

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, MAY 9, 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
 - A. BUILD-A-BIRDHOUSE RECOGNITION
 - 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, APRIL 11, 2017
 - 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. CANVASSING OF VOTES
 - B. OATHS OF OFFICE
 - C. FAIRGROUNDS PAVING CONTRACT
 - D. LIONS CLUB CAR SHOW PERMIT - PARK EAST
 - 9) COMMISSIONERS COMMENTS
 - 10) DIRECTORS COMMENTS
 - 11) PRESIDENTS COMMENTS
 - 12) ADJOURNMENT
- NEXT REGULAR MEETING - JUNE 13, 2017

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Annual Meeting Minutes
Tuesday, April 11, 2017

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

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

ABSENT:

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

RECOGNITION OF VISITORS:

APPROVAL OF REGULAR MEETING MINUTES

Motion by Dave Bakener, seconded by Dan Engelkes, the Regular Minutes of March 14, 2017 be approved as printed. Roll Call Vote: Gary Davis, Dan Engelkes, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Fuller had nothing to add.

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

Claims Payable

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

REPORTS

Parks Report - Included in board packets. Mr. Egyed stated that they donated the old playground equipment to Kids Around the World today, and the new playground equipment should be delivered by Friday.

Recreation Report - included in board packets. Mr. Mekeel commented on the Get Fit challenge the full-time staff has been participating in for the month.

Supt. of Environmental Services Report - included in board packets. Mr. Beckman commented on the energy contracts he provided, stating that Constellation again has the lowest rate.

Administrative Report - included in board packets. Dan Griffin commented that the budgeting process is going well this year, and he will be ready to present that next month.

BUSINESS (unfinished)

Approval of 2017 Master Plan

Mrs. Folk stated that the commissioners all received a copy of the Master Plan submitted by Hitchcock Design. Mrs. Folk has reviewed the document, verified suggested changes have been made to better reflect the Districts services and is confident with the results.

Motion by Dave Bakener seconded by Gary Davis, the Board approve the Approval of the 2017 Master Plan. Roll Call Vote: Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock, Gary Davis - yes. MOTION PASSED UNANIMOUS.

BUSINESS (new)

Election of Officers

The secretary said "I will now entertain a motion for the nomination of President of the Oregon Park District Board of Commissioners." Dan Engelkes nominated Steve Pennock for President of the Oregon Park District Board. Dave Bakener seconded the nomination. The secretary asked if there were any further nominations. There being no further nominations, the secretary took the roll call vote for Steve Pennock President of the Oregon Park District

Board of Commissioners. Roll Call Vote: Dave Bakener, Mark Tremble, Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

The President opened the floor for nominations for Vice President of the Oregon Park District Board. Dave Bakener nominated Mark Tremble for Vice President, Dan Engelkes seconded the nomination.

There being no further nominations, the secretary took the roll call vote for Mark Tremble Vice President of the Oregon Park District Board of Commissioners. Roll Call Vote: Dave Bakener, Gary Davis, Mark Tremble, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Oath of Officers

Steve Pennock, President, took his oath.
Mark Tremble, Vice President, took his oath.

Annual Appointments and Meeting Schedule

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

Attorney: Oregon office of Williams & McCarthy

Clerk/Secretary: Andrea Messenger

Treasurer: Donald G. Fuller

The regular monthly board meetings be held on the second Tuesday of each month at 6:00 p.m. and the Annual meeting be held the second Tuesday of April at 6:00 p.m., all in the Board Room at the Nash Recreation Center and that standing committee meetings be held on the first and/or third Wednesday of the month at the Nash Recreation Center unless specifically changed by the majority of the committee members, and at such time as determined by the majority of committee members.

Board Committee Assignments:

1. Parks and Facilities
2. Personnel and Policy
3. Program and Service

4. Finance

Appointment of Standing Committees

Mr. Pennock appointed the commissioners to the following committees for the 2017-2018 Fiscal Year:

Parks & Facilities Committee: Mark Tremble, chairperson
Dave Bakener
Dan Engelkes

Personnel & Policy Committee: Steve Pennock, Chairperson
Gary Davis

Program & Service Committee: Gary Davis, Chairperson
Steve Pennock

Finance Committee: Dave Bakener, Chairperson
Mark Tremble
Dan Engelkes

Appointment of Officers

Motion by Gary Davis, seconded by Dan Engelkes, the board approve the annual appointments of Andrea Messenger as Board Secretary and Don Fuller as Board Treasurer. Roll Call Vote: Dave Bakener, Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Oath of Appointed Officers

Don Fuller, Treasurer, took his oath.
Andrea Messenger, Secretary, took her oath.

Enter Executive Session

Motion by Dan Engelkes, seconded by Mark Tremble, the board enter executive session at 6:12 p.m.

To discuss appointment, employment, compensation, discipline, performance or personal status of employees, officer and legal counsel for the park district. Open Meetings Act Par. 120/2 (1).

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

Return to Regular Session

Motion by Mark Tremble, seconded by Gary Davis, the board return to regular session at 6:20 p.m. Roll Call Vote: Steve Pennock, Dave Bakener, Mark Tremble, Gary Davis, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

Wage Recommendations Approval

Motion by Dan Engelkes seconded by Gary Davis, the Board approve the wage recommendations from the Personnel Committee. Roll Call Vote: Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock, Gary Davis - yes. MOTION PASSED UNANIMOUS.

Approval of Electrical Supply Contracts

Motion by Dave Bakener, seconded by Mark Tremble, the Board approve the approval of Electrical Supply Contracts. Roll Call Vote: Steve Pennock, Dave Bakener, Gary Davis, Mark Tremble, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

Investment Policy Adoption

Motion by Gary Davis, seconded by Dan Engelkes, the Board approve the Investment Policy Adoption recommended by the Personnel Committee. Roll Call Vote: Gary Davis, Dave Bakener Dan Engelkes, Mark Tremble, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

Downtown Water use and Beautification Agreement

Motion by Mark Tremble, seconded by Dave Bakener, the Board approve the downtown water use and beatification agreement. Roll Call Vote: Gary Davis, Mark Tremble, Dan Engelkes, Dave Bakener, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS' COMMENTS

Mr. Tremble commented that the parks are looking great.

Mr. Davis was very impressed with the quality of work put into the evaluations.

Mr. Bakener had no comments.

Mr. Engelkes commented on the evaluations, he thought everyone did a great job.

DIRECTOR'S COMMENTS

Mrs. Folk commented that the evaluations play an important role in what the district is trying to accomplish. Andy and the parks department have been working hard and it shows by the looks of all parks this early in the season. Mrs. Folk also complimented the staff on 2 new programs that were a huge success, the egg hunt in the pool with over 150 guests and the Frolic with Fairies event.

PRESIDENT'S COMMENTS

Mr. Pennock complimented all of the staff members on their evaluations, he was very impressed.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble the meeting adjourn at 6:32 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger, Secretary to the Board

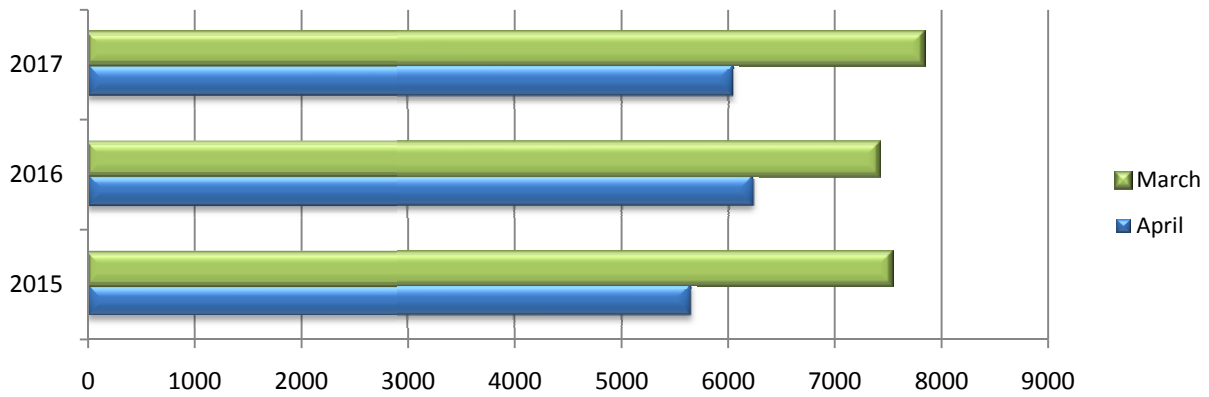
MEMORANDUM TO THE BOARD OF COMMISSIONERS

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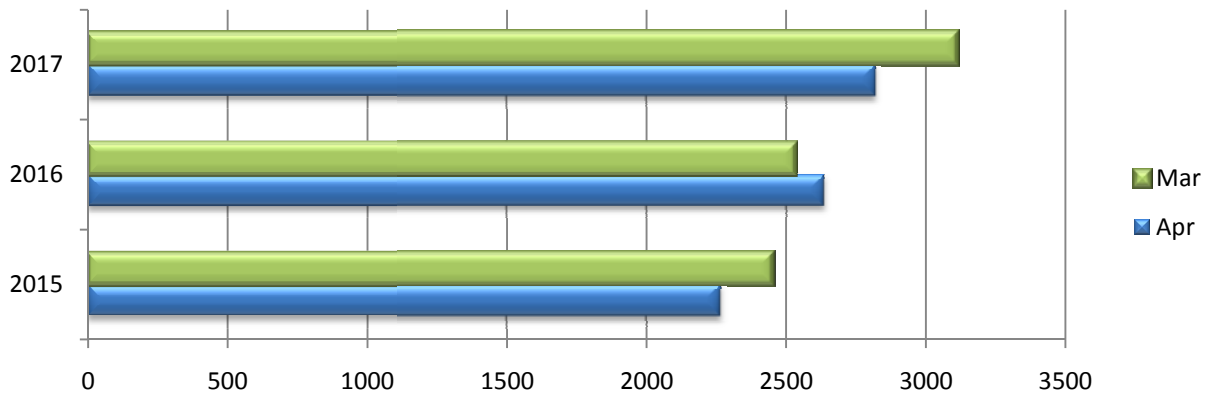
Facility Statistics Report



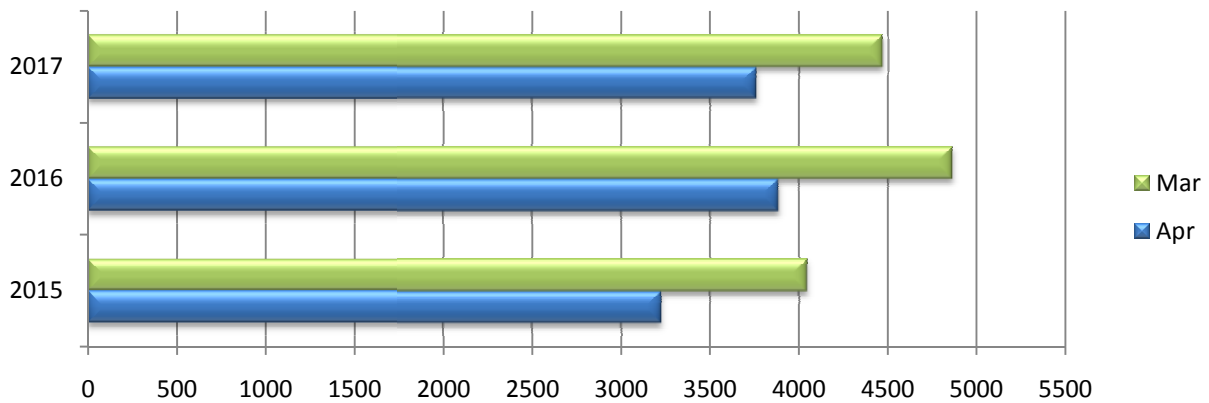
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9, 2017

Parks Report



Sports

Oregon Park District Spring soccer league is in full swing, as well as the new OHS girls' soccer league. Maintaining that area is a main priority every week keeping the fields mowed and painted. We mow the playing fields twice a week and paint once a week just before the scheduled games on Saturdays.

O.H.S girls' softball is also being played on our fields at Park West. The fields are in really good shape for the amount of rain we have had. We groom the fields as needed and paint the foul lines. The school then chalks the fields for game day. The heavy rains have caused some maintenance issues with erosion on the fields. New lime was brought in and repairs were made to the fields.



Projects

We fertilized all turf this spring with a fertilizer /crabgrass preventer mix. This is part of our turf management plan to control the amount of crabgrass in the turf. Crabgrass is an annual grass which dies every year but it leaves seeds to produce plants next year. By putting out the pre-emergent in early spring those seeds will not germinate and produce the crabgrass. This is our 3rd year for this application and it is starting to prove affective as the turf is much thicker, healthier and it's hard to find any crabgrass in the parks. If time and weather will allow this spring we will be spraying for broadleaf control on all turf areas. The school had a student service day on April 13th and we were able to use them to help mulch the splash pad and the skate park. They were a big help in this project and hope to continue this with the schools cooperation in the future for these types of projects.

Soon we will be planting the hanging baskets for the light poles down town and then the terraces uptown will be planted and mulched. Weather plays a big part in this so advanced notice on dates may only be days ahead of initial planting days.

Fairgrounds Park is coming along well considering all the rain we have had. At this time the main playground has been installed, mulched, inspected, and open to the public. One play pod has been mulched and inspected but we are waiting for it to dry up and finish dirt work before opening it. The last two pods will be getting mulch soon and also dirt work done once it dries up. Weather permitting we are shooting for May 10th to be completed with all of the pods and open them up to the public. May 10th is the start date for the blacktop contractors to begin, so I would like to be done with all dirt work by that time.

We will also be starting on the shelter improvements soon after the play pods completion. The roof will be stripped and installed first, followed by new siding, trim, facia and doors. These improvements will really make the building look new again and inviting to patrons. All concrete will be pressure sprayed and new perennials will be planted in the flower bed located just west of the shelter. We are also looking into new recycled plastic material for picnic tables. This material is graffiti proof, low

maintenance and it will never need painting, as the wood material now does need paint quite often.



General

Now that the bathrooms are open, baseball games are being played and more people are using the parks. We have part time staff working in the parks to help with general maintenance. We will soon be cleaning all OPD flower beds and getting them ready for planting. Some of the seasonal staff will be starting in early May to help with planting OPD flower beds. The majority of seasonal staff will start in June. Part time staff has started mowing already and maintaining bathrooms, shelters and athletic fields. Spring clean up is also taking place picking up sticks, leaves, debris and garbage. Looking forward to a busy summer with some great capital improvements for the parks!

Respectfully submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9, 2017

Superintendent of Recreation Report



Programming

As I write this, we have just finished closing out the FY 16-17 fiscal year and are set to begin FY 17-18 fiscal year. We are now beginning our "crazy busy" time for the Recreation Department as we approach our summertime activities and events. Youth athletics are in full-swing, summer camps are quickly approaching and our special events such as Concerts in the Park, Family Fun Run, and Triple Play are a mere weeks away. I applaud the Rec. Staff who put countless hours into making sure these activities, sports, and events are pulled out without flaw.



Upcoming activity guide

As we enter the mainstream of our summertime schedule, the Rec. Staff is also busy preparing the next activity guide which will include activities, sports and special events from August 2017 through February 2018. As this was the 50th Anniversary of the Oregon Park District, there were many special activities and events included in the current activity guide. Due to popular demand and response, I foresee many of these activities and events being added to the regular activity guides moving forward. We continue to strive to keep all park district offerings exciting and fresh for our patrons.



Staff

Andy and his staff have done a very nice job with the Fairgrounds renovations. Things are coming along nicely there and we are eagerly awaiting completion.

And finally, a **HUGE THANK YOU** to my Rec. Staff who continue to plan, organize and pull-off such wonderful events and activities. Their countless hours of extra work and planning provide this community with phenomenal opportunities to enjoy the parks and facilities operated by the Oregon Park District!! For Rec. Staff, there is no such thing as a 40 hour work week. I, as well as, the surrounding community and patrons appreciate all that you do!! Thank you... ☺

Respectfully Submitted,


A handwritten signature in black ink, appearing to read "Matt Mekeel", written in a cursive style.

Matt Mekeel
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9th 2017

Environmental Services Report

 Nash Center

In the past month the Chiller has been started and was able to build a full load of ice overnight. During the inspection of the chiller, Mechanical Inc. has identified that two out of the four compressors are inoperable. It is my intent that at this point we will attempt to cool the building using a combination of the chiller and the already installed DX units. This will hopefully get us through this season without investing more funds into the chiller. A permanent solution will be looked into through our mechanical study with W-T.

Ahern completed our quarterly sprinkler inspection and identified the same valve as leaking. The valve will be repaired this summer when we will have less impact on our patrons. With the amount of rain we had at the end of March, we have identified a few more roof leaks. I have been in contact with the warranty company and they will be sending another crew to repair any issues we find.

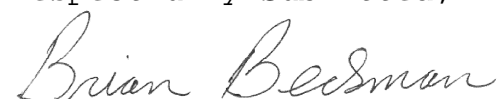
 Blackhawk Center

The Blackhawk Center has been operating well in the past month. The monthly inspections of both buildings have been informative and we are able to address some of the smaller issues that come up. Alpha controls spent a day going through the air handlers and fixing some minor issues. We are all getting ready for graduations and ensuring that we have all necessary equipment.

 Northern Illinois Energy Efficiency Workshop

I attended the Northern Illinois Energy Efficiency Workshop of April 21st in Rockford. The workshop was very informative about different approaches companies are taking to become more energy efficient. An interesting fact is that even though our population is increasing, our demand for energy (as a whole) is remaining flat or even decreasing in some areas. Also Comed and Nicor delegates talked about the DCEO grants going away and all rebates for energy grants will go through either Nicor or Comed. This may be a benefit to us, because the processing time is significantly shorter than through a State run program.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9, 2017

Business Administration Report



Financial Review

The April 2017 Treasurers Report is included in the Board Packet. The final treasurers and budget report for the 2016-17 fiscal year are also included.

The District ended fiscal year 2016 with an approximately \$112,000 surplus fund balance. Overall revenues were approximately \$31,000 greater than expected while overall expenditures were reduced by approximately \$80,000. The fund balance will be carried over and re-appropriated for the 2017-18 fiscal year. The District did adopt a supplemental appropriation ordinance in the 2016-17 fiscal year.



2017 Audit / Finance Schedule

The Finance Committee will meet in late May to discuss and review the 2017-18 budget. Then, following recommendation by the Finance Committee the District will release for public inspection the 2017-18 Combined Budget & Appropriations Ordinance Packet. The final Appropriations Ordinance will then be approved at the July regular meeting and immediately filed with the Ogle County Clerk. The District must file its appropriations ordinance within three months of the beginning of each fiscal year. The District will operate off of a tentative budget based on the prior year until the budget is finalized.

The District will also further discuss the implementation of a Long Term Capital Infrastructure Reserves Fund. The purpose of the fund would be to provide a prudent long term debt management and capital planning tool.

The District will begin its annual audit the week of May 15th. The District is in the final year of a three year commitment with Wipfli LLP for its audit services. The District will send out an RFP for its audit services in late 2017. The District hopes to have the completed audit published and released to the Board of Commissioners in early July.



2017 Annual Capital Plans / Software Updates

The District is finalizing a new capital improvement plan for this fiscal year. The plan will be released with the tentative 2017-18 annual budget. The District also issued an RFP for new copier services/contract. There were 7 proposals returned and the District has narrowed the field to three companies. The proposals were very competitive. The District will begin a new 5 year lease and maintenance contract in July of this year.

Respectfully Submitted,

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

Dan Griffin, Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9, 2017

Marketing & Communications Report



Facebook & Marketing

Facebook followers increased from 3818 to 3866. A facebook like contest scheduled for end of April has been rescheduled to May with a goal to increase our followers to 4000. A big push this month will be our Fun Run registration, Bike Night and promoting early June activities.

Concert in the Park Flyers are done and will be distributed to both sponsors and businesses the week of May 9.

As school wraps up for the year, our monthly school newsletter has been a success. With so many exciting things happening this summer we've outgrown the two-page format for the last newsletter. A professionally printed, 4 page mini-guide, will be going out to the school. We are printing 5,000 copies and in addition to the school we will distribute to the community, Nash and possibly other surrounding schools if we receive permission. The mini-guide will feature all the exciting programming and family offerings this summer.

New banners have been designed for different programs as requested by the Recreation Staff. We will continue to update banners with our new logo and new designs. I've completed 56 sponsorship packets for the Recreation Staff. All were personalized for each business.



Facility Tours/Corporate Memberships

Nine tours were given this month. Of the eight tours, we sold three passes immediately. Two of the passes sold were from the Lost Nation area. Three of the tours were people looking at homes in Oregon and one tour was from a gentleman from Dixon that will be working at the Village Bakery.

We have a new Corporate Membership this year. After a 5 year absence KSB has joined as a Corporate member. Their membership drive is currently going on and we have issued 14 passes so far. In addition, E.D. Etnyre has signed their membership agreement for 2017 and will begin their membership drive on June 1.



Front Counter/Customer Service

Emalie Gunder will be leaving the front counter June 1 for a full time summer position. Emalie worked 6-8 hours per month. At this time we won't be replacing due to the minimal amount of hours we utilized her and the amount of training involved for the front counter. This will be re-evaluated if we struggle to fill hours.

Respectfully Submitted,

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

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9th, 2017

Aquatics Coordinator Report



First Friday's in the Pool

Our Egg Hunt in the pool on April 7th was a huge success. There were about 150 kids signed in to the event, I would estimate we had close to 300 people in attendance including the parents which would have made this our largest First Friday in the pool. From 5:30-9pm the front counter brought in \$418 in drop-in fees. I ended up spending \$475 in gifts, candy, and prizes. That is a loss of \$57 but when you take into the fact that we purchased 2,000 reusable eggs I consider that a success! All eggs were promptly collected and will be used again for future years which will be almost a \$200 savings next year. We brainstormed during a recreation staff meeting how we will make this event better next year and will have more efficient ways of communicating with the patrons and ways to get the candy handed out at a much quicker rate. Our final First Friday is a Cinco de Mayo fiesta on May 5th! Hector's Cocina is donating the nacho bar in return for sponsorship of a fall soccer team.



Swimming Lessons Instructor Training

On April 21st I attended my renewal class for my Starfish Swimming Lesson Instructor Trainer Certification. I learned so much in this class even though I have been an instructor for 10 years and this was my 3rd time renewing my certification. I have already made new rain buckets out of our green park district logo buckets and purchased stars that we can place on the bottom of the pool for kids to look down at when they are swimming. I also learned new uses for some of our current tools. Such as using our underwater mirrors for helping our starbabies relax on their backs and look at themselves. They also pointed us to a good deal on fun rescue tubes that have animals on them that we will use with our swimming lesson kids. All of the new equipment is geared towards making swimming lessons fun and exciting and different so they are not stuck in a rut. I'm excited for our new tools and knowledge and can't wait to see it used in our lessons!



CPR

In April and May I have been working on training our staff in CPR, AED, and First Aid for adults, children, and infants. I have already completed 3 classes with 3 more to go. The classes can be very long but in them we discuss working together as a team and how to ask patrons for help. As well as building specific questions related to the department they work for and blood borne pathogen clean up.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jena W".

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9, 2017

Athletic Facility Manager Report



Adult Athletics- Co-Ed Volleyball League

Our 12 team Adult Co-Ed Volleyball League began their end of the season tournament on April 27 and they will conclude the season on May 11th.



Adult Athletics- Women's Basketball League

The Women's Basketball League is back and being played at the Blackhawk Center. The league is played on Wednesdays and began on April 26th. The league will run through June 14th with an end of the season tournament wrapping up play. Games are played 3 on 3 in the half of a basketball court. It is \$100/team to play and we were able to get 4 teams registered for the season.



Youth Athletics- Spring Soccer

We were able to get 261 kids ages 4-14 signed up for our Spring Soccer Program. Games began April 15th and will continue for most age groups until May 13th. The older levels will play an end of season tournament on May 20th.



Youth Athletics- Baseball and Softball

Between our baseball, softball and T-Ball divisions we were able to generate 310 participants. This created 28 teams across all of our age groups. Many of the older divisions have begun practice and their games will start the week of May 22nd. The younger ages and T-Ball will begin the first full week of June. The baseball and softball programs play their games against the communities of Amboy, Ashton-Franklin Grove, Byron, Dixon, Forreston, Polo and Stillman Valley.



Bus Trip- Chicago Cubs

A bus trip to the Chicago Cubs game has been put together for August 20th as they take on the Toronto Blue Jays. We will take a Rockford Charters bus into the game. **After releasing the trip to the public on the morning of April 7th, the trip was full before the weekend was over.**

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

May 9, 2017

Events Report



Frolicking Fairy Event, Fashion Show & Tea

The Frolicking Fairy event was new this year as part of our 50th Anniversary Celebration. I will look to build off of this year's success in hopes of making it an annual event. All 16 of the girls registered enjoyed the fairy activities in the gym and participated in the fashion show. The River Room was set up with small tables and a runway. The families enjoyed the show and the tea. I would like to thank the following for their efforts to help pull off such a wonderful event: Merlin's Greenhouse for allowing us to borrow plants/flowers, two cosmetologists from Red Stone Salon(hair), Debbie Dickson filled in as the Master of Ceremonies, and Niki Hunt Photography for taking pictures for facebook use. See photos.



Build A Birdhouse Contest

We had a total of 18 houses entered and on display in the lobby at Nash during the month of April. Sponsors and judges Merlin's Greenhouse and Anderson Feed Company also provided gifts for our winners. 16 of the houses came from students at Kings School who made their houses as a class project. The three winners will be recognized at the May Board meeting.



Flashlight and Annual Egg Hunts

Both of the Easter Egg Hunts went very well. The weather wasn't great for the Flashlight Egg Hunt on Friday, April 14, but this did not affect attendance. The Saturday, April 15 hunt was terrific with beautiful weather and good attendance. I estimate around 500 total in the park during the event. Annually we spend about \$1400 on supplies for the egg hunts. \$1100 of which was subsidized. Additional sponsorship is sought annually, but difficult to come by. We do get many donated items, but the expense is in purchasing eggs, candy and trinkets for the ground and prize baskets. See photos.



Amazing Chase

The 9th Annual Amazing Chase was held on April 23rd. We only had 5 teams participate, 2 less than 2016. Seven destinations were businesses that generously supported the event by opening (2 just for our event), or providing staff to volunteer and/or with donated items for the gift baskets. This event requires a lot of planning and coordinating and the help of 18 volunteers as I have two people at each destination. Due to the time constraints and continual decrease in participation it is time to re-evaluate this event and determine if the benefits outweigh the disadvantages of keeping it. See photos.

Respectfully Submitted,

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

Debbie Leffelman
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9, 2017

Recreation Program Manager Report



School Aged-Childcare

In April, I met with each of my ET staff members individually to discuss positive along with suggested improvements. On April 13, we held a KOTCD with 37 participants. The children had a special egg hunt with over 250 eggs. This year's registration numbers are below:

| KOTCD Registration Numbers | | | | | | | | | | |
|----------------------------|-------|--------|-------|--------|-------|--------|--------|-------|--------|--------|
| | 2-Sep | 20-Sep | 6-Oct | 15-Nov | 7-Dec | 25-Jan | 16-Feb | 8-Mar | 24-Mar | 13-Apr |
| 2016/2017 SY | 34 | 40 | 44 | 43 | 38 | 33 | 37 | 38 | 36 | 37 |

On April 14, we held an R&C Day with 20 participants to a trip to Laser Quest. The children enjoyed two laser tag games. They then did a surprise trip to White Pines State Park in the afternoon. This year's registration numbers are below:

| R&C Day Enrollment | | | | | | | | |
|--------------------|--------|-------|--------|--------|--------|--------|--------|--------|
| | 15-Aug | 7-Oct | 10-Oct | 23-Nov | 16-Jan | 17-Feb | 20-Feb | 14-Apr |
| 2016/2017 | 20 | 18 | 23 | 16 | 16 | 22 | 17 | 20 |



Programs in April

Our tumbling program had a total of 31 tumblers enrolled this month.

| Tumbling Registration Numbers | | | | | | | | | | | | | |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|----------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | OVERALL TOTALS |
| 2015 | 33 | 37 | 36 | 40 | 36 | 32 | 24 | 27 | 34 | 35 | 36 | 32 | 402 |
| 2016 | 31 | 32 | 42 | 24 | 29 | 14 | 124 | 20 | 27 | 33 | 34 | 26 | 436 |
| 2017 | 27 | 36 | 34 | 31 | | | | | | | | | |

Our after school open gym program for April averaged a total of 8.5 children. This remained consistent from March's average.

| | | |
|---------------|----|-------------------------------|
| 3-Apr | 10 | Weekly Average 8.5 |
| 10-Apr | 9 | |
| 17-Apr | 8 | |
| 24-Apr | 7 | |

This month at our childcare service, we averaged 21 children per week. This remained consistent from March's average.

| | | | | | | |
|------------------|---|---|----|---|----|----------------------------------|
| Apr 3-6 | 2 | 6 | 5 | 3 | 16 | Monthly Average 21.25 |
| Apr 10-13 | 6 | 5 | 10 | 8 | 29 | |
| Apr 17-20 | 5 | 3 | 9 | 4 | 21 | |
| Apr 24-27 | 9 | 1 | 2 | 7 | 12 | |



Summer Meals

I attended a USDA/ISBE Sponsor Training on Wednesday, April 19 in Schaumburg to learn more about specifics of the summer meals program that the district plans to begin Summer 2018. I am excited for this new opportunity to serve our community.

Respectfully Submitted,

Amanda Zimmermann, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 9, 2017

Children's Center Report

✿ **Field Trip**

The MWF children went on a field trip to Oregon Kindergarten on Friday, May 5. We went on a tour of all of the Kindergarten rooms and met the teachers. We visited the library and the gym as well. We then came back to the Children's Center for lunch and playtime. It was, as always, a great trip for the children.

✿ **Chick Hatching Project**

We were so very pleased with our hatch this year! After the last few years of poor hatches, we hatched 17 chicks this year. John Barnhart made a chicken coop for us. It is the children's height so they have been very engaged in the whole process! It has been a great learning experience for them.

✿ **Visitors**

We are so very thankful to our regular visitors who have added so much to our program this year. Mr. John Barnhart has been so generous with his time with the many experiences he shared with the children. We appreciated his efforts and patience with his apple cider project, his maple syrup project, and our chick project. Mrs. Pennock has been so very generous with her time spent coordinating stories and games with me for the children and for her time teaching and playing with the children. The children so looked forward to visits from both of them.

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

Our Children's Center Annual Family Picnic will be held on Friday, May 26, at Park West from 11:00 am to 1:00 pm. We are hoping for our usual good turn-out, as well as good weather!

✿ **Children's Center Programs and End of Year**

Our annual spring programs will be held on Thursday, May 18, and Friday, May 19, for all groups. We have been practicing! The last days for the 2016-2017 school year for the Children's Center will be on Wednesday, May 24, for the MWF children, and Thursday, May 25, for the TuTh children. It has been a very busy year!

✿ **Conferences and Kindergarten Evaluations**

I have now held conferences with parents of the older children and I am now working on conferences with the parents of the younger children.

Respectfully Submitted,

Nancy J. Kerwin

Nancy Kerwin
Children's Center Coordinator