

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, JUNE 11, 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. SPECIAL MEETING MINUTES, MAY 14, 2019
  - B. REGULAR MEETING MINUTES, MAY 14, 2019
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - C. FINANCE COMMITTEE - NO REPORT - NO REPORT
  - D. PERSONNEL & POLICY COMMITTEE - NO REPORT
  - E. PARKS & FACILITIES COMMITTEE - NO REPORT
  - F. PROGRAM & SERVICE COMMITTEE - NO REPORT
  - G. PARKS REPORT - INCLUDED IN PACKETS
  - H. RECREATION REPORT - INCLUDED IN PACKETS
  - I. ENVIRONMENTAL SERVICES REPORT - INCLUDED
  - J. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
  - A. PARK EAST & KIWANIS PARK MASTERPLAN DISCUSSION
  - B. PARK WEST EXPANSION CONTRACT APPROVAL  
PLAYGROUND, SHELTER & TORO COURT
  - C. EXECUTIVE SESSION MINUTES RELEASE
    - A. APRIL 4, 2012 - PERSONNEL COMMITTEE MEETING
    - B. JUNE 12, 2012 - REGULAR MEETING
    - C. OCTOBER 4, 2012 - REGULAR MEETING
    - D. MARCH 28, 2013 - PERSONNEL COMMITTEE MEETING
    - E. APRIL 9, 2013 - REGULAR MEETING
    - F. APRIL 1, 2014 - PERSONNEL COMMITTEE MEETING
    - G. MARCH 31, 2015 - FINANCE COMMITTEE MEETING
    - H. APRIL 1, 2015 - PERSONNEL COMMITTEE MEETING

D. EXECUTIVE SESSION

To discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

8) NEW BUSINESS

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - JULY 9, 2019

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
**May 14, 2019**

Steve Pennock, President, called the Regular meeting to order at 6:01 p.m.

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

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

RECOGNITION OF VISITORS: None

Mr. Pennock stated that he entertained a motion to add Executive Session for the purpose of 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 approves the addition of Executive Session as item H under New Business. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

APPROVAL OF MINUTES

Motion by Mark Tremble seconded by Dave Bakener, the regular meeting minutes of April 9, 2019 be approved as printed. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Dan Engelkes seconded by Scott Stephens, the special meeting minutes of April 23, 2019 be approved as printed. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Mr. Fuller stated the Park District was healthy and that fund balances were higher than they have been of recent.

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

Claims Payable and Checks Drawn

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

REPORTS

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

Recreation Report - Included in Board Packets. Mrs. Ketter stated that Lesley Sheffield had taken over the role of Athletics Coordinator. Lesley has been busy meeting with all of the baseball coaches. The Spring Soccer Season wrapped up on last Saturday. Mrs. Ketter said the District will be updating the activity guide for the fall release. The staff and commissioner photos will be placed in the new guide. Niki Hunt took all photos of the staff and commissioners free of charge.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated that the District met with representatives from the flooring and adhesive companies regarding the problems with the Fitness Center Flooring. There is no resolution to the problems with the flooring as of yet. Hopefully the District will hear soon regarding the replacement of the flooring.

Administrative Report - Included in Board Packets. Mr. Griffin stated that the District released its annual budget and appropriations packet to the community.

BUSINESS (unfinished)

BUSINESS (new)

Budget & Appropriation Ordinance 19-05-14

Motion by Dan Engelkes, seconded by Mark Tremble, the Budget & Appropriations Ordinance 19-05-14 be approved. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Canvassing of Votes

Motion by Dan Engelkes, seconded by Dave Bakener, the Canvassing of Votes be approved. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Oaths of Office

Mark Tremble, Steve Pennock and Scott Stephens all read their Oaths of Office for their positions as elected Commissioners.

Lions Club Car Show Permit - Park East

Mr. Pennock stated the Car Show is held annually by the Lions Club.

Motion by Scott Stephens, seconded by Dan Engelkes, the Lions Club Car Show Permit be approved. All were in favor.

Rockin' River Fest Event Request

Motion by Dan Engelkes seconded by Dave Bakener, the Rockin' River Fest Event Request be approved. All were in favor.

Hitchcock Design Group - Professional Services Agreement

Mrs. Folk stated that the agreement was an amendment to the original engineering agreement for the Park West Grant. The new agreement covers the construction oversight for the project. Hitchcock will serve as the go-between for the Park District and the construction company for the project.

Motion by Dave Bakener, seconded by Mark Tremble, the Hitchcock Design Group Professional Services Agreement be approved. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Intergovernmental Cooperation Agreement - Water Use & Downtown Beautification

Mrs. Folk said the agreement is an annual agreement the Park District has had with the city for several years. The City of Oregon will provide free water for the splash pad at Park West, while the Park District will plant downtown beautification spots. Mr. Stephens asked what the value of the water use is. Mrs. Folk said it averaged between \$12,000 and \$15,000 annually.

Motion by Dan Engelkes, seconded by Mark Tremble, the Intergovernmental Cooperation Agreement with the City of Oregon be approved. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

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 Mark Tremble, seconded by Dan Engelkes, the board enter executive session at 6:14 p.m. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Return to Regular Session

Motion by Scott Stephens, seconded by Dave Bakener, the board return to regular session at 6:39 p.m. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Stephens had nothing to add.

Mr. Bakener had nothing to add.

Mr. Engelkes thanked Mr. Griffin for the budget packet and presenting the information.

Mr. Tremble had nothing to add.

DIRECTOR'S COMMENTS

Mrs. Folk had nothing to add.

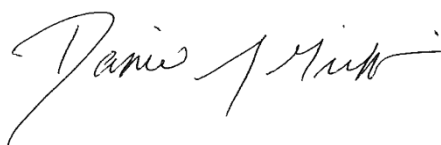
PRESIDENT'S COMMENTS

Mr. Pennock had nothing to add.

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble, the meeting adjourn at 6:42 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Dan Griffin  
Secretary Pro Temp

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Special Meeting - Public Hearing Minutes**  
Tuesday May 14, 2019

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

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

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

RECOGNITION OF VISITORS: None

PUBLIC HEARING ON BUDGET AND APPROPRIATION ORDINANCE

No individual commented on Ordinance 19-05-14

ADJOURN

Motion by Scott Stephens, seconded by Dave Bakener, the meeting adjourn at 6:01 p.m. ALL WERE IN FAVOR.



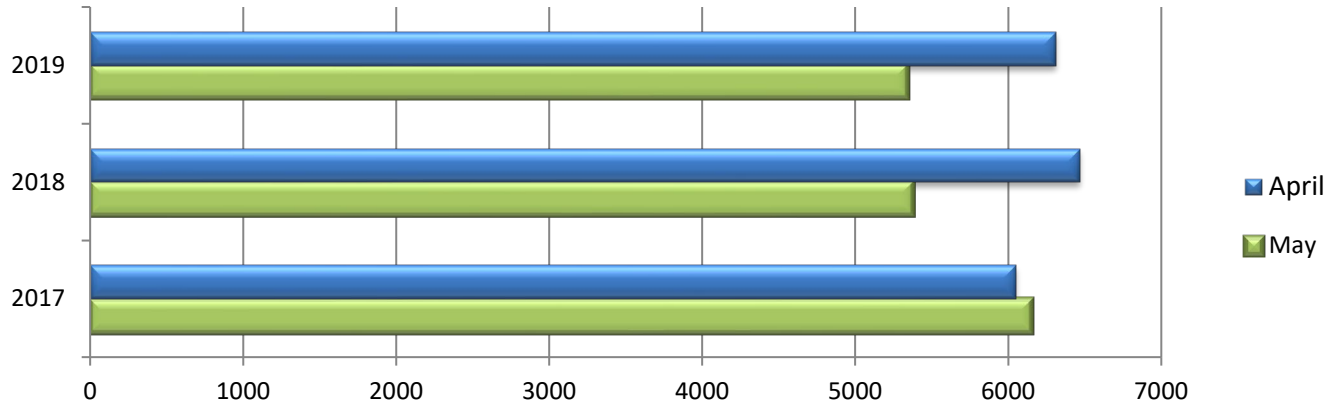
MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 2019

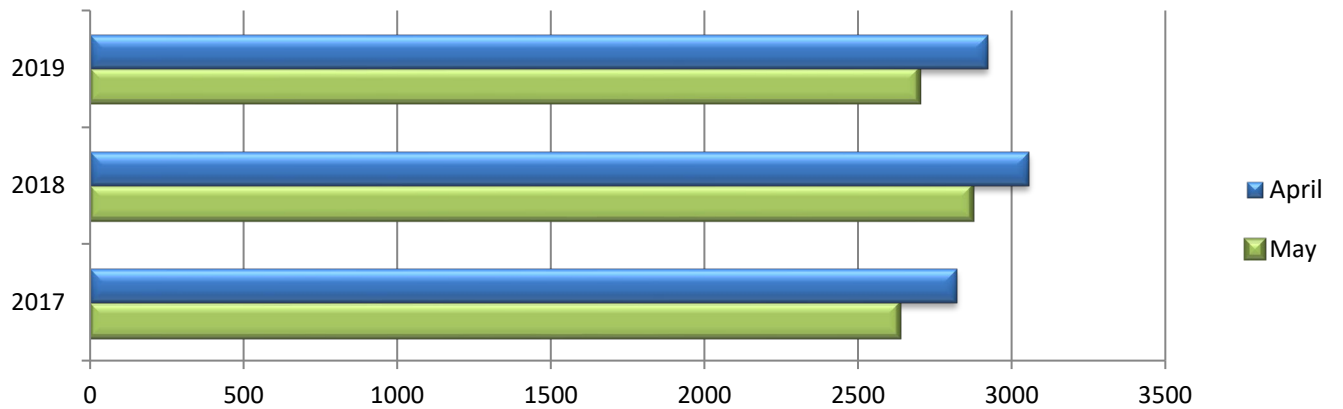
Facility Statistics Report



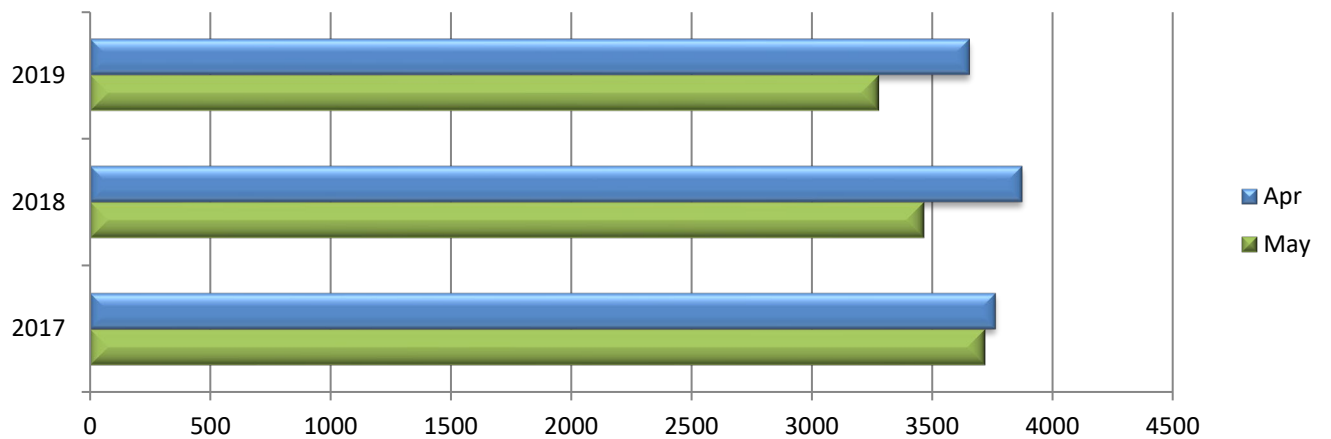
**Nash Recreation Center Facility Statistics**



**Nash Pool Usage Statistics**



**Nash Fitness Center Statistics**



Note: The Nash Recreation Center began closing the facility at 8:00 p.m. on weeknights in May 2019.

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

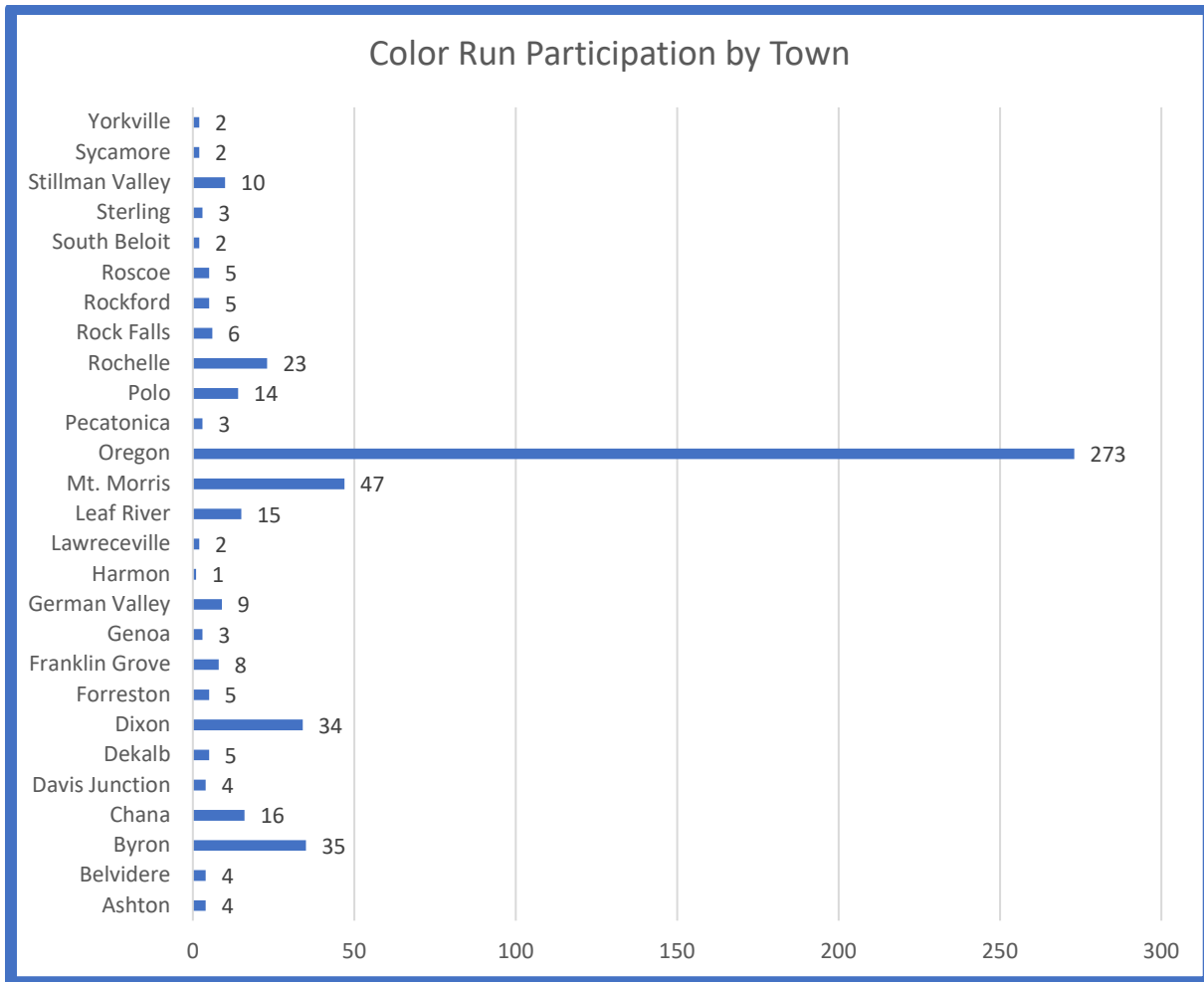
May 14, 2019

Superintendent of Recreation Report



**Marketing/Fall Guide**

Marketing is in full force for the many activities that we are providing. Facebook Events continue to be a successful avenue to promote programming and is utilized to increase participation. Proof of this can be found in the chart below related to participation in the Color Run. 27 different communities were represented.



The Free Lunch Program has expanded and with Oregon United Methodist Church and Riverstone Christian Church free meals are offered Monday-Friday. We have launched a marketing campaign for all three organizations to increase participation. Erin Folk and I attended training to become certified food handlers and contacts for the program. This will offer Amanda flexibility as we now have 3 people that can run our program on Thursdays.

I am coordinating a weekly e-blast that will feature the week's recreation activities with Alyssa Fischer to market to our patrons. Allyse Ketter, Recreation Intern, will also be helping with marketing by creating videos, photos and Facebook posts. We are once again featuring our summer staff through posts on our Facebook page and Allyse has taken lead on that.

The fall guide will be laid out by Stahr Media. Program masters have been completed and I am currently working with them to create a new layout for the coming guide. The new guide will be released mid-July.



## **Recreation Department**

The Recreation Department held their first big event of the summer in conjunction with the first concert. We had 540 participate and fed 700 meals. Erin Folk and I coordinated the food for the run this year. A special thank you to Ralphie & Lulu's for helping to coordinate and loaning us their equipment for the meal. The food line went seamless and we had both full-time, part-time and employee's families assist with cooking and serving. Meals that were sold benefited the OPD Scholarship Fund and a profit of \$280 was deposited in the scholarship fund.

The Recreation Department is heading into our busiest season for the next 8 weeks. We continue to have weekly meetings and have implemented several communication tools to better coordinate set-ups and event needs with Parks and Maintenance throughout the summer. A collective list will be submitted prior to each week that identifies the needs from each department to allow better coordination.

An emphasis this summer is being placed on working smarter, not harder. Staff will be fluctuating schedules to allow for events, etc. to eliminate the 95-100 hr. work week that happens during our busy season. This is a work in progress, but an emphasis is being placed on flexing schedules to compensate for the evening and weekend programming.

Allyse Ketter has developed and will be running Art in the Park and Pop Up and Play this summer. These programs are sponsored by E.D. Etnyre. She will also be assisting with Operation Move sponsored by KSB Wellness. We are excited to offer these free programs in the parks this summer.

The Recreation Department will be hosting a Volunteer Appreciation night at the final concert on July 23<sup>rd</sup>. We would like to invite the board to join us that evening. A special 'volunteer' tent featuring dinner from Hector's Cocina will be available. Formal invitations will be going out at the end of June.



## **Fitness Center**

Fitness Center has been operating with very few issues. Maintenance and front counter staff have been doing a great job monitoring when a fitness center supervisor isn't available.

Kim Henry offered Project Core, a three-session class in May and June. She will continue to offer both her personal training and classes.

Elizabeth Priller is currently offering nutritional coaching and beginning this fall will offer a variety of fitness classes.

Aimee Ascher continues to offer Early Rise aerobics classes two mornings a week.

The addition of Priller will add variety to our aerobics classes to offer something for everyone!



### **Preschool/Classes**

Preschool concluded for each of the classes with an end of year program. The students did a great job and students and parents were treated to cookies from O's Bakery at the conclusion.

Jacque Caposey will be returning to teach for the 2019-20 school year with Teresa Nehr Korn as assistant.

Summer preschool classes are being taught by Celeste Canfield, Rochelle Elementary School teacher. We are offering three different sessions for ages 3-5 and 6-8 years old in July.

Culinary Kids with Ms. Teresa will continue this summer. The June class is full.

Respectfully Submitted,

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

Tina Ketter  
Superintendent of Recreation

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 11, 2019

Parks Report



### Sports

Spring soccer has wrapped up for the year and so has OHS softball. All goals, bleachers, and equipment for soccer have been put away or moved to other sporting event areas. We have also taken down the baseball fence at the high school and used most of the fence panels to build the T-ball field at Etnyre Middle School.

Park District softball and baseball leagues are in full swing and the ball diamond crew is busy prepping fields for games. They prep for games daily and keep fields groomed for practices.



### Projects

The splash pad has been opened and again is the main attraction at Park West. The drains are checked weekly for any debris that might plug them and cause any overflow issue. The pad is also checked for loose limestone and blown off three times a week for liability reasons.

All plant material has been planted and mulched in the downtown terraces, planters, hanging baskets and Parks. We are now in the process of mulching park district flower beds, sign beds and trees.

This year we will be installing a new split rail fence at Fairgrounds Park. The fencing at the park is rotting out and is falling over in places. We have the fence at the shop and are waiting for the turf to be dry enough to start the project.

We will be installing a playground at the Reading Nook soon. Currently, we are waiting for the turf to dry out long enough for us to start excavation. We want to do this with minimal damage to the rest of the park turf and planning on a week for construction.

We will be setting the fishing pier in the river at Jacks Landing once the water levels have come down so it will be safer to have staff in the water if needed to install.

This year has really been a challenge mowing. Despite all the rain staff has been busy keeping up with mowing and trimming between the rain events. There are more people in the parks this time of year, so garbage and bathrooms are also keeping us busy.

Staff and I are looking forward to getting in the parks and another busy season with projects and maintenance. So glad it has warmed up but not liking all of the rain!!!

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**

May 14, 2019

Environmental Services Report

 **Nash Facility**

We are continuing our summer updating and cleaning of the Nash Facility. We have started in the locker room hallway with painting of the doors and jambs. Then moved to the River Room, where we repaired the hot water lines to the RTU's, replaced ceiling tiles, installed new diffusers, and will install new speakers when they arrive. We have also been cleaning and painting in the Children's Center. The lockers were badly dented and scratched, we repaired and painted them to match the other doors and jambs. The main terrazzo hallway was stripped almost bare and had 5 coats of wax applied. We will continue to burnish the floor weekly.

 **AHU Nine blower wheel replacement**

Air Handler Nine serves the locker rooms and hallway outside of the locker rooms. A few months ago, during a monthly PM we noticed that it was severely off balance and shaking terribly. We found that there were multiple fins that had been lost from the blower wheel and it needed to be replaced. I have received quotes from 5 local contractors for the work, and through careful consideration I selected Loescher Heating and Air Conditioning. Although we have not worked with them in the past, I look forward to the opportunity to make a new relationship with another reliable contractor.

 **Fitness Center Flooring**

We have received word from Boss Carpet One that they will be replacing all the new rubber flooring in the fitness center at no additional cost to us. We have requested that in the free weight area they install ½" thick material instead of the ¼" material. The thicker material will hold up better to the abuse in that area. The additional thickness will cost \$5,236.00, for material and labor. There is no explanation of why this occurred, or what was to blame for the failure. To ensure that we will not have this issue in the future, they will be utilizing a different adhesive that is urethane based on the new flooring. The scheduled dates for the replacement are the week of July 22<sup>nd</sup>.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 11, 2019

### Business Administration Report



#### **Financial Review**

The May 2019 Treasurers Report is included in the Board Packet. The District began the fiscal year with a healthy fund balance. The District will receive the first tax distribution of the year late in June. The Districts fund balances will remain healthy until large payments for the Park West OSLAD Expansion Project begin later in 2019.

Budget and Appropriation Ordinance has been filed and the State of Illinois Comptroller's Office has been notified of our fiscal year change. The 2019 financial report, required to be filed with the State, will be for a 20-month period from May 2018 to December 2019.



#### **Perfect Mind Activity Registration Software Implementation**

The District is nearing the Go Live Date for its new Activity Registration Software. The administrative department has undergone 4 series of significant training sessions and completed the primary user setup and configuration. The new seasons programming will be entered over the next few weeks and significant testing will begin. Front Counter training will also begin in early June. The final transfer of household, program and facility reservation information will occur the week of July 22<sup>nd</sup>.

The new hosted software system will go live on July 29<sup>th</sup>. Program registration for the Fall/Winter 2019 season will then begin on July 31<sup>st</sup>/August 1<sup>st</sup>. The District will have onsite assistance from a Perfect Mind trainer to make sure the Go Live process goes smoothly. The District will release more information about all of the benefits of the new software as the Go Live date inches closer.



#### **Prevailing Wage / Year End Audit**

The District has completed the preliminary onsite audit process for the 2018-19 Fiscal Year. There were no unexpected findings and the only significant change to the report will be related the Blackhawk Center transition. The Districts transfer of title to the School District will reduce the Districts overall assets and negatively affect the District's total net position. The completed audit will be included with the July Board Packet.

The District historically approved an annual prevailing wage ordinance in June of each year. Public Act 100-1177, which became effective on June 1<sup>st</sup>, no longer requires each local government to adopt a prevailing wage ordinance. The Illinois Department of Labor will automatically set the applicable wage rates for each local government and each local government will still be required to pay that prevailing wage for public works.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Griffin".

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 11, 2019

### Administrative Services Report



#### **Registration/Front Counter**

Andrea Messenger's last full day at the front counter was on May 24. We are in the beginning process of finding applicants to fill the daytime hours that Andrea worked. In the meantime, the part time staff has been great about working additional hours to complete the schedule.



#### **Software Implementation**

Dan Griffin and I continue to work on the configurations for our new software, Perfect Mind. It will be an extremely time-consuming project until Go Live at the end of July, but I am looking forward to the transition. We currently have three training sessions scheduled in June for the front counter staff. I plan on working with them one-on-one after the three group training sessions during the month of July.



#### **Marketing**

I have continued to attend the weekly Recreation staff meeting. At our meeting on May 13, we discussed the bi-monthly email blasts that I send out to our subscribers. We decided to switch the email blasts from bi-monthly to weekly during the summer months, when we have more events and programs to promote. These will be sent out every Sunday through the month of August to show a preview of the upcoming week.

The Nash phone system will be changed every Tuesday during the Summer Concert series. I will be recording a message to promote the Concert in the Park and include details of the band, sponsor, food, and rain location. This message will play before it rings to the receptionist. The phone system will ring as normal every other day of the week.



#### **Corporate Memberships**

KSB's Corporate Membership drive ended on May 10 with 38 total memberships; 13 employees, and 25 family members. This is an increase of 11 memberships from 2018.



#### **Silver Sneakers**

Silver Sneaker members are at 264. Five members joined in the month of May; all five members were new to OPD. Three of them are non-residents; two of them are residents.



#### **On the Side**

Program masters were submitted by the Recreation staff. I am currently in the process of entering our fall programming into Perfect Mind. The final documents for our brochure exports are being created in preparation for the fall guide.

Respectfully Submitted,

Alyssa Fischer  
Administrative Services Coordinator



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 11<sup>th</sup>, 2019

### Aquatics Coordinator Report



#### **First Fridays in the Sun**

Friday June 7<sup>th</sup> will be our 1st First Friday in the Sun this summer. We will have cookies and juice on the sun deck from 2-3pm during our 2-5pm open swim along with lawn games and a water game on the deck. We will also have a raffle basket to give away to those that attend.



#### **Swimming Lessons**

Spring swimming lessons wrapped up and I have included the results of the survey that was handed out to the parents on the last day. Summer swimming lessons started on June 3<sup>rd</sup> and are off to a great start. Registration numbers were down compared to last summer. We have 54 enrolled compared to 78 enrolled last summer for the first summer session. Our private lesson numbers are up compared to last year. Last summer we had 13 enrolled and this year we are at 24 and calls are still coming in to set up lessons. I will immediately begin our marketing for our second summer session which will start the week after the fourth of July.



#### **Inclusion**

This summer we have one new angelfish student enrolled in swimming lessons. He has autism and has done really well with his one on one instructor so far. We are having people drive from out of town for our program as other area pools are not willing to work with their children with special needs and require the parent to be in the water with their child if they need help. We are happy we can accommodate such a diverse group of children with special needs. Between our online training provided by Starfish Aquatics and our training held here with OCEC our instructors have been well prepared. I also work with them and answer questions and come up with strategies to assist that child's unique needs.



#### **Triathlon Planning**

The Rockin' River Fest Triathlon is just a week away. They currently have about 20 people. This is down from last year but I think the weather being unpredictable is hindering people from registering due to the paddle portion of the event. I will be working with the committee to make that event happen and appreciate our staff that is again volunteering to help that morning. Our triathlons are coming together in July. I really appreciate all of the help of our staff that is helping me pull it together and make it a successful event again this year. I especially appreciate Brian's talents in making our overall awards for the winners that are a unique keep sake for the winners.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP  
Aquatics Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

June 11, 2019

Events Report



### **Flower & Plant Sale & Mini Market**

In previous years we offered only the Flower & Plant Sale at Nash or across the street. This year we added the Mini Market and changed the location to the Courthouse lawn for both space and visibility and we doubled our vendors. 13 vendors participated in the Sale this year on May 4. It was a perfect day and sales were great. Shoppers were able to get a taste of what the weekly market might offer.



### **Farmers Market**

The big change for the Market in 2019 is that we moved it back to Saturday mornings on the Courthouse lawn and we will save on expenses by not having live entertainment or a staff person at the Market full time. The Market has a new logo. New signage is out this year and the market has been promoted locally to include restaurants, campgrounds, state parks, etc. We are promoting Buy Fresh and Buy Local! Newspaper articles will be submitted to the paper each week this summer highlighting one of our vendors.



### **Concerts In The Park**

We have a great concert series lined up for the summer with the bonus of the 1<sup>st</sup> concert following the Color Run and the 7<sup>th</sup> concert hosted by the Park District and ending the season with the fireworks finale. Flyers/posters have been distributed to promote this FREE family fun and entertainment brought to the community by our generous sponsors. Due to possible construction at the Coliseum, the alternate site may change from the Coliseum to the OHS gym.



### **Art In The Park & Pop Up and Play**

These programs will kick off in June. With the new Presenting Sponsor: E.D. Etnyre & Co. the Park District can offer more free programming. Allyse Ketter, Recreation Intern, programmed a variety of activities for the summer. Art in the Park is offered on Thursdays at The Reading Nook at 10 a.m. while the Pop Up and Play time, day and location varies. Various park locations will host the Pop Up and Play.



### **Farm to Table Dinner**

Plans are underway for this fundraiser. Invitations will be out soon although registration is open, and Chefs are on board ready to serve up a great dinner with many ingredients sourced locally.

Respectfully Submitted,

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

Debbie Leffelman  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 11, 2019

Recreation Program Manager Report



**Extended Time**

The ET staff had an EOY meeting on Thursday, May 16 complete with goofy staff awards and sharing of memories made. We ended the school year on Friday, May 17 with a party for the students! We had a phenomenal ET program this year and excited to see nearly all of our ET students return to us for Camp OPD.



**Summer Camp**

I hired two new employees for Camp OPD this summer. We have a total of 19 camp counselors. The new summer staff attended an introductory training throughout the morning of Saturday, May 18 while all staff attended training throughout that afternoon. Training included all standard park district orientation and camp specific topics including teambuilding activities, transitions, games, individual camper needs, group management, PBIS and so much more! All staff renewed their mandated reporter training, updated the drug screens, CPR certifications and attended inclusion training. On Memorial Day weekend, the staff joined together to clean out and reset our classroom to begin camp on May 28. We have an amazing camp team! The first week couldn't have gone better and all the staff and campers did an amazing job! Our Camp Directors have been putting everything they have learned from Micheal Brandwein to the test! It's benefiting our camp immensely!



**Programs in May/June**

The Beginners Dog Training concluded on June 5. All 12 dogs have been invited to attend the Intermediate class. Everyone made great progress through class and word is spreading! Our next Beginners class is already full and includes a waitlist and the Intermediate class is filling quickly. Childcare concluded on May 16. We had a total of 339 children that utilized this service this year. We will start the program back up come September. The Fun Run took place on June 4 with 540 participants and over 20 eager community volunteers. This count has decreased since 2018 but is still a significant number for a district this size. It was great to offer such a unique and fun experience for all ages! We began our first outdoor toddler class at the Reading Nook on June 5. Zoe Nelson has done a great job coming up with new activities to bring this program to life. We had our third State Park Hike to Lowden State Park this June 5. 15 adults attended the educational hike with Grant Afflerbaugh. We are so fortunate to have Grant as a resource in this area.



**Summer Meals**

I attended a training with Northern Illinois Food Bank on May 21 to gain more information about our free lunch program that we are offering on Thursdays at Mix Park throughout the summer. NIFB came out on May 28 for a pre-op visit and services began on June 6. We are working with Riverstone Church and the United Methodist Church in order to offer meals to those in need all 5 days a week this summer.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP  
Recreation Program Manager

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

June 11, 2019

Athletic Coordinator Report



**Youth Baseball & Softball**

Baseball and softball season are underway. Games began a week earlier this year to allow for a make-up week prior to tournaments. The season is off to a great start and few games have had to be rescheduled due to the unpredictable weather. It has been great to see the kids grow their skills and their sportsmanship. I have been visiting the baseball fields at practices and games which has allowed me to get to know the coaches better and foster the relationship between the Park District and our volunteers.



**Little Baseball Stars**

This program for our youngest baseball players, ages 3-5, will begin June 6<sup>th</sup>. The program filled before the registration deadline date and we are running two sessions with a total of 40 kids. We've partnered with OHS Baseball Coach Nate Girton and the high school team to run this program, with 100% of proceeds going to the Oregon Hawks Baseball program in exchange for their willingness to offer drills and assistance to our baseball league. The high school program will receive \$1344.50 from Little Baseball Stars and the Pre-Season Youth Clinic. Prior years we have run Little Baseball Stars in-house hiring staff and ran the program at a loss.



**Co-ed Sand Volleyball**

Sand volleyball season began on May 23. We have four teams registered. A plan is in place for make-up games with double header games, once the construction of the new courts begins.



**Women's Basketball League**

This year's league concluded on Wednesday, June 5, with an evening tournament. The winning team received a trophy. The league was comprised of 7 teams of varying skill levels.



**Operation Move**

We are excited to be partnering with KSB Wellness once again this year for Operation Move. The initiative is to encourage children to increase their physical activity during the summer. We will feature 8 free organized activities starting with an afternoon Bike ride on Tuesday, June 11<sup>th</sup>. All programs will be held in the parks and feature giveaways and healthy snack options!

Respectfully Submitted,

A handwritten signature in black ink that reads "Lesley Sheffield".

Lesley Sheffield  
Athletic Coordinator