

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, AUGUST 8, 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, JULY 11, 2017
 - B. PUBLIC HEARING MINUTES, JULY 18, 2017
 - C. SPECIAL MEETING MINUTES, JULY 18, 2017
 - 6) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
 - 7) REPORTS
 - D. FINANCE COMMITTEE - NO REPORT
 - E. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - F. PARKS & FACILITIES COMMITTEE - NO REPORT
 - G. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - H. PARKS REPORT - INCLUDED IN PACKETS
 - I. RECREATION REPORT - INCLUDED IN PACKETS
 - J. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - K. ADMINISTRATIVE REPORT - INCLUDED
 - 8) UNFINISHED BUSINESS
 - 9) NEW BUSINESS
 - A. BLACKHAWK CENTER AGREEMENT APPROVAL
 - B. AOP VENDOR PERMIT APPROVAL
 - C. FITNESS EQUIPMENT LEASE AGREEMENT APPROVAL
 - D. VAN PURCHASE AGREEMENT APPROVAL
 - 10) COMMISSIONERS COMMENTS
 - 11) DIRECTORS COMMENTS
 - 12) PRESIDENTS COMMENTS
 - 13) ADJOURNMENT
- NEXT REGULAR MEETING - SEPTEMBER 12, 2017

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
Tuesday July 11, 2017

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

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

ABSENT: Dave Bakener

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

RECOGNITION OF VISITORS:

APPROVAL OF MINUTES

Motion by Mark Tremble, seconded by Dan Engelkes, the regular meeting minutes of June 13, 2017 be approved as printed. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Dan Engelkes, seconded by Mark Tremble, the special meeting minutes of June 26, 2017 be approved as printed. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed stated if you are in the Park West area make sure to stop at the Basketball courts. The flex court has started being installed and is looking great.

Recreation Report - Included in Board Packets. Mr. Mekeel stated the new guide has been created and is full of great new programs. Also he commended all of the rec staff on a great job on the concerts in the park. Mr. Pennock commented on how impressed the board is with the Marketing Guidelines that Mrs. Ketter put together.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated that both new compressors have been installed and are working great.

Administrative Report - Included in Board Packets. Mr. Griffin provided Audit Reports and commended the staff on the budget reports.

BUSINESS (unfinished)

BUSINESS (new)

IT Infrastructure Expenses Approval

Mr. Griffin stated this is all of the IT equipment that will come in starting next week. This will include new work stations at each desk and a new server. This will be a much cleaner system, it will be a big expense up front, but will serve the district for a long time.

Motion by Gary Davis, seconded by Dan Engelkes, the IT Infrastructure Expenses be approved. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Davis commented that the basketball courts are not at all what he expected, but they are looking great.

Mr. Engelkes had nothing to add.

Mr. Tremble commented that he also stopped at the basketball courts and agreed with Mr. Davis, they are looking great.

DIRECTOR'S COMMENTS

Mrs. Folk commented that the survey work has been started for the proposed Lowden Trail. Right now they are looking at some alignment possibilities; there are some issues with the layout and design requirements that will have to be met and will know more after meeting with the DNR. Mrs. Folk stated that Mr. Griffin and she have been investigating several insurance options as we approach the fall months. The end of this fiscal year will be the end of the existing plan. Mrs. Folk stated she asked Mr. Griffin to run the numbers on the savings the existing health insurance has saved the district employees. So far the District has spent \$110,000 on health insurance cost, employees have spent \$12,700 and the savings that has been passed on to the employees for reaching silver status is around \$7500.

PRESIDENT'S COMMENTS

Mr. Pennock stated he would like all of the commissioners present at the last concert in the park on July 24th to help celebrate the 50th Anniversary.

ADJOURN

Motion by Dan Engelkes, seconded by Steve Pennock, the meeting adjourn at 6:13 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger
Secretary to the Board of Commissioners

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Public Hearing Minutes
July 18, 2017

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

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

ABSENT: Gary Davis

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator

RECOGNITION OF VISITORS: None

Steve Pennock asked if anyone would like to speak about or had any questions regarding Ordinance 17-07-18. There were no questions or comments.

ADJOURN

Motion by Mark Tremble, seconded by Dave Bakener, the meeting adjourn at 6:01 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Daniel J Griffin
Secretary Pro Temp

Approved _____

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Special Meeting Minutes
July 18, 2017

Steve Pennock, President, called the Special Meeting to order at 6:01 p.m.

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

PRESENT: Gary Davis

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator

RECOGNITION OF VISITORS: None

BUDGET & APPROPRIATIONS ORDINANCE 17-07-18

Motion by Dan Engelkes, seconded by Mark Tremble, the Budget and Appropriations Ordinance 17-07-18 be approved as presented. Roll Call: Dan Engelkes, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ADJOURN

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

Respectfully Submitted,

Daniel J Griffin
Secretary Pro Temp

Approved _____

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Parks Report



Flood Clean Up

Staff has spent the past two weeks engaged in clean up measures following the flood on July 21st. Lions Park and the dog park were hit the worst as water reached 3-5 feet through both locations. Lions park suffered no physical damage to the grounds other than light debris. The storage shed had a few miscellaneous items damaged. Water receded quickly and we were able to have clean up completed and play softball on the field on July 24th.

The dog park was not as fortunate. The security system key pad, exit door switch, main power source and outlets all suffered from electrical damage. New equipment has been ordered and we are waiting to receive an install date. All agility equipment was removed, scrubbed and pressure sprayed. The boardwalk was also pressure sprayed.

Other areas requiring clean up were Park West, Fairgrounds Park and Park East. Mulch was washed away, down trees, and storm debris has all been tended to. Park East clean up will be completed once the water has receded far enough to get crews down in there for a complete once over.

All damages and staff time have been documented and submitted as losses for disaster relief compensation in Ogle County. Total clean up cost to date is over \$8,900.



Flex Court

The flex court surface is expected to be completed once the curbed edging has been received. The crew from flex court will return to Oregon and install upon arrival. This will lock the court surfaces in place and eliminate any slippage. Staff continues to receive compliments and the courts are getting more use than normal.



Seasonal Staff

Staff has done a great job this year keeping up with all of the duties given to them and to include event set up and clean up. Most of the summer staff will be leaving us soon so please be patient and we make this transition to a smaller staff.

Respectfully submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Superintendent of Recreation Report



Upgrades

The Rec. Department has graciously accepted some upgrades as well as new purchases for the upcoming seasons/events. In the Children's Center, we purchased *TechSmart by Hatch*, which is a turnkey technology solution that includes software, hardware, and a content management system designed specifically for early childhood classrooms. This is a much-needed step toward bringing technology into our classrooms.

When the tennis courts were resurfaced, they decided to alter one of the previous tennis courts into 4 pickleball courts. This is a nice addition as pickleball is a growing sport which has seen increased use indoors here at Nash. Thank you for your continued support in upgrading and maintaining our facilities.



Program updates

We are finally winding down the 2017 summer events and sports. Staff did a phenomenal job in delivering fantastic programs with often record numbers in attendance. Our 2017 Fall/Winter guide is now active with classes, events and activities in full-swing. We will be co-sponsoring another session of *Training to Transform* with Jamie Buck Fitness which will kick-off in late-August. Our Farmer's Market attendance continues to gain speed and the entertainment has gone well. Please join us on August 11th from 11:30am-1pm for the final Brown Bag Concert on the courthouse lawn.



Program participation

As a Rec. Department, we hold a staff meeting every other Thursday afternoon. In these meetings, we have spent a lion's share of the time talking about programming and planning/prep for such events or activities. In July, we implemented the *Marketing Guidelines* for staff to analyze how we currently market programs as well as how we better market program moving forward. Things we consider are program category, marketing avenues available, and timelines of when to market. By doing this, we hope to market more effectively as well as better market to our target audience for increased participation numbers. We have also recently started to analyze our participation numbers on a weekly basis. By doing this, we strive to better understand trends, become accountable for actual program numbers and assess current marketing for better results.

Respectfully Submitted,


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

Matt Mekeel
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8th, 2017

Environmental Services Report

 **Nash Center**

After completing the repairs on the Ice Bank Chiller it has been running well. In conjunction with the existing DX units, we have been able to keep the building comfortable. During the massive amounts of rainfall, we did experience a few roof leaks again. The leaks have been investigated and Sterling Commercial Roofing is taking the next steps to try to prevent any further leakage.

We have been gearing up and making plans for our annual pool shut down. This year we will begin draining the pool on Saturday the 12th. The list of projects this year include; repairing the pool shell and paint, repairing the deck surface in two areas, washing the entire pool area, sanitizing the locker room, and making some upgrades to locker room facilities. Also at the beginning of the shutdown we will have a valve that is leaking in the sprinkler system repaired and the main building RPZ inspected.

 **Blackhawk Center**

The past month has been very busy for the Blackhawk Center Staff. We have replaced the motors for the two north exhaust fans and they are both working properly now. The lines on all the synthetic courts have been touched up with new paint and are looking much better now. Also, the lower half of the movable wall has been painted and repaired some of the areas that have been damaged. TNT sports replaced the bleacher curtain and installed vinyl logos in the locker rooms. This improvement will make quite an impact on anyone walking into the Blackhawk Center. The new colors and OHS logo look amazing and it made the bleachers much easier to operate.

 **Environmental Services Staff**

We held a staff meeting on Thursday July 27th were most of the Environmental Service Staff was present. We discussed ongoing issues and resolutions for those issues. In addition, we conducted training on setups at Nash as well as instruction on the new carpet steamer and shampooer.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Business Administration Report

★ **Financial Review**

The July 2017 Treasurers Report is included in the board packet. The Approved Budget Packet has been filed with the Ogle County Clerk. The final approved budget packet will remain on the Districts website and be available at Nash Recreation Center. The District has structured its annual capital projects into fiscal year quarters. The first quarters projects have either been completed or have been initiated.

★ **Financial and Recreation Software Update**

The District has begun the process of scheduling its software transitions. The District will implement a new financial system as well as a new recreational tracking software during the 2017-18 fiscal year. The transitions, training and installation timelines have tentatively been scheduled. The District hopes to have both systems running side by side with its existing platforms beginning in 2018.

★ **2017 Office 365 & Server Upgrade**

The District completed its hardware and software upgrades to the District IT infrastructure. The District completed the transition from using Microsoft Exchange email in-house to the Office 365 cloud access platform on July 14th. There will be many benefits to the upgrade including web access to all Office applications from any web device as well as the utilization of Microsoft's 'One Drive' cloud storage. District employees will have greater accessibility, stability and virus security using the new Office 365 platform.

The District also upgraded all individual workstations throughout the District. The existing workstations were running a variety of operating systems and versions of office. The week of July 17th all users had their workstations switched. The overall transition worked well and there were few issues with data and proprietary program transfer.

The District also replaced its primary data server, added an additional POE Switch and backup battery system. Together with our vendor, Entre Computer Solutions, the District minimized network downtime to one 4 hour block on a Friday afternoon. The new server and virtual installation should serve the District well into the future. The District also installed a new Copier to replace its previous Konica Minolta model

Respectfully Submitted,



Dan Griffin
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Marketing & Communications Report



Facebook & Marketing

Facebook followers increased 4023 to 4111 and Instagram followers increased by 12.

Facebook was a huge marketing tool this summer promoting our Concerts in the Park. An event was created for each concert in July and attendance was great! These events were promoted and resulted in great numbers for the concerts. The final concert saw record numbers!

The Marketing guide has been introduced to the Recreation Staff. With summer winding down, plans are to work with the staff to better understand the marketing guide and all the tools available.



Facility Tours/Memberships

Three tours were given this month and two memberships purchased. Corporate Membership drive is currently underway for E.D. Etnyre. This will wrap up at the end of August. Information has been presented to Ogle County Government for the 2017-18 membership drive.



50th Anniversary Celebration

The 50th Anniversary Concert was a success. Food had initially been planned for 500 but was upped to 650 after the tremendous response received on facebook. Walking tacos were gone by 7:10. Ice cream was also handed out by staff to 650 people and it is estimated at least 100 people didn't receive ice cream. The food was all prepared by staff. Special thanks to Ralpie&LuLu's for use of their refrigerated trailer to keep drinks cold and use of their roasters and serving utensils. This was all donated. The Ogle County Sheriff's Department generously delivered and donated the use of their portable lights to light both the upper and lower walkways after the fireworks. Thank you to Robin Pearce for the donation of 550 bags of chips for our tacos. The total cost spent on the meal and ice cream was \$750. The fireworks display went off without a hitch and comments were positive both from people in attendance as well as people from the area that saw the display from their homes. Firework clean-up was done that evening and the company sent two different people on Wednesday to walk the park looking for debris. No complaints were received from debris in the park.

Thank you to the board for supporting this celebration. Staff and community support was amazing. This, to date, has been one of the best events I've been able to work on! Attached is a list of comments received from the community on facebook.

Respectfully Submitted,

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

Tina Ketter
Marketing & Communications Supervisor

Facebook Comments sent both private and public:

What a great night we had! Thank you for the entertainment, food and fantastic fireworks!!

Tried to convince my husband that I arranged fireworks for his birthday. He's not buying it...Either way Happy 50th, thanks for the awesome community event!

They did a great job on the fireworks! Awesome!

Thank you to everyone that works to make this happen. Most of all, thank you to Debbie Leffelman! I hear she heads this up. Great job Debbie! Great job to all of [Oregon Park District](#)! I love my town and all that we have to offer!

Had a blast last night. Thank you for this event . Not only last night , but all the years the concert in the park has been going on. What a wonderful park district we have.

Thank you for an amazing night with our friends and family!

Watched from my living room window. What a great fireworks. Thank you.

Thank you! Any chance of doing it again? Before another 50 yrs??

That was awesome thank you had a great time and never even had to leave the house.

Thanks to the Oregon Park District for a very good venue this year.

It was great! Beautiful evening at the Park!

Awesome celebration!

This was an amazing event, had a ton of fun. The fireworks display was better than some that I saw on the fourth. Maybe a plan to do a Independence Day display yearly should be tossed around?

Thank you much for having [SoapStone](#) as part of your 50th Anny celebration! We had a wonderful time and feel very esteemed to have been to asked to be there!

Thank you so much Oregon Park District for making our summer so fun. We are very fortunate to have you work so hard for all of us to enjoy. Hats Off!!!

Concerts in the park are always a great community event - Thank You OPD

Love lovelove!!

AWESOME fireworks display sitting on our deck tonight!!! I love the Oregon Park District for all they do for our little town!

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8th, 2017

Aquatics Coordinator Report



Triathlon

This year's triathlons were a success with a total of fifty-six individuals and five teams completing the Sprint Triathlon and twenty-two people completing the Super Sprint for a total of 91 athletes. It was the perfect morning with no rain and cooler temperatures! The day would not have been as successful without all of the Park District commissioners, staff, family, and patrons that volunteered. Events like this are not possible without the help of everyone! Everyone loved the new course. It was more challenging with the added hills in the bike and the run but a welcomed challenge by many. Athletes from as far away as Wisconsin, Indiana and Iowa joined the group to swim, bike and run. Overall female winner was Andrea Cashman of Dixon with a time of 1:05:28.3 and the overall male winner was Philip Martino of Rockford with a time of 54:22.5. Planning has already begun for next year. We will be assessing what changes need to be made to make next years triathlon even better. This year many locals didn't participate due to the freshly tar and chipped roads. I have already gotten the map for the city roads and the course we used this year looks good for the Sprint and minorly covering the Super Sprint. I will contact the county as well and take that info into account when choosing the date and the course.



StarGuard Audit

On July 19th we received an overall 5-star rating on our starreview. This was the second year in a row that we received a 5-star rating! We received an elite rating on each of the following three areas: Lifeguard Observations, Skills and Scenarios, Facility Operation and Management. The lifeguards involved in the audit were: EmalieGunder, Paul Reckamp, Celeste Canfield, and McKenna Sadler. Each year someone from StarGuard comes out unannounced to observe our lifeguards in the lifeguard stand. They then announce their presence and conduct scenarios with the staff. This year they assessed their CPR skills with one rescuer, first aid for severe allergic reaction, unresponsive drowning victim, and an in-water spinal scenario. All the staff did a great job working together to earn the highest rating. Paul, the reviewer said the following about the unresponsive drowning skills scenario, "The lifeguard team did an excellent job managing their response to the emergency. In water breaths were performed, and on land care was excellent. The lifeguard team did an especially good job communicating with each other and rotating between the positions. In addition, the lifeguards did an exceptional job transitions from using the BVM (Bag Valve Mask) for rescue breathing and seal easy for CPR. Terrific job team!"

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jana W" with a long horizontal stroke extending to the right.

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Athletic Facility Manager Report



Adult Athletics- Co-Ed Sand Volleyball League

The season is down to the final 2 weeks. All teams will be participating in an end of the season tournament to declare a winner.



Youth Athletics- Fall Soccer

We had 141 children signed up to participate in Fall Soccer this season. This number does represent a decrease from last fall. After doing some investigating with parents we have identified that many of the younger males were playing football this fall and the older groups had formed a travel team of 16 kids. The Fall season we play our games against Byron, Polo, Stillman Valley and Winnebago.



Youth Athletics- Baseball and Softball

After several cancellations due to weather our baseball/softball leagues have concluded their seasons prior to the month of August. This season was a very wet one with many cancellations but we rescheduled most of the games. With 310 participants across our baseball/softball we will continue to try and improve the program through growth and league changes to benefit the participants.



Youth Athletics- Chicago Fire Soccer Camp

We partnered with the Chicago Fire Soccer team to offer children in our area a week-long soccer camp. We had 33 children sign up. 6 of these participants were from out of district, which shows that we're able to reach consumers outside of Oregon through our marketing. The camp is for children ages 3-16 years old and tailored to their skills at every age level.



Youth Athletics- 6th Grade Volleyball

This season we had 18 6th grade girls sign up for volleyball. They will participate against surrounding teams, very similar to the DLR teams. The school district will provide transportation to and from games for our players. The teams will be coached by Angela Neubauer. She coached 6th grade volleyball for us last year, as well. The season will start on August 10th and run through the month of September.

Respectfully Submitted,

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

Calvin Clothier
Athletic Facility Manager



MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Events Report



Brown Bag Concerts

The 2nd Brown Bag was held Friday, July 14th. The weather was great, the participation was excellent (approx. 200), and the entertainment was great thanks to our sponsor Harvard State Bank. The final Brown Bag this summer will be Aug 11.



Wiggly Wag & Walk

The 5th annual Wiggly event was postponed a few days due to extremely warm temps and humidity. There were approximately 74 people at the event on July 17 and 38 dogs. There were 8 pet vendors (each donated a gift basket for giveaway), 4 different dog demonstrations, and 27 dogs that participated in the Hound Hike. Weather has been a problem two years in a row. I'm looking at the option of moving the event to another month but it's difficult to find a time when there are not numerous conflicts. Overall, the event was terrific and thankfully happened before Wiggly Field flooded.



Concerts in the Park

We have come a long way since the concerts began in 1997. The summer concerts are still very popular and appreciated by so many in the community. We had a great series with great entertainment and great weather. We did not have to move any concerts inside this year! Sponsorship dollars (revenue) totaled \$6850 (down from \$7,400 last year). We did add an extra concert, a 7th concert sponsored by OPD, to celebrate our 50th Anniversary. OPD subsidized the final concert with a \$500 band. OPD 50th Anniversary fireworks, food and gift baskets were subsidized by OPD. The FREE entertainment for the concerts is thanks to the generosity of our sponsors. The concert summary includes details regarding sponsors, their give away, and the various entertainment. It was also exciting to see 2-5 Farmers' Market vendors at each of the concerts and Hector's as an added food option (in addition to the hot dog vendor) on evenings when there was no food give away.



Lemonade in the Shade & Flamingo Bingo

This was the 3rd summer for Lemonade in the Shade & Flamingo Bingo. We played again on Monday's June and July on the patio. The program has remained strong averaging 22 people per week. It is nice having a successful intergenerational program. This year the revenue was \$761 (up from \$650 last year). We had approximately \$100 in expenses for supplies, but the remaining \$661 was deposited in the Scholarship Fund.



Other

Thank you to the commissioners and staff who supported the events this summer by volunteering and/or attending. It is much appreciated.

Respectfully Submitted,

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

Debbie Leffelman, CPRP

Event Coordinator

Debbi Lefelman

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Concerts In The Park Summary



Concerts in the Park (Tuesdays at 7 p.m.)

There were 7 concerts in the 2017 series. The first six were sponsored by local businesses (all 6 sponsors were the same as last year) and the final concert was hosted (subsidized) by the Park District in celebration of our 50th Anniversary. Participation numbers were great this year. Hector's Cocina and Jerry Frana/Dogs on The Run were at all the concerts where there was not a food/beverage giveaway. I am expecting that Jerry will kick back some type of small donation to the Youth Scholarship Fund as he has done in the past. This year we again had a contract with City Police having their officers on hand to help enforce park policy and assist as needed which is helpful and appreciated. This year we also piggy backed two Park District events with concerts which was a good idea and helped both the concert attendance as well as the event attendance/participation. The following is a summary of the 2017 concert series:



June 6-Pirates Over 40 (Tropical favorites & Classic Rock)

Sponsor: **City of Oregon-\$1100**

Giveaway: Shaved Ice in City of Oregon color changing bowls

Attendance: 412 (Perfect Weather)

This was a new band to our series. They were a 6 piece and chosen to go along with the theme for the Family Fun Run. OPD provided a free "cheeseburger in paradise" to all participants in the fun run. Burgers and Dogs were then sold to the public for a dinner option.



June 13-Soda (Cover Band out of Chicago suburbs)

Sponsor: **KSB-\$1200**

Giveaway: Culvers Hamburgers, chips, beverage and scoop of Custard

Attendance: 225 (rain prior to concert/hot and muggy)

Due to the weather, concert attendance was lower than expected. Soda is a terrific band and one of the best at audience participation and getting the kids involved. We enjoy having them back every other year or so.



June 20-Five Guys Named Moe (Classic Rock & Roll Band)

Sponsor: **The Harvard State Bank-\$1,300**

Giveaway: grilled hot dogs, chips, brownie & beverage in a Koozie

Attendance: 315 (poured rain prior to concert requiring drying of stage and then weather was fair for concert)

This was a new band to the series. They were a very good 5-piece band. Harvard State Bank always has an impressive number of employees on hand to help with cooking and serving food. The Art in the Park/Sidewalk Painting event was held in conjunction with the concert which was a good combo.



June 27-Miles Nielsen & The Rusted Hearts (Folk & Americana)

Sponsor: **Exelon Generation-\$1300**

Giveaway: Popsicles and some small Exelon trinket items

Attendance: 500 (beautiful weather)

This was a first-time band for us out of Rockford and they are very well known and popular so also had a following which explains the higher numbers.



July 11-Love & Thunder (country with local lead singer)

Sponsor: **Stillman Bank-\$850**

Giveaway: pizza slice and water in Koozie

Attendance: 430 (hot & humid)

This was Stillman Bank's third year in a row to sponsor Love & Thunder. It is fun having local talent represent in our series. The lead singer, Shelly Nelson-Myers, is from Oregon. Her friends, family and fans came out to support her and enjoy the country music. They played a variety of country favorites and even had some folks up and "lawn" dancing. We broke a record with 5 market vendors present.



July 18- Burn N'Bush & Tristan Bushman (rock, country, oldies)

Sponsor: **Woods/BLOUNT-\$1,100**

Giveaway: Popsicles

Attendance: 525 (great weather)

This was the second-time Woods sponsored Burn N'Bush. They are local with a following and one of the two band members is employed at Woods. Tristan Bushman (a former contestant on American Idol) opened for the band. Good entertainment and great weather helped with the high attendance numbers. Many of their employees helped with handing out popsicles and many were there for the free hot dog meal provided to their employees by Woods. Hot dog meals and Hectors chicken nachos were available for purchase for others.



July 25- SoapStone (hits, medleys, country, motown, classical, hip-hop and more)

Sponsor: **OPD subsidy-\$500**

Giveaway: Ice Cream treat give-away

Attendance: 750 *highest attendance in many years (perfect weather)

We chose to go with a local 3-piece band that is inexpensive in an effort to have more funds to provide free food and fireworks. Food and fireworks did not come out of the concert budget (only the band). There was also the opportunity for all present to enter to win one of two terrific prize baskets. The band played until 9 p.m. and then we closed out the evening with a short but terrific firework show which everyone loved. It was the perfect Anniversary celebration and a terrific way to close out the 2017 concert series.



Total Monetary Sponsorship for Summer 2017 Concerts-\$6,850

(compared to last year \$7,400)

Good entertainment averages \$1,100+ per concert. Thankfully all 6 sponsors were back again this year and I think that they will all return for the 2018 series. They all seemed very pleased with the events. Each business sponsorship includes the additional \$100 paid to OPD for publicity and Parks Dept expenses (shuttle, freezer, prep of event area). Sponsorship was down \$550 because of the entertainment booked. The primary source of advertising for the summer 2017 Concert Series was a full color, glossy, 8.5 x 11 flyer which we also ran as a newspaper ad. Additionally, each of the

sponsors received a large foam board poster to display in their business. Flyers were distributed around town and at local parks, camp grounds, hotels, etc. Concerts were also promoted by individual sponsors, on Facebook, website, and E-Blast.

Thank you to all the commissioners for the support, general announcements and for introducing our sponsors. Your participation is greatly appreciated.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Debbie Leffelman". The signature is fluid and elegant, with a large initial 'D' and a long, sweeping tail on the 'n'.

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

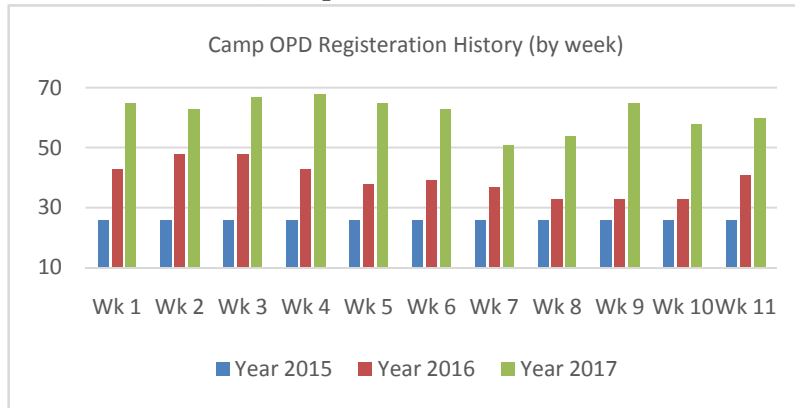
August 8, 2017

Recreation Program Manager Report



Camp Oh Pea Dee

The consistent solid enrollment numbers, both on a weekly and daily basis, for Camp Oh Pea Dee has reflected the increased quality and persistent commitment from our camp staff. The camp staff had a long, productive and interactive meeting on July 18 to re-amp everyone for the last month of camp. This has proven to be effective as the staff move forward and show that they are a true team.



Extended Time

On July 19, Mr. Nelson and I met to discuss how to better serve our OCUSD students in the Extended Time program. Mr. Nelson had agreed with providing the old home economics classroom in the high school to the Extended Time program throughout the 2017/2018 school year. Extended Time will utilize this space each day for our older ET students for homework, snack and our daily themed activities. ET staff training will take place throughout the weekend of August 12. Marketing is on way with social media posts, flyers, targeted e-blast, banners and more. We are at approximately half of our registration numbers from the end of last year for Extended Time and expected to significantly increase in the next two weeks.



Ongoing programs in July

Childcare has welcomed anywhere from 0-7 children each day. Our monthly average has decreased from July 2016 at 8.5 to 6. July tumbling held classes for 14 participants each Wednesday evening. This enrollment remained consistent from July 2016.



Summer Meals

On July 5 and July 31, I visited the Dixon summer meals program at Vaile Park and Wooden Wonderland to observe the program and talk with staff. Myself and Jenny, ED at United Way, have also been in continual contact to talk about how the summer meals program is going in Dixon to prepare for potential outcomes in Oregon for Summer 2018.

Respectfully Submitted,

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 8, 2017

Children's Center Report

Children's Center Fall Registration

Registrations are looking very good for the fall! There are currently 26 children registered for the MWF sessions (only 2 openings) and 19 children registered for the TuTh sessions (only 5 openings). We will continue to advertise in the newspapers and on Facebook, especially during the third week of August once families have their older children settled into the elementary school!

Hatch Smart Board / Early Learning System

Our Hatch Early Learning System has been installed. We did have a training session and have "played" with it ourselves! I will be using it for attendance, lesson planning, and daily activities at this point.

Overall Totals for Children's Center Summer Camps:

Summer 2013 - 56
Summer 2014 - 72
Summer 2015 - 45
Summer 2016 - 42
Summer 2017 - 57

Children's Center Summer Camps

Painting Without Brushes

Preschoolers painted with a variety of items, everything but brushes! It was a great messy camp!

How Does Your Garden Grow?

We had a lot of fun on our road trip this summer! We planted a peach tree and tomato plants at Hidden Timber Gardens on Monday. On Wednesday we travelled to our Community Garden. Tyler Hagemann did an excellent job planting green beans with the children and showing them the different vegetables that are growing at our own Community Garden. On Friday we drove to Granny's Berries in Rochelle. Granny was so very kind and generous to the children, showing them how to pick blueberries and making everyone blueberry muffins!

Cooking With Kids-We're Going Bananas!

Nine cooks made delicious banana creations! All went home with a cookbook full of recipes for all of our monkey business!

Computer Kids

Computer Kids was well attended. This class was a great opportunity for the children to review skills before the beginning of the school year! Children also had the opportunity to work on both the desktop, the iPads, and our new Smart Board!



Children's Center Open Houses and First Days of Preschool

Packets containing enrollment forms, medical forms, and our opening letter for 2017-2018 have been sent to all of our registered families. The Children's Center Open Houses for the school year 2017-2018 will be held on Thursday, August 31, for the TuTh groups and on Wednesday, August 30, for the MWF groups. Classes will begin on Friday, September 1, and Tuesday, September 5.



What's For Dinner

What's For Dinner will resume in October. It was a great addition to our programming! We received many compliments from parents and lots of enthusiasm from the children! We are looking forward to cooking again with the "older" chefs in the fall!

Respectfully Submitted,

Nancy J. Kerwin

Nancy Kerwin
Children's Center Coordinator