

QUINCY PARK DISTRICT  
1310 Washington Street  
Quincy, Illinois

Special Meeting  
Board Room-Emerson Community Center

September 20, 2010  
6:30 P.M.

The Quincy Park District Board of Commissioners of the Quincy Park District held a Special Meeting in the Board Room at Emerson Community Center, 1310 Washington, Quincy, IL.

**ROLL CALL:** Present: President John Frankenhoff, Vice President Tom Behrens, Commissioners Terry Anastas, Patty McGlothlin, Don Adolfs, Chris Hogge and Mike Ridder. Absent: None.

Staff in attendance included: Executive Director – Dan Gible, Director of Parks Ed Seger, Director of Program Services Mike Bruns, Director of Golf Matt Burry, Maintenance Supervisors Chris Veihl, Rome Frericks and Rick Miles, Recreation Supervisors Mark Callaway and Melinda Murk, Park Safety Supervisor Robin Schild and Recording Secretary – Vicky Egbert.

President Frankenhoff called the meeting to order.

Executive Director Gible stated that this meeting is to go over the District's comprehensive planning. He stated that he has asked each director to speak briefly on items that they have been gathering for the planning process and those were included in the packet delivered to you for the special meeting.

Director of Parks Seger stated that he is presenting a chart with an hour's standard for rotation of equipment that can be adjusted as things change but is a good tool to work from. He also presented his park and facility audit reports using Bob Mays Park as a sample to show what would need to be replaced/repared, etc. Commissioner Anastas asked about his condition key and Ed explained that it was a typo and should match the general information, but added that the key will probably change in its final version. Commissioner McGlothlin asked about adding dollars to the equipment hours table and Seger stated that there are a lot of variables that would go into that. Gible stated that usually you will have to base each piece of equipment individually on how it is performing in the field. Gible indicated we will be adding cost estimates.

Director of Golf Burry stated that he and Rick Miles created an equipment replacement schedule like Ed's and previously had never used one so there are more blue boxes in the first years then there are as the years go by. He stated that he and Rick will be going through the Audubon International Certification to utilize what they learn and implement it at Westview. It creates a more positive impact for the environment and is green friendly which will help cut our expenses at the same time. There may have to be some education to the public to get them on board with the Audubon's standards with reduced labor, chemicals, creating habitat for animals, etc. Commissioner Ridder asked about greens mowers having a 3 year standard average and Burry stated that the repairs after 3 years begin to get higher since these mowers are used everyday.

Director of Program Services Bruns presented his spreadsheet of the 2 Recreation Supervisor's job responsibilities. He stated that it is being used to balance programming between the two supervisors over the whole year and spread things out evenly. Mike stated that we are doing a program analysis of all area agencies to see what areas are not being served and what areas need to be served to be completed by mid November. He will list the agencies that provide them along with our offerings and this will be a tool that will help with program cuts or program expansion when the time comes.

Director of Business Services Hilgenbrinck stated that he has created a timeline for completing a purchase of software/hardware for the district's upcoming needs for the comprehensive planning process. Categories will be established as those projects come into the business office and timelines will be categorized on spreadsheets and draft them for review in May with a final draft to the board in June, 2011. Gibble stated that these will then be used to help lay out capital and operating budgets for 3 to 5 years.

Gibble stated that he wanted to go over the SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis' previously done by staff and commissioners and where these points fit into the comprehensive planning process along with the facility audits, equipment replacement schedules, park audits, etc. He stated that the results of these will help us in planning where the district should be going.

Director of Business Services Hilgenbrinck, Director of Golf Burry, Director of Program Services Bruns and Director of Parks Seger shared the SWOT analysis findings they performed with their immediate staff and presented the results to the room. It was noted that there were several similarities between each of the lists. A copy is attached.

At this time, the group broke up into staff/commissioner groups to discuss the SWOT analysis and refine these items to see what they are telling the district to create a condensed list. When the groups were finished, there was discussion about the challenges and key moves each group came up with and shared their findings. Executive Director Gibble stated that he will compile all the lists and get them to the board.

President Frankenhoff stated that he doesn't feel that the board gives staff good direction for long range planning. Commissioner Ridder feels that the charts are a good start for planning and looks like 2013 and 2014 will be hard years for the budget. Gibble stated that he would like the board and staff to think through the implications of the information and put together a good comprehensive plan.

After discussion, it was decided that the next study session will be Monday, November 1, 2010 at 5:00pm and a light dinner will be served.

Director of Parks Seger stated that we went out for bids for the Emerson Community Center mold remediation and is recommending approval of the bid from AA Cleaning and Restoration, LLC (Serve Pro) in the amount of \$28,047.64. COMMISSIONER RIDDER MOVED, SECONDED BY VICE PRESIDENT BEHRENS TO APPROVE THE LOW BID FROM AA CLEANING AND RESTORATION, LLC. Under discussion, Commissioner Hogge asked what their bid entails.

Seger stated that they will do surface cleaning, air moving, bio-guard, fogging of all rooms and if those areas don't meet the spore level standards afterwards they will have to come back. Additionally, Seger stated that Klingner's is doing an engineering/mechanical study to determine how to keep it from recurring in the future. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

COMMISSIONER ANASTAS MOVED, SECONDED BY COMMISSIONER HOGGE TO APPROVE THE SURVEY RESEARCH GROUP PROFESSIONAL SERVICES FOR FOCUS GROUPS WITH LEISURE VISION FOR \$16,000. Under discussion, Vice President Behrens and Commissioner Anastas think that focus groups and community input is a key part of the process. Commissioner Ridder worries about the kind of input we will get back but feels we have to do it regardless. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

With no further business to discuss, VICE PRESIDENT BEHRENS MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO ADJOURN THE SPECIAL MEETING. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

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Secretary

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President

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Date

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Date