

REGULAR MEETING
OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, JANUARY 10, 2017, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS

- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, DECEMBER 13, 2016
 - B. SPECIAL MEETING MINUTES, DECEMBER 22, 2016

- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN

- 6) REPORTS
 - C. FINANCE COMMITTEE - NO REPORT
 - D. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - E. PARKS & FACILITIES COMMITTEE - NO REPORT
 - F. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - G. PARKS REPORT - NOT INCLUDED IN PACKET
 - H. RECREATION REPORT - INCLUDED IN PACKET
 - I. ENVIRONMENTAL SERVICES REPORT - INCLUDED IN PACKET
 - J. ADMINISTRATIVE REPORT - INCLUDED IN PACKET

- 7) UNFINISHED BUSINESS

- 8) NEW BUSINESS
 - A. ANNUAL CONFERENCE EXPENSES APPROVAL
 - B. BOND ORDINANCE 17-01-10

Consideration of 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 thereto, 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.

- 8) COMMISSIONERS COMMENTS
- 9) DIRECTORS COMMENTS
- 10) PRESIDENTS COMMENTS

- 11) ADJOURNMENT

NEXT REGULAR MEETING - FEBRUARY 14, 2017

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Public Hearing Minutes
Tuesday December 13th, 2016

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

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

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

RECOGNITION OF VISITORS:

Mr. Engelkes thanked Mrs. Folk and Mr. Griffin for all of the information they provided on the Tax Levy.

Mr. Pennock agreed and also thanked Mrs. Folk and Mr. Griffin.

ADJOURN

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

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
Tuesday December 13th, 2016

Steve Pennock, President, called the Public Hearing to order at 6:01 p.m.

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

ABSENT:

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Supt. of Parks; Matt Mekeel, Supt. of Recreation; Brian Beckman, Supt. of Environmental Services; Don Fuller,

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

RECOGNITION OF VISITORS:

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Mark Tremble, the regular meeting minutes of November 8th, 2016 be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

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

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

Mrs. Folk stated there will be a special meeting December 22nd at 4pm.

REPORTS

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

Recreation Report - Included in Board Packets. Mr. Mekeel stated that basketball was coming to an end. He is working on meeting with his staff.

Environmental Services Report - Included in Board Packets. Mr. Beckman had nothing to add. Mr. Bakener asked if there was any information dealing with the paint chipping in the pool. Mr. Beckman stated they patched the pool, and the next time they drain the pool they will plaster that area. He also stated this could happen again.

Administrative Report - Included in Board Packets.
Mr. Griffin had nothing to add.

BUSINESS (unfinished)

BUSINESS (new)

2016 Tax Levy Approval Ordinance 16-12-13

Motion by Dan Engelkes, seconded by Mark Tremble, the 2016 Tax Levy Ordinance 16-12-13 be approved as printed. Roll Call: Gary Davis, Dave Bakener Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Playground Grant Submission Approval

Mrs. Folk commented that the board received the grant application staff would like to submit, with board approval. This is a nice opportunity to obtain funding to assist with replacement of the existing playground at Fairgrounds and provide additional fitness opportunities to the community. This would also be a significant marketing piece for the district on a local and state level. Fairgrounds is the oldest playground and she feels this will create some excitement from the community.

Motion by Dave Bakener, seconded by Gary Davis, the Playground Grant Submission Approval be approved. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Policy Manual Updates

Mrs. Folk commented they started supplying cell phone reimbursements in 2004, which were \$30.00 and continues to remain the same. Demand on personal cell phones is higher today than it was 12 years ago. We are recommending a contract with Verizon to help offset the demand. Mrs. Folk stated that the overtime policy deals with exempt vs. nonexempt employees, and also having all staff supply time records.

Motion by Mark Tremble, seconded by Dan Engelkes, the Policy Manual Updates be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Verizon Cellular Phone Plan Contract Agreement

Motion by Dan Engelkes, seconded by Dave Bakener, the Verizon cellular phone plan contract agreement be approved

as printed. Roll Call: Gary Davis, Dave Bakener Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Salary Update Recommendation

Motion by Mark Tremble, seconded by Dave Bakener, the Salary Update Recommendation be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Release of Executive Session Minutes

Motion by Dan Engelkes, seconded by Gary Davis, the release of Executive Session Minutes of April 12, 2016 and August 9, 2016 be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Davis thanked the Board for the gift of bread. He also complimented the staff on a great job done on the 50th Anniversary Celebration and Candlelight Walk.

Mr. Bakener commented that the 50th Anniversary Celebration was great.

Mr. Engelkes was shocked at the amount of people who attended the 50th Celebration.

Mr. Tremble stated he was able to attend the Candlelight event and it was a great night.

DIRECTOR'S COMMENTS

Mrs. Folk commented that the 50th Anniversary Celebration was a huge success. It was the first time they have had all full time staff present at an event to volunteer, it was also one of the largest crowds they have had at an event held at Nash. Today is also the official 50th Anniversary.

PRESIDENT'S COMMENTS

Mr. Pennock also stated how great the 50th Anniversary Celebration was, and he is proud to be a part of the celebration.

ADJOURN

Motion by Dave Bakener, seconded by Dan Engelkes, the meeting adjourn at 6:20 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
Special Meeting Minutes
December 22, 2016

Steve Pennock, President, called the Special Meeting to order at 4:04 p.m.

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

ABSENT: Dave Bakener

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Secretary Pro Temp

RECOGNITION OF VISITORS: None

NEW BUSINESS

Public Hearing

Mr. Pennock opened the public hearing concerning the intent of the Board of Commissioners to sell not to exceed \$2,500,000 General Obligation Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. There was not public comment.

Mr. Pennock noted that the repeated public hearing concerning the intent to sell bonds was not the result of the staff, but the error of the press.

ADJOURN

Motion by Dan Engelkes, seconded by Gary Davis, the meeting adjourn at 4:05 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Daniel J Griffin
Secretary Pro Temp

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10, 2017

Superintendent of Recreation Report



Athletics & Activities

This past month Calvin, Debbie and I have worked to bring a much needed update to our old Sponsorship Packet that will be distributed to area businesses and supporters in 2017. There has been extensive work in gathering and updating the current forms and information. The three of us have now met with Tina for her guidance in walking us through the final stages and into production with an appealing and finished look. I believe this will provide an all-around better packet with hopes of obtaining more support from our local business and community supporters.



Facilities

We have successfully added some new fitness equipment to the Prairie Room with the addition of some new TRX Suspension Training equipment. This equipment includes two-seven foot TRX Multi-Mounts along with six TRX adjustable exercise straps. In addition to this equipment we have added 12", 18" and 24" TRX Step Jump Boxes as well as 10, 15, 20 and 30 pound TRX slam balls to aid in training exercises. We are in the process of scheduling orientation for our staff on this equipment and will then begin actively promoting this room and equipment to our patrons as yet another fitness option here at the park district. A special thanks to Brian for installing the equipment for us.

We have also recently received two demo units from Midwest Commercial Fitness as additions to our cardio area in the fitness center. We have an Octane Lateral X and a Zero Runner. We have attached comment boxes to the side of each machine for both staff and patrons to utilize. Stop by and try them out.



Staff

I have had the opportunity to meet all of the full-time staff here at the park district as well as meet individually with all of my Rec. staff. Moving forward I am going to schedule a mandatory meeting with our fitness staff to introduce myself formally and gather their thoughts and areas of concern down in the fitness center. As it appears, there has been quite a bit of change in this area in the recent past. I would also like to discuss with them my expectations of them as employees here at the park district so that we are all on the same page moving forward.

Respectfully Submitted,

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

Matt Mekeel
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10, 2017

Environmental Services Report



Nash Center

We have had some maintenance issues ongoing here at Nash in the past month. The air handler in the River Room had another hot water coil leak. We repaired the coil, but are looking into having a new one installed due to the weaknesses this one is exhibiting. The high side and air pump on the spa went out at almost the exact same time. This caused minimal disruption in service, however we did have to purchase a new air pump and install that. We had Ehmans come in and check the electrical requirements of the new pump to be safe.



Blackhawk Center

The staff at the Blackhawk center has worked hard over the break conducting some deep cleaning of the locker rooms and other areas that were in need. We are also installing the shower curtains for the Girls P.E. Locker room area during the break and hope to have that completed prior to the board meeting. The scissor lift that is located at the Blackhawk center has broken down and is not going to be able to be certified as OSHA safe due to a cracking bar. I have been advised by the service company to purchase a used one and scrap the one we have. Lastly the blower motor on boiler three went out. I had Bill Helfrick salvage the motor from boiler two (currently inoperable), and place that motor into boiler three. The operation was a success and we still have four out of five boilers working.



Environmental Services Staff

I have not had any meeting with the Environmental Services Staff this past month; however I am planning a meeting during the last part of this month to discuss setups and teardowns of the Blackhawk Center.

Respectfully Submitted,

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

Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10, 2017

Business Administration Report



Financial Review

The December 2016 Treasurers Report is included in the Board Packet. The overall financial health of the District is good. The budget as compared to actual is included in the board packet as well. The District filed the 2016 tax levy with the county clerk last month and will utilize those estimates to help determine the final general obligation sale amount.

The District will implement its annual budget and evaluation schedule next month. The District will utilize findings from a new salary survey and update its salary and wage ranges (updated every 4 years). Capital improvement planning will be focused on findings from the District master plan and associated internal ratings.



2017 General Obligation Bond Process

The District will present a parameters ordinance at the January regular board meeting. The parameters ordinance will specify a sale amount not to exceed \$925,000. The District expects the total principal and interest to be levied and collected to be approximately \$902,500. The District expects the final interest rate to be greater than last year, but the total interest payment increase will be minimal. Below is the finalized GO Bond schedule.

December 22, 2016	District held the required BINA Hearing
January 10, 2017	District adopts parameters ordinance
January 19, 2017	Term Sheet finalized and circulated
February 6, 2017	Bond Bid Review - Execute Agreement
February 8, 2017	Execute Closing Documents
February 20, 2017	File all signed bond docs with County Clerk
February 23, 2017	Bond Closing



2016 Calendar Year End / Additional Information

The District will complete all calendar year end system updates this month. All annual reporting and tax table updates must be completed prior to the first processing in January. The District will mail out all 1099's and W2's in mid-January.

There are several additional administrative tasks on the calendar for January including: a review of District agreements and contracts, FOIA and OMA training, Information Directory updates.

The filing period for the upcoming April election begins on Monday, December 12th and ends December 19th. The District has two Board seats available.

Respectfully Submitted,

Dan Griffin, Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10, 2017

Marketing & Communications Report



Facebook & Marketing

Facebook followers increased from 3420 to 3467, an increase of 47 followers this month. We continue to promote activities, share photos and remind participants of deadlines through facebook. We have also added promotions on Instagram and are getting positive responses, we have had 40 additional followers since the promotions began mid-Dec. I will be working with the Recreation Staff to take photos of programs to share with our facebook audience when I am not able to take photos. Marketing has begun for our January trial membership for \$10 with the money applied to a new membership at the end of the trial period. This year we are featuring Seth Heitter, Mt. Morris. Heitter was on the winning team of our Team Up To Lean Up contest and he was approached to work with a trainer to reach his goals allowing us to document with photos. Seth lost 42 pounds from April of 2016. This will be promoted in newspapers and facebook. Plans are to have a new facebook special on the 13th of each month centered around the 50th anniversary. We will be revamping the sponsorship packet this month to send out to sponsors for Recreation Programs. This hasn't been done in a few years and is long overdue.



Facility Tours

Eight tours were given this month including one with a family of 11 and three individual passes and two family passes were sold immediately following the tour. Again, everyone loves Nash!



Anniversary Fun Night/Open House

The Anniversary Fun Night/Open House was a tremendous success. Over 500 people went through the doors that evening. The door prize tickets were numbered and 494 entered the drawings. This number doesn't include any staff or patrons that didn't fill out door prize tickets. The popcorn was a huge hit from Hooper's and we had no leftovers and served over 50 pounds. We went through 3 full sheet cakes, 2 cookie cakes and a full round cake. The hot chocolate and coffee bar were a hit, going through 420 cups of cocoa! It was a great way to kick-off the anniversary and everyone was complimentary of the variety of activities offered that evening and overall appreciative of everything the park district does.



Holiday Party

The Holiday Party was held on Saturday, January 7 and we have 148 people that have RSVP'd. Last year 108 RSVP'd and 99 showed. Food and prizes will be changed up some from previous years and we hope to show the staff how much they are appreciated. More next month!

Respectfully Submitted,

A handwritten signature in cursive that reads "Tina L. Ketter".

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10th, 2016

Aquatics Coordinator Report



First Friday's in the Pool

We are getting ready for our 1st First Friday in the Pool on January 6th. This month we will be playing Flamingo Bingo from 6-7pm and will have free popcorn and lemonade. Everyone that comes will get one free bingo card and a chance to win a raffle prize. Additional cards will be 2 for \$1. Open swim will be from 6:30-8:45 pm where there will be our giant lawn games to play on the pool deck. These first Fridays will run from January to May and will be free to members or just a daily fee for everyone else. Next month we will be playing Finding Dory in the pool and having free fish snacks in the snack bar.



Deep Water Aerobics

After popular demand from our patrons we will be continuing Deep Water aerobics on Monday and Saturday mornings while Rosann Costello is gone for the winter. Since beginning Deep Water aerobics Rosann has been our only teacher and we have cancelled class while she is gone. This year we have Elizabeth teaching her classes during the week and Celeste and Kayla alternating to teach her Saturday morning class. Our patrons are excited to keep up their weekly routine and will enjoy getting a different workout from a different instructor.



Swimming Lessons

Swimming lesson are getting ready to start again for the first time in 2017! All lessons begin the week of January 16th. New this session we are offering Saturday morning classes. Our registration deadline is coming up on January 8th and we have already surpassed our enrollment numbers compared to last the winter session of 2016 a week before the deadline! What a great way to start off 2017!

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

January 10, 2017

Athletic Facility Manager Report



Youth Athletics- 3rd-6th Grade Girls Basketball

The 3rd/4th grade division and 5th/6th grade division began league play on January 7th at Nash Recreation Center and the Dixon YMCA. Games will continue until an end of the year tournament on February 11th. Between the 2 divisions we were able to form 5 teams consisting of 45 girls. This is an increase from last year's numbers and we hope to continue that trend going forward. These leagues are designed to continue development of basic basketball skills before reaching a more competitive atmosphere.

The 6th grade competitive basketball season began on January 4th. The team's first game is on January 30th. This division closely follows that of the Jr. High schedule. They will practice regularly and will play area teams at Nash and surround communities in exhibition games. This season will conclude at the end of February.



Adult Athletics- Women's Volleyball League

The Women's Volleyball League will conclude on January 19th at Nash Recreation center with an end of the year tournament. We hope to continue to build this league as we saw an increase in participation this year.



OHS Softball Clinic

OHS softball coach Jamie Davison Revelle held a softball clinic from December 28-December 30 at the BHC. The camp was able to provide advanced skill work to 17 girls ages 7-14. This is both beneficial to the OHS program as well as helping skill development for our softball players this summer. We will offer 4-1 day clinics in the coming weeks.

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

January 10, 2017

Events Report



Holiday Lights House Decorating Contest

There were 18 homes entered in the contest this year (compared to 5 last year). Participation was up because 6 OPD staff each took a section of town and went out and nominated homes. This worked better than waiting on home owners or neighbors to send in entries. We did have 7 homeowners submit entries for their houses which was very nice. There were three sets of judges that went out to judge the houses. Winners were declared on the 20th and then I was able to get pictures and award prizes on the 22nd and 23rd of December. The two winning families were awarded a Quarterly Family Membership from Nash, a \$20 gift card from Merlin's and a sign for their yard donated by GK Graphics in Byron. Photos of the winning families appeared on facebook and they were also submitted to the two local newspapers as well. It has been suggested that next year we do away with the two categories and just offer Best Decorated Home winners for 1st-3rd place. It is always good to change things up a bit and keep the programs, events and contests fresh and exciting.



Dinner with Santa

Instead of the annual Breakfast with Santa, we offered a Pizza & Pasta Dinner with Santa in conjunction with the 50th Anniversary Open House. The set up and activities were the same as the breakfast, but dinner was served instead with the sponsorship of Alfano's. They contributed \$200 toward the dinner. Both seating's were full with a total of 111 people in attendance with 55 being children who had the chance to sit on Santa's lap, share their wish list and receive a complimentary goodie bag. Volunteer elves helped check people in, oversee the buffet, and help children with their pasta ornaments that they made.



Letters to Santa

The elves placed a decorated mailbox to mail letters to Santa in the lobby at Nash in November. Volunteer, Carol Wyatt, collects the mail and responds to the Children's letters. We received 34 letters this year.



Mother/Daughter Holiday Tea

This year we offered a special Holly Dolly Tea for the OPD 50th Anniversary. The tea was held at Pinehill Inn B&B on Sunday, December 4, 2016 with 26 people in attendance. These special teas are a cherished lifetime memory for mothers, daughters, and grandmothers. This year about half the little girls brought their dollies to enjoy the tea with them. There were place setting, pretend food, and even doll chairs made by Brent Suter which slid right on to the tables for the dolls. The location was terrific, beautifully decorated, and individuals who had never been to Pinehill could tour the B&B. Everyone enjoyed the special music by Mary Ley and playing Tea Bingo. This year Marcy Egyed made matching hair bows for the little girls and their dolls as their party favor and Jen's Artisan Bread was given to the moms/grandmothers.



Candlelight Walk

The committee had a wrap up meeting which included awarding prizes to the winners of the Instagram Contest, Highest Raffle Ticket Sales, \$250 Candlelight Cash, and the 50/50 Raffle winner. The event was the 30th annual with added attractions and décor this year. We were able to fund the new Holiday Banners on the street poles with the help of a donor, add fire baskets to Candy Cane Lane with the help of Etnyre, sell 30th Anniversary travel mugs, have an Instagram photo contest and the new 50/50 Raffle which we were able to present the winner with \$780. In addition to the Event Coordinator coordinating all of the candlelight activities, it was wonderful this year to have Nash included in the festivities. The cookie decorating was a huge success as well as the selling of the greens and decorating gingerbread houses. We have discussed moving those activities closer to the downtown festivities for next year. There are always empty store fronts which can be utilized for family activities.



Other

Build-A-Birdhouse Entry Forms are available at the front counter, flyers at the sponsoring businesses and we are promoting through the newspaper and facebook.

I am continuing to work on information for a new updated sponsorship package with Matt and Calvin in hopes that we can have a sponsorship drive before the end of the month.

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

Respectfully Submitted,

Debbie Leffelman
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10, 2017

Recreation Program Manager Report



Extended Time

The staff have been focusing on our positive behavior systems. Each child is able to earn an ET cash dollar each time they are 'caught' being good which then can be cashed in for entry to our prize box. We also have a random acts of kindness goodie box where children can earn candy when they are caught helping another friend. Lastly and most importantly, staff have been actively working on adding marbles to our group marble jar to earn an ice cream party. With an average of 45 kids each afternoon it is a priority to have strong group management.



Kids Off The Couch Day

On Wednesday, December 7 we had 41 students attend our Kids Off The Couch Day. We enjoyed this day at Nash playing in the gym and swimming.



Programs in December

We had 25 satisfied students in our December tumbling program. This participation number is expected to increase with the new year. Our Monday afterschool open gym has been thriving with about 8-10 students coming to play each Monday. This is proving to be a successful program for our youth. Moving childcare to the Children's Center has received great feedback from parents and children alike. We had a total of 18 students attend our winter holiday camp this year.



Annual Goals

I have been actively working on our prospective summer lunch program. I am currently awaiting training release dates from the USDA. I plan to put together a committee of community leaders to best organize and run this program. I am also working towards developing a proposal for our district's inclusion program in the next month or two.



Looking Ahead

The new year will bring more great programs to look forward to. We will have a Recreate & Celebrate Day to Mardi Gras Lanes along with another Kids Off The Couch Day. We have two snowshoeing trips planned for January as well. I am also anxious to attend another state conference and very grateful for the opportunity to attend.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Amanda Zimmermann', written in black ink.

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10, 2017

Children's Center Report



Holiday Giving Tree

2016 was the 16th year that the Children's Center has participated in the Holiday Giving Tree for LSSI. This is such a wonderful opportunity for the children to have the experience of giving to those who are less fortunate. Once again, many, many toys were donated for the LSSI Holiday Giving Tree. Families are always so very generous. The representatives from LSSI picked up all of our donations on Thursday, December 8, with many thanks and the promise of a brighter Christmas for many children!



January

January always brings many happy faces of children glad to be back at school! We will have a lot of fun with winter art projects, songs, and games.



Parent Teacher Conferences

After evaluating children during the months of January and February, I will hold conferences for all families in late March and April.



Holiday Break

The Children's Center will be closed on Monday, January 16, for Martin Luther King's Holiday.



What's For Dinner?

My third session of 'What's For Dinner?' for first through third graders was once again filled before my deadline. We made Potatoes and Pennies, a lettuce salad, and Christmas cookies. I received many nice compliments and requests for recipes from families. Our next session will be held early in February.

Respectfully Submitted,

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

Nancy Kerwin

Children's Center Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 10, 2017

Natural Resources Report



Community Garden & Farmers Market

Plans are underway for the 2017 community garden. Contracts have been updated and will be distributed to previous renters. No one is guaranteed a garden plot as we do follow a first come first serve system.

The farmers market for 2017 will take place on Friday evenings. The market signage has been removed and taken to the shop. The signage will be changed to reflect the new market. I would like to include our new logo. Colors and font styles used on the Nash awnings will be used to give the market a modern look as well as tie it into the park district. Vendors were receptive to the changes with a few reluctant to change. I believe those will come around to embracing Friday nights! The new farmers market will do well, become a fixture in our community and grow with good advertising and creative promotions. I will be meeting with Debbie Leffelman and Matt Mekeel during the week of January 9th to discuss details and entertainment options as we begin to roll out the 2017 Farmers Market to the community.



Kiosks

Work continues on the outside Kiosks at the shop. 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.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John Barnhart". The signature is written in a cursive style with a large initial "J".

John Barnhart
Natural Resources Manager