

ANNUAL MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, APRIL 9, 2019, 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) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, MARCH 12, 2019
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - B. FINANCE COMMITTEE - MET APRIL 1ST - MINUTES INCLUDED
 - C. PERSONNEL & POLICY COMMITTEE -MET MARCH 28TH - INCLUDED
 - D. PARKS & FACILITIES COMMITTEE - NO REPORT
 - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - F. PARKS REPORT - INCLUDED IN PACKET
 - G. RECREATION REPORT - INCLUDED IN PACKET
 - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED IN PACKET
 - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKET
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. ELECTION OF OFFICERS
 - I. PRESIDENT
 - II. VICE PRESIDENT
 - B. OATH OF OFFICERS
 - C. ANNUAL APPOINTMENTS AND MEETING SCHEDULE
 - D. APPOINTMENT OF OFFICERS
 - I. TREASURER

E. OATH OF APPOINTED OFFICER

F. STANDING COMMITTEE APPOINTMENTS

G. EXECUTIVE SESSION

To discuss appointment, employment, compensation, discipline, performance or personal status of employees, officer and legal counsel for the park district. Open Meetings Act Par. 5 ILCS 120/2. c(1).

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. Open Meetings Act Par. 5 ILCS 120/2. c(11).

H. SALARY & WAGE RECOMMENDATION APPROVAL

I. RESOLUTION 19-04-09 A - FISCAL YEAR CHANGE

J. RESOLUTION 19-04-09 B - BUDGET LINE ITEM CHANGES

K. RESOLUTION 19-04-09 C - CAPITAL TRANSFER

L. FACILITY OPERATIONS & SEASONAL HOURS APPROVAL

9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - MAY 14, 2019

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
March 12, 2019

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

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

ABSENT: None

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance Administrator, Secretary Pro Temp; Andy Egyed, Supt. of Parks; Brian Beckman, Supt. of Environmental Services; Tina Ketter, Supt. Of Recreation; Kim Krahenbuhl, District Attorney

RECOGNITION OF VISITORS: Wes Sosa

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Mark Tremble, the minutes of February 12, 2019 be approved as printed. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED.

FINANCIAL

Treasurer's Report

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

REPORTS

Finance Committee - Meeting set for April 1, 2019.

Personnel & Policy Committee - Meeting set for March 28

Parks & Facilities Committee - no report.

Program & Service Committee - no report.

Parks Report - Included in Board Packets. Mr. Egyed had nothing else to add. Mr. Stephens asked if Mr. Egyed anticipated any problems throughout the parks following the freeze and thaw cycle. Mr. Egyed said he did not expect anything out of the ordinary.

Recreation Report - Included in Board Packets. Mrs. Ketter said she wanted to highlight the positive results of the new guide. The District was offering many new programs and the enrollment has been excellent. There have been many new individuals that are enrolling in the new programs. Mrs. Ketter also said that the Director of Kreiders social services would like to become more involved with the District and its inclusion programming.

Mr. Stephens asked how many tickets the District was offering for off Broadway trips to Chicago. Mrs. Ketter said there were 24 tickets pre-purchased for the Dear Evan Hanson play. Mr. Tremble asked if the District could offer pre-sale tickets for trips to the off-Broadway trips. Mrs. Ketter said it is difficult to procure the tickets and set the cost nine plus months in advance.

Environmental Services Report - Included in Packets. Mr. Beckman said he had a meeting with the Distribution representative regarding the flooring in the fitness center. He said the rep agreed that there is an adhesion issue with the flooring. There will be another warranty representative that will visit and view the problems as well. Mr. Pennock asked if the installer has received final payment. Mr. Beckman responded that the final payment has been withheld.

Administrative Report - Included in Packets. Mr. Griffin said he did not have anything to add. Mr. Pennock asked if the budget looked good still. Mr. Griffin answered that yes, the District was in good financial shape.

BUSINESS (unfinished)

BUSINESS (new)

POLICY APPROVALS

Motion by Scott Stephens, seconded by Mark Tremble, the Policy updates be approved. Roll Call Vote: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock, - yes. MOTION PASSED UNANIMOUS. Policy Updates: Administration Policy 1.02D & 3.18; Personnel Policy 4.07 B&C, 4.07J.

POLICE SERVICES AGREEMENT TERMINATION

Mrs. Folk said the proactive police services agreement with the City of Oregon has expired and the District should terminate the agreement prior to agreement extension. Following the termination, the District can structure a new contract to better meet the current needs of the District.

Motion by Dan Engelkes, seconded by Scott Stephens, the Police Services Agreement be terminated. Roll Call Vote: Dave Bakener, Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock, - yes. MOTION PASSED UNANIMOUS.

MOTION TO ENTER EXECUTIVE SESSION

Motion by Scott Stephens, seconded by Dan Engelkes, the board enter executive session at 6:13 p.m. to discuss appointment, employment, compensation, discipline, performance or personal status of employees, officer and legal counsel for the park district. Open Meetings Act Par. 120/2 (1).

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

MOTION TO RETURN FROM EXECUTIVE SESSION

Motion by Mark Tremble, seconded by Dave Bakener, the board returned to regular session at 6:23 p.m. Roll Call Vote: Scott Stephens, Dan Engelkes, Dave Bakener, Mark Tremble, Steve Pennock, - yes. MOTION PASSED UNANIMOUS.

PAY GRADE AND RANGE APPROVAL

Motion by Scott Stephens, seconded by Steve Pennock, the Districts updated Pay Grade and Range be approved. Roll Call Vote: Scott Stephens, Dan Engelkes, Dave Bakener, Mark Tremble, Steve Pennock, - yes. MOTION PASSED UNANIMOUS.

Mr. Stephens said he appreciated the salary report and discussion as it helped him have a better understanding of the Parks and Rec industry.

COMMISSIONERS COMMENTS

Mr. Tremble had no comments.
Mr. Engelkes had no comments.
Mr. Bakener had no comments.
Mr. Stephens had no comments.

DIRECTOR'S COMMENTS

Mrs. Folk had no comments.

PRESIDENT'S COMMENTS

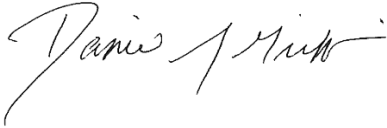
Mr. Pennock said he appreciated the salary and wage report. The HR Source research group completed a great report

that helped compare the Park District to competitive Districts and other local organizations.

ADJOURN

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

Respectfully Submitted,

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

Dan Griffin
Secretary Pro Temp

Approved _____

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9, 2019

Parks Report



Sports

Soccer fields are prepped and ready for the spring season. Soccer practices have started, and games will begin soon. We will be maintaining the soccer fields to include painting lines, mowing and general maintenance. The same goes for the softball fields. We will be mowing and grooming the fields for OHS softball.



Projects

All fire extinguishers were inspected and tested by "Fyer Fyter Company" this month. They tested, repaired or replaced any damaged extinguishers. This maintenance is performed every year to make sure we follow OSHA regulations.

All bathrooms have been opened for the season. The outside drinking fountains also have been turned on for the season. All portable restrooms have been put in the parks.

Every other year we burn the prairies and this year is the alternate, so we have mowed all the prairies. The bio-swale north to Oregon trail road we will keep mowed. This year we have received quotes to re-shape the swale, install 8-inch drain tile and re-seed the area with grass seed. We will keep this area mowed in the future. The drain tile will eliminate the standing water that collects in certain areas. This area will then be dry enough to mow on a regular schedule.

The damage to the score booth caused by a water leak has been repaired. The roof and back wall have been removed and re-built with new lumber, siding and steel roofing. The inside wall boards have also been replaced. We will be painting the white on the outside of the block when weather permits to finish the outside of the building.

The next major project will be the upgrades to the upper park west shelter. Upgrades include new roof, siding, fascia and trim all to match the pit toilet colors.

Tree removal contractor will start to remove Ash trees at fairgrounds, two trees at Nash and stump removal needed in all parks. Park staff will put in fresh dirt, seed and blanket those areas.

Spring clean up has been completed and we are about to start mowing some areas soon.

Staff and I are looking forward to getting in the parks and another busy season with projects and maintenance.

Respectfully Submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9, 2019

Superintendent of Recreation Report



Sponsorship/Marketing

I have attended several conference sessions at both the state and national level over the past few years on sponsorship approaches utilized by park districts. Past practice for the District have involved the Special Event & Athletic Coordinators distributing approximately 50 marketing packets to local businesses. This resulted in approximately \$500 annually for use on miscellaneous programs. Additional funds are secured and earmarked for Concerts in the Park, Brown Bag and Athletic sponsorships. In an effort to simplify the process and alleviate this responsibility from both events and athletics I took over sponsorships as Superintendent of Recreation. Erin Folk and I have worked to determine what is in the best interest of both the park district and our programs when seeking sponsorship. The decision was made to seek a presenting sponsor that will allow us to offset subsidization of our free programming. This includes the Halloween Carnival, Easter Egg Hunts, Art in the Park, First Fridays, free lunch program, after school open gym and Pop Up & Play.

In February 2019, Erin and I met with Robin Etnyre to offer Etnyre first rights as the Presenting Sponsor for these events. After consideration we were informed March 21st that Etnyre has agreed to be our Presenting Sponsor for 2019 and will donate \$5000.

Debbie Leffelman will continue to contact the Concert in the Park sponsors and Brown Bag Sponsors as well as specific event needs such as the Farm to Table event.

Sports sponsorships will still be sought after and are typically a direct connection to a player associated with the business. I have sent individual letters to potential baseball/softball sponsors and we have commitments from three businesses currently. Last year we had \$1000 in baseball/softball sponsorships and I expect to eclipse that this year.

Marketing continues to be a large part of the Superintendent of Recreation position. Currently we are revamping the Farmer's Market logo and signage, working on the Concert in the Park flyer that will be dispersed to businesses, Concert in the Park Sponsorship Posters, marketing campaign for the Free Lunch Program and Farm to Table invitations.

Programs continue to fill at a rapid pace with our facebook promotions. Spring Soccer registration deadline resulted in only two calls for missed deadlines and we have only received one call for missed baseball deadline so far.



Recreation Department

The recreation staff has routinely met on Thursdays to discuss weekly happenings and items requiring departmental attention. These meetings will now be held on Mondays to assist staff in weekly program preparation and staff communication.



2019 FY

2019 budget numbers have been submitted. Staff has spent the last 2 months evaluating program needs and preparing budget requests for the upcoming shortened fiscal year. I appreciate their efforts and look forward to the change in the fiscal year for improved programming and registration purposes.



Fitness Center

The Lazyman Ironman competition kicked off on March 31st with 60 participants. Participants will have until May 11th to log the following: Run - 26.2 miles, Swim - 2.4 miles, Bike - 112 miles. This is a new program and seems to be a hit with our members. All participants will receive a t-shirt following completion of the competition.



Athletics

Indoor soccer concluded on March 23rd. All participants were given a soccer cookie purchased at O's Bakery and coaches were given a box of cookies as a thank you for their efforts. Indoor soccer is a 5 week season for ages 4-7 and serves as a great opportunity for this age group to participate in an activity during the winter months.

A new logo was designed for use in Indoor Soccer and has been incorporated in our Spring Soccer uniforms. The new soccer logo can be found in the picture files.

Spring soccer kicked off on April 1st. Registration ended with 236 participants. 2018 participation was 237. Existing equipment was evaluated and new soccer balls were ordered to achieve a 1 to 1 ratio of ball per participant for practices. League organization was improved this year and equipment, uniforms, picture forms and game schedules were delivered to coaches prior to the first practice.

Youth baseball and softball registration concluded on April 2nd. 2019 registration ended with 226 participants. League rules have been updated and coach needs are being addressed. Team's will be drafted during the week of April 8th. A league coordinator's meeting is scheduled for April 18th to begin to develop the league schedule. The 2018 end of season survey identified a need for equipment to be updated. Equipment was evaluated and new equipment has been ordered to address our needs.

I am currently working with Rockford Precision Sports Training to develop a sports and agility program for junior high and high school students during the summer months. Rockford Precision Sports Training is owned by Mark Robinson, OHS graduate. Current programs offered at his facility in Rockford have been successful and he is open to the idea of additional programming in Oregon.


Respectfully Submitted,

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9, 2019

Environmental Services Report

 **Nash Facility**

With the threat of freezing now firmly out of our site, we have tackled the many issues looming in the chiller room. We were able to identify and repair 7 cracked copper lines or fittings and once cracked volute on a circulation pump. We utilized in house staff to repair the copper lines and had Beesing Welding repair the volute. To combat any issues like this in the future, we have installed a booster pump on one of the heating units in the room. This has proven effective and has already helped with the temperature in the room. On March 20th, Ahern performed our quarterly sprinkler inspection, there were no deficiencies identified or issues to resolve. Also, on April 1st Kone performed their quarterly maintenance inspection of the elevator and did not identify any issues with that system. We will have our state inspection of the elevator system in the next few months as well as our annual sprinkler inspection. On April 5th we will host the egg hunt in the pool, after this event we will remove the movie screen and wiring from the pool area for the summer. The last First Friday will not require the addition equipment on the pool deck.

 **E.T. Room Upgrades**

During the week of April 25th - 29th we completed the E.T. room renovation. This was a very exciting project where we were able to completely empty the room, remove all carpeting and cove base, repainted all walls, reinstall new carpet and cove base. The carpeting in the room was most likely original to the building and had stood the test of time, but it was in desperate need of replacing. In addition, the paint on the walls had seen better days as well. I would like to thank the E.T. staff for moving their materials, Andy and the Parks Department for help with removal and disposal, and all my staff for their hard work on this project. I think the room turned out very nice, and we are quite proud of it.

 **Fitness Center Flooring**

After meeting with the regional representative from Roppe last month, we have not heard anymore from Roppe. I have been exchanging E-mails weekly with Ben Boss and he continues to state that he is calling and E-Mailing them regularly to get more information.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9, 2019

Business Administration Report



Financial Review

The March 2019 Treasurers Report is included in the Board Packet. The District will finalize its year ending fund balance estimate and include the estimate in the Budget and Appropriations Packet release. The District earned an overall interest rate of 2.25% through the IPDLAF Fund.



Budget & Evaluation Planning

The Districts Personnel Committee met on March 28th and the Finance Committee met April 1st to discuss the following items:

- *Resolution 19-04-09 A: A Resolution Changing the Fiscal Year Change*
The recommendation to change the Districts fiscal year to match the calendar year will be presented. It is in the best interest of the Districts long term health to change the fiscal year.
- *Resolution 19-04-09 B: Authorization of Line Item Changes to Budget*
Recommendation to increase several line item budgets as well as decrease several line item budgets. Overall appropriation will not change for fiscal year 2018-19.
- *Resolution 19-04-09 - C: Long-Term Capital Replacement Fund Transfer*
Recommendation to transfer \$65,000 of uncommitted Corporate Funds to the Long-Term Capital Replacement Fund. The District will utilize the Long-Term Fund to replace, repair or renovate existing assets as well as construct and acquire new assets deemed necessary for the successful operation of the District.
- **Wage & Salary Approvals:** Recommendations by the Personnel Committee to approve the 2019 Fiscal Year Salary's for full time staff are presented. The recommendations utilize the Districts Competitive Pay Structure that was approved at the March Board Meeting.

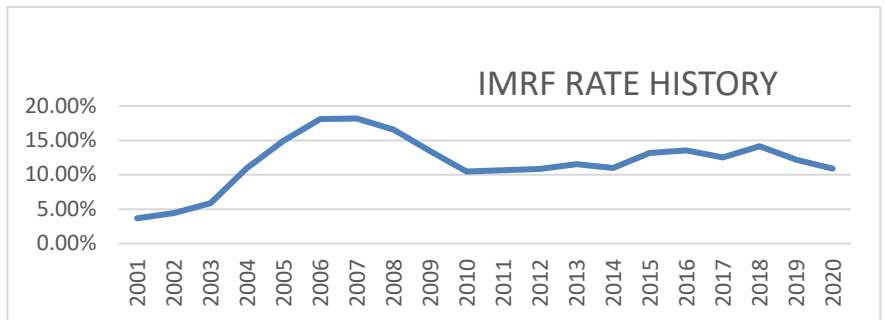
The Finance Committee approved the release of the Tentative Budget following the April 1st meeting. The District will publish the tentative budget for a minimum of 30 days prior to passage in May.



Perfect Mind / IMRF Rate / Audit

The District continues to work with the Perfect Mind Staff to implement the Districts new Recreation Tracking Program. The web-based software will go live in July with the release of the Fall 2019 Activity Guide.

The Districts preliminary IMRF rate for the 2020 calendar year was released this month. The estimated rate of 10.88% is the lowest rate since 2012. IMRF voted to reduce its rate of return estimate, but the negative effect on the District was not as great as previously expected.



Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9, 2019

Administrative Services Report



Front Counter

Registration has kept the front counter busy, specifically the high participation in spring soccer, swim lessons, baseball/softball, and Camp OPD. We are offering installment billing for Camp OPD again this year, and 30 families have taken advantage of this payment plan so far. The deadline to register for Camp OPD and utilize the installment billing is April 15.



Software Implementation

I participated in training configuration #4 March 13-14 & 18 for our new Recreation software, Perfect Mind. I have also been completing tasks assigned by Perfect Mind to complete the set-up of the software with our District's information. This project is time consuming, but one that I am excited to start training staff on in late May/early June.



Marketing

This past month, I have started to attend the weekly Recreation staff meeting. This has been beneficial to open communication for promotion of their respective programs. From these meetings and marketing requests from the Recreation staff, I have implemented changes and additions to our new website and added several messages to our Message Center outside of Nash. I have also been able to better target specific programs, events, or deadlines in our email marketing blasts.

Banners have been designed and ordered for Camp OPD, Family Color Run, and the Flower and Plant Sale and Mini Market. New Farmers Market banners will be designed and ordered once we finalize the new Farmers Market logo.



Facility Tours/Silver Sneakers

Four facility tours were given this month. Two tours resulted in the immediate purchase of a pass.

Silver Sneaker members are at 258. 5 members joined in the month of February; 2 were existing patrons and 3 were new to OPD.



Candlelight Walk

Since Debbie Leffelman has stepped down from the committee, I have been attending the monthly Candlelight Walk meetings to serve as a representative from the Park District. It is still early in the year, but with a new Chamber director and a newer committee, the 2019 plans are off to a strong start.

Respectfully Submitted,

Alyssa Fischer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9th, 2019

Aquatics Coordinator Report



Swimming Lessons

Winter swimming lessons wrapped up and survey results are compiled. Overall results looked good with 34 people rating their overall experience as Excellent, 10 Very Good, 2 Good and no Fair or Poor responses. The results are included in the board packet.

We had a total of 128 people registered for Spring swimming lessons which is up 7% from last spring. We filled our Adult Group lessons and everyone had a great job on the first night. We are looking forward to expanding this in our next guide and already have ideas to make it better next time.



First Fridays in the Pool

April 5th we will be hosting our 3rd Easter Egg Hunt in the pool. Eggs are ready and goody bags filled. This year we are handing out wrist bands to make it a better experience for all our swimmers and keep our big kids out of the non-swimmer hunt for the younger kids. Our last scheduled month of the season is May and we will have an ice cream sundae bar.



Staff Hiring

This past month I have been conducting interviews and hiring and training new lifeguards and swimming lesson instructors. Four new staff have joined the aquatics team and are scheduled in April and several more are in the hiring stage. I will be continuing this process to be ready for our increased hours for the summer.



Inclusion

Our two angelfish students from the winter are enrolled in lessons again this session and we have one additional previous angelfish from a past session returning. We currently have two students with Autism and one student with Cerebral Palsy that we serve. They each currently have their own one on one aid but are fully included in the group lessons with accommodations made for them as needed.



Blood Drive

Our blood drive with the Rock River Valley Blood Center was May 11th from 2-6 pm in the River Room. The pool staff made many calls to prospective donors to schedule appointments. We were able to register 33 individuals, and collect 25 units. This blood drive saved 75 lives. The next blood drive is scheduled for Friday May 10th, 1:30-5:30 pm.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9, 2019

Events Report



Easter Egg Hunts

Volunteers came in to help fill eggs for the Easter Egg Hunts April 19 & 20. We have chosen not to recycle eggs this year to avoid the labor expense for washing and drying the eggs to store for a year. This year we are introducing a new Egg Hunt for those with special needs (physical, emotional and/or even peanut free). We are requesting an RSVP for the new Sensory Friendly Egg Hunt to help with preparation. It is open to all ages and individuals will hunt for empty eggs and then trade them in for a gift bag.



Flower & Plant Sale & Mini Market

I have been working on trying to recruit vendors for this event. In the past it has been a Flower & Plant Sale only. This year we have added the Mini Market to give shoppers a chance to "taste" what is to come at the summer Farmers' Market. All previous vendors have been invited. If vendors register by April 15 they are eligible for a discounted price. I am also hoping that the new location on the Courthouse lawn for this event with better visibility and more space will attract more vendors and shoppers.



Community Garden Plots

Six of the ten standard plots at the community garden have been rented thus far. There are 4 plots remaining to rent in addition to the one plot designed for physically challenged individuals. The Park District has 4 plots which we will use to plant some of the vegetables needed for the Farm to Table Dinner in July.



Adult Recreation Classes

In March an adult canvas painting class was offered off site at Cork & Tap. It was very successful with 24 participating. These cooperative classes with contracted instructors at offsite locations are very popular. Participants seem to enjoy the social environment at Cork & Tap. The plan is to offer more classes like these in the future.



Farm to Table Dinner Fundraiser

Plans are underway with several Celebrity Chefs secured and a basic menu for the event which will be held at Oak Lane of Oregon on Friday, July 26, 2019. I am working on trying to find local fresh food sources. I am also soliciting items for a silent auction, looking for donations, lining up volunteers, acquiring supplies, marketing and more. Space will be limited to 120 so I encourage those interested in supporting the event and the Youth Scholarship Fund to get their tickets early.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

April 9, 2019

Recreation Program Manager Report



Extended Time

The ET staff has implemented an I.W.A.G system with a bulldog mascot to help students understand when to tell a staff about a situation. **I**-ignore, **W**-walk away, **A**-asked to stop, **G**-get a staff member. The staff also created a F.A.Q sheet for parents which has been well received. We had our ET staff meeting on 3/13. We had a half day program on 3/22 with 30 students. This is consistent with past enrollment.



Spring Break Camp

We held Spring Break Camp from 3/25 to 3/29 at Nash as our ET room was getting new carpet and paint. We had a total of 70 campers over the week. Campers enjoyed a structured schedule of activities each day including visiting local parks, swimming, crafts, gym games and more.



Other Programs in March/April

We had an evening out to see a Broadway's production of Sound of Music at Coronado Theatre on 3/26. Ten patrons joined me on the adventure. Everyone loved the show and the ease-ability of transportation and seating accommodations at the show and were asking about future trips. Our first Dog Days of Oregon was on 4/1. We had a playful group of 6 dog friends come out to Wiggly Park Dog Park. We began a new full art class with 24 students with Mr. DeWilde at OES on 4/2, Art in Animal Kingdom. We had a S.T.E.A.M class on 4/2 with 5 children in conjunction with an NIU Taft Campus educator. We began a new session of Toddler/Preschool Gym on 4/3 with 18 participants which is consistent with April enrollment. Our last tumbling session before our summer break began on 4/3 with 38 tumblers. Childcare hours have decreased an hour due to low enrollment from the 630-730pm timeframe. This has not affected enrollment and has saved us money. After School Open Gym has been running each Monday with Owen Ketter. Enrollment numbers have remained consistent.



On the Side

I met with Laura Watters on 3/14 with Tina and Jena to get a better idea of ways we can promote/expand on our Inclusion Program. I met with Elizabeth Prillar on 3/15 to discuss a partnership in order to offer a nutritional series as well as health coaching. I met with Heidi Deininger and Mike Lawton on 3/19 with Tina and Erin to better clarify ET/Camp needs moving forward with space in the BHC. I renewed my CPR in training with Jena on 3/20. I met with Kristy Crosby on 4/4 to establish a new co-director for the Fall Musical.



Coming Up

In the next month we will have a trip to Drury Lane Theatre and Nicholas Conservatory & Gardens. There will be 2 state park hikes, 3 historical tours, a kids & adult canvas painting class. Serenity Hospice will be running, Your Memoir class. Finally, our new dog trainer will be running a Beginners Dog Training class. The busiest season is right around the corner.

Respectfully Submitted,

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager