

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 13, 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, JULY 9, 2019
- 6) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 7) 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
- 8) UNFINISHED BUSINESS
- 9) 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.
- 10)
- 10) COMMISSIONERS COMMENTS
- 11) DIRECTORS COMMENTS
- 12) PRESIDENTS COMMENTS
- 13) ADJOURNMENT

NEXT REGULAR MEETING - SEPTEMBER 10, 2019

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
**July 9, 2019**

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

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

ABESNT: None

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; Kim Krahenbuhl, District Attorney

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Mark Tremble, the regular meeting minutes of June 11, 2019 be approved following correction of Executive Session vote attendance. Roll Call: Scott Stephens, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Motion by Dan Engelkes, 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.

Mr. Griffin noted that the District had received the first tax distribution of the 2018 tax year, totaling almost \$1.5 million.

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 said that the tile contractor at the Park West Bioswale will be recommending the appropriate tile size and working to complete the project prior to the beginning of the school's season.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that the recreation staff was using flex hours this summer to better maintain the appropriate amount of staff hours. Mrs. Ketter invited the board to the final concert and farm to table dinner.

Mr. Engelkes questioned the accuracy of the fitness center statistics report for the month of June. Mr. Griffin said that the report was not accurate as the District implemented a new software for fitness center check-in and the stats for the new software had not yet been incorporated into the report.

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

Administrative Report - Included in Board Packets. Mr. Griffin said that the annual audit report had been released. The Districts overall net position was reduced by approximately \$2.5 million due to the facility transfer of the Blackhawk Center to the School District.

BUSINESS (unfinished)

BUSINESS (new)

#### Executive Session

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Open Meetings Act Par. 120/2. c(11).

Motion by Dan Engelkes, seconded by Dave Bakener, the board enter executive session at 6:06 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 6:16 p.m. Roll Call: Scott

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

COMMISSIONERS COMMENTS

Mr. Tremble had nothing to add.

Mr. Engelkes said he appreciated that no one gave up on the ITEP Trail and that there may still be a solution.

Mr. Bakener had nothing to add.

Mr. Stephens had nothing to add.

DIRECTOR'S COMMENTS

Mrs. Folk said that she received an email that the Illinois Association of Park Districts had reached out to the IDNR on the Districts behalf requesting the signed grant agreement for Park West. The agreement should be received by the end of next week.

Mr. Engelkes asked if Stenstrom had been notified of the delay. Mrs. Folk said that they had, and they would hold pricing except that of any change in labor costs if the project rolls into the next year. Cunningham said they would hold pricing as well.

Mrs. Folk said that the District had received the resignation of Jena Wehmhoefer, the Districts Aquatics Coordinator. She accepted a teaching position in Sterling.

PRESIDENT'S COMMENTS

Mr. Pennock had nothing to add.

ADJOURN

Motion by Dan Engelkes, seconded by Scott Stephens, the meeting adjourn at 6:22 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,



Dan Griffin  
Secretary Pro Temp

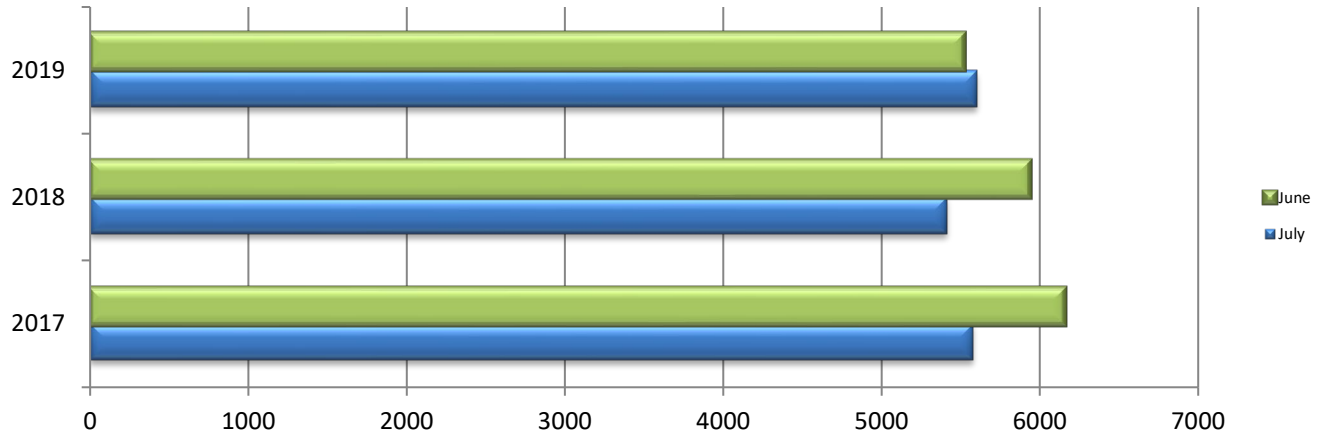
MEMORANDUM TO THE BOARD OF COMMISSIONERS

July 2019

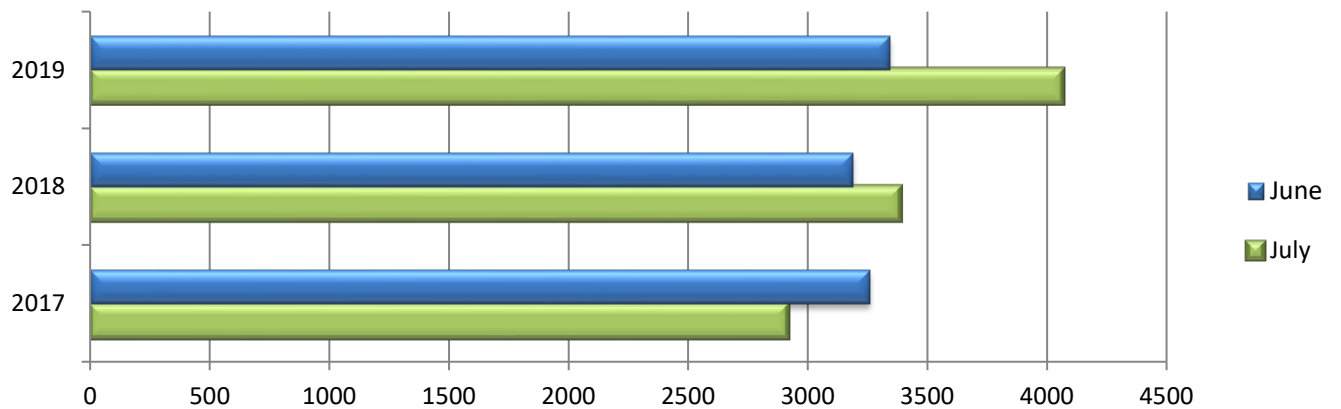
Facility Statistics Report



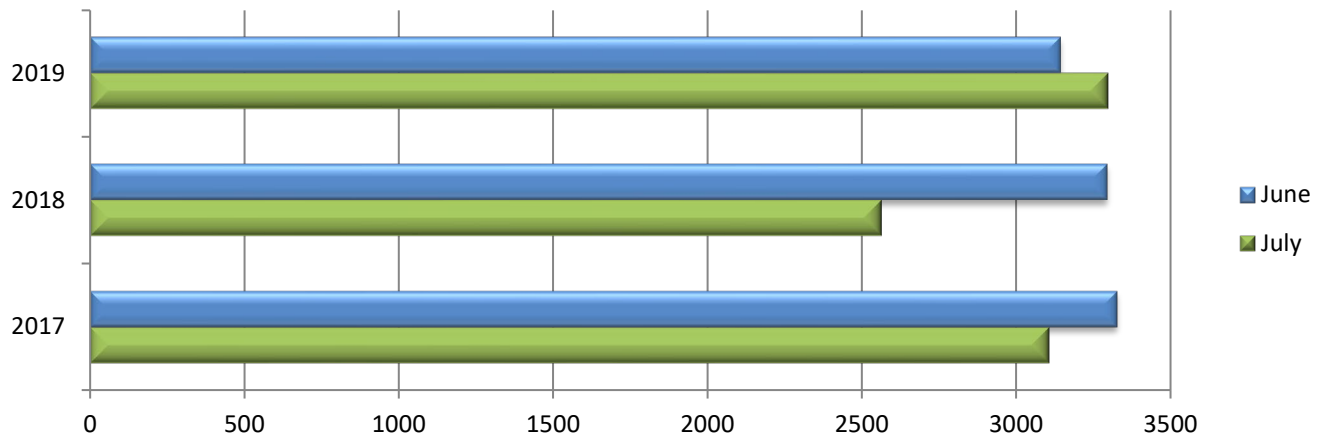
**Nash Recreation Center Facility Statistics**



**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

August 13, 2019

Parks Report



### Projects

The waterway at Park West has been completed. The waterway has been re-shaped and contoured to move water in a wider area so not to erode out the center of the waterway, this will also make it easier to mow. To prevent soil erosion a 10-inch tile was then installed. The water will enter the tile at the north end through a drain which will drain the constant crop field water from the north. The tile will also draw any ground water to it within 40 feet of both sides of it. This will help keep the waterway dry. This will not prevent us from getting any less water from the fields to the north during storms but will help dry out faster, drain constant tiled water and keep water from settling in the waterway. The waterway has been seeded with a slit seeder and then a hydro seeder spread the pulp, lime, and fertilizer combination. This combination will help hold the seed in place as it is in germination stage and supplies valuable nutrients for the seed. We will have Benesh water the water way with his hydro machine, if needed. This area will now be mowed, less to maintain and much easier now for patrons to walk across to enter the park.

We have been working on items that need to be removed for the Park West construction project. The horseshoe pits have been removed for the construction of the Yalp court. Kids around the World removed the playground and Benesh removed the concrete footings in the playground. Park staff removed the plastic surround at the playground. Construction will begin soon at the playground area.

Martins just completed the blacktop walking path at the dog park to connect the concrete pad to the trail. This will now be handicapped accessible.



### General Maintenance

Staff has done a great job this summer keeping up with general maintenance which includes ball diamonds, bathrooms, flower beds, shelters, garbage, playgrounds, mulching, trimming and mowing. Staff also assisted with event set up and cleanup at most park district events.



### Seasonal Staff

I would like to thank all the full time and part time seasonal staff for all their hard work this summer and keeping the parks safe and looking great for patrons to use.

Respectfully submitted,

A handwritten signature in black ink that reads 'Andy Egyed'.

Andy Egyed  
Superintendent of Parks

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 14, 2019

Superintendent of Recreation Report



**Marketing/Participation/Guide**

As our busiest months of the summer end, I would like to thank our staff for their continued efforts in building our programming this summer. Recreation staff continues to work with me to market and promote their programming on Facebook and through our local newspapers.

Participation numbers for the first three months of the fiscal year were up 29%. Numbers remained steady for all our programming and we had the largest increase with the addition of Operation Move, Art in the Park and Pop Up and Play.

Comparison	2018	2019		Change
May	670	756		86.00
June	1632	1928		296.00
July	1098	2075		977.00
Total	3400	4759		1359.00

Comparing the first three months of the fiscal year for 2017, 2018 and 2019 show an increase of 48%. Staff has done a great job in creating programming people are looking for. We are working with less staff and continue to improve our offerings. A survey for summer programming will be sent out August 15-30 and we will then evaluate when offerings were a hit and what we need to eliminate or change.

Comparison	2017	2018	2019		Change
May, June, July	2292	3400	4759		48.00%

The Fall guide is live and registration is open. Recreation staff has begun work on the January-May guide with a deadline of September 26.



**Final Concert in the Park and Volunteer Appreciation**

The final Concert in the Park this year had an added addition of the Recreation Department's Volunteer Appreciation event. A Volunteer Appreciation dinner was added in Jan. 2017 to thank everyone that helps with programming and events throughout the year. In both 2017 and 2018 attendance was low at 50-60 people. In an effort to increase attendance the dinner was moved to the final concert. We were able to thank and feed 180 volunteers that night! Volunteers from January-July were invited and enjoyed tacos and nachos, dessert and drinks. We plan to continue to offer the event each year at the final concert. Food was coordinated through Hector's Cocina and Ralphie & LuLu's, both tremendous supporters of OPD, and served by our full-time staff. Staff then transitioned to feed 650 concert goes free walking tacos. We had 14 full-time staff in attendance to help with both events. The grand finale of the evening was an amazing firework show put on by Mitch Rager. Mr. Rager has done the fireworks the past three years and continues to impress us. I would like to thank the board and Erin Folk for support of these events.



### **Fitness Center**

During shutdown for flooring several pieces of equipment will be moved to the glass racquetball court to accommodate patrons. These will include ellipticals, bikes and several cardio machines. The Prairie Room will also be open. Due to the wear and tear we have already seen with the flooring in the free weight area Mrs. Folk and I are investigating different mat options for those areas to protect the flooring.



### **Preschool/Classes**

Summer classes were held for 3-5 and 6-8-year olds during the month of July. Four different weeks featured four different themes. Celeste Canfield was the primary teacher until she delivered her baby unexpectedly. Intern Allyse Ketter stepped in seamlessly and developed the curriculum and taught in conjunction with Teresa Nehrkorn and Nancy Crandall. Class attendance was 54 children vs. 43 in 2018. Preschool will kick-off on August 26 and 27 with open houses for each class. Currently both 4-year-old programs are filled with waiting lists and the 3-year program has 6 enrolled in the first session and 5 in the second session. I have sent letters to all 3-year-old on the OHS 3-year-old waiting list and hopeful we will see an increase in numbers.



### **Aquatics**

Aquatics has been running well with the assistance of Managers Daniel Welle and Kim Girton. Both have assisted with scheduling and training in the absence of an Aquatics Coordinator. Daniel has been certified as a Lifeguard Instructor and is also CPR/First Aid Instructor qualified. He has committed to help with the transition of our new Aquatics Coordinator and be available for trainings in the future. He is an asset to the team and will serve us well in future years.

I am excited to welcome Danielle Volk on Wednesday, August 21. She will have a few days to meet staff and get acclimated before the pool reopens on Monday, August 26. Danielle's qualifications include StarGuard Elite Level 4 Instructor; Starfish Aquatics Institute Instructor; Certified Pool and Spa Operator; American Red Cross Lifeguard Instructor; American Red Cross Water Safety Instructor; and has introduced the Star Fish swim lesson program in her previous district. She has also interviewed, hired, trained and managed aquatics staff at two park districts. She will be a great fit to the Recreation Department and is eager to join the Oregon Park District.



### **Intern**

Allyse Ketter left to return to school on Friday, August 9. She was a great asset this summer and will be missed. She was a major factor in our program participation increase with her creativity and follow through.

Respectfully Submitted,

Tina Ketter  
Superintendent of Recreation



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

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

### Environmental Services Report

#### **Nash Facility**

I am looking forward to our annual pool shutdown this year. We will be draining to pool to repaint the black lane lines, stair indicators and targets. They were painted 2 years ago, but the black pigment is usually the first thing to fade in painted pools. In addition, we will be repairing any areas of concern, and painting them as well. The aquatics staff will be assisting us with cleaning of the locker rooms and pool equipment.

Immediately following the pool shutdown Boss Carpet will be removing and replacing the flooring in the fitness center. During the process we will be following behind Boss Carpet to tape and prep the area, and Drozd Painting will be in on the last day to help paint the ceiling in the fitness center. We anticipate being able to move equipment back in on Friday afternoon and opening Saturday morning.

#### **Pool Basement Sump Pump**

The sump pump in the basement has been replaced utilizing all in house labor. We were able to successfully remove the existing 280lb pump and install the new one in less than a day. The original estimate from W-T Architects was \$20,000, however the total project cost was less than \$3,000. The new pump can push over 100gpm and I have discussed with the sales engineer a different impellor that could achieve over 150gmp. The increased speed would allow us to drain the pool faster during our shutdowns allowing us more time to work on the surface of the pool. Right now, we are going to wait and see how efficient the new pump is during this shutdown and decide after the shutdown.

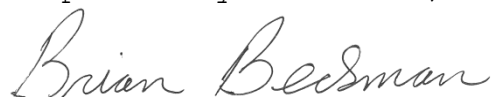
#### **Fire Alarm Inspection**

On August 1<sup>st</sup> we had Johnson Controls in to perform our annual fire alarm inspection. All items that were tested passed. The only devices we did not test were the audio and visual devices. We did not test them due to the building being open and occupied. The inspection report has been included.

#### **Congratulations**

I want to congratulate Bill Helfrick on completing and passing his Certified Pool Operator course. I am proud to say that all our maintenance staff are now Certified Pool Operators.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 13, 2019

Business Administration Report



### **Financial Review**

The July 2019 Treasurers Report is included in the Board Packet. Overall fund balances were slightly decreased as compared to June. The District will receive its next significant Tax Distribution in September. The capital improvement expenses that will occur over the remaining months of fiscal year will consume much of the Districts fund balances. The late start to the Park West Improvements project will change the final expected fund balances for the fiscal year. More financial information will be available as the final project schedule is confirmed.

The District will begin planning for the 2020 fiscal year in the next couple of months. The new fiscal year, matching the calendar year, will allow the District to align the tax year, fiscal year and bond cycle. A full schedule will be released next month.



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

The Districts implementation of its new Recreation Software is complete. While there are certainly some loose ends to tie up, the overall transition to Perfect Mind went well. The administrative staff will continue to help support the customer service and recreation staff as they get acclimated to the new software.

There are many benefits to the transition to Perfect Mind. The software as a service hosted solution will allow all users to login through a web browser. One of the primary benefits is the new user portal. The community will be able to login to the site and register for activities, view their family calendars and change their own household data and credit card information.

The transition has also allowed the District to go nearly 'paperless'. All registration documents are signed digitally and stored on the client account. All accounts are managed through an individual's email address where all receipts and promotional emails will be sent.



### **Admin Forecast/Misc**

While the administrative staff was consumed with the Perfect Mind implementation, the District completed another successful set of summer events. As fall approaches take a moment to view the Districts website and check out the fall guide and peruse our online registration portal. The District continues to improve its online presence and overall communication with the community.

Respectfully Submitted,

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

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 13, 2019

### Administrative Services Report



#### **Software Implementation**

Most of July was focused on the District's new software implementation. Weeks leading up to the release were spent transferring data from our old software, RecTrac, creating custom reports, and training the customer service staff. Perfect Mind was on site with the District July 29-August 1 to help manage the transition. Overall, the implementation went smooth and as expected. We will continue to have weekly calls with Perfect Mind for the next few months to assure everything is operating as expected.

Dan Griffin and I began training with Perfect Mind and working on this project in October 2018. It was a rewarding project that I am glad I was able to be a part of. I look forward to the District's success with our new Recreation software.



#### **Front Counter**

In addition to many training sessions for Perfect Mind, the Front Counter has been busy with registration for our Fall Guide. On-site registration opened on July 31 and online registration opened on August 1. Prior to Perfect Mind, the District was not accepting any online registrations. As of August 7, online registrations accredited for 12% of District registrations. I believe that the District will continue to see online registrations increase as the community becomes more aware of its availability.



#### **Marketing**

Now that our busy summer schedule is nearing an end, the District's marketing emails will be sent to subscribers bi-monthly rather than weekly. These emails will continue to highlight upcoming programs and events.



#### **Facility Tours**

Five facility tours were given this past month; four of them resulted in an immediate purchase of a pass.



#### **On the Side**

In addition to the focus on our software implementation, I was able to volunteer for the Triathlon on July 20, Volunteer Appreciation and Final Concert in the Park on July 23, and Farm to Table Dinner/Fundraiser on July 26. It was a busy month for everyone involved, and I'm glad I was able to participate.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa M. Fischer".

Alyssa Fischer  
Administrative Services Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

August 13th, 2019

Athletic Coordinator Report



**Youth Baseball & Softball**

Baseball and Softball ended with a successful season at the end of July, with three Oregon teams winning championships, and two Oregon teams as runners up. A survey has been sent to all parents and coaches for feedback on the season with an August 21 deadline. Practice times for teams was our main issue this season, especially at the beginning with all the rain we received. I will be looking for ways to incorporate more practices in 2020.



**Fall Soccer**

Fall Soccer season has kicked off. Team rosters have been set, coaches secured and equipment bags passed out. Practices began this week and games begin August 24<sup>th</sup>. Fall soccer had 141 compared to 137 in 2018. The season will conclude on October 12<sup>th</sup>.



**Operation Move**

Operation Move concluded August 5<sup>th</sup> with our Super Sponge Soaker event at the Splash Pad. This program included weekly events to get families moving in our parks. Not only did we get families moving but I enjoyed meeting the children and parents at the various events. Total participation for Operation Move was 286 for 2019. This was up significantly from the last time we did this in 2017 with participation of 32. We hope to partner with KSB Wellness in 2020 to continue to grow this program.



**Girls 6<sup>th</sup> Grade Volleyball**

This season the team will be led by volunteer coach Yvonne Ward. Fifteen girls registered for the team. The team will play surrounding towns with a schedule similar to the DLR teams. Home games are held at Nash. The school district provides transportation for our players. First practice is August 13th and the season will run August 27-October 1.



**Co-Ed Softball League**

Co-Ed Softball league will start on Thursday, August 15<sup>th</sup>. Nine teams have registered, three more than 2018. The season will run through October 17<sup>th</sup>, concluding with a tournament.



**Sand Volleyball**

The season finished for Sand Volleyball on Thursday, August 8<sup>th</sup> with an elimination tournament. This was a fun season and I am glad we were able to conclude the season before work begins on the new courts.

Respectfully Submitted,

Lesley Sheffield  
Athletic Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 13, 2019

Events Report



### **Farm to Table Dinner**

This was the second year for this fundraiser for the Youth Scholarship Fund. It was a tremendous success raising approximately \$5,000 (from ticket sales, silent auction items, on-site market revenue, and sponsorships/donations). We offered a 4-course meal which included a variety of homegrown and locally grown fresh ingredients. The meal was prepared by local "celebrity" chefs. The event also included wine pairings, live entertainment sponsored by Circle G Farms, silent auction items contributed by local business and more. Most of the full-time staff were at the event working, waiting tables, etc. Due to the success and popularity of the event, the Rec Dept did decide to offer the dinner in 2020 although date is not yet determined.



### **Concerts in the Park**

We had another successful concert series this summer with terrific entertainment and generous sponsors. Sponsorship dollars (revenue) totaled \$10,100 (up from \$7,050 last year). OPD subsidized the final concert (summer grand finale) spending \$1,200 for entertainment. This does not include fireworks and food expenses. The FREE entertainment for the concerts is thanks to the generosity of our sponsors. It was also exciting to see Farmers' Market vendors at each of the concerts. See the concert summary for details.



### **Lemonade in the Shade & Flamingo Bingo**

This was the 5<sup>th</sup> summer for Lemonade in the Shade & Flamingo Bingo. We played on Monday's June and July at The Reading Nook across from Nash. This intergenerational program continues to be successful and a good source of revenue for the scholarship fund averaging 42 participants each week. The revenue was \$1050 (consistent with last year). We had approximately \$225 in expenses for supplies, with the remaining \$825 contributed to the OPD Youth Scholarship Fund.



### **Wiggly Wag & Walk**

Plans are underway for the 7<sup>th</sup> annual Wiggly Wag & Walk event. This year the event will be held on September 11, in hopes of cooler temperatures, instead of July. I'm hopeful for a good fit in September and better attendance. I am working on vendor and demonstration recruitment. There will again be the Hound Hike through Park West with the chance to win a gift basket. Not only is this a fun event for dog lovers, but it also is a good opportunity to show off the dog park! \$

Respectfully Submitted,

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

Debbie Leffelman, CPRP  
Event Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 13, 2019

### Concerts In The Park Summary



#### **Concerts in the Park (Tuesdays at 7 p.m.)**

There were 7 concerts in the 2019 series. The first six were sponsored by local businesses (same 6 as last year) and the final concert was hosted (subsidized) by the Park District. Most of the sponsors gave away some type of food, treat, beverage and/or promotional items. At the concerts, Farmers Market vendors: Hectors Cocina, Northside BarbaQ and Gourmet Cotton Candy were available for purchase giving guests food options. This year for safety and ordinance compliance we had a contract with the Ogle County Sheriff who did a great job, and some were very interactive with the public which was nice to see. This year we again piggy backed the Color Run with the first concert which was a "win" for both events. Participation numbers were good this summer and we were fortunate to have all concerts at the outdoor location. The following is a summary of the 2019 concert series:



#### **June 4-The Hat Guys** (Classic hits from 1950's through today)

Sponsor: **City of Oregon-\$1200**

Giveaway: Jays Drive-In provided 800 ice cream cups

Attendance: 800 (Hot, Humid, Bugs were Bad/Ground too wet for vendors)  
The City raised their sponsorship from years past and sponsored a new band to Oregon, The Hat Guys. The popular Family Fun Run, with the "COLOR RUN" theme again this year, was held just prior to the concert with 540 participants. OPD provided a free meal to all participants in the fun run. Burgers and Dogs were then sold to the public for a dinner option. OPD prepared 750 meals.



#### **June 11-Heartache Tonight** (Eagles concert experience)

Sponsor: **KSB-\$2000**

Giveaway: Culvers Hamburgers, chips, beverage and scoop Lemon Ice

Attendance: 450 (temp was 77 degrees, but bugs were bad)  
The humidity and bugs most likely affected the attendance. This is a popular band that OPD contracts every few years. They require a generous sponsor as they are one of the higher priced bands we book.



#### **June 18-Miles Nielsen & The Rusted Hearts** (Folk & Americana)

Sponsor: **The Harvard State Bank-\$1900**

Giveaway: hot dogs, chips, brownie & beverage in a Koozie

Attendance: 450 (great weather)

This is a great band and a repeat band. The Harvard State Bank prepared 250 meals. They had to move in last year due to rain and so really appreciated being at the park and experiencing a big crowd and outdoor fun.



#### **June 25-Spoken Four** (Party covers from the 60's through today)

Sponsor: **Exelon Generation-\$1600**

Giveaway: Various frozen treats (Exelon purchased 400 pieces)

Attendance: 325 (great weather) which was great for them as they had to be indoors last year due to rain. This was a new band and they were very well received.



**July 9-28 Days** (classic rock, country, pop, disco and more)

Sponsor: **Stillman Bank-\$1100**

Giveaway: Poppers Shoppe caramel/popcorn in a cup and water. They had a few beach balls as well for the younger children.

Attendance: 325 (nice weather)

Stillman Bank went with a new band again this year which was well received, and they played a nice variety of music. They had a nice size group of employees at the event to help and show their support.



**July 18- Burn N'Bush** (rock, country, oldies)

Sponsor: **Woods/BLOUNT-\$1,100**

Giveaway: Popsicles, fans & can koozies

Attendance: 425 (great weather)

This was the fourth time Woods sponsored Burn N'Bush. They are local band with a following and one of the two band members is employed at Woods. This band is a local favorite and so between great weather and great music, attendance was good.



**July 24- Ethan Bell Band** (creative covers as well as country, pop and hip-hop)

Sponsor: **OPD subsidy-\$1200**

Giveaway: Walking Taco's and water

Attendance: 850 (perfect weather)

We chose to go with Ethan Bell Band again this year as they are very good, high energy and encourage audience participation. Food and Fireworks did not come out of the concert budget (only the band). There was also the opportunity for all present to enter a drawing for a great prize basket. The band played until 9 p.m. and then we closed out the evening with a short but terrific firework show which everyone loved. It was the perfect way to close out the 2019 concert series.



**Total Monetary Sponsorship for Summer 2019 Concerts-\$10,100**

(compared to \$7,050 last year)

All 6 sponsors were back again this year and I think that they will all return in 2020. The primary source of advertising was a full color, glossy, 8.5 x 11 flyer which we also ran as a newspaper ad. Additionally, each of the sponsors received a large poster to display in their business. Flyers were distributed around town and at local parks, camp grounds, hotels, etc. Concerts were also promoted by each sponsor, on Facebook, website, & School Newsletter.

Thank you, commissioners, for the support and introductions

Respectfully Submitted,

Debbie Leffelman, CPRP  
Event Coordinator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 13, 2019

### Recreation Program Manager Report



#### **Summer Camp**

The camp directors, Tarah & Lena, conducted a mid-summer survey to all the camp counselors on the July 1. From this meeting, it was discovered that counselors needed clarification on our Lead Counselor roles and responsibilities. From this the Directors and myself met with the 5 Lead Counselors on July 10. This meeting was monumental in making positive leaps forward in better managing our camp on a day to day basis. From this meeting, we came up with new procedures to promote efficiency and communication at camp between staff and parents alike. These developments were part of our staff meeting discussion on July 25. We will have our last staff meeting on August 8. Our last meeting of the season involves silly awards and a celebration for everyone's accomplishments throughout summer camp. A camp survey will be sent to all families on the last week of camp (8/12-8/14). I look forward to any and all feedback from this season.



#### **Summer Meals**

The last offering for summer meals with the park district will be on Thursday, August 8. The health department did an evaluation on July 25 in which we passed. We have served 123 meals as of August 5. I am speaking with other community members to centralize a feeding site for next Summer to increase numbers consistently from Monday through Friday. This has proven to be a need and a great benefit to those in our community.



#### **Extended Time/Fall Musical**

I held ET Meetings with the Directors on 8/6. All information has been updated on our website and marketing materials are off and running. This school year, we have all returning staff members which will make the transition from camp to ET very smooth. From here, we can simply focus on growing the staff individually. I will once again hold a booth at the Frist Day Celebration Assembly on the 8/15.

I had a Musical Meeting with our two directors, Kristy Crosby and Justine Davis on 7/29. We are off to a great start with planning for a production of Aladdin. Marketing and registration are under way. A few changes have been made such as a behavioral contract for actors, a varying t-shirt design to double as costuming, proactive supply ordering and more. We are very excited for this year's production!



#### **Programs in July/August**

The two dog training classes concluded on 7/16 and 7/17. I sent out a survey to all participants to evaluate the past three classes and have received an 100% positive feedback thus far. The second intermediate class begins 8/13. The White Pines Horseback Riding concluded 8/3 and had a total of 8 participants. Our last State Park Hike took place on 7/16 with 15 hikers. This program was very successful and will be continued in the future.

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

August 8, 2019

Recreation Intern Report



### **Art in the Park**

Three Art in the Park dates were held in July, along with two final Art in the Parks in August. During July we had 136 participants, and we have had 45 participants so far for August with the final program August 8. Total participation for the three months were 597 vs. 126 in 2018. Participants have enjoyed snacks, drinks, games, music and art for free as a result of our E.D. Etnyre & Co sponsorship. With the addition of The Reading Nook playground there is a great atmosphere each week, and we continue to welcome new participants along with returning ones. As part of my duties I have planned, ordered and executed these events.



### **Pop Up & Play**

Pop Up & Play was extremely successful during July. Between our three events, Sidewalk Painting, Touch-A-Truck, and Super Soaker Sponges, we had 583 participants. Each event was held at a different location, allowing participants to enjoy many of our facilities throughout the summer. Pop Up & Play is also part of our sponsorship from E.D. Etnyre & Co, which allows us to provide snacks and drinks at each event, as well as hold a raffle drawing for prizes at the event. This summer, I have been responsible for planning and executing these Pop Up & Play events.



### **Meet the Summer Staff**

As we wrap up the summer, I am finishing up our Meet the Summer Staff series on Facebook. This project has allowed our summer staff to be highlighted, as well as providing the community with a chance to get to know employees they may interact with.



### **Responsibilities**

In addition to Art in the Park, Pop Up & Play and Meet the Summer Staff, I have also been involved and assisting with Concerts in the Park, Operation Move, Flamingo Bingo, photography and Facebook promotions, as well as planning and helping Pre-School summer classes. This summer I have gained a wealth of knowledge and built my portfolio of planning and executing recreational programming, which will serve me as I return to Illinois State to study Parks and Recreation Administration. I am grateful to have had these experiences and would like to thank the board and Mrs. Folk. I hope to continue working with the Oregon Park District in the future.

Respectfully Submitted,

Allyse Ketter  
Recreation Intern