

ANNUAL MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, APRIL 10, 2018, 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 13, 2010
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - B. FINANCE COMMITTEE - NO REPORT
  - C. PERSONNEL & POLICY COMMITTEE -MET APRIL 4<sup>TH</sup>, INCLUDED
  - 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
- 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. EMPLOYMENT CONTRACT APPROVAL

I. WAGE RECOMMENDATION APPROVAL

J. PARK WEST MASTERPLAN APPROVAL

K. 2018 SPRINKLER DESIGN AND INSTALLATION CONTRACT

9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - MAY 8, 2018

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
March 13<sup>th</sup>, 2018

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

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

ABSENT: None

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

RECOGNITION OF VISITORS: Mary Sansone, Jeff Sansone, Tom Mahoney, Mike Guzman, Tina Ketter, Zech Johnson

Mr. Pennock stated he was honored to start the meeting off by awarding Ms. Sansone 20 years of employment with the District. Mr. Pennock said he remembers Ms. Sansone starting her employment at the Blackhawk Center, and she is a dedicated employee and the District is honored to have her for so many years.

Mr. Pennock handed the meeting over to Mr. Guzman to address the Board. Mr. Guzman commented upon and read aloud a prepared letter to the board regarding employment at the District.

Mr. Pennock then presented Mr. Mahoney to address the Board. Mr. Mahoney stated the past eleven years he has been with the school district the relationship between the Park District and school has grown tremendously. Mr. Mahoney stated the School District considers the Park District an integral part of what they do, and they couldn't do what they do with out the Park District. Mr. Mahoney stated with the current transition occurring he wanted to thank the board for the earned trust, that the school district will continue operating the facility as the Park District has all these years. The school will maintain the building the same way they maintain all their buildings, which have improved over the past few years. Mr. Mahoney thanked the Board, and Mrs. Folk for the

opportunity and hopes they can continue this great relationship.

#### APPROVAL OF MINUTES

Motion by Mark Tremble, seconded by Dan Engelkes, the regular meeting minutes of February 13, 2018 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Gary Davis, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

#### FINANCIAL

##### Treasurer's Report

Mr. Fuller stated the district is in excellent financial status at this time. Motion by Dan Engelkes, seconded by Dave Bakener, the Treasurer's Report be approved. Roll Call: Dave Bakener, Mark Tremble, Gary Davis, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

##### Claims Payable and Checks Drawn

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

#### REPORTS

Mrs. Folk stated there is a Personnel Meeting scheduled for April 3 at 10 am.

Parks Report - Included in Board Packets. Mr. Egyed stated that lately Park West has been hit with some graffiti. The district is working close with the city police department in hopes to catch whomever is responsible. They installed a portable camera at Park West at the last spot vandalized hoping to get a picture.

Recreation Report - Included in Board Packets. Mrs. Folk stated the recreation staff is on target with all annual goals.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated that phase one of the gym project will be completed by the end of the week. The company that manufactures the under-hoop padding stated the pads will be installed with Friday or Saturday. Mr. Beckman is looking forward to phase two which will include sound absorption, new lighting and a new curtain. Mr. Beckman is looking forward to completing phase two sometime next summer.

Administrative Report - Included in Board Packets. Mr. Griffin had nothing to add. Mr. Bakener suggested some changes to the budget report. He would like to see four columns for a month, and four columns for year to date. Mr. Griffin stated they are working on making changes to the reports. Mr. Engelkes asked what the issue was with the new software company. Mr. Griffin stated the financial software was working well for the District, but unfortunately the recreation software did not live up to its expectations.

BUSINESS (unfinished)

BUSINESS (new)

Mr. Pennock stated Executive session was added to the agenda by chance the Board would want to discuss the following item. There was no motion for Executive Session.

Intergovernmental Agreement-for reciprocal use of the Blackhawk Center, Park West and school facilities

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

Mr. Pennock stated that being part of the original board to come up with the concept and idea to build a facility for kids, he is glad that the focus for 20 years has always been kids. Mr. Mahoney answered some of their questions that the board had and they wanted to feel assured that the Blackhawk Center would be a priority to the School Board.

COMMISSIONERS COMMENTS

Mr. Davis complimented Mr. Beckman and his staff on the current gym updates. He stated that Mrs. Folk does a great job finding the right people for their jobs. She also has the ability to not let personal issues get in the way of doing her job when others are not doing their job. Mr. Davis stated Mrs. Folk does a tremendous job, it is obvious to Mr. Davis that facts don't always get in the way of the message you hear.

Mr. Bakener stated he had a question about the water standing in the dog park. Mr. Egyed stated it will eventually disappear.

Mr. Engelkes had nothing to add.

Mr. Tremble stated he also liked the gym renovation.

DIRECTOR'S COMMENTS

Mrs. Folk thanked Mr. Mahoney, the school board, park board and her staff. The Blackhawk Center has been a topic of discussion for twenty plus years and throughout this process they have been able to put the emotion aside, but at the end of the day they did what was best for the community.

PRESIDENT'S COMMENTS

Mr. Pennock appreciates all of Mrs. Folk's hard work and faith in Mr. Mahoney.

ADJOURN

Motion by Mark Tremble, seconded by Dan Engelkes, the meeting adjourn at 6:22 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Andrea L. Messenger".

Andrea Messenger  
Secretary to the Board of Commissioners

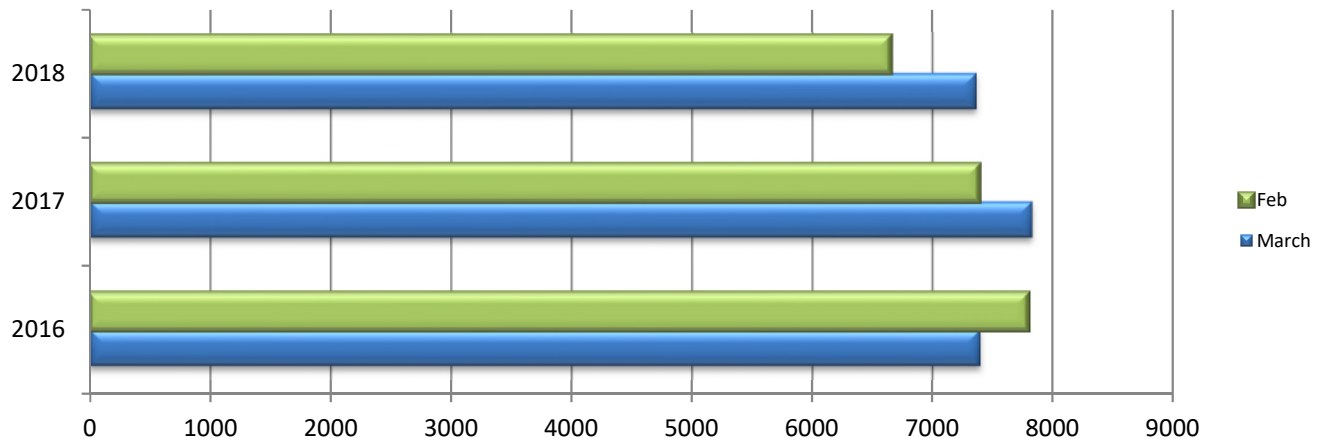
MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 10, 2018

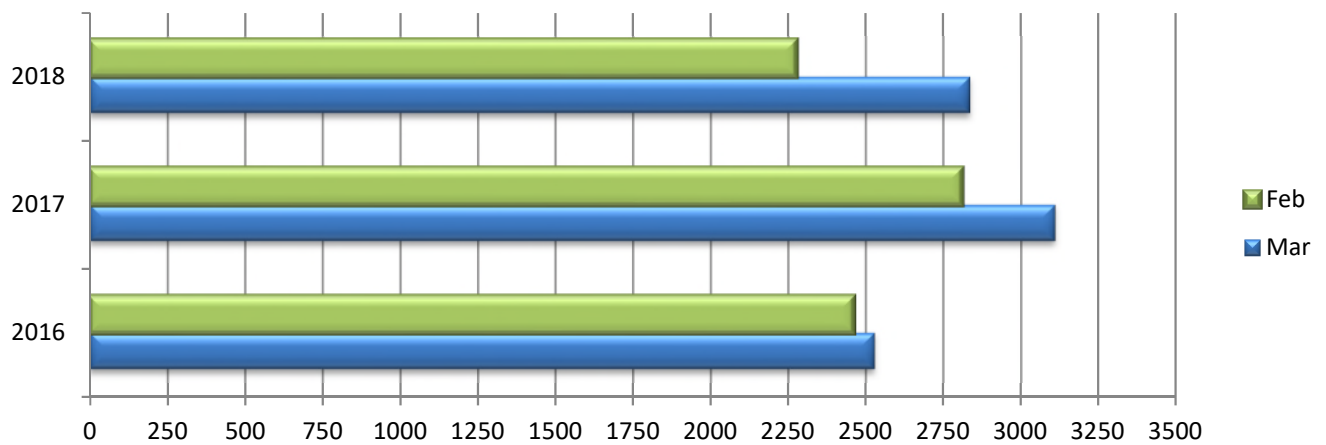
Facility Statistics Report



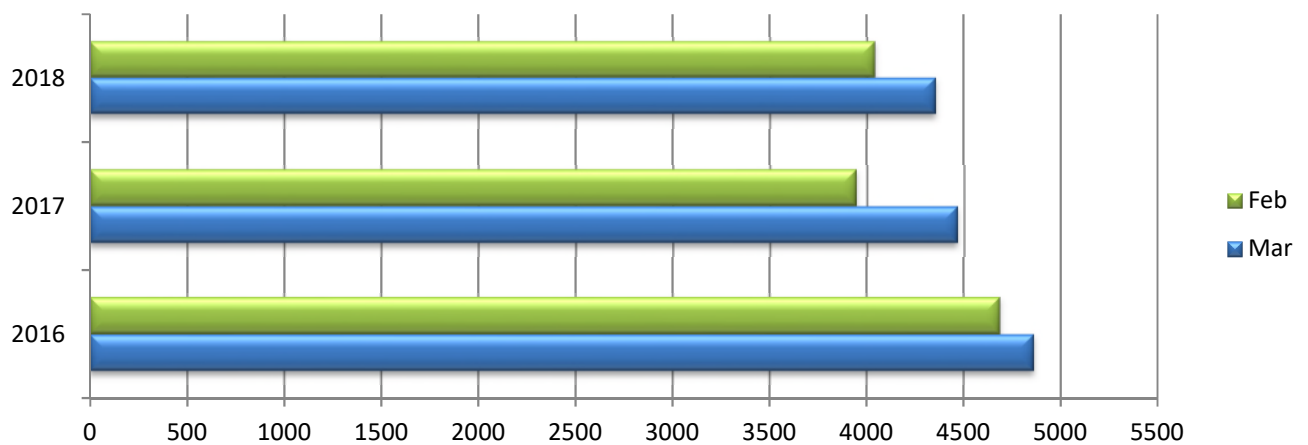
**Nash Recreation Center Facility Statistics**



**Nash Pool Usage Statistics**



**Nash Fitness Center Statistics**



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 10, 2018

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 softball. The school does the infield chalking and any extra maintenance needed in that area. We are still doing some clean up in these areas but the fields are just now becoming playable.



### Projects

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

All bathrooms except two have been opened for the season. With temperatures still getting down to freezing at night and sometimes the teens, we are hesitant to open all of them. The main bathrooms open are Park West, Fairgrounds Park and Mix Park. The outside drinking fountains are not turned on because of the temperatures as they are outside the buildings and much more exposed to the elements. All portable restrooms have been put in the parks for the season.

This year we were able to burn the majority of the prairies and mowed what wasn't burned.

We installed a raised garden bed that is handi-cap accessible at the community garden. This bed sets on a concrete slab for accessibility around the bed. We also poured a concrete slab for a walk way up to the garden barn doors. All new soil was put in the beds with a peat moss and mushroom compost mix. We have been cleaning the area up and will be mulching the area. We have also purchased a larger composter for garden scraps and it is located on the west side of the garden barn. All park staff has completed the pesticide training issued by the Department of Agriculture and have past all testing needed to receive pesticide operator and applicator license's.

Weather permitting construction could begin in April at the reading park across from Nash. Construction will consist of a large concrete slab for picnic tables, sidewalks will extend from the city walks to the concrete slab and electrical will be installed for events. Also, weather permitting we will start the construction of the new bridge located at the south end of Park West to replace the not so wide steel bridge. Heads up that area will be closed to through traffic for the duration of the build. This bridge will match Coutt's Bridge in size and construction. We will be having a contractor remove all the stumps from the trees we removed this winter. There are 23 stumps for removal and park staff will then bring in dirt and plant grass seed with erosion blanket. We will have school students helping us mulch some areas in our parks on April 17<sup>th</sup> as the school is putting on a school service day.





## General

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.

Respectfully submitted,

A handwritten signature in black ink that reads "Andy Egyed". The signature is written in a cursive style with a large, stylized 'A' and 'E'.

Andy Egyed  
Superintendent of Parks

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 10th, 2018

### Environmental Services Report

#### **Nash Center**

With the gym project completed and back to full operation we have made some slight adjustments to our operations. This includes raising the middle curtain at times and lowering more hoops for our patrons to play at. Looking into the next month we will continue with some of our smaller painting projects and replacing outdated lighting as we can with newer LED fixtures. Some of the colors will change throughout the facility at the recommendation of Jackie Gommell. I am very excited to update and keep up on the aesthetics of our facility.

#### **Blackhawk Center**

The Blackhawk Center has transitioned into its slower time of year for athletics and activities. While there are less events going on, this usually increases our activities on a different scale. I have conducted our Pre-Bid meeting and Bid opening for the design and installation of a complete sprinkler system at the BHC. We are looking forward to our last two large events at the Blackhawk Center for the school year which are Prom and then Graduation.

#### **Facilities studies**

We have received another draft of the facilities study and we are reviewing it for accuracy and content. After a few changes are made, we will present this to the board at the May board meeting.

#### **Sprinkler Bid**

We opened the sprinkler bids on Wednesday the 4<sup>th</sup>. I was pleasantly surprised by the pricing of some of the contractors. Unfortunately, the low bid was disqualified as they did not fulfill all the bid requirements, they stated their intent in a letter of clarification. I recommend approving a contract with Absolute Fire Protection Inc. for the sprinkler project to be completed this summer. It is also fortuitous that the owner of Absolute Fire Protection is an Oregon resident, although the company is based out of Rockford.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

# MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 10, 2018

## Business Administration Report



### Financial Review

The March 2018 Treasurers Report is included in the Board Packet. With one month remaining in the fiscal year, the District is on track to meet its fund balance goals and estimates for the year. Several funds are on track to end the year with surplus fund balances. The Districts new financial software will help the District plan for alternate operating and capital estimates and how they affect ending fund balances.



### Fiscal Year 2019 Budget Planning

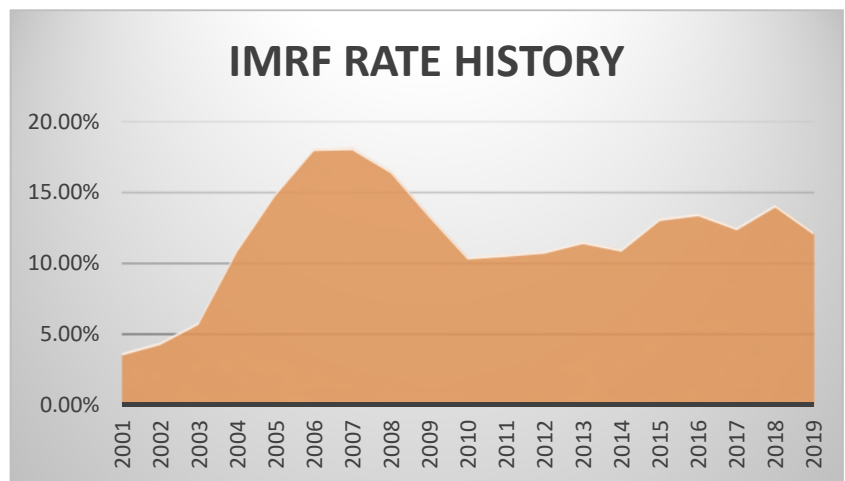
The staff is well under way in the budget process for fiscal year 2019. Individual budget meetings with staff were held during March, as well as department head meetings. The District completed its preliminary budget numbers at the end of March and will review the full budget once the capital improvement estimate is completed.

The District continues to work on a 5-year capital plan. The plan will help the District structure its capital needs and align the needs with the 5-year financial strategy to achieve the capital projects. The District will also implement a capital replacement plan through the use of Debt Management Policy's. The implementation of a new fund through resolution will help establish a long-term capital replacement fund. The District will use a specified percentage of annual capital funds to create the reserves.



### 2019 IMRF Employer Rate

The District's IMRF rate will decreased from 14.13% this year to 12.21% for the 2019 calendar year. IMRF reported an unaudited investment return for 2017 of 15.73% (resulting income of \$5.613 billion), which positively affected the Districts funding adjustments and retirement rates. IMRF has an annual investment return goal of 7.5%, and any additional investment income helps reduce future employer rates. The District has seen its IMRF rates fluctuate since 2000, from a high in 2007 of 18.17% to a low in 2001 of 3.67%. The District estimates its annual IMRF budget utilizing the early rate estimate and future wages.



Respectfully Submitted,

Dan Griffin,  
Finance & Technology Administrator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

April 10, 2018

Marketing & Communications Report



**Marketing & Facebook**

Facebook followers increased to 4494 this month, an increase of 54. Instagram followers increased by 18 to 399. Several events were created this month on facebook with impressive results. With the addition of events our followers also increased. Events created included all the concert in the parks, brown bag concerts, fun run, pop-up play in the park, plant and flower sale, Easter events and walking club. The Color Fun Run currently has 494 people interested or going and we have 23 people currently registered. Last year no registrations were received until May. The event was also a wonderful way to inform people of the change in time for the Easter Egg hunt due to weather. People that showed interest received a notification the time had changed. Between the facebook post and event over 8,900 people were reached in 2 hours of the time change.

Our last in-house school newsletter was distributed to Oregon, AFC and Polo students on April 2. Our final school newsletter for the year will feature the professionally printed, glossy 4-page flyer we distributed last year. The piece will be sent to the printer mid-April with delivery the first week of May. The newsletter will be distributed to our regular schools plus Stillman Valley and Forrestville. We will also deliver to Ashton, Franklin Grove, Davis Junction, Stillman Valley, Byron, Mt. Morris, Oregon, Forreston and Leaf River at their libraries, village halls and any other highly visible area. State Parks will also receive the flyers.

Banners have been designed and ordered for Concert in the Park sponsors. This is a perk of donating at the \$1000+ level.



**Scholarship Fund**

We have received two applications for the Children's Center A. Charles and Lillemor Lawrence Foundation Scholarship. Awards for the 2018-19 school year will be announced April 15.



**Facility Tours/Memberships**

Six tours were given this month and four resulted in the immediate purchase of a pass.

KSB will begin their Corporate Membership Drive at the end of April and Stillman Bank has expressed interest in becoming a Corporate Member. Information has been given to them and they will be meeting to discuss what level they would like to commit to.

Silver Sneaker members are at 164. Breakdown of members are: 46 were current passholders, 14 were punch pass holders and 104 are new to Nash Recreation Center.

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 10<sup>th</sup>, 2018

### Aquatics Coordinator Report



#### **Swimming Lessons**

Winter swimming lessons wrapped up at the beginning of March and our spring session is beginning the first week in April. Thirty-seven parents rated their overall experience as excellent, eight said very good, and no one responded with good, fair, or poor ratings in the evaluations that were handed out on their last day. One parent commented, "We loved Elizabeth and Rose! My son was having a tough time a couple weeks and they were SO patient and wonderful."

Registration numbers look great this session. We have 119 enrolled compared to 97 enrolled last spring and 109 in the fall of 2017. Our level 1 and starbabies classes filled completely and we even added an additional class of level one from a wait list. Last spring I added a Saturday morning option for levels 1-3. We had a total of 12 students signed up this session on Saturday. This spring I also added an earlier starbabies class for 6 months to 3 years and the class filled. A few years ago, we were not even filling 1 class of ten and now we have 3 full classes of starbabies. I will continue to watch the trends and adjust our offerings for the next activity guide.



#### **First Fridays in the Pool**

This month we are having an ice cream sundae bar for everyone to enjoy before or after open swim. Planning has already begun for the next fall/winter activity guide. We will be continuing First Fridays but most of them will be movies in the pool. We will have a special theme for the first and last one and still do the egg hunt, but the rest in the middle will all be movies. The movie nights have been the most well attended evenings.



#### **Inclusion**

Our two angelfish students from the winter are enrolled in lessons again this session. They both have really enjoyed their lessons and are looking forward to this session, as are their instructors. They have both also enrolled in our little baseball stars program and I look forward to seeing them excel in our other programs.



#### **Blood Drive**

Our next blood drive with the Rock River Valley Blood Center is coming up on May 11<sup>th</sup> from 1:30-5:30pm in the River Room. The pool staff will be making calls to prospective donors to schedule appointments.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jena W" with a long horizontal flourish extending to the right.

Jena Wehmhoefer, CPRP  
Aquatics Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

April 10, 2018

**Athletic Facility Manager Report**



**Spring Soccer**

The Spring Soccer deadline was March 9<sup>th</sup>. The Spring season is played with only Oregon and Byron teams. Both park districts will host games throughout the season. Between the 6 levels we have 240 children signed up to participate this Spring. This number is slightly down from last year but I believe that is the result of some kids forming a travel team to participate in a more competitive league. We held our first evaluation day for soccer this season, in hopes of better balancing our teams. The new youth sports manual was distributed to teams and will create a better understanding of what is expected of everyone involved in the program. The first games will be played April 14<sup>th</sup> and will continue every Saturday through May 12 for the younger ages and May 19 for the oldest age groups.



**Summer Baseball and Softball**

Throughout our various baseball and softball leagues we have 238 children signed up to participate this Summer. These numbers are slightly down from last year. I believe last year we received a spike from the Chicago Cubs winning the World Series. This created a greater popularity for the sport last summer. This is still a good number of kids that will be active in our baseball and softball program. The season will begin for most teams in Mid-May with games starting at the end of May or early June.



**Chicago Blackhawks Trip**

The Chicago Blackhawks Trip did not go as planned, due to a poor season for the team. We did cancel the bus and take those that had signed up in the OPD van, while selling individual tickets to the public. This trip will not be offered next year.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Calvin Clothier', written in a cursive style.

Calvin Clothier  
Athletic Facility Manager

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 10, 2018

Events Report



### **Flashlight and Annual Egg Hunts**

The Flashlight Hunt for 5<sup>th</sup>-8<sup>th</sup> grade was held on Friday, March 30. There were approximately 125 in attendance. The big Hunt for Preschool-4<sup>th</sup> grade was held on Saturday, March 31. Due to the rain, the start time was postponed to 12 noon. Despite the weather there were approximately 450 in attendance. With Easter being so early this year and the weather being unpredictable, I was very pleased with the turn out. Everyone seemed to have an enjoyable time.



### **Frolicking Fairy Event, Fashion Show & Tea**

The second annual Fairy Experience and Fashion Show is coming up on April 14. I am finalizing volunteers, preparing and coordinating décor, marketing and looking forward to another fun event. Proceeds from the tickets to the Fashion Show will benefit the OPD Youth Scholarship Fund.



### **Build A Birdhouse Contest**

Number of entries is up this year. We have 18 houses from a group of math students from Kings School. In addition, we had 5 other houses entered by both youth and adults. This is a great contest and the result is not only showing off local talent, but some houses are used within our parks. Some of the houses this year will be on display at Stronghold. 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.



### **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 5.



### **Farm to Table Dinner Fundraiser**

This is a new event which I am very excited about and which I hope will bring in a significant amount of revenue for the OPD Youth Scholarship Fund. Plans are underway with Celebrity Chefs secured and a menu for the event which will be held at the Irish Lady Farm on Oregon Trail Rd. I am working on sponsorships/donations for the event as well as trying to find as many local fresh food sources. I am also soliciting items for a silent auction, lining up volunteers, acquiring decorations and supplies, marketing and more with the help of a planning committee.

Respectfully Submitted,

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

Debbie Leffelman  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

April 10, 2018

Recreation Program Manager Report



**Programs in March**

With being short staffed at Extended Time, I have spent most afternoons in the classroom. I am in the process of hiring a couple more ET staff. After School Open Gym had anywhere 6-7 children this month which has stayed consistent from months prior. Childcare hosted up to 9 children daily, an increase of 2 children on average. Toddler/Preschool Gym concluded in March with a total of 18 children. Tumbling continued in March with a total of 35 tumblers, an increase of 2 tumblers for last month and increase of 1 tumbler from March 2017. Spring Break Camp ran from Monday, March 26 to Monday, April 2 with 23 children. On March 7 we had a KOTCD with the 35 students. On March 23 we had another KOTCD with 30 students. These numbers have remained consistent for KOTCD's.

The last three S.T.E.A.M classes held by NIU Taft educators concluded in March. Mathematic Madness had 8 students, Super Science had 10 children and Towards Technology had 8 students. Introduction to the Magic of Music concluded in March with 8 children. The first Village Bakery class kicked off with a filled Easter Treats class with 12 children. All these new classes have proven to be well received by our patrons and I expect to continue offering similar programs in the future.



**Projects/Planning**

I assisted with the First Friday and the Flashlight Egg Hunt in March. I also conducted all my PT evaluation meetings for ET, Childcare, ASOG, P/T Gym programs. I spent a bit of time planning for the next fiscal year via preparing my new budget line items with justifications. I have been conducting PT interviews for both ET and Camp OPD.

I have also been devoting time each way to plan for Bike Night, Summer Camp, Summer Meals and Program Masters for the new activity guide. The planning for these projects will finalize in May.



**On the Horizon**

In March, I am hosting 7 more new programs including Dog Days of Oregon, Tuesday Walking Club, Fabulous Friday, Stronghold Dine, Climb & Tour, Pop Up and Play, Spring Taft Luncheon and Roxies Paint N Sip class. I will also continue managing 6 ongoing programs including Childcare, After School Open Gym, Extended Time, Tumbling, Toddler/Preschool Gym, and a Kids Off the Couch Day.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP  
Recreation Program Manager



**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

April 10, 2018

Children's Center Report



**Tornado Safety**

The children in the TuTh groups had our annual tornado drills on Thursday, March 22, and went into the Staff Lounge just outside of the Children's Center. The MWF groups had their drills on Friday, March 23.



**Field Trips**

The MWF children will be going on a field trip to Oregon Library on Monday, April 9. The children's librarian, Deb Herman, will take us on a tour of the 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 4. We will tour the Kindergarten rooms and meet the teachers and children. We will visit the library, computer room, gym, and cafeteria. We will then come back to the Children's Center for playtime, gym activities, lunch, and our own playground. It is always a fun and exhausting day for the children!



**Evaluations**

I will continue evaluating the children. Parents of the MWF children have signed up for conferences. I will hold conferences throughout April and into early May. Parents of the TuTh children can now schedule their conferences.



**Chick Hatching Project**

We will once again be hatching chicks in the Children's Center. 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.

Respectfully Submitted,

*Nancy J. Kerwin*

Nancy Kerwin  
Children's Center Coordinator



Date: April 10, 2018

Re: 2018-19 Regular Meeting Dates

The following is a list of the Oregon Park District Board of Commissioners 2018-19 Regular Meeting Dates. The following meetings take place on the second Tuesday of every month at 6:00 pm. The Board Secretary will alert you of any special meetings scheduled by the Board of Commissioners. Please feel free to contact Andrea Messenger, Board Secretary, to obtain any copies of agendas, etc. of the Oregon Park District Board.

- May 8, 2018
- June 12, 2018
- July 10, 2018
- August 14, 2018
- September 11, 2018
- October 9, 2018
- November 13, 2018
- December 11, 2018
- January 8, 2019
- February 12, 2019
- March 12, 2019
- April 9, 2019

Sincerely,

A handwritten signature in cursive script that reads "Andrea L. Messenger".

Andrea Messenger  
Oregon Park District Board Secretary