

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 12, 2019, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, OCTOBER 8, 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
- 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.

- 8) COMMISSIONERS COMMENTS
- 9) DIRECTORS COMMENTS
- 10) PRESIDENTS COMMENTS
- 11) ADJOURNMENT

NEXT REGULAR MEETING - DECEMBER 10, 2019

**Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
October 8, 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; Don Fuller, Treasurer

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Dave Bakener, the regular meeting minutes of September 10, 2019 be approved. Roll Call: Dave Bakener, Dan Engelkes, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Mr. Fuller noted the decrease in fund balances, less the tax receipts was only \$30,000 in September.

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Mr. Egyed had nothing to add.

Recreation Report - Mrs. Ketter highlighted said that swim lessons will start the following week. Danielle, the new aquatics coordinator will begin makings some improvements to the swim lessons program for January. The rec staff will present the changes at a program and service committee meeting in the future.

Environmental Services Report - Mr. Beckman said he did not have anything to highlight. Mr. Stephens asked if there were any other issues with the fitness center floor. Mr. Beckman said there have not been any problems with the new floor.

Mr. Bakener asked what the cones in the Nash parking lot were for. Mr. Egyed said the permeable pavers had a spot that was sinking and would be fixed the next day.

Administrative Report - Mr. Griffin said the District had not yet received the 2019 EAV from the assessment office yet, but the Board would be updated as soon as is was. The Districts administration and recreation staffs had held their preliminary budget meetings in preparation for the release in early November.

Mr. Tremble asked if there were any problems with the Districts software program. Mr. Griffin said the District was still troubleshooting some problems and most problems were expected during the software conversion. The District is still having some meetings with Perfect Mind to resolve the issues with the hope of completing the tasks prior to any negative community impact. Mrs. Folk added that the software was fantastic from the community's view and online registration is proving that. The simplicity of the software from an external viewpoint is outstanding.

BUSINESS (unfinished)- None

BUSINESS (new) - None

COMMISSIONERS COMMENTS

Mr. Tremble said he likes to keep an eye on the construction progress at Park West.

Mr. Engelkes had no comments.

Mr. Bakener said he attended the Wiggly Field Dog event for the first time, and it was great.

Mr. Stephens commented that the TOSOC event had 200 bikers going through the Parks on the paths. It is great to have a plethora of paths in our parks and through our community.

DIRECTOR'S COMMENTS

Mrs. Folk said that the Park West Construction project continues to move forward and everyone should see some grading improvements soon. There have only been minimal change orders thus far in the project.

PRESIDENT'S COMMENTS

Mr. Pennock said he would like to have the press do an update story on the Park Construction. Mrs. Folk said the majority of the project will be completed by next spring.

ADJOURN

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

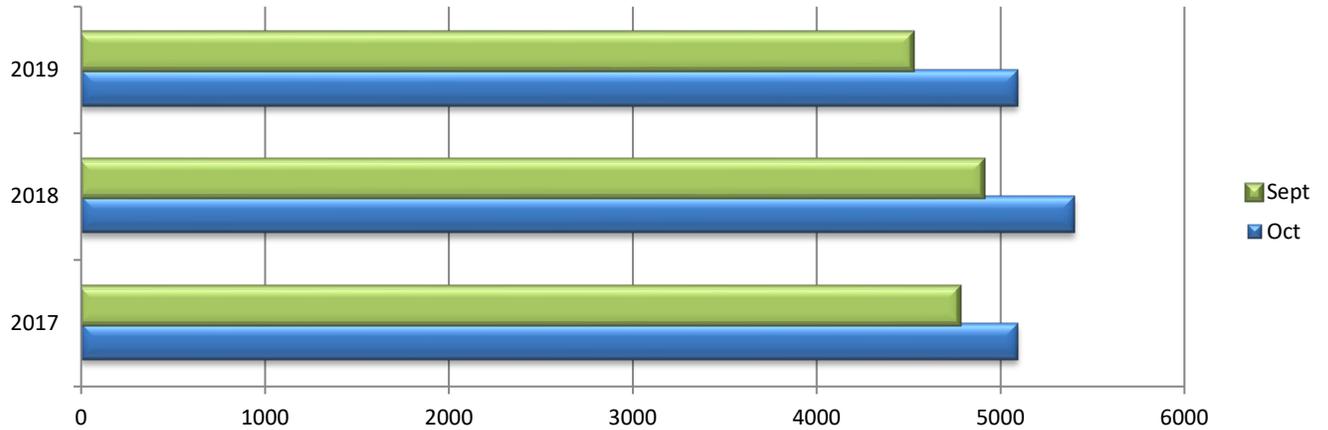
Respectfully Submitted,

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

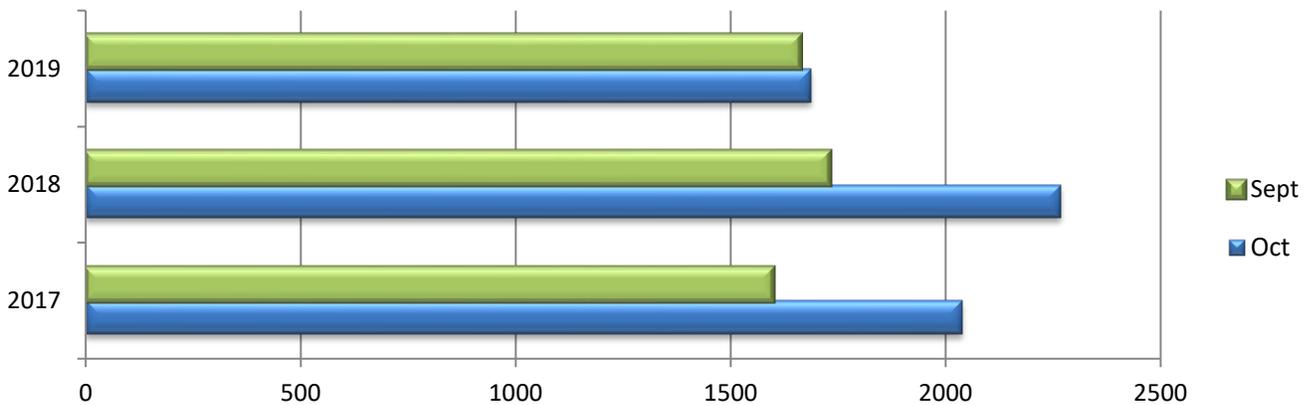
Dan Griffin
Secretary Pro Temp

MEMORANDUM TO THE BOARD OF COMMISSIONERS
 October 2019
 Facility Statistics Report

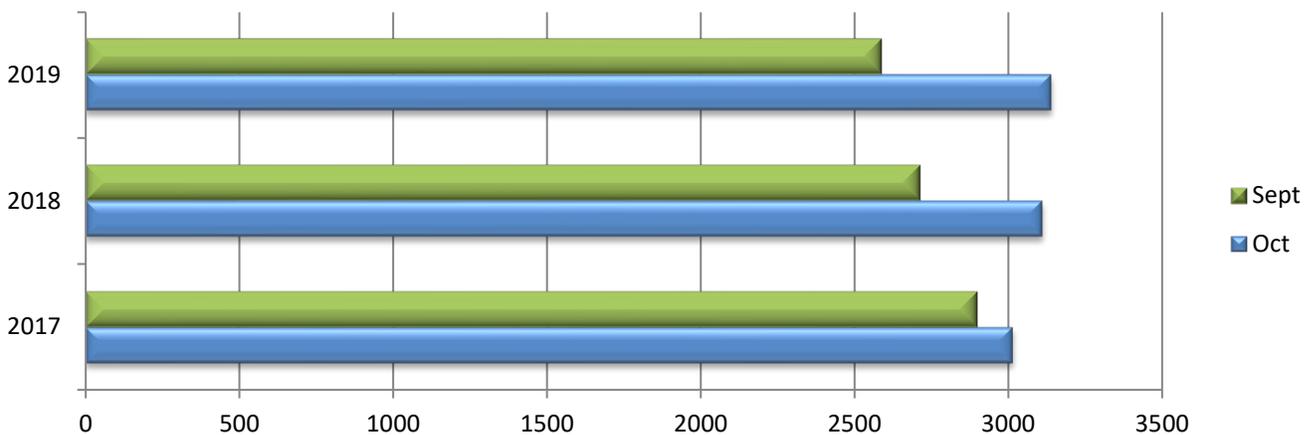
 **Nash Recreation Center Facility Statistics**



 **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 and closing on Sundays until November.

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 12, 2019

Parks Report



Parks

All outdoor sporting events have ended for the season. The ball diamonds have been raked and groomed and soccer equipment removed and stored for the season. The goal mouths at the soccer goals have been repaired and reseeded in preparation for 2020.

All annuals have been removed and perennials cut back in the parks and uptown. The downtown hanging baskets have been removed, cleaned out and taken to the coliseum where volunteers will be decorating them for the holidays. Holiday lights and display's in the parks will start to go up soon.

All bathrooms and drinking fountains have been shut down and winterized for the season. With the low temperatures being in the teens we do not want to chance having pipes freeze and cause damage to the facilities.

We are removing the playground on the south side of Nash. The plan for this area next year is to install a rubber surface and have this a play area where we can have portable features such as little basketball hoops etc. The surface back there now is old and the rubber squares are curled up from the heat and need to be replaced.

We removed the fishing pier from Jacks Landing by floating it down to Castle Rock by boat, loaded on trailers and brought back to the shop. The low area flooded at Jacks making it impossible for us to get equipment there to remove by land. The pier will undergo a good cleaning and some repairs this winter at the shop. This spring we will be identifying another option for locating the pier along the river. Somewhere more accessible for maintenance and removal for winter.

Next year we will be planting trees in the parks to replace the Ash trees that were removed this year. Also, some trees that did not make it through the winter last year. The plan is to replace the trees in areas that were left open by the trees removed. Some areas the trees were planted to close together and now that they are more mature, they need more space to grow, so some trees will not be planted back into those areas. I would like to keep trees away from buildings, ball diamonds and playgrounds as the trees cause more maintenance in these areas like sap, dirt, seedlings and leaf clean up.

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

November 12, 2019

Superintendent of Recreation Report



Participation

Participation numbers increased for the sixth month in a row. The participation increase for the month of October can be attributed to an increase in the Halloween Carnival, drop in and Play on Fridays and our new Pumpkin Painting event.

Comparison	2018	2019		Change
May	670	756	12%+	86.00
June	1632	1928	16%+	296.00
July	1098	2075	48%+	977.00
August	665	756	11%+	91.00
September	243	555	56%+	312.00
October	971	1422	32%+	451.00
Total	5279	7492		2213



Fitness

We have received a quote from Midwest Commercial Fitness to replace our current free weights, plates and bars with a rubber-based model and stands to alleviate any damage the current weight plates and weights could do to the flooring. The bid also includes new ellipticals, Stairmaster and an additional Alpine runner treadmill. I will be seeking comparable bids for the equipment and recommend we enter a rolling 3-year lease with the equipment beginning in 2020.

I am currently researching ways to best utilize our TRX equipment and inexpensive items that would add items for HIIT (High Intensity Interval Training) workouts.

Fitness Classes that are currently being offered include Yoga, Early Rise and Women's Weightlifting. The January-May guide will also offer the addition of HIIT classes. Personal Training continues to be well received and Elizabeth Priller will be adding Nutrition Coaching packages beginning in January.



Preschool & Programming

The 4-year old preschool program will be adding 3 new students that have moved to the area in November and December. We will be increasing our numbers from 14 in the morning and 13 in the afternoon to 15 and 15. Registration will open in February for the 2020-21 school year. After much research and discussion, we will be keeping the program the same for registration and re-evaluate in February when we have registration numbers.

A new addition to our classes is Preschool Cooking with Ms. Teresa. With the absence of a Tu/Th afternoon program Teresa Nehr Korn agreed to try a new class from 11-12:30. The first class in December filled within 48 hours. More classes will be offered in the new brochure. Ms. Teresa is also expanding on the popular Culinary Kids (ages 6-9) to Jr. Chefs (ages 10-14).

In October we held our first Pumpkin Decorating Event. This free event was sponsored by E.D. Etnyre. We had 159 parents and children enjoy this Saturday morning event. Special thank you to Andy Egyed for planting and cleaning the pumpkins and Erin Folk for helping with the event. Children could choose different craft supplies, stickers, paint, glue and glitter to get creative. The event was well received and will be repeated.

The Recreation staff kicked off First Fridays in the Pool on November 1 with Fall Fun. Patrons could roast s'mores and make their own trail mix in the River Room. We had 69 participants. Following First Friday we held our first 6-8th grade lock-in from 8-10 p.m. The first lock-in was held on a Saturday in January with 69 in attendance. Lock-in attendance increased to 87 students. Students swam, played bags, pickleball, basketball, wallyball, spike ball and bingo. Snacks and drinks were also provided. Thank you to both the Recreation staff and Erin Folk for putting in both a full day at work and helping with First Friday and the lock-in. Plans are to continue to offer 3 lock-ins per school year.



Spa Day Recap

The 10th annual Spa Day was held on Oct. 16th with 70 in attendance. Over \$1400 in raffle prizes were secured and guests were treated to an aerobics class, massage, program by Rosann Costello and catered lunch by Alfano's. Rosann Costello would like to build off the success and offer a ladies night in the spring.



Recreation Staff

The Recreation Staff met on Tuesday, Nov. 5 for the afternoon, off-site to begin the planning for the May-August guide. A plan was created for programming and we are excited to expand Pop-Up and Play, Art in the Park, Operation Move in addition to several new offerings. Programs were evaluated, reassigned and changed to provide more balance in the Recreation Department. A priority and goal for the new year will be to create timelines for team events to help with division of workload and better manage recreation staff time.

Allyse Ketter will be joining us for Summer 2020 as an intern from Illinois State University. She will begin over Christmas break to create programming and marketing for the summer. Allyse will be responsible for creating and expanding on the Art in the Park, Pop Up and Play and the Color Run.



Aquatics

I will be managing aquatics as we begin the search for an Aquatics Coordinator. Plans are to continue with the transition to a 3-5-year-old swim program and 6 and up program. The January-May guide will reflect the changes that will be implemented.



Marketing, Sponsorship, Guide

November and December programming has been well received and most programs have hit capacity with Facebook event promotions shortly after promotions began. A survey on the fall guide will be promoted through email and Facebook beginning December 9-31.

As we move into 2020, I will be reaching out to both E.D. Etnyre as a presenting sponsor and KSB for Operation Move. Both sponsorships allowed us to expand our free programming and were well received by

the community. I will be working with Lesley Sheffield to create a sponsorship opportunity for our baseball and softball programs to help offset costs and offer our local businesses a chance to sponsor teams as was done years ago.

The January-May guide will be live on November 26. We are currently on our second proof and are excited to release it to the public. The recreation staff has done a great job these last 6 weeks with the creation of their programs while also doing budgets and evaluations to align with our new fiscal year.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 12, 2019

Environmental Services Report

 **Chiller Shutdown**

The chiller was completely shut down on the 24th of October. This year we evacuated all the refrigerant and weighed it. We found that one side was approximately 45lbs low on refrigerant. The system is now pressurized with nitrogen to identify if there is a leak or if the high-pressure relief was activated this summer. I will be purchasing at least two jugs of R-22 in anticipation of next cooling season. I have also asked Alpha Controls to program an alarm in the chiller room to alert me if the temperature drops below a preset amount as a freeze warning.

 **Boiler Inspection**

The State Fire Marshall inspector was in this past month for our annual boiler inspection. The boilers and all components associated passed the inspection without any issues.

 **Events Throughout the Facility**

We are approaching one of our busiest times inside of the Nash Recreation Center. In addition to our normally scheduled events we will now be having multiple sports in the gymnasium, First Friday events, Splash Bash Parties, Halloween Carnival, and many more. We are doing our very best to gather as many details early in the process so that we can ensure that the setups and decorations are correct. I would like to thank everyone in my department for their continued effort and dedication while setting up for and cleaning up from all the events that we will be hosting.

 **AED/CPR instructor course**

I will be attending an AED/CPR instructor course on November 7th and 8th. By becoming a certified instructor, we will be able to ensure that our staff is certified in a timely fashion, and that our patrons will always have access to someone that is trained and able to respond to emergencies. Once the training is completed, I will institute a schedule for classes as well as instruct as needed courses for our seasonal staff.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 12, 2019

Administrative Services Report



Front Counter

Evaluations for the front counter staff were completed the week of November 4. The staff has done a great job with both the staffing and software transition this past year. I have set a goal with each of them to become more familiar and comfortable with the new software, Perfect Mind, and with the programming offered by the District to provide our patrons with efficient service and accurate information.



Corporate Memberships

Ogle County Government is currently running their Corporate Membership, which will wrap up on November 11. Membership statistics will be included in December's report.

Serenity Hospice and Home is also running their Corporate Membership promotion period through November 15. This is their second year participating in our program.

The Oregon School District has approved their Corporate Membership promotion period to run again in January. This will be the District's sixth year partnering with OCUSD, and many teachers and coaches take advantage of the discounted membership.

I have reached out to Ogle County Educational Co-Op to become a Corporate Member. I reached out to them last year with little interest, however, this year, they are expressing much more interest and discussing which level they would like to commit to. Once decided, they will be taking it to their board for approval on November 14.



Winter/Spring 2020 Brochure

All programming for the next Brochure has been entered in Perfect Mind. We were able to provide a brochure export from the Recreation software to Stahr Media in hopes to minimize time spent on data entry errors, which will hopefully result in fewer drafts and less time spent proofing by all staff.



Black Friday Special

We will be running a special on the day after Thanksgiving on daily admission fees. All daily admission fees will be 50% off to encourage patrons, both existing and new, to use our facility.



Candlelight Walk

We have been busy preparing for this year's event, which will be held on Saturday, November 30. The District is a huge supporter of this Chamber event each year and is involved in several ways. We are once again a 'Red Bow' sponsor and the Parks department will help retrieve and decorate the tree that is set-up on the Courthouse Lawn. We are looking forward to another successful Candlelight Walk.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Alyssa Barringer".

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 12, 2019

Events Report



Howl'oween Canine Costume Contest

The 8th Annual Costume Contest was held at Wiggly Field on October 22nd. Participation was down a little this year with 15 dogs participating (20 dogs in 2018, 16 dogs in 2017, 13 dogs in 2016). It was a very cold and windy evening which was a deterrent. Prizes were awarded to the top three dogs in each of the three categories: Best Homemade, Best Store Bought and Best Group Costumes. Sponsorships which helped cover the cost of the 9 awards were from Pines Meadow Vet Clinic and A Furry AffHair.



Halloween Carnivals

A total of 288 participants were in attendance for the annual Halloween Carnivals (516 if you include parents) held at Nash on October 29. This was our second year for the special needs carnival which had 50 in attendance (10 more than last year). The OCEC student participation increased and there was an increase in the number of participants in wheelchairs. It was great to see them enjoying the activities. All three carnivals were a success thanks to the many volunteers and businesses that support this special event. The raffle brought in \$221 (compared to \$320 in 2018) and the extra ticket sales revenue was \$185 (compared to \$207 in 2018). This revenue helps offset the cost of the candy, trinkets, and décor needed to pull off such a large event. Every child received a free Trick or Treat bag with 12 free tickets in it. The variety of costumes make for some great photo opportunities. See photos



Adult Recreation Classes

The Park District has been offering several adult rec classes in cooperation with other businesses such as Cork & Tap, Merlin's, The Noble Cakery, etc. These are contracted classes with instructors of various talents and the nice thing about the locations outside of Nash are avoiding space issues in our facility and spaces such as Cork & Tap allow participants to enjoy an adult beverage while crafting. Sometimes the location is chosen so that the instructor has all supplies needed on hand such as at Merlin's Greenhouse or The Noble Cakery. It's a win-win and so far the classes seem to be quite popular. In October there was a Paint & Sip workshop and a Holiday Bow Making workshop. Both were at Cork & Tap and each had 12 participants. There are 4 different workshops scheduled in November.



Other

To expand the Summer Concert Series, I am seeking an 8th sponsor for a Tuesday Concert.

Current plans are to cut back on the Farmers Market for summer 2020 and offer the market on Tuesday evenings in conjunction with the Concerts in the Park.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 12, 2019

Recreation Program Manager Report

 **Extended Time**

The Extended Time program has been running smoothly over the past month. We are looking forward for OCEC to come speak with us on 11/20 on more behavior management techniques and strategies. We had our staff meeting on 10/8 and 11/12. Due to working around a variety of busy school and work schedules, I hired 3 new ET staff. I have completed their one-on-one orientation/training and now they are in the 2nd week of on-the-job training before they will be counted into the ratio. This gradual onboarding process allows them to get to know the kids and their parents while forming positive relationships without the stress of group management and disciplinary avenues. It also allows a great time to ask questions to their new co-workers and feel comfortable before becoming a 1:10 ratio.

 **Schools Out Fun**

October presented our first 2 SOF days on 10/11 and 10/14. These days were restructured this school year to compensate for raising payroll expenses into the 2020 FY. The time was changed from 6:15am-6pm to 8:30am-4pm to save on payroll expenses. We also changed the structure from a field trip off site to staying on site or having drop off and pick up at Taft Campus where Taft educators have a full day of activities planned. On 10/11 we hosted a camp day at the BHC along with swimming. We had 17 children join us which is just 4 children less than 2018. On 10/14 we had a blast at Taft with 12 students. Lunch was provided and everyone went home with fun stories!

 **Fall Musical**

We are entering our finale of the Fall Musical: Aladdin Kids. Our final regular rehearsal will be on 11/7 with tech week happening 11/11-11/14. Performances take place the weekend of 11/15-11/17. Final touches on choreography, lines, props, programs, etc. are in full swing. This year we will be at the OHS theatre and have a ton of fantastic volunteers to help make this possible! I am grateful for the support!

 **Programs in October/November**

We hosted our first successful 'teen' trip to Vertical Endeavors on 10/11. This program had 6 individuals, and everyone had a blast testing the limits and overcoming fears in a safe environment. We had a Village Bakery class on 10/11 with a full class of 10 children. We had our last pack walk of the season on 10/17 with 9 furry friends. This program continues to show its potential for growth. In October our new Drop-in Playtime program brought in 83 additional people into Nash. We had nearly 50 adults attend our Fall Taft Luncheon on 10/20 with an all you can eat buffet. I got to talk to a lot of new patrons about our park district. After School Open Gym has returned as of 10/21. We have had a handful of children attend this free program. Childcare enrollment has been steadier this year. We average about 13 children per week with our highest enrollment being on Monday and Tuesdays with 5-6 children. Tumbling enrollment for November has increased by 9 tumblers from last month and an increase of 1 tumbler from last November. I look forward to our first Howl-iday dog class on 11/12 where we will have 7 new dog patrons come to Nash.

Respectfully Submitted,



Amanda Zimmermann, MBA, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 6, 2019

Athletic & Fitness Report



Youth Athletics- Basketball

The PreK & K-1st Grade Basketball League is almost finished, with the last Saturday being November 9th. The District was able to secure dedicated coaches for 10 total teams at these levels with a total of 68 players in comparison to 54 last year. League pictures have been delivered and we will mark the end of the season with cookies for all the players and Thank You cookies for the coaches

Our 2nd-5th Grade basketball program has started with a total of 91 players, a slight increase from last years 86. We have moved the girl's basketball season earlier to coincide with the boys schedule. This was to allow more competition, by the girl's teams being able to play against Byron also, rather than just Oregon teams. On October 28th and 29th, we had skills assessments and drafts for all the teams. Practices are due to start the week of November 11th, with the first games scheduled for December 7th.

Our Boys 6th Grade Basketball team is off to a fantastic start with their first game being held on October 28th. This team is particularly strong, and I am excited to see what they accomplish this year.



Adult Athletics- Women's Volleyball League

Unfortunately this year, the Women's Volleyball League did not have enough teams to support the league. We will offer this program next year again, and I have been looking into other avenues to promote our Volleyball leagues. This includes joining a Sauk Valley Area Volleyball Facebook group, which will be a great way to promote future leagues directly to area players.

Respectfully Submitted,

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

Lesley Sheffield
Athletics Coordinator