



AGENDA
REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, MARCH 9, 2021, AT 6:00 P.M.
ONSITE MEETING: BOARD ROOM

DUE TO THE COVID-19 PANDEMIC AND PHASE 4 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: 817 8690 6751 PASSWORD: 188491

1) CALL TO ORDER

2) ROLL CALL

3) RECOGNITION OF VISITORS

A. AUDIT PRESENTATION BY WIPFLI'S MATT SCHEULER

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 FEBURARY 9, 2021

5) FINANCIAL

A. TREASURER'S REPORT

B. CLAIMS PAYABLE AND CHECKS DRAWN

6) REPORTS

A. FINANCE COMMITTEE - NO REPORT

B. PERSONNEL & POLICY COMMITTEE - MET MARCH 3, 2021

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).

C. POLICY MANUAL UPDATES

D. EMPLOYMENT CONTRACT APPROVAL

E. KIWANIS PARK TEMPORARY CLOSURE REQUEST

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - APRIL 13, 2021

**Oregon Park District Board of Commissioners
Nash Recreation Center ~ River Room
304 So. Fifth Street
Oregon, Illinois
Public Hearing & Regular Meeting Minutes
February 9, 2021**

Steve Pennock, President, called the Public Hearing to order at 6:00 p.m.

PRESENT: Dan Engelkes, Mark Tremble, Steve Pennock

VIRTUALLY ATTENDING: Scott Stephens

ABSENT: Dave Bakener

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Secretary; Tina Ketter, Supt. of Recreation

OTHERS ATTENDING VIRTUALLY: Steve Adams, Attorney

RECOGNITION OF VISITORS: None

Public Hearing to recognize any visitors wishing to present testimony on the 2021 Budget and Appropriations Ordinance 21-02-09.

There were no visitors or submitted comments regarding the 2021 Budget and Appropriations Ordinance 21-02-09.

ADJOURN

Motion by Mark Tremble, seconded by Dan Engelkes, the meeting adjourn at 6:02 p.m. ALL WERE IN FAVOR.

REGULAR MEETING

Steve Pennock, President, called the Regular Meeting to order at 6:02 p.m.

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Mark Tremble, the regular meeting minutes of January 12, 2021 be approved as printed. Roll Call: Dan Engelkes, Scott Stephens, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Motion by Dan Engelkes, seconded by Steve Pennock, the Treasurer's Report be approved. Roll Call: Mark Tremble, Dan

Engelkes, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

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

REPORTS

Parks & Facilities Report - Included in the Board Packet. Mr. Egyed was not available for comment. Mrs. Folk said she would answer any questions the Board had regarding the Parks and Facilities Department. There were no questions.

Recreation Report - Included in the Board Packet. Mrs. Ketter stated that the Recreation Department was excited to provide more programming for this coming Spring now that the Restore Illinois Recovery Plan has relaxed. There will be additional craft programs with limited capacity at the Nash Recreation Center. The staff is also wrapping up Summer program masters. Mr. Pennock asked if facility visits have improved. Mrs. Ketter answered that yes, the facility is beginning to average around 100 visitors per day.

Mrs. Ketter said that the Camp Oh-Pea-Dee Summer Camp Program only has a 24 kid capacity. The Childrens Center will also continue to operate a minimum capacity the next year.

Administrative Report - Included in the Board Packet. Mr. Griffin said he wished to highlight the Budget Packet for the 2021 fiscal year. The District is able to complete many capital improvements and the District hopes to have a successful year even in the wake of the Covid Pandemic.

BUSINESS (unfinished)

BUSINESS (new)

EXECUTIVE SESSION

Mr. Tremble asked the board if it was necessary to enter executive session regarding the appointment of the Board Secretary or if the Board would like to move on to the appointment. There were no suggestions to enter executive session.

BOARD SECRETARY APPOINTMENT

Motion by Mark Tremble, seconded by Dan Engelkes, the Board Appoint Haley Mizner as the Board Secretary. Roll Call:

Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Mr. Pennock said he had a discussion with the Director regarding the delineation of duties between Ms. Mizner's Front Counter duties as opposed to her Board Secretary duties.

BUDGET AND APPROPRIATIONS ORDINANCE 21-02-09

Motion by Dan Engelkes, seconded by Scott Stephens, the Budget and Appropriations Ordinance 21-02-09 be approved as presented. Roll Call: Scott Stephens, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

CONSOLIDATED ELECTION POLLING PLACE APPROVAL

Mrs. Folk said that she met with the County Clerk the prior week to discuss the upcoming election being held at the Nash Recreation Center. The District has historically been a polling location for the local precinct. The location was moved to the Methodist Church during the pandemic because the District was not able to accommodate the prior election due to COVID procedures.

The election judges would like to continue using the River Room for the election. Unfortunately, the District cannot turn away voters even if they have Covid symptoms or a fever. The District currently requires all users, vendors, and staff to have their temperature taken and verify they are symptom free. The District has investigated many accessibility options and locations, but there are only two options. Either the District allows all community members to enter the Nash Recreation Center for consolidated election or the District requests that the County find another suitable location.

Mrs. Folk said that the polling judges could not use the locker rooms due to capacity issues and they were concerned about the Distance to the other restrooms. There were also issues with requiring all voters to exit the building at gym exit doors. Mrs. Folk said that Mr. Adams, the Districts attorney, did say that the District was not liable for allowing Covid positive individuals to enter the building.

Mr. Tremble said his opinion was that the District has undergone many safety changes to successfully re-open and it would be wrong to our members to allow polling. There are no ways to separate the mixing of members and voters. The polling place has another location option while our members do not.

Mr. Pennock said he agreed with Mr. Tremble. The District is in business to serve its membership and not the pollsters. Mr. Stephens said he also agreed with Mr. Tremble. Mr. Stephens said it would be hypocritical for the District to require our members to a higher standard than the voters.

Motion by Mr. Tremble, seconded by Mr. Engelkes, that the District does not allow the Nash Recreation Center as a polling place for the Consolidated Election. Roll Call: Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Engelkes congratulated Mr. Griffin and staff on the completion of the Budget Packet. Mr. Engelkes said he fully understood the difficulty of constructing a budget when there was no way to measure the upcoming revenue.

Mr. Stephens had no comments.

Mr. Tremble congratulated Mrs. Folk on behalf of the entire Board of Commissioners, on achieving the Certified Park and Recreation Executive certification. Mr. Tremble said there were only 305 individuals achieving the certification in the county and only 45 in the state of Illinois.

The District is very fortunate to have a Director with that certification. Mr. Tremble said that Mrs. Folk earned the certification. Mr. Tremble presented Mrs. Folk with a couple of gifts of appreciation on behalf of the Board of Commissioners.

DIRECTOR'S COMMENTS

Mrs. Folk thanked the Board of Commissioners and said it was her honor to work for the Board. Mrs. Folk said she loves working for the District and her kids call Oregon home. The District is surrounded by a great bunch of staff, and it makes the Directors life easy.

Mrs. Folk said she wanted to update the Board on the possibility of the District opening up the Nash Recreation Center on Saturday mornings. Mrs. Folk said that the longer the District has restrictions in place the more likely some will find another fitness facility. The District has released a survey that will help guide a decision. The District will also have to hire additional staff as it is currently stretched very thin. Mrs. Folk said she will be in touch with Board regarding the possibility of opening on Saturday.

PRESIDENT'S COMMENTS

Mr. Pennock thanked Mrs. Folk for serving as Executive Director.

ADJOURN

Motion by Dan Engelkes, seconded by Scott Stephens, the meeting adjourn at 6:25 p.m. ALL WERE IN FAVOR.

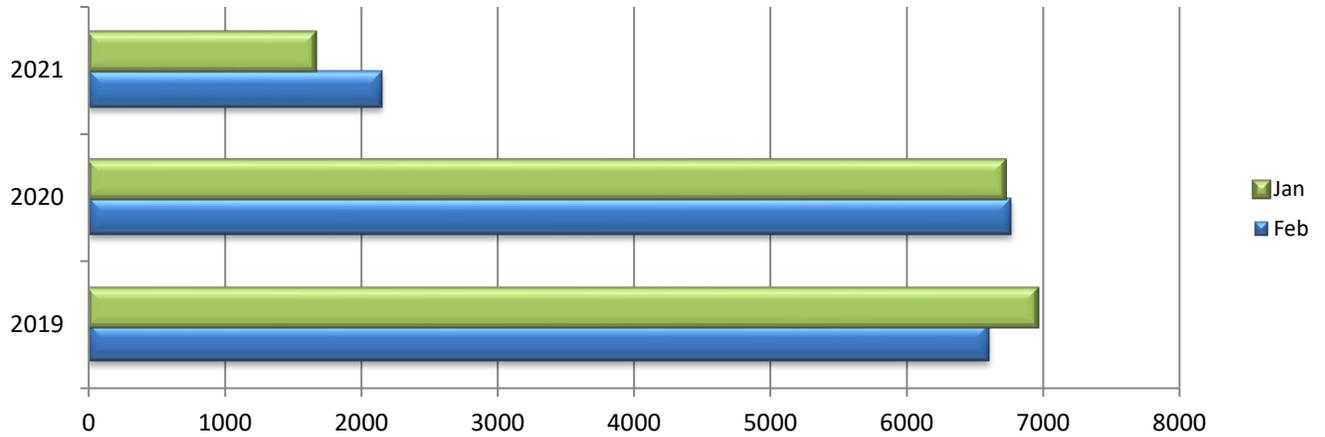
Respectfully Submitted,

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

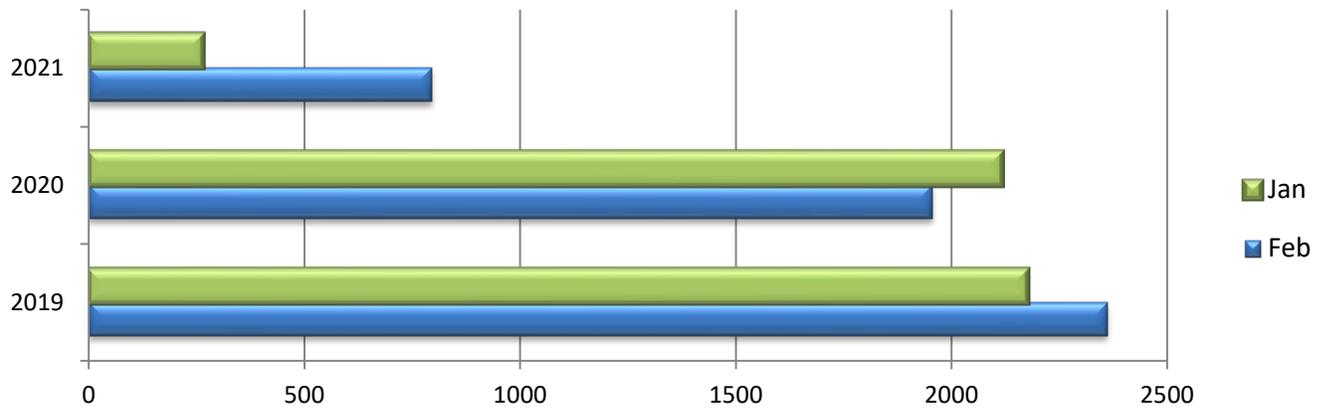
Dan Griffin
Board Secretary

MEMORANDUM TO THE BOARD OF COMMISSIONERS
 February 2021
 Facility Statistics Report

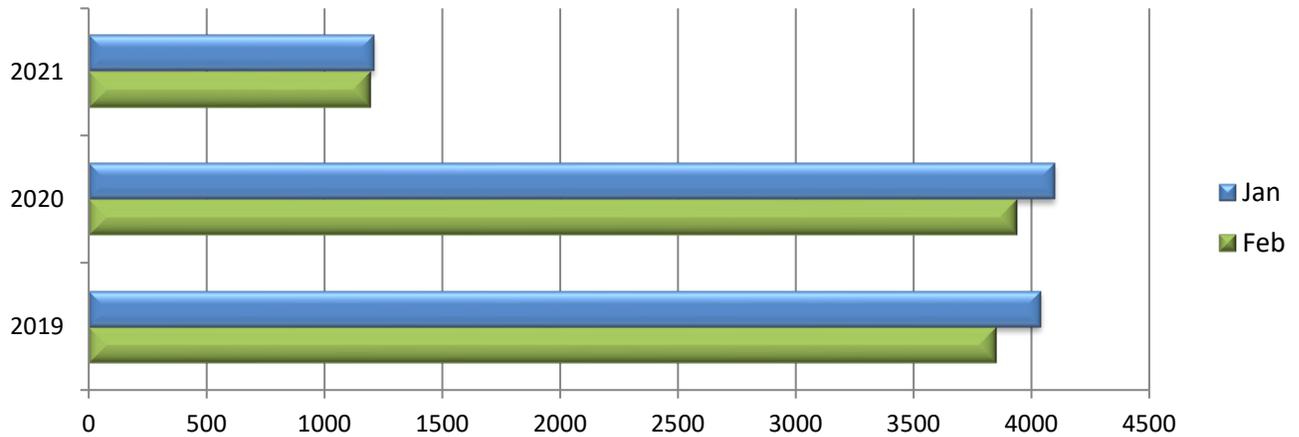
 **Nash Recreation Center Facility Statistics**



 **Nash Pool Usage Statistics**



 **Nash Fitness Center Statistics**

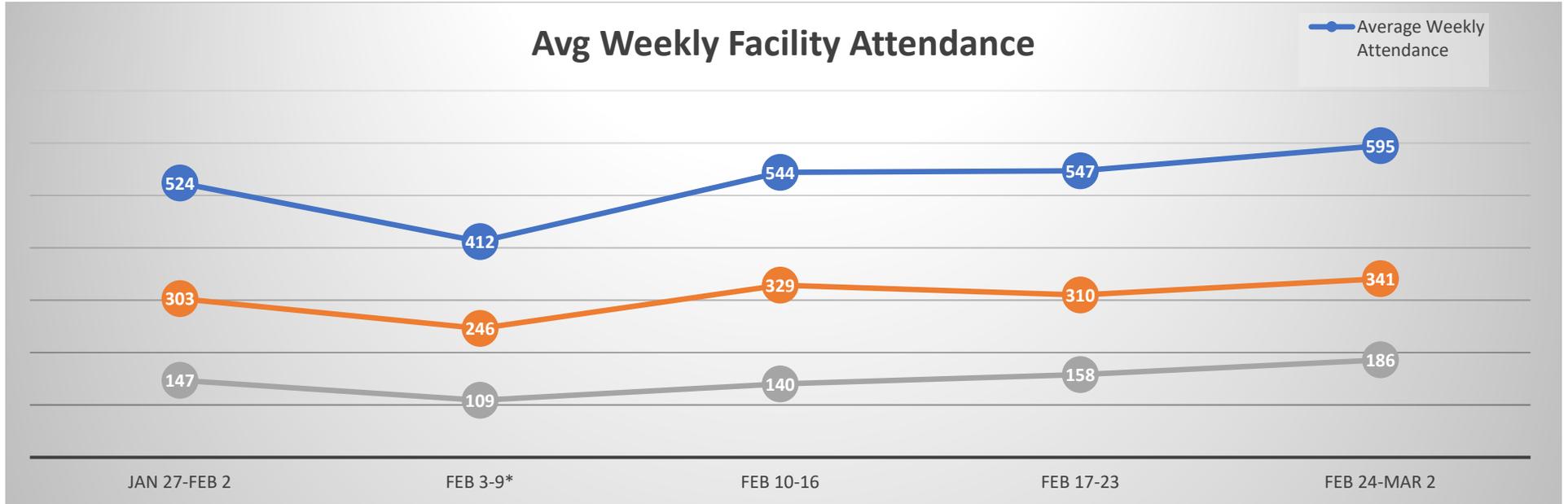


Facility Notes

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 March 14th - July 7th / Reduced facility operations began on July 8th. Tier 3 Mitigation began Nov 20th and ended Jan 15th, 2021.

Average Weekly Facility Attendance

February 2021



	Jan 27-Feb 2	Feb 3-9*	Feb 10-16	Feb 17-23	Feb 24-Mar 2
Average Weekly Attendance	524	412	544	547	595
% Change as compared to prior week	14.66%	-21.37%	32.04%	0.55%	8.78%
Fitness Avg Weekly Attendance	303	246	329	310	341
% Change as compared to prior week	4.48%	-18.81%	33.74%	-5.78%	10.00%
Pool Avg Weekly Attendance	147	109	140	158	186
% Change as compared to prior week	32.43%	-25.85%	28.44%	12.86%	17.72%
TRX Avg Weekly Attendance	32	25	40	35	28
% Change as compared to prior week	10.34%	-21.88%	60.00%	-12.50%	-20.00%
Gymnasium/Pickelball Avg Weekly Attend.	42	32	35	44	40
% Change as compared to prior week	55.56%	-23.81%	9.38%	25.71%	-9.09%

Swimming Lessons: There were an additional 101 individuals that began swimming lessons when the pool re-opened in January.

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 9, 2021

Parks Report



Maintenance

Parks department has been very busy with snow and ice removal this past month. We have also spent a lot of time hauling snow out of areas such as parking lots in preparation for more snow. All bike paths have been cleared and snow pushed back making room for more.

Staff has done a great job with all equipment maintenance and repairs needed to keep the equipment safe and perform efficiently. All small engine equipment is ready for the summer crews to come in perform their daily duties.

Staff has also been working on cleaning up storage areas in all buildings in the parks as well as the storage area at the shop.

We had planned on doing more tree work this winter, but the deep snow kept us from getting that accomplished. We can resume with that project later this fall.



Sports

Staff has started to work on soccer and baseball fields. Currently soccer and softball for the school starts mid-March. There is still snow on the ground which will delay any maintenance work needed to prepare the fields for events. We have currently run the skid steer with the blower on the soccer field to clear some snow from the playing area. We are doing what we can to remove snow and limit the damage which might be caused with the equipment. We are also clearing out snow at the Cleary building storage preparing to move goals in preparation for soccer. We will be limited on benches and bleachers as covid regulations will be followed for group gatherings. We will do our best to get all sports fields playable for games but as we all know this is weather dependent and the frost will also need to out of the ground after snow melts and before any field work can be affective.



General Maintenance

We are still running garbage clean up and restroom maintenance at pit toilets. Staff can't wait for the weather to break and start spring clean-up. Looking forward to warm weather and projects in the park!!

Respectfully Submitted,

A handwritten signature in black ink that reads 'Andy Egyed'. The signature is written in a cursive, flowing style.

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 9, 2021

Nash Facilities Report

 **Nash Facility**

We are in the process of getting our state permits which will allow us to do the upgrades to the automated pool water level system. The old system failed months ago which pumps water into the pool as needed to keep the pool at its optimum level. We have been pumping in water manually and this new system will be automated which will be more efficient and less relied on by staff manually. Once the state approves us for a permit Halogen will install the automated system and Mechanical will do the plumbing work for the new valves.

We will soon be getting the iron filter system cleaned out and filled with new filtration media which will greatly increase the amount of iron and rust taken out of the water that enters the building. This will not only be good for the pool and its mechanical system but also should cut back on filter replacement in other fixtures in the building such as spa and drinking fountains.

Fyr Fyter Inc. serviced all twenty of our fire extinguishers. Service includes testing, fill and charge. Tamper seals and cylinder gaskets are also checked.

 **Pool**

The pool is in full operation and after the new boilers were installed the pool water temperature and chemicals are holding steady in the normal range.

 **General**

Again, I would like to thank Bill, Mary and all the part time staff for keeping up with custodial, maintenance and event set-up that go on in the building especially during the Covid pandemic. I believe with the cleaning protocol we have at Nash we are one of the safest places to visit!! We are looking forward to opening more of the facility as we can.

Respectfully Submitted,



Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 9, 2021

Superintendent of Recreation Report



Recreation Department

The recreation department has finalized summer programming and work has begun on the Summer brochure. All programming was centered around the ability to make any program COVID friendly under current protocol with the ability to modify as restrictions either lessen or tighten.

Amanda Zimmermann returned from maternity leave on March 1 full-time. We are excited to welcome her back and begin working as a staff in person on March 8 to collaborate on programming. Staff has done a tremendous job working on split shifts and doing all correspondence by phone or zoom with staff. Participation numbers do not accurately portray all the efforts and work that goes into our modified COVID-19 safe programming. We look forward to providing more opportunities as the warmer weather begins!

	2019	2020	2021		Change
January	760	856	122		(734.00)
February	678	826	285		(541.00)



Children's Center

Priority registration concluded for the Children's Center for 2021-22 and we filled 10 of 16 spots for the 4-year-old class and 1 of 14 spots for the 3-year-old class. Open registration begins on Saturday, March 6 and I will report to the board on class sizes at that time.

Students enjoyed a virtual field trip of Mrs. Crandall visiting Dr. DeForest's office. Special thank you to Erin Sellers for making this possible and to Dr. DeForest for the goody bags for the children.

As temperatures got cooler and snow continued to fall, we asked that all students come to school dressed in full snow gear and provide shoes to be left at school. Students enjoyed a few minutes each day playing in the snow courtesy of our outdoor space. While this began as a way for students to play outdoors, we realized the importance of teaching them how to both get undressed and dressed in outdoor gear. This often is not a skill mastered prior to kindergarten and recess. All our students can now independently remove and dress in full outdoor gear including gloves and boots. We have had communication with the kindergarten team at OES and they are excited these skills have been implemented.

Kindergarten evaluations will take place with OES staff on Friday, April 30. Our students will visit OES on either April 21 or 28 and tour the school in the afternoon after students have been dismissed. We thank Kelli Virgil for her willingness to help make this field trip possible. We will also be working with her and the kindergarten team in the fall to review evaluations done at the 40-day mark of school to provide feedback on where our students fall in preparedness. We are excited for the opportunity to review our curriculum and the skills taught at the Children's Center.

McDonald's generously sponsored lunch for our students on Friday, February 26. Class was extended for 30 minutes to practice the skill of eating with our peers. The students loved the opportunity and the teachers also identified several skills to work on with the students to prepare for kindergarten. We are planning several different additional class extensions for our 4-year-olds to extend the day, for a fee, to practice these skills during school year 2021-22.



Fitness

Fitness Center numbers continued to climb except for the first week in February. This can be attributed to early closure and snow multiple days in a row.

Yoga returned this month with two classes and Aimee's Aerobics continues to be full. We have added an additional time slot in the fitness center and TRX room in late afternoon/evening due to increasing numbers.

Staff is scheduled and excited for Saturday hours beginning March 13. Patrons continue to comment on cleanliness and feeling of safety in using our facility.



Aquatics

Swimming lesson numbers increased to 101 in March up from 39 in January and 71 in February. We continue to receive compliments on Catch the Wave's staff and curriculum.

Saturday opening will provide 3 additional lap swim opportunities and a Deep-Water Aerobics class in the pool.

A community lifeguard training class will be held March 29-31 for anyone 16 and older that would like to get certified. Cost of the class will be \$45. The reduced cost is due to a grant obtained by Catch the Wave to pay for instructors. The \$45 will cover the Star guard licensure. This community program has not been offered in over 6 years at Nash and we are excited to offer it for anyone that would like to obtain licensure as well as serve as a hiring tool for Nash pool.

We will have our first series of "Open Swims" during Spring Break. Registration will be required and will require a membership or a registration fee of \$2R/\$3NR. Due to space in our locker rooms the maximum number allowed per time will be 20. This week will be used to evaluate how we can safely begin to offer more swimming options.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Tina L. Ketter".

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 9, 2021

Business Administration Report



Financial Review

The February 2021 Treasurers Report is included in the Board Packet. The Districts fund balances continue to be healthy at 5.48% greater than at the same time last year.

The District received the 2021 General Obligation Bond in January and immediately repaid the temporary fund transfer approved by the Board in October of 2020. The Corporate Fund completed a temporary transfer to the Park Improvement fund to end the 2020 fiscal year as the District awaits the 2nd half of the OSLAD Grant reimbursement of \$200,000. The District has not yet received the payment from the State of Illinois.

The District will complete the annual interfund transfers during March. The Park Improvement fund will transfer maintenance funds to the Corporate Fund, Recreation Fund and Long-Term Capital Fund.

The District is preparing all capital improvement planning for approved projects as well as required bid documentation. Major paving improvements throughout the Park System along with significant improvements to the Nash Recreation Center pool will have required bids released this spring/summer.



Fiscal Year 2020 Financial Audit

The Districts auditor, Wipfli LLP, completed the annual Financial Audit throughout the month of February. The final report was released the first of March. Wipfli's Matt Schueler will present to the Board regarding the audit findings at the March Regular Meeting. Below are highlights of the audit findings:

➤ **Budget Variances**

The District managed the significant budget changes revolving around the Pandemic well. Most budgeted expenditures exceeded actual expenditure to conclude the year. The District also received additional recovery funding through the CURES program of \$31,280.

➤ **Overall Net Position**

The District ended 2020 with an overall increase in Net Position of \$118,546. Overall net position includes all of the Districts existing assets (including Cash and capital assets) less existing liabilities.

➤ **Audit Management Recommendations**

Wipfli recommended the District undergo a Cyber Security Assessment as part of financial operations of the District. The District has an assessment scheduled for 2021. The primary IT cybersecurity concerns and how the District mitigates those concerns are noted below:

- **Firewall:** A firewall blocks anyone without authorization from accessing your system. Think of it as a security system for your computer: it keeps anyone without a key out of your space. The District has a Barracuda Brand Firewall that actively protects the District from unauthorized access.
- **VPN (Virtual Private Network):** A VPN (or virtual private network) can be utilized by businesses to share data safely between different

locations, and to allow employees to work remotely. A VPN also acts as an extra measure for privacy due to encryption. The District has been utilizing a VPN for all remote work during the Pandemic.

- **Anti-Virus Software:** The District uses a managed anti-virus software that is automatically and constantly updated. It continuously scans file downloads and as well as automatically stops virus and malware auto installs.
- **Multi-Factor Authentication (MFA):** MFA is a step that can help ensure only those who are supposed to access your networks or company accounts are able to do so. Multi-factor authentication will send an email or text message with a code to the person whose account is being used to log in, ensuring that only the right person is granted access. District email and financial accounts are protected using MFA.

➤ **GATA and MSRB (EMMA) Reporting**

The Districts annual financial report will be uploaded to all required sites. The Grant Accountability and Transparency Act (GATA) requires the reporting and updating of organization information. The District completes this process annually. The District also reports all financial changes and audits to the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) website to update potential bond holders of the Districts financial condition. The District will also file the required financial information with the State of Illinois and the local County Clerks Office.



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 continues to receive monthly/bi-monthly receipts.
- **Interest Earnings** - 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). Current interest rates have fluctuated between 0.02% and 0.20%. The District is currently receiving better rates from our local Stillman Bank and will continue to keep additional funds locally.
- **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 reservation required use of Nash and limited programming continues to be good. The District has increased programming and facility access as Spring nears. The overall revenue increase over the last six weeks is a direct result of additional District facility users and program participation.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 9, 2021

Administrative Services Report



Membership Sales/Facility Reservations

A total of 114 memberships were sold in February. This is a 36 membership increase from January. The District continues to see an increase in membership sales each month, which I believe can be attributed to increased facility availability along with the decrease in Covid cases in our Region.

- Annual - 20%
- Quarterly - 11%
- Monthly - 23%
- 10 Punch - 27%
- Water Aerobics - 19%

Included in the March Board Packet is an Average Weekly Facility Attendance breakdown for Nash Recreation Center. On average for the month of February, around 525 individuals utilized the facility each week, which is around a 115-individual increase from January. In fact, the District saw its highest attendance record of 595 between February 24 and March 2.

A survey was sent out to all members in February regarding Nash re-opening on Saturdays. Based off the positive feedback, Nash will be re-opening on Saturdays from 7am - 12pm beginning Saturday, March 13. All members were sent an email to thank them for their participation in the survey and alert them of the decision made. In addition, the Saturday hours were marketed through several outlets, including facility signage, Facebook, Instagram, and an eBlast to all current subscribers. The additional Saturday hours will continue to follow all Covid procedures, including facility reservations. The facility schedule and Saturday attendance will be evaluated each week to determine if adjustments are needed.



Corporate Memberships

- Etnyre E.D. ended their Corporate Membership promotion period for 2021-22 on February 15. Unfortunately, participation significantly decreased from the previous year. 10 passes were sold in 2021-22 compared to 47 in 2020. According to E.D. Etnyre's representative, Justin Nelson, the major decline in memberships this year is due to Covid and the limited facility schedule. I am hopeful that E.D. Etnyre will continue to renew their membership with the District, and we will see a higher participation next year.
- Ogle County Government is currently running their Corporate Membership promotion period through March 31. All Ogle County employees must provide proof of employment to be eligible to purchase their membership at the 50% discounted rate.



Front Counter/Program Registration

A front counter meeting was held on February 9 with all part-time staff to review changing procedures and address any concerns or issues from staff and/or patrons. The meeting went well, and it was good to meet with everyone to refresh on some training as we slowly get busier inside the facility with sports and additional programming.

The District's online registration rate consistently sits around 60% while the other 40% are registrations completed by our Customer Service staff during business hours. We continue to only allow registrations to be completed over the phone or online for the safety of staff and patrons.

Registration for Camp Oh-Pea-Dee 2021 opened on Monday, March 1. Parents were able to register online or over the phone. With a capacity limit of 24 each week, registration was busy as soon as it opened at 8am and went

well. While some weeks still have open spots, others are already full of 24 students. Registration will remain open until all weeks are full or until a week meets the registration deadline. At that point, waitlists will begin. Like past years, we offered a payment plan for parents, however the payment plan structure was changed. The payment plan allowed parents to reserve their child's spot in summer camp with a non-refundable deposit. The non-refundable deposit is 10% of the weekly registration fee, and the remaining balance will automatically be invoiced to the parent's card on file 10 days prior to the first day of camp.

Children's Center registration for the 2021-22 school year opens on Saturday, March 6. Doors will open at 8am and only one parent/registration will be allowed in the facility at a time to allow proper social distancing. Tina Ketter and I are working on the final details and will be at Nash to hand out numbers to patrons with priority - Residents and Passholders. Because of priority registration to the families currently enrolled in Children's Center for the 2020-21 school year, only 6 spots are open for the 4-year-old program and 13 spots for the 3-year-old program for 2021-22.



Summer 2021 Brochure

Program Masters were due from the Recreation Staff to the Superintendent of Recreation on March 1. I am scheduled to have all proofed and final program masters for the Summer 2021 brochure on March 8. Once received, I will be busy entering all the information into Perfect Mind for registration and sending the exports to Stahr Media for design of the brochure. The Summer 2021 brochure will be released in early May with registration opening mid-May.

Respectfully Submitted,

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

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 9, 2021

Events Report



Craft/Recreation Classes

February was a busy month for adult workshops. There was a very successful Pizza Lovers cooking class for couples with Lynnies' Kitchen. 12 couples participated and had a great time. 9 individuals participated in the Valentine Succulent Class with Merlin's. 8 people enjoyed making beef and cheese Empanadas at Hector's Cocina. There were 19 in the class with Merlin's Greenhouse that enjoyed learning the Kratky method of hydroponic growing. Everyone left the class with the ability to start their own indoor garden. It is wonderful that many of our local businesses are working with us to offer a variety of fun and educational classes to the community.



Easter Events

The free Easter Event, Hoppin' Down the StoryWalk Trail to the Easter Bunny is later this month (March 24) and is almost full. Although free, registration is required to control numbers in the park and prepare goodie bags. The two revenue producing Easter Events are Home visits with the Easter Bunny (\$10 for 1st child and \$5 for each additional child) on April 2 & 3. Also, on April 3rd there are time slots to register for Pup Pictures with the Easter Bunny at Wiggly Field(\$10/family). Our hope is that the revenue from these 2 events will help offset the cost of the modified free event this year and/or typical hunts in the future.



Summer Programming

A nice variety of summer classes for both youth and adults are planned for summer 2021. For Concerts in the Park, if still in phase 4, the plan is to mark the lawn with squares for social distancing purposes. What was Brown Bag Concerts has now been changed to Music & More at the Market. The City of Oregon is now responsible for managing the Farmers Market in Oregon. OPD will offer Music & More at the Market once a month (June, July, Aug) to work in cooperation with the City, help with foot traffic and pair an event of ours to benefit all. The District will continue to offer special events such as the Flower & Plant Sale which includes a 1 day Mini Market (May 1, 2021).



BINGO

Bingo is back! We are now offering Bingo indoors at Nash in March & April on Monday's after school. Registration is required to control numbers. This is a great multi-generational program for people looking for something fun to do. It will be moved back outside to Park West for the summer months. Proceeds benefit the Youth Scholarship Fund.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 2nd, 2021

Athletic Coordinator Report



6th Grade Boys Competitive Basketball

We had a very successful but short season for the 6th Grade Competitive Boys basketball program. The players who had originally registered for the Boys 6th Grade program in the fall, and the 5th and 6th grade boys from the drills program formed the Competitive team. Following only 1 week of practice the boys kicked off their season on February 10th and played 5 games over 3 weeks against area schools. We were able to have limited home spectators at Nash and the away games were broadcast on Facebook for the parents to watch. It was a team effort from OPD, with Erin running our Facebook stream and Tina supplying music and taking photos. The boys played incredibly well, winning 8 of their 10 "a" and "b" games. Thank you to our volunteer coaches who really helped prepare these boys for their upcoming Jr High careers.



Indoor Soccer

Our Indoor soccer season concludes on March 4th, and the kids had so much fun, learning basic soccer skills and burning off some energy! We had 24 kids participate and some fantastic volunteer coaches.



Zombie Survival Camp

Zombie survival camp on Presidents day was an overwhelming success with the maximum of 35 kids registering! It was a very cold snowy day at Taft, but the kids had a blast with both indoor and outdoor activities including Zombie tag, and designing, budgeting and marketing their own Zombie Getaway vehicles. Taft provided the programming and a delicious lunch for everyone involved.



6th Grade Girls Competitive Basketball

The Girls competitive season will run during the month of March, with their first game on March 9th. Practices have started and we are looking forward to a great season.



Spring registrations

Spring soccer registrations will deadline on March 8th, and the numbers have been strong. Registration is also almost complete for 6th Grade Girls Volleyball, which was originally scheduled for September 2020. Registration will close in a couple of days, and games will get underway in April.



New Summer Basketball Camp

Working with the new varsity Boys basketball coach, Nathan Green, we are excited to launch a new summer basketball camp in June. This will help to bridge the gap of our youth players missing their season last fall.

Lesley Sheffield

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 8, 2021

General Recreation Report



Tumbling

February classes filled up and ran successfully! Everyone is happy to be back! For March we added additional classes due to the classes being full and included waitlists well before the deadline. Kids Spot has been doing an excellent job with following social distancing guidelines and keeping every safe while simultaneously having fun. Participants are very happy as this parent has commented: *"My daughter loves tumbling and I just never really knew where to have her go but I can't say enough how her coach made her so so confident and believe in herself! One thing she lacks is self-confidence and he definitely got it out of her! And the tiny tots all the coaches just make it so so fun! My son isn't really a people person and asked every day if it's tumbling today!!!"*



Upcoming Programming

We are partnering with Taft's culinary team to present a traditional St. Patrick's Day dinner overlooking the river. These meals never disappoint, and we are looking forward to be able to offer a new opportunity for the community to come out to Taft.

We also have a Spring ceramic craft kit pick up scheduled in March! This is through a partnership with Cin's Treasures and we are fortunate to be able to offer an easy yet creative craft to patrons of all ages.



Summer Planning

We are entering full swing of Summer planning. For my area, this entails a lot of planning for our summer camp as each day of camp is full of activities! Camp this year will be held at Nash due to the construction plans at the BHC. We will continue to offer swimming, splash pad and themed crafts and games. We will be partnering with Northern Illinois Food Bank for snack supply and will be walking to local destinations in town for creative field trips. This year camp will be much smaller with 24 total campers but will be able to really cater individually to those who register.

We will continue to partner with the food bank to offer daily Summer Meals at Mix Park to help feed those in need this Summer. I will be attending a training later this week to review this year's information and guidelines.

We are also planning our annual Triathlon. There is a lot that goes into making this event a success and this year will be no different with a few changes to improve the participant's experience as well as working with IDPH guidelines.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager