

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 14, 2017, AT 5:00 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, JANUARY 10, 2017
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - NO REPORT
 - B. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - C. PARKS & FACILITIES COMMITTEE - NO REPORT
 - D. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - E. PARKS REPORT - INCLUDED IN PACKETS
 - F. RECREATION REPORT - INCLUDED IN PACKETS
 - G. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - H. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. HITCHCOCK MASTER PLAN STRATEGIES REVIEW
- 9) COMMISSIONERS COMMENTS
- 10) DIRECTORS COMMENTS
- 11) PRESIDENTS COMMENTS
- 12) ADJOURNMENT

NEXT REGULAR MEETING - MARCH 14, 2017

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Public Hearing & Regular Meeting Minutes
January 10, 2017

REGULAR MEETING

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

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

ABSENT: Don Fuller, Treasurer; Matt Mekeel, Supt. of Rec.

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

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES:

Motion by Dan Engelkes, seconded by Dave Bakener, the regular meeting minutes of December 13, 2016 be approved as printed. Roll Call: Gary Davis, Steve Pennock, Dan Engelkes, Mark Tremble, Dave Bakener - yes. MOTION PASSED UNANIMOUS.

Motion by Gary Davis, seconded by Dan Engelkes, the special meeting minutes of December 22, 2016 be approved as printed. Roll Call: Gary Davis, Steve Pennock, Dan Engelkes, Mark Tremble, Dave Bakener - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Griffin added that the only change was the park improvement fund, he stated they did receive the billing last week. They will have it processed by the end of the month.

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

Claims Payable and Checks Drawn

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

REPORTS

Finance Committee - Mrs. Folk stated she will be in contact with the board about holding a meeting in mid February pertaining to the Capitol Improvement Projects.

Personnel and Policy Committee - No report

Parks and Facilities Committee - No report

Program and Service Committee - No Report

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

Recreation Report - Included in Board Packets. Nothing to add

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

Administrative Report - Included in Board Packets.

Dan Griffin stated after this evening they will release the terms of the Bond mid next week. The preliminary estimate is still 1.65% to 1.85%.

BUSINESS (unfinished)

BUSINESS (new)

ANNUAL CONFERENCE EXPENSES

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

ORDINANCE 17-01-10

An Ordinance providing for the issue of not to exceed \$925,000 General Obligation Park Bonds, Series 2017, for the payment of land for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident there to, providing

for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

COMMISSIONERS COMMENTS

Mr. Davis wanted to thank the Park District for the Holiday Party.

Mr. Engelkes passed on a compliment he received from Dr. Baker about how great the facilities are kept up. He also wanted to compliment the E.T. program; it has been a great program for their family.

Mr. Bakener had nothing to add.

Mr. Tremble had nothing to add.

DIRECTOR'S COMMENTS

Mrs. Folk commented that she had a meeting today with Hitchcock Design to go over the master plan updates. They will release the preliminary details in a few weeks. They will present more information at the February 14th meeting. If everything stays on track they should adapt the final document at the April 11th meeting.

PRESIDENT'S COMMENTS

Mr. Pennock had nothing to add.

ADJOURN


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

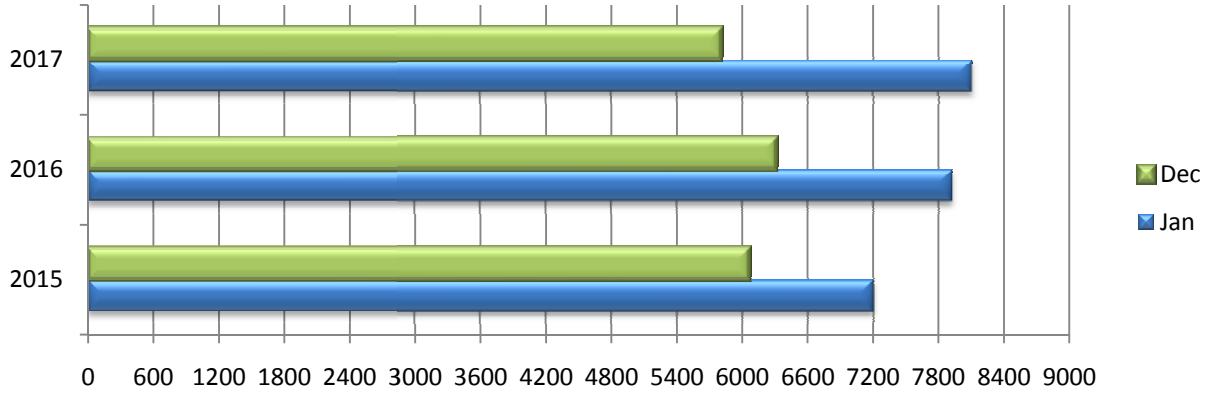
Respectfully Submitted,

Andrea Messenger
Secretary to the Board of Commissioners

Approved _____

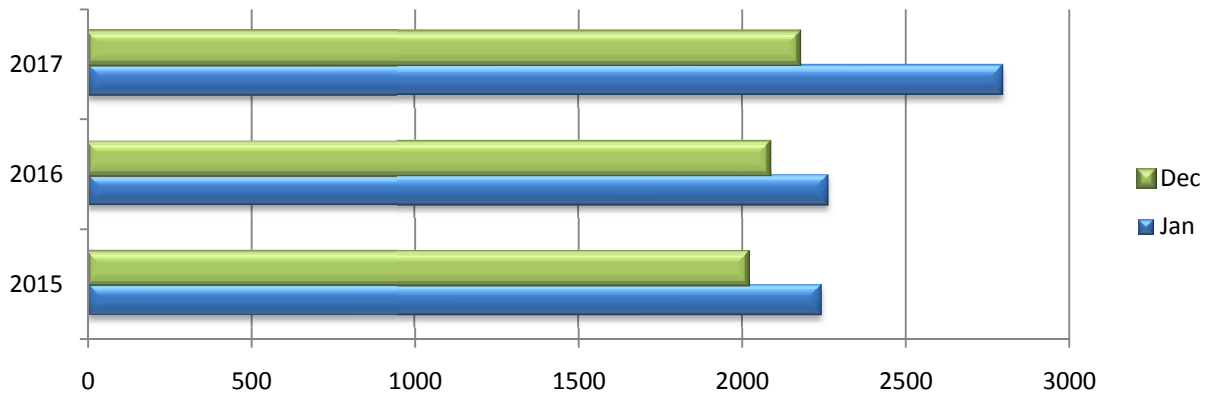
MEMORANDUM TO THE BOARD OF COMMISSIONERS
 February 14, 2017
 Facility Statistics Report

 **Nash Recreation Center Facility Statistics**

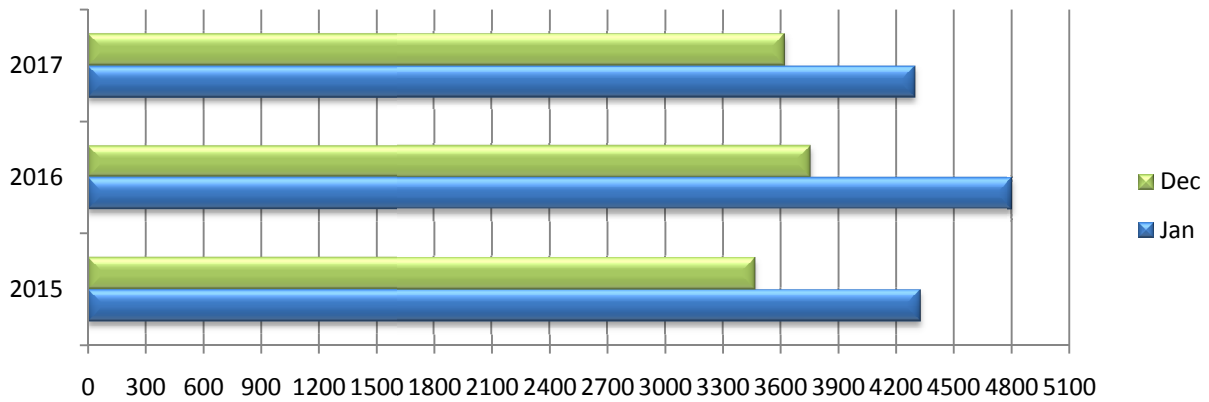


*Open House Visits in December are not included in total facility visits

 **Nash Pool Usage Statistics**



 **Nash Fitness Center Statistics**



MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Parks Report



Maintenance

Maintenance on fleet vehicles and equipment is going well. We have finished maintenance on all of the trucks and have now moved onto the mowers and tractors. Maintenance projects include oil changes, as well as air and gas filter changes. Any worn or damaged parts will be replaced or repaired. After all tractors are maintained we will move on to the small engine equipment. Keeping equipment clean and in good condition will make them safe for operation and increases the longevity of all our equipment.

Snow and ice removal this past month has been minimal for January. So far this year our salt reserves are doing well. We have not had many accumulating snow events but we have had to deal with more ice, which actually uses more salt to get the de-icing needed. If the winter season continues to have low precipitation we should not have to purchase any more salt for the year.



Projects

We have started to remove more of the Ash trees that have been infested with the Emerald Ash Borer (EAB). Last year we removed trees at Lions Park with EAB and the year before we removed trees at Park East. We are now seeing signs of the infestation at Park West and Fairgrounds Park. We have removed nine Ash trees from Park West this month that are dead and next year we will be removing the rest of them. There are Ash trees at Mix Park that we have been treating the past two years with a chemical drench that keeps the bore from getting to the tree. This is not 100% full proof and is costly. So far the trees at Mix Park are not showing signs of EAB. We will continue our efforts in this area until we see signs of infestation. The city is also dealing with the issue and has contracted the trees in town to be removed one portion at a time and not all at once.

Our plan is to re-plant trees in diversity in the future and pick trees that are not as susceptible to disease and infestation. When planting trees we will be planting at least three different species in an area. Hoping if there is a threat to a certain tree it won't wipe out the whole grove of trees in that area, like EAB has done to the Ash trees. We will be coming up with a plan to replace the trees. The plan will include species type, cost, when and where they will be planted. We need to plant the trees in areas that will not put the trees too close together. One of the issues we are dealing with today is that trees planted 20 plus years ago were planted too close together. Now that the trees are full grown they are growing into each other and killing the branches and eventually the tree. This is really an issue with the pine trees. So we must be smart about where and how we plant for the future, the right species and diversity is key. The stumps from the trees we cut will be ground as soon as weather conditions will allow heavy equipment to drive on turf.

Again this year we did our part in the Christmas Tree Recycle Program. Working with the Ogle County Solid Waste Management Department and the FFA we were able to mulch over 108 Christmas trees. The mulch will be stored behind the shop and given to residents to pick up.

We have been at Fairgrounds Park marking and laying out the dimensions of the play pods that will be installed. The pods will be constructed along the North loop of the trail. All Three pods are marked with flags to the exact layout per plans, if you are interested in going and checking out those areas. One of them will be on the inside of the path which will put it in the prairie. We had to move it there because of the size; it would not fit on the outside of the path and would put it too close to the property line and split rail fence.

Respectfully submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Superintendent of Recreation Report



Athletics & Activities

Calvin, Debbie, and I have finished the preliminary work on the new sponsorship packet and have handed this to Tina for final design and printing. We hope to have a finished product for approval and distribution by month's end.



Facilities

We continue to promote the new TRX equipment in the Prairie room. Kaitlyn Schuler, personal trainer, has provided approximately 30 orientation sessions to both staff and guests in an attempt to promote as well as educate the proper use and variety of uses of our new TRX equipment.

We completed our cardio demo time for the 2 units we had. Both units had satisfactory reviews from our patrons, but the Lateral X was by far the favorite. We will be moving forward with the purchase of the Lateral X machine which was obtained at a "demo price" while maintaining all the original manufacturer warranty. We will continue to seek cost effective upgrades for the fitness center whether that be an outright purchase or a lease to purchase option.



Staff

I did have a chance to meet with all fitness center staff this past month. This afforded me the opportunity to meet those who I haven't as well as express what my expectations of them as park district employees are.



Conference

I did have the opportunity to attend my very first IAPD/IPRA conference in Chicago, IL. I had the opportunity to not only gain professional development, but I also spent time meeting vendors/salesman as well as networked with many new colleagues and business folks in the parks and recreation field. Thank you for allowing me the opportunity to attend this annual conference.

Respectfully Submitted,

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

Matt Mekeel
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Environmental Services Report



Nash Center

In the past month we have made some modifications to the spa equipment to try to establish more stability in the chemical levels. We had the Aquasol controller rebuilt by the manufacturer to ensure that it was running properly. Also we changed out a basin in the Pulsar (dispenses chlorine). We are hoping that this will allow the chlorine to stay at a more stable level throughout the day, especially over a weekend. Mechanical Inc was contracted to investigate one of the boiler pumps in the basement and it was determined that when they rebuilt the pump, it was not installed correctly. All of the replacement parts have been ordered and Mechanical Inc will be repairing the pump when they arrive. We have noticed more deterioration of the emergency exit door in the fitness center, and I am currently gathering quotes to have that door frame and door replaced. Following the movie in the pool on February 3rd, the projector and screen were removed from the pool. They will be stored safely until they are needed again.



Blackhawk Center

The Blackhawk Center is in one of its busiest times right now with basketball season, wrestling season, power-up volleyball, and other events going on throughout the week and weekend. The staff have done a great job ensuring that everything is setup for events and cleaned up immediately following events. I am currently looking for a contractor to complete the annual servicing of the bleachers, basketball backboards, divider curtains, and batting cages. Once the contractor has completed this service, I will determine if this is something that could be handled internally by our staff. We had a man lift delivered from United Rental, to test drive to see if it would work for our building. Unfortunately the lift was too short, but we were able to complete all of the preventative maintenance services on the air handlers and a few other issues, while we had the lift. We can borrow OCUSD's lift until we are able to purchase a replacement.



Environmental Services Staff

This month was extremely busy for the staff with setups, teardowns, afterhour's parties, and movie in the pool. The staff is doing a tremendous job keeping up with all of the events and completing their normally assigned tasks. We are also continuing to disinfect door handles, light switches, and flat surfaces multiple times a day, in an effort to prevent the spread of any communicable diseases.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Brian Beckman".

Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Business Administration Report



Financial Review

The January 2017 Treasurers Report is included in the Board Packet. The treasurers and budget report are on track as we finish up 75% of the fiscal year. The majority of capital improvement items have been completed.

The District will be required to adopt a Supplemental Appropriation Ordinance for the 2016-17 fiscal year. The Districts annual General Obligation Bond, as outlined below, will be larger than anticipated for the current fiscal year allowing the District to begin construction of the new grant awarded playground at Fairgrounds Park. The Supplemental Appropriation option is only available because 'additional revenue available to the Park District or estimated to be received by the Park District' will occur in the form of additional G.O. Bond proceeds. The District will not be required to publish the supplemental budget 30 days prior to adoption, publish any notice or conduct a public hearing. The Supplemental Appropriations Ordinance will be presented to the Finance Committee prior to approval at the March Regular Meeting.



2017 General Obligation Bonds

The District will officially close on the 2017 General Obligation Bonds on February 23rd. The District received a great rate from Stillman Bank on the private placement of the \$900,000 bond. The rate came in at 0.90%, which was lower than the District anticipated. Last years G.O. Bond rate was 0.85%. The District continues to have a great working relationship with Stillman Bank.

The Bond Documents will be filed with the Ogle County Clerk prior to end of February. The real estate taxes for 2016 will then include the final payment of the 2012 G.O. Bonds as well as the 2017 G.O. Bonds. The District will retire both bonds on November 1, 2017.



2017-18 Budget and Evaluation Schedule / Misc Information

The District has released its annual Budget and Evaluation Schedule for the 2017-18 year. The schedule includes all budget functions for the year as well as evaluation and wage recommendation timeframes. Included this year will be all Masterplan meetings as well as committee and board meeting actions.

The Districts IMRF rate was reduced 1% to 12.52% for 2017 calendar year. The District expects the IMRF rate to continue to decline over the next 5 years.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Dan Griffin'.

Dan Griffin, Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Marketing & Communications Report



Facebook & Marketing

Facebook followers increased from 3467 to 3556, an increase of 89 followers this month. Erin Folk donated a family 4 pack of Ice Hogs tickets to give away. We are running a promotion through Friday, Feb. 10 to like our page and win the tickets and a quarter family membership. We will be offering a special on February 13th to promote the 50th anniversary. Facebook promotions worked well this month to promote First Fridays in the Pool and also the deadline of the Daddy/Daughter Dance and Mother/Son Date night. All three had record numbers from previous events. Instagram followers increased by 25 this month.

The 14-day trial membership concludes on Thursday, Feb. 9. With a few days left we have sold 69 memberships. In 2016 we sold 76. This has been a great way to promote the facility and get people in the door. I plan to analyze the data more and see how many renewed after their passes after they expired. The trial pass special could be a great offering to new customers that come in the door for a tour. I'd like to look into making the trial a permanent, one-time offering for new customers. We will be introducing the Unplug Illinois campaign provided by IPRA in the new few months. Statistics and advertising have been provided to help get kids and adults to "unplug" and enjoy the resources our parks provide. This will be a great introduction to Operation Move kicking off in May.



Facility Tours/Corporate Memberships

Twelve tours were given this month. Of the twelve tours we sold nine passes. The high number of passes sold can be attributed to the pass special.

OCUSD concluded their corporate membership drive on January 18. Passes sold were 147 in 2017 versus 124 in 2016.

Two corporations in the Rockford area have reached out inquiring about our facility and corporate memberships this month. Both had employees requesting to use our facility. I am still waiting for responses.



Fall/Winter Guide

Planning has begun for the next guide which will cover August 2017-February 2018. The guide will be released July 15 and layout will begin at the end of May.



Holiday Party

The Holiday Party was held on Saturday, January 7 with 128 employees attending (148 RSVP's) versus 99 last year. Everyone seemed to enjoy the changes in the food.

Respectfully Submitted,

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

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14th, 2017

Aquatics Coordinator Report



First Friday's in the Pool

We have hosted our first two first Fridays in the pool. January we had 35 people sign-in for our raffle during Flamingo Bingo. We made \$112 just off of people buying bingo cards. Everyone had a great time playing bingo and many of them were our summer bingo players. We also had pool games out on the pool deck that our swimmers enjoyed.

In February we had a much larger crowd for Finding Dory in the Pool. We had 255 sign in for our raffle and the front counter took in \$589 in daily fees from 6-9pm that evening. Overall this was a great turn out as we had just over \$200 spent for this event. I will have a more detailed summary of all of our first Fridays in the pool when all 5 are completed. Many people were talking about next month's event which is rootbeer float night. We will have rootbeer floats in the River Room and allow patrons to bring in their own pool floats to use at open swim.



Conference

Thank you for the opportunity to attend the IAPD/IPRA annual conference this year. Last year I was unable to attend but it was great to go back again this year. At conference this year I earned .7 CEU which completed my total 2 CEUs required to renew my CPRP. I'm proud to say that this was my 3rd time renewing and I have been a CPRP since the end of 2010! I learned a lot and have already implemented some of the things I learned in my sessions. One of the sessions I attended was called Lifeguard Training with Police and Fire Departments. Already at the start of February we worked with Noah Wade one of our newest lifeguards that is also an EMT for our local department while he is working on his degree. He trained our staff on how to use a tourniquet, which is a new technique with the update in our curriculum. We also worked on other first aid skills such as manual stabilization of broken bones and what to expect from an EMT when they arrive on the scene. I also look forward to planning a training later this year with other members of the department. This will provide our staff with a better understanding of what information they will expect from them and how they can be most helpful to them.

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

February 14, 2017

Athletic Facility Manager Report



Youth Athletics- 3rd-6th Grade Girls Basketball

The 3rd/4th and 5th/6th grade basketball leagues concluded on February 11th with an end of the year tournament, which we hosted at the Blackhawk Center. Between the 2 divisions we were able to form 5 teams consisting of 45 girls. Continuing to build this program's participation will be a goal going forward.



Adult Athletics- Women's Volleyball League

The Women's Volleyball League concluded on January 19th at Nash Recreation center with an end of the year tournament. The number of teams increased to 9 this year.



Adult Athletics- Co-Ed Volleyball League

We were able to get 12 co-ed volleyball teams signed up for our league this year. That is 1 more team than last year's league and is the maximum threshold that we can take. Games began February 9th at Nash and will continue to be played on Thursdays into the month of May. In the future I will look at the possibility of playing all games in the Blackhawk Center, if the league continues to see increased participation.



OHS Softball Clinics

OHS softball coach Jamie Davison Revelle held softball clinics January 8, January 22 and February 12 at the BHC. Another clinic is scheduled for February 26. At the time of the report 38 girls have signed up for the various clinics. The clinics provide advanced skill work to girls ages 7-14. This is both beneficial to the OHS program as well as helping skill development for our softball players this summer.



Youth Athletics- Sports 'N' Stories

Sports 'N' Stories is a new program that will incorporate both reading and physical activity. Children will be read a sports related story and then participate in the books theme. We will cover basketball, baseball, football and soccer. Participants ages range from 3-7 and 8 children were signed up. Classes are held on Tuesday in February at Nash. We are pleased with the first year numbers and hope to grow the program in the future.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Calvin Clothier', written over a white background.

Calvin Clothier
Athletic Facility Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Events Report



Build A Birdhouse Contest & Build A Wren House

The Annual Build A Birdhouse Contest held each April has been promoted through flyers, facebook, the newspaper, the school, the Ogle County Extension office 4-H clubs, and more. In hopes of getting more interest in the contest, I planned a Build A Wren House class with John Barnhart as the instructor. There were 5 in the class and all seemed to really enjoy themselves. See Photos.



Daddy Daughter & Mother Son Dances

We are currently finalizing plans, decorations, props, favors, food, volunteers and more for the dances coming up February 17 and 18. Our registration numbers are fantastic. We are looking at 145 daughters and 92 sons. These are record numbers and we are drawing families from out of the area which is a good thing. These numbers do not reflect the adults in attendance (which are basically doubled). There is so much to do in preparation for such large events with so many participants. The Recreation Department is ready for the challenge! Look for more information next month!



Amazing Chase

Plans will begin this month for the 8th annual Amazing Chase. This is a teen event which involves numerous businesses, donations, volunteers and planning. Teens in teams of three gather clues, complete challenges at various destinations around town, and score points to finish the Amazing Chase. Volunteers and sponsorships will be needed.



IPRA Conference

January 19-20 this Coordinator attended Chicago's IPRA Conference. CEU credits were earned at 4 different educational sessions. Thank you for this opportunity.



Other

Once the OPD Sponsorship packet is complete, I will be visiting local businesses in hopes of obtaining sponsorship dollars for the year. The new packet will help us to better track sponsorships and break down the different sponsorship levels. Our hope is to get sponsors to commit early before they have spent all of their community dollars for the year.

Bulletin boards are being updated monthly and much effort is being put into marketing the events through facebook, newsletters, newspaper, and targeted emails, etc.

Respectfully Submitted,

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

Debbie Leffelman
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Recreation Program Manager Report



School Aged-Childcare

The Extended Time students earned their ice cream party from filling the marble incentive jar in January! It was the first time this year they reached their goal. The students enjoyed making their own ice cream sundaes, dancing to music and having free time with their peers. On Monday, January 16, sixteen students joined us on a Recreate & Celebrate day to Mardi Gras Lanes in DeKalb. This was a nice change from our previous trips to Plum Hollow. Students enjoyed two full games with a pizza lunch and drinks served half way through. On Wednesday, January 25 we hosted a Kids Off The Couch Day for 33 students. We attended the open swim time at Nash along with a dance off at the ET room.



Programs in January

Our January Tumbling session welcomed in 27 tumblers. This remained relatively stable with the December enrollment numbers however, an increase will occur in February as numbers are showing an increase currently. Our toddler gym maxed-out this session with ten children enrolled. We have increased our max to twelve students for February and have already met the maximum. Our preschool gym had five students enrolled which has been an increase of three students from the prior session. We have added more supplies such as music, ribbons, tunnel and play balls to the program as well. Our childcare program has remained strong and steady with an average of eight children in attendance each afternoon (Monday-Thursday). Our Monday After-School Open Gym has also grown which I contribute to my individual presentation in the OES classrooms in order to promote. I have added a second staff member to help manage this drop-in program. We average twelve children each Monday in the gym for our organized, staff-led sport.



IPRA Annual Conference

I would like to thank the board for supporting our professional development in attending the annual conference. I pride myself in getting the most from this experience. I attended eight sessions that all directly correlate to my current position. I am confident I will be able to implement a handful of programs and strategies gained from conference in the next year.



Looking Ahead into February

In February, I have much to look forward to including another Kids Off The Couch Day, Two Recreate & Celebrate Days, a new Taft Adventure Trip. We will also begin new sessions in toddler/preschool gym, tumbling, childcare and after school open gym.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Amanda Zimmermann".

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14, 2017

Children's Center Report



Holiday Giving Tree

I received a letter from LSSI thanking the Children's Center for being a "light shining in the darkness" during the 2016 Christmas season. This year, LSSI provided gifts to 321 children, teens, and adults and 32 adults with disabilities who live in LSSI group homes. I am proud that we at the Children's Center were able to be a small part of LSSI efforts this year! I am still hearing the children talk about their "needy kids" and how they know they are the "lucky kids"!



2017-2018 Priority Registration and Open Registration

Priority Registration for the Children's Center for the 2017-2018 school year will take place on Thursday, February 23. Children who are currently enrolled for the 2016-2017 School Year and their siblings are eligible to participate in Priority Registration. Open Registration for the program will begin on Tuesday, February 28.



Children's Center Scholarships

We will continue to offer the Children's Center scholarships that are being funded through the A. Charles and Lillemore Lawrence Foundation. Guidelines, applications, and deadlines have been sent home with all of the children. All families were asked to help us spread the word about the availability of these funds for the 2017-2018 School Year.



Dental Health Month

The MWF children will go on a field trip to DeForest Dental on Monday, February 27. We will be going on a tour of the office as well as seeing some demonstrations of the equipment. The hygienist will also talk to the children about caring for their teeth.

The hygienist will come to the Children's Center on Tuesday, February 28, to visit both classes of the 3 year old children and talk to them about the care of their teeth.



Special Days

Joanne Pennock and Holly will be back to visit the children in February. The children look forward to seeing them and seeing what story Mrs. Pennock will bring! Both Pajama Day and Backwards Day will be held in February for the MWF groups, along with our Valentine's Day parties for all groups! The children always look forward to these "extra fun" days!



What's For Dinner?

My next two sessions of 'What's For Dinner?' for first through third graders were both filled again before my deadline. We will be offering waiting lists to determine the need for additional sessions each month.

Respectfully Submitted,

Nancy J. Kerwin

Nancy Kerwin
Children's Center Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 14th, 2017

Natural Resources Report



Contracts

Contracts for community garden as well farmers markets have been tweaked to reflect the changes needed for the coming year.



Kiosks

Work continues on the outside Kiosks at the shop with only three left to complete. Vents will be added to the kiosk to aid ventilation due to the accumulation of moisture. The doors will be completely disassembled and refinished in a natural wood appearance. All the kiosks will have a modern appearance with the new park district logo and colors as well.



Bird Boxes

Blue bird boxes are being cleaned as well as 12 new double entrance design houses being worked on. Throughout this month bird houses will be inspected, repaired, painted and cleaned. Bluebird house construction has been completed with 5 skylight blue bird boxes 6 upside-down versions and 2 Peterson boxes. In addition 12 wren and 3 duck bucket nest boxes for hawk prairie west. Boxes throughout the parks system where repaired. The new boxes will be placed this summer.



Maple Syrup

The Maple syrup season looks as though it could begin this coming Monday, February 13. The truck has been loaded with the tank, pails, spills, and other assorted tools. The garden barn rafters have been cleaned out and items brought to Nash. Every year items from the previous year's programs are taken down as steam from the evaporator coats everything, so these items are removed for safe-keeping.



Historic walks

Study of the Brooklyn cemetery is being done as time allows for our upcoming history walk. The first walk takes place June 7th at the historic White Pines State Park. The Brooklyn cemetery history walk takes place July 5th. Two Hundred and ten grave markers will be studied, recorded, logged, and then categorized. This historic walk looks to be one of the most challenging in regards to research.

Respectfully Submitted,

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

John Barnhart
Natural Resources Manager