

A PUBLIC HEARING  
AND REGULAR MEETING  
OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, JULY 10, 2018, AT 6:00 P.M.  
NASH RECREATION CENTER BOARD ROOM  
304 SO. FIFTH STREET, OREGON, ILLINOIS

**PUBLIC HEARING**

1. CALL TO ORDER PUBLIC HEARING
2. ROLL CALL
3. BUDGET & APPROPRIATION PUBLIC HEARING  
RECOGNITION OF VISITORS
4. ADJOURN PUBLIC HEARING

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, JULY 10, 2018, AT 6:00 P.M.  
NASH RECREATION CENTER BOARD ROOM,  
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
  - A. REGULAR MEETING MINUTES, JUNE 12, 2018
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - B. FINANCE COMMITTEE - NO REPORT

- C. PERSONNEL & POLICY COMMITTEE - NO REPORT
- D. PARKS & FACILITIES COMMITTEE - NO REPORT
- E. PROGRAM & SERVICE COMMITTEE - NO REPORT
- 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. RESOLUTION 10-07-18-1: AUTHORIZING PARTICIPATION IN THE ILLINOIS TRUST
- B. RESOLUTION 10-07-18-2: ESTABLISHING THE LONG TERM CAPITAL REPLACEMENT FUND AND AUTHORIZING FUNDING
- C. RESOLUTION 2018-07-10: AUTHORIZING TRANSFER OF THE BLACKHAWK CENTER TO THE OREGON COMMUNITY UNIT SCHOOL DISTRICT NO. 220
- D. POLICY UPDATES
  - I. ADMINISTRATIVE SECTION 3.12 - AMEND
- E. ENGINEERING FIRM SELECTION TO FULFILL THE QBS REQUIREMENT FOR THE ROCK RIVER HERITAGE TRAIL (ITEP GRANT)
- F. BUDGET & APPROPRIATIONS ORDINANCE 18-07-10

9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - AUGUST 14, 2018

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
June 12<sup>th</sup>, 2018

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

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

ABSENT: Mark Tremble

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

RECOGNITION OF VISITORS: Ian Holley, Tim and Mary Jorgenson, Kylie Killam, Lynn Baylor-Zies, Monica Wise, Andrew Newman, Allison Bandera, Leslie Bandera

Mrs. Folk introduced the part-time staff members who were on shift during the fire on May 23, 2018. Mrs. Folk commented that these employees did a fantastic job getting patrons out of the facility safely.

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Dave Bakener, the regular meeting minutes of May 8, 2018 be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, 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: Dave Bakener, Gary Davis, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

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

## REPORTS

Mrs. Folk commented that there are none at this time.

Parks Report - Included in Board Packets. Mr. Egyed commented that they will start staining the boardwalk next week, weather permitting.

Recreation Report - Included in Board Packets. Mrs. Ketter stated she is grateful for the new opportunity to serve as the Superintendent of Recreation. The Rec Staff has an exciting summer planned with a few new programs. The Triple Play and Color Run were a tremendous hit this year.

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

Administrative Report - Included in Board Packets. Mr. Griffin commented that the auditors will be wrapping up tomorrow and everything has gone well so far.

BUSINESS (unfinished)

BUSINESS (new)

Approve Engineering Contract Change Order - Chastain & Assoc. LLC

Mrs. Folk stated they had two change order requests from Chastain. The first change order is for the original \$16,000.00 from the change order back in December. The second change order was for \$14,000.00 and that will allow us to address all changes requested by IDOT.

Motion by Dan Engelkes, seconded by Dave Bakener, the Engineering Contract Change Order - Chastain & Associates be approved. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Approve Blackhawk Center Sprinkler Contract Change Order

Mr. Beckman stated that this change order allows the contractor to paint all of the sprinkler system including the fittings.

Motion by Dave Bakener, seconded by Gary Davis, the Blackhawk Center Sprinkler Contract Change Order be approved. Roll Call: Gary Davis, Dan Engelkes, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

## Executive Session Minutes Release

Mr. Pennock stated that Mr. Krahenbuhl recommends we release the Executive Session dates: April 4<sup>th</sup>, 2018 - Personnel Executive Minutes.

Motion by Dan Engelkes, seconded by Dave Bakener, the Executive Session Minutes Release be approved. Roll Call: Gary Davis, Dan Engelkes, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

## Policy Manual Updates

### Job Descriptions

Mrs. Folk stated all job description updates are in the minutes from the May 24<sup>th</sup> 2018 Personnel and Policy meeting included in the packets.

Motion by Gary Davis, seconded by Dan Engelkes the Job Description updates be approved. Roll Call: Gary Davis, Dan Engelkes, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

### 3.09 Financial Assistance

Mrs. Folk stated that the change to the Financial Assistance policy allows us to utilize the funds distributed by the Lawrence Foundation. Those funds will be utilized for the Summer Camp program as well as the ET program. The changes in the policy allow the district to decide how the money is spent and who qualifies to use the money.

Motion by Gary Davis, seconded by Steve Pennock the 3.09 Financial Assistance updates be approved. Roll Call: Gary Davis, Dan Engelkes, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

### Prevailing Wage Ordinance 18-6-12

Motion by Dan Engelkes, seconded by Dave Bakener, the Prevailing Wage Ordinance 18-6-12 be approved. Roll Call: Gary Davis, Dan Engelkes, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

#### COMMISSIONERS COMMENTS

Mr. Engelkes had nothing to add.

Mr. Bakener stated that he felt the Color Run was incredible, it was amazing to see such a great turn out.

Mr. Davis welcomed Mrs. Ketter to the new position. The Reading Nook is looking great as well as the new bridge in the south part of Park West.

#### DIRECTOR'S COMMENTS

Mrs. Folk invited everyone to Nancy Kerwin's Retirement Open House. The District has had a great start to the summer the staff has been working extra hard to pull off all the new events.

#### PRESIDENT'S COMMENTS

Mr. Pennock complimented the staff for serving over 700 people on the first concert in the park. Mr. Pennock also welcomed Mrs. Ketter to the new position.

#### ADJOURN

Motion by Dave Bakener, seconded by Dan Engelkes, the meeting adjourn at 6:17 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger  
Secretary to the Board of Commissioners

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 10, 2018  
Parks Report



### Sports

All sporting events are currently in full swing. Staff is busy preparing ball diamonds and volleyball courts for games. We have done our best to repair the fields from all the rain, despite this being the wettest June on record. Staff has spent a lot of time bringing in lime to repair the erosion on the ball diamonds caused by the heavy rains.



### Projects

We have completed some of our projects at the Reading Nook across from Nash. Staff has installed sod and arborvitae trees around the perimeter of the park. Picnic tables have been upgraded to composite material and placed on the concrete pad. The free library has been installed and the stone with the plaque has been placed nearby. We have ordered a sign for the park that matches all entrance signs. Each sign is made from recycled plastic material. The sign should be delivered in the next few weeks. We have also ordered a custom Trex pergola that will be installed by staff on the new concrete pad. The pergola will be a free-standing kit that will be anchored to the concrete. It is constructed from aluminum reinforced cellular vinyl and comes with stainless steel hardware, which will make this virtually maintenance free with no rotting, splitting or fading. We will take delivery in 4-6 weeks.

We have replaced the deck boards on Coutt's bridge with the same Fibron composite material as the new bridge. The decking is maintenance free and will never need staining.

Staff has just finished staining the deck boards on the boardwalk. The deck board's take a lot of abuse from the weather, foot traffic and bikes. We have been staining the deck boards every 2-3 years as needed and the rails and posts every 4-5 years as they don't receive as much abuse. I would like to replace the deck boards, utilizing future capital planning, with the same Fibron decking as the bridges to cut down on the maintenance and cost needed on the decking.

The fishing pier at Jack's Landing has been installed and ready for patrons to enjoy a peaceful spot along the river. If you plan to visit take my advice and use mosquito repellent, they are very aggressive this year with all the rain we have received.



### General

Staff is doing a great job this year with all maintenance and projects assigned to them.

Respectfully submitted,

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

Andy Egyed  
Superintendent of Parks

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 10, 2018

Superintendent of Recreation Report



**Recreation Department**

The recreation staff identified a need for additional assistance with programs and events during the summer months. To assist with the needs of the department a preliminary intern program was implemented. The intent of the program is to provide hands on experience for the intern and in turn benefit the District and the residents we serve. Zoe Nelson and Allyse Ketter are alternating days assisting the Recreation Department with tasks, marketing and programming. Allyse is a Communications and Marketing major at ISU. Zoe is an Art Education major at U of I. Both girls have been an asset this summer and Zoe will begin a new program this month, Art in the Park, on Tuesdays. This will mimic the successful Pop-Up Play in the Park. When not in the office, the girls work in the Parks Department.



**Participation & Revenue Review, Future Planning**

The Recreation Staff has begun meeting weekly to discuss programming. The weekly Participation Report is discussed and evaluated to help with their individual marketing plans. Staff has also been asked to provide an event wrap-up for larger events and a budget analysis after each program concludes. This information will be beneficial when planning begins in August for the Spring/Summer 2019 guide. The Recreation Department will also be implementing a master list of needs for both the Parks and Maintenance Department for the Fall/Winter brochure. This open line of communication will identify when additional staff or items are needed.



**Marketing/Sponsorship**

Central Bank has partnered with the District and agreed to be a Bronze Corporate member and ED Etnyre is currently participating in a membership drive.

The sponsorship program will undergo an overhaul this fall with the intent to roll out an updated approach in 2019. This will be a joint effort based on the needs of the recreation staff and their projected program needs.



**Grant Research**

The Target grant to assist with the soccer coach training aids was rejected due to the lack of a 501 c 3 status. I plan to continue researching funding options to implement the initiative based on program needs.

Many funding options are not available to the District based on the lack of 501 c 3 status. This is a District goal that would be beneficial to pursue and I will be working with Dan Griffin and Erin Folk to begin this process.

Respectfully Submitted,

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


Tina Ketter  
Superintendent of Recreation



**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 10<sup>th</sup> 2018

Environmental Services Report

 **Nash Center**

The Nash center has been running very well since we were able to locate a hot water valve that had failed open and was causing us to use all our ice in a short amount of time. The valve will be properly repaired before heating season is upon us. We are looking forward to a few smaller projects over the coming months, including new padding for the columns in the fitness center, purchasing new lighter tables, redesign of the Rec area, remodel of the children's center office, and finalizing the plans for our fourth quarter projects. I have begun to transition some of the staff from The Blackhawk Center to Nash, but some of them will remain at The Blackhawk Center and pursue employment with OCUSD.

 **Blackhawk Center**

We have received our letter from Williams Architects that all the required repair items have been completed, except for the sprinklers and fire panel. Those projects will be signed off on by ROE as complete. The fire panel was changed out during the week of June 23<sup>rd</sup> and was accomplished with minimal interruption or issues. The sprinkler project is going very well and on time for completion. There have been two false alarms where the fire department was notified, however both were due to human error, and would not occur once both systems are fully operational.

 **Flooring for the Fitness Center**

We are currently in the process of investigating new flooring options for the fitness center. We have narrowed down our search to a rubber type material that would be like the track. The carpet squares work well in most areas, but in the free weight areas, they have expanded and create tripping hazards. In the cardio machine areas, the carpet fibers can become a hazard for the motors, belts and other equipment. We plan to travel to a couple of different facilities to see what products have stood the test of time and use in a similar facility. I would welcome any recommendations for facilities to tour.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 10, 2018

Business Administration Report



**Financial Review**

The June 2018 Treasurers Report is included in the Board Packet. The budget included in the packet has been updated to include the budget amounts to be approved at the July board meeting. The District received its first tax disbursement from the 2017 tax levy in June. The total receipt was \$1,517,671.95, which represents approximately 51.30% of the expected total tax receipt.



**Fiscal Year 2019 Budget Approval / Resolutions**

The District will approve the annual budget and appropriations ordinance at the July regular meeting (Ordinance 18-07-10). The Finance Committee met on May 29<sup>th</sup> to review the fiscal year 2019 budget. The budget has been available for public inspection since the Finance Committee review. Following the public hearing for comment (published in the June 25<sup>th</sup> edition of the Ogle County Life) on the annual budget and appropriations ordinance and approval by the board at the regular meeting, the ordinance will be filed with the Ogle County Clerk. The final budget packet will then be assembled and published on the District website.

There will be two finance resolutions presented at the July meeting. The first resolution will authorize the Treasurer and the Finance Administrator to participate and invest District funds in the Illinois Trust (formerly the Illinois Park District Liquid Asset Fund - IPDLAF). The second resolution will authorize the creation of the Districts Long Term Capital Replacement Fund. This fund will be restricted for large board approved capital improvements and be funded through unrestricted excess Corporate funds.



**2018 Fiscal Year Audit**

The Districts auditors from Wipfli LLP will on hand at the July regular meeting to present their findings. District budgetary variances for fiscal year 2018 were overall favorable. Fiscal year 2018 liabilities and fund balances totaled \$1,772,504. Each commissioner will receive a copy of the report and a digital copy will be uploaded to the Districts website. The final audit must also be filed with EMMA's (Electronic Municipal Market Access) website, which is required by the Municipal Rules Standard Board because the District has outstanding General Obligation Debt.

The District will file the final audit report with the State Comptroller's Office and the Ogle County Clerk as soon as the comptrollers filing certificate is made available. Notice of the audit availability, both at the Nash Recreation Center and on the District's website, will be published in the Ogle County Life. The notice is required under the Public Funds Statement Publication Act.

Respectfully Submitted,

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

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 10<sup>th</sup>, 2018

### Aquatics Coordinator Report



#### **Swimming Lessons**

Summer swimming lesson registration has been great this year. We have 61 new students enrolled for our second session compared to last summer where we had 44 new students enrolled in our second session in 2017. That represents an increase of 28%. Levels 1-6 will be starting the week of July 9<sup>th</sup> and our 20 starbabies will resume the last half of their session that week as well.

Evaluations were passed out to parents on the last day of lessons parents reminded of registration for our July session. Twenty-one parents rated their overall experience as Excellent, 6 parents said Very Good and no one responded with Good, Fair, or Poor. Evaluations can be found with the board report this month. There were many great comments from the parents about our program and instructors.



#### **Starguard Audit**

On June 29<sup>th</sup> we received an overall 5-star rating on our StarGuard Elite Review. This was the third year in a row that we received a 5-star rating! We received a 5-star rating on each of the following three areas: Lifeguard Observations, Skills and Scenarios, Facility Operation and Management. The lifeguards involved in the audit were: Celeste Canfield, Rose Gleiter, Abigail Hopkins, and Rilley Peterson. Each year someone from StarGuard comes out unannounced to the lifeguards to observe them in the lifeguard stand. They then announce their presence and conduct scenarios with the staff. This year they assessed their CPR skills with one rescuer, first aid for a nose bleed, unresponsive drowning victim, and an in-water spinal scenario. All the staff did a great job working together to earn the highest rating.



#### **Triathlons**

The Rockin' River Fest Triathlon was a success we had a total of 59 people participate compared to 42 people in 2017. The Oregon Park District will receive a check for \$590 for our scholarship fund for our work in helping to plan this triathlon.

Our Sprint and Super Sprint triathlon registrations are doing well. Overall, we have 39 people registered in the sprint or super sprint triathlon as an individual, buddy, or on a team. We will see registrations continue to increase as we approach our shirt deadline on July 11<sup>th</sup> and our final deadline on July 25<sup>th</sup>.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP  
Aquatics Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 10, 2018

Athletic & Fitness Report



**Youth Baseball & Softball**

Baseball and softball are in full swing. It has been a patience testing last couple of weeks with the extreme heat and heavy rain conditions. I have had to reschedule more than a couple dozen games, but as a result I am becoming much more familiar with how the league operates as well as the other agencies we combine with. I am looking forward to finishing up the season strong.

T-Ball concluded Monday evening July 2<sup>nd</sup> on what was naturally a makeup game due to a previous rainout. Little Baseball Stars wrapped up on July 28<sup>th</sup>. We had 24 participants in that adorable program for 3, 4 and 5 year old's. I was helped by Anni Wilson (plays softball at Aurora University) and Abby Newman.



**Youth Soccer**

Our British Soccer camp has come and gone. It was a small, but nicely sized camp ratio of 10 kids with one instructor, Hugo. Once again the weather played a role as we coordinated moving indoors to the Black Hawk Center 2 of the 5 mornings.

We will be hosting a Chicago Fire Soccer camp the last week of this month. I am also working through the details of them possibly providing a free clinic on Thursday evening July 19<sup>th</sup>.

I have begun discussions with the other agencies for preparations for the Fall Soccer campaign and I have my first coordinator meeting Friday July 6<sup>th</sup>. This will be the first of many communications between myself and other agencies to ensure we get off on the right foot.



**Fitness Center**

I met with Jon Brozenec of Core Health & Fitness and he was very impressed with our center as we talked short and long term needs. We are advertising for a new group fitness instructor as Lana Vaile is taking an undetermined leave. I have also brought on 3 new employee's to help cover hours in the fitness center this summer. I think they will be great additions as one is a Nursing student, one is a recent retiree and long time volunteer football coach and the most recent is a Journalism major at University of Missouri.

Respectfully Submitted,

Jason Schlieben  
Athletic & Fitness Manager

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 10, 2018

Events Report



**Triple Play/Touch-a-Truck**

With the help of Mark Tremble & Steve Pennock (commissioners), Pat Donahue (Stillman Bank) and Jason Schlieben we were able to make improvements to the event to attract more people, keep the kids involved longer, and shorten the overall event time. The hitting contest was improved by going with the best of 3 hits. We had one inflatable sponsored by Kunes Country of Oregon. Face painting and the water balloon launch were also enjoyed by the kids. The big change was eliminating the Celebrity Softball Game and going with a Crazy Coaches' game. It was a crowd pleaser with themed innings, cheering from the players, and a very fun and non-competitive game between coaches with OPD baseball/softball participants introduced between innings. There were approximately 175-200 OPD youth participants recognized during the Crazy Coaches' game. We had involvement from high school students singing the National Anthem and Scouts presenting the flag. The Raffle Baskets consisted of: White Sox Tickets, Cardinals Tickets, OPD Membership, Rockford Rivets Tickets and a Booster Club Basket. Proceeds of \$202 benefitted the OPD Youth Scholarship Fund. Touch-a-Truck is also a family favorite. There were 17 vehicles on display thanks to very generous local businesses who took a vehicle out of commission and provided an employee to show it off and let folks access the vehicles and ask questions. There were approximately 221 in attendance just for the Touch-a-Truck based on entry slips for the Truck Gift Basket. Concessions were run by Oregon Soccer and Hey Brothers Ice Cream was also there with their popular waffle cones and shaved ice.



**Farmers Market**

Due to the heat and crazy weather, we have not had all 19 registered vendors there at one time, but have hopes for growth, more shoppers and Market improvements to make it more of a Friday evening destination. There is great entertainment lined up through September and there are Community Spotlight activities for kids brought to us by the Oregon Public Library and Aireloom Music Studio on the 1<sup>st</sup> and 4<sup>th</sup> Friday of each month.



**Farm to Table Dinner**

There was a change in venue for this new event/fundraiser. Invitations are out and promotion in underway to try and fill the barn at Oak Lane with 100 people. I continue to work on procuring fresh local food, Silent Auction Items, chef recognition, décor, and more.

Respectfully Submitted,

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

Debbie Leffelman  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 10, 2018

Recreation Program Manager Report



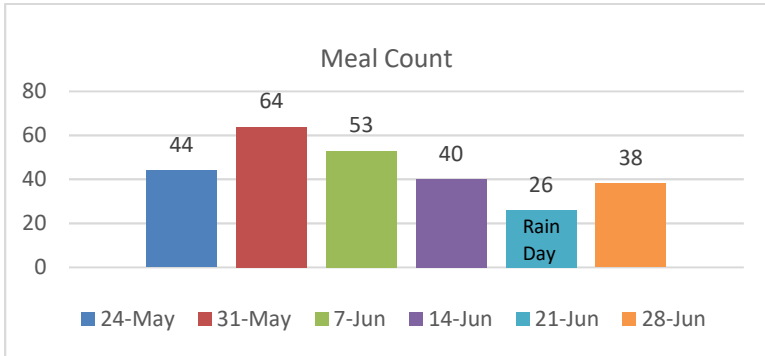
**Summer Camp**

Summer Camp has been going great! The staff work together wonderfully and are very proactive. The camp activities have been a hit and campers are keeping up a positive energy. We had another camp staff meeting on June 25 and will have another on July 9. These meetings prove to be hugely beneficial for all 14 staff. Camp can only be as great as the staff who run it, and this year we are very fortunate to have a remarkable group of staff!



**Summer Meals**

The Summer Meals program has been going smoothly each Thursday at Mix Park. Below is a chart of our participation numbers.



**Programs in June/July**

The second session of Dog Training Classes began on June 13 with 9 participants. The Village Bakery Father's Day program ran on June 15 with 13 elementary students and their parents. The fourth Dog Days of Oregon program took place on July 2 and had 9 dogs with their owners in attendance. Our cardboard creation Pop Up Play program finally ran on July 3 after being rescheduled twice due to weather and approximately 25 kids attended with their parents.



**Programs Coming Up**

The White Pelican Kayak Club took place the morning of July 7 after also being rescheduled twice due to river conditions with 11 participants. The White Pines Ranch Horseback Riding program began on July 8 with 9 participants. The deadline for the Timberlake Playhouse day trip scheduled for July 25 will be on July 11. The last Village Bakery program of Summer Treats deadline is approaching on July 14 with the program running on July 21. The last Pop Up Play that will include sidewalk painting at Mix Park will take place on July 17.



**Preparing**

I am preparing for the school year to start back up. Marketing and staff recruitment has begun for Extended Time, After School Open Gym and Childcare. I am also working on R&C Days, KOTCD's, a new tumbling contract with Kids Spot. In the works as well is the preparation for the Fall Musical. August will be here before we know it!

Respectfully Submitted,

Amanda Zimmermann, MBA, CPRP  
Recreation Program Manager