

**BOARD OF COMMISSIONERS  
MEETING**



**MARCH 2017**

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

**Agenda  
March 8, 2017**

**Regular Meeting – Board Room**

**6:00 P.M**

**CALL TO ORDER (ROLL CALL)**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA: (UNANIMOUS CONSENT)**

1. Check Register – Full Monthly: Recommended Approval by the Finance Committee
2. Regular Meeting Minutes – February 8, 2017

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

**BOARD INFORMATION/EDUCATION:**

**CORRESPONDENCE:**

**VOLUNTEERS:**

**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:**

- Review/Revision of the Quincy Park District Mission Statement
- Survey Research Group Professional Services for Community-Wide Survey: Recommended Approval **(VOICE VOTE)**
- Bid For Maintenance Dredging: Recommended Approval **(VOICE VOTE)**
- Bid For Stump Removal at Various Park Locations: Recommended Approval **(VOICE VOTE)**
- Bid For Tennis Court Repairs and Color Finishing at Reservoir Park and Pickle Ball Court Repairs and Color Finishing at Berrian Park: Recommended Approval **(VOICE VOTE)**
- Bid For Quinsippi Island Bridge Water Line Replacement: Recommended Approval **(VOICE VOTE)**
- Bid For Lincoln Park Concrete Replacement: Recommended Approval **(VOICE VOTE)**
- Bid For Lincoln Park Administrative Building Painting: Recommended Approval **(VOICE VOTE)**
- Bid for Wavering Aquatic Center Concrete and Slide Demolition: Recommended Approval **(VOICE VOTE)**
- Reservoir Park Playground Age 2-5 Selection: Recommended Approval **(VOICE VOTE)**
- Madison Park Playground Age 2-5 Selection: Recommended Approval **(VOICE VOTE)**
- Lincoln Park Skate Park Selection: Recommended Approval **(VOICE VOTE)**
- Villa Katherine Sublease by Friends of The Castle: 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)****

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.

## **CALL TO ORDER (OPEN SESSION) (ROLL CALL VOTE)**

## **ACTIONS AFTER EXECUTIVE SESSION**

## **ADJOURN (VOICE VOTE)**

# ***CONSENT AGENDA***

## ***(Unanimous Consent)***

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois

Regular Meeting  
Board Room

February 8, 2017  
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, Commissioners, Patricia McGlothlin, Jon Hoover, Chris Blakeman and Jeff Steinkamp. Abby Schlipmann joined the meeting at 6:15.

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: Vice President Tom Ernst

Also in Attendance: Executive Director – Rome Frericks, Director of Parks – Matt Higley, Director of Business Services – Don Hilgenbrinck, Director of Program Services – Mike Bruns, Director of Golf – David Morgan, and Administrative Assistant – Mary Arp

President Frankenhoff led the room in the Pledge of Allegiance.

**CONSENT AGENDA:**

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

It was noted that the financial reports are no longer included in the consent agenda. This was a recommendation from the IAPD conference. President Frankenhoff then noted additional items that were presented at the conference regarding proper protocols. He noted that the reason to go into closed session should be identified on the agenda. However, if it is listed, you are not bond to go into closed session. You can also go into closed session for other items that were not originally listed on the agenda. A roll call vote should be taken when leaving closed session. This ensures that everyone understands that closed session has ended. Also, we do not have to ask for a second on a motion with a Board of our size.

**PUBLIC INPUT:** none

**BOARD INFORMATION/EDUCATION:**

Force Account Work Schedule

Director Higley referred to the work schedule included in the Board packet. There was some discussion regarding the Pickleball courts and equipment. It was noted that the schedule was labeled 2016 but should be dated 2017.

**CORRESPONDENCE:** none

**VOLUNTEERS:** none

**EXECUTIVE DIRECTOR REPORT:** Executive Director Frericks noted that there will be an open house for the Tot Lot at Reservoir and Madison Park on the same evening as the Skate Park open house. This provides an opportunity for community input. There are many request for proposals

that will be presented at the next Board meeting. He referred to the community wide survey hand-out and recommended that Ron Vine, who completed the last survey, be contracted to complete the current survey. There was discussion regarding the need for Board action and Frericks stated that he would prefer that the Board take action on the proposal. There was discussion regarding Vine's experience and the proposal. It was noted that some of the Board members would be interested in meeting with him to discuss the survey. It was generally agreed that there should be a random survey of district members (Quincy residents) and an online survey of stakeholders (Park District customers, community leaders). It was noted there is a cost to this work but it does provide valuable information. Frericks was asked to follow-up with Mr. Vine on the changes discussed and to have the proposal on next month's agenda. It was noted that surveying customers is important in that it shows we care and they have an opportunity to provide input.

### **DIRECTOR'S REPORTS:**

**Parks:** Director Higley had nothing to add to his report.

**Business Services:** Director Hilgenbrinck stated that while financial reports are no longer included in the regular board packet, they are included in the finance board packet. He also noted that the finance packet will now be posted on the webpage. It was agreed that both packets will be posted to both the intranet and the internet. There was discussion regarding the attorney's invoice and it was agreed that in the future, those invoices will be included in the monthly Board packet.

**Program Services:** Director Bruns noted that there will be a job fair March 9<sup>th</sup> for seasonal positions. He also noted that program reports were included in the packet behind his report. The budget and anticipated deficit versus actual deficit were discussed.

**Golf:** Director Morgan reported that rounds were up. The new Assistant Director of Golf, Adam Longo starts next Tuesday. Mike Berter, the new mechanic has been hired and will start soon.

### **NEW BUSINESS:**

#### **Quincy Park District Fuel Bid 2017**

Director Higley explained that the Park District Code requires contracts over \$25,000 be let to the lowest responsible bidder after due advertisement. Fuel bids were advertised in the local paper and were opened on February 2, 2017. One bid was received. Praireland FS Inc. was the low bid at 10 cents over rack price. COMMISSIONER BLAKEMAN MOVED, SECONDED BY COMMISSIONER SCHLIPMAN TO APPROVE THE BID FROM PRAIRELAND FS, INC. FOR FUEL DELIVERED DURING THE PERIOD OF MARCH 1, 2017 – FEBRUARY 28, 2018. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

#### **Westview Golf Course, Grounds Maintenance Chemical Bids**

Director Morgan explained that this is an annual process. COMMISSIONER SCHLIPMAN MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE LOW BIDS FOR CHEMICALS AS INDICATED ON THE BID SUMMARY FORM. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

#### **Quincy Park District Accounting System**

Director Hilgenbrinck noted that there had been previous discussions in the Finance Committee meetings regarding the accounting system. COMMISSIONER SCHLIPMAN MOVED, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE PURCHASE OF BS&A SOFTWARE ACCOUNTING SYSTEM SOFTWARE. There was some discussion regarding the warranty, vendors considered and

the previous software purchased. Also discussed was the status regarding the financial commitment to the previous vendor and the need to have a written agreement stating that there is no future financial obligation. Director Hilgenbrinck noted that he was working with them now but there is still a need to move forward with the purchase of new software. It was noted that approving this item will allow them to continue with the process but does not commit them to the purchase. COMMISSIONER MCGLOTHLIN MOVED, SECONDED BY COMMISSIONER STEINKAMP TO AMEND THE MOTION TO APPROVE THE STAFF RECOMMENDATION PENDING WRITTEN ASSURANCES THAT THERE ARE NO FURTHER FINANCIAL OBLIGATIONS TO SMARTFUSION. PRESIDENT FRANKENHOFF CALLED FOR A VOTE TO AMEND THE MOTION. THE MOTION WAS DECLARED CARRIED. PRESIDENT FRANKENHOFF CALLED FOR A VOTE TO APPROVE THE AMENDED MOTION. THE MOTION CARRIED.

**PUBLIC INPUT:** It was noted by a member of the audience that there were a number of positions open on the Board and asked if the Board was doing anything to prevent this from happening in the future or was this something that just happens periodically. The rules were suspended and President Frankenhoff explained that in this particular case the number of openings was due to the timing of retirements. We had 2 resignations within the last 2 years. There were 4 regular seats open this year and we have 2 seats open from the 2 resignations. The rules were resumed.

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

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Secretary

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President

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Date

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Date

***PUBLIC INPUT***

***BOARD  
INFORMATION/  
EDUCATION***

# ***CORRESPONDENCE***

***VOLUNTEERS***

**To:** Board of Commissioners  
**From:** Rome Frericks  
**Subject:** Monthly Report  
**Date:** February 28, 2017

**Administrative Initiatives** (2/01/17 – 2/28/17)

Attended:

- Friends of the Trails meeting
- the Directors meeting
- Safety meeting
- Rotary meetings
- Met with Klingner & Associates on the progress of Bill Klingner Trail current section and the 18<sup>th</sup> to 24<sup>th</sup> Street section.
- Attended the Friends of the Trails annual meeting at Madison Davis.
- Held an Open House for Lincoln Park Skate Park, Madison Park Playground Tot Lot and Reservoir Park Playground Tot Lot.
- Volunteered for Rotary's Blessing in a Backpack at Adams School.
- Met with Nicki Hoyt on adding fitness equipment along Bill Klingner Trail.
- Attended a meeting with University of Illinois Extension, Rotary Club and Quincy Park District on expanding community gardens in Quincy.
- Met with Attorney Terry Anastas several times on current events with the Park District.
- Attended the HOMEBANK check presentation to both the Quincy Park District and Friends of Trails.
- Met with officials from Indian Hills Housing Authority on drainage issues on both properties.
- Met with the Tennis Association on their final Master Plan.
- Met with Q-Fest officials for their upcoming event in Washington Park.

- Talked with Ron Vine & Associates on the final version of the community wide survey proposal.
- Held on-site meetings with contractors for several of the bid openings that are being brought to the March Board meeting.
- Attended the bid openings for Stump Grinding, Tennis Court Resurfacing, Pickle Ball Court Resurfacing, Lincoln Park Concrete Replacement, Q-Island Bridge Water Line Replacement, Lincoln Park Painting Bid and Wavering Aquatic Center Demo.

### **Administrative Initiatives** (3/1/17 – 3/31/17)

- Continue to work with local contractors and engineers on the Bill Klingner Trail project.
- Continue planning for 2017 bond projects, goals and objectives.
- Continue working with staff on the second phase of our ADA plan.
- Work with staff on finding a tenant for the Lorenzo Bull House.
- Work on ideas for the Wavering Aquatic Center.
- Conduct the quarterly staff meeting.
- Review and update the status of the District's 2017-2018 goals and objectives for the 1<sup>st</sup> quarter.
- Host an Open House for potential ideas for Wavering Aquatic Center on March 15, 2016.

**To:** Board of Commissioners  
**From:** Matt Higley  
**Subject:** Monthly Report  
**Date:** February 28, 2017

**Administrative Initiatives** (2/1/17 – 2/28/17)

Attended:

- Directors meeting
  - Kiwanis Shelter meeting
  - Safety meeting
  - Kiwanis meetings
  - Bridge the Gap meeting
  - Friends of the Trail Annual meeting
  - Fuel Bid opening
  - Skate Park open house
  - Office Building onsite meeting
  - WAC Concrete Demo onsite meeting
- 
- Monitored work on winter tree list.
  - Monitored progress on 5<sup>th</sup> to 12<sup>th</sup> street trail construction.
  - Monitored Riverview Park restroom renovation.
  - Worked on equipment purchase for Parks Department.
  - Monitored work on Lincoln Park shelter.

**Administrative Initiatives** (3/1/17 – 3/31/17)

- 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.
- Monitor work on Lincoln Park shelter.

- Monitor work on winter tree list.
- Monitor 5<sup>th</sup> to 12<sup>th</sup> street Trail construction.
- Monitor yearly overlook maintenance.
- Monitor Quinsippi Island Bridge waterline replacement.
- Monitor restroom opening for April 1<sup>st</sup>.
- Monitor Riverview Park restroom renovation.

**To:** Board of Commissioners

**From:** Donald J. Hilgenbrinck

**Subject:** Monthly Report

**Date:** February 28, 2017

**Administrative Initiatives** (2/01/17 – 2/28/17)

- Attended Safety Committee meeting
- Went live with TimePro time keeping software.
- Filed "Statement of Economic Interest" for staff and commissioners with the County Clerk's office.
- Funded the 2017 G. O. Bond and finalize the transaction with Chapman & Cutler.
- Conducted TimePro training for Directors and Supervisors.
- Sent out Art Keller Marina lease renewals for 2017-2018.
- The office staff has also been busy with 2017 soccer and baseball registrations, shelter reservations, and processing special event applications.

**Administrative Initiatives** (3/01/17 – 3/31/17)

- Apply to the Local Records Commission for annual destruction of district records in accordance with the district's retention policy.
- Renew district's property & casualty insurance with IPARKS (Renewal 4/1/17).
- Renew Art Keller Marina's property & casualty insurance (Renewal 4/7/17).
- Process Art Keller Marina lease renewals.

## Quincy Park District Consolidated Funds Investment Report

As of Month-End: February-17										
Type of Investment	Description	Financial Institution	Amount	Term (Months)	Rate	Anticipated Interest	Maturity Date	Collateral	Collateral Pledged Value	Collateral Market Value
DDA	Interest Checking	First Bankers Trust	\$ 200,533.31	1	0.50%			Per Statement	\$ 7,250,000	\$ 7,294,871
MMA	First Choice MMA	First Bankers Trust	\$ 4,037,998.07	1	0.50%			Per Statement	\$ -	\$ -
MMA	OSLAD	First Bankers Trust	\$ 15,026.52	1	0.50%			Per Statement	\$ -	\$ -
Municipal Bonds	QPD 2017 GO Bond	Quincy Park District	\$ 900,000.00	8	1.60%			Per Statement	\$ -	\$ -
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**Quincy Park District**  
**2017 GO Bond (50.61.424.)**  
**Project Funds**  
**February 28, 2017**  
(unaudited)

Project Description	Project Code	Original Project Balance	Project Funds Spent	Outstanding Encumbrances	Project Funds Transfer In/Out	Remaining Balance	Status *
Bob Mays 4 Bar Swing Set	17-100	\$ 10,000.00	\$ -		\$ -	\$ 10,000.00	P
Lincoln Park Concrete	17-101	\$ 40,000.00	\$ -		\$ -	\$ 40,000.00	P
S. Park Pond Repairs	17-102	\$ 50,000.00	\$ -		\$ -	\$ 50,000.00	P
District Equipment	17-103	\$ 135,000.00	\$ -		\$ -	\$ 135,000.00	P
S. Park Road Resurfacing-Lower Loop	17-104	\$ 155,000.00	\$ -		\$ -	\$ 155,000.00	P
24th St. Bridge Repl. IDOT	17-105	\$ 100,000.00	\$ -		\$ -	\$ 100,000.00	P
Reservoir Park Tot Lot Playground (Age2-5)	17-106	\$ 25,000.00	\$ -		\$ -	\$ 25,000.00	P
Reservoir Tennis Courts 5,6,7 Resurface	17-107	\$ 20,000.00	\$ -		\$ -	\$ 20,000.00	P
District ADA Study	17-108	\$ 30,000.00	\$ -		\$ -	\$ 30,000.00	P
Kesler Fishing Dock Replacement	17-109	\$ 45,000.00	\$ -		\$ -	\$ 45,000.00	P
Berrian (4) Pickle Ball Courts Resurface	17-110	\$ 20,000.00	\$ -		\$ -	\$ 20,000.00	P
TimePro Time Card System	17-111	\$ 25,000.00			\$ -	\$ 25,000.00	P
Administrative Building Exterior Repair/Paint	17-112	\$ 25,000.00	\$ -		\$ -	\$ 25,000.00	P
S. Park Large Shelter Tuckpoint	17-113	\$ 10,000.00	\$ -		\$ -	\$ 10,000.00	P
WAC Concrete Demo	17-114	\$ 100,000.00	\$ -		\$ -	\$ 100,000.00	P
Wavering Restrooms Improvements	17-115	\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	P
Moorman Main Restroom Improvements	17-116	\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	P
Madison Park Playground (Age2-5)	17-117	\$ 25,000.00	\$ -		\$ -	\$ 25,000.00	P
District Stump Removals	17-118		\$ -		\$ -	\$ -	P
All America Road Resurface	17-119	\$ 48,000.00	\$ -		\$ -	\$ 48,000.00	P
Q-Island Bridge Wateline Replacement	17-120		\$ -		\$ -	\$ -	P
Wavering Drinking Fountain/Water Line Repl	17-121		\$ -		\$ -	\$ -	P
Westview Parking Lot Sealing/Striping	17-122		\$ -		\$ -	\$ -	P
Johnson Park Drinking Fountain Repl	17-123		\$ -		\$ -	\$ -	P
Riverview Park Drinking Fountain Repl	17-124		\$ -		\$ -	\$ -	P
S. Park Gazebo (Warming Hut Repl)	17-125		\$ -		\$ -	\$ -	P
Contingency		\$ -	\$ -		\$ -	\$ -	P
Legal		\$ 7,000.00	5,500.00		\$ -	\$ 1,500.00	C
Accounting System (BS&A)	17-127		\$ -		\$ -	\$ -	P
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			\$ -		\$ -	\$ -	P
Transfer In-Closeout Previous Year Bonds					\$ -	\$ -	
Interest					\$ 347.86	\$ 347.86	
<b>Totals &amp; Remaining Bond Funds:</b>		<b>\$ 900,000.00</b>	<b>\$ 5,500.00</b>		<b>\$ 347.86</b>	<b>\$ 894,847.86</b>	
Current Retainage						\$ -	
<b>Bond Cash Balance:</b>						<b>\$ 894,847.86</b>	

**Committed Use of Funds:**

Bob Mays 4 Bar Swing Set	17-100	\$ 10,000.00	\$ -	\$ 9,099.00		\$ 901.00	P
Lincoln Park Concrete	17-101	\$ 40,000.00	\$ -	\$ 32,300.00		\$ -	P
S. Park Pond Repairs	17-102	\$ 50,000.00	\$ -	\$ -		\$ 50,000.00	P
District Equipment	17-103	\$ 135,000.00	\$ -	\$ 19,973.00		\$ -	P
S. Park Road Resurfacing-Lower Loop	17-104	\$ 155,000.00	\$ -	\$ -		\$ 155,000.00	P
24th St. Bridge Repl. IDOT	17-105	\$ 100,000.00	\$ -	\$ -		\$ 100,000.00	P
Reservoir Park Tot Lot Playground (Age2-5)	17-106	\$ 25,000.00	\$ -	\$ 19,658.00		\$ 5,342.00	P
Reservoir Tennis Courts 5,6,7 Resurface	17-107	\$ 20,000.00	\$ -	\$ 20,000.00		\$ -	P
District ADA Study	17-108	\$ 30,000.00	\$ -	\$ -		\$ 30,000.00	P
Kesler Fishing Dock Replacement	17-109	\$ 45,000.00	\$ -	\$ -		\$ 45,000.00	P
Berrian (4) Pickle Ball Courts Resurface	17-110	\$ 20,000.00	\$ -	\$ 11,760.00		\$ -	P
Administrative Building Exterior Repair/Paint	17-112	\$ 25,000.00	\$ -	\$ 17,749.00		\$ 7,251.00	P
S. Park Large Shelter Tuckpoint	17-113	\$ 10,000.00	\$ -	\$ 5,120.00		\$ -	P
WAC Concrete Demo	17-114	\$ 100,000.00	\$ -	\$ 49,500.00		\$ -	P
Wavering Restrooms Improvements	17-115	\$ 15,000.00	\$ -	\$ -		\$ 15,000.00	P
Moorman Main Restroom Improvements	17-116	\$ 15,000.00	\$ -	\$ -		\$ 15,000.00	P
Madison Park Playground (Age2-5)	17-117	\$ 25,000.00	\$ -	\$ 19,548.00		\$ 5,452.00	P
District Stump Removal	17-118	\$ 20,000.00	\$ -	\$ 10,581.00		\$ 9,419.00	P
All America Road Resurface	17-119	\$ 48,000.00	\$ -	\$ -		\$ 48,000.00	P
Q-Island Bridge Wateline Replacement	17-120	\$ 55,000.00	\$ -	\$ 49,900.00		\$ -	P
Wavering Drinking Fountain/Water Line Repl	17-121	\$ 10,000.00	\$ -	\$ 2,682.00		\$ 7,318.00	P
Westview Parking Lot Sealing/Striping	17-122	\$ 15,000.00	\$ -	\$ -		\$ 15,000.00	P
Johnson Park Drinking Fountain Repl	17-123	\$ 5,000.00	\$ -	\$ 2,682.00		\$ 2,318.00	P
Riverview Park Drinking Fountain Repl	17-124	\$ 5,000.00	\$ -	\$ 2,682.00		\$ 2,318.00	P
S. Park Gazebo (Warming Hut Repl)	17-125	\$ 10,000.00	\$ -	\$ 6,016.00		\$ 3,984.00	P
		\$ -	\$ -	\$ -		\$ -	P
Accounting System (BS&A)	17-127	\$ 26,580.00	\$ -	\$ 26,580.00		\$ -	P
		\$ -	\$ -	\$ -		\$ -	P
		\$ -	\$ -	\$ -		\$ -	P

Total Encumbered: \$ 305,830.00  
Total Uncommitted Funds RESERVED: \$ 589,017.86

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

**Notes:**

**Quincy Park District**  
**2016 GO Bond (50.61.423.)**  
**Project Funds**  
**February 28, 2017**

(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	\$ 7,496.30		\$ -	\$ 12,503.70	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)	
QPD Equipment-2017 Proj Code	17-103		\$ 18,218.93			\$ (18,218.93)	
Wavering Ballfield Drinking Fountain	17-121		\$ 2,682.00			\$ (2,682.00)	
Johnson Park Drinking Fountain	17-123		\$ 2,682.00			\$ (2,682.00)	
Riverview Park Drinking Fountain	17-124		\$ 2,681.00			\$ (2,681.00)	
Contingency		\$ 40,000.00	\$ -		\$ -	\$ 40,000.00	P
Legal		\$ 5,000.00	\$ 5,500.00		\$ -	\$ (500.00)	C
			\$ -		\$ -	\$ -	P
			\$ -		\$ -	\$ -	P
			\$ -		\$ -	\$ -	P
			\$ -		\$ -	\$ -	
Transfer In-Closeout 2015A Bond Retirement Fund		\$ -	\$ -		\$ 5,455.77	\$ 5,455.77	
Transfer In-Closeout 2016 Bond Retirement Fund		\$ -	\$ -		\$ 7,799.15	\$ 7,799.15	
Interest		\$ -	\$ -		\$ 2,619.04	\$ 2,619.04	
<b>Totals &amp; Remaining Bond Funds:</b>		<b>\$ 800,000.00</b>	<b>\$ 762,617.58</b>		<b>\$ 15,873.96</b>	<b>\$ 53,256.38</b>	
Current Retainage						\$ -	
<b>Bond Cash Balance:</b>						<b>\$ 53,256.38</b>	

**Committed Use of Funds:**

Lincoln Prk Shelter/Rest Room	16-101	\$ 120,000.00	\$ 100,480.95	\$ 30,012.13		\$ -	P
Riverview Prk RestRm Upgrade	16-106	\$ 20,000.00	\$ 7,496.30	\$ 7,500.00		\$ 2,500.00	P
Marina Flat Boat	17-103	\$ 14,478.00	\$ -	\$ 14,478.00		\$ -	P
Total Encumbered:				\$ 51,990.13		\$ 2,500.00	
Total Uncommitted Funds RESERVED:				\$ 1,266.25		\$ (1,233.75)	

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

**Notes:**

**Quincy Park District**  
**2015 GO Bond (50.61.421)**  
**Project Funds**  
**February 28, 2017**

(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		\$ -	\$ -		\$ 3,408.70	\$ 3,408.70	
<b>Totals &amp; Remaining Bond Funds:</b>		<b>\$ 800,000.00</b>	<b>\$ 691,523.10</b>		<b>\$ 32,196.93</b>	<b>\$ 140,673.83</b>	
Current Retainage						\$ -	
<b>Bond Cash Balance:</b>						<b>\$ 140,673.83</b>	

**Committed Use of Funds:**

Quincy Park District Accounting Software	17-127	\$ 74,400.00	\$ -	\$ 47,820.00	
Quincy Park District Equipment	17-103			\$ 44,997.00	
Lincioln Park Concrete	17-101			\$ 32,300.00	

Total Encumbered:	\$ 125,117.00	\$ -
Total Uncommitted Funds RESERVED:	\$ 15,556.83	\$ 15,556.83

**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 transfered to Bond 2016.

To: Board of Commissioners

From: Mike Bruns

Subject: Monthly Report

Date: February 27, 2017

**Administrative Initiatives** (02/01/17 – 02/28/17)

- Attended the monthly safety committee meeting.
- Staff worked on the 2017 sponsorships.
- Staff worked on hiring seasonal staff.
- Staff worked on the spring and summer brochure.
- Staff finalized the outdoor concerts, family fun in the sun and outdoor movie schedules.
- Staff worked on the 2017 program and event schedules.
- Met with Nikki Hoyt on outdoor fitness trails.
- Staff continued to work on promoting programs and events through media, events and our facilities.
- Staff delivered flyers to the schools.
- Staff worked on getting prices for our concessions at the Batting Cage and Indian Mounds Pool.
- Attended training on our new employee Time Pro system.
- Staff worked on organizing the youth soccer league and Little League baseball program.

- Staff worked on organizing the date nights.
- Staff worked on promoting the job fair.
- Staff updated the aquatic and batting cage manuals.

**Administrative Initiatives** (03/01/17 – 03/31/17)

- Staff will conduct staff trainings for our seasonal staff.
- Staff will conduct Mommy Date Night on March 4 and Daddy Date Night on March 5.
- Continue to work on the 2017 sponsorships.
- Work on press releases and promotion for programs and events.
- Staff will conduct a job fair on March 9.
- Staff will conduct an open house on March 15 from 4:00-6:00pm to gather ideas on the use of the former Wavering Aquatic Center.
- Staff will organize the youth soccer league, which will start on April 3.
- Staff will begin to prepare the Batting Cage facility to open on April 7.
- Staff will work on organizing the Little League baseball program, which will start on April 10.
- Staff will prepare the athletic fields for the season.

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

**Administrative Initiatives** (02/01/17 – 02/28/17)

- 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 meeting with sales reps to plan for the 2017 season.
- Repairs and upkeep to equipment.
- Removed hazard trees on the golf course.
- Westview 2017 calendar of events is now on the website and will continue to be updated.
- Hired Adam Longo as the Assistant Director of Golf.
- Serviced 60 golf carts.
- The WV Superintendent of Golf passed the Illinois Pesticide Applicator test and has received the Pesticide Applicator License and the Turf and Aquatics License.
- The chemical bid summary has been distributed to the vendors.
- Removed over 40 stumps and continue to clean up ground chips.
- Mowed greens for the first time on Friday February 17<sup>th</sup>.
- Hired Mike Berter as the new mechanic.

**Administrative Initiatives** (03/01/17 - 03/31/17)

- Continue updating golfer's households and emails on POS system.
- Continue to attend safety, directors and board meetings.
- Continue clean-up of the grounds.
- Start pre-emergent application.
- De-winterize irrigation system and restrooms.
- Seasonal staff will start their return to the golf course.
- Start to update the sprinkler heads around the greens on the front nine holes.
- Continue renovations around the golf shop and entrances.

## Westview Golf Course Rounds of Golf - 2017

		<b>Feb-17</b>	<b>2017 YTD</b>	<b>Feb-16</b>	<b>2016 YTD</b>
10000	18 Hole Weekday Green Fee	2	2	0	0
10001	18 Hole Weekend Green Fee	0	0	0	0
10002	9 Hole Weekday Green Fee	1	1	0	0
10003	9 Hole Weekend Green Fee	0	0	0	0
10004	Twilight Green Fee	0	0	2	2
10005	Fall/Spring/Winter Green Fee	62	114	102	102
10006	M-T-TH-Special	0	0	0	0
10007	Winter Special w/ Car	524	536	254	254
10008	Third Nine Green Fee	79	80	72	72
10009	Family Night Adult	2	2	1	1
10010	Family Night Child	4	4	1	1
10011	Jr. Green Fee	0	0	0	0
10012	Promotional Round	1	1	3	3
10013	Twilight Combo	0	0	0	0
10014	Early Bird 9	0	0	0	0
10015	Early Bird 18	0	0	0	0
11000	Adult Weekday Pass Visit	41	44	11	11
11001	Adult Weekend Pass Visit	87	99	81	81
11002	Senior Weekday Pass Visit	93	96	26	26
11003	Senior Weekdend Pass Visit	72	86	85	85
11004	Senior Rest. Weekday Pass Visit	9	9	8	8
11005	Super Senior Weekday Pass Visit	86	96	20	20
11006	Employee Pass Visit	8	8	11	11
11007	Junior Weekday Pass Visit	23	25	15	15
11008	Junior Weekend Pass Visit	26	31	35	35
11010	Junior Summer Pass Visit	0	0	0	0
11011	Young Adult Weekday Pass Visit	34	34	1	1
11012	Young Adult Weekend Pass Visit	26	28	19	19
11013	School Team Pass Visit	26	26	0	0
12000	Green Fee Punchcard Visit	72	79	42	42
13000	Tournament Round	0	0	0	0
13001	Tournament Green Fee	0	0	0	0
13002	Outing Green Fee	0	0	0	0
<b>2017 Total</b>		<b>1278</b>	<b>1401</b>	<b>789</b>	<b>789</b>
<b>Per Visit Fee</b>		<b>\$1,268</b>	<b>\$1,390</b>	<b>\$783</b>	<b>\$783</b>
<b>* Days Closed</b>		<b>3</b>	<b>20</b>	<b>16</b>	<b>47</b>

***NEW BUSINESS***

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: REVIEW/REVISION OF THE QUINCY PARK DISTRICT MISSION STATEMENT**

**BACKGROUND INFORMATION:** It is considered good practice to periodically review the mission statement and make revisions as appropriate.

The Quincy Park District Mission Statement:

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

Some example mission statements from other agencies are attached to this report

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** None.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

## Example Mission Statements:

The mission of the Chicago Park District is to:

- Enhance the quality of life in Chicago by becoming the leading provider of recreation and leisure opportunities
- Provide safe, inviting and beautifully maintained parks and facilities
- Create a customer-focused and responsive park system that prioritizes the needs of children and families



### Tinley Park-Park District Mission Statement

The Tinley Park-Park District is committed to creative recreational programming opportunities, and outstanding customer service while providing and maintaining quality recreational facilities and parks to enhance the quality of life in Tinley Park.

The Barrington Park District through the staff, programs, services and facilities seeks to enhance the quality of life and the environment; to acquire conserve and protect natural resources; and to provide leisure time opportunities for benefit of citizens and families or our community.

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: SURVEY RESEARCH GROUP PROFESSIONAL SERVICES FOR COMMUNITY-WIDE SURVEY: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** In January 2011, the Quincy Park District had Leisure Vision's ETC perform a community-wide survey as one of the key components of completing the Comprehensive Plan. The Board of Commissioners wanted to update the plan which now is over six years old. This will be done in several parts, over the next four months, and includes:

- Direct mailing of at least 3,000 households
- A guaranteed completion of a minimum of 300 surveys for the direct mailing
- Post cards sent to the households as a reminder
- Emailed survey to approximately 5,000 key community leaders and Park District stakeholders
- Two emails will be sent as a reminder to all community leaders and stakeholders
- An Executive Summary will be published for both the direct mailing and emailed survey.

The survey process is expected to take about four months with the final report completed by June 29, 2017. The date for the presentation to the Board will be determined at a later date. Attached to this report is the scope of work and timeline for the entire community-wide survey.

**FISCAL IMPACT:** The cost will be \$24,800 for the two surveys plus direct travel expenses not to exceed \$1,250 for the two site visits. The grand total for all services performed will not exceed \$26,050. This will be paid from excess bond funds.

**STAFF RECOMMENDATION:** Staff recommends retaining Ron Vine & Associates to perform the Community Wide Survey.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

# Ron Vine and Associates

## “Making Citizen Opinions Matter”

February 15, 2017

Mr. Rome Frericks  
Executive Director  
Quincy Park District  
1231 Bonansinga Drive  
Quincy, Illinois 62301

Dear Rome:

Please accept the following agreement between the Quincy Park District (Park District) and Ron Vine and Associates (RVA) to administer a statistically valid mail and web parks and recreation survey to a random sampling of residents of the Quincy Park District and to administer the same survey or a very similar survey to a listing of web-addresses of Community Leaders, Stakeholders, Partner Organizations, and Users of the Westview Golf Course and Art Keller Marina.

### Section 1: Scope of Services

#### Statistically Valid Mail and Web Parks and Recreation Survey

Ron Vine and Associates (RVA), in partnership with the Quincy Park District will conduct a statically valid parks and recreation survey within the Quincy Park District. RVA will guarantee completion of a minimum of 300 surveys. Overall results will provide a 95% level of confidence with a margin of error of +/-5.8% overall. The survey will be administered by mail and web, with phone surveys conducted if needed.

**Phase I: Survey development.** Working in partnership with Quincy Park District officials, RVA will develop a survey instrument. Ron Vine, President of Ron Vine and Associates will make one (1) site visit to the Quincy Park District, to meet with Park District officials, tour Quincy Park District parks, trails and facilities, and discuss potential questions to ask on the parks and recreation survey. Also, discussed on the site visit will be linkages of the survey findings to long range planning of the Park District.

It is anticipated that survey questions will address issues including: usage and satisfaction with the current system; needs, unmet needs and priorities of residents for the future park system; and support for sustaining the current and future park system. The site visit will set a strong foundation for development of survey questions based on specific needs and priorities of Quincy Park District residents.

The final survey will be up to 5.5 pages in length plus demographic questions. This will equate to a survey of 18 to 25 questions, many with multiple components. The survey will not be administered until it is approved in writing by the Quincy Park District.

**Phase II: Survey administration.** The survey will be conducted through a combination of mail and web with phone calling conducted if needed. The Eppley Institute of Parks and Public Lands, of Indiana University will work with Ron Vine and Associates on administration of the community survey. Surveys will be mailed to a random sampling of at least 3,000 households in the Quincy Park District, including a metered return envelope to mail back the completed survey. An e-mail address will be included in the mailed survey if the respondent prefers to take the survey by web. Approximately 10 days after the surveys are sent out, a postcard will be sent to all households receiving the mailed survey reminding them of the mailing and asking them to complete and return the survey or take the survey over the web. Ron Vine and Associates will guarantee completion of a minimum of 300 surveys. Overall results will provide a 95% level of confidence with a margin of error of +/-5.8% overall.

**Phase III: Survey Analysis.** Extensive analysis of survey results will take place by key demographic factors, including households with and without children, age of the respondent, length of residency, education, users and non-users of programs and parks, race and ethnicity and other factors selected by the City.

RVA will prepare a draft report based on survey findings, to include an executive summary, charts and graphs. Following Quincy Park District's review of the findings and based on any changes required, a final report will be developed, which will additionally include cross-tabular analysis of results and a management report prepared by Ron Vine that highlights 15-20 key survey findings. An on-site visit will be made by Ron to present findings to the Quincy Park District Board and conduct a presentation/workshop with staff

#### **Web-Survey of Community Leaders and Stakeholders, Partner Organizations, and Users of the Westview Golf Course and Art Keller Marina.**

Ron Vine and Associates (RVA), in partnership with the Quincy Park District will conduct a web-survey of Community Leaders, Stakeholders, Partner Organizations, and Users of the Westview Golf Course and Art Keller Marina. Web addresses for the survey will be provided from a list of over 5,000 addresses the Quincy Park District has. It is understood that many of the addresses may be duplicative. RVA will concentrate on eliminating e-mail addresses that appear to be duplicates, while recognizing that some duplicative e-mails may go out.

**Phase I: Survey development.** The survey instrument will be the same or a very similar survey instrument to the one that is developed for the statistically valid mail and web survey in the Quincy Park District. Ron Vine, President of Ron Vine and Associates will make one (1) site visit to the Quincy Park District (in conjunction with the visit for the statistically valid survey), to visit the Westview Golf Course and Art Keller Marina. Also, discussed on the site visit will be linkages of the survey findings to long range planning of the Park District for the two (2) major facilities.

The survey will not be administered until it is approved in writing by the Quincy Park District.

**Phase II: Survey administration.** The survey will be 100% conducted over the web. The web-site for completing the survey will be developed by RVA. There is no guarantee of the number of returned surveys, although a goal of 200 surveys or more returned is desired. Every e-mail address will receive 2 reminders to complete the survey.

**Phase III: Survey Analysis.** Extensive analysis of survey results will take place by key factors, including respondents living within and outside the Quincy Park District, frequency of usage, age of respondents, households with and without children, and other factors chosen by the Quincy Park District.

RVA will prepare a draft report based on survey findings, to include an executive summary, charts and graphs. Following Quincy Park District's review of the findings and based on any changes required, a final report will be developed, which will additionally include cross-tabular analysis of results and a management report prepared by Ron Vine that highlights 8-10 key survey findings. An on-site visit will be made by Ron to present findings to the Quincy Park District Board and conduct a presentation/workshop with staff. The presentation and workshop will be held in conjunction with the presentation and workshop for the statistically valid mail and phone survey.

### **Section 11: Timelines for both surveys**

**Statistically Valid Parks and Recreation Survey and Web-Survey of Community Leaders, Stakeholders, Partner Organizations and Users of Westview Golf Course and Art Keller Marina.**

1. Surveys development- March10-March 31
2. Survey mailing and web-survey put on-line– Week of April 24
3. First web-survey reminder – Week of May 1
4. Postcard reminder for mailed survey, and second web-survey reminder- Week of May 8
5. Close surveys-Week of June 5
6. Draft reports-June 19
7. Feedback for Draft reports received back from Quincy Park District-June 26
8. Final reports – June 30
9. Presentation-TBD

### **Section 111: Professional Fees**

Total fees and expenses for all RVA scope items under “Statistically Valid Community Survey” and “Web-Survey of Community Leaders, Stakeholders, Partner Organizations and Users of the Westview Golf Course and Art Keller Marina” will be \$24,800 plus direct expenses for the 2 site visits (not to exceed \$1,250 for expenses). Billings will occur as follows:

### **Section 1V: Billings and Payments**

Billing 1: Upon completion of initial site visit	\$1,500 plus expenses
Billing 2: Upon approval of survey instruments	\$3,500
Billing 3: Upon mailing of survey instrument and putting Web survey on-line	\$8,000
Billing 4: Upon receipt of draft report(s)	\$6,800
Billing 5: Upon receipt of final report (s)	\$3,500
Billing 6: Upon completion of presentation and workshop	\$1,500 plus expenses

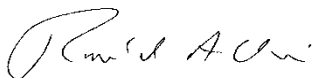
Billings are due within 30 days of billing of mailing.

## Section V: Modifications to the Agreement

This agreement is subject to modification upon written agreement by both parties.

IN WITNESS, WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized officers.

\_\_\_\_\_  
Representative from Quincy Park District



Representative from Ron Vine and Associates

February 15, 2017  
Date

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR MAINTENANCE DREDGING: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The Quincy Park District performs maintenance dredging at Art Keller Marina and Kesler Park boat ramps.

To facilitate boating, dredging is frequently needed after flooding. Based on the amount of flooding, dredging could be extensive. The cost could exceed the District's bid limit.

In order to allow the District to complete dredging in a timely manner, competitive bids were solicited for an hourly rate for "as needed" mechanical dredging. The period covered by this bid is May 1, 2017 to April 30, 2018.

Bids were advertised in the local newspaper and the bid opening was March 2, 2017.

One bid was received from Canton Marine Towing Co. Inc. The bid was for an hourly dredging rate of \$412.50 which is the same price as last year.

Attached to this report is a copy of the advertisement for bids.

**FISCAL IMPACT:** \$30,000 is authorized for dredging in the 2017 budget.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid from Canton Marine Towing Co. Inc. to provide, as needed, mechanical dredging for \$412.50 per hour.

**PREPARED BY:** Matt Higley, Director of Parks

### **BOARD ACTION:**

**Quincy Park District  
INVITATION TO BID**

The Quincy Park District is accepting bids from qualified contractors for as needed Mechanical Dredging at the Art Keller Marina and the Kesler Park boat ramps, Quincy, Adams County, Illinois. Bids will be received at the Business Office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois until 10:00 A.M. local time on March 2, 2017 and at that time publicly opened and read aloud in the Board Room.

The bids submittals are for an hourly rate to perform, as needed, mechanical dredging in and around Art Keller Marina and the Kesler Park boat ramps.

Project Documents may be obtained at the Business Office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, IL during regular business hours, 9:00a.m.-5:00p.m., Monday through Friday.

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (8201LCS 130/1-12).

Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

*Quincy Park District*

*Rome Frericks, Executive Director*

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR STUMP REMOVAL AT VARIOUS LOCATIONS: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The storm of June 2015, along with earlier storms, has left many stumps to be removed from Quincy's Parks. Our inventory states that we have approximately 272 stumps of various sizes and in various locations. Quincy Park District staff will remove all debris, backfill with dirt, seed and straw all the locations in order to reduce the expense of this project.

Bids were prepared by staff and advertised in the local newspaper and the bid opening was held on March 2, 2017.

We received four proposals. The low bid was from Greener Lawns for \$10,580.80 for the stump removal at various locations.

Behind this report is a copy of the advertisement for bids and the stump removal bid tabulation.

**FISCAL IMPACT:** \$20,000 has been set aside from the 2017 General Obligation Bond for this project.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid for \$10,580.80 from Greener Lawns for stump removal throughout the entire Park District.

**PREPARED BY:** Matt Higley, Director of Parks

**BOARD ACTION:**

Stump Removal At Various Park Locations Quincy Park District Quincy, Illinois 62301	Estimated Cost	TERSTRIEP TREE SERVICE	BRUMBAUGH TREE SERVICE	GREENER LAWNS	TREES R' US
Base Bid	\$20,000	\$15,776	\$23,800	\$10,580.80	\$19,860
Bid security if work exceeds \$50,000					



I certify the above is a tabulation of bids received by the  
Quincy Park District at 10:00 a.m. on March 2, 2017  
at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, IL 62301

*Ron C. Fick*

**Quincy Park District  
Request for Bids**

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

**STUMP REMOVAL AT VARIOUS PARK LOCATIONS, QUINCY ILLINOIS.**

Sealed bids for **STUMP REMOVAL AT VARIOUS PARK LOCATIONS, QUINCY ILLINOIS**, in Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois until 10:00 am, local time, on Thursday, March 2, 2017 and at that time be publicly opened and read aloud in the Board Room.

The proposed project is to remove by grinding, the stumps designated in the bid documents.

Project specifications may be obtained at the business offices of the Quincy Park District, 1231 Bonansinga Drive, Quincy, IL. during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday.

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract.

Proposals shall be accompanied by a *5% Proposal Guarantee*, in accordance with the Specifications.

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

Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

*Quincy Park District  
Rome Frericks  
Executive Director*

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR TENNIS COURT REPAIRS AND COLOR FINISHING AT RESERVOIR PARK AND PICKLE BALL COURT REPAIRS AND COLOR FINSHING AT BERRIAN PARK: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Reservoir Park tennis courts #5, 6 and 7 are beginning to hold water and have significant cracks throughout the three courts. Due to their current condition, they need to be repaired as soon as possible.

In addition, the four pickle ball courts at Berrian Park are beginning to hold water and the cracks in the surface are becoming more significant. Due to the increased use of the courts, the repairs need to be made as soon as possible.

Bids were advertised in the local newspaper and the bid opening was held on March 2, 2017.

We received two proposals. The low bid was from All Weather Courts for \$31,760 for tennis courts #5, 6 & 7 at Reservoir Park and the four pickle ball courts at Berrian Park. The courts will be painted the blue/green color and have blended lines for junior tennis.

Attached to this report is a copy of the advertisement and bid tabulation.

**FISCAL IMPACT:** \$40,000 has been set aside from the 2017 General Obligation Bond for this project.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid submitted by All Weather Courts in the amount of \$31,760 for the three tennis courts at Reservoir Park and four pickle ball courts at Berrian Park.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

Pickle ball court repairs at Berrian Park and tennis court repairs at Reservoir Park Quincy Park District Quincy, Illinois 62301	Estimated Cost	ALL WEATHER COURTS	MCCONNELL & ASSOCIATES
Base Bid Surfacing of Pickle Ball Courts #1-#4 and tennis courts #5,6 and 7	\$40,000	\$31,760	\$34,500
Bid security if work exceeds \$50,000			



I certify the above is a tabulation of bids received by the  
Quincy Park District at 10:00 a.m. on March 2, 2017  
at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, Il. 62301

*Rom C. Felt*

**Quincy Park District  
INVITATION TO BID**

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

**TENNIS COURT/PICKLE BALL COURT REPAIRS AND COLOR FINISHING AT RESERVOIR PARK & BERRIAN PARK**

Sealed bids for **TENNIS COURT REPAIRS AND COLOR FINISHING AT RESERVOIR PARK AND PICKLE BALL COURT REPAIRS AND COLOR FINISHING AT BERRIAN PARK**, in Quincy, Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois until 10:00 am, local time, on Thursday, March 2, 2017 and at that time be publicly opened and read aloud in the Board Room.

The proposed project repairs to include leveling of low areas, crack repairs and the application acrylic re-surface and acrylic color finishing and other miscellaneous work.

Project Documents may be obtained at the Business Office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, IL during regular business hours, 9:00a.m.-5:00p.m., Monday through Friday.

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (8201LCS 130/1-12).

Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

*Quincy Park District*

*Rome Frericks, Executive Director*

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR QUINSIPPI ISLAND BRIDGE WATER LINE REPLACEMENT: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The Quinsippi Island Bridge water line replacement is a 2017 Bond Project. Due to the number of repairs over the past several years, staff is recommending replacing the water line before the water is turned back on to Art Keller Marina and Quinsippi Island this April.

Bids were prepared by staff and advertised in the local newspaper and the bid opening was held on March 2, 2017.

We received two proposals. The low bid was from Sparrow Plumbing for \$49,900 for the water line replacement on the bridge.

Attached to this report is a copy of the advertisement and bid tabulation.

**FISCAL IMPACT:** \$55,000 has been set aside from the 2017 General Obligation Bond for this project.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid submitted by Sparrow Plumbing in the amount of \$49,900 for the water line replacement on Quinsippi Island Bridge.

**PREPARED BY:** Matt Higley, Director of Parks

**BOARD ACTION:**

Q- Island Bridge Water Line Replacement Quincy Park District Quincy, Illinois 62301	Estimated Cost	SPARROW PLUMBING	PRAIRIE STATE PLUMBING
Base Bid Water Line Replacement	\$55,000	\$49,900	\$77,640
Bid security if work exceeds \$50,000			



I certify the above is a tabulation of bids received by the  
Quincy Park District at 11:30 a.m. on March 2, 2017  
at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, Il. 62301

*Ron C. Felt*

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**Quincy Park District  
INVITATION TO BID**

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

**QUINSIPPI ISLAND BRIDGE WATERLINE**

Sealed bids for **QUINSIPPI ISLAND BRIDGE WATERLINE**, in Quincy, Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, until 11:30 am, local time, on Thursday, March 2, 2017 and at that time be publicly opened and read aloud in the Board Room.

The proposed project includes replace existing valve on east side of bridge, the installation of 4" ductile iron pipe across the bridge with two (2) stainless steel expansion joints and the installation of four (4) drain down valves within the system.

Scope of work may be obtained at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, during regular business hours, 9:00 a.m. - 5:00 p.m., Monday through Friday. Also available at [www.quincyparkdistrict.com](http://www.quincyparkdistrict.com)

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract.

Proposals shall be accompanied by a *5% Proposal Guarantee*, in accordance with the Specifications.

Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

*Quincy Park District*

*Matt Higley, Director of Parks*

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR LINCOLN PARK CONCRETE REPLACEMENT: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** A portion of the Lincoln Park parking lot, directly in front of our administrative building, is beginning to hold water and have significant cracks throughout the highlighted area in the bid packet. Due to current condition, the parking lot needs to be repaired.

Bids were prepared by staff and advertised in the local newspaper and the bid opening was held on March 2, 2017.

We received seven proposals. The low bid was from Million Construction for \$32,300 for the concrete replacement in Lincoln Park.

Attached to this report is a copy of the advertisement and bid tabulation.

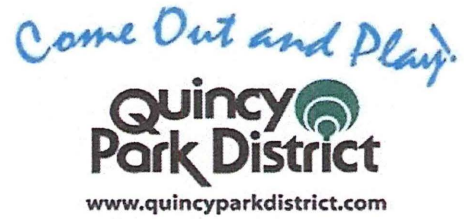
**FISCAL IMPACT:** \$40,000 has been set aside from the 2017 General Obligation Bond for this project.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid submitted by Million Construction in the amount of \$32,300 for the concrete replacement in Lincoln Park.

**PREPARED BY:** Matt Higley, Director of Parks

**BOARD ACTION:**

Lincoln Park Concrete Replacement Quincy Park District Quincy, Illinois 62301	Estimated Cost	FESSLER CONSTRUCTION	NIEMANN GENERAL CONTACTORS	D & L CONSTRUCTION	COUNTY CONTRACTORS	3 L CONSTRUCTION	MILLION CONSTRUCTION	REES CONSTRUCTION
Base Bid Concrete Replacement	\$40,000	\$36,354	\$36,500	\$50,800	\$36,350	\$37,500	\$32,300	\$34,000
Bid security if work exceeds \$50,000								



I certify the above is a tabulation of bids received by the  
Quincy Park District at 11:00 a.m. on March 2, 2017  
at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, IL 62301

*Ron C. Felt*

# Lincoln Park Concrete Replacement

Write a description for your map.

Legend

Approximately  
30' x 70'

Approximately  
10' x 32'

Approximately  
30' x 70'

Approximately  
12' x 18'

90 ft



**Quincy Park District  
INVITATION TO BID**

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

**CONCRETE WORK TO BE PERFORMED AT LINCOLN PARK**

Sealed bids for **LINCOLN PARK CONCRETE REPLACEMENT**, in Quincy, Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, until 11:00 am, local time, on Thursday, March 2, 2017 and at that time be publicly opened and read aloud in the Board Room.

The proposed project includes the removal of existing concrete. Installation of concrete 6" thick with rebar and all other work included in the plans and specifications.

Project specifications may be obtained at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, during regular business hours, 9:00 a.m. - 5:00 p.m., Monday through Friday.

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract.

Proposals shall be accompanied by a *5% Proposal Guarantee*, in accordance with the Specifications.

Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

*Quincy Park District*

*Rome Frericks, Executive Director*

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR LINCOLN PARK ADMINISTRATIVE BUILDING PAINTING: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The repair and painting of the Lincoln Park Administrative Building is a 2017 General Obligation Bond project. The total budget is \$25,000. Plans and specifications were prepared by staff and advertised with a bid opening on March 2, 2017.

The major scope of work for the repairs and painting of the building are:

- Patch and repair around entire building
- Remove and install new sealant around all doors, windows, electrical boxes and expansion joints
- Low pressure wash all dirt and mold
- Apply two coats of Dryvit Demandit Acrylic PMR on entire building

Four bids were received. The low bid was from Extreme Exterior Pros. with a base bid for the building repairs and painting of \$17,748.50.

A copy of the advertisement and bid summary is included in the report.

**FISCAL IMPACT:** \$25,000 has been set aside from the 2017 General Obligation Bond for this project.

**STAFF RECOMMENDATION:** Staff recommends the board accept the low bid of \$17,748.50 from Extreme Exterior Pros. to complete the repairs and painting of Lincoln Park Administrative Building.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

Lincoln Park Painting Quincy Park District Quincy, Illinois 62301	Estimated Cost	ENTRUP DRYWALL & PAINTING	EXTREME EXTERIOR PROS	KEMNER & SONS	JOHNSON PAINTING
Base Bid Painting	\$25,000	\$23,200	\$17,748.50	\$22,789	\$28,249
Bid security if work exceeds \$50,000					



I certify the above is a tabulation of bids received by the  
Quincy Park District at 1:00 p.m. on March 2, 2017  
at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, Il. 62301

*Ron C. Fink*

**Quincy Park District  
INVITATION TO BID**

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

**EXTERIOR PAINTING AT LINCOLN PARK ADMINISTRATIVE BUILDING**

Sealed bids for **PAINTING AT LINCOLN PARK** in Quincy, Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, until 1:00 pm, local time, on Thursday, March 2, 2017 and at that time be publicly opened and read aloud in the Board Room.

The proposed projects include pressure washing, patching, priming, painting and all other work included in the plans and specifications.

Project specifications may be obtained at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, during regular business hours, 9:00 a.m. - 5:00 p.m., Monday through Friday.

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract.

Proposals shall be accompanied by a *5% Proposal Guarantee*, in accordance with the Specifications.

Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

*Quincy Park District*

*Rome Frericks, Executive Director*

# QUINCY PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: March 8, 2017

### **STAFF RECOMMENDATION**

#### **AGENDA ITEM: BID FOR WAVERING AQUATIC CENTER CONCRETE AND WATERSLIDE DEMOLITION: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Wavering Aquatic Center (WAC) concrete and slide demolition is a 2017 Bond Project. The bath house and filter building will remain. WAC is no longer in operation, as its last season was in 2015. Staff is planning an open house on March 15, 2017 looking for ways to repurpose the area to better serve the community.

Bids were prepared by staff and advertised in the local newspaper and the bid opening was held on March 2, 2017.

We received seven proposals. The low bid was from Blick's Construction Co. Inc. for \$19,500 for the demolition of Wavering Aquatic Center concrete and slide removal.

Attached to this report is a copy of the advertisement and bid tabulation.

**FISCAL IMPACT:** \$100,000 has been set aside from the 2017 General Obligation Bond for this project.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid submitted by Blick's Construction Co. Inc. in the amount of \$19,500 for the Wavering Aquatic Center concrete and waterslide demolition.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

WAC Concrete Demo Quincy Park District Quincy, Illinois 62301	Estimated Cost	FESSLER CONSTRUCTION	NIEMANN GENERAL CONTACTORS	BLICK CONSTRUCTION	COUNTY CONTRACTORS	ZANGER CONSTRUCTION	JEFF BRICKER	REES CONSTRUCTION
Base Bid Concrete Demo	\$100,000	\$27,960	\$48,452	\$19,500	\$30,000	\$65,000	\$32,000	\$84,645
Bid security if work exceeds \$50,000								

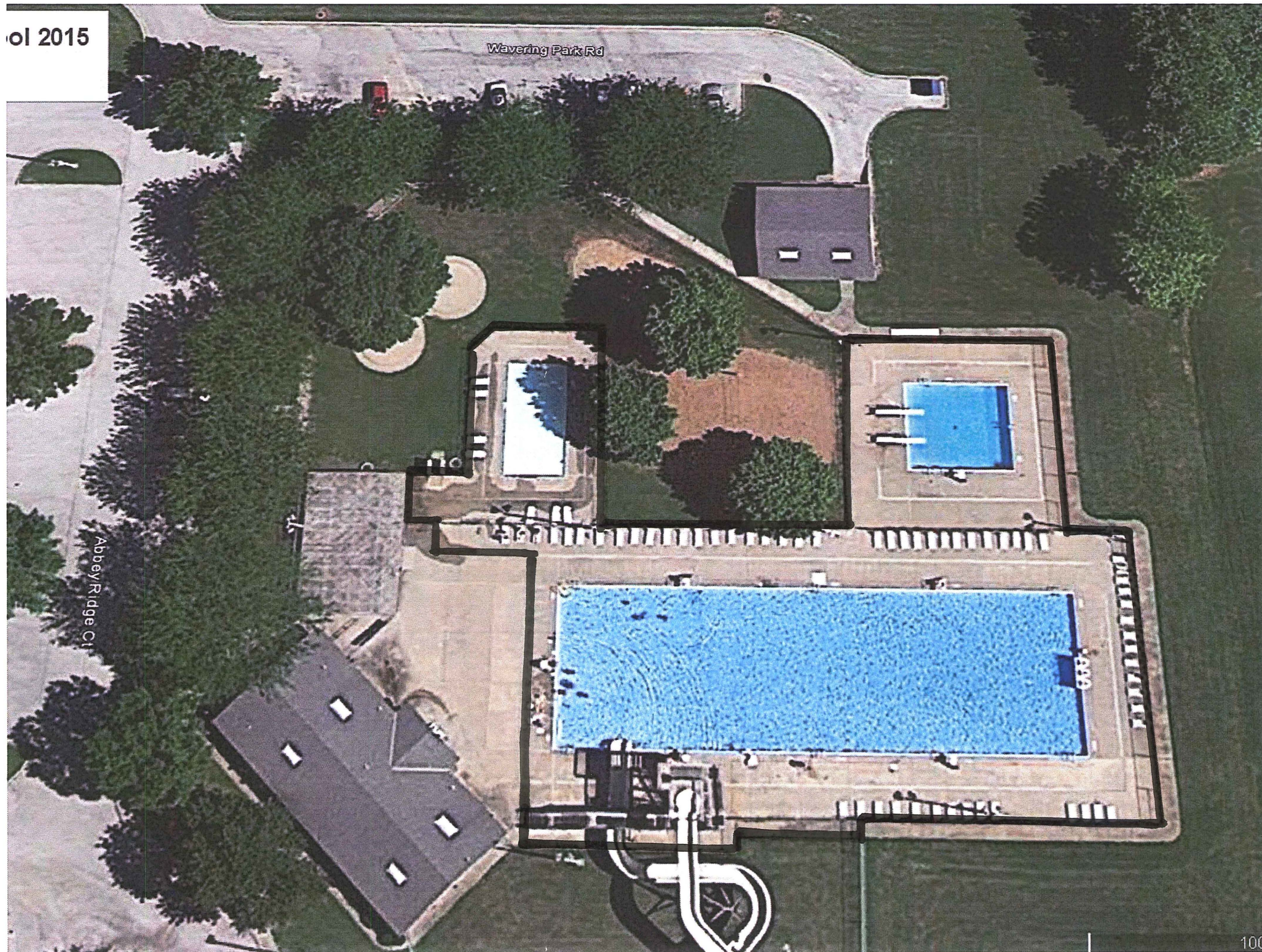
*Come Out and Play.*



www.quincyparkdistrict.com

I certify the above is a tabulation of bids received by the  
Quincy Park District at 2:00 P.m. on March 2, 2017  
at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, IL 62301

*Ron C. Felt*



**Quincy Park District  
INVITATION TO BID**

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

**CONCRETE REMOVAL AND WATERSLIDE REMOVAL TO BE PERFORMED AT  
WAVERING AQUATIC CENTER**

Sealed bids for **CONCRETE REMOVAL AND WATERSLIDE REMOVAL TO BE PERFORMED AT WAVERING AQUATIC CENTER**, in Quincy, Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, until 2:00 pm, local time, on Thursday, March 2, 2017 and at that time be publicly opened and read aloud in the Board Room.

The proposed projects include the removal of Concrete, Waterslide structure and all other work included in the plans and specifications.

Project specifications may be obtained at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, during regular business hours, 9:00 a.m. - 5:00 p.m., Monday through Friday. Also available at [www.quincyparkdistrict.com](http://www.quincyparkdistrict.com)

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract.

Proposals shall be accompanied by a *5% Proposal Guarantee*, in accordance with the Specifications.

Owner reserves the right to reject any and all bids, to accept other than the lowest bid, and to waive any irregularities or informalities in bids received.

*Quincy Park District*

*Rome Frericks, Executive Director*

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR RESERVOIR PARK PLAYGROUND:** **RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Bond Funds were allocated to purchase a new playground system for Reservoir Park this year.

Specifications for the playground system were prepared and a request for proposals was advertised in the local paper. All proposals were to be between \$18,000 and \$20,000 in cost and meet a list of required features.

The specifications called for the proposals to be evaluated on:

- Play structure design and appeal
- Play value
- Number and type of desired design elements
- Compliance with required design guidelines

Six proposals were received and evaluated by a staff committee who narrowed the submissions down to three proposals. The public was then invited to view and vote on these proposals at an open house on February 22, 2017. Thirty-one (31) votes were collected. The proposal submitted by Nu Toys received the highest number of votes from the public.

A diagram of the selected system and a summary of the vote are included with this report. The delivered system price is \$19,658.

**FISCAL IMPACT:** \$25,000 was budgeted for this project from bond funds. The delivered price of the playground system is \$19,658. The remainder of the budget will fund the installation, safety surface, and edging.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid from Nu Toys in the amount of \$19,658 for the delivered price of the playground system submitted in their proposal.

**PREPARED BY:** Matt Higley, Director of Parks

**BOARD ACTION:**

## Selected System

# Reservoir Park

**Double Swirl Poly Slide**

**Single Poly Slide**

**Horizontal Ladder**

**Loop Arch**

**Mini Summit**

**Turning Bar**

**Pilot Panel**

**Store Panel**

**landscape structures**  
PLAYLSI.COM

**nu toys**  
Leisure Products  
(800) 526-6197

Bidder	System	1st	2nd	3rd
Nu Toys		12	10	7
Cunningham Recreation		6	12	9
Play & Park Structures		11	7	13

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: March 8, 2017**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR MADISON PARK PLAYGROUND:** **RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Bond Funds were allocated to purchase a new playground system for Madison Park this year.

Specifications for the playground system were prepared and a request for proposals was advertised in the local paper. All proposals were to be between \$18,000 and \$20,000 in cost and had to meet a list of required features.

The specifications called for the proposals to be evaluated on:

- Play structure design and appeal
- Play value
- Number and type of desired design elements
- Compliance with required design guidelines

Six proposals were received and then evaluated by a staff committee who narrowed the submissions down to three proposals. The public was then invited to view and vote on these proposals at an open house on February 22, 2017. Thirty-one (31) votes were collected. The proposal submitted by Play & Park Structures received the highest number of votes from the public.

A diagram of the selected system and a summary of the vote are included with this report. The delivered system price is \$19,548.

**FISCAL IMPACT:** \$25,000 was budgeted for this project from bond funds. The delivered price of the playground system is \$19,548. The remainder of the budget will fund the installation, safety surface, and edging.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid from Play & Park Structures in the amount of \$19,548 for the delivered price of the playground system submitted in their proposal.

**PREPARED BY:** Matt Higley, Director of Parks

**BOARD ACTION:**

## Selected System



Bidder	System	1st	2nd	3rd
Nu Toys		7	9	15
Cunningham Recreation		10	10	11
Play & Park Structures		14	12	5

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 8, 2017

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR LINCOLN PARK SKATE PARK: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** In 2014 the Quincy Park District was awarded an Open Space Lands Acquisition and Development (OSLAD) Grant for Lincoln Park Skate Park in the amount of \$30,000. Along with the OSLAD Grant, Adams County Skate NFP has fundraised an additional \$40,000 for a grand total of \$70,000 for the project. No local tax dollars will be spent on the project.

Specifications for the skate park were prepared by staff and a request for proposals was advertised in the local paper. All proposals were to be under \$46,000 in cost and had to meet a list of required features. All proposals submitted met these features and the cost requirement.

The specifications called for the proposals to be evaluated on:

- Compliance with required design guidelines
- Design and appeal
- Skate value
- Public input
- Cost

The public was invited to view and vote on these proposals at an open house on February 22, 2017. Thirty-five (35) votes were submitted. The proposal submitted by American Ramp Company received the highest number of votes from the public.

A diagram of the selected system and a summary of the votes are included with this report. The delivered system price is \$45,996.

**FISCAL IMPACT:** \$70,000 was budgeted for this project. The delivered price of the skate components is \$45,996. The remainder of the budget will fund the installation of the concrete slab and sidewalks.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid from American Ramp Company in the amount of \$45,996 for the delivered price of the skate components submitted in their proposal.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

## Selected System



Bidder	System	1st	2nd	3rd
American Ramp Company		30	4	1
American Ramp Company		5	23	7
Nu Toys		0	8	27

**Quincy Park District  
Request for Proposals for  
All-Wheel Skate Park**

The Quincy Park District is requesting proposals for the design and delivery of specialty equipment for a new **All-Wheel Skate Park** to be installed in Lincoln Park in Quincy, Illinois. Each proposer is responsible for providing an all-wheel park, designed to fit an 80' x 40' concrete pad, delivered and installed. Proposed equipment must consist of a combination of steel and precast concrete street and transition features. Designs should take into consideration all users groups as well as various experience levels. Proposals must be below the project budget of **\$46,000**. The project must comply with prevailing wage rates to be calculated during the installation process.

The Quincy Park District will select one vendor to provide specialty equipment for the park based on the evaluation criteria contained in the proposal document.

The Quincy Park District will receive sealed proposals at: 1231 Bonansinga Drive, Quincy, IL 62301 until 5:00 pm, local time, on Thursday, February 16, 2017. Proposals must be marked "Proposals for All-Wheel Skate Park". Sealed proposals may be sent to:

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

All proposal amounts shall be guaranteed for not less than sixty days after the proposal submittal deadline date.

The Quincy Park District reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable.

Rome Frericks  
Executive Director  
Quincy Park District  
217-919-0290

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: March 8, 2017**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: VILLA KATHRINE SUBLEASE BY FRIENDS OF THE CASTLE: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** For the past several years, The Friends of the Castle has subleased space in Villa Kathrine to the Quincy Area Convention and Visitors Bureau. The Bureau's staff uses the space for their offices and meetings and it is a very visible location that can be used to promote the Quincy area.

The Friends of the Castle uses the funds to help pay the costs of maintaining the Villa Kathrine and, as an additional benefit, the Quincy Area Convention and Visitors Bureau staff assists in welcoming visitors and keeping an eye on the building.

The sublease is due for renewal on June 1, 2017 and must be approved by the Park Board.

The rent charged is the same as the previous agreement, \$4,500 on an annual basis, \$375 monthly. The dates have been changed to reflect the new period; otherwise the terms of the lease are the same as past sublease agreements. A copy of the sublease is included with this report.

**FISCAL IMPACT:** The revenue from the sublease is used by Friends of the Castle to help maintain and improve the Villa.

**STAFF RECOMMENDATION:** I recommend the Board approve the sublease.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

# **FRIENDS OF THE CASTLE**

## **Sublease**

### **Section 1 Parties**

This sublease is made between Friends of the Castle, an Illinois not-for-profit corporation, as Sublessor, and Quincy Convention and Visitors Bureau, an Illinois not-for-profit corporation, as Sublessee.

### **Section 2 Description of Leased Premises**

Sublessor hereby leases to Sublessee and Sublessee hereby hires from Sublessor, the space as presently constituted known as the "Master Bedroom" (north room) and "East Bedroom" (east room) located on the second floor of the Villa Kathrine consisting of 418 square feet (referred to below as the "premises") located at 532 Gardner Expressway, in the City of Quincy, State of Illinois (referred to below as the "building" or "Villa Kathrine").

Other rooms of the Villa Kathrine and some storage area in the basement of the Villa Kathrine may be made available to Sublessee only upon the written consent of the Sublessor.

### **Section 3 Term and Renewal of Lease**

The premises is leased for a term to commence on June 1, 2017, and to end on midnight, May 31, 2018 or on such earlier time and date as this lease may terminate as provided below.

### **Section 4 Rent**

The total annual rent is the sum of **\$4,500.00**, which sum is payable in equal monthly installments of **\$375.00**, in advance, on the first day of each calendar month during the term commencing June 1, 2016.

Failure of Sublessee to pay the full amount of any installment payment after the fifth day of the month shall be an event of default under this lease as provided herein below. Further, Sublessee agrees to pay a late charge of **\$25.00 per day** for each day after the fifth day the payment is due and unpaid.

## **Section 5 Security Deposit**

Sublessee shall deposit with Sublessor on the signing of this lease the sum of **\$375.00** as security for the performance of Sublessee's obligations under this lease, including without limitation the surrender of possession of the premises to Sublessor as herein below provided. If Sublessor applies any part of such deposit to cure any default of Sublessee, Sublessee shall upon demand deposit with Sublessor the amount so applied so that Sublessor shall have the full deposit on hand at all times during the term of this lease.

## **Section 6 Use, Occupancy and Receptionist**

Sublessee shall use and occupy the premises as office space to disseminate tourist and convention information available in the City of Quincy and surrounding area to the public. Sublessor represents that the premises may lawfully be used for such purpose.

Sublessee agrees to make the leased premises available for visitor tours from 9:00 AM to 5:00 PM Monday through Saturday and from 1:00 PM to 5:00 PM on Sunday provided that Sublessee may modify the foregoing times by obtaining the written consent of Sublessor which consent shall not be unreasonably withheld.

Sublessee further agrees to man the tourist information center (TIC) of the Villa Kathrine Monday through Friday of each week during business hours.

## **Section 7 Place for Payment of Rent**

Sublessee shall pay rent, and any additional rent as provided below, to Sublessor at Sublessor's above-stated address, or at such other place as Sublessor may designate in writing, without demand and without counterclaim, deduction, or setoff.

## **Section 8 On-Call Maintenance Person and Care and Repair of Premises**

In the event a maintenance concern arises Sublessee shall contact the on-call maintenance person at the designated number to be provided.

Sublessee shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances on it, and shall, in the use and occupancy of the premises, conform to all laws, orders, and regulations of the federal, state, and municipal governments or any of their departments. Sublessor shall make all necessary repairs to the premises, except where the repair has been made necessary by misuse or neglect by Sublessee or Sublessee's agents, servants, visitors or licensees. All improvements made by Sublessee to the premises which are so attached to the

premises that they cannot be removed without material injury to the premises, shall become the property of Sublessor upon installation.

Not later than the last day of the term Sublessee shall, at Sublessee's expense, remove all of Sublessee's personal property and those improvements made by Sublessee which have not become the property of Sublessor, including trade fixtures, cabinet work, movable paneling, partitions and the like; repair all injury done by or in connection with the installation or removal of the property and improvements; and surrender the premises in as good condition as they were at the beginning of the term, reasonable wear, and damage by fire, the elements, casualty, or other cause not due to the misuse or neglect by Sublessee or Sublessee's agents, servants, visitors or licensee, excepted. All property of Sublessee remaining on the premises after the last day of the term of this lease shall be conclusively deemed abandoned and may be removed by Sublessor, and Sublessee shall reimburse Sublessor for the cost of such removal. Sublessor may have any such property stored at Sublessee's risk and expense.

## **Section 9**

### **Alterations, Additions or Improvements**

Sublessee shall not, without first obtaining the written consent of Sublessor, make any alterations, additions or improvements in, to or about the premises, Sublessee understands that the Villa Kathrine building is on the National Register of architecturally significant buildings and any such alterations, additions or improvements may irreparably damage the building and its architectural significance.

It is understood and agreed by the parties that internet, telephone and electrical services must be installed in the demised premises and Sublessee agrees to do so at its expense in the least visible, intrusive and damaging fashion possible.

Prior to any such consented alterations, additions, improvements or installations being made, Sublessee shall notify Sublessor of the dates that such alterations, additions, improvements or installations are to be made for the express purpose of allowing Sublessor to be present to direct any such alterations, additions, improvements or installations.

## **Section 10**

### **Prohibition Against Activities Increasing Fire Insurance Rates**

Sublessee shall not do or suffer anything to be done on the premises which will cause an increase in the rate of fire insurance on the building.

## **Section 11**

### **Accumulation of Waste or Refuse Matter**

Sublessee shall not permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building. Sublessee shall maintain the leased premises and any rooms in the Villa Kathrine used by it, in a clean, sanitary and good condition.

## **Section 12 Assignment or Sublease**

Sublessee shall not, without first obtaining the written consent of the Sublessor, assign, mortgage, pledge, or encumber this lease, in whole or in part, or sublet the premises or any part of such premises. This covenant shall be binding upon the legal representatives of Sublessee, and upon every person to whom Sublessee's interest under this lease passes by operation of law.

## **Section 13 Utilities**

Sublessor agrees to furnish Sublessee heat and air conditioning (subject to the provisions of Section 14 below) on business days, adequate and reasonable for the premises leased by this agreement. Sublessor also agrees to furnish water without charge in the restrooms and kitchen located in the common area of the building.

Sublessor further agrees to furnish electricity for usual office requirements; however, Sublessee shall not use any electrical equipment which in Sublessor's reasonable opinion will overload the wiring installations or interfere with the reasonable use of such installations by Sublessor.

## **Section 14 Utility Cost**

Utility bills for the Villa Kathrine will be paid by Sublessor and will be reviewed after six months to determine whether is being adequately compensated.

## **Section 15 Damage by Fire or Other Casualty**

If any part of the premises or the building are rendered untenable by fire or other casualty, Sublessor may elect (a) to terminate this sublease as of the date of the fire or casualty by notice to Sublessee within 30 days after that date or (b) to repair, restore or rehabilitate the building or the premises at the Sublessor's expense, in which event this sublease shall not terminate but any rent shall be abated on a daily basis while the premises are untenable. If such damage is due to any act or omission of Sublessee, Sublessor shall have such rights as are set forth in this lease at Sublessee's cost and expense. If Sublessor elects so to repair, restore or rehabilitate the building or the premises, the work shall be undertaken and prosecuted with due diligence and speed. In the event of termination of the sublease pursuant to this section, rent shall be apportioned on a daily basis and paid to the date of the fire or casualty.

## **Section 16 Insurance**

Sublessee shall maintain, during the course of the sublease, a comprehensive general liability policy including contractual liability, for operations of the Sublessee in the minimum amounts as follows:

Bodily Injury, Personal Injury, Property Damage:

\$1,000,000.00 per occurrence

\$1,000,000.00 in the aggregate

Medical Coverage:

\$5,000.00 each person

\$1,000,000.00 each accident

Sublessee shall also maintain Workers Compensation insurance in the amount required by statute (Coverage A) and \$100,000 "Employer's Liability" (Coverage B). Evidence of coverage in the form of a certificate of insurance reasonably satisfactory to Sublessor shall be furnished to the Sublessor prior to Sublessee's occupancy of the premises and shall contain clauses (a) adding the Sublessor, the Quincy Park District and their respective board members, officers, agents and employees as an additional insured, and (b) requiring notification of Sublessor 30 days in advance of the expiration, termination or modification of coverage. Sublessee and Sublessor agree to waive subrogation rights under any insurance policies carried by either.

## **Section 17 Indemnification**

Sublessee will indemnify and defend Sublessor and the Quincy Park District, their respective board members, officers, employees, agents, representatives, successors and assigns harmless from and against any and all claims, actions, damages, liability and damage to property arising from or out of any occurrence in, upon, or at the premises or the occupancy use by Sublessee of the premises or any part thereof whether occasioned wholly or in part by any act or omission of Sublessees or those holding under Sublessee or Sublessee's agents, employees, or invitees. In the event that Sublessor, the Quincy Park District, their respective board members, officers, employees, agents, representatives, successors and assigns shall, without fault on their part, be made a party to any litigation commenced by or against Sublessee, Sublessee shall protect and hold Sublessor and the Quincy Park District, their respective board members, officers, employees, agents, representatives, successors and assigns harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by Sublessor, or any of them in connection with such litigation.

## **Section 18**

### **Waivers of Subrogation**

The event of loss or damage to the building, the premises and/or any contents, each party shall look first to any insurance in its favor before making any claim against the other party and, to the extent possible without additional cost, each party shall obtain, for each policy of such insurance, provisions permitting waiver and any claim against the other party for loss or damage within the scope of such insurance, and each party, to such extent permitted, for itself and its insurers waives all such insured claims against the other party.

## **Section 19**

### **Sublessor's Remedies on Default**

Sublessee shall be in default under the terms of this sublease in the event that they fail to make any one or more payments hereinbefore provided or fail to perform any other covenant or condition of this lease on the part of Sublessee to be performed and shall allow such default to continue after fifteen (15) days written notice from Sublessor to Sublessee of such default, provided that Sublessee expressly agrees that no notice shall be required of Sublessor in the event of Sublessee's failure to make any of the payments required under this sublease, then said Sublessor shall have the right to terminate this sublease and re-enter and regain possession of said premises and Sublessee shall quit and surrender the premises to Sublessor but Sublessee shall remain liable to Sublessor as provided in Section 20 below.

## **Section 20**

### **Deficiency**

In any case where Sublessor has recovered possession of the premises by reason of Sublessee's default, Sublessor may, at Sublessor's option, occupy the premises or cause the premises to be redecorated or otherwise changed or prepared for reletting and may relet the premises or any part of the premises as agent of Sublessee or otherwise, for a term or terms to expire prior to, at the same time as, or subsequent to, the original expiration date of this sublease, at Sublessor's option, and receive the rent therefor. Rent so received shall be applied first to the payment of such expenses as Sublessor may have incurred in connection with the recovery of possession, redecorating, or otherwise changing or preparing for reletting, and the reletting including brokerage and reasonable attorneys' fees, and then to the payment of damages in amounts equal to the rent under this agreement and to the cost and expenses of performance of the other covenants of Sublessee as herein provided. Sublessee agrees, in any such case, whether or not Sublessor has relet, to pay to Sublessor damages equal to the rent and other sums herein agreed to be paid by Sublessee, less the net proceeds of the reletting, if any, and the damages shall be payable by Sublessee on the several rent days not specified. In reletting the premises, Sublessor may grant rent concessions, and Sublessee shall not be credited with such concessions. No such reletting shall constitute a surrender and acceptance or be deemed evidence of a surrender and acceptance. If Sublessor elects, pursuant to this

agreement, actually to occupy and use the premises or any part of the premises during any part of the balance of the term as originally fixed or since extended, there shall be allowed against Sublessee's obligation for rent or damages as herein defined, during the period of Sublessor's occupancy, the reasonable value of such occupancy, not to exceed in any event the rent herein reserved and such occupancy shall not be construed as a relief of Sublessee's liability under this agreement.

Sublessee hereby waives all right of redemption to which Sublessee or any person claiming under Sublessee might be entitled by any law now or hereafter in force. Sublessor's remedies under this agreement are in addition to any remedy allowed by law.

## **Section 21**

### **Section Liability for Attorneys' Fees**

In case suit shall be brought for a wrongful withholding of possession of the premises, for the recovery of any rent due under the provisions of this lease, or because of the breach of any other covenant contained in this lease, on the part of Sublessee to be kept or performed, Sublessee shall pay to Sublessor a reasonable attorney's fee and such attorney's fee shall be deemed to have accrued on the commencement of such action and shall be paid whether or not such action is prosecuted to judgment.

## **Section 22**

### **Effect of Failure to Insist on Strict Compliance With Conditions**

The failure of either party to insist on strict performance of any covenant or condition of this agreement, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance. This sublease cannot be changed or terminated orally.

## **Section 23**

### **Sublessor's Right to Inspection, Repair, and Maintenance**

Sublessor may enter the premises at any reasonable time, upon adequate notice to Sublessee (except that no notice need be given in the case of emergency) for the purpose of inspection or the making of such repairs, replacements, or additions in, to, on and about the premises or the building, as Sublessor deems necessary or desirable. Sublessee shall have no claim or cause of action against Sublessor by reason of such entry.

## **Section 24**

### **Interruption of Services or Use**

Interruption or curtailment of any service maintained in the building, if caused by strikes, mechanical difficulties, or any causes beyond Sublessor's control whether similar or dissimilar to those enumerated, shall not entitle Sublessee to any claim against Sublessor or to any abatement in rent, and shall not constitute constructive or partial eviction, unless Sublessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the premises are rendered untenable in whole or in part, for a period of one (1) business day by the making of repairs, replacements, or additions, other than those made with Sublessee's consent or caused by misuse or neglect by Sublessee or Sublessee's agents, servants, visitors, or licensees, there shall be a proportionate abatement of rent during the period of such untenability.

## **Section 25**

### **Conditions of Sublessor's Liability**

Sublessee shall not be entitled to claim a constructive eviction from the premises unless Sublessee shall have first notified Sublessor in writing of the condition or conditions giving rise to such eviction, and, if the complaints be justified, unless Sublessor shall have failed within a reasonable time after receipt of such notice to remedy such conditions.

## **Section 26**

### **Sublessor's Right to Show Premises**

Sublessor may show the premises during the two (2) months prior to termination of this lease, to prospective tenants, during business hours upon reasonable notice to Sublessee.

## **Section 27**

### **Effect of Other Representations**

No representations or promises shall be binding on the parties to this agreement except those representations and promises contained herein or in some future writing signed by the party making such representations or promises.

## **Section 28**

### **Peaceful Enjoyment**

Sublessor covenants that if, and so long as Sublessee pays the rent, any additional rent as herein provided, and performs the covenants of this lease, Sublessee shall peaceably and quietly have, hold, and enjoy the premises for the term herein mentioned, subject to the provisions of this sublease.

**Section 29  
Waiver of Jury Trial**

To the extent such waiver is permitted by law, the parties waive trial by jury in any action or proceeding brought in connection with this lease or the premises.

**Section 30  
Quincy Park District Lease**

All of the terms, provisions, conditions and covenants of the Lease between the Quincy Park District and Sublessor dated January 18, 2017 not inconsistent with the terms of this sublease are made applicable to the Sublessee and are made a part hereof, incorporated herein by reference and attached hereto as Exhibit 1.

**Section 31  
Section Headings**

The section headings in this sublease are intended for convenience only and shall not be taken into consideration in any construction or interpretation of this sublease or any of its provisions.

Dated February 16, 2017.

**Friends of the Castle**

Paul Brown  
By: Its Vice President  
**Sublessor**

**Quincy Area Convention and Visitors Bureau**

Andy Carini  
By: Its Executive Director  
**Sublessee**

# ***PUBLIC INPUT***