

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, JUNE 14, 2016, AT 6:00 P.M.  
NASH RECREATION CENTER BOARD ROOM,  
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) PUBLIC INPUT ON PROPOSED TRAIL GRANT APPLICATION
- 5) APPROVAL OF MINUTES
  - A. REGULAR MEETING MINUTES, MAY 10, 2016
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - B. FINANCE COMMITTEE - MET JUNE 8TH, MINUTES INCLUDED
  - C. PERSONNEL & POLICY COMMITTEE - NO REPORT
  - D. PARKS & FACILITIES COMMITTEE - NO REPORT
  - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
  - F. PARKS REPORT - INCLUDED IN PACKETS
  - G. RECREATION REPORT - INCLUDED IN PACKETS
  - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED
  - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
  - A. PREVAILING WAGE ORDINANCE 14-06-16
  - B. RESOLUTION 2016-06-14 - ITEP APPLICATION SUPPORT
  - C. POLICE SERVICES AGREEMENT - CITY OF OREGON
  - D. EXECUTIVE SESSION MINUTES RELEASE
    - NO MINUTES APPROVED FOR RELEASE
- 8) COMMISSIONERS COMMENTS
- 9) DIRECTORS COMMENTS
- 10) PRESIDENTS COMMENTS
- 11) ADJOURNMENT

NEXT REGULAR MEETING - JULY 12, 2016 6:00PM

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
May 10, 2016

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

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

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Supt. of Parks; Brian Beckman, Supt. of Environmental Services; Don Fuller, Treasurer; Kim Krahenbuhl, District Attorney; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS:

Mr. Pennock recognized Mr. Egyed for his 10 years of employment with the Park District.

Mr. Tremble read his Oath as Board Vice President.

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Mark Tremble, the regular meeting minutes of April 12, 2016 be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Mrs. Folk commented that there is a Finance Committee meeting scheduled for June 8<sup>th</sup> at 5pm.

Parks Report - Included in Board Packets. Mr. Egyed commented that the permeable pavers were laid today in the upper parking lot. They will be painting tomorrow, and the parks department can install the parking blocks. Mr. Egyed said they are looking to having the upper lot open by the weekend.

Recreation Report - Included in Board Packets.

Environmental Services Report - Included in Board Packets. Mr. Beckman had nothing to add.

Administrative Report - Included in Board Packets. Mr. Griffin commented that he is working on the budget summary.

BUSINESS (unfinished)

BUSINESS (new)

Lions Club Car Show Permit Approval

Motion by Mark Tremble, seconded by Dan Engelkes, the Lions Club Car Show Permit be approved. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble had nothing to add.

Mr. Bakener had nothing to add.

Mr. Engelkes had nothing to add.

Mr. Davis congratulated Mr. Egyed on his 10 years.

DIRECTOR'S COMMENTS

Mrs. Folk stated that there was a break-in at the old shed near the sand volleyball courts over the weekend. There was nothing taken, but they are checking into the matter.

PRESIDENT'S COMMENTS

Mr. Pennock had no comments

ADJOURN

Motion by Dan Engelkes, seconded by Dave Bakener, the meeting adjourn at 6:09 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger  
Secretary to the Board of Commissioners

Oregon Park District  
Finance Committee Meeting  
Nash Recreation Center  
Wednesday June 8<sup>th</sup> 2016

Dave Bakener, called the meeting to order at 5:00 p.m.

Present: Mark Tremble, Dave Bakener, Dan Griffin, Erin Folk,  
Andrea Messenger

Absent: Dan Engelkes

2016-17 Tentative Budget

Mr. Griffin started the meeting off by introducing the new format for the Budget packet. This budget packet will be a stepping stone towards the presentation award given by the Illinois Government Finance Officers Association. Mr. Griffin commented that it is a good overview of the Park Districts' financial operations and how they operate. There are no significant changes this year, the only major change of course would be the parking lot project.

Mr. Bakener questioned why the Recreation and Administrative salary expense, and Maintenance salary expense were down. Mrs. Folk commented that this was due to personnel changes that occurred this year. Mr. Bakener also asked if the Club Volleyball program was going away. Mrs. Folk commented that they will be re-structuring the way they deal with these programs.

Mr. Griffin commented that one of the finance goals for this year is to develop a reserve capital account. Mrs. Folk commented that each year a small percent would be placed into this account and reserved for a specific purpose. Mr. Griffin commented carrying on to a capital stand point, they compiled a list of all planned projects, the primary focus for this year being the parking lot project, most of the items on the list of course are mandatory projects.

Mrs. Folk stated that one of the goals she has mentioned to the staff is quarterly updates that they would report to the board. These would include any maintenance/safety checks, finances, and goals that they have set. This would give a more comprehensive look at what has been taken care of over the quarter.

Mr. Bakener and Mr. Tremble commented that they liked the look of the budget packet and found it very easy to comprehend.

Mr. Griffin commented that the Budget packet will be available for public inspection for 30 days before the July meeting.

#### ITEP Resolution

Mrs. Folk commented that she has been working with Curtis Cook of Chastain & Associates to get the ball rolling with an ITEP application. The application is due next Friday. The resolution is a formality, saying that the Park District is committed to submitting the application and the funds are available. Mr. Cook and Mrs. Folk did meet with Ken Williams yesterday, and are working on getting the City and IDOT on board with the project. Mrs. Folk stated this will be a great community project to connect the city to the state parks. She stated that they should have the application ready to be submitted by Thursday the 16<sup>th</sup>.

#### Police Agreement

Mrs. Folk stated that this was just a rollover of the existing 2 year agreement with the City for their general patrol of our property.

ADJOURN

Motion by Mark Tremble, seconded by Dave Bakener, the meeting adjourn at 5:32 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

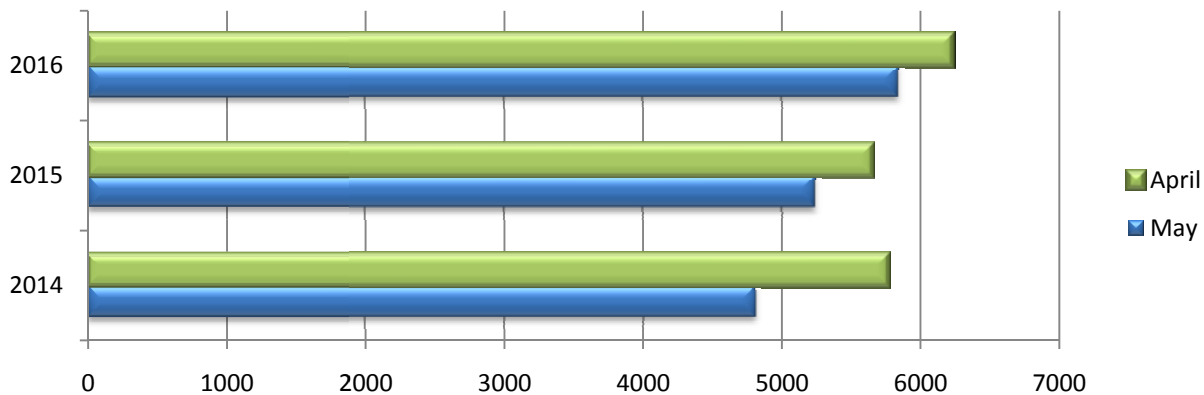
Andrea Messenger  
Secretary to the Board of Commissioners

MEMORANDUM TO THE BOARD OF COMMISSIONERS

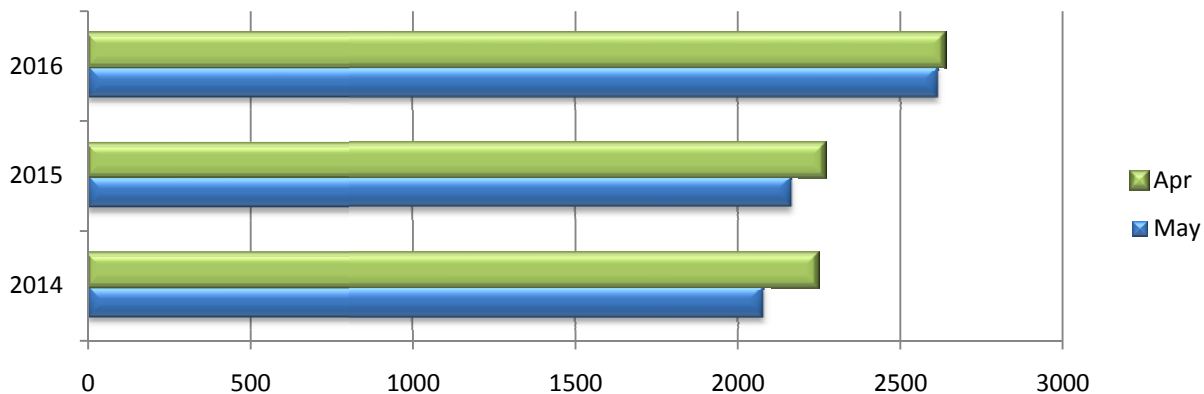
June 14, 2016

Facility Statistics Report

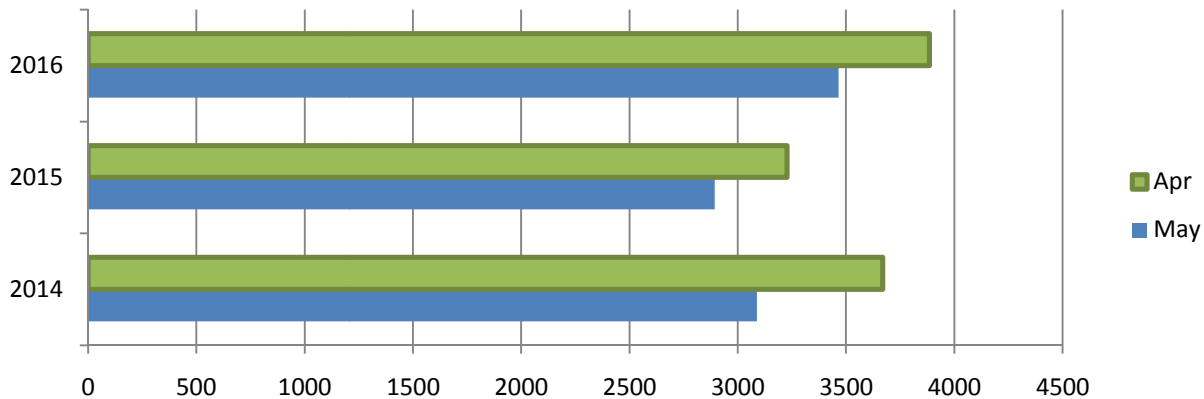
★ Nash Recreation Center Facility Statistics



★ Nash Pool Usage Statistics



★ Nash Fitness Center Statistics



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 14, 2016

Parks Report

### ✿ Sports

Spring soccer has wrapped up for the year and so has OHS softball. All goals, bleachers, and equipment for soccer has been put away or moved to other sporting event areas. We have also taken down the baseball fence at the high school and used most of the fence panels to build the T-ball field at Etnyre Middle School.

Park District softball and baseball leagues are in full swing and the ball diamond crew is busy prepping fields for games. They prep for games daily and keep fields groomed for practices.

### ✿ Projects

The splash pad has been opened and again is the main attraction at Park West. The pad is running great with no issues. The drains are checked weekly for any debris that might plug them and cause any overflow issue. The pad is also checked for loose limestone and blown off three times a week for liability reasons.

All plant material has been planted in the downtown terraces, planters and hanging baskets. We are now in the process of planting park district flower beds and sign beds. We have been focusing on the areas where events will take place such as concert in the park area and for Slam-n-Jam.

In the middle of the new parking lot at Nash there are two islands that were going to be planted in grass. We have decided that mowing those areas would throw grass on the parking lot and potentially on parked cars. We will be putting in plant material instead of grass and mulching these areas.

The fishing pier at Jacks Landing has been put back in the water for the season. We stored the pier on higher ground at Jacks Landing for the winter. This saves us from having to haul it back to the shop and back and forth through the woods. This has been a great addition to that park and is used often. Word of advice is to take your bug repellent, as the mosquitoes love the park also.

We are also getting prepared for the summer season of projects and events that are coming up. Some in house projects will be seal coating parking lots, roofing certain shelters and planting more perennials this year, which puts us one more step toward being more sustainable in the future.

### ✿ General Maintenance

All of the seasonal staff has started work and are doing a great job keeping up with planting flowers, watering, mulching, garbage, bathrooms, shelters, ball diamonds and general maintenance. In a few weeks everything should be looking great.

Respectfully submitted,

Andy Egyed  
Superintendent of Parks



MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 14, 2016

Environmental Services

★ **Environmental**

We have advertised the bid for the Aquatics project this year. The project will include a full cleaning and painting of the pool, replacement of unserviceable parts in the filter room, and replacement of a VGB non-compliant main drain. We have recently started using software called "City Reporter" that will allow us to do all inspections electronically. The inspection software is available for use through tablets and will reduce the amount of paper that we use for inspections. Also it will allow for greater information dissemination on deficiencies and work requests. We are planning on working with Alpha to have upgrades to our boiler controls installed as early as July. This will improve efficiency and allow for online access to the boilers at both facilities. All Air handlers will be serviced this month during this service we will be installing new pleated air filters and notched belts. Notched belts run cooler and more efficient than standard V-Belts.

★ **Environmental Services Staff**

The Environmental Services staff has been responsive to some new cleaning and organizational procedures. One noticeable change is that there will be no evening custodian at the Black Hawk Center during the summer. This is due to the lack of usage during the summer and in an effort to conserve funds for the rest of the year. Additionally we are adjusting some of the cleaning duties and times to try to improve efficiency and cleanliness of the building.

★ **Nash Center**

The summer cleaning list has been developed and is being implemented currently. There are many areas in which I would like to focus this year, but we are going to establish precedence based on use and patron exposure to the area affected. The goal is to complete all major cleaning projects prior to the pool shut down, so that staff will be available for the cleaning of the lockers and assist with pool maintenance.

★ **Blackhawk Center**

Graduation setup and tear down was a large success. The Blackhawk Building Supervisors and Maintenance took the lead on getting everything ready and did a fantastic job. The Blackhawk Center is currently being detail cleaned similar to the Nash Center. The portable Air Conditioners have been installed in the E.T. classroom. The preventative maintenance of the Air Handlers at BHC has been completed and all filters and belts have been replaced.

Respectfully submitted,



Brian Beckman  
Environmental Services Supervisor

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

Business Administration Report

✦ **Financial Review**

The May 2016 Treasurers Report is included in the board packet. The District continues to be in great financial shape. The first month of the new fiscal year went well.

The Districts May Budget Report includes the preliminary budget numbers presented to the Finance Committee on June 8th. The full Combined Budget & Appropriations Ordinance Packet is complete and available to the full board. The Budget Packet is available for public inspection prior to the July approval.

✦ **Finance Schedule / Audit Schedule**

The Finance Committee met on June 8th to discuss and review the 2016-17 budget. The District Budget Packet presentation was completely revamped for the 2016-17 year. The new packet contains more vital information on the Park Districts overall financial condition and operations. The District has also included short term goals to help guide the District over the next year.

The final Budget & Appropriations Ordinance will be approved at the July regular meeting and immediately filed with the Ogle County Clerk. The District will operate off of a tentative budget based on the prior year until the budget is finalized.

The FY 2016 Financial Audit has been completed and is currently in draft form. The final audit will be available to the board and General public at the July regular meeting. The District is in the second year of a three year commitment with WipFli LLP for its audit services.

✦ **June Business Items**

The District will pass the annual Prevailing Wage Ordinance at the June meeting. Municipalities in Illinois are required to approve an annual ordinance for all public works in Ogle County. Certified Publication and Approval of the Ordinance must be filed with the Illinois Department of Labor.

The Districts attorney, Williams and McCarthy, reviewed the Districts un-approved Executive Session Minutes. There were no minutes approved for release. The District must review all un-approved executive session minutes bi-annually.

Respectfully Submitted,



Dan Griffin  
Finance & Technology Administrator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

Marketing & Communications Report

★ **Facebook**

We had an increase in followers this month from 2470 to 2624, an increase of 154 followers. We continue to promote activities and events with boosted posts. Help wanted ads are now being run exclusively on facebook. Response time and applications have increased utilizing this approach. The week of June 7 kicked off Lemonade in the Shade and our first Concert in the Park. Lemonade in the Shade had 19 participants, larger than any crowd in 2015. The post was boosted for \$5 and seen by 3000 people and shared 10 times. The first Concert in the Park was also well attended, with 8000 views and shared 38 times. We have streamlined the process for the Recreation Staff with a new form to request items for newspaper and facebook. This will eliminate programs falling through the cracks for promotion and allow staff to request additional promotion for programming or events that is low in numbers that may not have been identified before deadlines.

★ **Facility/Organization**

Ten tours were given this month resulting in six passes sold immediately. Reorganization of gym storage/shared space continued this month. Evaluating the needs of the Recreation Dept., we were able to reorganize everything and make it more user friendly.

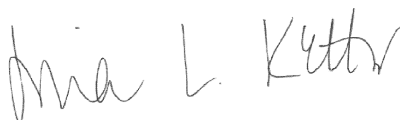
★ **Marketing**

We have begun implementing the new Park District logo this month. All print advertising will have the new logo going forward. New business cards were ordered, as well as day passes, etc. Slowly we are identifying what needs to be changed and what is feasible to replace at this time. We are updating banners to have a fresh, new look to compliment the logo. New clothing has been ordered for all full-time staff and board to reflect the logo change.

Work will begin on June 29 for the fall brochure. A projected release date is August 1. The next guide will focus primarily on fall programming. We have changed the guide dates to include all the 50th anniversary dates in one brochure that will go live by November 20. Plans are to kick off the 50th celebration in December and the guide change date will allow us to include December-July events and denote which are "special 50th events." The Recreation Staff has many exciting events planned and the brochure will allow us to showcase everything as well as use the cover and include information on the Park District history in one brochure.

We will be taking a full-time and board photos sometime in August when the parks and flowers are in full bloom to use for promotions for the 50th anniversary.

Respectfully Submitted,



Tina Ketter, Marketing & Communications Supervisor

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

**Aquatics Coordinator Report**

✦ **World's Largest Swimming Lesson**

On June 24<sup>th</sup> we will be a host site for the World's Largest Swimming lesson. Our lesson will start promptly at 2pm with registration prior from 1-1:30pm. We will take the first 60 kids 5 years and older. The purpose of this event is to promote water safety and that swimming lessons save lives. We will be offering a \$5 discount for those that participate to register for our July session of swimming lessons.

✦ **Blood Drive**

Our blood drive with the Rock River Blood Center on May 11<sup>th</sup> was a success. We had 40 people donate whole blood and 5 people donate double red. A lot of lives were saved because of this drive. Big thank you to all of those that donated!

✦ **CPR, AED, & First Aid Training**

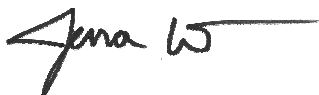
From the end of May to the middle of June I will have taught 7 CPR/AED and First Aid classes. All 7 classes have been for our park district staff. These classes have included the parks department, summer camp staff, building supervisors at both Nash and the Blackhawk Center, and our fitness center staff. Everyone is ready to go and prepared in case of an emergency!

✦ **Staff Training**

This month I prepared our swimming lesson instructors for our summer season. Training included classroom time, practice with the skills in the water, and practice teaching to some of our summer campers in the water.

Lifeguard training this month included a review of all water rescues and training scenarios that included passive, active, and spinal victims. We also used our shadow dummies to practice checking the bottom for patrons especially when clearing the pool for an emergency. This is an eye opening experience for how easily it is to over look someone that has sunk to the bottom and how very important it is to do a sweep of the bottom of the pool and not just watch the swimmers on the surface.

Respectfully Submitted,



Jena Wehmhoefer, CPRP  
Aquatics Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

Health and Wellness Report

★ **Team Up to Lean Up Program**

June 3<sup>rd</sup>, 2016, was the concluding day to the 8-week Team Up to Lean Up weight loss program. The results were exciting: Altogether the 33 teams lost 531.9 lbs. and the 1<sup>st</sup> place 2-person team lost 16.8% of their body weight and the 1<sup>st</sup> place 4-person team lost 11.3% of their body weight. There was also an individual overall winner, Tom Nobis, who lost 16.8% of his body weight (42.1 lb.). Winners collected prize packages that included various promotional items from the Park District in addition to personal training sessions with me. As I reflect back on the past 8 weeks, I found this program to be very rewarding. There will be some minor changes made to make scheduling weigh-in appointments smoother and other tweaks to make things more efficient; however, overall I am pleased with the outcome of this program and look forward to doing it again this coming winter.

★ **Team Up to Lean Up Summer Extension**

Teams from the Team Up to Lean Up program are eligible to partake in an extension of the program during the summer months. The purpose of this is for those who want to remain accountable and maintain their weight lost or continue to push toward their goals. Teams can schedule a team appointment with me up to once a week for a half hour, which will be treated more like a mini personal training session. June 10<sup>th</sup>, 2016, will be my first Summer Extension session with a team.

★ **Direct Fitness Solutions Meeting**

On May 16, 2016, I met with Mike Munson of Direct Fitness Solutions to look at our options for adding exercise equipment to the Prairie Room. This room currently is only used for Fitness on Demand users, but I see much potential for increasing its utilization by revamping it to be a multi-use fitness room. "Functional fitness" is becoming very popular in the fitness industry and you can hardly go into a gym these days without seeing functional fitness type equipment (e.g., kettlebells, TRX straps, plyo boxes, medicine balls, etc.). Mayo Clinic defines functional fitness as simply *"exercises that train your muscles to work together and prepare them for daily tasks by simulating common movements you might do at home, at work or in sports."* I see a demand for this type of training in our facility. I would use this equipment and space to lead small group personal training classes. I am excited for this opportunity in the future.

Respectfully Submitted,



Kaitlyn Kielsmeier  
Health and Wellness Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14<sup>th</sup>, 2016

**Athletic Facility Manager Report**

★ **Adult Athletics - Co-Ed Sand Volleyball**

With 10 co-ed volleyball teams signed up we are able to offer 9 weeks of league play, followed by an end of season tournament! League play began on June 2<sup>nd</sup> and will carry into August. Games are played at the Park West sand volleyball courts.

★ **Adult Athletics- Men's Softball**

Men's softball is back at the Oregon Park District! We were able to get 5 teams signed up, and they will participate in an 8 week season, followed by a postseason tournament! All games will be played at Park West.

★ **Adult Athletics - Women's Basketball League**

The Women's basketball league concluded on June 8<sup>th</sup> following a double elimination tournament. All games were held at the Blackhawk Center, and we were happy with the turn-out this year. We hope to build off the success of years past and continue to grow from our 6 teams.

★ **Youth Athletics - Sport Camps**

We were able to get 39 kids signed up for our OHS Track Camp that was taught by high school coach Jim Spratt. The camp ran May 31-June 3 from 8-11 a.m. This camp was offered for 3<sup>rd</sup>-8<sup>th</sup> grade children at the OHS track.

OHS & Silver Ridge Golf Course teamed up to offer a golf camp for 6 children June 6-June 9. The camp was held at Silver Ridge Golf Course and led by golf pro Shane Stuart and OHS coach Jim Spratt.


★ **Youth Athletics - Summer Baseball & Softball**

All of our baseball/softball/tball teams have begun playing games, with several of our teams having competed for a few weeks. Games for all leagues will run into July, with the older divisions competing in end of season tournaments from mid-late July.

★ **Pickleball Tournaments, Leagues, Growth**

Four additional pickleball courts were installed at Nash Recreation Center (2) and Park West (2). This increase in court availability will be incredibly attractive to the large community of patrons excited to experience this active sport. We have seen many patrons taking advantage of our open gym times at Nash. These additional courts will provide for even more Pickleball opportunities, especially in the winter months! We look forward to growing the sport of Pickleball in the Oregon Community!

Respectfully Submitted,



Calvin Clothier  
Athletic Facility Manager

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

Events Report

✿ **Flower & Plant Sale**

Eight vendors participated in the Flower & Plant Sale this year on May 7, 2016. Due to parking lot construction, the event was held at the property across from Nash (North West of building). Vendor participation was down again this year primarily due to the crazy weather we had early spring as well as the rain the morning of the sale. However, most vendors seemed very pleased with their sales and did not mind the location change. See photos.

✿ **Touch-A-Truck & Slam-N-Jam**

Last minute details are taking place as I fill a few final volunteer spots, work on signage, sort t-shirts and distribute them, send reminders, coordinate set up with the Parks Department, map out vehicle parking for Touch-a-Truck, etc. I'm looking forward to another successful weekend packed with family fun!

✿ **Brown Bag Concerts**

There are again 3 Brown Bag Concerts scheduled for this summer. The June 10 concert is also in conjunction with the City-Wide garage sales and sidewalk sales. There will be five on site food vendors this year. We have added Cliffs Donuts and Conover Coffee & Chocolates. There are now 5 restaurants that are included in our promotion that are offering Brown Bag specials. Please come and enjoy lunch on the Courthouse Lawn.


✿ **Concerts In The Park**

Please help invite the community to Park West on Tuesday evenings to enjoy the concerts. Each of the concerts begins at 7 p.m. (alternate site-Oregon Coliseum) and most have some type of give-away thanks to the generosity of our sponsors.

✿ **Wiggly Wag & Walk Wednesday**

The 4<sup>th</sup> annual Wiggly Wag & Walk event will be held at the Dog Park on Wednesday, July 13 (4:30-7:30 p.m.). Currently I am working on trying to secure pet vendors and dog demonstrations. The Wiggly Wag & Walk Wednesday will feature much of the same as last year: dog vendors, dog demonstrations, and the High Card Hound Hike (2 mile non-competitive walk) with goodies for participating dogs and a chance to win prizes.

Respectfully Submitted,



Debbie Leffelman  
Event Coordinator



**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

Recreation Program Manager Report

✿ **Extended Time**

May was full of celebration at Extended Time. We also celebrated Star Wars day and wrote postcards to Mars. The students worked hard on their letters that we sent to the Oregon Police Department to thank the police officers for their duty.

✿ **Recreate & Celebrate Days**

On May 19, eighteen students joined us for a day at Coopers Park in Rochelle. On May 20, twelve students participated in a second park day at the Wooden Wonderland in Dixon. Great weather on both days provided us a memorable kick off to the summer season.

✿ **Camp Oh-Pea-Dee**

On May 21, the camp staff met for a day full of learning, collaboration and preparation for summer camp. The Extended Time room received a complete clean out and reorganization of materials along with an aesthetic change to welcome our summer campers. We discussed the new implementations for this year's camp such as the increase in campers leading to the implementation of groups, new position of camp director, new bus procedures, new swimming procedures that include red, yellow and green wristbands upon swim testing to better identify that the campers remain in the appropriate segment of the pool, daily themes, the addition of first aid fanny packs, walkie talkies and staff name badges. During our first week of camp, we had 42 campers which was a 62% increase from last year's first week of camp. Our second week had an increase of 84% with 48 campers. A handful of compliments from parents were given. Even the new, younger campers that were nervous the first day are now found running into the room excited for the day.

✿ **Programs in May**

Our May Preschool/Toddler Gym participation stayed steady with 16 children in the program. Due to the increased interest and input from parents, we will be trying a summer session next year. May tumbling classes were held for 29 students. A new procedure of handing out certificates after each session has been implemented and well received. Our first historic walking to Blackhawk's pulpit occurred on Wednesday, May 11 with 15 participants. The view was incredible and packed full of great information.

✿ **Bike to Work Week**

Bike to work week took place on May 15-21. National Bike Day was celebrated on May 20 from 4-6pm. Various staff of ours stationed themselves in our parks and along the Oregon bike trail to hand out promotional giveaways to those supporting the healthy habit.

Respectfully Submitted,



Amanda R. Zimmermann  
Recreation Program Manager



**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

**Children's Center Report**

✱ **Children's Center Registration**

There are currently 19 children registered for the MWF sessions and 12 children registered for the TuTh sessions for the fall.

✱ **Conferences**

I have now held 28 conferences with parents. Ideas for behavior issues at home and ideas for what to work on over the summer were some of the big concerns for parents.

✱ **Children's Center Annual Family Picnic**

Even with questionable weather, eighty-five people attended our Children's Center Annual Family Picnic which was held on Friday, May 27, at Park West from 11:00am to 1:00pm. I had many nice compliments about the day, Park West, and the Children's Center Program. The children enjoyed the playground, the Splash Park and the games that we provided. It is always a good chance for parents to visit and meet new people.

✱ **Children's Center Programs**

We had wonderful attendance at our end-of-the-year programs. I was so proud of the children. The 3 year olds did a great job just staying on their stars and singing! The 4 and 5 year olds did a wonderful job performing our little skits and songs.

✱ **Clean-up Week**

Clean-up week is May 31-June 3. We have cleaned and stored away all of the toys, etc., for the summer.

✱ **Children's Center Summer Camps**

Children's Center Summer Camps will be starting on Monday, June 13. My first camp is More Father's Day Fun. We will be celebrating fathers and everything they mean to each one of the children. We will be promoting the other Children's Center Summer Camps in the local newspapers. I am sure we will see an increase in numbers as families settle into summer!

Respectfully Submitted,

*Nancy J. Kerwin*

Nancy Kerwin  
Children's Center Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 14, 2016

Natural Resources Report

✱ **Prairies**

Weed control in the prairies is going well with results now being seen. All the prairies are on a 5 day cycle with weed spraying where needed. This allows the herbicide to work showing where one has sprayed. This eliminates the possibility of spraying an area twice wasting time and money. In spots where there are valuable perennials, all weeds are pulled by hand as not to damage other known target plants. Signs are placed in locations where prairies have been spot sprayed.

✱ **Pheasant release**

The second release of the season went great with the OH-PEA-DEE kids attending. Everyone tracked out to the surrogate to discuss the workings of the unit and to finally the release with everyone having the opportunity to pet a Melanistic mutant pheasant chick! Back in the class room the kids learned where the pheasant originated and its journey to the states. Finally everyone learned the process in drawing a pheasant.



✱ **Bio-swail**

The work with the bio-swail is coming along well with most of the invasive weed issues under control with just scouting and maintenance. The vegetation has been cleared around the rock formations, bridges and cross over paths. This creates a more pleasing appearance and pedestrian visibility.

✱ **Community garden**

All the beds have been planted by the different renters and groups that have been allowed to use the plots for educational opportunities for children.

✱ **Historic walk**

Blackhawk's pulpit and burial mounds was an experience for all who attended. No one had realized the Sauk history and mounds so close to our community. Black sparrow hawks (makatiameshekiakiak) life and struggles with our government and early settlers was discussed from 1760 till his death in 1838 at the age of 70.

✱ **Farmers market**

The first farmers market went well with good turnout. A total of 18 full time vendors have signed up 4 being new to our market. The new signage aided in attracting attention to the market. The bright colors in the signage help create a fun atmosphere.

Respectfully submitted  
John Barnhart Natural Resources Manager

A handwritten signature in cursive script, appearing to read "John Barnhart".