

BOARD OF COMMISSIONERS
MEETING



July 2016

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

**Agenda
July 13, 2016**

PLEDGE OF ALLEGIANCE

CONSENT AGENDA: (UNANIMOUS CONSENT)

1. Monthly Financial Reports
Behrens, Cash Balance, Paid Invoices Over \$2,000
2. Check Register – Full Monthly: Recommended Approval by the Finance Committee
3. Regular Meeting Minutes – June 8, 2016

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

BOARD INFORMATION/EDUCATION:

- Programming Priorities 2017
- Employee Compensation

CORRESPONDENCE: None

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
- David Morgan, Director of Golf

DISCUSSION ITEM:

UNFINISHED BUSINESS: None

NEW BUSINESS:

- RESOLUTION NO. 16-06, Authorization to Conduct a Public Sale:
Recommended Approval **(ROLL CALL VOTE)**
- Bid for Lincoln Park Shelter/Restroom: Recommended Approval **(ROLL CALL VOTE)**
- Independent Audit Report – F2015 Comprehensive Annual Financial Report:
Recommended Acceptance **(VOICE VOTE)**
- Quincy Park District 2016-2020 Goals and Objectives Second Quarter Status Update:
Information Only
- Quincy Park District Board of Commissioners Executive Session Minutes Biannual Review
(VOICE VOTE)
- Westview Semi-Annual Financial Analysis: 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 convenes into Executive Session to discuss: (please read item(s) from list) **(ROLL CALL VOTE)**

CALL TO ORDER (OPEN SESSION)

ACTIONS AFTER EXECUTIVE SESSION

BOARD TOUR

- Building located in All America Park

ADJOURN **(VOICE VOTE)**

CONSENT AGENDA

(Unanimous Consent)

QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT FOR 60 WESTVIEW
06/01/2016 TO 06/30/2016

FY 2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR YEAR TO DATE</u>
60 WESTVIEW								
REVENUE:								
00 GENERAL	569,808.00	47,541.62	271,935.21	0.00	297,872.79	48	43,397.27	260,946.35
51 THE SCOTTY	25,000.00	1,700.00	21,472.00	0.00	3,528.00	86	150.00	19,773.00
52 PRO SHOP	70,200.00	8,346.14	28,349.23	0.00	41,850.77	40	10,480.06	31,089.02
54 WV CART RENTAL	237,000.00	40,301.00	102,633.00	0.00	134,367.00	43	24,168.60	74,224.60
55 CONCESSION	150,000.00	22,336.55	51,098.80	0.00	98,901.20	34	18,637.22	45,911.87
57 SHIH SCHOLARSHIP	30.00	2.15	12.65	0.00	17.35	42	1.82	10.10
TOTAL REVENUE	<u>1,052,038.00</u>	<u>120,227.46</u>	<u>475,500.89</u>	<u>0.00</u>	<u>576,537.11</u>	<u>45</u>	<u>96,834.97</u>	<u>431,954.94</u>
EXPENDITURE:								
00 GENERAL	269,307.00	53,914.98	145,193.37	500.00	123,613.63	54	64,880.71	142,155.38
51 THE SCOTTY	23,926.00	4,460.42	12,108.83	0.00	11,817.17	51	2,428.27	9,679.29
52 PRO SHOP	45,200.00	4,890.62	27,879.76	0.00	17,320.24	62	5,446.83	34,363.11
53 MAINTENANCE	471,585.00	42,512.78	181,114.88	3,864.00	286,606.12	39	44,989.16	183,456.82
54 WV CART RENTAL	12,238.00	903.06	2,321.04	0.00	9,916.96	19	379.89	1,931.59
55 CONCESSION	110,425.00	14,307.91	40,567.70	0.00	69,857.30	37	14,582.94	34,247.63
57 SHIH SCHOLARSHIP	1,000.00	0.00	0.00	0.00	1,000.00	0	0.00	0.00
TOTAL EXPENDITURE	<u>933,681.00</u>	<u>120,989.77</u>	<u>409,185.58</u>	<u>4,364.00</u>	<u>520,131.42</u>	<u>44</u>	<u>132,707.80</u>	<u>405,833.82</u>
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>118,357.00</u>	<u>-762.31</u>	<u>66,315.31</u>	<u>-4,364.00</u>		<u>52</u>	<u>-35,872.83</u>	<u>26,121.12</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>118,357.00</u>	<u>-762.31</u>	<u>66,315.31</u>	<u>-4,364.00</u>		<u>52</u>	<u>-35,872.83</u>	<u>26,121.12</u>

QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT FOR 61 MARINA
06/01/2016 TO 06/30/2016

FY 2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR YEAR TO DATE</u>
61 MARINA								
REVENUE:								
00 GENERAL	200,450.00	10,917.84	138,589.51	0.00	61,860.49	69	8,463.89	152,425.74
TOTAL REVENUE	<u>200,450.00</u>	<u>10,917.84</u>	<u>138,589.51</u>	<u>0.00</u>	<u>61,860.49</u>	<u>69</u>	<u>8,463.89</u>	<u>152,425.74</u>
EXPENDITURE:								
00 GENERAL	220,063.00	31,250.97	123,344.29	0.00	96,718.71	56	37,015.82	134,683.57
TOTAL EXPENDITURE	<u>220,063.00</u>	<u>31,250.97</u>	<u>123,344.29</u>	<u>0.00</u>	<u>96,718.71</u>	<u>56</u>	<u>37,015.82</u>	<u>134,683.57</u>
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>-19,613.00</u>	<u>-20,333.13</u>	<u>15,245.22</u>	<u>0.00</u>		<u>-78</u>	<u>-28,551.93</u>	<u>17,742.17</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>-19,613.00</u>	<u>-20,333.13</u>	<u>15,245.22</u>	<u>0.00</u>		<u>-78</u>	<u>-28,551.93</u>	<u>17,742.17</u>

QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT
06/01/2016 TO 06/30/2016

FY 2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR YEAR TO DATE</u>
25 INDIAN MOUNDS POOL								
REVENUE:								
000 GENERAL	50,000.00	25,568.39	31,619.39	0.00	18,380.61	63	12,771.52	15,066.02
105 CONCESSION	26,800.00	12,627.97	13,904.62	0.00	12,895.38	52	7,002.69	7,772.64
106 LESSONS	4,000.00	1,569.00	3,070.00	0.00	930.00	77	1,077.00	1,859.00
108 PARTIES	2,000.00	745.00	1,360.00	0.00	640.00	68	855.00	1,710.00
TOTAL REVENUE	<u>82,800.00</u>	<u>40,510.36</u>	<u>49,954.01</u>	<u>0.00</u>	<u>32,845.99</u>	<u>60</u>	<u>21,706.21</u>	<u>26,407.66</u>
EXPENDITURE:								
000 GENERAL	95,014.00	14,234.26	28,314.41	300.00	66,399.59	30	17,277.33	33,553.51
105 CONCESSION	19,951.00	8,206.62	11,179.75	0.00	8,771.25	56	3,754.61	6,858.99
106 LESSONS	2,300.00	471.56	471.56	0.00	1,828.44	21	281.25	281.25
108 PARTIES	300.00	0.00	0.00	0.00	300.00	0	0.00	0.00
TOTAL EXPENDITURE	<u>117,565.00</u>	<u>22,912.44</u>	<u>39,965.72</u>	<u>300.00</u>	<u>77,299.28</u>	<u>34</u>	<u>21,313.19</u>	<u>40,693.75</u>
EXCESS OF REVENUE BEFORE TRANSFERS	<u>-34,765.00</u>	<u>17,597.92</u>	<u>9,988.29</u>	<u>-300.00</u>		<u>-28</u>	<u>393.02</u>	<u>-14,286.09</u>
EXCESS OF REVENUE AFTER TRANSFERS	<u>-34,765.00</u>	<u>17,597.92</u>	<u>9,988.29</u>	<u>-300.00</u>		<u>-28</u>	<u>393.02</u>	<u>-14,286.09</u>
27 BATTING CAGE								
REVENUE:								
000 GENERAL	80,300.00	18,734.68	40,442.86	0.00	39,857.14	50	19,821.43	40,601.81
105 CONCESSION	21,600.00	6,577.86	14,979.30	0.00	6,620.70	69	6,075.38	13,105.50
TOTAL REVENUE	<u>101,900.00</u>	<u>25,312.54</u>	<u>55,422.16</u>	<u>0.00</u>	<u>46,477.84</u>	<u>54</u>	<u>25,896.81</u>	<u>53,707.31</u>
EXPENDITURE:								

LFISCHER

07/07/2016

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QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT
06/01/2016 TO 06/30/2016

FY 2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR YEAR TO DATE</u>
000 GENERAL	63,933.00	10,093.97	24,012.36	300.00	39,620.64	38	10,855.82	44,246.39
105 CONCESSION	11,700.00	5,326.18	10,591.32	0.00	1,108.68	91	3,224.23	7,502.92
TOTAL EXPENDITURE	<u>75,633.00</u>	<u>15,420.15</u>	<u>34,603.68</u>	<u>300.00</u>	<u>40,729.32</u>	<u>46</u>	<u>14,080.05</u>	<u>51,749.31</u>
EXCESS OF REVENUE BEFORE TRANSFERS	<u>26,267.00</u>	<u>9,892.39</u>	<u>20,818.48</u>	<u>-300.00</u>		<u>78</u>	<u>11,816.76</u>	<u>1,958.00</u>
EXCESS OF REVENUE AFTER TRANSFERS	<u>26,267.00</u>	<u>9,892.39</u>	<u>20,818.48</u>	<u>-300.00</u>		<u>78</u>	<u>11,816.76</u>	<u>1,958.00</u>

**Quincy Park District
Cash Balance Report**

Account Number	Account Description	Balance May 2016	Balance June 2016	Net Change	Cash Reserve Required 12/31/16
10000001000	CASH-CORP GENERAL	\$366,368.97	\$253,398.03	(\$112,970.94)	\$898,165
10000001002	SHORT-TERM INVESTMENTS-CORP GEN	\$800,000.00	\$800,000.00	\$0.00	
10120001000	CASH-EMERGENCY FLOOD	\$6,484.83	\$6,487.83	\$3.00	
10130001000	CASH-BOEHL PARK MAINTENANCE	\$3,091.32	\$3,092.75	\$1.43	
10140001000	CASH-HERITAGE TREE	\$17,002.86	\$16,961.20	(\$41.66)	
10150001000	CASH-GENERAL DONATION	\$35,967.08	\$8,450.98	(\$27,516.10)	
11000001000	CASH-WORKING CASH	\$179,545.12	\$179,545.12	\$0.00	
20000001000	CASH-REC GENERAL	\$192,250.89	\$179,469.38	(\$12,781.51)	\$189,431
30000001000	CASH-MUSEUM GENERAL	\$117,907.70	\$106,548.72	(\$11,358.98)	\$129,574
31000001000	CASH-SOCIAL SECURITY	(\$7,132.86)	(\$20,246.80)	(\$13,113.94)	\$106,500
32000001000	CASH-PENSION/IMRF	\$121,549.67	\$111,032.28	(\$10,517.39)	\$116,250
33000001000	CASH-UNEMPLOYMENT COMPENSATION	\$158,894.80	\$151,887.50	(\$7,007.30)	\$82,687
34000001000	CASH-LIABILITY INSURANCE	\$168,139.18	\$162,006.02	(\$6,133.16)	\$392,108
35000001000	CASH-AUDIT	\$20,578.48	\$20,217.82	(\$360.66)	\$9,188
36000001000	CASH-PARK SECURITY	\$123,577.33	\$114,698.95	(\$8,878.38)	\$105,998
37000001000	CASH-PAVING & LIGHTING	\$43,844.56	\$43,310.30	(\$534.26)	\$22,500
40000001000	CASH-DEBT SERVICE GENERAL	\$0.00	\$0.00	\$0.00	
40003111000	CASH-BOND 2012A RETIREMENT	\$5,604.52	\$5,604.52	\$0.00	
40003151000	CASH-BOND 2015 RETIREMENT	\$0.00	\$0.00	\$0.00	
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	\$1,248.01	\$1,248.59	\$0.58	
50614211000	CASH-BOND 2015	\$149,516.23	\$140,000.69	(\$9,515.54)	
50614221000	CASH-BOND 2015A	\$0.00	\$0.00	\$0.00	
50614231000	CASH-BOND 2016	\$504,353.26	\$436,603.40	(\$67,749.86)	
50630001000	CASH-TENNIS	(\$227.90)	(\$227.90)	\$0.00	
50640001000	CASH-TRAIL DEVELOPMENT	\$512,367.14	\$498,558.44	(\$13,808.70)	
50710001000	CASH-BAYVIEW PROPERTY DEV	\$0.00	\$0.00	\$0.00	
60000001000	CASH-WESTVIEW GENERAL	\$187,671.55	\$186,592.26	(\$1,079.29)	\$220,420
60570001000	CASH-SHIH SCHOLARSHIP	\$4,644.11	\$4,646.26	\$2.15	
61000001000	CASH-MARINA GENERAL	\$132,784.98	\$112,166.60	(\$20,618.38)	\$55,016
61410001000	CASH-DREDGE	\$0.00	\$0.00	\$0.00	
71000001000	CASH - BOEHL TRUST SSB	\$0.00	\$0.00	\$0.00	
		3,846,031.83	3,522,052.94	(\$323,978.89)	

FY 2016

QUINCY PARK DISTRICT

CHECK REGISTER FOR 6/1/2016 TO 6/30/2016 & CHECK NUMBERS 0 TO 2147483647

CASH ACCT 19-00-000-1000

CHECK #	CHECK DATE	VENDOR NO/ NAME	CHECK AMT
CHECK RUN: 94			
19536	06/09/2016	101 ALL LINE EQUIPMENT INC	9,580.21
19537	06/09/2016	704 ALL WEATHER COURTS INC	27,520.00
*	19544	06/09/2016 587 FESSLER CONSTRUCTION	9,988.00
*	19546	06/09/2016 134 ILLINOIS DEPT OF REVENUE RETAILER'S OCCU	2,228.00
CHECK RUN: 94			NUMBER OF CHECKS: 4
			NUMBER OF EPAYMENTS: 0
			49,316.21
			0.00
			49,316.21
CHECK RUN: 96			
*	19577	06/20/2016 989 TEEN REACH	25,000.00
CHECK RUN: 96			NUMBER OF CHECKS: 1
			NUMBER OF EPAYMENTS: 0
			25,000.00
			0.00
			25,000.00
CHECK RUN: 97			
19578	06/23/2016	970 LANDMARK FORD	23,737.00
CHECK RUN: 97			NUMBER OF CHECKS: 1
			NUMBER OF EPAYMENTS: 0
			23,737.00
			0.00
			23,737.00
CHECK RUN: 99			
*	19590	06/23/2016 572 DIRECT ENERGY BUSINESS	6,874.52
*	19594	06/23/2016 616 UNITED HEALTH CARE INS CO	16,911.87
CHECK RUN: 99			NUMBER OF CHECKS: 2
			NUMBER OF EPAYMENTS: 0
			23,786.39
			0.00
			23,786.39
CHECK RUN: 100			
*	19598	06/30/2016 961 10TH STREET CREATIVE	5,658.70
*	19603	06/30/2016 10 ALL INCLUSIVE REC	4,214.00
*	19613	06/30/2016 49 CANTON MARINE TOWING	19,800.00
*	19623	06/30/2016 978 CONSOLIDATED FENCING INC	7,430.00
	19624	06/30/2016 975 COUNTY CONTRACTORS INC	8,170.89
*	19634	06/30/2016 113 HELENA CHEMICAL CO	4,297.25
*	19640	06/30/2016 135 ILLINOIS PUBLIC RISK FUND	3,923.00
*	19646	06/30/2016 156 KLINGNER & ASSOCIATES	32,839.00
*	19650	06/30/2016 159 KOHL WHOLESALE	6,619.86
*	19655	06/30/2016 777 MAYS, WALDEN & ANASTAS P.C.	4,077.50

FY 2016

QUINCY PARK DISTRICT

CHECK REGISTER FOR 6/1/2016 TO 6/30/2016 & CHECK NUMBERS 0 TO 2147483647

CASH ACCT 19-00-000-1000

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VENDOR NO/ NAME</u>	<u>CHECK AMT</u>
19656	06/30/2016	185 MIDWEST POOL & COURT	3,470.03
*	19659	06/30/2016 554 NU TOYS	2,586.40
*	19665	06/30/2016 284 PRAIRIELAND FS INC	8,027.79
*	19676	06/30/2016 238 REFRESHMENT SERVICES PEPSI	8,644.69
*	19689	06/30/2016 273 SUPREME TURF PROD INC	6,397.40
	19690	06/30/2016 280 TNT GOLF CAR & EQUIPMENT	39,080.00
*	19693	06/30/2016 313 VISA CARD SERVICES	2,407.56
CHECK RUN: 100			NUMBER OF CHECKS: 17
			NUMBER OF EPAYMENTS: 0
			167,644.07
			0.00
			167,644.07
TOTAL NUMBER OF CHECKS:			25
TOTAL NUMBER OF EPAYMENTS:			0
			289,483.67
			0.00
** OUT OF SEQUENCE CHECKS ON REPORT **			289,483.67

THE ABOVE LISTED CHECKS ARE HEREBY APPROVED FOR CHECK SIGNING

AUTHORIZED SIGNATURES:

(DATE)

(DATE)

(DATE)

(DATE)

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Regular Meeting
Board Room

June 8, 2016
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 Jeff Steinkamp, Abby Schlipmann, Patricia McGlothlin, Jerrod Welch, and Chris Blakeman.

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 Business Services – Don Hilgenbrinck, Director of Program Services – Mike Bruns, and Director of Golf – David Morgan.

President Frankenhoff led the room in the Pledge of Allegiance.

CONSENT AGENDA:

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

PUBLIC INPUT: Louise Seaver extended her appreciation and concerns for the tree that was planted in her husband's memory. She also noted her appreciation for the deer park and she thinks the District is doing a good job. She offered to help with special needs children and adults.

BOARD INFORMATION/EDUCATION:

- Proposed Capital Projects and Financing
Executive Director Frericks briefly reviewed the 2 options for capital projects and financing. Vice President Ernst asked Frericks to talk about the water line replacement for Quinsippi Island. Frericks also reviewed the bond list that illustrated the increases and decreases in issued bonds since 1991. Frankenhoff noted that it appears option 2 (\$900,000) would be an increase, but there were years when we had higher amounts than last year. The increase to \$900,000 would result a tax increase of about \$5.00 for a \$100,000 home. Interest rates, issue date, and specific projects were reviewed and discussed. Frankenhoff concluded that there was clear consensus for option 2 so the staff can move forward with option 2 for planning purposes.

- License/Lease Agreements and Affiliated Organizations
Frericks briefly reviewed the list of agreements and their length and expiration dates. Commissioner Schlipmann asked why the length of agreements varied. Frericks noted that the relationship with the group can impact the length of an agreement. It is also based on past practice. After some brief discussion, Frankenhoff noted that it appeared everyone was fine with the status of the agreements and they can be reviewed again at the time they are renewed.

CORRESPONDENCE: None

VOLUNTEERS:

- After-School Program: Sarah Kimme, Mary Otrembiak
- North Quincy Sports: Jai Anderson, Jorge Flores, Dennis Thomas

EXECUTIVE DIRECTOR REPORT: Executive Director Frericks had a few items he wanted to highlight from his report. He noted the press conference with Teen Reach tomorrow. He reported that the Bill Klingner Trail is on schedule and has an additional \$30,000 in cost and the 3 Kiwanis clubs and the District will be awarded the Accessible Entry Award through West Central Illinois Center for Independent Living at 12:00 on June 20th at the Kiwanis Centennial Park. Frankenhoff asked if the board members should attend. Frericks explained that no one from the park district would be speaking at either event. Steinkamp asked what the percent of completion was for the trail and the amount the \$30,000 was of the total project budget cost. Frericks said the project was approximately 20-25% complete and project cost was approximately \$1.7 million.

Commissioner Welch left the meeting.

DIRECTOR'S REPORTS:

Parks: Director Higley referred to the documents included in his report (organizational chart, mowing responsibilities by zone, and the number and hours of seasonal employees). He noted the increase in employees this year was due to the decrease in the number of hours worked per week. Frankenhoff asked for an update on the status of the new shelter. Higley and Frericks reported that the bids are due in late June and the approval for the work will be brought to the July board meeting. The project should be completed by December 31, 2016.

Frankenhoff asked for an overview of the staffing. Frericks referred to a graph that illustrated the decrease in payroll since 2009. Commissioner McGlothlin asked what the decrease was attributed to. Frericks explained that in August of 1997 the Parks Department and Westview had 46 seasonal employees while last year there were 20. He also noted the increase in the District's grounds, including Bob Mays, the Trail, and Boots Bush. Equipment, productivity and using a limited number of staff have all contributed to the reduction in payroll cost. Commissioner Schlipmann noted that it would be nice to know the number of employees for each year. She also said it would be interesting to see the payroll compared to the revenue for the same periods. Hilgenbrinck reported that we do not have past records for the number of shelter rentals. He also reported that we have

issued as many as 275 W2's within the last 5 years while last year we issued 242. Frankenhoff asked Matt if he had enough staff to maintain the parks. Higley reported that the switch to 30 hours a week was tricky but feels comfortable with the number of employees now.

Business Services: Director Hilgenbrinck reported we have had some interest in the Women's City Club apartment. The audit is progressing and should be ready for board review at the next meeting. There was some discussion regarding the rent, use, and advertising for the apartment. Frankenhoff added that the audit will still be filed when due.

Program Services: Director Bruns briefly reviewed the numbers for Indian Mounds Pool. He noted that staffing has been challenging this year but we are in good shape now. Two tournaments at Pepsi Field are coming up. The District tournament is scheduled for June 26 – July 1 and the state tournament is scheduled July 8 – 14.

Commissioner McGlothlin noted she has received some comments on the signage at Pepsi Field. If you are sitting in the left field sideline you can't see the signage. Bruns explained that signage can be seen from the majority of areas around the field. Commissioner Blakeman asked if there were enough bleachers. Bruns explained that additional bleachers would be added for the tournaments and eventually we plan to add a covered area behind home plate. There was some discussion concerning life guards.

Golf: Director Morgan talked about the making of the Westview video. There have been 5600 views on Facebook and it is being viewed nationwide. He reported that they are seeing new golfers on the course. Twilight has become very popular. Holly Cain is distributing Westview brochures. We are still working on finalizing Scotty tournament numbers. Ernst asked what is included in Tournament Rounds of 120 that were reported last year and we have 0 this year. Morgan noted that he did not do the report last year but is working closely with staff to ensure the numbers are correct this year. Ernst asked for a detailed listing of the Outing Green Fee next month. Morgan reported on some of the changes from last year.

DISCUSSION ITEM:

UNFINISHED BUSINESS: None

NEW BUSINESS:

Hilgenbrinck gave a brief overview of Resolution No. 16-05, ESTABLISHING PREVAILING WAGE. He noted that the last published rate available is 2015. Terry Anastas has recommended a change to the resolution because we are using an old rate. A revised resolution has been distributed. COMMISSIONER SCHLIPMANN MOVED, SECONDED BY COMMISSIONER BLAKEMAN TO APPROVE RESOLUTION 16-05 ESTABLISHING PREVAILING WAGE.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

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

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

PUBLIC INPUT: Louise Spencer noted that the Veterans Home will have a new administrator on July 1 and hopes the deer park conversations would improve. Jeff Kerkhoff commented on the drop in work ethic. He commended the District on the drop in payroll cost and suggested working with other entities.

EXECUTIVE SESSION: None

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

11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

It was agreed that the group would walk through the Ski Club and Maintenance Buildings. Frankenhoff asked that there be no discussion to ensure that there is no violation of the open meetings act.

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

Secretary

President

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

AGENDA ITEM: Programming: Priorities for 2017: Discussion Only

INFORMATION PROVIDED:

- Frederick Ball Community Center
 - Continue summer playground in June and July
 - Movie during the summer in conjunction with Fall Fest
 - Continue partnership with Teen Reach
- Northwest Neighborhoods
 - Continue North Quincy Sports Program on Thursday nights
 - Continue programs in Berrian Park
- Ray Humphrey Jr. Foundation
 - Continue the adult basketball league
 - Continue the youth basketball league

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

**AGENDA ITEM: QUINCY PARK DISTRICT SALARY
ADMINISTRATION PROGRAM, 2017: DISCUSSION
ONLY**

BACKGROUND INFORMATION: Information Provided:

- Proposed 2017 Salary Administration Levels
- 2016 Salary Administration Levels
- US Department of Labor Overtime Rules
- Full Time Union Contract January 2016-December 2018

QUINCY PARK DISTRICT
Proposed
Salary Administration Program for 2017
REGULAR FULL-TIME POSITION CLASSIFICATION

ANNUAL PAY RANGES –2017

BUDGET LIMIT FOR COST OF LIVING ADJUSTMENT:

Total: \$9,861 without Recreation Supervisors (1.59%)

Total: \$34,793 with Recreation Supervisors (5.64%)

<u>Position Classification</u>	<u>Set by Board</u>
Executive Director	Current \$76,500
<u>Position Classification</u>	<u>Salary Range</u>
Director of Parks	\$52,000 - 68,000
Director of Golf	\$52,000 - 68,000
Director of Business Services	\$52,000 - 68,000
Director of Program Services	\$52,000 - 68,000
Assistant Director of Golf	\$31,000 - \$45,000
Golf Course Superintendent	\$40,000 - 56,000
Park Maintenance Supervisor	\$40,000 - 56,000
Park Safety Supervisor	\$25,000 - 38,000
Recreation Supervisor I	\$31,000 - 48,000
Rec & Marketing Supervisor	\$34,000 - 48,000
Administrative Assistant	\$16.25 - \$22.50
Accounting Systems Administrator/Bookkeeper	\$15.25 - \$20.95
Secretary/Receptionist	\$12.25 - \$17.01
For Reference Only:	
Full Time - Maintenance Laborer	\$16.81 - \$34,964

QUINCY PARK DISTRICT
Proposed
Salary Administration Program for 2016
REGULAR FULL-TIME POSITION CLASSIFICATION

ANNUAL PAY RANGES –2016

BUDGET LIMIT FOR COST OF LIVING ADJUSTMENT: \$9,538 above 2015 (1.56%)

Total: \$9,538

<u>Position Classification</u>	<u>Set by Board</u>
Executive Director	Current \$75,000
<u>Position Classification</u>	<u>Salary Range</u>
Director of Parks	\$52,000 - 67,000
Director of Golf	\$52,000 - 67,000
Director of Business Services	\$52,000 – 67,000
Director of Program Services	\$52,000 – 67,000
Assistant Director of Golf	\$31,000 - \$45,000
Golf Course Superintendent	\$40,000 - 55,000
Park Maintenance Supervisor	\$40,000 - 55,000
Park Safety Supervisor	\$25,000 – 38,000
Recreation Supervisor I	\$31,000 – 45,000
Rec & Marketing Supervisor	\$34,000 - 47,000
Administrative Assistant	\$16.25 - \$22.50
Accounting Systems Administrator/Bookkeeper	\$15.25 - \$20.95
Secretary/Receptionist	\$12.25 - \$17.01
For Reference Only:	
Full Time - Maintenance Laborer	\$16.24 - \$33,779



Overtime Final Rule and State and Local Governments

State and local governments: The Fair Labor Standards Act ("FLSA") has long applied to state and local governments. The FLSA and the Department's regulations, however, contain some unique provisions applicable only to public sector workers, notably the permitted use of compensatory time off, under certain conditions. These provisions will help state and local governments adapt to the overtime final rule.

Overtime Final Rule: The Department of Labor's final overtime rule updates the salary level required for the executive, administrative, and professional ("white collar") exemption to ensure that the FLSA's intended overtime protections are fully implemented, and it provides greater clarity for white collar workers and their employers, including for state and local governments. The rule also will lead to better work-life balance for many workers, and it can benefit employers by increasing productivity and reducing turnover.

The final rule updates the salary threshold under which most white collar workers are entitled to overtime to equal the 40th percentile of weekly earnings of full-time salaried workers in the lowest wage Census region, currently the South. The final rule raises the salary threshold from \$455 a week (\$23,660 for a full-year worker) to \$913 a week (\$47,476 for a full-year worker) effective December 1, 2016.

The FLSA and State and Local Governments

Neither the FLSA nor the Department's regulations provide a blanket exemption from overtime requirements for state and local governments, nor for public sector workers. However, the FLSA contains several provisions unique to state and local governments, including compensatory time ("comp time").

Comp time: Pursuant to an agreement with employees or their representatives, state or local government agencies may arrange for their employees to earn comp time instead of cash payment for overtime hours. Any comp time arrangement must be established pursuant to the applicable provisions of a collective bargaining agreement, memorandum of understanding, any other agreement between the public agency and representatives of overtime-protected employees, or an agreement or understanding arrived at between the employer and employee before the performance of the work. This agreement may be evidenced by a notice to the employee that compensatory time off will be given in lieu of overtime pay (for example, providing the employee a copy of the personnel regulations). The comp time must be provided at a rate of one-and-one-half hours for each overtime hour worked. For example, for most state government employees, if they work 44 hours in a single workweek (4 hours of overtime), they would be entitled to 6 hours (1.5 times 4 hours) of compensatory time off. When used, the comp time is paid at the regular rate of pay.

Most state and local government employees may accrue up to 240 hours of comp time. Law enforcement, fire protection, and emergency response personnel, as well as employees engaged in seasonal activities (such as employees processing state tax returns) may accrue up to 480 hours of comp time. An employee must be permitted to use comp time on the date requested unless doing so would "unduly disrupt" the operations of the agency.

Fire and police small-agency exemption: The FLSA also provides an exemption from overtime protection for fire protection or law enforcement employees, if they are employed by an agency that employs fewer than five fire protection or law enforcement employees, respectively.

AGREEMENT

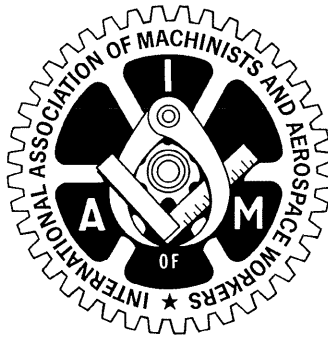
between

QUINCY PARK DISTRICT

and

**DISTRICT NO. 9,
INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS**

FULL-TIME EMPLOYEE CONTRACT



JANUARY 1, 2016 - DECEMBER 31, 2018

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WORKING AGREEMENT

THIS AGREEMENT, made and entered into this January 1, 2016, by and between the QUINCY PARK DISTRICT of Quincy, Illinois, hereinafter referred to as the DISTRICT, and the INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, DISTRICT NO. 9, hereinafter referred to as the UNION, is for the exclusive joint use and benefit of the contracting parties as defined and set forth herein.

The intent and purpose of this Agreement is to establish a harmonious relationship between the District and its employees covered by this Agreement and the Union.

ARTICLE I

Management Rights

Section 1. The District retains the sole right and authority to operate and manage the park and recreation facilities and direct the working force; to maintain order and efficiency in its plans and operations; to hire, layoff, assign, transfer, promote and determine the qualifications of employees; to determine the locations, methods, means and personnel by which operations are to be conducted, including the right to determine the starting and quitting time and the number of hours to be worked, subject only to such regulations governing the exercise of these rights as expressly provided in the Agreement.

Section 2. The District has the exclusive right to determine the organization and operations of the district; to increase, reduce or change, modify or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds or other proper reasons; to add, delete or alter methods of operation, equipment or facilities; and, to add, delete or alter policies, procedures, rules and regulations.

Section 3. The District retains the sole right to discipline employees, including suspension, layoff, and discharge for proper cause, including violation of any of the terms of this Agreement.

Section 4. The District retains the exclusive right to determine employee work schedules, employee work assignments, employee standards of work performance, employee position classifications, employee Job Descriptions and to fully determine qualifications for employment, as well as work rules and scope of work as deemed necessary to the District.

Section 5. Any of the rights, powers, and authority the District had prior to entering into this Agreement are retained by the District, except as expressly and specifically abridged, delegated, granted or modified by this Agreement.

Section 6. Subject to the grievance and arbitration procedure as set forth in Article IV of this Agreement, there shall be no work stoppage, strike, slowdown, or other interference with production nor shall there be any lockout of any employee by the District during the term of this Agreement, by reason of any grievance or disagreements by the parties hereto.

The Park District retains the right to discipline or discharge any employee who violates this provision.

ARTICLE II

Recognition

Section 1. The District recognizes the Union as the exclusive bargaining agent for all production, mechanics and maintenance employees covered by this Agreement, excluding office clerical and professional employees, supervisors, and all employees designated by the District as part-time and seasonal.

Section 2. The Union agrees that it will make membership in the Union available to all employees covered by this Agreement on the same terms and conditions as are applicable to other members of the Union.

Section 3. No employee will be discriminated against because of race, sex, religion, age, disability or national origin.

Section 4. Upon receipt of a signed authorization form from an individual, the District will deduct from said employee's pay the initiation, reinstatement fee, M.N.P.L. donation and monthly dues payable by him or her to the Union during the period set forth in said authorization.

Deductions shall be made on account of such fees and/or dues bi-weekly from the employees' paychecks after District's receipt of such authorization and monthly thereafter bi-weekly from the employees' paychecks.

The deductions shall be remitted to the Secretary-Treasurer of District No. 9 of the Union no later than the fifteenth day of the month following the deductions made in the month. The District shall furnish the Secretary-Treasurer monthly with a written record of those for whom deductions have been made and the amount of the deductions.

The Union will from time to time notify the District in writing of the names of the Secretary-Treasurer, the amounts of initiation fees, reinstatement fees, and monthly dues, shall conform with the Constitution and By-laws of the Union, and the Law.

Section 5. In the event of under-deductions or over-deductions, adjustments will be made in subsequent deductions, and the Union will indemnify the District against any liability.

Section 6. Employees who are not members of the Union paying dues by voluntary payroll deduction shall be required to pay in lieu of dues, their proportionate fair share of the cost of the collective bargaining process in accordance with the applicable Labor Relations Act. For the purpose of this Section, proportionate share shall not exceed the regular monthly dues of membership in the Union.

ARTICLE III

Seniority

Section 1. Seniority is an employee's length of service with the District in years, months and days from his/her last hire date.

Section 2. All new employees shall be subject to a probationary period of ninety (90) calendar days, after which their seniority shall date from their original hiring date. During said period, the District has the sole right to determine their job abilities and performance and may terminate their service at the District's discretion.

Section 3. Seniority and the employment relationship shall be terminated when an employee:

1. Quits; or
2. Is discharged for proper cause; or
3. If absent for three (3) consecutive work days and does not report for work at the beginning of the fourth consecutive work day without notifying employee's supervisor; or
4. Has less than twelve (12) months of seniority and is laid-off for a period of twelve (12) months or length of service up to three (3) years whichever is greater; or
5. Is absent due to illness or other physical disability for a period of twenty-four (24) months; or
6. Is laid off and fails to report to work when recalled within a period of three (3) working days. If the employee requests, in writing, additional time to return to work, said time may be granted up to ten (10) additional work days; or if employee presents an acceptable reason for his/her failure to return at such time.

ARTICLE IV

Grievance

Section 1. A grievance is a dispute or difference of opinion between the District and the Union, or between the District and an employee/s concerning the breach, violations, meaning or application of any of the terms or conditions of this Agreement.

Step 1. The aggrieved employee/s shall present their grievance to their immediate Supervisor (within five (5) working days after he/she knew or should have known) following the occurrence of said grievance and if they wish may be accompanied by Steward. The aggrieved's immediate Supervisor shall answer said grievance within two (2) working days.

Step 2. If not settled in Step 1, the grievance shall be reduced to writing and signed by the aggrieved employee and the Union Steward, and shall be presented to the appropriate Department Head within three (3) working days from the immediate Supervisor's Step 1 response.

Step 3. The appropriate Department Head shall give his/her written reply within three (3) working days to the Union Steward.

Step 4. If not settled in Step 3, the Executive Director shall be notified, in writing, by the Union and the Executive Director shall schedule a meeting between the Representative of the Local Union, International Union, the Steward, associated representative of District management/supervision and the aggrieved employee if requested within ten (10) work days. The Executive Director shall give a written reply to the Steward and Union office within five (5) work days of said Step 4 meeting.

Step 5. Should a satisfactory settlement not be effected by the parties, the grievance shall be submitted to arbitration within ten (10) days. The parties shall jointly request from the Federal Mediation and Conciliation Service a list of nine (9) names available arbitrators. The parties shall alternately strike names until only one remains which remaining name shall be the arbitrator to be appointed. The parties will alternate striking the first name.

The arbitrator shall have no power to add to, subtract from, or modify any of the provisions of this Agreement. The arbitrator may consider and decide only the particular issue or issues presented to him/her by the District and the Union, and his/her decision must be based solely upon an interpretation of the provisions of this Agreement. The arbitrator shall render a decision not later than thirty (30) days from the day of the arbitration hearing. The arbitrator's decision shall be final and binding on the parties. The expenses and salary, if any, of the arbitrator's shall be paid equally by the District and the Union.

Section 2. Should an answer not be given by either party within the specified time limits as spelled out, the grievance will be considered to have been settled.

Section 3. Unless otherwise noted, all time limits set forth in each of the steps shall be exclusive of Saturdays, Sundays, and holidays or any day observed as a holiday unless so noted to the contrary. Both parties may agree mutually to extend the time limits allotted to any step in the grievance arbitration procedure.

Section 4. Discharge cases shall be taken up in the 2nd step of the grievance procedure within three (3) working days from the date of discharge; otherwise, any grievance pertaining to said discharge will be deemed to have been waived.

Section 5. Warning letters over three (3) years will be removed from the employee's file and will not be used for further disciplinary action provided the employee receives no further discipline during this period.

Section 6. Written letters and/or disciplinary action over three (3) years will be kept in an employee's file, but after three (3) years will not be used for further disciplinary action, provided the employee receives no further discipline during this period.

ARTICLE V

Union Security

Section 1. The District will recognize two (2) Union Stewards selected by the Union (one Parks and one Golf Course).

Section 2. The Steward for the purpose of lay-off, shall head the seniority list and shall not be displaced by other employees or discontinued, by reason of lay-off or bumping, as long as he is qualified to perform the work. For the purposes of this section, the "Parks" and "Golf Course" will be considered separate departments.

Section 3. All Union business, with the exception of District authorized grievance hearings and/or collective bargaining shall not be conducted on District property or during District work hours of recognized employees.

Section 4. The authorized representative/s of I.A.M.AW shall have reasonable access to the working facilities of the Park District after first notifying the Executive Director of the purpose of the visit.

ARTICLE VI

Leave of Absence

Section 1. 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 Department Head 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) work day prior to expiration of the original leave. Leaves will not be granted to allow employees to take employment elsewhere and employees violating this provision will be considered to have quit their job with the District.

Section 2. Any employee with seniority who requests, in writing an unpaid medical leave, exclusive of earned unused sick leave accrual, shall be granted such leave after such illness has been certified by a physician who recommends that such employee be placed on a medical leave of absence. At the District's discretion, the employee may be required to be examined by a physician of the District's choosing, at the District's expense, if any. If the District's designated physician does not certify that the employee be placed on a medical leave of absence, a third physician's opinion shall be required. Associated costs, if any, to be at the District's expense. Selection of the third opinion physician shall be by mutual agreement between the District and said employee. The decision of the third opinion physician shall be binding on all parties.

Section 3. Employees who suffer compensable on the job industrial injury shall be granted a leave of absence for the period of disability.

Section 4. The employee's seniority shall accumulate during such leave.

ARTICLE VII

Vacations

Section 1. All employees who are in the employ of the District at the end of the calendar year with less than one (1) year of service, shall receive one (1) day of paid vacation time-off for each month of service in which he/she has worked three-quarters or more of his/her regular work days during said calendar month (any pay in lieu of work, holidays, sick days, etc., shall count as a day of work) up to maximum of ten (10) days.

Each January 1, thereafter, said employee shall be entitled to ten (10) working days of vacation per year. Refer to Article XVI, page 13 "Health Leave".

Employees who pass their fifth year of service (hire date) with the Park District, shall be entitled to one (1) additional day of vacation and one (1) additional day of vacation for each year thereafter to a maximum of twenty-five (25) working days of paid vacation.

Employees may not take earned vacation leave in advance of the current calendar year.

Employees who terminate employment with the Park District who have used vacation leave in advance will pay the Park District the difference between earned service and advance leave.

Section 2. Employees may carry-over a maximum of five (5) earned and accrued vacation days during any one (1) calendar year. All other accrued vacation time earned must be taken within the calendar year earned or the employee will forfeit same.

Section 3. Vacation schedules are to be determined by the appropriate Department Head or his/her designated representative. While due consideration for individual employee convenience may be given, the needs of the District in scheduling workloads will be the controlling criteria.

In case there are conflicting dates among employees, seniority shall govern.

Section 4. Employees terminated for any reason during a calendar year shall be eligible for pro-rata vacation at the time of termination. Such pay shall be computed on the basis of one twelfth (1/12) for each month worked after January 1 of each year.

Section 5. Employees shall be allowed to take their vacation in increments of no less than four (4) hours at a time.

Section 6. During an employee's probation period no vacation days will be granted and accumulated vacation will only be earned upon successful completion of the probationary period.

Section 7. Employees called in to work while on approved vacation will be paid one and one-half (1½) times their hourly rate of pay and may either have replacement vacation time for those hours worked OR be paid at their normal rate of pay for that vacation time.

ARTICLE VIII

Holidays

Section 1. The following shall be considered paid holidays under this Agreement each calendar year:

New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Eve (full day), Christmas Day, and New Year's Eve (full day).

Section 2. When any of the holidays as selected are not worked, an eligible employee shall receive eight (8) hours at his/her regular hourly rate.

Section 3. When a holiday falls within an employee's vacation period, the holiday shall not be charged to the employee as a day of vacation.

Section 4. Employees who are scheduled or who work on any of the holidays or on a day observed as said holiday shall be compensated for the time worked at one and one-half (1½) times his/her regular hourly rate of pay and shall have the additional time off with pay as applicable.

Section 5. When any of the enumerated regular holidays as stipulated in Section 1, paragraph 2, falls on a Saturday, it shall be observed on the preceding Friday. When the holiday falls on Sunday, it shall be observed on Monday.

ARTICLE IX

Bidding

Section 1. When a new job opening is created or a vacancy exists within recognized Union position classifications, said job shall be posted for two (2) working days on the bulletin board.

Eligible employees interested in bidding on such opening must sign a bid slip and give it to his/her Union Steward who will deposit said slip with the appropriate Department Head or his/her designated representative. Employees on active employment probation are not eligible to bid. An employee cannot withdraw his/her bid once it has been given to the Union Representative.

Said opening shall be awarded by ability and qualifications of those who have bid on said openings. Seniority shall govern when the ability and qualifications of employees involved to perform work required are relatively equal.

Section 2. A successful bidder shall not be allowed to bid again for a period of six (6) months after the award of said bid.

Section 3. If no employee has bid on the vacancy, the District may give the vacancy to any employee with his/her consent; recall an employee who is on lay off, leave the vacancy open; hire a new employee.

A new employee shall not be hired until all employees on lay off are recalled who have the ability and qualifications and are capable of performing the job.

Section 4. If employees fail to bid on the vacancy and the District does not fill the opening and elects to continue the process of filling the vacancy, it has to be reposted before assigning anyone to the opening if forty-five (45) calendar days have passed since the opening was first posted.

ARTICLE X

Discontinuance - Lay-Off

Section 1. In the event of a job discontinuance or a lay-off, employees with the least hire date seniority in the affected classification shall be removed from their classification.

Employees removed from the affected classifications shall exercise their hire date seniority in any other classification in which they can perform the work or can become qualified to perform within forty-five (45) working days if such hire date seniority is great enough to obtain a job. If said employee becomes qualified then the youngest hire date seniority employee in the classification will be displaced. If said employee cannot become qualified within forty-five (45) working days he/she shall be discontinued.

Employees bumped from any classification in accordance with these provisions shall exercise their hire date seniority in the same manner in any classification in which they can perform the work or can become qualified to perform work within forty-five (45) working days.

Section 2. The District will post for two (2) working days those whose jobs are to be discontinued.

Section 3. Employees who as a result of being discontinued or bumped shall have their bidding rights restored.

Section 4. Recall shall be by the most senior employee on lay-off in said classification.

ARTICLE XI

Hours of Work

Section 1. The normal work week shall be Monday through Friday, consisting of forty (40) hours of work in the months of January, February, March, November and December. The normal work week shall be Monday through Saturday consisting of forty (40) hours of work in the months of April through October. During which time employees will not be required to work more than four (4) hours on a Saturday (not less than two (2) hours) at which time they will have a maximum of four (4) hours (not less than two (2) hours) off during one (1) day in that week.

Section 2. Employees will remain on duty during regular work periods of inclement weather.

Section 3. Time and one-half shall be paid for all hours worked in excess of eight (8) hours per day and forty (40) hours per week. Daily and weekly overtime will not be paid for the same hours worked. Employees may be scheduled to work Sundays

(as outlined in Section 6 of this Article). Sunday work schedule will not be more than four (4) hours and not less than two (2) hours. All hours worked on Sundays will be paid at time and one-half plus an additional fifty cents (.50) premium per hour or compensation time at two (2) times the rate, whichever the employee chooses.

Section 4. Any pay received in lieu of work shall be considered a part of the forty (40) hour work week for purposes of computing overtime.

Section 5.

Parks Department – The work schedule for all Parks Department employees will be as follows:

- Normal Work Schedule – 6:30 a.m. until 2:30 p.m. year round;
- All scheduled Saturday and Sunday work will begin at 6:00 a.m.;
- All employees will be granted a twenty (20) minute paid lunch period that must be taken on site.

Westview Golf Course – The work schedules and starting times shall be fully based on Golf Course operations, as determined by the Director of Golf. Westview employees shall be granted up to a one (1) hour unpaid lunch period.

The workday, for the purpose of computing overtime, shall start at midnight and end at 11:59 P.M. Should an employee be called in prior to his/her regular shift, he/she shall be granted the opportunity to work out his/her regular scheduled shift.

Section 6. Parks Department weekend work scheduling shall be determined by seniority, starting with the most senior qualified employee and working down the eligibility list until one (1) employee signs on for the weekend schedule. Golf Department weekend work scheduling shall be determined by seniority within the classification working, starting with the most senior qualified employee within the classification and working down the list until an adequate number of employees are signed up for the weekend schedule. The sign-up sheet for the weekend schedule(s) will be posted one (1) month in advance. (Note: For the purposes of this section, the "Parks Department" and the "Westview Golf Course" are considered different departments.)

If one (1) or more qualified employees do not sign-up for weekend work, the least senior qualified employee will be assigned to the weekend schedule. An employee who worked the previous weekend will not be assigned to work the weekend immediately following unless said qualified employee(s) elects to work. Weekend work scheduled sign-ups shall be for both Saturday and Sunday, including any Monday or Friday holidays if the anticipated workload, as determined by the department head, requires said scheduling. An employee passed over for the following reasons will remain at the bottom of the list if:

1. He/She is not qualified to perform the assigned work;
2. His/Her working would violate State or Federal Wage/Hours Law;
3. He/She is on a week's vacation and has taken five (5) days' vacation the previous Monday through Friday. This includes the weekend before and after said week's vacation. Week's vacation has priority over a vacation time one day at a time;
4. He/She has a vacation day, holiday, personal time, wellness time on the Friday preceding or the Monday following; and/or
5. He/She has signed off to take a weekend or weekend day off. Said employee must sign off in writing.

Section 7. Each employee shall be entitled to a fifteen (15) minute break in the first half and in the second half of their shift. Employees' break times shall be determined by the employee's immediate Supervisor.

Section 8. Employees, if they choose, may credit overtime worked at one and one-half times the hourly rate to comp time to an annual maximum of eighty (80) hours. Employees must designate comp time at the time they so schedule the overtime.

Any unused comp time may be carried over to the March 31st of the following year, at which time any unused comp time will be forfeited.

Section 9. Overtime may be required, by the Park District, through shift extension, emergency call-in or if scheduled.

ARTICLE XII

Temporary Transfers

Section 1. Temporary transfers, for a period not to exceed thirty (30) days, within the calendar year, may be made by the District when employees are ill or absent from work or when work in another area required additional help. The period of thirty (30) days may be extended due to public emergencies such as public or natural disasters.

Section 2. Employees temporarily transferred to work in a classification which is compensated at a higher rate shall receive a rate of pay equal to the next highest salary step to his/her existing rate of pay within the temporary classification, in accordance with the District Salary Schedule.

ARTICLE XIII

Jury Duty

Section 1. Any employee who is called and thereby required to appear for jury service, witness service or a coroner's panel, shall be excused, for each day of service falling on his/her regular work days, with pay, the difference between eight (8) times his regular hourly rate and payment he/she receives for such service.

ARTICLE XIV

Funeral Leave

Section 1. Employees will be granted up to three (3) days off, with pay, for time lost due to the death of an eligible family member. For the purpose of definition, an eligible family member shall include: spouse, son, daughter, mother, father, stepson, stepdaughter, brother, sister, grandmother, grandfather, grandchildren, stepmother, stepfather, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunts and uncles. Time off shall be consecutively scheduled workdays and shall end the day of the funeral or the day after if travel is necessary.

Section 2. Should a unit employee die and his/her family requests that fellow employee(s) act as pallbearers, the District will allow such request and pay each employee(s) for the lost time which is required to perform the deed.

ARTICLE XV

Personal Time

Section 1. Each employee shall be granted up to twenty-four (24) hours off annually to be used for personal reasons, to include personal reasons of a dependent.

Section 2. Personal time is not cumulative from one (1) calendar year to another. An employee will not be compensated for unused personal time.

Section 3. Personal/Comp time may be used in increments of two (2) hours or more.

Section 4. The District shall be given forty-eight (48) hours' notification when personal time is to be taken. The Department Head may approve comp/personal time on a short notice, based on workload, exception; an employee who has a dependent who becomes ill without notice will be approved.

Section 5. 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. Employees who are in their probation period will not be allowed to use personal leave and will be granted accumulated paid personal leave credit only after successful completion of his/her probationary period.

ARTICLE XVI

Health Leave

Section 1. Sick Leave - Beginning with the first complete month of employment each employee shall earn eight (8) hours of sick leave per month.

Annual Benefit Incentive: Any regular full-time employee who uses sixteen (16) hours or less of sick leave during a full calendar year shall be rewarded an additional sixteen (16) hours of vacation leave to be used during the following calendar year.

An employee who uses sick leave shall notify his/her immediate Supervisor prior to or within fifteen (15) minutes after his/her scheduled shift.

Termination Benefit Incentive: Upon voluntary termination of employment, regular full-time Union employees shall receive eight (8) hours of pay for every eighty (80) hours of sick leave accumulated during their term of employment. A minimum of five hundred (500) hours of sick leave must be accumulated before any payment is made. A maximum of one hundred and sixty (160) hours' pay may be received. Payment will be based on a five (5) day, forty (40) hour work week.

Accrual credit for this reward will begin January 1, 1995. Any sick leave accumulated prior to January 1, 1995 must be used for illness or credited in accordance with Public Act 84-112.

Section 1A. Sick leave, with pay, will be earned by all regular full-time employees at the rate of eight (8) hours for each full month of service. Employees will only be allowed to take sick leave, with pay, that they have previously accumulated.

Section 2. Wellness Leave – The District will allow each employee two (2) days per year for wellness leave with pay. Said leave is for the purpose of undergoing routine or detailed tests or exams from physicians, dentists, etc. for the purpose of maintaining good physical health.

Wellness leave may not accumulate from year to year.

Section 3. On the Job Injury Leave – When an employee has been injured in the course of employment, the District will pay to him/her their full salary less the amount received from Workmen's Compensation for a period not to exceed fifty-two (52) weeks. At the end of the 52nd week period said employee will receive set amount set forth by Worker's Compensation.

ARTICLE XVII

General

Section 1. Bulletin Boards – The District will provide five (5) bulletin boards to be used by the Union for posting of Union related business at suitable District locations. No other location on District property shall be used for Union purposes. (Maintenance 1,2,3, Westview Turf Care, Marina)

Section 2. Safety Committee – During the term of this Agreement, two (2) employees from the bargaining unit shall be selected by the Union to be on the Safety Committee. Said committee shall meet with the District representatives when scheduled by the District, at least quarterly.

Section 3. Supervisors – It is agreed and understood, that periodically, it is in the best interest of the Park District and the tax paying public, to permit supervisors to perform manual labor or instruct an employee or show a new technique. Allowing supervisors to perform manual labor or provide instruction is NOT intended to replace or minimize work provided by Union employees. The intent is to meet the immediate expectations of the public.

Section 4. Park Facility – Employees, spouses and children (as defined in the current personnel code) living with them shall be eligible for season passes at no charge for the use of the aquatic, golf and recreational areas of the District. A ten percent (10%) marina slip rental discount will be granted as long as the District operates the Marina. A discount of ten percent (10%) shall also be given off the established retail prices set on the Pro Shop merchandise.

Section 5. Clothing – The District will reimburse each employee up to one hundred (\$100.00) dollars for the cost of District approved boots or work shoes per calendar year.

The District will provide each employee with five (5) bright colored t-shirts, five (5) trousers, winter jacket, as well as light-weight spring and fall jacket and hat, plus winter coveralls. Uniform quality (Union made) and quantity to be determined by the District. Each employee shall, at all times, wear the prescribed District working uniform while on duty and shall be responsible for appropriately laundering same.

All District authorized employee safety equipment and apparel shall be furnished by the District.

Section 6. Sub-Contracting – No Union employees will be laid off or displaced due to sub-contracting.

On the issue of government assisted programs and utilization of volunteer labor: The District will have the right to bring these agencies in for the purpose of performing such work tasks as the Union agrees. The Union has the right to determine what work

tasks will be performed by the individuals of said agencies. The intent of this language is only to clarify the District's and Union's right to utilize these agencies and not to diminish their rights under the law.

ARTICLE XVIII

Insurance

Section 1. Health - The District for the term of this Agreement shall provide to each employee Health Insurance, without cost, and as determined by the Board of Commissioners for all District full-time employees, as part of the health insurance, the District shall provide each employee drug prescription coverage.

Furthermore, the District agrees to continue its practice of providing the same coverage to bargaining unit employees, as it provides to other District employees and families, including management.

Life - The District shall also provide each employee Life Insurance; Accidental Death and Dismemberment Insurance, without cost. Said coverage shall not be less than fifteen thousand dollars (\$15,000).

ARTICLE XIX

Pension

Section 1. As of January 1, 2003, all Union full-time employees will pay the employee contribution to participate in the Illinois Municipal Retirement Fund.

ARTICLE XX

Wage Rates

Section 1. All employees will receive the following wage increases:

	<u>Effective 1/1/16</u> <u>\$.28/hr</u>	<u>Effective 1/1/17</u> <u>\$.29/hr</u>	<u>Effective 1/1/18</u> <u>\$.30/hr</u>
Laborer	\$16.52	\$16.81	\$17.11
Mechanic	\$18.28	\$18.57	\$18.82
Crewleader	\$19.64	\$19.93	\$20.23

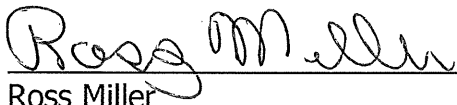
ARTICLE XXI

Termination

Section 1. The Agreement shall be and remain in full force and effect from January 1, 2016 and shall continue in full force and effect including December 31, 2018, and thereafter for successive one-year periods on January 1 of each anniversary date,

unless one of the parties hereto on or before the sixtieth (60th) day next preceding any anniversary date shall notify the other party hereto, in writing, of its desire to terminate or amend this Agreement. The Agreement shall be and remain in full force and effect from January 1, 2016 and shall continue in full force and effect including December 31, 2018.

IN WITNESS WHEREOF, the said Quincy Park District has caused its name to be hereunto subscribed by the President and Secretary of the Board of Commissioners pursuant to the approval and authority of the Board of Commissioners of the Quincy Park District and the said Union has caused its name to be hereunto subscribed by the Business Agent of District No. 9, International Association of Machinists and Aerospace Workers, pursuant to approval and authority of said Union said names being subscribed this 1st day of January, 2016.



Ross Miller
Business Representative
District No. 9, IAMAW

1-11-16

Date



John Frankenhoff
President, Quincy Park District
Board of Commissioners

1/20/16

Date



Fred Steinway
Union Steward - Parks
District No. 9, IAMAW

1/13-16

Date



Rome Frericks
Executive Director, Quincy Park District

1/13/2016

Date



Chuck Darnell
Union Steward - Golf
District No. 9, IAMAW

1-11-2016

Date

lk/OPEIU#13
1/7/16

CORRESPONDENCE

VOLUNTEERS

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: June 30, 2016

Administrative Initiatives (6/01/16 – 6/30/16)

Attended:

- the monthly Safety Committee meeting
 - the Directors meeting
 - Friends of the Trail meeting
 - Rotary meetings
 - Park Foundation meeting
 - Riverfront Development meeting
 - Branding Meeting
 - Lincoln Park Restroom/Shelter pre-bid meeting
-
- Met with local tennis community on the replacement of the fence around courts #1 through #4.
 - Met with Klingner & Associates on the Lincoln Park shelter/restroom.
 - Guest speaker at the June 20th Golden K meeting.
 - Attended the West Central Illinois Center for Independent Living for the presentation of awards for the new Kiwanis Centennial Playground in Lincoln Park on June 20th.
 - Attended the Teen Reach/Quincy Park District announcement of receiving \$30,000 to help support Out-of-School Time Programs.
 - Held two on-site visits with engineers and the contractor for Bill Klingner Trail for 5th to 12th Street.
 - Met with both the Friends of Trail and Park Foundation members on their fundraising efforts.
 - Met with City of Quincy employees and Ameren employees on new laws on electrical grounding on water.

Administrative Initiatives (7/1/16 – 7/31/16)

- Continue planning for 2016 bond projects, goals and objectives.
- Continue to work with local contractors and engineers on the Bill Klingner Trail project.
- Continue working with Kiwanis on the shelter house for Lincoln Park.
- Continue the open talks/joint partnering with community leaders and pastors to have more of a presence in the northwest community.
- Begin working with staff on the second phase of our ADA plan.
- Work with staff on finding a tenant for the Lorenzo Bull House.
- Work on possible ideas for options for the WAC.

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: June 30, 2016

Administrative Initiatives (6/1/16 – 6/30/16)

Attended:

- Directors meeting
- Kiwanis Shelter meeting
- Bridge the Gap planning meeting
- Lincoln Park Shelter pre bid meeting
- Friends of the Trail meeting
- Lincoln Park Shelter Planning with Klingner's
- Safety meeting
- Germanfest Onsite
- Staff replaced archery targets
- Staff worked on Irrigation
- Monitored progress on 5th to 12th street trail construction
- Monitored dredging in the Art Keller Marina
- Monitored road repair in Madison Park

Administrative Initiatives (7/1/16 – 7/31/16)

- Continue working with Kiwanis on the shelter house at Lincoln Park.
- Monitor park cleanup and structural repairs.
- Continue planning for 2016 projects, goals and objectives.
- Work on 2016 Capital Project list for Parks Department.
- Monitor South Park milling and resurfacing.

- Monitor repairs on South Park warming hut.
- Monitor Bob Mays Park parking lot expansion.
- Monitor 5th to 12th street Trail Construction.

ADA Update

Phase 1 Accessible route from parking to main feature or facilities

- 2012 – 2015 completed total cost \$225,600

Phase 2 Exterior Doors, Interior Doors and Fixtures on Restrooms and Buildings

- Starting in 2016 and continuing till 2020
- Budgeting Approximately \$20,000 to \$30,000 each year from Capital Projects

Phase 3 Accessible routes to all other features and facilities

- 2021 – 2025
- Budgeting \$20,000 to \$30,000 each year from Capital Projects

ADA Work Completed in 2012 \$65,866

All America Park:

- Sidewalk from parking lot to shelter house
- ADA drinking fountain
- Single ADA parking stall at shelter with lined crosswalk
- Truncated domes
- Sidewalk from parking lot to restroom
- Single ADA parking stall
- Sidewalk with handrails from parking lot to Ski Club viewing area

Berrian Park:

- Sidewalk from parking lot to restroom, gazebo and soccer field
- 3 single ADA parking stall
- Truncated domes
- Sidewalk from parking lot to basketball court
- Sidewalk from parking lot to baseball field and drinking fountain
- Sidewalk from parking lot to shelter house

ADA Work Completed in 2013 \$83,813

Moorman Park:

- 9 truncated domes
- Metal handrail around fishing dock
- ADA parking stall and sidewalk to playground

Moorman Main Ball field:

- ADA parking stall with sidewalks to dugouts, bleacher's and drinking fountain
- Concrete pads for bleachers
- ADA drinking fountain

Boots Bush Park:

- Sidewalk from restroom to concession area and drinking fountain
- ADA drinking fountain

Kesler Park:

- Sidewalk from parking lot to shelter house, playground and observation deck
- 2 truncated domes

Madison Park:

- Sidewalk from road to tennis courts
- 3 truncated domes
- ADA parking stall with sidewalk to shelter and restroom
- Apron and sidewalk around half of playground to tot lot with ADA drinking fountain

ADA Work Completed in 2014 \$41,743

Riverview Park:

- ADA parking stall with crosswalk
- Truncated dome
- Sidewalk from road to playground, basketball court and shelter
- Sidewalk from shelter to restroom

Upper Moorman Ball Field:

- ADA parking stall
- Truncated dome
- Sidewalk from parking stall to bleacher area and drinking fountain
- ADA drinking fountain

Q-Island:

- ADA drinking fountain

Moorman Main Ball Field:

- ADA drinking fountain

ADA Work Completed in 2015 \$34,178

Johnson Park:

- ADA drinking fountain
- Concrete Pad for bleachers
- Sidewalk from road to drinking fountain and bleachers
- Truncated domes

Q-Island:

- ADA parking stall with crosswalk
- Truncated dome

Lincoln Park:

- Sidewalk from parking stall to playground
- Truncated dome

Reservoir Park:

- Truncated domes

South Park:

- Truncated domes

To: Board of Commissioners

From: Donald J. Hilgenbrinck

Subject: Monthly Report

Date: June 30, 2016

Administrative Initiatives (6/01/16 – 6/30/16)

- Attended monthly Safety Committee meeting.
- Attended IMRF training workshop for authorized agents.
- Prepared the Transmittal Letter and the MD&A for the 2015 Comprehensive Annual Financial Report (CAFR).
- Prepared & submitted Certificate of Achievement for Excellence in Financial Reporting program application to the GFOA review board for the District's FY2015 CAFR.
- Published the Notice of Availability of Audit Report.
- Filed FY2015 Comprehensive Annual Financial Report (CAFR) with the Adams County Clerk.
- Prepared and filed Annual Treasurer's Report with the Adams County Clerk.
- Filed the Annual Financial Report (AFR) with the Illinois Comptroller, as required by statute.
- Posted the FY2015 Comprehensive Annual Financial Report (CAFR) on the district's website.
- Posted the 2015 Annual Treasurer's Report on the district's website.
- Published Prevailing Wage Public Notice.
- Posted the 2015 Prevailing Wage Resolution on the district's website.
- The office staff has also been busy with processing special events for 2016, taking registrations for shelters, processing financial assistance, and issuing season pool passes.

Administrative Initiatives (7/01/16 – 7/31/16)

- Conduct seasonal cash/POS payment processing audits.
- Apply to the Local Records Commission for annual destruction of district records in accordance with the district's retention policy.
- Research electronic time clock systems for feasibility with the Quincy Park District.

Quincy Park District Consolidated Funds Investment Report

As of Month-End: June-16										
Type of Investment	Description	Financial Institution	Amount	Term (Months)	Rate	Anticipated Interest	Maturity Date	Collateral	Collateral Pledged Value	Collateral Market Value
DDA	Interest Checking	First Bankers Trust	\$ 170,541.53	1	0.50%			Per Statement	\$ 7,250,000	\$ 7,593,976
MMA	First Choice MMA	First Bankers Trust	\$ 2,748,588.29	1	0.50%			Per Statement	\$ -	\$ -
Municipal Bonds	QPD 2016 GO Bond	Quincy Park District	\$ 800,000.00	8	1.50%			Per Statement	\$ -	\$ -
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Quincy Park District
2015 GO Bond
Project Funds
June 30, 2016

(unaudited)

Project Description	Project Code	Original Project Balance	Project Funds Spent	Outstanding Encumbrances	Project Funds Transfer In/Out	Remaining Balance	Status *
Moorman Medium Shelter	15-100	\$ -	\$ 7,182.90		\$ -	\$ (7,182.90)	C
Lorenzo Bull House-Exterior Painting/Repair	15-105	\$ 150,000.00	\$ 48,085.79		\$ -	\$ 101,914.21	C
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	C
Lincoln Park Universal Access Playground	15-108	\$ 150,000.00	\$ 142,159.95		\$ -	\$ 7,840.05	P
Reservoir Pk Shltr/Soffit/Doors/Repair & Paint	15-109	\$ 35,000.00	\$ 19,220.00		\$ -	\$ 15,780.00	C
Quincy Park District Equipment	15-110	\$ 195,000.00	\$ 159,672.87		\$ -	\$ 35,327.13	C
Sunset Park Rock Wall Repair	15-111	\$ 35,000.00	\$ 35,108.98		\$ -	\$ (108.98)	P
QPD-Per ADA Study 5/2011	15-112	\$ 40,000.00	\$ 34,178.00		\$ -	\$ 5,822.00	C
Contingency		\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	P
Legal		\$ 10,000.00	\$ 5,500.00		\$ -	\$ 4,500.00	C
Quincy Park District Accounting Software	14-116		\$ 4,226.65		\$ -	\$ (4,226.65)	P
Berrian Shelter Electric Upgrade	15-101		\$ 1,504.51		\$ -	\$ (1,504.51)	P
Parker Heights Rock Wall Repair	15-102		\$ 10,808.98		\$ -	\$ (10,808.98)	P
Q-Island Bridge Engineering	15-118		\$ 24,911.84		\$ -	\$ (24,911.84)	P
Q-Island Bridge Repairs	15-118		\$ 98,897.36		\$ -	\$ (98,897.36)	P
Marina Gas Line Repairs	15-120		\$ 9,580.21		\$ -	\$ (9,580.21)	P
Transfer In-Closeout Previous Year Bonds		\$ -	\$ -		\$ 28,788.23	\$ 28,788.23	
Interest		\$ -	\$ -		\$ 2,735.56	\$ 2,735.56	
Totals & Remaining Bond Funds:		\$ 800,000.00	\$ 691,523.10		\$ 31,523.79	\$ 140,000.69	
Current Retainage						\$ -	
Bond Cash Balance:						\$ 140,000.69	
Committed Use of Funds:							
Sunset Park Rock Wall Repair	15-111	\$ 35,000.00	\$ 35,108.98	\$ -		\$ -	C
Quincy Park District Accounting Software	14-116	\$ 20,000.00	\$ -	\$ 17,373.35		\$ 6,000.00	P
Marina Gas Line Repairs	15-120	\$ 8,000.00	\$ 9,580.21	\$ -		\$ -	C
Total Encumbered:				\$ 17,373.35		\$ 6,000.00	
Total Uncommitted Funds RESERVED:				\$ 122,627.34		\$ 116,627.34	

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

Notes:

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

P/C 16-100: Funds spent of \$16,000 will be transferred to Bond 2016.

Quincy Park District
2016 GO Bond
Project Funds
June 30, 2016

(unaudited)

Project Description	Project Code	Original Project Balance	Project Funds Spent	Outstanding Encumbrances	Project Funds Transfer In/Out	Remaining Balance	Status *
Wavering Prk Abutment	16-100	\$ 268,000.00	\$ 169,036.63		\$ -	\$ 98,963.37	P
Lincoln Prk Shelter/Rest Room	16-101	\$ 120,000.00	\$ 22,400.00		\$ -	\$ 97,600.00	P
Bob Mays Parking Lot	16-102	\$ 100,000.00	\$ 7,789.66		\$ -	\$ 92,210.34	P
District Equipment	16-103	\$ 157,000.00	\$ 121,423.17		\$ -	\$ 35,576.83	P
Parker Heights Culverts	16-104	\$ 20,000.00	\$ 8,480.00		\$ -	\$ 11,520.00	P
Madison Prk Rd Improvements	16-105	\$ 7,500.00	\$ 18,158.89		\$ -	\$ (10,658.89)	P
Riverview Prk RestRm Upgrade	16-106	\$ 20,000.00	\$ -		\$ -	\$ 20,000.00	P
ADA Study (May2011)	16-107	\$ 35,000.00	\$ -		\$ -	\$ 35,000.00	P
S Prk Pond Bridge	16-108	\$ 14,000.00	\$ -		\$ -	\$ 14,000.00	P
Madison Prk Tennis Fence	16-109	\$ 6,000.00	\$ 5,145.00		\$ -	\$ 855.00	P
Berrian Swing Set	16-110	\$ 7,500.00	\$ 6,567.66		\$ -	\$ 932.34	P
S Park Road Resurfacing	16-112	\$ -	\$ 241.58			\$ (241.58)	
Contingency		\$ 40,000.00	\$ -		\$ -	\$ 40,000.00	P
Legal		\$ 5,000.00	\$ 5,500.00		\$ -	\$ (500.00)	C
			\$ -		\$ -	\$ -	P
			\$ -		\$ -	\$ -	P
			\$ -		\$ -	\$ -	P
			\$ -		\$ -	\$ -	
Transfer In-Closeout Previous Year Bonds		\$ -	\$ -		\$ -	\$ -	
Interest		\$ -	\$ -		\$ 1,345.99	\$ 1,345.99	
Totals & Remaining Bond Funds:		\$ 800,000.00	\$ 364,742.59		\$ 1,345.99	\$ 436,603.40	
Current Retainage						\$ -	
Bond Cash Balance:						\$ 436,603.40	

Committed Use of Funds:

Wavering Prk Abutment	16-100	\$ 268,000.00	\$ 169,036.63	\$ 8,171.00		\$ -	P
Lincoln Prk Shelter/Rest Room	16-101	\$ 120,000.00	\$ 22,400.00	\$ 1,400.00		\$ 96,200.00	P
Bob Mays Parking Lot	16-102	\$ 100,000.00	\$ 7,789.66	\$ 95,689.00		\$ -	P
District Equipment	16-103	\$ 157,000.00	\$ 121,423.17	\$ -		\$ -	P
Parker Heights Culverts	16-104	\$ 20,000.00	\$ 8,480.00	\$ -		\$ 11,520.00	P
Madison Prk Rd Improvements	16-105	\$ 7,500.00	\$ 18,158.89	\$ -		\$ -	P
Riverview Prk RestRm Upgrade	16-106	\$ 20,000.00	\$ -	\$ -		\$ 10,500.00	P
ADA Study (May2011)	16-107	\$ 20,000.00	\$ -	\$ -		\$ 20,000.00	P
S Prk Pond Bridge	16-108	\$ 14,000.00	\$ -	\$ 6,060.00		\$ 7,940.00	P
Madison Prk Tennis Fence	16-109	\$ 6,000.00	\$ 5,145.00	\$ -		\$ 855.00	P
Berrian Swing Set	16-110	\$ 7,500.00	\$ 6,567.66	\$ -		\$ -	P
S Park Road Resurfacing	16-112	\$ 174,863.00	\$ 241.58	\$ 174,832.50		\$ -	P
		\$ -	\$ -	\$ -		\$ -	P
Total Encumbered:				\$ 286,152.50		\$ 147,015.00	
Total Uncommitted Funds RESERVED:				\$ 150,450.90		\$ 3,435.90	

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

Notes:

To: Board of Commissioners

From: Mike Bruns

Subject: Monthly Report

Date: July 1, 2016

Administrative Initiatives (06/01/16 – 06/30/16)

- Attended the monthly safety committee meeting.
- Staff conducted the fishing rodeo at Moorman Lake.
- Girls' softball, t-ball, 14-16 baseball, tennis, swim lessons, summer playground, special populations, aqua zumba, horsing around, walk a hound and fishing clinics started.
- Staff conducted the customer appreciation day with attendance at IMP 567.
- Staff conducted the outdoor concerts, family fun in the sun and outdoor movie at South Park.
- Disc golf tournament was held on June 5 at Moorman Park.
- Staff worked on setting up the all-star teams for little league baseball.
- Staff continued to work on promoting programs and events through media, events and our facilities.
- Staff conducted the all-star age 13 intermediate district baseball tournament.
- Attended Little League post season tournament meeting.
- Staff worked on setting up the state baseball tournament.

Administrative Initiatives (07/01/16 – 07/31/16)

- Staff will conduct the all-star age 13 intermediate state baseball tournament July 8-15.
- Natural Born Explorers program will start on July 6.
- Outdoor concerts will be held at South Park on July 7 & 21.
- Work on press releases and promotion for programs and events.
- Outdoor movie will be held on July 15 at South Park.
- Teen splash bash will be held on July 24 at IMP.
- Family fun in the sun will be held on July 26 at South Park.
- Staff will conduct surveys in all of our programs.
- Work on plans for the fall and winter brochure.
- Work on plans for the fall and winter program schedule.

2016

2015

IMP (Thru June 30)

0 closed/6,146 total/av. 181 7 closed/3,816 total/av. 119

Swim Passes

280

208

(Thru June 30)

Individual 95/Family 185

Individual 61/Family 147

Batting Cage (Thru June 30)

Revenue

\$55,422

\$53,707

- Behind this page are attendance figures for 2016 so far. If it is blank the program registration is not finished yet. If the number is red that is the number so far and it will be increased as the year moves on.
- Programs that are up so far are:
 1. Fitness Classes
 2. Little League
 3. Youth Soccer
- Northwest programs North Quincy Sports are included. It averaged 15-20 each week and will start back up when school does in the fall. Basketball league at Berrian will be starting in July on Sundays.
- We will evaluate all programs in the fall and make decisions on improving programs, cancelling programs and if we want to start any new programs.
- Our main goal is to maintain and improve our current programs.

Programs/Facilities					
	2012	2013	2014	2015	2016
Wavering	13,977	8,624	8,148	4,691	na
Indian Mounds	15,437	10,333	8,906	8,337	
Pool Swim Lessons	196	125	174	149	
Water Babies	30	38	18	8	
Pool Private-Birthday Parties	20	25	20	18	
Pool Events: Splash Bashes, Dive-In Movie	247	250	50	32	
WAC: Pool Concessions	\$20,526	\$15,411	\$14,284	\$7,310	na
IMP: Pool Concessions	\$25,603	\$19,960	\$21,902	\$17,629	
Pool Passes	316	489	419	209	
WAC: Customer Appreciation Day	486	48	196	429	na
IMP: Customer Appreciation Day	626	106	342	633	567

Batting Cage Facility	2012	2013	2014	2015	2016
Customer Appreciation Day	\$601	\$880	\$1,389	\$720	\$756
Hy-Vee Special (Friday) Mini-Golf	406 rounds	613 rounds	689 rounds	773 rounds	
Mini Golf	\$52,912	\$57,887	\$59,839	\$58,942	
Tokens	\$13,073	\$11,996	\$14,755	\$13,316	
Paddle Boats	\$5,734	\$6,136	\$6,535	\$6,158	
Concessions	\$16,562	\$16,847	\$18,854	\$22,392	
Bike Rentals	\$277	\$142	\$179	\$152	

Programs	2012	2013	2014	2015	2016
Adult Co-Ed Softball	180 players/ 12 teams	180 players/ 12 teams	180 players/ 12 teams	180 players/ 12 teams	
Adult Soccer League	100 players/ 5 teams	100 players/ 5 teams	120 players/ 6 teams	140 players/ 7 teams	
Adult Men's Basketball League	40 players/ 4 teams	0	0	na	
Adult Softball	840 players/ 56 teams	690 players/ 46 teams	600 players/ 40 teams	510players/ 34 teams	
After School Program	123	115	105	111	59*
Aqua Zumba	23	17	30	10	
Family Park Workout	19	16	0	na	na
Fishing Clinics	180	184	181	157	
Future Hawk Sports Camp	na	na	21	0	na
Guard Start	5	0	0	na	na
Horsing Around	na	na	13	3	11*
Indoor Playground	1,385	1,180	na	na	na
Kindergarten Prep	na	7	0	na	na
Low Impact Fitness Exercise (LIFE)	94	104	80	85	68*
Natural Born Explorers	na	3	5	0	
North Quincy Sports	na	na	na	na	150*
NuFit Fitness Boot Camp	na	16	na	na	na
Outdoor Photography	na	na	4	0	na
Pickleball	na	na	144	1,000	

Programs/Facilities					
	2012	2013	2014	2015	2016
Quickstart Tennis	6	na	na	na	na
Shoshinkan Martial Arts (Karate)	148	48	60	58	16
Special Populations	45 daily/ 1,305	46 daily/ 1,334	35 daily/ 1,015	48 daily/ 1,200	
Summer Music	105	101	91	146	
Summer Playground	88 daily/ 2,992	85 daily/ 2,890	78 daily/ 2,652	69 daily/ 1,725	
Tennis - Youth Instruction	100	95	101	127	106
Tennis - Family Lessons	na	na	18	35	28
Thanksgiving Tea for Two	na	na	4	na	na
Tiny Tumblers	20	10	25	13	10*
Tiny Tot Team Sports	19	na	na	na	na
Walk a Hound, Lose a Pound	na	na	25	17	
Yoga (Cancer Survivor)	na	13	3	na	na
Yoga	30	16	10	64	43*
Youth Basketball Instruction	7	na	na	na	na
Youth Baseball/Softball	553 players/ 43 teams	538 players/ 40 teams	640 players/ 48 teams	see below	see below
Little League age 7-13	na	na	na	371 players/ 30 teams	400 players/ 31 teams
Girls Softball age 7-12	na	na	na	201 players/ 16 teams	197 players/ 15 teams
Boys Baseball age 14-16	na	na	na	na	48 players/ 4 teams
T-Ball	na	na	na	144 players/ 11 teams	134 players/ 11 teams
Total Little League/Softball/T-Ball	na	na	na	716 players/ 57 teams	779 players/ 61 teams
Youth Baseball/Softball Sponsors	na	30	39	46 Team/ 10 Sign	47 Team/ 9 Sign
Youth Baseball Instruction	14	na	na	na	na
Youth Soccer	182 players/ 20 teams	175 players/ 19 teams	196 players/ 19 teams	190 players/ 19 teams	274 players/ 24 teams
Youth Soccer Ages 3-5 yrs. old	na	113 players/ 10 teams	143 players/ 12 teams	131 players/ 11 teams	190 players/ 16 teams
Zumba Fitness	120	65	14	33	14*

Special Events	2012	2013	2014	2015	2016
Breakfast With Santa	52	50	25	na	
Calls From Santa	na	na	na	na	
Datenights Mother/Son - Father/Daughter	272	202	214	198	286
Disc Golf Tournament	50	45	65	75	
Easter Event	400	425	500	500	500
Fall Festival at Batting Cage Area	na	50	125	300	
Fishing Rodeo	225	250	70 rain	150	75

Programs/Facilities					
	2012	2013	2014	2015	2016
Family Fun In the Sun	600	365	350	200	175*
Halloween Teen Event/Dance	221	na	na	na	na
Letters From Santa	na	na	na	na	na
Outdoor Concerts	1,400	1,900	1,325	250	325*
Outdoor Movies In the Park	300	325	1,400	850	300*
Social Dance	26	na	na	na	na
Special Populations Holiday Dance	200	270	240	255	
Storytelling By the Campfire	80	75	50	50	
Tennis Fest	50	50	125	100	75
Visit With Mrs. Claus	25	na	5	6	
Winter Festival at Clat Adams	na	500	150	na	na

* Not Completed Yet

To: Board of Commissioners
From: David Morgan
Subject: Monthly Report
Date: July 1, 2016

Administrative Initiatives (06/01/16 – 06/30/16)

- Hosted the McSchoch Golf Outing.
- Hosted the Madison Park Church Golf Outing.
- Attended the Little Peoples Annual Meeting.
- Hosted the 43rd Little Peoples Golf Tournament. They have signed up again for the 2017 season. Nan Ryan and all of the volunteers said all of the Westview staff was very accommodating and very friendly.
- Attended safety, directors and board meetings.
- Conducted the 1st Junior summer pass clinic.
- Continue updating golfer's households and emails on POS system.
- Continue to hand out and deliver Westview Golf Course and Quincy Park District Information packets.
- Teaching golf to Special Olympics Adults & Children and teaching the parents on how to coach at the K of C.
- Received 20 new Yamaha Golf Carts.

Administrative Initiatives (07/01/16 - 07/31/16)

- Staff are beginning to remove stumps on the golf course and fill in the holes.
- Continue to revamp the landscaping around the club house.
- Continue felling of dead trees and tree limbs.
- Prepare the golf course for upcoming events.
- Advertise the Landmarx Match Play League.
- Host the Junior City, July 7th.
- Men's and Ladies' City Championship, July 9th and July 10th.
- Host the Optimist Golf Outing, July 18th.
- Host the Greater Raider Golf Outing, July 24th.
- Post emergent application for goose grass control.
- Begin cart path work on holes #11 thru #12.

**Westview
Monthly Rounds Report**

Westview Golf Course Rounds of Golf - 2016

		Jun-16	2016 YTD		Jun-15	2015 YTD
10000	18 Hole Weekday Green Fee	533	1212		332	1126
10001	18 Hole Weekend Green Fee	0	0		0	0
10002	9 Hole Weekday Green Fee	229	516		134	451
10003	9 Hole Weekend Green Fee	0	0		0	0
10004	Twilight Green Fee	68	312		487	1392
10005	Fall/Spring/Winter Green Fee	0	471		0	331
10006	M-T-TH-Special	63	161		0	0
10007	Winter Special w/ Car	0	254		0	6
10008	Third Nine Green Fee	417	979		309	977
10009	Family Night Adult	17	63		13	42
10010	Family Night Child	16	63		14	55
10011	Jr. Green Fee	21	44		16	58
10012	Promotional Round	14	27		16	42
10013	Twilight Combo	571	1510		0	0
10014	Early Bird 9	17	21		0	0
10015	Early Bird 18	117	204		0	0
11000	Adult Weekday Pass Visit	211	818		216	796
11001	Adult Weekend Pass Visit	188	801		169	798
11002	Senior Weekday Pass Visit	421	1401		309	1159
11003	Senior Weekdend Pass Visit	263	992		158	717
11004	Senior Rest. Weekday Pass Visit	118	355		75	244
11005	Super Senior Weekday Pass Visit	423	1187		384	1221
11006	Employee Pass Visit	82	285		72	333
11007	Junior Weekday Pass Visit	150	482		199	571
11008	Junior Weekend Pass Visit	50	185		46	225
11010	Junior Summer Pass Visit	157	157		110	110
11011	Young Adult Weekday Pass Visit	129	358		104	333
11012	Young Adult Weekend Pass Visit	54	223		36	194
11013	School Team Pass Visit	0	0		0	0
12000	Green Fee Punchcard Visit	828	2396		612	2392
13000	Tournament Round	635	635		172	292
13001	Tournament Green Fee	0	0		484	484
13002	Outing Green Fee	110	286		0	200
2016 Total		5902	16398	2015 Total	4467	14549
Per Visit Fee		\$4,881	\$15,144	Per Visit Fee	\$3,793	\$13,106
* Days Closed		0	46	*Days Closed	3	77

UNFINISHED BUSINESS

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

AGENDA ITEM: PUBLIC SALE OF SURPLUS EQUIPMENT: Ordinance No. 16-06 Authorization to Conduct a Public Sale

BACKGROUND INFORMATION: Occasionally, the District accumulates surplus equipment and material. Normally this is a result of the planned replacement of equipment where trade-in is not practical. The Board must authorize the public sale of this surplus equipment. The following is a list of equipment that has been identified as surplus inventory and no longer needed for the District's operations.

1. Savin 3150e DNP Digital Duplicator
2. Meeco Floating Dock (Formerly E Dock)
3. Meeco Floating Dock (Formerly F Dock)
4. 1980 Rainbow Bend Water Slide, 230' in length, consisting of high profile flume sections, turns and drops, inlet and exit sections, with wooded stairs and pathway, structural steel, multi-pole support system
5. Giant Vac model #3001, Serial #187027
6. Giant Vac model #3001, Serial #188726
7. 1998 Mercury Mystic vin #1MEFM6530WK647126
8. 2001 Dodge Dakota 4x4 vin #1B7GG22X11S221810
9. 1999 Dodge 2500 vin #3B7KC26Z3XM589604
10. 2001 Dodge 2500 vin #3B7KC26Z21M582117
11. 2002 Chevy Cavalier vin #1G1JC524227388893
12. 2002 GMC Savana vin #1GTFG15MX21202929
13. 1998 Toro 325D Rough Mower, Serial #30788-70175
14. 1999 Cushman Truckster JR., Serial #898543B99000280
15. 40 Wooden picnic tables with metal frames

Items will be advertised for sale to the public and sold by using one of the methods listed in one or two below. Item 1 can be inspected at Quincy Park District Administrative Offices at 1231 Bonansinga Drive; Items 2 and 3 are available for public inspection at Art Keller Marina located in Quinsippi Island Park. The remaining items will be available at the District's maintenance building located in All America Park at 1419 Bonansinga Drive. The District will reserve the right to set a reserve price for any items that have a higher salvage value than the bid price, or to sell by establishing a set price for an item, whichever is most advantageous to the District. Items not sold will be disposed of by recycling or they will be junked. The sales will be administratively finalized as soon as practicable.

1. Advertise and sell the items listed in this ordinance by sealed bid and recycle or junk, whichever is most advantageous to the District, any items not sold.
2. Advertise and sell the items at a specified price and recycle or junk, whichever is most advantageous to the District, any items not sold.

FISCAL IMPACT: The proceeds of the sale of the items 2 and 3 will go to the Marina Enterprise fund, items 13 and 14 will go to Westview General fund, and the rest of the remaining sale items will go the Heritage Tree fund.

STAFF RECOMMENDATION: Staff recommends the Board approve Ordinance No. 16-02 and authorize the staff to proceed with the sale of surplus equipment identified in this report.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

**QUINCY PARK DISTRICT
ORDINANCE NO. 16-02
AN ORDINANCE FOR PUBLIC SALE OF
SURPLUS PROPERTY**

WHEREAS, the Quincy Park District is the owner of the following list of personal property, which is no longer needed or required by the Quincy Park District and which, in the opinion of at least three-fifths (3/5ths) of the members of the Quincy Park Board of Commissioners presently holding office, is no longer necessary, useful, or in the best interest of the Park District.

WHEREAS, NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Quincy Park District in Adams County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items listed in 1 through 15 above:

- 1 Savin 3150e DNP Digital Duplicator
- 2 Meeco Floating Dock (Formerly E Dock)
- 3 Meeco Floating Dock (Formerly F Dock)
- 4 1980 Rainbow Bend Water Slide, 230' in length, consisting of high profile flume sections, turns and drops, inlet and exit sections, with wooded stairs and pathway, structural steel, multi-pole support system
- 5 Giant Vac model #3001, Serial #187027
- 6 Giant Vac model #3001, Serial #188726
- 7 1998 Mercury Mystic vin #1MEFM6530WK647126
- 8 2001 Dodge Dakota 4x4 vin #1B7GG22X11S221810
- 9 1999 Dodge 2500 vin #3B7KC26Z3XM589604
- 10 2001 Dodge 2500 vin #3B7KC26Z21M582117
- 11 2002 Chevy Cavalier vin #1G1JC524227388893
- 12 2002 GMC Savana vin #1GTFG15MX21202929
- 13 1998 Toro 325D Rough Mower, Serial #30788-70175
- 14 1999 Cushman Truckster JR., Serial #898543B99000280
- 15 40 Wooden picnic tables with metal frames

 X Advertise and sell the items listed in this ordinance by sealed bid and recycle or junk, whichever is most advantageous to the District, any items not sold.

 Arrange for the items listed in this ordinance to be sold on consignment by an auctioneer and sell by direct sale, recycle or junk, whichever is most advantageous to the District, any items not sold.

X Advertise and sell the items at a specified price and recycle or junk,
whichever is most advantageous to the District, any items not sold.

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

This Ordinance shall be in force and effect from and after its passage, approval
by the vote of at least three-fifths of the Commissioners of the Quincy Park
District.

PASSED AND APPROVED THIS 13th DAY OF JULY, 2016

AYES: _____

NAYS: _____

ABSENT: _____

QUINCY PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

It's President

ATTEST:

Secretary

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

AGENDA ITEM: BID FOR LINCOLN PARK SHELTER/RESTROOM: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The three Quincy Kiwanis Clubs (Breakfast, Noon, and Golden) have agreed to raise 50% (\$200,000) of the funds for a \$400,000 Shelter/Restroom to be located in Lincoln Park. The Quincy Park District will provide the remaining 50% of the funds needed.

Under the proposal, \$80,000 from the 2016 G.O. Bond will be designated for this project and \$120,000 from insurance proceeds received when the Q-Island large shelter was destroyed by the July 2015 storm.

The three Kiwanis Clubs have already received \$121,000 in pledges and donations as of July 7, 2016. Kiwanis has already exceeded their goals and continue to fundraise for the project.

Plans and specs were prepared by Klingner & Associates and advertised with a bid opening on July 7, 2016.

Three bids were received. The low bid was from Waterkotte Construction, Inc. for the base bid of the shelter/restroom for \$336,000.

A rendering of the shelter/restroom and bid summary is included with this report.

FISCAL IMPACT: The design and engineering cost was \$23,800 and the low bid for the construction is \$336,000 for a total project cost of \$359, 800. Funds will be paid from insurance and the 2016 G.O. Bond.

STAFF RECOMMENDATION: The staff recommends the board accept the low bid of \$336,000 from Waterkotte Construction, Inc. to complete the base bid for the construction of the shelter/restroom to be located in Lincoln Park.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Quincy Park District Lincoln Park Restroom/Shelter Project No. 16-0149	Architect/Engineer Estimate	Waterkotte Construction 2630 Wisman Lane Quincy, IL 62305	Schlipman Construction P O Box 3735 Quincy, IL 62305	Shortridge Construction 3908 N. 24th Street Quincy, IL 62305
BASE BID A	\$414,994.00 *	\$336,000.00	\$349,000.00	\$375,396.00
BID SECURITY		YES	YES	YES
ACKNOWLEDGE ADDENDUM #1		YES	YES	YES
ACKNOWLEDGE ADDENDUM #2		YES	YES	YES

KLINGNER
& ASSOCIATES, P. C.
Engineers • Architects • Surveyors

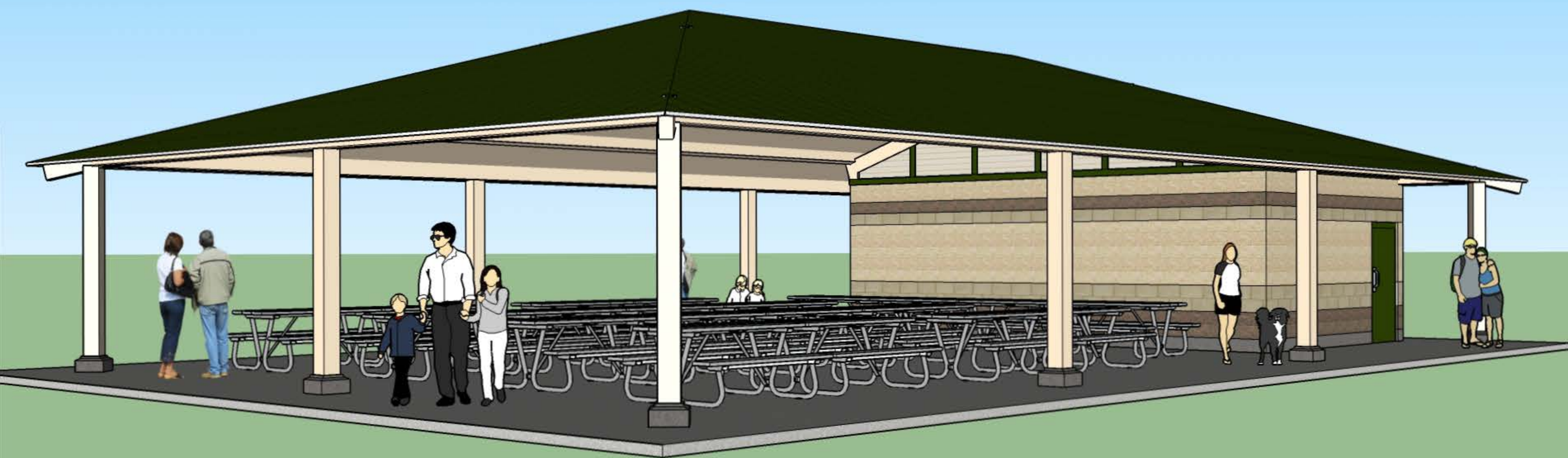
I certify the above is a tabulation of bids received by

Quincy Park District at 10:00 am on July 7, 2016

at the Quincy Park District Board Room.

David C. Duke

*Includes 10% Contingency Construction
estimate \$377,267.00



ADVERTISEMENT FOR BIDS

QUINCY PARK DISTRICT

Time and place of opening bids: Sealed proposals for Lincoln Park Restroom/Shelter in Quincy, Adams County, Illinois, described herein will be received at the office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301 until 10:00 A.M. on July 7, 2016 and at that time publicly opened and read at the Quincy Park District office.

Description of work: Construction of a new restroom building and pre-engineered steel park shelter. The work will include all utilities, sidewalks, foundations, earthwork and other work as designated.

Plans and specifications are on file and may be examined and obtained at the office of Klingner & Associates, P.C., 616 North 24th Street, Quincy, IL 62301.

All proposals shall be accompanied by either a bid bond on the "Proposal Bid Bond" form contained in the proposal, executed by a corporate surety company satisfactory to the Quincy Park District, or a bank cashier's check, an irrevocable letter of credit or a properly certified check payable to the Quincy Park District, for not less than 5 percent (5%) of the amount bid, or for the amount listed in the specifications.

The Quincy Park District reserves the right to reject any or all proposals and to waive technicalities, and reserves the right to determine the qualifications of any and all contractors to perform the work required under this contract.

No bid may be withdrawn after the time for opening of the bids is past.

The Quincy Park District is an Equal Opportunity Employer and encourages minority group participation in the bidding and construction process.

Bidders are notified that not less than the prevailing wage rate as determined by the Illinois Department of Labor shall be paid to all workmen performing work under this contract.

There will be a non-refundable charge of \$50.00 for each set of plans and specifications.

BY ORDER OF:

Matt Higley, Director of Parks

0000079374-June 12, 15, 2016

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

**AGENDA ITEM: INDEPENDENT AUDIT REPORT - FY2015
COMPREHENSIVE ANNUAL FINANCIAL REPORT:
RECOMMENDED ACCEPTANCE:**

BACKGROUND INFORMATION: The annual audit is a board function. The auditor is hired by the Board. Each year, as required by state statute, the Quincy Park District is responsible to conduct an independent audit on the prior fiscal year. The district enhances what was previously known as the audit with additional narratives, reports, and statistics to assimilate a more detailed presentation of the District's finances called the Comprehensive Annual Financial Report (CAFR).

Upon acceptance of the CAFR by the Board:

- a. In accordance with the Public Funds Statement Publication Act, a Notice of Availability of Audit Report, as shown below, will be published in the Quincy Herald-Whig. This requirement occurred in 2011 with the passage of the Public Funds Statement Publication Act.

NOTICE OF AVAILABILITY OF AUDIT REPORT OF QUINCY PARK DISTRICT

Quincy Park District hereby provides public notice that an audit of its funds for the period January 1, 2015 through December 31, 2015 has been made by Danielle M. Fleece, CPA, P.C., and that a report of such audit dated May 27, 2016 has been filed with the County Clerk of Adams County, in accordance with 30 ILCS 15/0.01 *et seq.* The full report of the audit is available for public inspection at 1231 Bonansinga Dr., Quincy, IL during regular business hours 8:00 a.m. – 5:00 p.m. Monday through Friday except for holidays.

- b. The CAFR is submitted to Governmental Finance Officers Association (GOFA) Review Board for the Certificate of Achievement for Excellence in Financial Reporting program. This is our 6th CAFR submission.
- c. Information from the CAFR was used to complete the State of Illinois Comptroller's Annual Financial Report (AFR) by June 30th, as required by law.

- d. The CAFR is posted in the District's web site.
- e. The CAFR is filed with the Adams County Clerk.

I direct your attention to two sections of the report, the "Introductory" section, which includes a "Letter of Transmittal", the "Management Discussion & Analysis (MD&A)", and the "Statistical" section.

The annual Treasurer's Report is prepared, posted on the District's web site and filed with the Adams County Clerk. Prior to the passage of the Public Funds Statement Publication Act in 2012, the full report was published in the paper.

Presented under a separate file with the audit file, the management letter from the auditor, addresses issues that are not significantly material to be included in the 2015 audit report. The letter is not considered to be a part of the audit but, it is intended to assist management as a guide to prevent significant material issues in future audit reports.

There were no significant material issues identified in the CAFR.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends acceptance of the Comprehensive Annual Financial Report, as presented.

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

BOARD ACTION:

Quincy Park District
2015
Comprehensive Annual
Financial Report

**Due to nature of this item, it is located on the
District's Intranet under a separate file.**

Tuesday, June 30, 2016

8010

Legal Notices

**NOTICE OF
AVAILABILITY OF
AUDIT REPORT
OF QUINCY PARK
DISTRICT**

Quincy Park District hereby provides public notice that an audit of its funds for the period January 1, 2015 through December 31, 2015 has been made by Danielle M. Fler, CPA, P.C., and that a report of such audit dated May 27, 2016 has been filed with the County Clerk of Adams County, in accordance with 30 ILCS 150.01 et seq. The full report of the audit is available for public inspection at 12311 Bonansinga Dr., Quincy, IL during regular business hours 9:00 a.m. - 5:00 p.m. Monday through Friday except for holidays.
0062132-June 30, 2016

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT 2016-2020 GOALS AND OBJECTIVES SECOND QUARTER STATUS UPDATE: INFORMATION ONLY

BACKGROUND INFORMATION: The status of the District's Goals and Objectives is provided quarterly to the Board of Commissioners.

A copy of the District's Goals and Objectives with the second quarter update is included with this report.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: The second quarter update is provided for information only.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Quincy Park District Goals - 2016-2020

GOALS:

The numbered items in this document represent the current goals of the organization. These goals were reviewed and updated at the September 21, 2015 Board Retreat.

Administration

1. Annually revise a plan of action to improve with deferred maintenance and to improve taking care of what the Quincy Park District currently manages.

Objective A: Directors will review and update the current Capital Improvement Plan and prioritize the projects to be considered for funding in the next budget by the end of August each year.

Objective B: The Executive Director and Director of Business Services will develop a financial plan for funding these projects to review with the Board by the October Board Meeting each year.

Objective C: Each year the Board will adopt a bond issue by the January meeting and will pay off those bonds within a year.

Objective D: The Executive Director and Director of Parks will prepare bids or quotes for all funded capital improvement projects by June of each year with all work to be completed by November of that year.

Q1 Update: The 2016 capital project list incorporated taking care of existing facilities and equipment. Over 90% of the GO Bond will be spent on the repair, renovation, or replacement of existing structures or equipment.

Q2 Update: The 2017 capital project list was discussed at the June 8, 2016 Board meeting. Staff will take the project list to the Board again at the September meeting for final approval at the October Board meeting.

2. To work with the foundation on establishing their goals and working toward the accomplishment of the projects they are supporting.

Objective A: The Executive Director will provide updates on a quarterly basis to the foundation on design development, grant opportunities, and construction timelines for projects that the foundation is supporting.

Objective B: The Executive Director will serve as a spokesperson, if needed by the foundation, for presenting goals/project information to interested individuals, donors, groups, or organizations.

Q1 Update: Ongoing. Working with the Foundation on the Kiwanis Clubs grants for the Lincoln Park Restroom/Shelter as well as with the Quincy Tennis Association for court repairs at Reservoir Park.

Q2 Update: No change from Q1 update. Staff continues to work with Friends of the Trail, all three Kiwanis groups for Lincoln Park Restroom/Shelter, and the Tennis Association for improvements at Reservoir Park.

3. Coordinate with Kiwanis Club donors to plan, select and construct a shelter house in Lincoln Park in 2016, if sufficient donations and pledges are received by May 1, 2016.

Objective A: Director of Parks will solicit designs from qualified manufacturers by March 2016.

Objective B: Director of Parks will coordinate the design selection process with the donors and receive public comment by April 2016.

Objective C: Director of Parks will recommend initiating the project at the May board meeting, if donors have received at least \$50,000 in cash donations and \$50,000 in pledges due by May 1st, 2016.

Q1 Update: Ongoing. The three Kiwanis groups are actively fundraising toward their goal and have written six grants for their commitment. The status of the grants will be known by the end of April. The Director of Parks regularly meets with the committee.

Q2 Update: The three Kiwanis groups are well on their way to their goal and still actively fundraising. The Board will be looking at the low bid at the July Board meeting with the goal of having the shelter completed by December 31, 2016.

Scotty Glasgow's Westview Golf Course

1. Promote available outing dates to maximize rounds of golf.

Objective A: The Director of Golf identifies available outing dates by April 30th each year.

Objective B: The Director of Golf and Marketing Supervisor develop and mail promotional information to potential outing customers by May 15th each year.

Q1 Update: Objective A & B are in process and will be completed by the end of March. Staff has developed a new brochure to promote Westview Golf Course that was distributed to all hotels/motels and other areas of tourists attractions.

Q2 Update: Two new outings have been created since the previous year. Tee times are now needed for the Twilight Combo Fee as the course has been busier since this new fee was created.

2. To annually review the current pass, punch card, and fee structure to determine if changes are needed.

Objective A: The Director of Golf will review the fee/pass/punch card structure and usage and provide an analysis to the Executive Director by September 30th each year.

Objective B: The Director of Golf proposes changes to the fee structure based on the analysis at the November board meeting.

Q2 Update: Objective A is continually evaluated throughout the season.

3. Conduct an annual fundraising tournament for capital improvements at Westview Golf Course.

Objective A: The Director of Golf will form a committee each year to organize, promote and conduct a golf tournament to raise funds for capital improvements.

Objective B: Submit a list of potential projects for board approval by December of each year.

Objective C: The Director of Golf will work with the marketing staff during the fall/winter of each year to promote the tournament.

Objective D: The Director of Golf will hold the tournament in the spring, with a target of raising \$12,000 for capital projects at Westview.

Q1 Update: Objective A and B are complete. The Scotty committee has made more sponsorships available.

Q2 Update: A new Westview brochure has been created by staff and distributed to hotels/motels and to many area businesses throughout Quincy. The Scotty tournament raised \$12,500 for course improvements in 2016.

4. Update the appearance of the Players Grill.

Objective A: The Director of Golf and the Assistant Director will select a new color of paint for the Players Grill/Banquet Room.

Objective B: During the winter of 2016, maintenance and staff will prep and paint both areas.

Q1 Update: Objective A and B are complete. Staff painted the clubhouse this past winter.

5. Replace greens sprinkler heads.

Objective A: Superintendent of Golf will determine the number of sprinklers to replace and the estimated cost by October of 2015.

Objective B: Include replacement cost in the 2016 Westview budget.

Objective C: Staff begins replacing the sprinklers in winter/spring of 2016 and completes the project by April of 2016, if reserves at met.

Q1 Update: This capital improvement goal is on hold until Westview's reserves are met.

6. Renovate Bunker to reduce maintenance costs and enhance playability.

Objective A: Superintendent of Golf develops a detailed, two-phased plan addressing issues concerning drainage, sand contamination, design and turf related problems by spring of 2016. Each phase will be approximately \$20,000 annually.

Objective B: Superintendent of Golf coordinates the projects to start in September of each year that are to be completed by the end of November.

Q1 Update: This capital improvement goal is on hold until Westview's reserves are met.

7. Convert the 360 degree fairway sprinklers on the third nine with 180 degree sprinklers.

Objective A: Superintendent will determine the amount of sprinklers and cost to replace the aging sprinklers by August 2016.

Objective B: Sprinkler head replacement costs are included in the 2017 budget.

Objective C: Staff replaces the sprinkler heads in winter/spring 2017.

Q1 Update: This capital improvement goal is on hold until Westview's reserves are met.

8. Remove/replace the aging carpet in the Players Grill and banquet room during the winter of 2017.

Objective A: In the fall of 2016, the Director of Golf will seek alternative floor coverings to endure the heavy traffic that takes place in the Players Grill.

Objective B: Include the replacement cost in the Westview 2017 budget.

Objective C: Complete the replacement of the Players Grill carpet during the winter of 2017.

9. Re-surface and stripe the Westview upper parking lot.

Objective A: Prepare bid documents and present to the board for approval by the March 2017 meeting.

Objective B: Begin renovation of the upper parking lot as soon as weather permits in spring 2017.

Q2 Update: This capital improvement goal is on the 2017 capital project list.

10. Replace the existing P.O.S. system, upgrade to online tee reservations for the pro shop and install our own server.

Objective A: Late summer of 2016, research potential P.O.S. golf software companies that work well for public golf courses.

Objective B: Fall of 2016, seek proposals from EZLinks Golf and Fore Golf Reservations for the software and services to support the growth, revenue and operational goals of Westview Golf Course.

Objective C: If possible, install and train to simplify operations and maximize revenues during the winter of 2016 if funding is available.

Q1 Update: Early this year, Westview purchased its own server to enhance customer service and response times. This will allow Westview to get proposals from EZLinks and Fore Golf.

Recreation

1. To seek to expand programming in areas identified by the program analysis and the community-wide survey.

Objective A: The Director of Recreation will work with his program staff to evaluate current programs and develop new programs as needed.

Q1 Update: In progress.

Q2 Update: In progress. Will evaluate this fall after summer programs are done.

Objective B: Coordinate field usage to allow little league baseball and girls softball to increase their numbers and still be able to offer adult softball.

Q1 Update: Completed. Co-Ed and adult softball will both be played in the fall. We will be able to offer girls softball starting the first of June and be able to use all the fields for the little league program.

Q2 Update: Girls softball started on June 6. Information has been prepared for the fall adult softball leagues and will be promoted in July.

Objective C: Expand the fishing program by increasing events and getting families involved.

Q1 Update: Plans are in place for the summer.

Q2 Update: In progress.

Objective D: Work on improving our athletic field conditions especially at Upper Moorman.

Q1 Update: Pepsi Field has been developed into a turf field and other improvements have been completed at that field.

Q2 Update: No new progress.

Objective E: Continue to develop programs for the northwest neighborhood.

Q1 Update: Plans are being developed for programs this spring and summer.

Q2 Update: We developed the program on Thursdays with a partnership with Grandview Church. We have just started a program with Teen Reach at the Fredrick Ball Community Center along with our summer playground program and are working with the The Humphrey Foundation on programs at Berrian Park.

2. Set programming fees so that most recreation programs at a minimum pay for their direct costs and recreation programs overall are balanced.

Level I: Free Programs – Programs entirely supported by tax dollars, grants, donations, or sponsorships and are offered to the public free of charge.

Level II: Fee Based, but do not cover 100% of direct costs.

Level III: Direct Costs only – Programs in which income (fees, donations, grants) equals direct costs.

Level IV: Direct Costs Plus – Programs in which income covers direct costs plus some but not all indirect costs.

Level V: Self Supporting – Programs in which income covers all direct and indirect costs.

Level VI: Revenue Producing – Programs in which income generated exceeds direct and indirect costs.

Objective A: Research and obtain sponsorships, donations and grants with the goal to offset half of the free program expenses.

Objective B: The recreation department will continue to offer 75% of the programs at fee levels of IV, V and VI.

Objective C: Director of Program Services will report program fee levels at the November board meeting.

Q1 Update: All objectives are in progress.

Q2 Update: We obtained sponsorships for baseball/softball teams and for the spring and summer brochure. Other objectives are in progress.

3. Work with staff in all departments to improve the marketing of the Quincy Park District, which includes the programs, parks, facilities and events.

Objective A: Update the marketing plan that includes marketing methods to be used to market each program, facility, and event along with the costs for printing, promotion, advertising, and other functions of marketing by February 2016.

Q1 Update: Objective A. has been completed.

Objective B: Continue to revise the website to improve the marketing of programs and to increase the use of social media to market programs.

Q1 Update: In progress.

Q2 Update: In progress.

Objective C: To create and distribute two program brochures a year by September 2016.

Q1 Update: Spring and summer brochure will be coming out in early April, 2016.

Q2 Update: Spring and summer brochure was completed and distributed in April. The fall brochure will be coming out in August.

4. Improve aquatic staff training and education programs.
Objective A: Update our aquatic manual and make sure we have all information in the manual and are up to date by March, 2016.
Objective B: Provide several meetings between recreation supervisors and aquatic managers to review the aquatic manuals and implement information in the manuals by May, 2016.
Objective C: Provide additional training to lifeguards to better educate and train in operations and procedures of the facilities by May, 2016.
Q1 Update: All objectives are in progress and will be completed by May 27, 2016.
Q2 Update: All objectives have been completed.
5. Developing WAC area and improvements to IMP.
Objective A: Work with Executive Director on finalizing plans for WAC area. Changes will depend on available funding, which will determine the timeline.
Objective B: Monitor attendance at IMP in 2016 and then decide if any improvements need to be made for 2017.
Q1 Update: No update at this time. Will update after the 2016 IMP season is complete.
Q2 Update: We are monitoring IMP attendance and attendance has been very good so far this season.

Marina

1. Develop a plan for replacing or upgrading the current restroom/shower facility with an improved facility that includes a patio/deck space.
Objective A: Director of Parks reviews and updates previously completed replacement plans and update cost estimates by June, 2017.
Objective B: Director of Parks prepares preliminary restroom/shower facility plans, which meets ADA standards and determines an initial cost estimate and presents them for board approval in the fall of 2017.
Objective C: Director of Parks completes bidding process and initiates construction of the replacement restroom with final completion by November, 2018. (If Marina cash flow and cash reserves allow.)
Q1 Update: All objectives are on schedule.
2. Develop a plan for connecting F (current G) dock by floating gangway to ADA ramp.
~~**Objective A:** Director of Parks prepares plans and gets cost estimates by June, 2014. (Completed)~~
Objective A: Director of Parks will include the project in the 2017 budget, if funds allow.
Q1 Update: All objectives are on schedule.

Parks

1. To consider adding a park in Southeast Quincy, but only if it is at little or no cost to the district for acquisition, and the district gains outright ownership of the park.
2. To limit any further development of Bob Mays Park over the next five years to expansion of the existing parking lot if funds are available for the project.

Objective A: Prepare bid documents and present the board with the selected bid for approval by the regular March 2016 meeting.

Q1 Update: Objective A is complete.

Objective B: Begin renovation of the upper parking lot as soon as weather permits in fall 2016.

Q1 Update: Ongoing. The project is slated for approval at the April board meeting with a completion date in August.

Q2 Update: The project was approved in April with construction to begin in June and completed by the end of August of 2016.

3. The Quincy Park District will, over the next five years, seek to construct the 18th Street to 24th Street section of Bill Klingner Trail and use Lincoln Park as the Trail Head with significant funds raised to pay for the work and the remaining funds derived from either grants or bonding. The 5th Street underpass to Parker Heights section would then be the next phase.

Q2 Update: Staff has completed and submitted the Illinois Transportation Enhancement Program Cycle 12 Grant for 18th to 24th Street section of Bill Klingner Trail to Illinois Department of Transportation.

4. To work with the Friends of the Log Cabins (FLC) on achieving significant progress toward the renovation of all existing cabins on the site for the Log Cabin Village, with no cost to the park district.

Objective A: The Director of Parks will assure that the cabins are inspected annually by May.

Q1 Update: Objective A has been scheduled with staff and FLC.

Objective B: The Executive Director will assure that the work on the cabins is supervised by an individual who has prior, professional experience in restoring cabins of the era and is approved by the Quincy Park District.

5. To clearly communicate that the Board does not plan to take any action to develop or renovate any of the following facilities in the next five years: Indoor Ice Arena, Dog Park, a park on the site of John Wood Community College.

6. Continue an annual tree replacement program for replacing trees lost in storms or to disease.

Q1 Update: Staff is working with Trees For Tomorrow on replacing trees in the parks from last years' windstorm.

Q2 Update: To date, staff and Trees For Tomorrow have replanted a total of 232 trees in the Quincy Park District.

7. Develop a concept plan for the replacement of the tot lot playground in Madison Park.

Objective A: Director of Parks will solicit designs from qualified playground manufacturers by June 2016.

Objective B: Director of Parks will present the designs to the Board by December 2016.

Objective C: Director of Parks will recommend initiating the project at the May 2017 board meeting.

Q1 Update: Objective A is going as scheduled.

Q2 Update: The Madison Park and Reservoir Park tot lot playground replacements were on the 2017 Bond Project list presented to the Board. Final approval of the capital project list will be at the October 12, 2016 meeting.

8. Develop a plan to repair the South Park Pond area and steps up to the upper loop.

Objective A: Director of Parks will get cost estimates to repair South Park Pond area and steps to upper loop for 2017 Bond.

Objective B: Director of Parks will complete the bidding process and initiates construction in summer of 2017.

Q1 Update: Objective A is going as scheduled. The bridge repairs will be completed later this Fall.

Q2 Update: The bridge is currently being fabricated and staff will be removing the South sidewalk later this Summer. The rest of work to South Park Pond area will be completed as scheduled and is included in the 2017 Bond Project list.

9. Coordinate with local engineers to have the Quinsippi Island Bridge routinely inspected for both its above water and underwater inspections to be presented to Illinois Department of Transportation.

Objective A: Director of Parks will get the above water bridge inspection performed in the Spring of 2017 and submitted to IDOT and make any needed repairs to decking.

Objective B: Director of Parks will get the above water bridge inspection performed in the Spring of 2019 and submitted to IDOT and make any needed repairs to decking.

Objective C: Director of Parks will have the underwater inspection performed in Spring of 2020 and submitted to IDOT.

Business Office/Technology

1. To seek and investigate options to automate and centralize the District's scheduling and recording of employee's time, which will integrate with the District's upgraded accounting system, and allow for easier overview by management.

Objective A: The Director of Business Services will meet with District's directors to evaluate operations and to establish the needs of the District by March 1, 2016.

Objective B: The Director of Business Services will work with vendors to seek options by May 31, 2016.

Objective C: The Director of Business Services will make a recommendation to the Executive Director by August 1, 2016.

Objective D: If feasible and funds are available, new system is to be fully implemented by March 1, 2017.

Update Q1: Progress has been on delay for accounting system upgrade issues, but will be on track by August 1, 2016. Objective "B" will help determine what is available and how it may impact operations and the District's needs.

Update Q2: No change from Q1 update.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT BOARD OF COMMISSIONERS EXECUTIVE SESSION MINUTES BI-ANNUAL REVIEW

BACKGROUND INFORMATION: The Board is required to review Executive Session Meeting Minutes at least twice each year. The purpose of the review is to determine if a need for confidentiality continues to exist with respect to all or part of the meeting minutes. Minutes of "Closed Meetings" should only be released to the public after the Board has determined with certainty, that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

The executive session minutes have been made available for review by board members on the intranet. Please treat them as strictly confidential. Specific discussion of material contained in Executive Session Minutes should only take place in Executive Session. Board action to release closed session minutes must be in open session.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes provided to you on the District's intranet which cover the period from January 1995 to the present. In reading those minutes using the frame of reference outlined in the "Background Information" above, I recommend releasing the following executive session minutes at this time.

April 12, 1995
April 12, 2006
January 10, 2007
April 11, 2012
November 14, 2012
September 10, 2014

Furthermore, I recommend that staff be authorized to dispose of all closed session audio tapes more than 18 months old.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 13, 2016

STAFF RECOMMENDATION

AGENDA ITEM: WESTVIEW SEMI-ANNUAL FINANCIAL
ANALYSIS: DISCUSSION ONLY

BACKGROUND INFORMATION: In an attempt to more frequently review Westview financial information than annually, this semi-annual report was developed for management's and the Board's analysis of the operations. This analysis is being provided for discussion only.

FISCAL IMPACT: No impact due to no proposed changes.

STAFF RECOMMENDATION: Discussion only.

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

BOARD ACTION:

Westview
Historical Financial Data Per Round
(6 Months Ending June 30th)

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Rounds of Golf:	19,369	19,351	17,126	20,107	16,962	15,234	21,968	14,622	15,504	14,549	16,398
Net Revenue:											
WV General	\$ 251,944	\$ 232,262	\$ 254,860	\$ 273,727	\$ 259,445	\$ 236,717	\$ 276,757	\$ 205,263	\$ 226,614	\$ 159,913	\$ 172,458
The Scotty								\$ 10,031	\$ 9,313	\$ 10,019	\$ 7,763
Pro Shop	\$ (36,882)	\$ (18,600)	\$ (7,596)	\$ (5,016)	\$ (11,520)	\$ (7,568)	\$ (11,725)	\$ (8,945)	\$ 538	\$ (3,274)	\$ 469
Maintenance	\$ (181,590)	\$ (192,871)	\$ (184,713)	\$ (196,109)	\$ (170,098)	\$ (181,038)	\$ (203,069)	\$ (188,488)	\$ (186,078)	\$ (183,457)	\$ (181,115)
Carts	\$ 78,753	\$ 73,318	\$ 70,990	\$ 80,091	\$ 61,148	\$ 58,785	\$ 106,748	\$ 73,787	\$ 91,712	\$ 72,293	\$ 100,312
Concessions	\$ 720	\$ (6,628)	\$ (4,385)	\$ 13,389	\$ 13,238	\$ 10,291	\$ 15,306	\$ 14,132	\$ 10,911	\$ 11,664	\$ 10,532
Cap. Imp.	\$ -	\$ -	\$ (38,534)	\$ (50,469)	\$ (49,386)	\$ (87,019)	\$ (104,870)	\$ (121,197)	\$ (27,943)	\$ (41,280)	\$ (45,716)
Total Net Rev/Loss:	\$ 112,945	\$ 87,481	\$ 90,622	\$ 115,613	\$ 102,827	\$ 30,168	\$ 79,147	\$ (15,417)	\$ 125,067	\$ 25,878	\$ 64,703
Total Net Rev/Loss (NOT Including Capital):	\$ 112,945	\$ 87,481	\$ 129,156	\$ 166,082	\$ 152,213	\$ 117,187	\$ 184,017	\$ 105,780	\$ 153,010	\$ 67,158	\$ 110,419
								Avg.->	\$ 134,325	\$ 131,983	
Net Revenue/Round:											
WV General (Includes Maint)	\$ 3.63	\$ 2.04	\$ 4.10	\$ 3.86	\$ 5.27	\$ 3.65	\$ 3.35	\$ 1.15	\$ 2.61	\$ (1.62)	\$ (0.53)
Pro Shop	\$ (1.90)	\$ (0.96)	\$ (0.44)	\$ (0.25)	\$ (0.68)	\$ (0.50)	\$ (0.53)	\$ (0.61)	\$ 0.03	\$ (0.23)	\$ 0.03
Carts	\$ 4.07	\$ 3.79	\$ 4.15	\$ 3.98	\$ 3.60	\$ 3.86	\$ 4.86	\$ 5.05	\$ 5.92	\$ 4.97	\$ 6.12
Concessions	\$ 0.04	\$ (0.34)	\$ (0.26)	\$ 0.67	\$ 0.78	\$ 0.68	\$ 0.70	\$ 0.97	\$ 0.70	\$ 0.80	\$ 0.64
Total Net Rev/Round:	\$ 5.83	\$ 4.52	\$ 7.54	\$ 8.26	\$ 8.97	\$ 7.69	\$ 8.38	\$ 6.55	\$ 9.27	\$ 3.93	\$ 6.26
Gross Revenue:											
WV General	\$ 328,957	\$ 318,250	\$ 327,123	\$ 346,472	\$ 316,683	\$ 309,884	\$ 371,354	\$ 306,535	\$ 333,011	\$ 260,946	\$ 271,935
The Scotty								\$ 23,688	\$ 20,265	\$ 19,773	\$ 19,872
Pro Shop	\$ 24,399	\$ 27,277	\$ 27,550	\$ 29,419	\$ 22,864	\$ 32,520	\$ 31,684	\$ 26,236	\$ 28,596	\$ 31,089	\$ 28,349
Carts	\$ 82,622	\$ 77,865	\$ 79,515	\$ 91,843	\$ 78,345	\$ 78,802	\$ 113,556	\$ 76,315	\$ 96,875	\$ 74,225	\$ 102,633
Concessions	\$ 56,455	\$ 56,254	\$ 52,157	\$ 68,102	\$ 60,668	\$ 52,586	\$ 71,330	\$ 52,880	\$ 54,523	\$ 45,912	\$ 51,099
Total Gross Revenue:	\$ 492,433	\$ 479,646	\$ 486,345	\$ 535,836	\$ 478,560	\$ 473,792	\$ 587,924	\$ 485,654	\$ 533,270	\$ 431,945	\$ 473,888
Gross Revenue/Round:											
WV General	\$ 16.98	\$ 16.45	\$ 19.10	\$ 17.23	\$ 18.67	\$ 20.34	\$ 16.90	\$ 20.96	\$ 21.48	\$ 17.94	\$ 16.58
Pro Shop	\$ 1.26	\$ 1.41	\$ 1.61	\$ 1.46	\$ 1.35	\$ 2.13	\$ 1.44	\$ 1.79	\$ 1.84	\$ 2.14	\$ 1.73
Carts	\$ 4.27	\$ 4.02	\$ 4.64	\$ 4.57	\$ 4.62	\$ 5.17	\$ 5.17	\$ 5.22	\$ 6.25	\$ 5.10	\$ 6.26
Concessions	\$ 2.91	\$ 2.91	\$ 3.05	\$ 3.39	\$ 3.58	\$ 3.45	\$ 3.25	\$ 3.62	\$ 3.52	\$ 3.16	\$ 3.12
Total Gross Revenue/Round:	\$ 25.42	\$ 24.79	\$ 28.40	\$ 26.65	\$ 28.21	\$ 31.10	\$ 26.76	\$ 31.59	\$ 33.09	\$ 28.33	\$ 27.69

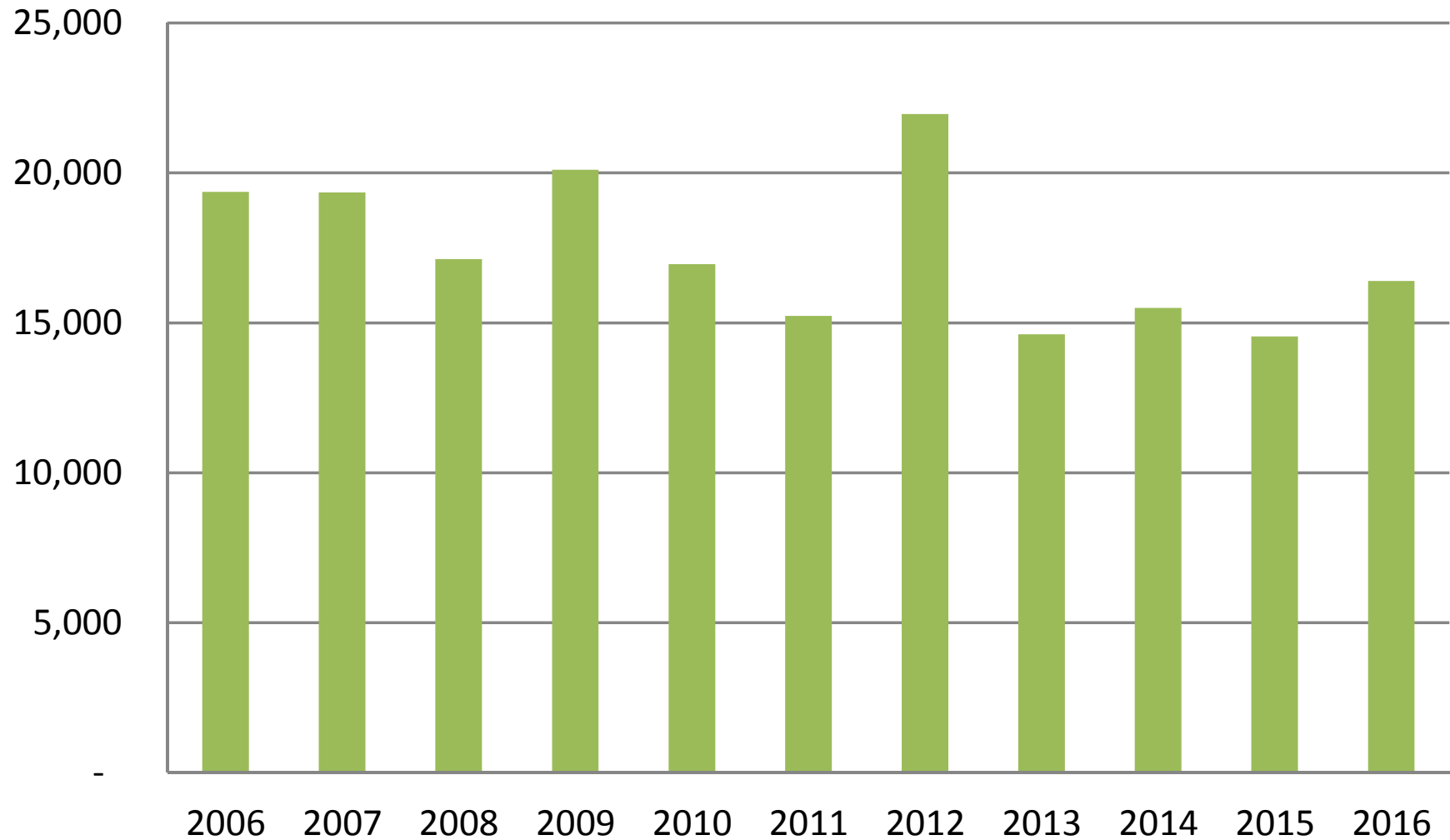
Westview
Historical Financial Data Per Round
(6 Months Ending June 30th)

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Gross Expenses:											
WV General	\$ 77,013	\$ 85,988	\$ 72,263	\$ 72,745	\$ 57,238	\$ 73,167	\$ 94,597	\$ 101,272	\$ 106,397	\$ 101,033	\$ 99,477
<i>Labor (Includes Carts)</i>	N/A	N/A	\$ 49,726	\$ 54,158	\$ 52,788	\$ 55,788	\$ 64,381	\$ 62,733	\$ 66,388	\$ 64,198	\$ 69,346
The Scotty								\$ 13,657	\$ 10,952	\$ 9,754	\$ 12,109
Pro Shop	\$ 61,281	\$ 45,877	\$ 35,146	\$ 34,435	\$ 34,384	\$ 40,088	\$ 43,409	\$ 35,181	\$ 28,058	\$ 34,363	\$ 27,880
Maintenance	\$ 181,590	\$ 192,871	\$ 184,713	\$ 196,109	\$ 170,098	\$ 181,038	\$ 203,069	\$ 188,488	\$ 186,078	\$ 183,457	\$ 181,115
<i>Labor</i>	N/A	N/A	\$ 86,798	\$ 93,329	\$ 77,601	\$ 85,585	\$ 106,004	\$ 98,110	\$ 98,412	\$ 100,885	\$ 95,283
Carts	\$ 3,869	\$ 4,547	\$ 8,525	\$ 11,752	\$ 17,197	\$ 20,017	\$ 6,808	\$ 2,528	\$ 5,163	\$ 1,932	\$ 2,321
Concessions	\$ 55,735	\$ 62,882	\$ 56,542	\$ 54,713	\$ 47,430	\$ 42,295	\$ 56,024	\$ 38,748	\$ 43,612	\$ 34,248	\$ 40,567
<i>Labor</i>	N/A	N/A	\$ 15,550	\$ 13,678	\$ 14,691	\$ 10,255	\$ 18,483	\$ 9,728	\$ 12,850	\$ 8,852	\$ 8,806
Capital Exp from Ops	\$ -		\$ 38,534	\$ 50,469	\$ 49,386	\$ 87,019	\$ 104,870	\$ 121,197	\$ 27,943	\$ 41,280	\$ 45,716
Total Expense:	\$ 379,488	\$ 392,165	\$ 395,723	\$ 420,223	\$ 375,733	\$ 443,624	\$ 508,777	\$ 501,071	\$ 408,203	\$ 406,067	\$ 409,185
Total Expense (NOT Including Capital):	\$ 379,488	\$ 392,165	\$ 357,189	\$ 369,754	\$ 326,347	\$ 356,605	\$ 403,907	\$ 379,874	\$ 380,260	\$ 364,787	\$ 363,469
Gross Expenses/Round:											
WV General	\$ 3.98	\$ 4.44	\$ 4.22	\$ 3.62	\$ 3.37	\$ 4.80	\$ 4.31	\$ 6.93	\$ 6.86	\$ 6.94	\$ 6.07
Pro Shop	\$ 3.16	\$ 2.37	\$ 2.05	\$ 1.71	\$ 2.03	\$ 2.63	\$ 1.98	\$ 2.41	\$ 1.81	\$ 2.36	\$ 1.70
Maintenance	\$ 9.38	\$ 9.97	\$ 10.79	\$ 9.75	\$ 10.03	\$ 11.88	\$ 9.24	\$ 12.89	\$ 12.00	\$ 12.61	\$ 11.04
Carts	\$ 0.20	\$ 0.23	\$ 0.50	\$ 0.58	\$ 1.01	\$ 1.31	\$ 0.31	\$ 0.17	\$ 0.33	\$ 0.13	\$ 0.16
Concessions	\$ 2.88	\$ 3.25	\$ 3.30	\$ 2.72	\$ 2.80	\$ 2.78	\$ 2.55	\$ 2.65	\$ 2.81	\$ 2.35	\$ 2.47
Total Expenses/Round: (Not including Capital)	\$ 19.59	\$ 20.27	\$ 20.86	\$ 18.39	\$ 19.24	\$ 23.41	\$ 18.39	\$ 25.05	\$ 23.82	\$ 24.40	\$ 21.44
Breakeven Cost/Round:	\$ 13.35	\$ 14.41	\$ 15.01	\$ 13.37	\$ 13.40	\$ 16.69	\$ 13.55	\$ 19.82	\$ 18.86	\$ 19.55	\$ 17.11

Note: Expenses do NOT include cost of payroll taxes, pension costs, or property insurance. Except for 2010 & 2011, WV paid property insurance in the approximate amount of \$16,500/yr.

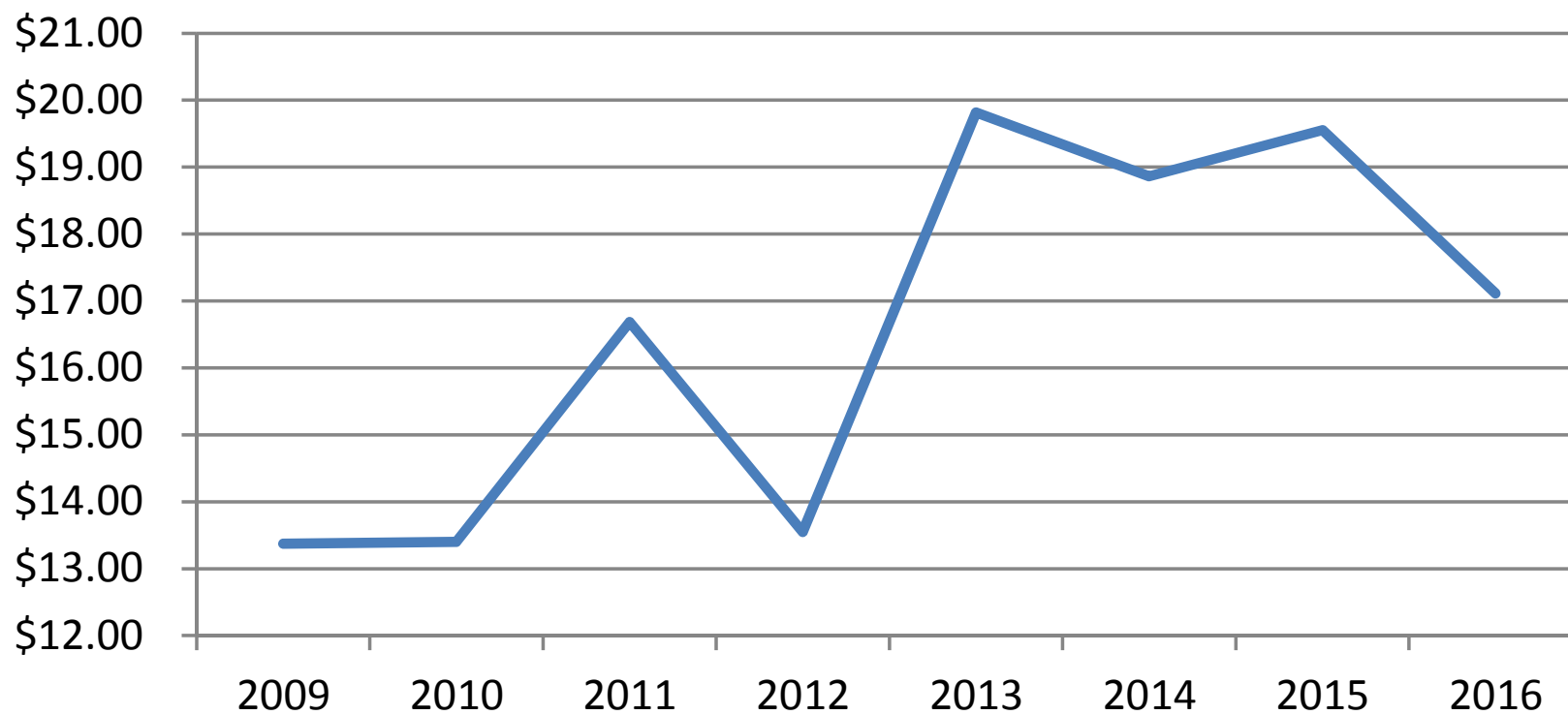
Rounds of Golf

June 30th



Breakeven Cost/Round

June 30th



Net Revenue - All Sources

June 30th - (Does NOT Include Capital Purchases)

