

REGULAR MEETING
OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, JANUARY 14, 2020, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS

- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, DECEMBER 10, 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 & FACILITY REPORT - INCLUDED IN PACKET
 - G. RECREATION REPORT - INCLUDED IN PACKET
 - H. ADMINISTRATIVE REPORT - INCLUDED PACKET

- 7) UNFINISHED BUSINESS

- 8) NEW BUSINESS
 - A. AN ORDINANCE PROVIDING FOR THE ISSUE OF \$1,415,000 GENERAL OBLIGATION PARK BONDS, SERIES 2020, OF THE OREGON PARK DISTRICT, OGLE COUNTY, ILLINOIS, FOR THE PAYMENT OF LAND FOR PARKS, FOR THE BUILDING, MAINTAINING, IMPROVING AND PROTECTING OF THE SAME AND THE EXISTING LAND AND FACILITIES OF SAID PARK DISTRICT AND FOR THE PAYMENT OF THE EXPENSES INCIDENT THERETO, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO STILLMAN BANCCORP N.A., ROCKFORD, ILLINOIS.

 - B. FITNESS CENTER EQUIPMENT LEASE

 - C. UTILITY CONTRACT APPROVAL

 - D. EXECUTIVE SESSION
To discuss litigation, when an action against, affecting, or on behalf of the particular public body has been filed or is pending in a court or administrative tribunal, or

when the public body finds that such 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.(5 ILCS 120/2 (c) (11).

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - FEBRUARY 11, 2020

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Special Meeting - Public Hearing Minutes
December 10, 2019

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

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

ASSENT: Dan Engelkes

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

RECOGNITION OF VISITORS: None

PUBLIC HEARING ON BUDGET AND APPROPRIATION ORDINANCE

No individual commented on Ordinance 19-12-10-02

ADJOURN

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

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
December 10, 2019

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

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

ASSENT: Dan Englkes

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

RECOGNITION OF VISITORS: None

APPROVAL OF MINUTES

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

FINANCIAL

Treasurer's Report

Mr. Fuller stated that the cash balances are increased by \$100,000 over the prior year, of which \$65,000 is from the new Long-Term Capital Improvement Fund.

Motion by Dave Bakener, seconded by Scott Stephens, 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 Mark Tremble, seconded by Scott Stephens, 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 had nothing to highlight.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that the Recreation Department was extremely during the last month. The District is excited to contract with Catch the Wave to run the Swim Lesson program. The focus over the next month will be in hiring a good employee for the Aquatics position.

Mr. Tremble asked if Catch the Wave brought their own instructors. Mrs. Ketter said that yes, Catch the Wave will provide all the instructors and the District will only be responsible for the lifeguards. Mr. Tremble also asked if a child will have the same instructor each week. Mrs. Ketter said that the goal would be to have the same instructor during the month. The new program will have a lot of additional flexibility that the District did not offer previously.

Administrative Report - Included in Board Packets. Mr. Griffin stated that District had a lot of financial items on the agenda this month and would answer any questions the commissioners had. There were none.

BUSINESS (unfinished)

BUSINESS (new)

2019 Tax Levy Approval - Ordinance 19-12-10-01

Motion by Scott Stephens, seconded by Dave Bakener, the 2019 Tax Levy Ordinance 19-12-10-01 be approved. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Budget & Appropriation Ordinance 19-12-10-02

Motion by Mark Tremble, seconded by Scott Stephens, the Budget & Appropriations Ordinance 19-12-10-02 be approved. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Resolution 19-12-10 - Temporary Transfer of Funds

Motion by Steve Pennock, seconded by Dave Bakener, Resolution 19-12-10 be approved. Roll Call: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Executive Session

To discuss appointment, employment, compensation, discipline, performance, dismissal or personal status of employees,

officer and legal counsel for the Park District. Open Meetings Act Par. 120/2. c(1).

Motion by Scott Stephens, seconded by Dave Bakener, the board enter executive session at 6:09 p.m. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Scott Stephens, seconded by Mark Tremble, the board return to regular session at 6:24 p.m. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

2020 Salary Range and Wage Approvals

Motion by Scott Stephens, seconded by Mark Tremble, the board approve the 2020 Salary Range and Wage Approvals. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Employee 2020 Health Benefits Approval

Motion by Scott Stephens, seconded by Mark Tremble, the board approve the 2020 Health Benefit Approval. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Conference Expense Approval

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

Policy Updates

Motion by Scott Stephens, seconded by Mark Tremble, the Personnel Policy Manual update Addendum B - Alcohol & Drug Abuse be approved. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Dave Bakener, seconded by Mark Tremble, the Personnel Policy Manual 4.09 F, Program Registration, be approved. Roll Call: Dave Bakener, Scott Stephens, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Job Description Update

Mrs. Folk said the job description update was intended to combine the Superintendent of Parks with the Superintendent of Environmental Services. The change would be more efficient for the District. Mr. Egyed would oversee both departments.

Motion by Scott Stephens, seconded by Steve Pennock, the Job Description updates be approved. Roll Call: Mark Tremble,

Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Executive Session Release

Motion by Dave Bakener, seconded by Scott Stephens, the board approve release of Executive Session Minutes: May 29, 2014; November 19, 2014; May 27, 2015; June 9, 2015; January 12, 2016, March 1, 2016; September 2, 2016. Roll Call: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Executive Session

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

Motion by Mark Tremble, seconded by Dave Bakener, the board enter executive session at 6:29 p.m. Roll Call: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Motion by Scott Stephens, seconded by Steve Pennock, the board return to regular session at 6:34 p.m. Roll Call: Mark Tremble, Scott Stephens, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble asked if the Park West Path construction was still a concern. Mrs. Folk said that some will not be happy if it snows, but they will have to change their route.

Mr. Bakener commented about his concern that the new joint position could be taking on a lot for one individual. The Nash Rec Center is an older building with complex systems that could be overwhelming. Mrs. Folk said that she believes that between Mr. Egyed and the existing staff the facility will run well.

Mr. Stephens said he had an individual call him concerned with that fact that there is no sidewalk to access Park West. Mrs. Folk said that is a concern the District has fielded for some time. Unfortunately the City of Oregon will have to be involved in future plans.

DIRECTOR'S COMMENTS

Mrs. Folk thanked the Board for continued support. Mrs. Folk also thanked the dedicated staff.

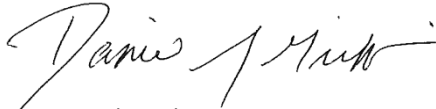
PRESIDENT'S COMMENTS

Mr. Pennock reiterated Mr. Bakener's comments. If Mr. Egyed needs assistance he should not hesitate.

ADJOURN

Motion by Dave Bakener, seconded by Mark Tremble, the meeting adjourn at 6:41 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

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

Dan Griffin
Secretary Pro Temp

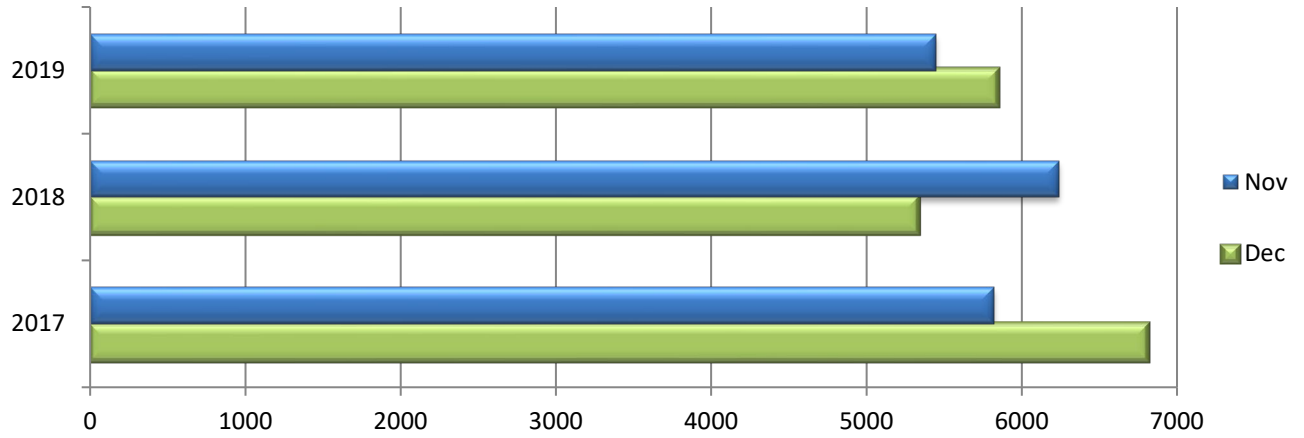
MEMORANDUM TO THE BOARD OF COMMISSIONERS

December 2019

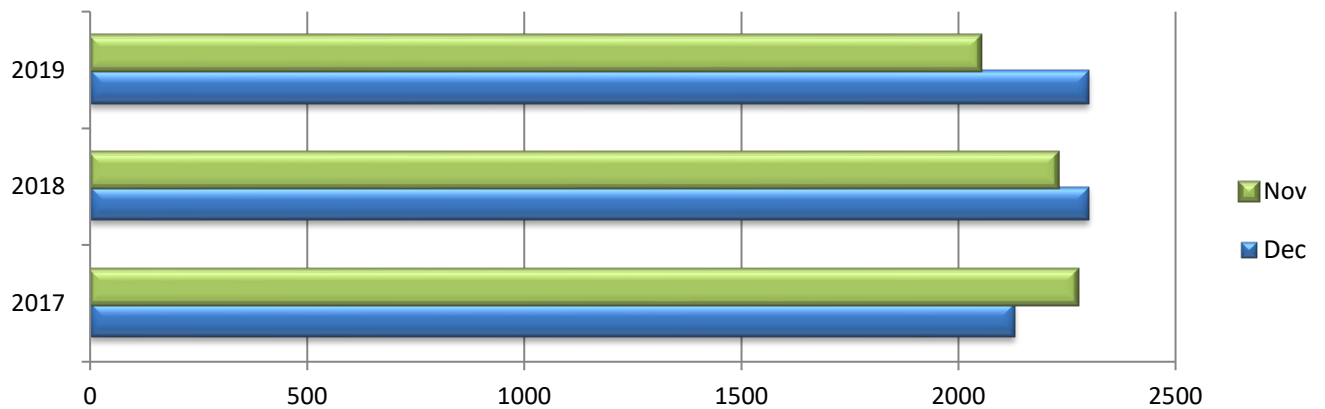
Facility Statistics Report



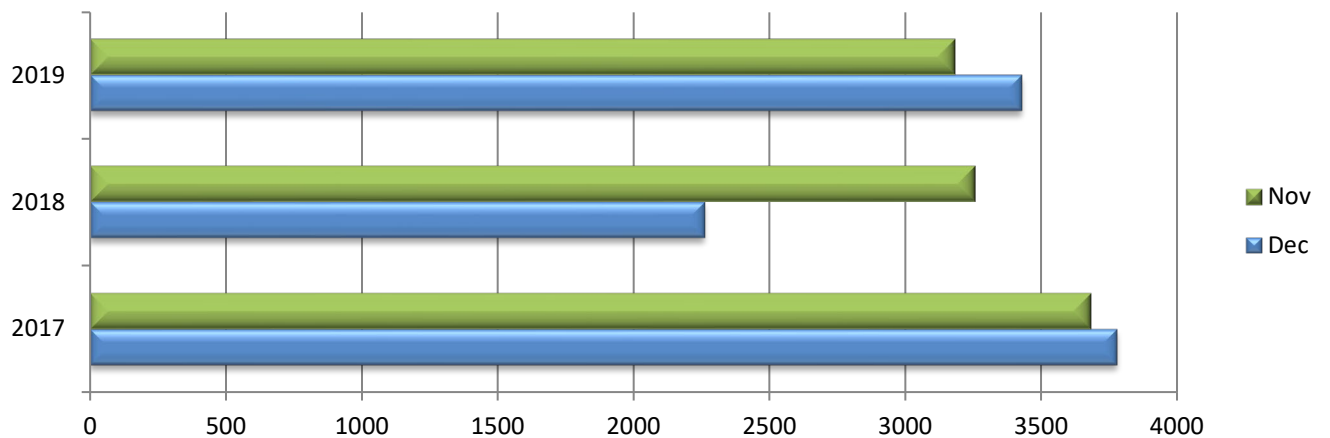
Nash Recreation Center Facility Statistics



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

January 14, 2020

Parks Report



Maintenance

Maintenance on fleet vehicles and equipment is going well. We have finished maintenance on the trucks and have now moved onto the mowers and tractors. Maintenance projects include oil changes, as well as air and gas filter changes. Any worn or damaged parts will be replaced or repaired. After all tractors are maintained we will move on to the small engine equipment. Keeping equipment clean and in good condition will make them safe for operation and increases the longevity of all our equipment.

Snow and ice removal have so far been minimal and has been beneficial for our salt supplies. We get salt in bulk quantities and again this year we used a rock salt product called Thawrox. The product is a little more expensive than conventional salt but we are finding it is more cost effective. The salt contains magnesium chloride and a viscosity modifier that increases effectiveness. It does not clump up, so it spreads easier and more uniform when applied. It is blue in color, so it is easier for the applicator to see how much he put down, which saves on salt volume. It works faster, lasts longer and works in lower temperatures than the conventional road salt.



Projects

Staff has been working on taking down all Christmas and holiday decorations at Nash, in the parks and the community Christmas tree on the courthouse lawn. All displays have been taken down and stored for the season.

We again this year will be participating in the Christmas tree recycle program with the county. Trees can be dropped off at the Maintenance garage or you can put them on the curb and the FFA students will be picking them at 8 am January 11th. FFA will then deliver trees to the Maintenance garage where parks staff will be start mulching them. The last day to deliver your tree to parks garage is January 20th. All mulch is free to the community just stop by and take what you want. The mulch is acidic from the pine and should be careful what plants you mulch around.

Staff will soon be working on tree removal. Trees that are in decline or dead will be removed this winter. We are still waiting for some cold weather to freeze the ground making it possible to drive on the turf.



General Maintenance

We are in the process of cleaning and organizing in the shop and the trucks. Preparing equipment for the up and coming busy season. Excited to get started outside and start some of the projects and work toward our goals for the year.

Respectfully Submitted,

A handwritten signature in black ink that reads 'Andy Egyed'. The signature is written in a cursive style.

Andy Egyed
Superintendent of Parks and Facilities

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 14, 2020

Superintendent of Recreation Report



Participation - End of Fiscal Year

The Recreation staff ended the fiscal year with a 32% increase in program participation over 2018. This is the largest increase to date, far surpassing the 21% increase we ended with for the 2018-19 fiscal year. Numbers below show the comparisons of May-December for 2018 and 2019. Numbers noted in red in 2019 show a decline in participation from the previous year.

The staff has done a tremendous job finding programs that the community wants. The staff has accomplished this with a new Athletics Coordinator and the absence of the Aquatics Coordinator. I appreciate their willingness to try new ideas and tweak programming to give our participants the best possible experience. Another key factor in our increase was the Corporate Sponsor E.D. Etnyre. Free Programming increased 66% this year due to their sponsorship.

2018									
Department	Total	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Athletics	702	246	81	24	195	31	125	0	0
Special Events	1791	6	910	293	0	50	320	75	137
Fitness	198	47	40	39	31	5	14	12	10
Children's Center	156	0	33	28	60	6	11	10	8
Aquatics	448	0	74	210	0	0	164	0	0
First Fridays/Pool Events	264	83	0	0	0	0	0	93	88
General Recreation	1583	177	278	311	265	92	273	91	96
Free Programs	881	111	216	193	114	59	64	70	54
	6023	670	1632	1098	665	243	971	351	393

2019									
Department	Total	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Athletics	886	260	74	71	186	136	159	0	0
Special Events	2590	60	727	513	0	171	585	160	374
Fitness	150	10	11	15	15	21	35	21	22
Children's Center	208	61	9	54	44	6	8	10	16
Aquatics	472	0	53	226	0	0	193	0	0
First Fridays/Pool Events	489	76	37	101	85	0	0	69	121
General Recreation	1394	259	295	322	231	44	138	56	49
Free Programs	2578	30	722	773	195	177	304	132	245
	8767	756	1928	2075	756	555	1422	448	827

The chart below shows each month side-by-side and the percentage increase for that month. The recreation staff increased participation each month in this fiscal year. As a staff we have met to discuss our

goals for 2020. This year's focus will be retaining these numbers. The recreation department is working with less staff but continues to provide programs and partnerships that allow our numbers to increase and give the community what they've asked for.

	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
November	351	448	22%+	97.00
December	393	827	53%+	434.00
Total	6023	8767	32%+	2744.00



Fitness

We kicked January off with four classes including women's weight lifting club, morning HITT, Early Rise with Aimee and Yoga. In addition to what is offered in our brochure we will be adding more yoga classes in February due to the popularity. Seventeen participants signed up for our Wednesday evening yoga class and we will be adding an additional evening and morning yoga.

In the packet is the proposed fitness center lease and finance agreement. With approval at this month's meeting, we will move forward on the lease for the new fitness center equipment and the conversion of the racquetball court to a fitness room. As we have expanded programming, the need for another program space has become more apparent. The Prairie Room, once converted back, can serve as a program room, fitness classroom and birthday party room for the weekend.



Aquatics

First Friday in the Pool featured the movie, Toy Story 4. The event was well attended with 101 patrons that enjoyed swimming, movie, themed food and a craft.

Catch the Wave swim lessons have been posted and will begin in February. Catch the Wave will be on site on several different occasions to promote the program, speak with parents, test our swimmers and answer any additional questions the public might have. We are excited for this transition and look forward to continued success with our swim lesson program.

Respectfully Submitted,

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 14, 2020

Business Administration Report



Financial Review

The December 2019 Treasurers Report is included in the Board Packet. Overall cash balances continue to be healthy and increased over prior years. In summary, the total for all funds was \$1,727,901, a decrease of 8.86% from the month of November.

The District ended the 2019 fiscal year with a surplus balance of \$593,920. The Corporate Fund surplus totaled \$98,103 primarily due to reduced Health Insurance expenses, payroll and park maintenance reductions, and an increase in expected Replacement Tax receipts. The Recreation Fund surplus balance of \$36,078 resulted from overall reductions in expected expenses and slight increases in program revenue. The remaining surplus in the Park Improvement Fund results from the incomplete contract fees related to the Park West Project.

The final 2020 budget and comparison and the 2019 actuals has been updated and included in the board packet. All surplus funds from the 2019 fiscal year will be re-appropriated for use consistent with their original intention. The District has filed the 2019 tax levy with the County Clerk as approved last December. The Original Budget and Appropriations Ordinance for the 2020 fiscal year was also published with the County Clerk as required by statute.



January Agenda Items / 2020 Plans

Administrative plans on the horizon include the District annual audit the week of January 27th, updating the Districts administrative calendar and scheduling the years capital improvements.

2020 General Obligation Bond

The Districts annual rollover General Obligation Bond will be approved at the January regular board meeting. The District received several rate notifications from local and regional banks and has selected Stillman Bank for its private placement bond. The District received an interest rate of 1.70%, resulting in a Par Amount of \$1, 415,000, and a \$10,000 surplus in Park Improvement Funds as compared to the 2020 budget.

2020 Law Changes and Administrative Activities

The new year brought with it several new laws impacting the District. The new minimum wage act finally increased employee wages by \$1 to \$9.25/hr. The District proactively reduced facility hours and rearranged building schedules to reduce the overall from the minimum wage increase. There were also considerable changes to the Illinois Human Rights Act. The new law receiving the majority of Press, the Cannabis Regulation and Tax Act (CRTA), required the District to undergo staff training and document and policy updates.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 14, 2020

Administrative Services Report



Volunteer Appreciation/Front Counter

The District delivered our annual holiday card and Jen's bread on December 11 to 34 local businesses, organizations, and individuals who donated significant time to the District this past year as a token of appreciation.

Registration for our Winter/Spring Brochure opened on December 4 and the front counter staff has been busy. There has been a high registration demand for fitness classes, dog training, adult classes and trips, and youth athletics. Swim lesson registration opened on January 3 with our new swim program, Catch the Wave. Online registration remains at 18% of District registrations.



Marketing

This past month, three emails were sent out via our email marketing blast program, iContact. The emails were used to promote upcoming events, program deadlines, and facility happenings. On average, these e-mails reach over 2,000 email addresses are opened by 16% of the e-mail subscribers.



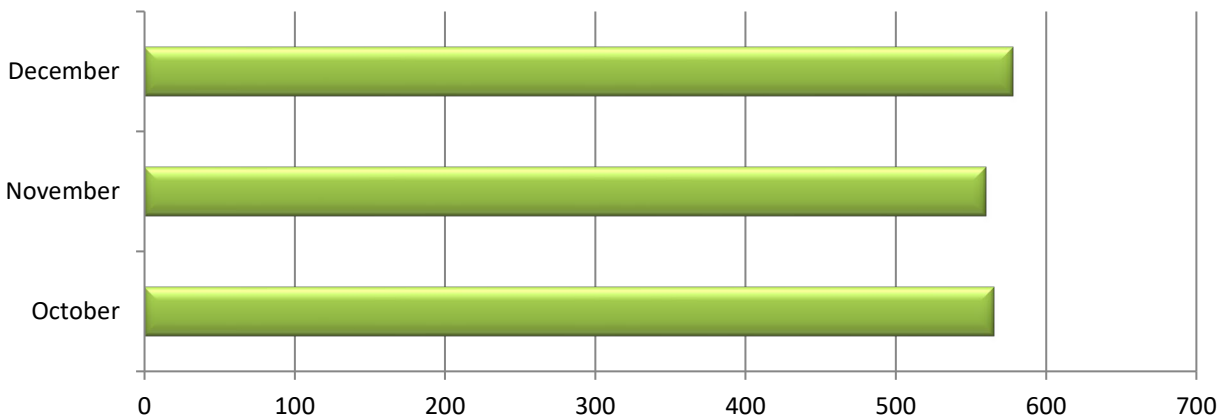
Silver Sneakers/Facility Tours

Silver Sneakers members are at 277. Two members joined during the month of December. Both members were new to OPD.

Five facility tours were given the month of December. Three tours resulted in the immediate purchase of a pass.



Silver Sneakers Visit Statistics



Respectfully Submitted,

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 8, 2020

Athletic Coordinator Report



Youth Athletics- 6th Grade Competitive Girls Basketball

The 6th Grade Competitive Girls Basketball deadline was December 14th, and practices began on Monday, January 6th. We have secured a very experienced coaching team consisting of Head Coach Kristy Eckardt and Assistant Coach Nate Girton. Thirteen girls are registered, in comparison to 15 last year. We will utilize the uniforms purchased in 2019 and the first game is Tuesday, January 28th.



Youth Athletics- 2nd - 5th Grade Basketball

Our 2nd - 5th grade Boys and Girls basketball programs are half way through their season, and their last game will be on Saturday, February 1st. Working with the High School Varsity coaches and Mike Lawton, we have secured dates for Youth Basketball Nights, with the Boys on January 10th and the girls on January 31st. Teams will get to scrimmage during half time of the JV and V games in front of the home crowd, and enjoy free admission, a free hotdog and giveaways as part of the evening. These youth nights have really helped to improve relationships between the High School coaches and the Park District feeder programs.



Pop Up and Play Dodgeball

On Monday, December 30th we held a Pop Up and Play, free all ages Dodgeball game in the afternoon at Nash. This event was planned in December and was 90 mins long and featured snacks, water and giveaways. The response was incredible, with 95 participants and the feedback from parents and kids was overwhelmingly positive. We have added another event for the Martin Luther King Day holiday.



Spring Programs

Registration is ongoing for our Indoor Soccer program and Co-Ed Volleyball program, that deadline at the end of the month. I have also been updating rules for our Outdoor Soccer program. We are forming a new league with Byron entitled Rock River Soccer League. The goal is to have consistency between both Spring and Fall seasons, but still allow other communities to join our league with OPD and BPD being administrators.

Respectfully Submitted,

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

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 14, 2020

Events Report



Adult Craft/Recreation Classes

We continue to partner with other businesses, artists and instructors to offer a variety of fun adult recreation classes held off-site. At the Cork & Tap venue participants can enjoy a beverage while working. At other venues/businesses the instructors have all supplies easily accessible and having classes at their business also gets potential customers in the door. In December, Tyler Hagemann, with Merlin's and Hagemann Horticulture offered both Winter Porch Pot classes and Holiday Swag classes at Cork & Tap. There was a total of 58 participants between the 4 classes offered. Some of the fresh greens came from OPD parks. Everyone loved the class and their finished product to take home. There was a Timber + Tribe stenciling round tray class in December which was also very popular. There were 20 people in that class. Many of the participants chose the personalized design which was a large initial and their last name.



Mother/Daughter Holiday Tea

This year the annual Mother Daughter Holiday Tea was hosted in Franklin Grove at Lincoln Way Inn B&B. There were 31 people in attendance. These special teas are a cherished lifetime memory for mothers, daughters, and grandmothers. The Inn is a beautiful venue which is already decorated for the holidays. Participants enjoyed the tea sandwiches and sweet treats, photos by the fireplace, tea bingo and more. Gifts of local honey were given to the adults and goodie bags with fun holiday items were given to each of the girls.



Breakfast with Santa

We are currently alternating yearly between a Breakfast with Santa and Dinner with Santa. This year we held Breakfast (2 seating's) on December 14 with a total of 155 participating. This was our first time holding this holiday event outside of Nash. This family fun event was held at Cork & Tap with a warm and delicious breakfast catered by Ralphie & LuLu's. The venue was spacious and gave parents the opportunity to purchase mimosas. Santa was able to visit with the children, photos with Santa were taken and each child had the opportunity to make an ornament for their tree. This program is always a hit. Other than having to transport items to the venue, it was nice having the event there with the small kitchen, two rooms, their decorations and the use of their tablecloths. The only negative for this location is that the upstairs where the event is held is not accessible. We had a good group of volunteer elves (OHS students) that helped. Merlin's gave OPD a price break on the room rental and McDonalds donated beverages for the event.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 14, 2020


Recreation Program Manager Report

 **Extended Time**


The ET staff celebrate our success with dinner and a Christmas gift exchange on Thursday, December 12. I met with the 3 newer ET staff to hold check-in meetings. This allowed an opportunity to check in on how they are keeping up with all their responsibilities and ask any questions for clarification. Each staff member left this meeting with goals to focus on in the coming month. We did not hold a winter break program this year due to limited registrations. The ET staff enjoyed a little time off along with a half day over break doing a deep clean and re-organizing the room for the new year!

 **Re-occurring programs in December/January**

In December our Drop-in Playtime program brought in a handful of additional people into Nash. This winter break has given opportunity to come up with new creative ideas to add each week to promote the drop-in playtime. Upcoming drop-ins will offer a craft table and inflatables. After School Open Gym has maintained attendees and took a break over winter break. The program begins again on January 6 and marketing efforts have been boosted to promote participation. Childcare enrollment has retained a steady enrollment with an average of 13 children per week. Childcare returns on January 6 and is being promoted for further enrollment. Tumbling enrollment for January had a total of 27 tumblers.

 **New programs in December/January**

Toddler/Preschool Gym will begin again in January with 8 students. We had a group of 12 join us for the trip to Drury Lane to see a live performance of Mary Poppins and enjoy an elegant meal on December 19. All attendees gave many compliments and had a great time. On January 3, we had a Village Bakery class with 6 7-12 year olds who got to decorate their own cakes Candyland style! The creativity was amazing! This year we returned the Eagle Watching Brunch at Taft after a full house of 120 in 2019. This year, we did two seatings of 80 each to allow a more comfortable space for participants but also overall, an opportunity for more people to attend. Our first seating on January 5 was a full house with a waitlist, and we had two eagles soar across the windows multiple times for us! We have a slew of dog training classes beginning in January including Trick Training (Full 8/8), Beginners Obedience (Full 9/9), Dog Walk & Train (5/8 enrolled) and Advanced Obedience (4/6 enrolled). Most of these participants are new to the district in terms of programming and I am excited to be able to capture a new target audience and confident we will be able to attain them with future offerings.

 **Looking Ahead**

Looking ahead, all the programs above will reoccur into February along with the following new programming: Writing You Own Memoir Workshop, Schools Out Fun, Camp Serenity Day Camp. I am also looking forward to the IPRA State Conference!

Respectfully Submitted,




Amanda Zimmermann, MBA, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 14, 2020

Nash Facilities Report

 **Nash Facility**

It was time to drain the DE filter on the pool. Halogen supply took us through the process step by step on how to safely drain, clean and refill the DE filter, which is the large filter that filters out all oily contaminants that collect in the pool. These contaminants come from body oils, lotions, skin products and hair products that come off our bodies as we swim. On occasions when there are a lot of people in the pool in one night the water could look cloudy for a day or two until these oils are filtered out of the water. This process of draining and cleaning the filter is done as needed and is determined by the number of swimmers we have as the season changes.

 **Fitness Center**

We have had some issues with the Alpine runner treadmill. We had a technician come in and replace the parts needed to repair the runner. The repairs were covered under warranty and the machine at this time is running as it should. The True recumbent bike is also being looked at for repairs. Maintenance staff has taken it apart to diagnose the issue and when the technician was here for Alpine Runner he verified that we need a bearing and shaft for the bike. We are in the process of getting those parts ordered and will install them ourselves. Thank you for your patience as these machines are getting repaired!

 **General**

I would like to thank Bill and Mary for going above and beyond to help make this transition easier for all of us. They have done a great job with making sure the building is covered with the proper staff, setting up events, cleaning maintenance and any other mechanical issues that arise. I am doing what I can to learn the ins and outs of the building mechanicals, janitorial maintenance and the staff needed to ensure the building is safe, clean and operational for all patrons to enjoy. Thank you for the opportunity and I look forward to the future and what it may bring!

Respectfully Submitted,



Andy Egyed
Superintendent of Parks and Facilities