

REGULAR MEETING
OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, JANUARY 8, 2019, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, DECEMBER 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 - MET DEC 11TH, 2018
 - F. PARKS REPORT - INCLUDED IN PACKET
 - G. RECREATION REPORT - INCLUDED IN PACKET
 - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED IN PACKET
 - I. ADMINISTRATIVE REPORT - INCLUDED PACKET
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. EXECUTIVE SESSION

To discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
 - B. REQUEST FOR ADDITIONAL FUNDING: ITEP HERITAGE TRAIL GRANT
 - C. RESOLUTION 19-01-08: ITEP/IDOT ENGINEERING FUNDS APPROPRIATION
 - D. 2019 IAPD CONFERENCE EXPENSES
- 8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - FEBRUARY 12, 2019

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

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

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

ABSENT:

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

RECOGNITION OF VISITORS: Elizabeth Grogan, Jena Wehmhoefer, Amanda Zimmermann

EMPLOYEE RECOGNITION: Mrs. Folk stated Mrs. Grogan has worked with the District since June 2011. She has worked in many different areas and has always done a fantastic job. During Mrs. Wehmhoefer's maternity leave something that really stood out was Mrs. Grogan's ability to step up and fill a leadership role. She also assisted with the District's Spa Day, she did whatever was needed for this program without being asked.

Mrs. Folk recognized Mrs. Zimmermann next stating she has been with the district in a part-time capacity and a full-time capacity since 2011. She worked in the Summer Camp program, and she has taken hold of the Recreation Program Manager position and made it grow tremendously. She does a great job in all aspects of her programming and is very committed to the community.

Mrs. Folk recognized Mrs. Rosanne Costello, who was unable to attend the meeting. Mrs. Costello has been with the District since 2009, she teaches Water Aerobics and has taken lead of the Spa Day program. The last person Mrs. Folk recognized that was also unable to attend the meeting was Carol Wig. Mrs. Wig is a Fitness Center Supervisor and currently taken over the Fitness Center Coordinator position handling all the schedules and supervising the

part-time employees. Anyone who uses the Fitness Center in the morning knows how involved she is with the patrons, and is a great communicator with the rest of the staff.

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Dan Engelkes, the regular meeting minutes of November 13th, 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 Dave Bakener, 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 Dave Bakener, seconded by Dan Engelkes, 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

Parks Report - Included in Board Packets. Mr. Egyed had nothing to add.

Recreation Report - Included in Board Packets. Mrs. Ketter stated the Recreation Department has wrapped up the program masters for the Spring/Summer guide and is hoping to have preview for the Board at the next Board Meeting. The Recreation staff did present to the Program Committee this evening if any of the other Board Members would like to see the program Mrs. Ketter stated she would be more than happy to email it to them.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated they only have 4 pieces of equipment left to powder coat. His is hoping to drop them off at the end of this week and pick them up after the new flooring is installed.

Administrative Report - Included in Board Packets. Mr. Griffin stated the District got a great rate from Stillman Bank this year of 2.4%.

BUSINESS (unfinished)

BUSINESS (new)

2018 Tax Levy Approval; Ordinance 18-11-12

Motion by Dan Engelkes, seconded by Dave Bakener, approve the 2018 Tax Levy; Ordinance 18-11-12 Approval. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

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.

Motion by Mark Tremble, 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.

Employee 2019 Health Benefits Approval

Mrs. Folk stated that both the Finance Committee and Personnel Committee have had a chance to review the Health Benefits Package for 2019. There is a slight increase for the District with the overall rate, that was shared with the employee contributions. This was shared with the staff today and we have not heard any negative feedback.

Motion by Scott Stephens, seconded by Dan Engelkes, approve the Employee 2019 Health Benefits Approval. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Park East & Kiwanis Park Masterplan Contract Approval

Mrs. Folk stated that this was an action item identified within the comprehensive plan completed in 2017. The District will kick off Park East and Kiwanis Masterplan planning services tomorrow afternoon with the City of Oregon, as well as, the Fire Department.

Motion by Mark Tremble, seconded by Dave Bakener, approve the Park East & Kiwanis Park Masterplan Contract Approval.

Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ITEP Rock River Heritage Trail: Phase II Engineering Contract Approval

Mrs. Folk stated that this is the federal approval that was created and presented by ITEP. This was intended to take 6 months to receive, we are now on track to go to the state bid letting in April. Anything that would hold that up would be up to the state.

Motion by Dave Engelkes seconded by Scott Stephens, approve the ITEP Rock River Heritage Trail: Phase II Engineering Contract Approval. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

IDNR Intergovernmental Agreement - Rock River Heritage Trail

Mrs. Folk stated that IDNR just supplied her with the updated contract yesterday. They do need the Intergovernmental Agreement to be able to survey on their property as well as complete the design and construction services for the ITEP Grant. Mr. Krahenbuhl did have a chance to look at the original agreement and the changes that he did propose were implemented within the updated contract.

Motion by Scott Stephens, seconded by Mark Tremble, approve the IDNR Intergovernmental Agreement - Rock River Heritage Trail Approval. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Dan Engelkes, and Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Executive Session Minutes Release: May 29, 2018 Finance Committee Meeting, September 6, 2018 Special Meeting

Motion by Dave Bakener, seconded by Dan Engelkes, approve the Executive Session Minutes Release. 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 congratulated Mrs. Ketter on a great job with the Recreation Presentation.

Mr. Bakener commended the staff on the wonderful holiday decorations.

Mr. Stephens had nothing to add.

DIRECTOR'S COMMENTS

Mrs. Folk commended the Recreation Staff, they are the heart and soul behind what is offered to the community.

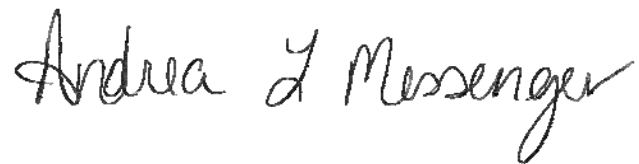
PRESIDENT'S COMMENTS

Mr. Pennock congratulated Mrs. Ketter on a great job with the Recreation Presentation

ADJOURN

Motion by Dave Bakener, seconded by Mark Tremble meeting adjourn at 6:19 p.m. ALL WERE IN FAVOR.

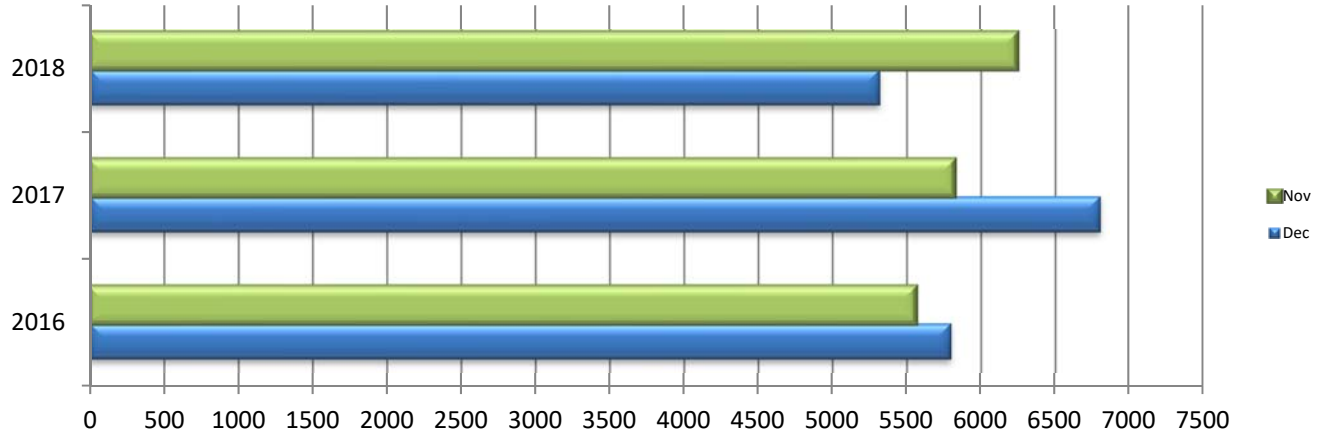
Respectfully Submitted,

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

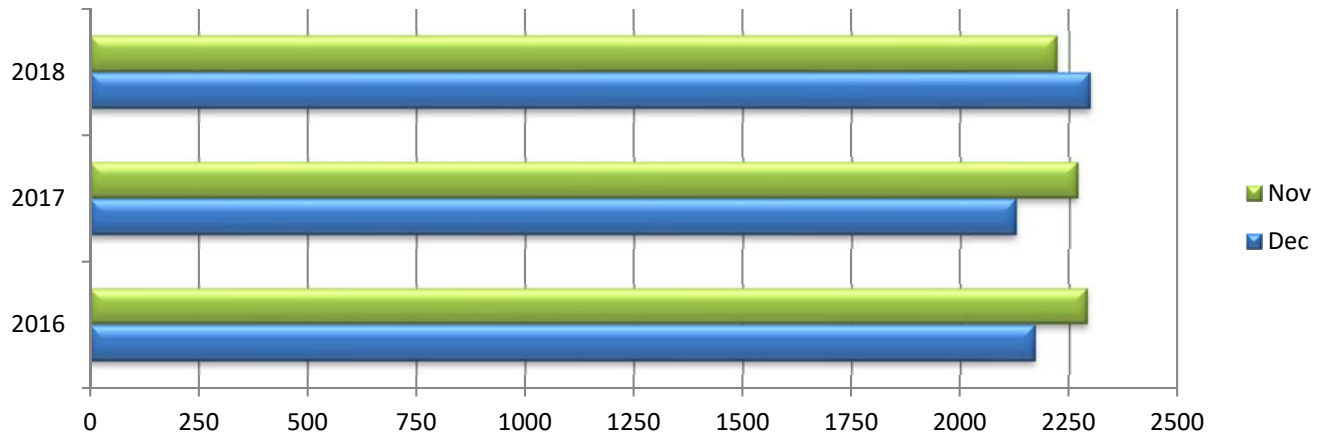
Andrea Messenger
Secretary to the Board of Commissioners

MEMORANDUM TO THE BOARD OF COMMISSIONERS
January 8, 2019
Facility Statistics Report

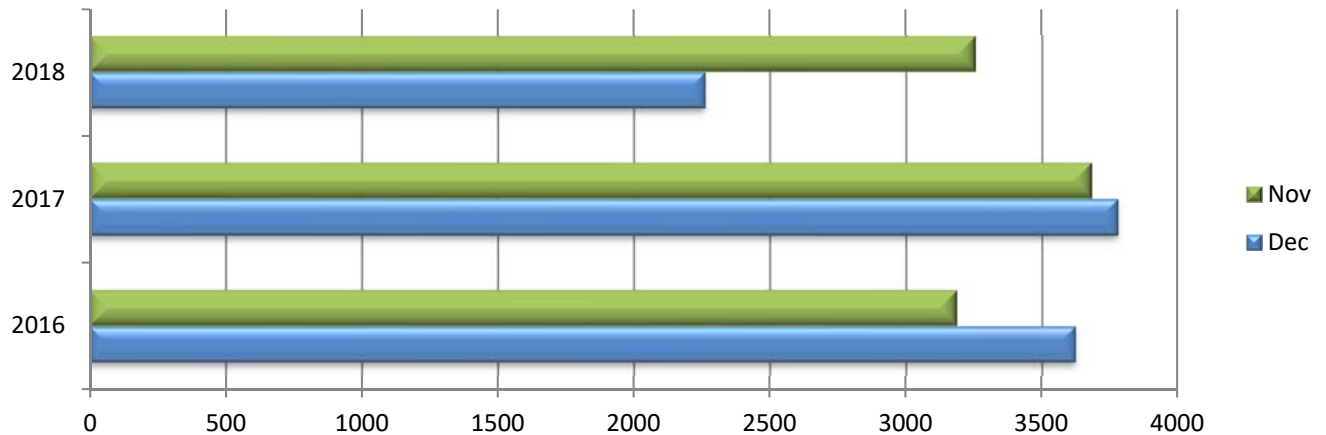
 **Nash Recreation Center Facility Statistics**



 **Nash Pool Usage Statistics**



 **Nash Fitness Center Statistics**



- The Fitness Center was closed from December 18th through the 27th for the flooring replacement, resulting in fewer facility visits.

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8, 2019

Parks Report



Seasonal

We will soon be removing all holiday lights and displays for the season. They will be stored in storage areas at the shop, Lions park and Park West. We will also be storing hanging baskets in preparation for spring planting.

This past month we have been bringing equipment in the shop and performing maintenance and cleaning. These past few weeks we were able to accomplish quite a bit in the way of preventative maintenance. Any equipment that needed repair has been fixed. This keeps equipment safe to use and increases the life of our equipment.

We will be participating in the Christmas tree recycling program again this year through the Ogle County Solid Waste Management Department. Our chipper has been serviced and ready to mulch trees. 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

We have been bringing picnic tables to the shop and changing out the wooden boards for new recycled plastic material. The recycled material provides a positive effect on our environment and allows the District to reduce maintenance costs associated with constant upkeep on the wood materials.

We are still in the process of finishing the upgrades inside the pit toilets. We are now waiting on the bathroom partitions to be painted and then reinstalled. Once that is done the toilets can go back in and the project will then be completed. This has been a fun project and another great accomplishment for the parks staff.



General Maintenance

We are in the process of cleaning and organizing in the shop and the trucks. Taking inventory of tools and supplies that will be needed for the upcoming busy season. We have been preparing for the upcoming budget cycle for 2019-2020. Hope everyone had a great holiday!!!

Respectfully Submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8, 2010

Superintendent of Recreation Report



Spring/Summer 2019 Activity Guide

With responsibilities increasing and constraints on available time a decision was made to outsource the Activity Guide moving forward. Erin Folk and I interviewed and contracted Janelle Stahr of Stahr Media. This Rock Falls based company works with several park districts in our area. She utilizes the same software we currently use and was able to step in immediately to finish the activity guide. I will be able to update and modify the guides throughout the year. The same format will be followed for the Spring/Summer Guide, but she will offer a fresh, new approach in the Fall/Winter Guide. Costs were very reasonable for Stahr Media's services with layout costing approximately \$700-1000 per guide. In the past activity guide layout has been completed outside of normal business hours requiring 10-15 additional hours.



New Programming

The District has partnered with Kennay Farms and will feature a tour of the newly opened Kennay Farms Distilling in Rochelle. The January 28th evening will feature a tour by the Kennay family, tasting, appetizers and socializing. This will be the first outside tour the Kennays contracted and we are excited to work with them. Tour capacity is set at 100 people.



Recreation Department

Recreation staff will once again host a Volunteer Appreciation Open House on Saturday, January 12. Invitations were sent to anyone who volunteered throughout the year. The event will be held prior to our first 6-8th grade lock-in scheduled for that same evening. Amanda, Jena, Debbie, Erin and myself will run both the Volunteer night and lock-in. Food will be catered in for both events and are all looking forward to celebrating our volunteers and then offering an evening option for the Oregon youth.

January we will be finalizing the guide and working together to create a survey on the fall and winter programming. A brainstorming session will also be held as we begin planning for fall/winter 2019.

Allyse Ketter joined us over winter break and has helped with miscellaneous recreation duties as well as taking the lead planning Pop Up and Play in the Park and Art in the Park for 2019.



Fitness Center

The Fitness Center has reopened. During the shutdown additional equipment was offered in both the Prairie Room and Racquetball Court. Thank you to maintenance for moving the equipment for patrons use. Staff has been instructed on proper cleaning techniques for the new floor. Carol Wig helped clean equipment during the shutdown and has done an excellent job identifying issues during the remodeling process. In looking ahead, a staff led study will be conducted over the next several months to identify usage of equipment as we look to

upgrade weights and machines in the capital improvement plan. A goal is to transition to all rubber plates and free weights.



Senior Memberships

The District now offers both Silver Sneakers and Renew Active to seniors through their health insurance. Plans are to offer a free program monthly or quarterly to encourage seniors to use the facility therefore increasing revenue we receive from both Silver Sneakers and Renew Active. A marketing drive is planned to target seniors to showcase what Nash has to offer.



Athletics

Registration completed in December for 3rd-6th grade basketball and 6th grade competitive. Coaches have been secured for each level. In discussing coaching with the 6th grade competitive coaches I've identified several areas we could better improve communication. Moving forward a rules handbook personalized with coaching information, schedules, etc. will be given to all 6th grade competitive boys and girls basketball. A parent meeting will also be held prior to the first practice led by coaches, Superintendent of Recreation and Executive Director to answer any questions and lay out how competitive is different from the traditional sports layout. The District has purchased new uniforms to conform with current uniform regulations with the player number on both the front and the back. We will be hosting an end of year pizza party for the team after the last game and will then turn in uniforms. I am currently talking with others who have coached to gauge ideas to help prepare coaches. This will be a priority moving forward with the Athletics Coordinator position to better prepare coaches and be involved in team meetings and utilizing a hands-on approach.

Girls basketball numbers are 15 for competitive with three coaches; 16 for 3rd-4th grade; and 22 for 5th-6th grade. Evaluations and team draft were held Monday, Jan. 7 for 3rd-4th and 5th-6th grade teams. This was the first basketball season staff utilized an evaluation day in preparation for the league draft. The outcome was successful during the boys season with teams being evenly matched. We expect a similar outcome during the girls season.



Athletic & Fitness Manager

The position of Athletic & Fitness Manager remains open. I look to post the position this month and begin interviewing qualified applicants in February. The decision to hire the right candidate will not be rushed and I am committed to finding a positive fit for the position, the District and community.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8th, 2019

Environmental Services Report

 **Fitness Center Flooring**

The fitness center flooring has been installed on schedule. There were multiple issues with the flooring and are working on a resolution. Issues included flooring not adhering properly to the glue, cove base not adhering properly, multiple areas with glue stuck to the finished surface, and seams that are not flush and tight. We met with Ben Boss on January 2nd and he has scheduled his installer to return on January 3rd to fix the identified issues. In addition, Boss Carpet has agreed to extend the workmanship warranty from the standard one year to three years. We will continue to monitor the flooring daily and ensure that it is up to the standard that we expect. A few final pieces in the free weight area are being powder coated and will be returned to operation as soon as completed.

 **Pool Deck Repair**

A section of the pool deck was identified as a hazard in December. We removed the material that we could and arranged for the area to be professionally repaired on January 7th. This will require us to close the pool area for one day while the repair is completed. We have investigated the cause of this issue and it was determined that the pool deck has a high concentration of moisture trapped inside in the concrete. I am contacting the original engineers at Farnsworth to find out if moisture tests were completed prior to the application and why a moisture barrier was not applied. In addition, we are looking into ways to prevent this in the future, and a long-term solution for the pool decking surface.

 **Maintenance Management School**

I am very excited to be attending the 2nd year of Maintenance Management School from January 28th through February 1st. Based on my observation of the year two class last year, this will be a very in-depth and thorough class focusing on developing a full maintenance plan. I look forward to bringing this educational material back and putting it to good use.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8, 2019

Business Administration Report



Financial Review

The December 2018 Treasurers Report is included in the Board Packet. The District is in great financial shape following the close of the calendar year, marking the 2/3 point of its fiscal year. The District earned an overall interest rate in December of 2.25% through the IPDLAF Fund.



General Obligation Bond Issue / Budget Planning

The Board of Commissioners approved the 2019 General Obligation Park Bond Ordinance at the December Regular Meeting. The funds will be transferred on January 15th to the Park Improvement Fund by Stillman Bank. The funds have been appropriated, as part of the 2018/19 budget, for Capital Improvements and Parks/Facility Maintenance. The total receipt is \$1,325,000, with issuance costs totaling approximately \$15,000.

The District will begin its budget and evaluation planning in early February. The schedule is similar to years past. The District has undergone a salary benchmark analysis in cooperation with HR Source for the upcoming fiscal year. The District will approve an updated salary range to accompany salary recommendations. The District is also investigating a proposed change to its fiscal year. The change would require a board resolution and associated 8-month budget to align its fiscal year with the calendar year. A formal recommendation to the board will occur in February.



IMRF Changes / Software Implementation

On December 14, 2018 the Illinois Municipal Retirement Fund (IMRF) Board voted to reduce the assumed rate of investment return from 7.5% to 7.25%. The change is consistent with many other retirement/pension funds and was recommended by IMRF's independent actuary, GRS Retirement Consulting. The reduction in the estimated rate of return will increase employer pension costs beginning in the year 2020, by an estimated percentage of 1.6%. The reduction in assumed rate of return will also reduce the annual return on any employees that have contributed additional voluntary funds. This change in strategy will continue to keep IMRF strongly funded (on both an actuarial and market basis) for years to come.

The Districts employer IMRF rate for 2019 will decrease from 14.13% to 12.21%. The reduction is primarily due to positive market earnings during 2017/18.

The District will undergo Configuration #3 training with Perfect Mind (Recreation Tracking Software) beginning in late January. The Districts training staff will be onsite for this configuration. The training will be focused on activity/program maintenance and setup. The District will have one final configuration in March before End User entry and testing begins to occur in the spring in preparation for our Go Live in late July.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Griffin".

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8, 2018

Administrative Services Report



Front Counter/Holidays

Our annual holiday card and Jen's breads were delivered December 19 to local businesses, organizations, and individuals who donated significant time to the District this past year.

Our new health program for older adults, Renew Active, begins January 1. Like Silver Sneakers, I anticipate the front counter to be busy answering questions and registering patrons with the implementation of this new pass.



Fitness Promotion

We are running a 'New Year, New You' promotion December 28 - January 14. This is a 14-day trial pass program that can be purchased for only \$10. If an individual purchases a quarter or annual pass immediately following their trial pass period, they will receive a \$10 credit off the cost of the membership. This has been advertised throughout the building, through Eblast, on Facebook, and in the December 31 issue of Ogle County Life.



Corporate Memberships

The Oregon School District corporate membership drive will run January 2 - January 18. I am hopeful for continued success with this partnership.

One of my goals for 2019 is to reach out to other local businesses and organizations to market our corporate membership program in hopes of discovering new partners.



iContact

This past month, three emails were sent out via our email marketing blast program, iContact. The emails are used to promote upcoming events, program deadlines and facility happenings. On average these e-mails reach over 2,100 email addresses and are opened by 20% of the e-mail subscribers.



Facility Tours/Silver Sneakers

Five facility tours were given this month. Three tours resulted in the purchase of an immediate pass.

Silver Sneaker members are at 227. Six members joined in the month of December; two were existing patrons and four were new to OPD.

Respectfully Submitted,

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

Alyssa Fischer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8th, 2019

Aquatics Coordinator Report



First Fridays in the Pool

On December 7th we hosted our first movie in the pool for the 2018/19 season. We had 88 people sign in for our raffle that night which equates to a decrease in participation of about 50% from 2017. This can be attributed to several holiday events in the area and the District's Pizza and Pasta with Santa being held the same evening. Many families chose to only participate in one event. We are expecting a larger crowd for our next movie scheduled for January 4th. The movie for the evening will be *Sing* and will be shown in the pool, snack bar, and River Room for a quieter option for patrons.



Staff Training

Beginning in January a few changes will be implemented to our routine training schedule. Pool Managers will now be required to attend a monthly managers meeting to work on leadership skills and all pool staff will be required to attend two mandatory in-services each month. In-service trainings are utilized to improve skills and address current facility or operational issues. Training times will be flexible to adapt to the busy schedules of part time staff.

Oregon Fire Department has agreed to participate in the in-service training scheduled for January 23rd. The Fire Chief will discuss with staff the importance of their reaction time, skill development and ability to take the appropriate steps in an emergency. This exercise will also provide insight as to what the guards can expect when the fire department arrives at Nash during an emergency.



Swimming Lessons

Swimming lessons will begin the week of January 14th. There are currently 83 participants registered for the upcoming session compared to 98 in 2018. This is not a concern as most patrons do wait until the registration deadline. Registration will conclude for this session on January 6th.

In an effort to provide a better experience for all registered participants, I have restructured the swim lesson layout for each level. Previously each swim instructor was responsible for developing their own lesson plan and these plans varied depending on the scheduled instructor. The intent is to develop a uniform program so that all swim instructors are teaching in the same manner and the desired outcomes for each participant can be as consistent as possible.

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

January 8, 2019

Events Report



Holiday Lights House Decorating Contest

There were 20 homes entered in the contest this year. Thank you to the full-time staff who volunteered to assist with nominations. The two winning families were awarded a Quarterly Family Membership from Nash, a bucket of caramel corn from Hopper's Poppers and a sign for their yard donated by GK Graphics in Byron.



Dinner with Santa

This was our second year for Pizza and Pasta with Santa. I am currently alternating between Breakfast and Dinner with Santa each year as both are well received and this allows more people the opportunity to attend. This year, both sessions were full with waiting lists. Alfano's was the sponsor taking \$250 off our bill. Children had the chance to sit on Santa's lap, share their wish list and receive a complimentary goodie bag and make a "Santa" ornament for their tree.



Letters to Santa

The elves placed a decorated mailbox to mail letters to Santa in the lobby at Nash in November. Volunteer, Carol Wyatt, collects the mail and responds to the Children's letters. We received 20 letters this year.



Mother/Daughter Holiday Tea

This year the annual Mother Daughter Holiday Tea was hosted at Lincoln Way Inn B&B in Franklin Grove. There were 37 people in attendance (up from 31 last year). These special teas are a cherished lifetime memory for mothers, daughters, and grandmothers. Gifts of fresh local honey were given to the adult guests and the young guests received goodie bags with crafts and candy. Prizes were awarded for winners of tea bingo. The annual tradition of pictures took place in front of the fireplace. It was a beautiful location and due to the large wait list, I hope to return to the B&B again for the tea next year.



Candlelight Walk

There was a wrap up meeting in December and I finalized all commitments to the committee and event. Alyssa Fischer has agreed to serve on the committee for next year as the Park District representative as I have chosen to leave the committee. There were some extra funds following the event and the Candlelight Walk Committee gifted OPD a check for \$250 for all our efforts, support, volunteers and general help with the event. This will be utilized for the District Scholarship Fund.

Respectfully Submitted,

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

Debbie Leffelman
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8, 2019

Recreation Program Manager Report



Extended Time

I have been meeting individually with all ET staff from 12/17 to 1/4 to conduct a check in regarding individual monthly goals and to allow an opportunity for each staff to speak to me regarding any suggestions, feedback, concerns, etc. I went through a premade note-based sheet of open-ended questions to provoke conversation. I gained some much-needed information regarding the team dynamic throughout these meetings and I will be addressing leadership and communication skills throughout the next coming weeks with a couple staff.

We had an ET Staff Meeting on 12/18 where we discussed an update on individual needs of specific students, the use of fidgets, the importance of open communication, reminder of daily procedures and appropriate rule enforcement. We concluded the meeting with our secret Santa gift exchange. We will have another staff meeting on 1/8.

Students had a ball in December at ET with the favorite day occurring on Friday, December 21 with our Christmas party which had many fun stations along with a dance party.



Programs in December/January

We had our Christmas themed Village Bakery class on 12/12 with a full house of 12 children and their parents. Participants enjoyed decorating approximately 10 crafted treats. We hosted a new event at Taft that featured a lunch and an educational/interactive eagle watch on 1/5. This event filled 3 weeks before the program with 120 participants! 30% of the participants were residents and the other 70% were non-residents. Non-residents included patrons from as far as Joliet and Orland Park. Childcare and ASOG continued in December with steady participation numbers. We had some new children join childcare that seem like they will be consistent participants in the future.



Looking Ahead

I look forward to assisting the Recreation Team in running another Volunteer Appreciation event along with our new Teen Lock-In night. Also, in January we will have another new Village of Progress class making child-sized snowmen decorations along with a half day program including swimming at Nash and a field trip to Carlson Ice Arena. I will continue to manage ongoing programs including Tumbling, Toddler/Preschool Gym, Extended Time, After School Open Gym and Childcare. I am also actively working on projects including marketing and budgeting for future programming, researching capital items, finalizing community contracts and more. On another note, I always look forward to attending the IPRA Conference and thankful that I will once again in 2019-thank you.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager