

Quincy Park District

BOARD OF COMMISSIONERS MEETING



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

**Agenda
January 17, 2018**

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 – December 13, 2017
3. Executive Session Minutes – December 13, 2017

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

BOARD INFORMATION/EDUCATION:

- FY2018 Executive Summary (under separate cover): Rome Frericks

CORRESPONDENCE:

VOLUNTEERS:

- Special Populations-Louise Seaver, Ashley Hibbard, Jeff Steinkamp

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:

- Quincy Park District Board of Commissioners Executive Session Minutes Bi-Annual Review: Recommended Approval **(VOICE VOTE)**
- Bid for Clat Adams Fountain Replacement: Recommended Rejection **(VOICE VOTE)**
- License Agreement with Women's City Club: Information Only
- License Agreement with Friends of the Log Cabins: Recommended Approval as Directed by the Board **(VOICE VOTE)**
- Quincy Park District Seasonal Union Employee Agreement: Recommended Approval **(VOICE VOTE)**

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

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

CALL TO ORDER (OPEN SESSION)

ACTIONS AFTER EXECUTIVE SESSION

ADJOURN (VOICE VOTE)

CONSENT AGENDA
(Unanimous Consent)

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Regular Meeting
Board Room

December 13, 2017
6:00 P.M.

ROLL CALL

The meeting was called to order by President Bob Gough and upon the roll being called the following members were physically present at said location:

President Bob Gough, Vice President John Frankenhoff, Commissioners Vicki Dempsey, Barbara Holthaus, Sara Reuschel, Jeff Steinkamp, and Kelly Stupasky.

No Park Commissioner was 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: none.

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

President Gough led the room in the Pledge of Allegiance.

PUBLIC HEARING

President Gough stated that the Quincy Park District is conducting a public hearing to receive public comments on the proposed 2018 Budget and Appropriation Ordinance. This is the legal instrument that permits the District to authorize expenditures and receive revenue. This Ordinance is an inflated version of the proposed FY2018 Operating Budget in an effort to provide for additional flexibility beyond what would normally be expected during the budget year and to account for all unanticipated expenditures and revenue contingencies (storms/floods/grants). The proposed 2018 Budget and Appropriation Ordinance has been available for public inspection since November 13, 2017. Have there been any public comments to report? No comments have been received. Final adoption of the proposed FY2018 Budget and Appropriation Ordinance and the FY2018 Operating Budget is scheduled for later in this meeting. At this time, the hearing is now open for public comment. Is there anyone who would like to comment on the proposed FY2018 Budget and Appropriation? Jeff Kerkoff requested confirmation that if you net out the capital expenditures, the budget is fairly flat. Director Hilgenbrinck confirmed this to be correct for the Operating Funds. President Gough asked for a motion to adjourn the Public Hearing.

COMMISSIONER REUSCHEL MADE A MOTION TO ADJOURN THE PUBLIC HEARING.
UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

CONSENT AGENDA

President Gough asked if there were any objections or changes to the November 8, 2017 Regular, the Executive Session Board minutes or the check register and upon hearing no objections he announced they are approved by unanimous consent.

PUBLIC INPUT

Louise Seaver extended her appreciation for the new tree (planted at the Deer Park). She also noted that she had volunteered at the Special Population Dance and it was a wonderful event. She thanked the District for flying the American flag. Beth Young and Dr. Jacobs presented their support for the Ulysses S. Grant monument. They provided an update to the wording for the monument. Paul Brown with the Friends of the Castle extended his appreciation for the District and all they do. He announced he will be retiring in January. He presented 2017 highlights/milestones of the Villa Kathrine.

BOARD INFORMATION/EDUCATION

President Gough suspended the rules and introduced Maggie Strong and David Nuessen who presented the Quincy Strategic Plan. There was some discussion regarding riverfront development, taxes, and greenways. President Gough reinstated the rules. He noted that the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting (CAFR) has been awarded to the Quincy Park District. He highlighted the achievement and noted that this is the 7th year the District has received this award. Executive Director stated that he was asked to place the license agreements for Friends of the Log Cabins and the Women's City Club on the agenda. He noted they will expire in January 2018. President Gough suspended the rules to provide for public input regarding the agreements. John Gephardt with the Friends of the Log Cabins presented the reasons they are interested in a 20 year license agreement. There was discussion regarding the proposed 20 year agreement, the authenticity of the log cabins, firearms at Settlement Days and the number of members in the Friends of the Log Cabins organization. Director Frericks will forward a copy of the proposed 20 year license to the Board members and it will be included on next month's agenda. Commissioner Dempsey requested that a five year license agreement for the Women's City Club also be included on next month's agenda. Board Attorney Terry Anastas stated that if anyone is a member of an organization and the Board takes action to enter into a contract with the organization, the contract will be void due to the conflict of interest statute. Commissioner Dempsey stated she will resign from membership in the Women's City Club. President Gough stated that the rules were resumed.

CORRESPONDENCE

VOLUNTEERS

EXECUTIVE DIRECTOR REPORT

Executive Director Frericks asked that the Board submit any changes to the Board Policy to him by January 8.

DIRECTOR'S REPORTS

Director Higley and Director Hilgenbrinck had nothing to add to their reports. Director Bruns stated that the Special Populations Dance went well and extended his appreciation to those who helped. Director Morgan reported that he had a successful Pro Am meeting on Tuesday and Westview had a record day the day after Thanksgiving.

NEW BUSINESS

Fiscal Year 2018 Operating Budget

Director Hilgenbrinck noted that the budget was originally presented at the November meeting. He reported that changes had been made to the Marina Fund. COMMISSIONER DEMPSEY MADE A MOTION TO APPROVE OF THE FY2018 OPERATING BUDGET AS PRESENTED. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

ORDINANCE NO. 17-05: Combined FY2018 Budget and Appropriation

Director Hilgenbrinck stated that this ordinance was also presented last month and it reflects the same changes as those in the budget. COMMISSIONER HOLTHAUS MADE A MOTION TO APPROVE THE FY2018 Budget and Appropriation Ordinance #17-05 AS PRESENTED.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER HOLTHAUS	YES
COMMISSIONER REUSCHEL	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER STUPASKY	YES
COMMISSIONER DEMPSEY	YES
VICE-PRESIDENT FRANKENHOFF	YES
PRESIDENT GOUGH	YES

PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Quincy Park District 2017-2018 Goals & Objectives 4th Quarter

Executive Director Frericks noted that the status of the District's Goals and Objectives is provided quarterly to the Board of Commissioners. A copy of the District's Goals and Objectives with the fourth quarter update was included in the report. It was noted that the Marina restroom plan had not been presented. Director Higley reported the price was \$125,000. Executive Director Frericks will distribute the information regarding the quote.

Transfer & Close Inactive Bond Debt Retirement Funds

Director Hilgenbrinck explained that the District has remaining funds in matured debt retirement funds. VICE PRESIDENT FRANKENHOFF MADE A MOTION TO APPROVE CLOSING OUT THE 2017 G.O. BOND RETIREMENT FUND AND TRANSFERRING SAID FUNDS TO THE 2017 G.O. BOND CAPITAL FUND AS ADDITIONAL CONTINGENCY FUNDS. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

ORDINANCE NO. 17-06 An Ordinance providing the issue of \$900,000 Taxable General Obligation Park Bonds, Series 2018, for the purpose of providing for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the District's Corporate Fund. Director Hilgenbrinck noted that this was presented previously. COMMISSIONER STUPASKY MOVED, SECONDED BY VICE PRESIDENT FRANKENHOFF TO APPROVE ORDINANCE NO. 17-06 AS PRESENTED.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER REUSCHEL	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER STUPASKY	YES
COMMISSIONER DEMPSEY	YES
COMMISSIONER HOLTHAUS	YES
VICE-PRESIDENT FRANKENHOFF	YES
PRESIDENT GOUGH	YES

PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Bid For Berrian Park Shelter Replacement

Executive Director Frericks reviewed the project noting that it is 2018 GO Bond project. The project was advertised and bids were opened on December 7, 2017. Five bids were received. The low bid was \$90,835 from Fessler Construction to complete the construction of the shelter house. COMMISSIONER STEINKAMP MADE A MOTION TO APPROVE THE BID SUBMITTED BY FESSLER CONSTRUCTION IN THE AMOUNT OF \$90,835 TO COMPLETE THE BASE BID FOR THE CONSTRUCTION OF THE SHELTER HOUSE. Frericks explained any excess funds from one project may be used on another project later this year or carried over to next year. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

IMRF Unfunded Actuarial Accrued Liability (UAAL) Voluntary Contribution

Director Hilgenbrinck explained that the District has the option of making a voluntary payment to reduce its unfunded liability. The contribution would be funded by a reduction in the Pension Fund reserves. VICE PRESIDENT FRANKENHOFF MADE A MOTION TO APPROVE A VOLUNTARY CONTRIBUTION TO IMRF IN THE AMOUNT OF \$100,000. There was some discussion regarding the unfunded balance. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Acceptance of the Assignment of Conservation Easement from the City of Quincy

Executive Director Frericks explained that a portion of the Bill Klingner Trail (18th to 24th Street) is located on property that is within a Conservation Easement granted to the City of Quincy. The easement was created for the purpose of maintaining the land along Cedar

Creek as a public use area and included the specific purpose of constructing bike trails. We need to acquire an assignment, under the terms of the Conservation Easement from the City of Quincy. The City of Quincy still needs to approve the transfer of assignment. It goes to the City of Quincy on Monday. Both the City of Quincy and Quincy Park Districts attorneys are working on this transfer together. Staff recommends accepting the assignment of a Conservation Easement from the City of Quincy for the construction of Bill Klingner Trail 18th to 24th Street. COMMISSIONER STUPASKY MADE A MOTION TO APPROVE ACCEPTING THE ASSIGNMENT OF THE CONSERVATION EASEMENT AS PRESENTED BY STAFF. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Bid For Bill Klingner Trail 18th to 24th Street Tree Removal

Executive Director Frericks reviewed the project and noted that six bids were received. The low bid was from Zanger & Derhake Excavating for \$15,000 for the tree removal of trees and brush. COMMISSIONER REUSCHEL MADE A MOTION TO APPROVE THE LOW BID AS PRESENTED BY STAFF. There was some discussion about the bids and companies. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Kiwanis Shelter/Restroom Sign Wording in Lincoln Park

Director Higley stated that this had been presented to the Board in October. The 50 day public comment period has passed and we have received no comments. COMMISSIONER STEINKAMP MADE A MOTION TO APPROVE THE KIWANIS SHELTER/RESTROOM PARK SIGN WORDING IN LINCOLN PARK. Commissioner Reuschel stated that she will abstain from this action as she is a member of the QMG Healthcare Foundation. UNANIMOUS WITH ONE ABSTENTION. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Ulysses S. Grant Sign Wording in Clat Adams Park

Executive Director Frericks described the project and noted that there was a slight change in the wording. There was discussion regarding the placement of signage.

Adams County Skate NFP Skate Park Sign Wording in Lincoln Park

Director Higley explained that the format, wording, and location of the sign has been discussed with Adams County Skate NFP. There was discussion regarding the number of donors, the contributions made and the size and style. It was suggested that the 50 day comment period not start until an image of what the sign is really going to look like is available. Executive Director Frericks stated that this will be presented at the January meeting. Commissioner Holthaus suggested that the Marketing Committee address/formalize a style guide manual.

Executive Director – Salary Increase

Vice President Frankenhoff stated that last month in closed session they completed the annual review of the Executive Director. There was general consensus for a \$1,500 increase for the Executive Director. VICE PRESIDENT FRANKENHOFF MADE THE MOTION TO INCREASE THE EXECUTIVE DIRECTOR'S SALARY \$1,500 FOR FY2018. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

PUBLIC INPUT

Jeff Kerkoff congratulated the District for receiving the CAFR. He suggested Don work for other entities to generate additional revenue for the District. He also commended the District for including two public input periods on the agenda.

EXECUTIVE SESSION

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

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER STEINKAMP	YES
COMMISSIONER STUPASKY	YES
COMMISSIONER DEMPSEY	YES
COMMISSIONER HOLTHAUS	YES
COMMISSIONER REUSCHEL	YES
VICE-PRESIDENT FRANKENHOFF	YES
PRESIDENT GOUGH	YES

PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

With no further business to discuss, COMMISSIONER STEINKAMP MOVED TO ADJOURN EXECUTIVE SESSION AND RETURN TO THE REGULAR MEETING.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER STUPASKY	YES
COMMISSIONER DEMPSEY	YES
COMMISSIONER HOLTHAUS	YES
COMMISSIONER REUSCHEL	YES
COMMISSIONER STEINKAMP	YES
VICE PRESIDENT FRANKENHOFF	YES
PRESIDENT GOUGH	YES

PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

With no other business to discuss, COMMISSIONER HOLTHAUS MOVED TO ADJOURN. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Secretary

Chairman

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

CORRESPONDENCE

VOLUNTEERS

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: December 30, 2017

Administrative Initiatives (12/01/17 – 12/31/17)

Attended:

- Directors meeting
 - Safety meeting
 - Rotary meetings
 - Development Strategies Presentation
 - Quincy/Adams County Economic Development meeting
 - United Way Wellness & Prevention meeting
 - Bid opening for Berrian Park shelter replacement
 - Quincy Park Foundation meeting
 - Attended City of Quincy Finance meeting for the Conservation Easement along the Bill Klingner Trail
-
- On several occasions, met with Klingner & Associates on the progress of Bill Klingner Trail (current section) and the 18th to 24th Street section.
 - Held a bid opening for the tree removal for Bill Klingner Trail from 18th to 24th Street.
 - Met with Hydrodramtics and Klingner & Associates for the Clat Adams Fountain design.
 - Met with Dave Taylor to discuss a possible easement along 24th Street in front of Selby's.
 - Volunteered for Rotary's Blessing in a Backpack at Adams School.
 - Met with Koontz Development Inc. regarding a donation of land in the Drakewood Subdivision.
 - Attended the press conference for the Quincy Grand Prix Inc. karting event.

- Met with Great River Rumble to discuss their kayak event next summer.
- Met with seasonal union representatives on contract negotiations for a three year contract.
- Met with Friends of the Log Cabins on a new license agreement.
- Completed annual evaluations for the department heads.

Administrative Initiatives (1/1/18 – 1/31/18)

- Continue to work with local contractors and engineers on the completion of Bill Klingner Trail project.
- Continue planning for 2018 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.
- Meet with Women's City Club for a new license agreement.

DIRECTOR'S REPORTS

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: December 31, 2017

Administrative Initiatives (12/1/17 – 12/31/17)

Attended:

- Directors meeting
 - Safety meeting
 - Kiwanis meetings
 - Kiwanis shelter meeting
 - Park Foundation meeting
 - Seasonal union contract negotiation
 - Great River Rumble meeting
 - 18th to 24th street tree removal bid opening
 - Berrian shelter house bid opening
-
- Monitored progress on 5th to 12th Street trail construction.
 - Monitored progress on 18th to 24th tree removal.
 - Monitored work on the winter tree list.
 - Monitored leaf mulching throughout the District.
 - Conducted interviews for full time union laborer

Administrative Initiatives (1/1/18 – 1/31/18)

- Continue planning for 2018 projects, goals and objectives.
- Work on 2018 projects for Parks Department.
- Work on 2018 fuel bid.
- Monitor 5th to 12th Street trail construction.
- Monitor 18th to 24th tree removal.
- Monitor work on winter tree list.

To: Board of Commissioners

From: Donald J. Hilgenbrinck

Subject: Monthly Report

Date: December 31, 2017

Administrative Initiatives (12/01/17 – 12/31/17)

- Attended Safety Committee meeting.
- Attended IMRF's Funding Policy Webinar.
- Attended IAPD Sexual Harassment Policy Requirements Webinar.
- Attended Seasonal Union Contract negotiations.
- Coordinated efforts with Chapman & Cutler, LLP to finalize the annual 2018 G. O. Bond.
- Filed the 2018 GO Bond Ordinance #17-06.
- Filed Budget & Appropriations Ordinance #17-05.
- Prepared financial reports for the 2018 Executive Summary.

Administrative Initiatives (1/01/18 – 1/31/18)

- Attend meeting with the Women City Club of Quincy to discuss license renewal.
- Close out FY2017, pending auditor adjusting entries.
- Close out 2017 payroll, prepare tax reports, and issue W-2s.
- File "Statement of Economic Interest" for staff and commissioners with the County Clerk's office.
- Post the District's 2018 Executive Summary on its website.
- Complete annual FOIA/OMA training.

To: Board of Commissioners
From: Mike Bruns
Subject: Monthly Report
Date: December 18, 2017

Administrative Initiatives (12/01/17 – 12/31/17)

- Attended the monthly safety committee meeting.
- Staff worked on the 2018 sponsorships.
- Staff worked on the 2018 facility and program calendars.
- Staff conducted the Special Populations holiday dinner and dance.
- Staff worked on the 2018 program and event schedules.
- Staff conducted the holiday event at the Quincy Mall.
- Staff continued to work on promoting programs and events through media, events and our facilities.
- Worked on the 2017 programs and events attendance report.
- Worked on the 2018 executive summary information.
- Staff updated the 2018 recreation forms.
- Attended the Quincy Park Foundation meeting.
- Staff worked on the 2018 IMP schedule.
- Attended the Adams County Little League board meeting.

- Staff worked on updating the Super Grid for 2018.
- Worked on information for the 2018 Little League program.

Administrative Initiatives (01/01/18 – 01/31/18)

- Staff will work on updating the VSI system and website.
- Conduct staff evaluations.
- Continue to work on the 2018 sponsorships.
- Finalize the 2018 Little League and youth soccer information.
- Staff will continue to work on the 2018 program and event schedule.
- Staff will work on plans for using the Wavering Aquatic Center as a campground site.
- Work on finalizing the 2017 program and event attendance report and financials on programs.
- Continue to update the 2018 aquatic manual.
- The new Recreation Supervisor will start.
- Staff will work on hiring the seasonal supervisors.

PROGRAM SERVICES DEPARTMENT

(Supervisor Responsibility List)

12/1/17

SHANE

- After School Programs
- Aqua Zumba
- Batting Cage
- Birthday Splashes
- Concession Operations
- Disc Golf
- Easter Event
- Fishing Clinics
- Fishing Rodeo
- Fitness Programs
- Horsing Around
- IMP
- Indoor Playground
- Low Impact Fitness Exercise
- Mommy/Daddy Date Nights
- Natural Born Explorers
- North Quincy Sports
- Private Pool Parties
- Special Populations
- Summer Music
- Summer Playground
- Swim Lessons
- Teen Pool Splashes
- Tiny Tumblers
- Walk a Hound/Lose a Pound
- Water Babies
- Yoga
- Zumba

ADAM

- Archery
- Christmas Programs
- Competitive Baseball Leagues
- Fall Festival
- Family Fun in the Sun
- Little League Baseball
- Lorenzo Bull House Programs
- Outdoor Concerts
- Outdoor Movies in the Park
- Park Band Concerts
- Pickleball
- Sand Volleyball
- Scheduling of Tournaments, etc.
- Soccer Adult
- Soccer Youth Fall & Spring
- Softball Adult/Co-ed
- Softball Girls
- Sponsorships
- Storytelling
- T-Ball
- Tennis Youth/Adult
- Tennisfest
- Trail Events
- Volunteers

To: Board of Commissioners
From: David Morgan
Subject: Monthly Report
Date: January 1, 2018

Administrative Initiatives (12/01/17 – 12/31/17)

- Attended safety, directors and board meetings.
- Continue the Fall Green Fee special, \$16.00.
- Continue with the winter rates, all you can play with a cart for \$25.00 through February.
- Attended PGA Section Meeting and education seminar.
- Continue meeting with sales representatives to plan for the 2018 season.
- Coordinate year-end inventory with auditor.
- Attended Pro-Am meeting on Tuesday, December 12th.
- Room rented on Tuesday December 19th & Wednesday 20th for educational seminar.
- Discussed the 2018 Little Peoples Championship with Nan Ryan.
- Complete the green-side bunker renovation on #17.
- Continue fall leaf clean-up.
- Start felling of the dead trees around the course.
- Late fall fertilizing of the tees, greens and fairways.
- Trimming of low branches around the course.
- Fungicide application for the control of snow mold on greens and fairways.
- Planted 6 new trees on the golf course.

- Applied winter fertilizer to the tees and fairways.
- Removed 22 shrubs (150 yard marker bushes) on the golf course.
- Shipped 133 old fairway sprinklers to Sports Irrigation for resale.
- Repaired restrooms in the men's and women's locker rooms in the clubhouse.
- Leaf blowing and mulching 98% completed on the course.

Administrative Initiatives (01/01/18 - 01/31/18)

- Continue meeting with sales representatives to plan for the 2018 season.
- Prepare chemical bid packet for the 2018 season.
- Continue felling of dead trees on the course.
- Stump removal of 22 trees.
- Annual equipment repairs begin.
- Inventory and repairs of golf course supplies and equipment for the 2018 season.
- Remove locust tree on the right-side of #27 green and relocate bee-hive.
- Install secondary culvert pipe in the lake on #4.

Westview Golf Course Rounds of Golf - 2017

		Dec-17	2017 YTD	Dec-16	2016 YTD
10000	18 Hole Weekday Green Fee	0	2658	0	2386
10001	18 Hole Weekend Green Fee	0	0	0	0
10002	9 Hole Weekday Green Fee	6	1389	0	1074
10003	9 Hole Weekend Green Fee	0	0	0	0
10004	Twilight Green Fee	0	477	0	642
10005	Fall/Spring/Winter Green Fee	12	618	3	1015
10006	M-T-TH-Special	0	625	0	448
10007	Winter Special w/ Car	229	1146	5	941
10008	Third Nine Green Fee	44	3339	0	2610
10009	Family Night Adult	3	162	0	165
10010	Family Night Child	3	151	0	153
10011	Jr. Green Fee	0	84	0	132
10012	Promotional Round	0	76	0	140
10013	Twilight Combo	0	3413	0	3111
10014	Early Bird 9	0	35	0	52
10015	Early Bird 18	0	561	0	561
11000	Adult Weekday Pass Visit	27	1564	1	1807
11001	Adult Weekend Pass Visit	65	1589	12	1688
11002	Senior Weekday Pass Visit	64	3130	4	3169
11003	Senior Weekend Pass Visit	81	1969	6	2115
11004	Senior Rest. Weekday Pass Visit	5	452	1	951
11005	Super Senior Weekday Pass Visit	44	2991	3	3016
11006	Employee Pass Visit	2	380	0	525
11007	Junior Weekday Pass Visit	3	933	0	1003
11008	Junior Weekend Pass Visit	2	370	1	358
11010	Junior Summer Pass Visit	0	249	0	415
11011	Young Adult Weekday Pass Visit	5	542	1	647
11012	Young Adult Weekend Pass Visit	12	290	1	407
11013	School Team Pass Visit	0	451	0	506
12000	Green Fee Punch card Visit	19	3364	2	4734
13000	Tournament Round	0	1162	0	1189
13001	Tournament Green Fee	0	0	0	0
13002	Outing Green Fee	0	1180	0	1415
	2017 Total	626	35350	40	37375
	Per Visit Fee	\$639	\$32,300	\$40	\$34,178
	* Days Closed	18	46	28	80

***UNFINISHED
BUSINESS***

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 17, 2018

STAFF RECOMMENDATION

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

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

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

FISCAL IMPACT: None.

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

March 9, 2005	July 13, 2005	February 8, 2006	November 14, 2007
June 22, 2009	June 23, 2009	August 11, 2010	June 8, 2011
January 15, 2014	May 13, 2015	July 8, 2015	

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

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 17, 2018

STAFF RECOMMENDATION

AGENDA ITEM: BID FOR CLAT ADAMS FOUNTAIN REPLACEMENT: RECOMMENDED REJECTION

BACKGROUND INFORMATION: Clat Adams Fountain was initially installed back in the spring of 1992. Over the past 25 five years, the fountain has been through three significant floods. Since then, the majority of the fountain has been altered from its original design due to broken water lines, cracks in the basin, and vandalism. None of the lighting fixtures work at this time. Part of the plan includes removing the pit that contains the motors and pumps for the fountain and relocating it above ground. The staff will be able to disassemble and move the equipment during future flooding events.

The replacement of Clat Adams Fountain is on the 2018 GO Bond project list. Plans and specifications were prepared, the project was advertised and bids were opened on January 10, 2018.

The Clat Adams Fountain replacement budget is \$260,000. The engineering and design work, with a cost of \$10,000, has already been paid with excess funds from the 2017 General Obligation Bond.

Three bids were received. The low bid was \$362,050 from Trotter General Contracting for base bid of the fountain replacement.

A bid summary is included in the report.

FISCAL IMPACT: No impact at this time.

STAFF RECOMMENDATION: Staff recommends the Board reject all bids submitted for Clat Adams Fountain Replacement. Staff will investigate a different design for the fountain.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Clat Adams Park Fountain Rehabilitation 17-0153	Architect/Engineer Estimate	Waterkotte Construction	Trotter General Contracting	Laverdiere Construction	Leander Construction	Schlimpan Construction	
BASE BID	\$308,000	\$397,500	\$369,500	\$467,900			
BASE BID 2 - LANDSCAPING	\$4,700	\$7,500	\$3,950	-\$3,600			
DEDUCT ALTERNATE #1	(\$5,600.00)	-\$17,000	-\$4,200	-\$9,600			
DEDUCT ALTERNATE #2	(\$0)	-\$3,000	-\$1,200	\$0			
DEDUCT ALTERNATE #3	(\$2,500.00)						
DEDUCT ALTERNATE #4	(\$9,900.00)						
DEDUCT ALTERNATE #5	(\$3,700.00)	-\$9,000	-\$6,000	-\$8,000			
		\$376,000	\$362,050	\$453,900			
BID SECURITY	5%	Y	Y	Y			
ACKNOWLEDGE ADDENDUM #1		Y	Y	Y			
ACKNOWLEDGE ADDENDUM #2		Y	Y	Y			



I certify the above is a tabulation of bids received by

_____ at _____ on _____

at the _____,

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 17, 2018

STAFF RECOMMENDATION

AGENDA ITEM: LICENSE AGREEMENT WITH WOMEN'S CITY CLUB: INFORMATION ONLY

BACKGROUND INFORMATION: The License Agreement with the Women's City Club expires on January 18, 2018. Some of the terms of the agreement changed over the past few years and the District and the Women's City Club entered into one year agreements. Because of these changes, the District needed to evaluate the impact of its additional responsibilities.

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

Changes to the 2015 license agreement included a \$500 monthly rental fee and in return, the Quincy Park District would be responsible for all utilities and maintaining the building, grounds and associated building mechanical systems. The Women's City Club would be responsible for the care and maintenance of the building's furnishings and décor. In 2017, the only change to the current license agreement is the monthly rental fee went to \$600.

The newly proposed license agreement for 2018 is a five (5) year agreement which will expire January 19, 2023. All the proposed changes are highlighted in the attached proposed license agreement.

FISCAL IMPACT:

STAFF RECOMMENDATION: None. For information only.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

License Agreement

Women's City Club of Quincy

THIS LICENSE AGREEMENT is made and entered into this 18th day of January, 2018 by and between the Quincy Park District, an Illinois municipal corporation, as Licensor, and the Women's City Club of Quincy, an Illinois 501(c) 4, not-for-profit Corporation, as Licensee.

RECITALS:

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

AGREEMENT:

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

1. Grant of License

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

2. Non-Exclusive License

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

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

3. Term

This license is in effect until **January 19, 2023**.

4. Termination

Either Party may terminate this license at any time, upon **one hundred and eighty (180)** days' notice in writing to that effect to the other party.

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

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

5. Payment

The Licensee will pay the Licensor a fee of \$1 per year, due by the 15th of January.

6. Rights Not Transferable

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

7. Routine Maintenance

a. Building and Grounds: The Licensee is responsible for all utilities, maintaining the building and associated building mechanical systems. The kitchen appliances are the property of the Licensee who has responsibility for their maintenance.

b. Interior Décor, Kitchen Appliances and Furnishing: The Licensee is responsible for the care and maintenance of the building's furnishings and associated non-fixed items of the buildings décor. Any permanent interior wall treatments, carpeting, flooring or ceiling changes must be approved by the Licensor.

8. Interior Furnishings:

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

9. Hold Harmless

The Licensee is liable for and hereby agrees to indemnify and hold harmless the Licensor, its elected officials, officers, agents and employees, with respect to any claims for personal

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

Bodily Injury, Personal Injury, Property Damage:

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

Medical Coverage:

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

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

10. Notification

Notifications required under this license will be to the contact names, telephone number, emails and address provided by the

parties and attached to this document. Either party may update the contact list as needed during the term of this license.

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

ADOPTED: _____, 20____

APPROVED: _____, 20____

QUINCY PARK DISTRICT

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

APPROVED: _____, 20____

WOMEN'S CITY CLUB

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

Notifications:

Licensors:

Quincy Park District
1231 Bonansinga Drive
Quincy, Illinois 62301

Telephone: 217-223-7703

Email: info@quincyparkdistrict.com

Contact Persons:

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

dhilgenbrinck@quincyparkdistrict.com

Executive Director: Rome Frericks

217-919-0290

rfrericks@quincyparkdistrict.com

Licensee:

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

Marilyn Martin/President,

XXXXXXX

Quincy, IL 62301

217-XXX-XXXX

2nd POC Needed

Authorized Maintenance Notification:

Name.

Name.

Name.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 17, 2018

STAFF RECOMMENDATION

**AGENDA ITEM: FRIENDS OF THE LOG CABINS LICENSE
AGREEMENT: RECOMMENDED APPROVAL AS DIRECTED
BY THE BOARD**

BACKGROUND INFORMATION: The License Agreement has been developed and approved by The Friends of the Log Cabins Board. The current agreement expires January 18, 2018. This new agreement is a twenty (20) year agreement expiring January 2, 2038. There are no other changes to the agreement.

A copy of the agreement is included with this report.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff presents this license agreement as directed by the Board.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

License Agreement

Log Cabin Village

THIS LICENSE AGREEMENT is made and entered into this _____ day of _____, 2018 by and between the Quincy Park District, an Illinois municipal corporation, as Licensor, and the Friends of the Cabins, an Illinois 501(c)3, not-for-profit corporation, as Licensee.

RECITALS:

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

AGREEMENT:

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

1. Grant of License

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

2. Non-Exclusive License

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

3. Term

This license is in effect until February 5, 2038.

4. Termination

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

5. Rights Not Transferable

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

6. Restricting Access or Removal of Structures

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

7. Routine Maintenance

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

8. Substantial Repairs and Prevailing Wage for Contract Labor

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

9. Hold Harmless

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

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

Bodily Injury, Personal Injury, Property Damage:

\$1,000,000 each occurrence

\$1,000,000 aggregate

\$1,000,000 each accident

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

10. Notification

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

FRIENDS OF THE CABINS

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

ADOPTED: _____, 2018

APPROVED: _____, 2018

QUINCY PARK DISTRICT

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

BY: _____
Its President

ATTEST:

BY: _____
Its Secretary

Notifications:

Licensors:

Quincy Park District
1231 Bonansinga Drive
Quincy, Illinois 62301

Telephone: 217-223-7703
Email: info@quincyparkdistrict.com

Contact Persons:

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

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

Licensee:

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

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

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

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

John Gebhardt/President, Friends of the Log Cabins Association

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 17, 2018

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT SEASONAL UNION EMPLOYEE AGREEMENT: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: Several rounds of negotiations between the Quincy Park District and the International Association of Machinists and Aerospace Workers (I.A.M.A.W.) were conducted in December of 2017.

The Board received a summary of the tentative changes to the Seasonal Union Contract discussed in executive session in December. At that time, these changes had not been approved by the union, but since then the seasonal union has approved the agreement.

A summary of the changes were included with the executive session information provided for the December meeting.

FISCAL IMPACT: The impact for FY 2018 would be approximately \$3,900. This amount is accounted for in the FY 2018 budget previously approved.

STAFF RECOMMENDATION: I recommend the Board approve the agreement with I.A.M.A.W. District 9 Seasonal Union Employees.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

PUBLIC INPUT