,539.08	\$377,021.61	\$344,747.11	↑	0.52%	\$404,954.49
Audit Fund	\$3,876.26	\$3,870.24	\$14,034.27	↓	-72.38%	\$14,260.77
Liability Fund	\$113,138.70	\$117,473.56	\$131,050.46	↓	-13.67%	\$150,390.48
IMRF Fund	\$201,759.98	\$207,350.06	\$174,850.97	↑	15.39%	\$143,602.02
Scholarship Fund	\$6,600.54	\$66,398.87	\$64,651.04	↑	-89.8%	\$61,983.47
Social Security Fund	\$83,119.23	\$89,574.08	\$115,484.91	↓	-28.1%	\$155,188.14
Police Fund	\$25,515.97	\$25,564.45	\$36,543.60	↓	-30.18%	\$36,802.72
Paving Fund	\$6,692.94	\$6,687.80	\$6,813.78	↓	-1.77%	\$1,904.36
Long-Term Capital	\$368,284.41	\$366,773.58	\$282,536.49	↑	30.35%	\$206,531.64
Bond/Int Fund	\$24,727.01	\$24,644.60	\$14,071.39	↑	75.73%	\$8,914.60
Park Imp Fund	\$1,985,453.34	\$1,993,195.33	\$3,044,949.47	↓	-34.8%	\$1,584,497.91
TOTAL	\$3,510,807.06	\$3,705,101.56	\$4,961,682.93	↓	-29.2%	\$3,376,352.26

Financial Notes:

The District closed the month of February with unaudited fund balances \$194,294.50 (5.24%) less than the prior month. The District will not have any significant large revenue receipts until late June when the annual tax disbursements begin. Fund balances will continue to trend above the historical average as the District prepares for large capital improvements in 2024-25.

Stillman Banks interest rate during February varied between 0.10% - 0.52%, while Illinois Park District Liquid Asset Fund (IPDLAF) was 5.19 %. The total Interest earned was \$13,188.86. The District continues to earn significant interest on the 2023 General Obligation Bond Receipts, representing 120.51% of the Bond Interest Payable for the 2023-24 G.O. Bond Sales approved in December 2022.

DISTRICT FUND BALANCES




Adam Metz, Treasurer

MONTHLY BUDGET REPORT

02/01/2024 To 02/29/2024

Oregon Park District

FY 2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used
01 Corporate Fund					
Revenue					
01 Corporate Fund					
10 Administration					
01-10-410100 Real Estate Taxes	631,750.00	0.00	0.00	631,750.00	0
01-10-410200 Replacement Tax Current	64,000.00	0.00	8,062.91	55,937.09	13
01-10-430100 Interest Savings	12,000.00	983.56	2,379.91	9,620.09	20
01-10-460100 Misc Income	2,000.00	0.00	0.00	2,000.00	0
01-10-470100 Grants	4,000.00	0.00	0.00	4,000.00	0
10 Administration Subtotal	\$713,750.00	\$983.56	\$10,442.82	\$703,307.18	1
20 Parks					
01-20-460100 Misc. Income	50.00	0.00	0.00	50.00	0
20 Parks Subtotal	\$50.00	\$0.00	\$0.00	\$50.00	0
01 Corporate Fund Subtotal	\$713,800.00	\$983.56	\$10,442.82	\$703,357.18	1
Revenue Subtotal	\$713,800.00	\$983.56	\$10,442.82	\$703,357.18	1
Expenditure					
01 Corporate Fund					
10 Administration					
01-10-511000 Salary Full-Time	235,500.00	17,706.54	44,266.35	191,233.65	19
01-10-513000 Wages Part-Time	67,500.00	5,785.57	13,866.02	53,633.98	21
01-10-515000 Health/Life Insurance	195,000.00	16,303.80	49,472.33	145,527.67	25
01-10-521000 Software/Website Maint	41,000.00	1,251.00	4,871.69	36,128.31	12
01-10-521200 Equipment Maintenance	6,000.00	529.62	1,012.23	4,987.77	17
01-10-522000 Printing / Publication	9,500.00	228.00	1,410.26	8,089.74	15
01-10-522100 Community Planning/Events	13,000.00	0.00	0.00	13,000.00	0
01-10-523000 Legal Fees	25,000.00	1,976.00	5,286.70	19,713.30	21
01-10-524000 Other Professional Services	18,000.00	176.95	374.14	17,625.86	2
01-10-526000 Dues & Subscriptions	13,000.00	230.00	7,796.38	5,203.62	60
01-10-527000 Car/Phone Allowance	7,250.00	586.85	1,173.70	6,076.30	16
01-10-527100 Staff Training	10,400.00	0.00	1,450.60	8,949.40	14
01-10-527200 Travel Expenses	500.00	0.00	0.00	500.00	0
01-10-529000 Postage / Rental	1,250.00	219.99	394.93	855.07	32
01-10-531000 Office Supplies	1,250.00	15.26	188.82	1,061.18	15
01-10-533000 Tools / Equipment	250.00	0.00	0.00	250.00	0
01-10-541000 Electric	65,000.00	4,097.15	8,410.24	56,589.76	13
01-10-542000 Water & Sewer	20,000.00	1,625.20	4,791.74	15,208.26	24
01-10-543000 Natural Gas	22,000.00	351.62	3,561.87	18,438.13	16
01-10-544000 Telephone/Internet	5,750.00	109.83	560.36	5,189.64	10
01-10-587000 Sundry / Bank Exp	500.00	11.30	28.20	471.80	6
01-10-589000 Commissioners Expenses	1,000.00	0.00	0.00	1,000.00	0

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01-10-589100 Commissioners Conference	750.00	0.00	0.00	750.00	0
10 Administration Subtotal	\$759,400.00	\$51,204.68	\$148,916.56	\$610,483.44	20
20 Parks					
01-20-511000 Salary Full-Time	190,500.00	14,796.34	36,990.85	153,509.15	19
01-20-513000 Wages Part-Time	42,000.00	0.00	0.00	42,000.00	0
01-20-514100 Wages Part-Time Seasonal	35,000.00	0.00	0.00	35,000.00	0
01-20-521100 Contractual Maintenance	16,000.00	110.00	360.00	15,640.00	2
01-20-526000 Dues & Subscriptions	8,000.00	0.00	2,000.00	6,000.00	25
01-20-527100 Staff Training/Dues	3,850.00	811.94	1,800.45	2,049.55	47
01-20-527200 Uniforms/Cell/Travel	4,000.00	180.01	833.02	3,166.98	21
01-20-529200 Toilet Rental	8,250.00	214.98	214.98	8,035.02	3
01-20-533000 Tools / Equipment	11,000.00	472.00	472.00	10,528.00	4
01-20-534000 Equip/Grounds Maint/Repair	25,000.00	471.99	2,692.92	22,307.08	11
01-20-534200 Parks & Facility Supplies	43,500.00	155.00	489.36	43,010.64	1
01-20-534500 Park Development/Construction	10,000.00	1,837.17	1,837.17	8,162.83	18
01-20-536000 Gas & Oil	21,000.00	33.18	33.18	20,966.82	0
01-20-545000 Garbage Disposal	8,000.00	71.96	558.96	7,441.04	7
20 Parks Subtotal	\$426,100.00	\$19,154.57	\$48,282.89	\$377,817.11	11
01 Corporate Fund Subtotal	\$1,185,500.00	\$70,359.25	\$197,199.45	\$988,300.55	17
Expenditure Subtotal	\$1,185,500.00	\$70,359.25	\$197,199.45	\$988,300.55	17
Before Transfers	Deficiency Of Revenue Subtotal	-\$471,700.00	-\$69,375.69	-\$186,756.63	40
Other Financing Source					
01 Corporate Fund					
10 Administration					
01-10-480100 Transfer From Other Funds	300,000.00	0.00	0.00	300,000.00	0
10 Administration Subtotal	\$300,000.00	\$0.00	\$0.00	\$300,000.00	0
01 Corporate Fund Subtotal	\$300,000.00	\$0.00	\$0.00	\$300,000.00	0
Other Financing Source Subtotal	\$300,000.00	\$0.00	\$0.00	\$300,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	-\$171,700.00	-\$69,375.69	-\$186,756.63	109
12 Recreation Fund					
Revenue					
12 Recreation Fund					
10 Administration					
12-10-410100 Real Estate Taxes	507,250.00	0.00	0.00	507,250.00	0
12-10-410700 Gift Certificates Sold	1,500.00	0.00	0.00	1,500.00	0
12-10-420110 Nash Resident Annual	30,000.00	5,200.81	10,210.49	19,789.51	34
12-10-420111 Nash Non-Res Annual	8,500.00	2,166.34	3,347.80	5,152.20	39
12-10-420112 Nash Resident Quarterly	11,000.00	2,377.00	3,417.00	7,583.00	31
12-10-420113 Nash Non-Res Quarterly	3,200.00	351.00	581.00	2,619.00	18
12-10-420114 Nash Resident Daily	17,500.00	2,485.00	4,917.50	12,582.50	28

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12-10-420115 Nash Non-Res Daily	6,000.00	1,331.50	2,819.50	3,180.50	47
12-10-420116 Nash Res Monthly	7,000.00	1,125.20	2,489.70	4,510.30	36
12-10-420117 Nash Non-Res Monthly	1,750.00	331.00	1,058.00	692.00	60
12-10-420156 Nash Corporate	25,000.00	3,559.00	5,072.04	19,927.96	20
12-10-420157 \$1 Day / 10 Punch	5,000.00	1,009.50	1,438.70	3,561.30	29
12-10-430100 Interest Savings	6,000.00	1,257.98	2,922.41	3,077.59	49
12-10-441110 Locker Rentals	750.00	76.00	160.00	590.00	21
12-10-441150 Court Fees	450.00	19.00	53.00	397.00	12
12-10-460000 Sponsorship Donations	5,000.00	0.00	0.00	5,000.00	0
12-10-460100 Miscellaneous Income	1,500.00	45.00	60.00	1,440.00	4
10 Administration Subtotal	\$637,400.00	\$21,334.33	\$38,547.14	\$598,852.86	6
40 Aquatics					
12-40-491230 Swim Lessons Level I thru VI	10,000.00	1,027.99	2,850.74	7,149.26	29
12-40-491331 Water Aerobics	18,000.00	1,670.00	6,608.00	11,392.00	37
12-40-491512 Pool Special Events	1,000.00	0.00	0.00	1,000.00	0
40 Aquatics Subtotal	\$29,000.00	\$2,697.99	\$9,458.74	\$19,541.26	33
50 Athletics					
12-50-491210 Little Athletes	1,350.00	176.00	472.00	878.00	35
12-50-491240 Soccer	33,000.00	11,895.30	17,446.30	15,553.70	53
12-50-491241 K - 1st Grade Basketball	2,800.00	0.00	0.00	2,800.00	0
12-50-491243 Basketball 2-5 Boys	4,400.00	610.00	610.00	3,790.00	14
12-50-491244 Basketball 2-5 Girls	3,200.00	225.00	225.00	2,975.00	7
12-50-491245 T-Ball	3,400.00	459.00	774.00	2,626.00	23
12-50-491246 Little League	3,200.00	567.00	657.00	2,543.00	21
12-50-491247 Jr. Girls Softball	3,800.00	250.00	344.50	3,455.50	9
12-50-491248 Intermediate Girls Softball	3,500.00	0.00	0.00	3,500.00	0
12-50-491250 Leon Gasmund	3,500.00	105.00	210.00	3,290.00	6
12-50-491251 Sandy Koufax	3,800.00	335.00	665.00	3,135.00	18
12-50-491255 Coaches Pitch	4,000.00	1,099.00	1,399.00	2,601.00	35
12-50-491258 Athletic Camps	13,000.00	303.00	623.00	12,377.00	5
12-50-491265 Girls Minor League	3,200.00	448.00	448.00	2,752.00	14
12-50-491268 6th Grade Sports	6,500.00	571.00	646.00	5,854.00	10
12-50-491278 Youth Volleyball	0.00	-31.50	0.00	0.00	0
12-50-491350 Adult Recreation Leagues	8,500.00	440.00	2,000.00	6,500.00	24
12-50-491530 Sports Special Events	4,500.00	30.00	30.00	4,470.00	1
50 Athletics Subtotal	\$105,650.00	\$17,481.80	\$26,549.80	\$79,100.20	25
60 General Recreation					
12-60-491100 Children's Center P.S.	31,000.00	5,079.50	8,262.00	22,738.00	27
12-60-491101 CC Summer Camp/Computer Class	1,000.00	0.00	0.00	1,000.00	0
12-60-491201 Extended Time	40,000.00	1,852.00	4,740.00	35,260.00	12

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12-60-491214 No School Days	4,000.00	321.00	996.00	3,004.00	25
12-60-491215 Youth Tumbling	15,000.00	3,206.00	6,076.00	8,924.00	41
12-60-491288 Youth Recreation	12,000.00	368.00	1,073.85	10,926.15	9
12-60-491376 Summer Camp	35,000.00	0.00	0.00	35,000.00	0
12-60-491388 Adult Recreation	30,000.00	2,286.80	8,844.40	21,155.60	29
12-60-491414 General Bus Trips	3,000.00	0.00	0.00	3,000.00	0
12-60-491510 Spl Events - Concerts	10,000.00	0.00	0.00	10,000.00	0
12-60-491511 Spl Events - Holiday	2,700.00	0.00	0.00	2,700.00	0
12-60-491512 Spl Events - Spring/Summer	800.00	-2,236.00	551.20	248.80	69
12-60-491513 Spl Events - Fall/Winter	4,800.00	4,287.80	4,287.80	512.20	89
12-60-491521 Farm Market / Plant	150.00	0.00	35.00	115.00	23
60 General Recreation Subtotal	\$189,450.00	\$15,165.10	\$34,866.25	\$154,583.75	18
70 Concessions					
12-70-450100 Product Sales	250.00	48.59	48.59	201.41	19
12-70-450130 Sales Commissions	100.00	0.00	0.00	100.00	0
70 Concessions Subtotal	\$350.00	\$48.59	\$48.59	\$301.41	14
80 Rental					
12-80-441100 Nash Rental	12,500.00	2,651.00	5,739.50	6,760.50	46
12-80-441110 Outside Rentals	4,000.00	275.00	327.00	3,673.00	8
12-80-441130 Dog Park Fees	1,750.00	399.00	399.00	1,351.00	23
80 Rental Subtotal	\$18,250.00	\$3,325.00	\$6,465.50	\$11,784.50	35
90 Fitness					
12-90-491309 Personal Training	4,500.00	1,652.00	3,767.70	732.30	84
12-90-491310 Early Morning Aerobics	6,500.00	2,175.00	6,103.75	396.25	94
90 Fitness Subtotal	\$11,000.00	\$3,827.00	\$9,871.45	\$1,128.55	90
12 Recreation Fund Subtotal	\$991,100.00	\$63,879.81	\$125,807.47	\$865,292.53	13
Revenue Subtotal	\$991,100.00	\$63,879.81	\$125,807.47	\$865,292.53	13
Revenue					
12 Recreation Fund					
10 Administration					
12-10-480100 Transfers From Other Funds	250,000.00	0.00	0.00	250,000.00	0
10 Administration Subtotal	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0
12 Recreation Fund Subtotal	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0
	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0
Expenditure					
12 Recreation Fund					
10 Administration					
12-10-511000 Salary Full-Time	67,750.00	5,082.56	12,706.40	55,043.60	19
12-10-512000 Rec Wages Part Time	5,000.00	595.76	1,408.27	3,591.73	28
12-10-513300 Wages Building Supervisor	44,000.00	3,487.26	8,564.28	35,435.72	19

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12-10-522100 Advertising/Promotional/Volunteer	16,500.00	9.97	5,309.97	11,190.03	32
12-10-524100 Credit Card/Bank Charges	16,500.00	2,493.01	4,038.27	12,461.73	24
12-10-526000 Dues & Subscriptions	2,250.00	115.00	115.00	2,135.00	5
12-10-527000 Car/Phone Allowance	4,750.00	396.89	791.67	3,958.33	17
12-10-527100 Staff Training	4,000.00	0.00	296.00	3,704.00	7
12-10-527200 Travel Expenses	300.00	0.00	0.00	300.00	0
12-10-531000 Office Supplies	2,000.00	162.45	225.40	1,774.60	11
12-10-532000 Community Outreach Programs	5,000.00	67.57	67.57	4,932.43	1
12-10-535000 First Aid Supplies	5,000.00	482.92	3,479.10	1,520.90	70
12-10-538000 Recreation Supplies	2,500.00	330.91	1,406.27	1,093.73	56
12-10-540000 Rec Activities & Engagement	6,600.00	464.85	983.18	5,616.82	15
12-10-541000 Electric	65,000.00	3,756.46	8,069.55	56,930.45	12
12-10-542000 Water & Sewer	20,000.00	1,625.21	4,791.76	15,208.24	24
12-10-543000 Natural Gas	22,000.00	351.62	3,561.89	18,438.11	16
12-10-544000 Telephone/Internet	5,750.00	109.82	219.64	5,530.36	4
12-10-587000 Sundry Expenses	100.00	0.00	0.00	100.00	0
12-10-590000 Capital Expenditures	5,000.00	0.00	0.00	5,000.00	0
10 Administration Subtotal	\$300,000.00	\$19,532.26	\$56,034.22	\$243,965.78	19
30 Maintenance					
12-30-511000 Salary Full-Time	150,750.00	14,924.36	37,310.90	113,439.10	25
12-30-513000 Wages Part-Time	26,000.00	1,547.88	4,661.78	21,338.22	18
12-30-521000 Software Maintenance	2,850.00	0.00	0.00	2,850.00	0
12-30-521100 Building Maintenance	30,000.00	830.67	2,546.73	27,453.27	8
12-30-521200 Equipment Maintenance	12,000.00	510.99	510.99	11,489.01	4
12-30-521300 Chiller Maint Startup	7,500.00	0.00	1,922.60	5,577.40	26
12-30-521400 Maintenance Agreements	31,000.00	1,404.50	4,340.18	26,659.82	14
12-30-527000 Car/Phone Allowance	1,600.00	149.33	398.66	1,201.34	25
12-30-527100 Staff Training	3,500.00	780.96	1,005.91	2,494.09	29
12-30-533000 Tools / Equipment	1,500.00	14.38	56.53	1,443.47	4
12-30-533100 Custodial Equipment	4,000.00	1,060.00	1,189.99	2,810.01	30
12-30-534000 Building Supplies	15,500.00	411.26	524.46	14,975.54	3
12-30-534400 Equipment Supplies	8,000.00	53.46	53.46	7,946.54	1
12-30-534500 Custodial Supplies	15,000.00	1,768.82	4,951.95	10,048.05	33
30 Maintenance Subtotal	\$309,200.00	\$23,456.61	\$59,474.14	\$249,725.86	19
40 Aquatics					
12-40-513200 Aquatic Management Fees	39,600.00	3,600.00	6,850.00	32,750.00	17
12-40-513500 Aquatic Operation Fees	136,000.00	12,178.42	24,715.36	111,284.64	18
12-40-527100 Staff Training	1,500.00	0.00	0.00	1,500.00	0
12-40-533200 Aquatic Equip/Maint	8,500.00	313.95	1,183.47	7,316.53	14
12-40-534600 Aquatic Supplies	20,000.00	0.00	7,753.03	12,246.97	39

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12-40-591512 Pool Special Events	800.00	0.00	0.00	800.00	0
40 Aquatics Subtotal	\$206,400.00	\$16,092.37	\$40,501.86	\$165,898.14	20
50 Athletics					
12-50-511000 Salary Full-Time	52,500.00	3,934.76	9,836.90	42,663.10	19
12-50-513000 Wages Part-Time	5,500.00	0.00	77.00	5,423.00	1
12-50-513300 Wages Field Supervisor	600.00	0.00	147.00	453.00	25
12-50-527100 Staff Training	4,000.00	0.00	242.00	3,758.00	6
12-50-538000 Recreation Supplies	250.00	0.00	0.00	250.00	0
12-50-591210 Little Athletes	1,350.00	0.00	0.00	1,350.00	0
12-50-591240 Soccer	23,000.00	698.20	698.20	22,301.80	3
12-50-591241 K - 1st Co-Ed Basketball	1,500.00	0.00	0.00	1,500.00	0
12-50-591243 Basketball 2-5 Boys	4,200.00	0.00	882.50	3,317.50	21
12-50-591244 Basketball 2-5 Girls	3,000.00	0.00	721.00	2,279.00	24
12-50-591245 T-Ball	1,400.00	0.00	0.00	1,400.00	0
12-50-591246 Little League	3,000.00	0.00	0.00	3,000.00	0
12-50-591247 Jr. Girls Softball	3,500.00	0.00	0.00	3,500.00	0
12-50-591248 Intermediate Girls Softball	3,000.00	0.00	0.00	3,000.00	0
12-50-591250 Leon Gasmund	3,300.00	0.00	0.00	3,300.00	0
12-50-591251 Sandy Koufax League	3,600.00	0.00	0.00	3,600.00	0
12-50-591255 Coaches Pitch	3,000.00	0.00	0.00	3,000.00	0
12-50-591258 Athletic Camps	12,750.00	252.00	252.00	12,498.00	2
12-50-591265 Girls Minor League	2,600.00	0.00	0.00	2,600.00	0
12-50-591268 6th Grade Sports	7,000.00	1,306.00	1,306.00	5,694.00	19
12-50-591350 Adult Recreation Leagues	7,250.00	200.00	467.65	6,782.35	6
12-50-591530 Sports Special Events	3,200.00	0.00	86.22	3,113.78	3
12-50-596240 Other Program Equipment	1,000.00	0.00	0.00	1,000.00	0
12-50-596250 Baseball Program Equipment	500.00	0.00	0.00	500.00	0
50 Athletics Subtotal	\$151,000.00	\$6,390.96	\$14,716.47	\$136,283.53	10
60 General Recreation					
12-60-511000 Salary Full Time	96,500.00	7,242.50	18,106.25	78,393.75	19
12-60-513000 Wages Part Time	6,125.00	0.00	521.50	5,603.50	9
12-60-527100 Staff Training	9,500.00	0.00	618.00	8,882.00	7
12-60-538000 Recreation Supplies	500.00	0.00	42.57	457.43	9
12-60-591100 Children's Center P.S	44,000.00	4,026.27	10,236.01	33,763.99	23
12-60-591101 CC Summer Camp/Computer Class	200.00	0.00	0.00	200.00	0
12-60-591201 Extended Time	26,000.00	1,912.62	3,452.03	22,547.97	13
12-60-591214 No School Days	3,600.00	90.00	90.00	3,510.00	3
12-60-591215 Youth Tumbling	13,000.00	1,827.00	3,843.00	9,157.00	30
12-60-591288 Youth Recreation	9,000.00	282.91	392.29	8,607.71	4
12-60-591376 Summer Camp	26,000.00	0.00	0.00	26,000.00	0

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12-60-591388 Adult Recreation	26,000.00	3,350.34	7,190.03	18,809.97	28
12-60-591414 General Bus Trips	2,600.00	0.00	0.00	2,600.00	0
12-60-591510 Spl Events - Concerts	9,000.00	0.00	0.00	9,000.00	0
12-60-591511 Spl Events - Holiday	2,500.00	0.00	34.99	2,465.01	1
12-60-591512 Spl Events - Spring/Summer	2,250.00	0.00	0.00	2,250.00	0
12-60-591513 Spl Events - Fall/Winter	4,400.00	2,283.00	2,283.00	2,117.00	52
60 General Recreation Subtotal	\$281,175.00	\$21,014.64	\$46,809.67	\$234,365.33	17
70 Concessions					
12-70-538100 Product Vending Expense	25.00	0.00	0.00	25.00	0
12-70-582000 Taxes / Sales	5.00	0.00	3.00	2.00	60
70 Concessions Subtotal	\$30.00	\$0.00	\$3.00	\$27.00	10
80 Rental					
12-80-521200 Equipment Maintenance	800.00	0.00	96.69	703.31	12
12-80-538000 Recreation Supplies	1,200.00	0.00	1,077.00	123.00	90
80 Rental Subtotal	\$2,000.00	\$0.00	\$1,173.69	\$826.31	59
90 Fitness					
12-90-513400 Wages Fitness Center Suprs	44,000.00	3,270.50	8,135.75	35,864.25	18
12-90-534600 Fitness Maintenance	4,000.00	604.00	974.00	3,026.00	24
12-90-534700 Fitness Maintenance Supplies	3,000.00	3,000.00	3,000.00	0.00	100
12-90-538000 Recreation Supplies	200.00	0.00	0.00	200.00	0
12-90-591309 Personal Training	4,000.00	1,695.00	3,945.00	55.00	99
12-90-591310 Early Morning Aerobics	4,500.00	984.00	1,435.00	3,065.00	32
12-90-599300 Aerobics Materials	200.00	0.00	0.00	200.00	0
90 Fitness Subtotal	\$59,900.00	\$9,553.50	\$17,489.75	\$42,410.25	29
12 Recreation Fund Subtotal	\$1,309,705.00	\$96,040.34	\$236,202.80	\$1,073,502.20	18
Expenditure Subtotal	\$1,309,705.00	\$96,040.34	\$236,202.80	\$1,073,502.20	18
Before Transfers	Deficiency Of Revenue Subtotal	-\$568,605.00	-\$32,160.53	-\$110,395.33	19
After Transfers	Deficiency Of Revenue Subtotal	-\$568,605.00	-\$32,160.53	-\$110,395.33	19
13 Audit Fund					
Revenue					
13 Audit Fund					
10 Administration					
13-10-410100 Real Estate Taxes	24,000.00	0.00	0.00	24,000.00	0
13-10-430100 Interest Savings	75.00	6.02	12.45	62.55	17
10 Administration Subtotal	\$24,075.00	\$6.02	\$12.45	\$24,062.55	0
13 Audit Fund Subtotal	\$24,075.00	\$6.02	\$12.45	\$24,062.55	0
Revenue Subtotal	\$24,075.00	\$6.02	\$12.45	\$24,062.55	0
Expenditure					
13 Audit Fund					
10 Administration					

MONTHLY BUDGET REPORT
02/01/2024 To 02/29/2024

Oregon Park District
FY 2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used
13-10-528000 Audit	23,500.00	3,000.00	3,000.00	20,500.00	13
10 Administration Subtotal	\$23,500.00	\$3,000.00	\$3,000.00	\$20,500.00	13
13 Audit Fund Subtotal	\$23,500.00	\$3,000.00	\$3,000.00	\$20,500.00	13
Expenditure Subtotal	\$23,500.00	\$3,000.00	\$3,000.00	\$20,500.00	13
Before Transfers	Deficiency Of Revenue Subtotal	\$575.00	-\$2,993.98	-\$2,987.55	-520
After Transfers	Deficiency Of Revenue Subtotal	\$575.00	-\$2,993.98	-\$2,987.55	-520
14 Liability Fund					
Revenue					
14 Liability Fund					
10 Administration					
14-10-410100 Real Estate Taxes	120,000.00	0.00	0.00	120,000.00	0
14-10-430100 Interest Savings	2,250.00	239.52	495.92	1,754.08	22
10 Administration Subtotal	\$122,250.00	\$239.52	\$495.92	\$121,754.08	0
14 Liability Fund Subtotal	\$122,250.00	\$239.52	\$495.92	\$121,754.08	0
Revenue Subtotal	\$122,250.00	\$239.52	\$495.92	\$121,754.08	0
Expenditure					
14 Liability Fund					
10 Administration					
14-10-511000 Salary Full-Time	74,000.00	4,574.38	11,435.95	62,564.05	15
14-10-552000 Park/Facility Inspection Software M	2,600.00	0.00	0.00	2,600.00	0
14-10-553000 Building/Contents Insurance	30,000.00	0.00	0.00	30,000.00	0
14-10-554000 General Liability	15,000.00	0.00	1,852.00	13,148.00	12
14-10-555000 Public Official Insurance	750.00	0.00	0.00	750.00	0
14-10-556000 Automobile Insurance	4,500.00	0.00	0.00	4,500.00	0
14-10-557000 Workers Comp Insurance.	37,500.00	0.00	0.00	37,500.00	0
14-10-558000 Unemployment Insurance	10,500.00	0.00	776.54	9,723.46	7
10 Administration Subtotal	\$174,850.00	\$4,574.38	\$14,064.49	\$160,785.51	8
14 Liability Fund Subtotal	\$174,850.00	\$4,574.38	\$14,064.49	\$160,785.51	8
Expenditure Subtotal	\$174,850.00	\$4,574.38	\$14,064.49	\$160,785.51	8
Before Transfers	Deficiency Of Revenue Subtotal	-\$52,600.00	-\$4,334.86	-\$13,568.57	26
After Transfers	Deficiency Of Revenue Subtotal	-\$52,600.00	-\$4,334.86	-\$13,568.57	26
15 Imrf Fund					
Revenue					
15 Imrf Fund					
10 Administration					
15-10-410100 Real Estate Taxes	30,000.00	0.00	0.00	30,000.00	0
15-10-430100 Interest Savings	5,000.00	546.45	1,131.25	3,868.75	23
10 Administration Subtotal	\$35,000.00	\$546.45	\$1,131.25	\$33,868.75	3
15 Imrf Fund Subtotal	\$35,000.00	\$546.45	\$1,131.25	\$33,868.75	3

MONTHLY BUDGET REPORT

02/01/2024 To 02/29/2024

Oregon Park District

FY 2024

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used
Revenue Subtotal	\$35,000.00	\$546.45	\$1,131.25	\$33,868.75	3
Expenditure					
15 Imrf Fund					
10 Administration					
15-10-518000 IMRF	55,000.00	6,136.53	10,112.55	44,887.45	18
10 Administration Subtotal	\$55,000.00	\$6,136.53	\$10,112.55	\$44,887.45	18
15 Imrf Fund Subtotal	\$55,000.00	\$6,136.53	\$10,112.55	\$44,887.45	18
Expenditure Subtotal	\$55,000.00	\$6,136.53	\$10,112.55	\$44,887.45	18
Before Transfers	Deficiency Of Revenue Subtotal	-\$20,000.00	-\$5,590.08	-\$8,981.30	45
After Transfers	Deficiency Of Revenue Subtotal	-\$20,000.00	-\$5,590.08	-\$8,981.30	45
16 Scholarship Fund					
Revenue					
16 Scholarship Fund					
10 Administration					
16-10-430100 Interest Savings	50.00	5.42	10.88	39.12	22
16-10-470110 Scholarship Donations	750.00	0.00	0.00	750.00	0
16-10-470300 Memorial Donations	1,500.00	0.00	0.00	1,500.00	0
10 Administration Subtotal	\$2,300.00	\$5.42	\$10.88	\$2,289.12	0
16 Scholarship Fund Subtotal	\$2,300.00	\$5.42	\$10.88	\$2,289.12	0
Revenue Subtotal	\$2,300.00	\$5.42	\$10.88	\$2,289.12	0
Expenditure					
16 Scholarship Fund					
10 Administration					
16-10-570110 Scholarship Donations	2,500.00	0.00	0.00	2,500.00	0
16-10-570300 Memorial Donations	1,800.00	0.00	0.00	1,800.00	0
10 Administration Subtotal	\$4,300.00	\$0.00	\$0.00	\$4,300.00	0
16 Scholarship Fund Subtotal	\$4,300.00	\$0.00	\$0.00	\$4,300.00	0
Expenditure Subtotal	\$4,300.00	\$0.00	\$0.00	\$4,300.00	0
Before Transfers	Excess Of Revenue Subtotal	-\$2,000.00	\$5.42	\$10.88	-1
After Transfers	Excess Of Revenue Subtotal	-\$2,000.00	\$5.42	\$10.88	-1
18 Fica Fund					
Revenue					
18 Fica Fund					
10 Administration					
18-10-410100 Real Estate Taxes	60,000.00	0.00	0.00	60,000.00	0
18-10-430100 Interest Savings	3,250.00	345.17	719.59	2,530.41	22
10 Administration Subtotal	\$63,250.00	\$345.17	\$719.59	\$62,530.41	1
18 Fica Fund Subtotal	\$63,250.00	\$345.17	\$719.59	\$62,530.41	1
Revenue Subtotal	\$63,250.00	\$345.17	\$719.59	\$62,530.41	1
Expenditure					

MONTHLY BUDGET REPORT

02/01/2024 To 02/29/2024

Oregon Park District

FY 2024

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used
18 Fica Fund					
10 Administration					
18-10-519000 FICA	76,000.00	5,511.12	13,787.14	62,212.86	18
18-10-519100 Medicare	18,000.00	1,288.90	3,224.42	14,775.58	18
10 Administration Subtotal	\$94,000.00	\$6,800.02	\$17,011.56	\$76,988.44	18
18 Fica Fund Subtotal	\$94,000.00	\$6,800.02	\$17,011.56	\$76,988.44	18
Expenditure Subtotal	\$94,000.00	\$6,800.02	\$17,011.56	\$76,988.44	18
Before Transfers	Deficiency Of Revenue Subtotal	-\$30,750.00	-\$6,454.85	-\$16,291.97	53
After Transfers	Deficiency Of Revenue Subtotal	-\$30,750.00	-\$6,454.85	-\$16,291.97	53
19 Police Fund					
Revenue					
19 Police Fund					
10 Administration					
19-10-410100 Real Estate Taxes	5,000.00	0.00	0.00	5,000.00	0
19-10-430100 Interest Savings	1,250.00	96.42	233.89	1,016.11	19
10 Administration Subtotal	\$6,250.00	\$96.42	\$233.89	\$6,016.11	4
19 Police Fund Subtotal	\$6,250.00	\$96.42	\$233.89	\$6,016.11	4
Revenue Subtotal	\$6,250.00	\$96.42	\$233.89	\$6,016.11	4
Expenditure					
19 Police Fund					
10 Administration					
19-10-512000 Safety Event Expense	1,000.00	0.00	0.00	1,000.00	0
19-10-524000 Other Prof Services	1,750.00	144.90	289.80	1,460.20	17
19-10-590000 Captial Expenditures	15,750.00	0.00	10,640.00	5,110.00	68
10 Administration Subtotal	\$18,500.00	\$144.90	\$10,929.80	\$7,570.20	59
19 Police Fund Subtotal	\$18,500.00	\$144.90	\$10,929.80	\$7,570.20	59
Expenditure Subtotal	\$18,500.00	\$144.90	\$10,929.80	\$7,570.20	59
Before Transfers	Deficiency Of Revenue Subtotal	-\$12,250.00	-\$48.48	-\$10,695.91	87
After Transfers	Deficiency Of Revenue Subtotal	-\$12,250.00	-\$48.48	-\$10,695.91	87
20 Paving/Lighting Fund					
Revenue					
20 Paving/Lighting Fund					
10 Administration					
20-10-410100 Real Estate Taxes	33,750.00	0.00	0.00	33,750.00	0
20-10-430100 Interest Savings	50.00	5.14	10.62	39.38	21
10 Administration Subtotal	\$33,800.00	\$5.14	\$10.62	\$33,789.38	0
20 Paving/Lighting Fund Subtotal	\$33,800.00	\$5.14	\$10.62	\$33,789.38	0
Revenue Subtotal	\$33,800.00	\$5.14	\$10.62	\$33,789.38	0
Expenditure					
20 Paving/Lighting Fund					

MONTHLY BUDGET REPORT

02/01/2024 To 02/29/2024

Oregon Park District

FY 2024

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used
10 Administration					
20-10-564000 Park Improvements	34,550.00	0.00	0.00	34,550.00	0
10 Administration Subtotal	\$34,550.00	\$0.00	\$0.00	\$34,550.00	0
20 Paving/Lighting Fund Subtotal	\$34,550.00	\$0.00	\$0.00	\$34,550.00	0
Expenditure Subtotal	\$34,550.00	\$0.00	\$0.00	\$34,550.00	0
Before Transfers	Excess Of Revenue Subtotal	-\$750.00	\$5.14	\$10.62	-1
After Transfers	Excess Of Revenue Subtotal	-\$750.00	\$5.14	\$10.62	-1
35 Long Term Capital Replacement					
Revenue					
35 Long Term Capital Replacement					
10 Administration					
35-10-430100 Interest Savings	7,500.00	0.00	1,616.72	5,883.28	22
10 Administration Subtotal	\$7,500.00	\$0.00	\$1,616.72	\$5,883.28	22
35 Long Term Capital Replacement Subtotal	\$7,500.00	\$0.00	\$1,616.72	\$5,883.28	22
Revenue Subtotal	\$7,500.00	\$0.00	\$1,616.72	\$5,883.28	22
Revenue					
35 Long Term Capital Replacement					
10 Administration					
35-10-480100 Transfer From Other Funds	70,000.00	0.00	0.00	70,000.00	0
10 Administration Subtotal	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0
35 Long Term Capital Replacement Subtotal	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0
	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	-\$62,500.00	\$0.00	\$1,616.72	-3
37 Bond & Int Fund					
Revenue					
37 Bond & Int Fund					
10 Administration					
37-10-410100 Real Estate Taxes	1,576,444.00	0.00	0.00	1,576,444.00	0
37-10-430100 Interest Savings	7,500.00	82.41	170.58	7,329.42	2
10 Administration Subtotal	\$1,583,944.00	\$82.41	\$170.58	\$1,583,773.42	0
37 Bond & Int Fund Subtotal	\$1,583,944.00	\$82.41	\$170.58	\$1,583,773.42	0
Revenue Subtotal	\$1,583,944.00	\$82.41	\$170.58	\$1,583,773.42	0
Expenditure					
37 Bond & Int Fund					
10 Administration					
37-10-524000 Other Professional Services	30.00	0.00	0.00	30.00	0
37-10-588000 Principal	1,552,000.00	0.00	0.00	1,552,000.00	0
37-10-588100 Interest	48,888.00	0.00	0.00	48,888.00	0
10 Administration Subtotal	\$1,600,918.00	\$0.00	\$0.00	\$1,600,918.00	0
37 Bond & Int Fund Subtotal	\$1,600,918.00	\$0.00	\$0.00	\$1,600,918.00	0

MONTHLY BUDGET REPORT

02/01/2024 To 02/29/2024

Oregon Park District

FY 2024

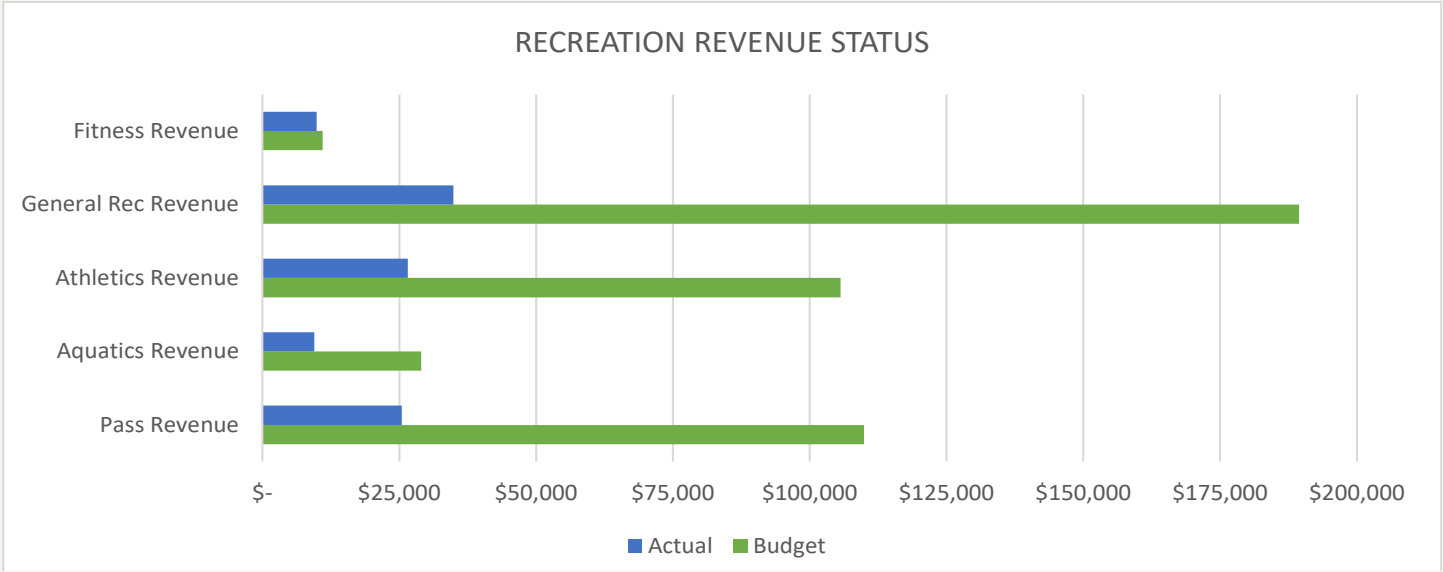
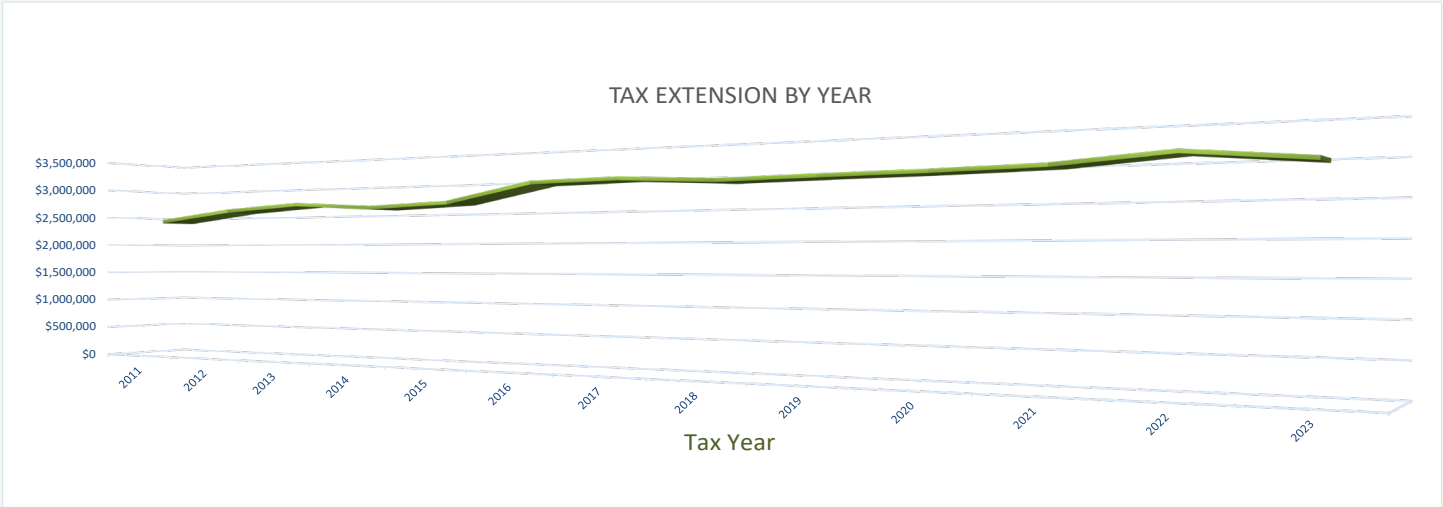
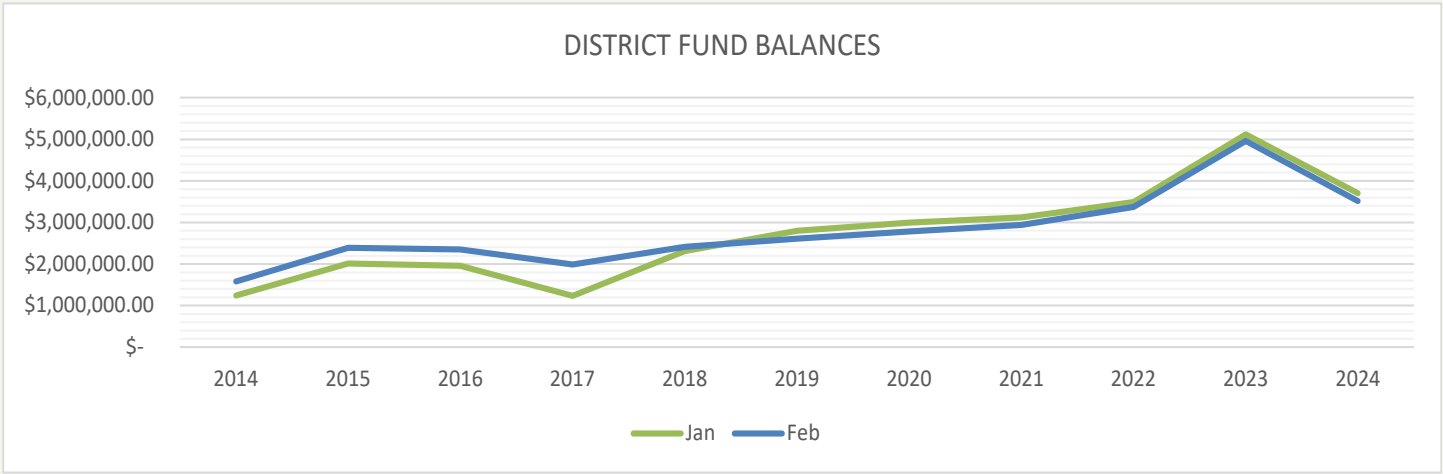
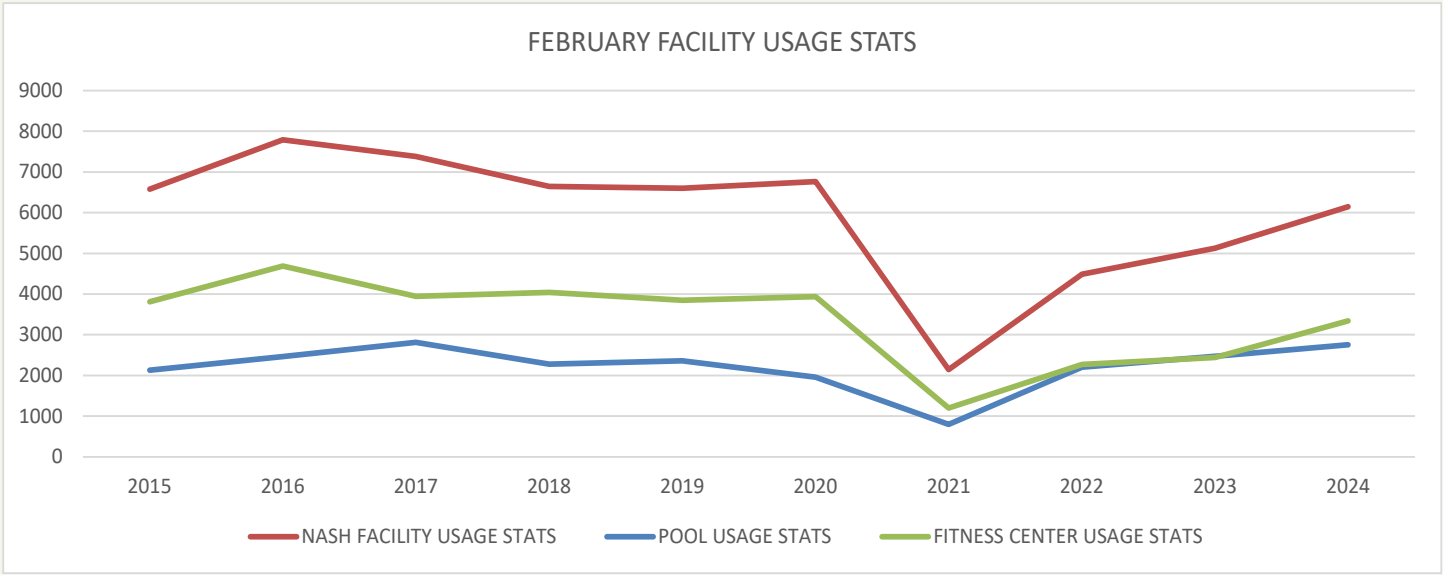
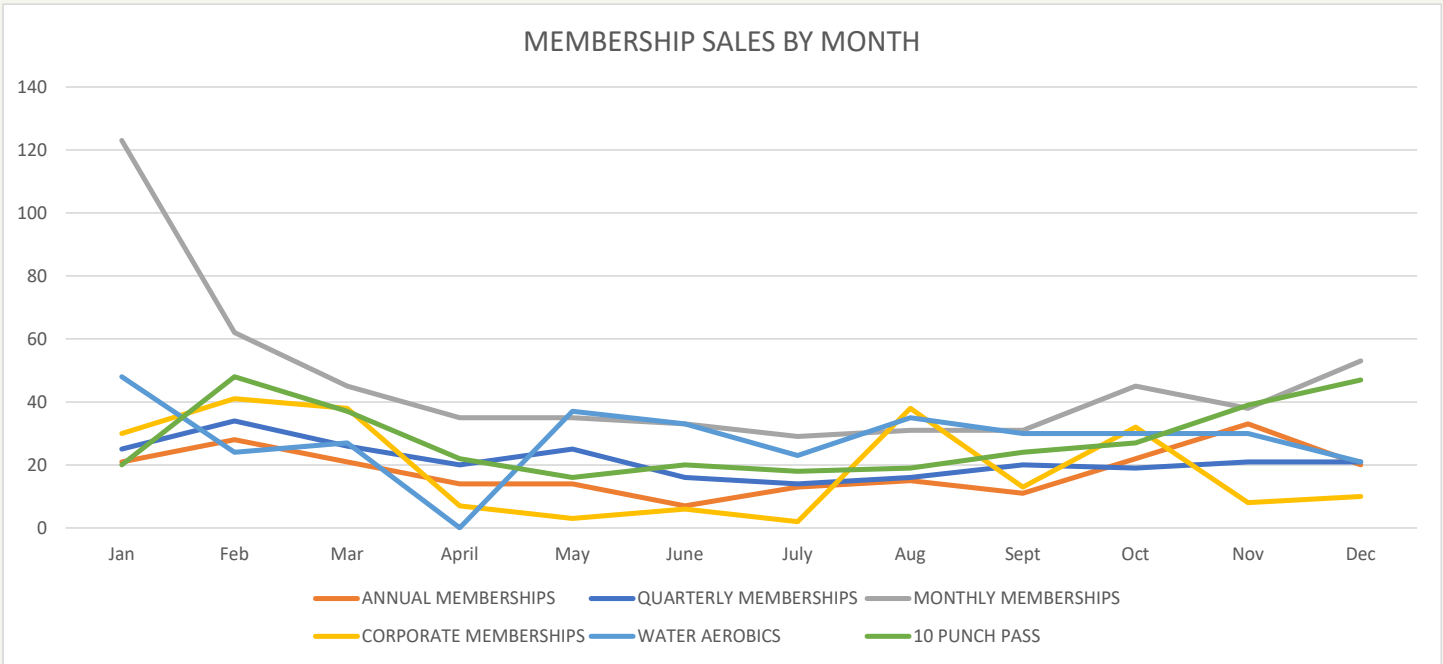
*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used
Expenditure Subtotal	\$1,600,918.00	\$0.00	\$0.00	\$1,600,918.00	0
Before Transfers	Excess Of Revenue Subtotal	-\$16,974.00	\$82.41	\$170.58	-1
After Transfers	Excess Of Revenue Subtotal	-\$16,974.00	\$82.41	\$170.58	-1
46 Park Improvement Fund					
Revenue					
46 Park Improvement Fund					
10 Administration					
46-10-430100 Interest Savings	70,000.00	8,109.94	16,882.48	53,117.52	24
46-10-470000 Intergovernmental Rev	211,000.00	0.00	0.00	211,000.00	0
46-10-470100 Grants	300,000.00	0.00	0.00	300,000.00	0
10 Administration Subtotal	\$581,000.00	\$8,109.94	\$16,882.48	\$564,117.52	3
46 Park Improvement Fund Subtotal	\$581,000.00	\$8,109.94	\$16,882.48	\$564,117.52	3
Revenue Subtotal	\$581,000.00	\$8,109.94	\$16,882.48	\$564,117.52	3
Expenditure					
46 Park Improvement Fund					
10 Administration					
46-10-525000 Engineering	629,500.00	0.00	17,113.87	612,386.13	3
46-10-560000 Computer Upgrades	7,500.00	2,037.00	3,871.47	3,628.53	52
46-10-564000 Park/Building Improvements	725,000.00	13,814.93	25,189.57	699,810.43	3
46-10-567700 Vehicles Equipment	93,000.00	0.00	0.00	93,000.00	0
10 Administration Subtotal	\$1,455,000.00	\$15,851.93	\$46,174.91	\$1,408,825.09	3
46 Park Improvement Fund Subtotal	\$1,455,000.00	\$15,851.93	\$46,174.91	\$1,408,825.09	3
Expenditure Subtotal	\$1,455,000.00	\$15,851.93	\$46,174.91	\$1,408,825.09	3
Before Transfers	Deficiency Of Revenue Subtotal	-\$874,000.00	-\$7,741.99	-\$29,292.43	3
Other Financing Use					
46 Park Improvement Fund					
10 Administration					
46-10-588000 Transfers to Other Funds	620,000.00	0.00	0.00	620,000.00	0
10 Administration Subtotal	\$620,000.00	\$0.00	\$0.00	\$620,000.00	0
46 Park Improvement Fund Subtotal	\$620,000.00	\$0.00	\$0.00	\$620,000.00	0
Other Financing Use Subtotal	\$620,000.00	\$0.00	\$0.00	\$620,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	-\$1,494,000.00	-\$7,741.99	-\$29,292.43	2



MONTHLY BOARD REPORT DASHBOARD

Report Period: February 2024



MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2024

Parks Report



Maintenance

The parks department has been busy with spring cleanup with the unseasonably warm temperatures we have been experiencing. Duties include sod pickup, cleaning up leaves in all fences, picking up fallen tree branches, prepping ball fields, getting soccer goals out and in place. Staff have removed a couple dead trees throughout the parks.

All park bathrooms have been opened for the season. The outside drinking fountains will be installed and turned on as soon as nighttime temperatures stay above freezing. All portable restrooms have been placed in the parks.

All our natural prairies have been burnt. We burned all of them to help control unwanted sapling trees and invasive plants from getting established in them. It has been several years since any of the prairies have been burnt off. We will cut and treat all sapling trees that are growing in them.

All fire extinguishers that are kept in our vehicles, equipment, and buildings throughout our parks will be inspected and tested by "FYR-FYTER INC." on March 12th. They test, recharge, or replace any defective fire extinguishers we have. This is a yearly check to make sure we are following OSHA regulations.



Sports

High school spring sports practices have started on our facilities at Park West. Park staff was able to groom and cleanup the softball diamond as well as get goals in place for soccer practices.

Parks staff has installed the batting cage net, tennis nets, volleyball nets at Park West and pickleball nets at Mix Park.



General

We are in the process of conducting interviews for seasonal summer help right now. We have received an unusual number of applications this year, which is a good thing!

Nick Karper will be taking his CPSI (Certified Playground Safety Inspector) test on March 12th. Staff have been training for pesticide testing also. Two have completed the test with one more still to take the test.

Respectfully submitted,

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

Brent Suter

Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12th, 2024

Nash Facilities Report

Nash Facility

AHU1 Variable Speed Fan Drive Update

With the assistance of Alpha we have determined the best course of action for repair of the failed VFD on AHU1 is to replace it with an exposed unit. This type of unit is still safe, up to code, and functions fully it just does not come with a nice cabinet. We were also able to negotiate a deal with Alpha in which they will take the unit back and give us a \$1500 work credit toward another project, when the installation of the new air handler occurs in August. Through these adjustments and negotiations, we were able to reduce the cost from roughly \$10000 down to \$4765.00 and with the work credit down to \$3265.00. This repair is being scheduled for the week of March 11th.

On Thursday February 29th Johnson Controls was onsite to conduct the annual inspection of our fire alarm system. The inspection went well, and we are in compliance with all codes. We do have one small repair to make to a pull station in the pool mechanical room that Johnson Control will return to repair.

On Monday March 11th the TRX room and Racquetball Court will be receiving a lighting upgrade; the current fluorescent fixture will be replaced with LED fixtures. Dominion Lighting did a sight study to help determine the best fixtures for these areas and assisted in us receiving a ComEd grant for this project. This improvement will provide energy saving, maintenance relief, and better lighting coverage.

General

Bill will be retiring on March 15th. He has been a valuable resource of knowledge and I appreciate his willingness to take time to explain things that I have not had experience with. I am looking forward to the challenge and opportunity of developing and implementing my own maintenance schedule and procedures.

Respectfully Submitted,

Matthew Downing

Deputy Superintendent of Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2024

Superintendent of Recreation Report

Recreation Department

February brought a slight increase in participation numbers. Staff are doing a great job of introducing programming to keep pace with the participation increases in 2023.

	2023	2024		Change
January	900	1017	13%	117.00
February	890	900	1%	10.00

Program masters are completed for Summer 2024. We have a great line-up of programming and staff will be meeting this month to begin brainstorming for Fall 2025. Program masters for fall will be finalized by July 8.

Two of our biggest recreation events occur in March. Youth dances and Easter. Caleb Jenks did a great job coordinating the dances with the support of all the recreation staff. The weekend was a success and I appreciate the additional hours by all our full and part-time staff to bring these events to the community. The Recreation Department would like to give a thank you to the Hagemann family for their use of River's Edge Experience. Keys were given to us on Wednesday, and we had full use of the facility through Monday. We were able to slowly set-up, store food and prepare for the dances. This is a great time saver and appreciated by all departments!

Aquatics/Family Fun

Swimming lesson numbers for March are 140. Open swims will be held during the week of Spring Break, March 25 on Monday-Friday.

We are reviewing the pool schedule in preparation for summer to provide the most effective use of staff and provide the most usage of the pool.

A family fun night will be held with the OHS Senior Class on Friday, March 15. It will feature open swim, crafts, dodge ball, inflatables, and popcorn. Hector's Cocina will also be serving food for sale with profits going to the senior class. All admission fees will be donated to the class also.

Children's Center

An open house was held prior to registration on February 20 for the Children's Center. We had 31 people attend.

Registration was held on Saturday, March 2. We had 3 priority registered for the 3-year-old class and 10 for the 4-year-old class. In preparation for registration, 9 annual passes were sold. This came into play in the registration process. Numbers were handed out at 7 am for everyone in line and registration occurred in the following order: Annual Passholder Residents, Annual Passholder Non-Residents, Residents and Non-Residents. We had an overwhelming turnout and immediately filled the 3-year-old program at 12 students and added one student to the four-year-old program. After turning away 5 students, we worked to find a solution to accommodate additional students. For the 2024-25 school year we are expanding the 3-year-old program to 16 students. Arin Oliver will be joining us as an aide/third person to assist with the increase in students. Arin will work 8-11 am Tuesday and Thursday. Parents on the waitinglist were excited for the opportunity to join the class. An email

was sent to the 12 enrolled and parents have been supportive of the modification to allow more students to join.

The 4-year-old class enjoyed a field trip this month to DeForest Dental. Erin Sellers of DeForest Dental visited our classroom to talk about dental hygiene with the 3-year-old program. All students received a goody bag from Dr. DeForest. We appreciate their kindness each year to our program.



CPR

We will hold a CPR class on Tuesday, March 26 to renew staff and certify new staff. Dan Welle and the Oregon Fire Department will be visiting our full-time staff meeting on Tuesday, March 13 to demonstrate to full-time staff the new AED machines and walk us through what would happen in an emergency. They will also review how our new equipment integrates with Oregon Fire Department's ambulance equipment.



Fitness Center

Midwest Fitness met this month and did a review of our treadmills and cardio equipment to develop a replacement plan to fit our budget needs. The Cybex weight machines are 10 years old this year. We will be replacing several covers due to upholstery wearing. Maintenance is doing a great job of repairing small items to continue to keep our equipment looking great.

Personal Training has exploded between Kim Henry and Jason Donegan. In February 2024, 58 personal training appointments were held compared to 13 on 2023. Budget numbers reflect this surge.

Additionally, Kim Henry is teaching Senior Workouts with nine registered. Women's Weightlifting Club is full with 8 registered. Early Rise with Aimee has 11 registered. Tuesday night Tai Chi is 13 and Saturday morning is 9. We will be building on these classes for summer. We are attracting new attendees each month as the programs continue to build.



Marketing/Sponsorships

Invitations have been completed for the dedications of the Bill Hinkle Tennis Courts and Larry Young Field. Events have been created on Facebook and we are receiving great responses.

The Summer 2024 guide will feature elements from the invitations to highlight these summer events.

Sponsorship has been secured for Music and More at the Market, Concerts in the Park, and Family Fun Night.

Family Fun Night will also be held in conjunction with Oregon Police Department's National Night Out. We will be closing and utilizing the street between River's Edge Experience and Ogle County Sheriff's Department.

Respectfully Submitted,

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

Tina Ketter, CPRP
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2024

Business Administration Report



2024 Fiscal Year Status

The District is entering the final step of the 2024 Fiscal Year implementation. The annual Combined Budget and Appropriation Ordinance for 2024 was released for public review following the Finance Committee meeting last month. The ordinance was required to be made available for at least 30 days prior to passage. Ordinance 24-03-12 will be approved at the Regular March Board Meeting following a public hearing on the budget.

- 2024 Annual Budget: The Annual Budget Packet has been released and made available for public inspection. Features of the 2024 fiscal year budget include:
 - The District expects overall program and facility usage to continue to increase, resulting in increased budgeted pass/membership revenue and departmental activity revenue.
 - Overall fund balances will continue to decrease as the District utilizes the remainder of the 2023-24 G.O. Bond proceeds for capital improvements and infrastructure maintenance. Fund balances will approach their historical trend by year end.
 - The District will continue to meet all of its annual fund balance goals in fiscal year 2024. The District requires each primary fund to have minimum fund balances of 25% of the annual operating expenditure for each fiscal year.
 - The District will also continue to publish and pursue its short term and long-term goals - all of which are available in the budget packet.
 - The District will continue to contribute to its Long-Term Capital Fund. The fund was established in 2019 for future capital needs for the District and will have a balance of almost \$450,000 at year end.
 - The District hopes to continue to take advantage of favorable interest rates in 2024. Interest earnings on the 2023-24 G.O. Bond have eclipsed the interest payable on the bond, which will be retired in November of this fiscal year.
- Capital Plan: The 2024 Capital Plan will be focused on many smaller projects through the parks and facilities. The primary project will be the completion of the pool air handler replacement, which will shut down the pool for the month of August. The District will continue the significant engineering planning in preparation for the Park East OSLAD Grant Improvements and Heritage Trail Projects in 2025.



Financial Operations Status

- 2023 Financial Audit
The District has completed its initial audit proceedings with Wipfli LLP. All onsite work has been completed and any remaining documentation will be shared via a secure virtual hub. The audit will be completed and prepared for presentation at the April Regular Meeting.

Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2024

Administrative Services Report



Summer Program Guide Timeline

The Summer Guide is set to be released on April 29th. The recreation staff is currently finalizing program master's which are due by March 15th to start entering in our recreation software. Member registration will be on May 6th and public registration opens May 7th.



Website Updates and Marketing

A design has been provided for an updated bi-monthly email marketing newsletter. A few details are being refined but will be completed for the March 15th mid-month email release.

The website has a new post for all of the Districts Easter activities and registration deadlines to help patrons easily see the related activities in one page.



Corporate Memberships

Corporate membership registrations are now open for Ogle County government employees. The enrollment period for E.D. Etnyre & Co. employees concluded in February. Corporate membership interest continues to increase along with employee usage.



Dances

I want to shout-out a thank you to the front counter team. Each of the front counter employees volunteered their time to help with the child-parent dances. They helped the event succeed in many different ways and goes to show their dedication, which is much appreciated.



Dog Park

2024 dog park key fobs and tags are now available for purchase. Staff have been busy with registrations as the weather warms up quickly. Our website and rules page have been updated. Printed rules are available for the front desk to provide at registration.



Summer Camp

Summer Camp registration is set to open on April 2nd. Our website has been updated to reflect the theme and provide details on the program. The District will again offer a payment plan to help parents structure their summer payments.

Sincerely,

A handwritten signature in black ink that reads "Megan Wolfe".

Megan Wolfe
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2024

Event and Adult Recreation Coordinator Report



Spring Special Events

The Mother-Son Date Night and Daddy-Daughter Dance on Friday and Saturday March 1st and 2nd closed registration with 78 and 114 children respectively. On Monday, March 4 the Village of Progress and Ogle County Education Cooperative enjoyed a dance and games from 9-11 am. We had 61 students and consumers attend in addition to their teachers, parents and supervisors. River's Edge Experience generously allowed us to rent the venue for all three events for only \$1000. This rental allows us to keep the gym open without closure and gives us a formal space that doesn't require extensive decorating. Many compliments were received on the event from patrons attending. With expenses paid, we generated a positive revenue of over \$1,000. Special thank you to our full-time and part-time staff for volunteering their time to pull off this weekend event!

Registration is open for the free Easter Egg Hunt in Park West on Thursday, March 28. The traditional Easter Egg hunt is open to children in preschool through 4th grade and the flashlight egg hunt is being expanded to include children from 5th-8th grade. We currently have over 150 children registered for the hunts with registration closing on March 21. The Easter Egg hunt takes place during the week of the Oregon School Spring break.



Adult Programming

Social Programs are the largest source of revenue and participation for adult programs. Our March 14 Bingo is sold out at 65 seats with a waitlist 20 people long. The Fiddler on the Roof at the Fireside Dinner Theater has 13 registrations, the largest of any theater trip since pre-COVID.



Looking ahead.

I am working with Tina to develop a high school and middle school volunteer training program to implement in fall 2024. I am optimistic that this program will help improve both the quantity and quality of our student volunteer base.

Respectfully submitted.

A handwritten signature in black ink, appearing to read "Caleb Jenks", written in a cursive style.

Caleb Jenks
Events & Adult Programming Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12th, 2024

Athletic Coordinator Report



6th Grade Girls Basketball

The season for the 6th Grade Girls Competitive Basketball team ended on Thursday, February 29. It was a great season for the team. Skills and game play continued to improve all season under the direction of Coaches Bubba Shafer and Rocky Rivers.



Indoor Soccer

Indoor Soccer program concluded on Saturday, March 9. The players enjoyed practicing their skills in the warmth of Nash before Spring Soccer season begins. We had a total of 54 participants. Each Saturday consists of 30 minutes of practice and 30 minutes of game time.



Spring Soccer

Spring Soccer registration concluded with 223 participants, one more than 2023. Teams are being set with team skills assessments and drafts scheduled. Practices will begin the week of March 18 with games starting on Saturday, March 30. The season will run through May 4. The league features teams from Byron, Stillman Valley, Pecatonica, Rochelle, Polo, and Winnebago. In preparation for the season, a pop up and play occurred at the mini pitch court the evening of February 19. Fourteen players came to play under the lights on a warm February evening. We hope to add additional pop-ups this spring.



Adult Leagues

In February, a new evening doubles pickleball league began on Monday nights. The 6-week league offered an opportunity for working patrons to participate. Co-Ed volleyball league is also underway and continues through the end of April. Registration is open for our next Pickleball Tournament and our Women's 3v3 Basketball League.



Baseball and Softball

Preparations are underway baseball and softball season offerings programs for 3-14 years. Deadline is April 3. I will be coordinating the softball league for surrounding towns and Byron will be coordinating baseball. Both districts work closely together to ensure continuity between policies and programs.

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

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 6, 2024

Youth Recreation Program Coordinator Report



Extended Time

The Wednesday group for ET earned a day of fun at Nash for good behavior. Wednesdays are long ET days with early dismissals from school and higher numbers. The staff brought the campers over to Nash where they enjoyed swimming and GAGA ball. The students are enjoying the unseasonably warm weather by spending lots of time playing outside.

A survey for adding morning ET for the 2024-25 school year was distributed in February. We did receive interest and will be adding it for fall. We will need a minimum of ten students per day to add the program. This will be made clear at registration that numbers must be reached to add to the morning session.



Days Off from School

On February 16, Teacher's Institute Day we took a group of elementary students to Carlson Ice Arena/Sapora Playworld for the day. The students enjoyed ice skating, lunch and climbing and playing in the playworld. We have additional days off school activities planned for spring break—Monday at LOMC, Tuesday and Wednesday at Nash and Friday at Lorado Taft.



Nerf Night for Kids

Nerf Night for kids' program returned in February. A group of twenty-eight kids aged 5-12 came with their Nerf equipment and enjoyed an evening of fun. After the games of capture the flag, the kids did some target shooting and had a battle amongst the tumbling mats which we use as things to hide in. The next Nerf experience is during Spring Break.



Leprechaun Crafts for kids

Seven kids came to Nash on 2/28 and made leprechaun hat pony bead lanyard pulls. The group then created golden pots that were topped with rainbow shamrocks.

After the class, the students from ET joined and made the lanyard pulls as well.



Art with Kara

Kara Schabacker taught a group of three to paint lovebugs in February. Kara will return in March to paint leprechauns, in April to paint Easter bunnies and in May to paint flowers.

Respectively submitted,

A handwritten signature in cursive script that reads "Kelley Huston".

Kelley Huston
Recreation Program Coordinator