

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, JULY 9, 2019, AT 6:00 P.M.  
NASH RECREATION CENTER BOARD ROOM,  
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
  - A. REGULAR MEETING MINUTES, JUNE 11, 2019
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - B. FINANCE COMMITTEE - NO REPORT
  - C. PERSONNEL & POLICY COMMITTEE - NO REPORT
  - D. PARKS & FACILITIES COMMITTEE - NO REPORT
  - E. PROGRAM & SERVICE COMMITTEE - 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

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.
- 9) COMMISSIONERS COMMENTS

10) DIRECTORS COMMENTS

11) PRESIDENTS COMMENTS

12) ADJOURNMENT

NEXT REGULAR MEETING - AUGUST 13, 2019

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
**June 11, 2019**

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

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

ABESNT: Dan Engelkes

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: Steven Konters, Jason Stoll

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Mark Tremble, the special meeting minutes of May 14, 2019 be approved as printed. Roll Call: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Dave Bakener, seconded by Scott Stephens, the regular meeting minutes of May 14, 2019 be approved as printed. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed added that the Reading Nook Playground is onsite and the Parks Department will plan on installing it as soon as the weather cooperates. Mr. Tremble asked how long it would take to install. Mr. Egyed said it will take at least a week to complete the installation.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that all of the summer programming has kicked off. The fun run was successful and raised a profit of \$689. Mr. Stephens asked about the participation numbers. Mrs. Ketter said the total participation was 540, as compared to 702 the prior year. The District increased the registration fee for the event this year. Mrs. Ketter said that the Triple Play event was successful this year as well.

Mrs. Ketter said Art in the Park began the prior week. Etnyre was the sponsor. Operation Move was at Fairgrounds Park this week as well. The Flamingo Bingo participation has been good as well. The Recreation Department is looking for volunteers for the Triathlon this year.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated that the air handler work approved in the annual budget was on track to be completed.

Administrative Report - Included in Board Packets. Mr. Griffin had nothing to add.

BUSINESS (unfinished)

BUSINESS (new)

Park East & Kiwanis Park Masterplan Discussion

Mr. Konters, of Hitchcock Design, presented the Kiwanis Park Masterplan. Mr. Konters said he met with the local stake holders near Kiwanis Park, including the Fire Department and City of Oregon. The proposed trail alignment, or Riverwalk, that will connect Kiwanis to Route 64 will pass through the Fire Department property.

One of the major proposed changes will be to reduce the parking area that will allow additional park space to increase accessibility to the waterfront. The idea of shared parking with adjacent lots would help alleviate the reduction in parking. Mr. Konters added that the plan calls for a security fence to separate the Conover Square area from the Park. There will be two separate trails or paths that run through the park. The first trail will cross the upper area of the

park and connect to the shelter at upper section of the dam. The second trail will go down the graded vegetated slope that will connect users with the lower dam.

The alignment allows for the upper path to connect to the dam overlook currently owned by the Illinois Department of Natural Resources. In the future an agreement could allow the District to add an overlook deck. The improvements to the lower path include a maintenance vehicle access point.

The Riverwalk connection will hug the upper bluff along the river. Mr. Konters said there was a tight squeeze along the maintenance shed adjacent to the Fire Department building. The connection next to the roadway would include a seating area. Hitchcock Design included budget estimates for the improvements at the park. The overall removal and earthwork figures are large with such a large slope. The new shelter and site furnishings also represent significant cost improvements. There will also be some fees associated with wetland delineation. Mr. Konters said that the total of the improvements in current year dollars is a little over half a million.

Mr. Stephens asked if there was still boat access to the White Pelican business located next to the park. Mrs. Folk said there is currently no access route to launch. There will be an entrance to the park that will connect them to the path to the waterfront. Mr. Konters and Mrs. Folk confirmed that the security fence would be a tasteful fence, not a chain link fence.

Mr. Bakener asked if there were any additional costs to the future maintenance for mowing etc. Mr. Konters said the new plantings were low growth stabilizing plants that would need little care.

Mr. Tremble said that the improvements to such as dangerous area of the dam could create problems. Mr. Tremble asked if it would be worth making it look like access to a swimming hole. Mrs. Folk said that the goal of the master plan was to present a future idea for the park that coincided with ideas that the City has with Riverfront development. The improvements would help the District with access to the river as well as connect the park with the trail system. Mrs. Folk said that Oregon Together has contacted the District to make improvements because there are many people that love the park.

Mr. Konters said the stair access is aging and will have to be replaced in the future. Mrs. Folk said that there is no accessible access currently either. The City of Oregon

currently does not have funds to help pay for the river front improvements, but the plan for the future is there. Mr. Konters asked if there were any more comments on the Kiwanis Park plans. There were none.

Mr. Konters then presented the Park East Masterplan. There are two sections of the park split by River Road. The existing parking lots would remain, with the addition of new parking. The far east side would save the existing shelter and restrooms. There would be new paths connecting areas of the park. The existing baseball field would remain the same orientation.

The new trail system would connect the wooded pine area to the Chana School and connect over to off street parking on the north side. The woodland area would also include a new 9 hole disc golf course. The challenging course was also listed in the masterplan.

The west side of Park East includes a new carriage walk to improve connectivity. The District looked at a new restroom building but it was not cost effective. The District would continue using porta-potties in that area. The existing overlook deck would also remain the same size but be replaced at some point. There is also a lower walkway down to the river that would be replaced. The upper path would still connect the parking area to the shelter and playground. The playground will be replaced in the future as well.

Mr. Konters said the new path will connect the upper parking lot with the lower dam. The path would be ADA accessible. The new lower parking lot would replicate the upper circular drive and include additional spaces. There would still be the trail connectivity to connect the park back to River road and Route 64.

The Park Masterplan costs were broken down by side. The East side of the park totaled approximately \$600,000, while the West side came in at over \$800,000. The total park improvement were around \$1.5 million dollars. There will be additional costs for the new parking lots.

Mr. Konters asked if there were any questions. Mr. Tremble asked if the restrooms were needed at Park East. The cost is expensive and are they really used? Mrs. Folk said that the restrooms are used especially during ball games. The existing infrastructure allows the District to complete the improvements. The District will most likely not add new restrooms that will require septic and water. Mr. Konters

said small restrooms easily reach six figures in expense. There were no further questions.

Park West Expansion Contract Approvals

Motion by Scott Stephens, seconded by Mark Tremble, the Playground, Shelter and Toro Court contracts be approved. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Mrs. Folk said the three quotes were included with the OSLAD application of total cost. The contracts were for the Toro Court, Playground and Shelter Design.

Executive Session Minutes Release

Motion by Scott Stephens, seconded by Dave Bakener, the Board will release the executive session minutes of April 4, 2012, June 12, 2012, October 4, 2012, March 28, 2013, April 9, 2013, April 1, 2014, March 31, 2015, April 1, 2015. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, 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 Dave Bakener, seconded by Mark Tremble, the board enter executive session at 6:36 p.m. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Return to Regular Session

Motion by Mark Tremble, seconded by Dave Bakener, the board return to regular session at 6:56 p.m. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Mr. Stephens exited the meeting at 6:56 pm.

COMMISSIONERS COMMENTS

Mr. Bakener had nothing to add.

Mr. Tremble had nothing to add.

DIRECTOR'S COMMENTS

Mrs. Folk had nothing to add.

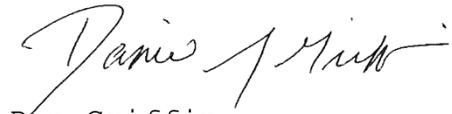
PRESIDENT'S COMMENTS

Mr. Pennock had nothing to add.

ADJOURN

Motion by Mark Tremble, seconded by Dave Bakener, the meeting adjourn at 6:57 p.m. ALL WERE IN FAVOR.

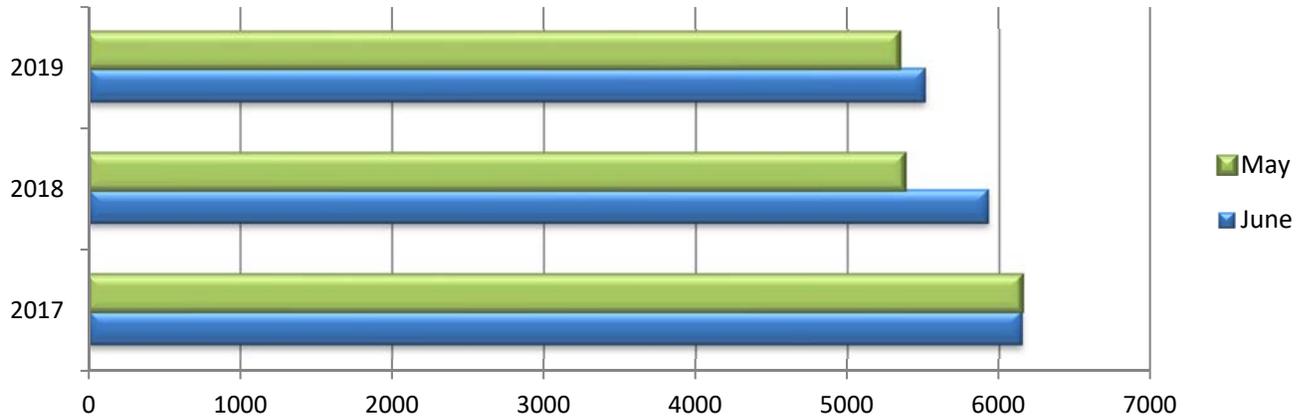
Respectfully Submitted,

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

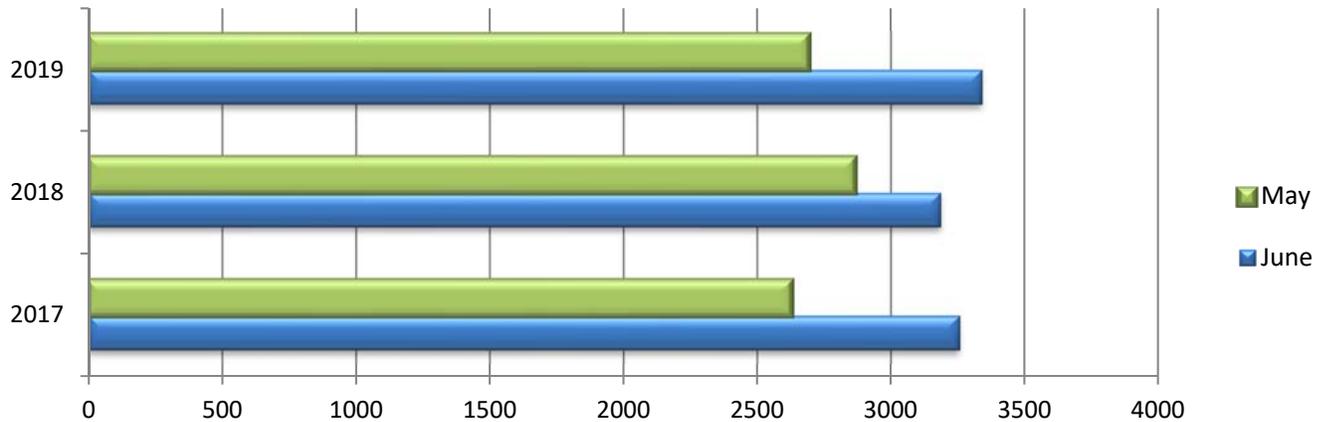
Dan Griffin  
Secretary Pro Temp

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**  
 July 2019  
 Facility Statistics Report

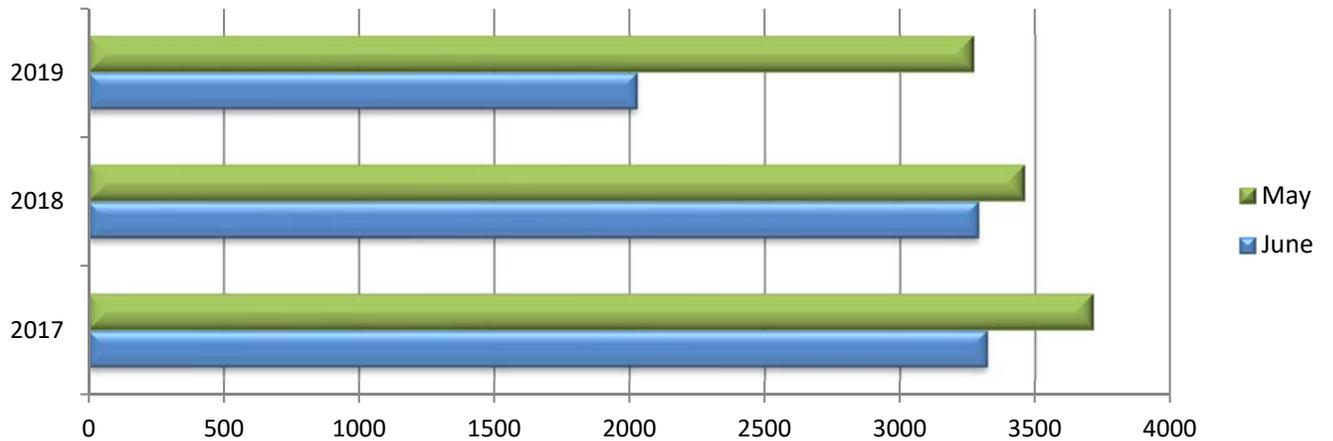
**Nash Recreation Center Facility Statistics**



**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

July 9, 2019

Parks Report



### Sports

All sporting events are currently in full swing. Staff is busy preparing ball diamonds and volleyball courts for games. We have done our best to repair the fields from all the rain, despite this being the very wet spring. Staff has spent a lot of time bringing in lime to repair the erosion on the ball diamonds caused by the heavy rains. T-ball is done for the year and the field at Etnyre has been taken down for the season and stored at the storage unit at Park West.



### Projects

A fun project we had just completed was the installation of the new playground at the Reading Nook. We started to put the equipment together at the shop in section's while at the same time staff was doing excavation work at the site. With all our staff's help we were able to complete the project in one week and able to accomplish this with minimal damage to the surrounding area. What a great addition to the park.

This year we were able to work with Hagemann Horticulture LLC to design, prep beds and plant all the flowers in our parks, uptown terraces and hanging baskets. During planting season in early spring, the seasonal help has not yet started working. With seasonal staff starting in June we are utilizing our fulltime staff to accomplish this task. By using all our resources in planting, our daily and weekly maintenance is put on hold and then we are struggling to get caught up all spring. Install price from Hagemann also included a discount on plant material. With the install price and the discount on material the cost was less than if we were to buy the plants at retail and pay our staff to install. We have found this to be a more efficient and cost-effective way for this task to be done. At the same time our other maintenance in the parks is not jeopardized by all our staff prepping and planting beds.

We finished the demolition and installation of the split rail fence at Fairgrounds Park. The old split rail was starting to decay and fall over. With this type of fencing, replacement will be needed every 10 years. We did contact local homeowners and they all wanted to see this split rail get replaced. They also were OK with us spraying around the posts to eliminate trimming string from damaging the posts.

We have been able to start mowing the north end of the bioswale, some areas have dried up. We are still looking at a late summer early fall construction time to re-shape, tile and seed the waterway. Reasons for the construction being put off until then is that dry soil for rough grading is better for forming the correct slope of the land, within one inch of the final specifications, to facilitate proper drainage. Performing the construction when dry will also cut down on unnecessary damage to other turf areas from a large backhoe and dump trucks. Also planting the grass seed in early spring, in a waterway that we know will have high water levels from heavy rains and run off will wash all seed downstream and then cause erosion issues that we will then need to repair again. Just to recap the bio-swale will be reshaped for proper drainage,

tiled with 8-inch tile and then seeded by a hydro seeder. During heavy rains there will be the same amount of water going through the waterway, this is not going to stop the amount of water we get but when the rain is over the water that is still trickling down from the farm fields will run into the tile and draw other water into the tile as well. Keeping the waterway dry enough for us to keep mowing it. Looking forward to seeing this area completed.

We will soon be putting in the fishing pier at Jacks Landing, it has finally dried up enough to get equipment down to the riverbank. If you plan to visit take my advice, use mosquito repellent and tie a heavy weight to your belt because they will carry you away!!!!



### **General**

Staff is doing a great job this year with all maintenance and projects assigned to them. Very happy as to how the parks look already this time of the year.

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

Superintendent of Recreation Report



**Marketing/Participation/Fall Guide**

We will be promoting the last three concerts heavily on Rochelle 102.3 the Coyote. The radio spots are a result of a trade for advertising for quarter passes for radio give-a-ways. Advertising continues for our programs through Facebook, newspaper and the weekly eblasts. Participation numbers will now be tracked monthly vs. quarterly to accurately depict this 8-month fiscal year. We have increased participation in May/June from the year prior. The Art in the Park, Pop Up and Play, Operation Move and Free Lunch Program have been very successful this summer. We have had an increase in free programming of over 425 participants this year vs. 2018.

Comparison	2018	2019	Change
May	670	756	+86.00
June	1632	1928	+296.00

The second round of proofing has begun on the Fall Activity Guide. The Recreation Staff is offering 28 new classes as well as the return of many favorites that have been recently introduced. The guide will be going live on Tuesday, July 23 with registration beginning the following week on Wednesday, July 31.



**Recreation Department**

The Recreation Department has a busy month ahead but coordinating weekly schedules with both parks and maintenance has helped improve communication and allowing event set-up/tear-down to run smoother. Staff has been working to flex schedules during the week to allow for evening/weekend programming we are working on.

July is Parks and Rec month and we have a full month of activities to offer. The big events we are planning include the Triathlon, Touch-A-Truck, Volunteer Appreciation Event, Final Concert with food and the Farm to Table dinner, which will all occur within a week of each other.

Invitations have been sent out for our Volunteer Appreciation Event that will run in conjunction with our final Concert in the Park. I have had a great response to the invitation and expect this to be our best Volunteer Appreciation Event. Staff will serve volunteers Hector's Cocina and then transition to the concert area to serve walking tacos to concert goers. The evening will once again end with fireworks from Spectrum Pyrotechnics. This is the third year in a row working with this company and we are always impressed with the professionalism in planning and executing a wonderful show!

Recreation staff met on July 1 to begin brainstorming for the January-May guide. All programming from Jan.-May 2019 were evaluated for participation, costs and time commitment. Program masters are due on Sept. 26 with a guide release date of Nov. 22.



**Fitness Center**

Carol Wig, Brian Beckman and I have been working to alleviate the humidity issues in the fitness center. Carol has done a great job of monitoring and keeping us informed when we have issues.



### **Preschool/Classes**

Summer classes for ages 3-5 and 6-8 begin the week of July 8 with Celeste Canfield. Each week introduces a new theme. All purchasing, and planning has been completed for the classes and the 3-5 classes have all either filled or are close to capacity. The 6-8-year-old is smaller but we hope to gain as the classes build. Teresa Nehr Korn will be assisting Celeste for the 3-5-year-old classes. We have one inclusion participant that will be joining us for the Animal Safari class. Allyse will be joining the class as the one-on-one aide to identify what if any modifications need to be made. This will be a great opportunity to learn modifications for all staff and we hope the participant chooses to register for the remainder of the classes. Culinary Kids will be making French Toast Kabobs and eggs in July.

The 4-year-old preschool classes are full for the 2019-20 school year. Numbers are lower for the 3-year-old program with 9 in the am class and 5 in the pm class. I will be meeting with Jacquie in July to begin planning/ordering and discussing curriculum. Teresa Nehr Korn will again be joining us as aide for 2019-20.



### **Volunteers**

I was contacted by Rock River Christian Camp about volunteering for us for a week. We accepted the help and were able to have 6 volunteers and 2 chaperones assist the parks department with spreading mulch for 5 days. Three volunteers assisted Allyse and Lesley with Operation Move, making 15 pounds of flour clay for Art in the Park and then assisted with the Art in the Park event. They volunteered for 2 ½ hours each day and we appreciated the help!



### **The Reading Nook**

I would like to thank both Erin and the board for the addition of The Reading Nook. The space has been an asset to the Recreation Department with programming. The addition of the playground is an amenity that few communities offer. The ribbon cutting/cookie decorating event was attended by 119 people to show the support of this playground. I look forward to the many ways we can utilize this park and am excited for the Children's Center to have access in the fall.



### **Intern**

I have asked Allyse Ketter, intern, to submit a board report for July and August to reflect all that she is doing to attribute to our success in programming this summer. She has been a valuable asset to the Recreation Department.

Respectfully Submitted,

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

Tina Ketter  
Superintendent of Recreation

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 9<sup>th</sup>, 2019

**Environmental Services Report**

 **Nash Facility**

This slow warm up has been nice for our cooling equipment so far this summer. We have completed our chemical additions to the cooling tower and chiller system. At this point the entire process is running well for a system that is over 35yrs old. We have decided to delay the installation of the fitness center flooring until after the pool shut down in August. There were a few discussions on timing and waiting to install was a mutually beneficial decision.

The large submersible pump that empties the pool pit has failed. We have worked on the pump and its components and it is time for a replacement. The pump has been in the pit and working for 35 years according to the serial number. In the meantime, we have configured a much smaller submersible pump to run in emergencies, but a new 220v pump will be installed when it arrives in roughly 4 weeks. We rarely utilize the full capacity of this pump, but when we do it is to drain the entire pool. The pump was identified in the 2018 facility assessment as a recommendation in 5-10 years to replace. They estimated that it would cost \$20,000, but utilizing in house labor and purchasing direct, the project will only cost a fraction of that.

 **AHU Nine blower wheel replacement**

The blower wheel replacement was completed on Monday, June 15<sup>th</sup> and went well. There were no issues and the new fan is significantly quieter and more efficient. In addition to the blower wheel, the contractors also replaced the shaft, bearings, and installed a new cogged v-belt.

 **Congratulations**

I want to congratulate Mary Sansone on completing and passing her Certified Pool Operator course. Becoming a CPO involves 16 hours of classroom training as well as an end of class exam. The course provides us with knowledge and techniques for operating our aquatic attractions. In addition, it helps to protect our patrons and reduce hazards in our facility. The State of Illinois does not have any requirements for having a CPO on staff, but our department made a goal to have 100% of our staff certified this year.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 9, 2019

### Business Administration Report



#### **Financial Review**

The June 2019 Treasurers Report is included in the Board Packet. Overall fund balances are increased as compared to May as the District received the first tax distribution from the 2018 tax year. The tax distribution totaled \$1,449,757.89, which is approximately 50% of the expected total for the year. The District transferred much of the Distribution to the Illinois Park District Liquid Asset Fund, where it will earn approximately 2.25% interest.

The Districts tax rate for the 2018 tax year was 0.45494. The typical Oregon Park District resident, living in Nashua Township, had a tax rate of 10.42730. The Park Districts percentage of the tax pie is equal to 4.36%. The Districts overall tax rate and percentage of the tax pie were greater than expected, primarily due to the Board of Reviews decision to reduce the value to the Exelon Nuclear Plants value. The reduction in Exelon EAV increased the Districts overall rate.



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

The Countdown to the Go Live Date for the Districts new Recreation Software, Perfect Mind, is down to less than one month. The administrative staff has been hard at work behind the scenes preparing for the transition. An implementation calendar has been created to make certain that the District is prepared to go Live on July 30<sup>th</sup>!

Training with the Customer Service staff is well underway. There have been three full staff trainings. The remainder of the trainings will occur one on one. The District will have a training database for staff to practice transactions prior to go live. The District anticipates there will be a few hiccups in the implementation process, but the end result will be great. The District will have the ability to give our community much more program details online and provide a robust online portal for registrations. The District will release more information about all of the benefits of the new software soon.



#### **2018-19 Fiscal Year End Audit**

The District has completed the 2018-19 fiscal year audit. The full audit document and corresponding committee letters have been delivered. The District finished the year with a total net position of \$8,788,000, which includes cash balances as well as all capital assets (land, buildings, equipment and infrastructure). This total represented a decrease of \$2,255,000 from the prior year. The primary reason for the large decrease in net position is the transfer of ownership of the Blackhawk Center from the Park District to the School District. The BHC was a large asset that the District no longer includes as a capital asset. The total year ending current (cash) assets was \$2,087,016. All fund balances met or exceeded the Park District's year ending goal.

Respectfully Submitted,

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

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 9, 2019

### Administrative Services Report



#### **Software Implementation**

I have continued to work on the administrative set-up of our new Recreation Software, Perfect Mind, this past month. Most of my time has been spent on this project to make the District's transition as smooth as possible for our staff and our patrons.

I am eager for the release and excited for the benefits it can provide to our District.



#### **Front Counter**

The front counter staff has been focused on training for Perfect Mind this past month. We have held three group training sessions, along with individual training sessions. They have also been provided login credentials for the Perfect Mind test database to practice transactions prior to Go-Live on July 30.



#### **Marketing**

July is Parks & Recreation Month, and I have utilized a marketing toolkit released by National Recreation and Parks Association (NRPA) to promote this special month. The 2019 theme and logo from the NRPA toolkit with information about Parks & Recreation month have been published as a News article on our website, on Facebook, in the June 30 email blast, and throughout the building. I also created a District specific calendar utilizing a template provided by NRPA to promote the many events and programs offered in July.

I have continued to send out weekly email blasts. The decision to go from bi-monthly to weekly during the busy summer months has helped us promote more events through this marketing outlet.



#### **Corporate Memberships**

Etnyre is currently in the middle of their promotional period. Their Corporate Membership drive will end August 31.



#### **Silver Sneakers**

Silver Sneaker members are at 266. Two members joined in the month of June; both members were new to OPD.

Respectfully Submitted,

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

Alyssa Fischer  
Administrative Services Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 9, 2019  
Events Report



**Triple Play**

We put a new spin on this event this year. It changed to a stand-alone event (not paired with Touch-a-Truck) simplified with the focus more on baseball. As a cost saving measure, the inflatables were eliminated. The event is the OPD kick-off to ball season with all participating OPD kids announced and the annual tribute to Joey Kerwin. Rather than a hitting contest, the second field was also used for ball games. There were 4 baseball games throughout the evening. Kip Crandall, David Duke and Pat Donahue volunteered to announce games for us which the youth really enjoyed. New this year were awards presented after each game for the Joey Kerwin Player of the Game. Nancy and Colleen Kerwin were able to present the awards. Mark Tremble gave a very nice tribute to Joey to keep his memory "alive". Mark and three OCUSD teachers sang the National Anthem after the Cub Scouts presented the flag. It was a great night in the park and there were yard games on hand for families to play with as well as a water balloon launch. We were also able to give away White Sox, Rockford Rivets and Timberwolves tickets to three lucky kids. Concessions were run by Oregon Soccer Organization.



**Farmers Market**

The move back to Saturday mornings for the market was a decision based on community and vendor feedback. However, it is like starting over with the market. Due to the crazy weather and trying to recruit vendors that left the Oregon Market when we moved to Friday, we have had a slow start. We do have 14 summer permit holders, but with the weather and other commitments we have only been having about 4 vendors show each Saturday. I am continually working on recruitment and promotion of the market. Newspaper articles featuring the different vendors are being published every week or so. With no live entertainment at the market, the district is saving money and staff time. I'm hopeful that the vendor and shopping traffic will both pick up in July.



**Farm to Table Dinner**

Invitations were mailed, and we have sold ½ of the 120 seats. I continue to work on sourcing fresh local food, Silent Auction Items, chef recognition, promotion, and more. Food expenses will be a little higher this year, but if we sell all seats and get high bid on silent auction items we should raise more money than last year for the Scholarship Fund.

Respectfully Submitted,

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

Debbie Leffelman  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

July 9, 2019

**Athletic Coordinator Report**



**Youth Baseball & Softball**

Baseball and softball is winding down after a very successful season. It has been a huge learning experience for me. Our T-Ball and Coach Pitch programs ended the last week of June. Tournaments will begin soon for the older divisions. All-Star games have also been added, for the first time, to each age group, with OPD coordinating the All Star Softball Games. A week-long tournament in the middle of July will conclude the season. All coaches and assistant coaches will be given Thank you cookies and all players special baseball cookies from the Village Bakery to mark the end of the season!



**Soccer Camp 2019**

Soccer camp was held the week of June 17<sup>th</sup> with a total of 33 kids participating. We partnered with the OHS Soccer Coach Seger Larson and his HS team. Coach Larson and team ran the program, with 100% of proceeds going to the Oregon Hawks Soccer program. This is in exchange for their willingness to offer drills and assistance to our soccer players. The high school program has received \$964 from the proceeds of this camp. Feedback from parents and participants has been overwhelmingly positive. This camp format was also a more affordable alternative to the community than the previous British or Chicago Fire Soccer Camps.



**Upcoming Programs**

Registration concludes July 19 for the Fall Soccer season. We will also be partnering with Coach Hussung to coordinate the Junior High Cross Country program again this year, and registration for the Girls 6<sup>th</sup> Grade Competitive Volleyball team ends July 26.



**Operation Move**

Operation Move has been a personal high point this summer. Events to date have included an afternoon bike ride, fitness at Fairgrounds and an outdoor basketball game. We have had over 100 participants do far. Kids are having so much fun at these free events and keeping active. We have five more events scheduled for the next few weeks that include: Dodgeball game, Pickleball, a Scavenger Hunt, an all ages T-Ball game and Super Soaker Sponges water fun! All programs are held in the parks and feature giveaways and healthy snack options, thanks to the KSB Wellness sponsorship!

Respectfully Submitted,

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

Lesley Sheffield  
Athletic Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 9<sup>th</sup>, 2019

### Aquatics Coordinator Report



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

Friday July 5<sup>th</sup> will be our 2nd First Friday in the Sun this summer. We had a total of 37 people sign in for the June First Friday. This month will have freeze pops on the sun deck from 2-3pm during our 2-5pm open swim along with lawn games on the deck. We will also have a raffle basket to give away to those that attend.



#### **Swimming Lessons**

Summer Session I is wrapped up and I have included the results of the survey that was handed out to the parents on the last day. I met with most of the parents and was able to help get them enrolled in the summer session or gave them information to mark their calendar for our fall session that will be coming out in the guide. Summer swimming lessons start on July 8<sup>th</sup>. Registration numbers are back up down compared to last summer. We have 68 enrolled compared to 65 enrolled last summer for the second summer session and 54 registered in our first session. All instructor materials are out



#### **Inclusion**

We have the same Angelfish student enrolled in our second session of swimming lessons this session and have partnered him with the same instructor. Both the instructor and the student have enjoyed the program. Our instructor looks forward to working with other future students as we have already had a call about a child from Byron that the times didn't work out for July but they are interested in the fall.



#### **Triathlons**

Attached is the letter of appreciation from the Rockin' River Fest Committee for our help this year. They donated \$290 to our Scholarship funds which was \$10 per person. Numbers were down this year but I believe that was mostly due to the weather and the river not opening until that week.

Registration is looking good for our Triathlon on July 20<sup>th</sup>. We have 57 people currently registered in the sprint or super sprint triathlon as an individual, buddy, or on a team. Our shirt deadline is coming up on July 3<sup>rd</sup> and registrations have been coming in steady the last few days. I anticipate an increase in the days.

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**

July 9, 2019

Recreation Program Manager Report



**Summer Camp**

Camp OPD has been going well this season. One of the most crucial staff developments I manage on a day-to-day basis year-round is promoting active camp counselors and ET Instructors. I have work with the Camp Directors, Tarah & Lena, to bring CDOS to camp! CDOS is a Michael Brandwein technique and is a way to boost staff performance through a masterful weekly conversation with individual counselors. Each week a Camp Director has an impromptu 10-15-minute conversation with a counselor through a pre-filled out worksheet that lists techniques that are working, things to improve on and any individual comments to be shared. This has dramatically impacted the counselor's active role at camp and has been holding counselors responsible for their actions through camp each day. Tarah, Lena and I review and fill these out 1-2 times a week while the campers are swimming at Nash.

We are constantly focusing on positive behaviors in our campers, but we also look for this and include the campers in evaluating our counselors each day. At the end of the day, the camp directors publicly announce to the campers which counselor got our rubber chicken for the day! This is a fun and silly award handed out to the counselor that really shined that day. This can range from excellent group management to participating in all the activities-and yes, we have a rubber chicken that is passed around. We also have a tac board for staff shout-outs. This is where any staff member can write notes highlighting positive things that they witnessed co-workers do throughout that given camp day.

We have had two very long staff meetings on June 6 and June 20. These are primarily long because it is very interactive, and the staff are very engaged throughout each topic. These meetings help us all get on the same page as well as bond and better understand each other's viewpoints. Though I have less programming throughout the summer, camp takes most of my time due the nature of the program.



**Programs in June/July**

The new sessions of dog training began on June 11. We are now about halfway through the session and everyone seems to be enjoying the information. I will be sending out an end of the session survey to better evaluate our new trainer. Toddler Gym concluded on June 26 with the full class of 10 children. The children really enjoyed our new playground in our last class.



**Summer Meals**

NIFB came out on June 27 for our evaluation visit which we passed with flying colors. We have served 82 meals thus far this Summer. All leftover meals have been getting donated to Lifeline at Conover and handed out to families in need on Fridays.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP  
Recreation Program Manager

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 2, 2019

### Recreation Intern Report



#### **Art in the Park**

Art in the Park proved to be an extremely popular event in June. During the four dates in June, we had 405 participants. As a result of our E.D. Etnyre & Co sponsorship, we provide snacks, drinks and art projects for free to all who attend. There are five Art in the Park dates still left in the summer, and we foresee those all being as successful as our June dates. The Reading Nook has been a great place to host Art in the Park and families are enjoying the additional space within the Park District. As part of my duties I have planned, ordered and executed these events.



#### **Pop Up & Play**

Three Pop Up & Play in the Parks have been held so far this summer; Fitness at Fairgrounds, Fishing at Park East, Cookie decorating and ribbon cutting at The Reading Nook. Fitness at Fairgrounds had 16 participants, Fishing at Park East had 22 participants and the Reading Nook event brought 119. Numbers are growing with each activity and there are three more Pop Up & Play events scheduled for the rest of the summer; Sidewalk Painting at Mix Park, Touch-A-Truck at Park West and Super Soaker Sponges at the Splash Pad. Each Pop Up & Play is designed to offer a unique activity and have families utilizing our parks. Pop Up & Play is free to all and we have snacks and raffle prizes at each event, in part to our sponsorship with E.D. Etnyre & Co.



#### **Meet the Summer Staff**

Due to the increase of part time staff during the summer, we have continued with our "Meet the Summer Staff" series on Facebook. I have sent out a survey to each summer staff to get information for their biography and have then traveled to different departments throughout the summer to take headshots. By the end of the summer, all of our part time aquatics, parks and Camp O.P.D. summer staff will have been featured on our Facebook page.



#### **Responsibilities**

In addition to the above duties, I have been assisting at Concert in the Park, Operation Move, Flamingo Bingo and have been assisting with photos and promotions on Facebook. I have enjoyed the variety of duties and responsibilities I have been given this summer and thank you for the internship opportunity.

Respectfully Submitted,

Allyse Ketter  
Recreation Intern