

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 12, 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, JANUARY 08, 2019
 - B. SPECIAL MEETING MINUTES, JANUARY 31, 2019
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - A. FINANCE COMMITTEE - NO REPORT
 - C. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - D. PARKS & FACILITIES COMMITTEE - NO REPORT
 - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - F. PARKS REPORT - INCLUDED IN PACKETS
 - G. RECREATION REPORT - INCLUDED IN PACKETS
 - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. EXECUTIVE SESSION

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. 120/2. c(11).
- 9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - MARCH 12, 2019

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
January 8, 2019

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

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

ABSENT: Mark Tremble

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: Curtis Cook

Curtis Cook presented the progress of the engineering design on the Rock River Heritage Trail. The District submitted the application for the ITEP Bike Path Grant back in the fall of 2017. The estimated cost of construction included in the grant application was \$1,086,000. Then, towards the end of the design, just the prior week, the costs were determined to be considerably higher than originally anticipated.

The new construction estimate totals a little over 1.5 million dollars. Mr. Cook prefaced that estimate by predicting the final cost would not be that high. Mr. Cook said he spoke with a local contractor who thought the estimate 'had plenty of room in it'. Mr. Cook said he did not want to reduce the new estimate any more because he did not want to delay the construction.

Mr. Cook said that the simple question as to why the estimate is so much higher, and this this is the part 'I even hate to admit', is because the estimate of vertical alignment that was used to enter the earthwork quantity into the MicroStation software in 2017 was incorrect. Mr. Cook said when 'we inputted the total quantity of earthwork in the estimate we put 3,300 cubic feet, instead of the intended 36,300 cubic feet'. Mr. Cook explained the construction estimate utilizing a spreadsheet printout. The new estimate compared per unit prices for each construction activity as compared to the original estimate. Mr. Cook went the through the comparison

by each line item. He commented that some costs have increased, and some cost have decreased.

Mr. Cook said that as soon as he realized the error in the estimate calculation, he called Mrs. Folk. He said that he thought the design would have to be 'tightened down' to reduce costs. He said the size and location of the trail were already tight and that we were able to do in terms of tweaking the project to get the estimate down was to reduce the amount of fill utilized by cutting the same amount of filling as you would need. The additional rock excavation would increase some cost but save some fill. The estimated depth of the rock used in the estimate is 3'. If the contractor hits undiggable rock after 3' of depth there will be savings to the District.

There is a possibility of additional savings for overestimating the fill and the embankments. Mr. Cook said he doubts the construction bid would come in close to \$1,086,000. He said he would recommend the District seek additional funding from IDOT for the increased estimate of the project. He said he felt extremely confident IDOT would provide additional funding.

Mr. Cook said the District would still be responsible for the balance of the 20%. He said he reached out to a couple of people regarding funding. Mr. Belovic's said the IDNR Trails Program would cover 50% of the local sponsors costs up to \$200,000. Mr. Cook said there may be less of the local unit of governments exposure. Mr. Cook said the second thought he had was that maybe we could find some private funding to help offset the difference of the anticipated local share.

Mr. Cook said there could end up being a 50% range between the low and high bidder on the project. The further the design gets cranked down and the more the bidder knows about the project, the lower the bid will be.

Mr. Cook said that the firm has learned from this mistake. The firm will now stop at 30% design to review the numbers. Then the firm will again stop at 70% to review. The process will make sure the estimate is still in the same ballpark and an error would get caught earlier.

Mr. Cook said in summary the options were to ask for additional funding from IDOT, as well as ask IDNR for trails funding to offset the additional cost.

Mrs. Folk asked Mr. Cook what the standard rate of variance for engineering estimates between when the grant was

submitted and when Phase II engineering commences. Mr. Cook replied that there was not a specific percentage and that each project was different. Mrs. Folk asked if a 35% increase was normal. Mr. Cook said on a small project it was possible, but that the increase was way too high on a project of this size.

Mrs. Folk asked if the contractor Mr. Cook spoke with had seen the designs or estimates. Mr. Cook said the contractor had not seen the designs or estimates, but only based the response on the numbers already estimated. The unit prices utilized in the estimated are the prices IDOT uses in its database.

Mrs. Folk asked who discovered the error in the cost estimate. Mr. Cook responded that he did. Mrs. Folk asked why the District should believe that the new estimate is any more accurate than the original estimate. Mr. Cook said there is a lot more design making the estimate much more reliable. The changes in design and unit prices have been made and more information has been available. The unit prices are estimated and that a contractor will hopefully come in lower.

Mrs. Folk asked from a legal perspective if Mr. Cook had notified his professional liability insurance carrier. Mr. Cook said he had.

Mr. Stephens asked Mr. Cook if there had been any changes to the financial estimate from the requests received from the Department of Natural Resources regarding the project. Mr. Cook responded that DNR had requested specific shrubs and had reviewed the original design. The new set of plans for submission does not have many changes due to DNR's request.

Mr. Engelkes commented that the estimate is a big mistake. Mr. Engelkes said he was floored that with the technology today that the mistake was not caught. He also commented that the process has gone a long way's and been reviewed by many people and the error was not caught. Mr. Cook said that many people have seen the estimate. Mr. Cook said he wished he wasn't at the meeting talking about the error.

Mr. Stephens asked how customary it was to go back to IDOT and ask for additional funds, as well as how successful those request usually are. Mr. Cook said that the requests are successful a majority of the time. Some agency's are able to use the funds right away. Mr. Cook said most projects don't move as fast as this project is. Mr. Stephens also asked if IDNR would help recommend that additional fund to IDOT. Mr. Cook said yes, IDNR would put in a good word for the project.

Mr. Cook said most projects don't' move as fast this. Mr. Cook said this would still be a successful project.

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Dave Bakener, the minutes of December 11, 2018 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Scott Stephens, Steve Pennock - yes. MOTION PASSED.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Finance Committee - no report.

Personnel & Policy Committee - no report.

Parks & Facilities Committee - no report.

Program & Service Committee - Met December 11, 2018.

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

Recreation Report - Included in Board Packets. Mrs. Ketter said that recreation department was hosting volunteer party on Saturday as well as a teen lock-in. Mrs. Ketter thanked Mrs. Folk for helping assist in managing the athletics in the absence of a coordinator.

Environmental Services Report - Included in Packets. Mr. Beckman said the District has been contact with the contractors involved in the pool floor installation regarding the current problems. There will hopefully be a solution presented soon. The Districts new fitness floor installation was completed over the holidays. There are still some problem areas that are unfinished. The floor warranty was increased to 3 years.

Administrative Report - Included in Packets. Mr. Griffin said the bond documentation has been filed. The funds will be received that following week. The budget, passed last July, will appropriate the funds for use. The Fiscal Year 2019 budget and evaluation schedule will be released soon.

BUSINESS (unfinished)

BUSINESS (new)

MOTION TO ENTER EXECUTIVE SESSION

Motion by Dan Engelkes, seconded by Dave Bakener, the board enter executive session at 6:42 p.m. 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. 120/2 c (11).

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

Mr. Pennock invited the Department Heads to stay for the executive session.

MOTION TO RETURN FROM EXECUTIVE SESSION

Motion by Scott Stephens, seconded by Dan Engelkes, the board return to regular session at 7:01 p.m. Roll Call Vote: Scott Stephens, Dan Engelkes, Dave Bakener, Steve Pennock, - yes. MOTION PASSED UNANIMOUS.

REQUEST FOR ADDITIONAL FUNDING: ITEP HERITAGE TRAIL GRANT

Motion by Dan Engelkes, seconded by Scott Stephens, the request for additional funding for the ITEP Heritage Trail Grant be approved. Roll Call Vote: Scott Stephens, Dan Engelkes, Dave Bakener, Steve Pennock, - yes. MOTION PASSED UNANIMOUS.

RESOLUTION 19-01-08: ITEP/IDOT HERITAGE TRAIL GRANT

Motion by Dave Bakener, seconded by Dan Engelkes, Resolution 19-01-08 be approved. Roll Call Vote: Dan Engelkes, Dave Bakener, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

2019 IAPD CONFERENCE EXPENSES

Motion by Dan Engelkes, seconded by Dave Bakener, the 2019 IAPD Conference Expenses be approved. Roll Call Vote: Dan Engelkes, Dave Bakener, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Stephens said he has been involved with construction problems with the Library District.

Mr. Bakener said the Eagle Event at Lorado Taft was well attended. There were many people in attendance from other areas.

Mr. Engelkes had no comments.

DIRECTOR'S COMMENTS

Mrs. Folk had no comments.

PRESIDENT'S COMMENTS

Mr. Pennock had no comments.

ADJOURN

Motion by Dan Engelkes, seconded by Scott Stephens, the meeting adjourn at 7:03 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Dan Griffin
Secretary Pro Temp

Approved _____

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Special Meeting Minutes
January 31, 2019

Steve Pennock, President, called the Special Meeting to order at 5:00 p.m.

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

ABSENT: None

OTHERS PRESENT: Erin Folk, Executive Director; Kim Krahenbuhl, Attorney; Tina Ketter, Supt. of Recreation; Dan Griffin, Secretary Pro Temp

EXECUTIVE SESSION

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. 120/2. c(11).

Motion by Dan Engelkes, seconded by Scott Stephens, the board enter executive session at 5:01 p.m. ALL WERE IN FAVOR.

Mrs. Folk and Mrs. Ketter were invited to stay for the Executive Session.

RETURN TO REGULAR SESSION

Motion by Dan Engelkes, seconded by Mark Tremble, the board return to regular session at 5:23 p.m. ALL WERE IN FAVOR.

AUTHORITY TO NEGOTIATE SETTLEMENT & TERMINATE CONTRACT

Motion by Scott Stephens, seconded by Dan Engelkes, that the District terminate the Contract with Chastain & Associates for the Rock River Heritage Trail and authorize Erin Folk to negotiate a settlement with Chastain & Associates in regards to the engineering costs of the project. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ITEP FUNDING NOTIFICATION

Mrs. Folk said the District must determine if it wishes to continue with the Rock River Heritage Trail Project.

Including the new trail estimate and with receipt of the IDNR trail funds, the District would still be responsible for approximately \$550,000 of the trail cost. Mrs. Folk said it was not her recommendation to continue with the trail at this time. The District would have to notify IDNR that the District is terminating the project. The District will still be able to go after another grant and complete the same project in the future.

Mr. Stephens asked what the overall total cost of the trail is expected to be. Mrs. Folk said the total project cost increased from 1.3 million to 1.8 million. Mr. Stephens said that if the District received both the IDOT and IDNR grants in the future the cost of the trail would be \$160,000. Mrs. Folk and Mr. Stephens agreed there are a lot of 'if's' in the hopes of the future trail process.

Motion by Scott Stephens, seconded by Mark Tremble, that the District notify IDOT that the District will rescind the ITEP Grant Trail Contract. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

IDNR RECREATIONAL TRAIL APPLICATION

Mrs. Folk said that IDNR did release the trail program for applications through March. The District did consider an application for the Rock River Heritage Trail. Mrs. Folk said it was not her recommendation that District pursue the Trail Grant at this time. The unknown timeframes for future ITEP Grants and the completion timeframe may not allow the District to utilize the grant funds.

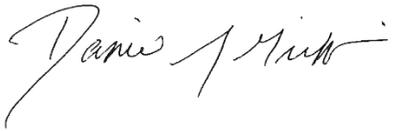
Mr. Engelkes asked what the timeframe for use of the funds is. Mrs. Folk said the District could sit on the grant funds for 2 to 3 years, but would need to submit invoices within 9 months of receipt. The District would have to utilize the funds by the time of the completion of the recreation trail. The District also had some other considerations in regards to the current EAV reductions and PTAB decisions.

Mr. Pennock said the District would take no action on the proposed IDNR Trail Application item.

ADJOURN

Motion by Dave Bakener, seconded by Scott Stephens, the meeting adjourn at 5:30 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Dan Griffin". The signature is fluid and elegant, with a prominent initial "D" and a long, sweeping underline.

Dan Griffin
Secretary Pro Temp

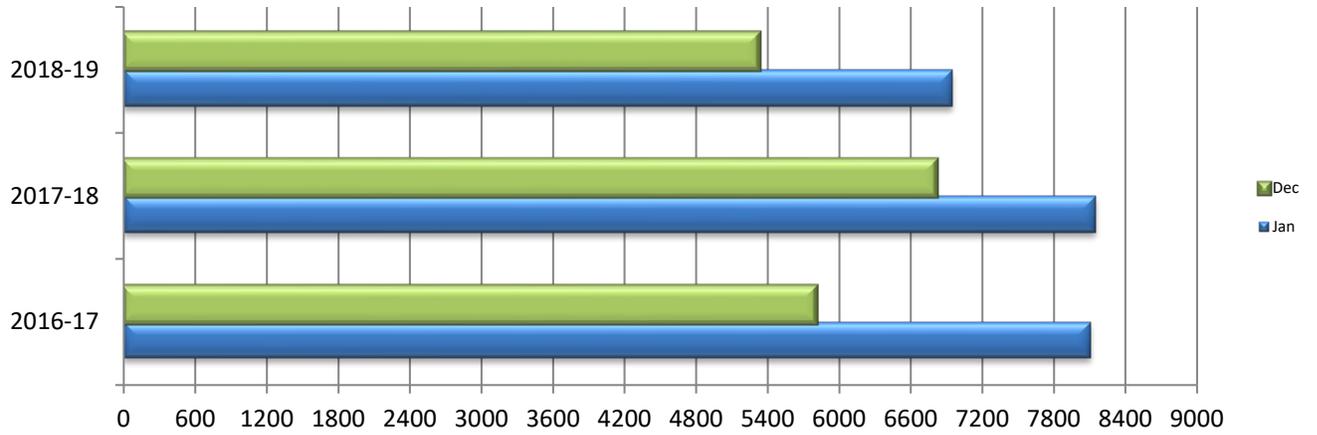
MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12, 2019

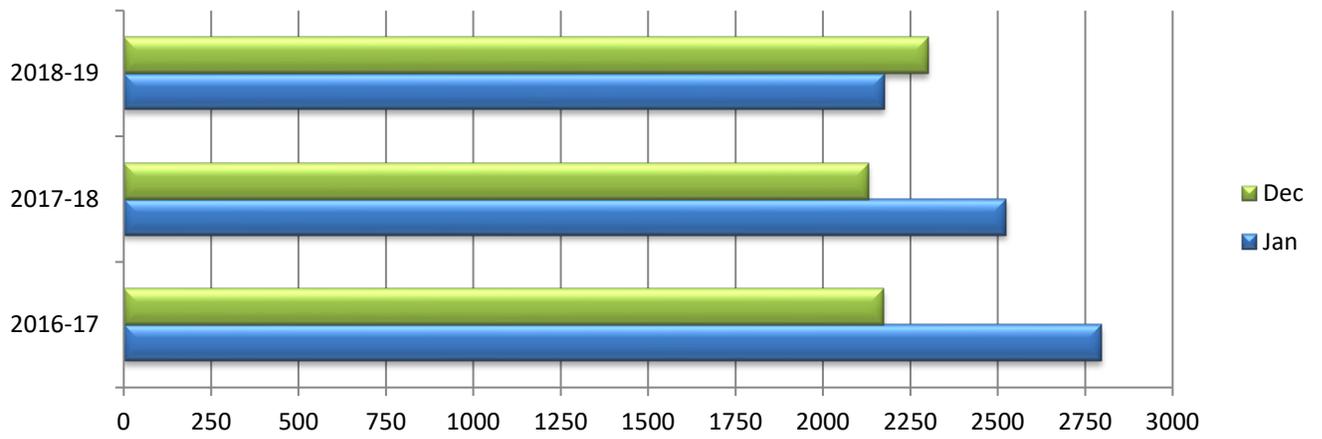
Facility Statistics Report



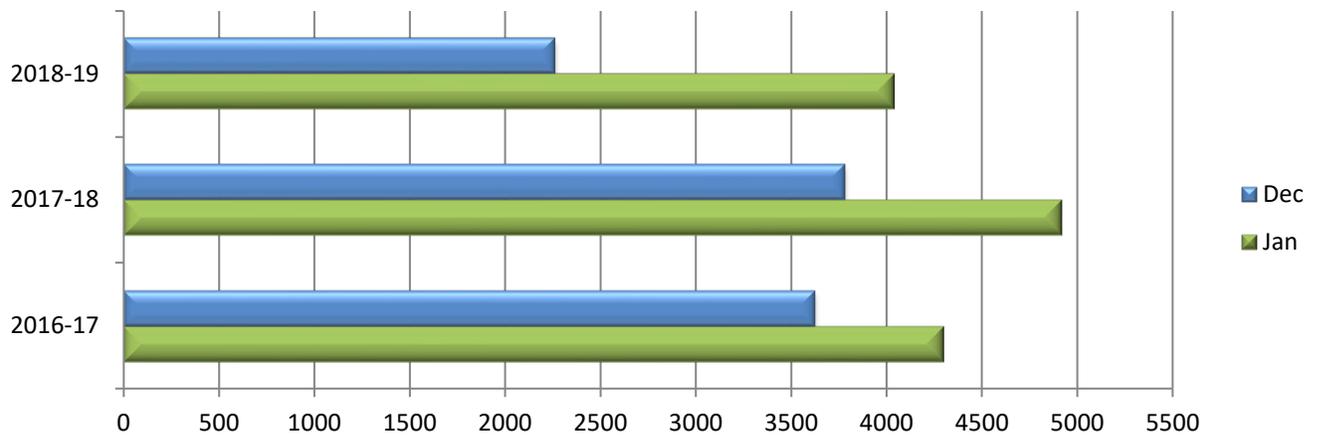
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



- The Nash Recreation Center was closed on January 30th and had partial closures on January 29th and 31st, resulting in fewer facility visits, pool visits and fitness center visits.

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12, 2019

Parks Report



Maintenance

Maintenance on fleet vehicles and equipment is going well. We have finished maintenance on the trucks and have now moved onto the mowers and tractors. Maintenance projects include oil changes, as well as air and gas filter changes. Any worn or damaged parts will be replaced or repaired. After all tractors are maintained we will move on to the small engine equipment. Keeping equipment clean and in good condition will make them safe for operation and increases the longevity of all our equipment.

Snow and ice removal this past month has kept us very busy. Because of the amount of snow fall and ice accumulations we have gone through a considerable amount of salt. We have ordered more salt to get us through the rest of the season. We get salt in bulk quantities and again this year we used a rock salt product called Thawrox. The product is a little more expensive than conventional salt but we are finding it is more cost effective. The salt contains magnesium chloride and a viscosity modifier that increases effectiveness. It does not clump up, so it spreads easier and more uniform when applied. It is blue in color, so it is easier for the applicator to see how much he put down, which saves on salt volume. It works faster, lasts longer and works in lower temperatures than the conventional road salt.



Projects

We have completed the picnic table upgrades for park West, 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.

The Score booth on diamond two has water damage in the walls and ceiling area, due to a water leak that was hard to detect because it was inside the walls coming down through the ceiling. At this time, we have removed the inside back wall and all of the insulation. When weather allows we will need to remove the back wall and the entire roof and rebuild them. The roof will be constructed with more of an over hang to allow water to run off the roof and not along the side of the building. We hope to have this completed by early spring.

Respectfully Submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12, 2019

Superintendent of Recreation Report



Spring/Summer 2019 Activity Guide

The Spring/Summer Activity Guide has been released and registration has begun. The District decided to pursue an outside vendor (Stahr Media) to balance staff responsibilities, provide a quicker return in between each proof and additional time during the planning process. The District will continue to utilize Stahr Media for the guide and additional marketing materials as needed. Currently, we offer 2 activity guides per year, Spring-Summer and Fall-Winter. Beginning with the Fall Guide we will be offering three guides. The guides will be offered Fall 2019 (September-December); Winter/Spring 2020 (January-May); and Summer 2020 (repeat May-August).

There are several reasons to transition to three guides:

- Align with new fiscal year and the school year.
- This will allow staff more planning time. Summer program planning is currently completed by Nov. 1. Many items are identified as TBA and we struggle with having people commit to summer camps and concerts.
- The guide will also align with Byron Park District as we have several opportunities to offer cooperative programming in addition to youth athletics. We are working on an arrangement to provide our patrons with access to the Byron swim team at resident rates. In turn Byron Park District residents can utilize our swim lessons at resident rates. Byron will no longer be offering swim lessons beginning in the fall of 2019 and we do not offer a swim team program.



Overview of January Programming

The Kennay Farms Distillery Tour was attended by 54 participants. The tour, food and tasting exceeded everyone's expectations and was enjoyed by all. Most in attendance were over the age of 50 and are not regular OPD program participants. The recreation staff is attempting to offer additional off-site programming that appeals to a larger demographic.

The Recreation Staff held the Volunteer Appreciation night followed by our first 6th-8th grade lock-in. The Volunteer Appreciation Event was attended by 60 people. We offered give-a-ways, bingo, usage of the facility and dinner. Everyone was very appreciative of the night. We plan to continue this annually. The 6th-8th grade lock-in was attended by 75 students. For a first event, we were thrilled with the numbers. The lock-in ran from 6-9 p.m. Students paid \$5 (no passes accepted) and it included bingo, use of the facility, unlimited food and drink and give-a-ways. Feedback we've received has been positive and we would like to continue offering the lock-ins each quarter. Special thank you to Erin, Debbie, Jena, Amanda and Carol Wig for volunteering their Saturday evening to pull both events off.



Recreation Department

Participation numbers for the 3rd quarter increased again. We are at 93% of last year's total numbers and plan to eclipse that in the fourth quarter.

FY 17/18

Department	Total	1st Quarter	2nd Quarter	3rd quarter	4th Quarter
Athletics	1120	396	375	55	294
Special Events	1139	525	336	159	119
Fitness	481	147	130	85	119
Children's Center	164	61	59	18	26
Aquatics	428	103	99	89	137
First Fridays/Pool Events	1259	214	18	410	617
General Recreation	2369	823	658	327	561
Free Programs	320	23	141	85	71
	7280	2292	1816	1228	1944

FY 18/19**FY 18/19**

Department	Total	1st Quarter	2nd Quarter	3rd quarter	4th Quarter
Athletics	755	351	351	53	
Special Events	2124	1354	425	345	
Fitness	205	126	50	29	
Children's Center	156	61	77	18	
Aquatics	359	139	109	111	
First Fridays/Pool Events	399	83	x	316	
General Recreation	1852	766	620	466	
Free Programs	923	573	237	113	
	6773	3453	1869	1451	

The Recreation Department will hold a brainstorming session on February 21st to begin planning for Fall 2019 and review the Fall/Winter survey.

**Fitness Center**

Carol Wig has been working with staff to update the checklist utilized during each shift to adapt to current needs. The new floor surface requires additional attention and staff has been working to adjust shift routines to maintain a high level of cleanliness.

Outdated workout posters have been removed and all walls touched up by Mary Sansone. We continue to work on updating areas in the fitness center and removing clutter. Conference provided many opportunities to explore different storage units, exercise equipment, etc. to maximize use of our space.

Kim Henry will be teaching a monthly class entitled Free Weights 101. The class meets one time for 1 ½ hours in February, March and April and will give the participant a workout with weights to incorporate in their fitness routine. The classes are independent and can be taken each month.

**IPRA/IAPD Conference**

I would like to thank the board for the opportunity to attend the IPRA/IAPD Conference in Chicago. The conference offered many great

sessions and I was able to speak with several people on different marketing campaigns that were utilized at their districts for youth fitness.

A highlight of the conference was the Special Event and Special Event Overall awards the Park District received. Credit goes to Debbie Leffelman on a wonderful event and to Erin for nominating us.



Athletics

Girls basketball for 3rd and 4th grade, 5th and 6th and 6th Grade Competitive are underway. Communication with coaches has been great and the girls are enjoying both practice and games. I have been able to attend games at each level and took photos that were posted on our Facebook pages. I've received positive feedback from parents and coaches in person and on Facebook with appreciation for having photos of the girls. Professional pictures were taken with Niki Hunt the week of Feb. 4. Each team will have an end of season pizza party that will follow their last game.

As we move towards hiring an Athletics and Fitness Manager, we will continue to offer support to both the coaches and teams regarding proactive communication. This will be a priority and I believe help us in retaining and recruiting coaches for youth athletics.

Advertising for the Athletic and Fitness Manager began on Feb. 5 and applications will continue through Feb. 20. The goal, if the right candidate is found, is to have someone in place before Spring Soccer begins.

Women's Volleyball ended their season on Jan. 31. Maggie's Idle Hour won the tournament. Seven teams participated this season. Registration is currently underway for Co-Ed Volleyball which will begin on Feb. 21.



Preschool

Priority preschool registration for current participants and siblings will be Feb. 20 and 21. Open registration will begin on Mon., Feb. 25 for annual passholders and Tues., Feb. 26 for anyone else. We've had several inquiries and interest in the program and anticipate a large number for registration.

The 4-year-old preschool will be celebrating "P" week in February. "P" week will consist of a pool party, utilizing the pool for recreation; a pizza party, enjoying cheese pizza for snack; and a pajama party with pancakes for snack. These different experiences for the students are new to the program and an exciting addition.



Facebook Marketing

Our Facebook presence continues to increase and has become one of our biggest tools to market programs and distribute information. Currently I monitor the page both day and night. With our likes hitting 5000 and the time commitment that Facebook is requiring we will be implementing several tools to help control this. A message prompt will now appear for all private messages that the page is only monitored Monday-Friday from 8 a.m.-5 p.m. and to contact 815-732-

3101 if further assistance is needed. A post will also be placed at the top of the page telling patrons the page is only monitored during business hours. Alyssa Fischer will assist me in monitoring comments and responding to questions during business hours. It is exciting so many people are asking questions about our programs and we hope with this minor change we can control the comments and questions.



Facility Decor

Chloe Gale has been commissioned to provide three 24x36 framed paintings of our parks. These paintings will be hung in the inner lobby where the Inclusion canvases currently are. Those canvases will be moved to the main hallway on the blue wall. The paintings will be a wonderful representation of our parks and it will be exciting to feature a local artist in our building. Look for the paintings to be showcased by the end of February.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12, 2019

Environmental Services Report

 **Fitness Center Flooring**

After 4 sets of callbacks the flooring in the fitness center appears to be holding. I have had multiple conversations with Ben Boss of Boss Carpet, and he has assured me that no matter the issues he will be there for us. He has speculated that one reason we had so many issues with delamination is that in a typical installation there is cove base that helps hold the edges down. Other than that, he has not been able to identify any reason why we have had so much trouble immediately following installation.

 **Record Cold Temperatures**

With the record cold temperatures that we saw in January we attempted to prevent any damage to major mechanical systems by running them 24/7. This worked well to prevent any freezing in our air handlers and occupied spaces. We did have some froze lines and one cracked motor housing in the chiller room, which is for the most part not heated. This issue will be repaired prior to starting the chiller this spring.

 **Maintenance Management School**

The 2019 Maintenance Management School was a very interesting and beneficial class for me. In addition to very informative classroom time, round tables, and lessons learned programming I was paired with 8 of my professional peers. Our task was to create a 12-month maintenance plan for a 52-acre park including ball diamonds, tennis courts, pavilions and more. My group of 8 worked for a day and a half on our plan, and I am pleased to inform the board that my group earned first place on the plan overall. We worked very hard as a team and I am very proud of what we accomplished.

As a result of what I learned from the course I held a meeting with my staff to discuss how we will implement this process into our daily duties. The Maintenance Management plan will allow us to implement and enforce our maintenance standards as well as guide the staff on how to accomplish those tasks to the standard that is put forth.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12, 2019

Business Administration Report



Financial Review

The January 2019 Treasurers Report is included in the Board Packet. The District is on track to exceed budget expectations at the conclusion of the 3rd quarter of the year. The District earned an overall interest rate in December of 2.33% through the IPDLAF Fund.

The District will proceed with amending the 2018-19 budget to accommodate for several significant changes to planned capital expenditures. The amendment will be proposed to the finance committee prior to proposal to the full board. A complete recommendation and expense breakdown will be prepared.



Budget & Evaluation Planning

The Districts annual budget and evaluation planning process is well underway. As a part of the overall process this year the following will be presented to the board:

- Resolution 19-04-09: A resolution to change the Districts fiscal year to match the calendar year. A full recommendation including a breakdown of all benefits will be included.
- Tentative Fiscal Year 2019 Budget: The 2019 fiscal year will be comprised of 8 months and include annual capital projects.
- A Five-Year Budget Outlook: Utilizing year end estimates, to-date decisions by the Board of Review/PTAB and all available program revenue/expense data.
- A Five-Year Capital Improvement Plan: The plan will include all capital improvement items detailed through the District Park & Facility Master Plans and internal Replacement & Improvement Plans.
- Capital Financing Plan: A financing plan, utilizing the ability to issue general obligations to complete the Districts capital improvements for the next five years.
- Salary Range & Policy Updates: A proposal to change the Districts salary ranges and implement a Salary Administration Policy & Procedure.

The District has historically passed its budget an appropriations ordinance in July (at the end of the first quarter of the year). To accommodate the changes to the budget this year, the District will approve the shortened year budget in May, during the first month of the fiscal year. In the future, the District may approve the annual budget along with the annual tax levy prior to the beginning of the fiscal year.



Website Improvements

The Districts new and improved website is almost complete and will go live in mid-February. Look out for news of its release soon. Improvements include the implementation of a fully responsive site (a web design aimed at crafting sites to provide an optimal viewing experience across a wide range of devices), Search Engine Optimization, a user-friendly experience, comply with ADA standards and integrate with the Districts new online portal.

Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12, 2019

Administrative Services Report



Front Counter

Registration for our Spring and Summer brochure started on February 6 for annual pass holders and February 7 for non-annual pass holders. The front counter will be busy the next month with general registration, along with registration for Children's Center, which will start on February 20.



Fitness Promotion/Corporate Memberships

The 14-day trial pass resulted in 38 passes sold vs. 24 in 2018. Out of the 38 trial passes sold, 15 individuals purchased a quarter or annual pass immediately after. Three other individuals were first time participants to a program or activity that the district offers. Overall, I think this is a successful promotion to introduce individuals to our facility and district.

The Oregon School District Corporate Membership drive ended on January 18 with 158 passes vs. 147 in 2018.



iContact

This past month, two emails were sent out via our email marketing blast program, iContact. 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

Eighteen facility tours were given this month. Thirteen tours resulted in the immediate purchase of a pass.

Silver Sneaker members are at 244. 19 members joined in the month of January; seven were existing patrons and 12 were new to OPD.



Software Implementation/Website Update

I participated in Configuration #3 with the new Recreation software, Perfect Mind, January 29-31. The objective of this configuration was activity/program maintenance and registration. We made a lot of progress, and our last configuration will be in March before testing and training begins for our Go Live in late July.



IPRA/IAPD Conference

Thank you for allowing me to attend the IPRA Conference in Chicago January 24-26. It was a great experience for my first year, and I am excited to implement what I learned in sessions, specifically improved training and customer service for the front counter.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa M. Fischer". The signature is written in a cursive style.

Alyssa Fischer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12th, 2019

Aquatics Coordinator Report



First Fridays in the Pool

On January 4th and February 1st we hosted our second and third movie in the pool for the 2018/19 season. We had 135 people sign in for our raffle in January and 90 people in February. We showed the movie *Sing* in January and *Coco* in February. The numbers continue to remain down compared to last year when we had 252 in February for a movie in the pool. However, they are still up compared to a typical Friday night open swim. In the past two months not including the first Friday nights we average about 20 people per Friday night open swim.



Staff Training

We enjoyed having the Oregon Fire Chief Michael Knoup and two of his staff lead our in-service training on January 23rd. They worked hands on with our staff to transfer a patient from the floor to their stretcher. They talked about what we can do to help make the transition from us to them smoother and quicker. They also demonstrated their Zoll, LUCAS CPR device that they would be hooking up when arriving to deliver the chest compression to the victim on transport to the hospital. They also brought us extra tourniquets for us to keep in the event of a mass victims and practiced how to use them.



Swimming Lessons

Swimming lessons began the week of January 14th. We had 111 participants registered compared to 98 for the winter session of 2018 which is a 22% increase. Due to the weather we have had to cancel 4 days of lessons and unfortunately 3 of those days landed on Tuesdays. We will be making up 2 of the classes and then refunding the third class for those kids. We are hopeful for good weather on the upcoming Tuesdays! To accommodate this, we also extended the registration deadline for the next session. This will not affect our classes as we will still teach all of our required skills and students will still be able to pass a level as long as they pass their benchmark skills.



Conference

Thank you for the opportunity to attend the IAPD/IPRA annual conference this year. At conference this year I earned .4 CEU that will be used to renew my CPRP certification that I have held since 2010. One of my sessions was called Make it Stick! Activities to Make All of Your Trainings More Fun and Impactful. I came away with some great ideas that will help mix up my trainings with my staff. One activity that stood out that I'm excited to do with my staff is to use warheads to discuss how change can be difficult at first but once you get past that initial shock the rewards can be sweet.

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

February 12, 2019

Events Report



Daddy Daughter & Mother Son Dances

We are currently finalizing plans, decorations, props, favors, food, volunteers and more for the Winter Wonderland Dances this month. Our registration numbers are good with 75 boys and their moms and 105 girls and their dads. There is so much to do in preparation for such large events with so many participants, personalized items and party favors. The Recreation Department is up for the challenge as always and are working together to pull off another successful event! Look for more information and photos next month!



Farm to Table Dinner Fundraiser

The Farm to Table Dinner was such a success last year and was a great fundraiser for the Youth Scholarship Fund. Therefore, we have decided to offer another Farm to Table Dinner this year. It will be very similar to last year with the location being Oak Lane and many of the same celebrity chefs participating. The event will be held on Friday, July 26. Planning has begun, and I am looking to secure auction items for the evening event. I was honored to accept the Illinois Park and Recreation Association 2018 Overall Outstanding Special Event Award for the Farm to Table event at the IPRA Conference in January.



Concerts In The Park

The Concert Series is one of the Park District signature events each summer. I am working to finalize all seven concerts and get the marketing material (posters and flyers) out to the public in early spring.



Misc. Programs & Events

I have been working with Tyler Hagemann at Merlin's to get samples of the upcoming Wine Bottle Herb Garden class for promotion. There are several new classes being offered in the new guide at the Cork & Tap Location which include gardening, canvas painting, board and brush type signs, and more. Plans are also underway for the Easter Events and particularly the new Sensory Friendly Egg Hunt to accommodate those with special needs or physical disabilities.



IPRA Conference

January 24-26, I attended Chicago's IPRA Conference. CEU credits were earned at 5 different educational sessions. Thank you for this educational, networking and social opportunity.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 12, 2019

Recreation Program Manager Report



Extended Time

This past month at ET, we had some special experiences. The week of 1/7-1/11, Allyse Ketter came to visit to video our students engaging in fun activities. The students loved showing off their program and getting interviewed. We also practiced our emergency procedures from 1/15-1/17. We had a staff meeting on both 1/8 and 1/31. Both meetings were full of engagement and teambuilding activities. These meetings are vital for getting the full team onto the same page. Follow up meetings were placed with a few individual employees to correct some issues. We had a KOTCD on 1/18 with 38 students including a new student with special needs. This student had such a successful time with us, that he is joining us as a regular ET student in February. We had an RC Day on 1/21. We took 17 students on a trip to Carlson Ice Arena.



Programs in January/February

Toddler/Preschool Gym has continued with 9 students in each class. We had 30 tumblers in our January session, which is an increase of 9 tumblers from December. Childcare has been bringing in new participants, and therefore new members, into our fitness center. We average 5 kids per week in January. This is slightly less than the weekly average in 2018 but I am hopeful that once the weather clears up, we will see higher participation. After School Open Gym averaged 5-10 kids each Monday and has proven to be beneficial to our middle grade aged students. Enrollment has been slowly increasing ever since August.



Pitching In

This past month I have been working on contributing to improving the environment at Nash for our younger patrons by researching anti-bullying procedures and keeping my door open more often to intervene when I overhear things. I have also worked with Dan and Alyssa on reviewing our new registration software to see how ET/Camp can benefit from the new resources available. I have assisted with the Volunteer Appreciation Party and Lock-In event-both proving to be a success. I will also be assisting with both dances coming up. Thank you for allowing me the opportunity once again to attend the IPRA State Conference. I was able to make it to 1 pre-conference and 7 sessions along with visiting the exhibit hall, agency showcase, the business meeting and closing social. Every year I luck out on attending fantastic and applicable sessions. I am most looking forward to implementing new staff training activities.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager