



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 8, 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: 878 8294 2864 PASSWORD: 125793

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:
DAWN@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. REGULAR MEETING MINUTES, AUGUST 11, 2020
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - NO REPORT
 - B. PERSONNEL & POLICY COMMITTEE -NO REPORT
 - C. PARKS & FACILITIES COMMITTEE - NO REPORT
 - D. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - E. PARKS & FACILITY REPORT - INCLUDED IN PACKET
 - F. RECREATION REPORT - INCLUDED IN PACKET
 - G. ADMINISTRATIVE REPORT - INCLUDED IN PACKET
- 7) UNFINISHED BUSINESS
 - A. ITEP GRANT STATUS

8) NEW BUSINESS

A. BOARD SECRETARY OATH

B. INTERGOVERNMENTAL AGREEMENT - CITY OF OREGON

C. OGLE COUNTY INTERGOVERNMENTAL AGREEMENT (OCIA) VOTING
MEMBER APPOINTMENT

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - OCTOBER 13, 2020

Oregon Park District Board of Commissioners
Regular Meeting
Virtual: Held via Zoom Meeting
Oregon, Illinois
Tuesday, August 11, 2020

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

VIRUTALLY ATTENDING: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock

ABSENT: None

OTHERS VIRTUALLY ATTENDING: Erin Folk, Executive Director; Tina Ketter, Superintendent of Recreation; Andy Egyed, Superintendent of Parks and Facilities; Kim Krahenbuhl, District Attorney

RECOGNITION OF VISITORS: None. There were no public comments provided to the Board of Commissioners prior to the virtual meeting.

APPROVAL OF REGULAR MEETING MINUTES

Motion by Dan Engelkes, seconded by Mark Tremble, the Regular Minutes of July 14, 2020 be approved as printed. Roll Call Vote: Dave Bakener, Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable

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

REPORTS

Parks & Facility Report - Included in board packets. Mr. Egyed reported that the District completed the majority of storm cleanup already and that there was no structural damage. One large tree at Mix Park was lost.

Mr. Bakener said he was surprised how quickly the cleanup was completed as he drove through Park West soon after the storm and many trees were already cut up and removed from paths. Mr. Egyed said the Parks Department took care of all of the liabilities in the Park before leaving on Monday evening.

Recreation Report - included in board packets. Mrs. Ketter said the Children's Center is gearing up to start. Both the 3-year-old and 4-year-old programs are full. The parents have been notified of the change in leadership and there have been no negative comments. Mrs. Nehr Korn is currently completing classroom setup.

The Soccer Season was unfortunately cancelled, but the District will now hold a skills camp with the High School Soccer Program. There were 120 kids signed up for the season and 45 have committed to the camp so far. The District is also offering a fall softball and baseball league. There are no individuals signed up yet.

The Extended Time Program has been cancelled, but Mrs. Zimmermann will be offering a STEM and art program on Wednesdays to still utilize the ET Room. The Bingo program will also be extended into September and held at Park West. The Fall/Winter Guide will be released on this Friday and registration will begin on next Monday.

Mr. Stephens asked Mrs. Ketter if the salary expenses with the change in leadership of the Children's Center will be beneficial to the program. Mrs. Ketter said that she expects to see a small savings in the salaries of the instructors this year.

Mr. Tremble asked about the exposure of the kids to different staff on days when Mrs. Ketter attends class. Mrs. Ketter said on days she is required in the classroom that she will enter the back entrance just like all of the children and instructors.

Mr. Tremble also asked about the high school kids' ability to play in Toro or Softball leagues. Mrs. Ketter said that the leagues should not have much interference with the few remaining High School sports. The Toro League is on

Wednesday and Softball on Friday. Only Golf and Cross Country may have conflicts with programs.

Administrative Report - included in board packets.

BUSINESS (unfinished)

None

BUSINESS (new)

Employment Appointment - Board Secretary

Mr. Pennock said that both he and Mrs. Folk had met with Dawn Winters about the Board Secretary Position. Mr. Pennock said he would like to recommend the appointment of Mrs. Winters as Board Secretary.

Motion by Dan Engelkes, seconded by Scott Stephens. Roll Call Vote: Dave Bakener, Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS' COMMENTS

Mr. Engelkes stated he was concerned with the number of refunds the District has received for passes. Mrs. Ketter said the District hopes more of the community will start coming back soon, but the District passes are still very cheap in comparison to other facilities. Open Gym, which starts in September, may bring a few more people back too.

Mr. Bakener said he was happy that all of the new equipment at Park West survived the storm.

Mr. Stephens had no comments.

Mr. Tremble said he believed that Park West is being utilized more than ever. Mr. Tremble also noted that he believes that when school starts back up, the District will know it did things right in protecting the children.

DIRECTOR'S COMMENTS

Mrs. Folk stated that the District had to reschedule the final Park West Project walkthrough with DNR because Hitchcock Design could not make the meeting. There are some landscape plants that must be replaced, and many areas will be reseeded this fall.

Mrs. Folk gave kudos to staff for all of the work they've been doing. There have been many positive comments and the Front Counter has handled all of the negative comments well. Mrs. Folk thanked Mr. Griffin for his time as board secretary.

PRESIDENT'S COMMENTS

Mr. Pennock said he heard many great comments about the Fireworks Show at Park East.

Mr. Krahenbuhl noted that the President of Exelon stated that if there are no agreements early next year, they will be forced to close two Illinois Nuclear Plants.

ADJOURN

Motion by Scott Stephens, seconded by Dan Engelkes, the meeting adjourned at 6:21 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

September 10, 2020

Parks Report



Projects

The latest improvement project was the learning center and play area behind Nash. Staff removed the paving bricks and rubber fall protection that was in place when the playground was there. We added more rock to area and leveled it out to grade. Staff then installed plastic tiles that have artificial turf that will be the main surface of the play area. Other amenities were added to the area with outdoor education in mind.

We have been working on tree trimming and tree removal especially since this past storm has hit and created some tree damage and clean up. This project is complete for now, but we will continue to monitor these areas for further damage.

We will soon be working on installing a shade structure over the circular concrete pad at the soccer fields. This structure will have six posts we will concrete in the ground that will have steel post structure for the roof that will support the large canvas shade material. We will get the structure erected but will not install the canvas top until spring when it will be utilized by the soccer leagues.



General Maintenance

Soccer camp and co-ed softball are keeping us busy. Keeping areas mowed, trimmed, painted and fields groomed takes a big part of our time each week.

This time of the year we are transitioning into more maintenance mode. With seasonal staff gone for the summer we are focused on keeping the parks looking good and safe for all patrons to enjoy.

We will be shutting down the splash pad and winterizing for the season on September 8th. Normal operating dates run from Memorial Day to Labor Day, so we were still opened during peak season.

Staff has done a great job this late summer keeping up with general maintenance and the new procedures we have in place for covid-19 prevention.



Seasonal Staff

I would like to thank all the full time and part time seasonal staff for all their hard work this late summer and keeping the parks safe and looking great for patrons to use.

Respectfully submitted,

A handwritten signature in black ink that reads 'Andy Egyed'.

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 8, 2020

Nash Facilities Report

Nash Facility

This past month we have had very few issues with the building. We did have a water pipe break in the west hallway above the ceiling. We had Mechanical come in to do the repair after hours so shutting off the water did not affect the locker rooms for swimming. Once Mechanical was in the ceiling doing the repairs, they identified another small pipe leak and a valve leaking. They were able to do all the repairs that night.

We have had some issues with the chlorine levels in the pool fluctuating throughout the week. These readings were on the high side of the spectrum and were inconsistent between staff. I met with staff to make sure we are all conducting the test in the same manner and time limits. We are now seeing more consistency in our readings now that we are all testing the same. One issue with the manual color test is people see color spectrums differently therefore one person may see the color darker than another which will then identify as having a higher reading. I am also looking into a digital color reader to eliminate the error from the human eye difference in the spectrum. Hopefully, this will eliminate the inconsistent readings between staff. We are doing chlorine tests twice a day now to make sure the levels are with-in the range required by state.

The chiller is running well this past month. We had one day the fitness center was warm and it turned out to be a programming issue that Alpha controls worked us through. Other than that mechanically it is running well. Will not be long we will be shutting it down for the season.

Maintenance

The staff is doing a great job following guidelines and procedures set forth for Covid-19 prevention. Extensive cleaning and disinfecting are using a lot of product. The products and PPE are more readily available at this time compared to when the pandemic started. We are well stocked and have suppliers helping with any issues we may have with stock and resources.

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,

Andy Egyed

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 8, 2020

Superintendent of Recreation Report



Recreation Department

The Recreation Department released the fall guide mid August and registration has been steady. We have begun working on the January-May guide and are discussing which programs can be successful under Phase 4 guidelines. No large special events will be planned for the next six months. As weather gets cooler and activities move inside we will focus on what we can offer safely. Staff has been willing to help in any area we need assistance.



Children's Center

The Children's Center held individual open houses for families the week of August 24th and school began on Monday, August 31. We have one week under our belts and everything has been running smoothly. The Parks Department did an amazing job installing the new flooring. The children love it and it offers a soft surface for play. Teresa Nehrkorn took the lead while Nancy Crandall began her commitment to OCUSD and has done a fabulous job. The outdoor space has been an amazing addition to the Children's Center. Thank you to Erin Folk for the support and creativity in helping to create this space. Parents and students were amazed by the space during the open house and not one student wanted to leave. We began the school year with 14 students in our 4 year old program and 9 in our 3 year old program. We lost 4 and gained one the week prior to open houses due to COVID concerns. We have been transparent with parents with our procedures and all parents have been very supportive. The new pick-up and drop-off procedures have worked well. I have been assisting in the first week while we get routines down. All children have adapted quickly to new protocols, masks and social distancing. After experiencing the first week, we have decided not to follow OCUSD if they choose to shutdown. With our program and many siblings attending we only have 19 different families involved in the 2 programs. With the protocol in place, we believe we are in a better situation than the school. The school deals with many more families, transportation issues and an entire building to clean. We have told parents we will do what we feel is in the best interest of the students and teachers and will make our decisions independently from OCUSD. The new outdoor space offers more space and the ability to do more experiments and hands on learning. Please feel free to visit the space after the board meeting.



Fitness

The new time slots for the fitness center in August are going well. We have more consistent, larger groups in the time slots.



Aquatics

Catch the Wave management continues to work well. We've been working together to condense shifts and August resulted in a 20% savings in budgeted hours for lifeguards. We will be adding Twinges back into the water aerobics in September with Tuesday and Thursday mornings. We had successful August lessons with 44 students and numbers increased to 59 for September.



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	2293	18%	365.00
July	2075	2581	19%	506.00
August	756	876	14%	120.00

Participation numbers for August, were again strong due to free programming and free summer meals..

Respectfully Submitted,

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 8, 2020

Business Administration Report



Financial Review

The August 2020 Treasurers Report is included in the Board Packet. The Districts overall fund balances continue to be healthy and on track even as the Covid 19 crisis continues to interrupt Activity and Facility operations. Overall fund balances decreased by \$261,087.73 (-9.06%) as compared to the prior month. Investment earnings continued to decrease as daily rates continue to be as low as 0.02%. Total investment income for the month of July was \$81.36. Savings funds rates do not show much chance of increasing over the remaining months of the fiscal year. The District is expected to receive only 30% of its budgeted investment earnings in Fiscal Year 2020.

The District received its 3rd tax disbursement from the 2019 tax year. The District received \$36,744.07 on August 26th, and overall tax receipts totaled \$1,551,061.50 (53.11% of expected receipts). The District will receive the next large tax receipt towards the end of September, as the 2nd property tax installment due date is September 11th. The County Treasurers Office has not provided an update as to any expected shortfall of taxes payable, but thus far there does not seem to be a considerable delay in receipts.



Continued Financial Challenges of the Covid-19 Pandemic

Below is the continued update of the Financial Challenges in the short term:

- Personal Property Replacement Taxes (PPRT) - 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. The District has received greater than 100% of the PPRT taxes for the 2020 fiscal year.
- Interest Earnings - The District estimates a loss of 70% of budgeted interest earnings. As noted above, the District only earned a minimal \$81.36 in interest earnings in August and expects low rates for the remainder of the fiscal/calendar year in both Stillman Bank Savings accounts and through the Illinois Park District Liquid Asset Fund.
- Program Fees / Facility Charges - The impact of the Covid-19 pandemic on program and facility fees is nearly impossible 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. The District must comply with the Restore Illinois Guidelines set forth by the Governors office, and these guidelines are continuously changing, making it even more difficult to project activity offering and revenue streams. Net Activity & Facility Revenue in August = \$16,161.89.
- Future Bond Issue - The short-term investment market is becoming more stable, but the Districts annual debt issue still may be difficult to place. While municipal bond markets are at historically low levels, the District will not investigate rates and measure purchaser interest until closer to 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. The District will also have to under the Bond Information Notification Act in November as has become practice every two to three years.

- 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 second installment will be due on September 11th. 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.



Exelon's Impact on Budget / Capital Improvement Status / Misc

The announcement of Exelon's Byron Nuclear Power Plant closure caught everyone by surprise. The Districts reliance on Real Estate Property Taxes, and specifically Exelon's portion, was the basis of many of the changes the District has undergone over the last few years. The focus of completing capital improvements on existing park properties, the reduction in overall staffing and the creation of the Long-Term Capital Infrastructure Fund are just a few examples of the Districts preparations. While we hope that the plant continues to operate well past next year, we are completing some budgeting and planning in the event we must begin to make hard decisions. The Exelon Nuclear Plant and its properties currently make up approximately 78% of the Districts real estate tax proceeds. Long term prudent fiscal planning and continued community needs assessments will be necessary for the District to overcome the loss of tax revenue.

The District will begin its annual budgeting and evaluation process next month (although its underway considering the recent news). The full schedule will be included with the board packet. The Big 3 Schedule: 2020 Levy will be approved in December; Budget will be approved in February and the Bond receipt will be received in February. There will undoubtedly be more virtual meetings during this planning process.

The District has completed the majority of its 2020 capital improvement projects. Once the final payment to Stenstrom is completed for the Park West OSLAD Project, the District will file for the final grant reimbursement of \$200,000. The District has begun submitting reimbursement documentation for the State of Illinois' Local Government CURE program. The program was established through the CARES Act to provide financial relief to local governments from effects of the Covid-19 pandemic.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
OREGON PARK DISTRICT
AND
CITY OF OREGON
FOR USE OF LAND**

THIS INTERGOVERNMENTAL AGREEMENT, is made and entered into this ____ day of ____, 2020 by and between the City of Oregon (“City”) and the Oregon Park District Board of Directors (“Board” or “District”), both located within Ogle County, Illinois.

WITNESSETH:

WHEREAS, The Oregon Park District operates and manages the maintenance of the Oregon Park District within the corporate boundaries of the City of Oregon; and

WHEREAS, the City operates the Oregon Street Department ("Street Department"), which provides street and property maintenance services within the City's jurisdiction as well as maintaining a physical location for the deposit and management of vegetative and earth debris at Parcel ID 16-04-203-013 (“Property”); and

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), provide that units of local government may contract with one another to perform any activity not prohibited by law; and

WHEREAS, the City and the Board are public agencies pursuant to Section 2, subsection (1) of the Intergovernmental Cooperation Act, (5 ILCS 220/2); and

WHEREAS, the Board desires the continued access and use of the Property for deposit and management of vegetative and earth debris; and

WHEREAS, the City and the Board have determined it to be in the best interest of all parties to enter into this Agreement which will provide guidance on the mutual use of the Property.

NOW THEREFORE, in consideration of the mutual promises, covenants, conditions, and other valuable consideration, the receipt and sufficiency whereof are herein acknowledged, the parties hereto agree as follows:

1. **Incorporation of Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Agreement.
2. **Term and Termination.** This Agreement shall commence on the date of signature and shall continue indefinitely. The District or the City may terminate this Agreement by providing at least sixty (60) days' advance written notice to the other party of its intent to terminate.
3. **Compensation.** No compensation will be paid by either party to the other under the terms of this agreement.

4. **Compliance with Laws.** The parties shall comply with all applicable laws, ordinances, rules, regulations, and codes in performing their respective obligations hereunder.
5. **Access and Use of Property.** The City will continue to allow the District access to the Property during the terms set forth in this Agreement with the following conditions.
 - a) **Vegetative Refuse:**
 - 1) The District will unload all vegetative refuse at the top of the hill in a separate location as designated by the City. The City shall have exclusive rights to place refuse at the bottom of the hill.
 - 2) The District will help to maintain their pile of brush by pushing it back and up as often as possible.
 - 3) The District agrees to maintain the brush pile in a manner which does not interfere with any City access to the property.
 - b) **Earth Refuse:**
 - 1) The District agrees not to place any earth, or non-vegetative material refuse on the Property without contacting the Oregon Superintendent of Streets first.
 - 2) The District agrees not to place any concrete or other bulky fill on the Property.
 - 3) The District agrees to contact the Oregon Superintendent of Streets for permission to retrieve and use existing chips from the Property.
6. **Insurance.** The District shall keep in force during the term of this Agreement occurrence-based broad form comprehensive general liability insurance, in an amount not less than Two Million and no/100 Dollars (\$2,000,000.00), in the aggregate, and per occurrence, including automobile and contractual liability coverages, with the City, its individual council members, employees and agents named as additional insureds on such policies. The contractual liability insurance shall cover the indemnification obligations set forth in Section 7 hereof. Such insurance shall be written by responsible carriers and shall be evidenced by certificates of insurance and copies of the policies, all as reasonably acceptable to the City.
7. **Mutual Indemnification.** The District shall indemnify and hold the City and its officers, agents, and employees ("City Indemnitees") harmless from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorney's fees arising out of, proximately caused by or incurred by reason of any of negligent acts or omissions of the District and their employees related to this Agreement, subject, however, to any defenses or limitations of liability permitted under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.), or otherwise provided by law.

The City shall indemnify, defend and hold the District, their individual commission members, agents, and employees ("the District Indemnitees") harmless of and from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorneys' fees arising out of, proximately caused by or incurred by reasons by negligent act or omission by the employees of the District, or breach of this Agreement, subject, however, to any defenses or limitations of liability permitted under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.), or otherwise provided by law.

8. **Notices.** Any notices required under this Agreement may be sent to the respective parties at the following respective addresses:

To the District: Oregon Community Park District
304 South 5th Street
Oregon, IL 61061
Attn: Executive Director

With a copy to: Kim Krahenbuhl
607 W. Washington Street
Oregon, IL 61061

To the City: City of Oregon
115 North 3rd Street
Oregon IL 61061
Attn: City Administrator

With a copy to: City Clerk
115 North 3rd Street
Oregon, IL 61061

or at such other addresses as the parties may indicate in writing to the other either by personal delivery, courier, overnight delivery with proof of delivery, or by registered mail, return receipt requested, with proof of delivery thereof. Mailed notices shall be deemed effective on the day of deposit; all other notices shall be effective when delivered.

9. **Complete Understanding and Amendments.** This Agreement sets forth all the terms and conditions, and agreements and understandings between the parties relative to the subject matter hereof. No modifications, amendments, or waiver of any provision hereto shall be valid and binding unless in writing and signed by all parties.
10. **Successors and Assigns.** This Agreement shall be binding upon, apply and inure to the benefit of each party and their respective legal representatives, successors and assigns.
11. **Governing Law.** This Agreement and the rights and responsibilities of the parties hereto shall be interpreted and enforced in accordance with the laws of the State of Illinois.
12. **Authority to Execute.** Each signatory hereto represents and warrants that he/she has the proper and necessary corporate authority to execute this Agreement and bind his/her entity to the terms and conditions of this Agreement, and that the same has been duly approved and/or adopted by the governing board of the entity at a duly convened public meeting. This Agreement shall be binding only when adopted and/or approved by the governing body of each party hereto.
13. **Waiver.** The failure of either party to demand strict performance of the terms and conditions of this Agreement on any one occasion shall not be deemed a waiver to demand strict performance on any future occasion.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals all as of the day and year first written above.

**CITY OF OREGON, ILLINOIS,
an Illinois Municipal Corporation
BOARD OF COMMISSIONERS OF THE OREGON PARK DISTRICT**

By: _____
(Mayor)

By: _____
(Board of Commissioners President)

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
(City Clerk)

By: _____
(Secretary)

Date: _____

Date: _____

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 8, 2020

Administrative Services Report



Fall Brochure/Program Registration

The Fall Brochure was released on August 14. Registration opened for Nash members on August 17 and to the public on August 18. Registration is available over the phone during operational hours and online. Online registration contributed to 57% of overall District registrations for the month of August, while the other 43% was completed over the phone by the Front Counter staff. Prior to the facility changes in March, online registration only contributed to 19% of all registrations, so the District has experienced a 38% increase due to the facility shutdown and Covid-19 procedures.

The District processed an additional \$8,768.61 in refunds during August. 43% of the refunds were for Fall Soccer while 15% were Personal Training related. Membership refunds and program cancellations contribute to the remaining 42% of refunds.



Monthly Membership/Facility Reservations

The District will begin offering a Monthly Membership option for Nash Recreation Center in September. This allows patrons to purchase a 30-day membership with no annual contract. The District's Quarterly, Annual, and 10 Punch Pass Memberships are still available to purchase.

The Fitness Center, TRX Room, and Pool will continue to follow the reservation schedule for Nash members to utilize. In addition, the Gymnasium will be open for Basketball and Pickleball beginning September 8. Reservations will be required.



Marketing

Monthly eBlasts are still emailed to our subscribers for program marketing, facility reservations, and Covid-19 updates. The District has seen a small increase of subscribers over the last few months, which currently totals 1,953. I have also continued to update the website regularly, so the most updated information is available in regard to our facility hours and reservations, programs, and events.

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

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 8, 2020

Events Report



Wiggly Wag & Walk

This year the event will be on September 16, 2020 and it will look much different as we will not be gathering for demonstrations and most vendors are out due to COVID concerns. The Hound Hike will be the focus with a 1-mile walk. There will be a couple of checkpoints along the way for the dogs to play a game and of course the chance to win a gift basket. Each dog will receive a goodie bag. Participants must register early as there are staggered start times to help with social distancing.



Halloween

2020 brings with it the need to move our Halloween Event outdoors. There will be no carnivals at Nash. However, planning is on and we will have Halloween In The Park on Tuesday, October 13. We will center the event around the StoryWalk trail with a Halloween book chosen by the Library. In between pages there will be some small games or activities for kids to enjoy. Then families can take a hayride to the prairie to find a pumpkin. Before leaving they can get their photo taken at the photo booth and pick up a pumpkin decorating kit to go. Children must register for one of the start times which are staggered to help with social distancing. This event is co-sponsored by E.D. Etnyre Co.



Adult Craft & Educational Classes

The adult classes off-site are very popular. People seem to be looking for safe opportunities to get out and have fun. Lynn Kaufman taught a Tomato Galette class in August at Cork & Tap. Michelle Carreno, taught a Flauta Making class at Hector's Cocina. The cooking classes seem to be popular right now. They are a fun hands-on class and of course where there is food, people seem to enjoy themselves. Amy Fenwick taught a Paint & Sip Class which was also enjoyed by a small group of "artists."



Other

Bingo was enjoyed by many in August and so we will be offering Bingo in September on Mondays after school at Park West lower shelter. This program is enjoyed by all ages and brings in a little revenue for the Youth Scholarship Fund.

In September I will be programming for the Winter/Spring guide and focusing on small group activities and classes and possibly some winter craft kits for pick up for both adults and youth.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 2nd, 2020

Athletic Coordinator Report



Fall Soccer Bootcamp

Our Fall Soccer Bootcamp is well underway with 74 kids participating over 3 age groups. This camp is being run by the OHS Varsity soccer program and is focusing on skill development, and the participants can scrimmage with parental permission. Every player received a camp shirt and their own soccer ball to use and keep at the end of this 6-week program. The OHS Soccer organization will receive a donation for facilitating this program.



Fall Baseball and Softball League

I am excited to be offering a Fall Baseball and Softball league this year. We have 6 baseball teams and one softball team for a total of 89 players. Team drafts were finalized this week, and practices have started. This League will be a 6 week/12 game format with games starting the week of September 14th. The League is compiled of mainly teams from Oregon and Byron, with at least one Polo team also joining. This program will be a great way to keep the kids active this fall. All government guidelines for baseball/softball will be followed.



Fall TORO League

Building on the success of our Summer TORO league, we have a Fall league underway! 8 youth teams are playing on Tuesday afternoons and evenings. Since OES is dismissing early this year, our 10-12 yr league is able to start at 1:30 in the afternoon and we follow with the older age group starting at 4. We have a great group of kids participating, including some varsity soccer players. It has been fun to watch the kids improve their skills week after week. TORO has a 5 week regular season and will conclude with a tournament on September 29th, with trophies for the winners of each age division.



Youth Basketball Camp

Registration for our annual youth Basketball Camp is well underway, with the camp due to start on September 14th. This camp is led by the girls Varsity Basketball Coach, Wendy Lambrigtsen. The camp will be on Monday evenings for 4 weeks at the Blackhawk Center.

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

September 8, 2020

General Recreation Report



Pack Walks

We had a few more successful pack walks August 19, 22 and September 5 which also net profited. Again, we have gotten new participants in these walks that seem to be enjoying the opportunity and interested in further dog programming.



Upcoming Programming

Programming will begin to pick up in September due to a handful of reoccurring programs but also new programming from Taft. Taft will be hosting new programming in September including a night hike, campfire trivia program, history tours around their campus, Looking for Owls hike and an Astronomy Adventures program. Registration for these programs have already started to take off and we look forward to offering this to the community as the campus is typically closed to the public.

We will also be assisting the VOP with their TOSOC ride again this year with marking the 10-mile route and offering any other assistance they may need. The ride this year was moved to accommodate for social distancing by simply allowing riders to complete a route within a month's timeline. This will begin on September 19.

We are excited to have Grant Afflerbaugh return and begin offering a couple state park hikes again this Fall! There are two hikes scheduled for September and we are hopeful for a good turnout! Grandparents Day will return this year on September 14 while accommodating for social distancing. We have two timeframes to choose from and a strict maximum capacity set to each. Everything will be contactless from the Subway lunch boxes to the projects and Bingo game. Registration is already on its way for this event.

Pack Walks will also continue into September and October. We are going to offer some after school programming such as STEM, Arts & Crafts and Tumbling as well.



Extended Time & Future Programming

I plan to re-evaluate and survey ET families again once OCUSD has a more clear picture on the future. I am hopeful that we are able to get enough interest to bring this program back sooner rather than later.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Amanda Zimmermann".

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager