

Quincy Park District

BOARD OF COMMISSIONERS MEETING



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

**Agenda
January 18, 2017**

Regular Meeting – Board Room

6:00 P.M

CALL TO ORDER (ROLL CALL)

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 – December 14, 2016
4. Executive Session Minutes – December 14, 2016

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

BOARD INFORMATION/EDUCATION:

- Community Wide Survey
- FY2017 Executive Summary (under separate cover): Rome Frericks

CORRESPONDENCE:

VOLUNTEERS:

- Special Populations Dance
Louise Seaver, Mary Miller, Mary Arp

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

NEW BUSINESS:

- ORDINANCE NO. 17-01: Quincy Park District Personnel Code Revision: Recommended Approval **(ROLL CALL VOTE)**
- ORDINANCE NO. 17-02: Quincy Park District Board Policy Manual Revision: Recommended Approval **(ROLL CALL VOTE)**
- ORDINANCE NO. 17-03: An Ordinance Annexing Certain Territory to the Quincy Park District: Recommended Approval **(ROLL CALL VOTE)**
- Quincy Park District Board of Commissioners Executive Session Minutes Bi-Annual Review: **(VOICE VOTE)**
- Transfer & Close Active Bond Funds: Recommended Approval **(VOICE VOTE)**
- License Agreement with Women's City Club: Recommended Approval **(VOICE VOTE)**
- License Agreement with Friends of the Castle: Recommended Approval **(VOICE VOTE)**
- License Agreement with Friends of the Log Cabins: Recommended Approval **(VOICE VOTE)**

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

ADJOURN **(VOICE VOTE)**

CONSENT AGENDA

(Unanimous Consent)

QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT FOR 60 WESTVIEW
12/01/2016 TO 12/31/2016

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	12,415.03	482,903.85	0.00	86,904.15	85	13,409.41	439,932.69
51 THE SCOTTY	25,000.00	0.00	21,482.00	0.00	3,518.00	86	0.00	20,867.90
52 PRO SHOP	70,200.00	1,358.47	55,188.28	0.00	15,011.72	79	4,402.22	63,604.05
54 WV CART RENTAL	237,000.00	3,829.50	227,690.50	0.00	9,309.50	96	15,028.50	209,275.10
55 CONCESSION	150,000.00	131.25	129,550.60	0.00	20,449.40	86	1,438.25	117,268.52
57 SHIH SCHOLARSHIP	30.00	1.99	33.07	0.00	-3.07	110	2.02	30.56
TOTAL REVENUE	1,052,038.00	17,736.24	916,848.30	0.00	135,189.70	87	34,280.40	850,978.82
EXPENDITURE:								
00 GENERAL	269,307.00	17,476.52	267,836.00	0.00	1,471.00	99	-22,988.88	231,301.60
51 THE SCOTTY	23,926.00	440.72	20,540.48	0.00	3,385.52	86	1,058.11	14,298.61
52 PRO SHOP	45,200.00	645.22	34,661.02	0.00	10,538.98	77	8,401.35	51,492.21
53 MAINTENANCE	471,585.00	17,265.23	434,549.60	0.00	37,035.40	92	25,925.35	431,954.76
54 WV CART RENTAL	12,238.00	0.00	5,527.83	0.00	6,710.17	45	576.25	7,632.56
55 CONCESSION	110,425.00	-716.96	93,228.89	0.00	17,196.11	84	411.74	81,453.81
57 SHIH SCHOLARSHIP	1,000.00	0.00	0.00	0.00	1,000.00	0	0.00	750.00
TOTAL EXPENDITURE	933,681.00	35,110.73	856,343.82	0.00	77,337.18	92	13,383.92	818,883.55
DEFICIENCY OF REVENUE BEFORE TRANSFERS	118,357.00	-17,374.49	60,504.48	0.00		51	20,896.48	32,095.27
DEFICIENCY OF REVENUE AFTER TRANSFERS	118,357.00	-17,374.49	60,504.48	0.00		51	20,896.48	32,095.27

QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT FOR 61 MARINA
12/01/2016 TO 12/31/2016

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	86.00	171,042.87	0.00	29,407.13	85	43.36	186,234.25
TOTAL REVENUE	<u>200,450.00</u>	<u>86.00</u>	<u>171,042.87</u>	<u>0.00</u>	<u>29,407.13</u>	<u>85</u>	<u>43.36</u>	<u>186,234.25</u>
EXPENDITURE:								
00 GENERAL	220,063.00	9,025.91	199,811.35	0.00	20,251.65	91	7,337.09	215,435.18
TOTAL EXPENDITURE	<u>220,063.00</u>	<u>9,025.91</u>	<u>199,811.35</u>	<u>0.00</u>	<u>20,251.65</u>	<u>91</u>	<u>7,337.09</u>	<u>215,435.18</u>
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>-19,613.00</u>	<u>-8,939.91</u>	<u>-28,768.48</u>	<u>0.00</u>		<u>147</u>	<u>-7,293.73</u>	<u>-29,200.93</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>-19,613.00</u>	<u>-8,939.91</u>	<u>-28,768.48</u>	<u>0.00</u>		<u>147</u>	<u>-7,293.73</u>	<u>-29,200.93</u>

QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT
12/01/2016 TO 12/31/2016

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	50,000.00	0.00	47,593.33	0.00	2,406.67	95	0.00	32,768.02
105 CONCESSION	26,800.00	0.00	25,014.27	0.00	1,785.73	93	0.00	17,628.79
106 LESSONS	4,000.00	0.00	3,469.00	0.00	531.00	87	0.00	2,308.00
108 PARTIES	2,000.00	0.00	2,475.00	0.00	-475.00	124	0.00	2,770.00
TOTAL REVENUE	<u>82,800.00</u>	<u>0.00</u>	<u>78,551.60</u>	<u>0.00</u>	<u>4,248.40</u>	<u>95</u>	<u>0.00</u>	<u>55,474.81</u>
EXPENDITURE:								
000	95,014.00	1,157.91	77,589.32	1,500.00	15,924.68	83	376.67	66,053.25
105 CONCESSION	19,951.00	0.00	21,016.80	0.00	-1,065.80	105	0.00	13,829.91
106 LESSONS	2,300.00	0.00	1,502.99	0.00	797.01	65	0.00	1,158.75
108 PARTIES	300.00	0.00	100.26	0.00	199.74	33	0.00	0.00
TOTAL EXPENDITURE	<u>117,565.00</u>	<u>1,157.91</u>	<u>100,209.37</u>	<u>1,500.00</u>	<u>15,855.63</u>	<u>87</u>	<u>376.67</u>	<u>81,041.91</u>
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>-34,765.00</u>	<u>-1,157.91</u>	<u>-21,657.77</u>	<u>-1,500.00</u>		<u>67</u>	<u>-376.67</u>	<u>-25,567.10</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>-34,765.00</u>	<u>-1,157.91</u>	<u>-21,657.77</u>	<u>-1,500.00</u>		<u>67</u>	<u>-376.67</u>	<u>-25,567.10</u>
27 BATTING CAGE								
REVENUE:								
000	80,300.00	0.00	79,893.41	0.00	406.59	99	0.00	79,651.38
105 CONCESSION	21,600.00	0.00	24,497.35	0.00	-2,897.35	113	0.00	22,391.58
TOTAL REVENUE	<u>101,900.00</u>	<u>0.00</u>	<u>104,390.76</u>	<u>0.00</u>	<u>-2,490.76</u>	<u>102</u>	<u>0.00</u>	<u>102,042.96</u>
EXPENDITURE:								

LFISCHER

01/10/2017

9:53:12AM

Page 1 of 2

flRevenueExpenditureInclPriorYearWEncumBudgetFirst

QUINCY PARK DISTRICT
REVENUE & EXPENDITURE STATEMENT
12/01/2016 TO 12/31/2016

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	63,933.00	2,225.28	60,823.18	0.00	3,109.82	95	54.22	75,517.75
105 CONCESSION	11,700.00	-18.00	13,939.09	0.00	-2,239.09	119	0.00	11,805.30
TOTAL EXPENDITURE	<u>75,633.00</u>	<u>2,207.28</u>	<u>74,762.27</u>	<u>0.00</u>	<u>870.73</u>	<u>99</u>	<u>54.22</u>	<u>87,323.05</u>
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>26,267.00</u>	<u>-2,207.28</u>	<u>29,628.49</u>	<u>0.00</u>		<u>113</u>	<u>-54.22</u>	<u>14,719.91</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>26,267.00</u>	<u>-2,207.28</u>	<u>29,628.49</u>	<u>0.00</u>		<u>113</u>	<u>-54.22</u>	<u>14,719.91</u>

**Quincy Park District
Cash Balance Report**

Account Number	Account Description	Balance November 2016	Balance December 2016	Net Change	Cash Reserve Required 12/31/16
10000001000	CASH-CORP GENERAL	\$1,541,598.19	\$1,465,600.59	(\$75,997.60)	\$898,165
10000001002	SHORT-TERM INVESTMENTS-CORP GEN	\$0.00	\$0.00	\$0.00	
10120001000	CASH-EMERGENCY FLOOD	\$6,513.57	\$6,516.35	\$2.78	
10130001000	CASH-BOEHL PARK MAINTENANCE	\$2,782.69	\$5,736.28	\$2,953.59	
10140001000	CASH-HERITAGE TREE	\$18,389.45	\$18,424.75	\$35.30	
10150001000	CASH-GENERAL DONATION	\$52,542.20	\$52,564.62	\$22.42	
11000001000	CASH-WORKING CASH	\$179,545.12	\$179,545.12	\$0.00	
20000001000	CASH-REC GENERAL	\$464,378.98	\$446,375.19	(\$18,003.79)	\$189,431
30000001000	CASH-MUSEUM GENERAL	\$215,192.56	\$210,044.92	(\$5,147.64)	\$129,574
31000001000	CASH-SOCIAL SECURITY	\$90,467.70	\$85,640.85	(\$4,826.85)	\$106,500
32000001000	CASH-PENSION/IMRF	\$202,746.52	\$197,521.88	(\$5,224.64)	\$116,250
33000001000	CASH-UNEMPLOYMENT COMPENSATION	\$199,564.49	\$200,038.10	\$473.61	\$82,687
34000001000	CASH-LIABILITY INSURANCE	\$421,287.30	\$422,033.52	\$746.22	\$392,108
35000001000	CASH-AUDIT	\$19,771.93	\$19,933.10	\$161.17	\$9,188
36000001000	CASH-PARK SECURITY	\$209,115.03	\$204,756.47	(\$4,358.56)	\$105,998
37000001000	CASH-PAVING & LIGHTING	\$52,555.61	\$52,337.93	(\$217.68)	\$22,500
40000001000	CASH-DEBT SERVICE GENERAL	\$0.00	\$0.00	\$0.00	
40003111000	CASH-BOND 2012A RETIREMENT	\$7,497.99	\$8,904.78	\$1,406.79	
40003151000	CASH-BOND 2015A RETIREMENT	(\$1,784.97)	\$5,455.77	\$7,240.74	
40003171000	CASH-BOND 2016 RETIREMENT	(\$3,009.65)	\$7,799.15	\$10,808.80	
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	\$1,253.54	\$1,254.07	\$0.53	
50614211000	CASH-BOND 2015	\$140,496.44	\$140,556.38	\$59.94	
50614221000	CASH-BOND 2015A	\$0.00	\$0.00	\$0.00	
50614231000	CASH-BOND 2016	\$78,322.68	\$72,787.50	(\$5,535.18)	
50630001000	CASH-TENNIS	\$0.00	\$0.00	\$0.00	
50640001000	CASH-TRAIL DEVELOPMENT	\$380,818.69	\$351,215.35	(\$29,603.34)	
50710001000	CASH-BAYVIEW PROPERTY DEV	\$0.00	(\$37,267.56)	(\$37,267.56)	
60000001000	CASH-WESTVIEW GENERAL	\$200,169.60	\$187,077.84	(\$13,091.76)	\$220,420
60570001000	CASH-SHIH SCHOLARSHIP	\$4,664.69	\$4,666.68	\$1.99	
61000001000	CASH-MARINA GENERAL	\$77,582.32	\$70,370.23	(\$7,212.09)	\$55,016
61410001000	CASH-DREDGE	\$0.00	\$0.00	\$0.00	
71000001000	CASH - BOEHL TRUST SSB	\$0.00	\$0.00	\$0.00	
		4,562,462.67	4,379,889.86	(\$182,572.81)	

FY 2016

QUINCY PARK DISTRICT

CHECK REGISTER FOR 12/1/2016 TO 12/29/2016 & CHECK NUMBERS 0 TO 2147483647

CASH ACCT 19-00-000-1000

CHECK #	CHECK DATE	VENDOR NO/ NAME	CHECK AMT
CHECK RUN: 145			
20466	12/08/2016	64 CITY OF QUINCY - WATER DEPT	2,140.56
*	20475	12/08/2016 156 KLINGNER & ASSOCIATES	18,460.49
*	20486	12/08/2016 313 VISA CARD SERVICES	5,475.89
CHECK RUN: 145			NUMBER OF CHECKS: 3
			26,076.94
			NUMBER OF EPAYMENTS: 0
			0.00
			26,076.94
CHECK RUN: 151			
*	20575	12/22/2016 1006 COMMEG SYSTEMS INC	6,995.00
*	20578	12/22/2016 598 TONY'S TOO, LLC	2,477.75
*	20581	12/22/2016 616 UNITED HEALTH CARE INS CO	17,239.98
CHECK RUN: 151			NUMBER OF CHECKS: 3
			26,712.73
			NUMBER OF EPAYMENTS: 0
			0.00
			26,712.73
CHECK RUN: 152			
*	20593	12/29/2016 572 DIRECT ENERGY BUSINESS	4,270.56
	20594	12/29/2016 1007 DXE MEDICAL INC	2,407.00
*	20600	12/29/2016 118 HOME DEPOT CREDIT SERVICES ACCT 6035 322	2,144.56
*	20603	12/29/2016 148 JOHN O'BRIEN LOCKSMITH	2,880.00
	20604	12/29/2016 830 KECK HEATING & AIR COND.	3,300.00
*	20607	12/29/2016 777 MAYS, WALDEN & ANASTAS P.C.	2,380.00
*	20618	12/29/2016 235 R D SHAFFER TRUCKING INC	2,520.80
*	20629	12/29/2016 472 WATERKOTTE CONSTRUCTION	37,267.56
	20630	12/29/2016 309 WINTERS INSURANCE GROUP	3,724.00
CHECK RUN: 152			NUMBER OF CHECKS: 9
			60,894.48
			NUMBER OF EPAYMENTS: 0
			0.00
			60,894.48
			TOTAL NUMBER OF CHECKS: 15
			113,684.15
			TOTAL NUMBER OF EPAYMENTS: 0
			0.00
** OUT OF SEQUENCE CHECKS ON REPORT **			113,684.15

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Regular Meeting
Board Room

December 14, 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, Patricia McGlothlin, Jon Hoover, and Chris Blakeman.

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

The following Park Commissioner was absent and did not participate in the meeting in any manner or to any extent whatsoever: Abby Schlipmann

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.

President Frankenhoff stated that the Park District is now conducting a public hearing to receive public comments on the proposed 2017 Budget and Appropriation Ordinance 16-05. This is the legal instrument that permits the district to authorize expenditures and receive revenue. This Ordinance is an inflated version of the proposed FY2017 Operating Budget in an effort to provide for additional flexibility beyond what would normally be expected during the budget year to account for all unanticipated expenditures and revenues contingencies (Storms/Floods/Grants). The proposed 2017 Budget and Appropriation Ordinance has been available for public inspection since November 14, 2016. There have been no public comments to report. Final adoption of the proposed FY2017 Budget and Appropriation Ordinance and the FY2017 Operating Budget is scheduled for later in this meeting.

At this time, the hearing is now open for public comment. Is there anyone who would like to comment on the proposed FY2017 Budget and Appropriation Ordinance? There were no comments. Frankenhoff asked for a motion to adjourn the public hearing. COMMISSIONER BLAKEMAN MADE A MOTION TO ADJOURN THE PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS OF THE DISTRICT TO SELL \$900,000 IN GENERAL OBLIGATION PARK BONDS. THE MOTION WAS SECONDED BY PATTY MCGLOTHLIN. UNANIMOUS.

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

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: John Gebhardt noted that later in the meeting there is a resolution regarding the sale of property. He gave a brief history of Parker Heights Park. He noted his concerns regarding the process for public input in this matter.

Paul Brown with Friends of the Castle extended his appreciation to the Park District for their support and encouragement. He noted that the State of Illinois Executive Directors of the Chamber of Commerce hosted their annual reception at the castle this year and the annual open house in May was the largest they have held since they started keeping records.

BOARD INFORMATION/EDUCATION: President Frankenhoff commented that once again the Park District has received the Certificate of Achievement for Excellence in Financial Reporting. It was noted about only 7% of the state's municipalities receive this award. Director Hilgenbrinck provided a brief description of the award.

CORRESPONDENCE: None

VOLUNTEERS: Executive Director Frericks wanted to note the excellent work of the members of Friends of the Trails. He wanted to specifically acknowledge Michael Klingner, Terry Anastas, Holly Cain, Jim Robesky, Craig Moncey, Rick Gengenbacher, Ryan Hildebrand and Sara Reuschel.

EXECUTIVE DIRECTOR REPORT: Executive Director Frericks added to his report there was a press conference for the Skate Park. The Adams County Skate organization exceeded their goal of \$30,000 and with the grant there is \$70,000 for the project. He then provided a brief timeline for the project and noted that there has been no further progress on the Bill Klingner Trail. The contractor is still waiting for the drilling company. They are 35-40% complete.

DIRECTOR'S REPORTS:

Parks: Director Higley gave an update on the demolition of the Morton Building in All America Park. They are working with Ameren to schedule a time for the electrical work at the Lincoln Park Shelter.

Business Services: Director Hilgenbrinck gave an update on the payments for the Administrative Building and the receipts for replacement tax.

Program Services: Director Bruns reported that the After School Program will not have busing the second semester. We are extending the hours until 5:30 which will add additional cost of approximately \$2,600 for a year. There was a brief discussion regarding the Special Population Dance and the possibility of offering it more than once.

Golf: Director Morgan noted that he has been working on inventory, end of year work and preparing for next year. There was some discussion regarding the fees.

NEW BUSINESS:

FISCAL YEAR 2017 OPERATING BUDGET:

Director Hilgenbrinck noted that the only change from the budget presented the previous month was the Executive Director's salary. VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER BLAKEMAN TO APPROVE THE FISCAL YEAR 2017 OPERATING BUDGET.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

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

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

ORDINANCE NO. 16-05: Combined FY2017 Budget & Appropriation

President Frankenhoff provided a brief description of the legal requirements of this ordinance.

VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER BLAKEMAN TO APPROVE ORDINANCE NO. 16-05 COMBINED FY2017 BUDGET & APPROPRIATION.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

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

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Quincy Park District 2016-2020 Goals & Objectives 4th Quarter Status Update

Executive Director Frericks noted that the information is attached. President Frankenhoff reminded the Board that the format will change next year.

License Agreement with Great River Ski Club

Executive Director Frericks stated that the 2nd 10 year lease with the Great River Ski Club has expired. The only change has been the amount of insurance for the building. VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE LICENSE AGREEMENT WITH GREAT RIVER SKI CLUB. There was a brief discussion regarding the insurance, the building, and relationship with the club. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

ORDINANCE NO. 16-06: An Ordinance providing for the issue of \$900,000 Taxable

General Obligation Park Bonds, Series 2017

Director Hilgenbrinck explained that the bond proceeds are for capital projects that were previously approved, the interest rate is 1.6% and it will be taxable. COMMISSIONER BLAKEMAN MOVED, SECONDED BY VICE PRESIDENT ERNST TO APPROVE THE ORDINANCE NO. 16-06 AN ORDINANCE PROVIDING FOR THE ISSUE OF \$900,000 TAXABLE GENERAL OBLIGATION PARK BONDS, SERIES 2017, FOR THE PARK PURPOSES, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO THE DISTRICT'S CORPORATE FUND. There was a brief discussion about the interest rate and timing of this issue.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

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

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Kiwanis Fundraising for Lincoln Park Shelter Cash Flow Shortfall

Director Hilgenbrinck explained that Kiwanis will not have all the funds when the charges are due. COMMISSIONER BLAKEMAN MOVED, SECONDED BY COMMISSIONER STEINKAMP TO APPROVE FUNDING FOR THE KIWANIS LINCOLN PARK SHELTER CASH FLOW SHORTFALL. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

NO. 16-09: Resolution Finding and Declaring that Certain Property Located in

Parker Heights Park is No Longer Needed or Useful and Authorizing the Sale of Such Property. VICE

PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER STEINKAMP TO APPROVE

RESOLUTION NO. 16-09 RESOLUTION FINDING AND DECLARING THAT CERTAIN PROPERTY LOCATED IN PARKER HEIGHTS PARK IS NO LONGER NEEDED OR USEFUL FOR PARK PURPOSES AND AUTHORIZING THE SALE OF SUCH PROPERTY PENDING VOTER APPROVAL. Executive

Director Frericks explained that this action needs to be tabled because City Council has not voted on this yet. They need one more reading. He also noted that to have this completed for the April ballot, a January special meeting will be necessary. VICE PRESIDENT ERNST REVISED THE MOTION, SECONDED BY COMMISSIONER STEINKAMP TO TABLE RESOLUTION NO. 16-09.

Frankenhoff reviewed the requirements for the sale and noted that we could schedule a Special Board Meeting for the 2nd Wednesday (January 11th) at 6:00. There was discussion concerning the requirements of a special meeting and the vote for the resolution. They also discussed the exact boundary, zoning, and location of the property. It was noted that the final vote will still come back to the Park District Board after it goes before the voters.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

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

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

President Frankenhoff explained that the second piece of property still needs to go to the Circuit Court. An action item will be presented in the future.

VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE EXECUTIVE DIRECTOR SALARY INCREASE OF 2.61% TO \$78,500. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

PUBLIC INPUT: Jeff Kerkhoff stated that he has been trying to understand the benefit of selling the property and wonders if the park system should be a part of the City. John Gebhardt noted that there once was an asphalt plant next to Moorman Park.

EXECUTIVE SESSION:

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a

- complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
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.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

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

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

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

With no other business to discuss, VICE PRESIDENT ERNST MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO ADJOURN. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Secretary

President

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

CORRESPONDENCE

VOLUNTEERS

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: January 2, 2017

Administrative Initiatives (12/01/16 – 12/31/16)

Attended:

- New Laws Impacting Your Local Government Seminar
- the Directors meeting
- Safety meeting
- Rotary meetings
- All four City Council meetings held in December
- Met with Klingner & Associates and R.L. Brink on the progress of Bill Klingner Trail current section and the 18th to 24th Street section.
- Attended the Friends of the Trails fundraising meeting.
- Met with Klingner & Associates and R.L. Brink on the Veteran's Home Bridge.
- Volunteered for Rotary's Blessing in a Backpack at Adams School.
- Met with Adams Skate Park NFP on the open house for January.
- Met with Attorney Terry Anastas several times on current events with the Park District.
- Attended the Quincy Park District court appearance with Attorney Anastas.
- Went to Leffers to look at trees for the City of Quincy plantings.
- Attended bridge committee meeting at KROC Center.
- Met with Adams County Little League representatives on a competitive youth division.
- Met with officials from the Women's City Club, Friends of Log Cabins and Friends of The Castle on their new License Agreements.
- Completed annual evaluations for the department heads.

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: December 31, 2016

Administrative Initiatives (12/1/16 – 12/31/16)

Attended:

- Directors meeting
 - Kiwanis Shelter meeting
 - Safety meeting
 - Kiwanis meetings
 - Skate Park meeting
 - Park Foundation meeting
-
- Monitored work on winter tree list.
 - Monitored progress on 5th to 12th street trail construction.
 - Monitored Riverview Park restroom renovation.
 - Monitored leaf mulching throughout the District.
 - Monitored work on Lincoln Park shelter.
 - Monitored removal of Morton building in All America Park.

Administrative Initiatives (1/1/17 – 1/31/17)

- Continue working with Kiwanis on the shelter house at Lincoln Park.
- Continue planning for 2017 projects, goals and objectives.
- Work on 2017 Capital Projects for Parks Department.
- Host an open house for the Skate Park.
- Monitor work on Lincoln Park shelter.
- Monitor work on winter tree list.

- Monitor 5th to 12th street trail construction.
- Monitor removal of Morton building in All America Park.
- Monitor Riverview Park restroom renovation.

To: Board of Commissioners

From: Donald J. Hilgenbrinck

Subject: Monthly Report

Date: December 31, 2016

Administrative Initiatives (12/01/16 – 12/31/16)

- Attended Safety meeting
- Attended accounting software demonstrations
- Prepared financial reports for the 2017 Executive Summary
- Filed Budget & Appropriations Ordinance #16-05
- Conducted registration of candidates for the 2017 election
- Filed Certificate of Ballot for placement of candidates on the ballot
- The office staff has also been busy with administrative duties

Administrative Initiatives (1/01/17 – 1/31/17)

- Implement TimePro time keeping software and train Directors and Supervisors
- Close out FY2016, pending auditor adjusting entries
- Close out 2016 payroll, prepare tax reports, and issue W-2s
- File "Statement of Economic Interest" for staff and commissioners with the County Clerk's office
- Post the District's 2017 Executive Summary on its website
- Complete annual FOIA/OMA training
- Work with staff to assess accounting software for future system upgrade

Quincy Park District Consolidated Funds Investment Report

As of Month-End: December-16												
Type of Investment	Description	Financial Institution	Amount	Term (Months)	Rate	Anticipated Interest	Maturity Date	Collateral	Collateral Pledged Value	Collateral Market Value	Annualized Interest	FBT FDIC Insured
DDA	Interest Checking	First Bankers Trust	\$ 234,775.61	1	0.50%			Per Statement	\$ 7,250,000	\$ 7,347,028	\$ 1,173.88	\$ 234,775.61
MMA	First Choice MMA	First Bankers Trust	\$ 4,234,588.11	1	0.50%			Per Statement	\$ -	\$ -	\$ 21,172.94	\$ 4,234,588.11
MMA	OSLAD	First Bankers Trust	\$ 15,014.18	1	0.50%			Per Statement	\$ -	\$ -	\$ 75.07	\$ 15,014.18
Municipal Bonds	QPD 2016 GO Bond	Quincy Park District	\$ -	8	1.50%			Per Statement	\$ -	\$ -	\$ -	\$ -
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Quincy Park District
2015 GO Bond (50.61.421)
Project Funds
December 31, 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	C
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)	C
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	C
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)	C
Parker Heights Rock Wall Repair	15-102		\$ 10,808.98		\$ -	\$ (10,808.98)	C
Q-Island Bridge Engineering	15-118		\$ 24,911.84		\$ -	\$ (24,911.84)	C
Q-Island Bridge Repairs	15-118		\$ 98,897.36		\$ -	\$ (98,897.36)	C
Marina Gas Line Repairs	15-120		\$ 9,580.21		\$ -	\$ (9,580.21)	C
Transfer In-Closeout Bond 2013		\$ -	\$ -		\$ 27,575.02	\$ 27,575.02	
Transfer In-Closeout Bond 2014					\$ 1,213.21	\$ 1,213.21	
Interest		\$ -	\$ -		\$ 3,291.25	\$ 3,291.25	
Totals & Remaining Bond Funds:		\$ 800,000.00	\$ 691,523.10		\$ 32,079.48	\$ 140,556.38	
Current Retainage						\$ -	
Bond Cash Balance:						\$ 140,556.38	

Committed Use of Funds:

Quincy Park District Accounting Software	14-116	\$ 20,000.00	\$ -	\$ 17,373.35		\$ 6,000.00	P
Total Encumbered:				\$ 17,373.35		\$ 6,000.00	
Total Uncommitted Funds RESERVED:				\$ 123,183.03		\$ 117,183.03	

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 (50.61.423.)
Project Funds
December 31, 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	\$ 177,207.52		\$ -	\$ 90,792.48	C
Lincoln Prk Shelter/Rest Room	16-101	\$ 120,000.00	\$ 100,480.95		\$ -	\$ 19,519.05	P
Bob Mays Parking Lot	16-102	\$ 100,000.00	\$ 103,776.51		\$ -	\$ (3,776.51)	P
District Equipment	16-103	\$ 157,000.00	\$ 121,423.17		\$ -	\$ 35,576.83	C
Parker Heights Culverts	16-104	\$ 20,000.00	\$ 8,480.00		\$ -	\$ 11,520.00	P
Madison Prk Rd Improvements	16-105	\$ 7,500.00	\$ 9,988.00		\$ -	\$ (2,488.00)	C
Riverview Prk RestRm Upgrade	16-106	\$ 20,000.00	\$ 918.00		\$ -	\$ 19,082.00	P
ADA Study (May2011)	16-107	\$ 35,000.00	\$ 7,561.22		\$ -	\$ 27,438.78	P
S Prk Pond Bridge	16-108	\$ 14,000.00	\$ 7,343.74		\$ -	\$ 6,656.26	P
Madison Prk Tennis Fence	16-109	\$ 6,000.00	\$ 5,145.00		\$ -	\$ 855.00	P
Berrian Swing Set	16-110	\$ 7,500.00	\$ 6,847.16		\$ -	\$ 652.84	C
S Park Road Resurfacing	16-112	\$ -	\$ 175,104.08			\$ (175,104.08)	
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		\$ -	\$ -		\$ 2,562.85	\$ 2,562.85	
Totals & Remaining Bond Funds:		\$ 800,000.00	\$ 729,775.35		\$ 2,562.85	\$ 72,787.50	
Current Retainage						\$ -	
Bond Cash Balance:						\$ 72,787.50	

Committed Use of Funds:

Lincoln Prk Shelter/Rest Room	16-101	\$ 120,000.00	\$ 100,480.95	\$ 21,496.53		\$ -	P
Riverview Prk RestRm Upgrade	16-106	\$ 20,000.00	\$ 918.00	\$ 7,500.00		\$ 2,500.00	P
ADA Study (May2011)	16-107	\$ 20,000.00	\$ 7,561.22	\$ -		\$ 12,438.78	P
		\$ -	\$ -	\$ -		\$ -	
Total Encumbered:				\$ 28,996.53		\$ 14,938.78	
Total Uncommitted Funds RESERVED:				\$ 43,790.97		\$ 28,852.19	

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

Notes:

Westview
Historical Financial Data Per Round
(Prior to Yearend Adjustments)

	2006	2007	2008	2009	2010	2011	2012	2013	2014 Adjusted	2015 Adjusted	2016 Adjusted
Rounds of Golf:	46,265	46,970	43,465	45,882	42,104	39,948	46,550	39,868	37,081	36,150	37,375
Net Revenue:											
WV General	\$ 372,013	\$ 357,565	\$ 371,476	\$ 367,393	\$ 339,909	\$ 338,636	\$ 341,394	\$ 288,098	\$ 234,499	\$ 208,631	\$ 260,784
The Scotty								\$ 9,923	\$ 9,388	\$ 6,494	\$ 942
Pro Shop	\$ (17,673)	\$ 16,668	\$ 16,820	\$ 19,699	\$ 11,812	\$ 12,472	\$ 12,377	\$ 14,286	\$ 16,274	\$ 12,112	\$ 20,527
Maintenance	\$ (445,090)	\$ (467,562)	\$ (429,380)	\$ (455,121)	\$ (424,270)	\$ (463,689)	\$ (481,213)	\$ (455,805)	\$ (417,314)	\$ (431,955)	\$ (434,550)
Carts	\$ 194,840	\$ 184,677	\$ 172,109	\$ 178,953	\$ 162,764	\$ 154,230	\$ 222,520	\$ 193,015	\$ 187,888	\$ 201,642	\$ 222,163
Concessions	\$ 10,817	\$ 3,858	\$ 18,255	\$ 34,159	\$ 30,737	\$ 29,258	\$ 32,318	\$ 40,345	\$ 32,436	\$ 35,815	\$ 36,322
Cap. Imp.	\$ -	\$ (24,393)	\$ (40,179)	\$ (50,469)	\$ (49,600)	\$ (102,288)	\$ (104,870)	\$ (126,356)	\$ (228,911)	\$ (41,280)	\$ (45,716)
Total Net Rev/Loss: (Does NOT include Deprec.)	\$ 114,907	\$ 70,813	\$ 109,101	\$ 94,614	\$ 71,352	\$ (31,381)	\$ 22,526	\$ (36,495)	\$ (165,740)	\$ (8,541)	\$ 60,471
Total Net Rev/Loss: (Does NOT include Cap. or Deprec.)	\$ 114,907	\$ 95,206	\$ 149,280	\$ 145,083	\$ 120,952	\$ 70,907	\$ 127,396	\$ 89,861	\$ 63,171	\$ 32,739	\$ 106,187
									Avg.->	\$ 100,950	\$ 101,426
Net Revenue/Round:											
WV General (Includes Maint)	\$ (1.58)	\$ (2.34)	\$ (1.33)	\$ (1.91)	\$ (2.00)	\$ (3.13)	\$ (3.00)	\$ (4.21)	\$ (4.93)	\$ (6.18)	\$ (4.65)
Pro Shop	\$ (0.38)	\$ 0.35	\$ 0.39	\$ 0.43	\$ 0.28	\$ 0.31	\$ 0.27	\$ 0.36	\$ 0.44	\$ 0.34	\$ 0.55
Carts	\$ 4.21	\$ 3.93	\$ 3.96	\$ 3.90	\$ 3.87	\$ 3.86	\$ 4.78	\$ 4.84	\$ 5.07	\$ 5.58	\$ 5.94
Concessions	\$ 0.23	\$ 0.08	\$ 0.42	\$ 0.74	\$ 0.73	\$ 0.73	\$ 0.69	\$ 1.01	\$ 0.87	\$ 0.99	\$ 0.97
Total Net Rev/Round:	\$ 2.48	\$ 2.03	\$ 3.43	\$ 3.16	\$ 2.87	\$ 1.77	\$ 2.74	\$ 2.01	\$ 1.45	\$ 0.73	\$ 2.82
Gross Revenue:											
WV General	\$ 528,606	\$ 523,783	\$ 532,284	\$ 533,089	\$ 497,746	\$ 497,833	\$ 545,510	\$ 509,998	\$ 469,691	\$ 439,933	\$ 482,904
The Scotty								\$ 23,688	\$ 20,340	\$ 20,868	\$ 21,482
Pro Shop	\$ 75,573	\$ 68,126	\$ 69,555	\$ 70,548	\$ 59,154	\$ 71,720	\$ 70,080	\$ 66,955	\$ 57,495	\$ 63,604	\$ 55,188
Carts	\$ 201,933	\$ 207,948	\$ 202,530	\$ 212,786	\$ 211,970	\$ 209,945	\$ 240,469	\$ 207,117	\$ 200,807	\$ 209,275	\$ 227,691
Concessions	\$ 129,571	\$ 131,795	\$ 147,753	\$ 160,767	\$ 145,733	\$ 137,867	\$ 159,684	\$ 141,754	\$ 122,842	\$ 117,269	\$ 129,551
Total Gross Revenue:	\$ 935,683	\$ 931,652	\$ 952,122	\$ 977,190	\$ 914,603	\$ 917,365	\$ 1,015,743	\$ 949,511	\$ 871,175	\$ 850,949	\$ 916,815
Gross Revenue/Round:											
WV General	\$ 11.43	\$ 11.15	\$ 12.25	\$ 11.62	\$ 11.82	\$ 12.46	\$ 11.72	\$ 12.79	\$ 12.67	\$ 12.17	\$ 12.92
Pro Shop	\$ 1.63	\$ 1.45	\$ 1.60	\$ 1.54	\$ 1.40	\$ 1.80	\$ 1.51	\$ 1.68	\$ 1.55	\$ 1.76	\$ 1.48
Carts	\$ 4.36	\$ 4.43	\$ 4.66	\$ 4.64	\$ 5.03	\$ 5.26	\$ 5.17	\$ 5.20	\$ 5.42	\$ 5.79	\$ 6.09
Concessions	\$ 2.80	\$ 2.81	\$ 3.40	\$ 3.50	\$ 3.46	\$ 3.45	\$ 3.43	\$ 3.56	\$ 3.31	\$ 3.24	\$ 3.47
Total Gross Revenue/Round:	\$ 20.22	\$ 19.84	\$ 21.91	\$ 21.30	\$ 21.72	\$ 22.96	\$ 21.82	\$ 23.22	\$ 22.95	\$ 22.96	\$ 23.96

Westview
Historical Financial Data Per Round
(Prior to Yearend Adjustments)

	2006	2007	2008	2009	2010	2011	2012	2013	2014 Adjusted	2015 Adjusted	2016 Adjusted
Gross Expenses:											
WV General	\$ 156,593	\$ 166,218	\$ 160,808	\$ 165,696	\$ 157,837	\$ 159,197	\$ 204,116	\$ 221,900	\$ 235,192	\$ 231,302	\$ 222,120
<i>Labor (Includes Carts)</i>			\$ 124,779	\$ 130,914	\$ 131,546	\$ 136,175	\$ 135,953	\$ 143,216	\$ 146,700	\$ 144,393	\$ 145,581
The Scotty								\$ 13,765	\$ 10,952	\$ 14,374	\$ 20,540
Pro Shop	\$ 93,246	\$ 51,458	\$ 52,735	\$ 50,849	\$ 47,342	\$ 59,247	\$ 57,703	\$ 52,668	\$ 41,221	\$ 51,492	\$ 34,661
Maintenance	\$ 445,090	\$ 467,562	\$ 429,380	\$ 455,121	\$ 424,270	\$ 463,689	\$ 481,213	\$ 455,805	\$ 417,314	\$ 431,955	\$ 434,550
<i>Labor</i>			\$ 212,608	\$ 230,956	\$ 203,685	\$ 216,071	\$ 225,810	\$ 223,807	\$ 220,929	\$ 230,649	\$ 224,704
Carts	\$ 7,093	\$ 23,271	\$ 30,421	\$ 33,833	\$ 49,206	\$ 55,715	\$ 17,949	\$ 14,102	\$ 12,919	\$ 7,633	\$ 5,528
Concessions	\$ 118,754	\$ 127,937	\$ 129,498	\$ 126,608	\$ 114,996	\$ 108,610	\$ 127,366	\$ 101,409	\$ 90,406	\$ 81,454	\$ 93,229
<i>Labor</i>			\$ 41,667	\$ 37,793	\$ 39,099	\$ 34,405	\$ 41,662	\$ 26,142	\$ 28,593	\$ 22,119	\$ 24,062
Capital Exp from Ops	\$ -	\$ 24,393	\$ 40,179	\$ 50,469	\$ 49,600	\$ 102,288	\$ 104,870	\$ 126,356	\$ 228,911	\$ 41,280	\$ 45,716
Total Expense:	\$ 820,776	\$ 860,839	\$ 843,021	\$ 882,575	\$ 843,251	\$ 948,746	\$ 993,217	\$ 986,006	\$ 1,036,915	\$ 859,490	\$ 856,344
Total Expense (NOT Including Capital)	\$ 820,776	\$ 836,446	\$ 802,842	\$ 832,106	\$ 793,651	\$ 846,458	\$ 888,347	\$ 859,650	\$ 808,004	\$ 818,210	\$ 810,628
Gross Expenses/Round:											
WV General	\$ 3.38	\$ 3.54	\$ 3.70	\$ 3.61	\$ 3.75	\$ 3.99	\$ 4.38	\$ 5.57	\$ 6.34	\$ 6.40	\$ 6.14
Pro Shop	\$ 2.02	\$ 1.10	\$ 1.21	\$ 1.11	\$ 1.12	\$ 1.48	\$ 1.24	\$ 1.32	\$ 1.11	\$ 1.42	\$ 0.96
Maintenance	\$ 9.62	\$ 9.95	\$ 9.88	\$ 9.92	\$ 10.08	\$ 11.61	\$ 10.34	\$ 11.43	\$ 11.25	\$ 11.95	\$ 12.02
Carts	\$ 0.15	\$ 0.50	\$ 0.70	\$ 0.74	\$ 1.17	\$ 1.39	\$ 0.39	\$ 0.35	\$ 0.35	\$ 0.21	\$ 0.15
Concessions	\$ 2.57	\$ 2.72	\$ 2.98	\$ 2.76	\$ 2.73	\$ 2.72	\$ 2.74	\$ 2.54	\$ 2.44	\$ 2.25	\$ 2.58
Total Expenses/Round: (Not including Capital)	\$ 17.74	\$ 17.81	\$ 18.47	\$ 18.14	\$ 18.85	\$ 21.19	\$ 19.08	\$ 21.22	\$ 21.49	\$ 22.24	\$ 21.86
Breakeven Cost/Round:	\$ 13.01	\$ 13.49	\$ 13.58	\$ 13.53	\$ 13.83	\$ 15.59	\$ 14.72	\$ 17.00	\$ 17.60	\$ 18.35	\$ 18.17

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. 2015 Figures are un-audited.

To: Board of Commissioners

From: Mike Bruns

Subject: Monthly Report

Date: January 5, 2017

Administrative Initiatives (12/01/16 – 12/31/16)

- Prepared information for the executive summary.
- Staff worked on the 2017 marketing plan and sponsorships.
- Staff worked on the 2017 facility and program calendars.
- Staff conducted the Special Populations holiday dinner and dance.
- Staff worked on plans for the January semester of the after school program.
- Staff worked on the 2017 program and event schedules.
- Staff conducted the holiday event at the Quincy Mall.
- Staff continued to work on promoting programs and events through media, events and our facilities.
- Worked on the 2016 attendance report.
- Staff updated the 2017 recreation forms.
- Worked on information for the 2017 Little League program.
- Attended the Quincy Park Foundation meeting.
- Staff worked on the 2017 IMP schedule.

Administrative Initiatives (01/01/17 – 01/31/17)

- Staff will work on updating the VSI system and website.
- Conduct staff evaluations.
- Staff will continue to work on the 2017 program/event schedules.
- Work on press releases and promotion for programs and events.
- Continue to work on the 2017 marketing plan and sponsorships program.
- Work on getting the little league and youth soccer information ready.
- Attend the IAPD/IPRA state conference.
- Continue to update the 2017 aquatic manual.
- Work on finalizing the 2016 program/event attendance report and financial report on programs.

To: Board of Commissioners
From: David Morgan
Subject: Monthly Report
Date: January 1, 2017

Administrative Initiatives (12/01/16 – 12/31/16)

- Attended safety, directors and board meetings.
- Continue updating golfer's households and emails on POS system.
- Continue with the winter rates, all you can play with a cart for \$21.00 through February.
- Continue to work on cart path from #11 green through #12 tee, when weather permits.
- Attended PGA Section Meeting and education seminar.
- Continue tree trimming of low branches and dead trees.
- Continue meeting with sales representatives to plan for the 2017 season.
- Coordinate end of the year inventory with auditor.
- Complete year end 2016 statistics for Executive Summary.
- Discussed planning for the 2017 Little Peoples Championship with Nan Ryan
- Staff advertised for the position of full time Union Mechanic.
- Westview Golf Course hosted 1721 more rounds of golf in 2016 than in 2015.
- Completed end of the year inventory and confirmed with auditor.

Administrative Initiatives (01/01/17 - 01/31/17)

- Continue updating golfer's households and emails on POS system.
- Hire individual for mechanics position to start by the first week of February.
- Prepare and advertise for bids for chemical use at Westview Golf Course.
- Start the interview process for the position of full time Union Mechanic.

**Westview
Monthly Rounds Report**

Westview Golf Course Rounds of Golf - 2016

		Dec-16	2016 YTD		Dec-15	2015 YTD
10000	18 Hole Weekday Green Fee	0	2386		0	2453
10001	18 Hole Weekend Green Fee	0	0		0	0
10002	9 Hole Weekday Green Fee	0	1074		0	1094
10003	9 Hole Weekend Green Fee	0	0		0	0
10004	Twilight Green Fee	0	642		0	2640
10005	Fall/Spring/Winter Green Fee	3	1015		30	597
10006	M-T-TH-Special	0	448		0	415
10007	Winter Special w/ Car	5	941		237	703
10008	Third Nine Green Fee	0	2610		29	2419
10009	Family Night Adult	0	165		1	126
10010	Family Night Child	0	153		1	148
10011	Jr. Green Fee	0	132		0	83
10012	Promotional Round	0	140		1	183
10013	Twilight Combo	0	3111		0	0
10014	Early Bird 9	0	52		0	0
10015	Early Bird 18	0	561		0	0
11000	Adult Weekday Pass Visit	1	1807		88	2006
11001	Adult Weekend Pass Visit	12	1688		101	1834
11002	Senior Weekday Pass Visit	4	3169		110	2889
11003	Senior Weekdend Pass Visit	6	2115		73	1722
11004	Senior Rest. Weekday Pass Visit	1	951		24	755
11005	Super Senior Weekday Pass Visit	3	3016		78	3368
11006	Employee Pass Visit	0	525		1	535
11007	Junior Weekday Pass Visit	0	1003		7	1277
11008	Junior Weekend Pass Visit	1	358		7	450
11010	Junior Summer Pass Visit	0	415		0	390
11011	Young Adult Weekday Pass Visit	1	647		10	665
11012	Young Adult Weekend Pass Visit	1	407		23	386
11013	School Team Pass Visit	0	506		0	497
12000	Green Fee Punchcard Visit	2	4734		39	5511
13000	Tournament Round	0	1189		0	902
13001	Tournament Green Fee	0	0		0	588
13002	Outing Green Fee	0	1415		0	1017
2016 Total		40	37375	2015 Total	860	35653
Per Visit Fee		\$40	\$34,178	Per Visit Fee	\$859	\$33,497
* Days Closed		28	80	*Days Closed	19	118

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 18, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE NO. 17-01, QUINCY PARK DISTRICT PERSONNEL CODE REVISION: RECOMMENDED APPROVAL

BACKGROUND INFORMATION:

This ordinance amends the Quincy Park District's Personnel Code. The Personnel Code is being updated to incorporate the following provisions:

1. HB 4379 (P.A. 99-0604) Local Government Travel Expense Control Act
2. HB 6162 (P.A. 99-0841) Employee Sick Leave
3. Prohibition of tobacco use
4. Ownership of District Social Media accounts
5. Anti-Retaliation policy

A redline copy noting these revisions of the Personnel Code is attached for your review.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 17-01, as presented.

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

BOARD ACTION:

QUINCY PARK DISTRICT
ORDINANCE NO. 17-01

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

WHEREAS, The Quincy Park District Ordinance No. 13-03, the Personnel Code of the Quincy Park District, was amended by Ordinance 15-03; and,

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

WHEREAS, such a revision has in fact been completed.

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

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

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

ADOPTED: January 18, 2017

APPROVED: January 18, 2017

QUINCY PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

President

Attest:

Secretary

STATE OF ILLINOIS)
COUNTY OF ADAMS) SS
QUINCY PARK DISTRICT)

I, Rome Frericks, Secretary of the Quincy Park District, do hereby certify that the copy of said Resolution 17-01 attached hereto, is a true, full and complete copy thereof, as the same appears on the records of the Quincy Park District.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Quincy Park District this 18th day of January, A.D., 2017.

Rome Frericks

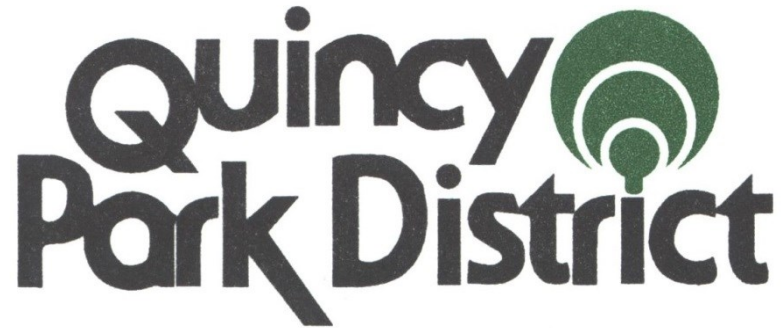
STATE OF ILLINOIS)
COUNTY OF ADAMS) SS
QUINCY PARK DISTRICT)

ROME FRERICKS, BEING FIRST DULY SWORN ON HIS OATH, deposes and says that he, as Secretary of the Quincy Park District, signed and sealed the above and foregoing Resolution 17-01, and that the contents thereof are true and correct in substance and in fact.

Rome Frericks

Subscribed and sworn to before me this 18th day of January, 2017.

Notary Public



Policy and Procedures Manual

PERSONNEL CODE Manual

**QUINCY PARK DISTRICT
PERSONNEL CODE MANUAL**

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

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

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

ORDINANCE NO. 15-03: AN ORDINANCE, AMENDING ORDINANCE 13-03, THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED SEPTEMBER 9, 2015.

ORDINANCE NO. 17-01: AN ORDINANCE, AMENDING ORDINANCE 15-03, THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED January 18, 2017.

SECTION I. GENERAL

1. MISSION STATEMENT OF THE QUINCY PARK DISTRICT

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

2. DISCLAIMER

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

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

3. COLLECTIVE BARGAINING AGREEMENTS

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

4. STATEMENT OF EEO POLICY

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

5. EMPLOYMENT OF CERTIFIED, PROFESSIONALLY TRAINED STAFF

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

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

6. GENERAL REGULATIONS

A. Responsibility

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

b. Adoption

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

C. Revision

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

D. Interpretation

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

E. Distribution

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

7. MERIT EMPLOYMENT

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

SECTION II. EMPLOYMENT CATEGORIES

1. EMPLOYEE FUNCTION

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

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

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

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

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

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

2. EMPLOYEE STATUS

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

3. DEFINITIONS

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

SECTION III. EMPLOYMENT PRACTICES

1. GENERAL PRACTICES

A. Job Description:

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

B. Evaluative Process Testing:

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

C. Health/Physical Examination Post Offer:

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

D. Pre-employment Drug Screening.

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

2. SALARY ADMINISTRATION PROGRAM

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

3. PERFORMANCE EVALUATIONS

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

4. PROMOTIONS

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

5. SALARY ADJUSTMENTS

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

Union salaries are set by the approved collective bargaining agreement.

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

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

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

6. ANNIVERSARY DATE

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

7. EMPLOYEE ANNIVERSARY RECOGNITION

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

8. PROFESSIONAL DEVELOPMENT

A. Membership in Professional and Service Organizations:

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

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

B. Attendance at Conference and Travel Allowance:

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

- Approved transportation expenses shall be reimbursed/paid by the district, the Executive Director shall determine mode of transportation,
- Lodging, the cost of a single room at the approved conference site shall be reimbursed/paid by the District,
- The total cost of conference registration shall be paid by the District,
- A meal allowance based on 90% of the IRS Per Diem rate, as published in Publication #1542 and further defined by GSA, will be ~~provided~~ paid in advance for the meals allowance exceeding one day of travel. Traveling for 1 day or less meal allowances shall be determined by and at the discretion of the Director but shall not exceed the IRS Per Diem rate. Allowances paid shall be reported on the District's standardized expense report.
- Entertainment expenses are prohibited, unless ancillary to the purpose of the program or event. Those include but not limited to shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement.

Original receipts or equivalent evidence must be provided for reimbursable expenses along with ~~an~~ the District's standardized expense report within one week of returning from travel.

- ~~Conference~~ eExpenses for meal allowance may be drawn in advance of the conference as approved by the Executive Director.
- In an ongoing effort to economize, staff will be encouraged to share a room with a co-worker when possible. Employees

Quincy Park District Personnel Code

will not be reimbursed for personal telephone calls or movies.

No reimbursement for registration fees, travel, meal, or lodging expenses shall be made that exceeds the maximum allowable cost of \$750 per event without the consent of the Board of Commissioners by a roll call vote and based on proper documentation. Such documentation shall include 1) an estimate of the cost of travel, meals, lodging and registration expenses if they have not yet been incurred, or a receipt of those costs if the expenses have been incurred; 2) the name and job title of the individual requesting the reimbursement; and 3) the date of travel and a description of the event.

Appropriate dress for the session should reflect a professional image.

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

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

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

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

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

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

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

9. PERSONAL LEAVE OF ABSENCE

A. Absence Without Pay:

Personal, unpaid, leaves of absence not to exceed thirty (30) calendar days may be granted to employees for cause stated in writing by the employee's appropriate Director or designated representative. In cases of necessity, a personal leave may be extended if application is

Quincy Park District Personnel Code

submitted to the Executive Director a minimum of one (1) workday prior to expiration of the original leave. Leaves will not be granted to allow employees to take employment elsewhere. Employees violating this provision will be considered to have terminated their job with the District.

B. Military Service:

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

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

10. FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

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

It is the intent of the Quincy Park District to fully comply with the provisions of this Act and any amendments thereof. Provisions of the

act shall take precedent over what is stated in this policy. For full details of the FMLA, please refer to "Part 825-The Family and Medical Leave Act of 1993", a copy of which is located in the appendix.

11. PAYROLL PROCEDURES

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

Completed employee folders should include the following forms:

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

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

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

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

12. VEHICLE USE MILEAGE REIMBURSEMENT

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

Park District personnel who intend to use their personal vehicle for business purposes must have the permission of their ~~supervisor~~ Director. A copy of ~~the~~ proof of insurance ~~form~~ must be provided to the business office and reviewed prior to being allowed to use a personal vehicle for business purposes.

For mileage out of town, the employee will be reimbursed at the IRS current standard per mile rate with prior permission from his/her supervisor the Director. For mileage within town, the employee will be reimbursed at 50% of the IRS current standard per mile rate with prior permission from the Director. The District's standardized reimbursement form that includes a written log ~~is required for an~~

~~individual gas mileage reimbursement and~~ needs to be presented to the Business office with the request for reimbursement ~~to the Business office.~~

Smoking is prohibited in all licensed Park District vehicles.

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

SECTION IV. EMPLOYEE STANDARDS

1. PUBLIC RELATIONS

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

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

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

2. DRUG FREE WORKPLACE

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

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

3. DRUG AND ALCOHOL TESTING OF EMPLOYEES

A. Statement of Policy:

Quincy Park District Personnel Code

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

B. Definitions:

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

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

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

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

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

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

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

C. Prohibited Acts

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

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

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

D. Prescribed Medication

Individuals undergoing prescribed medical treatment with a controlled substance that may affect the individual's job performance must report this treatment to their supervisor. The use of controlled substances

Quincy Park District Personnel Code

as part of a prescribed medical treatment program is not grounds for disciplinary action; it is important, however, for the Quincy Park District to know such use is occurring, if it may affect performance.

Quincy Park District Personnel Code

E. Voluntary Treatment

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

F. Procedures

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

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

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

Quincy Park District Personnel Code

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

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

F. Refusal to Provide Specimen Consent

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

G. Drug Testing

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

H. Chain-of-Possession and Testing Procedure

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

I. Positive Drug or Alcohol Test

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

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

J. Notification of Conviction

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

Quincy Park District Personnel Code

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

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

K. Confidentiality

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

4. TOBACCO USE

The use of all tobacco products (smoke and chew) as well as e-cigarettes is hereby prohibited for all District employees during working hours, except during designated breaks and lunches, on District property, including but not limited to, vehicles, equipment, and buildings.

4. COMMERCIAL DRIVERS LICENSE (CDL) PROCEDURES

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

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

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

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

5. SEXUAL HARASSMENT POLICY

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

Quincy Park District Personnel Code

Definition:

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

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

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

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

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

Prohibited Conduct:

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

(a) Persistent or repeated unwelcome flirting, pressure for dates, sexual propositions, sexual comments or touching;

(b) Sexually suggestive jokes about sex, anatomy or gender-specific traits; obscene gestures; leering;

(c) Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or denial or threat of employment, benefits, or advancement for refusal to consent to sexual advances;

(d) The open display of sexually oriented pictures, posters, slogans, or other material offensive to others;

Quincy Park District Personnel Code

(e) Retaliation against an individual for reporting or complaining about sexually harassing conduct;

(f) Unwelcome hugging or kissing, pinching, brushing the body, unwelcome sexual intercourse or actual assault;

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

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

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

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

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

Reporting:

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

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

All complaints of harassment will be investigated and a written report of the disposition of the claim will be returned to the person making

Quincy Park District Personnel Code

the report within thirty (30) days of the date upon which the Executive Director received the written complaint.

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

Disciplinary Action:

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

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

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

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

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

6. POLITICAL ACTIVITY

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

7. PERSONAL APPEARANCE

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

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

8. SOLICITATION, SELLING AMONG EMPLOYEES

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

9. GIFTS AND GRATUITIES

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

10. WORKPLACE PRIVACY

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

11. CONFIDENTIALITY AND SECURITY POLICY

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

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

12. WORKPLACE VIOLENCE

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

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

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

13. NEPOTISM

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

14. RESIDENCY REQUIREMENTS

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

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

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

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

15. OUTSIDE OR DUAL EMPLOYMENT

Employees may secure outside employment under the following conditions:

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

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

16. ATTENDANCE

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

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

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

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

17. RESIGNATION

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

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

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

18. HOURS OF WORK

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

Quincy Park District Personnel Code

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

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

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

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

Directors shall determine work schedules.

19. ETHICS

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

Quincy Park District Personnel Code

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

20. CONFLICT OF INTEREST

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

21. RECORD KEEPING

A. Accident Reports:

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

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

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

Quincy Park District Personnel Code

B. Incident Reports:

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

C. Damage Reports:

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

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

D. Personnel Record Changes:

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

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

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

E. Lost and Found:

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

Quincy Park District Personnel Code

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

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

G. New Employee Orientation Procedure:

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

22. CARE AND USE OF EQUIPMENT

A. Care of Equipment:

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

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

B. Personal Use of Telephone:

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

C. Personal Use of Equipment/Materials:

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

23. SAFETY POLICY

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

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

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

Quincy Park District Personnel Code

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

A. Safety Work Rules :(where applicable)

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

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

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

Quincy Park District Personnel Code

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

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

24. ABUSED AND NEGLECTED CHILD REPORTING ACT

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

25. SOCIAL MEDIA GUIDELINES:

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

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

Guidelines

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

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

Know and follow the rules

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

Be respectful

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

Be honest and accurate

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

Quincy Park District Personnel Code

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

Post only appropriate and respectful content

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

Using social media at work

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

Retaliation is prohibited

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

Media contacts

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

Social Media Accounts

Employees hereby acknowledge that all posting on company social media is the property of the District, as are the accounts, names, etc. associated with the accounts. Upon termination of employment, all account information, passwords and communications shall be transferred to the District.

26. Technology Usage:

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

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

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

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

Password Protection

Each user will have a unique computer password that does not contain personal information. Employees should use passwords that contain, at

Quincy Park District Personnel Code

a minimum, 8 characters that contain upper and lower case alpha characters, numeric, and a special character (+, -, !, @, #, \$, &, *, =). To minimize exposure of confidential information due to unattended computer monitors, employees should change their password every 90 days at a minimum. Additionally, all computers will have a password protected screensaver to further protect confidential information. Employees should never allow another person to use their password, and will be responsible for the actions of that person if they do choose to share their password. Passwords should not be stored in data files, on the network, or be displayed openly at any individual's workstation, except for general workstations.

Approved Software

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

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

Usage of District Email

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

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

Quincy Park District Personnel Code

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

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

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

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

Monitoring

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

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

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

Procedure Violation Notification

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

SECTION V. FRINGE BENEFIT PROGRAM

1. VACATION LEAVE

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

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

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

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

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

Employees are urged to use vacation days during the year in which they are accrued. Employees may carry up to 50% of their annual earned vacation days into the next year. Any unused vacation above 50% of annual earned vacation will be converted to compensatory time and must

Quincy Park District Personnel Code

be used in the next calendar year. The maximum number of vacation days that can be carried into the next calendar year is 30. Any days in excess of 30, will be converted to compensatory time and must be used in the next calendar year.

Example 1: An employee earns 20 days (160 hours) of vacation and uses 8 days of vacation in a year. 10 days of vacation (50%) will carry over and be added to the total for the next year and 2 days of vacation will be converted to compensatory leave.

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

2. SICK LEAVE

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

Sick days are granted for illnesses, injury or medical appointment ~~to of the employee or an immediate family member; however, the Park District will allow up to 24 hours sick leave per year to be used to care for the illness of an immediate family member~~ (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, ~~brothers-in-law, sisters-in-law,~~ stepchildren, ~~aunt, uncle,~~ stepmother, stepfather and legal guardian), ~~living in the same residence as the employee in accordance with IL P.A. 99-0841.~~ (Also see section on Family and Medical Leave Act)

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

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

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

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

A. Annual Benefit Incentives:

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

Quincy Park District Personnel Code

B. Termination Benefit Incentives:

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

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

3. WELLNESS LEAVE

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

4. PAID PERSONAL LEAVE

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

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

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

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

5. SALARIED "EXECUTIVE EXEMPT" EMPLOYEE COMPENSATORY LEAVE

(Effective 1/1/2014)

Salaried employees who are exempt under the "Executive" exemption are paid for the results achieved, not for the hours worked. These employees work a schedule that fulfills the objectives of the Park District and the department in which they are employed. Directors are responsible for approving the work schedule for the exempt employees

Quincy Park District Personnel Code

they supervise but, as a general rule, exempt employees are expected to work at least a 40 hour week.

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

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

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

6. HOLIDAY LEAVE

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

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

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

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

Quincy Park District Personnel Code

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

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

7. PARK DISTRICT FACILITY USE

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

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

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

9. PARK DISTRICT PENSION PROGRAM

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

10. WORKER'S COMPENSATION

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

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

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

11. DEFERRED COMPENSATION PROGRAM

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

12. JURY DUTY LEAVE

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

13. FUNERAL LEAVE

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

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

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

14. HEALTH INSURANCE

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

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

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

The District shall also provide each full-time employee life insurance, accidental death, and dismemberment insurance, without costs, to the employee. Said employee insurance benefit limits of

Quincy Park District Personnel Code

coverage shall not be less than \$15,000.00. Life insurance coverage starts on the first day of the month after a 30 day waiting period. (Same as the Health Insurance benefit)

Employees that terminate their employment with the District may, at their own expense, remain on the District's insurance policy under COBRA law for a maximum of 18 months. The monthly premium is due by the end of the month. Any premium increases will be passed onto the terminated employee, who will be notified in writing by the Park District as soon as possible.

15. MISCELLANEOUS: FULL-TIME EMPLOYEE

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

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

16. MISCELLANEOUS: NON-UNION SEASONAL EMPLOYEES

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

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

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

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

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

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

18. EMPLOYEE LEAVE ASSOCIATED WITH DOMESTIC OR SEXUAL VIOLENCE (IL P.A. 99-0765)

An employee who is a victim of domestic or sexual violence or an employee who has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take up to 4 work weeks unpaid leave from work if the employee or employee's family or household member is experiencing an incident of domestic or sexual violence or to address domestic or sexual violence by:

- (A) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;**
- (B) obtaining services from a victim services organization for the employee or the employee's family or household member;**
- (C) obtaining psychological or other counseling for the employee or the employee's family or household member;**
- (D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or**
- (E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.**

SECTION VI. EMPLOYEE DISCIPLINE/GRIEVANCE PROCEDURES

1. DISCIPLINE PROCEDURES

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

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

Quincy Park District Personnel Code

performance, attendance problems, attitude, personal conduct, general compliance with the Park District's policies and procedures and/or other disciplinary problems.

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

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

2. ORAL REPRIMANDS

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

3. WRITTEN REPRIMANDS

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

4. SUSPENSION

A. Suspension without Pay:

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

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

B. Suspension with Pay:

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

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

5. DEMOTION

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

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

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

6. TERMINATION

A. Dismissal:

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

Failure to meet acceptable standards of conduct and work performance for any of the following listed reasons (such list not to be

Quincy Park District Personnel Code

considered all inclusive) shall be sufficient cause to dismiss an employee:

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

Quincy Park District Personnel Code

22. That the employee has been guilty of other misconduct comparable to the offenses enumerated above in seriousness.

7. EMPLOYEE GRIEVANCE PROCEDURES

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

Step 1: The aggrieved employee/s shall present their grievance to their immediate supervisor, within five working days after he/she knew or should have known, following the occurrence of said grievance occurrence. The aggrieved employee's immediate supervisor shall answer said grievance within two working days.

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

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

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

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

8. ANTI-RETAILLIATION

PURPOSE:

In many instances, the Quincy Park District must rely on individual staff and patrons to report to the appropriate Quincy Park District

office cases where it appears that a member or members of the Quincy Park District community are not complying with applicable law or policy. A major deterrent to such reporting is the fear that the person or persons against whom the report is made will retaliate against the person making the report. The purpose of this policy is to clearly articulate that the Quincy Park District prohibits retaliation against those who make bona fide reports of possible non-compliance.

GENERAL STATEMENT OF THE POLICY AGAINST RETALIATION:

Administrators and staff shall not intimidate or take retaliatory action, as defined below, against any member of the Quincy Park District community or a relative of such a person who is an employee or patron of the Quincy Park District, who makes a report of the type defined below in good faith and without malice. This Policy also prohibits persons from knowingly and intentionally making a report of non-compliance that is false.

TYPES OF REPORTS COVERED BY THE POLICY AGAINST RETALIATION:

The prohibition against retaliation applies to:

- A. The disclosure of information concerning conduct that the reporter believes is illegal or in violation of Quincy Park District policies;
- B. The provision of information or testimony to, or the filing of a complaint initiating proceedings before, a duly constituted investigatory body of the Quincy Park District;
- C. Disclosures made during compliance review or a peer review process;
- D. The filing of a legitimate complaint or incident report

TYPES OF RETALIATION THAT ARE PROHIBITED:

The types of retaliation that are prohibited include but are not limited to:

- A. Intimidation;
- B. Adverse actions with respect to the reporter's work assignments, salary, vacation, and other terms of employment;
- C. Unlawful discrimination;
- D. Termination of employment;
- E. Adverse actions against a relative of the reporter who is a Quincy Park District employee or student; and
- F. Threats of any of the above

Note that an adverse personnel or other disciplinary action against an employee whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.

SANCTIONS FOR VIOLATION OF THE RETALIATION POLICY:

Individuals who violate this policy shall be subject to appropriate disciplinary proceedings as set forth in this policy, and, if found to have violated this policy, they may be subjected to the full range of available sanctions, up to and including termination of employment.

Employees who have had discrimination complaints lodged against them must use care when interacting with the employees who lodged such complaints. Employees are to contact the Human Resources Department with questions on appropriate interactions with colleagues or subordinates who have made such complaints.

Persons who knowingly and intentionally make a false report of non-compliance may also be subjected to the full range of available sanctions, up to and including termination of employment or dismissal from an academic program.

REPORTING:

Individuals who are concerned about retaliation should report their concerns to the Executive Director.

SECTION VII. LAYOFF, REDUCTION IN FORCE AND EMPLOYEE SUGGESTIONS

1. LAYOFFS OR REDUCTION IN FORCE

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

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

2. EMPLOYEE SUGGESTIONS

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

Quincy Park District Personnel Code

door of the Park District Business Office for the public and for your personal use as well.

Ordinance 13-03, 15-03, 17-01
Policy and Procedures Manual
PERSONNEL
CODE

5/8/2013

Amended: 1/18/17

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

Signed: _____

Title: _____

Date: _____

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 18, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE NO. 17-02, QUINCY PARK DISTRICT BOARD POLICY MANUAL: RECOMMENDED APPROVAL

BACKGROUND INFORMATION:

This ordinance amends the Quincy Park District's Board Policy Manual. The Board Policy Manual is being updated to incorporate the following provisions:

1. HB 4379 (P.A. 99-0604) Local Government Travel Expense Control Act
2. Clarification of inauguration procedures

Regarding inauguration procedures, the state says it is based on the park code. Here is an excerpt from the IAPD Law Handbook: Section 2-12 of the Park District Code dictates that commissioners serve until their successors are elected and qualified (70 ILCS 1205/2-12). Since the Election Code now contains a process for counting and challenging absentee and provisional ballots that extends beyond Election Day, the Election Code was also amended to give the election authority 21 days to complete the vote counting and declare the results. Therefore, the date on which the newly elected commissioners take office is necessarily pushed back as well. Any park district boards that currently provide for commissioners taking office at the first board meeting following an election will want to pass a new ordinance stating that the terms of new commissioners commence on the first meeting following the canvass of the election results.

A redline copy noting these revisions of the Board Policy Manual is attached for your review.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 17-02, as presented.

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

BOARD ACTION:

QUINCY PARK DISTRICT
ORDINANCE NO. 17-02

WHEREAS, The Quincy Park District presently and for some time has had a Board Policy Manual in full force and effect; and,

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

WHEREAS, such a revision has in fact been completed.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Quincy Park District of Adams County, Illinois, that the Board Policy Manual of the Quincy Park District, is hereby deleted in its entirety and the attached Board Policy Manual, Ordinance No. 17-02 attached as Exhibit A is hereby declared to be the Board Policy Manual of the Quincy Park District.

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

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

ADOPTED: January 18, 2017

APPROVED: January 18, 2017

QUINCY PARK DISTRICT, an Illinois Municipal
Corporation

By: _____

President

Attest:

Secretary

I, Rome Frericks, Secretary of the Quincy Park District, do hereby certify that the copy of said Resolution 17-02 attached hereto, is a true, full and complete copy thereof, as the same appears on the records of the Quincy Park District.

Rome Frericks

ROME FRERICKS, BEING FIRST DULY SWORN ON HIS OATH, deposes and says that he, as Secretary of the Quincy Park District, signed and sealed the above and foregoing Resolution 17-02, and that the contents thereof are true and correct in substance and in fact.

Rome Frericks

Notary Public



BOARD POLICY MANUAL

Approved: June 14, 1995
Amended: August 8, 2001
Amended: September 14, 2005
Amended: March 11, 2009 (effective 4/1/09)
Amended: June 8, 2011
Amended: February 8, 2012
Amended: July 11, 2012
Amended: January 15, 2014
Amended: April 9, 2014
Amended: June 11, 2014
Amended: October 14, 2015

QUINCY PARK DISTRICT
- BOARD OF COMMISSIONERS -

BOARD POLICY MANUAL
- TABLE OF CONTENTS -

SECTION 1. THE BOARD OF COMMISSIONERS

1. NUMBER OF COMMISSIONERS AND TERMS	4
2. INAUGURATION	4
3. OATH OF OFFICE	4
4. VACANCIES IN OFFICE	4
5. COMPENSATION AND EXPENSES	4
6. ANNUAL REORGANIZATION MEETING	5
7. FACILITY USE PRIVILEGES	5
8. PRIMARY POWERS/FUNCTIONS OF THE BOARD	5
<u>9. TRAVEL EXPENSES</u>	<u>7</u>

SECTION II. BOARD OFFICERS

1. PRESIDENT	8
2. VICE PRESIDENT	8
3. SECRETARY	8
4. TREASURER	8

SECTION III. BOARD COMMITTEES

1. ESTABLISHMENT OF COMMITTEES	8
2. APPOINTMENT OF COMMITTEE CHAIRPERSON/ MEMBERS	9
3. FUNCTIONS OF AUTHORIZED COMMITTEES	9

SECTION IV. OPEN MEETINGS ACT

1. THE POLICY	10
2. IMPLEMENTATION OF POLICY	10
3. DEFINITIONS - OPEN MEETINGS ACT	11
4. OPEN MEETINGS	11
REMOTE ATTENDANCE	11
5. EXCEPTIONS.....	13
6. FINAL ACTION.....	14
7. PUBLIC NOTICE	14
8. SCHEDULE OF MEETINGS	15
9. MINUTES OF MEETINGS	16
10. AUTHORITY TO CLOSE MEETINGS	16
11. AGENDA PROCEDURE	17

SECTION V. EMPLOYMENT

1. HIRING EMPLOYEES/SPECIAL CONSULTANTS	19
2. ESTABLISHING EMPLOYEE POLICIES/ BENEFITS.....	20

SECTION VI. CONDUCTING BUSINESS OF THE DISTRICT

1. QUORUM.....	20
2. PETITIONS SUBMITTED BY RESIDENTS	20
3. VOTING.....	20
4. CONSENT AGENDA/UNANIMOUS CONSENT.....	20
5. PUBLIC INPUT.....	20

APPENDIX

QPD Ordinance No. 04-6 Ethics Act

Freedom of Information Act – 5 ILCS 140

Open Meetings Act – 5 ILCS 120

SECTION I. THE BOARD OF COMMISSIONERS

1. **NUMBER OF COMMISSIONERS AND TERMS**: The government of the District is vested in the Board of Commissioners who collectively constitute the corporate authority. The Board shall be comprised of seven (7) Commissioners, each serving a four (4) year term of office. Terms are designated to expire on a staggered system.
2. **INAUGURATION**: Newly elected or re-elected Commissioners shall be inaugurated ~~prior to~~ the ~~May~~ first regularly scheduled monthly meeting following the canvassing of the election results. This will also be the reorganizational meeting of the Board.
3. **OATH OF OFFICE**: All elected and appointed Board members, before entering upon the duties of his/her office, shall take and subscribe to the oath of Office.
4. **VACANCIES IN OFFICE**: Whenever any member of the Board dies, resigns, changes residency outside the District or otherwise ceases to be a legal voter in the District, be convicted of an infamous crime, refuses or neglects to take the Oath of office after becoming elected to the Board, has his/her election to the Board declared void by a court of competent jurisdiction where such election has been contested, or for any other reason now or hereafter specified by law, said office may be declared vacant by the Board and duly filled in accordance with applicable State statutes.
5. **COMPENSATION AND EXPENSES**: In accordance with State statute, Board members serve without compensation; however, Board members, consistent with their obligations, shall visit any and all parks facilities and programs on a regular basis, as stipulated in SECTION 1 - PARAGRAPH #7.

Authorized travel or other expenses, incurred by the Board, which are directly related to the business of the district shall be reimbursed upon documentation of such expenses in accordance with the following policy:

- A. In conjunction with the preparation of the budget and appropriation ordinance of the Park District for each fiscal year, the District Board will determine the aggregate amount of funds to be made available for Commissioner attendance at meetings, conferences, and other authorized expenses.
- B. Prior to each approved meeting and/or conference, the Board will designate those Commissioners who are authorized to attend on behalf of the District.
- C. The Board shall designate approved meetings and/or conferences that may include but are not limited to the following:

1. Sponsored by the National Recreation and Park Association which include educational sessions for commissioners.
2. Sponsored by the Illinois Association of Park Districts which include educational sessions for commissioners.
3. Sponsored by the Illinois Park and Recreation Association which include educational sessions for commissioners.
4. Meetings and/or conferences wherein the district has been selected to officially receive an award or other recognition.

- D. Directly related district business expenses for approved conference and travel shall be paid by the District based on the following:
- approved transportation expenses shall be reimbursed,
 - lodging, the cost of a single room at the approved conference site shall be reimbursed,
 - the total cost of registration will be paid by the District,
 - the IRS Per Diem rate will be provided for the meal allowance.

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

- E. Use of personal vehicles for district business occurring outside of the District, , shall be reimbursed at the current IRS determined auto expense reimbursement rate.

6. ANNUAL REORGANIZATION MEETING: The regular Board meeting of the second Wednesday in May of each year shall be designated as the Annual Reorganization Meeting. The first order of business shall be the Board election of officers to serve until his/her death, or until he/she shall resign as such officer (or in case of the President and-Vice President, as a member of the Board), or until he/she has been removed in the manner provided in the "Park District Code." Vacancies created in any office by the removal of an officer or for any other reason, may be filled by the Board at any of its meetings. In case of temporary absence or the temporary inability of an officer to act as such, the Board may fill his/her office temporarily.

7. FACILITY USE PRIVILEGES: Board Members have the duty to inspect and/or utilize specified district facilities during the conduct of their duties as Commissioners at their own expense. Said use fosters an understanding of district operations and general policy oversight of facility maintenance and quality of public services.

8. PRIMARY POWERS/FUNCTIONS OF THE BOARD:

- A. Legal Authority: The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to

determine policy, give directions to district personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

- B. Representation: Board members represent all of the residents of the District and should avoid representing special interest groups.
- C. Board Decisions: Board members should make non-partisan decisions regarding district policies and operations based upon reports, facts and study.
- D. Establishment of Policy: Board members establish organizational, executive and administrative policy to be carried out by the Executive Director. Operational policy and the day-to-day affairs of district management authority are vested with the Executive Director.
- E. Salary Administration: Board members establish and may amend the District Salary Administration Program, as organizational policy, and shall establish salary budget appropriation limits. With the exception of Board appointed employees and Special Consultants, annual employee salary increases, within pre-authorized Board appropriation limitations, are construed as operational policy.
- F. Park/Major Facility Master Site Planning: Prior to Executive submittal of a formal Master Site Development Plan for Board consideration and approval, appropriate impacted community meeting (s) shall be conducted by district administration to determine affected public needs, attitudes and interests.
- G. Naming of Parks/Facilities: It is the responsibility of the Board to select names for new parks, buildings or facilities, or when appropriate, to change the name (s) of park property of the District. Refer to Policy and Procedure Manual Chapter 4 Sections 4.1-4.3.
- H. Verbal/Written Agreements Affecting District Facility Use and /or District Expenditures: Deleted by Board action on July 9, 1997.
- I. Donations/Grants/Gifts to District: Monetary and non-monetary donations, grants and gifts, to the district, representing a value of \$5,001 or more, must receive Board approval prior to acceptance. Private, organizational and corporate donations, grants, and gifts will not be Board approved without initial formal submittal of a Statement of Conditions, duly signed by the official representative of said group, individual or corporate entity.
- J. Establishment of District Facility Use/Recreation Program Fees: All District facility use fees are subject to the prior approval of the Board. Recreation program and public service fees are not subject to Board approval if said fees are sufficient to meet all anticipated program/activity direct implementation costs.

K. Specific Functions of the Board:

1. Tax Levy: Provides for the levy of taxes pursuant to the authority granted by State statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the district's operation, as required.
2. Budget and Appropriation Ordinance: In accordance with State statute, annually adopts a District budget and appropriation ordinance which establishes various fund expenditure and revenue limitations for the current fiscal year.
3. District General Operations Budget: Annually reviews and adopts a District fiscal year, modified program budget, delineating fund and account authorized expenditures and revenues.
4. Collective Bargaining Working Agreement (s): stipulated by the Illinois Labor Relations Board officially recognizes certified Union collective bargaining units and considers approval of negotiated collective bargaining agreement(s).
5. Appointment of Executive Director and Special Consultants: Appoints Executive Director, District Attorney, and other special consultants, as authorized by the Board.
6. Approval of District Annual Audit: Hires the services of an independent, Certified Public Accountant to conduct a full audit of District finances on an annual basis. Said Audit shall presented to the board for consideration and approval.

L. Development of Operating Procedures: It is the policy of the Quincy Park District to authorize the Executive Director to establish and enact operating procedures to assure successful implementation and compliance with Board policies.

1. The Board may direct the Executive Director to include specific operating procedures as developed in the policy review process. The Board shall not otherwise develop operating procedures for the District operations.
2. The Executive Director shall approve all operating procedures developed for the District.
3. The Executive Director or assigned delegate shall maintain all operating procedures in an organized and accessible format for employees, Board or public review.
4. The Executive Director or assigned delegate shall train employees and hold them responsible for implementation of all approved operating procedures.

9. TRAVEL EXPENSES:

The purpose of this policy is to establish guidelines in accordance with the Local Government Travel Expense Control Act (P.A. 99-0604) for elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area. The Board of Commissioners must approve commissioner attendance and budgeted travel expenses in advance on a case-by-case.

- A. A meal allowance based on Tthe IRS Per Diem rate, as published in Publication #1542 and further defined GSA, will be provided for the meals.
- B. Lodging, the cost of a single room at the event shall be reimbursed/paid by the District.
- C. Approved transportation expenses shall be reimbursed/paid by the district. Commissioners who intend to use their personal vehicle for business purposes must have the permission of their supervisor Director. A copy of the proof of insurance form must be provided to the business office and reviewed prior to being allowed to use a personal vehicle for business purposes. For mileage out of town, Tthe employee will be reimbursed at the IRS current standard per mile rate with prior permission from his/her supervisorthe Director. The District's standardized reimbursement form shall be completed that includes a written log is required for an individual gas mileage reimbursement and needs to be presented with the request for reimbursement to the Business office.
- D. Entertainment expenses are prohibited, unless ancillary to the purpose of the program or event. Those include but not limited to shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement.
- E.

Original receipts or equivalent evidence for all the foregoing allowable expenses must be provided for reimbursable along with the completed District's standardized expense reimbursement report within one week of return to the Business office.

No reimbursement for registration fees, travel, meal, or lodging expenses shall not made without the consent of the Board of Commissioners by a roll call vote and based on proper documentation. Such documentation shall include 1) an estimate of the cost of travel, meals, lodging and registration expenses if they have not yet been incurred, or a receipt of those costs if the expenses have been incurred; 2) the name and job title of the individual requesting the reimbursement; and 3) the date of travel and a description of the event.

SECTION II: BOARD OFFICERS

Officers of the Board shall be President, Vice President, Secretary, and Treasurer and such assistant secretaries, assistant treasurers and other officers as may be chosen by the Board.

1. PRESIDENT: The President shall preside at all meetings of the Board, and shall call special meetings thereof on his own motion or on the request of two or more of the members, and in the case of a special meeting shall cause notice to be given to all members as provided. He/she shall have the right to vote upon all questions coming before the Board and shall be a member thereof. The President shall be the executive officer of the Board. He/she shall sign all documents authorized by the Board in it's name and on it's behalf and shall see that all ordinances of the Board are enforced. He/she shall also perform such other duties of the office according to State statutes and the direction and approval of the Board.
2. VICE PRESIDENT: The Vice President, in the absence of the President, or in the event of his/her refusal or inability to act, shall be vested with the powers to perform the duties of the President.
3. SECRETARY: The Secretary shall be appointed by the Board and have the custody of the Corporate Seal and all books and records pertaining to the Secretary's office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring filing and/or publication, to be duly filed and/or published. The Secretary shall give notice of and attend all meetings of the Board and keep full and true records of proceedings. The Secretary shall have the power to administer oaths and affirmations. The Secretary shall perform all duties pursuant to the State Statute and accept all duties prescribed by the Board. The Secretary need not be a member of the Board, may be a paid employee, and shall act under the general supervision of the President and Board.
4. TREASURER: The Treasurer shall be appointed by the Board and shall be the chief financial officer. The Treasurer shall report to the Board all receipts and disbursements and submit such financial statements and detailed information as may be required by the Board. The Treasurer shall advise the Board on financial policies, practices and investments. The Board may require such bonds as it deems necessary in connection with the office of the Treasurer. The Treasurer need not be a member of the Board, may be a paid employee, and shall act under the general supervision of the President and the Board.

SECTION III: BOARD COMMITTEES

1. ESTABLISHMENT OF COMMITTEES: The overall objective of the Board committee structure is to provide appropriate, in-depth policy review and recommendations as they relate to specific and significant functions of the Park District. Committee assignments are made by the President of the Board. Every attempt is made to assign committee chair people who have demonstrated a knowledgeable interest in a specific committee. The Vice-President of the Board serves as the Chairman of the Finance Committee. With the exception of the finance committee and park foundation committee the Board President may activate or deactivate the noted standing committees as needed. All recommended committee

Board policies must be submitted through the office of the Executive Director for transmission to the Board President.

2. APPOINTMENT OF COMMITTEE CHAIRPERSON/MEMBERS:

1. The President of the Board designates what committees shall be formed.
2. The President of the Board makes all committee appointments.
3. The number of Board members appointed to the committees is set by the Board.
4. All terms will be for one year.

3. FUNCTIONS OF AUTHORIZED COMMITTEES:

A. Finance Committee:

Reviews the financial stability of Park District operating, capital and debt service funds;
Reviews proposed annual Park District budget and submits recommended action(s);
Recommends ways and means to enhance District revenue capabilities without increasing taxes;
Recommends effective cost-cutting strategies;
As needed, reviews monthly expenditures.

B. Personnel:

Monitors the Personnel Code and recommends revisions, as needed; Reviews and recommends improved employee benefit programs; As appropriate, reviews the employment performance of board appointed district personnel and submits associated recommendations, including annual compensation, to the Board; Reviews and recommends Board action regarding district personnel reorganization proposals, Salary Administration Program revisions, requests for establishment of new regular full-time position classifications and authorization to hire additional regular full-time District personnel.

C. Building/Grounds:

Prepares and submits an inspection procedure for all district properties and facilities for Board completion;

Reviews and recommends Board policies governing public use of District owned properties;

Annually reviews building/facilities real property insurance limits of coverage.

D. Foundation:

Represents the Board of Commissioners at all foundation meetings;

Reports foundation findings and recommendations to the Board of Commissioners;

Advise the Foundation Board members on Park District philosophy, direction and priorities.

The Executive Director is an ex-officio member of the Park Foundation.

The Board President shall appoint two Commissioners to the Foundation.

- E. The Board President also selects commissioners to represent the District at City Plan Commission, Enterprise Zone Board and others as needed.

SECTION IV. OPEN MEETINGS ACT

1. **THE POLICY:**

It is the public policy of State of Illinois that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly has found and declared that it is the intent to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly has further declared it to be the public policy of the State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

2. **IMPLEMENTATION OF POLICY:**

To implement this policy, the General Assembly has declared:

- (1) It is the intent of this Act to protect the citizen's right to know; and

(2) The provisions for exceptions to the open meeting requirements shall be strictly construed against closed meetings.

3. DEFINITIONS: OPEN MEETINGS ACT:

For the purpose of the Open Meetings Act:

"Meeting" means any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business.

"Public body" includes all legislative, executive, administrative or advisory bodies of the state, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof.

4. OPEN MEETINGS:

All meetings of public bodies shall be open to the public unless covered under one of the following exceptions.

Remote Attendance:

Section 1. Policy Statement: It is the policy of the Quincy Park District that any member of the Board of Commissioners may attend and participate in any open or closed meeting of the Board of Commissioners from a remote location via telephone, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

Section 2. Prerequisites: A member of the Board of Commissioners may attend a meeting from a remote location if the member meets the following conditions, a quorum is physically present throughout the meeting, and a majority of a quorum of the Board of Commissioners votes to approve the remote attendance:

- (a) The member should notify the Board Secretary at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting.
 - (1) The member cannot attend because of personal illness or disability; or
 - (2) The member cannot attend because of employment purposes or the business of the Quincy Park District; or

- (3) The member cannot attend because of family or other emergency.

Section 3. Voting Procedures: After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a vote of a majority of the quorum.

Section 4. Adequate Equipment Required: The member participating remotely and other members of the Board of Commissioners must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving remote attendance at any meeting, the Board of Commissioners shall provide equipment adequate to accomplish this objective.

Section 5. Minutes: Any member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Section 6. Rights of Remote Member: A member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Section 7. Meetings: The term meeting as used herein refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.

Section 8. Closed Meetings: A quorum of the Board of Commissioners must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by audio conference, in the same manner as at an open meeting.

Section 9. Committees, Boards and Commissions: This policy shall apply to all committees, boards and commissions established by authority of the

Board of Commissioners. However, when remote attendance is possible only by audio connection, and an off-site member will be unable to view visual exhibits or demonstrations which may influence a decision by the committee, board or commission, remote attendance should not be approved.

Construction of exceptions: The exceptions are in derogation of the requirement that public bodies meet in the open, and therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within an enumerated exception.

5. EXCEPTIONS:

A public body may hold closed meetings to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments, or investment contracts.
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
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.
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.
13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency of their enforcement.

14. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.
15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
16. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
17. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
18. Deliberations for decisions of the Prisoner Review Board.
19. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.
20. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
22. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.
23. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

A copy of the Open Meetings Act is included in the policy manual appendix.

6. FINAL ACTION:

No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

All meetings required to be open to the public by this Act shall be held at specified times and places which are convenient to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

7. PUBLIC NOTICE:

Public notice of all meetings, whether open or closed to the public, shall be given as follows:

Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted in accordance with the posting notice procedure specified in subsection (b) at least 48 hours in advance of the holding of the meeting. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting,

which notice shall also include the agenda for the special, rescheduled, or reconvened meeting, but the validity of any action taken by the public body which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting, or, if no such office exists, at the building in which the meeting is to be held. The body shall supply copies of the notice of its regular meetings, and of the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to members of the body provided such news medium has given the public body an address or telephone number within the territorial jurisdiction of the public body at which such notice may be given.

8. SCHEDULE OF MEETINGS:

In addition to the notice required, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.

If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. Notice of such change shall also be posted at the principal office of the public body. Notice of such change shall also be supplied to those news media which have filed an *annual request* for notice.

Other Notices-Failure to receive notice: The notice requirements of this Act are in addition to, and not in substitution of, any other notice required by law. Failure of any news medium to receive a notice provided for by this Act shall not invalidate any meeting provided notice was . in fact given in accordance with this Act.

9. MINUTES OF MEETINGS:

All public bodies shall keep written minutes of all their meetings, whether open or closed. Such minutes shall include, but need not be limited to:

- (1) the date, time and place of the meeting;

- (2) the members of the public body recorded as either present or absent; and
- (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body. Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

Each public body shall periodically, but no less than semiannually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

10. AUTHORITY TO CLOSE MEETINGS:

A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this

Act. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than 3 months of the vote. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Nothing in this Section or this Act shall be construed to require that any meeting be closed to the public. Only topics specified in the vote to close under this Section may be considered during the closed meeting.

11. AGENDA PROCEDURE:

The Executive Director, in concert with the Board President, shall develop the regular meeting agenda, as well as, provide any relative information. The Board may delete agenda items as the need occurs. Board members providing agenda items must do so, through the President of the Board, five (5) working days prior to the regular meeting. Special or Emergency Meeting agendas will be prepared by the Executive Director unless said meeting is called by the President at the request of two or more members of the Board, in which case these Board members will be responsible for agenda content. The agenda must be posted at the meeting site 48 hours in advance for regular, special, or reconvened meetings.

An example of agenda format is enclosed. The agenda format is established by the Executive Director, subject to approval by the President of the Board.

(EXAMPLE ONLY)
QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Agenda

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

- Approval of Minutes
- Review of Monthly Financial Reports

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA: **(UNANIMOUS CONSENT)**

1. Monthly financial report
2. Accounts payable
3. Regular Meeting Minutes
4. Executive Session Minutes (Remain confidential, subject to bi-annual review)

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

BOARD INFORMATION/EDUCATION:

CORRESPONDENCE:

VOLUNTEERS:

EXECUTIVE DIRECTOR'S REPORT

- Executive Director

DIRECTOR'S REPORTS

- Director of Parks
- Director of Business Services
- Director of Program Services
- Director of Golf

UNFINISHED BUSINESS:

NEW BUSINESS:

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

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

CALL TO ORDER (OPEN SESSION)

ACTIONS AFTER EXECUTIVE SESSION:

ADJOURN **(VOICE VOTE)**

SECTION V. EMPLOYMENT

1. HIRING EMPLOYEES/SPECIAL CONSULTANTS:

- A. Hiring an Executive Director: The Executive Director is appointed by the Board. The Board sets the conditions of his/her work and, if necessary, replaces him/her. However, as head of the District, the Executive Director should always have complete authority regarding Park District operations. The Board is corporate and acts only on the basis of group discussion and decision. In its dealings with the Executive Director, as in matters dealing with employees, the Board must act as a unit. No individual Board member has any legal authority to deal with the Executive Director on an individual basis, and each Board member is obligated to uphold all adopted Board policies, whether or not he/she voted for them.
- B. Hiring Employees: The Board does not play a role in the hiring, firing or day-to-day management of District employees. Those responsibilities are vested with the Executive Director. The Board's relationship with Park District employees should be very limited. Socializing at Board/employees functions is permissible, but when board members interfere with employee matters, or listen to employee's complaints about their jobs, the Executive Director, or the Park District, then the Board members have gone beyond policy authority.
- C. Hiring Special Consultants: The Board appoints an Attorney and Special Consultants to serve the Park District. When the need for a new Attorney or Special Consultant arises, the Executive Director shall interview possible candidates and submit his/her finalists for Board approval.
- D. Nepotism: Unless otherwise noted, no immediate family member of any elected official, the Executive Director or any Director may be employed in any paid position within the District. Affected individuals (i.e. relatives) employed since 1994, or presently employed, shall be exempt from this policy. In addition, newly elected official's immediate family members shall be exempt if said employee(s) has been a paid employee of the Park District within the preceding twelve months prior to the official's date of taking office. An immediate family member shall include: parents, spouse, parents-in-law, sisters, brothers, children, grandchildren, grandparents, brothers-in-law, sisters-in-law, step-children, stepmother, stepfather, aunt, uncle or legal guardian.
- E. Board Member Application for Park District Employment: A Board member who submits an application for a job with the Park District must resign from the Board before the application will be considered for employment.

2. ESTABLISHING EMPLOYEE POLICIES/BENEFITS:

- A. Employee Policies: The Board adopts and periodically reviews a set of rules and regulations for employees. The document containing these rules and regulations is called the Personnel Code. The Executive Director provides input and drafts the language for employee policies that are then considered

for Board adoption. Official communications between the Board and employees shall only be through the Executive Director.

- B. Employee Benefits: The Board adopts and periodically reviews all employee benefits. Employee benefits are included in the Personnel Code and/or the Salary Administration Schedule. The Board also must approve any Union Working Agreement. The Executive Director provides input and drafts the language for employee benefits, including any Union Working Agreements.

SECTION VI. CONDUCTING BUSINESS OF THE DISTRICT

1. QUORUM: A majority of the duly elected and qualified Board members (4) shall constitute a quorum for the transaction of business. A majority of the quorum (3) constitutes the requirement for an open, public meeting, although no official business may be conducted without the presence of a full quorum. If a quorum is not present, Board members attending may adjourn the meeting from time to time without further notice until a quorum is obtained.
2. PETITIONS SUBMITTED BY RESIDENTS: All petitions which are directed toward the District's areas of responsibilities shall be brought to the attention of the Board at the earliest opportunity. The petition shall be placed on the Agenda of a regular meeting and be discussed by the Board. The individual (s) responsible for the petition shall be notified at the earliest possible date that the Board has received the petition, as well as of any associated Board action.
3. VOTING: A roll call vote shall be taken for the passage of all ordinances and resolutions and for all propositions to create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, and shall be entered upon the minutes of the proceedings. The act of a majority of Commissioners present at a meeting at which a quorum is present shall be the act of the Board, except as otherwise required by the ordinances of the District, by State statute, or unless the act of a greater number of Commissioners is required by any section of the Policy.
4. CONSENT AGENDA/UNANIMOUS CONSENT: Noncontroversial, routine items may be grouped into a consent agenda and approved by unanimous consent. The president of the board will state words to the effect, "If there is no objection, the consent agenda will be adopted. [Pause] Since there is no objection, the motion is adopted" If there is an objections the items objected to will be removed from the consent agenda and a motion made to approve the items remaining on the consent agenda. The items removed from the consent agenda will be discussed and voted on as separate agenda items. Normally, approval of minutes and routine financial reports will be included in a consent agenda.
5. PUBLIC INPUT: Allowing the public to address the Board of Commissions with their comments and concerns is an important function of an elected body. However, it is recognized that some management of the public input process is essential to decorum and to the effective conduct of the business. Therefore, in conducting business of the Quincy Park District:
 - a. All Regular Board Meetings of the Quincy Park District will include an allowance for Public Input on the meeting agenda.
 - b. Special Board Meetings may include an allowance for Public Input if it is included on the agenda developed for the Special Board Meeting, but Public Input is not required.
 - c. Members must limit their comments to three minutes. This time limit is cumulative; if a member chooses to speak at more than one Public Input session

during the same meeting the total time allowed is three minutes unless additional time is granted by the Board President or that individual acting on behalf of the President of the Board.

- d. Members must limit their comments to three minutes, unless additional time is granted by the Board President or that individual acting on behalf of the President of the Board.
- e. Statements that are irrelevant, repetitious or disruptive to the conduct of the business of the District may be disallowed at the sole discretion of the President of the Board, or that individual acting on behalf of the President of the Board.

APPENDIX

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 18, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: ORDINANCE NO. 17-03, AN ANNEXATION
ORDINANCE ANNEXING CERTAIN TERRITORY TO THE
QUINCY PARK DISTRICT: RECOMMENDED APPROVAL**

BACKGROUND INFORMATION:

This property has been approved for annexation by the City of Quincy. The subject property is commonly known as 2121 S. 36th Street. For your reference, attached is an annexation plat showing the location of the property and City of Quincy Ordinance #16-33.

FISCAL IMPACT: A direct result of this impending annexation into the district will be an increase in the district's 2017 equalized assessed valuation for tax levy purposes.

STAFF RECOMMENDATION: The staff recommends approval of Annexation Ordinance 17-03, as presented.

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

BOARD ACTION:

**QUINCY PARK DISTRICT
ORDINANCE NO. 17-03
AN ORDINANCE ANNEXING CERTAIN TERRITORY
TO THE QUINCY PARK DISTRICT**

WHEREAS, a majority of the property owners of record and a majority of legal voters of each of the tracts hereinafter set forth within the territory have presented their Petitions to the Board of Commissioners of the Quincy Park District requesting that their particular tract be annexed to the Quincy Park District; and,

WHEREAS, each tract adjoins the Quincy Park District or is separated only by an alley, roadway, or highway; and,

WHEREAS, the owner of any tract which exceeds 20 acres has consented to the annexation to the Quincy Park District, unless the tract is (1) subdivided into lots or blocks, or (2) bounded on at least three sides by lands subdivided into lots or blocks; and,

WHEREAS, the Quincy Park District is authorized and empowered by virtue of Section 3-1 of the Illinois Park District Code (Chapter 70 ILCS 1205/3-1) to annex to the Quincy Park District any territory containing (20) acres or less in area, if the same adjoins the Quincy Park District and a majority of legal voters of each tract and a majority of property owners petition for the annexations and if the tract exceeds twenty (20) acres, the written consent of the owner is required; and,

WHEREAS, said Petitions did in all respects appear to be in proper form and it is desirable and in the best interest of the Quincy Park District and its residents, legal voters, and property owners to annex adjoining territory to the Quincy Park District.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Quincy Park District, Adams County, Illinois, as follows:

Section 1. That the real estate and territory adjoining the Quincy Park District, Adams County, Illinois, is known and described as:

Lot One (1) in Grimmel-Pruitt Subdivision, being a Subdivision of part of the Southwest Quarter of Section Eight (8), in Township Two (2) South of the Base Line, Range Eight (8) West of the Fourth Principal Meridian, except the West Two Hundred Nineteen and five tenths (219.5) feet of the North half of said Lot One (1), all situated in the County of Adams, in the State of Illinois, more commonly known as 2121 S. 36th Street. P.I.N. 20-0-0573-000-00

which real estate and territory shall be and the same is hereby annexed to and made a part and included within the corporate limits of the Quincy Park District, an Illinois municipal corporation, Adams County, Illinois.

Section 2. That the Secretary of this Board shall file a certified copy of this Ordinance in the offices of the County Clerk and Recorder of Deeds of said Adams County, Illinois.

Section 3. That all ordinances and resolutions and parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 4. That this Ordinance shall be in full force and effect immediately upon its passage and approval, as provided by law.

QUINCY PARK DISTRICT

By: _____
Its President

ATTEST:

Its Secretary

ADOPTED: January 18, 2017

APPROVED: January 18, 2017

STATE OF ILLINOIS)
) SS
COUNTY OF ADAMS)

I, Rome Frericks, do hereby certify that I am the Secretary of said Quincy Park District, of Adams County, Illinois, and that the foregoing is a full, true and correct copy of Ordinance 17-03 of the Quincy Park District, entitled:

"An Ordinance Annexing Certain Territory to the Quincy Park District"

That the said Ordinance was duly passed and adopted at the duly called meeting of said Board of Commissioners of said Quincy Park District on January 18, 2017, and that the original Ordinance, of which the foregoing is a true copy, now remains on file in the Secretary's Office.

WITNESS MY HAND AND SEAL of said Quincy Park District this 18th day of January, 2017.

Secretary

(Corporate Seal)

STATE OF ILLINOIS) SS.
COUNTY OF ADAMS)
I, CHUCK VENVERTLOH, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT I HAVE THIS DAY EXAMINED THE RECORDS IN MY OFFICE AND THAT I FIND NO DELINQUENT GENERAL TAXES, DELINQUENT SPECIAL TAXES, OR UNPAID CURRENT SPECIAL TAXES AGAINST THE TRACT OF LAND DESCRIBED IN THE ATTACHED PLAT.

GIVEN UNDER BY HAND AND SEAL OF SAID COUNTY,
THIS DAY OF , 2016.

----- (SEAL)
CHUCK VENVERTLOH, COUNTY CLERK

I, JEFFREY CONTE, DO HEREBY CERTIFY THAT THE ATTACHED PLAT OF ANNEXATION WAS MADE UNDER MY SUPERVISION AND THAT THE SAME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF AND I AM THE DIRECTOR OF UTILITES AND ENGINEERING FOR THE CITY OF QUINCY AND A REGISTERED PROFESSIONAL ENGINEER.

DATED THIS DAY OF , 2016.

----- (SEAL)
JEFFREY CONTE
DIRECTOR OF UTILITIES & ENGINEERING
REGISTERED PROFESSIONAL ENGINEER

STATE OF ILLINOIS)
COUNTY OF ADAMS)SS.
CITY OF QUINCY)

I, VIRGINA HAYDEN, AS CITY CLERK OF THE CITY OF QUINCY, ILLINOIS, DO HEREBY CERTIFY THAT THE ABOVE AND FOREGOING INSTRUMENT UPON WHICH THIS CERTIFICATE IS ENDORSED, WAS DULY APPROVED BY THE CITY COUNCIL OF THE CITY OF QUINCY AT A REGULAR MEETING HELD ON , 2016. I FURTHER CERTIFY THAT THERE ARE NO UNPAID CITY SPECIAL ASSESSMENT TAXES, THAT ANY REQUISITE BOND OR OPTION HAS BEEN PROVIDED AND THAT SAID PLAT IS THEREFORE ENTITLED TO RECORD.

WITNESS MY HAND AND OFFICIAL SEAL
THIS DAY OF , 2016.

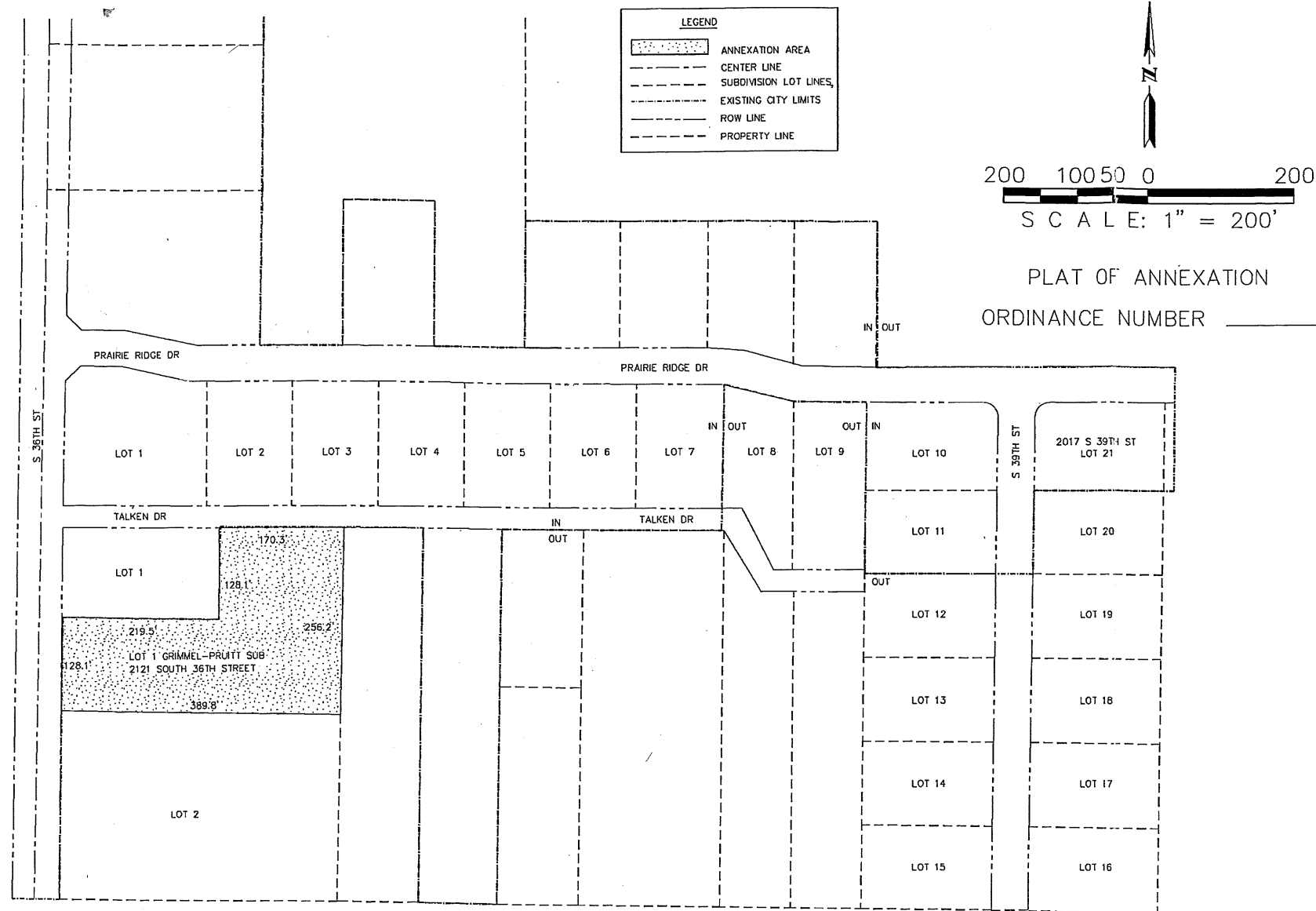
----- (SEAL)
VIRGINA HAYDEN, CITY CLERK

STATE OF ILLINOIS)
COUNTY OF ADAMS) SS.

I, CATHY SCHLUCKEBIER, A NOTARY PUBLIC IN AND FOR SAID COUNTY IN THE STATE AFORESAID. DO HEREBY CERTIFY THAT ANNE M. STUPAVSKY IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS HAVING EXECUTED THE SAME APPEARED BEFORE ME AND ACKNOWLEDGED THAT SHE SIGNED, SEALED AND DELIVERED THE SAID INSTRUMENT AS HER FREE AND VOLUNTARY ACT, FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTORIAL SEAL
THIS DAY OF , 2016.

----- (SEAL)
CATHY SCHLUCKEBIER, NOTARY PUBLIC



I, ANNE M. STUPAVSKY, BEING THE OWNER OF THE FOLLOWING DESCRIBED REAL ESTATE, DO HEREBY CERTIFY THAT I HAVE CAUSED THE ATTACHED PLAT TO BE MADE BY JEFFREY CONTE, DIRECTOR OF UTILITIES AND ENGINEERING AND REGISTERED PROFESSIONAL ENGINEER FOR THE PURPOSE OF ANNEXING THE FOLLOWING DESCRIBED REAL ESTATE:
LOT ONE (1) IN GRIMMEL-PRUITT SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER SECTION EIGHT (8), IN TOWNSHIP TWO (2) SOUTH OF THE BASE LINE, RANGE EIGHT (8) WEST OF THE FOURTH PRINCIPAL MERIDIAN, EXCEPT THE WEST TWO HUNDRED NINETEEN AND FIVE TENTHS (219.5) FEET OF THE NORTH HALF OF SAID LOT ONE (1), ALL SITUATED IN THE COUNTY OF ADAMS, IN THE STATE OF ILLINOIS, MORE COMMONLY KNOWN AS 2121 SOUTH 36TH STREET.

DATED THIS DAY OF , 2016.

----- (SEAL)
ANNE M. STUPAVSKY

PLAT OF SURVEY OF PART OF THE
SOUTHWEST QUARTER OF SECTION 8
TOWNSHIP 2 SOUTH OF THE BASE LINE,
RANGE 8 WEST OF THE FOURTH PRINCIPAL
MERIDIAN, ADAMS COUNTY, ILLINOIS.

PLAT OF ANNEXATION

CITY OF QUINCY
ENGINEERING DEPT.
DRAWN BY B.N. KOCH
APRIL, 2016

ORDINANCE NO. 16-33

AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS

WHEREAS, there was heretofore filed with the City Clerk of the city of Quincy, Illinois, a written petition by Anne M. Stupavsky, requesting annexation of certain real estate and land to the city of Quincy; and

WHEREAS, this City Council, after having examined said petition and being familiar with the contents thereof, finds as follows:

A. That said petitioner is the owner of record of the land, real estate and territory hereinafter described.

B. That petitioner is the only owner of record within said real estate and territory.

C. That said real estate, lands and territory is not within the corporate limits of any municipality, but is contiguous to, and immediately adjoins the corporate limits of the city of Quincy, Adams County, Illinois; and

WHEREAS, this City Council, after due consideration hereby concludes that the annexation to the city of Quincy of the real estate, land and territory mentioned and described in said petition is in the public interest.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, as follows:

Section 1. That the following territory which is not now within the corporate limits of the city of Quincy, but which is contiguous thereto, and which said territory is known and described as follows, to-wit:

LOT ONE (1) IN GRIMMEL-PRUITT SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION EIGHT (8), IN TOWNSHIP TWO (2) SOUTH OF THE BASE LINE, RANGE EIGHT (8) WEST OF THE FOURTH PRINCIPAL MERIDIAN, EXCEPT THE WEST TWO HUNDRED NINETEEN AND FIVE TENTHS (219.5) FEET OF THE NORTH HALF OF SAID LOT ONE (1), ALL SITUATED IN THE COUNTY OF ADAMS, IN THE STATE OF ILLINOIS, MORE COMMONLY KNOWN AS 2121 SOUTH 36TH STREET. (P.I.N.: 20-0-0573-000-00)

shall be and the same is hereby annexed to and made a part of and included within the corporate limits of the city of Quincy, Illinois.

Section 2. That the City Clerk shall be and is hereby authorized, empowered and directed to file and have recorded in the Office of the Recorder of Deeds in and for Adams County, Illinois, a certified copy of this ordinance, together with an accurate map of the territory hereto annexed, pursuant to statute in such case made and provided.

Section 3. That all ordinances and resolutions and parts thereof in conflict herewith are to the extent of such conflict, hereby repealed.

Section 4. This ordinance shall be in force and effect from and after its passage, approval and publication as provided by law.

ADOPTED: November 14, 2016 Jenny Hayden
City Clerk

APPROVED: November 15, 2016 Kyle A. Moore
Mayor

Officially published in pamphlet form this 17th day of November, 2016.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 18, 2017

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 29, 2009

June 18, 2009

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: January 18, 2017

STAFF RECOMMENDATION

AGENDA ITEM: TRANSFER & CLOSE INACTIVE BOND DEBT RETIREMENT FUNDS: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The district has remaining funds in matured debt retirement funds. The 2015A GO Bond Retirement Fund has funds remaining as of December 31, 2016, in the amount of \$5,455.71. The 2016 GO Bond Retirement Fund has funds remaining as of December 31, 2016, in the amount of \$7,799.15. Remaining funds are due to local tax revenue and interest that exceeded bond repayment.

The 2016 GO Bond Capital Fund has unspent project funds remaining in the amount of \$72,787.50 with outstanding projects. See monthly bond analysis reports previously presented. All remaining funds will roll over to fund 2017 GO Bond projects, as previously approved by the board.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: The staff recommends closing out the 2015A and the 2016 G.O. Bond Retirement Funds, as of December 31, 2014, and recommends these funds totaling \$13,254.86 be transferred to the 2016 G.O. Bond Capital Fund as additional contingency funds

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

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 18, 2017

STAFF RECOMMENDATION

AGENDA ITEM: LICENSE AGREEMENT WITH WOMEN'S CITY CLUB: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The License Agreement with the Women's City Club expired on January 20th of this year. Some of the terms of the agreement changed over the past few years and the District and the Women's City Club entered into one year agreements. Because of these changes, the District needed to evaluate the impact of its additional responsibilities.

In 2015, the Park District spent \$48,000 for necessary repairs to the exterior of the second story of the Lorenzo Bull House. In 2014, \$148,575 was spent on ADA work, painting and porch repairs. In 2013, \$18,544 was spent on the top row of gutters and downspouts were either repaired or replaced. This was necessary to prevent further leaking that had already caused damage to the roof of the first floor.

Changes to the 2015 license agreement included a \$500 monthly rental fee and in return, the Quincy Park District would be responsible for all utilities and maintaining the building, grounds and associated building mechanical systems. The Women's City Club would be responsible for the care and maintenance of the building's furnishings and décor.

The only change to this years' license agreement is the monthly rental fee of \$500 will change to \$600.

FISCAL IMPACT: The grounds maintenance expense is included in the operating budget.

STAFF RECOMMENDATION: I recommend the Board approve the one year License Agreement as presented.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

License Agreement

Women's City Club of Quincy

THIS LICENSE AGREEMENT is made and entered into this 18th day of January, 2017 by and between the Quincy Park District, an Illinois municipal corporation, as Licensor, and the Women's City Club of Quincy, an Illinois 501(c) 4, not-for-profit Corporation, as Licensee.

RECITALS:

- A. The Licensor owns a house at the southwest corner of Sixteenth and Maine Streets, postal address 1550 Maine Street, in city of Quincy, Adams County, Illinois. The house is commonly known as the "Lorenzo Bull House".
- B. The Licensee desires to continue the use of the Lorenzo Bull House for the purpose of conducting cultural, recreational, social, educational and historical activities, and to carry on such other purposes as may be reasonably incidental thereto, all in accordance with the rules, policies, and ordinances of the Quincy Park District.
- C. The Licensee desires to coordinate the occasional use of the Lorenzo Bull House to other parties and to charge a fee or collect donations for this service. Funds collected are for the necessary operational expenses of the Licensee.
- D. The Licensor is willing to allow the Licensee to use the Lorenzo Bull House, subject to the terms and conditions set forth in this agreement.

AGREEMENT:

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Grant of License

- a. Subject to the terms and conditions of this agreement, the Licensor grants to the Licensee a license to use the Lorenzo Bull House, except for the second story southwest bedroom and apartment area, for the purpose of conducting club events, tours, historical presentations, programs and events.
- b. The Licensee may on a day to day or hourly rental basis, not to exceed two days without the written consent of the Quincy Park District, rent the premises herein to community organizations, groups or individuals and charge a fee or request a donation for that service. Any Licensee scheduled use of the building must be coordinated with the Licensor and placed on the master calendar for the Lorenzo Bull House maintained by the Licensor.

2. Non-Exclusive License

- a. This License is non-exclusive; the Licensor may use the Lorenzo Bull House subject to Licensees prior use of the Lorenzo Bull House pursuant to the terms and conditions of this license. The Licensor shall have the right to enter onto the property at any time to inspect, repair and maintain any structure, facility or improvement located in the license area in such a manner to not unreasonably interfere with the rights of the Licensee under this agreement.

b. This agreement is not and does not constitute a lease or other rental agreement. The Licensee's non-exclusive right to use the licensed area may be terminated in accordance with the terms set forth in this agreement.

3. Term

This license is in effect until January 18, 2018.

4. Termination

Either Party may terminate this license at any time, upon ninety (90) days' notice in writing to that effect to the other party.

If the Licensors find the Licensee's use of the area causes safety concerns, then the Licensors may require the Licensee to cease the activities in question immediately. The Licensors will send a written notification of the reason for requiring the cessation of such activities to the Licensee within seven (7) calendar days to the address on file for the Licensee and allow the Licensee the option to take corrective action. If the Licensors are not satisfied with the corrective action by the Licensee, they can terminate the License for cause. If this license is terminated for cause, the Licensors shall provide notice as soon as may be practicable and a written notice stating the cause of termination within seven calendar days.

If the license is terminated for any reason the Licensee shall immediately cease any further exercise of the license granted and the Licensee must remove any of its property stored at the Lorenzo Bull House within thirty (30) days of the termination. In the case of termination by the Licensors, the Licensors will assume responsibility for any activities pre-approved on the calendar.

5. Payment

The Licensee will pay the Licensor a fee of \$600 per month, due by the 15th of each month.

6. Rights Not Transferable

Neither this License, nor any right hereunder, may be sold, assigned, or transferred in whole or in part by Licensee. Any attempt to do so shall be deemed to effect an immediate termination of the license.

7. Routine Maintenance

- a. Building and Grounds: The Licensor is responsible for all utilities and maintaining the building, grounds and associated building mechanical systems. The kitchen appliances are the property of the Licensee who has responsibility for their maintenance. Needed repairs identified by the Licensee will be forwarded to the Licensor by the individuals designed by Licensee on the notification page.
- b. Interior Décor, Kitchen Appliances and Furnishing: The Licensee is responsible for the care and maintenance of the building's furnishings and associated non-fixed items of the buildings décor. Any permanent interior wall treatments, carpeting, flooring or ceiling changes must be approved by the Licensor.

8. Interior Furnishings:

The non-fixed furnishings and kitchen appliances located in the Lorenzo Bull House, exclusive of the 2nd floor apartment area, are the property of the Licensee.

9. Hold Harmless

The Licensee is liable for and hereby agrees to indemnify and hold harmless the Licensor, its elected officials, officers, agents and employees, with respect to any claims for personal injury or property damage not caused by Licensor's negligence, which may arise, either directly or indirectly, in connection with the use, care, custody or control of the Licensed Premises and adjacent areas by the Licensee or any of its officers, agents and employees, or anyone using the Licensed Premises under the authority of the Licensee, or anyone participating in or observing the programs or activities of the Licensee, or any persons accompanying any of the aforesaid persons, and, in addition, the Licensee agrees to obtain, at its sole expenses, liability insurance coverage covering its obligation hereunder as listed below:

Bodily Injury, Personal Injury, Property Damage:

\$1,000,000 each occurrence/\$1,000,000 aggregate

Medical Coverage:

\$1,000 each person/\$1,000,000 each accident

Such insurance policies shall name the Licensor, its board members, officers, agents and employees, as named co-insured, or shall otherwise indemnify said parties against the above-described losses and shall contain a provision indicating that the insurance may not be cancelled or non-renewed unless the Licensor is given at least thirty (30) days prior written notice of cancellation or non-renewal. Prior to commencement, the Licensee shall deposit certificates of insurance with the Licensor evidencing said insurance for said purposes, and shall maintain current certificates of insurance on deposit with the Licensor throughout the term of this license.

10. Notification

Notifications required under this license will be to the contact names, telephone number, emails and address provided by the parties and attached to this document. Either party may update the contact list as needed during the term of this license.

IN TESTIMONY WHEREOF, the Licensor has caused this Agreement to be executed in its name and for and on its behalf by its President and attested by its Secretary and its corporate seal to be attached pursuant to the power and authority duly granted by the Commissioners of the Quincy Park District and said Licensee has caused this Agreement to be executed in its name and for and on its behalf by its President and attested by its secretary pursuant to the power and authority duly granted by the Board of Directors of the Women's City Club

ADOPTED: _____, 20__

APPROVED: _____, 20__

QUINCY PARK DISTRICT

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

APPROVED: _____, 20__

WOMEN'S CITY CLUB

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

Notifications:

Licensors:

Quincy Park District
1231 Bonansinga Drive
Quincy, Illinois 62301

Telephone: 217-223-7703

Email: info@quincyparkdistrict.com

Contact Persons:

Director of Business Services: Don Hilgenbrinck
217-919-0310

dhilgenbrinck@quincyparkdistrict.com

Executive Director: Rome Frericks
217-919-0290

rfrericks@quincyparkdistrict.com

Licensee:

Women's City Club of Quincy
1550 Maine Street
Quincy, IL 62301

Shirley Rhodes/President,
XXXXXXX

Quincy, IL 62301
217-XXX-XXXX

2nd POC Needed

Authorized Maintenance Notification:

Name.

Name.

Name.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 18, 2017

STAFF RECOMMENDATION

AGENDA ITEM: LICENSE AGREEMENT WITH FRIENDS OF THE CASTLE: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The License Agreement with the Friends of The Castle will expire on February 4th of this year. The length of the agreement was for 20 years.

State of Illinois Statute from 1996 allows for the Park District to enter into a long –term lease with Friends of The Castle for operation, management and maintenance of the Villa Katherine and Quincy Visitor’s Bureau. The recommended lease will commence on February 4, 2017 and end on February 5, 2037.

The only changes to this years’ license agreement is that the amount of insurance for both the Villa Katherine and the comfort station will change from \$650,000 to \$1,200,000 and \$75,000 to \$200,000 respectively.

FISCAL IMPACT: The grounds maintenance expense is included in the operating budget.

STAFF RECOMMENDATION: I recommend the Board approve the License Agreement as presented.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

L E A S E

THIS AGREEMENT made and entered into this ____ day of January, 2017, by and between the Quincy Park District, as First Party and Friends of the Castle, an Illinois not-for-profit corporation, as Second Party.

W I T N E S S E T H:

WHEREIN the First Party does hereby demise and lease to the Second Party the following parcel of real estate, together with improvements thereon, to-wit:

That part of the park system commonly known and called the Villa Kathrine or Castle and Park, located on the West side of the Gardner Expressway between State and Ohio Streets, in the City of Quincy with the exception of the following tract: Lot Number Thirteen (13) of Block Forty-four (44) of John Wood's Addition to the City of Quincy, situated in the County of Adams and State of Illinois.

TO HAVE AND TO HOLD the same unto the Second Party for a term of twenty (20) years, commencing as of February 4, 2017, and ending February 5, 2037, upon and subject to the following conditions, covenants, stipulations and agreements:

1. Said premises shall be used by the Second Party for the purpose of operating and maintaining a cultural, recreational, educational and historical facility and for all other legal purposes.

2. The Second Party shall pay to the First Party rent for the demised premises, each year, the sum of One Dollar (\$1.00) and the other considerations contained herein.

3. The First Party shall care for and keep in good condition the property and grounds outside of the Villa Kathrine building

itself including, but not limited to the lawn, fences, sidewalks, driveways, parking lot, comfort station and all utilities, including plumbing and electric.

4 The Second Party is liable for and hereby agrees to indemnify and hold harmless the First Party, its elected officials, officers, agents and employees, with respect to any claims for personal injury or property damage not caused by First Party's negligence, which may arise, either directly or indirectly, in connection with the use, care or custody of the Leased Premises and adjacent areas by the Second Party or any of its officers, agents and employees, or anyone using the Leased Premises under the authority of the Second Party, or anyone participating in or observing the programs or activities of Second Party, or any persons accompanying any of the aforesaid persons, and, in addition, the Second Party agrees to obtain, at its sole expenses, liability insurance coverage covering its obligation hereunder as listed below:

Bodily Injury, Personal Injury, Property Damage:
 \$1,000,000 each occurrence
 \$1,000,000 aggregate
Medical Coverage
 \$5,000 each person
 \$1,000,000 each accident

Such insurance policies shall name the First Party, its board members, officers, agents and employees, as named co-insureds, or shall otherwise indemnify said parties against the above-described losses and shall contain a provision indicating that the insurance may not be cancelled or non-renewed unless the First Party is given

at least thirty (30) days prior written notice of cancellation or non-renewal. Prior to commencement, the Second Party shall deposit certificates of insurance with the First Party evidencing said insurance for said purposes, and shall maintain current certificates of insurance on deposit with the First Party throughout the term of this lease.

Second Party shall maintain fire, extended coverage and broad form perils insurance in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000.00) initially on the Villa Kathrine and Two Hundred Thousand Dollars (\$200,000.00) on the comfort station and at such other amounts as are agreed upon from time to time between the parties. In the event of a loss to the Villa Kathrine building, and the First Party chooses not to use the insurance proceeds recovered to rebuild, the parties agree to apply such insurance proceeds to Second Party's indebtedness arising out of the renovation and operation of the Villa Kathrine.

5. That Second Party shall be responsible for acquisition of Worker's Compensation insurance and insure that its contractor or contractors are so covered prior to the inception of any work on the improvement known as the "Villa Kathrine" as contemplated by this agreement.

6. The Second Party shall be responsible for and at its own cost and expense provide and furnish all redecoration, painting, papering, plumbing, utility costs and/or other repairs and maintenance of and o said Villa Kathrine building, including major and minor structural repair or renovation.

7. That Second Party shall not make any substantial changes or alterations to the Villa Kathrine building nor shall First Party make any substantial change to the grounds without the consent of the other party to this Agreement.

The parties hereto recognize the desirability and need for certain improvements to the grounds, including additional parking, lighting, fencing, walk-ways, and landscaping. First Party herein consents to such improvements provided that Second Party shall be responsible for obtaining worker's compensation insurance and insure that its contractors are so covered prior to inception of any work on any such improvement. Further, Second Party agrees that any such improvements undertaken by Second Party shall be at Second Party's expense, but First Party agrees to use its best efforts to allocate and otherwise obtain funding for such improvements taking into consideration First Party's budget and other Park District obligations.

8. That Second Party shall not sublease or assign the premises demised without first obtaining the written consent of First Party which consent shall not be unreasonably withheld; said sublease or assignment arrangements shall not reduce or remove Second Party's liability and indemnification responsibilities under Paragraph 4 of this Lease Agreement, or any other provision of this Lease.

9. That Second Party may rent the demised premises or any part of it subject to the restrictions of this lease agreement; said rental arrangements shall not reduce or remove Second Party's

liability and indemnification responsibilities under Paragraph 4 of this lease agreement, or any other provisions of this lease.

10. Paragraph 7 above shall not limit the Second Party in making changes or alterations to the main structure which would put the structure in conformity with the original architecture.

11. That should Second Party desire to lease the tract excepted from the legal description set out hereinabove, First Party will cooperate with Second Party in requesting the consent of the City of Quincy which is required by the deed conveying title to said First Party.

12. In the event that alcoholic beverages are to be sold, given or delivered on the premises, dram shop insurance shall be purchased at no expense to First Party and both parties shall be named as insureds on such dram shop insurance.

13. Second Party recognizes that First Party is subject to the provisions of the Illinois Open Meetings Act and in the event that the First Party shall meet with Second Party on the demised premises, Second Party shall cooperate with First Party to ensure compliance with the provisions of such Open Meetings Act.

14. Notwithstanding any of the provisions hereof, the parties hereinafter, by mutual consent, may agree to modifications or additions hereto, with said modifications or additions to be made a part of and attached as an addendum of the original.

IN TESTIMONY WHEREOF, the First Party has caused this Agreement to be executed in its name and for and on its behalf by its President and attested by its Secretary and its corporate seal

to be attached pursuant to the power and authority duly granted by the Commissioners of the Quincy Park District and said second Party has caused this Agreement to be executed in its name and for and on its behalf by its President and attested by its secretary and its corporate seal attached pursuant to the power and authority duly granted by the Board of Directors of the Friends of the Castle.

QUINCY PARK DISTRICT,

By: _____
Its President

ATTEST:

Its Secretary

FRIENDS OF THE CASTLE,

By: _____
Its President

ATTEST:

Its Secretary

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 18, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: FRIENDS OF THE LOG CABINS LICENSE
AGREEMENT: RECOMMENDED APPROVAL**

BACKGROUND INFORMATION: The License Agreement has been developed and approved by The Friends of the Log Cabins board. The current agreement expired December 31, 2016. This agreement is a one year agreement expiring January 18, 2017. There were no other changes to the agreement.

A copy of the agreement is included with this report.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I recommend the Board approve the License Agreement as presented.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

License Agreement

Log Cabin Village

THIS LICENSE AGREEMENT is made and entered into this _____ day of _____, 2017 by and between the Quincy Park District, an Illinois municipal corporation, as Licensor, and the Friends of the Cabins, an Illinois 501(c)3, not-for-profit corporation, as Licensee.

RECITALS:

- A. The Licensor owns several log cabins, a stone smoke house, a log church and a log corn crib located in Quinsippi Island Park. This area is commonly referred to as the "Log Cabin Village".
- B. The Licensee desires to use the Log Cabin Village to develop and conduct public historical programs and events.
- C. The Licensee desires to coordinate the occasional use of the Log Cabin Village for weddings and private parties and to charge a fee or collect donations for this service. Funds collected are for preservation of the cabins and necessary operational expenses of the Licensee.
- D. The Licensor is willing to allow the Licensee to use the Licensed Area, subject to the terms and conditions set form in this agreement.

AGREEMENT:

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Grant of License

Subject to the terms and conditions of this agreement and subject to the submission and approval of a Special Park Use Permit or other notice as required by the Licensor, the Licensor grants to the Licensee a license to use the Log Cabin Village for the purpose of conducting tours, historical presentations, programs and events and the Licensee may also coordinate for the private use of the facilities and charge a fee or request a donation for that service. The Licensee, its guest and invitees will have non-exclusive use of the restrooms and other facilities that are available for public use.

2. Non-Exclusive License

- a. This License is non-exclusive; the Licensor shall continue the use of the licensed area subject to Licensees prior use of the area pursuant to the terms and conditions of this license. The Licensor shall have the right, but not the obligation, to enter onto the property at any time to inspect, repair and maintain any structure, facility or improvement located in the license area in such a manner to not unreasonably interfere with the rights of the Licensee under this agreement.
- b. This agreement is not and does not constitute a lease or other rental agreement. The Licensee's non-exclusive right to use the licensed area may be terminated in accordance with the terms set forth in this agreement.

3. Term

This license is in effect until January 18, 2018.

4. Termination

Either Party may terminate this license at any time, upon thirty (30) days' notice in writing to that effect to the other party along with an explanation of why the License is being terminated. If the Licensors find the Licensee's use of the area causes safety concerns or interferes with the operation of the Park District, then the Licensors may require the Licensee to cease the activities in question immediately. The Licensors will send written notification of the reason for requiring the cessation of activities to the Licensee within seven (7) calendar days to the address on file for the Licensee and allow the Licensee the option to take corrective action. If the Licensors are not satisfied with the corrective action by the Licensee, they can terminate the License for cause. If this license is terminated for cause, the Licensors shall provide notice as soon as may be practicable and a written notice stating the cause of termination within seven calendar days. If the license is terminated for any reason the Licensee shall immediately cease any further exercise of the license granted and the Licensee must remove any of its property stored at the Log Cabin Village within thirty (30) days of the termination. In the case of termination by the Licensors, the Licensors will assume responsibility for any activities pre-approved via a Special Park Use Permit or other notices as required by the Licensors.

5. Rights Not Transferable

Neither this License, nor any right hereunder, may be sold, assigned, or transferred in whole or in part by Licensee. Any attempt to do so shall be deemed to effect an immediate termination of the license.

6. Restricting Access or Removal of Structures

The Licensor may restrict access or remove any structure in the village it determines to be unsafe. Prior to removing any structure the Licensor will consult with the Licensee on the potential to repair the structure and the method of removal and storage if removed.

7. Routine Maintenance

- a. Grounds: The Licensor is responsible for maintaining the grounds.
- b. Structures Routine Maintenance: The Licensee is responsible for inspecting and performing minor routine maintenance using volunteer labor on the structures to include, but not limited to, cleaning, repair or replacement of chinking, minor repairs to logs, windows, doors and roofs.

8. Substantial Repairs and Prevailing Wage for Contract Labor

- a. Any substantial repairs or alteration to the structures must be coordinated with and approved by the Licensor.
- b. Any labor conducted by a paid contractor regardless of scope must be approved by the Licensor. A work by contractors is subject to the provisions of the Illinois Prevailing Wage Act and written acknowledgement of the requirements and proof of insurance must be obtained prior to any work being performed.

9. Hold Harmless

The Licensee is liable for and hereby agrees to indemnify and hold harmless the Licensor, its elected officials, officers, agents and employees, with respect to any claims for personal injury or property damage not caused by Licensor's negligence,

which may arise, either directly or indirectly, in connection with the use, care, custody or control of the Licensed Premises and adjacent areas by the Licensee or any of its officers, agents and employees, or anyone using the Licensed Premises under the authority of the Licensee, or anyone participating in or observing the programs or activities of the Licensee, or any persons accompanying any of the aforesaid persons, and, in addition, the Licensee agrees to obtain, at its sole expenses, liability insurance coverage covering its obligation hereunder as listed below:

Bodily Injury, Personal Injury, Property Damage:

\$1,000,000 each occurrence

\$1,000,000 aggregate

\$1,000,000 each accident

Such insurance policies shall name the Licensor, its board members, officers, agents and employees, as named co-insured, or shall otherwise indemnify said parties against the above-described losses and shall contain a provision indicating that the insurance may not be cancelled or non-renewed unless the Licensor is given at least thirty (30) days prior written notice of cancellation or non-renewal. Prior to commencement, the Licensee shall deposit certificates of insurance with the Licensor evidencing said insurance for said purposes, and shall maintain current certificates of insurance on deposit with the Licensor throughout the term of this license.

10. Notification

Notifications required under this license will be to the contact names, telephone number, emails and address provided by the parties and attached to this document. Either party may update the contract list as needed during the term of this license

FRIENDS OF THE CABINS

IN TESTIMONY WHEREOF, the Licensor has caused this Agreement to be executed in its name and for and on its behalf by its President and attested by its Secretary and its corporate seal to be attached pursuant to the power and authority duly granted by the Commissioners of the Quincy Park District and said Licensee has caused this Agreement to be executed in its name and for and on its behalf by its President and attested by its secretary pursuant to the power and authority duly granted by the Board of Directors of the Friends of the Log Cabins

ADOPTED: _____, 2017

APPROVED: _____, 2017

QUINCY PARK DISTRICT

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

Notifications:**Licensors:**

Quincy Park District
1231 Bonansinga Drive
Quincy, Illinois 62301

Telephone: 217-223-7703

Email: info@quincyparkdistrict.com

Contact Persons:

Director of Parks: Matt Higley
217-919-0290
mhigley@quincyparkdistrict.com

Executive Director: Rome Frericks
217-919-0311
rfrericks@quincyparkdistrict.com

Licensee:

Friends of the Log Cabins Association,
P.O. Box 3122
Quincy, IL 62305

John Gebhardt/President,
502 N. 28th St
Quincy, IL 62301
217-223-9078 avtvman14@hotmail.com

Betty Gebhardt/Secretary (Events Chair) same as for John
Gebhardt hankjoe5@yahoo.com

Ron Eberle/Treasurer (Restoration Chair)
102 East Street
Ursa, 62376
217-221-5048 (Leave Phone Number and he will call back)
rseberle@adams.net

John Gebhardt/President, Friends of the Log Cabins Association