

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, NOVEMBER 14, 2017, AT 6:00 P.M.  
NASH RECREATION CENTER BOARD ROOM,  
304 SO. FIFTH STREET, OREGON, ILLINOIS

1) CALL TO ORDER

2) ROLL CALL

3) APPROVAL OF MINUTES

A. REGULAR MEETING MINUTES, OCTOBER 10, 2017

5) FINANCIAL

A. TREASURER'S REPORT

B. CLAIMS PAYABLE AND CHECKS DRAWN

6) REPORTS

B. FINANCE COMMITTEE - SCHEDULED NOVEMBER 21 AT 5:00PM

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

7) UNFINISHED BUSINESS

8) NEW BUSINESS

A. CHASTAIN & ASSOCIATES ENGINEERING CHANGE ORDER

B. ITEP RESOLUTION 2017 11-14

C. ITEP LOCAL ASSURANCE FORM

D. CITY OF OREGON EMERGENCY SHELTER AGREEMENT

E. 2018 HEALTH INSURANCE RENEWAL

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENT'S COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - DECEMBER 12, 2017

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
October 10<sup>th</sup> 2017

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

PRESENT: Dan Engelkes, Gary Davis, Steve Pennock

ABSENT: Dave Bakener, Mark Tremble

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; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS:

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Gary Davis, the regular meeting minutes of September 12, 2017 be approved as printed. Roll Call: Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Mrs. Folk stated that there will be a Finance Committee Meeting scheduled in early November.

Parks Report - Included in Board Packets. Mr. Egyed stated that the new trucks that the District purchased are done and will arrive on Friday October 13<sup>th</sup>.

Recreation Report - Included in Board Packets. Mr. Mekeel commented that the new Van has arrived. The District decided on accepting sealed bids for the old van and ended up receiving just over \$3100.00.

Environmental Report - Included in Board Packets. Mr. Beckman stated that the scoreboard at the Blackhawk Center recently underwent some preventative maintenance. They ended up replacing power supplies on two of them and they have worked perfectly since the maintenance. Applied Communications group will be installing an aiphone system at the Blackhawk Center. This will be a push button and camera system that will only allow admittance via the office or Mrs. Harvey. The District expects this to take a couple days to install and it will sync up with the rest of the schools system.

Administrative Report - Included in Board Packets. Mr. Griffin had nothing to add but said he would be happy to answer any questions.

BUSINESS (unfinished)

BUSINESS (new)

Approval of 2017 Boiler Bid

Mr. Beckman stated that the District opened a bid for a boiler replacement at the Blackhawk Center. The lowest bidder was Most Plumbing and Mechanical out of Dixon. Mr. Beckman recommends Most Plumbing and Mechanical as the supplier of the boiler replacement.

Motion by Dan Engelkes, seconded by Gary Davis, the board approve the 2017 Boiler Bid. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS

Policy Update: Personnel Policy 4.09 H - Employee Wellness

Mrs. Folk stated that Personnel Policy 4.09 H is an addition of the Employee Wellness Policy. This will outline all of the programs that we continue to offer to the staff in preparation for submittal of Exceptional Workplace Award.

Motion by Gary Davis, seconded by Dan Engelkes, the board approve the Personnel Policy 4.09 H - Employee Wellness.

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

COMMISSIONERS COMMENTS

Mr. Davis commented that he was impressed with the new equipment located in the fitness center and Prairie Room.

Mr. Engelkes commented that it was good to see all of the good reviews on the recent survey.

DIRECTOR'S COMMENTS

Mrs. Folk stated that they finally have a proposed path for the bike path heading up to Lowden.

PRESIDENT'S COMMENTS

Mr. Pennock stated that he applauds Mrs. Folk and the staff for going for the NPRA Gold Medal Award.

ADJOURN

Motion by Dan Engelkes, seconded by Gary Davis, the meeting adjourn at 6:10 p.m. ALL WERE IN FAVOR.

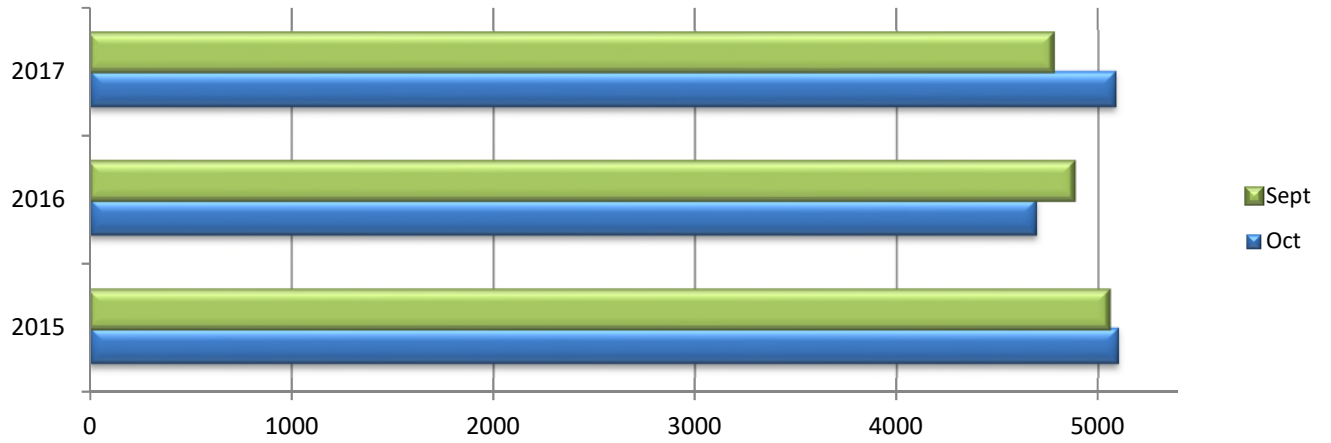
Respectfully Submitted,

Andrea Messenger  
Secretary to the Board of Commissioners

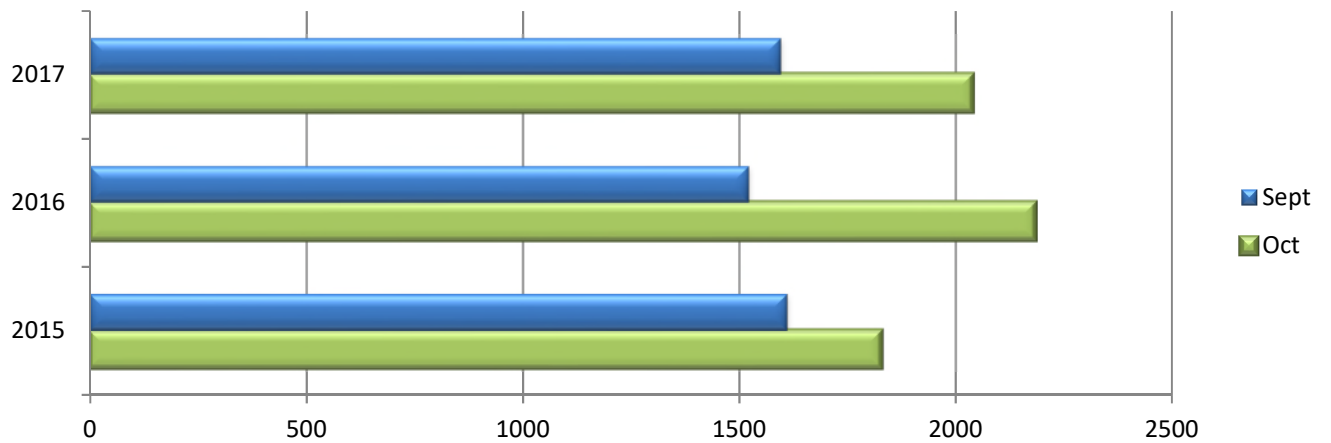
MEMORANDUM TO THE BOARD OF COMMISSIONERS  
November 14, 2017  
Facility Statistics Report



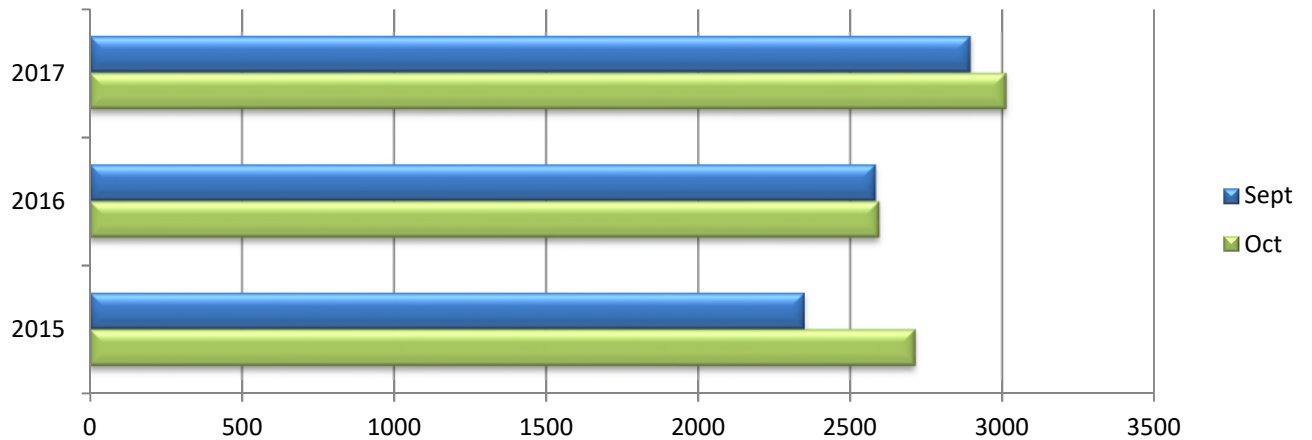
**Nash Recreation Center Facility Statistics**



**Nash Pool Usage Statistics**



**Nash Fitness Center Statistics**



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 14, 2017

Parks Report

### ★ Sports

All sporting events have end for the year. Co-ed softball as well as soccer is all wrapped up for the season. The ball diamonds have been raked and groomed for the winter. The soccer equipment has all been put away and stored for the season also. We will be rolling and aerating the sports turf before the year is over.

### ★ Projects

Our focus this past two weeks has been turf maintenance. We have sprayed broad leaf herbicide on the sports turf at Park West and we are in the process of fertilizing all our parks as our fall season application. We have also been pulling dead plant material out of the flower beds and prepping them for winter.

At Fairgrounds park we have just finished replacing the wood boards on the picnic tables with recycled plastic material. This material is impervious to rot, insects, moisture and mold. Plastic lumber will outperform any other materials and will not leach out any chemicals like PVC or pressure treated lumber. This material is fade proof, water proof and will never need to be painted. As we make improvements moving forward we are always thinking of ways to cut down on cost and maintenance in the future. We recycle but recycling is only part of the effort to reduce the strain on environmental resources. We need to support that process at both ends by buying products made from recycled material also.

We are preparing for the holiday season checking Christmas lights and displays. Again this year we will be putting out displays and lights at Mix, Nash, and Park east. We will also be cutting a tree and placing it at the courthouse for candle light walk. The hanging baskets will also be decorated and placed back on the poles up town. Most of the decorating will be done the week of November 13<sup>th</sup> through the 17<sup>th</sup>.

We had previously pulled the fishing pier from the river at Jacks Landing. The pier is stored on the property on higher ground to keep ice or logs from damaging the dock.

### ★ General

Because of the higher than normal temperatures this November the rest rooms and drinking fountains are still open. As the weather changes we will make sure they are winterized to reduce damage to the facilities.

Respectfully submitted,

Andy Egyed  
Superintendent of Parks

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

November 14, 2017

Superintendent of Recreation Report



**Autumn on Parade**

The park district employees provided the staffing and ticket pre-sales for the Kids *Fun Zone* during AOP this year. Although Saturday was cool and wet, Sunday provided perfect weather for those in attendance. We have just received word that we will be receiving a check for \$500 from AOP for our efforts. This will be put towards our Youth Scholarship Fund to assist those in need of financial assistance.



**New weight/fitness equipment**

On November 1<sup>st</sup>, we held an Open House here at Nash to show off the recent upgrades to both the Fitness Center and Prairie Room equipment. We had both of our Personal Trainers and a few Fitness Center Supervisors on hand to talk with visitors as well as demo the equipment. We offered 4 interactive games for anyone interested with prizes awarded for the winners. We had 50+ people participate in the tours, demos, and games.

The last step in completion of our upgrades will be the addition of *WELLBEATS*. This has currently been pushed back into later this fiscal year as we had some unexpected treadmill repairs that have temporarily taken the place of this new addition/purchase.



**Pacer's Club**

We have just wrapped up another year of Pacer's Club. For the 2017 year we had 30 patrons hit or surpass the 1,000-mile mark. They will be awarded a 2017 Pacer's Club T-shirt in honor of their achievement. In total, we had 56 people participate racking up a total of 72,359 miles.



**Silver Sneakers**

Due to continued patron interest, we have started the process to create a joint venture with tivity Health to bring *Silver Sneakers* to the Oregon Park District. *Silver Sneakers* is a free fitness program in which tivity Health will provide payment and access for those eligible patrons over the age of 65 to be active here at the park district. As we know, we have an aging demographic throughout our district. This will be a nice addition for those active seniors in the area to allow access to the park district facilities and amenities at no cost to the patron.

Respectfully Submitted,

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

Matt Mekeel

Superintendent of Recreation

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 14<sup>th</sup>, 2017

### Environmental Services Report

#### **Nash Center**

The Halloween carnival gave us the opportunity to clean out some of our storage areas and purge some old and unusable equipment. This is also allowing us to have a more organized approach to storage, which is especially helpful with our limited storage space. We have started a PM program with the Spa where the chlorinator will be exchanged with a clean one on the first Monday of the month. We are hoping that this will prevent the down time we sometimes experience. Mary has been doing a fantastic job and repainting some areas and making the interior of the building look new again. We will continue to repaint areas as we have time and materials available.

#### **Blackhawk Center**

We are preparing for another sports season at The Blackhawk Center. We are prepared for high school basketball and Powerup Volleyball is already practicing. We are also exploring some options for replacing door number 6 at the BHC due to it rusting out. This was identified on the building inspection and we have determined that the door will need to be replaced in the future. Additionally, we are expecting that our new boiler will be installed by the end of this month. I am excited to see the process of installation, and to plan for future replacements.

#### **Environmental Services Staff**

I held a staff meeting on October 12<sup>th</sup>. This meeting was well attended and included some open discussion as well as some direction on setups and emergency procedures. Following the meeting the staff conducted hands on training on the equipment at the Blackhawk Center.

#### **Facility Survey**

We have entered into an agreement with Williams Architects to complete a facility mechanical survey. During this process they will evaluate our current mechanical systems for longevity and life expectancy. We will then work with them on creating a plan for upgrading and maintaining our mechanical systems for the future.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 14, 2017

### Business Administration Report



#### **Financial Review**

The October 2017 Treasurers Report is included in the Board Packet. The District continues to be in healthy financial shape as it concludes the midway point of the fiscal year.

The Park Improvement Fund is currently in debt to the Corporate Fund in the amount of \$280,000 as part of temporary fund transfers. The funds will be repaid upon the receipt of the 2018 General Obligation Bond sale. The temporary use of the Corporate funds allowed the District to complete many capital projects early in the fiscal year. The District also received its 5<sup>th</sup> tax distribution of the 2016 tax year. The receipt was for \$11,066.91, making the total for the tax year \$2,937,381.37.



#### **Levy Schedule / 2018 G.O. Bond Sale**

The Finance Committee will meet on November 21 to discuss and review the 2017 Tax Levy Ordinance. The District has forecast its annual operating needs for the next fiscal year and inserted those taxation needs into the 2017 tax levy. The District utilized the assessor office's early EAV estimate of \$678,829,505 to determine its tax levy and corresponding tax rate. The District does not anticipate the need to fulfill the truth in taxation proceeding as the estimated tax increase receipt is expected to be less than 1% greater than the prior year. The 2017 Tax Levy will be approved at the regular December board meeting and filed with the county clerk's office prior to the last Tuesday in December.

The District has begun the 2018 General Obligation Bond sale process as well. There will not be a BINA (Bond Information Notification Act) hearing this year. The District held a hearing last December 22<sup>nd</sup> for \$2,500,000 and issued only \$900,000. The remaining \$1,600,000 of the BINA authorization will be used for the 2018 G.O. Bond sale. The District will release the term sheet for the Bond sale in mid-December and approve the Bond Ordinance at the regular January board meeting. The bond closing will then occur in late January/early February.



#### **2018 Software Implementation**

The District has finalized the software implementation schedule. While the transition schedule is tight, both the new financial and recreation tracking software programs will be 'live' prior to the end of the fiscal year. The new finance software, Harris's Smart Fusion, will go live on January 8, 2018. The new recreation tracking software, Perfect Mind, will go live on April 4, 2018. Perfect Mind's go live date was delayed to accommodate additional staff training and testing.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Griffin". The signature is written in a cursive style.

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 14, 2017

### Marketing & Communications Report



#### **Facebook & Marketing**

A new brochure was created this month for the Fitness Center to utilize during their open house promoting Personal Training. After researching several fitness centers and personal training, our Double Vision program, or training for 2 people is value and the brochure highlights that.

Marketing with the school newsletter continues to Oregon, AFC and Polo school districts. All schools have been receptive.

Our annual holiday card will feature the full-time staff at Fairground Park on the new playground equipment. Pictures were taken on Wednesday, Nov. 8.

The Facebook like contest has been successful and is continuing. Once we reach 4500 likes, an annual membership will be given away. Likes are tracked on a spreadsheet and a winner will be selected randomly from total new followers. Facebook followers increased from 4152 to 4316, an increase of 164. Instagram followers increased by 22 this month.

The newspapers have been very generous with space and continue to run our articles/photos. I continue to work with the Rec Staff to ensure we have photos of programs to promote in both the newspaper and facebook.

We will again be featuring someone that has achieved weight loss this year at Nash in our January promotions. We will offer the trial membership again, which has proven successful. Currently working with the trainers to identify who we will be featuring.



#### **Facility Tours/Memberships**

Two tours were given this month and both utilized their KSB prescription membership. The prescription gives them 30 days free usage of the facility. 18 passes have been issued since the program began on May 1. 4 passes are current and of the 14 expired 4 have purchased individual or family memberships.

The Ogle County Government Corporate Membership Drive ended in October. We had 29 memberships sold, down 18 from 2016. Membership loss can be attributed to retirement, job change and several families didn't utilize the membership from 2016. We did receive many new faces that were all non-residents.

A Corporate Membership proposal has been submitted to Oregon School District for approval to begin in January.

A list of potential businesses to offer Corporate Membership to is being developed. Membership information will be sent out in December to coincide with the new year.



#### **Spring/Summer 2018 Guide**

Program Masters are due on Friday, November 17. Guide layout will begin on shortly after the Program Masters have been approved.

Respectfully Submitted,

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

Tina Ketter  
Marketing & Communications Supervisor

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 14<sup>th</sup>, 2017

### Aquatics Coordinator Report



#### **First Friday in the Pool**

Our first First Friday in the Pool of the season was off to a good start with 114 people coming in to get apple cider donuts, apple cider, and s'mores. I was very happy with the turnout of the event and saw many new faces this month. The front counter brought in over \$200 in revenue in daily fees during the event. Friday night open swims in the fall typically average about 15-20 people. First Fridays this past year have been drawing in about 80-300 people. Planning into the spring summer guide I will be finishing off the series through May and take a break during the summer months. We are expecting a large crowd in December for our Christmas movie in the pool. We are showing Dr. Seuss' *How a Grinch Stole Christmas*. I set up the tree in the hallway to promote the movie, a facebook event has been created, and it has gone out in the school newsletters. I will also be submitting an article to the newspaper to help promote it. Last year we did two Christmas movies during candlelight walk and our open house and Finding Dory on a first Friday. All three movies drew over 250 each night.



#### **Swimming Lessons**

There were 109 participants registered for fall 2017 swimming lessons compared to 94 participants in the fall of 2016. This is a 14% increase in participation. Waitlists were created for starbabies, our parent tot class and level one classes. There was only one person on the waitlist we couldn't accommodate this session. Planning ahead for the next activity guide for the spring and summer sessions I'm investigating ways to add additional time slots for these two classes to meet the increased demand. We have received a few requests for earlier starbabies classes and think we can schedule a class at 4:30 pm while some of our other group lessons are going on.



#### **Inclusion Program**

I have been working with Amanda on creating our inclusion program that will kick off after the first of the year with the new activity guide. Friday November 3<sup>rd</sup> we had the opportunity to meet with the Executive Director and Therapeutic Recreation Program Coordinator with the Kishwaukee Special Recreation Association. We received a lot of helpful information that we will be using to create our program. We have been working on a handbook, forms, and setting up training for full and part time staff. We will also be contacting Ipark for their guidelines for working with individuals with special needs.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP  
Aquatics Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

November 14, 2017

**Athletic Facility Manager Report**



**Youth Athletics- Fall Soccer**

The Fall Soccer season wrapped up on Sunday October 15<sup>th</sup>, after we were rained out on Saturday October 14<sup>th</sup>. For the U12 division one of our Oregon teams took home first place!



**Youth Athletics- 6<sup>th</sup> Grade Competitive Boys Basketball**

The 6<sup>th</sup> Grade Boys Basketball team has 10 participants this year. The team started practice on October 3<sup>rd</sup> and their first game was on October 23<sup>rd</sup>. Currently the team has started the season 4-0. They will continue to play a similar schedule of DLR. The team is coached by Athletic Facility Manager Calvin Clothier. They have 12 games remaining on their schedule.



**Youth Athletics- 3<sup>rd</sup> and 4<sup>th</sup> Grade Boys Basketball**

New this year the 3<sup>rd</sup> and 4<sup>th</sup> grade basketball program will be playing just Oregon teams. We have 32 boys out and they make up 4 teams. The teams will complete a regular season followed by an end of year tournament. Game play began on October 28<sup>th</sup>.



**Youth Athletics- 5<sup>th</sup> and 6<sup>th</sup> Grade Boys Basketball**

The 5<sup>th</sup> and 6<sup>th</sup> grade basketball program are playing their games with the Byron Park District at the Byron PE Center on Saturdays. They started game play on November 4<sup>th</sup> and will play into January. We have 23 boys signed up for the program, making 3 teams. The decision was made for the older boys to participate with Byron due to our back and forth work with the Byron Park District.



**Youth Athletics- Jr NBA League**

The Jr. NBA is a very basic basketball league for PreK-2<sup>nd</sup> grade children. This is the first step for kids to experience the up and down action of a real basketball game. A total of 64 participants signed up between the two divisions. Teams practice for the first 30 minutes and then play 2-10 minute halves each Saturday. League play began on October 14<sup>th</sup> and will continue through November 18<sup>th</sup>.



**Adult Athletics- CoEd Softball League**

The Co-ed Softball League concluded on October 19<sup>th</sup>. There were 6 teams signed up this fall. The team of Jeff's Refs won the championship for the 2<sup>nd</sup> year in a row. Many local businesses sponsored teams in this league.

Respectfully Submitted,

Calvin Clothier  
Athletic Facility Manager



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 14, 2017

Events Report



### **Howl'oween Canine Costume Contest**

The 6<sup>th</sup> Annual Costume Contest was held at Wiggly Field on October 24<sup>th</sup>. Participation was up a little this year with 16 dogs participating (13 in 2016). Prizes were awarded to the top three dogs in each of the three categories: Best Homemade, Best Store Bought and Best Group Costumes. The cost of the 9 awards was offset by sponsorship and donations from Pines Meadow Vet Clinic, A Perfect Parrot, and Pet Supplies Plus. These businesses also provided our judges. It was a great event!



### **Halloween**

A total of 260 were in attendance for the annual Halloween Carnivals (60 more than last year) held at Nash on October 26. This is a fun event which requires the help of much of the staff and about 30 other volunteers from the community. Businesses support this event through donations of gift baskets for the raffle and a few small donations of prizes or candy. The maintenance staff does an excellent job helping with set up/clean up of the gym. The raffle brought in \$266 and the extra ticket sales revenue was \$203.75. This revenue helps offset the cost of the candy, trinkets, and décor needed to pull off such a large event. Every child received a free Trick or Treat bag with 12 free tickets in it. The variety of costumes make for some great photo opportunities.



### **Candlelight Walk**

Oregon's Holiday Festival is Saturday, November 25<sup>th</sup> from 3-8 p.m. Tyler Hagemann and I are working together and preparing for "Selling of the Greens" as an OPD Scholarship Fund fundraiser. Holiday swags, pots and hanging baskets will be on sale on Candy Cane Lane. The Holiday Gift Fair in the Coliseum and the Winter Quarter Carnival are also coordinated by OPD. Volunteers of all ages are needed to help sell greens, wear costumes, and help in the Coliseum.



### **Letters to Santa**

Letters can be mailed in the "special" mailbox in the Nash lobby through December 15<sup>th</sup>. Volunteers read and respond to each letter.



### **Holiday Light Contest**

Encourage friends and neighbors to decorate their homes with holiday lights. Entry forms are available on line or can be picked up at Nash. Some people hesitate to nominate themselves, so I encourage all staff and commissioners to nominate homes.



### **Other**

Preparation is underway for holiday events such as the Mother/Daughter Holiday Tea at Conover Coffees and Chocolates on December 3<sup>rd</sup> and the Breakfast with Santa on December 9.

I am currently programming for the Spring/Summer Activity Guide. In addition to the many events offered each year I am excited about planning and coordinating a Farm to Table Fundraising Dinner. Proceeds from the dinner will be for the OPD Youth Scholarship Fund. The date has not been set at this time.

Respectfully Submitted,

Debbie Leffelman, CPRP  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

November 14, 2017

Recreation Program Manager Report



**Extended Time**

The ET staff have really come together to both work as a team and take ownership of the program. I have seen a tremendous jump in teamwork and planning strategies in the staff. I am also working on a proposal for Stillman Valley School District for the 18/19 SY to extend the ET program to serve a wider community.



**No School Day Programs**

On Thursday, October 5 we hosted a KOTCD for 44 students which has remained steady from 2016. On Friday, October 6 we held a RC Day to Goebberts Farm for 24 students which is our capacity and 6 more students from 2016. On Monday, October 9 we traveled to GAR Trampoline Park for a RC Day with another 24 students which was an increase of 1 student from 2016.



**Programs in November**

Tumbling continued in October with a total of 27 tumblers which was an increase of 6 tumblers from October 2016. Toddler/Preschool gym began on October 18 with 11 children in toddler gym and 5 children in the preschool gym. Both participation numbers increased from our last session. Seussical actors have been working hard on finalizing their production to occur November 10-12.



**Taft Family Luncheon**

Our 2nd Annual Taft Luncheon occurred on Sunday, October 22. Over 90 people joined us at Taft Campus for a delicious Fall luncheon. This was an increase of over 70 people from 2016. The event was such a success that I am currently planning a Spring Luncheon.



**Village Bakery-Halloween Treats**

On Saturday, October 28 Village Bakery hosted 12 eager children to a Halloween treat decorating spectacular! This was a new program and I looked forward to a second class offering in December.



**On the Horizon**

After the conclusion of the musical production, I will be moving into Gingerbread Workshop that will take place on November 25, uptown, during Candlelight Walk.

Jena and I have been continuing finalizing the future OPD Inclusion Program by creating a relationship with KSRA in DeKalb for additional resources and currently in contact with IParks to ensure we cover all aspects.

I am also working through the application process for the Summer Meals program through USDA and ISBE to implement Summer 2018. Much of my time has been spent planning for our next Spring/Summer Activity Guide with many new programs such as a S.T.E.A.M series, a Community Connections Series an influx of active adult programs and much more.

Respectfully Submitted,

A handwritten signature in black ink that reads "Amanda Zimmermann".

Amanda Zimmermann, CPRP  
Recreation Program Manager

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

November 14, 2017

Children's Center Report



**Children's Center Registration**

We only have one opening left in the Children's Center. This is the largest the Children's Center has ever been! Revenue is expected to eclipse the budgeted amount by at least 10% based on current enrollment.



**Picture Days**

We were very happy with the individual and class pictures taken by Niki Hunt. We had many compliments from parents!



**Visitors**

Joanne Pennock and Holly visited the MWF classes again in October. We are looking forward to their November visit!

Chaplain Michael Hoffman and firefighter, Erica Grace, from the Oregon Fire Department visited the Children's Center during Fire Prevention Week. The children loved being able to get in the truck! The fire department is always so very generous to the Children's Center program!



**Field Trips**

The children went on a field trip to Thyme and Again Farm on Rt.2 on October 16th. Rod and Sue Kramer did a great job talking to the children about pumpkins and how they grow! We also went on a field trip to Alfano's on October 23. We appreciated Tony and Arianna's patience, effort and, especially, their generosity! We had a great "pizza party"!



**Hatch Learning System**

The Hatch System has been a great addition to the Children's Center! We are using it daily for attendance and I have seen great improvement in name recognition and name spelling. I also use it for lesson planning and skill development. The children love to use it independently. We see some name printing and picture drawing at this point as they get used to the technique needed to print or draw on it. I look forward to adding new options as the school year progresses.

Respectfully Submitted,

*Nancy J. Kerwin*

Nancy Kerwin  
Children's Center Coordinator