

Quincy Park District

BOARD OF COMMISSIONERS MEETING



**QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois**

**Agenda
September 9, 2015**

Finance Meeting - District Conference Room 5:15 P.M.

- Approval of Minutes – August 12, 2015
- Review of Monthly Financial Report
- Quinsippi Island Bridge Discussion
- Annual GO Bond, Series 2016 Timeline
- Storm Damage/Insurance Discussion
- Public Input: Each speaker may have up to 3 minutes for comments

Regular Meeting -- Board Room 6:00 P.M.

CALL TO ORDER (ROLL CALL)

PLEDGE OF ALLEGIANCE

CONSENT AGENDA: (UNANIMOUS CONSENT)

1. Monthly financial report
2. Accounts payable
3. Regular Meeting Minutes – August 12, 2015
4. Executive Session Minutes – August 12, 2015 (Remain Confidential, subject to Bi-Annual Review)

PUBLIC INPUT: Each speaker may have up to 3 minutes for comments

BOARD INFORMATION/EDUCATION: None

CORRESPONDENCE:

- Ameren Grant Rejection Letter
- Jacob Scholz & Rebecca Johnson – Family Tennis Program Thank You
- Cheerful Home Jump-A-Thon – Thank You
- The District – Blues in the District Thank You
- Anne & Jeff Meyer & family – Special Populations Program Thank You
- KHQA Dew Days of Summer – Thank You
- Louise Seaver – Thank You

VOLUNTEERS: None

EXECUTIVE DIRECTOR'S REPORT

- Rome Frericks

DIRECTOR'S REPORTS

- Matt Higley, Director of Parks
- Don Hilgenbrinck, Director of Business Services
- Mike Bruns, Director of Program Services
- Matt Burry, Director of Golf

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- 2016 Little Peoples Tournament Fees: Recommended Approval **(VOICE VOTE)**
- Proposed Tax Levy for Budgetary Purposes: Information Only
- ORDINANCE NO. 15-03: Quincy Park District Personnel Code Revision: Recommended Approval **(ROLL CALL VOTE)**
- Quinsippi Island Bridge Debris Removal: Recommended Approval **(VOICE VOTE)**
- Quinsippi Island Under Water Bridge Inspection: Recommended Approval **(VOICE VOTE)**
- Quincy Park District Appointment of Interim Board Attorney: Recommended Approval **(VOICE VOTE)**
- Request for Qualifications for Park District Attorney Services: Discussion Only

PUBLIC INPUT: Each speaker may have up to 3 minutes for comments

EXECUTIVE SESSION: In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene into Executive Session to discuss: (please read item(s) from list) **(ROLL CALL VOTE)**

CALL TO ORDER (OPEN SESSION)

ACTIONS AFTER EXECUTIVE SESSION

ADJOURN **(VOICE VOTE)**

QUINCY PARK DISTRICT
 THE BEHRENS REPORT
 SPECIAL REVENUE FUNDS
 AUGUST 2015

	2015 YTD										
	2014 ACTUAL PTD			INCOME		VARIANCE FAVORABLE (UNFAVORABLE)	EXPENSE		VARIANCE FAVORABLE (UNFAVORABLE)	2015 NET	NET PRV YR VARIANCE
	INCOME	EXPENSE	NET	BUDGET	ACTUAL		BUDGET	ACTUAL			
WV GENERAL	438,444	161,274	277,170	563,600	352,411	(211,189)	243,666	146,297	97,369	206,114	(71,056)
WV SHIH MEMORIAL	15	-	15	35	15	(20)	5,450	750	4,700	(735)	(750)
WV MAINTENANCE	-	292,405	(292,405)	-	-	-	504,923	268,638	236,285	(268,638)	23,767
WV PRO SHOP	45,269	32,448	12,821	70,040	45,526	(24,514)	45,040	41,403	3,637	4,123	(8,698)
WV CARTS	160,412	8,688	151,724	237,000	130,143	(106,857)	11,774	4,240	7,534	125,903	(25,821)
WV CONCESSION	96,219	73,234	22,985	150,000	82,797	(67,203)	112,525	60,441	52,084	22,356	(629)
WV CAPITAL PURCHASES	-	222,933	(222,933)	-	-	-	40,000	41,280	(1,280)	(41,280)	181,653
	740,359	790,982	(50,623)	1,020,675	610,892	(409,783)	963,378	563,049	400,329	47,843	98,466
MARINA	233,141	187,160	45,981	254,150	175,329	(78,821)	272,197	168,358	103,839	6,971	(39,010)
MARINA CAPITAL PURCHASES	-	-	-	-	-	-	-	-	-	-	-
	233,141	187,160	45,981	254,150	175,329	(78,821)	272,197	168,358	103,839	6,971	(39,010)
IMP	40,539	86,204	(45,665)	56,000	37,246	(18,754)	98,058	64,721	33,337	(27,475)	18,190
IMP CONCESSION	21,789	16,549	5,240	27,800	17,629	(10,171)	20,724	13,570	7,154	4,059	(1,181)
	62,328	102,753	(40,425)	83,800	54,875	(28,925)	118,782	78,291	40,491	(23,416)	17,009
WAC	39,104	75,466	(36,362)	57,125	16,781	(40,344)	98,997	46,959	52,038	(30,178)	6,184
WAC CONCESSION	14,284	11,449	2,835	27,500	7,310	(20,190)	16,300	6,442	9,858	868	(1,967)
	53,388	86,915	(33,527)	84,625	24,091	(60,534)	115,297	53,401	61,896	(29,310)	4,217
POOL SUB TOTAL	115,716	189,668	(73,952)	168,425	78,966	(89,459)	234,079	131,692	102,387	(52,726)	21,226
BATTING CAGE	94,165	51,290	42,875	98,600	92,150	(6,450)	96,780	89,125	7,655	3,025	(39,850)
2015 YTD GOLF PER ROUND FEE					23,297						

**Quincy Park District
Cash Balance Report**

AccountNum	AccountDesc	PeriodBalance_	PeriodBalance_	Net Change	Cash Reserve
		7	8		Required 12/31/15
10000001000	CASH-CORP GENERAL	\$1,256,056.60	\$1,222,382.11	(\$33,674.49)	\$899,990
10120001000	CASH-EMERGENCY FLOOD	(\$4,470.70)	(\$31,778.52)	(\$27,307.82)	
10130001000	CASH-BOEHL PARK MAINTENANCE	\$27,271.59	\$27,281.55	\$9.96	
10140001000	CASH-HERITAGE TREE	\$19,266.10	\$19,648.27	\$382.17	
10150001000	CASH-GENERAL DONATION	\$23,575.26	\$23,633.89	\$58.63	
11000001000	CASH-WORKING CASH	\$179,545.12	\$179,545.12	\$0.00	
20000001000	CASH-REC GENERAL	\$456,345.00	\$448,826.78	(\$7,518.22)	\$217,470
30000001000	CASH-MUSEUM GENERAL	\$148,442.53	\$143,778.48	(\$4,664.05)	\$129,283
31000001000	CASH-SOCIAL SECURITY	\$36,506.20	\$29,390.67	(\$7,115.53)	\$109,500
32000001000	CASH-PENSION/IMRF	\$148,944.04	\$142,441.57	(\$6,502.47)	\$126,000
33000001000	CASH-UNEMPLOYMENT COMPENSATION	\$181,641.68	\$185,840.66	\$4,198.98	\$69,300
34000001000	CASH-LIABILITY INSURANCE	\$240,413.69	\$118,685.65	(\$121,728.04)	\$238,200
35000001000	CASH-AUDIT	\$15,386.92	\$15,945.65	\$558.73	\$9,188
36000001000	CASH-PARK SECURITY	\$157,611.71	\$156,097.15	(\$1,514.56)	\$107,561
37000001000	CASH-PAVING & LIGHTING	\$38,945.96	\$39,530.42	\$584.46	\$11,250
40000001000	CASH-DEBT SERVICE GENERAL	\$0.00	\$0.00	\$0.00	
40003111000	CASH-BOND 2012A RETIREMENT	\$61,075.09	\$66,042.86	\$4,967.77	
40003131000	CASH-BOND 2013 RETIREMENT	\$0.00	\$0.00	\$0.00	
40003141000	CASH-BOND 2014 RETIREMENT	\$0.00	\$0.00	\$0.00	
40003151000	CASH-BOND 2015 RETIREMENT	\$447,410.00	\$486,613.37	\$39,203.37	
40813121000	CASH DEBT CERT 2013 RETIREMENT	\$0.00	\$0.00	\$0.00	
50000001000	CASH-CAPITAL FUND GENERAL	\$0.00	\$0.00	\$0.00	
50600001000	CASH-RIVERFRONT DEVELOPMENT	\$1,240.65	\$1,241.10	\$0.45	
50614161000	CASH-BOND 2012	\$0.00	\$0.00	\$0.00	
50614171000	CASH-BOND 2012A	\$0.00	\$0.00	\$0.00	
50614191000	CASH-BOND 2013	\$33,496.52	\$33,508.75	\$12.23	
50614201000	CASH-BOND 2014	\$10,813.18	\$10,817.13	\$3.95	
50614211000	CASH-BOND 2015	\$386,937.48	\$373,173.69	(\$13,763.79)	
50614221000	CASH-BOND 2015A	\$0.00	\$530,993.81	\$530,993.81	
50630001000	CASH-TENNIS	\$0.00	\$0.00	\$0.00	
50640001000	CASH-TRAIL DEVELOPMENT	\$68,762.23	\$68,787.34	\$25.11	
50684181000	CASH-DEBT CERTIF 2013	\$0.00	\$0.00	\$0.00	
50700001000	CASH-WASHINGTON PARK DEV	\$0.00	\$0.00	\$0.00	
50710001000	CASH-BAYVIEW PROPERTY DEV	\$0.00	\$0.00	\$0.00	
60000001000	CASH-WESTVIEW GENERAL	\$160,184.18	\$194,080.55	\$33,896.37	\$233,956
60570001000	CASH-SHIH SCHOLARSHIP	\$4,616.67	\$4,618.36	\$1.69	
61000001000	CASH-MARINA GENERAL	\$139,084.74	\$133,093.56	(\$5,991.18)	\$68,049
61410001000	CASH-DREDGE	\$0.00	\$0.00	\$0.00	
71000001000	CASH - BOEHL TRUST SSB	\$0.00	\$0.00	\$0.00	
		4,239,102.44	4,624,219.97	\$385,117.53	

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Finance Meeting
Conference Room

August 12, 2015
5:15 P.M.

The Finance Committee of the Board of Commissioners of the Quincy Park District held a finance meeting in the Conference Room at 1231 Bonansinga Drive, Quincy, IL.

Those present included: Board President John Frankenhoff & Vice President Tom Ernst and Patty McGlothlin.

Staff in attendance included: Executive Director – Rome Frericks, Director of Business Services – Don Hilgenbrinck and Recording Secretary – Vicky Egbert and Jenna Valeu.

The finance meeting minutes from July 8, 2015 were approved by unanimous consent by those present with the change to the minutes of deleting the word “now”.

Ernst started the meeting stating that our revenues are not good and most of it is weather related. He also thanked commissioners for meeting individually with Rome on the financial position of the district and how the repairs to the bridge might impact the district's finances.

Marina Discussion:

Frericks stated that we have 227 slips in the marina and 34% are currently not rented. Additionally, we have some expenses for the marina coming up in the near future that includes \$50,000 for a new water line across the bridge and \$20,000 for a fuel line that needs to be replaced. Right now, we have a net \$13,000 in the marina fund and 95% of our revenue is in for the year. He stated that we still have 2 docks that need to be refloated but he is not in favor of doing that with no waiting list. Frericks noted that if we don't repair the bridge, we won't be able to dredge or get fuel because trucks won't be able to drive across the bridge.

Commissioners did not have any questions on the budget transfers being proposed for approval at tonight's meeting.

Ernst asked about the FEMA reimbursement possibilities. Frericks stated that he went to a meeting and provided them with our expenses but does not expect anything to come from it. Commissioners asked if it would be possible to do something extra for the park and westview maintenance staff for all their hard work during the storm clean-up. They discussed several options and possibly having a cook-out.

Hilgenbrinck stated that he separated the Social Security and Pension funds as approved at last month's board meeting. He also passed out the tax levy/budget timeline for commissioners.

Frericks passed out options for the 2016 bond. He stated that if we do the bridge, we need a \$1,000,000 bond. He prefers to not do the bridge repairs and do \$980,000 bond. At that level we would be able to do the Wavering park abutment, provide our match for the shelter/restroom at Lincoln Park and still be able to buy some equipment.

PUBLIC INPUT: Jeff Kerkhoff, 1221 Spruce, stated he hopes the Friends of the Trails will help with the repairs.

With no further business to discuss, the meeting was adjourned.

Secretary

Chairman

Date

Date

PAID INVOICE LISTING

(\$2,000 Threshold)

DATE: 08/31/2015
 TIME: 15:52:45
 ID: AP450000.WOW

QUINCY PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/01/2015 TO 08/31/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
12		AMEREN ILLINOIS							
	31871-26001	07/31/15		07/31/15		18162	08/14/15	14,171.84	14,171.84
		01 JULY 2015 ELECTRIC SERVICE	61000006101						491.54
		02 JULY 2015 ELECTRIC SERVICE	30340006101						556.25
		03 JULY 2015 ELECTRIC SERVICE	37000006101						862.38
		04 JULY 2015 ELECTRIC SERVICE	60530006101						781.59
		05 JULY 2015 ELECTRIC SERVICE	60000006101						1,784.19
		06 JULY 2015 ELECTRIC SERVICE	20206016101						773.70
		07 JULY 2015 ELECTRIC SERVICE	20260006101						1,538.24
		08 JULY 2015 ELECTRIC SERVICE	20270006101						420.00
		09 JULY 2015 ELECTRIC SERVICE	20250006101						3,134.98
		10 JULY 2015 ELECTRIC SERVICE	10240006101						549.62
		11 JULY 2015 ELECTRIC SERVICE	10040116101						3,279.35
								VENDOR TOTAL:	14,171.84
134		ILLINOIS DEPT OF REVENUE							
	JULY 205	SALES TAX		07/31/15		18171	08/14/15	3,091.00	3,091.00
		01 JULY 2015 SALES TAX	20251056310						436.00
		02 JULY 2015 SALES TAX	20261056310						205.00
		03 JULY 2015 SALES TAX	20271056310						332.00
		04 JULY 2015 SALES TAX	60520006310						456.00
		05 JULY 2015 SALES TAX	60551056310						1,070.00
		06 JULY 2015 SALES TAX	61000006310						592.00
								VENDOR TOTAL:	3,091.00
135		ILLINOIS PUBLIC RISK FUND							
	28850			08/18/15		18255	08/31/15	4,236.00	4,236.00
		01 OCTOBER WORKMEN'S COMP	34000006207						4,236.00
								VENDOR TOTAL:	4,236.00
179		METROPOLITAN AMATEUR GOLF							
	5006215			05/31/15		18174	08/14/15	2,714.00	2,459.00
		01 GHIN HANDICAPS	60000006021						2,459.00
								VENDOR TOTAL:	2,459.00
233		QUINCY PUBLIC SCHOOLS							
	21329			07/31/15	00085839	18282	08/31/15	8,933.26	6,327.38
		01 SPECIAL POPS TRANSPORTATION	20206156002						6,327.38
	21330			07/31/15	00085839	18282	08/31/15	8,933.26	2,605.88
		01 SPECIAL POPS TRANSPORTATION	20206156002						2,605.88
								VENDOR TOTAL:	8,933.26

DATE: 08/31/2015
 TIME: 15:52:45
 ID: AP450000.WOW

QUINCY PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/01/2015 TO 08/31/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
273	SUPREME TURF PROD INC								
	IN129166	01 FAIRWAY FUNGICIDE	60530006026	08/20/15	00085910	18302	08/31/15	3,661.00	2,825.00 2,825.00
								VENDOR TOTAL:	2,825.00
284	PRAIRIELAND FS INC								
	55527	01 MARINA FUEL FOR SALE	61000006309	08/13/15		18277	08/31/15	11,345.20	2,930.44 2,930.44
	55614	01 MARINA FUEL FOR SALE	61000006309	08/28/15		18277	08/31/15	11,345.20	2,193.56 2,193.56
								VENDOR TOTAL:	5,124.00
292	VAN DIEST SUPPLY CO								
	69953	01 FAIRWAY FUNGICIDE	60530006026	07/31/15	00085859	18307	08/31/15	4,811.93	2,151.03 2,151.03
								VENDOR TOTAL:	2,151.03
56	CHAPMAN & CUTLER								
	1670317	01 GO BOND 2015A-TRAIL LEGAL FEES	50614227001	08/10/15		18237	08/31/15	4,500.00	4,500.00 4,500.00
								VENDOR TOTAL:	4,500.00
587	FESSLER CONSTRUCTION								
	720	01 SOUTH PARK ADA WORK	50614219005	08/13/15	00085834	18170	08/14/15	12,700.00	12,700.00 12,700.00
	724	01 KLINGNER SOFT TRL-7/11 WASHOUT	10000009005	08/18/15	00085912	18247	08/31/15	5,950.00	5,950.00 5,950.00
								VENDOR TOTAL:	18,650.00
602	AGRO-LOGICS, LLC								
	114667	01 SEED FOR FAIRWAYS	60530006029	08/24/15	00085925	18224	08/31/15	3,400.00	3,400.00 3,400.00
								VENDOR TOTAL:	3,400.00
616	UNITED HEALTH CARE								
	0038486614	01 SEPT 2015 HEALTH INS PREMIUM	10020005001	08/18/15		18217	08/27/15	15,752.29	15,752.29 597.81

DATE: 08/31/2015
 TIME: 15:52:45
 ID: AP450000.WOW

QUINCY PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/01/2015 TO 08/31/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0038486614			08/18/15		18217	08/27/15	15,752.29	15,752.29
		02 SEPT 2015 HEALTH INS PREMIUM	10030005001						2,365.24
		03 SEPT 2015 HEALTH INS PREMIUM	10040005001						597.82
		04 SEPT 2015 HEALTH INS PREMIUM	10040115001						4,722.71
		05 SEPT 2015 HEALTH INS PREMIUM	20220005001						597.81
		06 SEPT 2015 HEALTH INS PREMIUM	20230005001						597.81
		07 SEPT 2015 HEALTH INS PREMIUM	20280005001						597.81
		08 SEPT 2015 HEALTH INS PREMIUM	60530005001						1,793.43
		10 SEPT 2015 HEALTH INS PREMIUM	60000005001						1,195.62
		11 SEPT 2015 HEALTH INS PREMIUM	61000005001						807.04
		12 SEPT 2015 HEALTH INS PREMIUM	30000005001						926.59
		13 SEPT 2015 HEALTH INS PREMIUM	36000005001						717.37
		14 SEPT 2015 LIFE INS PREMIUM	10020005001						14.00
		15 SEPT 2015 LIFE INS PREMIUM	10030005001						18.20
		16 SEPT 2015 LIFE INS PREMIUM	10040005001						9.80
		17 SEPT 2015 LIFE INS PREMIUM	10040115001						33.18
		18 SEPT 2015 LIFE INS PREMIUM	20220005001						9.80
		19 SEPT 2015 LIFE INS PREMIUM	20230005001						9.80
		20 SEPT 2015 LIFE INS PREMIUM	20280005001						9.80
		21 SEPT 2015 LIFE INS PREMIUM	60530005001						18.20
		22 SEPT 2015 LIFE INS PREMIUM	60000005001						19.60
		23 SEPT 2015 LIFE INS PREMIUM	61000005001						7.63
		24 SEPT 2015 LIFE INS PREMIUM	30000005001						9.03
		25 SEPT 2015 LIFE INS PREMIUM	36000005001						11.76
		26 SEPT 2015 EMPLOY ELECTIVE INS	10000002122						64.43
								VENDOR TOTAL:	15,752.29
717		LITTLETON STORM & TIMBER SERV							
	08/11/15-	STORM DAMAG		08/11/15	00085874	18173	08/14/15	135,000.00	135,000.00
		01 MADISON PK STORM DEBRIS REMOVL	34000007007						36,000.00
		02 SOUTH PK STORM DEBRIS REMOVAL	34000007007						83,000.00
		03 Q-ISLAND STORM DEBRIS REMOVAL	34000007007						16,000.00
								VENDOR TOTAL:	135,000.00
								TOTAL --- ALL INVOICES:	220,293.42

CONSENT AGENDA
(Unanimous Consent)

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Regular Meeting
Board Room

August 12, 2015
6:00 P.M.

ROLL CALL:

The meeting was called to order by President John Frankenhoff and upon the roll being called the following members were physically present at said location: President John Frankenhoff, Vice President Tom Ernst, Commissioners Chris Blakeman, Jeff Steinkamp, Patty McGlothlin and Abby Schlipmann.

No Park Commissioner was not permitted to attend the meeting by video or audio conference: none.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: none.

Also in Attendance: Executive Director – Rome Frericks, Director of Parks – Matt Higley, Director of Program Services Mike Bruns, Director of Business Services – Don Hilgenbrinck, Director of Golf - Matt Burry and Attorney - Matt Hutmacher.

President Frankenhoff led the room in the Pledge of Allegiance.

At this time, President Frankenhoff asked for a motion to adjourn into executive session.

**EXECUTIVE SESSION: IN ACCORDANCE WITH 5 ILCS, PAR. 120/2C,
COMMISSIONER ERNST MOVED, SECONDED BY COMMISSIONER BLAKEMAN
THAT THE BOARD CONVENES INTO EXECUTIVE SESSION TO DISCUSS:**

3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER SCHLIPMANN	YES
COMMISSIONER MCGLOTHLIN	YES
COMMISSIONER BLAKEMAN	YES
COMMISSIONER STEINKAMP	YES
VICE PRESIDENT ERNST	YES
PRESIDENT FRANKENHOFF	YES

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO ADJOURN THE EXECUTIVE SESSION AND RETURN TO THE REGULAR MEETING. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

President Frankenhoff asked for a motion to fill the vacated seat created by Chris Hogge's resignation until April of 2017. COMMISSIONER ERNST MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPOINT JERROD WELCH TO FILL THE OPEN SEAT ON THE PARK BOARD. THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER STEINKAMP	YES
COMMISSIONER SCHLIPMANN	YES
COMMISSIONER MCGLOTHLIN	YES
COMMISSIONER BLAKEMAN	YES
VICE PRESIDENT ERNST	YES
PRESIDENT FRANKENHOFF	YES

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

At this time, President Frankenhoff instructed Executive Director/Secretary Rome Frericks to administer the oath of office to Commissioner Jerrod Welch.

CONSENT AGENDA:

President Frankenhoff asked for objections to the monthly financial report, accounts payable, regular and executive session minutes and upon hearing no objections he announced they are approved by unanimous consent.

PUBLIC INPUT: None.

BOARD INFORMATION/EDUCATION: None.

CORRESPONDENCE: None.

VOLUNTEERS:

Executive Director Frericks stated that numerous volunteers have assisted with the storm related clean up in July and noted the groups included in the board packet.

- American Baptist Men's Disaster Relief
- Mormon Helping Hands
- City of Quincy crews and equipment
- Home Depot
- Teens Encounter Christ- Michaela Knipe

Also commended our park maintenance crews for all their work with the city crews to get streets cleared and then they started working on the parks and they were open within 2 weeks.

EXECUTIVE DIRECTOR REPORT:

Frericks stated next month is the retreat and if commissioners want to discuss anything in particular to please email it to him for the agenda. He stated that there will be an above ground inspection by Klingner's with Canton Marine Towing assisting on the Quinsippi Island Bridge August 24-25. He stated that we lost 355 specimen trees in the storm and that number will go up with trees that are stressed, etc. and will need to come down this winter. Frankenhoff stated that he has heard numerous compliments about Rome, staff and park laborer crews that took on extra duties especially with the forced overtime in parks department in excessive heat and they are to be commended for their extra efforts. Steinkamp stated that he felt that teaming up with the city was a great idea too.

DIRECTOR'S REPORTS:

Parks: Higley reported that the Centennial playground contractor will begin on September 21 and volunteers will assist on September 23.

Business Services: Hilgenbrinck stated the storm insurance claim adjuster has been here and is finishing his report with IPARKS. We are waiting to hear from them.

Program Services: Bruns stated that there will be an outdoor movie at Redmon and Lee on Friday at 8:45pm and Saturday is Redmon and Lee's family festival. Madison Park had 375 at the outdoor movie last week. Sunday, August 16, Indian Mounds Pool will close for the season. He provided the board with an updated program report and stated it shows final numbers for Wavering Aquatic Center and other programs are thru July 31. Batting Cage is down since the July storm closed it for 3 days and revenue is not quite as good as last year but we made capital improvements by purchasing new paddleboats, rock, etc. that affected our numbers. Bruns stated that we had 716 little league and softball players and those numbers were up from last year and feels the partnership was good and played 2 tournaments on our fields at the end of the season. Registration for our After School program was held at Ellington with 36 and Dewey with 11 signed up.

Golf: Burry stated storm cleanup is about 85% done and our brush pile is pretty big on the 3rd nine. He complimented staff on their clean-up efforts. Course is busy with high school golfers and the Bordewick family outing. He stated that we extended the men's club league play because of the bad weather. Burry stated that the Ameren tree grant application for assistance has been mailed out. PGA Junior League began with 5 teams and the Westview team won the Quincy pod and went on to the next round of play in Springfield. Ernst thanked Westview staff for their efforts at getting the course open as soon as possible.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Hilgenbrinck stated that we want to do a transfer of \$182,635 for storm damage that will come from district reserves and no adjustments are needed for the appropriations.

VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER BLAKEMAN TO APPROVE THE PROPOSED FY2015 BUDGET REVISIONS AS PRESENTED FOR THE 2015 STORM DAMAGE AND TO AUTHORIZE THE BORROWING OF CORPORATE FUNDS BY THE BOEHL MAINTENANCE FUND UNTIL THE NEXT BUDGET CYCLE. Hilgenbrinck explained that most expenses will not be reimbursable from insurance for the repairs to the trail. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Hilgenbrinck stated that each year the district has to comply with IRS regulations regarding tax-exempt bonds and present an annual post-issuance tax compliance report and checklist for the board of commissioners' review. He stated that this agenda item is for information only.

Frericks began by giving some of the history of the Quinsippi Island bridge and the results from the state's inspection underwater inspection performed in October of 2014. He stated that in August, there will be an above ground inspection of the bridge decking. We initially thought the repairs could be around \$150,000 and as more inspections were done, engineers estimated repairs at \$450,000 and we received a lone bid for \$695,000 from County Contractors to repair the one pier that has been compromised. He stated that we have \$180,000 in unspent bond dollars and do not have the money to pay for these repairs and recommends rejection of the bid. COMMISSIONER BLAKEMAN MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE STAFF RECOMMENDATION TO REJECT THE ONLY BID FROM COUNTY CONTRACTORS IN THE AMOUNT OF \$695,000 TO REPAIR QUINSIPPI ISLAND BRIDGE. Under discussion, President Frankenhoff stated that the report is on the district's website for public review. Frankenhoff stated that the pier in need of repairs is the second pier from the west and sediment has been scoured away and it is 25 ft deep in that area. Ernst stated that since the bridge is currently safe, he feels that we don't have anything to lose if we reject the bid and wait. Frericks stated that our scour plan is on someone's desk in Springfield. If we don't do anything, there's a chance they could come and close the bridge, but there's no way to know if that will happen or not. Steinkamp feels that we might get a better bid in the winter or spring. Frericks stated that we called the 3 other contractors after the bid opening and asked what their bid would have been and they stated around \$550,000 to \$650,000. Frericks reminded the board and audience that 100% of the marina revenue stays in the marina and that it is an enterprise fund. The marina cash balance right now is net \$12,503. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Frankenhoff commented that there are several options for the bridge, that include, a new bridge, repairing the existing bridge or closing the bridge. He stated that a common misconception is that marina revenue is diverted to other funds and that is not true and invited taxpayers to examine our books. The board can issue bonds up to a certain level and with existing debt already we could borrow money, but it would be a tax increase. He added that to do that would take a public referendum and could be on the ballot in November, 2016.

President Frankenhoff stated that we are approximately \$12,000 in the black for the year and we borrowed money for the new dock 2 years ago and have 3 more payments of \$42,000. He stated that we have already been researching ways to possibly move docks, move the gas dock, fixing the bridge, etc. Vice President Ernst asked Rome about our slip rentals and he stated that currently we have 227 total slips and 148 rented, 34% are unrented. Frericks added that our water line under the bridge is failing and will cost approximately \$50,000. The waterline from the bridge to H dock is \$8/ft to bore at a total cost of \$47,000 to replace it. We had a gas leak and a contractor fixed it temporarily and will cost \$20,000 to replace it and needs to be done next year. Frankenhoff stated that we could use tax dollars to pay for the repairs but that's not typically how we operate enterprise facilities. Frericks stated that in 2009, the cost to replace the decking was \$1.2million and not sure what the inspection will show this month. Frankenhoff feels that it would be foolish to spend money on the decking and the pier and possibly have another pier fail. Commissioner Blakeman feels the decking inspection will tell us more in the next few weeks. Frericks stated that we are checking into permitting with the Corps of Engineers and costs involved to move the gas dock. President Frankenhoff suspended the rules to allow Cullan Duke of Klingner & Associates to speak. Commissioner Steinkamp asked if the pier is even necessary since the bridge was built for train traffic originally. Cullan stated that it would be challenging because of the length of the spans. Steinkamp would like us to brainstorm and try a different repair technique that would be more cost effective. Frericks stated that we spend \$30,000 in dredging each year and if bridge is shut down equipment can't move dirt from the spoil site and we would also have no way to get fuel to the marina. Staff is checking into devices to transport fuel to the marina if the bridge is closed. He stated that moving the dirt from the spoil site would become more difficult and expensive too.

PUBLIC INPUT: John Gebhardt, 502 N. 28th, Quincy, IL, President of Friends of the Log Cabins, stated that the log cabin structures are worth quarter of million dollars and there is more to Quinsippi Island than just the marina. He thanked the contractors for the tree work done in the log cabin village after the storm in July. John gave history on the village and what their organization does. He invited everyone to the Clat Adams cabin dedication ceremony at the City's 175th anniversary celebration on September 12, 2015.

Rob Ebbing, 1515 KENTUCKY, QUINCY, IL as a boater he is concerned about the bridge. Hopes that just by the show of the boaters here tonight that it proves we are very interested in a solution. He offered to be on a marina advisory board and feels it's important to the citizens of Quincy. As renters in the marina, we have a personal investment and is important Hannibal is losing their marina and feels we will benefit from that closing.

David Grimm, 2421 Kentucky Road, Quincy, IL, marina renter and stated that the marina is important and reminded the board that we are called the River City. He feels the marina is down due to the river levels and is a cyclical issue and will correct itself.

Ryan Viehmeyer, 109 W. Park Street, Camp Point, IL 62320 asked what changed from the original estimate for the repairs? Feels that the marina has so many empty slips because they are too small, lighting is not good, older docks, etc.

President Frankenhoff stated that it's hard to explain to taxpayers that if we do the repairs and more are needed and possibly even a new bridge, that's a significant tax increase. Some taxpayers may feel that's a steep hill to climb for 150 boaters and people that use the log cabins. Vice President Ernst likes Rob Ebbing's idea of an advisory group. Frankenhoff stated that out of the 150 boaters only 100 are Quincy taxpayers. Commissioner Blakeman would like us to have short term options and long term options and look up and down the river for work that has been done previously along the same line as this to base our decision on. Frericks reminded commissioners that we don't have a price for a new bridge but pier repairs are approximately \$700,000/pier and the decking has a price of \$1.2million. Frankenhoff stated he would ask commissioners about forming a committee for the bridge issue and staff would also be involved.

At this time, the board recessed for a 5 minute break. The full board returned to the meeting.

VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER WELCH TO APPROVE STAFF RECOMMENDATION FOR THE BILL KLINGNER TRAIL CONCRETE REPAIRS BY WATERKOTTE CONSTRUCTION FOR THE AMOUNT OF \$12,205, FOR THE BILL KLINGNER TRAIL ASPHALT REPLACEMENT BY R.L. BRINK FOR THE AMOUNT OF \$9,480 AND FOR THE BILL KLINGNER TRAIL RIP RAP REPLACEMENT AND DRAINAGE REPAIRS BY FESSLER CONSTRUCTION FOR THE AMOUNT OF \$5,950. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER STEINKAMP TO APPROVE THE QUOTE FROM LITTLETON STORM AND TIMBER SERVICES FOR THE AMOUNT OF \$135,000 FOR THE CLEANUP OF SOUTH PARK, MADISON PARK AND QUINSIPPI ISLAND WITH FUNDING TO COME FROM THE RECREATION AND LIABILITY FUNDS AS OUTLINED IN THE OPERATING BUDGET REVISIONS REPORT. Frericks stated that Titan International donated \$10,000 for clean-up of Madison Park and that there will be a press conference in Madison Park tomorrow at 8:15AM for the announcement from the Trees for Tomorrow fundraising group. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE STAFF RECOMMENDATION OF THE WORDING AND LOCATION OF THE BAYVIEW BRIDGE LIGHTING DONOR PLAQUE TO BE LOCATED IN THE ROSE BED CLOSEST TO THE FOUNTAIN AT CLAT ADAMS PARK. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

PUBLIC INPUT: Jeff Kerkhoff, 1221 Spruce, Quincy, IL stated we should ask Friends of the Trails to pay for the repairs to the bridge and Antique Car Museum group too. He stated Canton Ferry no longer exists but we could possibly use it if the bridge closes. Stated that Quinsippi Island is one of the jewels of the district.

With no other business to discuss,

ADJOURN: VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER STEINKAMP TO ADJOURN. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Secretary

President

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

CORRESPONDENCE



August 24, 2015

Quincy Park Foundation
Matt Burry
1231 Bonansinga Drive
Quincy, IL 62301

Dear Mr. Burry:

Thank you for asking Ameren Illinois about supporting your organization. We appreciate hearing about the many dedicated people involved in the community.

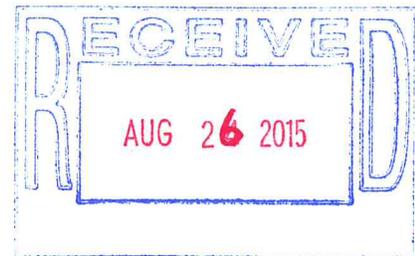
But, like all companies, Ameren Illinois must set limits on the funds it contributes to organizations, even the most worthwhile.

I'm sorry we can't fulfill your request for funds, but wish you every success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Tucker Kennedy".

Tucker Kennedy
Director, Community and Public Relations





1805 Maine Street
Quincy, IL 62301

August 10, 2015

Mr. Michael Bruns
Director of Program Services
Quincy Park District
1231 Bonansinga Drive
Quincy, IL 62301

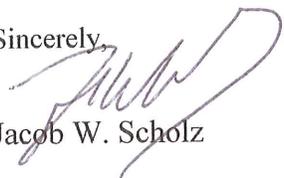
Dear Mr. Bruns:

We are writing today to express our strong support for the Quincy Park District's family tennis program. Our family greatly enjoyed the program. Through our participation in the program we gained a greater appreciation for the game of tennis. We also feel as though our tennis skills have been greatly improved. The program's coaching staff was highly knowledgeable and organized. They used an amazing range of activities to increase our skill levels.

We would especially like to point out Mark Schuering's dedication and enthusiasm. Coach Mark made tennis lessons a wonderful experience for each member of our family. We greatly looked forward to attending lessons each week.

Our hope is that the Park District continues to offer the family tennis program. We will certainly recommend the program to our family and friends. We also hope that the Park District will consider extending the program into the fall season.

Sincerely,


Jacob W. Scholz


Rebecca L. Johnson



315 South 5th Street, Quincy, IL 62301
Phone: 217-228-0654 ○ Fax: 217-228-8617

August 6, 2015

Dear Friend of Cheerful Home Child Care & Early Learning Center,

Thank you for your contribution to our fundraising event- Jump for United Way. Your donation allowed us to create a successful event for the children and their families. The JUMP-A-THON event which the children participated in took place on July 17, 2015. Our children and families were able to raise over \$2,000.00 for United Way. We provide care for many low income children who without the experience of this type of fundraiser and your help would not be experiencing a summer vacation this year. Their hard work in raising pledges allowed 3 families to win our grand prizes of a family vacation. Like you, we want all children to be able to have joyful childhood memories that go along with life experiences no matter their families' circumstances. The main goal of our fundraising event was to model how we as individuals can be part of our community as well as have fun in a healthy way. We believe that this memory will be a life lesson in hopes that they will share this joy with others throughout their lifetime. Thank you for assisting us in this mission.

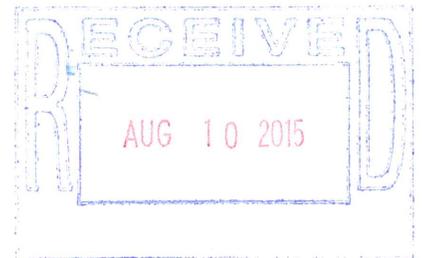
There is research based evidence that early learning experiences have long-term benefits for children and communities. These benefits are seen in higher graduation rates; greater earnings; less dependency upon welfare systems; more home ownership; greater commitment to marriage, children, and family; and significantly fewer criminal arrests. By supporting our early childhood program you are truly building a better future for Quincy and the surrounding area.

Sincerely,

Emily Allen
Outreach Coordinator
Cheerful Home Child Care & Early Learning Center
outreach@cheerfulhome.org
217-228-0654



THANK YOU



FROM

CHEERFUL HOME



128 North 5th St. ■ Quincy, IL 62301 ■ (217) 228-8696
thedistrictquincy.com

August 5, 2015

Quincy Park District
Rome Frericks
1231 Bonansinga Drive
Quincy, IL 62301

Dear Rome,

The Blues in the District committee would like to thank you once again for your generous donation to our free blues concert series in Washington Park. Without the support of sponsors like you, these concerts would not be possible.

We have targeted the concert on Friday, August 28, as your sponsorship night. This evening will feature Hector Anchondo. Hector doesn't just play the blues – he lives and breathes the blues. He is on his way to becoming an established blues artist and it won't be long before he is up there with his heroes. He has been actively working on guitar to be able to get on stage with any guitar great and hold his own. He keeps pushing to play better, faster and with style. Don't miss this evening of great music!

The Butcher Block will offer many choices of sandwiches and sides and SpoonWave will be on hand with icy cold treats. Ludwig Auto Body will once again be giving away free popcorn!

Again, we appreciate your continued support and hope that you and your family and friends will come to the park and enjoy a wonderful time! Concerts are from 5:30-9:30 p.m.

Sincerely,

A handwritten signature in blue ink that reads 'Fran Cook'.

Fran Cook

Blues in the District committee members: Fran Cook, Bruce Guthrie, John Mast, Bret Austin, Andy Flachs, Tina Garkie

A handwritten note in blue ink that reads: 'Thanks so much! I appreciate your help and support.'


Dear Park District-

Thank you so much for the summer POPS program. Our daughter, Grace, has benefited from the program for several years. It is always the highlight of her summer! Unfortunately, this was her last year as she has aged out of the program. I just wanted to thank you for the program

and let you know how much it is appreciated. I also think it is rewarding for the teens who help - gives them an insight and hope for an appreciation for differences in people. Nancy Sapp does an awesome job coordinating the program.

Thanks again!

Anne & Jeff Meyer
and family

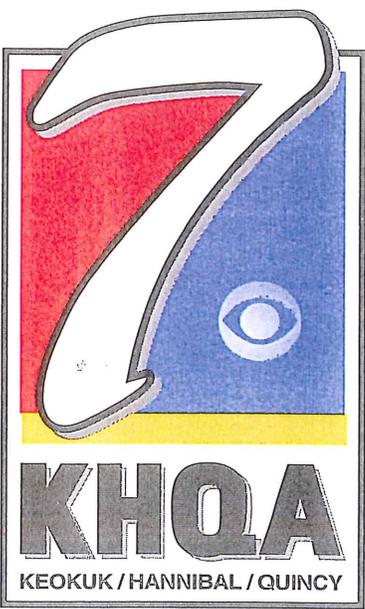
[Handwritten signature]

Smhadal

Lane Denny

[Handwritten signature]

Ross
Green



Thank You For helping us make our Quincy Dew Days of Summer Event a Hit!! Your Rangers & staff were amazing!

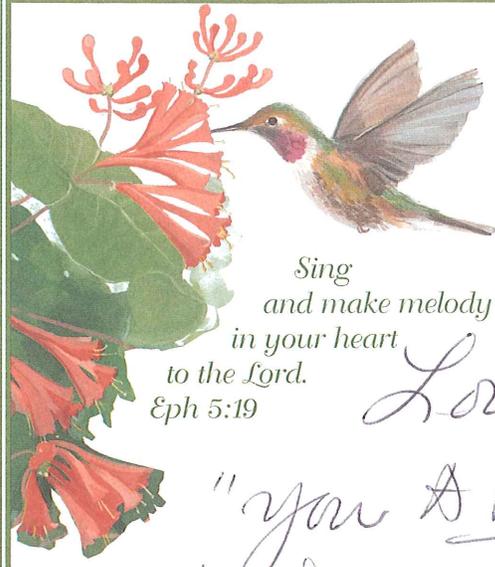
*Rajab
Naples*

-KHQA

[Handwritten initials]

[Handwritten signature] Caitlin
green

9-4-2015



Sing
and make melody
in your heart
to the Lord.
Eph 5:19

To
Park Dist:

from
Louise Seaver

"you AND your
staff have done a
GREAT job in cleaning
up the parks after the
7/13 Storm". GOOD to GREAT
I'll be away for the
Sept Park mtg - so - I
wanted to say "THANKS
now!" Louise Seaver

VOLUNTEERS

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: August 31, 2015

Administrative Initiatives (8/01/15 – 8/31/15)

Attended:

- the monthly Safety Committee meeting
 - the Directors meeting
 - Friends of the Trail meeting
 - Tree Commission meeting
 - Bond Closing at People's Prosperity Bank
-
- Worked with Directors for the upcoming Board Retreat.
 - Met with representatives from Trees for Tomorrow, City of Quincy, and other business leaders to kickoff fundraising to replant trees lost from this year's storm and attended the news conference in Madison Park.
 - Contacted Illinois Department of Transportation official to determine the process for initiating the construction of Bill Klingner Trail from 5th to 12th Street.
 - Continued working with the Quench Buggy group to start marketing the trailer we received this month.
 - Met with the Senator Durbin and his staff after the storm about possible reimbursement from the state.
 - Reviewed comprehensive plan capital projects list to develop a tentative list of 2016 projects.
 - Met with FEMA and gave our preliminary storm costs for possible reimbursement.
 - Attended a GREDF sponsored meeting about soccer fields in Quincy.
 - Held an employee appreciation cookout at All America Park.

Administrative Initiatives (9/1/15 – 9/30/15)

- Continue planning for 2015 bond projects and ordering of all equipment.
- Continue to work with the local contractors and engineers on the Bill Klingner Trail.
- Prepare and develop the agenda for the Board Retreat in September.
- Finalize a draft of the capital project list for 2016.
- Work with staff to refine and update the District's Goals and Objectives.
- Initiate Full Time Union Contract negotiations.
- Hold department head meetings for preparation of the District's FY2016 Budget.

August 27, 2015

Mr. Rome Frericks
Quincy Park District
1231 Bonansinga Drive
Quincy, IL 62301

RE: 2015 Quinsippi Island Bridge Bi-Annual Inspection Results

Dear Mr. Frericks:

The Quinsippi Island Bridge over Quincy Bay was inspected on August 25, 2015 as part of its bi-annual inspection routine according to the National Bridge Inspection Standards. No underwater items were inspected, as though items are part of the 60 month stand-alone underwater inspection. For the purpose of this letter, only items above the water line will be discussed. Photos taken during the inspection are enclosed with this letter.

The following are observations and recommendations from the inspection:

1. The deck is in overall fair condition. New holes continue to open up through the deck and should be sealed by maintenance crews. Additionally, there are several locations of broken concrete in the driving lanes that need to be patched and/or replaced. There is a loose section of concrete just above Pier 5 that visibly moves as traffic crosses the bridge. This should be repaired immediately. At the east end of the deck where the steel girders end and the concrete arches begin there is an open hole through the deck that should be patched immediately as well. See attached photos for holes located along the deck. The north guardrail is not attached at the east end and should be re-attached. The south guardrail has been impacted at the west end and should be re-painted for better visibility. The pedestrian walkways and handrail are in satisfactory condition and we have no recommendations at this time for them.
2. The timber ties under the deck are in fair condition. Some of the ties are rotten, splitting, and several are completely gone. This continues to get worse, but does not pose an immediate threat. These will continue to deteriorate with the amount of water that goes through the deck and would need to be addressed with any programmed changes to the deck.
3. The steel girders are in fair condition. Spans 1, 2, 5 & 6 continue to show very little change during each inspection cycle. There is minor surface rusting and some very minor pack rusting for those spans, but overall they are in satisfactory condition. The girders in spans 3 and 4 have rivets that are in poor condition. This condition does not appear to be worse than the last inspection, but noticeable change has occurred since this bridge was first inspected in 2009. The bottom flange for these 2 spans is starting to exhibit delamination, which will continue with the constant presence of moisture. This delamination will contribute to section loss, which ultimately will affect the load rating of

this structure. Future inspections will need to monitor this closely. We do not have any recommendations for immediate repairs to the steel, but for programming purposes, there are items in spans 3 and 4 that will require future repairs.

4. The substructure rating for the bridge is poor. This is due to the scour occurring under Pier 2 that is currently being addressed by your office and ours. The physical condition of the piers are fair, and the abutments are in fair condition too. There is mortar loss, cracking and spalling of the masonry, but all are relatively minor. For a complete bridge rehabilitation these items should be addressed, but we do not recommend any immediate repairs.
5. The timber debris at the northwest side of the bridge continues to be a problem. It should be removed immediately as it can contribute to further scour issues. We understand that bids are currently being solicited for this work.

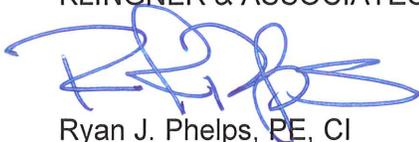
Our structural evaluation of the bridge superstructure determined that no change to the load rating is necessary at this time. Future deterioration to the girders in spans 3 and 4 needs to be monitored closely to ensure that the rating does not need to be re-evaluated.

As identified above there are some repairs to the bridge that need to be addressed immediately. These are important in order to maintain a safe and usable bridge. A number of repairs have been identified to be programmed, many of which date back to the 2009 inspection. It is difficult to assess how much time may be allowed to pass before making programmed repairs, but if recommended repairs are not scheduled and completed, the bridge condition and rating may reach a point that the bridge is no longer safe for use. Additionally, the longer the repairs are delayed, additional costs may be incurred due to continued deterioration.

If you have any questions or need additional information, please contact us.

Sincerely,

KLINGNER & ASSOCIATES, P.C.



Ryan J. Phelps, PE, CI

RJP:dmg/Q:\15files\150046\07.Design\Struct\Bi-Annual Inspection\Inspection Recommendations.docx

Enclosures: Photos 1 to 6

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: August 31, 2015

Administrative Initiatives (8/1/15 – 8/31/15)

Attended:

- the Directors meeting
 - Kiwanis Centennial Playground meeting
 - Trees for Tomorrow Press Conference
 - Mountain Dew Days of Summer meeting
 - Friends of the Trail meeting
 - Bridge Lighting meeting
-
- Continued to meet with the Kiwanis for the universal access playground
 - Monitored ADA work in South Park, Reservoir Park and Johnson Park
 - Staff continued storm cleanup
 - Monitored rip rap repair along Bill Klingner Trail
 - Monitored concrete repair on Bill Klingner Trail

Administrative Initiatives (9/1/15 – 9/30/15)

- Monitor painting to be done at Bull House
- Monitor debris removal on Quinsippi Island Bridge
- Continue working with Kiwanis on Kiwanis Centennial Playground for Lincoln Park
- Monitor Park cleanup and structural repairs as needed
- Continue planning for 2016 projects, goals, and objectives
- Work on 2016 Capital Project list for Parks Department
- Work on FY2016 Budget for the Parks Department

To: Board of Commissioners

From: Donald J. Hilgenbrinck

Subject: Monthly Report

Date: August 31, 2015

Administrative Initiatives (8/01/15 – 8/31/15)

- Attended monthly Safety Committee meeting.
- Assisted IPARKS adjuster with storm claims processing (See Attached).
- Closed GO Bond 2015A in conjunction with People Prosperity Bank of Quincy.
- Conducted seasonal facilities on-site cash/POS payment processing audits.
- Attended SmartFusion week long onsite training with staff.
- The office staff has also been busy with program registrations, financial assistance, and special event applications.

Administrative Initiatives (9/01/15 – 9/30/15)

- Continue with the SmartFusion accounting systems upgrade for implementation on September 14, 2015.
- Prepare the 2015 Tax Levy Ordinance draft.
- Prepare the Truth in Taxation Resolution.
- Attend department budget hearing meetings.
- Develop a draft 2016 operating budget.
- Begin planning for the annual 2016 G. O. Bond (See attached timeline).

26-92 D2	Pool Concession Stand				\$8,345.51		\$2,148.05	\$6,197.46
26-113 D3	Water Slide (canopy)				\$1,264.64		\$433.92	\$830.72
D4	Electrical Panels at Keller Marina				\$8,717.19		\$2,905.73	\$5,811.46
D5	Damaged American Flag at Quinsippi Island				\$545.00		\$38.93	\$506.07
D6	Damaged Flag Pole at Clat Adams Bicentnnial Park				\$1,162.14		\$375.10	\$787.04
				Totals:	\$267,188.26		\$56,114.31	\$192,514.72
Final Damage Assessments								

Quincy Park District Annual GO Bond, Series 2016 Timeline

From: Donald J. Hilgenbrinck, Director of Business Services

Here is the proposed schedule of activity for the 2016 GO bond:

November 10, 2015: Present to the board the recommended project list and amount of total bonds for G.O. Bond 2016. Board president calls for the required BINA (Bond Issue Notification Act) public hearing notice to be published notifying the public of a public hearing to be held on December 9, 2015. (An amount shall be determined for the notice. The amount of the Ordinance for issue of the bonds may be less than the public notice. A resolution is not required.)

November 10, 2015: The required public notice is published in the local newspaper and posted on the bulletin board at the Quincy Park District business office located at 1231 Bonansinga Dr. (Notice is to be published no less than 7 and no more than 30 days before the date of the hearing. Notice is to be run once.)

December 9, 2015: The board conducts the required **BINA public hearing** and may authorize staff to seek bids for the sale of bonds. (Proposed minute language supplied by attorney; Notice of Public Hearing to be posted 48 hours prior to hearing.) The board will have the opportunity to approve the final project list.

December 9, 2015: The staff seeks board authorization to “Self Fund” the 2016 GO Bond and to set the bond interest rate.

January 20, 2016: The board at their regular meeting **adopts the general obligation bond ordinance** for the sale of the bonds. (This may not occur until 7 days following the required BINA hearing.)

February 1, 2016: Bond closing, the district receives bond sale proceeds.

October 1, 2016: Maturity Date of Bond. The tax levy for G.O. Bond 2016 would be levied in 2015, funds received in 2016, with the bond payment due on October 1, 2016.

**QUINCY PARK DISTRICT
REPLACEMENT TAXES**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>% of Prev Yr</u>	<u>CUM DIFF</u>	<u>% Cum Diff</u>	<u>Current Distribution</u>	
											<u>Corporate</u>	<u>Pension</u>
JAN	55,043.89	57,673.64	47,439.35	65,297.16	66,956.67	84,452.60	73,247.19	86.73%	(11,205.41)	87%	\$ 67,306.84	\$ 5,940.35
MAR	20,293.53	22,491.36	26,242.99	18,252.59	20,955.09	25,063.00	20,910.41	83.43%	(15,358.00)	86%	\$ 19,214.58	\$ 1,695.83
APR	97,821.19	83,697.32	95,212.50	100,276.15	106,164.66	112,012.48	127,974.24	114.25%	603.76	100%	\$ 117,595.53	\$ 10,378.71
MAY	95,399.49	58,645.65	68,457.18	66,997.57	95,788.35	82,670.32	105,440.45	127.54%	23,373.89	108%	\$ 96,889.23	\$ 8,551.22
JUL	76,758.94	59,567.54	63,514.28	86,581.07	93,597.04	83,290.26	86,622.07	104.00%	26,705.70	107%	\$ 79,597.02	\$ 7,025.05
AUG	7,885.58	7,822.34	15,897.97	10,461.75	9,817.20	8,959.10	11,673.94	130.30%	29,420.54	107%	\$ 10,727.18	\$ 946.76
OCT	87,653.29	114,759.26	106,074.26	65,888.64	68,400.52	82,555.28	-	0.00%	0.00	0%	\$ -	\$ -
DEC	20,296.36	92,570.13	15,323.04	25,209.24	24,951.43	21,974.58	-	0.00%	0.00	0%	\$ -	\$ -
TOTALS	<u>461,152.27</u>	<u>497,227.24</u>	<u>438,161.57</u>	<u>438,964.17</u>	<u>486,630.96</u>	<u>500,977.62</u>	<u>425,868.30</u>					

% Increase 7.82% -11.88% 0.18% 10.86% 2.95% -14.99%

2015 REPLACEMENT TAX

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
CORP.	409,400.00	391,330.38	-18,069.62
PENSION (8.11%)	35,600.00	34,537.92	-1,062.08
TOTAL	<u>445,000.00</u>	<u>425,868.30</u>	-19,131.70

Quincy Park District
2013 GO Bond
Project Funds
August 31, 2015

(unaudited)

Project Description	Project Code	Original Project Balance	Project Funds Spent	Outstanding Ecumbrances	Project Funds Transfer In/Out	Remaining Balance	Status *
Bayview Bldg Renovation	13-100	\$ 150,000.00	\$ -		\$ (150,000.00)	\$ -	C
CCLP - 12th St Sidewalk Ext	13-101	\$ 75,000.00	\$ 75,000.00		\$ -	\$ -	C
Clat Adams Restroom Deck Repl	13-102	\$ 52,000.00	\$ 23,410.67			\$ 28,589.33	C
Moorman Park Sm Shelter Repl	13-103	\$ 80,000.00	\$ 67,337.91		\$ -	\$ 12,662.09	C
Equipment-Mowers, Vehicles, etc.	13-104	\$ 190,000.00	\$ 185,522.43		\$ -	\$ 4,477.57	C
Maintenance #3 Door Repl	13-105	\$ 4,500.00	\$ 4,497.50		\$ -	\$ 2.50	C
Moorman Park Fishing Dock Rail Repl	13-106	\$ 5,000.00	\$ -		\$ -	\$ 5,000.00	C
Technology - Computers, etc.	13-107	\$ 16,000.00	\$ 30,895.68		\$ -	\$ (14,895.68)	P
Wavering Park Water Valve Repl	13-108	\$ 3,000.00	\$ 1,950.00		\$ -	\$ 1,050.00	C
Kesler Shelter Elect Upgrade	13-109	\$ 2,500.00	\$ 2,143.00		\$ -	\$ 357.00	C
South Park Lg Shelter Elect Upgrade	13-110	\$ 6,500.00	\$ 2,744.00		\$ -	\$ 3,756.00	C
Boots Bush Drinking Fountain Repl	13-111	\$ 5,500.00	\$ 3,255.00		\$ -	\$ 2,245.00	C
Madison Tennis Court Resurface (2)	13-112	\$ 14,000.00	\$ 10,380.00		\$ -	\$ 3,620.00	C
ADA Upgrades per 5/2011 Study	13-113	\$ 80,000.00	\$ 80,416.61		\$ -	\$ (416.61)	C
Leon Bailey Playground/Picnic Tables	13-114	\$ 28,000.00	\$ 26,825.89		\$ -	\$ 1,174.11	C
Leon Bailey (4) Benches	13-115	\$ 4,800.00	\$ 3,771.00		\$ -	\$ 1,029.00	C
WV Equipment	13-116	\$ 47,000.00	\$ 24,996.00		\$ -	\$ 22,004.00	C
Women'sCityClub Roof,Gutter/Flashing Repairs	13-117	\$ 22,500.00	\$ 18,544.00		\$ -	\$ 3,956.00	C
Moorman Lg Shelter-Demo & Design Engineering	13-305		\$ 30,750.00		\$ -	\$ (30,750.00)	C
Moorman Med Shelter Demo	14-117		\$ 11,136.00		\$ -	\$ (11,136.00)	C
Moorman Medium Shelter Replace Design	15-100		\$ 11,450.00		\$ -	\$ (11,450.00)	C
Bob Mays Park Disc Golf - 9 Hole (18 Hole)	15-103		\$ 8,822.72		\$ -	\$ (8,822.72)	C
Berrian Park Disc Golf - 9 Hole ***Cancelled***	15-104		\$ -		\$ -	\$ -	
Contingency		\$ 3,700.00	\$ -		\$ -	\$ 3,700.00	C
Legal		\$ 10,000.00	\$ 4,400.00		\$ -	\$ 5,600.00	C
Transfer In-Closeout '14 Retirement Bond					\$ 8,632.91	\$ 8,632.91	
Interest					\$ 3,101.32	\$ 3,124.25	
Totals & Remaining 2012 Bond Funds:		\$ 800,000.00	\$ 628,248.41		\$ (138,265.77)	\$ 33,508.75	
Current Retainage						\$ -	
Bond Cash Balance:						\$ 33,508.75	
Committed Use of Funds:							
Technology - Computers, etc.	13-107	\$ 16,000.00	\$ 30,895.68	\$ 9,600.00		\$ -	P
Moorman Med Shelter Demo	14-117	\$ 11,000.00	\$ 11,136.00	\$ -		\$ -	C
Moorman Med Shelter Design/Engineering	15-100	\$ 11,450.00	\$ 11,450.00	\$ -		\$ -	C
Berrian Shelter Electric Upgrade	15-101	\$ 4,000.00	\$ -	\$ -		\$ 4,000.00	P
Parker Heights Rock Wall Repair	15-102	\$ 15,000.00	\$ -	\$ -		\$ 15,000.00	P
Bob Mays Park Disc Golf - 9 Hole (18 Hole)	15-103	\$ 12,000.00	\$ 8,822.72	\$ -		\$ -	C
		\$ -	\$ -	\$ -		\$ -	
Total Ecumbered:				\$ 9,600.00		\$ 19,000.00	
Total Uncommitted Funds RESERVED:				\$ 23,908.75		\$ 4,908.75	

Status: C=Complete, P=Pending/In-Progress

Notes:

Quincy Park District
2014 GO Bond
Project Funds
August 31, 2015

Project Description	Project Code	Original Project Balance	Project Funds Spent	Outstanding Encumbrances	Project Funds Transfer In/Out	Remaining Balance	Status *
Moorman Large Shelter Replacement	14-100	\$ 188,000.00	\$ 145,388.80		\$ -	\$ 42,611.20	C
QPD-District Equipment-Mowers, Vehicles, Etc.	14-101	\$ 180,000.00	\$ 147,435.13		\$ -	\$ 32,564.87	C
Women' City Club-Replace Porch	14-102	\$ 110,000.00	\$ 148,574.71		\$ 20,000.00	\$ (18,574.71)	C
Villa Katherine Restroom, Gutter/Dwnspt Replc	14-103	\$ 5,000.00	\$ 1,000.00		\$ -	\$ 4,000.00	C
QPD-Per ADA Study 5/2011	14-104	\$ 40,000.00	\$ 41,743.01		\$ -	\$ (1,743.01)	C
Parker Heights Rock Wall Repairs	14-105	\$ 20,000.00	\$ 19,800.00		\$ -	\$ 200.00	C
Indian Mounds Park Rock Wall Repairs	14-106	\$ 15,000.00	\$ 13,600.00		\$ -	\$ 1,400.00	C
South Park Playground Replace-5-12 System	14-107	\$ 70,000.00	\$ 61,725.17		\$ -	\$ 8,274.83	C
Riverview Park-Playground Replace 5-12 System	14-108	\$ 58,000.00	\$ 45,345.79		\$ -	\$ 12,654.21	C
Clat Adams Fountain Reno/Relocate Controls	14-109	\$ 15,000.00	\$ 6,578.75		\$ -	\$ 8,421.25	C
Parker Heights Trail Conversion	14-110	\$ 5,000.00	\$ 793.40		\$ -	\$ 4,206.60	C
Q Island Maintenance Door Replacement	14-111	\$ 5,000.00	\$ 4,775.50		\$ -	\$ 224.50	C
Boots Bush Restroom Renovation	14-112	\$ 15,000.00	\$ 15,667.53		\$ -	\$ (667.53)	C
General Tree Replacement	14-113	\$ 20,000.00	\$ 19,997.50		\$ -	\$ 2.50	C
General Stump Removal	14-114	\$ 15,000.00	\$ 15,730.00		\$ -	\$ (730.00)	C
Leon Bailey Canopy Shelter/Slide/Porta Pty Pad	14-115	\$ 10,000.00	\$ 3,646.03		\$ -	\$ 6,353.97	C
Quincy Park District Accounting Software	14-116	\$ 20,000.00	\$ -		\$ -	\$ 20,000.00	P
Moorman Medium Shelter	15-100		\$ 100,798.10		\$ -	\$ (100,798.10)	P
PCI Compliance Hardware	15-117		\$ 3,102.65			\$ (3,102.65)	
Q-Island Bridge Repair	15-118		\$ 18,540.00		\$ -	\$ (18,540.00)	P
Contingency		\$ 6,000.00	\$ -		\$ 8,420.60	\$ 14,420.60	C
Legal		\$ 3,000.00	\$ 5,070.87		\$ -	\$ (2,070.87)	C
Transfer In-Closeout Previous Year Bonds		\$ -	\$ -		\$ -	\$ -	
Interest		\$ -	\$ -		\$ 1,705.52	\$ 1,709.47	
Totals & Remaining Bond Funds:		\$ 800,000.00	\$ 819,312.94		\$ 30,126.12	\$ 10,817.13	
Current Retainage						\$ -	
Bond Cash Balance:						\$ 10,817.13	
Committed Use of Funds:							
QPD-Per ADA Study 5/2011	14-104	\$ 40,000.00	\$ 41,743.01	\$ -		\$ -	C
Quincy Park District Accounting Software	14-116	\$ 20,000.00	\$ -	\$ 14,000.00		\$ -	P
Moorman Medium Shelter	15-100	\$ 90,000.00	\$ 100,798.10			\$ -	C
PCI Compliance Hardware	15-117	\$ 12,000.00	\$ 3,102.65	\$ -		\$ 8,897.35	P
Q-Island Bridge Repair	15-118	\$ 12,000.00	\$ 18,540.00	\$ 1,960.00		\$ -	P
Total Encumbered:				\$ 15,960.00		\$ 8,897.35	
Total Uncommitted Funds RESERVED:				\$ (5,142.87)		\$ (14,040.22)	

Status: C=Complete, P=Pending/In-Progress

Notes:

P/C 14-102 Is shown with a Transfer-in of \$20,000 from the WCC for Bull House front porch renovation expense reimbursement .

* = Pending Board Approval

P/C 15-100 The overage on this project of \$20,000 is being funded from the 2015 Bond.

Quincy Park District
2015 GO Bond
Project Funds
August 31, 2015
(unaudited)

Project Description	Project Code	Original Project Balance	Project Funds Spent	Outstanding Ecumbrances	Project Funds Transfer In/Out	Remaining Balance	Status *
Moorman Medium Shelter	15-100	\$ -	\$ 7,182.90		\$ -	\$ (7,182.90)	P
Lorenzo Bull House-Exterior Painting/Repair	15-105	\$ 150,000.00	\$ 85.79		\$ -	\$ 149,914.21	P
South Park Large Shelter Roof Replacement	15-106	\$ 80,000.00	\$ 67,070.06		\$ -	\$ 12,929.94	C
South Park Large Shltr.-Sofit Ceiling Rep/Paint	15-107	\$ 90,000.00	\$ 23,415.00		\$ -	\$ 66,585.00	P
Lincoln Park Universal Access Playground	15-108	\$ 150,000.00	\$ 134,238.03		\$ -	\$ 15,761.97	P
Reservoir Pk Shltr/Sofit/Doors/Repair & Paint	15-109	\$ 35,000.00	\$ 19,220.00		\$ -	\$ 15,780.00	P
Quincy Park District Equipment	15-110	\$ 195,000.00	\$ 137,097.87		\$ -	\$ 57,902.13	P
Sunset Park Rock Wall Repair	15-111	\$ 35,000.00	\$ -		\$ -	\$ 35,000.00	P
QPD-Per ADA Study 5/2011	15-112	\$ 40,000.00	\$ 34,178.00		\$ -	\$ 5,822.00	P
Contingency		\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	P
Legal		\$ 10,000.00	\$ 5,500.00		\$ -	\$ 4,500.00	C
		\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -		\$ -	\$ -	
Transfer In-Closeout Previous Year Bonds		\$ -	\$ -		\$ -	\$ -	
Interest		\$ -	\$ -		\$ 1,161.34	\$ 1,161.34	
Totals & Remaining Bond Funds:		\$ 800,000.00	\$ 427,987.65		\$ 1,161.34	\$ 373,173.69	
Current Retainage						\$ -	
Bond Cash Balance:						\$ 373,173.69	

Committed Use of Funds:

Moorman Medium Shelter	15-100	\$ 20,000.00	\$ 7,182.90	\$ 19,981.20		\$ -	P
Lorenzo Bull House-Exterior Painting/Repair	15-105	\$ 150,000.00	\$ 85.79	\$ 48,000.00		\$ -	P
South Park Large Shelter Roof Replacement	15-106	\$ 80,000.00	\$ 67,070.06	\$ -		\$ -	C
South Park Large Shltr.-Sofit Ceiling Rep/Paint	15-107	\$ 90,000.00	\$ 23,415.00	\$ -		\$ -	P
Lincoln Park Universal Access Playground	15-108	\$ 150,000.00	\$ 134,238.03	\$ 2,266.00		\$ 13,495.97	P
Reservoir Pk Shltr/Sofit/Doors/Repair & Paint	15-109	\$ 35,000.00	\$ 19,220.00	\$ -		\$ -	P
Quincy Park District Equipment	15-110	\$ 195,000.00	\$ 137,097.87	\$ 22,575.00		\$ -	P
Sunset Park Rock Wall Repair	15-111	\$ 35,000.00	\$ -	\$ -		\$ 35,000.00	P
QPD-Per ADA Study 5/2011	15-112	\$ 40,000.00	\$ 34,178.00	\$ -		\$ -	P
		\$ -	\$ -	\$ -		\$ -	
<i>Estimated Quinsippi Island Bridge Repairs</i>		\$ 150,000.00	\$ -	\$ -		\$ 180,000.00	
		\$ -	\$ -	\$ -		\$ -	
Total Encumbered:				\$ 92,822.20		\$ 228,495.97	
Total Uncommitted Funds RESERVED:				\$ 280,351.49		\$ 51,855.52	

Status: C=Complete, P=Pending/In-Progress

Notes:

P/C 15-100 \$20,000 of the overage on this project is being funded from the 2015 Bond.

P/C 15-108: Encumbrance is 50% of the total. The other 50% is to be paid by Kiwanis.

To: Board of Commissioners
From: Mike Bruns
Subject: Monthly Report
Date: September 1, 2015

Administrative Initiatives (08/01/15 – 08/31/15)

- Attended the monthly safety committee meeting.
- Staff held registration at Ellington and Dewey schools for the after school program.
- Staff worked on clean up and closing procedures at WAC and IMP.
- Staff worked on developing the fall and winter brochure.
- Staff finalized our fall and winter program schedule.
- Staff updated the website and VSI system with our fall and winter programs.
- Staff held a private pool party at IMP for pool season pass holders.
- Staff continued to work on promoting programs and events through media, events and our facilities.
- Staff held training for the after school staff.
- Staff conducted the outdoor movies at Madison Park and Redmon and Lee.
- Staff organized the fall adult co-ed softball league, which started on August 25.

- Worked on reports for the board retreat meeting.
- Staff worked on the summer program evaluation reports.
- Staff worked on plans for the Fall Festival.
- Staff continued to work on programs for the northwest neighborhoods.
- Staff worked on setting up the adult soccer league.
- Staff worked on getting the materials ready for the Quench Buggy.

Administrative Initiatives (09/01/15 – 09/30/15)

- Work on the 2016 budget.
- Work on evaluation reports for the summer programs.
- Staff will help with the Frontier Day at the log cabin village on September 12.
- Adult soccer league will start on September 13.
- Work on press releases for programs and events.
- Storytelling event will be held at Moorman Park on September 24.
- Work with staff on the Fall Festival on September 26.
- Continue to work on programs for the northwest neighborhoods.
- Staff will work on promoting the Quench Buggy.
- Work on program/facility fees and financial assistance for 2016.

2015

2014

Batting Cage (Thru August 31)
Revenue \$92,150

\$94,165

POOL ATTENDANCE

Totals WAC & IMP

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Total	37,282	29,414	18,957	17,054	13,028
Average	226	180	117	117	101
Days Open	165	163	162	146	129
Days Closed	5	7	8	26	29
Season Pass Visits		3,797	1,982	1,739	800
Season Passes Sold 445		316	489	419	209
		Family 253		235	147
		Individual 236		184	62

IMP

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Total	18,408	15,437	10,333	8,906	8,337
Average	209	180	119	113	116
Days Open	88	86	87	79	72
Days Closed	3	5	4	14	14
Season Pass Visits		2,590	1,224	1,169	699

WAC

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Total	18,874	13,977	8,624	8,148	4,691
Average	245	182	115	121	82
Days Open	77	77	75	67	57
Days Closed	2	2	4	12	15
Season Pass Visits		1,207	758	570	101

POOL FINANCIAL

IMP

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Expenses	\$108,651	\$115,601	\$101,861	\$112,392	\$83,765*
Income	\$91,044	\$86,011	\$66,629	\$62,962	\$54,875
Loss/Gain	(\$17,607)	(\$29,590)	(\$35,232)	(\$49,430)	(\$28,890)*
Average 2011-2014	Expenses \$109,626				
	Income \$76,662				
	Loss/Gain (\$32,964)				

WAC

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Expenses	\$115,160	\$120,814	\$92,767	\$94,073	\$58,900*
Income	\$94,972	\$81,305	\$60,483	\$53,388	\$24,091
Loss/Gain	(\$20,188)	(\$39,509)	(\$32,284)	(\$40,685)	(\$34,809)*
Average 2011-2014	Expenses \$105,704				
	Income \$72,537				
	Loss/Gain (\$33,167)				

TOTAL (\$37,795) (\$69,099) (\$67,516) (\$90,115) (\$63,699)*

*ESTIMATED

SATURDAY,
SEPTEMBER 26



Learn to
play
Quidditch

Come Out and Play
Quincy
Park District

Park-wide
Scavenger
Hunt

FREE

FREE

FALL FESTIVAL

THE BATTING CAGE
2015

1 TO 4 P.M.

Bounce
House

Parking
Lot
Picasso



Celebrating



To: Board of Commissioners
From: Matt Burry
Subject: Monthly Report
Date: September 2, 2015

Administrative Initiatives (08/01/15 – 08/31/15)

- Hosted Quincy Museum Night Golf Outing Aug. 1st.
- Conducted Junior City Tournament Aug. 6th.
- Hosted Quincy High Football outing Aug. 7th.
- Hosted week long Bordewick outing.
- High school golf practice began Aug. 12th.
- Reviewed EZ Links Golf Point of Sale system.
- Hosted 66th Annual QHS Invitational Aug. 22nd.
- Hosted small outing with ADM/Prince Aug. 28th.
- Conducted Senior City Tournament Aug. 29-30th.
- Hosted Niemann Foundation outing Aug. 31st.
- Wrapped up PGA Junior League play playoffs in St. Louis.

Administrative Initiatives (09/01/15 - 09/30/15)

- Begin budgeting process for fiscal year 2016.
- Host Patriot Golf Day during Labor Day weekend.
- Host Quincy Chamber of Commerce outing Sept. 10th.
- Participate in free golf clinic for veterans Sept. 10th.

- Conduct 51st Annual Lady 49er's Tournament Sept. 11th.
- Maintenance set to aerify greens Sept. 14-16th.
- Host Quincy Notre Dame Foundation outing Sept. 21st.
- Host Bordewick family outing Sept. 22-25th.
- Conduct golf clinic for QPD After School Program Sept. 25th.

Westview Golf Course Rounds of Golf - August 2015

	Aug-15	2015 YTD	Aug-14	2014 YTD	
10000 18 Hole Weekday Green Fee	403	1929	147	1073	
10001 18 Hole Weekend Green Fee	0	0	292	1459	
10002 9 Hole Weekday Green Fee	187	779	137	577	
10003 9 Hole Weekend Green Fee	0	0	69	377	
10004 Twilight Green Fee	649	2547	283	1421	
10005 Fall/Spring/Winter Green Fee	0	331	0	312	
10006 M-T-TH-Special	144	144	116	116	
10007 Winter Special w/ Car	0	6	0	0	
10008 Third Nine Green Fee	477	1772	498	2172	
10009 Family Night Adult	34	91	41	140	
10010 Family Night Child	43	114	54	170	
10011 Jr. Green Fee	9	76	9	75	
10012 Promotional Round	40	112	11	76	
11000 Adult Weekday Pass Visit	302	1368	362	1833	
11001 Adult Weekend Pass Visit	245	1213	306	1551	
11002 Senior Weekday Pass Visit	427	1940	437	2124	
11003 Senior Weekdend Pass Visit	256	1129	289	1448	
11004 Senior Rest. Weekday Pass Visit	127	460	95	555	
11005 Super Senior Weekday Pass Visit	567	2248	508	2661	
11006 Employee Pass Visit	61	438	86	573	
11007 Junior Weekday Pass Visit	274	1081	239	1012	
11008 Junior Weekend Pass Visit	76	353	82	349	
11010 Junior Summer Pass Visit	127	390	118	543	
11011 Young Adult Weekday Pass Visit	105	538	17	251	
11012 Young Adult Weekend Pass Visit	59	294	23	111	
11013 School Team Pass Visit	244	244	170	422	
12000 Green Fee Punchcard Visit	1055	4189	1,141	5233	
13000 Tournament Round	243	535	105	1124	
13001 Tournament Green Fee	84	568	87	87	
13002 Outing Green Fee	80	413	159	554	
August 2015 Total	6318	25302	Aug. 2014 Total	5,881	28399
Per Visit Fee	\$5,720	\$23,297	Per Visit Fee	\$5,421	\$25,412
* Days Closed	0	82	*Days Closed	1	87
* (25 players or less)					

***UNFINISHED
BUSINESS***

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2015

STAFF RECOMMENDATION

AGENDA ITEM: 2016 LITTLE PEOPLE'S TOURNAMENT FEES: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Director of the Pepsi Little People's Tournament has requested the use of Westview Golf Course for the 2016 Little People's Golf Tournament to be held June 19th – June 22nd, 2016.

The tournament provides income to Westview as well as to the community in general through tourism dollars.

To assist the tournament in keeping costs affordable and the tournament viable, staff recommends that the fees charged by Westview remain the same as 2015, which is \$73 for 18 - hole golfers and \$48 for 9 - hole golfers. Nan Ryan has verbally confirmed that the Little People's entry fee will remain the same as last year.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends the board approve Little People's fees as proposed for the 2016 tournament at Westview Golf Course.

PREPARED BY: Matt Burry, Director of Golf

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2015

STAFF RECOMMENDATION

AGENDA ITEM: PROPOSED TAX LEVY FOR BUDGETARY PURPOSES: INFORMATION ONLY

BACKGROUND INFORMATION: This information is being provided to give the Board of Commissioners insight into the assumptions being used by the District's staff for the development of the FY2016 operating budget and whether there is any indication of the need for a "Black Box" notice.

The staff is approaching the FY2016 budget with the assumption that the District will not propose a tax levy for 2015 in excess of 105% of the previous tax levy. Therefore, there will not be a need for a "Black Box" notice. If during the budgeting process, something arises that staff determines that there may be a possible change to this assumption, the Board will be notified. If such an unforeseen occurs, the District will still have an additional 30 days based on the current timeline, attached for reference.

The attached Tax Levy Comparison (Budget Version) shows the breakdown of anticipated levies for budgetary purposes.

FISCAL IMPACT: Maintains current income stream.

STAFF RECOMMENDATION: N/A

PREPARED BY: Donald J. Hilgenbrinck, Director of Business Services

BOARD ACTION:

**2016 Budget & Appropriation Ordinance
and
2015 Tax Levy Ordinance
Timeline**

Date	Event Legend (Staff Preparation) (Budget & Appropriation) (Tax Levy)	Generic Date
July 24, 2015	Proposed Capital Projects List Due to Executive Director	July
September 3, 2015	Initial staff Budget Guidance/Capital Projects Meeting	Early September
Sept. 8-18, 2015	Department Draft Budget Preparation	September
September 9, 2015	Draft “Comparison Tax Levy (Budgetary Version)” submitted to the Board for information only.	September Board Meeting
Sept. 21-25, 2015	Draft Tax Levy Ordinance Preparation	End of September
September 25, 2015	Department Budgets due to Executive Director	4 th Friday in Sept. (District practice)
Sep. 22-25, 2015	Department Budget Hearings	End of Sep- Beginning Oct.
October 14, 2015	Board review of Draft Tax Levy Ordinance and Adoption of “Truth in Taxation” resolution	October Board Meeting
October 13-23, 2015	Draft Budget and Appropriation Ordinance Prepared	Mid-October
October 23, 2015	Draft Budget and Appropriation Ordinance submitted to Board of Commissioners for review	4 th Friday in Oct. (District practice)
October 30, 2015	Public “Black Box” Notice to be published (If Applicable) (At least 7 days and no more than 14 days prior to hearing.)	
November 9, 2015	Draft Budget and Appropriation Ordinance Public Inspection	30 Days before Adoption*
November 10, 2015	Budget and Appropriation Ordinance Draft review Tax Levy Ordinance Public Hearing (If Applicable, levy >105%) & Tax Levy Ordinance Adopted	November Board Meeting
November 12, 2015	Tax Levy Ordinance filed with Adams County Clerk (Must be filed by last Tuesday in December)*	Day after approval
November 25, 2015	Public Notice published (at least one week before hearing)* (Also, at least six days prior to the district approving a budget, that includes an employee’s total compensation package that will equal or exceed \$150,000 per year, the district must post the total compensation package for that employee on its website.)	At least 1 week prior to hearing*
December 9, 2015	Budget and Appropriation Ordinance Public Hearing & Budget and Appropriation Ordinance Adopted	December Board Meeting
	Within six days of approving its budget, the district must post on its website the total compensation package for each employee receiving a total compensation package that exceeds \$75,000 per year.	Within 1 Week
	*=Statutory Rule	

QUINCY PARK DISTRICT
COMPARISON TAX LEVY

Budget Version								
FUND	2014 Rate	2014 Tax Levied	2015 Proposed Levy	2015 Proposed Rate	Difference	Projected \$100K Impact	Projected Cash Balance 12/31/2015	2015 Budget
CORPORATE	0.12500	745,442	750,000	0.12500	4,558			\$ 1,202,487
RECREATION	0.07500	447,265	450,000	0.07500	2,735			\$ 932,878
MUSEUM	0.03000	178,906	180,000	0.03000	1,094			\$ 172,377
PARK SECURITY	0.02500	149,088	150,000	0.02500	912			\$ 177,914
PAVING & LIGHTING	0.00500	29,818	30,000	0.00500	182			\$ 35,000
SOCIAL SECURITY	0.02348	140,024	175,000	0.02917	34,976			\$ 146,000
PENSION/RETIREMENT	0.02281	136,028	136,000	0.02267	(28)			\$ 168,000
UNEMPL. COMP. INS.	0.01442	85,994	75,000	0.01250	(10,994)			\$ 92,400
LIABILITY	0.06347	378,505	378,500	0.06308	(5)			\$ 317,603
AUDIT	0.00193	11,510	11,500	0.00192	(10)			\$ 12,250
	0.38611	2,302,580	2,336,000	0.38933	33,420	\$ 110.31		3,256,909
					101.4514%			
BOND 2012A	0.01734	103,408	-					
BOND 2015	0.13684	816,050						
2012A GO Bond Annual Payment			102,374	0.01706		\$ 4.83		
Estimated 2016 GO Bond (\$800k)			806,380	0.13440		\$ 38.08		
TOTAL	0.54029	3,222,037	3,244,754	0.54079	22,717	\$ 153.22		
2015A GO BOND Payment (Trail Payment)			535,300	0.08922		\$ 25.28		
			3,780,054	0.63001		\$ 178.50		
2014 EAV		\$ 596,353,289						
2015 Estimated EAV		\$ 600,000,000						

Notes:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2015

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE NO. 15-03, QUINCY PARK DISTRICT PERSONNEL CODE REVISION: RECOMMENDED APPROVAL

BACKGROUND INFORMATION:

The personnel code is being updated to add provisions for social media guidelines as well as guidelines for technology usage. A completed redline copy noting the revisions of the revised policy is attached for your review. Also, this ordinance amendment incorporates revisions previously approved by the Board on June 11, 2014 (See attached).

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends approval of the policy changes as attached and presented.

PREPARED BY: Donald J. Hilgenbrinck, Director of Business Services

BOARD ACTION:

QUINCY PARK DISTRICT
ORDINANCE NO. 15-03

WHEREAS, The Quincy Park District presently has Ordinance No. 13-03, the Personnel Code of the Quincy Park District, in full force and effect; and,

WHEREAS, after study by the Board of Commissioners and the Executive Director of the Quincy Park District, it is in the best interest of the Quincy Park District, the Commissioners, employees and the general public that a substantial revision of the same be accomplished, and

WHEREAS, such a revision has in fact been completed.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Quincy Park District of Adams County, Illinois, that Ordinance No. 13-03, dated May 8, 2013, commonly known as the Personnel Code of the Quincy Park District, is hereby amended and the attached Personnel Code is hereby declared to be the Personnel Code of the Quincy Park District.

That all ordinances and resolution and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED: September 9, 2015

APPROVED: September 9, 2015

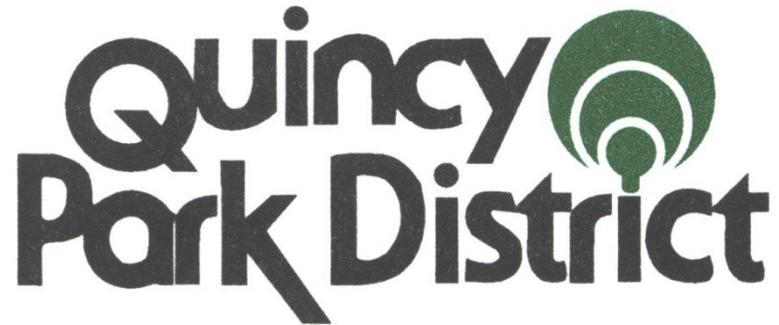
QUINCY PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

President

Attest:

Secretary



Policy and Procedures Manual

PERSONNEL CODE Manual

**QUINCY PARK DISTRICT
PERSONNEL CODE MANUAL**

Quincy Park District Personnel Code: A manual describing employee; categories, benefits, policies, procedures, salary and other matters relating to the human resources of the Quincy Park District.

APPROVED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE QUINCY PARK DISTRICT, QUINCY, ILLINOIS, HELD AT EMERSON COMMUNITY CENTER ON WEDNESDAY, APRIL 10, 2013:

ORDINANCE NO. 13-03: AN ORDINANCE DELETING ORDINANCE 94-11 WITH AS AMENDED AND DECLARING ORDINANCE 13-03, AS THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED MAY 8, 2013.

ORDINANCE NO. 15-03: AN ORDINANCE, AMENDING ORDINANCE 13-03, THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED _____.

SECTION I. GENERAL

1. MISSION STATEMENT OF THE QUINCY PARK DISTRICT

Within available resources, the Quincy Park District will enhance the quality of life for all residents through the provision of a well planned, developed, maintained and accessible system of public parks, facilities, and programs.

2. DISCLAIMER

THIS PERSONNEL POLICY MANUAL IS NOT AN EMPLOYMENT CONTRACT. NOTHING CONTAINED IN THIS MANUAL, OR ANY WRITTEN OR ORAL STATEMENT CONTRADICTING, MODIFYING, INTERPRETING, EXPLAINING OR CLARIFYING ANY PROVISION OF THE MANUAL, IS INTENDED TO CREATE, OR SHALL CREATE, ANY EXPRESS OR IMPLIED CONTRACTUAL OBLIGATIONS THAT ARE BINDING UPON EITHER THE PARK DISTRICT OR YOU. THIS MANUAL IS INTENDED TO PROVIDE YOU WITH INFORMATION ABOUT PARK DISTRICT POLICIES AND PRACTICES THAT ARE CURRENTLY IN FORCE. THESE POLICIES AND PRACTICES ARE SUBJECT TO CHANGE BY THE PARK DISTRICT UNILATERALLY AT ANY TIME, WITHOUT PRIOR NOTICE TO YOU. AS AN AT-WILL EMPLOYEE OF THE PARK DISTRICT, YOU MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE, AND THE PARK DISTRICT RETAINS THE SAME RIGHT.

PLEASE READ THIS MANUAL AND QUESTION ANYTHING THAT YOU MAY NOT UNDERSTAND!

3. COLLECTIVE BARGAINING AGREEMENTS

If there is a conflict between the provisions of this PERSONNEL CODE MANUAL and a current, valid, union collective bargaining agreement, the provisions of the collective bargaining agreement shall be followed for employees covered under that agreement.

4. STATEMENT OF EEO POLICY

The Quincy Park District is an equal opportunity employer and all policies pertaining to employment shall fully comply with all applicable state and federal laws, rules, and regulations. All employment applications are considered without regard to disability, and do not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age or other factors prohibited by law providing the applicant is otherwise qualified for the job sought.

5. EMPLOYMENT OF CERTIFIED, PROFESSIONALLY TRAINED STAFF

It shall be the policy of the Park Board that employee recruitment for each vacancy shall be done according to appropriate guidelines as outlined in individual job descriptions contained in the operational procedural manual.

It is desirable that employees of the Quincy Park District be certified/ professionally trained at the time of recruitment/selection or certification/professional status attained during the course of their employment with the Quincy Park District.

6. GENERAL REGULATIONS

A. Responsibility

The Executive Director shall be responsible for the employment and discharge of all employees and also for the discretion of their activities except those whose appointment is otherwise described.

b. Adoption

These rules and regulations are adopted by official action of the Board of Park Commissioners. A new and/or revised policy may be introduced at any regular or special meeting of the Board of Commissioners.

C. Revision

The Board of Commissioners may, at any time, abolish, change, make additions to, or otherwise amend these regulations by resolution at any regular or special meeting.

D. Interpretation

Should any question arise as to the proper interpretation of these regulations, the decision of the Board of Commissioners shall be final. The administration may adopt and enforce departmental regulations, which clarify and add to these personnel policies of the Quincy Park District.

E. Distribution

A copy of this administrative/personnel policy manual will be made available to all full-time employees including revisions and changes. A POLICY MANUAL FORM, STATING THAT THE EMPLOYEE AGREES TO ADHERE TO THESE POLICIES, SHALL BE SIGNED BY EACH EMPLOYEE AND KEPT IN HIS/HER PERSONNEL FILE.

7. MERIT EMPLOYMENT

All employees shall be selected and retained as employees by merit. Merit shall include experience, education, and ability.

SECTION II. EMPLOYMENT CATEGORIES

1. EMPLOYEE FUNCTION

A. Executive: Executive authority is vested in the position classification of Executive Director for the Park District. The Executive Director is appointed by the Board of Commissioners and serves at the pleasure of the Board.

B. Special Consultants: Consist of the Park District Attorney, Auditor, and other special consultants appointed by the Board of Commissioners to serve the Park District for a period of time as determined by the Board. Special consultants serve at the pleasure of and under the direct jurisdiction of the Board of Commissioners. In addition, special consultants provide direct assistance to the Office of the Executive Director.

C. Administrative: Park District personnel in this employment category are responsible for the management and general direction of a major Park District operational or Business Services Department. Administrative personnel are appointed by and serve at the pleasure of the Executive Director.

D. Supervisory: Directly responsible for a major program or division of operations and reporting directly to a Park District Administrative or Supervisory employee. Employees in this category are recommended by the Department Head and approved by the Executive Director of the Park District.

E. Support: Provide direct staff administrative, fiscal and/or secretarial support services to the Park District. Recommended by the Department Head and approved by the Executive Director and report directly to appropriate Executive or Administrative personnel.

F. Operational: Park District employees in this category provide direct maintenance and/or program services to the general public and report directly to appropriate supervisory personnel. Recommended by the Department Head and approved by the Executive Director.

Quincy Park District Personnel Code

2. EMPLOYEE STATUS

- A. Full-Time Non-Union: Employees who are employed in a single position by the District on a year-round basis and who are normally expected to work 40 hours per week and are not included in the collective bargaining unit.
- B. Full-Time Union: Employees who are employed by the District on a year-round basis who are included in the full-time collective bargaining unit.
- C. Seasonal Union: Employees who are employed by the District in a seasonal position on an hourly basis and are included in the seasonal collective bargaining unit.
- D. Seasonal Non-Union: Employees who are employed by the District in a position that has duration of less than the full year and are not included in the seasonal collective bargaining unit.
- E. Part-Time Non-Union: Employees who are employed by the District for any period, but will average less than 35 hours per week on an annual basis.
- F. Contractual: Employed on a pay for service, contractual basis (contract) to perform a specified service to a satisfactory conclusion.
- G. Exempt: Salaried employees who are exempt under the Fair Labor Standards Act (FLSA).

3. DEFINITIONS

- A. Session: That period of time during which a recreational program takes place.
- B. Overtime Pay: The hourly rate multiplied by 1.5.
- C. Immediate Family: This shall mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, stepchildren, aunt, uncle, stepmother, stepfather and legal guardian.

SECTION III. EMPLOYMENT PRACTICES

1. GENERAL PRACTICES

A. Job Description:

The appropriate Director will prepare Job descriptions for each full-time position. Job descriptions for exempt employees will include the current US Department of Labor (DOL) exemption factsheet for the type of exemption the position falls under. Exempt employee status will be reviewed annually, in January, by the appropriate Director. The Director of Business Services is responsible for distributing job descriptions and exemption factsheets to the Directors and then reviewing and filing the completed checklist. All new or changed job descriptions will be reviewed and approved by the Executive Director.

B. Evaluative Process Testing:

Various departments within the Park District may use different evaluation processes or tests at the determination of the Directors, or their designated representative, while interviewing prospective employees to determine basic knowledge and skills that are job related. Any test or evaluations given must be directly related to the skills required for the position and must be administered in the same manner to all applicants. Test or evaluations must be approved by the appropriate Director and reviewed by the Executive Director before being administered. All positions will require an investigative background check prior to employment approval. The findings of the background investigation might preclude hiring the individual.

C. Health/Physical Examination Post Offer:

Each employment candidate may be required to have a complete physical examination at the expense of the District. With District approval, an employee may satisfy the requirement by having a physician's report submitted to the District if an examination has been completed within six months prior to beginning employment. The requirement for a physical examination shall be governed by the nature of the duties for which that employee is being considered. Such examination shall take place prior to the first day of employment.

D. Pre-employment Drug Screening.

All Full-Time, Full-Time Union and Seasonal Union Positions will undergo a pre-employment drug screening test. The results of the drug screening must be received prior to the employees first day of work. Returning laid-off seasonal union employees are considered employees and will not undergo a pre-employment drug screening.

2. SALARY ADMINISTRATION PROGRAM

The Park District has established a salary administration program for all full-time employees of the Park District. This program is a list of all current full time positions with the salary range for that position. The Executive Director will submit the salary administration program to the Board for approve not later than the October board meeting. New employees will start within the Quincy Park District salary range for that job position. All full time salaries require the Executive Director's approval. Employees reaching the end of their existing salary range will not be eligible for another pay increase.

3. PERFORMANCE EVALUATIONS

Each Full Time, Full Time Union, and Seasonal Union employee will receive a written Evaluation at least annually. The evaluation will be recorded using an evaluation form approved by the Executive Director. Performance evaluations are intended to inform the employee of his or her strengths and weaknesses and to suggest ways to improve upon the weaknesses. This includes setting new goals if the original ones are not realistic or not working.

4. PROMOTIONS

It shall be the policy of the Park District that all promotions or upgrading to a higher classification shall be made on the basis of ability, which shall include attitude, aptitude and personal habits which affect one's work performance. Everything else being equal, employees of longest service shall be given preference. When a position becomes vacant, the Park District will try to fill the position from currently employed person, assuming all qualifications are met.

5. SALARY ADJUSTMENTS

Quincy Park District Employees are "at will" employees and salary adjustments are never guaranteed. Salaries may be adjusted as listed below when funds are available for such adjustments.

Union salaries are set by the approved collective bargaining agreement.

Full Time Non-Union Salary Adjustments are made under the following circumstances:

1. **Cost of Living Adjustments:** An increase to salaries made to account for the effects of inflation. Normally this adjustment is applied across the board to all employees who are performing their jobs in a satisfactory manner.

2. **Merit Adjustments**: An increase in salary made when an employee's performance, knowledge, skills, experience and abilities support a salary increase.
3. **Workload Adjustments**: An adjustment to salary made when an employee takes on additional workload and responsibility. These adjustments can be permanent or temporary. Normally, temporary adjustments will only be made when the workload change will last more than 30 days. In certain circumstances an employee may have their workload reduced. If the workload reduction was caused by an employee being assigned an unrealistically high workload, no salary adjustment will be made. If the workload was reduced because the employee was not able to handle an appropriate level of work and the employee is retained, that employee's salary may be reduced. If appropriate, the reduction will be accomplished by freezing the salary until the appropriate salary level is reached.

6. ANNIVERSARY DATE

The first work day for each employee shall be considered his/her anniversary date.

7. EMPLOYEE ANNIVERSARY RECOGNITION

The Board of Park Commissioners recognizes the value and benefit of employees who remain employed with the District for a long span of time. Therefore, as a token of appreciation, the Board will recognize employees at every 5 years of service (5, 10, 15, etc) and those who retire with IMRF benefits.

8. PROFESSIONAL DEVELOPMENT

A. Membership in Professional and Service Organizations:

It shall be the policy of the Park District, when it is deemed to be in the best interests of the District, to enroll a staff member in the membership of various professional organizations and designate those individuals as the official representative(s) of the District. It shall be the responsibility of the Executive Director to approve any such membership within budget appropriations. There shall be no more than one (1) District sponsored membership in the same local service club.

It shall be the policy of the District to encourage membership and participation of its employees in various job related professional organizations. Individual employees wishing to join local service club organizations and professional job related organizations should assume the full financial responsibility for their individual membership, unless authorized by the Executive Director.

Quincy Park District Personnel Code

B. Attendance at Conference and Travel Allowance:

Attendance at and participation in professional organizations, conferences, conventions and technical meetings shall be considered part of the administrative and supervisory staff's normal duties. The Executive Director and Directors, or other personnel as may be recommended by the Executive Director and approved by the Board, shall be authorized to attend national and state level conferences, if attendance is of direct benefit to the District. Employees shall be authorized to attend regional and local conferences, with the approval of the Executive Director. Attendance at the session is an investment in the employee by the Park District. Directly related District business expenses for approved conference and travel shall be paid by the District based on the following:

- Approved transportation expenses shall be reimbursed/paid by the district, the Executive Director shall determine mode of transportation,
- Lodging, the cost of a single room at the approved conference site shall be reimbursed/paid by the District,
- The total cost of conference registration shall be paid by the District,
- The IRS Per Diem rate will be provided for the meal allowance.

Original receipts or equivalent evidence must be provided for reimbursable expenses along with an expense report within one week of return.

- Conference expenses may be drawn in advance of the conference as approved by the Executive Director.
- In an ongoing effort to economize, staff will be encouraged to share a room with a co-worker when possible. Employees will not be reimbursed for personal telephone calls or movies.

Appropriate dress for the session should reflect a professional image.

Attendees are expected to attend educational/training sessions and/or visit with business related vendors during regular business hours.

Although consumption of alcoholic beverages is not prohibited, good personal and professional judgment will be expected.

Quincy Park District Personnel Code

Attendees (when multiple employees are attending the same conference) will attempt to "split up" and attend different sessions in an effort to maximize benefits to the District.

Attendees are encouraged to network with others in the field in order to bring back success stories to the Quincy Park District.

Attendees are expected to collect any and all handouts that are distributed at the session. Upon returning from the training session, the handouts should be reviewed with the supervisor and then filed in the business office.

Materials, handouts and publications secured as a result of membership provided by the Park District shall be made available in the Park District files/library for use of all District personnel.

Those attending conferences, workshops, and technical meetings may be required to prepare and submit a written report on the meeting to the Executive Director, with copies to the Directors, within five (5) days after attending the conference. The report shall be a summary of ideas and methods, which may benefit or improve services or operation of the Park District.

9. PERSONAL LEAVE OF ABSENCE

A. Absence Without Pay:

Personal, unpaid, leaves of absence not to exceed thirty (30) calendar days may be granted to employees for cause stated in writing by the employee's appropriate Director or designated representative. In cases of necessity, a personal leave may be extended if application is submitted to the Executive Director a minimum of one (1) workday prior to expiration of the original leave. Leaves will not be granted to allow employees to take employment elsewhere. Employees violating this provision will be considered to have terminated their job with the District.

B. Military Service:

A full-time employee, who is inducted into the armed forces of the United States of America, or a reservist called to active duty, may be considered as being on leave of absence without pay, for a period coinciding with the duration of his/her service. Benefits and time of service will not accrue while on a military service absence. For sixty days after he/she is relieved from service, he/she has the option of requesting full reinstatement with the Park District without loss of tenure or other benefits, providing that the employee does not leave the military service with a dishonorable discharge and that the individual is not physically or mentally incapacitated to such a nature that a reasonable accommodation cannot be accomplished by the District, or such accommodation would be an undue hardship to the District.

Quincy Park District Personnel Code

Any full-time employee who, as a member of a military reserve unit of the United States or State of Illinois, attends special training encampments shall be given leave without pay not to exceed 15 calendar days a year except for emergency calls. This special leave shall in no way affect vacation, sick leave or other emergency leave benefits, or the employee's job status, except that the employee may request that his/her vacation coincide with the military leave and thereby receive pay during his/her absence.

10. FAMILY AND MEDICAL LEAVE ACT (FMLA)

All employees who have been employed by the Quincy Park District for at least 12 months and for at least 1,250 hours during the last year are covered under the FMLA. "Family leave" is provided for time off (with or without pay) to care for another person in your family newborn, newly adopted child, or a child, spouse, or parent with a serious health condition. "Medical leave" is used to mean time off to seek medical treatment for or to recover from your own serious health condition. The purpose of the act is to permit employees to take family leave or medical leave for up to 12 weeks per year, and still retain their job, when they return. For FMLA purposes the calendar year will be used to determine "per year" usage.

The FMLA does not require the Quincy Park District to pay the employee during leave. But the FMLA does give the employee the right to use any accrued paid annual leave and, in some circumstances, accrued paid sick leave.

It is the intent of the Quincy Park District to fully comply with the provisions of this Act and any amendments thereof. Provisions of the act shall take precedent over what is stated in this policy. For full details of the FMLA, please refer to "Part 825-The Family and Medical Leave Act of 1993", a copy of which is located in the appendix.

11. PAYROLL PROCEDURES

Paychecks are issued bi-weekly on Fridays, therefore there are typically 26 pay periods per calendar year. If a payday falls on a holiday, payroll will be processed on the prior workday.

Completed employee folders should include the following forms:

1. Background check form,
2. W-4 State and Federal forms,
3. Employment application,
4. I-9 and supporting documents,
5. Direct deposit form,
6. QPD check list.

The completed employee folder must be completed before employees will receive their first payroll check. All payroll time sheets must be turned in to the Business Office no later than 12:00 P.M. on the Monday preceding payday.

Quincy Park District Personnel Code

Employees are required to direct deposit their payroll checks. If an employee does not have a bank account, the business office may have new account packets available for opening a free account at a local financial institution. These packets are being provided by the district as a convenience to the employees. The district does not endorse one financial institution over another.

Paper payroll stubs will no longer be issued. Payroll stubs can be obtained on the Quincy Park District's employee service website. If an employee does not have access to a computer they may use one in the Business Office to access the site.

12. VEHICLE USE MILEAGE REIMBURSEMENT

The Park District has vehicles available for official District purposes. Staff members are required to use these vehicles when available.

Park District personnel who intend to use their personal vehicle for business purposes must have the permission of their supervisor. A copy of the proof of insurance form must be reviewed prior to being allowed to use a personal vehicle for business purposes. The employee will be reimbursed at the IRS current standard per mile rate with prior permission from his/her supervisor. A written log is required for an individual gas mileage reimbursement and needs to be presented with the request for reimbursement to the Business office.

Smoking is prohibited in all licensed Park District vehicles.

USE OF CELL PHONES IN DISTRICT OWNED VEHICLES: Employees may not use cell phones in moving vehicles. Calls received while driving should go to voice mail until the vehicle stops.

SECTION IV. EMPLOYEE STANDARDS

1. PUBLIC RELATIONS

The Park District is an agency serving the public. The goodwill and support of the community is of high importance. Courteous relationships with all park users are an important standard for all employees.

Complaints from the public must be handled promptly and courteously. The employee directly involved with a situation should handle the complaint. If the employee cannot handle the complaint satisfactorily, the complaint must be referred to the employee's immediate supervisor.

Requests for information from the public must also be handled promptly. If the employee is not authorized or is unfamiliar with information being requested, the request must be referred to the employee's immediate supervisor or to the District Freedom of Information Officer. A major goal of public relations is to increase public involvement in the planning, implementation and evaluation of District services and increase support of the District's efforts to provide for the community's recreational needs.

2. DRUG FREE WORKPLACE

The Quincy Park District has a significant interest in ensuring the safety of its employees and the citizens of Quincy. In furtherance of that interest, it is the policy of the Quincy Park District to take steps necessary to ensure that its employees are free of the influence of alcohol and drugs while in the performance of their duties.

In accordance with the Drug Free Workplace Act (41 USCS 701), the Park District maintains a drug free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited.

3. DRUG AND ALCOHOL TESTING OF EMPLOYEES

A. Statement of Policy:

It is the policy of the Quincy Park District to provide a safe, productive, and drug-free work environment. While we have no intention of intruding into the private lives of our volunteers and employees, we expect all personnel (managers, employees, and volunteers) to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs and alcohol during working hours is inconsistent with this objective.

Quincy Park District Personnel Code

B. Definitions:

For purposes of this drug and alcohol abuse policy, the following terms shall have the following meanings:

"Detectable Level": means that the results of the laboratory's analysis of the employee's urine or blood specimen are positive for the tested substance.

"Drug": means a controlled substance as defined in the Illinois Controlled Substances Act or cannabis as defined in the Cannabis Control Act. The term "drug" includes prescribed medications not used in accordance with a valid prescription.

"Under the influence of alcohol": means an alcohol concentration as shown by analysis of the employee's blood or breath that is at or above 0.02.

"Working" or "Working time": means all time during which an individual is performing work for the benefit of the District.

"Working areas": shall include without limitation all areas owned and leased by the Quincy Park District.

"Individual": refers to an employee of or volunteer of the Quincy Park District.

C. Prohibited Acts

No employee may use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing work for the Quincy Park District.

An employee is considered to be under the influence of alcohol for purposes of this policy if the alcohol concentration in his or her blood or breath at the time alleged as shown by analysis of the employee's blood or breath is at or above 0.02.

An employee is considered to be under the influence of a drug if there is a detectable level of a drug as determined by a drug test.

D. Prescribed Medication

Individuals undergoing prescribed medical treatment with a controlled substance that may affect the individual's job performance must report this treatment to their supervisor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action; it is important, however, for the Quincy Park District to know such use is occurring, if it may affect performance.

Quincy Park District Personnel Code

E. Voluntary Treatment

Individuals who voluntarily request help with alcohol or drug dependencies may do so without thereby jeopardizing their employment or continued volunteer work. Volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of this policy. Such matters will be handled with complete confidentiality.

F. Procedures

The Quincy Park District may require any employee or volunteer to provide a urine and/or blood specimen for laboratory testing or to take a breath alcohol analysis test at a medical clinic of the Park District's choice if:

Reasonable Suspicion: The Quincy Park District has reasonable suspicion to believe that the individual is under the influence of alcohol, or a legal or illegal drug. For purposes of this policy, "reasonable suspicion" shall mean suspicion based on specific personal observations that the Quincy Park District's representatives can describe concerning the individual's appearance, behavior, speech, or breath or body odor. Suspicion is not reasonable and thus not a basis for testing if it is based solely on third-party observation and reports. An employee who is identified for a reasonable suspicion test will be transported to and from testing by District staff and then, with the approval of the Executive Director, placed on paid suspension until the results of the test are received. Under no circumstances will an employee who is suspected for being under the influence of drugs or alcohol be allowed to drive or operate equipment. The Quincy Park District representative who makes the reasonable suspicion determination will complete the current Reasonable Suspicion Checklist within 24 hours of making the determination. The Checklist will be filed in the confidential section of the employee's personnel folder.

Post Accident: The individual is involved in any work-related accident. For purposes of this policy, an individual shall be deemed to have been involved in a work-related accident if he or she is injured or causes the injury of another person on the Quincy Park District premises or during working time, or causes damage to any District leased or owned property. Employees who are involved in an accident will be evaluated by a supervisor to determine if there is reasonable suspicion to believe the employee is under the influence of drugs or alcohol. If reasonable suspicion exists based on a post accident observation of the employee, they will be transported to and from testing by District staff and then, with the approval of the Executive Director, placed on paid suspension until the results of the test are received. Under no circumstances will an employee who is suspected for being under the influence of drugs or alcohol be allowed to drive or operate equipment. If there is no reasonable suspicion to believe the employee is under the influence of drugs or alcohol the employee will remain on work status pending the results of the test.

Quincy Park District Personnel Code

This does not preclude a suspension given as a corrective discipline measure not related to the District's drug policy.

Consent: If requested, an individual must sign a consent form authorizing the clinic to withdraw a specimen of blood and/or urine, or to conduct a Breath alcohol analysis test, and release the results of the laboratory testing to the Quincy Park District.

F. Refusal to Provide Specimen Consent

Any volunteer or employee who refuses to provide a urine or blood specimen, or to take a Breath alcohol analysis test, where the Quincy Park District may require such a urine or blood specimen or Breath alcohol analysis test under this policy, or who refuses to sign a consent form shall be subject to discharge or disqualification. Any attempt to tamper with a specimen or failure to follow the required lab procedures will be treated as a refusal to provide consent.

G. Drug Testing

A 9 panel, or more, urine drug test and a breath or blood alcohol test will be used for all tests.

H. Chain-of-Possession and Testing Procedure

Testing will be conducted at certified facilities. These facilities are responsible for following appropriate Chain-of-Possession procedures and for conducting all testing in accordance with the current standards.

I. Positive Drug or Alcohol Test

Employees who violate this policy may be terminated and they will be placed on unpaid suspension until a final determination is made. The Quincy Park District, at its sole discretion, may elect to retain the employee.

Employees retained will not be allowed to return to work until they have taken and passed a follow-up drug test. The Quincy Park District may, as a condition of employment, require that the employee agree to submit to random drug testing for an agreed upon period. In addition the Quincy Park District may require the employee to complete, at the employee's expense, an alcohol or drug treatment program.

J. Notification of Conviction

Any individual convicted of violating any federal, state, or local criminal drug law of the State of Illinois must notify their supervisor of such conviction no later than five (5) days after such conviction. An individual convicted of violating any such criminal drug law may receive discipline up to and including discharge or disqualification from volunteer work or may have his or her continued

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employment/volunteer work conditioned on satisfactory participation in a drug abuse assistance or rehabilitation program.

As a condition of continued employment or volunteer work participation, an individual may be required to submit to drug or alcohol screening tests for a designated period.

K. Confidentiality

The results of any blood or urine analysis or breath alcohol test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis, and the Quincy Park District. However, the Quincy Park District may use the results to decide upon an action to be taken towards the tested individual, or to the extent necessary, to defend its actions in any subsequent legal or other proceeding.

4. COMMERCIAL DRIVERS LICENSE (CDL) PROCEDURES

The U.S. Department of Transportation ("DOT") has issued regulations to govern the use of controlled substance and alcohol by commercial motor vehicle drivers, and require the Quincy Park District to conduct mandatory controlled substances and alcohol testing of those employees holding a Commercial Drivers License (CDL) at the times and under the conditions described in this Policy.

The Quincy Park District will conduct controlled substances and alcohol testing in accordance with current DOT and other applicable standard on any current and/or prospective employee who operate a District commercial motor vehicle or who is required to possess a CDL.

All applicants for positions with the Quincy Park District that require a CDL will be notified of the Park District's Policy when they are interviewed for position with the Quincy Park District.

Employees required to possess a CDL will receive training on the testing requirements for the CDL license program.

5. HARASSMENT POLICY

The Quincy Park District prohibits any form of harassment of its employees, volunteer workers, or individuals participating in the District's programs perpetrated by any District employee or volunteer worker.

Definition:

Harassment means persistent and unwelcome contact with another individual that could be in the form of verbal, written or physical behavior when:

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Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in District's programs.

Submission to or rejection of such conduct is used as a basis for employment or other decisions associated with participation in District programs affecting such individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment in which District program is conducted.

The terms intimidating, hostile, or offensive as used above include conduct that has the effect of humiliation, embarrassment, or discomfort. This behavior is unacceptable in the work place itself and in other work-related settings such as business trips and business-related social events.

Prohibited Conduct:

Prohibited acts of harassment (including sexual harassment) can take a variety of forms ranging from subtle pressure for sexual activity or contact to physical contact. At times, the offender may be unaware that his or her conduct is offensive or harassing to others. One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity. Other examples of conduct that could be considered sexual harassment include:

- (a) Persistent or repeated unwelcome flirting, pressure for dates, sexual propositions, sexual comments or touching;
- (b) Sexually suggestive jokes about sex, anatomy or gender-specific traits; obscene gestures; leering;
- (c) Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or denial or threat of employment, benefits, or advancement for refusal to consent to sexual advances;
- (d) The open display of sexually oriented pictures, posters, slogans, or other material offensive to others;
- (e) Retaliation against an individual for reporting or complaining about sexually harassing conduct;
- (f) Unwelcome hugging or kissing, pinching, brushing the body, unwelcome sexual intercourse or actual assault;

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The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the subtlest form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the work place:

- . "That's an attractive dress you have on."
- . "That's an attractive dress. It really looks good on you."
- . "That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on the individual's perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

Reporting:

Any incident of harassment must be reported as quickly as possible but in no event later than six (6) months after the occurrence. All reports and investigative procedures shall be confidential. Reports should be made to the director of the department in which employee or volunteer is working. The director shall submit a written report to the Executive Director within seven (7) days of receiving the report. If the director is involved in the harassment, a written report must be submitted directly to the Executive Director.

Employees and volunteer workers are expected to report suspected incidents of harassment of program participants by other employees and volunteer workers as well as incidents where they themselves have been harassed.

All complaints of harassment will be investigated and a written report of the disposition of the claim will be returned to the person making the report within thirty (30) days of the date upon which the Executive Director received the written complaint.

Complaints involving actions or inaction by the Executive Director should be made to the Board of Commissioners.

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Disciplinary Action:

There shall be no retaliatory action taken by any employee, volunteer worker, and supervisor or by the Director against any person making a harassment complaint. Any employee or volunteer worker who is found to have harassed another employee or volunteer workers or a person participating in park programs shall be disciplined at the discretion of and in the manner determined appropriate by the Executive Director or the Board of Commissioners as the case may be.

Recourse, Investigative and Compliant Process through Illinois Department of Human Rights and the Illinois Human Rights Commission:

It is hoped that most harassment complaints and incidents can be resolved through the District's internal complaint process established above. However, an individual has the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of harassment or of the incident of unlawful retaliation. The exact rules, procedures, and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows:

If the Department:
Illinois Department of Human Rights
100 West Randolph Street
Suite 10-100
Chicago, IL 60601
312/814-6200
or 312/263-1579- TDD

If the Commission:
Illinois Human Rights Commission
100 West Randolph Street
Suite 5-100
Chicago, IL 60601
312/814-6269

6. POLITICAL ACTIVITY

Employees of the Park District serve all Park District residents equally. Political opinions or affiliations of any resident shall in no way affect the amount or quality of service he/she receives from the Park District. An individual's political affiliation, preference, or opinion will not in any way influence his/her appointment, retention, or promotion as a Park District employee.

7. PERSONAL APPEARANCE

Personal appearance of employees conveys to the public a general impression of the organization. Employee's clothing on the job should be in good taste, neat, clean and appropriate for the duties performed.

Certain positions require wearing an official uniform. The employee is required to maintain said uniforms in clean and good condition. Failure to wear a required uniform may result in disciplinary action. The Board and the staff are encouraged to wear these articles of clothing (when appropriate dress codes permit) to all community and Park District affiliated events in order to identify them with the Park District and to further promote the name of the Quincy Park District. It shall be the policy of the Park District that no employee, whether permanently, temporarily, or seasonally employed, shall wear Park District clothing to any non-community or Park District affiliated event that is not in the best interest of the Park District. Employees required to wear articles of Park District provided clothing additionally labeled "STAFF" should return the clothing upon termination of employment.

8. SOLICITATION, SELLING AMONG EMPLOYEES

All solicitations among Park District employees during working hours for charitable or any other purpose or purposes, and all selling of tickets, magazines, or merchandise of any kind shall be authorized by the Executive Director or his designee. This policy applies to all solicitations, selling, or peddling of every nature whether by a Park District employees or nonemployees. This policy includes games of chance.

9. GIFTS AND GRATUITIES

The Quincy Park District has adopted the current State Gift Ban Act. The solicitation or the acceptance of gifts prohibited to be solicited or accepted under the act is prohibited by any appointed official or employee of the Quincy Park District.

10. WORKPLACE PRIVACY

The District reserves the right to monitor all computer, Internet, and e-mail usage and, therefore, employees of the District should have no expectation of privacy in those areas. In addition, all equipment and areas used for, and/or related to, work for the District are controlled by the District and employees should have no expectation of privacy in such equipment or areas.

11. CONFIDENTIALITY AND SECURITY POLICY

Employees of the District often deal with matters that require confidential treatment. Whether the matter involves actions contemplated by the District's Board of Commissioners that, if prematurely publicly known, could harm the District or, whether the matter involves a parent's concerns about a child expressed to the employee supervising a particular District program, the District expects all employees to keep all matters of such sensitive nature confidential.

Each employee must accept individual responsibility for security of other personnel, patrons, and District property. Threats made should be taken seriously and immediately reported to a supervisor. Supervisors shall investigate all such reports and, where warranted, shall seek guidance from the Director regarding further action.

12. WORKPLACE VIOLENCE

It is the policy of the Quincy Park District to promote a safe environment for its employees and park users. The District is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this conduct is not pervasive at the Quincy Park District, no organization is immune. Any reports of violence, threats, harassment, intimidation, or other disruptive behavior will be taken seriously and dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both.

If an employee observes or experiences such behavior by anyone on Park District property or in association with any Park District activity, it should be reported immediately to a supervisor or Director. Supervisors and Directors who receive such reports should report the incident to the Executive Director immediately.

PLEASE NOTE: THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY SECURITY OR POLICE SHOULD BE REPORTED TO THE POLICE AT 911.

13. NEPOTISM

Unless otherwise noted, no immediate family member of any elected official, the Executive Director or any Director may be employed in any paid position within the District. Newly elected official's immediate family members shall be exempt if said employee(s) has been a paid employee of the Park District within the preceding twelve months prior to the official's date of taking office. Supervisors, full-time, seasonal, or part time, may not hire or supervise immediate family members. An immediate family member shall include: parents, spouse, parents-in-law, sisters, brothers, children, grandchildren, grandparents, brothers-in-law, sisters-in-law, step-children, stepmother, stepfather, aunt, uncle or legal guardian.

14. RESIDENCY REQUIREMENTS

The Executive Director, Director of Parks, Director of Golf, Director of Business Services, Director of Program Services and full-time supervisors, other than those supervisors residing outside the Quincy Park District on May 8, 2013, are required to reside within the State of Illinois, City of Quincy and the Quincy Park District at the time of appointment or within six (6) months of his or her first day of employment.

All other full-time employees, other than those employed by the Quincy Park District and residing in Missouri as of September 13, 2000, must reside a reasonable distance from the Quincy Park District (but still in Illinois) considering his or her position and responsibilities.

All seasonal and part-time employees, whether union or non-union, must reside in Illinois unless no qualified Illinois resident is available. The Executive Director must approve all exceptions.

Although residency within the Quincy Park District may not be required in certain positions, employment preference will be given to applicants who reside within the Quincy Park District.

15. OUTSIDE OR DUAL EMPLOYMENT

Employees may secure outside employment under the following conditions:

- a. Performance of the employee's position with the District is not negatively affected.
- b. There are no conflicts of interest between positions.
- c. Director approval is secured.
- d. In the case of additional employment within the District, above conditions a. and c. need to be satisfied.

The Executive Director may not secure outside employment without Board approval.

16. ATTENDANCE

Non-exempt employees are required to report to their designated work location promptly by the designated start time. Late arrival will result in loss of time on the employee's payroll. Repeated tardiness may be cause for discipline and/or discharge.

Exempt (Salaried) employees work the schedule set by their supervisor. Full day absences must be approved by their supervisor and accounted for in one of the categories of paid time off.

Non-exempt employees are not permitted to perform any Park District work outside their scheduled work hours without the permission of their immediate supervisor.

Employees are required to inform their immediate supervisor or authorized staff of a sick day of absence within 15 minutes of the employee's scheduled start time. Any employee absence for three consecutive days without notifying the District may result in discharge. Failure to notify, as specified, may result in loss of that day's sick pay.

17. RESIGNATION

An employee resigning a position should, if he/she desires to leave the District in "good standing," give sufficient notice of this intention to enable the Park District time to fill the position. Sufficient notice is ten working days; however, a thirty-day notice is preferred. Exit interviews may be requested for all employees resigning from employment.

All resignations shall be in writing, giving the reason for leaving. When an employee does not provide a written resignation, the employee's immediate supervisor is required to provide such a report to their Director.

The business office must be notified by the employee's immediate supervisor of an impending resignation. All Park District equipment/clothing/hats in the employee's care, to include keys or hand tools, and facility passes must be collected prior to the end of employment and inventoried by the employee's immediate supervisor.

18. HOURS OF WORK

The normal workweek for non-exempt employees shall be Monday thru Sunday, consisting of not more than forty hours of work. Eligible employees will be paid time and one-half for all hours worked in excess of forty hours per week. Any pay received in lieu of work (i.e. Holiday Pay) shall be considered a part of the forty-hour workweek for purposes of computing overtime.

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Employees will be entitled to a fifteen-minute break in the first half and in the second half of their 8-hour shift. The employee's immediate supervisor will determine when breaks may be taken. Breaks may be required to be taken at the worksite.

All non-exempt full-time non-union employees shall be entitled to an unpaid one-hour lunch period.

Full-time non-exempt employee's hours worked on holidays will be compensated at a rate of time and one-half with the employee entitled to said regular holiday time off at a later agreed upon date at the employees regular pay rate.

All non-exempt employees will be off for at least one continuous twenty-four hour period each work week in accordance with the Illinois "one day rest in seven act".

Directors shall determine work schedules.

19. ETHICS

- A. Employees should conduct themselves in a competent manner and be of high moral character in fulfilling obligations to, and be protective of, all citizens.
- B. Employees should maintain a professional relationship with subordinates at all times, and personal relationships should not be allowed to inhibit objectivity in dealing with subordinates.
- C. Employees should cultivate, train, and promote staff members under their supervision to positions, which will allow the staff member to demonstrate and grow in professional ability within the District.
- D. Employees should strive for the improvement of individual knowledge and skill in their area of responsibility and give assistance in the professional development of their staff and fellow workers.
- E. Employees should never discriminate unfairly by the dispensing of special favors or privileges to anyone, and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their park district duties.
- F. Employees should never use any private information in the performance of their official duties as a means of personal profit or advancement.
- G. Employees should seek to find and employ more efficient and economical means of accomplishing tasks.

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- H. Employees should not engage in criminal, dishonest, immoral, or disgraceful conduct or any conduct prejudicial to the Quincy Park District.
- I. Employees should uphold the rules and regulations of the Quincy Park District and never be a party to their invasion.
- J. Employees should expose corruption whenever and wherever discovered.
- K. Employees should never plagiarize and shall give credit to others from whom they borrow information or ideas.
- L. Employees should give a full day's work for a full days pay, giving the utmost to the performance of their duties, their earnest effort and best thought.
- M. All employees are expected to carry out their specified duties in line with this Personnel Code, and to practice cooperation with fellow employees, to exhibit loyalty to their organization and to treat all residents and users of the District's parks and facilities with every consideration.

20. CONFLICT OF INTEREST

In order to ensure the success and protect the good reputation of the Park District, all possible conflicts involving purchasing decisions or recommendations shall be reported immediately to the Board of Commissioners through the Executive Director.

21. RECORD KEEPING

A. Accident Reports:

Accidents are defined as an occurrence that may result in a claim due to expense from medical care or repair costs. Accident reports must be filed with the Director within 24 hours of the accident. Should the accident occur over a weekend, notification must take place no later than the first business day after the weekend. A verbal report to the immediate supervisor is required before the end of the workday in which the accident occurred.

An employee involved in an accident must fill out a standard accident report form. The employee's immediate supervisor may provide assistance, if needed. The report, or any additional reports regarding the accident, shall be copied to the Safety Committee and business office for review and filing.

The employee's immediate supervisor is required to investigate the accident thoroughly and recommend changes to correct unsafe conditions or unsafe actions. This written report must be filed with the Director within five working days of the accident. Immediate action by the supervisor may be necessary in some situations to prevent reoccurrence.

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B. Incident Reports:

Incidents are defined as near miss accidents or occurrences with the potential for a claim or adverse Park District public relations. Incidents are possible indicators of unsafe conditions or practices. Incidents are to be reported promptly by the employee involved (within 24 hours) using the District's standard incident report form. Reports are to be copied to the Director, business office and Safety Committee.

C. Damage Reports:

Damage to District equipment or facilities must be reported to the employee's immediate supervisor for transmittal to the District Park Safety Supervisor. The Park Safety Supervisor will file written reports with the Director and the Business Office. The Park Safety Supervisor will also be responsible for contacting any law enforcement agency required. A verbal report is required during that workday from the employee to the supervisor.

In the case where damage may be the direct result of employee involvement or negligence, the employee's immediate supervisor is responsible for reporting said damage to the Director within 24 hours of the occurrence and follow-up with a thorough investigation and written report submitted to the Director within five days.

D. Personnel Record Changes:

A personnel record will be maintained on every employee. This file will be kept in the business office. Information in this file is available to the employee, the employee's immediate supervisor, the Director of the employee, office staff responsible for payroll, and the Director of Business Services; otherwise, the information in the file shall be confidential.

The District reserves the right to withhold from the employees' access, any documents in his/her file which the District, in its sole judgment, deems to invade, impair, compromise, or anyway affect the rights or legitimate expectation of others to privacy or confidentially. The District further reserves the right to withhold comments, which it deems private, privileged, or confidential.

Any changes in personal status such as change of address, telephone number, marital, or family status shall be reported promptly to the employee's immediate supervisor. The employee's immediate supervisor shall notify the Business office of such changes.

E. Lost and Found:

All items of value found on Park District property must be turned in to the immediate Supervisor.

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F. Change of Name, Address, Marital, Direct Deposit or Family Status:

All employees shall report changes in name, address, marital, banking, or family status to the immediate supervisor. In case of a change in address, new state and federal W-4 forms must be filled out. The supervisor will report the information to the Business Office.

G. New Employee Orientation Procedure:

It shall be the responsibility of the Department Head or his/her designee to review in detail with each new employee personnel forms to be completed, personnel policies and procedures, compensations and benefits, safety, and job instructions.

22. CARE AND USE OF EQUIPMENT

A. Care of Equipment:

All District equipment must be handled with care and maintained by the operator according to the manufacturer and District's prescribed guidelines for safe operation and maintenance. Training certification may be required before operation of equipment.

Damage or loss of District equipment due to willful employee negligence, may be considered grounds for dismissal. The employee may be responsible for payment of said damages or loss.

B. Personal Use of Telephone:

District telephones are installed for official business; personal use of telephones must not inhibit the normal flow of work. The Director is required to control existing or potential abuse.

C. Personal Use of Equipment/Materials:

District equipment and facilities may not be used by an employee for private gain. No District equipment, commodities or materials may be taken or used for private use.

23. SAFETY POLICY

The District acknowledges an obligation to provide the safest possible working conditions for employees and a safe leisure environment for the public while utilizing programs, facilities and parks.

It is the intent of the Park District to develop, administer, and monitor a safety and comprehensive loss control program.

Personnel, at all levels, are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is

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done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are promptly investigated.

A. Safety Work Rules :(where applicable)

PLEASE NOTE: All employees are required to acquaint themselves with the Quincy Park District Safety Manual.

In order to preserve employee's safety while on the job, the District has established safety work rules:

1. Appropriate employees will wear approved work boots at all times while on the job for the Park District.
2. Appropriate employees will wear long legged pants and an appropriate shirt with sleeves while on the job for the District. Appropriate employees should be in uniform.
3. Jewelry should not be worn where it may create a potential hazard.
4. All employees must wear a reflective safety vest when working outside in heavy traffic areas.
5. When working on, in or under a street, sidewalk or right-of-way, employees must barricade the area of work whenever possible; set traffic cones for warning and traffic control; place appropriate signs for the work being done; and illuminate any warning lights.
6. All employees involved in welding-torch cutting operations will wear appropriate protective equipment. This may include each of the following:
 - a. Welding helmet or cutting goggles when using a torch;
 - b. Leather welding apron and gloves.
7. Welding or cutting operations will never be performed on or near a fuel tank.
8. All employees using grinding or drilling equipment are required to wear goggles or a full-face shield.
9. Never hold materials to be cut, drilled, welded or otherwise worked upon by hand. Always use clamps or vises.
10. Whenever using percussive equipment such as a jackhammer, employees must use protective, steel toecaps. If other duties may dictate potential injury, toecaps must be used.
11. Employees using a steam pressure washer while heated and with detergent must use safety goggles. When the washer is cold and no detergent is used, safety glasses must be worn.
12. Employees must take all special precautions for labeling hazardous/toxic substances that may be used in day-to-day operations.

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13. All employees must follow all safety precautions as prescribed in the Quincy Park District Confined Space Entry Policy whenever entering any defined confined space.
14. Whenever an employee encounters a work procedure, which is questionable, it is expected that the employee will call it to the attention of the employee's immediate supervisor.
15. All employees are expected to perform in a business like professional manner at all times while on the job. Horseplay cannot and will not be tolerated.
16. Each employee is expected to clean Park District equipment and workspace as soon as a job is completed.
17. All liquid spills are to be cleaned up immediately.
18. All employees must be in full compliance with OSHA Laws at all times while on the job.
19. All full time employees and other employees as designated by the Director are required to have an up-to-date certification card in CPR and first aid.

PLEASE NOTE: ALL EMPLOYEES ARE REQUIRED TO ACQUAINT THEMSELVES WITH THE QUINCY PARK DISTRICT SAFETY MANUAL.

24. ABUSED AND NEGLECTED CHILD REPORTING ACT

The Quincy Park District shall comply with the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et.seq.), which requires program or facility personnel to report child abuse and neglect to the Illinois Department of Children and Family Services. All employees should acquaint themselves with the procedures associated with this policy found in the Operation and Procedures Manual on pages 5.15-5.17.

25. SOCIAL MEDIA GUIDELINES:

The Quincy Park District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

All employees shall use the Personnel Manual Section IV.11 (Confidentiality & Security Policy) as additional guidance for social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Quincy Park District, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Consideration shall be given of the risks and rewards that are involved before creating online content. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects commissioners, employees, customers, suppliers, or people who work on behalf of Quincy Park District or Quincy Park District's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of Quincy Park District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be

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searched. Never post any information or rumors that you know to be false about Quincy Park District, fellow employees, members, customers, suppliers, and people working on behalf of the Quincy Park District or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Quincy Park District trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Quincy Park District website without identifying yourself as a Quincy Park District employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Quincy Park District. If the Quincy Park District is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Quincy Park District, fellow employees, members, customers, suppliers or people working on behalf of the Quincy Park District. If you do publish a blog or post online related to the work you do or subjects associated with the Quincy Park District, make it clear that you are not speaking on behalf of the Quincy Park District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Quincy Park District."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use the Quincy Park District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Quincy Park District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the Quincy Park District's behalf without contacting their immediate supervisor. All media inquiries should be directed to a Director.

26. Technology Usage:

Quincy Park District will provide computer accounts to users that require computer access to perform their job duties. Upon the hiring of a new employee, the Director of Business Services or his/her designee will identify the technology equipment and assess that the individual requires per their job description.

Temporary users, volunteers, interns, and contractors may also be provided an account as necessary. Accounts will be terminated by request of the user, supervisor, Director, or at the termination of employment with the District.

As a part of their jobs, some employees are provided with access to a laptop computer to remotely access the District's internal network. Users are to take every precaution to prevent confidential information from being viewed on these computers and causing a breach of confidential information.

- Encryption shall be deployed on portable computing devices in accordance with the level of security associated with the data residing on them.
- Users should never save information to the hard drive of a laptop or unapproved flash/external hard drive which may be viewed by others.
- District laptops should never be left unattended in public areas.
- Users should not take confidential work home unless it has been pre-approved by a Director.
- All portable computing devices shall have adequate password protection applied.
- Encrypted flash drives will be provided by Quincy Park District if the Business Office deems it necessary that the user has a need to save data locally or to take work home with them.
- Users should always, when available, VPN into the Quincy Park District internal network to save their work.

Password Protection

Each user will have a unique computer password that does not contain personal information. Employees should use passwords that contain, at a minimum, 8 characters that contain upper and lower case alpha characters, numeric, and a special character (+, -, !, @, #, \$, &, *, =). To minimize exposure of confidential information due to unattended computer monitors, employees should change their password every 90 days at a minimum. Additionally, all computers will have a password protected screensaver to further protect confidential information. Employees should never allow another person to use their password, and

will be responsible for the actions of that person if they do choose to share their password. Passwords should not be stored in data files, on the network, or be displayed openly at any individual's workstation, except for general workstations.

Approved Software

District employees are expected to use approved software provided by the Director of Business Services. If additional software is required to perform certain job duties, employees should notify their Director and a request will be submitted to the Director of Business Services for evaluation and installation. Software purchased by the District is protected by copyright laws and should not be duplicated for personal use. Employees are not permitted to download applications, demos, or upgrades without the permission of the Director of Business Services. Likewise, employees are not permitted to connect ANY mobile devices such as cell phones/IPOD's, or similar devices to District computers unless authorized in certain instances where tethering may be used for Internet access. To ensure that the District is compliant with all software licenses, the Director of Business Services will conduct periodic audits.

The Director of Business Services will configure all workstations with antivirus software, which will not be removed or disabled. Each employee is responsible for protecting their computer against virus attack by not visiting site categories that are known for carrying viruses.

Usage of District Email

District email addresses should never be used for personal use, such as signing up for email notifications, online shopping accounts, etc. Additionally, whenever email addresses are provided to websites for work-related purposes, the employee must review the privacy terms of that website and prevent the sharing of the District email address to other websites. District employees should be mindful that there are no assurances that email text and attachments sent will not be seen, accessed, or intercepted by unauthorized parties; therefore, confidential information shall not be revealed within email messages.

The following practices should be undertaken by every user to avoid ransomware, spyware, etc.:

- Don't open any email attachment that has not come from someone you know or someone you expect to be writing you. Even then, if it's about something you're not expecting, read the message carefully and **don't open the attachment until you're sure it's real.** If something doesn't seem right, it probably isn't.

Access to District Email via Personal Cell Phones and/or Portable Devices

By connecting a personally owned phone or portable computing device, employees agree that District policies and procedures may be enforced on said device, including the ability to wipe (erase) all data stored on the device.

Care must be taken to avoid the risk of unauthorized persons viewing information on the screen when such devices are used in public. Such devices shall not be left unattended or unsecured when accessing Quincy Park District data. In the event that cell phones and/or portable devices containing District email is lost or stolen, it must be reported to the Business Office immediately.

Monitoring

To ensure that District employees are utilizing the Internet, email system, and computers in an appropriate manner, computer usage may be monitored. There are many other reasons why the Quincy Park District might monitor the electronic activities of employees. These include but are not limited to:

- Computer and Internet connections are District property
- Employee productivity losses
- Employee morale
- Protection from sexual harassment, defamation, and illegal activity
- Storage and bandwidth capacity

Types of monitoring conducted by Quincy Park District may include network surveillance, email monitoring, and data file monitoring. Network surveillance consists of the monitoring of Internet activity and network traffic, including websites visited. A content filter is also utilized to block inappropriate Internet activity. Email monitoring consists of the District's ability to read employees' incoming and outgoing email. Data files saved on the network, hard drives, or other storage devices, may also be retrieved for monitoring purposes. Deleted information may also be retrieved for monitoring purposes. Monitoring may occur if there is suspicion of improper use and will be conducted with or without notice. Information collected and contents of messages will be disclosed as deemed appropriate. Employees of Quincy Park District should have no expectation of privacy with regard to their use of the District's computer system.

Procedure Violation Notification

Employees should immediately notify their supervisor or Director of any violations of this procedure. Employees who violate this procedure will be subject to disciplinary action, up to and including termination of employment.

SECTION V. FRINGE BENEFIT PROGRAM

1. VACATION LEAVE

Vacations are provided for each full-time employee as a means of refreshing one's health, rest, relaxation, and pleasure. Vacations shall be earned and based on the length of continuous employment.

Vacation schedules are to be determined by the Director. While due consideration for individual employee convenience may be given, the needs of the District in scheduling workloads will govern decisions on granting vacation leave.

Requests for vacation leave are to be turned into the employee's immediate supervisor at least 5 working days in advance of the period requested.

All full-time employees are eligible for the following paid vacation benefits:

- a. Employees between 0 and 5 years of service earn 6.667 hours per month (80 hours per year) (At the beginning of the first calendar year after a full-time employee reaches their 5th year of service (hire date) as a full-time employee, they shall receive eight (8) hours of additional vacation for each year of additional service. A maximum of two hundred (200) hours of vacation per year may be earned in this case.
- b. Employees may take vacation leave in advance, up to the amount earned within the current calendar year; however, if employment terminates after using unearned vacation leave, the employee must reimburse the Park District the difference between earned service and the advance leave taken. If an employee works the majority of a month, credit will be given for the entire month.
- c. Employees shall be allowed to take their vacation leave in increments of no less than two hours at a time.
- d. If a full-time employee has his/her status changed to a part-time employee, earned vacation hours are carried over.

Employees are urged to use vacation days during the year in which they are accrued. Employees may carry up to 50% of their annual earned vacation days into the next year. Any unused vacation above 50% of annual earned vacation will be converted to compensatory time and must be used in the next calendar year. The maximum number of vacation days that can be carried into the next calendar year is 30. Any days in excess of 30, will be converted to compensatory time and must be used in the next calendar year.

Example 1: An employee earns 20 days (160 hours) of vacation and uses 8 days of vacation in a year. 10 days of vacation (50%) will carry

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over and be added to the total for the next year and 2 days of vacation will be converted to compensatory leave.

Example 2: An employee earns 20 days (160 hours) of vacation and has 30 days of vacation time accrued from previous years. They use 8 days of vacation in a year. 12 days of vacation (100% of the amount over 30) will be converted to compensatory leave.

2. SICK LEAVE

Sick leave, with pay, will be earned by all full-time employees at the rate of 8 hours for each full month of service. Employees will only be allowed to take sick leave, with pay, that they have previously accumulated.

Sick days are granted for illnesses to the employee or serious illness to an immediate family member; however, the Park District will allow up to 24 hours sick leave per year to be used to care for the illness of an immediate family member (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, stepchildren, aunt, uncle, stepmother, stepfather and legal guardian), living in the same residence as the employee. (Also see section on Family and Medical Leave Act)

At the discretion of a Director or the Executive Director, a physician's certification may be required if an employee uses three or more consecutive days of sick leave.

Sick leave may be accumulated from year to year on an unlimited accrual basis.

If a full-time employee has his/her status changed to a part-time employee, earned sick leave hours are carried over.

An employee who uses sick leave shall notify his/her immediate supervisor within fifteen minutes after his/her scheduled shift.

A. Annual Benefit Incentives:

Any full-time employee who uses 16 hours or less of sick leave during a full calendar year shall be rewarded an additional 16 hours vacation leave to be used during the following calendar year.

B. Termination Benefit Incentives:

Upon voluntary termination of employment, full-time employees shall receive 8 hours of pay for each 80 hours of sick leave accumulated during their term of employment. A minimum of 500 hours of sick leave must be accumulated before any payment is made. A maximum of 160 hours pay may be received. Payment will be based on a five day, 40-hour workweek.

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After termination of employment, there will be no carryover of sick leave hours earned if the employee secures District employment at a later date.

3. WELLNESS LEAVE

All full-time employees shall have the opportunity to utilize leave, with pay, for the purpose of undergoing routine or detailed tests or examinations from physicians, dentists, etc. for the purpose of maintaining good physical health. In order to qualify for leave with pay, a minimum of seven days notice shall be given to the employee's immediate supervisor as to the dates when these appointments are scheduled. Written certification from professional/medical personnel may be required before wellness leave with pay will be given. Each full-time employee will be given 16 hours per year for "wellness leave." Wellness leave may not be accumulated from year to year.

4. PAID PERSONAL LEAVE

Each full-time employee shall be granted up to twenty-four (24) hours of paid leave annually to be used for personal reasons. Employees will earn eight (8) hours of personal leave for every three (3) months they work and will be fully vested after nine (9) months of employment with the District.

Personal leave is not cumulative from one calendar year to another. Employees will not be compensated for unused personal leave.

Personal leave may be used in increments of no less than one hour at a time. New employees will not be credited with personal leave until they have completed 3 months of work.

Employees should notify their immediate supervisor of requested personal leave a minimum of forty-eight hours in advance.

5. SALARIED "EXECUTIVE EXEMPT" EMPLOYEE COMPENSATORY LEAVE

(Effective 1/1/2014)

Salaried employees who are exempt under the "Executive" exemption are paid for the results achieved, not for the hours worked. These employees work a schedule that fulfills the objectives of the Park District and the department in which they are employed. Directors are responsible for approving the work schedule for the exempt employees they supervise but, as a general rule, exempt employees are expected to work at least a 40 hour week.

Due to the nature of their jobs, it will often be necessary to put in time, which is in addition to the basic workweek. It is understood that this additional time will be after regular business hours during weekdays, as well as weekends and holidays.

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It is normal and expected that employees in this category will occasionally work in excess of 40 hours per week. When a Department's schedule allows, Directors may allow exempt employees to use a flexible schedule that balances the hours worked. For example an exempt employee who will be monitoring league games for two hours in the evening, may come in two hours later the next morning.

When there is an unusual event (storm/flood) or particularly heavy work load period (start of league play/pool startup) where long hours are worked with limited change to balance hours with flex time, Directors may authorize Department approved compensatory leave not to exceed two days in any pay period or five days per year, unless approved by the Executive Director.

6. HOLIDAY LEAVE

The following shall be considered regular paid holidays for all (union and non-union) full-time employees:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. July 4th
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Full-time union and non-union employees shall receive 8 hours pay for each regular holiday.

When any regular holiday falls on a Saturday, it shall be observed on the preceding Friday. When any regular holiday falls on Sunday, it shall be observed on the following Monday.

When any full-time support or operational employee works on any regular holiday or on a day observed as a holiday, they shall be compensated for the time worked at one and one-half their regular hourly rate of pay and shall have the additional time off, with pay, as applicable.

When a holiday falls within an employee's vacation period, the holiday shall not be charged to the employee as a day of vacation.

7. PARK DISTRICT FACILITY USE

Except as otherwise noted, all full-time employees, including an employee's spouse and children are allowed to use Westview Golf Course, Wavering Aquatic Center, Indian Mounds Pool and the Batting Cage at no charge. Additionally, they will be allowed to use at no charge solely district sponsored activities/programs. Definition of employee's eligible children: unmarried children under the age of 19 residing in the same home or unmarried full-time students up to the age of 23 residing in the same home.

Full-time employees and eligible immediate family members are eligible for a 25% discount or sale price, whichever is less, on Westview Golf Course Pro Shop merchandise listed at retail price.

Park District executive, administrative, and full-time supervisory employees shall not be charged a fee for golf cart rental.

9. PARK DISTRICT PENSION PROGRAM

All full-time employees are included in the Illinois Municipal Retirement Fund. IMRF provides specific benefits for retirement, survivor's annuity, and disabilities.

10. WORKER'S COMPENSATION

All employees of the Park District are covered by worker's compensation insurance. The Park District pays for this insurance. In the event an employee is injured in connection with work while on the job, he/she is entitled to benefits of this insurance. Benefits include payment of medical and doctor bills as approved by the Illinois Industrial Commission.

The Park District shall continue to pay an injured, full time employee a regular salary for a period not to exceed three (3) working days. Wages or benefits from worker's compensation shall be assigned to the Park District as partial offset of that employee's full salary.

No employee shall be allowed to return to work after an on the job injury which requires professional medical attention until he/she has supplied the Park District with a statement from a physician approving his/her return to work. The Quincy Park District may require a functional capacity evaluation before an employee returns to work.

11. DEFERRED COMPENSATION PROGRAM

The Park District provides full-time employees with an approved Deferred Compensation Program. Participation in this plan is voluntary.

12. JURY DUTY LEAVE

All full-time employees who are called and thereby required to appear for jury service, witness service, or a coroner's panel, shall be granted leave for each day or portion thereof for service occurring during their regular work schedule. Employees will be paid the difference between hours of pay missed from work and any payment received for said service.

13. FUNERAL LEAVE

All full-time employees will be granted up to 3 days leave, with pay, for time lost due to the death of an immediate family member.

For the purpose of definition, an immediate family member shall include: spouse, children, parents, parents-in-law, brother-in-law, sister-in-law, aunt, uncle, stepchildren, brother, sister, grandparents, grandchildren, stepmother, and stepfather and legal guardian. Time off shall be consecutively scheduled workdays and shall end the day of the funeral or the day after, if travel is necessary.

Should a Park District employee die and their family requests that fellow employees act as pall bearers, the District will pay the employee for the lost time which is required to perform the deed.

14. HEALTH INSURANCE

The Park District will provide each full-time employee health insurance with the premium paid by the Quincy Park District for employee coverage. Employees desiring additional coverage for immediate family members can secure said coverage at the employee's own expense. Health insurance coverage starts on the first day of the month after a 30 day waiting period.

IMRF eligible retirees will be offered a continuation of their health insurance benefits at the time of their separation from the Quincy Park District. Those electing to remain on the health insurance plan are responsible to pay 100% of any and all premium for said coverage.

The Park District allows for employees to participate in pre-tax payroll deduction supplemental insurance programs (i.e. cancer, dental, long term disability) through AFLAC at their own expense.

The District shall also provide each full-time employee life insurance, accidental death, and dismemberment insurance, without costs, to the employee. Said employee insurance benefit limits of coverage shall not be less than \$15,000.00. Life insurance coverage starts on the first day of the month after a 30 day waiting period. (Same as the Health Insurance benefit)

Employees that terminate their employment with the District may, at their own expense, remain on the District's insurance policy under

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COBRA law for a maximum of 18 months. The monthly premium is due by the end of the month. Any premium increases will be passed onto the terminated employee, who will be notified in writing by the Park District as soon as possible.

15. MISCELLANEOUS: FULL-TIME EMPLOYEE

Full-time employees in the Parks, Recreation, Business Services, and Westview Departments are entitled to the following:

1. Staff shirt at 50% of cost.
2. Fees waived on shelter house rental for personal use (one per year).
3. Ten percent (10%) discount on marina slip rental fee.
4. Personal use of disposal hoppers if not abused and no extra pickup is required.

16. MISCELLANEOUS: NON-UNION SEASONAL EMPLOYEES

A. Non-Union Seasonal employees who are current pool employees are entitled to free swimming pool admission during public hours.

B. Non-Union Seasonal employees who are current Batting Cage employees are entitled to free Batting Cage and miniature golf during public hours.

C. Non-Union Seasonal employees who are current marina employees are entitled to a ten (10%) percent discount on the marina slip rental fee.

D. Non-Union Seasonal employees who are current employees at Westview Golf Course are entitled to free greens fees, fifty (50%) percent discount on golf cart rental fees, free golf handicap service, free golf club storage locker rental (only if still available), and a ten (10%) percent discount off retail merchandise in Pro Shop while employed.

17. MISCELLANEOUS: FULL-TIME WESTVIEW EMPLOYEES, EXECUTIVE DIRECTOR, AND ALL ADMINISTRATIVE STAFF

- A. Free golf handicap service.
- B. Free golf club storage rental fees, only if still available.

SECTION VI. EMPLOYEE DISCIPLINE/GRIEVANCE PROCEDURES

1. DISCIPLINE PROCEDURES

All employees are expected to meet the Quincy Park District's standards of work performance, engage in acceptable conduct and to satisfactorily perform their duties under the policies, guidelines and rules contained in this Manual. In addition, employees are expected to follow any other applicable Quincy Park District policies, rules and guidelines, performance standards, the directions of supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Park District's policies and procedures.

The Quincy Park District may dismiss an employee who does not meet standards or who violates District policies, guidelines and rules. Under appropriate circumstances, the Quincy Park District may take corrective action other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance on what needs improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with the Park District's policies and procedures and/or other disciplinary problems.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the Quincy Park District. Employees may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance on your part.

Notwithstanding the Quincy Park District's option to use progressive discipline, the Quincy Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with dismissal.

2. ORAL REPRIMANDS

Oral reprimands consist of a conference between the employee's immediate supervisor or other Park District official issuing the reprimand and the employee for the purpose of expressing disapproval of misconduct or poor work performance, clarifying applicable rules, or standards of performance, policies, and procedures and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Records of oral reprimands will be maintained in employee personnel files. A written accounting of the verbal reprimand will be placed in the employee's personnel file and be signed by the employee and his/her immediate supervisor.

3. WRITTEN REPRIMANDS

Written reprimands consist of a conference between the employee's immediate supervisor or another Park District official issuing the reprimand and the employee relating to misconduct, poor work performance, clarifying applicable rules, policies or procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Copies of written reprimands shall be maintained in employee personnel files.

4. SUSPENSION

A. Suspension without Pay:

Any action of an employee which is in violation of the orders of his supervisors or contrary to policies or rules of the Quincy Park District, may result in suspension without pay. An employee may be suspended at the discretion of the Director. Suspensions will be made, without pay, for a period not to exceed ten working days.

Prior to the suspension of an employee, such employee shall be informed of the reason(s), in writing, and be given a reasonable opportunity to be heard with regard to such reason(s). A copy of the suspension report shall be filed in the employee's personnel file.

B. Suspension with Pay:

When an employee is suspected of a serious violation of District policy, or of a criminal act that would warrant immediate dismissal, but further information or investigation is necessary to confirm or deny the violation, the employee may be suspended with pay.

Employees will remain suspended until the results of the investigation confirm or deny the allegations. At that time employee will be dismissed, disciplined or returned to work depending on the results of the investigation.

5. DEMOTION

Directors, with the approval of the Executive Director, may demote an employee for just cause. Demotion is the permanent reduction in grade or class of employment with a corresponding permanent reduction in salary. Demotions should be handled such that all rights and interests of the employee and the Park District are fully protected.

Prior to the decision to demote an employee, the immediate supervisor should have a written report documenting the reasons for demotion, which is reviewed with and signed by the employee and immediate supervisor and placed in the employee's personnel file. Demotions should be considered in cases where poor performance is a result of inability to perform the duties of the position and the employee will be better able to perform the duties of the lesser position.

Prior to finalizing the demotion with the employee, the Director will discuss the details on the situation with the Executive Director to obtain his consent.

6. TERMINATION

A. Dismissal:

The Director, with the approval of the Executive Director, may dismiss any employee for any lawful reason at any time. Prior to such dismissal, an employee shall, if practical, be informed of the reason(s) for his dismissal and be given a reasonable opportunity to be heard, by his/her immediate supervisor, with regard to such reason(s). Following said hearing, if employer's decision continues to be dismissal, the employer shall prepare a notice of dismissal in writing. The Notice of Dismissal shall be in writing and shall state the specific charges with such clarity and particularity that the employee will understand the charges made against him/her and will be able to answer them if he/she so desires.

Failure to meet acceptable standards of conduct and work performance for any of the following listed reasons (such list not to be considered all inclusive) shall be sufficient cause to dismiss an employee:

1. That the employee is excessively or habitually late.
2. That the employee is excessively or habitually absent.
3. That the employee uses sick leave under false pretenses.
4. That the employee leaves work without permission.
5. That the employee is incompetent, negligent, or inefficient in the performance of his/her duties.
6. That the employee has been unjustly abusive in his/her attitude and language or has been abusive in his/her conduct.

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7. A qualified physician determines that the employee has some permanent or chronic physical or mental ailment or defect, which incapacitates him for the proper performance of his/her duties.
8. That the employee has been disrespectful to a Supervisor, Director, Executive Director or a Board Member.
9. That the employee has damaged or destroyed district equipment or property or caused the injury of any person, through carelessness, negligence or intentional action.
10. That the employee has damaged or destroyed personal property, through carelessness, negligence or intentional action.
11. That the employee performs any job or task without the required personal protective equipment (PPE).
12. That the employee has willfully violated any lawful or official regulation, order or rule, or failed to obey any lawful and reasonable direction given him by his superior.
13. That the employee had possession of or consumption of alcoholic beverages or illegal drugs while on duty or while using a Park District vehicle or reporting to work under the influence of intoxicating beverages or illegal drugs.
14. That the employee refuses to submit to a post accident or probable cause drug or alcohol test as directed by a supervisor.
15. That the employee has solicited for personal use a fee, gift, or other valuable considerations for private gain in the course of his/her work.
16. That the employee has been convicted of a criminal offense.
17. That the employee has been absent without authorized leave for 3 days or more or has failed to report after an authorized leave of absence has expired or has been canceled by his/her immediate supervisor.
18. That the employee has violated the provisions of the Political Activity statement hereof.
19. That the employee has intentionally falsified reports or records including employee's time sheet or employment application.
20. That the employee has stolen Quincy Park District property.
21. That the employee has accessed computer files or programs without authorization.
22. That the employee has been guilty of other misconduct comparable to the offenses enumerated above in seriousness.

7. EMPLOYEE GRIEVANCE PROCEDURES

A grievance is a dispute or difference of opinion between the Park District and an employee/s concerning violations, meaning or application of any of the terms or conditions of Quincy Park District policies, including disciplinary actions.

Step 1: The aggrieved employee/s shall present their grievance to their immediate supervisor, within five working days after he/she knew

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or should have known, following the occurrence of said grievance occurrence. The aggrieved employee's immediate supervisor shall answer said grievance within two working days.

Step 2: If not settled in Step 1, the grievance shall be reduced to writing, signed by the aggrieved employee and presented to the appropriate Director within three working days from the immediate Supervisor's Step 1 response.

Step 3: The appropriate Director shall give his/her written reply, to the aggrieved employee within three working days.

Step 4: If not settled in Step 3, the Executive Director shall be notified, in writing, by the aggrieved employee/s and the Executive Director shall schedule a meeting between the associated representative(s) of Park District management/supervision and the aggrieved employee within ten working days. The Executive Director shall give a written reply to the aggrieved employee within five working days of said Step 4 meeting. The Executive Director's decision and notification in the matter is final.

Step 5: If the grievance is the result of an issue directly related to the Executive Director and his/her illegal, unethical or immoral performance, the Department Head should discuss the issue with the Executive Director. If the Department Head feels that the issue has not been settled to a satisfactory conclusion, the Department Head will contact the President of the Board of Commissioners and inform him/her of the details relative to the issue. The President of the Board of Commissioners will advise the Board of Commissioners on the details of the issue. If the Board of Commissioners, at a Regular or Special Meeting, considers the issue, and a decision is reached by a majority of the Board, their decision will be final.

SECTION VII. LAYOFF, REDUCTION IN FORCE AND EMPLOYEE SUGGESTIONS

1. LAYOFFS OR REDUCTION IN FORCE

Whenever it becomes necessary, through lack of work or funds, to reduce the number of full-time employees in any given class, the Director shall submit, for the Executive Director's approval, a list of those employees to be laid off due to the lack of work or funds.

Every effort will be made to transfer employees to another department rather than lay them off. When this is not practical, the following criteria must be used by the Director in making his/her recommendations: Tenure and work performance will be factors used for determining those who are laid off and for the rehiring of hourly employees. For salaried employees, consideration of tenure must be coupled with evaluation of work performance as prescribed by the merit appraisal system and position classification value to the efficient

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operation of the Park District. Tenure will be the controlling factor where performance factors are substantially equal.

2. EMPLOYEE SUGGESTIONS

Employee suggestions for improvement of the Park District's park and recreational services are always welcome regardless of the particular employee's job. Suggestions may be presented by letter, memorandum, or in person. If an employee should feel that his suggestion has not received due consideration, it is suggested that he submit it in writing to his immediate supervisor who will review the situation with the Director. There is also a suggestion box located outside the main door of the Park District Business Office for the public and for your personal use as well.

Ordinance 13-03,
Policy and Procedures Manual
PERSONNEL
CODE

5/8/2013

Amended: 6/11/14

I, _____, have received a copy of the Quincy Park District Personnel code, have read and understand all Code provisions as they relate to my employment. Any and all questions have been fully answered to my personal satisfaction.

Signed: _____

Title: _____

Date: _____

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 11, 2014

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT PERSONNEL CODE MANUAL CHANGE: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Quincy Park District Personnel Code Manual allows employees in certain positions to take a Park District vehicle home for use in after hour's emergencies. These vehicles are not used frequently for emergency response and, when needed, the response could have been made with a personnel vehicle.

The use of these vehicles is considered a taxable fringe benefit and requires District to calculate a value of the use and make withholdings for the benefit from the wages of the employees using a District vehicle. A significant percentage of the mileage and operating expense of these vehicles is used to support their on-call roll.

A careful review of this policy indicates the cost does not equal the benefit. Over the last few years, significant improvements have been made to water lines and electrical systems that were the items most frequently needing attention. Park Rangers have been provided a location diagram for all water shutoffs and carry a water shutoff key in their truck.

The recommended change (deletion) to the District's Personnel Code is included with this report.

FISCAL IMPACT: District fuel and vehicle maintenance costs will be reduced.

STAFF RECOMMENDATION: I recommend the board approve the changes recommended effective July 1, 2014.

PREPARED BY: Edward Seger, Executive Director

BOARD ACTION: Approved 6/11/14

12. VEHICLE USE MILEAGE REIMBURSEMENT

~~Deleted Effective July 1, 2014.~~

~~Full-time employees who may be expected to respond to emergencies after hours may be allowed to take a Park District vehicle home. Vehicles used for this purpose will be trucks, clearly marked with Quincy Park District logo and are for Park District usage only. At this time, the positions that allow an employee to utilize a Park District vehicle for after hour's emergency response are: 1) Golf Course Superintendent; 2) Parks Maintenance Supervisor(s) and 3) Park Safety Supervisor if on call as the Park Ranger.~~

The Park District has vehicles available for official District purposes. Staff members are required to use these vehicles when available.

Park District personnel who intend to use their personal vehicle for business purposes must have the permission of their supervisor. A copy of the proof of insurance form must be reviewed prior to being allowed to use a personal vehicle for business purposes. The employee will be reimbursed at the IRS current standard per mile rate with prior permission from his/her supervisor. A written log is required for an individual gas mileage reimbursement and needs to be presented with the request for reimbursement to the Business office.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2015

STAFF RECOMMENDATION

AGENDA ITEM: QUINSIPPI ISLAND BRIDGE DEBRIS REMOVAL: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: Due to high river levels this year debris from upstream has floated down the bay and became lodged in and around the Quinsippi Island Bridge. Debris removal needs to be finished before the underwater bridge inspection can take place. The scope of work was prepared by staff with bids due on September 2, 2015. In previous years, debris has been removed from the bridge by contractors.

The Quincy Island Club will remove all debris from the super structure and against the piers of the Quinsippi Island Bridge. Remove debris from east bank and dispose of debris in a proper manner.

Two bids were received. Bid tabulation, scope of work to be performed, pictures and bid advertisement are attached for your review.

FISCAL IMPACT: The Quincy Island Club will complete the debris removal for \$19,987 with funds to come from the uncommitted excess 2015 G.O. Bond fund.

STAFF RECOMMENDATION: Staff recommends the board approve the low bid from The Quincy Island Club for the removal and disposal of all debris on and around the Quinsippi Island Bridge as described above for \$19,987.

PREPARED BY: Matt Higley, Director of Parks

BOARD ACTION:

Quinsippi Island Bridge Debris Removal Quincy Park District Quincy, Illinois 62301	Estimated Cost	QUINCY ISLAND CLUB	LITTLETON TIMBER SERVICE	
BASE BID QUINSIPPI ISLAND BRIDGE DEBRIS REMOVAL	\$20,000	\$19,987	\$44,000	
BID SECURITY		X	X	



I certify the above is a tabulation of bids received by the Quincy Park District at 5:00 p.m. on September 2, 2015 at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, Il. 62301

Matt Hoyle



1231 Bonansinga Dr - Quincy, IL 62301-1762
Telephone 217-223-7703 – Fax 217-228-9209
Email info@QuincyParkDistrict.com
quincyparkdistrict.com

QUINSIPPI ISLAND BRIDGE DEBRIS REMOVAL

EXACT SCOPE OF WORK TO BE PERFORMED

- **Bridge:** remove all debris from water that is up against piers of bridge
- **Super Structure:** remove debris inside super structure and dispose of debris
- **East Bank:** remove debris and repair turf damaged in debris removal
- **Debris:** must be disposed of in a proper manner
- **All labor will be prevailing wage based on current prevailing wage for Illinois**
- **Minimum \$2,000,000 liability Insurance**
- **Performance Payment Bond or Irrevocable Letter of Credit of 5% of entire project**
- **Bids due by September 2nd at 5:00 pm**
- **Work needs to be completed by September 27th 2015**

**Rome Frericks
Executive Director
Quincy Park District
217-223-7703**

COMMISSIONERS

JOHN FRANKENHOFF, President TOM ERNST, Vice President
PATRICIA MCGLOTHLIN - CHRIS BLAKEMAN - ABBY SCHLIPMANN - JEFF STEINKAMP - JERROD WELCH

ROME FRERICKS, Executive Director
MATTHEW A. HUTMACHER, Attorney

Debris to be removed from Quinsippi Island Bridge



0020

Bids Wanted

0020

Bids Wanted

**Quincy Park District
INVITATION TO BID**

The Quincy Park District is requesting bids from qualified Contractors for the following project:

**DEBRIS REMOVAL TO BE PERFORMED AT
QUINSIPPI ISLAND BRIDGE**

Sealed bids for Debris Removal Quinsippi Island Bridge, in Quincy, Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, until 5:00 p.m., local time, on Wednesday, September 2, 2015.

The proposed projects include removal of debris from inside the super structure, against the piers of the Quinsippi Island Bridge and removal of debris along east bank by the bridge approach. Repair any turf that is tore up due to debris removal. Project specifications may be obtained at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, during regular business hours, 9:00 a.m. - 5:00 p.m., Monday through Friday.

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract. Contractor shall provide liability insurance with at minimum \$2,000,000 in coverage.

Proposals shall be accompanied by a 5% Proposal Guarantee, in accordance with the Specifications. Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

Quincy Park District
Rome Frericks, Executive Director

0030803-Aug. 23, 24, 2015

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2015

STAFF RECOMMENDATION

AGENDA ITEM: QUINSIPPI ISLAND UNDER WATER BRIDGE INSPECTION: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: Built in the early 1860's, the Quinsippi Island Bridge, has been inspected on a regularly scheduled basis since 2009 and was rated in "fair" condition by the Illinois Department of Transportation. Mainstream Commercial Divers, Inc. performed an inspection in October, 2014 and we received that report on March 10, 2015. Since the last inspection, which was performed in 2009, the bridge went from "fair" to "poor" condition and has now been red flagged by the Illinois Department of Transportation for repairs.

Staff feels we should get a second underwater inspection from Breenan Marine Professionals in order to ensure the other four piers have not deteriorated from fair to poor condition since the last inspection in October of 2014. This second underwater inspection should help aid in the decision process along with the results from the August 24th and 25th above water inspection from Klingner & Associates.

FISCAL IMPACT: The \$9,610 needed to perform the underwater inspection would be used from the uncommitted excess 2015 G.O. Bond Fund.

STAFF RECOMMENDATION: Staff recommends the board approve the quote from Brennan Marine Professionals for \$9,610 for the underwater inspection of the Quinsippi Island Bridge.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Attachment I – Scope of Services
Project: Q-Island Bridge Underwater Inspection



Project Description:

Klingner & Associates P.C. proposes to provide the necessary reporting and coordinate an underwater inspection of the existing one lane bridge to Quinsippi Island. This would be an intermediate inspection (not on the regular planned 5 year inspection) but the intent would be to submit the information, so that the next required inspection would be 5 years from the date of the latest inspection. The inspection will include the following scope of services.

Project Location:

Quinsippi Island, Quincy, Illinois

Underwater Inspection:

1. Coordinate with divers to perform a visual/tactile inspection of the underwater structure using a certified diving sub consultant, J.F. Brennan Company, Inc. The inspection will utilize sector scan technology.
2. Identify and confirm scour problems for scour critical structure.
3. A letter report summarizing deficiencies and general recommendations on a path for next steps in the process. The report of the underwater investigation will be provided by the underwater inspection sub-consultant.
4. Submit inspection results to the Illinois Department of Transportation (IDOT).

Meetings:

One (1) meeting will be conducted with Park District staff and diving subcontractor on site and is included in this scope of services.

Schedule:

A dive crew is available to perform this inspection within 14 days of notice to proceed.

The following Lump Sum Fees are Proposed:

Underwater Inspection (Divers) Subconsultant:	\$ 7,210
<u>Documentation and Coordination:</u>	<u>\$ 2,400</u>

Total: **\$ 9,610**



Attachment I – Scope of Services
Project: Q-Island Bridge Underwater Inspection

Other available services that can be provided upon mutually agreed upon scope of services and budget:

- Special Inspections

All work will be done in accordance with Klingner & Associates, P.C. General Terms and Conditions.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2015

STAFF RECOMMENDATION

SUBJECT: QUINCY PARK DISTRICT APPOINTMENT OF INTERIM BOARD ATTORNEY: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Board normally appoints the Board Attorney at the annual reorganization meeting in May.

Matt Hutmacher is the current board appointed attorney. Matt has recently retired after serving 40 years as the Quincy Park District's attorney. Terry Anastas has agreed to fill in on an interim basis until a permanent Park District lawyer is appointed.

Fees will remain unchanged at \$120 per hour.

FISCAL IMPACT: Funds for attorney fees are included in the annual operating budget. The 2015 budget for attorney's fees is \$18,000. The actual amount spent varies depending on the number of legal matters the District has during the year.

STAFF RECOMMENDATION: I recommend Terry Anastas as interim attorney until the Board appoints an attorney for the District.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2015

STAFF RECOMMENDATION

AGENDA ITEM: REQUEST FOR QUALIFICATIONS FOR PARK DISTRICT ATTORNEY SERVICES: DISCUSSION ONLY

BACKGROUND INFORMATION: The Park District is seeking a law firm or individual attorney to provide Park District Attorney services. Law firms and attorneys are being invited to submit qualifications and proposals for the provisions of these services in the next coming months.

The request for qualifications is included as a part of this report as well as a poll staff conducted through IPRA asking other park districts if their attorney reviews board packets and attends board meetings.

FISCAL IMPACT: None. For discussion only.

RECOMMENDATION: None.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

**Quincy Park District
IPRA Attorney Poll
August 2015**

Park District	Attend Meetings		Review Board Packets		Notes:
	Yes	No	Yes	No	
Burr Ridge		x		x	
Canton Park District		x		x	Upon Request
Oak Lawn Park District	x			x	
Wilmette Park District		x	x		
Prospect Heights Park District	x		x		
Macon Co Conservation Dist		x	x		
Skokie Park District		x		x	Unneeded expense
River Trails Park District		x		x	Previously reviewed minutes only
Forest Preserve Dist Kane Co	x			x	
Bartlett Park District		x		x	
Huntly Park District	x			x	Does not attend workshops
Oswegoland Park District	x		x		
Cary Park District		x		x	Atty: Ancel, Glink
Rolling Meadows Park Dist		x	x		
Lincoln Park District		x		x	Upon Request
Bloomington Park District		x		x	Upon Request
Lisle Park District		x	x		
Flagg Rochelle Comm Park Dist		x		x	Upon Request
Tinley Park District	x		x		Atty calls or emails if he has questions
Alsip Park District	x		x		
Mount Prospect Park District	x		x		
Woodridge Park District		x		x	
Burbank Park District	x			x	
Elmhurst Park District		x		x	
Homewood Flosmoor Park Dist	x		x		
Park District of Franklin Park	x		x		
Westchester Park District	x			x	Atty only gets agenda
Des Plaines Park District		x		x	
Winfield Park District		x		x	
Carol Stream Park District		x		x	
Channahon Park District		x		x	Attends As Needed- 2x/yr Avg
Dundee Twp Park District		x		x	
Mundelein Park & Rec District		x		x	
York Center Park District		x		x	
Geneseo Park District	x			x	
Hickory Hills Park District		x	x		
Centerville-Washington PD		x			See Email comments
Midlothian Park District		x		x	Upon Request
Community PD of LaGrange Park		x	x		
Sandwich Park District		x		x	
Wheeling Park District		x		x	
Barrington Park District	x		x		
Champaign Park Distirct	x		x		
Murphysboro Park District		x		x	Previous atty attended meetings
	34%	66%	35%	65%	

Come Out and Play!



www.quincyparkdistrict.com

REQUEST FOR QUALIFICATIONS (RFQ) FOR PARK
DISTRICT ATTORNEY SERVICES SUBMISSION DUE

DATE: Friday, October 23, 2015 – 4:00 p.m.

RFQ CONTACT and SUBMITTAL ADDRESS:

Rome Frericks, Executive Director

Quincy Park District

1231 Bonansinga

Quincy, IL 62301

Phone: (217) 223-7703

Sealed and Marked: Quincy Park District Attorney Services

**PARK DISTRICT ATTORNEY SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)**

The Quincy Park District is seeking a law firm or individual attorney to provide Park District Attorney services. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

DEADLINE SUBMISSION:

All proposals must be received no later than 4:00 p.m. on Friday, October 23, 2015.

INTRODUCTION:

The Quincy Park District was organized in 1941 and is governed by a board of seven elected commissioners, serving four year terms of office. It serves a population of approximately 40,000 residents.

The Quincy Park District is a creation of the legislature, and has no inherent powers, but only such powers as granted it by the legislature, or as necessarily implied to give effect to the powers specifically granted. The Board of Park Commissioners accepts mandatory State law, makes its own rules within the framework of its delegated powers, and is subject only to the will of the people and the State of Illinois park district authority as provided by law. The Board of Park Commissioners of the Quincy Park District is considered the local legislative body to which is entrusted by law, the responsibility for planning, executing, and appraising the Quincy Park District parks and recreation programs.

SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES:

The PARK DISTRICT Attorney will be required to provide general municipal counsel, basic legal services, and advice on special projects and issues. The QUINCY PARK DISTRICT requests one attorney is designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

Minimum qualifications include a Juris Doctorate from an accredited law school, a license to practice law in the State of Illinois, and be a member in good standing of the Illinois Bar. Experience with park districts and Illinois municipalities, knowledge of Municipal Law, Contract Law, and public use land acquisitions and sales is preferable.

General municipal counsel of the Park District Attorney includes but is not limited to: (1) having charge of all litigation in which the Quincy Park District is a party; (2) representing the Quincy Park District in all legal matters and proceedings in which the Quincy Park District is a party or interested, or in which any of its officers are parties in their official capacity; (3) advising the Board of Park Commissioners or any and department heads, and all other officers and agencies of the Quincy Park District as to all legal questions affecting the Quincy Park District's interest; (4) approving as to form all ordinances, contracts, deeds, bonds and any other documents to be signed in the name of, or made to or with, the Quincy Park District.

Basic legal services include: (1) reviewing or drafting ordinances, resolutions, contracts, agreements, deeds, easements; (2) providing advice regarding Quincy Park District operations, elections, open meetings, open records, Quincy Park District ordinances, Park District and State law, routine matters, personnel matters, and property matters including real estate acquisition and sale, annexation, zoning, condemnation and public finance; (3) reviewing agendas and materials for Board meetings, anticipating and preparing legal advice on items to be addressed at the Board meeting, and attending Park Board meetings which are generally held on the second Wednesday evening of each month if needed; and (4) providing legal opinions upon request.

Generally, the Park District Attorney may anticipate the job requiring up to 10 hours per month. Quincy Park District staff may work in-house to produce initial drafts, such as Park District ordinances and resolutions, prior to the attorney's review. The Quincy Park District may also seek outside specialized counsel as necessary.

The Park District Attorney will be required to provide a detailed, itemized billing on a monthly basis, in order to avoid misunderstanding, a standing request exists for legal review of contracts, ordinances and resolutions presented to the Board of Park Commissioners for consideration at its regular meeting, if requested, in addition to anticipating and preparing legal advice on issues up for consideration, as well as attendance at the regular Board of Park Commissioner meetings. Further, a request for legal services exists upon phone or written request of the Executive Director or Board member. For all other requests, approval by the Executive Director prior to commencement of service is required. The Park District Attorney will be required to generally familiarize himself/herself with park district code/law and general municipal law and keep abreast of legislation affecting park districts outside the scope of billable services.

REQUESTED INFORMATION:

If you or your firm is interested in the opportunity to work with the Quincy Park District, please provide the following information:

1. Firm or individual name and contact information, including e-mail and website addresses and year organized.

2. Summary of qualifications, specializations, experience (including park district and municipal), professional affiliation, special training, availability, Illinois Bar license numbers, and contact information for key personnel and proposed lead and back-up attorneys for the Quincy Park District.
3. Information on any previous experience or services provided, including park district and municipal experience, park district related court cases, condemnation, zoning, litigation experience, list of past or present park district and municipal clients, etc.
4. List of clients you currently represent that could cause a conflict of interest with your responsibilities as the Quincy Park District Attorney. Describe how you would be willing to resolve these or any future conflicts of interest.
5. If your firm or you have filed any litigation in the past five years in which the Quincy Park District or one of its employees was named as a party, please describe the case(s).
6. Other factors or special considerations you feel would influence our selection.
7. List of references and contact information.
8. Proposed hourly rates for each attorney assigned to the Quincy Park District or any alternative fee structure you propose.

OTHER TERMS AND CONDITIONS:

The Quincy Park District reserves the right to reject any or all responses. The Quincy Park District reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be, in the sole discretion of the Quincy Park District, in the best interests of the Quincy Park District.

All proposals submitted in response to this RFQ shall become the property of the Quincy Park District. The Quincy Park District retains the right to use any or all information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet the Quincy Park District's needs, with a mutually agreeable start date.

EVALUATION AND SELECTION CRITERIA:

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow through

SUBMITTAL:

Please provide eight (8) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "Quincy Park District Attorney Services" and addressed to:

Quincy Park District
Attention: Rome Frericks, Executive Director
1231 Bonansinga
Quincy, IL 62301

SUBMITTAL DEADLINE:

All proposals must be received no later than 4:00 p.m. on Friday, October 23, 2015.

REVIEW OF SUBMITTALS:

All submittals received by the submission deadline will be reviewed by the Executive Director and the Quincy Park District Board of Park Commissioners, and selections for in-person interviews will be made.