

OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING OF TUESDAY, APRIL 14, 2020
6:00 P.M.

DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S EXECUTIVE ORDER
REQUIRING ALL ILLINOISANS STAY AT HOME THE REGULAR MEETING OF
THE BOARD WILL BE ACCESSIBLE TO THE PUBLIC BY PHONE. A LINK
WILL BE PROVIDED ON THE PARK DISTRICT WEBSITE.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, MARCH 10, 2020
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - B. FINANCE COMMITTEE - NO REPORT
 - C. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - D. PARKS & FACILITIES COMMITTEE - NO REPORT
 - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - F. PARKS & FACILITY REPORT - INCLUDED IN PACKET
 - G. RECREATION REPORT - INCLUDED IN PACKET
 - H. ADMINISTRATIVE REPORT - INCLUDED PACKET
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
- 9) COMMISSIONERS COMMENTS
- 10) DIRECTORS COMMENTS
- 11) PRESIDENTS COMMENTS
- 12) ADJOURNMENT

NEXT REGULAR MEETING - MAY 12, 2020

**Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
March 10, 2020**

Steve Pennock, President, called the Regular meeting to order at 6:00 p.m.

PRESENT: Dan Engelkes, Dave Bakener, Mark Tremble, Steve Pennock

ASSENT: Scott Stephens

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Secretary; Andy Egyed, Supt. of Parks & Facilities; Tina Ketter, Supt. of Recreation

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES

Motion by Dan Engelkes seconded by Mark Tremble, the regular meeting minutes of February 11, 2020 be approved as printed. Roll Call: Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

Motion by Dan Engelkes, seconded by Dave Bakener, the Claims Payable be approved as presented. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

The Personnel and Policy Committee meeting is scheduled for March 24, 2020 at 10:00 a.m.

REPORTS

Parks and Facility Report - Included in Board Packets. Mr. Egyed said the new TRX room has been completed.

Recreation Report - Included in Board Packets. Mrs. Ketter said the Commissioners would tour the TRX room following the meeting. Mrs. Ketter said there many individuals involved in making the TRX room happen. There are still some fitness center equipment pieces that have not arrived yet. The old equipment with either be given to the School District or disposed of by sealed bid.

Mrs. Ketter said the District received Kim Henrys resignation as personal trainer. The District will be looking for a new Personal Trainer over the summer. Mr. Tremble asked how many patrons utilized Personal Training Services. Mrs. Ketter said that around 14 individuals were currently utilizing Ms. Henry as a personal trainer.

Mrs. Ketter said the Prairie Room will now be used as a multipurpose room again. The District is currently holding CPR/AED classes in the room. Mrs. Ketter said she would begin interviewing applicants for the Aquatics position over the next two weeks. Also, the Children's Center registration numbers are low for the 2020-21 school year. Mrs. Ketter said she would be meeting with the School District and discussing the future of the local Preschool Programs.

Administrative Report - Included in Board Packets. Mr. Griffin stated that Districts Audit had been completed and there were submitted to both the local County Clerk as well as State Comptrollers Office.

BUSINESS (unfinished)

BUSINESS (new)

2020 Request for Entry to the Distinguished Agency Accreditation Process

Motion by Dan Engelkes, seconded by Steve Pennock, the District request entry into the Distinguished Agency Accreditation Process. ALL WERE IN FAVOR.

2020 Park West Paving Improvements Bid Award

Motion by Mark Tremble, seconded by Dave Bakener, the District awards the 2020 Park West Paving Improvements to Martin and Company Excavating. Roll Call: Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Mrs. Folk formally recommended accepting the Bid from Martin and Company Excavating for a total of \$105,974.07.

COMMISSIONERS COMMENTS

Mr. Bakener had no comments.

Mr. Engelkes said he sat on the Athletic Action Committee with Mrs. Sheffield and appreciated having the communication between the Park District and the School District.

Mr. Tremble had no comments.

DIRECTOR'S COMMENTS

Mr. Folk had no comments.

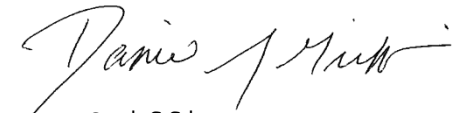
PRESIDENT'S COMMENTS

Mrs. Pennock had no comments.

ADJOURN

Motion by Dan Engelkes, seconded by Dave Bakener, the meeting adjourn at 6:10 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dan Griffin".

Dan Griffin
Secretary

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 14, 2020

Parks Report



Maintenance

Since the stay at home order has been in place the Parks staff has been working two days a week or more if needed trying to do our part to help the spread of Covid-19 and still get some projects completed. Once the grass begins to grow, full time park staff will increase the hours needed to at least get the grass mowed once a week. During this time we will follow all social distancing guidelines recommended by the CDC. While performing these tasks as mowing we will not be near other people in the parks and while in the shop we will again follow guidelines.



projects

The Park West project has started again, and some progress is being made. The electrical line has been bored from the main electrical panel to the site of the new shelter. The concrete footing has been poured for the new shelter which will arrive in a week. Once it arrives it should go up fast as the walls are prefabricated from the factory.

Also, in the works right now is the Sona arch by Yalp, which will be installed where the upper playground is. Today "Kids Around the World" are removing the playground. Once the surround, mulch and footing from the old playground are removed the contractor will bring in gravel for base, then pour the concrete pad and footing. The arch will then be installed and electrical will be run from the pit toilets to supply power. Artificial turf will then be installed on the play surface under the arch. Park staff will do final dirt work and grading around the play feature.

The parking lot and ADA accessible path project at the soccer field area will start soon. Blacktop parking lot will be shut down at some point for parking lot improvements, which include additional parking stalls, removal of portions of parking lot, 2-inch overlay, striping parking stalls and new parking blocks. The path will be 8 feet wide and run from parking lot out to shelter and then on to concrete pads for picnic tables and bleacher seating.



General Maintenance

We are still running garbage clean up on a weekly basis. Bathrooms will not be opened until governor gives the all clear. My goal at this time is to keep staff and myself safe so we are not exposed to the virus and bring the virus home to our families, at the same time keep up with the essential maintenance needed. Stay safe!!!

Respectfully Submitted,


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

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 14, 2020

Nash Facilities Report

 **Nash Facility**

Since the stay at home order was put in place by the Governor we have been able to still accomplish some projects with staff and contractors. While these projects were taking place we were practicing the social distancing guidelines put forth by the CDC.

The bathrooms by the prairie room have both been updated to include walls painted, new flooring, base board, new ceiling tiles, lighting, mirrors and fixtures.

The hallway tile flooring outside board room has also had broken tiles removed and replaced with new, some grout was repaired also. Then they power washed the floor and grout to remove stained dirt in grout. They then sealed the grout to help with cleaning in the future.


Children's center has also had some painting done in the classroom area as well as the bathroom. Other areas in the hallways have also been painted.

With the parking lot at Nash being empty every day I am looking into having a contractor come in and seal coat both parking lots and the 5th street parking. The parks department will paint the parking stalls. This is a perfect time to do this with no traffic interference.

 **Maintenance**

When Nash was closed to the public, which was one week before the actual stay at home order, we still had all part time and fulltime staff working to clean and disinfect the entire building. While scheduling staff to come in different days and keeping social contact to a minimum we were able to do a very thorough job. At first it was very difficult to get disinfectant that was CDC approved but between all our suppliers they were able to keep up with our demand. Now if I can just get them to deliver some toilet paper, LOL.

 **General**

 My goal at this time is to keep staff and myself safe so we are not exposed to the virus and bring the virus home to our families, at the same time keep up with the essential maintenance needed. Stay safe!!!

Respectfully Submitted,



Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 14, 2020

Superintendent of Recreation Report



Recreation Department

Recreational programming has been cancelled or postponed beginning on March 14. Staff was in contact with program participants and refunds or transfers were issued. Staff is currently working from home or briefly at the office under 2 ½ hour rotating time block to limit contact. We do connect through Zoom meetings and were able to finalize the Summer guide during this time period. Plans are for the guide to go live on April 15 and we have changed registration to allow everyone to begin registration on the originally scheduled date.



Children's Center/Programming

When the Shelter in Place was extended through April 7, Mrs. Caposey worked quickly to put together learning packets for her classes. Packets contained schoolwork and projects that would have been completed in class, as well as crayons and learning manipulatives students would need. Packets were delivered to residences by Mrs. Folk and myself. With the extension extended through April 30, we delivered packets on April 8 that will take students through April 30. Discussions have already been had that if the remainder of the school year is cancelled, we will deliver a final packet of learning materials in early May and when safe to do so will hold some type of event for the students to see Mrs. Caposey and Mrs. Teresa and get all materials that they've been working on.



Aquatics

One interview was completed for the Aquatics coordinator position prior to the shutdown. We have suspended the interviews until the shelter in place has been lifted.

First Friday in the Pool was held in March with the Lion King and a 5th/6th grade lock-in followed.

We are developing a plan to reopen the pool once the shelter in place has been lifted. Guards will have been without any hands-on training or in-service for at least 6 weeks. We will need training days to get everyone caught up on trainings.

Catch the Wave has been great to work with during all the uncertainty and look forward to restarting lessons once we open.



Facebook

Staff has been working on posting an activity or idea on Facebook. Each staff member has been asked to submit an item weekly. Beginning the week of April 13th, Elizabeth Priller will be offering 2 yoga classes and a HITT class that will be videoed and placed on Facebook for free for everyone to enjoy.



Easter

All items had been purchased for our Pool egg hunt scheduled for April 3 and goody bags assembled prior to closure. We made the decision to deliver these packages through a Facebook sign-up for OPD taxpayers. We visited 130 homes with 254 children on Saturday, April 4. Social

distancing was adhered to and we were able to spread some Easter joy. Everyone enjoyed the visits and we received many positive comments on Facebook. Thank you to our bunny, Allyse Ketter and helpers Erin Folk, Kinsley Folk, Alyssa Fischer and myself.



General Recreation

A new class with Elizabeth Priller, Snooze to Lose was held in March. Class size was small at 8 participants, but most were new to park district programming and all left very happy with the quality provided in the content. New sessions of Beginners, Trick and Advanced dog classes began at the start of March and all couldn't have kicked off better. All classes were full and had some great dogs as well as handlers engaged in the content. Our free programming including drop in playtime, childcare and after-school open gym all maintained regular participation before the closure in March. Since the closure, Amanda has been spent time cancelling/changing programming, removing marketing, contacting participants and communicating with staff. Outside of this, she has been able to focus more attention on Summer program planning such as Camp OPD, musical materials, new programming, contracts, marketing and more



Special Events

A Paint & Sip workshop was held in March at Cork & Tap with 17 participants. A rough menu has been decided for Farm to Table and chefs have been contacted. Due to COVID-19 all Easter Egg hunts were cancelled. Eggs and prizes will be saved for 2021 and all candy and perishable items were able to be returned. All trips and classes have been either cancelled or postponed. Contracts for all summer entertainment have been sent with the addition of an Act of God clause for cancelling with no penalty should we not be able to host concerts this summer. Debbie has been working on cancelling/updating current programs, fall programming and working on marketing for summer programs.



Athletics

Due to circumstances Co-Ed Volleyball ended its season short and Spring Soccer and Women's 3-on-3 basketball was cancelled. Full refunds were offered for both and a prorated refund was given to co-ed volleyball. Baseball/Softball deadline was extended through April 9 and we are moving forward assuming we will have a season. Participants have been assured they will receive a full refund if the season doesn't go as planned. A zoom meeting is scheduled for April 14 with town coordinators to begin the planned for softball and baseball. Equipment bags have been assembled and we are ready to go once restrictions are lifted. Lesley has been working on summer athletic programs, planning for summer events with Operation Move and began planning for all programs.

Respectfully Submitted,

Mia L. Ketter

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 10, 2020

Business Administration Report



Financial Review

The March 2020 Treasurers Report is included in the Board Packet. Overall cash balances continue to be healthy despite the future challenges associated with the Covid-19 pandemic.

The District ended March with Funds totaling \$2,100,938 invested with the Illinois Park District Liquid Asset Fund (IPDLAF) and \$448,855 in checking and savings with Stillman Bank. Overall fund balances fell 8.5% between February and March. The total interest earned in February totaled \$2,091 (IPDLAF earned \$2,001 and Stillman earned \$90).



District Adjustments due to Covid-19

The 2020 District fiscal year may be dramatically altered due to the Covid-19 pandemic. While temporary the Districts overall operations will be reduced, there is a potential for a longer-term reduction in both revenue and expense budget estimates. The administration will continue to keep the Board apprised on the changes to its financial position monthly. Below is a revenue and expense comparison between 2019 and 2020. For purposes of this estimate the District has removed the large revenue generator of taxes and bonds. The expense estimates for April and May of this year also do not include any expenses associated with the Park West Improvements.



Another financial challenge posed by the pandemic includes a severe reduction in the expected interest rate. The District may see a reduced income as compared to budget of between \$7,500 - \$10,000.

The District has been very busy processing program refunds over the last month. The unfortunate cancellation of many programs, including Spring Soccer, resulted in thousands of dollars in refunds. The slow registration period between the release of Spring Summer Activity Guide has not had a large impact on expected registration during late March/April.

The District decided to suspend all Nash Facility passes when it was forced to close. Upon determining a re-opening date, the District will extend all expiration dates the number of days that Nash was closed to the public. The delay in renewals will certainly have another negative financial impact on

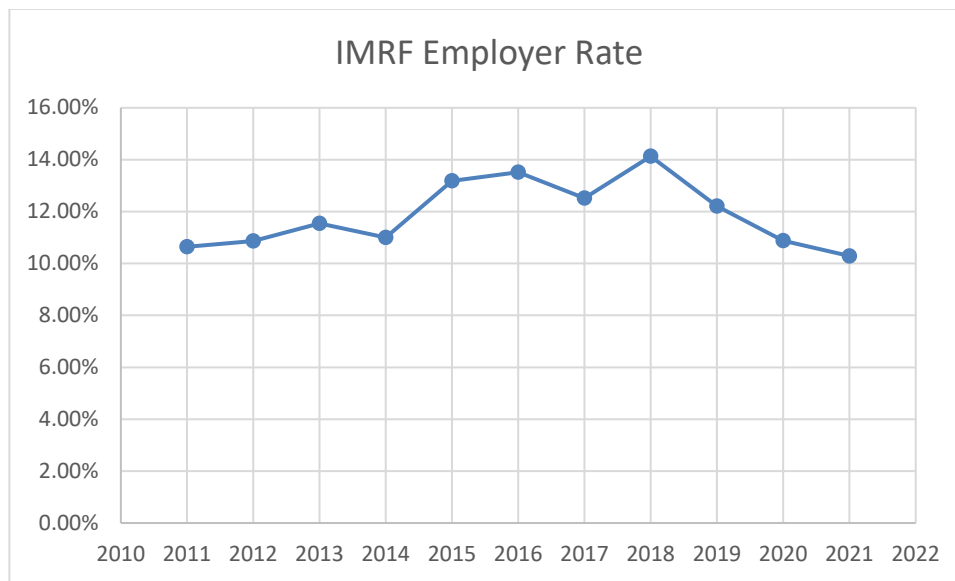
the District. The total lost revenue from pass sales will be reported upon re-opening of the facility.



IMRF Annual Employer Rates

The District received its preliminary IMRF Employer Rate for the 2021 calendar year of 10.29%. The 2021 rate represents the lowest employer rate over the last 10 years.

IMRF utilizes actuarial assumptions to annually review and set each employer's contribution rates. The primary assumptions used include the previous years investment return, retirement ages, marital status's, mortality rates, disability claims, separation rates and payroll increases. The District received reduced rates in all categories for the 2021 estimate. The Covid-19 pandemic will undoubtedly reduce overall investment returns for the 2020 calendar year. The negative impact of the lack of investment revenue on the Districts rate will be felt in its 2022 employer rate.



Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 14, 2020

Administrative Services Report



Front Counter/Registration

The Front Counter was staffed during the first week of the COVID-19 facility closure, March 16-20, to answer incoming phone calls for registration and facility inquiries from 8 am - 6 pm. March 20 was the last day of employment for the Front Counter staff.

Although we have not been available for in-person or over the phone registrations for future programming, patrons are still able to register online during the facility closure. Online registration accounts for 32% of registration during the month of March, which is a 13% increase from the previous month. Overall, the online registration process has been going well. I am available to those patrons that require assistance or have questions about our online registration.

Registration for the Summer Guide will open to all patrons on April 29. Registration will only be available online as we continue through the COVID-19 facility closure. I have been assisting the Recreation staff this past month proofing the guide, and we are all excited to release it in late April.



Marketing

Five eBlasts were sent out to the District's subscribers during the month of March. The first one was sent out on March 1 with upcoming events, programs, and deadlines, however four additional eBlasts were sent out after March 1 to provide our subscribers with the latest updates of the District's response to COVID-19. March eBlasts were opened by approximately 29% of subscribers, which is a 11% increase from the previous month.



Programming/Refunds

Because of COVID-19, several District programs and events were cancelled. I have been working closely with each program coordinator to make sure refunds were issued as efficiently as possible. Between March 13 - April 8, approximately 412 refunds were issued to patrons, totaling a loss in revenue of \$23,888.57. Spring Soccer and Extended Time contributed to a large portion of the refunds.

Memberships will not be refunded; however, all membership expiration dates will be extended for the duration of the facility closure once we are re-open.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa Barringer". The signature is written in a cursive style.

Alyssa Barringer
Administrative Services Coordinator