

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 11, 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
 - A. EMPLOYEE RECOGNITION
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, NOVEMBER 13, 2018
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - B. FINANCE COMMITTEE - MET NOVEMBER 29, 2018 - INCLUDED
 - 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. 2018 TAX LEVY APPROVAL; ORDINANCE 18-11-12
 - B. ORDINANCE PROVIDING FOR THE ISSUE OF \$1,325,000 GENERAL OBLIGATION PARK BONDS, SERIES 2019, FOR THE PAYMENT OF LAND FOR PARKS, FOR THE BUILDING, MAINTAINING, IMPROVING AND PROTECTING OF THE SAME AND THE EXISTING LAND AND FACILITIES OF THE PARK DISTRICT AND FOR THE PAYMENT OF THE EXPENSES INCIDENT THERETO, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO STILLMAN BANCORP N.A., ROCKFORD, ILLINOIS.
 - C. EMPLOYEE 2019 HEALTH BENEFITS APPROVAL

D. PARK EAST & KIWANIS PARK MASTERPLAN CONTRACT APPROVAL

E. ITEP ROCK RIVER HERITAGE TRAIL: PHASE II ENGINEERING
CONTRACT APPROVAL

F. ILLINOIS DEPARTMENT OF NATURAL RESOURCE
INTERGOVERNMENTAL AGREEMENT - ROCK RIVER HERITAGE
TRAIL

G. EXECUTIVE SESSION MINUTES RELEASE

I. MAY 29, 2018 FINANCE COMMITTEE MEETING

II. SEPTEMBER 6, 2018 SPECIAL MEETING

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JANUARY 8, 2019

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Public Hearing & Regular Meeting Minutes
November 13th, 2018

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

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

ABSENT: Kim Krahenbuhl

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

RECOGNITION OF VISITORS: Bill Nordman

Public Hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$3,000,000 general obligation park bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of expenses incident thereto.

Mr. Pennock asked if anyone would like to speak on behalf of the Bonds, there were no comments.

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Dave Bakener, the regular meeting minutes of October 9th, 2018 be approved as printed. Roll Call: Scott Stephens, 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 Claims Payable be approved as presented. Roll Call: Mark Tremble, Scott Stephens, Dan Engelkes, Dave Bakener and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

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

REPORTS

Mrs. Folk stated that there will be a Program Committee Meeting December 11th at 5:00pm and a Finance Committee Meeting either November 29th or December 4th.

Parks Report - Included in Board Packets. Mr. Egyed stated Hoover Horticulture has finished Phase 1 of the landscape design at the Reading Nook Park. Tomorrow the Parks Department will be cutting the town Christmas tree, they will be decorating on Thursday if anyone would like to help.

Recreation Report - Included in Board Packets. Mrs. Ketter stated the Recreation Department is kicking off the third quarter, they have had great participation numbers for the second quarter. They have been trying a new approach with marketing and it has been very successful with the Facebook events. This has resulted in classes filling up, which is great. The Rec Staff has just completed program masters for the new Spring/Summer Guide, there is a lot of new programming. Mrs. Ketter stated that she is working with Mrs. Folk on the new brick program for the Reading Nook Park. They are working on finalizing the location, so they can finalize a price and kick the program off on January first. They are hoping the brick program will help offset the cost of the play structures.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated the Fitness Center Flooring project will be installed in December.

Administrative Report - Included in Board Packets. Mr. Griffin stated he will have the Tax Levy Packet out shortly.

BUSINESS (unfinished)

BUSINESS (new)

Illinois Department of Transportation Temporary Easement Approval/De Minis impact finding

Mrs. Folk stated that IDOT requested a temporary easement for Mix Park along route 2, this will not affect the Park it will just improve access to the Park.

Motion by Mark Tremble, seconded by Dave Bakener, approve the Illinois Department of Transportation Temporary Easement Approval. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Park West Design Expense Approval

Mrs. Folk stated they are looking to finish the design and construction contract for Park West. They are going to include all of the improvements that were identified within the Master Plan be taken care of with these design and construction documents. The hope is to have them finalized that way if the District is fortunate to be one of the OSLAD recipients we will be ready to go. These should all be completed by March or April at the latest.

Motion by Dan Engelkes, seconded by Scott Stephens, approve the Park West Design Expense. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble had no comments.

Mr. Engelkes welcomed Mr. Stephens to the Board.

Mr. Bakener thanked the District for offering the special needs Halloween Carnival. Mr. Bakener also congratulated Mrs. Leffelman and all of her years as Chairman on the Candlelight Walk Committee.

Mr. Stephens thanked everyone for the kind words and cards during the passing of his father.

DIRECTOR'S COMMENTS

Mrs. Folk stated they have started to prioritize the capital improvements slated to take place over the next few years. The Reading Nook Park is one of those projects, this Park is coming together and really looks nice. Mrs. Folk commended Mrs. Ketter and the Recreation Department in the marketing of the programs and that has led to excitement in our programs again.

PRESIDENT'S COMMENTS

Mr. Pennock had Mrs. Ketter announce the birth of employee Mr. Farringer's baby girl on Sunday. He will return to work tomorrow and Mrs. Wehmhoefer will be returning to work on Monday November 26th.

Mr. Pennock stated he is excited to see the District numbers going up.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble meeting adjourn at 6:15 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Andrea Z. Messenger". The signature is written in dark ink and is positioned above the typed name.

Andrea Messenger
Secretary to the Board of Commissioners

Oregon Park District
Finance Committee Meeting
Nash Recreation Center
Tuesday, November 29th, 2018

Dave Bakener, called the meeting to order at 5:00 p.m.

Present: Mark Tremble, Dave Bakener, Dan Engelkes, Dan Griffin, Erin Folk, Andy Egyed, Tina Ketter

2018 Tax Levy Discussion

Mr. Griffin presented the Tax Levy Packet via power point, stating that this years Packet is very similar to prior years. The finance goals for the District were discussed as well as how the levy recommendation met the goals. The Districts long term capital replacement fund, participation in the IPDLAF / Illinois Trust Fund and fund balance goals were discussed.

Mr. Griffin also discussed potential revenue and expenses issues on the horizon. Legislative issues including potential tax freezes and minimum wage increases were discussed. Possible changes in pension reform and revenue expectations and its impact to local pension levies was discussed. Mr. Griffin pointed out that without additional property tax revenue on an annual basis, the district would have to consider financial changes in the future. Examples of changes included budget cuts, deferred maintenance and capital improvements, reductions in fund balances and increased facility and program user fees.

Mr. Griffin said the District is currently expecting to exceed all fund balance goals in the upcoming fiscal year. The annual property tax levy is the most important financial action of the year and raises 60% of the Districts annual revenue. Last years EAV was \$6769 million and this year there is a \$3.5 million increase, making about a 0.5% difference. We will get about \$7,000 more without negatively affecting the typical residents tax rate. Mr. Griffin said the overall District tax rate will remain unchanged. All District operational funds will maintain their maximum tax rates and all special funds have been levied appropriately to pay for specific operations.

The overall percentage increase in total levy collections for the 2018 tax year is .24%. The District will not have to undergo the truth in taxation act requirements as the overall collection will not exceed 105%. The typical Oregon homeowners tax payment to the Park District will be almost identical to the

prior tax year. Mr. Griffin said that the District total percentage of the 2017 tax pie for the typical owner was 4.22%.

Mr. Griffin presented the bond and levy schedule for the tax year. The District currently has a placement worksheet out to local banks to help estimate the upcoming bond rate. The District will then pass a parameters ordinance at the January meeting and receive the funds in late January / early February. Upcoming project fund estimates were presented to the committee and the fund availability was discussed. The District will only have project funds for 60% of the expected improvements laid out in the Master Plan. Mr. Griffin concluded stating this Tax Levy will be passed at the December Board meeting and filed with the county clerk.

Mr. Tremble recommended the proposed tax levy ordinance to the full board. The motion was seconded by Dan Engelkes. All were in favor.

2019 Health Insurance Renewal

Mrs. Folk outlined the health insurance proposal. The District did compare its policy to the other local municipalities in the area. While the District's recommended plan is much richer, the wellness plan and its financial impact is well utilized.

Mr. Bakener asked if the District had investigated pooling with our park districts to save funds. Mrs. Folk said that the District did in the past, but most plans were not compatible financially or network wise. The District's current plan has been grandfathered in under ACA and changing plans would force the District into ACA rated plans. The District's Health Insurance Broker has recommended the District retain the existing Humana plan.

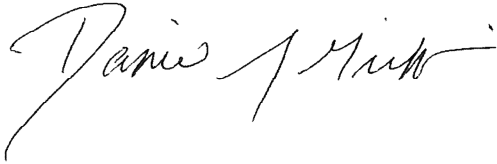
Mrs. Folk said the District is changing the employee contribution, increasing the employee cost. The Employee, Employee/Spouse and Employee/Children plans will increase to 20%. The Family plan will increase to 25%. The District will continue to self-insure the \$1,000 plan down to \$500 and provide other reimbursements. The District will also continue to enforce the spousal carveout and no-tobacco discount to help keep employer contributions down.

Mrs. Folk said she wanted the finance committee to have a chance to discuss the health insurance renewal prior to passage at the December board meeting.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble, the meeting adjourn at 5:31 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dan Griffin". The signature is written in black ink on a white background.

Dan Griffin
Interim Secretary to the Board

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 12th, 2018

Environmental Services Report

🌱 Nash Center

The heating season has officially begun and with all things mechanical we ran into a few issues along the way. We had numerous air handlers that had air in the lines, our expansion tank was water logged, we found two pumps that were not functioning properly, and one boiler pressure relief valve that is leaking. The issues have all either been repaired or are awaiting parts for installation.

We are also very excited for our first Friday celebrations. We have installed the projector and movie screen which always inspires a lot of discussion among the patrons.

🌱 Project Update

We have three remaining large projects that we are anticipating for this fiscal year. The first is the fitness center flooring. This is going to be an amazing transformation for the fitness center and we are greatly looking forward to the installation. The next is phase II of the gym update. This will involve the repainting of the logo and pickleball lines, new lightings, sound baffles, new exterior doors, and new cove base around the perimeter. The last project is the resurfacing of our spa. This is another project that I am very excited about. Our current spa material is deteriorating and will eventually become unsafe and start leaking. We are still investigating the options for resurfacing the spa that will give us the best durability and visual appeal. We are planning to complete this project in March.

🌱 Floor Mats

This year we tried something different with the floor mats that we use to collect water and salt from shoes. We tried to utilize a contract company that would replace the mats weekly. We found that many of the mats they provided did not lay flat and created a trip hazard for our patrons. We have discontinued service with the company and our staff will continue to monitor our hallways for slippery or dirty conditions.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 11, 2018

Parks Report



Events

Most of our time the past few weeks has been spent putting up holiday decorations. The Décor consists of lighted ground displays and lighting in trees at Mix Park, Nash, Oregon Coliseum, Courthouse lawn and Park East. The Nature Conservancy again this year donated two Christmas trees, one for Candle Light Walk for the town square and one at Nash.

We will be participating in the Christmas tree recycling program again this year through the Ogle County Solid Waste Management Department. With the combined efforts from other organizations we were able to recycle over 500 trees and keep them out of local landfills. The mulch from these trees will be stored behind the Maintenance garage and is free to the community.



Projects

Projects at this time are centered on getting things ready for winter season. The bathrooms and water fountains are all closed and winterized for the season. All portable restrooms have been removed except for one we have at the pit toilets. The reason for a portable at the pit toilets is we always keep the pit toilets open through the winter for patrons that are sledding or walking the paths. This year we had just started the inside renovation of the pit toilets and will be closed until they are completed. The renovation was scheduled to last a few weeks, but the snow storms have kept us busy and we have not had the opportunity to focus much on the renovation. The renovation consists of new flooring, wall material, base board, lighting and paint. The partitions are also being stripped, sanded and painted. The exterior renovation has been completed.



General Maintenance

We will soon start maintenance on all vehicles and equipment. Maintenance includes oil changes, replace filters, check all fluids, replace any parts needed and receive a good cleaning. The goal is to make sure equipment is safe and operational for the next busy season. All winter equipment is in good working order ready to go for the season. HOPE YOU ALL HAVE A SAFE AND HAPPY HOLIDAY SEASON!!!

Respectfully Submitted,

A handwritten signature in black ink that reads 'Andy Egyed'. The signature is written in a cursive style with a large 'A' and 'E'.

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 11, 2018

Superintendent of Recreation Report



Program & Services Committee Presentation

The Recreation Department will present to the Program & Services Committee on December 11 at 5 p.m. We invite all board members to join the presentation. The presentation will recap the first half of the fiscal year, plans for the second half and goals moving forward.



Spring/Summer 2019 Activity Guide

Layout of the guide has begun, and first draft will be complete by December 12. The guide will be reviewed by the recreation staff and after revisions will be released to the public on January 28.



Scholarship Fund

The Oregon Park District Scholarship fund received a \$250 donation from the Candlelight Walk committee for all the Oregon Park District contributes. The Scholarship Fund has been very fortunate this year. During this fiscal year we have received donations totaling \$11,650. Fund donations totaling \$6,650 spear-headed by the recreation department include: Farm-to-Table, Rockin' River Fest, Autumn on Parade, Flamingo Bingo and Candlelight Walk. The fund received an additional \$5000 from the Lawrence Foundation. To date, this is the largest influx of donations in a fiscal year.



Programming Overview

The Children's Center participated in giving to LSSI this holiday season. Children were able to pick an ornament with a child's name and wish and purchase that gift. This annual tradition is a learning experience for the children on giving. Parent helpers have been invited in the classrooms this year and both teachers and parents love the interaction. This has been a positive implementation in the program. The Children's Center held a new tradition with a Thanksgiving feast for the students this year. Everyone enjoyed the celebration.

Culinary Kids continues to be a big hit for the 6-9 year olds under the direction of Teresa Nehr Korn. The class continues to reach maximum numbers and will continue each month.

Twelve people traveled to Geneva for a Holiday House walk featuring five decorated homes. The addition of the new van has made these day trips possible. Local trips for all ages have been a new addition to the recreation programming in the Spring/Summer guide.



Recreation Department

The Recreation Department has been very busy preparing for spring/summer as well as on-going programming. Staff is excited to roll out the new brochure with many new additions.

Hands on marketing approaches have resulted in programs reaching maximum numbers before deadline dates. Holiday programming including the Porch Pot classes, Village Bakery Decorating, Holiday Tea, Pizza with Santa and the Taft Eagle Brunch all reached maximum numbers far

ahead of the deadline date. Staff is enjoying the additional time to prepare the events knowing numbers ahead of deadlines.

Recreation staff will once again hold a Volunteer Appreciation Open House on Saturday, January 13. Invitations will be sent to anyone who has volunteered throughout the year. The event will be held prior to our first 6-8th grade lock-in scheduled for that same evening. Making both events on the same evening will allow us to share resources making the events more cost effective. The Volunteer Appreciation Open House will feature food, swimming, pickleball, wallyball, open gym and everyone's favorite, bingo. The lock-in for 6th-8th grade will allow students to enjoy the facilities for the evening. Once they enter they won't be allowed to leave without parental permission. Students will be charged \$5 and it will include use of the facilities, games, food and prizes. This event was created by the recreation department in an effort to give kids something new to do. We hope for a successful event that we can build upon to offer activities for youth in the community.

The District received the new 2019 Ford Transit van on Friday, Nov. 30. The van was purchased from Landmark Ford for \$28,659. The Recreation Department is excited to have both vans to utilize for programming and trips.



Fitness Center

Carol Wig, Fitness Center Coordinator, has done an excellent job coordinating schedules, training and being the eyes and ears of the fitness center. In the absence of the Athletic and Fitness Manager, Carol will be reporting directly to me. She has taken a leadership role in this position and is an asset to the district.



Renew Active

The District's partnership with SilverSneakers has been a tremendous asset in increasing senior memberships. Medicare Advantage participants will see a change in coverage beginning January 2019. Any Medicare Advantage participant will no longer be covered by the SilverSneaker program. They will be members of Renew Active by United Healthcare. The District has entered into a contract with Renew Active by United Healthcare that has similar terms as the SilverSneakers program. The District will receive \$20 per month reimbursement for each Renew Active member that visits the facility each month. Members need to only visit the facility one time in the monthly cycle for Oregon Park District to receive the \$20. The model is different from the SilverSneaker reimbursement of \$2.75 per visit with a maximum reimbursement of \$33 per month. To date SilverSneaker revenue from December 2017 is \$10,112.50. The addition of Renew Active will extend our reach for seniors and be a benefit to the district. We hope to offer more senior activities in the future to increase their usage of their memberships. Current senior memberships cost \$15 per month.



Recreation Department

Sixth Grade Competitive basketball had a successful season under the direction of coaches Nate Girton, PJ Caposey and Crystal Vegliando. Third and Fourth grade basketball will end with a round robin tournament on Monday, Dec. 17th followed by the pizza party for the participants. Fifth and sixth grade will host a tournament on Saturday, Dec. 15 with Byron with medals for 1st-3rd place.

Sign-ups are currently underway for 3rd-6th and 6th grade competitive basketball.



Holiday Decorating

We once again decked the halls of Nash with trees throughout the facility. Decorating was accomplished this year in only one day and that was in large part to the maintenance department's organization with putting things away following the 2017 holiday season. Maintenance set up all trees and greenery this year and had totes with the corresponding trees set up in each location. Special thanks to Erin Folk with assisting me in decorating throughout the facility, Paige Griffin for decorating the pool area and the front counter for assisting with decorating the lobby. A Flamingo themed tree was added in the snack bar this year and patrons always enjoy the decorating throughout the facility.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 11, 2018

Business Administration Report



Financial Review

The November 2018 Treasurers Report is included in the Board Packet. The District received its sixth and final tax disbursement from the 2017 tax year in November. The total tax receipt through November totals \$2,958,029.37, which totals 100% of the expected total tax receipt.



Tax Levy & Roll-Over General Obligation Bond Issue

The Finance Committee met on November 29th to review the 2018 Tax Year Levy Packet and Ordinance. The committee reviewed a slide show presentation outlining the effects of the 2018 tax levy. In Summary:

- The District expects the Tax Rate to remain stable
- The District will collect approximately \$7,000 in additional funds
- The Districts operational funds are maximized
- The District meets or exceeds its fund balance goals
- There are future revenue and expense concerns
- The typical City of Oregon Homeowner will not see a tax increase
- The G.O. Bond rate will increase/District will collect addtl funds
- The Districts % of the 'tax pie' for 2017 was only 4.22%
- The 2018 Tax Levy Ordinance will be filed with County Clerk after passage at the December Regular Meeting

The District, along with its Placement Agent, sent a private placement interest rate indication request for its FY19 General Obligation Bond Issue out prior to Thanksgiving. The District received a favorable rate indication from Stillman Bank as in prior years. Under recommendation from Mesirow Financial the District will move forward with the indicative rate of 2.40%. The District will pass the standard annual bond ordinance at the December meeting with a funds delivery date of January 15, 2019. The final bond paperwork will be filed with the County Clerk along with the Tax Levy Ordinance.



Health Insurance Renewal

The District will renew its health insurance coverage with Humana at the regular December meeting. The District, as in prior years, researched many options through many carriers in an effort to reduce its annual health insurance costs. NFP, the Districts health insurance broker, recommended the District renew its policy with Humana. The District will increase the employee portion of the health insurance contribution to help offset the years increase in overall fees. The overall health insurance increase on a year to year comparison was mitigated down to 3.82%. The District will continue to offer the wellness plan through Humana. Once employees meet conditional wellness goals there are premium discounts that will help reduce both the employee and the employer health costs throughout the year.

Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 11, 2018

Administrative Services Report



Front Counter/Holidays

- The front counter staff has been busy with registration for many winter events including Pizza and Pasta with Santa, Mother/Daughter Holiday Tea, Mother/Son Date Night, and Daddy/Daughter Dance. All the indoor activities and sports, such as basketball, tumbling, women's volleyball, and swim lessons, have also been keeping them busy welcoming patrons into the facility and processing payments.
- The front counter and the rest of Nash has been decorated for the holiday season! Our annual holiday card and Jen's breads will be distributed the week of December 17th to businesses and individuals that have gone above and beyond in 2018 for the Oregon Park District.



Corporate Memberships

- Serenity Hospice and Home's promotion period ended November 15th. This was Serenity's first year with the district's Corporate Membership Program. They partnered with us at the gold level to offer their employee's 50% reduced membership rates. There was a total of 48 memberships sold, which is a great statistic for a first-year partner.
- A Corporate Membership proposal has been submitted to Oregon School District for approval to begin in January.



Spring/Summer 2019 Guide

The Recreation Staff completed all program masters, and I was busy this past month entering all of them into RecTrac and assigning an activity code to each one. This was my first guide release since I started with the district, and it was a good learning experience.



iContact

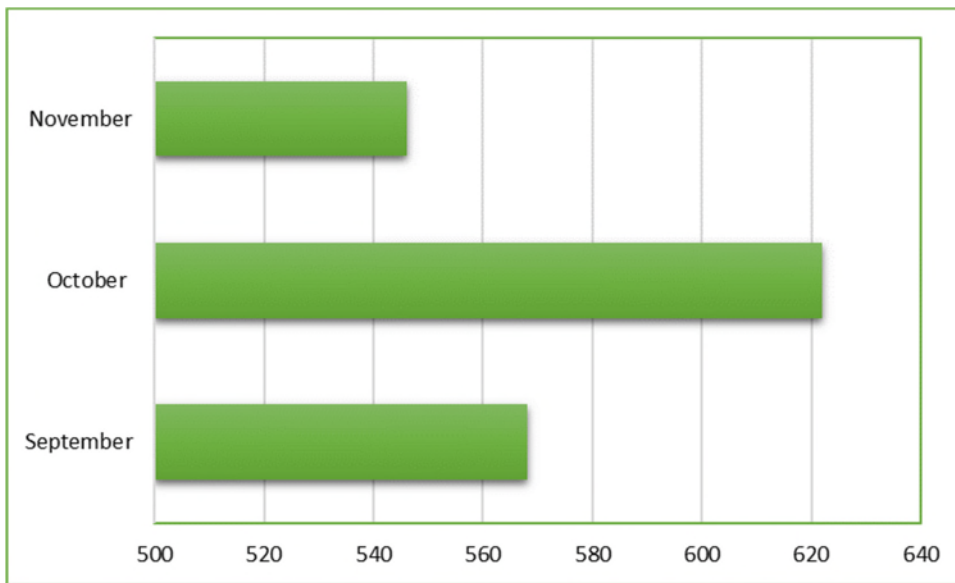
This past month, two emails were sent out via our email marketing blast program, iContact. An email on November 5th promoted major upcoming events, including Pizza and Pasta with Santa, Mother/Daughter Tea, First Fridays in the Pool, and Letters to Santa. It was opened 465 times. The second email was sent out on November 15th, and it was used to promote basketball registration deadlines, Broadway in Chicago tickets, and Cross Country Skiing and Snowshoeing at Taft Campus. It was opened 403 times by the district's subscribers.



Facility Tours/Silver Sneakers

- Four facility tours were given this month. All four resulted in the immediate purchase of a pass.
- Silver Sneaker members are at 221. One member joined in the month of November; that member was an existing patron.

Silver Sneakers Visit Statistics



Perfect Mind

- I participated in the second training configuration for our new recreation software, Perfect Mind, November 28th-29th and December 4th. We continued to learn the basic features of the software, however this configuration was focused on our facilities for booking purposes. Dan and myself continue to work on homework assigned from Perfect Mind to familiarize ourselves with the software along with entering the district's information into the software. The next configuration is scheduled for January 29th-31st.

Respectfully Submitted,



Alyssa Fischer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 11th, 2018

Aquatics Coordinator Report



I'm Back

I am excited to say that I'm back! I appreciate Erin, Tina, the recreation department, and the aquatic staff that filled in for me while I was off with Adleigh. I'm truly blessed to work for such a great park district that allows me time off to be with my kids. I look forward to them growing up with such an amazing park district to be involved in. They have already attended the Halloween carnival and are excited for Pizza and Pasta with Santa.



First Fridays in the Pool

On December 7th we will have our first movie in the pool as a part of our First Fridays in the Pool. We will be showing Home Alone in the pool and in the snack bar where we will be serving popcorn, cookies, water, and juice. We are expecting another large crowd as it will be the same night as Pizza and Pasta with Santa.



Hiring Staff

Another round of hiring has begun in the aquatic office. I appreciate Tina starting this process and having several interviews set up for my return. I have already started the training process with them. So far, I have hired 5 new lifeguards and had a past employee return. Two of them will have limited availability as they are 15 but will turn 16 this spring and be ready to pick up more hours then. We are still looking for lifeguards to work during the day and have been advertising in the newspaper and on facebook and will continue our search for quality staff.



CPR Classes

All of our staff that is working directly with the public take our CPR, AED, and First Aid class at the park district. I have developed the training schedule for the entire year of 2019 with a day time and an evening class option held every other month. In preparation for our summer staff I do have extra classes scheduled in May and June. Supervisors will receive this schedule and will be able to plan ahead when hiring and training staff for their department.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 11, 2018

Events Report



Holiday Lights House Decorating Contest

The 2018 Contest is our 10th Annual Light Contest. The public and OPD staff will be nominating homes for the contest this year. Hoppers Poppers and GK Graphics are co-sponsors this year. They generously provide us with prizes for our winners! The two winning homes will be announced around December 18th. Photos of the winning homes will appear in the Ogle County Life and addresses for all homes entered will be on the OPD website so that families can drive by them to check out the holiday lights! If you see a home that has fabulous decorations, please take the time to nominate it.



Candlelight Walk

As Committee Chair for the Candlelight Walk, it is always a lengthy process planning this event for the community, but it was a success and worth all the effort again this year. It was a beautiful night in Oregon and everyone seemed to enjoy themselves. There were 24 gift fair vendors in the coliseum this year. The Winter Quarter Carnival and Make-n-Take crafts were located at ADM Studios this year along with Santa & Mrs Claus and the balloon artist. Candlelight Walk is a great small-town holiday event to kick off the season and the Oregon Park District is a large contributor to the success of this community event. I have resigned from the committee and will consult as needed for the 2019 committee. Alyssa Fisher will serve as the rep from the Park District on the 2019 Committee.



Letters to Santa

The elves placed a decorated mailbox in the lobby of Nash for kids to mail letters to Santa Claus. A volunteer collects the mail and responds to all the Children's letters. Letters will be accepted through December 15th.



Winter Porch Pot

This class was designed as a hands-on decoration/design class cooperatively with Merlin's Greenhouse and Cork & Tap. The location provided for more of a social environment. So far, these cooperative programs with other local businesses have been a hit. Two additional Porch Pot classes were added to try and accommodate all interested. There were 75 total participants both local and from out of town that had a wonderful time at the class and everyone was so pleased with their finished product to take home. See Photos.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 11, 2018

Recreation Program Manager Report



Extended Time

Extended Time has been running smoothly. In November the ET staff planned and led engaging activities including writing cards to veterans, learning about recyclables and electricity, experimenting with Fall supplies and much more. The room is decorated with Christmas decorations and we even have our own tree which makes the room feel more like home for our students.

The staff and I met on 11/20 and again on 12/4 for our now bi-weekly meetings (instead of monthly). This was chosen by the staff to meet more often, so that items we talk about are more relevant. The topic we focus on the most in these meetings are individual student needs and meeting bi-weekly helps us make these decisions and talks more productive in implementation.

We had a RC Day on 11/21 to Laser Quest where we enjoyed 3 full games of laser tag. The kids loved playing kids vs. staff in the final game. We had a KOTCD on 12/5 where we had a new inclusion participant. This is our second inclusion participant of the school year. The staff love learning and working with these students as they have found many techniques have worked with other typical students in our room that may struggle with attention or behavior issues.



Fall Musical Performances

Our Fall Musical production occurred throughout the weekend of 11/16-11/18 with 4 performances (2 per cast). Over 500 people attended the performances with 178 water and popcorn sold for fundraising. We also sold 17 t-shirts to help offset costs. Each year, we sell the school district candy bars to assist the school fundraising. This program is subsidized with the largest expense being the Director pay, but this is also the largest asset to the program. We brought in \$4,158.25 and spent \$4,977.96 with a net loss of \$819.71. This is consistent to 2017. We had two more performances for the OES students and staff on 11/19.



Programs in November/December

Toddler/Preschool Gym concluded on 11/21 and will begin again at the start of the new year. Childcare has been running smoothly with consistent participation. After School Open Gym participation has increased recently after the conclusion of the Fall soccer and the Fall Musical. December tumbling started with 21 tumblers. We ended the year with a total of 299 tumblers-only 6 less tumblers than 2017. In 2017 we had 3 additional months of classes in the summer while this year we did not offer classes in the summer. This has proven to raise overall enrollment per session offering and increase class size.



In Other News

This past month I assisted with Candlelight Walk, Pizza w/ Santa and our First Friday event. I am actively working on details for my capital items requests in terms of improving the ET room and working on contracts and budgets for the new Spring/Summer guide.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Amanda Zimmermann".

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager