

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, JUNE 13, 2017, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, MAY 9, 2017
 - B. FINANCE COMMITTEE MEETING MINUTES, JUNE 5 2017
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - C. FINANCE COMMITTEE - INCLUDED IN PACKETS
 - D. PERSONNEL & POLICY COMMITTEE -
 - E. PARKS & FACILITIES COMMITTEE -
 - F. PROGRAM & SERVICE COMMITTEE -
 - G. PARKS REPORT - INCLUDED IN PACKETS
 - H. RECREATION REPORT - INCLUDED IN PACKETS
 - I. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - J. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. APPROVE ENGINEERING/SURVEY CONTRACT - CHASTAIN & ASSOCIATES LLC
 - B. PREVAILING WAGE ORDINANCE 17-6-13
 - C. COURT RESURFACING AGREEMENT - FLEX COURT INTERNATIONAL
 - D. EXECUTIVE SESSION MINUTES RELEASE
 - I. APRIL 8TH, 2014 - REGULAR EXECUTIVE MINUTES
 - II. JUNE 26TH, 2014 - PARKS/FACILITIES EXECUTIVE
 - III. DECEMBER 8TH, 2015 - REGULAR EXECUTIVE MINUTES
 - IV. MARCH 8TH, 2016 - REGULAR EXECUTIVE MINUTES
 - V. APRIL 7TH, 2016 PERSONNEL EXECUTIVE MINUTES
- 8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JULY 11, 2017 6:00PM

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
May 9th, 2017

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

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

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

RECOGNITION OF VISITORS: Torrin Nantz, Caitlin Prothero, Jeannette Mingus, Debbie Leffelman

Mr. Pennock recognized the Build a Birdhouse winners Torrin Nantz, Caitlin Prothero, and Taylor Tobler.

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Dave Bakener, the regular meeting minutes of April 11, 2017 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 Gary Davis, seconded by Dave Bakener the Treasurer's Report be approved. Roll Call: Dave Bakener, Mark Tremble, 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, Gary Davis, Dave Bakener, Dan Engelkes and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed commented that they have been able to get all of the mulch

and dirt work completed at Fairgrounds Park. They have also started on the Shelter and hope to hear from Martin and Company as to when they will start paving.

Recreation Report - Included in Board Packets. Mr. Mekeel had nothing to add.

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

Administrative Report - Included in Board Packets. Mr. Griffin commented that he is working on the budget summary and he looks forward to presenting the budget later in the month.

BUSINESS (unfinished)

BUSINESS (new)

Canvassing of Vote

Mr. Pennock commented that everyone received the canvassing of votes in the Board Packet, he congratulated Mr. Engelkes and Mr. Bakener.

Oaths of Office

Mr. Engelkes and Mr. Bakener read their Oaths of Office.

Fairgrounds Paving Contract

Mrs. Folk stated that they opened the bids April 26th 2017 and the low bid was Martin and Company, and she was very pleased with the bid amount of \$44,300. Paving is slated to begin within the next 10 days.

Motion by Dan Engelkes, seconded by Mark Tremble, the Fairgrounds Paving Contract be approved. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Lions Club Car Show Permit Approval

Motion by Mark Tremble, seconded by Dave Bakener, the Lions Club Car Show Permit be approved. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble commented that Fairgrounds Park is looking great.

Mr. Bakener stated that the pods at Fairgrounds Park are looking great. He also commented that Tyler did a great job on his Container Class and that the Maintenance Building looked great.

Mr. Engelkes had nothing to add.

Mr. Davis had nothing to add.

DIRECTOR'S COMMENTS

Mrs. Folk stated that one of the goals for FY 2017/18 is identifying age demographics with a lack of program offerings. She added active adults is an area lacking and staff will look to offer new program opportunities similar to the container class offered by Tyler Hagemann.

PRESIDENT'S COMMENTS

Mr. Pennock commented that he would like all of the commissioners to attend the last concert in the park on July 25th if they are available. Oregon Park District will be sponsoring this concert.

ADJOURN

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

Respectfully Submitted,

Andrea Messenger
Secretary to the Board of Commissioners

Oregon Park District
Parks & Finance Committee Meeting
Nash Recreation Center
Monday June 5th 2017

Dave Bakener, called the meeting to order at 4:00 p.m.

Present: Mark Tremble, Dave Bakener, Dan Engelkes, Dan Griffin, Erin Folk, Andrea Messenger

2017-18 Tentative Budget

Mr. Griffin started the meeting off by presenting the Tentative Budget slideshow. Mr. Griffin stated that there were no surprises this year in the budget summary and there was a 3.9% increase in the expected year end fund balance. Mr. Griffin showed an updated distribution slide for this tax season, we have kept our rate stable for the last 5 years which has reduced the Districts overall percentage of a homeowner's tax bill to 4.67%. The big change is from Exelon which is where the increase from this year has occurred, this is around \$68 million. Mr. Griffin stated this is the last year that we will pay on the 2012 bond. All of the bond proceeds from here on out can actually be used towards true capital projects and to maintain the fund balance.

Mr. Griffin commented on the Activity and Facility revenue changes that occurred this year. He mentioned the addition of payment options. Mrs. Folk commented that this broadens the range of families and kids that are able to take part in our programs and increase overall revenue. Mr. Griffin stated that our monthly visits have increased over this past year. Mr. Griffin continued on by going over the Annual Salary and Wage comparisons, these were all very consistent.

Mr. Griffin stated that the annual budget goals are to maintain our operational fund balance, we would like to keep them in line with District identified goals, and all revenues and expenditures should be kept achievable. Mr. Griffin stated he feels we are in good shape.

Mr. Bakener questioned what the liability fund represented, Mr. Griffin stated that is for all of our insurances.

Mr. Griffin stated there are a couple funds that were not listed in the slideshow those being the Scholarship fund, and Bond and

Interest Fund. Mr. Griffin moved on to the Capital Improvement projects. The Corporate Fund for banners, logos, tree tracking software for the Parks Department, the Blackhawk Center and E.T Room updates. The Recreation Fund for the Hatch Early Learning System, Mrs. Folk commented that this is a technology based learning program for our preschool, she has been in touch with the Byron Forest Reserve who have already started using this program, and feels this would be a great addition for our learning center. Mr. Griffin moved on to the Police/Paving Fund for the security camera system. The system that the Park District is currently using is 8-9 years old, and is needing updates multiple times a year. They now have a new Sensura system that is solar powered and can be moved around to different parks. This would also keep recordings for a longer time. The Park Improvement Fund which is for park site improvements, the new vehicles, IT software and computers.

Mr. Griffin stated that the long term capital infrastructure reserve fund would be a good idea to begin considering for a long term replacement plan for construction improvements of Nash Recreation Center. This would create a safety net in case something should happen to our tax base and funding be significantly adjusted. Mr. Griffin stated the bond proceed estimates for the long term fund at 1% and 2%. The 2% over 27 years will get to \$1.3 million and 1% is \$650,000, in 27 years this is not a lot of money considering replacement construction costs. Mr. Griffin shared an estimate to achieve \$8million, we would have to contribute \$130,000 per year for 30 years with a consistent 4.5% interest rate.

Mr. Griffin stated if the board is comfortable with the tentative budget they can release it to the public for the next 30 days and they can approve it at the July 11th Board Meeting.

Flex Court Purchase Order

Mrs. Folk stated this is for the tennis courts and basketball courts in Park West. Mrs. Folk commented she feels this is a great option for resurfacing both amenities. The product is manufactured in Kewanee, she then presented maps of what these will look like when finished. The Basketball courts will include two basketball courts, hopscotch, four square, and shuffle board. Mr. Tremble asked if they will need to tear out the old surface, Mrs. Folk stated this product is installed directly over top the old courts. The tennis courts will go from 4 courts, to 3 courts and replacing the 4th court with 4 pickleball courts. There will not be a barrier going up between

the courts for now but this is an easy add on later down the road. Mrs. Folk stated in order to get this in by July 4th we will need to provide 50% of the cost up front. They have allowed us to place the order, but the check needs to be cut on June 14th, she is looking for approval of \$55,650. Mr. Tremble questioned the life expectancy of this application. Mrs. Folk stated they say this should have a 15-20 year life expectancy.

Lowden Bike Trail Phase 1 Engineering Contract

Mrs. Folk stated Chastain will divide the billing for the engineering costs among the City, County and Park District as agreed upon. The total cost for phase I is \$65,009.

EXECUTIVE SESSION

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

Motion by Dan Engelkes, seconded by Mark Tremble, the committee enter executive session at 4:38 p.m. ALL WERE IN FAVOR.

RETURN TO REGULAR SESSION

Motion by Dan Engelkes, seconded by Dave Bakener, the committee return to regular session at 4:42 p.m. ALL WERE IN FAVOR.

ADJOURN

Motion by Mark Tremble, seconded by Dave Engelkes, the meeting adjourn at 4:43 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger
Secretary to the Board of Commissioners

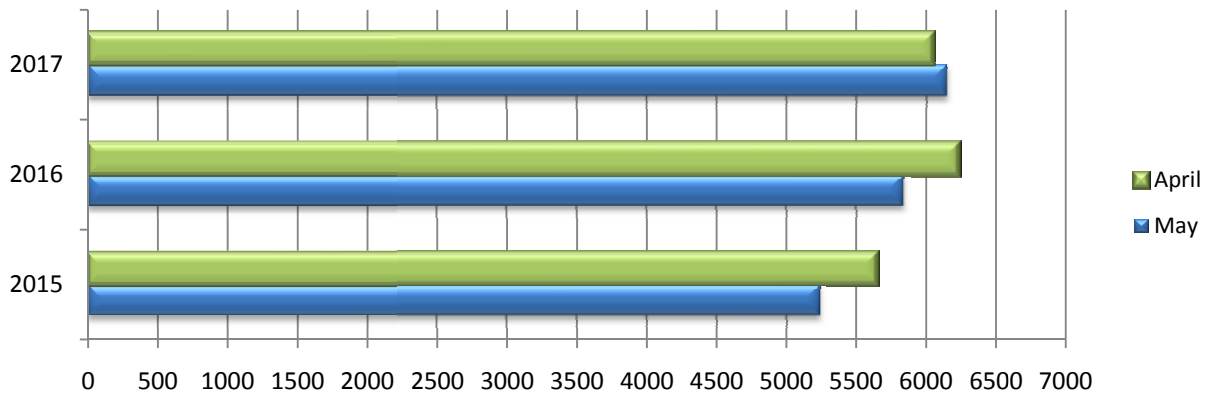
MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13, 2017

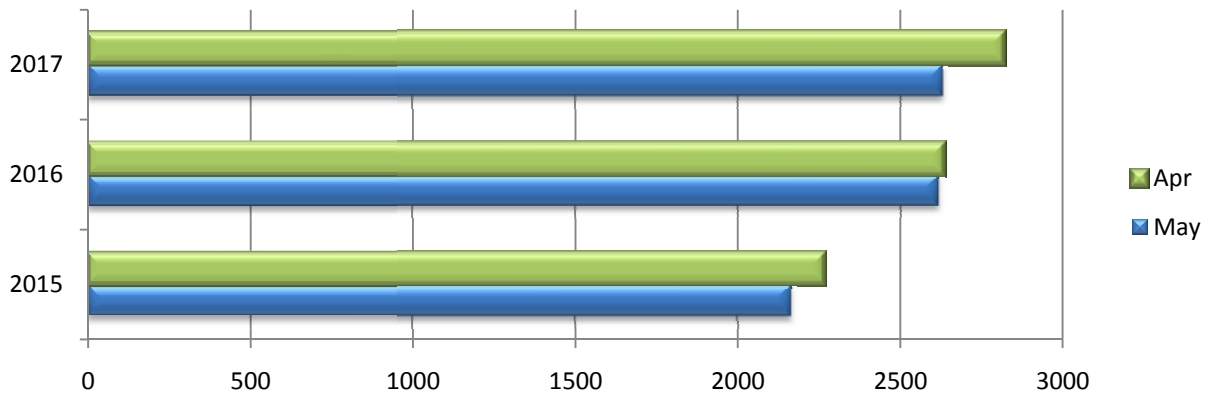
Facility Statistics Report



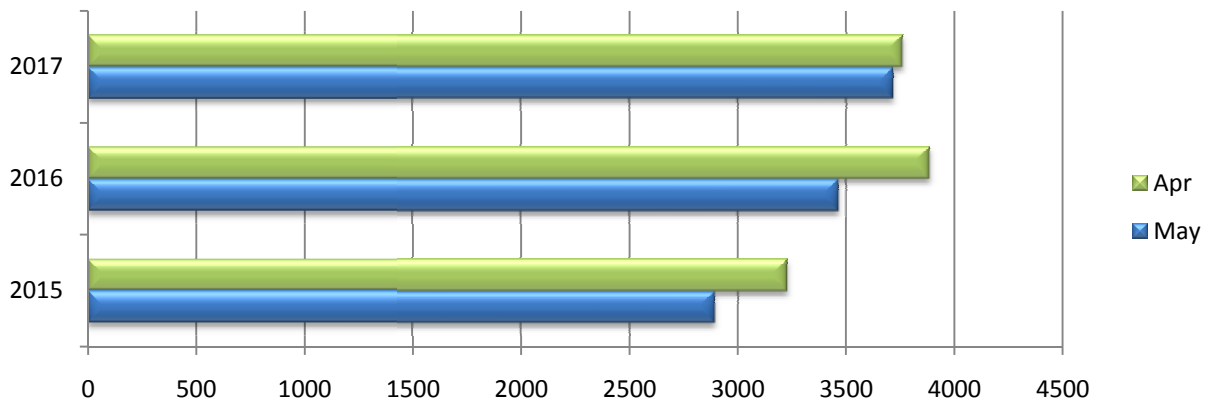
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13, 2017
Parks Report



Sports

Spring soccer has wrapped up for the year and so has OHS softball. All goals, bleachers, and equipment for soccer has been put away or moved to other sporting event areas. We have also taken down the baseball fence at the high school and used most of the fence panels to build the T-ball field at Etnyre Middle School.

Park District softball and baseball leagues are in full swing and the ball diamond crew is busy prepping fields for games. They prep for games daily and keep fields groomed for practices.



Projects

The splash pad has been opened and again is the main attraction at Park West. The drains are checked weekly for any debris that might plug them and cause any over flow issue. The pad is also checked for loose limestone and blown off three times a week for liability reasons. New signs have been posted warning that shoes must be worn and kids must be supervised by an adult.

All plant material has been planted in the downtown terraces, planters and hanging baskets. We are now in the process of planting park district flower beds and sign beds. Weather permitting we should have this wrapped up soon.

The improvement projects at Fairgrounds are moving along well. The shelter has new fascia, trim, doors and siding is being installed now. Other new amenities include bike rack, sitting bench, recycled plastic lumber to replace wood boards on picnic tables, backboard and rim on basketball court, garbage receptacles and baseball back stop for ball diamond area. These will all be going in soon.

We will soon be setting the fishing pier in the river at Jacks Landing. With all the rain, fast moving current and high water levels we have had to post pone this until water levels are safe to enter the water.



General

Most of the summer staff has started working for the season. Things are just now starting to come together and looking good. Our goal this year is to train staff to be safe in the field, create a high level of expectation, and create an atmosphere that will allow staff to challenge themselves and understand that their job, however small, has a part in the big picture.

Respectfully submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13, 2017

Superintendent of Recreation Report



Get Fit Challenge 2017

As you may recall, this was the inter-office 8-week fitness challenge that all full-time staff took part in. The idea was to raise staff's awareness of fitness, by measuring that daily, we competed against one another as teams. Congratulations to **Team Matt** as they walked away with the championship trophy in the end. But more importantly, this brought the district staff and departments together as they completed challenges individually and as a team. Everyone started the challenge with a weekly step average. Each Monday we compared our daily/weekly totals (individually and as a team) to measure how each team did. We had individuals who improved their weekly distance by over 50,000 steps and teams who improved by over 100,000 steps. Awesome strides for all and we ended with a TEAM lunch together to celebrate the accomplishments. Well done by everyone ☺..



Pickleball

Open gym pickleball continues to be a popular event, often times consuming the entire NASH gymnasium. We continue to offer this on M/W/F from 9am-12pm and Tuesday evenings from 4pm-7pm.



Triple Play

This is an event that was altered from previous years (Slam-N-Jam) and moved to a Friday evening. The weather cooperated perfectly and we had increased attendance from years past. We offered a youth hitting contest, water balloon launch, Touch-A-Truck, and a celebrity softball game.



Family Fun Run

The Fun Run was a wonderful addition to kick-off our Concert in the Park(s) as well as to help celebrate the District's 50th Anniversary. This year we had 214 people register for the run/walk with several stations along the way to take a "selfie", jump around in the bounce house or practice their limbo skills. Upon completion, participants were offered a hamburger/hot dog meal as well as the opportunity to enjoy a concert in the park. Again, weather cooperated perfectly and the event was a success.

Respectfully Submitted,


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

Matt Mekeel
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13th, 2017

Environmental Services Report

 **Nash Center**

Our Ice Bank Chiller is still running at this point, but I have had to call Mechanical in to look at the pressures. They were unable to find anything substantial, but we will continue to monitor it. Even with half of the compressors running, we are able to build 100% ice loads, however I fear that when it starts getting hot we may have more trouble building ice. All of our soap, toilet paper, and hand towel dispensers have been converted to our new supplier. This move will save us money on custodial supplies as well as put money back into our local community. In the next month we will complete our semiannual PM inspection of all air handlers; this includes changing belts, filters and lubricating all areas that require it.

 **Blackhawk Center**

This year we took our time setting up for graduation and completed it over a few days. This gave us the opportunity to clean everything as we go and ensure that we were prepared. Now that both graduations and baccalaureate completed, we have began our detail cleaning of the building for the summer. The new batting cage mechanical devices have been installed. During the graduation preparation we noticed that the two northern exhaust fans were not working. At this point we believe that the motors will need to be rebuilt, in order to do this we will have to rent a lift. I will keep everyone apprised of any developments with the fans. In the next month we will complete our semiannual PM inspection of all air handlers; this includes changing belts, filters and lubricating all areas that require it.

 **Environmental Services Staff**

On May 30th we had a staff meeting where almost all of my staff was able to attend. I held an open discussion and asked the staff to discuss what we are doing well, and what can we improve. The discussion was lively and a lot of very good ideas were talked about. I also talked to everyone about our expectations of employees regarding dress code, attitudes, how to handle unexpected situations, and some other areas of interest. Overall the meeting was successful and it is always nice to hear the ideas from all of the staff.

Respectfully Submitted,



Brian Beckman

Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13, 2017

Business Administration Report



Financial Review

The May 2017 Treasurers Report is included in the Board Packet. The District had a busy month preparing for the 2017-18 fiscal year, while finalizing the prior year.

The Districts May Budget Report includes the preliminary budget numbers presented to the Finance Committee on June 5th. The preliminary budget is complete and available to the full board. The Budget Packet is available for public inspection prior to the July 11th approval.



2017 Audit / Finance Schedule

The Finance Committee met on June 5th to discuss and review the 2017-18 budget. The District's Budget Packet presentation will continue to be improved for the 2017-18 year. The packet contains vital information on the Park Districts overall financial condition and operations. The District will included short term goals to help guide the District over the next year. The District will continue to present the community with good financial information to help it better understand the District's value to the community. The Districts percentage of real estate taxes for the average Oregon homeowner fell to 4.25% for the 2016 tax year.



The final Budget & Appropriations Ordinance will be approved at the July 11th regular meeting and immediately filed with the Ogle County Clerk. The District will operate off of a tentative budget based on the prior year until the budget is finalized and approved. The Fiscal Year 2017 Financial Audit has been completed and is currently in draft form. The final audit will be available to the board and General public at the July regular meeting. The District completed the final year of a three year commitment with Wipfli LLP for its audit services.



2017-18 Annual Capital Plans

The District has finalized its new capital improvement plan for this fiscal year. The District has structured all of the improvement to be completed in specific quarters of the fiscal year. This approach will help the District complete the projects in good time as well as ensure annual cash flow is appropriate and prudent.

Respectfully Submitted,

Dan Griffin, Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13, 2017

Marketing & Communications Report



Facebook & Marketing

Facebook followers increased 3866 to 3985. We have seen an increase as we continue to market the exciting programs we are offering this summer. We have been promoting the Fun Run, Triple Play, Bike Night, Concerts in the Park and Brown Bag. With the paid promotions reaching more people likes have increased. Photos will be taken at our large events and promoted on facebook. This is always our biggest draw....everyone loves to share and see the photos!

A Summer Fun Newsletter featuring our special events, free programs and summer programming was a new marketing idea this year. Instead of a final school newsletter, a professionally printed, 4 page mini-guide, went home throughout Ogle County. We printed 5000 copies and they were distributed to Oregon, Polo, Forrestville, Stillman Valley and AFC district elementary schools. All schools were excited and receptive to share our programming. In addition to the schools the newsletter was put in Davis Junction, Stillman Valley, Byron, Oregon, Polo, Mount Morris and Forreston. Newsletters were left at restaurants, hotels, gas stations, libraries, city halls or anywhere in the town that draws people. Over 40 places were visited. Everyone was thrilled to help us promote our events and it was great to have conversations about what they enjoy at Oregon Park District. I would like to monitor registration to see if we have any success drawing people from other communities. I'd like to print these mini-guides 3-4 times per year and distribute throughout Ogle County, if we see numbers increase at special events and programs.



Facility Tours/Memberships

Eight tours were given this month. Three passes were sold as a result of the tours.

In February we teamed up with KSB to offer a 30-day free membership that KSB doctors could "prescribe" to their patients. The prescription is a one-time only offer to each patient that fits pre-set KSB criteria for health. Seven prescriptions have been redeemed and two resulted in memberships, both from outside Oregon.

KSB's Corporate membership drive ended in May. A total of 26 passes were issued (5 single and 5 family) with a total revenue of \$2,698.80. Of the 26 people, only one family currently held a pass, which resulted in 21 new members. KSB was pleased with the numbers and agreed it was worthwhile to do for their employees. Corporate Membership drive is currently underway for E.D. Etnyre.

Respectfully Submitted,

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

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13th, 2017

Aquatics Coordinator Report



First Friday's in the Pool

Overall the First Fridays in the pool were a huge success and ended with our Cinco de Mayo Fiesta. We had a total of 668 people sign in for our raffles. This number did not take into account any of the parents that attended our egg hunt in the pool which would make the number well over 700 people. Overall we made about \$675 in revenue brought in by daily fees collected on those Friday evenings and from the sale of extra bingo cards. First Fridays were planned as a free benefit to our members of our facility and a cheap night for any one paying a daily fee in celebration of our 50th anniversary. With all of the success we planned three First Fridays in the Sun for June, July and August and will resume our Friday nights in November. For June we had 55 people stop by to sign up for our raffle and get lemonade and popcorn on the sun deck along with games they could play. Next month we will have cookies and ice pops.



Swimming Lessons

Spring swimming lessons ended in May and summer swimming lessons are already off to a great start. Evaluations came back again with 36 Excellent, 11 Very Good, 1 Good, and no Fair or Poor overall ratings. Registration numbers for our first session of summer lessons is up compared to last summer first session. Last year we had 57 register and this year we have 59 which is a 3% increase.

The last few sessions of swimming lessons we have had a total of 4 different students register for our swimming lesson with various special needs. Through Starfish Aquatics we have had our swimming lesson instructors that taught our students with special needs classes take the online AngelFish class. Almost all of our instructors now hold this certificate. In our upcoming activity guide we will begin to promote our AngelFish program and our ability to work with children of all abilities. Parents will contact me and then I will work with them to make sure they have an instructor that is ready to work with them.



Blood Drive

Our blood drive with the Rock River Valley Blood Center on May 12th was a success. We had 39 individuals register, 11 were unable to donate which resulted in 28 units collected. That is 84 lives saved! We have scheduled our blood drives for next year for January 12th and May 11th from 1:30-5:30 pm.

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

June 13, 2017

Athletic Facility Manager Report



Adult Athletics- Co-Ed Sand Volleyball League

We had 5 teams sign up for our Sand Volleyball League this year. Teams will play 12 games over a span of 8 weeks and following that play in a 2 week tournament. League is played on Thursday nights beginning June 8th.



Adult Athletics- Women's Basketball League

The Women's Basketball League is coming to a close on Wednesdays as the end of season tournament concludes on June 14th. The teams in the league made for a fun and competitive league. 4 teams signed up and we look forward to growing the program next year.



Youth Athletics- Little Baseball Stars

We expanded our Little Baseball Stars participation numbers from a maximum of 10 to a maximum of 20 this year. We had 20 participants sign up for the program. We will look to further expand our maximum number of participants next year. This is an introductory program for 3-5 year olds to learn about the game of baseball. The program began June 8th and will continue on Thursdays through June 29th. Cost per participant was \$30 for residents.



Youth Athletics- Baseball and Softball

With 310 participants we were able to create 28 teams across our baseball, softball and t-ball divisions. They have all begun playing games and so far we have seen early success with some! The baseball and softball programs play their games against the communities of Amboy, Ashton-Franklin Grove, Byron, Dixon, Forreston, Polo and Stillman Valley.



Youth Athletics- OHS Baseball Camp

This baseball camp is being taught by OHS Head Baseball Coach Dave Boyer. The camp will be June 13th-June 16th from 11am-12:30PM. The camp was offered for 4th-8th graders with a cost of the camp as \$20. We were able to get 16 boys signed up for the camp. We will take 10% of the registration fees and %90 of registration fees will go back to the OHS baseball program.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Carl' followed by a stylized surname.

Calvin Clothier
Athletic Facility Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13, 2017

Events Report

✿ Flower & Plant Sale

Nine vendors participated in the Flower & Plant Sale this year on May 6, 2017. In 2016 we had eight vendors. The event was held at the property across from Nash (North West of building) again this year which works very well. I will continue to try to find additional vendors for next year. See photos.

✿ Farmers Market Entertainment

With the Farmers Market moved to Friday evenings and the addition of food vendors and live entertainment, I have been able to fill 10 of the 13 Friday's with a nice variety of music. Most of the musicians are local. The live entertainment will be a nice addition to the Market and hopefully will help grow the market.

✿ Brown Bag Concerts

There are again 3 Brown Bag Concerts scheduled for this summer. There will be 5-6 food vendors offering a nice variety of lunch options and desserts at the three Brown Bags. Please come and enjoy lunch on the Courthouse Lawn.

✿ Concerts In The Park

We have a great concert series lined up for the summer with the added bonus of the 7th concert in celebration of the Park District's 50th Anniversary. Invite your friends, neighbors and acquaintances to Park West on Tuesday evenings to enjoy the Concerts in the Park and the nice variety of entertainment brought to us by our terrific sponsors. Again, the concerts will begin at 7 p.m. (alternate site-Oregon Coliseum) and most have some type of give-away thanks to the generosity of our sponsors.

✿ Wiggly Wag & Walk Wednesday

The 5th annual Wiggly Wag & Walk event will be held at the Dog Park on Wednesday, July 12 (4:30-7:30 p.m.). Currently I am working on trying to secure pet vendors and dog demonstrations. The Wiggly Wag & Walk Wednesday will feature much of the same as last year: dog vendors, dog demonstrations, and the High Card Hound Hike (2 mile non-competitive walk) with goodies for participating dogs and a chance to win prizes.

✿ Other

Attempts are being made to reconnect with local businesses for sponsorships.

Respectfully Submitted,



Debbie Leffelman
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

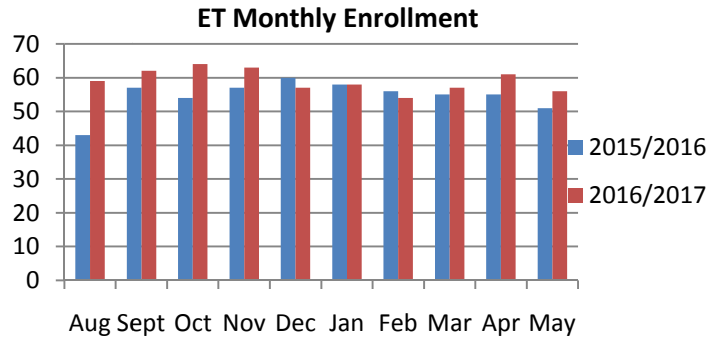
June 13, 2017

Recreation Program Manager Report



Extended Time

Below is our enrollment history for the school year at ET in comparison to 2015/16 SY. Enrollment increased in 2016/17 compared to the previous school year.



Camp Oh Pea Dee

Camp staff training included teambuilding, procedure/policy group management and finally set up to change our after school room into a summer camp room over the weekend. We held a camp open house on Sunday, May 21 for campers and their parents to come in and get the first day jitters out. We welcomed approximately 10 families. Camp began on Monday, May 22. Enrollment has surpassed last year consistently each camp day. Our highest daily total has been 65 students, but we average approximately 46 campers per day. We have filled the school bus and continue to reach maximum capacity each week. We are using the aerobics room to split the large group into two for differing activities and better group management which has been a great accommodation. Staff has been doing an excellent job keeping with our weekly themed activities and being highly enthusiastic throughout the day. This increase can be directly correlated to both the bus addition along with the hard work of the camp counselors to come up with engaging and creative activities each new day at camp.



Bike Night

On Thursday, May 25, we held our second Rock River Bike Night at Park West. This year, the format was altered from 2015 to block off the full South parking lot to allow children to ride their bikes freely through the larger rodeo without worrying about through traffic. Eight generously donated bikes were given away at this event. This was a community effort with many organizations involved. Approximately 40 children were in attendance with their bikes at hand.

Respectfully Submitted,

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 13, 2017

Children's Center Report

✿ **Children's Center Registration**

There are currently 24 children registered for the M/W/F sessions (4 openings) and 17 children registered for the Tu/Th sessions for the fall(7 openings).

✿ **Conferences**

I have held 20 conferences with parents. Ideas for behavior issues at home and ideas for what to work on over the summer were some of the big concerns for parents.

✿ **Children's Center Annual Family Picnic**

Eighty-four people attended our Children's Center Annual Family Picnic which was held on Friday, May 26, at Park West from 11:00am to 1:00pm. I had many nice compliments about the Children's Center Program. The children enjoyed the playground, the Splash Park and the games that we provided. It is always a good chance for me to visit with parents and for them to meet new people.

✿ **Children's Center Programs**

Families surely came out for our end-of-the-year programs. I was so proud of the children. The 3 year olds did a great job just staying on their stars and singing! The 4 and 5 year olds did a wonderful job performing our little skits, fingerplays, and songs.

✿ **Clean-up Weeks**

Clean-up weeks were May 30-June 9. We have cleaned and stored away all of the toys, etc., for the summer. The maintenance department will be cleaning the room and painting in August.

✿ **Children's Center Summer Camps**

Children's Center Summer Camps will be starting on Monday, June 12. My first camp is Father's Day Fun. We will be celebrating fathers and everything they mean to each one of the children. My first camps of the summer are both full. We will be promoting the later Children's Center Summer Camps in the newspapers and on Facebook.

✿ **What's For Dinner?**

My first summer cooking class with the older children will be held on Wednesday, June 28. We will be cooking for the 4th of July!

Respectfully Submitted,

Nancy J. Kerwin

Nancy Kerwin
Children's Center Coordinator