



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, JANUARY 12, 2021, AT 6:00 P.M.
ONSITE MEETING: RIVER ROOM

DUE TO THE COVID-19 PANDEMIC AND TIER 3 OF THE GOVERNOR'S
RESTORE ILLINOIS PLAN THE REGULAR MEETING OF THE BOARD WILL
ALSO BE AVAILABLE VIRTUALLY THROUGH ZOOM
ZOOM MEETING CALL IN: (312)626-6799
MEETING ID: 867 8726 4018 PASSWORD: 932688

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. REGULAR MEETING MINUTES OF DECEMBER 8, 2020
 - B. SPECIAL MEETING MINUTES OF DECEMBER 23, 2020
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - MEETING SET FOR JANUARY 12, 2021
 - 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

8) NEW BUSINESS

A. EXECUTIVE SESSION

Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending in a court or administrative tribunal, or when the public body finds that such an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Open Meetings Act Par. 120/2. c(2).

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - FEBRUARY 9, 2021

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ River Room
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
December 8, 2020**

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

PRESENT: Mark Tremble, Steve Pennock

VIRTUALLY ATTENDING: Scott Stephens, Dave Bakener

ASSENT: Dan Engelkes

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

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Mark Tremble, the public hearing and regular meeting minutes of November 12, 2020 be approved as printed. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed said the Nash Recreation Center Boilers were not functioning correctly and were awaiting parts for repairs.

Mr. Tremble asked if the new lights along the Park West path was the reason for trucks being unable to plow in the winter. Mr. Egyed said that the turns along the new path along with the lights would not allow trucks to plow the paths. The District will use the skid steer to remove all snow from the paths. Mr. Egyed clarified that the paths would still be cleared as soon as possible and prior to morning use.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that Amanda Zimmermann was on maternity leave after having a baby boy. Because of the Tier 3 Mitigation restrictions the Dinner with Santa program has become a Search for Santa program. The event will be contactless, and each family will visit a park to discover clues that will lead them to Santa. Santa will be at Merlin's. The recreation staff is waiting for Tier Mitigation to lift before resuming programming.

Administrative Report - Included in Board Packets. Mr. Griffin stated that the District's Bond Counsel hoped to place the Districts annual bond with a rate between .75% and 1 %. The increase in principal funds will allow the District to complete additional projects in fiscal year 2021.

Mr. Bakener questioned what the difference between Personal Property taxes and Real Estate property taxes were. Mr. Griffin responded that the Personal Property Replacement Taxes were a tax determined and collected by the State to replace taxes that were lost. The real estate tax collected by the District was determined by the County and paid by all landowners with the District. The Personal Property Replacement Taxes typically totaled around \$22,000, but the District received around \$30,000 this fiscal year.

BUSINESS (unfinished)

BUSINESS (new)

2020 TAX LEVY APPROVAL; ORDINANCE 20-12-08

Motion by Mark Tremble, seconded by Scott Stephens, the board approve the 2020 Tax Levy Ordinance 20-12-08. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

GENERAL OBLIGATION PARK BONDS; ORDINANCE 20-12-08-01

Motion by Scott Stephens, seconded by Dave Bakener, the board approve Ordinance 20-12-08-01, an ordinance providing for the issue of not to exceed \$1,500,000 General Obligation Park Bonds, Series 2021, for the payment of land for parks, for the building, maintaining, improving and

protecting of the same and the existing land and facilities of the park district and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bond to the purchaser thereof. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

MOTION TO ENTER EXECUTIVE SESSION

Motion by Mark Tremble, seconded by Scott Stephens, the board enter executive session at 6:11 p.m. to discuss appointment, employment, compensation, discipline, performance, dismissal or personal status of employees, officer and legal counsel for the Park District. Open Meetings Act Par. 120/2. c(1).

Roll Call: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

MOTION TO RETURN FROM EXECUTIVE SESSION

Motion by Scott Stephens, seconded by Dave Bakener, the board return to regular session at 6:34 p.m. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

BOARD SECRETARY APPOINTMENT & ASSISTANT TREASURER APPOINTMENT

Motion by Scott Stephens, seconded by Mark Tremble, the board approve the appointment of Dan Griffin as Park District Board Secretary and Assistant Treasurer. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

2021 SALARY RANGE AND WAGE APPROVALS

Motion by Mark Tremble, seconded by Dave Bakener, the board approve the 2021 Salary and Wage Recommendation. Roll Call: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

EMPLOYEE 2021 HEALTH BENEFITS APPROVAL

Motion by Steve Pennock, seconded by Mark Tremble, the board approve the 2021 Employee Health Benefits Recommendation. Roll Call: Dave Bakener, Scott Stephens, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

RELEASE OF EXECUTIVE SESSION MINUTES

There were no recommended Executive Session Minutes to release.

CLIMATE ILLINOIS JOBS INITIATIVE

Mrs. Folk explained that the FAIRCOM organization asked the Park District to support the Climate Illinois Jobs Initiative. The letter will be sent to the local representatives that supports wind, solar and nuclear energy.

Motion by Scott Stephens, seconded by Steve Pennock, the board supports the Climate Illinois Jobs Initiative. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Stephens said he was happy that the District's Health Insurance Benefits only increased 4.5%. Mr. Stephens also said he though the District had good employees that received a good salary increase and was proud of the District in these challenging times.

Mr. Bakener welcomed Mr. Adams and wished everyone a happy and health Merry Christmas.

Mr. Tremble also welcomed Mr. Adams and hoped the next meeting will be in person. Mr. Tremble also thanked the staff for their efforts during the pandemic. It is great to see the District be as adaptable as it is.

DIRECTOR'S COMMENTS

Mrs. Folk said the District was assigned its Distinguished Agency Accreditation mentor. The District will be undergoing the renewal process beginning in 2021.

PRESIDENT'S COMMENTS

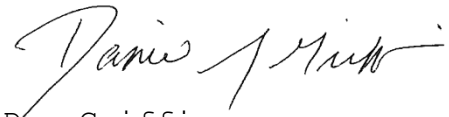
Mr. Pennock turned the meeting over to the Districts new attorney from Robbins Schwartz, Mr. Steve Adams. Mr. Adams thanked Mr. Pennock for the time to speak at a public meeting. Mr. Adams said he was looking forward to meeting the board in person when face to face communication resumes. Mr. Adams said he looked online at the District' website and the picture the District presents is exceptional. In comparison to suburban Districts, the website is sophisticated, transparent, thoughtful and forward looking. While the District has some challenging issues, the organization is up to the challenge.

Mr. Pennock thanked the staff for continuing to operate under trying circumstances.

ADJOURN

Motion by Dave Bakener, seconded by Mark Tremble, the meeting adjourn at 6:31 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Dan Griffin". The signature is written in black ink and is positioned above the typed name.

Dan Griffin
Board Secretary

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Special Meeting Minutes
December 23, 2020

Steve Pennock, President, called the Special Meeting to order at 4:00 p.m.

PRESENT: None

VIRTUAL ATTENDING: Steve Pennock, Mark Tremble, Dan Engelkes, Scott Stephens

ABSENT: Dave Bakener

OTHERS PRESENT: Erin Folk, Executive Director; Andy Egyed, Superintendent of Parks and Facilities

RECOGNITION OF VISITORS: None

Nash Rec Center Boiler Replacement Contract Approval
Motion by Dan Engelkes, seconded by Scott Stephens, the Board approve the Nash Rec Center Boiler Contract to Alpha Controls. Roll Call: Scott Stephens, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ADJOURN

Motion by Mark Tremble, seconded by Scott Stephens, the meeting adjourn at 4:01 p.m. ALL WERE IN FAVOR.

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 12, 2021

Parks Report



Maintenance

Maintenance on fleet vehicles and equipment is going well. We have finished maintenance on the trucks and have now moved onto the mowers and tractors. Maintenance projects include oil changes, as well as air and gas filter changes. Any worn or damaged parts will be replaced or repaired. After all tractors are maintained we will move on to the small engine equipment. Keeping equipment clean and in good condition will make them safe for operation and increases the longevity of all our equipment.

Snow and ice removal this past month has kept us busy. Our salt supply is very good at this time as we just received a 24-ton truck load a few weeks ago. We get salt in bulk quantities and again this year we used a rock salt product called Thawrox. The product is a little more expensive than conventional rock salt, but we are finding it is more cost effective. The salt contains magnesium chloride and a viscosity modifier that increases effectiveness. It does not clump up, so it spreads easier and more uniform when applied. It is blue in color, so it is easier for the applicator to see how much he put down, which saves on salt volume. It works faster, lasts longer and works in lower temperatures than the conventional road salt.



Projects

Park staff had completed a project at Nash in the fitness center bathrooms. They removed the ceiling in both men's and women's restrooms and replaced the ceiling with all new steel track and tiles. Also new light fixtures were installed with more efficient lighting. Staff did a great job and finished it in a timely manner that did not interfere with patron use.

Staff has completed the tree trimming project along Oregon Trail road. The trees were limbed up to open the area to be viewed from the road and to also cut down on maintenance under the trees. Mowers can now get under the trees without scraping the mowers with tree limbs. We will begin the other sections on the west side once we get caught up with snow removal out of the parking lots.



General Maintenance

We are in the process of cleaning and organizing in the shop and the trucks. Excited to get started outside and start some of the projects and work toward our goals for the year.

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

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 12, 2021

Nash Maintenance Report

Inspections

Inspectors from Ahern were in on December 18th to perform an inspection on the sprinkler system at Nash. This is performed annually and this year there were no faults on the inspection of the sprinkler system.

Staff is doing a great job keeping up with all inspections at Nash. These inspections include general, aquatics, air handlers, monthly, emergency bag's, pool & spa, spot, AED's and covid-19 cleaning. Every room in the building has a list of safety inspections that are performed routinely.

Maintenance

The heat at Nash is being supplied by the old electric boiler. This boiler alone is keeping the building at around 60 to 65 degrees in some areas. We did have to shut off the heat exchanger valve to the pool for this old boiler to keep the building warm. We needed to do this because the boiler could not keep up with heating the building and the pool at the same time. Both original gas boilers have been shut off due to cracked heat exchangers which would not allow pressure to build in the chambers and fire the boilers, also water was leaking out of the exchangers. At this time new boilers are on their way to our location and once they arrive Alpha Controls will be here to do the install. Hope is that within a week we will have the boilers installed, fired up and the building and the pool will all be back to normal operating temperatures. We have had to replace a motor in Air handler six which distributes heat to the fitness center. Once we replaced that motor Mechanical found that the water coil was rusting out and is leaking and needs to be replaced. The coil has been ordered, we hope that once the boilers are in and operational so will the coils for air handler six. This should then also keep the fitness center at optimal temperatures. It's been a real challenge trying to keep the building from freezing this past few weeks and a good thing they did not tear out that old electric boiler when they shut it down, it literally saved us.

Building cleanliness

The Maintenance staff in the building are doing a great job keeping up with cleaning and disinfecting everything in the building. I would like to thank everyone in the department for their continued effort and dedication moving forward in these challenging times.

Respectfully Submitted,

Andy Egyed

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 12, 2021

Superintendent of Recreation Report



Recreation Department

The 2020 Programming Survey was completed and results are included in the packet. We had a tremendous response and staff is evaluating the information as we plan for 2021. Winner of an annual pass was Janelle Bartel.

Staff is working on creative posts and ideas for families that will be put on our facebook page including free contests to encourage everyone to get active.

Amanda Zimmermann continues her maternity. Amanda's programming for December and January included tumbling and two Taft brunches. Tumbling was cancelled due to Tier 3 mitigations and the first of the two brunches cancelled. We have a filled the January 31 program and it will be held if we move to Tier 2 on January 15th. The brunch is a popular event and we are excited for the possibility to host on the 31st.



Children's Center

The Children's Center collected donations for Lifeline Food Pantry this holiday season. Specific requests were for pudding, jello, cake mix, frosting and candles. The students loved the opportunity to put the items under the Children's Center tree and share about the giving opportunity. A carload of donations was delivered to Lifeline on December 18th. This donation took the place of our usual LSSI giving tree. LSSI requested \$25 gift cards instead of items this year. Due to COVID and not knowing family situations we decided to do something affordable that all students could participate in.

We ended our first semester of preschool with no closures. This couldn't have been achieved without all our parents that have been amazing at monitoring and taking precautions.

We look forward to the start of the new year. We are currently planning for Kindergarten screenings and a visit to the school for our soon to be kindergarteners. The visit will occur when school isn't in session to eliminate any exposure to our students.



Fitness

Due to Tier 3 mitigations, fitness classes were cancelled for January. We are hopeful to resume Pickleball on January 18th. We will also be adding lap walking in the gym at certain times for people that are hesitant to walk outdoors due to the weather but still want to exercise. Fitness Center numbers have hit a high with the new year and are hopeful this trend will continue.

The ceilings in both the mens and womens restrooms in the fitness center were upgraded and new lighting added. Thank you to Parks and Maintenance for completing this job inhouse. The restrooms look completely different!



Aquatics

The pool will be reopening January 18 if we are moved to Tier 2 mitigations on January 15.

Swimming lessons began on January 12. Lessons were allowed without locker rooms and the use of portable changing pods on the deck. Numbers for January were 39. We did cancel Penguin Babies due to the changing pods. Beginning in January registration was completed through Catch the Wave. No issues were found and we will now receive a check for 10% of lessons each month. Catch the Wave will be responsible for any expenses with lessons including instructors and guards. This will be reflected on the budget as an income only item with no expenses. In January we received \$275.

With the closure, our contract with Catch the Wave, allows the reduction of the management fee for pool closures. No fees were charged for Nov. 20-January 17.

Volleyball Camp

We are excited to partner with the OHS Volleyball Head Coach Farrell Tremble and her staff and players to offer camp for ages PreK-8th grade. After changing dates camp for PreK-4th will be held January 19-22 and 5th-8th January 25-29. GameDay Apparel and Martin & Company sponsored the team shirts. The volleyball team will receive 100% of the fees. We have reopened registration due to the date. To date the fees total \$1846.

Respectfully Submitted,



Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 12, 2021

Business Administration Report



Financial Review

The December 2020 Treasurers Report is included in the Board Packet. The District concluded the 2020 fiscal year near its original financial expectations even after undergoing the challenging Covid 19 pandemic.

	<i>FY 20 Budget</i>	<i>FY 20 Actual</i>	<i>% Change</i>
Fund Balance	\$1,727,979	\$1,730,689	0.15%

Year End Notes

- The District experienced a reduction in annual interest earnings of 77.37%, from \$38,865 in 2019 to \$8,793 in 2020.
- The District received additional Grant revenue due to the Covid-19 pandemic. The total received in CURE Act Funds was \$31,280.25 and paid for cleaning and safety supplies required for the District to continue to operate safely.
- The District received 42% more in Personal Property Replacement Taxes during the 2020 Fiscal year. The District expects the funds to be reduced for the 2021 Fiscal year.
- Overall reductions in both revenue and expenses related to recreation programming kept the year end fund balance near budgeted expectations.
- All Funds met their annual fund balances goals with the exception of the Paving and Lighting Fund in which the funds were used to complete the Park West Improvements during the 2020 fiscal year.
- The District ended the 2020 Fiscal year with membership revenue \$91,883 less than budgeted (\$157,000 budget, \$91,883.57 actual).
- The District was able to complete all capital improvements for the 2020 fiscal year as well as some unplanned facility projects that were made possible during the facility closure due to the pandemic.



Upcoming Financial Activities

➤ 2021 General Obligation Bond

The board approved the 2021 General Obligation Bond Parameters Ordinance at the December 2020 Board Meeting. The Districts Placement Agent, Mesirow Financial, sent out a private placement term sheet to local banks in mid-December. The District received the preliminary rate estimates in late December. Sauk Valley Bank and Trust Company submitted the lowest interest rate of 0.45%. Stillman Bank, who has historically held District bonds, matched the rate. The District will split the bond sale between the two banks.

The final bond proceeds of \$1,489,000 will close on January 28th, 2021. The total interest payable on the 2021 bonds at 0.45% will be \$5,081. In comparison the District held an interest rate of 1.70% in a similar sized issue in Fiscal Year 2020 and interest payable was \$18,108. The District will schedule the repayment for November 1, 2021.

➤ 2021 Fiscal Year Budget

The District will incorporate the 2020 tax levy and 2021 G.O. Bond into the 2021 Budget and Appropriations Ordinance. The full budget and

capital improvement plans will be prepared for approval at the February Regular Meeting. The finance committee will meet to discuss the budget prior to the January 12th Regular Meeting. The Tentative Budget must be made available for public comment for at least 30 days prior to the February Regular Meeting in which the District plans to complete the approval of the Appropriations Ordinance.



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 and 2022. The District has received greater than 142% of the estimated PPRT taxes for the 2020 fiscal year.
- Interest Earnings - The District realized a loss of \$23,750 in interest earnings as the savings market plummeted during the Covid-19 Pandemic. While the District budgeted \$33,730 in interest earning for the 2020 fiscal year, the actual earnings only accumulated to \$9,979 (a % change of -70.41%). The District expects extremely low rates for the 2021 fiscal year in both Stillman Bank Savings accounts and through the Illinois Park District Liquid Asset Fund (IPDLAF). The Federal Reserve has reduced interest rates to near zero, which effectively makes the Districts ability to increase municipal liquid savings rates near impossible. Current interest rates have fluctuated between 0.02% and 0.10%.
- 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/winter and spring program registration continues to be good, but the transition to Tier 3 Mitigation has shut down most programming and will continue to make program planning difficult. As the State of Illinois expects to move to Tier 2 we expect programming and community participation to increase.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 12, 2021

Administrative Services Report



Program Registration

The Winter/Spring 2021 brochure was released to the public on December 11. Registration opened on December 14 for members and on December 15 for non-members. The District continues to only allow online or over the phone registrations and restrict in person registrations due to the Covid-19 Pandemic. Online registrations attribute for 62% of total registrations, which is a 4% increase and the District's highest online registration rate, followed closely by 59% in November of 2020. The other 38% of registrations were completed over the phone with the Front Counter staff. This data is both for program registrations and facility reservations.

Registration for swim lessons was transitioned to Catch the Wave in December for January swim lessons. Feedback from the Front Counter staff and Nick, Catch the Wave Director, has been positive and no major issues occurred. The transition allows parents to have access to perpetual billing once registered and improved communication between the parents, Catch the Wave, and the District regarding changes in any changes with swim lessons.



Tier 3 Mitigations

Tier 3 Mitigations were implemented at Nash Recreation Center on November 23rd and currently remain in effect. I am hopeful that our state's region will soon be removed from Tier 3 within the next few weeks, which will allow the District to resume access to our pool and gymnasium and continue use of our fitness center and TRX room.



Membership Sales/Facility Reservations

A total of 42 memberships were sold in December. This is a 7 membership decrease from November. The 10 Punch Pass offered by the District continues to be the most frequently purchased pass for four consecutive months, followed by the recently added Monthly pass. The pool is currently closed due to Tier 3 Mitigations, so no Water Aerobic Punch Passes have been sold.

- Annual - 17%
- Quarterly - 26%
- Monthly - 17%
- 10 Punch - 40%
- Water Aerobics - 0%

Included in the January Board Packet is an Average Weekly Facility Attendance breakdown for Nash Recreation Center. On average for the month of December, around 230 individuals utilized the facility each week, which is around a 100-individual decrease. This is due to the facility changes under Tier 3 Mitigations and the special holiday hours for Christmas and New Year's.

I will be working with our software provider, Perfect Mind, during the first quarter of 2021 to make membership sales available online to members that wish to renew their membership or purchase a new one.



Corporate Memberships

Etnyre E.D. has renewed their Corporate Membership for 2021/22. Their promotion period will run December 21 thru January 15. I am

hopeful for another successful year with Etnyre employees.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Alyssa Barringer".

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 7th, 2021

Athletic Coordinator Report



6th Grade Competitive Basketball- Boys and Girls

We are set to launch a 5th and 6th Grade Basketball skills camp as soon as Tier 3 restrictions are lifted and we are able to start. The recent announcement by the Governor means we could potentially start the week of January 18th, if our region continues to meet required metrics. The competitive season for boys has been cancelled, but we are working with the new OHS Boys Basketball Varsity coach, Nathan Green, to provide an intensive 8 week skills camp that will ensure that the youth players continue to develop their skills. Coach Green has been very open and enthusiastic in helping us develop his future players skills. This program will meet at either Nash or the Blackhawk center depending on gym availability. The girls program, unfortunately had low registrations, despite also opening it up to 5th grade girls. We did not have had enough players to field a competitive team. We will be offering the players the opportunity to join the skills camp also and develop their skills.



Indoor Soccer

Registration is open for our Youth Indoor Soccer Program, which deadlines at the end of January. This program has been altered from previous seasons to meet IDPH guidelines once Tier 3 Mitigations are lifted. The program will meet on week nights, and feature fun skill building drills (and hopefully scrimmages if guidelines allow) for 4-7 year olds.



Other

The past few weeks have given me the opportunity to work ahead and plan for upcoming spring and summer programs. Developing positive Facebook posts to highlight activities and amenities is keeping our presence active on social media. I am also working on some fun virtual challenges, such as a snowman building contest, that was just launched. Work has also started on program masters for our summer brochure.

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

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 12, 2020

Events Report



Adult Craft/Recreation Classes

Due to the pandemic and enrollment requirements, we did cancel the Cake Decorating classes in December. However, we had 4 very successful Winter Porch Pot workshops at Cork & Tap. These workshops offered by Merlin's/Hagemann Horticulture are always popular and each year we have added classes to accommodate those interested. A total of 59 people participated in planting and arranging greens with added twigs and pinecones to make a beautiful holiday decorative Porch Pot. Participants were socially distanced if not signed up with someone in their bubble and extra disinfecting was done between classes.



Youth Craft/Recreation Classes offered virtually

We are offering a monthly DIY stenciling kit for youth and/or adults through Timber + Tribe to pick up and craft at home at the participants convenience. In January local artist Amy Fenwick is also offering a choice of two DIY kits painting on canvas. Due to the inability to have in person classes currently, these DIY kits are a good option and we do have a few participants taking advantage of these class options. Six holiday kits went out in December.



Holiday Special Events

Dinner with Santa was completely modified. Instead, we offered a Search for Santa event to all of those who were registered for the Dinner with Santa. Search for Santa began at Nash with staggered start times. Participating families listened to clues which led them to different parks in search for Santa. Families ended up at Merlin's store where Santa stood on the steps (socially distanced) and talked with the children and family photos were taken. Children received a goodie bag which included a make-and-take ornament kit, and each family was also given a \$5 off coupon from Alfano's as they still wanted to help sponsor the event. Santa and Mrs. Claus were paid for their time, 8 volunteers were utilized at various locations and 48 individuals participated. The Mother/Daughter Holiday Tea was cancelled due to tier 3 mitigations.



Other

January will include working on creative program ideas and virtual opportunities until mitigations change. I will participate in the virtual IPRA conference where I hope to pick up programming ideas as well as continue to earn CEU's. With fewer programs going on at this time I can begin work on summer programming and office organization.

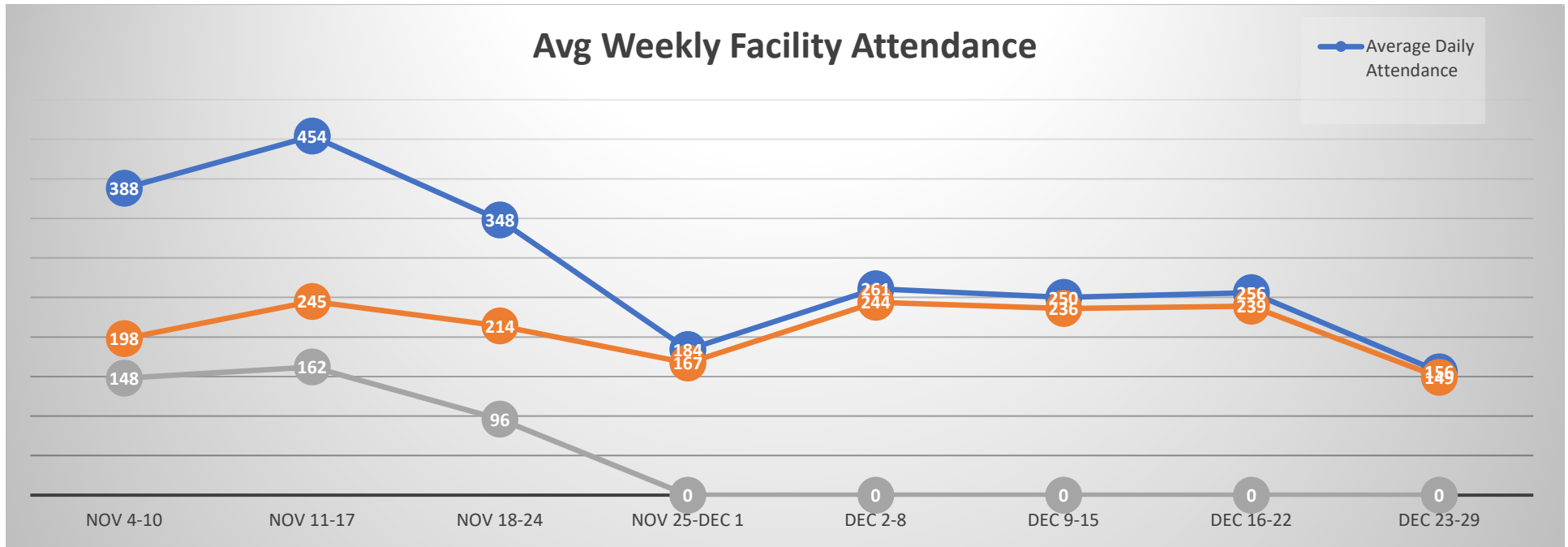
Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

Average Weekly Facility Attendance

Nash Entered Tier 3 Mitigation on November 20th Reducing Facility Operations



	Dec 2-8	Dec 9-15	Dec 16-22	Dec 23-29
Average Daily Reservation Attendance	261	250	256	156
% Change as compared to prior week	41.85%	-4.21%	2.4%	39.06%
Fitness Avg Daily Attendance	244	236	239	149
% Change as compared to prior week	46.11%	-3.28%	1.27%	-37.66%
Pool Avg Daily Attendance	0	0	0	0
% Change as compared to prior week	0%	0%	0%	0%
TRX Avg Daily Attendance	17	14	17	7
% Change as compared to prior week	0.00	17.65%	21.43%	58.82%

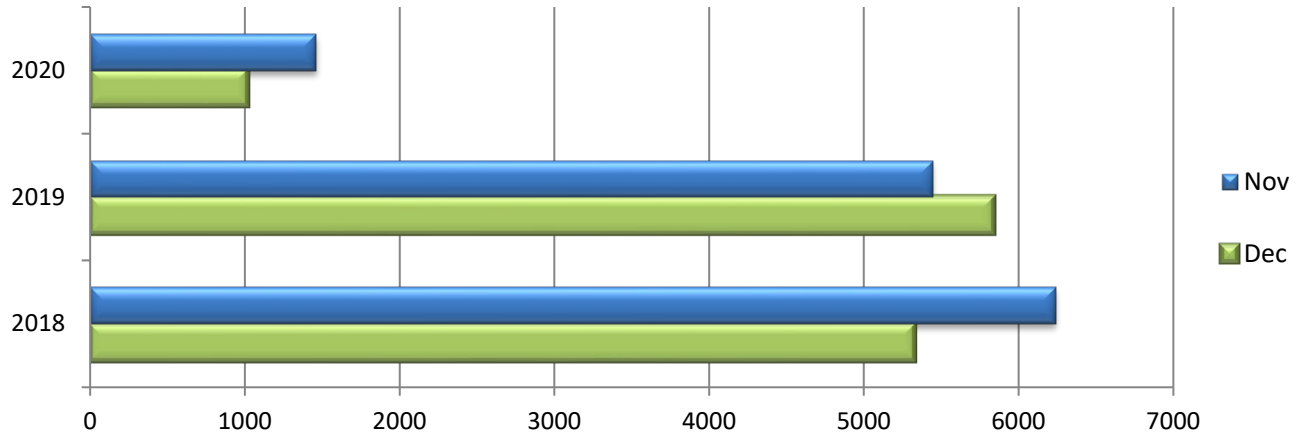
MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 2020

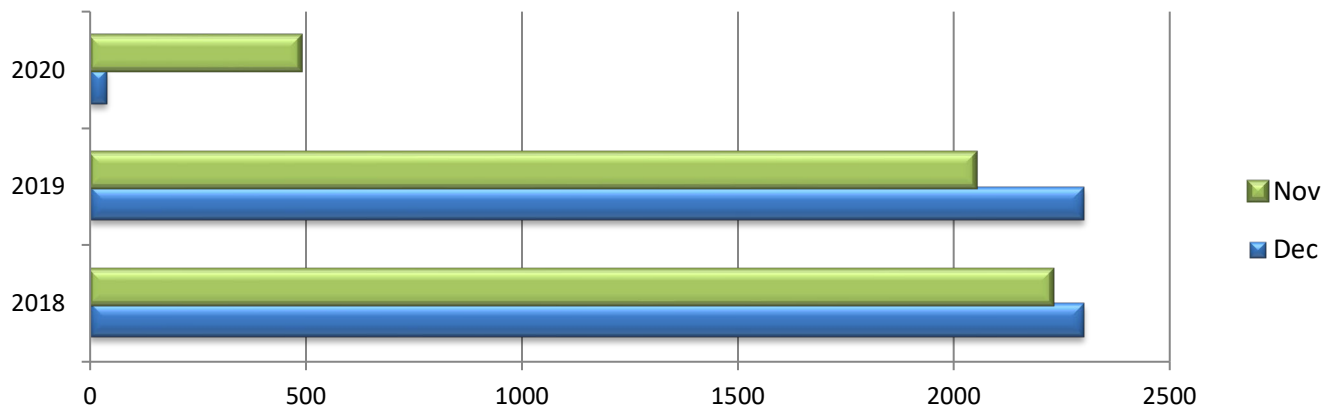
Facility Statistics Report



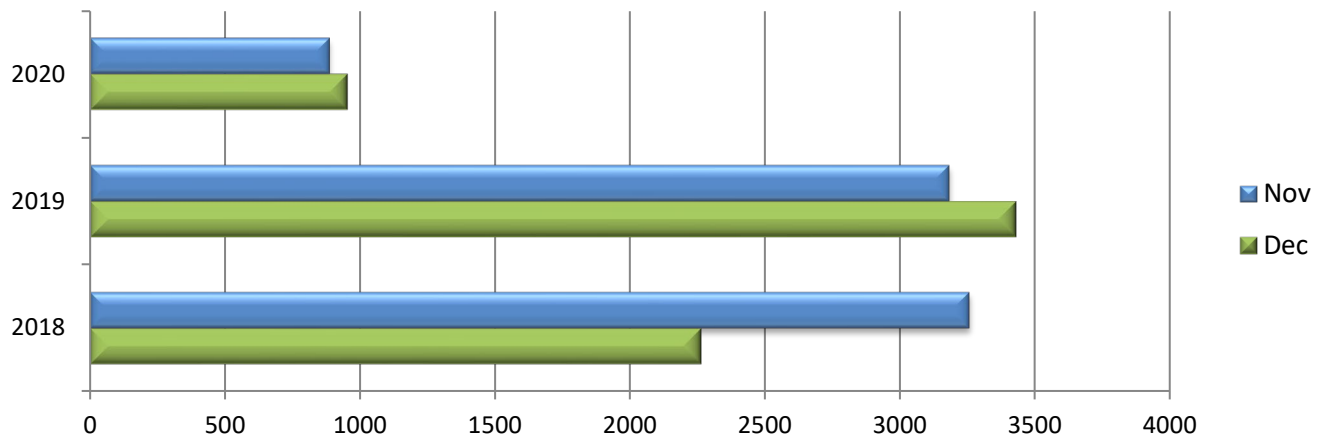
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



Facility Notes

The Nash Recreation Center began closing the facility at 8:00 p.m. on weeknights in May 2019 and closing on Sundays until November.

Covid Pandemic - Facility Closed from March 14th - July 7th / Began operating under reduced facility operations on July 8th. Tier 3 Mitigation began Nov 20th.