

ANNUAL MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, APRIL 11, 2017, 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) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, MARCH 14, 2017
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - B. FINANCE COMMITTEE - NO REPORT
 - C. PERSONNEL & POLICY COMMITTEE - INCLUDED IN PACKET
 - D. PARKS & FACILITIES COMMITTEE - NO REPORT
 - E. PROGRAM & SERVICE COMMITTEE -NO REPORT
 - F. PARKS REPORT - INCLUDED IN PACKET
 - G. RECREATION REPORT - INCLUDED IN PACKET
 - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED IN PACKET
 - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKET
- 7) UNFINISHED BUSINESS
 - A. APPROVAL OF 2017 MASTER PLAN
- 8) NEW BUSINESS
 - A. ELECTION OF OFFICERS
 - I. PRESIDENT
 - II. VICE PRESIDENT
 - B. OATH OF OFFICERS
 - C. ANNUAL APPOINTMENTS AND MEETING SCHEDULE
 - D. APPOINTMENT OF OFFICERS

I. SECRETARY

II. TREASURER

E. OATH OF APPOINTED OFFICERS

F. STANDING COMMITTEE APPOINTMENTS

G. EXECUTIVE SESSION

To discuss appointment, employment, compensation, discipline, performance or personal status of employees, officer and legal counsel for the park district. Open Meetings Act Par. 120/2. (1).

H. WAGE RECOMMENDATION APPROVAL

I. APPROVAL OF ELECTRICAL SUPPLY CONTRACTS

J. INVESTMENT POLICY ADOPTION

K. DOWNTOWN WATER USE AND BEAUTIFICATION AGREEMENT

9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - MAY 9, 2017

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
March 14th 2017

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

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

ABSENT: Mark Tremble

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

RECOGNITION OF VISITORS: Ed and Nancy Bendis, Tom and Donna Silberg, Steve Konters

Mr. Pennock passed the meeting over to Mrs. Bendis to address her concerns to the Board. Mr. Bendis thanked the Board for allowing them to speak this evening. The Bendis are residents at Fairground Park and have concerns with the new playground. He stated that they were very excited about the new playground updates and additions, until they found out one of the pods would be replacing about 1800 square feet of prairie. The prairie path has been very popular by the community, and he feels this will take away from the appearance of the park. Mr. and Mrs. Bendis feel moving the large pod to the southeastern side of the park, and saving the prairie area will preserve the appearance of Fairgrounds Park. Mr. Silberg stated he agrees with Mr. Bendis. Mr. Silberg lives near the entrance to the park, and he feels putting this pod behind his house will create too much noise. Mrs. Bendis expressed her concern with the lighting that will be installed with the pods. She feels this will be a distraction at night and early morning for the home owners around the park.

APPROVAL OF MINUTES

Motion by Dave Bakener, seconded by Gary Davis, the regular meeting minutes of February 14, 2017 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Fuller had nothing to add. Motion by Dan Engelkes, seconded by Dave Bakener, the Treasurer's Report be approved. Roll Call: Dave Bakener, Gary Davis, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed had nothing to add.

Recreation Report - Included in Board Packets. Mr. Mekeel had nothing to add.

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

Administrative Report - Included in Board Packets. Mr. Griffin stated that planning for the next budget update is going well.

BUSINESS (unfinished)

Master Plan Strategies Update

Mr. Konters stated that this evening was the last meeting to go over the final strategies. Out of the 10 year plan in year one developing the life cycle plan for Nash is a high priority. The main focus for Blackhawk Center is creating a equitable solution with the agreement with the school, and evaluation the programs held at the Blackhawk Center. Also finding more storage for the Maintenance. The next goal is updating the Capitol replacement plan. During the second quarter of the first fiscal year work on getting the plans in work for the Castle Rock trail in order to position the district for grants. Mr. Konters then moved on to quarter 3 and 4 for the first fiscal year. Some new items would be updating the Master plan for Park West. Exploring utilization of income based programs for families and develop a brand with the aging group. Mr. Konters moved onto the 2018-2019 fiscal year. The first quarter would include looking into renovations for

the Nash center to accommodate new programs or space. Also have a non for profit organization start looking for funding for the 6th street and Madison corner lot park. This year would be moving on to planning/funding , design engineering and constructing of Park West. Also during this fiscal year, working on a Master Plan for Kiwanis Park and Park East. There would also be work on developing a community wide trail plan that would develop a stronger connection with other parks.

Mr. Konters moved on to the 2019-2020 fiscal year. This would be the engineering stage of the design and improvements for the Nash Center, which would lead into the funding and renovation phase. Park West would move onto bidding and construction, as well as Castle Rock Trail. There would be work on a Carnation Park/Riverfront Master Plan. Also, implementing new programs for active aging adults. Moving onto the 2020-2021 fiscal year, Nash phase one renovations are being done. Also long term improvements for the Maintenance Department. Park East is now in the bidding and construction stage, and funding for Kiwanis Park. Mr. Konters pointed out that moving forward from this point every year there will be a park that is under construction. Once we get to year 10, the Master Plans will start all over again, for example in year 10 the Master Plan will begin for the Fairgrounds Park again. Mr. Konters stated that the next step will be to put all of the information into a final bound booklet for review and comment.

BUSINESS (new)

Salary and Wage Range Update

Mrs. Folk stated the salary and wage ranges were last looked at in 2013 and came up for review again in 2017. All of the updated were reviewed at the Personnel and Policy Committee meeting, but she was more than happy to answer any questions.

Motion by Dan Engelkes, seconded by Gary Davis, the board approve the recommendation from the Personnel Committee for the Salary and Wage Range update. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock, Dave Bakener - yes. MOTION PASSED UNANIMOUS.

Special Duty Police Services Agreement

Mrs. Folk stated last year the district entered into an agreement with the Police dealing with special event patrol services. This worked out very well last year, and this would just be renewing the same agreement.

Motion by Dave Bakener, seconded by Dan Engelkes, the board approve the recommendation from the Personnel Committee for the Special Duty Police Services agreement. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock, Dave Bakener - yes. MOTION PASSED UNANIMOUS.

Policy Updates

Mrs. Folk stated the only new policy is the Security Camera Policy, this policy will just help guide how the district handles certain situations in the facilities.

Motion by Gary Davis, seconded by Dave Bakener, the board approve the recommendation from the Personnel Committee for the Policy Updates. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock, Dave Bakener - yes. MOTION PASSED UNANIMOUS.

Ordinance 17-03-14 Supplemental Budget

Mr. Griffin stated this ordinance allows the district to spend the extra money for the Fairgrounds Park improvements.

Motion by Dan Engelkes, seconded by Dave Bakener, the board approve the Ordinance 17-03-14 Supplemental Budget. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock, Dave Bakener - yes. MOTION PASSED UNANIMOUS.

Vehicle Purchase Agreement

Mr. Egyed stated the 2 vehicles they would like to purchase were included in the board packet. These vehicles would replace the current vehicles that are almost 30 years old.

Motion by Dan Engelkes, seconded by Gary Davis, the board approve the Vehicle Purchase Agreement. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock, Dave Bakener - yes. MOTION PASSED UNANIMOUS

Design and Purchase order approval - Fairgrounds Playground

Mrs. Folk stated she had nothing to add, she turned discussion over to the Board on action pertaining to Mr. and Mrs. Bendis and Mr. Silbergs concerns.

Motion by Dave Bakener, seconded by Gary Davis, the board approve the Design and Purchase order-Fairgrounds Playground. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock, Dave Bakener - yes. MOTION PASSED UNANIMOUS

COMMISSIONERS COMMENTS

Mr. Davis had nothing to add.

Mr. Bakener had nothing to add.

Mr. Engelkes had nothing to add.

DIRECTOR'S COMMENTS

Mrs. Folk had nothing to add.

PRESIDENT'S COMMENTS

Mr. Pennock appreciates the community members attending this evenings Board Meeting.

ADJOURN

Motion by Dave Bakener, seconded by Dan Engelkes, the meeting adjourn at 6:49 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger

Secretary to the Board of Commissioners

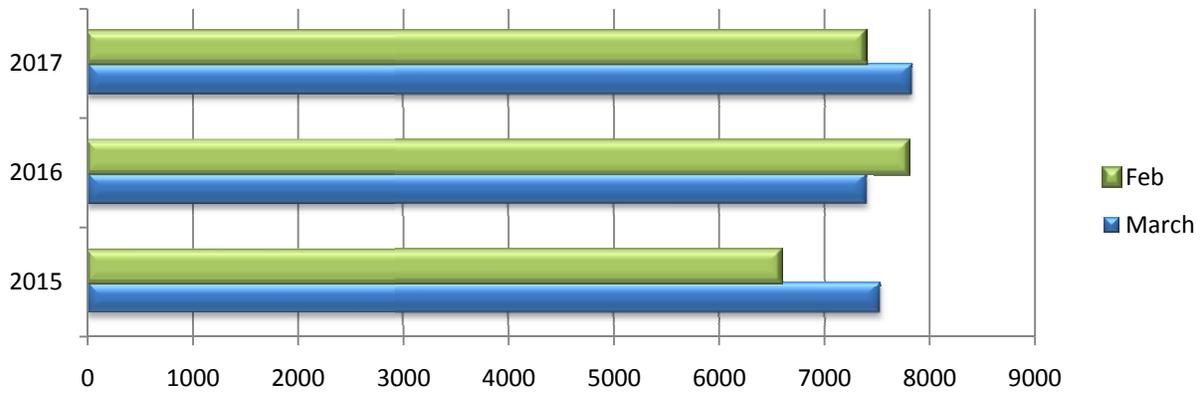
MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

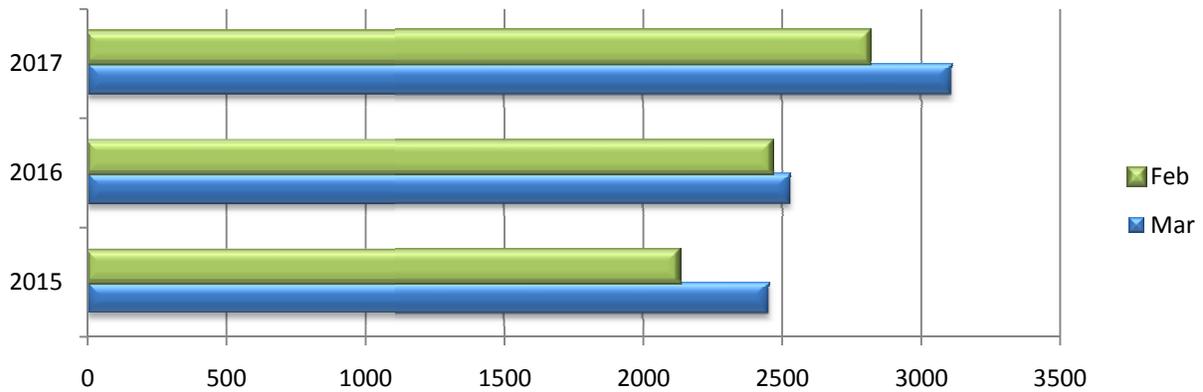
Facility Statistics Report



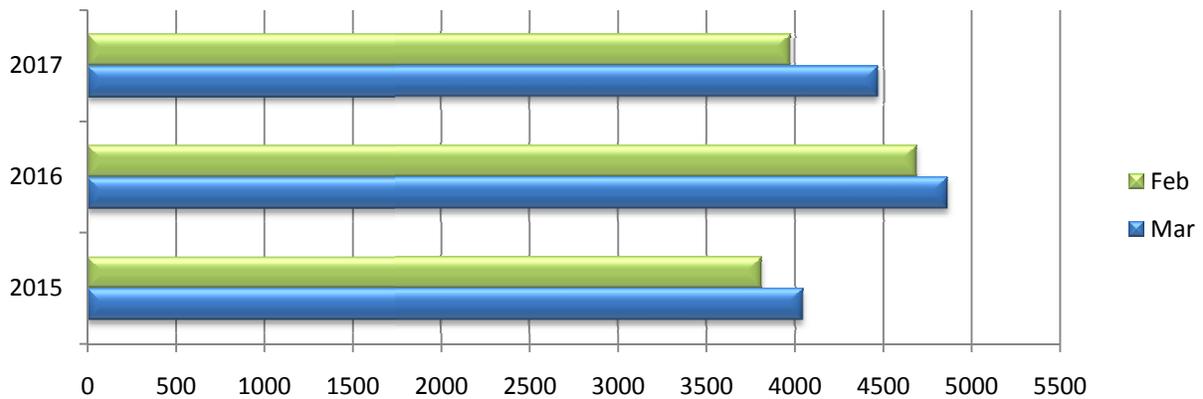
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

Parks Report



Maintenance

Soccer fields are prepped and ready for the spring season. Soccer practices have started and games will begin soon. We will be maintaining the soccer fields to include painting lines, mowing and general maintenance. The same goes for the softball fields. We will be mowing and grooming the fields for OHS girls softball. The school does the infield chalking and any extra maintenance needed in that area. We have set up all tennis nets, volleyball nets and foul lines. These areas are also being cleaned up and ready to play on.



Projects

All fire extinguishers were accounted for and were tested by "Fyer Fyter Company" this month. They tested, repaired or replaced any damaged extinguishers and made sure they are ready for use. This maintenance is performed every year at this time to make sure we are in compliance with OSHA.

All bathrooms have been opened for the season. With temperatures still getting down to freezing at night we are able to keep pipes warm by running small heaters in the utility area of the shelter. The outside drinking fountains have been turned on and in spite of the cooler temperatures they have not shown any signs of freezing. We will continue to monitor them for the next few weeks. All portable restrooms have been put in the parks for the season.

This year we mowed all of the prairies and only burned the bio-swale because we are unable to get mowers into some areas of the swale. By mowing first the prairies seeds have a chance to get to the soil for germination and not damaged by fire during burning. We alternate burning seasons every other year so prairies have a chance to re-seed themselves.



General

Now that the bathrooms are open, baseball games are being played and more people are using the parks. We have part time staff working in the parks to help with general maintenance. We will soon be cleaning all OPD flower beds and getting them ready for planting. Some of the seasonal staff will be starting in early May to help with planting OPD flower beds. The majority of seasonal staff will start in June. Part time staff has started mowing already and maintaining bathrooms, shelters and athletic fields. Spring clean up is also taking place picking up sticks, leaves, debris and garbage. Looking forward to a busy summer with some great capital improvements for the parks!

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

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

Superintendent of Recreation Report



Get Fit Challenge

In mid-March we rolled out the *Get Fit Challenge 2017*, during a full-time staff meeting. This was an opportunity to utilize the fitness devices provided by the district in an effort to make employees more aware of and to promote their daily physical activity. Participants were divided into 4 TEAM's, **T**ogether **E**veryone **A**chieves **M**ore. This is an 8-week program where each week the participants/TEAMS's track their daily steps and are given the option of individual and TEAM challenges where bonus steps are awarded. This has not only raised staff awareness of their daily physical activity, it has provided an opportunity for staff to gather as an entire staff to interact as a whole. When this was unveiled, all 17 full-time employees were willing to participate and continue to do so.



Training to Transform

Training to Transform, a new weight loss training program, has officially launched. This was a new program to the park district as a joint venture with Jamie Buck Fitness. It is a 12-week weight loss contest where participants will learn how to exercise for weight loss and maintenance, receive nutrition and healthy lifestyle tips, and be held accountable through weekly weigh-ins and continued motivation. We have 38 individuals who are participating.



Staff

I have now finished and submitted all of the part-time and full-time annual performance evaluations for those staff falling under my direction. This did provide an opportunity for candid conversations with staff about expectations and performance here at the park district. Again, we have a fabulous Rec. Staff who continue to provide excellent opportunities and events for the public. I look forward to growing those events and opportunities with our fine staff.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matt Mekeel".

Matt Mekeel

Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 12th 2017

Environmental Services Report

🌳 Nash Center

The past month at Nash has been eventful in that we are getting ready to change from the heating season to the cooling season. Mechanical Inc has been in and out for multiple days preparing the Ice Bank Chiller for operation. We have received the new heat exchanger for the Spa and it has been installed and is working well. For Nash and Blackhawk we have changed the vendor for our custodial supplies to Direct in Supply. They are a local company that can provide us with comparable supplies at a discounted price from what we were currently paying.

🌳 Blackhawk Center

The major event at the Blackhawk center for this month was the Antique Show. This was another successful event and occurred without any major incidents. The next large event that we are getting prepared for will be Graduation.

🌳 Environmental Services Staff

I have met individually with all of the Environmental Services Staff and discussed their evaluations. This was a great opportunity for me to meet individually with everyone and have a constructive conversation. We also held a custodial training session this month to train on new chemicals and reinforce procedures.

🌳 Energy Accounts

We received the energy quotes for our 5 smaller electric accounts. The final rate will be bid on Tuesday, April 11th and the results will be shared with each of you prior to the meeting along with a recommendation. Rates are only available to be locked in on the day of the bid. This is a great time to lock in as rates will continue to climb as the temperatures begin to rise. Gas rates as of April 5th are lower than our existing rates and have the potential to save us \$2,000 annually.

🌳 Ogle County Solid Waste Grant

We have received the approval letter for a \$2000.00 grant from The Ogle County Solid Waste Management Department. The funding will allow us to complete a project that will be partly educational and will also include the ability for the Park District to purchase more visually appealing waste receptacles for events.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

Business Administration Report



Financial Review

The March 2017 Treasurers Report is included in the Board Packet. The treasurers and budget report are also included as the District begins the final month of the 2016-17 fiscal year.

The District adopted a Supplemental Appropriation Ordinance at the March meeting allowing for the purchase of the Fairgrounds Park Playground components and installation. The District will also release the bid packet for the Fairgrounds Park repaving project to be completed during the next fiscal year.



2017-22 Annual Capital Plans / Software Updates

The District developed a five year anticipated budget based on conservative assumptions and modest growth in facility/activity revenue. The data will be utilized to efficiently complete the Districts capital improvement plan. The plan will help in attempting to achieve the goals developed during the Master Plan process. The District will present the annual capital improvement listing with the 2017-18 budget packet.

The District will be improving its overall hardware and software infrastructure during the next fiscal year. The existing server will be just over 6 years old at the time of replacement, while the average lifespan of a server in a high use environment is only 3 to 5 years. The Districts software will most likely be moving to the cloud via a hosted environment. This will make regular updates much easier to accomplish and reduce the demand on District hardware and internal/external backups. The District will also replace all primary workstations with new units as they have all exceeded their life as well.



IMRF Rates / Web Stats

The District's IMRF rate will increase from 12.52% this year to 14.13% in 2018. Overall funding adjustments and retirement rates negatively affected the District. The District rate had fallen in recent years from a high in 2007 of over 18%. IMRF's 2016 investment return of 7.71% should help the District in the long term.

The District received 2,854 mobile website visits during March. There were 5,691 total page views, 24 map clicks and 45 'click to call' connects. The mobile web usage has remained very steady over the last 12 months.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Griffin".

Dan Griffin, Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Marketing & Communications Report



Facebook & Marketing

Facebook followers increased from 3778 to 3818, an increase of 40 followers. Instagram followers increased by 11 this month.

Plans for marketing this month include an egg hunt throughout the parks promoted on Facebook. This will kick off the weekend of the April 7th. A facebook like contest will be held later in the month with a goal to increase our followers to 4000. Facebook has proven a great resource on getting information out. Registration was just completed for baseball/softball and we continue to field fewer and fewer calls for late registration. Between the newsletter, facebook, newspaper and displays the public is becoming aware of our deadlines.

Marketing for Concerts in the Park will begin this month. Currently we are working on a flyer that will be distributed to businesses and sponsors. We will also be giving each sponsor the large 20x40 foam core poster to display in their business. This went over very well last year.

Currently working with the Recreation Staff to identify their needs for banners for various events this summer.



Facility Tours

Eight tours were given this month. Of the eight tours, we sold four passes immediately. Of the eight tours, four were from Rochelle. Three of the passes sold were from the Rochelle area. It is always great to hear how impressed they are with our facility and after touring, believe it is worth the drive!



Front Counter/Customer Service

The installment billing program created for Camp OPD has been a tremendous success. We have extended it until April 14 and 21 families have taken advantage of the payment schedule. This was an issue we realized as parents were waiting to sign up for camp and told us during registration how affordable camp was but hard to pay all up front. Parents need the program and now can guarantee their children's spot for the summer. Parents have been very appreciative of the payment option.

I will be working on a Customer Service presentation to give to Summer part-time staff beginning in May. The goal is for staff to be more engaging in the Parks and facilities as they encounter patrons. We will also be starting a series "Meet Our Summer Staff" that will feature the employees each week/day on facebook. This will get their faces in the community as well as promoting the fact we are the largest employer in the area for high school and college students.

Respectfully Submitted,

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

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11th, 2017

Aquatics Coordinator Report



First Friday's in the Pool

We are ready for our first Egg Hunt in the pool on April 7th! Our pool office is full of eggs, candy and prizes! We also started gathering decorations and games for our last scheduled First Friday in the pool. Our final First Friday is a Cinco de Mayo fiesta! I have also started planning new First Friday themes for our next activity guide. We will take a break for the busy summer months and resume our first Fridays in November of next year.



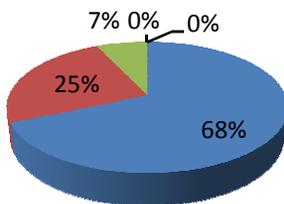
Swimming Lessons

Spring swimming lessons are off to a great start! We have 96 students enrolled in group lessons this session. This is holding steady compared to the spring of 2016 and up 4% compared to the spring of 2015. This session we have had three students with special needs enroll in our program. Two of which have an extra instructor assigned to them to make sure they are safe and succeeding in their class. The third is doing great with just a little extra patience and understanding on his own. We now currently have 8 of our instructors certified as Angel fish instructors and will continue to add more as needed.

Below is a chart showing parents overall rating of their experience with our swimming lesson program. This information was collected from surveys handed out on the last night of winter swimming lessons. We continue to have an overwhelming majority of Excellent ratings and no Fair or Poor Ratings. We also received many comments such as: "You have a wonderful program that my kids are always eager to participate in. Keep up the great work!", "Instructors did a really great job with my son who didn't want to get in the water. They were very patient.", and "Excellent job with the range of students abilities and participation levels."

Swimming Lesson Parents Rating Overall Experience

■ Excellent ■ Very Good ■ Good ■ Fair ■ Poor



Respectfully Submitted,

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

Athletic Facility Manager Report



Adult Athletics- Co-Ed Volleyball League

We are a month into the season and participants are grateful of the opportunity to get some exercise while playing in a fun and competitive league. We were excited to get 12 co-ed volleyball teams signed up for our league this year and hope to keep building this successful league.



Youth Athletics- Spring Soccer

We were able to get 261 kids ages 4-14 signed up for our Spring Soccer Program. The season has already begun with practices and games scheduled to start on April 15th. With a record number of kids we are looking to keep building our youth soccer program for both the Spring and Fall seasons. The Spring season is played with the Byron Park District. We were able to get several children from Polo registered in addition to Oregon and Mount Morris. Continuing to see involvement from surrounding communities in our youth sports programs will only help them to grow.



Youth Athletics- Baseball and Softball

Between our baseball and softball divisions we were able to generate 259 participants. Leagues will begin practicing in early May and games will begin towards the end of May/early June. These numbers do not include T-Ball which has a registration deadline of April 26th. The baseball and softball programs play their games against the communities of Amboy, Ashton-Franklin Grove, Byron, Dixon, Forreston, Polo and Stillman Valley.



Bus Trip- Chicago Cubs

A bus trip to the Chicago Cubs game has been put together for August 20th as they take on the Toronto Blue Jays. I am looking to build off the excitement of the Cubs World Series championship this past year. We will take a Rockford Charters bus into the game. We had a special unveiling of the trip on Facebook on Friday April 7th. There are 31 spots on the bus at a cost of \$100 for residents and \$110 for non-residents.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Calvin Clothier'.

Calvin Clothier
Athletic Facility Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

Events Report



Frolicking Fairy Event, Fashion Show & Tea

I am taking care of last minute details for this April 8 event. This is a new event which has 16 young ladies signed up to participate. Much planning and coordination went into this event.



Build A Birdhouse Contest

A teacher from Kings encouraged her math students to build and enter houses in the annual contest. Therefore, we have 16 houses from the Kings students and one additional entry in the youth category from Oregon. The contest is co-sponsored by Merlin's and Anderson Feed Company who also act as judges. Winners will be recognized at the May Board meeting.



Flashlight and Annual Egg Hunts

The Easter events are in April this year. March was spent trying to acquire sponsorship, purchasing supplies, picking up donations and trying to find volunteers. With the April event dates I am hoping for warmer temps and good weather.



Amazing Chase

Plans are underway for the 9th annual Amazing Chase on Sunday, April 23. I am securing volunteers for this event. All destinations have been determined and plans are being made for fun challenges. This teen event involves numerous businesses, donations, volunteers and planning. Teens in teams of three gather clues, complete challenges at various destinations around town, and score points to finish the Amazing Chase.



Flower & Plant Sale

Promotion has begun for the annual Flower & Plant Sale. We are accepting vendors at this time. This event will be held at the Little Library Park across from Nash on Saturday, May 6.



Other

I am working on getting the OPD Sponsorship Packets out and hoping that the sponsorships will start coming in after May 1.

The final Concert in the Park was booked and now Tina and I are working on getting the promotional materials created and printed.

Bulletin boards are being updated monthly and much effort is being put into marketing all special events.

Respectfully Submitted,

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

Debbie Leffelman
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

Recreation Program Manager Report



School Aged-Childcare

In March, ET students enjoyed many different themes with some of the favorite being making green eggs and ham, shamrock shakes, making jewels and our St. Patrick's Day party. Eleven students have added to the ET program since the start of the 2016/17 school year. Of those eleven, one new student has added to the program this April. Spring Fever campers enjoyed having the BHC for new group games such as the soda pop game along with fun room games and crafts along with visiting our local parks and going swimming daily. We had a record number of participants this year as seen below:

Spring Fever Camp Registration Numbers						
	Monday	Tuesday	Wednesday	Thursday	Friday	Overall Attendance
2013	17	16	19	16	16	84
2014	19	21	19	23	23	105
2015	10	10	12	12	9	53
2016	19	19	21	20	18	97
2017	27	21	27	23	24	122

On March 8, we held a KOTCD with 38 participants and again on March 24 with 36 participants. Both days consisted of lunch, a themed craft, a group game at the ET room and open swimming at Nash. This year's registration numbers are below:

KOTCD Registration Numbers										
	2-Sep	20-Sep	6-Oct	15-Nov	7-Dec	25-Jan	16-Feb	8-Mar	24-Mar	13-Apr
2016/2017	34	40	44	43	38	33	37	38	36	



Programs in March

Our tumbling program had a total of 34 tumblers enrolled this month which was a decrease of 2 tumblers from our February session.

Tumbling Registration Numbers													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	OVERALL TOTALS
2015	33	37	36	40	36	32	24	27	34	35	36	32	402
2016	31	32	42	24	29	14	124	20	27	33	34	26	436
2017	27	36	34										97

Our after school open gym program for March averaged a total of 8 children. This was a slight decrease from our average of 10 children last month. This month at our childcare service, we averaged 21 children per week. This was an increase of 4 students from our 17 weekly average of February.

Respectfully Submitted,

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11, 2017

Children's Center Report

✿ **Children's Center Registration**

There are currently 21 children registered for the MWF sessions and 16 children registered for the TuTh sessions for the 2017-2018 school year.

✿ **Tornado Safety**

The children in the TuTh groups had our annual tornado drills on Thursday, March 23, and went into the Staff Lounge just outside of the Children's Center. The MWF groups had their annual drills on Friday, March 24.

✿ **Field Trips**

The children will be going on a field trip on Monday, April 10, to the Oregon Library. The children's librarian, Deb Herman, will take us on a tour of the new library and will teach us about the use and care of books!

The MWF children will also be going on a field trip to Oregon Kindergarten on Friday, May 5. We will tour the Kindergarten rooms and meet the teachers and children. We will visit the library, computer room, gym, and cafeteria. If weather permits, we will play out at the new playground. We will then come back to the Children's Center for playtime, gym time, and lunch. It is always a fun and exhausting day for the children!

✿ **Parent Conferences**

Parents of the MWF 4 and 5 year old children have signed up for conferences with Nancy. Conferences will continue into April. Parents of TuTh 3 year old children can now sign up.

✿ **Chick Hatching Project**

We will once again be hatching chick eggs in the Children's Center. After preparing our incubator, John Barnhart delivered our fertile chick eggs on Monday, April 3. We will be turning, candling, and watching our eggs until our anticipated Hatch Day -- April 24! This is always so exciting and a great learning experience for the children.

✿ **"What's For Dinner?"**

We will be having an additional session of "What's For Dinner?" for April. A Girl Scout troop is coming to the Wednesday class to earn a part of their cooking badge!

Respectfully Submitted,

Nancy J. Kerwin

Nancy Kerwin
Children's Center Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 11th, 2017

Natural Resources Report



Contracts

Farmer's market applications have been completed. Food vendors, live music Entertainment applications are new to 2017 and have been included in this year's packet. An application for egg sales regulations, other items that are included in this year's packet are Illinois cottage food operation law fact sheet, food testing location sheet, food product sampling application and guide, cottage food industry application, temporary food service Application and other farmers market related information. Farmer's market packets have been placed in the mail. All past farmer's market vendors will receive an application packet.



Props

Props for park district activities are being made. Some of these props include tables for the fairy dance and new light weight backdrops that are used for all the dances.



Community garden

5 of the garden plots have been rented out of the 10 that are available. Four separate beds have been reserved for the E.T. kids this coming summer.



Kiosks

Several of the kiosks have been placed back in the parks. Additional changes will be made to the background color this summer to better match existing park themes.



Historic walks

Compiling of information for the historic walks continues. Local grave yard information has been compiled and is almost complete for our first walk. The white pines will be researched and compiled next.



Teepee

Material for the repairs on the 2 teepees has been ordered. A canvas material that is used for drop cloths will be cut and glued. Water base glue for exterior applications will be sprayed on This for better coverage as well adhesion of material.

Respectfully Submitted,

A handwritten signature in black ink that reads "John Barnhart". The signature is written in a cursive style with a large initial 'J'.

John Barnhart
Natural Resources Manager