



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, JULY 14, 2020, AT 6:00 P.M.
ONSITE MEETING: RIVER ROOM

DUE TO THE COVID-19 PANDEMIC AND PHASE 4 OF THE GOVERNOR'S
RESTORE ILLIONIS PLAN THE REGULAR MEETING OF THE BOARD WILL
ALSO BE AVAILABLE VIRUTALLY THROUGH ZOOM
ZOOM MEETING CALL IN: (312)626-6799
MEETING ID: 811 1055 2676 PASSWORD: 769294

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
DUE TO THE COVID-19 PANDEMIC, THE BOARD WILL TAKE PUBLIC
COMMENTS ONSITE OR SENT TO THE DISTRICT EMAIL:
INFO@OREGONPARK.ORG BY 12:00 P.M. THE EVENING OF THE
MEETING. ANY COMMENTS RECEIVED WILL BE READ DURING THE
MEETING.
- 4) APPROVAL OF MINUTES
 - A. ANNUAL & REGULAR MEETING MINUTES, JUNE 9, 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 IN PACKET
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS

A. AQUATIC LIFEGUARD MANAGEMENT AGREEMENT
WATER SAFETY GROUP LLC

9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - AUGUST 11, 2020

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 14, 2020
Parks Report



Sports

Because of Covid-19 all sporting events have been cancelled for the summer. However, there are still other smaller events that are taking place in the parks currently. The batting cages, volleyball courts, Toro court, tennis courts, bags games, Arch, skate park, basketball courts, dog park, playgrounds and splash pad are all being utilized at this time following guidelines set forth by the CDC. Other programs are also being run in the parks as well.



Projects

The summer staff has started working and have been knocking out quite a few projects already. All trees and flower beds have been mulched. The skate park and splash pad areas have also been top dressed. We have started to also top dress the playgrounds with certified playmat safety mulch. Not all playgrounds have been completed at this time. The boardwalk was shut down for a few days as it received a fresh coat of stain. The entire boardwalk, posts, handrails, and all was pressure sprayed and stained. We have been finding out that the rails need stained every four years and the deck boards is every two years. We also have stained the railings on the two bridges at Park West, the split rail fence at Fairgrounds, the old pit toilets at East and at this time are working on staining Mix Park shelter.

The Park West project is wrapping up with just a few items that were listed for the contractor to address before we sign off. The bathrooms at Lower West are still having some issues that are being taken care of at this time.

We have replaced all Bases on the ball diamonds with bases that utilize the permanent stanchions in the ground that hold the bases. This will allow ball diamond crews to change base distances according to leagues by just moving the bases to the different stanchions instead of having to measure out bases. This should cut down on set-up times and cut down on set up mistakes.

We have also added some new garbage receptacles which replace the older concrete containers. These are all recycled plastic in cedar color to match the rest of the parks. Every year we purchase some to replace the concrete receptacles and next year we should have all of them replaced. We also have purchased a drinking fountain that has a bottle filler, a dog bowl and is also ADA compliant. We will hopefully be mounting that soon which will replace the old one between the ball diamonds.



General

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

Respectfully submitted,

Andy Egyed

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 14, 2020

Nash Facilities Report

Nash Facility

This week we will be opening Nash for the first time to the public since the pandemic started. This will be a busy time for staff as we will need to do our regular cleaning plus the cleaning and disinfecting needed to properly follow CDC guidelines for Covid-19. Staff has come in this week and did a thorough cleaning of the building to get ready for opening. Staff will be scheduled strategically throughout the day to clean between reserved time slots. Also, will be times that areas are shutdown for an hour or more for thorough cleaning. This first week will be trial and error on our part and we will learn how we will need to better schedule staff and adjust cleaning procedures.

We have ordered an industrial sanitizing mister that will be used during the longer periods of shut down and at nights. The mister sprays a chemical concentrate that sanitizes and disinfects. IT will be used to mist areas and then wiped down the surfaces that are most often touched. The mister uses a one-minute kill time chemical and the company is working on a getting a chemical that kills in 30 seconds. This is a portable air compressed unit with a 100-foot hose for easy setup and productivity.

We have installed touch less door openers on the front doors at Nash to help eliminate everyone touching the door handles. We are also in the process of putting signage on the floor to eliminate patrons from cross walking other patrons, to keep social distancing. All furniture that was once in areas for patrons to congregate have been removed. We also installed shower curtains in the men's locker room as we did in the women. This is also a social distancing item to prevent patrons from contacting others.

Maintenance

The chiller is up and running and is also making ice. We did have some start up issues that delayed progress but at this time it is working well.

Staff had installed a new drinking fountain at Nash in the main hallway which will allow patrons to fill a water bottle with the convenience of a touchless sensor.

Hand sanitizer stations have been added throughout the building to remind staff and patrons to constantly comply with the hand sanitizing guidelines.

General

My goal at this time is to keep staff and patrons safe and educated on the safety guidelines required for the protection of everyone's health.

Respectfully Submitted,

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

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 14, 2020

Superintendent of Recreation Report



Recreation Department

The Recreation Department completely revamped June programming to allow for social distancing. With great success staff quickly revamped July and August programming to fit the needs of the community. After the successful release of the June guide, staff quickly went to work and worked with Alyssa Barringer to release a July/August guide. Fall programming has been revamped and we will be working on releasing the guide in mid-August with new protocol. Staff continues to work quickly to adapt to changes and continue to serve the community.



E.D. Etnyre Presenting Sponsor

A check presentation was held on June 30 with E.D. Etnyre. An article and photo will be released next week announcing their continued support. With their sponsorship we've added additional programming this month. The community has enjoyed the free, outdoor activities.



Children's Center

Mrs. Caposey and I have been working together to establish guidelines for the Children's Center to open this fall. Currently we are waiting on OCUSD to release procedures they will follow before finalizing plans. A letter went out to all enrolled preschool parents on Thursday, July 9 to explain procedures we will be implementing in addition to school guidelines once they are released. The letter is attached in the board packet. Currently we have 12 students enrolled in the 3 year old program and 15 students enrolled in the 4 year old program. These are our maximums.



Fitness

All fitness center equipment from the lease has been installed in the fitness center. We are excited to re-open and the fitness center will now be staffed while open. We added two additional staff members to accommodate the additional cleaning hours. Patrons have been receptive to the reservation system. The walking track is currently closed to allow full use of the free weights and equipment that sits on the perimeter. Early Rise with Aimee continues to fill and in July we welcomed back Elizabeth Priller with both evening and morning yoga in the park at the bandshell.



Programming

Allyse Ketter has been running our Art in the Park, Advanced Art in the Park, Pop Up and Plays, creating the Virtual Recreation Center as well as aiding staff with our programming. Her internship will end on July 24. She was a great addition to the team this summer and her creativity with programming was a welcome addition.

Teresa Nehrkorn will be hosting two summer camps, Pete the Cat and Princess Camp at the Reading Nook. Class sizes were changed to 6 to accommodate for social distancing and both have filled.



Aquatics

Catch the Wave met with lifeguards on July 1 and rehired all lifeguards that were still interested in working at Nash. Of the 19 guards, 17 will be returning. All guards went through a refresher course and any expired certifications were updated. Catch the Wave has implemented several new safety measures and brought all procedures up to Starguard code. I will continue to work with Catch the Wave through the transition. Water aerobics classes have been added and have been well attended. Lap swim has also been filling up. Lap swimmers are enjoying reserving a lane for use. We will be looking at participation numbers in the next few weeks to determine the best use of the pool for our patrons. Guards have been very receptive to the Catch the Wave management team and been very positive on the changes. The former Aquatics Coordinator office has been turned into a staff/training area for guards to utilize for breaks or meetings. The guards are enjoying the extra space to meet.



Participation Report

	2019	2020		Change
January	760	856	11%	96.00
February	678	826	18%	148.00
March	595	458	-27%	(137.00)
April	966	258	-73%	(708.00)
May	695	92	-87%	(603.00)
June	1928	2288	18%	360.00

Participation number totals for the first half of 2020 are 4778 compared to 5622 for 2019. We are currently behind 15% for the year or 844 participants. Staff has done a tremendous job reaching out to offer virtual and smaller programming for the community and these numbers show. The large increase in June is attributed to a large increase in our free summer meal program. While we were able to offer many new programs and keep up participation, our overall cancellation rate for the year is 44.94%.

	FY 2020		FY2020			
	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun
Total Classes for Month	22	53	71	37	36	137
Total Cancelled	2	3	31	36	34	54
Cancellation Rate	9.09%	5.66%	43.66%	97.30%	94.44%	39.42%

Respectfully Submitted,

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 14, 2020

Business Administration Report



Financial Review

The June 2020 Treasurers Report is included in the Board Packet. The Districts fund balances are healthy as Nash prepares to re-open. Overall fund balances decreased by \$223,868 (11.41%) in June. There were expenses of approximately \$191,597 attributed to the Park West Improvement Project. The District will complete the final payment for the Park West Project following approval of final walkthrough. Then, following the completion of an Audit of project expenses, the District will apply for the final grant reimbursement. The final grant reimbursement should be received by the end of the fiscal year.

The District ended June with Funds totaling \$1,250,732 invested with the Illinois Park District Liquid Asset Fund (IPDLAF) and \$487,776 in checking and savings with Stillman Bank. The total interest earned in June totaled \$250.79 of which 90.33% was earned by the IPDLAF investments with an interest rate of 0.14%. The IPDLAF fund is liquidity driven, meaning that the Districts investment must match dollar for dollar, therefore there is no risk of loss. With the safety of liquidity comes the reduction in overall interest yield. PFM Asset Management LLC, who manages the Districts IPDLAF assets, expects prolonged effects of the Covid-19 crisis on the market returns.

The District received its 1st tax disbursement from the 2019 tax year. Due to the Covid-19 pandemic the County Treasurer delayed the due date of the first tax installment payment to July 1st. Therefore, the District did not receive the large first installment as in previous years. The District received \$168,712 on June 26th, which is only 5.78% of the expected tax receipts. Typically, the District would receive approximately 50% of the expected tax proceeds in June, or around \$1.4 million. The District should receive around 40% of the tax proceeds in July as part of the 2nd tax receipt payment. With low interest rates and no immediate needs for cash reserves, the District will not be directly harmed by the delay in tax receipts.



Financial Challenges due to the Covid-19 Pandemic

Update of the Financial Challenges in the short term:

- Personal Property Replacement Taxes - According to the Illinois Municipal League, local units of government may see a reduction of 30% of which will be realized in fiscal year 2021.
- Interest Earnings - The District estimates a loss of 50-70% of budgeted interest earnings. The District earned a minimal \$250.79 in interest earnings in June and expects low rates for the remainder of the fiscal/calendar year. As of June, 50% of the fiscal year, the District has earned \$9,092.54 in interest, while budgeting \$33,730 in earnings for the year. Overall earnings are at 26.96% of budget and are expected to reach only 35-40% of budgeted interest earnings (\$12,000 - \$15,000).
- Program Fees / Facility Charges - The impact of the Covid-19 pandemic impact on program and facility fees is extremely difficult to estimate. Our communities continued support of Nash re-opening and fall program

registration has been good, but overall participation and limited program and facility offerings will have a negative budget impact. Many of the Districts program offerings that were cancelled due to Covid 19 will not have a direct negative impact of District fund balances due to their budgeted profit margin of near \$0. Overall refunds of both programs and facility passes have totaled \$51,380.76 (between March 13 - July 8).

- Future Bond Issue - The short-term investment market is very unstable, and the Districts annual debt issue may become more difficult to place. The District will not investigate rates and measure purchaser interest until December. The District will have to complete the annual G.O. Bond sale prior to March 31st, to have the issue repayment included on the 2020 real estate tax bills. More information will follow soon.
- Property Tax Revenue - The Ogle County Treasurer sent all property tax bills to property owners on May 15th. The due date for the first installment was July 1st. The District has not received any indication as to the delayed payments from homeowners/businesses due to the pandemic. The District will most likely see a small reduction in tax receipts directly related to the Covid-19 pandemic.



Nash Re-Opening & Covid-19 Public Assistance Grants

The Nash Receptionist staff returned on July 1st in time for facility reservations to begin. A staff meeting was held on June 30th to review the new safety procedures and all staff has been transitioning well. The overall safety procedures and reservation system has worked well in controlling the flow and entry of all Nash participants. More information on the way we are handling the opening can be found on our website under the Phase 4 Re-Opening guidelines.

The Illinois Emergency Management Agency in conjunction with FEMA has released a Public Assistance Grants program to aid local governments following the unexpected expenses of the Covid-19 pandemic. The District cannot apply for reimbursement of lost revenue or employee related costs of Covid-19 safety functions. Direct expenses related to the Covid-19 pandemic include:

- Replacement of drinking fountains with bottle filling stations
- Sanitization Misting Units
- Additional Chemicals, hand sanitizing stations and wipes
- Touchless door opening switches
- Glass Partitions at the Front Counter and Fitness Center
- Temperature Kiosk - Nash Entry

The District has compiled its direct reimbursement expenses, which total \$23,675.43. There is no timeline for grant approval or reimbursement receipt.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Griffin".

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 14, 2020

Events Report



Farmers Market

The Market was to take place on Tuesday evenings in conjunction with the Concerts in the Park. However, since concerts were cancelled due to Covid and with the IDPH and CDC guidelines, the Market is being held on Tuesdays for only 2 hours (5:30-7:30 p.m.) downtown Oregon. The market is at the City property on Washington St., formerly the old bank drive thru. There are public restrooms there which allows us to have on site handwashing. We have adapted the Market to operate within the suggested guidelines of ILFMA (IL Farmers Market Association) and the Ogle County Health Department. The Market will run on Tuesdays in July & August. There are 7 vendors registered at this time. The Market is designed as an In-and-Out Market this year vs a social gathering.



Farm to Table Dinner-Curbside Pickup

Due to Covid we have adapted and are looking forward to another successful fundraiser. The Farm to Table Dinner Pickup will be on Friday, July 24, 2020. We have 9 generous celebrity chefs making a fabulous 3 course meal. Tickets are \$30 each and only sold through July 14. We are hopeful for large ticket sales as the revenue will be less than in years past due to cheaper meal price, lack of silent auction and no on-site market. We are promoting heavily now with social media, bulletin board, message center, newspaper articles, and Invitations were mailed to previous attendees.



Salsa Classes with Hector's Cocina

We had two successful classes out at Park West with participants making Salsa Verde with Michelle Carreno from Hector's in Oregon. It was great pairing with them and due to the success of the class, we have lined up additional Salsa making classes as well as some other cooking classes which we plan to have at the restaurant.



Covid = Classes Virtual

We had some success in June with classes being held virtually either via Zoom or DIY kits for pick up with access to You Tube Video guiding the students through the craft/painting/sign making process.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Debbie Leffelman".

Debbie Leffelman
Event Coordinator

Parents,

As we begin planning for fall preschool Mrs. Caposey, Mrs. Teresa and myself wanted to make you aware of modifications and changes we foresee being implemented this fall while still in Phase 4.

This fall will be different from our normal plan, but we can assure you we will be offering a quality program with your child's safety as our top priority. We understand, even with precautions in place you still may not be comfortable, and we support that. The Oregon School District will be releasing their plan in the next week and once we are aware of precautions/procedures they are implementing; we will also be modeling that. Once all procedures are in place, we will make you aware of how the school day will look.

Although we do not fully know the school district's procedures, we have begun planning on how we can safely teach your children in the fall.

Preschool children will remain in the Children's Center during the school day. Drop-off/pick-up will occur at the corner of School Street (alley behind Nash) and 6th street. An entrance is located at the corner that leads to the outdoor patio and the Children's Center. Parents will pull up; infrared temperature will be taken, and your child will exit the vehicle. Parents and siblings will not leave their vehicle. If a child has separation issues, we will accommodate and allow a parent to walk the child up the stairs to the patio once all children have arrived.

Once on the patio, children will utilize hand sanitizer prior to entering the Children's Center. Hand washing has always been a common practice in our preschool and will continue to promote that with the addition of hand sanitizers.

The outdoor patio will be locked for the school year and only be utilized by the Children's Center. We are excited for this space to allow for as much outdoor learning as possible. An outdoor classroom will be set up in addition to our indoor space. While our instruction and discovery may look different this year, we are excited to implement new ways for the children to explore and use this additional space.

At this time, we believe children will be required to wear masks while inside. Additional seating will be added indoors to accommodate social distancing. Children will each have their own "caddy" that will house their personal school supplies, white board, paint brushes, etc. that will not be shared with any other student during the year.

The Children's Center has always been a very clean environment. The same cleaning procedures will continue to be implemented as well as the addition of a sanitation fogger that will eliminate germs within 60 seconds. Toys that will be harder to clean or contain soft surfaces, such as baby dolls, will be removed. With the removal of many items, we are excited to offer many new individual play/manipulative items that we feel the children will love just as much.

To eliminate contaminating the classroom, we plan to discontinue the use of backpacks and folders. This will also allow your child to be removed from their car seat easier without a backpack on. Any projects or papers your student brings home will be carried out by the student or the teacher to your vehicle. Snacks will be eliminated at this time to follow guidelines set by the Illinois State Board of Education. We will be asking parents to send a water bottle each day with your child with their name on it.

Mrs. Caposey and Mrs. Teresa will be the only teachers in the classroom. Outside visitors will not be allowed. If either teacher will be absent or additional help is needed, this role will be filled by myself or a select group of our full-time staff. Our priority is to keep your child healthy as well as our teachers. We are not comfortable bringing in substitutes currently.

Many more guidelines will be released as to how we plan to handle fevers, illnesses, and absences soon as we continue to gather the best information possible to keep everyone safe.

As we begin planning for the fall, I encourage you to please reach out with any questions or concerns you have. If you have decided preschool is not in the best interest of your child, we understand and would like to know for planning purposes. We currently are full in both our morning 3-year-old (12 students) and 4-year-old preschool (15 students). We do not plan on adding an additional afternoon class to allow for a thorough cleaning each day after class ends.

Thank you for your time. Again, please reach out if you will not be attending in the fall or have questions or concerns.

Tina Ketter

Superintendent of Recreation

Oregon Park District

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 14, 2020

General Recreation Report



Ongoing programming

We have 9 children registered for our new Improv Camp put on by Mrs. Davis and Mrs. Crosby. This program begins July 13 and will be a great opportunity for kids to learn fun improv games and find their inner light.

We have hosted our first pack walk on July 1 with 10 dogs (5 of which were new to any of our park district programming.) All participants were very pleased with the program and interested in coming back for future walks. Our next walks are scheduled for July 15 and 29.

Geocaching has really kicked off this Summer with the most hits on Park East and Kiwanis Park! We have received 80 logs since the weather warmed up in April which is an increase of activity from last Summer.

We continue to serve Summer Meals at Mix Park M-F with the help of UMC and RiverStone Church. In June we collectively served 1,986 meals!



New Programming

We kicked off our new STEM programming sponsored by E.D. Etnyre & Co. on July 2 with a second program on July 7. Both mini lessons went over great with the children who registered for three different time slots. Most parents stayed for the morning time slots with the younger children and that partnership proven to facilitate great critical thinking, learning and collaboration. The older kids had a great time interacting with each other and figuring these complex tasks out on their own with just a little guidance.

We originally had a contract with A Zoo To You for an educational exotic animal show for our Camp OPD. That was since changed to be a show for the public and sponsored by E.D. Etnyre and & Co. As soon as our July/August guide went live-the 40 spots in our 2 show offerings filled with extensive waitlists. We were able to open a 3rd show offering and filled that with all the waitlist families. This will take place at Park West on July 21 at the bandshell. We will have the area fenced off and be checking everyone in with wristbands to ensure we stay within our 50 or under guideline and spread out accordingly.



Extended Time

I am currently working on a parent survey as well as a tentative reopening plan. We are cautiously hopeful that we can offer childcare.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Amanda Zimmermann', written in black ink.

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 8th, 2020

Athletic Coordinator Report



TORO Tuesdays

TORO Tuesdays has proven to be a great success. We had 12 teams sign up in the 10-14 age division, which allowed us to form a morning and an afternoon league. We have played 4 weeks of league games, and will end with a tournament week on July 14th. All participants received a T-shirt, and the tournament winners will receive trophies.



Batting Cage Rentals

On June 29th, we had our first batting cage rentals for 30 minute time slots, with pitching machine and OPD staff member. We are offering this on Monday evenings, but can certainly open up more timeslots if the need arises. Feedback is incredibly positive, and we have some repeat reservations made already through August 10th. I am excited to be able to offer this to our patrons, and make use of this fantastic new amenity at Park West. The Batting cage is open to the public with an L-screen for practice when not reserved.



6Ft Apart Through the Park- Virtual 5K- July 1-15th

This virtual 5K has started with 8 participants. The established route will take runners through Park West and highlight the new features finished in the renovations. T-shirts will be given to all participants.



Sand Volleyball Leagues- Youth and Adult

The new sand volleyball courts will be well used this summer, with both our Adult league, which has a shortened season due to Covid, and a new High School age League on Friday nights. We have a total of 8 teams signed up between the 2 Leagues.



Summer Athletic Camps

Our new Tennis summer camp with Coach Kristy Eckardt had 14 kids sign up and will start on Tuesday July 14th. In July, we will also have Softball Camp, Baseball Camp and Soccer Camp, working with the respective High School Coaches and programs. Registration, so far, is strong for all of these camps.



Operation Move 2020

We have completed the virtual Operation Move Events in June, with a Virtual Steps challenge, a virtual run and a virtual bike ride for the kids. In July, we will be featuring in person events such as Bags games, TORO, GAGA ball and Sona Arch games. Registration is required for these free events, and all of them have multiple time slots throughout the day. I appreciate KSB Wellness for sponsoring this program to keep kids moving during the summer.

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator