

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF COMMISSIONERS  
TUESDAY, MAY 10, 2016, 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) OATH OF OFFICE - VICE PRESIDENT
  - 5) APPROVAL OF MINUTES
    - A. REGULAR MEETING MINUTES, APRIL 12, 2016
  - 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 - INCLUDED
    - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
    - F. PARKS REPORT - INCLUDED IN PACKETS
    - G. RECREATION REPORT - INCLUDED IN PACKETS
    - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED
    - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
  - 7) UNFINISHED BUSINESS
  - 8) NEW BUSINESS
    - A. PERMIT APPROVAL - LIONS CLUB CAR SHOW
  - 9) COMMISSIONERS COMMENTS
  - 10) DIRECTORS COMMENTS
  - 11) PRESIDENTS COMMENTS
  - 12) ADJOURNMENT
- NEXT REGULAR MEETING - JUNE 14, 2016

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Annual Meeting Minutes**  
Tuesday, April 12, 2016

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

PRESENT: Dan Engelkes, Gary Davis, Dave Bakener, Steve Pennock

ABSENT: Mark Tremble

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Supt. of Parks; Brian Beckman, Supt. of Environmental Services; Kim Krahenbuhl, District Attorney; Don Fuller, Treasurer; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS: Amanda Zimmerman, Debbie Leffleman, Nancy Kerwin, Jon Barnhart, Tina Ketter, Sherry McCormick, Bill Helfrick, Joanne Pennock, Rebecca Kaffenbarger, Jeremiah Kaffenbarger, Mickey Sasscer, Steve Boldt, Lily Sasscer

**BUILD A BIRDHOUSE COMPETITION AWARD**

Mr. Pennock awarded Lily Sasscer of this year's winner of the Build a Birdhouse Competition.

**25<sup>th</sup> ANNIVERSARY RECOGNITION**

Mr. Davis commented this represents 25 years that Steve Pennock has served on the Oregon Park District Board. In 1991 Mr. Pennock was elected Board President, and this has continued year after year. Mr. Davis and Mrs. Folk compiled a list of what has happened during the time Mr. Pennock has been President. When Mr. Pennock was elected the Park District owned 78 acres of land, they now own 158. In 1992 the Park District acquired Fairgrounds Park, Williams Park in 1994, Mix Park and Carnation Park in 1995, Veterans Park in 1996, and Kiwanis Park in 1997. Through 1996-97 they constructed the Blackhawk Center. In 2011 they did a major renovation of Park West, and in 2011 the Dog Park was constructed. In 2012-13 was the major renovation of Nash Recreation Center, and most recently acquired and developed Jack's Landing. In 2009 and 2014

the Oregon Park District was recognized as a distinguished accredited agency, less than 10% of Park Districts receive this award. In 2007 Mr. Pennock received the Mike Cassidy Award. Mr. Davis congratulated and thanked Mr. Pennock for all his years of hard work.

Mr. Pennock thanked everyone, and commented that it has been an honor to serve the Oregon Park District.

#### APPROVAL OF REGULAR MEETING MINUTES

Motion by Dan Engelkes, seconded by Dave Bakener, the Regular Minutes of March 8, 2016 be approved as printed. Roll Call Vote: Gary Davis, Dan Engelkes, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

#### FINANCIAL

##### Treasurer's Report

Mr. Fuller commented that looking through 2015 there is only a \$10,000 difference between the balances from one year to the next.

Motion by Gary Davis, seconded by Dan Engelkes, the Treasurer's Report be approved as printed. Roll Call Vote: Dan Engelkes, Steve Pennock, Dave Bakener, Gary Davis - yes. MOTION PASSED UNANIMOUS.

##### Claims Payable

Motion by Dave Bakener, seconded by Gary Davis, the Claims Payable be approved. Roll Call Vote: Steve Pennock, Gary Davis, Dan Engelkes, Dave Bakener - yes. MOTION PASSED UNANIMOUS.

#### REPORTS

Parks Report - Included in board packets. Mr. Egyed had nothing to add.

Recreation Report - included in board packets. Mr. Bakener questioned all of the bills for the Power Up Volleyball. Mrs. Folk commented that the revenue from Power Up Volleyball offsets all of the extra bills except for the expenses we keep for the rental of the Blackhawk Center.

Supt. of Environmental Services Report - included in board packets. Mrs. Folk introduced Mr. Brian Beckman, she commented that he has done a fantastic job. Mr. Beckman

introduced himself to the Park Board. He commented that he planned on starting the chiller that week and also has a company coming to go through the facility to make sure everything is up to working order. He also will be holding a staff meeting to re-establish expectations for the Environmental Services Department and personnel.

Administrative Report - included in board packets. Dan Griffin commented that we have stayed consistent from year to year, and we seem to be on track for this fiscal year.

BUSINESS (unfinished)

BUSINESS (new)

Election of Officers

The secretary said "I will now entertain a motion for the nomination of President of the Oregon Park District Board of Commissioners." Dan Engelkes nominated Steve Pennock for President of the Oregon Park District Board. Gary Davis seconded the nomination. The secretary asked if there were any further nominations. There being no further nominations, the secretary took the roll call vote for Steve Pennock President of the Oregon Park District Board of Commissioners. Roll Call Vote: Dave Bakener, Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

The President opened the floor for nominations for Vice President of the Oregon Park District Board. Dan Engelkes nominated Mark Tremble for Vice President, Dave Bakener seconded the nomination.

There being no further nominations, the secretary took the roll call vote for Mark Tremble Vice President of the Oregon Park District Board of Commissioners. Roll Call Vote: Dave Bakener, Gary Davis, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Oath of Officers

Steve Pennock, President, took his oath.

Annual Appointments and Meeting Schedule

Motion by Dave Bakener, seconded by Dan Engelkes, the board approve the following annual appointments and meeting schedule. Roll Call Vote: Dave Bakener, Steve Pennock, Gary Davis, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

Attorney: Oregon office of Williams & McCarthy

Clerk/Secretary: Andrea Messenger

Treasurer: Donald G. Fuller

The regular monthly board meetings be held on the second Tuesday of each month at 6:00 p.m. and the Annual meeting be held the second Tuesday of April at 6:00 p.m., all in Board Room at the Nash Recreation Center and that standing committee meetings be held on the first and/or third Wednesday of the month at the Nash Recreation Center unless specifically changed by the majority of the committee members, and at such time as determined by the majority of committee members.

Board Committee Assignments:

1. Parks and Facilities
2. Personnel and Policy
3. Program and Service
4. Finance

Appointment of Standing Committees

Mr. Pennock appointed the commissioners to the following committees for the 2016-2017 Fiscal Year:

Parks & Facilities Committee: Mark Tremble, chairperson  
Dave Bakener  
Dan Engelkes

Personnel & Policy Committee: Steve Pennock, Chairperson  
Gary Davis

Program & Service Committee: Gary Davis, Chairperson  
Steve Pennock

Finance Committee: Dave Bakener, Chairperson  
Mark Tremble

Dan Engelkes

Appointment of Officers

Motion by Gary Davis, seconded by Dan Engelkes, the board approve the annual appointments of Andrea Messenger as Board Secretary and Don Fuller as Board Treasurer. Roll Call Vote: Dave Bakener, Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Oath of Appointed Officers

Don Fuller, Treasurer, took his oath.  
Andrea Messenger, Secretary, took her oath.

Enter Executive Session

Motion by Dan Engelkes, seconded by Dave Bakener, the board enter executive session at 6:18 p.m.

To discuss appointment, employment, compensation, discipline, performance or personal status of employees, officer and legal counsel for the park district. Open Meetings Act Par. 120/2 (1).

Roll Call Vote: Dave Bakener, Dan Engelkes, Steve Pennock, Gary Davis - yes. MOTION PASSED UNANIMOUS.

Return to Regular Session

Motion by Dan Engelkes, seconded by Steve Pennock, the board return to regular session at 6:24 p.m. Roll Call Vote: Steve Pennock, Dave Bakener, Gary Davis, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

Salary and Range Approval

Motion by Dan Engelkes, seconded by Gary Davis, the Board approve the salary range recommendations from the Personnel Committee. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

Wage Recommendations Approval

Motion by Gary Davis seconded by Dan Engelkes, the Board approve the salary and wage recommendations from the Personnel Committee. Roll Call Vote: Dan Engelkes, Dave Bakener, Steve Pennock, Gary Davis - yes. MOTION PASSED UNANIMOUS.

Salary Recommendation Approval

Motion by Gary Davis, seconded by Dave Bakener, the Board approve the salary recommendation. Roll Call Vote: Steve Pennock, Dave Bakener, Gary Davis, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

City of Oregon Police Agreement

Motion by Dave Bakener, seconded by Dan Engelkes, the Board approve the Parks Maintenance Supervisor job description. Roll Call Vote: Gary Davis, Dave Bakener Dan Engelkes, Steve Pennock- yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS' COMMENTS

Mr. Davis welcomed Mr. Beckman, and also congratulated Mr. Pennock on 25 years.

Mr. Bakener also welcomed Mr. Beckman, and congratulated Mr. Pennock.

Mr. Engelkes also welcomed Mr. Beckman, and congratulated Mr. Pennock. He also praised Mrs. Folk on her great job on hiring an excellent staff.

DIRECTOR'S COMMENTS

Mrs. Folk provided an Exelon update. The hearings began April 11<sup>th</sup>, and they do anticipate they will continue through the end of May. She also stated they anticipate construction to be taking place on the Nash sidewalk and concrete pad in front of the entrance on Thursday April 14<sup>th</sup>. She stated she has been very impressed with the contractor so far, and the communication has been excellent. Also a big thank you to the Board, she feels very fortunate to work for such a generous group of individuals.

PRESIDENT'S COMMENTS

Mr. Pennock complimented all of the new staff members. He also commented on all of the different Board Reports from the staff.

ADJOURN

Motion by Dan Engelkes, seconded by Dave Bakener the meeting adjourn at 6:33 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger, Secretary to the Board

Approved\_\_\_\_\_

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

May 10, 2016

Parks Report

### Sports

Spring soccer league is in full swing, keeping the fields mowed and painted is our focus for that area. We mow the playing fields twice a week and paint once a week.

O.H.S girl's softball is being played on our fields at Park West. The fields are in really good shape for this time of year and I believe they have been able to play all home games on the schedule. We groom the fields as needed and paint the foul lines. The school then chalks the fields for game day.

### Projects

We fertilized all turf this spring with a fertilizer /crabgrass preventer mix. Last year we had a substantial amount of crabgrass come in and we wanted to make sure it doesn't germinate this year. Crabgrass is an annual grass which dies every year but it leaves seeds to produce plants next year. By putting out the pre-emergent in early spring those seeds will not germinate and produce the crabgrass.

At the end of last year we had the Poplar trees behind the back stop at Diamond one removed. These trees were showing signs of stress, decay and were a hazard from falling branches. We have replaced them with "Regal Prince Columnar Oak's" which is a Stately, upright tree and a narrow structure. It is useful for narrow spaces and formal row planting. It is a reliable grower that tolerates a wide range of conditions. Dark green leaves turn yellow with some orange in fall often clinging through winter. This tree will grow fairly fast and give the field players some relief from the sun and glare.

We are performing some much needed maintenance to the tennis court surface. Pressure spraying the surface and using a cleaner to remove sap and dirt coming from the existing pine trees located around the courts. We will then be filling cracks that are forming, due to water getting under the surface, freezing and resulting in the crack expanding even larger. This is a temporary fix as cracking is evident every season. The courts were resurfaced and painted in July of 2006. We are looking into some alternative surfaces for the near future that will have a long term life cycle. New technology for outdoor courts has come a long way since we last resurfaced the courts. Rubberized and acrylic shields that are placed over the courts and then painted will eliminate cracks from appearing again. This shield protects the pavement from the elements and further deterioration.

The splash pad is set up and ready to be turned on. All features are operational and the area is cleaned up and ready for mulch. We plan on turning the pad on the week of May 23<sup>rd</sup>, so it will be on for the up and coming weekend which is Memorial Day weekend. Normal operating season for the splash pad is from Memorial Day through Labor Day, this does fluctuate if weather is accommodating.

### Down town beautification

The school service day went great as the OHS students participated in cleaning out the flower beds up town on the

terraces and the Court House. We will be tilling the soil in preparation for planting. The Master Gardeners and the Master Naturalists will be helping us plant the hanging baskets on May 9<sup>th</sup> at the parks garage. They will then assist us with the planting uptown in the terraces and the courthouse. If anyone would like to volunteer for either of these days of planting please call for details.

The City of Oregon is responsible for watering and maintenance of all plants on the terraces to include hanging baskets. We are responsible for the maintenance of the flower beds at the court house.

 **General Maintenance**

The mowing crew has been in full swing and doing a great job of keeping up with it. General spring clean up has been done and now we are starting to address flower beds getting them ready for planting. All snow removal equipment has been cleaned and put away for the season. Looking forward to the seasonal staff to start and working on all park improvements.

Respectfully submitted,

Andy Egyed  
Superintendent of Parks

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

Environmental Services

★ **Environmental**

I have recently completed my Certified Pool Operator licensing. I was excited to complete this course and be able to integrate the new policies and procedures in an effort to remain within the guidance and regulations of the Illinois Department of Public Health. I have met with the aquatics staff and provided them with instruction and ideas for ensuring the safety of our patrons.

★ **Environmental Services Staff**

A meeting of the environmental services staff was conducted, where I was able to express my standards for the staff. Among some of the issues discussed were uniforms and behavior while on duty. The staff seemed to be very receptive of the new guidelines. My intent is to create a cohesive team to be effective and professional while on duty.

★ **Nash Center**

We were experiencing some boiler issues in the beginning of the month, however those are resolved now. The chiller system has been started and seems to be running well. Prior to starting the system, Mechanical Inc. performed a service inspection. They found and repaired multiple leaks. I have started keeping an electronic log of the preventative maintenance for equipment at the Nash Center. This will be an effective way to ensure that our equipment continues running smoothly.

★ **Blackhawk Center**

The Blackhawk Center equipment is currently running well with no major issues to mention. We are still waiting for the South side doors to be repaired, but do not have a date on the repair. Graduation is the next large event and we have started receiving chairs in anticipation. We will begin setting up the week of graduation, and I look forward to being able to show off our facility.

Respectfully submitted,



Brian Beckman  
Environmental Services Supervisor

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

Business Administration Report

★ **Financial Review**

The District ended the 2015-16 fiscal year with an unaudited banking fund balance of \$2,048,172. The April 2016 Treasurers Report is included in the board packet. The final budget progress report for the 2015-16 year is also included in the board packet. A Fiscal Year 2016 Budget Summary will be published in early May.

The District ended fiscal year 2016 with an approximately \$517,000 surplus fund balance. The surplus is a direct result of the delayed Nash Paving Project expenditures. The fund balance will be carried over and re-appropriated for the Parking Lot capital expenditures in FY 17. All other departmental budgets performed well in FY 16. The FY 17 operating budget will remain similar to the prior year with only minor adjustments related to changes in the 2015 tax levy and refinements to departmental budgets for programming changes.

★ **Finance Schedule / Audit Schedule**

The Finance Committee will meeting in late May/early June to discuss and review the 2016-17 budget. Then, following recommendation by the Finance Committee the District will release for public inspection the 2016-17 Combined Budget & Appropriations Ordinance Packet. The final Appropriations Ordinance will then be approved at the July regular meeting and immediately filed with the Ogle County Clerk. The District will operate off of a tentative budget based on the prior year until the budget is finalized.

The FY 2016 Financial Audit will occur the week of May 23rd. The preliminary financial documents have been prepared for the audit. The District will have its GASB 45 study completed to include within the annual audit. The District must publish an Other Postemployment Benefits (OPEB) report every three years. The District routinely has the final audit available to the board and General public following the July regular meeting. The District is in the second year of a three year commitment with WipFli LLP for its audit services.

The District will be including additional budget and economic data and visual graphs in the 2016-17 Budget Packet. The Oregon Park District has a large footprint in the Oregon area. Along with information from IAPD the District will tell its story through economic data.

Respectfully Submitted,



Dan Griffin  
Finance & Technology Administrator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

Marketing & Communications Report

★ **Facebook**

Followers are up this month to 2470, an increase of 104 for the month. Excited for the weather to warm up and get out in the parks and get photos of the various activities. Photos of our staff in action or people enjoying activities always get a great response. This month we introduced a few video clips of various fitness programs and had a great response. We are continuing to do help wanted advertising on facebook through boosted posts and it has been very well received. We continue to use facebook to promote deadlines and it is working!

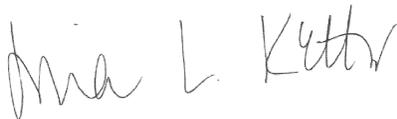
★ **Facility/Spring Cleaning**

This month facility tours slowed down to 7 with 2 passes purchased. This month I've begun reorganizing not only my office space but also the various closets for supplies. All supplies, etc. are located in one area with one contact person for reordering. The Maintenance staff have been very accommodating with all the changes and reorganization. At shift change-over from 1-1:30 there are two people at the front counter. We've begun utilizing the extra staff member to help organize and she will be available for extra projects in the Recreation office during that time. This has been helpful and should help keep things organized in the future.

★ **Marketing**

This month we have two newsletters going to the Oregon Elementary School at beginning of May and mid-May before school is out. The newsletter is also available at the front counter. The newsletter has been a great avenue to promote the programs and compared to other sports seasons we've seen a significant drop in late registrations. We continue to do monthly ads in the Ogle County Life. We've designed a new Concert in the Park flyer with a new format. The flyers will be distributed to sponsors, as well as a full size poster with easel, to display in their business. Sauk Valley Media cut our printing costs in half and we were able to increase flyer numbers, allowing us to distribute to more places. Through trade-out advertising, WRHL, 102.3, will begin running radio advertising in June promoting the various concerts in the park. Talks have begun on the 50th anniversary celebration. Lots of exciting things have been proposed and I'm excited to begin formulating a plan to begin the celebration in December and carry it through until Summer 2017.

Respectfully Submitted,



Tina Ketter, Marketing & Communications Supervisor

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

**Aquatics Coordinator Report**

**✦ Triathlon**

This month I have continued to promote our triathlon on different race websites, post new information on our website and promote it at our facility on a bulletin board. I started our building promotion in the fitness center and in May it will be across from the board room to be visible for a different set of patrons. I have already had a fitness center patron stop me to ask questions about participating this year. I have also started the process to request permission to close the street from the city and to get permission from our neighbors to do so.

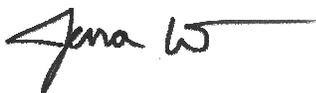
**✦ Blood Drive**

Our blood drive with the Rock River Blood Center is Wednesday May 11<sup>th</sup> from 1-6pm in the River Room. The pool staff has been busy making calls and recruiting donors. We currently have 31 people signed up to donate. Thank you to our staff that has signed up to donate: Barry Deboor, Amy Siverson, John Barnhart, Jordan Melvill, Robin Pearce, and Paige Griffin and to the staff that recruited their friends and family to donate as well. It means even more to me this year everyone that donates as Rowen has been a recipient of blood after both of his surgeries.

**✦ Staff Training**

This month's in-service training will include Brian Beckman discussing the importance of quality pool chemical tests and tips to make sure everyone is on the same page and doing it correctly. We will also be discussing our revised procedures for when we have fecal accidents in the pool. Something no one wants but everyone needs to be prepared for! Our skills practice this month will focus on passive victims in the pool and hot tub and how to remove them quickly and effectively while also focusing on the team CPR after a water rescue.

Respectfully Submitted,



Jena Wehmhoefer, CPRP  
Aquatics Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

Health and Wellness Report

✦ **New Zumba Session**

The 4-week Zumba session in April came to a close on April 28<sup>th</sup>. A second session was kicked off on May 3<sup>rd</sup> to last through the month of May. This session there is 11 participants as opposed to 15 from the first session. This number still represents good participation, and most of them are returners from April's class; they are ready for more Zumba action! A new change to this month is that another Zumba instructor will be co-teaching with me. Angel Sims is a seasoned Zumba instructor, with certifications in Zumba Toning, Zumba Gold, and Aqua Zumba and has been teaching since 2010. Angel desires - as I do - to grow a successful Zumba program here at the Park District, so this month she is being eased into it, helping teach my morning class. She hopes to start an evening class in the near future for those who do not prefer the early morning hours. Zumba Kids class has also started a second session for the month of May. Six children are signed up for this session which is one more than April's attendance.

✦ **Community Presentations**

I had the opportunity to present and talk with three different groups in April about health and wellness and to promote the Park District. April 14<sup>th</sup> I was invited to speak at the Kiwanis Club meeting held at The Robin's Nest. I shared some general recommendations for living as active seniors and how to enhance their quality of life. In addition I shared what programs we have at the Park District that they could be a part of. In the evening of April 14<sup>th</sup>, I, along with a few of the other Recreation Staff, presented to the Lion's Club what opportunities were at the Park District for them. On April 22<sup>nd</sup>, I was invited to speak to the children and parents of the Early Headstart program. The kids and I did a couple exercises together, and I spoke with the parents on the importance of staying active even as busy parents. These presentations were a great way to share my expertise with different groups in the community and to start making some connections.

✦ **Team Up to Lean Up Half Way Over**

The Team Up to Lean Up weight Loss/fitness challenge is now in its 4<sup>th</sup> week and is half way over. 33 teams (90 individuals) have been coming in for weekly weigh-ins with myself and have completed fitness challenges such as pushups, jump rope, stair climb, and planks! The participation of this new program far exceeded our expectations, and it has been amazing to see so many people committed to bettering their lives. As of week 3 of the challenge, 311.7 lbs. have been lost altogether! Teams also have the option to partake in "homework." If the entire team completes it, another lb. will be reduced from their overall weight. These assignments have included running the stairs at Lowden and keeping a food journal. You will notice on the bulletin board as you enter Nash from the lobby, an area with the Team Up to Lean Up results posted. Teams are certainly getting competitive and as a result people are losing weight and getting healthier!

Respectfully Submitted,



Kaitlyn Kielsmeier  
Health and Wellness Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016  
Events Report

★ **Amazing Chase**

A terrific event geared specifically for teens. There were 7 participating teams (20 total 7<sup>th</sup>-12<sup>th</sup> grade students) this year. The overall course this year was on the south side of town. There were 8 total destinations and the weather was perfect. Teen programming is a difficult "science" and a challenging market to program for. This year the destinations/sponsors were the Oregon Laundromat, Sharon Lauer, Kunes Country, RiverStone Church, VOP, and the Oregon High School. These businesses not only let us utilize their facilities (and sometimes supplies), but they also donate small items for the prize baskets. Photos are included in the Board packet.

★ **Slam-N-Jam & Touch-A-Truck**

Both of these family fun events will occur on June 11. The Touch-A-Truck event will be held at the Blackhawk Center Parking Lot from 10 a.m.-noon. Work is being done to recruit businesses and vehicles for participation as well as sponsorships being solicited. We are in need of celebrities and alumni for the softball game and of course volunteers.

★ **Wiggly Wag & Walk Wednesday**

The annual Wiggly Wag & Walk Event will be held at the Dog Park on July 13, 4:30-7:30 p.m. Potential vendors are being sought after as well as demonstrations, prizes and volunteers.

★ **Other**

Sponsorships are slowly coming in for events/sports programs.

May will be the big marketing push for the Concerts In the Park and Brown Bag Concerts. Flyers, posters, business cards will be distributed to local businesses, state parks, campgrounds, etc.

Plans are underway to add some additional events/activities to promote and celebrate the Oregon Park District 50<sup>th</sup> Anniversary. Ideas include Candlelight Walk activities at Nash, Open House, add-on events with the summer concerts, movie night, family game night and more. The Recreation Department will be exploring a number of exciting options to make the 50<sup>th</sup> Anniversary memorable for all.

Nash will be open for Candlelight Walk this November 26<sup>th</sup>. Therefore, I am backing away from some of my previous responsibilities at the Coliseum during this event so that I can manage the activities at Nash that evening.

Respectfully Submitted,



Debbie Leffelman  
Event Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

Recreation Program Manager Report

✿ **Extended Time**

April was yet another successful month at Extended Time. The students are now saving up their dollars from our positive behavior incentive system to get 'bigger & better' prizes. This was an idea from the students and the staff have enthusiastically adopted the plan by creating a special \$10 prize box along with our regular \$5 box. Overall, I have observed the Extended Time program take on a more inviting atmosphere. I have recently seen an increase in the amount of students engaging with different students, no matter what the age gap. The staff has worked hard to create this environment and it will continue to be an ongoing progression.

✿ **Camp Oh Pea Dee**

A thorough review was conducted this month for our summer camp. I analyzed budget details, conducted individual meetings with all previous counselors and reviewed various documents from years past. I am omitting the monotonous activities from camp while simultaneously alleviating the amount of free time throughout the camp day. In place of this, I am implementing new daily themes. By altering the daily structure of the camp, we will be able to offer a more unique series of activities on a more manageable time schedule. Furthermore, in effort to safely serve more families in our community, I have signed a contract with First Student (Bus Service). Having worked with this company in the past, I have high expectations for the increased safety component along with enhancing our overall field trip experiences. Contracting a bus service allows us to increase the total number of participants we can allow to enroll in the program. Our counselors are ready to take on the challenge in order to create a one of a kind summer.

✿ **Programs in April**

The Kids Spot Inc. tumbling program held a steady enrollment of forty participants. It has been a pleasure seeing the increase of students in our Immediate and Advanced classes due to their hard work to move up in levels over the past few months. A new session of Toddler/Preschool Gym began at the tail end of the month with sixteen children enrolled. We have a few new students and guardians joining the group who have stated their gratefulness for this program to help stimulate and socialize their little ones.

✿ **Lions Club**

On Thursday, April 18 the Recreation Department had the opportunity to present to the Lions Club. The presentation was well received accompanied with follow up questions from the members.

Respectfully Submitted,



Amanda R. Zimmermann  
Recreation Program Manager

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

Children's Center Report

✿ **Field Trip**

The MWF children went on a field trip to Oregon Kindergarten on Friday, May 6. We went on a tour of all of the Kindergarten rooms and met the teachers. We visited the library and the gym as well. We then came back to the Children's Center for lunch and playtime. It was, as always, a great trip for the children.

✿ **Visitors**

We are so very thankful to our regular visitors who have added so much to our program this year. Mr. John Barnhart has been so generous with his time with the many experiences he shared with the children.. We appreciated his efforts and patience with his apple cider project, his broad wing hawk project, his maple syrup project, and our chick project. Mrs. Pennock has been so very generous with her time spent coordinating stories and games with me for the children and for her time teaching and playing with the children. The children so looked forward to visits from both of them.

✿ **Children's Center Annual Family Picnic**

Our Children's Center Annual Family Picnic will be held on Friday, May 27, at Park West from 11:00 am to 1:00 pm. We are hoping for our usual good turn-out, as well as good weather!

✿ **Children's Center Programs and End of Year**

Our annual spring programs will be held on Thursday, May 12, and Friday, May 13, for all groups. We have been practicing! The last days for the 2015-2016 school year for the Children's Center will be on Wednesday, May 25, for the MWF children, and Thursday, May 26, for the TuTh children. It has been a very busy year!

✿ **Conferences and Kindergarten Evaluations**

I have now held 18 conferences with parents of the older children and 7 conferences with the parents of the younger children, with only a few more to go.

I have prepared the end of the year evaluations for the MWF children who will be going to Kindergarten in the fall. These evaluations are used, along with the Kindergarten screening information, for balancing placement in the Kindergarten classrooms.

Respectfully Submitted,

*Nancy J. Kerwin*

Nancy Kerwin  
Children's Center Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

May 10, 2016

Natural Resources Report

✱ **Prairies**

Hawk prairie along with upper west has been scouted for early weed development and sprayed. To date only canadian thistle and dandelions are present. Herbicide has been slow to activate with the cold temps. The field manuals have been completed with amendments to the manuals being made throughout the summer.

✱ **Sign Painting**

Farmers market yard signs are being touched up. Frames are being straightened up as some were damaged.

✱ **Bio-Swale**

Work on the bio-swale has started. Initial scouting and spraying of weeds is under way. Weeds are in the early stages of development and are so far easier to control. Brush clearing and weed control near the foot bridge on the south end of park west is being done. Some of the rock has begun to sink in the bio-swale. The purpose of the rock is to slow down the water flow allowing the water to settle into the ground. The option of adding rock in areas will have to be considered.

✱ **Earth Day Planting**

The earth day planting was a success. Nate Rogers along with his 6<sup>th</sup> grade class attended and planted the tree. This year's tree was donated by Brian Grover. The tree was a Crimson maple and can be tapped for sap in 25 to 30 years!

✱ **Farmer's market vegetable and food handling seminar**

This seminar was hosted by the Illinois extension office. It was held in DeKalb County community outreach building. Many topics were covered at the seminar. On site food preparation, sanitary practices and regulations, food licensing. While there I had the opportunity to meet the new health inspector for Ogle County.

**Community garden**

All the plots have been rented in the Community garden. There are two 4x4 beds that act as one. These beds are in case an individual must have a garden bed and hadn't had the opportunity to rent when registration started.

Respectfully submitted

John Barnhart Natural Resources Manager

