

QUINCY PARK DISTRICT  
1310 Washington Street  
Quincy, Illinois

Board Study Session/Retreat  
Oakley Room-Oakley Lindsay Center

July 18, 2011  
9:00 A.M.

The Quincy Park District Board of Commissioners of the Quincy Park District held a Board Study Session/Retreat in the Oakley Room at the Oakley Lindsay Center, 300 Civic Center Plaza, Quincy, IL.

**ROLL CALL:**

Present: President John Frankenhoff, Vice President Tom Behrens and Commissioners Tom Ernst, Chris Hogge, Mike Ridder and Jeff VanCamp.

Absent: Commissioner Patty McGlothlin

Staff in attendance: Executive Director – Dan Gible and Recording Secretary – Vicky Egbert.

President Frankenhoff called the meeting to order and stated that this meeting is for discussion only and no action will be taken. Announced that Matt Burry will attend the meeting at 9:30 A.M. to speak about Westview and answer any questions.

Frankenhoff stated that according to our attorney we cannot go into closed session to decide whether to sell park district property.

Executive Director Gible stated that with the comprehensive planning process is completed now so we need to set goals and attach the cost to them and see what staff is capable of accomplishing. He would like the board to look 3 to 5 years out with their goals and staff will put objectives to them and lay out how we think we can get it accomplished. We would create pdf files of the planning documents to put on our website and allow public input and comment in October and then in November make any changes and ask for final board approval in December. Gible stated that it's important to allow for public comment ahead of the decision making.

President Frankenhoff asked for comments on the comprehensive planning process: Ridder stated that after sitting through the meetings he understands that the newer parks are obviously better and realized that the older parks need to be updated but there's a cost to that, and we need to be ready to commit more resources to this work. Behrens stated that his intent on the board initially was to take opportunities when they arise but wants to see us maintain what we have very well. Frankenhoff stated that we are going to define what you mean by maintain very well what we have. Hogge stated that we need to be guarded with increasing our recreation programs with the Kroc Center opening and feels that we need to make Wavering Aquatic Center a nicer, more updated facility. VanCamp stated that we need to keep in mind what our strengths are and not duplicate programs. He stated that we don't need to be everything to everybody and with our capital projects list there are things that need to be done.

Gibble stated that staff is working on the programming and feels that we need to pick our niche with our recreation programming. Frankenhoff stated that he would like to see us focus on our outdoor space, and on the capital side there are things that need to be fixed but would like for us to decide things that we are not going to do in the next 3 to 5 years, and define them, as well. Ernst stated that he wants us to maintain what we have and feels that we need to take care of maintenance in all areas of operation and hears that we don't have enough staff. He stated that if donations and the resources come in then we should consider other projects. A consensus of the board agreed that replacing/maintaining existing structures is taking care of what we have. A consensus agreed that the definition/example of a new project would be a skate park, a dog park, new park at JWCC campus and building another section of CCLP. Ernst doesn't want us to continue CCLP, if we need to replace a restroom, playground, etc. Gibble asked what category WAC falls into, do you add features to keep a revenue stream when you renovate? A consensus of the board feels that renovating/modernizing WAC is taking care of what we have.

Director of Golf Matt Burry entered the meeting at this time. Frankenhoff stated that rounds are down at Westview and asked how do we increase the revenue at the facility? Hogge stated that family time constraints, travel time, the economy are all attributable to the decrease in play. Ernst stated that he would like to see Matt get more outings on our slower days and Burry stated that Thursday is Westview's slowest day. VanCamp stated that 15 years ago we didn't have courses in Barry, Camp Point, Hamilton, Mt. Sterling, etc. and there is more competition for outings. Ernst stated we have the best course and there should be a premium for that reason but that we need to give Matt some leeway to become more competitive to attract the outings. Burry stated that most of the outings are fundraisers and therefore price driven.

Patty McGlothlin entered the meeting at 9:40am.

Commissioners asked if we could offer any specials to bring in more golfers. Frankenhoff asked Dan and Matt to come up with something to try now and then come up with something more competitive for next year to get rounds up at Westview and attract more outings. A consensus of the board agreed. Burry stated that short term he would look at targeting slow days with specials. Ernst asked about the back side of the scoreboard and Burry stated that Dick Rhea from Rinella has offered to paint it for free with their logo and ours and he has talked with Pepsi but nothing has been done. Hogge asked about maintenance operations and Burry stated that the equipment replacement schedule is crucial to their operation so we don't get behind on capital items. Gibble stated that we need to be careful with reducing our fees and still being able to replace equipment and maintain the course. At this time, Matt Burry left the meeting.

President Frankenhoff asked for the board's thoughts on the district's financial situation and bonding options. He stated that over the years, the district issues GO Bonds in an increasing amount to handle district operations and capital purchases/projects but this spring due to Dan's fresh approach we did not levy a bond. We used dollars set aside for the CCLP and will repay those with a bond issued in the fall. Frankenhoff stated that we were trying to get our financial house in order and he feels that we have done that. Gible added that the storm damage will have an impact our current budget. Frankenhoff stated that our current bonding limit is \$3.2 million without referendum. He stated that we only have 2 more payments on the WV Alternate Bond and that will leave us very little debt. He asked if we should seek alternative ways to seek money for the bonds? Dan explained that he felt it was important that all commissioners be aware of what all our financing options were. Commissioner Behrens asked about Revenue Bonds as an option for a golf course, marina, or other operation. Dan explained that that was one of the options that he had hoped to make the Board aware of. Commissioner Ridder asked questions about the Revenue Bond option, and after discussion, a consensus of the board felt the issuance of G.O. Bonds would be our first approach. Frankenhoff asked if we did a large project, what is the board's tolerance level of repayment? A consensus of the board felt that a 3 year payback is long enough and that would not encumber future boards to our debt. Gible stated that staff feels strongly that we must increase the annual bond beyond the \$850,000 just to maintain what we have. A consensus of the board was that the need for greater funds to take care of what we have was essential.

Frankenhoff referred to the capital projects list he prepared. Ridder commented that the Moorman Park shelter houses and Westview bathrooms should be added to the list. The board asked how do you define a capital project and Gible stated that the general definition of capital projects is defined by what you can pay for with a bond. Frankenhoff stated that his idea of a capital project is a new playground, buying a new truck, etc. and not the day to day normal stuff. Gible stated that to just keep on our maintenance replacement schedule, we may need to increase the routine bond amount. Frankenhoff stated that we will need to go above the \$850,000 base amount just to take care of what we have.

Frankenhoff asked the board to define the list of capital projects and state if they are "new" or "taking care of what we have".

New Items:

CCLP extension;

Bob Mays Park (expansion/developing a lake or roadways);

JWCC park on their campus.

Taking care of what we have:

Westview restrooms;

Shelter houses;

Marina dock replacement;

Quinsippi Island bridge;  
Emerson Community Center;  
Wavering Aquatic Center;  
Bob Mays Park (parking lot extension).

At this time, the board took a brief recess.

Board discussion on taking care of what we have:

Emerson Recreation Center – Behrens feels we should continue to use Emerson and complete the work needed to keep water out. PARC grant would cover the water issues--fascia, gutters, repair to stonework, tuck-pointing, and a new roof—all the items that Klingner & Associates felt were allowing the water to enter the building and cause it to have mold and deteriorate the rest of the structure. Grant announcement sometime this summer. Grant was for Level I and II costs--about \$300,000--and would cover 75% of those projects. Park District share would be about \$75,000. Commissioners discussed Emerson's strengths and weaknesses. McGlothlin would like to see us have a space for indoor programming if we move. Hogge agreed, but felt it wouldn't have to all be in the same place. Ernst stated that we shouldn't base our decision of moving or not on whether there is room for our indoor programming, but rather on costs. Gible suggested that we look at what it would cost to lease another space for office and/or programming and bring options to the board and additionally what it would cost us to walk away from Emerson. Gible stated that while waiting for the grant notification, by way of setting goals, let staff spend some time to gather information on the financial commitment of staying at Emerson. Gible stated that he agrees that Emerson is not being utilized to its potential as far as programming and he has his staff working on increasing program options for the fall at Emerson. Ridder stated that if we received the grant we should take it, otherwise someone else will. After discussion, a consensus of the board felt that assuming there are no implications to leaving the building after accepting the grant, then we should accept the grant. Frankenhoff asked Dan to find out if turning down the grant ahead of the announcement, and/or after, is wise to do. He also asked Dan to look into whether we could sell the property or not. A consensus of the board is that in 3-5 years we should leave Emerson. If we do not get the grant, a consensus of the board does not want to spend any dollars on improvements. Additionally, the board asked Gible to get an informal appraisal and determine the value of the property, and to see if we spend money on improvements will it increase the value of Emerson.

At this time, the board recessed for lunch.

Board continued conversation on taking care of what we have and/or new projects:

Quinsippi Island Bridge: Gible stated that he felt the bridge is viable for 5 years. Frankenhoff reminded everyone that we must do a bi-annual inspection no matter what. The next one will be held soon. Gible suggested that we should be ready to address its renovation in our next 5 year planning horizon, but not also be surprised if something happens to the bridge sooner. We will monitor the bridge, as required.

"F" Dock replacement: Discussion took place regarding F dock. It will likely need replacing in the next 3 years. When we do that we may wish to consider making that accessible. Frankenhoff asked about how we might do that. Docks would be replaced with a different design to generate more income and eliminate the double slips, plus consolidate ramps so that more than one dock would be joined to one ramp.

Shelter houses – a consensus of the board is to not build any new ones, just maintain what we have and if we have to replace them to look at a newer fresher design and update electric. There was general consensus that the style of shelter found at Bob Mays Park should be our "standard" moving forward. Klingner's is doing a study of the Moorman shelters and deciding whether we should replace or fix them.

JWCC southeast park – In the next 5 years, a consensus of the board feels we would not build a park at JWCC on a 15-20 year lease and asked Dan to direct a letter to them and state our position. A consensus of the board would like to obtain a park in the southeast section of Quincy in the next 5 years if land became available for which we would have ownership, through donation or trade.

WAC – a consensus of the board agrees that in 3-5 years to extensively renovate the pool and bathhouse adding play features using a phased approach, if possible. McGlothlin emphasized gearing the WAC renovation toward older kids. Ridder concurred. A consensus of the board wants staff to look at ways to freshen up the pool in the interim. A consensus of the board agreed to hire a consultant in the next bond cycle and develop a phased conceptual design. Gible suggested that making a concept available to the foundation for fundraising would be useful, as well. This would also allow for grant applications, phasing options, and public comment. VanCamp suggested that the timing of this would work well with how he sees the Foundation fitting it into their timeline. Dan and Jeff suggested forming a committee of public, staff and foundation members also.

Westview (Men's restrooms) – a consensus of the board agreed to complete the renovation to the restrooms by 2013, or 2014, at the latest, and asked Dan to bring back a timeline to accomplish it.

Bob Mays Park – A consensus of the board is not interested in any new projects at the park other than to consider adding the second tier to the existing lot. The Board asked Dan to bring back the cost of that project for possible action.

Cedar Creek Linear Park (CCLP) – this is a new project. Gible stated that we could build by ourselves and divide 5<sup>th</sup> to 12<sup>th</sup> into sections and go through several bond cycles to keep it going but the grading is an issue to be aware of. McGlothlin suggested there would be an opportunity for the foundation to sell a section of the trail to a sponsor. McGlothlin indicated we had talked about the foundation earlier in the day in relation to WAC, and wondered if we hadn't considered it for Cedar Creek Trail? VanCamp felt that what the foundation needed was to determine two or three projects to focus upon, and that we [the Quincy Park Board] should come up with 4 or 5 project options to let the foundation discuss and choose from. Frankenhoff reminded everyone of the 3 major projects we had discussed—WAC, Cedar Creek Trail, and park land in southeast Quincy—and then asked people to say what they felt was their top priority project for the foundation. The consensus was Cedar Creek Trail. Dan doesn't feel that if we build to lesser than IDOT grant standards, as long as we do it sparingly, that it will compromise our chances for a grant in the future.

A consensus of the board does not want to start setting aside bond money in reserve for CCLP. A consensus of the board is to apply for grants as they are available and we will figure out a way to come up with our share. Gible stated that he and staff would like to have 3 full years of larger bond issues for catching up on the “maintaining what we have” and the board assured him that would not be an issue, but we should take advantage of grant dollars for this project.

At this time, the board took a brief recess.

### Property

Dan indicated that park districts are greatly restricted from selling land/property, but had more room to trade parcels of similar size and value. Ernst agreed, and had recalled that the district faced the same issue during his last term on the park board. **Pfanschmidt** property would be nice to have and a letter was sent a year ago to explain our position to Bob Mays, and a consensus of the board felt that the district should leave the Bob Mays letter stand as is.

**Lorenzo Bull House** – a consensus of the board agreed to investigate selling options.

**Lenane Park** – a consensus of the board agreed to investigate selling/trading options.

**Leon Bailey Park** – a consensus of the board is to take no action.

**Southwest portion of South Park** – a consensus of the board was to investigate what options we have for the space for access and use as a dog park, or trade for a park space in southeast Quincy. Dan stated that staff would come with an analysis and options for this area.

Overall, the Board agreed that they would need more information before selling or trading property.

Resident vs Non-Resident – a consensus of board is not in favor of implementing resident/non-resident fees at this time.

Program Fee Structure discussion – Dan explained the tiered program fee structure based on class orientation of paying for itself or being subsidized by the park district. Ernst feels that this is staff's job to determine class fees. Dan explained that for example youth programs would recoup their direct cost, adult programs would recoup their direct costs, and make a profit, etc. A consensus of the board asked Dan to bring the tiered plan to the board at a future meeting.

Sponsorships – a consensus of the board is to deal with them on an individual basis as they come up.

Foundation – VanCamp updated the board on the park foundation's progress and their new approach to a marketing plan, etc. He stated that they are setting aside dollars for website design and advertising. A consensus was reached that the Wavering Aquatic Center, Cedar Creek Trail, and park land donations in Southeast Quincy should be top focuses for the foundation.

Major projects – a consensus of the board does not want to do an "advisory" referendum on the ballot for WAC or any other park projects.

Programming – Dan will bring an update to the board with outdated programs and new programs, etc. in the form of goals and objectives. He stated that for winter programming, ice skating was brought up with the possibility of using synthetic ice. McGlothlin indicated that we will need indoor program space for winter programming, and it is important that we expand in this area. Dan indicated that that would be part of the recreation staff's goals.

#### Loose Ends

Marketing position – Frankenhoff explained our current vacancy in this area, and how he and Dan had discussed reinstating this position in a modified format where it would be part marketing and promotion, and part recreation programming. He felt this would help address our needs. Dan stated that our community wide survey showed this as a great need, and that his staff is working on a Recreation Supervisor/Marketing position that will help develop special events, and be a community liaison with special event organizers, take on some recreation programming, and develop marketing documents, brochures, websites/twitter, etc. He will try to find a way to put this position in the 2012 budget. A consensus of the board agreed with the position and Dan stated that he will bring a proposal to the Board with the FY 2012 budget.

Log Cabin Village – a consensus of the board wants a site plan in the current location to be completed with Friends of the Log Cabins by March 2012, then renovations to the village can begin and completed by March, 2015 to Quincy Park District standards and they would raise the money with the understanding that the park district will not contribute any tax dollars to the project. The goal would be to raise sufficient funds to completely renovate all the cabins detailed in the study, with specifications approved by

the Quincy Park District. If this cannot be done, then they must move them to a non-park site or the original owner is given an option to take them back.

Boots Bush Park - a consensus of the board is to leave the ball field as is and not replace it with 2 more soccer fields in the next 3 years.

Dog Park – a consensus of the board asked staff to look into the possibility of using 10 acres in South Park for a dog park or any other viable locations within the district.

Skate Park – a consensus of the board has no plans for a skate park within the next 5 years.

Antique Auto Museum – a consensus of the board agreed that we need to get a current certificate of liability insurance from them and agreed long term that the museum does not meet with our mission statement and give them 3 years for removal of the cars and/or building.

Universal Access playground – a consensus of the board is to keep it on the list and have Dan give us design options, cost estimate and a park location/site.

With no further business to discuss, COMMISSIONER ERNST MOVED, SECONDED BY COMMISSIONER HOGGE TO ADJOURN. 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