

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, MARCH 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, FEBRUARY 12, 2019
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - A. FINANCE COMMITTEE - NO REPORT
  - B. PERSONNEL & POLICY COMMITTEE - MET MARCH 5<sup>TH</sup> - INCLUDED
  - C. PARKS & FACILITIES COMMITTEE - NO REPORT
  - D. PROGRAM & SERVICE COMMITTEE - NO REPORT
  - E. PARKS REPORT - INCLUDED IN PACKETS
  - F. RECREATION REPORT - INCLUDED IN PACKETS
  - G. ENVIRONMENTAL SERVICES REPORT - INCLUDED
  - H. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
  - A. POLICY APPROVALS
    - I. ADMINISTRATION MANUAL 1.02D - BOARD MEETINGS
    - II. ADMINISTRATION MANUAL 3.18 - COMPETITIVE BIDDING
    - III. PERSONNEL POLICY 4.07J - VACATION LEAVE
    - IV. PERSONNEL POLICY 4.07 B & C - EMPLOYMENT CONDITIONS
  - B. POLICE SERVICES AGREEMENT TERMINATION
  - C. 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. 120/2. (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.

D. PAY GRADE AND RANGE APPROVAL

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - APRIL 9, 2019

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

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

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

ABSENT: Scott Stephens

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; Kim Krahenbuhl, District Attorney; Don Fuller, Treasurer; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS:

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Dave Bakener, the regular meeting minutes of January 8, 2019 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Dave Bakener, seconded by Mark Tremble, the special meeting minutes of January 31, 2019 be approved as printed. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Fuller had nothing to add.

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

Claims Payable and Checks Drawn

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

## REPORTS

Mrs. Folk stated she will be sending out emails to set up several committee meetings over the next few weeks.

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

Recreation Report - Included in Board Packets. Mrs. Ketter stated they have opened up the position for Athletic & Fitness Coordinator and have received five applications. The Daddy/Daughter and Mother/Son Dances were held last weekend, both numbers were up from last year even with Byron holding a similar event the weekend before. Mrs. Ketter commended the Recreation staff and Maintenance for all of their help with the events. Mr. Bakener asked Mrs. Ketter how they are able to reach out to so many new faces for the different events. Mrs. Ketter stated they have been utilizing Facebook and making the different programs into event pages, which has helped reach a wider range of patrons.

Environmental Services Report - Included in Board Packets. Mr. Beckman had nothing to add.

Administrative Report - Included in Board Packets. Mr. Griffin stated the new website will go live February 13<sup>th</sup>.

BUSINESS (unfinished)

BUSINESS (new)

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court of 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).

Mr. Pennock stated there was no need for an Executive Session.

COMMISSIONERS COMMENTS

Mr. Bakener had nothing to add.

Mr. Engelkes had nothing to add.

Mr. Tremble stated congratulated Mrs. Leffelman and Mrs. Ketter for their award they received at Conference.

DIRECTOR'S COMMENTS

Mrs. Folk had nothing to add.

PRESIDENT'S COMMENTS

Mr. Pennock also congratulated the staff as well on the award won at conference.

ADJOURN

Motion by Dan Engelkes, seconded by Dave Bakener, the meeting adjourn at 6:10 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Andrea L. Messenger".

Andrea Messenger  
Secretary to the Board of Commissioners

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2019

Parks Report



### Maintenance

Maintenance on fleet vehicles and equipment has been completed. We have finished maintenance on the trucks, mowers and tractors. Maintenance includes cleaning, oil changes, as well as air and gas filters. Any worn or damaged parts have been replaced or repaired. 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 have kept us very busy. Because of the amount of snow fall and ice accumulations we have gone through a considerable amount of salt. I believe we will finish this winter season without ordering more salt but will need to order more by this fall for the next season.



### Projects

While waiting for the weather to break we have been in the shop cleaning and organizing. All cabinets and storage areas have been cleaned out, organized and all garbage has been disposed of or recycled. Some of these areas have been just a collect all for many years and it was time to part ways with a lot of the things that we will never use.

Projects we will be working on when the weather warms up will be replacing the back wall and roof on the score's booth on diamond 2. This will repair the water damage that occurred when the roof leaked as described in last month's report.

We will then move on to upgrading the upper west shelter to make it match the pit toilet upgrades. We will also be painting the partitions in the pit toilets with an epoxy paint which will hold up better to the moisture and freezing conditions the pit toilet's produce.

During these projects we will also be getting the soccer fields prepared for spring soccer and softball fields at Park West for OHS girl's games. Spring clean up will be a big project this year with all the tree branches and debris that is down because of heavy snow and ice. We will be mowing the prairies this year as we alternate every other year burning. As soon as the snow pack melt's we can get these mowed.

Staff and I are looking forward to getting in the parks and getting them ready for another busy season with projects and maintenance. WINTER, enough already!!!!

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

March 12, 2019

### Superintendent of Recreation Report



#### **Fall/Winter Brochure Survey**

A Fall/Winter Program Survey was conducted for two weeks in February and received 254 responses. Survey results can be found in your board packet. The recreation department discussed the survey and how we can implement many of the suggestions. Overall the survey was positive, and commenters were complimentary of the programming we are offering.



#### **Recreation Department**

The Recreation Department held a brainstorming session on February 21 to plan for Fall 2019 programming. The focus of the fall guide will be to continue to offer the broad range of programming for all ages. We evaluated all programs offered this past Fall/Winter and many are coming back, some new additions and we will be offering a new spin on several of the programs we currently offer. We will look to partner with other businesses and organizations to offer classes. Classes of this nature have been successful, enjoyed by patrons and result in a net gain.

The Recreation Department is reviewing and evaluating program budgets as we move into the new fiscal year. They are reviewing each program and how we currently allocate funds and coming up with ideas to cut costs without sacrificing the quality of the program.



#### **Fitness Center**

Carol Wig and I have completed evaluations for all fitness center supervisors and Carol will meet with each individually to discuss their individual performance and goals.

The fitness center received 3 new pieces of equipment on March 5<sup>th</sup>. A new Alpine Climber Treadmill, Octane Max Trainer and a Physio Cycle. The treadmill replaced a 10-year-old model requiring \$1500 in repairs. The other 2 pieces are new options for our users. The Alpine Climber offers an incline for walking/running but also a decline option. The Physio Cycle is a bike that allows you to pedal with hands and feet. This piece has been one of the most requested pieces of equipment while I was giving tours. The piece is used most often for cardiac rehab and patrons transitioning from rehab. The Octane Max Trainer was added to replace the Star Trac Upright Stepper. This piece acts not only as a stepper but offers a full body HITT workout. The treadmill was disposed of due to not working and the stepper and weight racks are being sold through sealed bids.

Kim Henry, our personal trainer, is offering a monthly free weights class that has been well attended. I continue to research the addition of a fitness instructor. Several opportunities have been presented this month and am hopeful we will be able to offer classes beginning this summer.

Two new fitness challenges will be added to the fitness center in April. Jacobs Ladder is offering a free t-shirt for completing the "Climb to Mt. Everest" challenge. Patrons can log their miles on the Jacob's Ladder and anyone reaching 29,035 feet in 2019 will receive

a free t-shirt courtesy of Jacobs Ladder. The second opportunity is the Lazyman Ironman. Patrons must register for this and will have 6 weeks to complete 112 miles on the bike, run/walk 26.2 miles and swim or row 2.4 miles. The fee to enter is \$10 and a dri-fit shirt will be given to anyone who completes the lazyman ironman. Amanda Zimmermann came up with this idea to add something fun for patrons to do and will be implementing it with me.



## **Athletics**

We received 10 applications for the Athletic and Fitness Coordinator position. Interviews will begin the week of March 11. Through this process Erin and I have identified the criteria we will expect from the athletics position. We are excited to find someone with the same vision and can implement our ideas to improve our programs.

Girls Competitive 6<sup>th</sup> grade basketball concluded their season on Tuesday, March 5<sup>th</sup>. An end of season party was held immediately following their last game for players and coaches in the River Room. Ken Wendt, Tim Champley and Chris Shaffer were our volunteer coaches this year and did a wonderful job with the girls.

Indoor soccer for ages 4-7 years kicked off on February 23 and runs through March 23. Shirt design was revamped with a new Oregon Park District logo that will be used in spring soccer. Packets were presented to the coaches at the first practice that included drills, rules, stickers with kids' names on them and players shirts with stickers names on them. Coaches were appreciative of the communication and attention to detail. This will be a practice that will continue as we move into each sport.

Co-Ed Volleyball has begun on Thursday evenings. We have 10 teams registered, up from 8 last year.

Nate Girton, recently hired OHS baseball coach, will be teaming up with us to offer Sunday clinics in May for baseball and softball to get kids ready for the summer season. The fees for this program will go directly to the OHS baseball team as a fundraiser. He and his team will also be running our Little Baseball Stars camp for ages 3-5. Traditionally this has been run by the Athletic Coordinator and paid part-time staff. Nate will be running the program with his players and all proceeds will be paid to the baseball program. We are continuing to reach out to OHS coaches to partner to offer more instructional based camps and clinics to benefit both our patrons and to utilize as fundraisers for their respective programs. The Oregon Soccer program will be running a summer camp and the Oregon Girls Basketball program will be running a basketball camp in September prior to our youth season beginning.

Special thank you to Erin Folk for tackling the baseball, softball and soccer equipment. In a survey to baseball and softball parents in 2018 one of the biggest complaints was the poor condition of our equipment. It was discovered our older equipment was never disposed of as we replaced things over the years. In 2018 the older equipment was utilized. Erin has gone through all equipment and disposed of anything that has outlived its usefulness. New equipment has been ordered and we will begin an inventory to keep track of all equipment. This will be done at the end of each season.

Spring Soccer registration will wrap up on March 12. Numbers seem strong. We will partner with Byron and teams from Winnebago and Dixon will also be entering our league. All games will be played in Oregon or Byron.

The Rock River Baseball and Softball league information has been distributed to participating communities. Byron will be responsible for administering all youth baseball levels and we will be responsible for administering all youth softball levels. This will eliminate inconsistencies provided by organizations run by volunteers.



### **Preschool**

Preschool registration opened in February. The 4-year-old program currently has 14 (full) students in the morning program with 4 on the waitlist. The afternoon program has 12 students with 2 openings. The 3-year-old program has 9 in the morning session and 3 in the afternoon session.

Jacquie Caposey will be the full-time Preschool Coordinator in 2019-20 assisted by Teresa Nehr Korn.

The preschool has been busy this month with visitors. Emily Schier, veterinarian, visited during V week bringing each student a stethoscope, coloring book and stickers. Erin Sellers, DeForest Dental, visited and 3-year-old class to talk about dental hygiene and the 4-year-old class went on a field trip to the dentist's office. Natalie Coy, Ogle County Extension, visited and talked with the kids on nutrition.



### **Marketing/Sponsorship**

We continue to market park district programs through facebook, newspaper articles, advertising and the school newsletter. Programs are continually filled before deadlines and we are hitting a larger market.

Erin and I met with a prospective Corporate Sponsor for our free programming. We have come up with a package to offer one company the exclusive rights as Presenting Sponsor. The sponsorship would offset the cost of the Halloween Carnival, Easter Egg Hunt, First Fridays in the Pool, Art in the Park and Pop Up and Play. In return the Presenting Sponsor would be featured at all our events.

Marketing is being finalized on the brick program for the Reading Nook. Plans are to launch the program in April.



### **Facility Decor**

We are excited to display three custom pieces of art by Chloe Gale that are now hung in the inner lobby. Chloe chose the paintings from a series of photos of our parks.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tina L. Ketter". The signature is written in a cursive style.

Tina Ketter  
Superintendent of Recreation

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

March 12, 2019

Environmental Services Report

 **Nash Facility**

With this long winter season finally coming to an end we are planning to complete many maintenance repairs and replacements throughout the Nash Facility. We will be going room by room and inspecting everything floor to ceiling to see what areas need to be addressed. Among some of the highlighted areas include the vestibule which will receive new carpeting. The main terrazzo hallway which will be completely stripped and waxed. Other areas will receive touch up paint and replacement of flooring as needed.

 **IDPH Pool License**

The Illinois Department of Public Health performed our annual aquatics inspection on February 19<sup>th</sup>. We passed our inspection without any issues and were granted our license to operate for another year. This annual inspection is a good gauge on our facility, in speaking with the inspector she was very pleased with our facility and mechanical rooms, stating that we are among the better facilities she inspects

 **E.T. Room Upgrades**

I am very excited to be undertaking a project in the E.T. room at the Blackhawk Center. We have worked closely with the OCUSD staff and E.T. Staff to establish our priorities. This spring we will be replacing the 20+ year old carpeting and putting a fresh coat of paint on the interior walls. We will be completing this work in house and plan to have it completed by the end of March.

 **Fitness Center Flooring**

We continue to have issues with the fitness center flooring not adhering properly and seems being extremely visible. I have contacted Ben Boss and informed him that we are still unsatisfied with the installation and require a better solution than repeatedly coming and repairing the flooring. He has contacted his distributor and Roppe and started the process of a warranty claim. They did advise us that claims through Roppe tend to take a while, but he would push them to try to resolve the issues quickly.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2019

### Business Administration Report



#### **Financial Review**

The February 2019 Treasurers Report is included in the Board Packet. The District earned an overall interest rate in December of 2.29% through the IPDLAF Fund. Interest earnings will well exceed the budgeted amount, primarily due to the increase in interest rates and participation in the IPDLAF.

The District will propose a resolution at the April Board Meeting to change existing Park Improvement Line Items for redistribution of capital expenses. The overall appropriation of funds will not change, so there will be no need to amend the budget.



#### **Budget & Evaluation Planning**

The Districts transition to a new fiscal year has provided an opportunity for all District departments to carefully review its operations. The entire budget and evaluation process has been condensed to prepare for a shortened fiscal year. The District will provide the resolution and full recommendation to the Finance Committee prior to April meeting.

Staff is currently undergoing the budget planning process. Individual staff meetings have been held to discuss departmental operations and implement changes to budgets as a part of the fiscal year change.

Full time and Part time evaluations are due in mid-March prior to compilation for the Personnel Committee and full board. The District will propose a new competitive pay structure including updated pay grades and ranges for approval in March. The new pay grades will be utilized when preparing recommendations for the new fiscal year.

The new minimum wage laws will not negatively affect the Park District for the 2019 fiscal year. The District will review all operations and recommend changes prior to the 2020 fiscal year.



#### **Website Improvements / Recreation Software Implementation**

The Districts new website is fully completed. The District will continue to update our community with District information through page updates, news posts and flyers. The Districts new Recreation Software, that will go live in July of this year will also integrate with the Districts website. Community members will now be able to view and register for District programs with ease.

The District has completed the first three phases of configuration. The 4<sup>th</sup> phase will occur during the week of March 11<sup>th</sup>. Employee training will not begin until the end of May/early June. The Go Live date is schedule for late July prior to the fall registration period in early August.

Respectfully Submitted,

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

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12, 2019

### Administrative Services Report



#### **Front Counter**

The front counter has been busy the past month helping patrons with registration for our Spring and Summer Guide. They all have done a good job at learning any new programming to better assist our patrons. Their efforts to assist with events such as First Friday and the Winter Dances have also been a great asset.

Evaluations have been completed and I will be meeting with the part-time staff March 6-March 8 and full-time staff March 15.



#### **Website Update**

The District's new and improved website went live February 12. I have spent a lot of time this past month creating new pages and updating information and pictures to give the public a better view and understanding of the District. Some content is still a work in progress, however the overall website responsiveness and viewing experience to the public is much more efficient compared to our old website.



#### **Software Implementation**

Since Configuration #3 in late January, I have been working with Dan Griffin on the maintenance and set-up in the new Recreation software, Perfect Mind, to prepare for user training and our Go Live in late July. I will be participating in the fourth and final configuration of our new Recreation software, Perfect Mind, on March 13, 14, and 18.



#### **Corporate Memberships**

A proposal was sent over to KSB to renew our Corporate Membership and run the promotion period in April. This will be their third year participating.

I have reached out to Stillman Bank this past month regarding our Corporate Memberships. They showed interest in November 2018 but wanted to wait after the first of the year. This will be their first year participating if they choose to do so.



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

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

Silver Sneaker members are at 253. 9 members joined in the month of February; 3 were existing patrons and 6 were new to OPD.



## **Marketing**

In February, two 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.

This past month, I have started to help Tina Ketter monitor comments and messages on Facebook during business hours. This small transition has gone well, and the comments and questions from the public on our business page will be addressed during normal business hours.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa M. Fischer". The signature is written in a cursive style with a long, sweeping tail on the letter 'R'.

Alyssa Fischer  
Administrative Services Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 12<sup>th</sup>, 2019

### Aquatics Coordinator Report



#### **First Fridays in the Pool**

On March 1<sup>st</sup> we hosted our fourth and final movie in the pool for the 2018/19 First Friday season. We showed the movie *The Incredibles 2* on the pool deck and in the snack bar. We had 176 people sign in for our raffle basket. Numbers were up compared to last month of 90 participants signing in. This month we brought in \$373 in drop-in fees Friday evening.

Next month we will be hosting our 3<sup>rd</sup> Easter Egg Hunt in the pool and our last scheduled month of the season is May and we will have an ice cream sundae bar. Last year our ice cream Sunday bar was one of our most well attended themes. The planning has begun for our 2019/20 First Friday season. I'm researching upcoming popular movies to play and investigating what other new themes to try along with bringing back the popular other theme's we have done in the past.



#### **Staff Training**

This month the aquatic staff will be training on our updated pool manual. I have spent a lot of time adding a lot of additional information to our pool manual to make our aquatics department run more effectively. The guidelines are clearly written with what their expectations are and what the consequences are for not following them.



#### **Swimming Lessons**

Winter swimming lessons are wrapping up. All classes should have ended the week of March 5<sup>th</sup> but Tuesday and Thursday lessons were extended two weeks and Wednesday extended a week due to the crazy weather this year. Registration for spring lessons opened on March 4<sup>th</sup> and we already have 40 people registered for lessons in the first 2.5 days. I'm meeting with parents on their last night of lessons to hand out our survey and answer any questions they may have about getting registered for the next session. I give parents copies of the next session of lessons and remind them of the deadline to register.

New in this upcoming Spring session of lessons is adult group lessons on Tuesday nights from 5:30-6:15pm and a morning time slot for Starbabies, our parent and tot class, on Tuesdays at 9:30 am to try to hit a new target group of people that may not have been registering before. Off an on we have had adults registering for private lessons, but we are hoping that the group experience might be just what some people are looking for to not feel so intimidated learning to swim on their own. This class is geared towards beginners and intermediates but will allow them to work on the skills they need. Our morning starbabies class we hope will hit some of the stay at home mom's that may only have one child or their second child is enrolled in our preschool class.

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

March 12, 2019

Events Report



### Winter Wonderland Dances

February 8 was the 5<sup>th</sup> annual Mother Son Date Night with 140 participants (75 boys). The boys were able to play 6 different winter themed games (manned by volunteers) to earn "Cold Cash" which they could spend at the Winter Wonderland Store. They also enjoyed the photo booth, dancing and refreshments. Revenue for the dance was \$1589. The 8<sup>th</sup> Annual Daddy Daughter Dance was held Feb 9 with 193 participants (105 girls). The girls enjoyed the tradition of making a commemorative bracelet (9 stations manned by volunteers), the photo booth, dancing and refreshments. Revenue from the dance was \$2094. Niki Hunt Photography was at both dances giving parents the opportunity to purchase professional photos to remember the very special evenings. It is rewarding to offer events that result in quality time between parents and their children and memories to last a lifetime. Dance expense are combined as many items purchased are used for both dances. Expenses include DJ, decorations, bracelet supplies, goodie bag items, prizes, supplies to make games, food & beverages, etc. Total cost of these expenses was \$2493. There were 26 volunteers between the two dances valued at a \$1087 savings to the District for having volunteers instead of paid staff at the event (based on \$10.07/hr). Hidden costs for part time payroll staff who worked and were paid are approx. \$200 (22 hrs. x \$9/hr). Therefore, total expenses for the dances was \$2693 with a net profit of \$990. The profit this year I credit to the reduction in decoration expense as I borrowed several hundred dollars' worth of items from Merlin's Greenhouse (lighted trees) to decorate. See photos.



### Farmers Market

Based on public and vendor requests, the Market will be on Saturday mornings June-Sept from 8:30 a.m. to Noon. Farmers Market packets were sent out to previous and potential vendors. The City will allow OPD to store Market supplies in the old drive up bank across the street from the Market and this year vendors will have the ability to use the public restroom in that same building across the street. The District will save \$850+ this year by not having live entertainment at the Market.



### Other

Planning is underway for the Easter Egg Hunts and recruiting volunteers. This year we have added the Sensory Friendly Egg Hunt for those individuals with special needs. Planning is also underway for the Flower & Plant Sale and Mini Market in June and recruitment of vendors. All Concerts have been booked. Planning is underway for the Farm to Table Dinner Fundraiser will several of the Celebrity Chefs returning this year.

Respectfully Submitted,

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

Debbie Leffelman  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

March 12, 2019

Recreation Program Manager Report



**Extended Time**

We had an engaging staff meeting on 2/13. We discussed special activities planned for the month, individual student talk, reminders of early out expectations and summer camp chatter. On 2/14 we had a KOTCD with 36 students which is the same amount as last school year. Another KOTCD occurred on 3/6 with 32 students. We also had a field trip day on 2/18 where we took a trip to Mardi Gras Lanes in Dekalb for bowling and a pizza lunch. For 2 to 3 weeks, the 3-6 graders at ET were campaigning for the ET Presidential elections. The students made marketing materials, speeches and negotiations with the staff. The election was held on 2/19. Our ET President for the rest of the school year is Macklynn Rager and the Vice President is Gabby Hoyle. The girls have different jobs at ET each day to conduct as well as sharing new ideas from the children to the staff. The morning care students filled their marble jar and earned a donut party on 2/20.



**Programs in February/March**

The second annual Zombie Survival Camp took place at Taft Campus on 2/18 with 25 participants. Students came from 9 different surrounding towns. A survey was sent out following the program and all feedback was positive. Toddler/Preschool Gym began a new session on 2/20 with a total of 18 students. These numbers remain consistent with previous sessions. A new program, Beyond Counting Sheep took place at Nash on 3/1. Cori Gale from Serenity presented to a group of 10 participants. This was the first park district program for 8 of the 10 participants. I individually talked to each person leaving and all comments were positive. Another new class, Street Art Masterpieces began on 3/5 with a full class of 24 students. This is only the 1<sup>st</sup> or 2<sup>nd</sup> park district program for 6 of the 24 students. The class filled well before the deadline and the second offering is predicted to fill soon. Yet another new class, Feel the Vibration began on 3/7. Aireloom Music is excited to offer a one of a kind experience to the students. The weekly total average for February in childcare was 8 participants. This is a slight increase from 5 children per week the past few months. ASOG has remained steady with 5-10 participants each Monday afternoon. Tumbling has 34 tumblers this session which is a decrease of 1 tumbler from 2018 but an increase of 2 tumblers from last month. I assisted at First Friday on 3/1 which had a spectacular turn out!



**Other Projects**

I completed and been conducting Part-Time evaluations from 2/28-3/6. I have been working through developing the most concise budget for the next 8 months. My line items will tentatively be finalized in 2 weeks. We had a brainstorming meeting on 2/21 to begin planning for the 2019 Fall season. All planning will be finalized in 8 weeks. I have also been chipping away with Summer Camp planning and had a meeting with the director on 2/25 to ensure we are being as proactive as possible. Camp is already 11 weeks away!

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP  
Recreation Program Manager