

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, OCTOBER 9, 2018, AT 6:00 P.M.  
NASH RECREATION CENTER BOARD ROOM,  
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
  - 2) ROLL CALL
  - 3) RECOGNITION OF VISITORS
  - 4) OATH OF OFFICE - COMMISSIONER
  - 5) APPROVAL OF MINUTES
    - A. REGULAR MEETING MINUTES, SEPTEMBER 11, 2018
  - 5) FINANCIAL
    - A. TREASURER'S REPORT
    - B. CLAIMS PAYABLE AND CHECKS DRAWN
  - 6) REPORTS
    - B. FINANCE COMMITTEE - NO REPORT
    - C. PERSONNEL & POLICY COMMITTEE - NO REPORT
    - D. PARKS & FACILITIES COMMITTEE - NO REPORT
    - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
    - F. PARKS REPORT - INCLUDED IN PACKETS
    - G. RECREATION REPORT - INCLUDED IN PACKETS
    - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED
    - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
  - 7) UNFINISHED BUSINESS
  - 8) NEW BUSINESS
    - A. FITNESS CENTER FLOORING PURCHASE APPROVAL
  - 8) COMMISSIONERS COMMENTS
  - 9) DIRECTORS COMMENTS
  - 10) PRESIDENTS COMMENTS
  - 11) ADJOURNMENT
- NEXT REGULAR MEETING - NOVEMBER 13, 2018

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
September 11, 2018

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

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

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

ABSENT:

RECOGNITION OF VISITORS: Scott Stephens

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Mark Tremble, the regular meeting minutes of August 14, 2018 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble and Steve Pennock. MOTION PASSED.

APPROVAL OF MINUTES

Motion by Dave Bakener, seconded by Dan Engelkes, the regular meeting minutes of September 6, 2018 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble and Steve Pennock. MOTION PASSED.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

## REPORTS

Mrs. Folk said no committee meetings were required at this time, but will be scheduling a Program and Service Committee Meeting in late October/early November. There will also be a Finance Committee Meeting scheduled in November to review the Levy.

Parks Report - Included in Board Packets. Mr. Egyed stated that the Pergola is finished at the new Reading Nook Park.

Recreation Report - Included in Board Packets. Mrs. Ketter stated the Children Center program is up and running. Many changes and updates have been made this year. The Rec Staff will be looking to add new inclusion programs during the coming months. They will kick that off by opening this years Halloween Carnival up in the afternoon for the OCEC program as well as the Village of Progress consumers.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated that he is very excited about some of the new projects they will be starting, including the new flooring in the Fitness Center and the lighting/sound quality in the Gym. Mr. Engelkes asked what the impact will be in having the Fitness Center flooring installed, if they will have to close the Fitness Center. Mr. Beckman stated they will be closing the Fitness Center but only for 7-10 days during Christmas time, this tends to be the slower time of year.

Administrative Report - Included in Board Packets. Mr. Griffin stated they are looking forward to a facelift on the Park District website. They have been working with a new company called weblinks.

BUSINESS (unfinished)

BUSINESS (new)

### Park West OSLAD Grant

Mrs. Folk stated that they are in the process of filing the 2018 OSLAD Grant application due October 1<sup>st</sup>. They are currently working with Hitchcock Design to finalize the details. Mrs. Folk provided the board with a map overview of each area they want to focus on. The District has to have at least 5 unique recreation amenities, the playground at the lower shelter is one of the amenities, the shelter and restrooms are considered a second unique amenity, so

the district needs to come up with 3 more amenities. Some of the options they have provided us are the Bocce courts, Baggo courts, batting cages, fitness stations, volleyball courts and a product called Yelp. Yelp is an outdoor amenity that the district is considering putting over by the volleyball courts. Mrs. Folk stated they are trying to create more of a young adult/teen activity location away from the playground location. Mrs. Folk thinks the best bet is the Baggo courts, batting cages, potentially the Yelp products, fitness stations and volleyball courts. Right now they would like to keep the project in the \$1 million dollar range or under.

Mr. Tremble stated he doesn't feel Bocce or Baggo courts would be worth the cost, but understands if this is what needs to be done to receive the grant. Mrs. Folk stated she feels the Baggo courts would be used more than the Bocce courts.

Mr. Engelkes feels the Bocce will not be worth the cost, he feels the Baggo would go over better.

#### OSLAD Grant Program Resolution of Authorization

Mrs. Folk stated that this is a resolution that is required by the DNR. Mrs. Folk stated that all the applications are due October 1<sup>st</sup>, right now DNR is estimating 150-200 applications. It will be a very competitive process, it will take 6-8 months before we hear anything. Mrs. Folk stated she would be surprised if they are able to start any type of construction by the Fall of 2019.

Motion by Dan Engelkes, seconded by Mark Tremble, the board approve the OSLAD Grant Program Resolution. Roll Call Vote: Dan Engelkes, Mark Tremble, Steve Pennock, and Dave Bakener - yes. MOTION PASSED UNANIMOUS.

#### Resolution 11-09-18: Procurement Cards

Mrs. Folk stated that this is the PFM purchasing card program that the district is looking to pursue instead of the Harvard State Bank cards that they currently utilize.

Motion by Dan Engelkes, seconded by Dave Bakener, the board approve the Resolution 11-09-18. Roll Call Vote: Dan Engelkes, Mark Tremble, Steve Pennock, and Dave Bakener - yes. MOTION PASSED UNANIMOUS.

Vendor Permit Approval: Jogging with Julie

Mrs. Folk stated that they received a request from the Jogging with Julie organization wanting to do a 5k fundraiser at Park West on November 3<sup>rd</sup>. At this time they have not secured insurance, so if the Board chooses to approve the request Mrs. Folk asked that there is a contingency along with the approval.

Motion by Dave Bakener, seconded by Mark Tremble, the board approve the Vendor Permit for Jogging with Julie with the contingency. Roll Call Vote: Dan Engelkes, Mark Tremble, Steve Pennock, and Dave Bakener - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble stated that the interview process with the commissioner candidates was fun. He congratulated Mr. Stephens on the position.

Mr. Engelkes had nothing to add.

Mr. Bakener congratulated Mr. Stephens and also stated that the pergola looks great at the new Reading Nook Park.

DIRECTOR'S COMMENTS

Mrs. Folk stated they are working with Hitchcock to finalize a design for the Reading Nook Park, they are hoping to have that finalized in the next 6 weeks.

PRESIDENT'S COMMENTS

Mr. Pennock stated he feels the Reading Nook Park is a great addition and looks great.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble, the meeting adjourn at 6:26 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Andrea Messenger  
Secretary to the Board of Commissioners

Approved \_\_\_\_\_

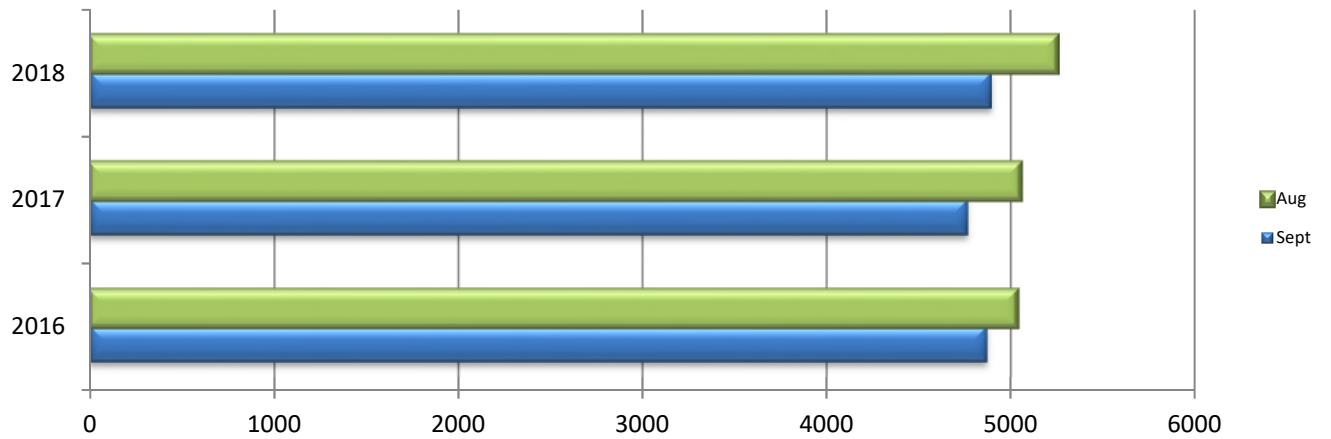
MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 9, 2018

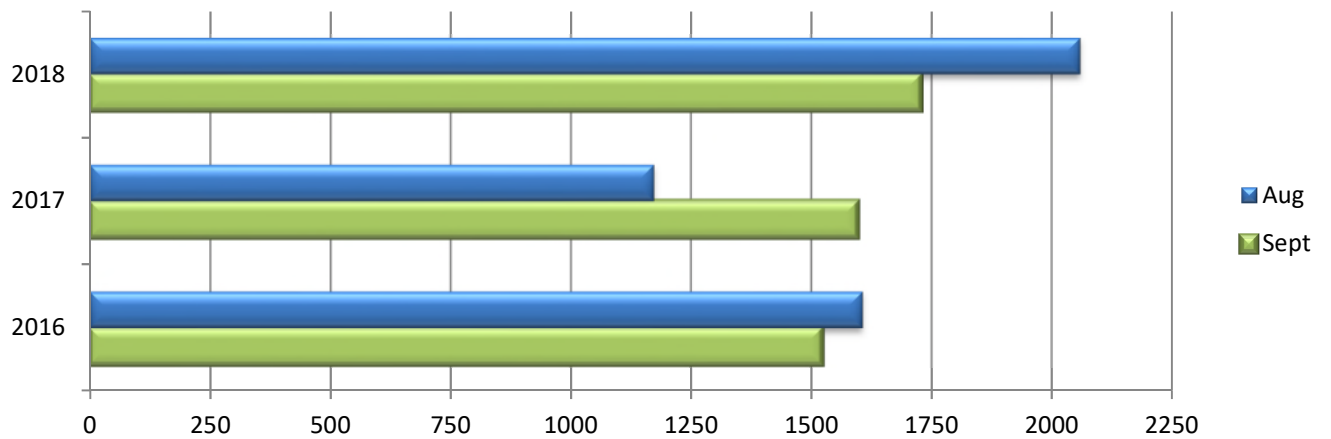
Facility Statistics Report



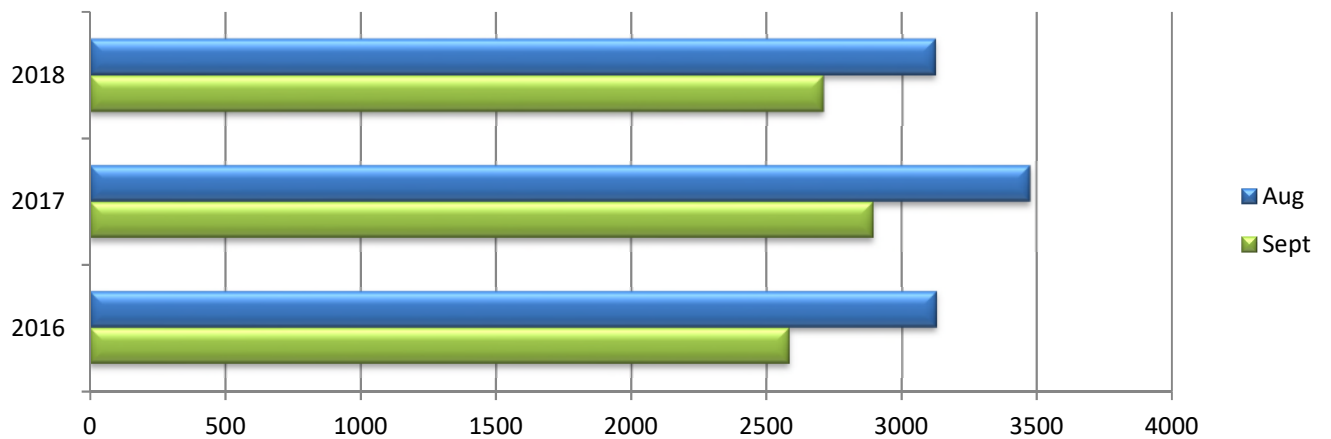
**Nash Recreation Center Facility Statistics**



**Nash Pool Usage Statistics**



**Nash Fitness Center Statistics**



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 9, 2018

Parks Report



### Projects

We have planted two new Sugar Maples at Nash to replace the two that were previously there. The Sugar maples that were there were thought to be around 100 years old, proving that the Sugar Maple is hardy enough to grow in a concrete environment as they did. We will be planting a variety of trees at Park East to replace the Ash trees. We have already planted two Shingle Oaks, which are native to the Midwest. We have two Crimson Maples and two Honeylocust being delivered soon for planting at Park east. Crimson maples are a great park tree with lots of color in the fall and of all the trees we already have in the parks, the Honeylocust seem to be the healthiest. Diversity is the key so in the future if one species is wiped out, as the Ash tree was, we won't have total loss of all the trees. EAB has been costly to the district this past three years and with smart planning now could save costs in the future. The Ash trees at Fairgrounds Park is still on the list to be removed this year.

We have been working on ball diamond infield improvements. We finished diamond two last month. This month we were able to work on diamond one. We have added 50 tons of lime and 3 tons of calcite clay, which is also known as diamond dry, to finish field one. With this improved mix we are hoping this will help with field conditions and need less maintenance to prep fields. This will help the fields holding water, dry out faster and keep fields from getting a hard surface.

The pergola has been installed at the Reading Nook. This is a nice addition to the concrete pad and the park. It has been well received by the community.

The splash pad has been shut down and winterized for the season. We have also spent time weeding, trimming trees and removed Sumac that has been growing out of control in the flower beds. The three wooden bridges that are at the splash pad have been cleaned and stained. We are also working on cleaning the spray features and painting them. They have been faded from years of hard water and the sun.

I would like to thank my staff for doing a great job keeping up with athletic field maintenance, event set-up, capital projects and general maintenance.

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

October 9, 2018

## Superintendent of Recreation Report



### **National Parks and Recreation Conference**

I would like to thank the board for the opportunity to attend the NRPA Conference in Indianapolis in September. It was a wonderful educational opportunity. Many of the sessions I attended focused on sponsorship and the creation of new spaces and programs. Thank you again for the opportunity.



### **Autumn on Parade**

The District will be volunteering to operate the Fun Zone at AOP on October 6<sup>th</sup> and 7<sup>th</sup>. Typically, this has been an initiative which has fallen on the shoulders of the recreation department, but this year each department will be lending a hand. Each department has agreed to take a 3-hour shift and split the time amongst their full-time staff. This is a great opportunity for the staff to give back to the community and in turn AOP will donate funds to the Oregon Park District Scholarship fund. The donation in 2017 was \$500.



### **Nash Recreation Center**

As the temperatures drop, activity at Nash will continue to increase. In the past we have struggled with gym space due to youth basketball practice. This fall we will utilize the OES gym on a more frequent basis in hopes of minimizing the number of times the Nash gym has to be shut down to open gym traffic. Conversations have been conducted with Mr. Lawton and plans are underway for shared space.



### **Extended Time Space**

Over the weekend OHS published it's first edition of the 'Hawk Herald'. Within the student run publication an article pertaining to the Blackhawk Center was published and identified the Extended Time program as no longer having a home at the Blackhawk Center upon the conclusion of the 2018/19 school year. This is a false report and we have shared an e-mail with the ET participants in hopes of avoiding negative feedback.



### **Athletics and Fitness**

Eric Farringer joined the district on Saturday, October 6<sup>th</sup> at the last home soccer games. Eric joins the District after gaining experience at the Coloma Township Park District and is excited to get started. Eric has a broad background in all aspects of Parks and Rec and will be a great addition to the team.

Youth basketball camp was held during the month of September for 31 kids ages 4-9. This is a great opportunity for kids to gear up for the youth basketball season. Special thank you to Erin Folk for leading the camp in the absence of an Athletic and Fitness Manager.

Basketball season will kick off this month for girls and boys PreK-Kindergarten and boys 3<sup>rd</sup>-6<sup>th</sup> Grade. I am currently finalizing volunteer coaches and team rosters. Player assessments will be conducted on October 8<sup>th</sup> to assist with the league draft procedures.

Practices will begin on October 13<sup>th</sup>. Practices will be conducted at OES and Nash Recreation Center.

The District continues to provide a competitive option for 6<sup>th</sup> grade to mirror the 7<sup>th</sup> and 8<sup>th</sup> grade programs at DLR. 16 boys have enrolled in the competitive basketball league and began practicing on October 1<sup>st</sup>. Head coach is Nate Girton and assisted by Crystal Vegliando and PJ Caposey.

Carol Wig has accepted the part-time position of Fitness Center Coordinator. She will be responsible for training, scheduling and alerting both the Athletic and Fitness Manager and Superintendent of Environmental Services of any issues in the Fitness Center. This is an opportunity to create consistency within the fitness center and develop a stronger presence.

Staff continues to prepare for the fitness center flooring to be installed and will be addressing many items over the next few months. The fitness center was recently repainted and all free weight benches will be refurbished using a fabricator who specializes in powder coating. Staff will be able to accomplish this with very little impact to the patrons. The benches will be refurbished a few at a time so the center can continue to operate. Utilization of this method will save the District more than \$4000 and provide an immediate impact.

Ceci Meader, aerobics fitness instructor, is offering 4 new classes this fall including 2 on Saturday morning. A recent survey identified many patrons requested later evening classes and Saturday morning classes. A two-week trial period was offered in September with classes beginning Oct. 1. Registration numbers were positive for the start of a new class.



### **Children's Center and Youth Programming**

The school year continues to go well with Mrs. Caposey and Mrs. Crandall. Classroom changes have been positive, and you see lots of activity throughout the day in the Children's Center.

Culinary Kids, formerly Kids in the Kitchen, has continued to grow under the direction of Teresa Nehr Korn. Teresa began teaching in June and cooks with children 6-9 years old. The children prepare a main dish, side and dessert to feed their family dinner. This class is offered monthly.

Celeste Canfield will be teaching 3-5 and 6-7 year old summer programming for 2019. She will be creating science-based classes for these age groups. Celeste will also be working with the Recreation Staff to offer several free story hour/craft times at The Reading Nook during the summer. This will be an exciting addition to our Spring/Summer guide!



### **Aquatics**

Fall swim lessons will begin the week of Oct. 15. Numbers were consistent with 2017. There are 111 registered compared to 109 last fall.

Spa Day will be held on Oct. 10. Patrons will enjoy an aerobics class, spa portion led by Rosann Costello, light breakfast and optional chair massage. Rosann has worked hard to gather door prizes from various businesses and everyone usually walks away a winner.

First Fridays in the Pool will kick off on November 1 with Flamingo Bingo.

While Jena Wehmhoefer is on maternity leave her duties are being split between Dan Griffin, Erin Folk and myself. Everything has been running smoothly in her absence.



### **Marketing Initiatives**

Marketing continues with the school newsletter, Facebook and both newspaper articles and advertising. The District continues to experience high rates of success utilizing the 'event' option on Facebook. Several programs and adult trips have filled up quickly due to this marketing approach.

The Recreation Staff will hold a pop-up event in late October, weather permitting, at The Reading Nook. Plans are to offer bingo and games and introduce people to the park. We would like to promote the finalized plan with amenities at that time. The time frame on this will be weather dependent.

Respectfully Submitted,

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

Tina Ketter  
Superintendent of Recreation

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 9<sup>th</sup>, 2018

### Environmental Services Report

#### **Nash Center**

We are continuing to improve the appearance of the Nash Center, not only by increasing the frequency of bathroom and locker room checks, but also by repainting some areas that needed it. This past month Mary painted the walls in the fitness center, which made a positive impact on the appearance. It was also identified that some of the weight equipment was looking rough in the fitness center. The equipment still performs as expected, and replacement is not necessary. We have started to have a few small pieces of equipment sent out for powder coating. We will complete powder coating all equipment over the next few months. The larger pieces will be completed during the flooring replacement. This will all compliment the new flooring once it is installed. We will be closing the fitness center for a brief period on October 9<sup>th</sup>. The area will be closed so that we can sawcut the floor and recess the exposed coax cables to the treadmills. This needs to be done prior to the new flooring going in so that the new concrete has time to cure.

#### **NRPA Conference**

I would like to thank Mrs. Folk and the Board for the opportunity to attend the NRPA conference. I found it to be a very educational experience and I was able to bring home a lot of good information from the sessions I attended. In addition to the session I was able to meet numerous vendors and have already began contacting some of them for more information and quotes on upcoming projects. I look forward to learning about new systems and products and how we can incorporate those into our District.

#### **Flooring Contractor**

I have included my recommendation for the flooring contractor in the board packet. The project is scheduled to begin on December 18<sup>th</sup> with the removal of the equipment and begin removal of existing flooring. The new flooring should be installed by the 21<sup>st</sup>. The new flooring will need 4-5 days to cure, and the cove base can be installed on the 26<sup>th</sup>. We will reinstall the equipment on the 27<sup>th</sup> and tentatively open on the 28<sup>th</sup>.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 9, 2018

### Business Administration Report



#### **Financial Review**

The September 2018 Treasurers Report is included in the Board Packet. The District received its fourth tax disbursement from the 2017 tax levy in September. The total tax receipt through month end totals \$2,931,399.01, which represents approximately 99% of the expected total tax receipt.

The District closed with a balance of \$1,042,686.18 in the custody of Stillman bank with an average savings interest rate of 0.45%. The remaining fund balance of \$2,437,774.80 is in the custody of the Illinois Park District Liquid Asset Fund earning a rate of 1.88% interest. The District will continue to report the investments of District funds and their return rates.

The FY 18 General Obligation Bonds will be repaid at the end of October/early November. The total bond payment will be \$1,316,147.09. The Bonds were purchased by Stillman Bank and Poplar Grove State Bank at a rate of 1.65%.



#### **BINA & Bond Planning / Tax Levy**

The District will soon meet with Mesirow Financial, who will serve as the Districts placement agent, in mid-October to discuss the FY 19 bond sale. The District will need to complete the Bond Issue Notification Act Notice (BINA) for the FY 19 bond issue. The District will issue the notification amount in excess of this year's bond as to cover two General Obligation Bond years. The notice will be issued for \$3,000,000. Each BINA is valid for up to three years. The District will most likely continue on a cycle of completing the BINA Act bi-annually. The District will publish notice of the BINA in a local newspaper and hold a public hearing on the issue in November. The hearing is a necessary component of the District's financial cycle of completing annual roll-over G.O. Bond sales.

The District will utilize the 2018 Assessor Estimated Assessed Value (EAV) upon release to estimate the 2018 tax levy. The District will forecast its annual operating cost for the next fiscal year and incorporate those taxation needs into the current tax year levy. The estimate will assist the District in planning its overall levy as well as the FY19 Bond Issue. The Finance Committee will meet in early/mid November to discuss the 2018 tax levy in detail.



#### **NRPA Conference**

I attended the National Park & Recreation Associations annual conference in Indianapolis with several other staff members last month. It was a great experience. The national conference provided staff with an entirely different perspective than the state conference provides. I attended six sessions geared towards my focus of financial/municipal reporting, municipal administration and parks marketing.

Respectfully Submitted,

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

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 9, 2018

### Administrative Services Report



#### **Registration/Front Counter**

The front counter has been busy with registration for swim lessons, basketball, Spa Day, and tumbling. They have continued to do a great job at greeting patrons, answering questions, and welcoming new members. We have also implemented a more efficient transaction process for gift certificate sales. This was done to improve the time spent on a single transaction.

Administrative staff will begin implementation and training of the new recreation tracking software, Perfect Mind, in late October. The configuration training sessions will occur every 4-6 weeks until the 'go live' date that is tentatively scheduled for late July.



#### **Corporate Memberships**

- Etnyre's Corporate Membership promotion period ended September 14<sup>th</sup>. Memberships had a small increase from 41 in 2017 to 43 in 2018, however income slightly decreased. We had a decrease in individual members but eight more family memberships, which contributed to the decrease in income.
- Central Bank's Corporate Membership promotion period ended September 30<sup>th</sup>. This was Central Bank's first year as a corporate member. Only three employees took advantage of this partnership, however all three were new to OPD.



#### **Facility Tours/Silver Sneakers**

- Six tours were given this month. Three resulted in the immediate purchases of a pass.
- Silver Sneaker members are at 215. Six members joined in the month of September; two were existing patrons and four were new to OPD.



#### **Website Updates**

This past month, I have been working with Dan on our website update scheduled with Weblinx. I have been busy researching unique design and content opportunities, and I will be continuing this research over the next month to present ideas that raise brand awareness and make it more user-friendly for our community.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Alyssa M. Fischer".

Alyssa Fischer  
Administrative Services Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 9, 2018

Events Report



### **Farmers Market**

The Farmers Market was held June - September on the Courthouse lawn on Friday evenings from 4:00-7:00 p.m. There were 20 vendors registered for full Summer Permits however, the average weekly vendor participation was 7 vendors. The Market featured a nice variety of local talented musicians, fresh produce, baked goods, crafts and more. Teresa Nehrkorn, Market Supervisor, and Debbie Leffelman determined that weekly entertainment and the community spotlight were nice but did not draw new customers or help with attendance. Based on a vendor survey completed last month, the consensus is to offer the market on Saturday mornings, starting summer of 2019. We will not spend the \$750 on entertainment for the summer, however new and larger signage will need to be purchased. We will also reduce the Supervisor payroll hours. See photos



### **Gardening Classes**

The co-sponsored/contracted class with Merlin's and Cork & Tap was a big hit in September. Crafting while enjoying beverages is a win-win. The Wine Bottle Succulent Garden class filled with 40 participants and an additional class of 10 was added. Plans are underway to offer some more cooperative classes between OPD, Cork & Tap and Merlin's. See photos



### **Candlelight Walk**

Due to the successful scholarship fundraising from the Farm to Table Dinner, we are not selling greens at Candlelight this year. As the festival Committee Chair I coordinate use of the OPD golf cart for a "float" in AOP. Santa & Mrs Claus ride while volunteers in holiday costumes pass out 4,500 candy canes with promotional info. Plans are underway for the Gift Fair at the Coliseum and the Winter Quarter Carnival being held at ADM Studios.



### **Halloween**

In addition to the two annual carnivals, this year we are pleased to offer a third carnival from 12:45-1:45 p.m. for individuals with special needs. This is a cooperative effort between OPD, VOP, and OCEC. Local businesses have been contacted to contribute to the carnivals. Donated raffle baskets, and any product donations are appreciated as we have not been able to secure a major sponsor for the Carnivals. Volunteers are needed for the carnivals on October 30<sup>th</sup>. The Howl'oween Canine Costume Contest is sponsored by Pines Meadow Vet and A Furry AffHair. These dollars help cover the expenses for the 9 prizes at this FREE event.



### **Other**

Thank you for the opportunity to attend the NRPA Conference in Indianapolis September 25-27. It was beneficial (.9 CEU's earned) and motivating.

Respectfully Submitted,

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

Debbie Leffelman, CPRP  
Event Coordinator



**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

October 9, 2018

Recreation Program Manager Report



**Extended Time**

This past month I sat down with each of the ET staff for individual meetings. These meetings allowed an opportunity for staff to openly talk about any questions, concerns, suggestions they had as well as for me to check in with their monthly goals and their next steps in becoming the best staff they can be at ET. This was perfectly timed since the newer staff have now been in the program for 4-5 weeks and are ready to take more of a leadership role within the program. We hosted two more half day programs. On September 19 we had 44 students which was 1 student greater than last year's program. On October 4 we had another half day program with 33 students. We also had our first two Recreate and Celebrate Days on October 5 with 23 students for a trip to All Seasons Apple Orchard in Woodstock. Also, on October 8 we took a trip to Goebbert's Farm in Hampshire with 21 students.



**Fall Musical**

The actor's t-shirts have come in and they are already wearing them proudly around school. Soon marketing will begin for our production in November which will include banners in our parks, social media posts, newspaper articles and more. The students are becoming more comfortable with getting into character while rehearsing their lines and songs. We saw a big jump in confidence once we sent copies of the audio CD's home with each actor. They are very excited to start learning choreography in the next week. Meanwhile, the directors are working diligently at home with costumes, props and stage design ideas.



**Programs in September/October**

TOSOC took place on September 22 and had a strong turnout. I welcomed approximately 35 cyclists at Fairgrounds park throughout the morning and all were very complimentary to our parks. Our October tumbling session started up on October 3 with 31 tumblers which is an increase of 4 tumblers from October 2017. Our first VOP Creative Expression class filled with 6 participants and took place on October 5 at VOP. Everyone was able to create child-sized scarecrow decorations for their homes alongside the VOP consumers. This is a great new program for our youth to be engaged in. Childcare has continued with attendance of 1-5 each afternoon. As our new fitness classes kick off, I am hoping we will see a steadier enrollment count moving forward.



**In Other News**

I thank Erin and the board for allowing me the opportunity to attend the NPRA Conference this year in Indianapolis. I enjoyed my time at the conference, went to a lot of great sessions and was able to broaden my horizon in creative ideas and strategies to utilize here in Oregon from all over the country. This month my focus will be on finalizing my program masters for the upcoming activity guide to include new program ideas and partnerships within the community.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Amanda Zimmermann".

Amanda Zimmermann, MBA, CPRP  
Recreation Program Manager