

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, AUGUST 14, 2018, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. PUBLIC HEARING, JULY 10, 2018
 - B. REGULAR MEETING MINUTES, JULY 10, 2018
- 6) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 7) REPORTS
 - C. FINANCE COMMITTEE - NO REPORT
 - D. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - E. PARKS & FACILITIES COMMITTEE - NO REPORT
 - F. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - G. PARKS REPORT - INCLUDED IN PACKETS
 - H. RECREATION REPORT - INCLUDED IN PACKETS
 - I. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - J. ADMINISTRATIVE REPORT - INCLUDED
- 8) UNFINISHED BUSINESS
- 9) NEW BUSINESS
 - A. ITEP PUBLIC INPUT MEETING - AUGUST 2, 2018
 - B. PARK WEST MASTER PLAN PUBLIC INPUT MEETING - AUGUST 2, 2018
 - C. ITEP CONTRACT APPROVAL
 - D. UTILITY PROVIDER CONTRACT APPROVAL
 - E. JOB DESCRIPTIONS UPDATE
 - F. 15 PASSENGER VAN ORDER APPROVAL
 - G. AUTUMN ON PARADE PERMIT APPROVAL
- 10) COMMISSIONERS COMMENTS
- 11) DIRECTORS COMMENTS
- 12) PRESIDENTS COMMENTS
- 13) ADJOURNMENT

NEXT REGULAR MEETING - SEPTEMBER 11, 2018

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Public Hearing Minutes
Tuesday July 12, 2018

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

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

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

RECOGNITION OF VISITORS: Matt Schuler - WIPFLI Auditor, Robin Pearce

No individual commented on Ordinance 18-07-12

ADJOURN

Motion by Dan Engelkes, seconded by Mark Tremble, the meeting adjourn at 6:00 p.m. ALL WERE IN FAVOR.

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

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

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

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

RECOGNITION OF VISITORS: Matt Schuler - WIPFLI Auditor,
Robin Pearce

Mr. Griffin introduced Mr. Schuler to the Board of Commissioners. Mr. Schuler provided a copy of the audit for the commissioners and discussed a few highlights and explained the audit process.

APPROVAL OF MINUTES

Motion by Dan Engelkes seconded by Dave Bakener, the regular meeting minutes of June 12, 2018 be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed had nothing to add.

Recreation Report - Included in Board Packets. Mrs. Ketter stated that the Recreation Department has a busy couple of weeks. They will be holding the Brown Bag Concert, Farm to Table event, Triathlon as well as the final Concert in the Park with fireworks. Mrs. Wehmhoefer is still looking for volunteers for the Triathlon if anyone is interested in helping. They held Art in the Park at the new Reading Nook Park with Zoe Nelson, there were 34 kids in attendance.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated that the sprinkler system is now operational at the Blackhawk Center, everything looks great the contractors did a great job.

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

BUSINESS (unfinished)

BUSINESS (new)

Resolution 10-07-18-1; Authorizing Participation in the Illinois Trust

Mr. Griffin stated that the district formally participated in the IPLAFD Illinois Park District Liquid Asset Fund, this will just be a new resolution allowing us to invest through the new Illinois Trust Fund.

Motion by Mark Tremble, seconded by Dan Engelkes, the Resolution 10-07-18-1 be approved. Roll Call: Gary Davis, Dan Engelkes, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Resolution 10-07-18-2; Establishing the Long-Term Capital Replacement Fund and Authorizing Funding

Mr. Griffin stated this will allow us to create a fund that is unrestricted from our Corporate Fund. This will allow us to be flexible there will not be a cap as a whole but we can add on in the future.

Motion by Dan Engelkes seconded by Dave Bakener, the Resolution 10-07-18-2 be approved. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Resolution 2018-07-10; Authorizing Transfer of the Blackhawk Center to the Oregon Community Unit School District No. 220

Mrs. Folk stated this is the final piece of the district transferring ownership to the school district. The last step will be the Regional Office of Education doing their final inspection.

Motion by Dave Bakener seconded by Mark Tremble, the Resolution 2018-07-10 be approved. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Policy Updates - Administrative Section 3.12 - Amend

Mrs. Folk stated the district is updating the Fund Balance policy to include the long-term Capital Fund.

Motion by Dan Engelkes seconded by Gary Davis, the Resolution Policy Updates be approved. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Engineering Firm Selection to fulfill the QBS Requirement for the Rock River Heritage Trail (ITEP Grant)

Mrs. Folk stated that the Administrative Staff and herself have conducted meetings with the 4 firms that submitted proposals for the ITEP grant phase 2 engineering. Mrs. Folk recommends using Chastain & Associates.

Motion by Dave Bakener seconded by Dan Engelkes, the Engineering Firm Selection be approved. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Budget & Appropriations Ordinance 18-07-10

Motion by Mark Tremble seconded by Gary Davis, the Budget and Appropriations Ordinance be approved. Roll Call: Gary Davis, Dan Engelkes, Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble had nothing to add.

Mr. Engelkes congratulated Mrs. Wehmhoefer and her staff on the great score in the aquatics department.

Mr. Bakener thanked the district on behalf of the Village of Progress for the donation of the 2 new bikes. The bike program has been a wonderful addition to the Village.

Mr. Davis commented that bike program is more rewarding for the volunteers than for the consumers, and feels the bikes were a great donation to the program.

DIRECTOR'S COMMENTS

Mrs. Folk stated that summertime is the busiest time of year for the District. Mr. Egyed and his staff have the parks looking great. Mr. Beckman has handled all of the repairs that have popped up and has done a great job taking care of them. Mr. Griffin has put together a more in-depth budget packet than ever before and did a great job. Mrs. Ketter and the Rec Staff the new programs are phenomenal and are filling a need in areas we were before lacking.

Mrs. Folk stated she feels right now we have the right people in the right places.

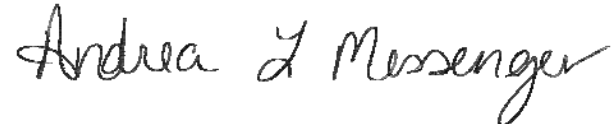
PRESIDENT'S COMMENTS

Mr. Pennock stated that the district has a great staff with great attitudes.

ADJOURN

Motion by Dan Engelkes, seconded by Steve Pennock, the meeting adjourn at 6:30 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Andrea Z. Messenger". The signature is written in black ink and is positioned below the typed name.

Andrea Messenger
Secretary to the Board of Commissioners

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 14, 2018

Parks Report



Projects

We have just recently finished setting up for fall soccer. Fields have been marked out and painted. All soccer equipment has been setup which includes goals, benches, bleachers, garbage receptacles, tent and picnic tables. We will be painting fields on Thursday and Fridays for games and practices.

Co-ed softball will be starting soon also. We will be grooming maintaining and setting up that field on Thursdays for games that night.

Staff has begun to resurface the infield at Diamonds 1 and 2 at Park West with a mixture of ag lime and Calcite Clay. This will fill in low spots and help with draining issues. The Calcite clay, known as Diamond Dry, will help the field dry out faster once it has stopped raining. This will help with time and maintenance to prep fields for games.

The District has contracted Timber tree service to remove the Ash trees at Park West, Fairgrounds Park and the two large Maples at Nash. Once these Ash trees have been removed that will take care of all Ash trees that have been hit by EAB. The two Maples at Nash have been removed due to safety concerns. They were both hollow inside and leaning toward the parking lot. Tree replacement program will be implemented with species which are disease resistant.



General Maintenance

Staff has done a great job this summer keeping up with general maintenance which includes ball diamonds, bathrooms, flower beds, shelters, garbage, playgrounds, mulching, trimming and mowing. Staff also assisted with event set up and cleanup at Concerts in the Park, Farmers Market, Free Lunch, Brown Baggets, Triathlon, Fun Run, Wiggly Wag, Flamingo Bingo, Triple Play, and Rock River Fest. Most of the summer staff will be leaving us soon so please be patient and as we make the transition to less staff.



Seasonal Staff

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

Respectfully submitted,

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

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 14, 2018

Superintendent of Recreation Report



1st Quarter Program Statistics

The first quarter of FY 18/19 concluded on July 31st. Program participation during the 1st quarter totaled 3370 participants compared to 2055 during FY 17/18. This represents a 39% increase from the 1st quarter in FY 17/18. The increase directly correlates to program participation in the annual fun run, the newly launched lunch program, swim lessons, triathlon, addition of the Farm to Table event and new general recreation offerings. The staff continues to market their programs and distribute information utilizing a multifaceted approach with a focus on leading people to our programs, facilities and parks. Program participation during the 1st quarter typically makes up approximately 50% of our total annual participation numbers. I look for this trend to continue as we attempt to eclipse 6000 program participants for the first time.



Spring/Summer Planning

The Recreation Department will meet on August 15th to review summer programming and brainstorm ideas for the spring/summer 2019 guide. Staff has been asked to analyze both participation, program fees and expenses to determine a course of action for future programming. Program masters for activities occurring March 1 - August 31st will be due on October 31st.



Participant Survey

A participant survey will be distributed to Oregon Park District residents and participants on August 16th to solicit input from programming included within the Spring/Summer Guide. Participant input is utilized to assist staff in implementing program changes which will benefit our users.



Children's Center

Jacque Caposey has been hired as the Children's Center Coordinator. She will be crafting the curriculum for both the 3 and 4-year old program. For the 2018-19 school year Jacque will be teaching the 3-year old program. She will be a part-time employee during this time. Nancy Crandall will be teaching the 4-year old program. In 2019-2020 Jacque will transition to full-time and teach both 3 and 4-year old programs. Teresa Nehrkorn will remain the preschool aid in both programs and is excited to work with both teachers. A parent meeting is scheduled for August 13th to discuss the transition and answer any questions parents might have. Children's Center participation for the 2018/19 school year is at an all-time high. All four sections are full and have a waitlist. Jacque, Nancy and Teresa are excited to work together and look forward to a great school year.



Marketing

The Spring/Summer Survey will be released by email and Facebook on August 16. An annual pass will be given away to one lucky person that completes the survey.

We will again be kicking off the school year with a school newsletter for Oregon, AFC and Polo students. This will be delivered the first week of school and continue monthly.

The Recreation staff, along with our intern Allyse, did an excellent job promoting our programming through videos and photos this summer.

Participation numbers continue to be reviewed weekly with staff to identify marketing needs. Marketing changes are made based on existing participation prior to program deadlines. This process is working very well.



Corporate Memberships

E.D. Etnyre will wrap up their corporate membership drive August 31. Ogle County Government corporate membership drive will begin in September.

Coil Kraft has requested information on becoming a corporate member. With the addition of Alyssa Fischer, corporate memberships will be transitioned back to that department.



Transportation

FY 18/19 budget identified the District's intent to replace the 2nd 15 passenger van. The current van is a 1992 Ford and is utilized routinely for the after-school program, Children's Center, summer camp and OPD trips. The District plan to replace it with a Ford Transit similar to the van purchased by the District in 2017. The District will pursue purchase of the vehicle utilizing the State of Illinois joint purchasing program. The state contract is currently held by Landmark Ford in Springfield. The District has purchased vehicles through this program and dealership in the past. Vehicle purchase will be \$28,659.00. We expect to receive delivery in December 2018.

The 2017 van has been used for several Recreation Trips in the Spring/Summer guide and passengers have enjoyed the trips. The additional van will allow the Recreation Department to expand trip offerings.



Final Concert in the Park

The Oregon Park District sponsored the final concert for the 2nd year in a row. We served over 675 walking tacos and 750 ice cream bars. The event was well attended with an estimate of 800+ people. Full-time staff completed the set-up, serving and cleanup. The fireworks were done by Mitch Rager of Spectrum Pyrotechnics. The fireworks show was amazing, and he did an excellent job with clean-up in the park.

Respectfully Submitted,

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

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 14th 2018

Environmental Services Report

Nash Center

We have had a very active and busy summer at the Nash Recreation Center. We have completed many of our projects including facilitating the new furniture delivery and installation. Painting various areas that needed recoating and assisting the Recreation Department with their needs for special and ongoing events. We are looking forward to our annual pool shutdown in August. During this shutdown we will address some peeling paint in the pool area, cleaning, repairing some of the grout in the locker rooms and repairing the plumbing in the spa room.

Blackhawk Center

We are very happy to report that the transition of the Blackhawk Center to the School District has gone well. I have been in almost daily communication with Mr. Nesemeier coordinating the changeout of locks, training of staff, and organization of the move. I would like to thank all the staff for making the process as seamless as possible. We were able to retain two staff members and continue their employment with the Park District, two other staff members will remain working at the Blackhawk Center for the School District, and the one remaining staff member has decided to retire.

Energy Contract

Our current energy contract for The Nash Recreation Center will expire in December. I recommend signing into a three-year agreement this month. Energy rates typically increase as winter approaches and three-year agreement also provides us with the best rate available. The lowest bidder will be identified on the morning of the board meeting, and I will update the board on the lowest bid at the meeting.

Staff updates

Since transitioning all necessary staff to Nash, we have made a few scheduling changes as well as duty changes. Mary will now be in a more custodial role, and Bill and I will be performing all in house maintenance as well as setups and assisting the Rec Staff. I look forward to keeping our facility at its best.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 14, 2018

Business Administration Report



Financial Review

The July 2018 Treasurers Report is included in the Board Packet. The District received its second tax disbursement for the 2017 tax levy. The total receipt was \$16,196.34. The next large tax distribution is expected to be received at the end of September.

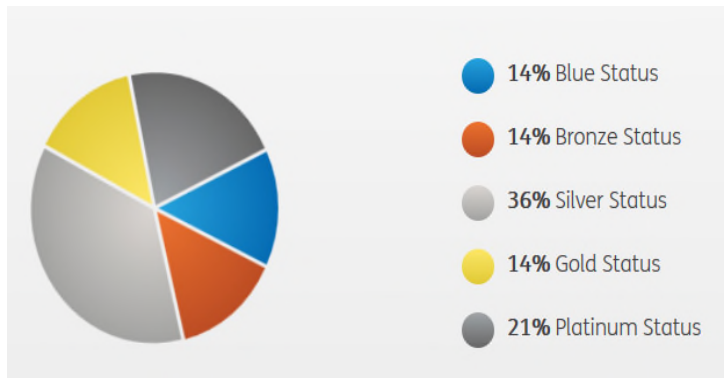


Employment Update & Health Insurance Status

The District hired Alyssa Fischer as its new Administrative Services Coordinator. Alyssa will begin her employment with the District the first week of August.

The Districts health insurance provider, Humana, offers wellness engagement incentive. When our employees become engaged with Go365™, the District can earn credits up to 15 percent of the health plan premium in wellness engagement incentives, in the form of a monthly credit to your medical premium. The Districts employee participation is broken down below. The District has amassed over \$14,000 in savings over the 2018 calendar year, and passed along approximately 75% of the savings to its employees. The District has received over \$37,000 in savings over the life of the incentive plan.

- When employees reach Silver Status, an incentive credit equal to 7 percent of the monthly medical premiums is applied for each of those employees.
- When employees reach Gold Status or higher, an incentive credit equal to 15 percent of the monthly medical premiums is applied to the monthly invoice for each of those employees.



2018 Capital Improvement Status

The District established the annual capital improvement plan in conjunction with the Budget and Appropriations Packet. The projects were scheduled for completion on a quarterly basis to assist with cash flow, seasonal weather and personnel timing.

The administration department has completed several capital improvement projects already this fiscal year. The District has installed a wireless point to point radio for communications between the maintenance shop and Nash as well as new switches for faster communication within the rec center. All IFiber equipment has been removed and contracts terminated. Additional planning is in the works for the implementation of the Districts new registration software as well as a new website.

Respectfully Submitted,

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 14th, 2018

Aquatics Coordinator Report



Swimming Lessons

Summer swimming lessons are all wrapped up for the year and we are already getting ready for the fall session. Evaluations were passed out to parents on the last day of lessons parents reminded of registration for our fall session. Forty-one surveys were completed. Included in this month's packet is a summary of all of the results. You can find the total number for all responses along with the comments submitted in each box. Overall surveys were very favorable again this session and there were many great comments that speak highly of our swim lesson instructors and comments that give us feedback to try to improve our program.



Triathlon

This year's triathlons were a success with a total of ninety-six individuals and nine teams registering for the Sprint Triathlon and 40 people registering for the Super Sprint for a total of 160 athletes. There are a couple of minor outstanding bills that need to be paid but it looks like we brought in about \$4,600 and spent about \$2,6000 for a profit of about \$2,000. It was the perfect morning with no rain and cooler temperatures! The day would not have been as successful without all of the Park District commissioners, staff, family, and patrons that volunteered. Events like this are not possible without the help of everyone! Athletes from as far away as Wisconsin, Indiana and Kansas came to swim, bike and run. Overall female winner was Tara Sheetz of Rockford with a time of 59:42.3 and the overall male winner was Brock Dregenber of Dixon with a time of 51:58.7. I have been working on my follow up summary of the event, so I can assess what changes need to be made to make next year's triathlon even better.



Preparing for Fall

In preparation of my maternity leave I have been working hard to leave all materials laid out so those that are fulfilling my duties can just execute the programs when the time comes. I have been working on fall swimming lessons, Spa Day, total mileage cards for the lap swimmers, and First Fridays in the Pool. I have also been in the process of hiring and training new lifeguards for the fall to leave the pool well-staffed. Planning has also begun for spring/summer activity guide as I will have my program masters turned in early before I leave.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jena W" with a long horizontal stroke extending to the right.

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 14, 2018

Athletic & Fitness Report



Youth Athletics- Baseball & Softball

As I was starting to get a better handle on the dynamics of this league it has come to its conclusion. I am already looking forward to next year as I think there are some areas that can be improved. A couple items that I will address are increased practice time and fundamental development. I also will work towards enhanced coordination and consistency between the agencies that provide the programs.



Youth Athletics- Soccer

Our Fall Soccer season has kicked off. We had our first practices and skill assessments the week of August 5. All of our ages are set with coaches and we will practice for the next three weeks in preparations for our first games on August 25. We currently have 139 children signed up which is nearly the exact amount we had last year.



Youth Athletics- 6th Grade Volleyball

This season our team will be led by volunteer coach Trisha Plescia. The team will play against surrounding towns and a schedule similar to the DLR teams. The school district will provide transportation to and from the games for our players. Our first practice is August 7 and the first game is August 27. It is scheduled to conclude on September 27.



Youth Athletics- 6th Grade Cross Country

Our currently small team consisting of seven participants is being led once again by Matt Hussung. Our registration deadline is August 24, but we have already started practice for those that are prepared.



Adult Athletics- Co-Ed Sand Volleyball League

The regular season is complete and we will be finishing with a double elimination tournament.



Fitness Center and Classes

We are still advertising for a new group fitness instructor as Lana Vaile is still planning on taking an undetermined leave. I have contacted old applicants as well as some other local exercise enthusiasts and as of yet I have no results to show for my efforts. I will keep up the pursuit for the right fit for our active afternoon customers.

Respectfully Submitted,
Jason Schlieben
Athletic & Fitness Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 7, 2018

Events Report



Wiggly Wag & Walk

The 6th annual Wiggly event was held Wednesday, July 11, 2018. Participation numbers were much better than the previous two years when we had poor weather conditions. This year we had approximately 85 people in attendance (compared to 74 last year). There were 60 dogs at the event (compared to 38 last year) and 35 of the dogs participated in the hound hike (compared to 27 last year). Due to weather related issues which include heat index, I'm looking at the option of moving the event to September for 2019. Overall, the event was great with entertaining and educational demonstrations and 8 vendors promoting their businesses or services.



Farm to Table Dinner

This new event was designed to be a fundraiser for the Youth Scholarship Fund. It was a tremendous success raising approximately \$4,500 (from ticket sales, silent auction items, on-site market revenue, and sponsorships/donations). We offered a 4-course meal which included a variety of homegrown and locally grown fresh ingredients. The meal was prepared by local "celebrity" chef. The event also included wine pairings, live entertainment sponsored by Circle G Farms, silent auction items contributed by local business and more. Most of the full-time staff were at the event working, waiting tables, etc. to show our appreciation to the public for their help in our fundraising efforts.



Concerts in the Park

We had another successful concert series this summer with terrific entertainment and generous sponsors. Sponsorship dollars (revenue) totaled \$7,050 (up from \$6,850 last year). The Park District offered a 7th concert again this year since the 50th Anniversary concert went over so well last year. OPD subsidized the final concert spending \$1,200 for entertainment. This does not include fireworks and food expenses. The FREE entertainment for the concerts is thanks to the generosity of our sponsors. It was also exciting to see Farmers' Market vendors at each of the concerts. See the concert summary for details.



Lemonade in the Shade & Flamingo Bingo

This was the 4th summer for Lemonade in the Shade & Flamingo Bingo. We played on Monday's June and July at the new Reading Nook location across from Nash. The program continues to grow averaging 41 participants each week (up from 22 people average in 2017). There were 372 total participants this summer. This is a very successful intergenerational program. The revenue was \$1033 (up from \$761 last year). We had approximately \$250 in expenses for supplies, with the remaining \$783 contributed to the OPD Youth Scholarship Fund.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

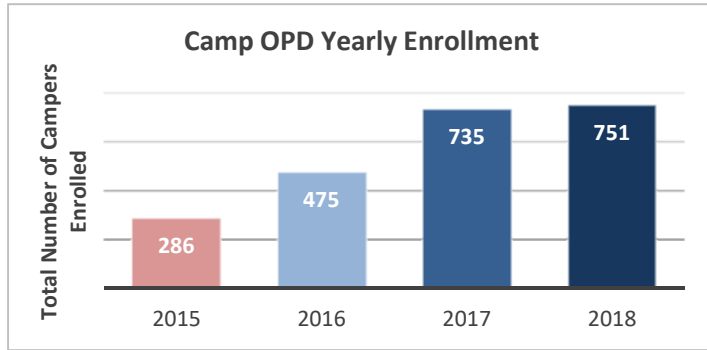
MEMORANDUM TO THE BOARD OF COMMISSIONERS

August 14, 2018

Recreation Program Manager Report


 **Summer Camp**

Camp is coming to an end on August 15. Enrollment has remained at an all-time high. This is a true testament to our camp staff. It's one thing to bring numbers up to capacity but to then maintain that high number from year to year is impressive. Weekly numbers also remained at capacity this summer with 6 weeks holding waitlists. Camp Staff had team meetings on July 16, 23 and August 6. Each meeting runs an average of 2 hours strictly due to the engagement and interaction of the staff brainstorming new ideas for individual behavior plans, group management strategies and activities. The staff love being together and making camp memorable for the kids.

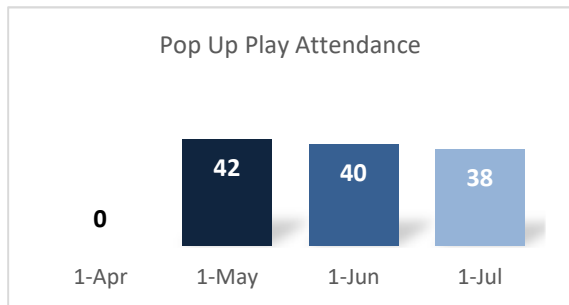



 **Summer Meals**

Our last summer meals program will occur on August 9. To this date, we have served 380 meals to the children in the community. I have the final administration audit from the state on August 28. Once this is complete, we will be able to receive reimbursement for meals served from the state.

 **Programs in July/August**

We had our final Village Bakery class of the season on July 21 for 3-5-year-olds with the theme of summer treats. All the children and parents had a good time. We took a day trip out to Timberlake Playhouse on July 25 with 8 adults. The 2-hour performance was a perfect balance of comedy and action. Our free Pop-Up Play program took off this summer. Though, we had 0 attendance on April 1 due to unusually cool temperatures, the program remained steady the remaining 3 offerings. Children enjoyed different hands-on activities at each offering along with snacks and juice boxes.



 **On the Horizon**

The two largest programs coming up are Extended Time and the Fall Musical. Extended Time will kick off on Thursday, August 16. I am putting the finishing touches on prepping both the program and the staff. I have had two meetings with Mrs. Deininger regarding the program space. She has given us one of the old science lab classrooms as a secondary space for program. I think this will be a great fit. We will host a parent meeting at Nash for the Fall Musical families on August 20. Auditions will begin that week and rehearsals kick off the following week. Actors will begin learning lines, songs, work on staging and choreography from August through mid-November when tech week and production will then take off. Along with these programs, our drop-in programs of After School Open Gym and Childcare will also

begin weekly in the next few weeks. Tumbling will also start back up this September. In the meantime, I have been planning for our upcoming 3rd annual Grandparents Day and will begin planning program masters for our next activity guide.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager