

OREGON PARK DISTRICT



INFORMATION DIRECTORY

'We Create Fun for a Lifetime'

Oregon Park District Profile

- Established:** The Oregon Park District was established in 1967 “to efficiently, effectively and equitable provide the highest quality recreation programs, facilities and park resources in cooperation with all community resources to enhance the quality of life for the District residents and visitors”.
- Governed By:** A five member volunteer Board of Commissioners. Current Board Members consist of Steve Pennock, President; Mark Tremble, Vice-President; Robert Pickel; Dave Bakener; and an open position.
- Mission Statement:** “To provide quality services through programs, parks and facilities to fulfill the needs of the community in a fun, safe and friendly environment.”
- Vision Statement:** “We Create Fun for a Lifetime.”
- Parks & Facilities:** The District is comprised of ten parks consisting of over 140 acres. The District currently manages the Nash Recreation Center, where the central offices are located, and the Blackhawk Center.
- Population:** The Park District’s population is approximately 7,000. The boundaries of the District consist of the City of Oregon and the outlying areas.
- Real Estate:** The Equalized Assessed Value of the Real Estate within the District for the 2009 tax year is \$603,284,671.
- Tax Rate:** The District’s 2008 tax rate was .41897 per \$100 of assessed value. The District’s 2009 tax rate is .39458 per \$100 of assessed value.
- Fiscal Year:** The enclosed budget for the 2010-2011 Fiscal Year begins May 1, 2010 and concludes on April 30, 2011.
- Staffing:** The District employs 20 full-time employees and approximately 100 part time or seasonal employees throughout the year.
- Contact Information:** Oregon Park District: (815)732-3101
Fax: (815)732-3736
Website: www.oregonpark.org

Board of Commissioners

Board President	Steve Pennock
Vice-President	Mark Tremble
Commissioner	Bob Pickel
Commissioner	Dave Bakener
Commissioner	TBA



Administrative Staff

Executive Director	Jim Coutts	jim@oregonpark.org
Business Manager	Dan Griffin	dan@oregonpark.org
Customer Service Manager	Sarah Jones	sarah@oregonpark.org
Receptionist	Sherry McCormick	sherry@oregonpark.org
Receptionist	Brittany Tucker	brittany@oregonpark.org

Recreation Staff

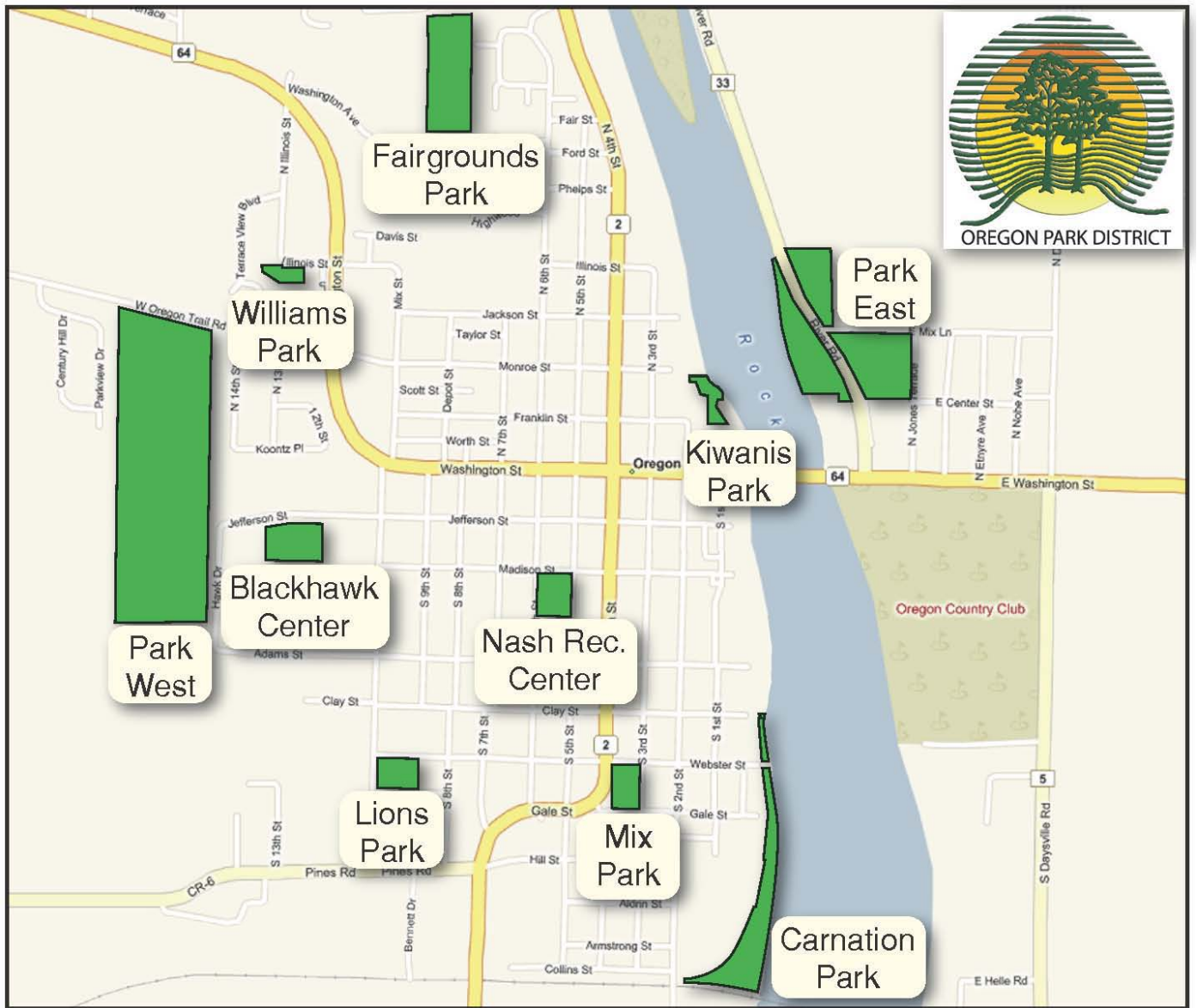
Superintendent of Recreation	Erin Folk	erin@oregonpark.org
Health Activities Coordinator	Jena Grover	jena@oregonpark.org
Event Coordinator	Debbie Leffelman	debbie@oregonpark.org
Athletic Facility Manager	Jonathan Bakener	jonathan@oregonpark.org
Senior Recreation Coordinator	Melody Welty	melodywelty@verizon.net
Children's Center Coordinator	Nancy Kerwin	nancy@oregonpark.org

Environmental Services

Supt of Environmental Services	Don Griffin	don@oregonpark.org
Environmental Services Supervisor	Courtney Pankhurst	maintenance@oregonpark.org
Maintenance	Bill Helfrich	
Custodian	Mary Sansone	

Parks Department

Superintendent of Parks	Andy Egyed	andy@oregonpark.org
Deputy Superintendent of Parks	Brent Suter	
Park Laborer	Jon Barnhart	
Park Laborer	Kendall Blumeyer	
Park Laborer	Jamie Griffin	



INDOOR RECREATION FACILITIES

Nash Recreation Center, 304 So. Fifth St

Amenities: 2 Basketball Courts, Indoor Pool, Locker Rooms, Fitness Center, 3 Multi-purpose Rooms, 2 Racquetball Courts, Snack Bar, Children's Center, and District Offices.

Blackhawk Center, 1101 Jefferson St

Amenities: 4 Basketball Courts, Track 2 Batting Cages, Weight Room Aerobics Room, Class Rooms, Lockers

OUTDOOR RECREATION FACILITIES

Carnation Park, 1 Webster Street

Amenities: River Fishing, Trails

Kiwanis Park, 201 N. 2nd Street

Amenities: River Fishing, Trails

Fairgrounds Park, 607 Fair Park Drive

Amenities: Ball Diamond, Shelter, Playground Open Play Area, Basketball Court, Trails

Lions Park, 809 Webster St

Amenities: Ball Diamond, Shelter, Playground, Open Play Area

Park West, 1402 Koontz Place

Amenities: 2 Horseshoe Courts, 2 Sand Volleyball Courts, 2 Ball Diamonds, 4 Tennis Courts, 4 Shelters, 2 Playgrounds, 2 Basketball Courts, Walking Trail, Open Play Areas

Park East, 200 Jones Terrace

Amenities: Ball Diamond, 2 Shelters, 2 Playgrounds, River Fishing, Basketball Court, Walking Trail

Mix Park, 701 S. 4th Street

Amenities: Shelter, Playground, Basketball Courts

Pioneer Park, Chana Rd and Depot

Amenities: Open Play Area

Annual Appointments and Meeting Schedule

Attorney: Oregon Office of Williams & McCarthy
Auditors: Sterling Office of Lindgren, Callihan &
VanOsdol Co., Ltd.
Depositors: Community Bank of Oregon
Stillman BancCorp
Midland States Bank
First National Bank of Rochelle

Clerk/Secretary: Jeannine M. Wing
Treasurer: Donald G. Fuller

The regular monthly board meetings be held on the second Tuesday of each month at 7:00 p.m. and the Annual meeting be held the second Tuesday of April at 7:00p.m., all in the Board Room at the Nash Recreation Center and that standing committee meetings be held on the first and or third Wednesday of the month at the Nash Recreation Center unless specifically changed by the majority of the committee members, and at such time as determined by the majority of committee members.

Board Committee Assignments:

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

OREGON PARK DISTRICT POLICY ON ADDRESSING THE BOARD

Visitors are always welcome to all meetings of the Oregon Park District unless the meetings are to be held in executive session. Only residents or resident-taxpayers wishing to address the Board on matters covered on the Agenda will be recognized. The Board President will identify and call on members of the audience wishing to address the Board in random order. You will be recognized by raising your hand during that portion of the Agenda entitled "Recognition of Visitors". Upon being recognized you will be required to state your name, address and reason for addressing the Board.

Everyone is encouraged to seek information and appropriate remedies to concerns or complaints prior to the meeting by discussing them with the appropriate department supervisor or the Director of Park and Recreation of the Oregon Park District.

Time allowed for audience comments is limited to three minutes per person. Applauding, booing, or any disruptive inappropriate behavior will not be tolerated nor will demeaning, derogatory, defaming or malicious comments about Board Members, Staff or other members of the audience be permitted. Violators will be asked to leave the meeting and or be subject to arrest for disorderly conduct if their behavior constitutes a threat to the safety of any Member of the Board, Park District Staff or the audience.

Anyone wishing to address the Board of Commissioners on matters regarding personnel or matters not identified on the written Agenda will be required to submit notice to the Board Secretary two working days in advance of the meeting along with specific and detailed written information explaining the matter. This will allow the Oregon Park District Secretary of the Board to notify Board Members of issues and allow the Oregon Park District legal counsel and staff to research facts and solutions. The Board asks that identical or similar comments be reduced to writing and following the meeting be submitted to the Board Secretary for review and consideration.

Members of the Board rely on staff for information and typically will not have answers to common procedural questions or issues. The main function of the Oregon Park District Board is to provide direction, set policy and district goals while it is the responsibility of staff to manage the day to day operations of the Park District.

Appendix D

FREEDOM OF INFORMATION ACT (FOIA) POLICIES AND PROCEDURES MANUAL OF THE OREGON PARK DISTRICT



**OREGON PARK DISTRICT
FREEDOM OF INFORMATION ACT MANUAL**

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FORMS:	

Request for Public Records (Form 1)

Approval of Request for Public Records (Form 2)

Acknowledgement of Inspection or Receipt of Public Records (Form 3)

Notice of Extension of Time to Respond to Request for Public Records (Form 4)

Notice for Conference to Narrow Request (Form 5)

Denial of Request for Public Records (Form 6)

Notice of Appeal of Denial of Request for Public Records (Form 7)

Decision of Reversal on Appeal of Denial of Request for Public Records (Form 8)

Decision of Affirmance on Appeal of Denial of Request for Public Records (Form 9)

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

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

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

All notices and other communications in connection with a request to inspect, copy, or certify public records under FOIA shall be sent to: FOIA Officer, Oregon Park District, PO Box 237, Oregon, Illinois 60061. The Park District’s telephone number is 815-732-3101.

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

A. Officials Responsible for Responding to Requests

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

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

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

B. Request Form

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

- C. Request Form Submittal
Completed Request Forms may be filed with the Park District by personal delivery, mail, telefax, or other means available to the public body. Request Forms submitted in person shall be handed to the administrative staff at the Nash Recreation Center lobby. Request forms submitted by mail or other means shall be addressed to the FOIA Officer at the Park District's office and shall be deemed received only upon actual receipt by the FOIA Officer on a Working Day, regardless of date of mailing.
- D. Request Form Processing
The FOIA Officer shall stamp or mark each Request form with the date and time of receipt.

II. RESPONSES TO REQUESTS

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

records, the FOIA Officer and the Requestor shall both acknowledge such fact by execution of FORM 3 attached hereto or a substantially similar writing.

2. Extension of Time

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

3. Categorical Requests

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

4. Denial

- (a) If the FOIA Officer determines that all or any part or portion of any public records requested on a Request Form, or other medium, are not subject to disclosure under FOIA, the FOIA Officer shall notify the Requestor in writing of such

		Initial fifty pages)
2.	Certification	\$1.00 per document (plus copy cost).
3.	Mailing	actual cost.

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

B. Method and Time of Payment

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

C. Waiver of Fees

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

V. PARK DISTRICT OBLIGATIONS

A. Organizational Description

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

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

B. Index of Public Records

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

- C. Records Stored by Electronic Data Processing
The FOIA Officer shall furnish upon request a description of the manner in which public records of the Park District stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.
- D. Summary of Procedures
The Park District shall display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, a brief description of the procedures established by these FOIA guidelines.
- E. Posting and Mailing of Information
The FOIA Officer shall keep posted at the Park District's office, and shall make available for inspection and copying, and send through the mail to any person making a request therefore, copies of the Organizational Description and the Index of Public Records.
- F. Filing of Notices of Denial
The FOIA Officer shall retain copies of all Notices of Denial in a single file at the Park District's office that is open to the public and indexed according to the type of exemption asserted and, to the extent such categorization is feasible, the type of records requested.

OREGON PARK DISTRICT COMPLIANCE WITH SECTION 4(a) FOIA

DESCRIPTION OF PARK DISTRICT OF OREGON

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

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

adoption of an operating budget. The Board employs an Executive Director to carry out the policies of the Board.

Regular Board meetings are generally held on the second Tuesday of each month at 7:00p.m. at the Nash Center, 304 S. 5th Street, Oregon. Check with the administrative office for details at 815-732-3101.

BOARD OF PARK COMMISSIONERS

President	Steven Pennock
Vice-President	Mark Tremble
Commissioner	Dave Bakener
Commissioner	Robert Pickel
Commissioner	Mike Nelson



**Form FOII
Oregon Park District
Request for Public Records**

To: _____
Name

Address

City, State, Zip

Phone Number

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

Description of Records Requested:

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

_____ Inspection _____ Copy _____ Both

Do you wish to have copies certified? _____

For Office Use Only:

Date Received

Date Response Due

Important: Schedule of Fees on Reverse Side