

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 12, 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, NOVEMBER 14, 2017
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - B. FINANCE COMMITTEE - INCLUDED IN PACKET
 - C. PERSONNEL & POLICY COMMITTEE -
 - D. PARKS & FACILITIES COMMITTEE -
 - E. PROGRAM & SERVICE COMMITTEE -
 - F. PARKS REPORT - INCLUDED IN PACKETS
 - G. RECREATION REPORT - INCLUDED IN PACKETS
 - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. RELEASE OF EXECUTIVE SESSION MINUTES
 - I. APRIL 1, 2015 - PARKS/FINANCE EXECUTIVE SESSION
 - II. JUNE 05, 2017 - PARKS/FINANCE EXECUTIVE SESSION
 - B. 2017 TAX LEVY APPROVAL; ORDINANCE 17-12-12
 - C. EXECUTIVE SESSION

The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5 ILCS 120/2 (c) (5)).

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JANUARY 9, 2018

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

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

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

ABSENT: Dan Griffin

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; Kim Krahenbuhl, District Attorney; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS: Curtis Cook

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Mark Tremble, the regular meeting minutes of October 10th, 2017 be approved as printed. Roll Call: Gary Davis, Dan Engelkes, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Fuller had commended Mr. Griffin on the number of employee direct deposits that are within the Park District. Motion by Mark Tremble, seconded by Dave Bakener, the Claims Payable be approved as presented. Roll Call: Mark Tremble, Gary Davis, Dan Engelkes, Dave Bakener and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

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

REPORTS

Mrs. Folk stated that there will be a Finance Committee Meeting November 21nd at 5:00pm

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 commented that Joe Stithem was on site at the BHC today taking measurements for the boiler project. He plans to start that project the week after Thanksgiving.

Administrative Report - Included in Board Packets. Mrs. Folk stated that the Tax Levy looks great, they don't anticipate having to issue the truth and taxation notice in the paper. The financial and recreation software are all on track. The financial software will be ready to launch shortly after the first of the year and the recreation software will be ready by the first week of April.

BUSINESS (unfinished)

BUSINESS (new)

Chastain & Associates Engineering Change Order

Mrs. Folk stated that Mr. Cook had sent a change order a few weeks ago regarding a \$32,000 payment, following completion of the requested change order work. That led to meetings with Mr. Krahenbuhl, Mr. Cook and herself leading to a second change order in the amount of \$16,216.46, she then turned the conversation over to Mr. Cook to explain how they arrived at this amount.

Mr. Cook stated that after they had a Coordination meeting with IDOT and Springfield, IDOT decided they did not want pedestrians on the paved shoulders of the road they would like a separate path. This led to them starting the project all over again. Mr. Cook stated he did not provide the district with a change order when this happened. Mr. Cook stated he had \$35,000 in the original contract from the engineering leading up to the submission of the environmental survey request, the change order was for \$32,000. Mr. Cook stated he knows the District does not have that set in the budget at this time, he would be willing to settle on half of that until we get the grant. He spoke with IDOT the other day and they have asked to do a lot of work that wouldn't normally be done in phase 1 of the engineering, they stated that when the agreement is signed for the grant you will not be invoiced for anything

until after that date. Mr. Cook stated if the board would be willing to do the \$16,000 change order, he will settle on the rest of it and all the other costs until they receive the grant, then they will invoice the cost.

Motion by Dan Engelkes, seconded by Steve Pennock, approve the Chastain & Associates Engineering change order for \$16,216.46. Roll Call: Mark Tremble, Gary Davis, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ITEP Resolution 2017 11-14, ITEP Local Assurance Form

Mrs. Folk stated this is just the resolution authorizing our support for the applications for the ITEP funds. We will need that signed form in preparation for the December submittal.

Motion by Dave Bakener, seconded by Dan Engelkes, approve the ITEP Resolution 2017, ITEP Local Assurance. Roll Call: Mark Tremble, Gary Davis, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

City of Oregon Emergency Shelter Agreement

Mrs. Folk stated the city contacted the District a couple weeks ago with interest in including Nash, as well as the Blackhawk Center as part of their Natural Disaster Emergency plan. Allowing us to serve as warming/cooling shelters.

Motion by Mark Tremble, seconded by Dave Bakener, approve the City of Oregon Emergency Shelter Agreement. Roll Call: Mark Tremble, Gary Davis, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

2018 Health Insurance Renewal

Mrs. Folk stated they were very pleased with the renewal of the existing health plan for the 2018 calendar year, with only a 3.81% increase on the overall health premium.

Motion by Dan Engelkes, seconded by Gary Davis, approve the 2018 Health Insurance Renewal. Roll Call: Mark Tremble, Gary Davis, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble had no comments.

Mr. Engelkes had no comments.

Mr. Bakener commented on all the positive feedback on all of the reports.

Mr. Davis stated that he helped out at the Halloween Carnival this year and had a great time.

DIRECTOR'S COMMENTS

Mrs. Folk stated we are half way through the fiscal year, financially we are in a great position. The staff is on track for meeting all of their goals and objectives. Recreation participation is 28% higher than the previous year at the 6-month mark. Overall all the Department heads have done a great job.

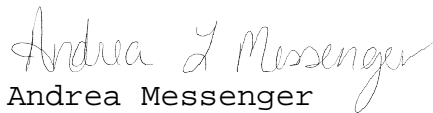
PRESIDENT'S COMMENTS

Mr. Pennock stated he attended the Best of the Best Gala in Wheeling with staff, he would encourage all commissioners to attend. The District received an award for 50 years of service. There was also a video that included Mrs. Folk discussing the value of Park Districts within their respective communities. Mr. Pennock commended Mrs. Folk, and recommends showing the video to the rest of the board.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble meeting adjourn at 6:24 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Andrea Messenger

Secretary to the Board of Commissioners

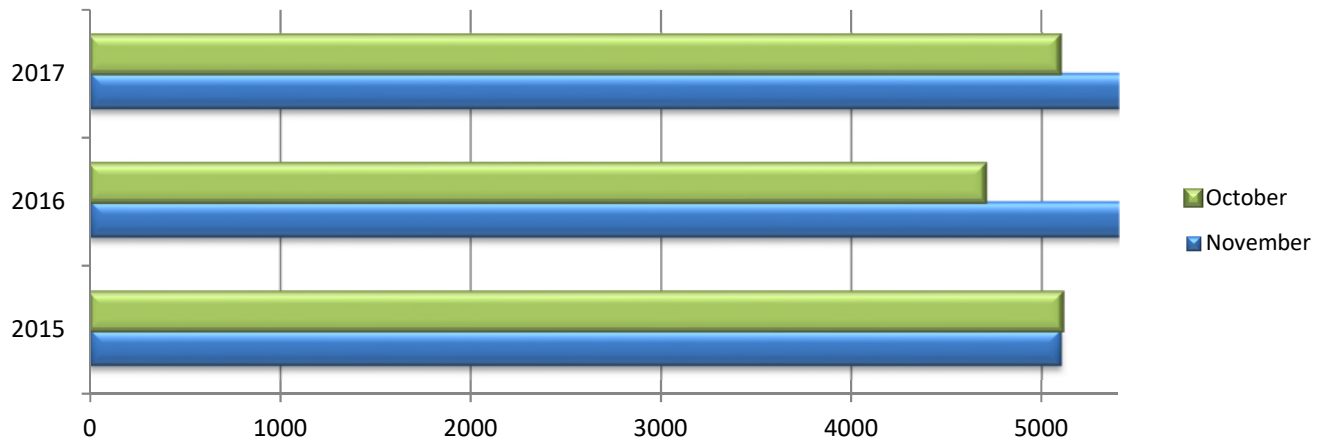
MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

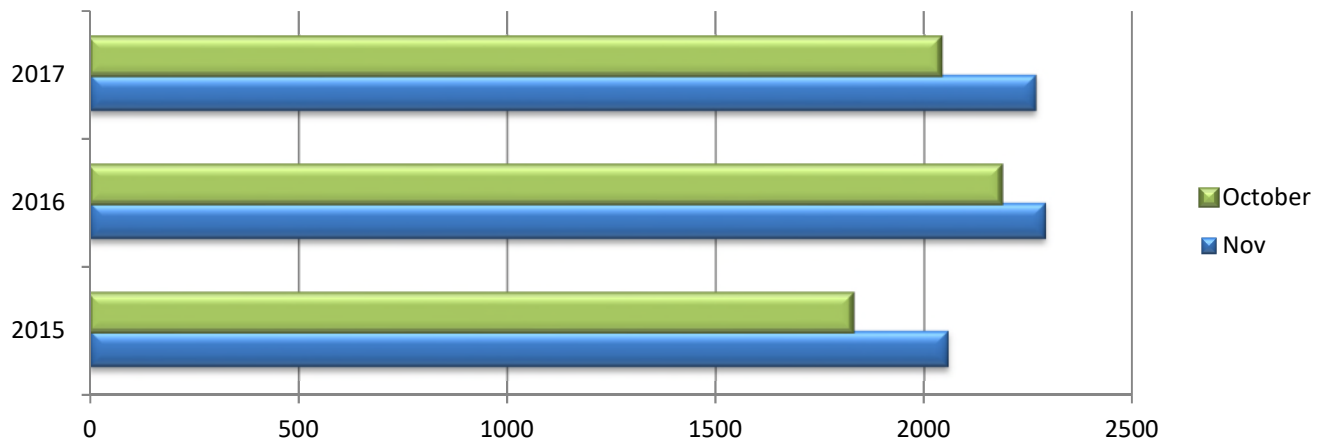
Facility Statistics Report



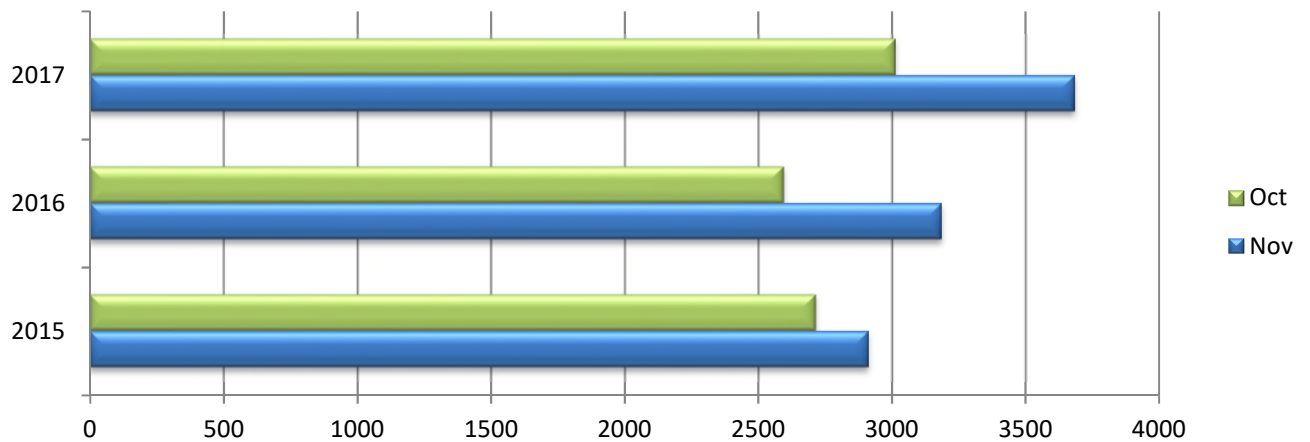
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

Parks Report



Events

Most of our time the past few weeks has been spent putting up holiday decorations. The Décor consists of lighted ground displays and lighting in trees at Mix Park, Nash, Oregon Coliseum, Courthouse lawn and Park East. Bob Vogl again this year donated two Christmas trees, one for Candle Light Walk and one at Nash.

We will be participating in the Christmas tree recycling program again this year through the Ogle County Solid Waste Management Department. With the combined efforts from other organizations we were able to recycle over 500 trees last year and keep them out of our local landfills. The mulch from these trees will be stored behind the Maintenance garage and is free to the community.



Projects

Projects at this time are centered on getting things ready for winter season. The bathrooms and water fountains are all closed and winterized for the season. The pit toilets at Park West will remain open for sledding, skiers, and walkers. This utility area has no running water, therefore can be left open during the winter. All portable restrooms have been pulled from the parks.

The flower beds have been cleaned out for the winter season. Annuals have been pulled and perennials cut back



General Maintenance

We will soon start maintenance on all parks vehicles and equipment. Maintenance includes oil changes, replace filters, check all fluids, replace any parts needed and receive a good cleaning. The goal is to make sure equipment is safe and operational for the next busy season. All winter equipment is ready to go. HOPE YOU ALL HAVE A SAFE AND HAPPY HOLIDAY SEASON!!!

Respectfully Submitted,

A handwritten signature in black ink that reads 'Andy Egyed'.

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

Superintendent of Recreation Report



SilverSneakers

The Oregon Park District is pleased to announce it is now an approved *SilverSneakers* location. *SilverSneakers* is the nation's leading exercise program designed exclusively for Medicare-eligible adults. *SilverSneakers* offers physical activity, health education and social events, helping to reduce health care costs driven by the physical and mental effects of aging and physician and hospital visits. The cost of each visit is covered by the *SilverSneakers* program and reimbursed to the District monthly.



Upcoming activity guide

The Rec. Staff has completed their portion of the upcoming activity guide via their respective program masters. These have now been passed along to Tina who will create activity codes and begin the arduous process of creating a new guide. There are lots of great programs that continue as well as many new innovative and exciting programs to come. This guide will run from March through August 2018. Stay tuned!!



Inclusion Programming

Inclusive recreation, also known as adaptive or accessible recreation, is a concept whereby people with disabilities are given the opportunity to participate in recreational activities. Through the use of activity modifications and assistive technology, athletes or participants in sports or other recreational pursuits are able to play alongside their non-disabled peers. We have started to train full-time staff on the implementation of an Inclusion Program here at the Oregon Park District with an expected roll-out in 2018. The inclusion program is being developed and lead by Amanda and Jena. Both have spent countless hours working on this with consultation from both the Ogle County Education Cooperative as well as the Kishwaukee Special Recreation Association.



Volunteer Appreciation

As we all know very well, volunteers are vital to the many wonderful events and activities the District offers annually. In an effort to reward the selfless commitment and efforts of our many volunteers, we have planned a Volunteer Appreciation event at Nash on January 13th. Details and invites to come soon.

Respectfully Submitted,

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

Matt Mekeel

Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12th, 2017

Environmental Services Report

Nash Center

In the past month the Nash Recreation Center has been operating well, and we are looking forward to a smooth heating season. With the warmer than normal temperatures for the majority of November and beginning of December, the mechanicals have been running smoothly. We have had some issues with younger patrons acting improperly and going into areas where they are prohibited during daily operation. To combat that we have started having two building supervisors on duty during busy times, and actively monitoring their behavior closer.

Blackhawk Center

The Blackhawk Center has just finished what was dubbed as the tournament blitzkrieg. Since the last board meeting we have hosted 15 athletic events, 9 Powerup Volleyball practices, 1 school assembly, and 1 fundraiser. Most of the athletic events involved at least 3 courts and hundreds of spectators. I am extremely proud of my staff for the job they have done remaining flexible and ensuring that the events have occurred minimal incidents. The boiler installation is going well and I will update the Board during the meeting on the progress.

Environmental Services Staff

In the past month and continuing, I am hiring a few new building supervisors as well as custodians. The staff that I have does a great job, but in these positions, they do not remain for extended periods of time. We are continuing to have all new staff train with a full-time staff member for 1-2 days and then work with a current employee for their first few shifts. This allows them to learn from more experienced staff and alleviates a lot of confusion on job duties and expectations.

Facility Survey

We have planned our kickoff meeting for December 19th for our facility survey. This meeting will involve a thorough survey of all mechanical equipment and discussion on what improvements we would like to see and what is necessary. I am fortunate to be able to share digitally many of the updates and building surveys from years past. I am looking forward to updating the board on our progress as we proceed.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

Business Administration Report



Financial Review

The November 2017 Treasurers Report is included in the Board Packet. The District did repay the 2012 and 2017 General Obligation Bonds on November 1st. The total payments were \$1,294,430.

The Park Improvement Fund is currently in debt to the Corporate Fund in the amount of \$280,000 as part of temporary fund transfers. The funds will be repaid upon the receipt of the 2018 General Obligation Bond sale. The temporary use of the Corporate funds allowed the District to complete many capital projects early in the fiscal year.



Levy Schedule / 2018 G.O. Bond Sale

The Finance Committee met on November 21 to discuss and review the 2017 Tax Levy Ordinance. The District will approve the 2017 Tax Levy at the regular December board meeting and will file the document with Ogle County Clerk's office prior to the last Tuesday in December. The District does not expect the taxes payable from a typical Oregon homeowner to increase for the 2017 tax year. The tax proceeds from the 2017 tax year will provide funding for the District 2018-19 fiscal year. The completed and signed document will be available on our website.

The District will release the 2018 General Obligation Bond Term Sheet to banks and investors the 3rd week of December. Bids on the Districts term sheet will then be accepted the first week in January. If there are good local rates returned, the District will approve the final bond ordinance at the regular January board meeting. The net income of the General Obligation Bond for 2018 will be approximately \$1.3 Million Dollars, and be received in late January/early February.



2018 Software Implementation / Audit / Insurance Renewal

The District's software implementation schedule is well underway. The new finance software, Harris's Smart Fusion, is still set to go live on January 8, 2018. The new recreation tracking software, Perfect Mind, will go live on April 4, 2018.

The District renewed its health insurance coverage with Humana at the November meeting. The District will hold its open enrollment during the month of December and introduce the Districts new insurance broker to the staff at its regular December staff meeting.

The District renewed a new three-year agreement with its long-standing Auditors Wipfli LLP. The professional audit fees decrease as compared to the FY17 fees.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

Marketing & Communications Report



Marketing & Facebook

Marketing is going well with Silver Sneakers. After approval we quickly created promotional material, educated the front counter and released to Facebook. In 6 days we have issued 10 passes, 4 are new passholders and 6 were current members. A refund was issued to anyone currently with a pass for the remaining time left on their pass.

Our 5th school newsletter of the year was distributed on Dec. 1. We are halfway through the school year and are pleased with the reach to outside areas the newsletter is providing.

Facebook followers increased to 4331 this month, an increase of 15. Instagram followers increased by 6. We continue to post photos after events and this draws traffic and likes to our page.



Holidays

The halls at Nash have been officially decked. With the assistance of Erin Folk, we spent two days decorating Nash. Special thanks to the Maintenance Department for all their assistance in hauling and setting up the trees and garland. Jena Wehmhoefer did an excellent job decorating the pool for the season.

Our annual holiday card and Jen's breads will be distributed the week of December 11 to businesses and individuals that have gone above and beyond in 2017 for the Oregon Park District.



OPD Scholarship Fund

Scholarship Fund usage has more than doubled after all OCUSD students were allowed to apply. We have had two successful fundraisers this fall with AOP and the Holiday Greens. Scholarship numbers are: 2015-16 (7 scholarships awarded); 2016-17 (9 scholarships awarded); 2017-18 with 5 months to go (22 scholarships awarded).

I am currently researching different applications and marketing to reach more students. In 2018 all promotional and marketing materials will be updated.



Facility Tours/Memberships

Three tours were given this month and one resulted in the immediate purchase of a pass.

Oregon School District will hold their Corporate Membership Drive from January 2-18.

The Corporate Membership Drive to reach new members will begin once the new Activity Guide has been completed.



Spring/Summer 2018 Guide

Program Masters have been completed from the Rec Staff and now I will begin the process of coding and developing the Spring/Summer Guide. Tentative release date is January 22 with registration beginning mid-February. Release date will be dependent on the time frame committed to training for both the new financial and recreation software.

Respectfully Submitted,

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12th, 2017

Aquatics Coordinator Report



First Friday in the Pool

Our December First Friday in the Pool had 161 people sign in for our raffle. I was very happy with the turnout of the event and again saw many new faces this month. The front counter brought \$386 in revenue in daily fees during the event. The total cost of the event was \$201 dollars so we made \$185 that night. Last month we did have a loss of \$105 but this month made up for the lost and there are extra supplies that will get utilized for our staff Christmas party and our volunteer appreciation event coming up the beginning of January.

The First Friday on January 5th will be family game night. I will be borrowing board games from ET and the Children's Center as well our balloon filling racing game. I will also have the large lawn games out on our pool deck for the games to continue as they move to the pool area. We will have a popcorn bar and a few other snacks for the evening so the cost will remain relatively low again and we should expect to see a profit again in January.



CPR Classes

During the month of November, I taught 3 CPR, first aid, and AED for adult, child and infant classes. A total of 13 staff members were certified and everyone did a wonderful job and is ready to respond to emergencies as they arise!



Rockin' River Fest Triathlon

We have come to an agreement with the Rockin' River Fest committee to assist them with the management and promotion of their Adventure triathlon which is a run, bike and paddle triathlon. In return for our efforts they will compensate the Oregon Park District \$10 for each of the first 75 registrants and \$15 for each for registrants 76-100. This money will go to our scholarship fund. I look forward to our first meeting on December 8th to discuss how last year went and the changes we will be making moving forward this year with their triathlon committee.



Swimming Lessons

Fall swimming lesson are wrapping up the week of December 11th. Surveys will be handed out to all the parents and registration will open for our winter session that will start in January.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

Athletic Facility Manager Report



Youth Athletics- 6th Grade Competitive Boys Basketball

The 6th Grade Boys Basketball team had 10 participants this year. They wrapped up their season on December 4th. They played a 13 game schedule, as well as 1 tournament at Westwood Sports Complex. The officials and buses are assigned by the OHS Athletic Director, Mike Lawton.



Youth Athletics- 3rd - 6th Grade Boys Basketball

The 3rd and 4th grade basketball program has been playing games on Saturday's at Nash since October 28th. The league will finish on December 16th. We have 32 boys out and they make up 4 teams. The games are officiated by local officials.

The 5th and 6th grade basketball program continues to play their games with the Byron Park District. The games are played on Saturday's through January 13th. This league is a more competitive league that focuses on enhancing basketball skills and knowledge for teams.



Athletic Procedures

Over the next 6 weeks I will be updating the youth athletics procedure manual in preparation for our spring and summer seasons. One area of focus will be the draft procedures for team formation for participants in 3rd grade and older. We routinely run in to issues with coaches who are interested in drafting the child's friends instead of drafting a well-balanced and competitive team. I will look to implement procedures to offset this past practice.

I have scheduled a meeting with Mike Lawton to begin discussions pertaining to improved relations with the OHS coaches and their respective athletic programs. I would like to see more involvement from the OHS coaches with regard to coach's clinics and increase OHS player involvement to generate excitement amongst the kids. We will also begin discussions pertaining to additional use of the OES gyms for OPD athletic practices to alleviate the pressure from the Nash gym.

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

December 12, 2017

Events Report



Holiday Lights House Decorating Contest

The 2017 Contest is our 9th Annual Light Contest. OPD staff will be nominating homes for the contest again this year as we typically get very few entries. There will be two winning homes again this year. However, we are doing away with the two categories and having a first and second place Best Decorated Home! Merlin's and GK Graphics are co-sponsors again this year. They generously provide us with prizes for our winners! The winning homes will be announced around December 18th. Photos of the winning homes will appear in the Ogle County Life and addresses for all homes entered will be on the OPD website so that families can drive by them to check out the holiday lights!



Candlelight Walk

As Committee Chair for the Candlelight Walk, it has been a long process planning this event for the community, but it was definitely a success. It was a beautiful night in Oregon and everyone seemed to enjoy the extra hour of fun, shopping, food and more. I worked with Tyler to coordinate the selling of the greens to benefit the scholarship fund. Thanks to Tyler, two community volunteers and other park employees, we had a nice variety of swags, pots and hanging baskets and with this fundraiser we contributed \$845 to the Youth Scholarship Fund! There were 27 gift fair vendors in the coliseum along with Santa Claus, a balloon artist and live entertainment. The Winter Quarter Carnival and Make-n-Take crafts were also located in the lower level of the Coliseum. Much of the decorating and moving of items and installing the "town tree" would not happen without the support of the Park District. Candlelight Walk is a great small-town holiday event to kick off the season and the Oregon Park District is a large contributor to the success of this community event.



Letters to Santa

The elves placed a decorated mailbox in the lobby of Nash for kids to mail letters to Santa Claus. A volunteer collects the mail and responds to all the Children's letters. Letters will be accepted through December 15th.



Other

Build-A-Birdhouse Entry Forms are available at the front counter.

The Rec Dept is planning the Volunteer Appreciation event at Nash for January 13. Without the help of many volunteers, the OPD events could not happen. I am grateful to staff and community volunteers who willingly help with events.

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

Recreation Program Manager Report



Extended Time

Extended Time has been running smoothly in both the younger and older classrooms. Students have been following the structure of snack, homework, themed activity, group game and free time each day. Both groups filled their marble jars this month and therefore, received a party of their choice. We will have a staff meeting next week to discuss any changes or new implementations we would like to begin for the new year along with planning activities for Winter Break.



Recreate & Celebrate Day

On Wednesday, November 22 we traveled to Kids Spot Gym for a R&C Day with 20 students which was an increase of 4 students from 2016.



Programs in November

Childcare hosted anywhere from 0-6 children each day. Our monthly average has slightly decreased from November 2016 from 12.6 to 10 but has increased by 4 children from last month. After School Open Gym had 6-11 children each day this month. This was a decreased average of 8.25 opposed to 11.5 children in November 2016. However, this remained a consistent average from last month. Tumbling continued in November with a total of 28 tumblers which was a decrease of 5 tumblers from November 2016 and an increase of 1 tumbler from last month.



Seussical the Musical

Throughout Veterans Day weekend, two casts of a total of 50 talented OES students performed four separate productions of Seussical the Musical Kids to over 530 spectators. If that wasn't enough, the casts also performed for the entire school in two more performances that following Monday morning. Over 25 volunteers worked tirelessly to assist Director, Justine Davis and Asst. Director, Cindy Carroll and myself to put on the show. Compliments were flowing in day after day. This was an extremely successful weekend and full of prospects for our next production.



Gingerbread Workshop

This year we hosted Gingerbread Workshop uptown during Candlelight Walk with the generous availability of the Freedom Lutheran building. We hosted 12 families to decorate a preassembled gingerbread house complete with an additional candy bar. I am brainstorming a couple new ideas for this event next year to boost participation.



On the Horizon

This weekend is another Village Bakery class for K-3 graders. Jackie, store manager, looks forward to hosting another engaging class. Jena and I have been finalizing materials for the OPD Inclusion Program to host a presentation to Full-Time and Front Desk staff on December 12. We are very thankful for the support from Kishwaukee Special Recreation Association. Winter Holi-Day Camp is right around the corner and marketing efforts are in full swing.

Respectfully Submitted,

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12, 2017

Children's Center Report



Mrs. Pennock and Holly

Mrs. Pennock and Holly visited once again in November and will be back again in December. I appreciate all of Mrs. Pennock's help with her own learning games. The children love to go out in our hallway for their turn and to have Holly here as well!



Candlelight Walk

The children made picture ornaments that are hanging on the tree in the hallway outside of the Children's Center as a part of the Park District's holiday decorations. The parents love seeing their child's pictures displayed. The children do as well!



Holiday Hope Chest

The Children's Center is once again participating in the Holiday Hope Chest sponsored by LSSI. I have received a list from LSSI of names of children, ages 2-6, with a desired toy or other needed clothing item listed for each name. Families from the Children's Center were given the opportunity to take a child's name off of the Children's Center tree. Items will be picked up by LSSI on Thursday, December 7, for delivery to families before Christmas. LSSI is always so very thankful for the generosity of our families AND our staff!



Christmas Parties and Holiday Break

Our Christmas parties will be held on Tuesday, December 19, and Wednesday, December 20. We will have games, stories and a variety of activities, as well as treats provided by families. The Children's Center will be closed after sessions on Wednesday, December 20. We will return on Wednesday, January 3.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Nancy J. Kerwin".

Nancy Kerwin
Children's Center Coordinator