

Quincy Park District

BOARD OF COMMISSIONERS MEETING



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

**Agenda
October 10, 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 – September 12, 2018

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

BOARD INFORMATION/EDUCATION:

CORRESPONDENCE:

- QU Intern 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
- Marcelo Beroiza, Marketing Coordinator

NEW BUSINESS:

- Order Calling a Public Hearing to Sell General Obligation Bonds and Staff Directive To Publish BINA Notice for 2019/2019A Bond: Recommended Approval by Board President
- RESOLUTION NO. 18-05: "Truth in Taxation" Act Resolution: Recommended Approval **(ROLL CALL)**
- ORDINANCE NO. 18-05: Authorizing the 2018 Property Tax Levy: Review Only
- Bill Klingner Trail 18th to 24th Street, Engineering Services Agreement: Recommended Approval **(VOICE VOTE)**
- Quincy Park District Annual Capital Project Bond List: Recommended Approval **(VOICE VOTE)**
- Quincy Park District 2018-2019 Goals & Objectives 3rd Quarter Review: Information Only
- Quincy Park District 2019-2020 Goals and Objectives: Recommended Approval **(VOICE VOTE)**
- RESOLUTION NO. 18-06: Approving the Grant of Permanent Easement for Water Well and Water Pipes to the City of Quincy, Illinois: Recommended Approval **(ROLL CALL)**
- FY 2019 Shelter/Special Event/Services Fees: Discussion Only
- FY 2019 Art Keller Marina Fees: Discussion Only
- FY 2019 Westview Golf Course Fees: Discussion Only
- FY 2019 Indian Mounds Pool Fees: Discussion Only
- FY 2019 Showmobile Rental Fees: Discussion Only
- FY 2019 Financial Assistance Program: Discussion Only
- FY 2019 Athletic Surface Rental: Discussion Only
- FY 2019 Batting Cage Fees: Discussion Only
- FY 2019 Quench Buggy Fees: Discussion Only

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

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

CALL TO ORDER (OPEN SESSION) **(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

September 12, 2018
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 Barbara Holthaus, Commissioners Vicki Dempsey, John Frankenhoff, 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, Marketing Coordinator – Marcelo Beroiza, Administrative Assistant – Mary Arp and Board Attorney – Terry Anastas. President Gough led the room in the Pledge of Allegiance.

CONSENT AGENDA

President Gough asked if there were any objections or changes to the August 8, 2018 Regular Board meeting minutes, the August 24, 2018 Board Retreat meeting minutes or the check register. COMMISSIONER FRANKENHOFF NOTED THAT A REVISED AUGUST 24, 2018 BOARD RETREAT MINUTES HAD BEEN DISTRIBUTED AND HE MADE A MOTION TO APPROVE THE REVISED MINUTES. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

PUBLIC INPUT

Kyle Jacoby thanked the Board for the opportunity to complete an internship with the Park District. Roger Leenerts thanked the Park District for their support of the first Gem City Pickleball Tournament. He said the event was a success and commented on how nice the courts were.

BOARD INFORMATION/EDUCATION

ITEP vs Non-ITEP Construction on Bill Klingner Trail

President Gough suspended the rules for the presentation by Cullan Duke with Klingner and Associates. Executive Director Frericks noted that Cullan Duke was invited to attend this meeting to review the differences of a construction project funded with ITEP funds versus local funds. Mr. Duke explained that the project design would be the same. He then reviewed phases or areas of a project and noted how they could differ based on the funding type of the project. Areas noted were reviews, the decision process, permit requirements, documentation, the bidding process, timing of the process, cost and change orders. There was some discussion concerning the various phases. President Gough called for the rules to be reinstated.

Directives from August 24 Board Retreat

Executive Director Frericks noted that the Board packet included a list of directives from the August 24 Board Retreat. He asked if there were any additions, changes, or items that need discussion. It was noted that the Parker Heights signage was part of the bond projects.

Referendum Timeline for Boardwalk

Executive Director Frericks referred to the document in the packet from Chapman and Cutler LLP and noted that there were a number of due dates. A referendum for the pier would require actions to be taken in December. It was noted that the City and the County need to provide the District with resolutions of support and potential financial commitment before the District takes any action. President Gough has notified both entities.

CORRESPONDENCE

Executive Director Frericks reviewed the correspondence from Q-Fest, Bridge the Gap and Love the Q.

VOLUNTEERS

Executive Director Frericks extended his appreciation to the fall soccer coaches and noted that the success of the program is dependent on volunteers.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Frericks noted that the agenda for a meeting of the Quincy Riverfront Development Committee and a list of riverfront development projects had been distributed. He also noted that Pedal the Parks and a bag tournament, fundraisers for Friends of the Trails, were planned for this weekend.

DIRECTORS' REPORTS

Director Higley reported that the Wavering ballfield project was making good progress. There was a brief discussion on the impact of high water on the District. Director Hilgenbrinck referred to a memo noting that there are three -four year Park Commissioner seats open for the upcoming elections. There was discussion regarding the dates, terms and the number of required signatures. Director Bruns reviewed the five year pool attendance report that was included in the packet. There was some discussion on the weather and Westview Golf Course.

UNFINISHED BUSINESS

Relocation of Historical Marker in Clat Adams Park

Executive Director Frericks explained that this was tabled last month. A letter was sent to the national organization and we have not received a response. COMMISSIONER STUPASKY MADE A MOTION TO APPROVE RELOCATION OF HISTORICAL MARKER IN CLAT ADAMS PARK. Commissioner Steinkamp noted that he had seen a group of members of the Latter Day Saints and they asked that the monument not be moved. There was discussion regarding the best location for the monument.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER FRANKENHOFF	NO
COMMISSIONER REUSCHEL	YES
COMMISSIONER STEINKAMP	NO
COMMISSIONER STUPASKY	YES
COMMISSIONER DEMPSEY	NO
VICE PRESIDENT HOLTHAUS	YES
PRESIDENT GOUGH	YES

PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

NEW BUSINESS

Quincy Park District Annual Capital Project Bond List

Executive Director Frericks explained that this was the same list discussed at the retreat with the exception of moving the dog park to South Park. He provided an overview of the list and reviewed the dog park change. This project list will be presented for final approval at the October 10, 2018 Board meeting. There was discussion about Parker Heights signage.

Quincy Park District 2019-2020 Goals and Objectives

Executive Director Frericks noted that the goals and objectives were discussed at the August 24, 2018 Board Retreat. There were no questions or comments.

Proposed Tax Levy for Budgetary Purposes

Director Hilgenbrinck explained that, at this point, there is no need for a "Black Box" notice. He noted that a Tax Levy Comparison (Budget Version) that shows the breakdown of anticipated levies for budgetary purposes was included in the packet. This is the same version that was presented at the August 24, 2018 Board Retreat.

Quincy Park District Salary Administration Program, 2019

Executive Director Frericks explained that the Salary Administration Program authorizes the appropriation limits for the salaries of the District's full time, non-union staff. COMMISSIONER DEMPSEY MADE A MOTION TO APPROVE THE 2019 SALARY ADMINISTRATION PROGRAM AND TO ALLOW THE EXECUTIVE DIRECTOR TO DISTRIBUTE UP TO \$11,893 IN COST OF LIVING ADJUSTMENTS. It was noted that the distribution is based on performance and may not be distributed evenly. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Bill Klingner Trail 5th Street to Bonansinga Drive Section – Timeline, Funding and Partial Funding Authorization

COMMISSIONER REUSCHEL MADE A MOTION TO APPROVE FUNDING FOR ENGINEERING SERVICES AND TO SEEK BIDS FOR TREE REMOVAL WITHIN THE CONSTRUCTION AREA. Director Hilgenbrink provided an overview of the timing of the work on the trails and explained that this action is for the approval of engineering services and tree removal for the 5th Street to Bonansinga Drive. It was noted that this was discussed at the retreat. There was discussion regarding this section of the trail and Commissioner Dempsey wanted to go on record that completing this section of the trail is unnecessary.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER REUSCHEL	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER STUPASKY	YES
COMMISSIONER DEMPSEY	NO
COMMISSIONER FRANKENHOFF	YES
VICE PRESIDENT HOLTHAUS	YES
PRESIDENT GOUGH	YES

PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

PUBLIC INPUT

Jeff Kerkhoff stated that it was good to hear that the tax levy will remain flat.

Commissioner Frankenhoff asked Board Attorney Anastas to summarize the handout (memo) he prepared regarding the Quincy Riverfront Promenade/Boardwalk and Visitor Boat Dock Committee and the Open Meetings Act. He reviewed the document and summarized that any involvement the Park District has with the committee should be assumed that the committee is a public body and that all requirements of the Open Meetings Act should apply. There was discussion about the agenda, taking action, subcommittee and advisory committees. The number of RFQ's submitted, the number of firms presenting, the next scheduled meeting, the next steps of the project and the timeline were discussed. COMMISSIONER REUSCHEL MOVED TO ADJOURN. UNANIMOUS. PRESIDENT GOUGH DECLARED THE MOTION CARRIED.

Secretary

Chairman

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

CORRESPONDENCE

Marcelo J. Beroiza

From: Kristen Liesen <liesekr@quincy.edu>
Sent: Wednesday, September 19, 2018 2:19 PM
To: Marcelo J. Beroiza
Subject: QU Intern, Kyle Jacoby

Thank you for agreeing to host a Quincy University intern this fall. We appreciate the support your organization provides and want this to be a wonderful experience for your organization. If you should have any questions or need to address an intern concern, I will serve as your resource.

At the end of the internship, you will receive an internship evaluation. This evaluation serves as a tool in addressing the students mastery of the learning goals set forth by yourself and their instructor. We take great pride in our students' professionalism and drive during each internship, and we hope you see the same in your fall intern.

Thank you again for your support and we hope you have as beneficial an experience as our student will have with you.



This email text or attachments may contain information which is confidential and may be privileged. This communication is for the exclusive use of the intended recipient(s). If you are not the intended recipient or designated agent of the recipient of such information, you are hereby notified that any use, dissemination, copying or retention of this email or the information contained herein is by law strictly prohibited and may subject you to penalties under federal and/or state law. If you received this email in error, please notify the sender immediately and permanently delete this email and all attachments.

VOLUNTEERS

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: September 28, 2018

Administrative Initiatives (9/01/18 – 9/30/18)

Attended:

- Friends of the Trails meeting
 - Directors meeting
 - Safety meeting
 - Rotary meetings
 - Quincy/Adams County Economic Development/Tourism meeting
 - Riverfront Development meeting
 - QBAREA meeting
 - Wellness & Prevention meeting
-
- Met with Trotter General Contractors and Klingner & Associates on the renovation for Clat Adams fountain.
 - Met with MEC at Wavering Field several times throughout the month to answer questions on the synthetic turf installation.
 - Volunteered for the Pedal the Parks fundraiser for Friends of the Trails.
 - Met with contractors for pricing on various Bond 2019 projects.
 - Held Directors' budget hearings for the upcoming 2019 budget.
 - Met with several engineering firms for the Riverfront Promenade/Pier regarding the request for qualifications.
 - Attended the Quincy Grand Prix Inc. wrap up meeting.
 - Held a conference call with the National Fitness Campaign on incorporating fitness equipment in the Park District.

- With the Board President, met with City of Quincy on the proposed well on Q-Island.
- Met with the City of Quincy and the Community Garden Coalition regarding the plots at Lincoln Jackson Pool area.
- Participated in the Chamber Golf Outing at Westview.
- Met with The District on Washington Park lighting for the holidays.

Administrative Initiatives (10/1/18 – 10/31/18)

- Continue to work with local contractors and engineers on the Bill Klingner Trail project for the 18th to 24th Street section of Bill Klingner Trail.
- Continue planning for 2019 bond projects, goals and objectives.
- Work with staff on finding a tenant for the Lorenzo Bull House.

DIRECTOR'S REPORTS

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: September 30, 2018

Administrative Initiatives (9/1/18 – 9/30/18)

Attended:

- Directors meeting
 - Safety meeting
 - Kiwanis meetings
 - Friends of the Trails meeting
 - Pedal the Parks Fundraiser
 - Alzheimer's Walk onsite
 - Art Fest onsite
 - Mutt Strut onsite
 - Walk for Jesus onsite
-
- Monitored progress on Clat Adams fountain renovation.
 - Monitored progress on Wavering Ballfield turf installation.
 - Monitored road repair on the west side of Quinsippi Island Bridge.
 - Monitored work on Moorman Park restroom improvements.
 - Monitored work on Wavering Park restroom improvements.
 - Worked on 2019 budget.
 - Monitored Wavering Aquatic Center repurposing.
 - Monitored District LED light replacement.

Administrative Initiatives (10/1/18 – 10/31/18)

- Continue planning for 2019 projects, goals and objectives.
- Work on 2018 Capital Projects for Parks Department.
- Monitor road repair on the west side of Quinsippi Island Bridge.
- Monitor work on Wavering Park restroom improvements.
- Monitor District LED light replacement.
- Monitor Wavering Aquatic Center repurposing.

To: Board of Commissioners

From: Donald J. Hilgenbrinck

Subject: Monthly Report

Date: September 30, 2018

Administrative Initiatives (9/01/18 – 9/30/18)

- Attended Safety Committee meeting.
- Attended EZ Links Golf Software Onsite meeting.
- Attended IGFOA Annual Conference.
- Attended Directors' budget meeting.
- Attended department budget hearing meetings.
- Attended meeting with CDS to evaluate and discuss the District's IT system and software upgrades and upcoming hardware upgrades.
- Continue monitoring the status of the lighting upgrades by representatives of the General Energy Corporation.
- Prepared the 2018 Tax Levy Ordinance draft.
- Prepared the Truth in Taxation Resolution.
- The office staff has also been busy with 2018 fall registrations, shelter reservations, processing special event applications, and administrative duties.

Administrative Initiatives (10/01/18 – 10/31/18)

- Work with TimePro to improve interface and reporting.
- Continue development of the District's FY2019 operating budget.
- Retire the annual 2018 GO Bond.
- Publish the BINA Notice for the November public hearing.
- Prepare a draft 2019 Budget & Appropriation Ordinance.
- Coordinate efforts with Chapman & Cutler, LLP for the development of the annual 2019 G. O. Bond Ordinance.

To: Board of Commissioners

From: Mike Bruns

Subject: Monthly Report

Date: September 25, 2018

Administrative Initiatives (09/01/18 – 09/30/18)

- Attended the monthly safety committee meeting.
- Worked on preparing the 2019 budget.
- Staff set up the adult soccer league.
- Staff helped with the pickleball tournament on September 8.
- Staff conducted the storytelling event at Moorman Park on September 15.
- Staff worked on plans and conducted the Fall Festival at Moorman Park on September 22.
- Worked on preparing the facility fee schedule and program fees for 2019.
- Worked on preparing the financial assistance program for 2019.
- Staff worked on plans for the Thursday night North Quincy Sports program.
- Staff worked on summer program evaluation reports.
- Staff worked on plans for the 5K Trailblazer race.

Administrative Initiatives (10/01/18 – 10/31/18)

- Staff will finish the evaluation reports for summer programs and events.
- Finalize the 2019 budget.
- Staff will conduct the 5K Trailblazer race on October 6.
- Staff will work on the 2019 program and event schedules.
- Batting Cage facility will close for the season on October 8.
- Staff will work on clean up and closing procedures at the Batting Cage facility.
- Staff will clean up and winterize facilities.
- Finalize the 2019 fees.
- Staff will help with the outdoor movie at Frederick Ball Community Center and buy pumpkins for their Halloween event.

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

Administrative Initiatives (09/01/18 – 09/30/18)

- Attended safety, directors and board meeting.
- Meet with sales representatives for 2019 Golf Shop merchandise.
- Continue to host high school practices and matches.
- Hosted the Richards Electric Golf Outing, Thursday, September 6th.
- Host the 49ers Golf Tournament, Monday, September 17th (rain date).
- Hosted the Chamber Golf Outing, Thursday, September 13th.
- Hosted the TNT Seniors, Thursday, September 20th.
- Hosted the QU Football Golf Outing, Friday, September 21st.
- Hosted the QND Foundation Golf Outing, Monday, September 24th.
- Hosted the Western Big High School Tournament, Tuesday, September 25th.
- Hosted the St. Francis Golf Outing, Sunday, September 30th.
- Aerified, seeded and top-dress greens 1 through 18.

- Start re-seeding 1 through 18 fairways.
- Applied insecticide to control mole crickets on the greens.
- Applied fungicides to greens, tees, fairways.

Administrative Initiatives (10/01/18 - 10/31/18)

- Host the Sammy & Kiwanis Golf Outing, Sunday, October 7th.
- Host the QHS Basketball Golf Outing, Friday, October 12.
- Host the Senior City Golf Tournament, Saturday and Sunday, October 13th and October 14th.
- Host the Hyvee Golf Outing, Monday, October 15th.
- Continue to renovate the bunker on hole 6. Re- contour and new sand.
- Continue concreting to finish the renovation of the cart-path on hole 5.
- Aerify and seed 3rd-nine greens.
- Continue seeding and grow in of new grass on the front 18 fairways.
- Fall leaf clean-up begins. (blowing and mulching)
- Aerify and seed tee complexes.

Westview Golf Course Rounds of Golf - 2018

		Sep-18	2018 YTD	Sep-17	2017 YTD
10000	18 Hole Weekday Green Fee	446	2450	432	2565
10001	18 Hole Weekend Green Fee	0	0	0	0
10002	9 Hole Weekday Green Fee	46	892	163	1319
10003	9 Hole Weekend Green Fee	0	0	0	0
10004	Twilight Green Fee	52	357	73	454
10005	Fall/Spring/Winter Green Fee	0	253	0	370
10006	M-T-TH-Special	82	509	125	535
10007	Winter Special w/ Car	0	196	0	536
10008	Third Nine Green Fee	390	2668	426	2975
10009	Family Night Adult	29	126	32	139
10010	Family Night Child	27	126	29	131
10011	Jr. Green Fee	7	54	3	84
10012	Promotional Round	22	75	12	68
10013	Twilight Combo	360	3208	437	3217
10014	Early Bird 9	9	75	5	34
10015	Early Bird 18	85	710	125	531
11000	Adult Weekday Pass Visit	163	1469	175	1368
11001	Adult Weekend Pass Visit	155	996	190	1337
11002	Senior Weekday Pass Visit	298	2234	375	2571
11003	Senior Weekend Pass Visit	238	1335	240	1691
11004	Senior Rest. Weekday Pass Visit	64	443	70	402
11005	Super Senior Weekday Pass Visit	301	2366	384	2598
11006	Employee Pass Visit	20	269	31	351
11007	Junior Weekday Pass Visit	66	565	123	883
11008	Junior Weekend Pass Visit	33	189	35	342
11010	Junior Summer Pass Visit	0	296	0	249
11011	College Pass Visit	44	248	47	498
11012	Young Adult Pass Visit	59	618	31	254
11013	School Team Pass Visit	122	297	171	411
12000	Green Fee Punch card Visit	336	2582	391	3091
13000	Tournament Round	60	1145	32	1042
13001	Tournament Green Fee	0	0	0	0
13002	Outing Green Fee	416	819	348	644
Total		3,930	27,570	4,505	30,690
Per Visit Fee		\$5,408	\$27,166	\$4,069	\$28,222
* Days Closed		2	68	0	24

To: Board of Commissioners

From: Marcelo Beroiza

Subject: Monthly Report

Date: September 30, 2018

Administrative Initiatives (9/1/18 – 9/30/18)

- Attended recreation staff meeting, Friends of the Trails Board meeting, United Way wellness & prevention team and Park District Board meeting
- Attended Chamber of Commerce Leadership Essentials seminar
- Met with staff and intern to discuss KHQA monthly rotation and live show
- Met with radio stations for 2019 advertising programs
- Prepared and submitted press releases and coordinated event interviews
- Facilitated communication/press conference for local media stories and reports
- Monthly advertising/events social media platform
- Prepared email marketing for monthly events
- Created videos and other promotional material
- Information gathering for new brochure for Parker Heights, Indian Mounds, Bob Bangert Park and the Log Cabins
- 2019 Moorman complex initiatives project. Marketing campaign.

Administrative Initiatives (10/1/18 – 10/31/18)

- Continue working on Moorman complex facility initiatives project. Marketing campaign.
- Continuous digital marketing campaign for the Park District /Westview and social media platform awareness. Facebook & Instagram live all events, parks, trails and attractions
- Promote Quincy Park District through media outlets such as KHQA, WGEM, Quincy Herald Whig and radio networks to reach all demographics. Specifically reaching out to households without the social media environment

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

**AGENDA ITEM: ORDER CALLING A PUBLIC HEARING TO
SELL GENERAL OBLIGATION BONDS AND TO PUBLISH A BINA
NOTICE: RECOMMENDED APPROVAL BY BOARD PRESIDENT**

BACKGROUND INFORMATION: The Bond Issue Notification Act (BINA) requires the Board President to authorize a publication notice to be published no less than seven (7) and no more than 30 days before the date of the public hearing. The following proposed notice is to be published once in the Quincy Herald Whig:

**Notice of Public Hearing Concerning the Intent of
the Board of Park Commissioners of
the Quincy Park District, Adams County, Illinois
to Sell \$3,200,000 General Obligation Park Bonds**

Public Notice is Hereby Given that the Quincy Park District, Adams County, Illinois (the "*District*"), will hold a public hearing on the 14th day of November, 2018, at 6:00 o'clock P.M. The hearing will be held at the Board Room, Room #123, 1231 Bonansinga Drive, Quincy, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$3,200,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Quincy Park District, Adams County, Illinois.

Dated the 10th day of October, 2018.

Rome Frericks
Secretary, Board of Park Commissioners,
Quincy Park District, Adams County, Illinois

The BINA notice in the amount of \$3,200,000 would cover the annual General Obligation Bond in the amount of \$900,000 and the Bill Klingner Trail Bond in the amount of \$2,300,000.

Attached is the proposed directive by the Board President, calling for the BINA hearing.

FISCAL IMPACT: NONE

STAFF RECOMMENDATION: Staff recommends the Board President to call for a BINA hearing and publication notice to be published, as presented.

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

BOARD ACTION:

ORDER calling a public hearing concerning the intent of the Board of Park Commissioners of the Quincy Park District, Adams County, Illinois, to sell \$3,200,000 General Obligation Park Bonds.

* * *

WHEREAS, the Quincy Park District, Adams County, Illinois (the “*District*”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Park Commissioners of the District (the “*Board*”) intends to sell bonds in the amount of \$3,200,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the “*Bonds*”); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board’s intent to sell the Bonds before adopting an ordinance providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It is Hereby Ordered by the undersigned President of the Board of Park Commissioners of the Quincy Park District, Adams County, Illinois, as follows:

1. I hereby call a public hearing to be held at 6:00 o’clock P.M. on the 14th day of November, 2018, at the Board Room, Room #123, 1231 Bonansinga Drive, Quincy, Illinois, in the District, concerning the Board’s intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the “*Hearing*”).

2. I hereby direct that the Secretary of the Board (the “*Secretary*”) shall (i) publish notice of the Hearing at least once in the *Quincy Herald-Whig*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the

Hearing and (ii) post at least 48 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 120-hour period preceding the Hearing.

3. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF PARK COMMISSIONERS OF
THE QUINCY PARK DISTRICT, ADAMS COUNTY, ILLINOIS
TO SELL \$3,200,000 GENERAL OBLIGATION PARK BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that the Quincy Park District, Adams County, Illinois (the "*District*"), will hold a public hearing on the 14th day of November, 2018, at 6:00 o'clock P.M. The hearing will be held at the Board Room, Room #123, 1231 Bonansinga Drive, Quincy, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$3,200,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Quincy Park District, Adams County, Illinois.

DATED the 10th day of October, 2018.

Rome Frericks
Secretary, Board of Park Commissioners,
Quincy Park District, Adams County, Illinois

Notice to publisher: Please be certain that this notice appears above the name of the Secretary.

4. At the Hearing the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt an ordinance selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Ordered this 10th day of October, 2018.

President, Board of Park Commissioners,
Quincy Park District, Adams County, Illinois

QUINCY PARK DISTRICT
Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

**AGENDA ITEM: RESOLUTION NO. 18-05: “TRUTH IN TAXATION”
ACT RESOLUTION: RECOMMENDED APPROVAL**

BACKGROUND INFORMATION: In accordance with State of Illinois Statutes, the Quincy Park District is required, no less than twenty (20) days prior to the adoption of the aggregate tax levy, to officially estimate the amount of tax funds necessary to be raised for the current year on taxable property within the district. Property tax funds levied in 2018 are collected to fund the authorized FY2019 appropriated expenditures. The estimated 2018 tax levy only includes taxes necessary to meet anticipated expenditure levels for general and special purpose operating funds (i.e. General Operations – NOT debt service, trust and major capital expenses).

The amount of 2018 tax funds to be levied is \$2,540,800.

Due to the fact that the proposed 2018 aggregate tax levy will NOT be increased by more than 5% compared to the previous levy in 2017, state statute does not require that a PUBLIC HEARING be held prior to officially adopting the 2018 Tax Levy Ordinance at the November Board meeting.

FISCAL IMPACT: This resolution is for compliance with state statutes and in its self has no fiscal impact on the District.

STAFF RECOMMENDATION: Staff recommends approval of Resolution No. 18-05, as presented.

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

BOARD ACTION:

QUINCY PARK DISTRICT
RESOLUTION NO. 18-05

RESOLUTION REGARDING THE TRUTH IN TAXATION LAW
(HEARING NOT REQUIRED)

WHEREAS, the Truth in Taxation Act (35 Illinois Compiled Statutes 200/18-55, et.seq.) provides, in part, that not less than twenty (20) days prior to the adoption of the aggregate levy, the corporate authority of each taxing district, including the Board of Commissioners of the Quincy Park District shall determine the amounts of money, exclusive of any portion of that levy attributable to the costs of conducting an election required by the general election law, estimated to be necessary to be raised by taxation for that year upon the taxable property in its district; and,

WHEREAS, the said Truth in Taxation Law further provides that if the estimate of the corporate authority made as provided in Section 18-60 is more than 105% of the amount extended or estimated to be extended, plus any amount abated by the corporate authority prior to extension, upon the final aggregate levy of the preceding year, exclusive of election costs, the corporate authority shall give public notice of and hold a public hearing on its intent to adopt an aggregate levy in an amount which is more than 105% of the amount extended or estimated to be extended upon the final aggregate levy extensions, plus any amount abated, exclusive of election costs, for the preceding year; and,

WHEREAS, The Board of Commissioners of the Quincy Park District has estimated that the amount necessary to be raised by taxation for the real estate tax year of 2018 is not more than 105% of the amount extended or estimated to be extended upon the levy of the preceding real estate tax year of 2017, exclusive of election costs.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE QUINCY PARK DISTRICT AS FOLLOWS:

SECTION 1. ESTIMATED LEVY: This Board hereby determines that the amounts of money, exclusive of the costs of conducting an election required by the general election law, estimated to be necessary to be raised by taxation upon the taxable property of the District for the real estate tax year of 2018 is \$2,540,800 which is also the proposed "aggregate levy" of the District for such year (that is, corporate and special purpose monies).

SECTION 2. NO HEARING SCHEDULED: In view of the determination of the estimated levy, it is not necessary to schedule, give notice of or hold a public hearing on the intent of the Board to adopt a levy.

SECTION 3. EFFECTIVE DATE: This resolution shall be in full force and effect immediately upon its passage.

DATED: This 10th day of October, 2018.

QUINCY PARK DISTRICT

By: _____
Its President

ATTEST:

Its Secretary

AYES: _____

NAYES: _____

PASSED AND APPROVED this 10th day of October, 2018.

STATE OF ILLINOIS)
) SS
COUNTY OF ADAMS)

I, Rome Frericks, Secretary of the Quincy Park District, do hereby certify the foregoing to be a full, true and correct copy of a Truth in Taxation Act Resolution adopted by the Board of Commissioners of the Quincy Park District at a meeting held October 10, 2018, in the District.

WITNESS MY HAND AND SEAL OF SAID Quincy Park District this
10th day of October, 2018.

Rome Frericks, Secretary
Quincy Park District

(Corporate Seal)

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE NO. 18-05: AUTHORIZING THE 2018 PROPERTY TAX LEVY (REVIEW ONLY)

BACKGROUND INFORMATION: In accordance with State of Illinois Statutes, the 2018 proposed tax levy ordinance is being presented for your review only. These proposed levies for 2018 property taxes only include aggregate taxes and not debt service. Aggregate taxes provide tax revenue for general and special operations of the District, as approved by the Board in the fiscal year budget.

FISCAL IMPACT: This proposed 2018 aggregate tax levy is being presented for Board review only. This proposed 2018 levy, in the amount of \$2,540,800, may increase the District's revenue by \$40,947, and represents a 1.64% increase. This increase in the tax aggregate would only occur in the event there is an increase in the projected EAV not the proposed tax rate. Actually, if the EAV increases sufficiently to cause a 1.64% increase in the District's tax revenue, the rate would actually decrease slightly from the 2017 rate of .3857 to .37337.

The District's FY2019 budget is being prepared based on a slight increase in the EAV. The estimated decrease in the aggregate levy would be .01%.

See attached "Comparison Tax Levy" reports comparing 2018 with 2017 for your review. Also, attached is a comparison report of the 2017 actual tax levy verses the 2017 budget figures.

This levy is subject to change prior to its final adoption based upon estimates obtained from the 2019 operating budget preparation process, currently in progress.

STAFF RECOMMENDATION: Review only. This ordinance will be presented again at the November Board meeting for approval.

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

BOARD ACTION:

QUINCY PARK DISTRICT
COMPARISON TAX LEVY

Levy Version								
<u>FUND</u>	<u>2017 Rate</u>	<u>2017 Tax Levied</u>	<u>2018 Proposed Levy</u>	<u>2018 Proposed Rate</u>	<u>Difference</u>	<u>Projected \$100K Impact</u>	<u>Projected Cash Balance 12/31/2018</u>	<u>2019 Budget</u>
CORPORATE	0.12500	810,168	850,625	0.12500	40,457		\$ -	\$ -
RECREATION	0.07500	486,101	510,375	0.07500	24,274		\$ -	\$ -
MUSEUM	0.03000	194,440	204,150	0.03000	9,710		\$ -	\$ -
SOCIAL SECURITY	0.02384	154,515	155,000	0.02278	485		\$ -	\$ -
PENSION/RETIREMENT	0.02778	180,052	180,000	0.02645	(52)		\$ -	\$ -
UNEMPL. COMP. INS.	0.01235	80,045	75,000	0.01102	(5,045)		\$ -	\$ -
LIABILITY	0.05995	388,556	350,000	0.05143	(38,556)		\$ -	\$ -
AUDIT	0.00178	11,537	11,500	0.00169	(37)		\$ -	\$ -
PARK SECURITY	0.02500	162,034	170,125	0.02500	8,091		\$ -	\$ -
PAVING & LIGHTING	0.00500	32,407	34,025	0.00500	1,618		\$ -	\$ -
	0.38570	2,499,853	2,540,800	0.37337	40,947	\$ 105.79		-
					101.6380%			
BOND 2012A	0.01595	103,386	102,374	0.01504		\$ 4.26		
BOND 2017	0.14214	921,250						
Estimated 2019 GO Bond (\$900k)			914,025	0.13432		\$ 38.06		
Estimated 2019 Trail Bond Pmt			494,536	0.07267		\$ 24.22		
TOTAL	0.54379	3,524,489	4,051,735	0.59541	527,246.30	\$ 172.33		
2017 EAV	\$ 648,134,093							
2018 Estimated EAV	\$ 680,500,000							

Notes:

QUINCY PARK DISTRICT
COMPARISON TAX LEVY

Budget Version								
FUND	<u>2017</u> Rate	<u>2017</u> Tax Levied	<u>2018</u> Levy	<u>2018</u> Rate	Difference	Projected \$100K Impact	Projected Cash Balance 12/31/2018	2019 Budget
CORPORATE	0.12500	810,168	818,750	0.12500	8,582		\$ -	\$ -
RECREATION	0.07500	486,101	491,250	0.07500	5,149		\$ -	\$ -
MUSEUM	0.03000	194,440	196,500	0.03000	2,060		\$ -	\$ -
SOCIAL SECURITY	0.02384	154,515	155,000	0.02366	485		\$ -	\$ -
PENSION/RETIREMENT	0.02778	180,052	180,000	0.02748	(52)		\$ -	\$ -
UNEMPL. COMP. INS.	0.01235	80,045	75,000	0.01145	(5,045)		\$ -	\$ -
LIABILITY	0.05995	388,556	350,000	0.05344	(38,556)		\$ -	\$ -
AUDIT	0.00178	11,537	11,500	0.00176	(37)		\$ -	\$ -
PARK SECURITY	0.02500	162,034	163,750	0.02500	1,716		\$ -	\$ -
PAVING & LIGHTING	0.00500	32,407	32,750	0.00500	343		\$ -	\$ -
	0.38570	2,499,853	2,474,500	0.37779	(25,353)	\$ 107.04		-
					98.9858%			
BOND 2012A	0.01595	103,386	102,374	0.01563		\$ 4.43		
BOND 2017	0.14214	921,250						
Estimated 2019 GO Bond (\$900k)			914,025	0.13955		\$ 39.54		
Estimated 2019 Trail Bond Pmt			494,536	0.07550		\$ 25.17		
TOTAL	0.54379	3,524,489	3,985,435	0.60846	460,946	\$ 176.17		
2017 EAV	\$ 648,134,093							
2018 Estimated EAV	\$ 655,000,000							

Notes:

QUINCY PARK DISTRICT
COMPARISON TAX LEVY

2017 Actual Vs Budget

<u>FUND</u>	<u>2017 Rate</u>	<u>2017 Tax Levied</u>	<u>2017 Budgeted Levy</u>	<u>2017 Budgeted Rate</u>	<u>Difference</u>
CORPORATE	0.12500	810,168	800,000	0.12500	10,168
RECREATION	0.07500	486,101	480,000	0.07500	6,101
MUSEUM	0.03000	194,440	192,000	0.03000	2,440
SOCIAL SECURITY	0.02384	154,515	154,500	0.02951	15
PENSION/RETIREMENT	0.02778	180,052	180,000	0.02541	52
UNEMPL. COMP. INS.	0.01235	80,045	80,000	0.01230	45
LIABILITY	0.05995	388,556	388,500	0.06369	56
AUDIT	0.00178	11,537	11,500	0.00189	37
PARK SECURITY	0.02500	162,034	160,000	0.02500	2,034
PAVING & LIGHTING	0.00500	32,407	32,000	0.00500	407
	0.38570	2,499,853	2,478,500	0.39279	21,353
					100.8615%
BOND 2012A	0.01595	103,377	102,374	0.01600	1,003
2018 GO Bond	0.14214	921,258	910,080	0.14220	11,178
TOTAL	0.54379	3,524,488	3,490,954	0.55098	

2017 Actual EAV \$ 648,134,093

2017 Estimated EAV \$ 640,000,000

Notes:

ORDINANCE NO. 18-05
ANNUAL TAX LEVY
2018

AN ORDINANCE LEVYING AND ASSESSING TAXES
FOR THE YEAR 2018
OF THE QUINCY PARK DISTRICT
OF ADAMS COUNTY, ILLINOIS

STATE OF ILLINOIS

Park District of Quincy

County of Adams

In pursuance of authority vested in them by the Park District Code, Article Five, the Commissioners of the Park Board in meeting assembled, do hereby find and declare that there will be required to be levied upon all taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District, as required by statute or voted by people in accordance with law, and the amounts so required are itemized and needed for uses and purposes as set forth herein below; BE IT HEREBY ORDAINED by the Board of Commissioners of the Quincy Park District, Adams County, Illinois that there is hereby levied against all of the taxable property in said Park District in accordance with the provisions of law for the year 2018 the following sums:

	Amount to be raised by taxation
1. <u>CORPORATE</u>	
1. Administration:	
Personnel Services, Wages	\$525,583
Employee Benefits	55,856
Commodities	187,948
Contractual Services	57,843
Travel & Communications	23,295
 TOTAL FOR CORPORATE FUND	 \$850,625

Amount
to be raised
by taxation

II. RECREATION FUND

1. Administration:

Personnel Services, Wages	\$86,926
Employee Benefits	10,138
Commodities	18,690
Contractual Services	29,037
Travel & Communications	3,311

Subtotal 148,102

2. Programs:

Personnel Services, Wages	\$233,729
Employee Benefits	0
Commodities	113,255
Contractual Services	11,134
Travel & Communications	4,155

Subtotal 362,273

TOTAL FOR RECREATION FUND \$510,375

III. MUSEUM FUND

1. Administration

Personnel Services, Wages	\$141,470
Employee Benefits	11,387
Commodities	44,407
Contractual Services	6,447
Travel & Communications	439

TOTAL FOR MUSEUM FUND \$204,150

IV. ILLINOIS MUNICIPAL RETIREMENT FUND

Contractual Service \$180,000

TOTAL IL. MUNICIPAL RETIREMENT FUND \$180,000

V. SOCIAL SECURITY

Contractual Service	\$155,000	
TOTAL SOCIAL SECURITY FUND		\$155,000
 <u>VI. LIABILITY INSURANCE FUND</u>		
Contractual Service	\$350,000	
TOTAL LIABILITY INS. FUND		\$350,000
 <u>VII. UNEMPLOYMENT COMPENSATION FUND</u>		
Contractual Service	\$75,000	
TOTAL UNEMPLOYMENT COMP. FUND		\$75,000
 <u>VIII. AUDIT FUND</u>		
Contractual Services	\$11,500	
TOTAL AUDIT FUND		\$11,500
 <u>IX. PAVING & LIGHTING</u>		
Contractual Services	\$34,025	
TOTAL PAVING & LIGHTING		\$34,025
 <u>X. POLICE FUND</u>		
Contractual Services	\$170,125	
TOTAL POLICE FUND		\$170,125
 GRAND TOTAL		 \$2,540,800

Making the aggregate sum of Two Million, Five Hundred Forty Thousand, Eight Hundred Dollars (\$2,540,800) to be raised by taxation and levied on all the taxable property and liabilities of the Park District as required by statute or voted by the people in accordance with law.

That the Secretary of Quincy Park District shall file with the County Clerk of the County of Adams, State of Illinois, a certified copy of this Ordinance, no later than the fourth Tuesday in December, 2018.

This Ordinance shall be in force and effect from and after its passage and approval, and all Ordinances and parts of Ordinances in conflict herewith shall be and the same are hereby repealed.

November 14, 2018
Adopted

President

November 14, 2018
Adopted

Secretary

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

I, Rome Frericks, Secretary of the Quincy Park District, do hereby certify that the copy of said 18-05 Ordinance attached hereto, is a true, full and complete copy thereof, as the same appears on the records of the Quincy Park District.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Quincy Park District this 14th day of November, A.D., 2018.

Rome Frericks

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

ROME FRERICKS, BEING FIRST DULY SWORN ON HIS OATH, deposes and says that he, as Secretary of the Quincy Park District, signed and sealed the above and foregoing 18-05 Ordinance, and that the contents thereof are true and correct in substance and in fact.

Rome Frericks

Subscribed and sworn to before me this 14th day of November, 2018.

Notary Public

CERTIFICATE REGARDING
THE TRUTH IN TAXATION LAW
(HEARING NOT REQUIRED)

Pursuant to the Truth in Taxation Law (35 Illinois Compiled Statutes, 200/18-55 et. seq.), I, Bob Gough, state as follows:

1. I am the President or presiding officer of the Board of Commissioners of the Quincy Park District.
2. Not less than twenty (20) days prior to the adoption of its aggregate levy, that is, on the 10th day of October, 2018, the said Board did determine the amounts of money, exclusive of any portion of that levy attributable to the costs of conducting an election required by the general election law, estimated to be necessary to be raised by taxation upon the taxable property in its district for the real estate tax year of 2018, said estimate being an amount which was not more than 105% of the extensions, exclusive of election costs, for the preceding year.
3. Because the tax levy was not more than 105% of the extensions, exclusive of election costs, for the preceding year, no hearing was required pursuant to the Truth in Taxation Law.
4. The undersigned, as presiding officer of the Board, certifies that the Board complies fully with the provisions of Sections 18-60 thru 18-85 of the Truth in Taxation Law (35 Illinois Compiled Statutes 200/18-90).
5. This certification is made pursuant to Section 18-90 of the Truth in Taxation Law (35 Illinois Compiled Statutes 200/18-90).

Dated: This 14th day of November, 2018.

Bob Gough, President,
Quincy Park District

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: BILL KLINGNER TRAIL 18TH TO 24TH, ENGINEERING SERVICES AGREEMENT: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Park District had a bid letting through Illinois Department of Transportation on September 21, 2018 for construction of the second section of Bill Klingner multi-use trail located between 18th and 24th Street. The cost estimate for this phase of construction is approximately \$2.4 million. Based on IDOT requirements “resident engineer” services are to be provided by the local agency at the prescribed level. The required engineer services include daily monitoring of construction activity, materials testing, quantifying materials/progress and documenting and reporting to IDOT. The maximum cost for engineering services is estimated to be \$233,340. The engineering services agreement is included as a part of this report as well as the invitation to bid.

FISCAL IMPACT: The Park District is responsible for 65% of construction engineering services expenses of \$151,695 and the ITEP grant paying the remaining \$81,645. Staff is recommending the full amount come from the G.O. Bond 2019A fund which has \$2,265,355.

STAFF RECOMMENDATION: I recommend the Board authorize the Executive Director to execute the engineering services agreement as presented from Klingner & Associates for \$233,340.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT
1231 BONANSINGA DRIVE
QUINCY, IL 62301-1762

Acct Number: 1949
Ad Number: 0000169988
Insertions: 2
Total: \$282.94

CERTIFICATE OF PUBLICATION
STATE OF ILLINOIS, COUNTY OF ADAMS,
CITY OF QUINCY, QMI Billing Services, being
duly sworn, is the authorized agent of Quincy
Media, Inc. an Illinois corporation, and does
hereby certify that said corporation is the
publisher of the

Herald-Whig

and that they are duly authorized to make this
certificate for the corporation that the notice of
which the annexed is a true copy, was printed
and published in the regular editions of the
Herald-Whig, a secular newspaper of general
circulation, published in the city of Quincy, in said
county and state, and published on 02/25/2018
and 02/28/2018 and that said newspaper was
regularly published for twelve months prior to the
first publication of said notice.

Sworn and subscribed before me this 28th day of
February, 2018.

Notice

Quincy Park District Soliciting Statements of Interest

The Quincy Park District is soliciting State-
ments of Interest from qualified firms for (Con-
struction) Engineering Services for Bill Klingner
Trail from 18th Street to 24th Street in Quincy.
The project is funded through the Illinois
Transportation/Enhancement Program (ITEP).
The successful firm shall be prequalified with the
Illinois Department of Transportation for Con-
struction Inspection and have resident construc-
tion supervisor staff certified in Documentation of
Contract Quantities through the Illinois Depart-
ment of Transportation.

The contract is scheduled for an April 2018 state
letting. This contract shall consist of a new multi-
use trail. Work includes HMA pavement, PCC
pavement, aggregate shoulders, drainage struc-
tures, two (2) new prefabricated bridges, retain-
ing walls, erosion control, seeding, fencing,
signage, pavement striping and other miscellane-
ous items from 18th to 24th Street in Quincy, Illi-
nois.

The Quincy Park District reserves the right to
reject any or all statements. The Quincy Park
District will negotiate compensation issues with
the selected consultant.

The Statement of Interest should include (maxi-
mum 10 pages):

1. Name, address, and brief description of the
firm.
2. Resumes of key personnel to be assigned to
the project.
3. A one page narrative as the firm's interest
and particular abilities.
4. Describe other projects which the firm has
provided services.

Four (4) copies of the Statement of Interest should
be received by 3:00 PM on March 14, 2018 at
Quincy Park District Administrative Office, 1231
Bonansinga Drive, Quincy, Illinois 62301.
Questions concerning this project should be direct-
ed to Rome Frericks, Executive Director at
(217)223-7703.

169988-February 25 & 28, 2018

Notice

Quincy Park District Soliciting Statements of Interest

The Quincy Park District is soliciting Statements of Interest from qualified firms for (Construction) Engineering Services for Bill Klingner Trail from 18th Street to 24th Street in Quincy. The project is funded through the Illinois Transportation/Enhancement Program (ITEP). The successful firm shall be prequalified with the Illinois Department of Transportation for Construction Inspection and have resident construction supervisor staff certified in Documentation of Contract Quantities through the Illinois Department of Transportation.

The contract is scheduled for an April 2018 state letting. This contract shall consist of a new multi-use trail. Work includes HMA pavement, PCC pavement, aggregate shoulders, drainage structures, two (2) new prefabricated bridges, retaining walls, erosion control, seeding, fencing, signage, pavement striping and other miscellaneous items from 18th to 24th Street in Quincy, Illinois.

The Quincy Park District reserves the right to reject any or all statements. The Quincy Park District will negotiate compensation issues with the selected consultant.

The Statement of Interest should include (maximum 10 pages):

1. Name, address, and brief description of the firm.
2. Resumes of key personnel to be assigned to the project.
3. A one page narrative as the firm's interest and particular abilities.
4. Describe other projects which the firm has provided services.

Four (4) copies of the Statement of Interest should be received by 3:00 PM on March 28, 2018 at Quincy Park District Administrative Office, 1231 Bonansinga Drive, Quincy, Illinois 62301.

Questions concerning this project should be directed to Rome Frericks, Executive Director at (217)223-7703.

Project Description:

The Quincy Park District intends to construct the Bill Klingner Trail from North 18th Street to North 24th Street. The construction of the project is partially federally funded through the Illinois Department of Transportation's Illinois Transportation Enhancement Program (ITEP). However, pursuant to an email from Ron Rybolt on January 16, 2018, he recommended construction engineering be paid with the local share of the project and the ITEP funds be utilized for construction. A full time certified resident engineer/inspector is required according to IDOT/ITEP requirements.

The project will be let through the Illinois DOT and is currently slated for the September 21, 2018 letting as Job No. C-96-011-18, Adams County, Section 10-P4003-03-BT. Construction would likely begin late fall 2018 or Spring of 2019. Klingner and Associates, P.C. proposes to provide construction engineering on an hourly basis in accordance with IDOT requirements and standards as described in the following scope of services.

Project Location:

North 18th Street to North 24th Street along Cedar Creek, Quincy, IL

Scope of Services:

The Engineer Agrees,

- A. To perform or be responsible for the performance of the certain professional engineering services for the Quincy Park District, in connection with the PROJECT hereinbefore described below:
 - 1. Inspection of all materials when inspection is not provided at the sources by the Illinois DOT BMPR, and submit inspection reports to the Quincy Park District and the Illinois DOT in accordance with the Illinois DOT BMPR "Project Procedures Guide" and the policies of the Illinois DOT.
 - 2. For Quality Assurance services, provide personnel who have completed the appropriate Illinois DOT BMPR QC/QA trained technician classes.

3. Inspect, document and inform the Quincy Park District's employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
 4. Quality control review of the construction work in progress and the compliance documentation of the contract provisions in accordance with the Illinois DOT Construction Manual.
 5. Measurement and computation of pay items.
 6. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 7. Preparation and submission to the Quincy Park District the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the Quincy Park District and the Illinois DOT.
 8. Act as resident construction engineer and coordinate with the Quincy Park District's employee In Responsible Charge.
- B. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the Contractor, Quincy Park District or Illinois DOT.

Schedule:

The schedule will be dependent upon the Contractor's construction schedule and is not under the control of the Engineer. The estimate of time and cost for this agreement is based on the November 22, 2019 completion date as specified in the Contract Documents for the PROJECT. This proposal is based on the construction work being completed on time. Final documentation is estimated to extend to the middle of 2020.

Attachment 1 – Scope of Services**Project: Bill Klingner Trail 18th
to 24th – Construction
Engineering**

If construction extends beyond the completion date due to contractor or weather delays and/or unforeseen circumstances arise during construction, construction engineering fees would increase from those estimated in this scope. Should this occur, Klingner will notify the Park District prior to incurring additional costs over those identified in this scope and will not proceed until authorized.

The Client Agrees:

To furnish and designate an employee Responsible in Charge to administer inherently governmental project activities.

Estimated Fees:**Professional Services**

Classification	Rate	Hours	Work Description	Fees
Technician V	\$105.00 / hr	320	On-site inspection & testing. Regular pay	\$33,600.00
Technician V	\$105.00 / hr	60	On-site inspection & testing. Overtime pay	\$6,300.00
Resident Engineer	\$110.00 /hr	1180	On-site resident engineering, documentation.	\$129,800.00
Resident Engineer	\$137.00 /hr	300	Bridge Resident Engineering and documentation	\$41,100.00
Project Engineer	\$167.00 /hr	80	Quality Control, design clarification.	\$13,360.00
SUB-TOTAL:				\$224,160.00

Attachment 1 – Scope of Services**Project: Bill Klingner Trail 18th
to 24th – Construction
Engineering****Reimbursable Items**

Item	Rate	Number	Cost
Soils - Wet & Dry Density Determination (ASTM D2216)	\$17.00 / each	40	\$680.00
Soils - Standard Proctor Tests (ASTM D698)	\$200.00 / each	10	\$2,000.00
Concrete - Unconfined Compression Test (ASTM C39)	\$20.00 / each	100	\$2,000.00
Asphalt – Nuclear Density Gauge	\$90.00 / each	50	\$4,500.00
SUB-TOTAL:			\$9,180.00

Total Hourly Estimated Fees: \$ 233,340.00

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT ANNUAL CAPITAL PROJECT BOND LIST: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: Each year the Quincy Park District authorizes a non-referendum general obligation (G.O.) bond for District capital projects. The proceeds are used to fund significant repairs, renovations and park improvement projects.

This project list assumes the District will have \$900,000 from bond proceeds for the upcoming year. Additionally, \$260,000 unused from the 2017 G.O. Bond and 2018 G.O. Bond will be added to the 2019 projects.

Included with this report is a prioritized list of recommended projects for G.O. Bond 2019 along with capital projects planned to be funded from the operating budget.

FISCAL IMPACT: The principle and interest on the bond will be paid in 2019.

STAFF RECOMMENDATION: Staff recommends approval of the Quincy Park District Annual Capital Project Bond List.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Bond 2019			
	Bond Amount	\$ 900,000	
	Roll Over From Bond 2018	\$ 260,000	
	Total Bond Fund Available	\$ 1,160,000	
All America	Shelter Replacement	\$100,000	
Kesler Park	Resurfacing ADA Ramp to Restroom	\$130,000	
Boots Bush	Tar & Chip	\$35,000	
Boots Bush	New Fencing Along Entire Parking Lot	\$17,000	
Moorman	Resurfacing Moorman Medium to Dam	\$150,000	
Moorman	Resurfacing Moorman Dam to 3 Way Stop Sign	\$100,000	
District	Equipment	\$249,000	
Bob Bangert	Shelter Repairs	\$15,000	
Bob Bangert	South Restroom Repairs	\$45,000	
Lorenzo Bull	Resurfacing Entire Drive	\$45,000	
Wavering	WAC Repurposing for T Ball Fields/Softball	\$80,000	
Berrian	Restroom Repairs	\$10,000	
South Park	Dog Park	\$75,000	
Moorman	Resurfacing Pickle Ball Courts (6), 1 Tennis Court & Multicourt for both basketball and soccer	\$40,000	
Moorman	Soccer Goals & Basketball Goals	\$10,000	
District	Various Sign Replacement (4) signs	\$12,000	
Moorman	Lighting for Volleyball Courts	\$18,000	
Kesler	Replace Handrail Around Restroom	\$20,000	
Parker Heights	Signage	\$2,000	
	Bond Expenses	\$7,000	
	Contingency	-	
	Total	\$1,160,000	
	Non Bond Projects		
District	Road/Curb Repairs	\$ 20,000	Pave. & Light
	Total	\$ 20,000	

2019 Bond Projects

All America Shelter House Replacement \$100,000



Park Road Condition

Park	Surface	Condition
• Moorman ballfield parking lot	Tar Chip	10(2018)
• Kesler north of restroom	Asphalt	10(2018)
• Moorman tennis parking lot	Tar Chip	10(2018)
• South Park	Asphalt	10(2017)
• Bob Mays south parking lot	Asphalt	10(2016)
• Edgewater Park	Concrete	9
• Art Center drive	Asphalt	8
• Emerson parking lot	Asphalt	8
• Moorman dam to med Shelter	Asphalt	8
• Clat Adams	Asphalt	8
• Batting Cage parking lot	Asphalt	7
• Wavering Shelter parking	Tar Chip	7
• Bob Mays north parking lot	Asphalt	7
• Madison Park	Asphalt	7
• Castle parking lot	Asphalt	7
• Kesler boat club to ADA ramp	Asphalt	7
• Parker Heights	Tar Chip	7
• East Gardner Park	Tar Chip	7
• Wavering pool/archery	Asphalt	6
• Wavering 39 th street	Asphalt	6
• Kesler ADA ramp lot	Asphalt	6
• Bob Bangert Park	Asphalt	6
• Gardner south road	Tar Chip	6
• Riverview Park	Asphalt	6
• Berrian	Tar Chip	6
• Indian Mounds RJ Peters to Pool	Tar Chip	6
• Indian Mounds Pool parking lot	Asphalt	5
• Riverview south road	Tar Chip	5
• Sunset Park	Tar Chip	5
• Gardner shelter area	Tar Chip	5
• Wavering ballfield parking lot	Asphalt	5
• Indian Mounds Pool through Blackhawk	Tar Chip	5
• Wavering main road to batting cage	Asphalt	5
• Kesler ADA Ramp to restroom	Asphalt	4
• Lenane Park	Asphalt	4
• Boots Bush	Tar Chip	4
• Lorenzo Bull Park	Asphalt	4
• Moorman med shelter to dam	Asphalt	4

QUINCY PARK DISTRICT SHELTER INVENTORY						
<u>Shelter Location</u>	<u>Size</u>	<u>Material</u>	<u>Year Built</u>	<u>Condition</u>	<u>Replacement</u>	<u>Recent Repairs/Cost</u>
All America	35 x 75	Wood	1970's	4	2019	
Bob Bangert	35 x 65	Wood		3		
Johnson	34 x 40	Wood	1970's	6	2025	
Madison	34 x 38	Wood	1970's	7	2024	
Quinsippi Island	34 x 52	Wood	1970's	4	2021	
Riverview	36 x 52	Wood	1970's	4	2020	
South Park Pond	25 x 25	Wood	1996	7		Painting-\$1,500
Wavering Large	42 x 76	Wood	1970's	6	2023	MetalRoof-\$4,016
Wavering Small	34 x 52	Wood	1970's	6	2022	Metal Roof-\$2,679
Berrian	34 x 48	Steel	2018	10		
Bob Mays	30 x 50	Steel	2007	9		
Clat Adams	40 x 40	Steel	1992	9		
Gardner	30 x 64	Steel	2011	10		
Kesler	20 x 36	Steel	1980's	8		
Lincoln	40 x 46	Steel	2016	10		
Moorman Medium	30 x 64	Steel	2015	10		
Moorman Large	40 x 64	Steel	2014	10		
Moorman Small	24 x 34	Steel	2013	10		
Reservoir	40 x 60	Stone	1930's	8		Painting & Metal Soffits \$19,220
South Park Large	70 x 96	Brick	1917	9		Metal Roof,Painting & Tuckpointing-\$95,605
South Park Small	10 x 30	Brick		8		Painting-\$1,500

Kesler Park Resurfacing ADA Ramp to Restroom \$130,000



Boots Bush Tar & Chip \$35,000



Boots Bush Fencing

\$17,000



Moorman Park Resurfacing Medium Shelter to Dam \$150,000



Moorman Park Resurfacing Tennis Parking Lot to Wavering Bridge/3 Way Stop \$100,000



Bob Bangert Shelter Repairs

\$15,000



Bob Bangert South Restroom Repairs

\$45,000

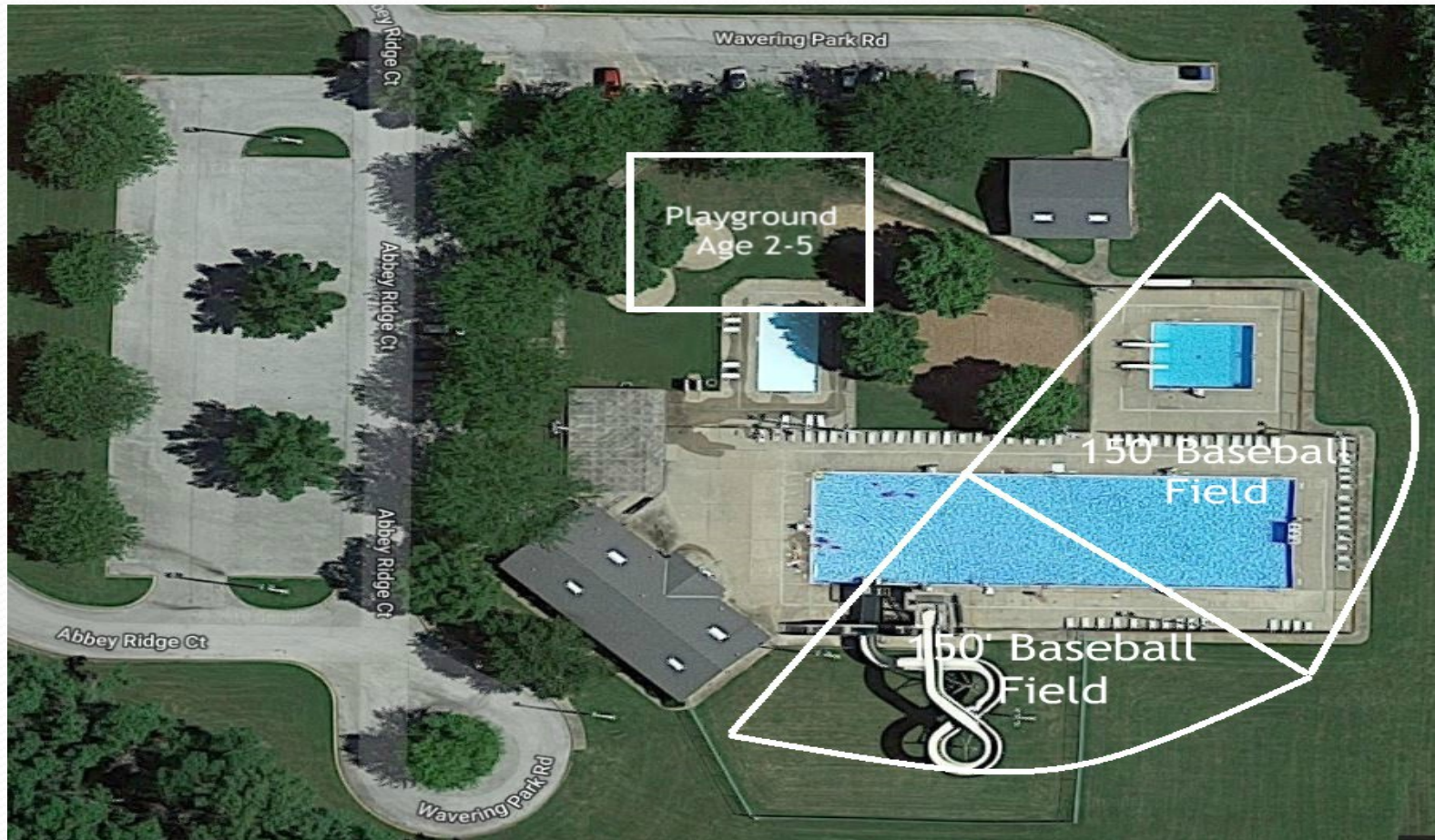


Lorenzo Bull Parking Lot Resurfacing

\$45,000



Wavering Aquatic Center Repurposing for T-Ball/Softball \$80,000



Berrian Restroom Improvements \$10,000



South Park – Dog Park \$75,000



Moorman Park Resurfacing Pickleball & Tennis Courts \$40,000



Moorman Park Multipurpose Basketball /Soccer courts

\$10,000



District Various Sign Replacement (4) Signs \$12,000



Moorman Park Lighting for Volleyball Courts \$18,000



Kesler Park Replace Handrail Around Restroom \$20,000



Parker Heights Informational Sign

\$2,000



QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT 2018-2019 GOALS AND OBJECTIVES THIRD QUARTER STATUS UPDATE: INFORMATION ONLY

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

A copy of the District's goals and objectives with the third quarter update is included with this report.

FISCAL IMPACT: None.

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

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Quincy Park District Goals 2018-2019

Administration

1. Ensure effective communications between Board and staff so that each is informed of the direction and operations of the District.
2. Continue to strengthen and build partnerships among groups and organizations within the Northwest section of Quincy focusing on youth and at-risk children.
Q1 Update: The Quincy Park District is working with Sarah Fernandez and the Community Garden Coalition at the Blessing Hospital grounds near 9th and Elm. North Quincy Sports events are taking place at Grandview Church on Thursday evenings through May.
Q2 Update: Staff is currently working on plans for a flag football league and cheerleading for the children. We will host an outdoor movie at Frederick Ball Community Center in August. We participated in a fair that was held at the Frederick Ball Community Center in June. We had a booth and provided information about programs and activities that we offer.
Q3 Update: Staff delivered water to the garden on City property near Lincoln Jackson Pool. We continue to support the Community Garden Coalition by assisting in the maintenance of the garden.
3. The Quincy Park District will continue cooperative efforts with local service organizations and affiliated groups that currently have lease/license agreements with us.
Q1 Update: The Friends of the Log Cabins have renewed their license/lease agreement with the Quincy Park District. A renewal agreement with the Women's City Club is in process. The Board has also approved the sublease that Friends of the Castle have with See Quincy.
4. Increase community awareness of the Quincy Park District initiatives and strengthen our programs offered by the Recreation Department by hiring a full time marketing/public relations person.
Q1 Update: Staff has hired a full time marketing coordinator to promote all programs and entities within the Quincy Park District.
Q2 Update: Launched new websites for Quincy Park District, Westview Golf Course and Quincy Park Foundation. New video campaign promoted through WGEM & KHQA. Expanded social media platform and radio advertising campaign. We provided live broadcast during events on Facebook and Instagram live.
Q3 Update: Added email marketing software Constant Contact. Built a database of VSI event contacts organized by interest and demographics. Promoted the Pedal the Parks fundraiser, Chamber of Commerce outing held at Westview Golf Course, the upcoming Fall Festival at Moorman Park and the KHQA 5K Trailblazer at Bob Mays Park.
5. Strive to strengthen and maintain the District's financial position. Availability of funding and overall good financial health is a requirement of reaching the current goals and objectives.
6. The Executive Director and the Director of Golf will look into another three year beverage and snack exclusive agreement for Westview Golf Course.
Q1 Update: The Quincy Park District and Refreshment Services Pepsi agreed to a new three (3) year partnership for both beverage and snacks at Westview Golf Course.
7. The Executive Director will work with various community members to promote the reinstatement of cart racing at South Park.
Q1 Update: The Grand Prix Inc. will host the karting races in South Park on June 8-10, 2018.
Q2 Update: Quincy Grand Prix Inc. hosted the karting races in South Park June 9-10, 2018. There were 302 entries. Quincy Grand Prix Inc. announced that the races will be back again next year June 8-9, 2019.

Westview Golf Course

1. Replace the Variable Frequency Drive (VFD) control center in the pump station. Life expectancy is 15 years and our VFD was installed back in spring of 2001.
Q1 Update: Staff has ordered the Variable Frequency Drive and the manufacturer will install the components later this spring.
Q2 Update: The Variable Frequency Drive has been installed.
2. Redesign/resurface cart path on hole #5 by replacing approximately 400 feet of asphalt with concrete and installing a secondary overflow pipe to the pond on hole #4.
Q1 Update: The secondary overflow pipe has been installed and staff is waiting for a change in the weather to pour/install the concrete cart path on hole #5.
Q3 Update: A section of the cart path has been poured. Staff will finish this project later this fall.
3. Develop a concept plan for downsizing and repairing bunkers by addressing drainage, sand contamination and turf repair on holes #1, 2 5,6, 9, 12, 15 and 17.
Q1 Update: Bunker renovations on holes #5, 9 and 17 have been completed by staff.
Q3 Update: Bunker renovations will continue on holes 1, 2, 6, 12, & 15 this fall.
4. Superintendent of Golf and staff will replace the nine green-side sprinklers on holes #19-27.
Q1 Update: The green-side sprinkler heads on holes #19-27 have all been replaced by staff.
5. The Director of Golf and Superintendent of Golf will develop a plan to update the 3rd nine fairway heads to 180 degree heads to water fairways only.

Recreation

1. Develop and implement at least two new programs for fall 2018.
Q1 Update: The Park District is offering a fall soccer league starting August 20th and sand volleyball leagues starting June 2nd. Staff will be expanding the Bill Klingner Trail Fall race on October 6th with assistance from Friends of the Trails. Offering a fall sand volleyball league is under consideration.
Q2 Update: A fall sand volleyball league will be offered this fall starting in August. We will also be assisting with a flag football league in the Northwest neighborhoods.
Q3 Update: Park District offered fall youth soccer and fall sand volley for the first time. We will be hosting the 5K Trailblazer Race on October 6 at Bob Mays Park.
2. Develop WAC area.
Objective A: Finalize plans for a campground area. Develop plans for packages where youth can spend the night and perform activities throughout Moorman/Wavering complex. Also, develop family activities and other outdoor events and programs for the new site.
Q1 Update: Staff has been pricing different projects for the campground area. The site has been leveled and grass seed was planted late last fall. The Recreation Department is identifying and developing different types of programs that could be offered at this site. The goal is to finalize this project in the fall.
Q2 Update: Staff recommended to the Board to build two new ball fields in this area. The work will begin in August and be completed in the spring. We are also looking at a possible camp site in the woods in the area. Staff will be gathering cost estimates in the next several weeks.
Q3 Update: Grass has been planted on the two t-ball fields in the WAC area. Landscaping around the building and interior restroom improvements will be completed later this fall. The camp site is no longer a project.

3. The Executive Director and Director of Program Services will strive to obtain sponsorships/naming rights for additional turf fields in Moorman/Wavering complex.
Q1 Update: Staff is working with a potential donor and is anticipating more information will be available by mid-April.
Q2 Update: Staff recommendations were submitted to the Board in July for a request for proposal for naming rights to Wavering Ball Field and a bid request for synthetic turf to be installed at Wavering Ball Field.
Q3 Update: Work has begun on the synthetic turf field at Wavering Ball Field. Work should be completed in early November 2018.
4. Staff will continue to evaluate each program at the end of the season and when appropriate, make improvements, additions or cancel as needed. This will determine what new programs can be added to the schedule.
Q1 Update: We will review programs at the end of the year.
Q2 Update: Programs will be reviewed in the fall and adjustments and/or additions to programs and events will be determined by the end of the year.
Q3 Update: In process.
5. Develop plans for a t-ball field in Wavering/Moorman complex.
Q1 Update: No update at this time.
Q2 Update: The Board approved, at the June meeting, to build two ball fields at the Wavering Aquatic Center site. Work will start in August and should be completed in the spring.
Q3 Update: Work is in process at the Wavering Aquatic Center site.
6. Begin talks with soccer clubs about future development/expansion of a complex at both Boots Bush and Paul Dennis soccer complex.
Q1 Update: Staff has met with Quincy United Soccer Club to discuss their needs and how we can assist each other to expand soccer in the community.
Q2 Update: Staff has met with John Wood Community College to discuss their new soccer program and the needs in the community for the new program.

Marina

1. Develop a plan for replacing or upgrading the current restroom/shower facility with an improved facility that includes a patio/deck space. Staff will meet with marina renters to assist in completing this project through donations and fundraising.
Objective A: Director of Parks will review and update previously completed replacement plans and update cost estimates by June 2018.
Q1 Update: Park District staff will be making interior improvements to both restrooms early this spring. A few of the improvements include, painting the floors, installation of vinyl wainscoting, new showers and lighting fixtures. An updated replacement plan with cost estimates will be completed by June 2018.
Q2 Update: Improvements to the existing restrooms and showers are complete. The current replacement cost, a Rainier Precast restroom/shower house including installation, is \$150,000.
Objective B: Director of Parks will prepare, in compliance with ADA standards, preliminary restroom/shower facility plans, determine initial cost estimates and present them for Board approval in the fall of 2018.
Objective C: Pending appropriate cash flow and cash reserves, the Director of Parks will complete the bidding process and initiate construction of the replacement restroom with final completion by November 2019.

2. Monitor the Quinsippi Island bridge surface to determine whether or not the bridge needs to be repaved as part of FY2019 Capital Project List.

Parks

1. The Quincy Park District will construct the 18th to 24th Street section of Bill Klingner Trail with significant funds raised to pay for the work and the remaining funds derived from either grants or bonding. Late last fall, the Quincy Park District received an Illinois Transportation Enhancement Program (ITEP) Grant for \$792,000 for the 18th to 24th Street portion of Bill Klingner Trail. Work on this section should begin in the spring of 2018. The Board has indicated 5th Street underpass to Bonansinga Drive section would then be the next phase.

Q1 Update: Tree clearing along 18th to 24th Street was completed before the April 1st deadline. Staff is expecting a June bid letting for the 18th to 24th Street portion of Bill Klingner Trail. Staff has applied for the ITEP Grant for the 5th to Bonansinga Drive section. Park District is still waiting to hear the results of the grant for Cycle 13 which should be sometime in April.

Q2 Update: The Park District did not receive the Cycle 13 ITEP Grant for the 5th Street to Bonansinga Drive section of the trail. The 18th to 24th Street section of trail is expecting a September 21st letting.

Q3 Update: The IDOT rebid bid letting will be held on November 9, 2018 in order to get closer to the engineer's original estimates. All necessary paperwork will be completed by the end of the current year and construction will begin in the spring of 2019. Design and engineering has begun on the 5th St. to Bonansinga Drive portion. Staff will begin preparing a RFQ for the tree clearing to be completed later this fall.

2. Assist the Mississippi Valley Hunters and Fisherman Association in completing grant applications for the renovation of Bob Bangert Park's restrooms and shelter house.

Objective A: Director of Parks will prepare cost estimates to renovate Bob Bangert Restroom by June 2019.

Q2 Update: On Schedule.

Q3 Update: Staff has included the Bob Bangert Park renovations in the 2019 Capital Projects listing.

Objective B: If funds become available, the Director of Parks will complete the bidding process and initiate construction in spring of 2020.

3. Develop a plan for converting two of the tennis courts at Moorman Park to six pickleball courts.

Objective A: Director of Parks will get cost estimates to convert the Moorman Park tennis courts by June 2019.

Q2 Update: On Schedule.

Q3 Update: Staff has included six pickle ball courts, a tennis court and basketball/soccer court resurfacing in the 2019 Capital Projects listing.

Objective B: Director of Parks will complete the bidding process and initiate construction in summer 2020.

4. Investigate options including researching grants to retrofit existing lights at Reservoir Park to LED fixtures.

Objective A: Prepare a report on the initial costs verses the estimated energy savings for the conversion to LED fixtures.

Q1 Update: QFB Energy and Ameren conducted an energy audit for all Park District buildings and facilities in February. Staff is waiting for the results of the audit.

Q2 Update: Staff has entered into a contract with QFB Energy to convert all of the lighting throughout the entire Park District to LED.

Q3 Update: Contractor has replaced 85% of the lights throughout the Park District to LED.

5. Conduct an ash tree audit within the entire Park District to determine how many ash trees need to be removed over the next several years due to the emerald ash borer.

Objective A: Once the number of ash trees is known, develop a timeline for their removal.

Objective B: Determine whether or not the ash trees need to be replaced (significant location) with another species of tree.

6. Develop a plan for converting park space on the South side of Quincy into an “off-leash” Dog Park.

Objective A: Director of Parks will get cost estimates to Board by June 2018.

Q1 Update: On Schedule.

Q2 Update: Staff has gathered and will continue gathering prices. The estimates will be included on the 2019 Bond List.

Objective B: Executive Director will add to the capital project list for FY2019.

Business Office/Technology

1. To seek and make full utilization of the District’s new accounting and timekeeping software whereby they are fully integrated with operations, to implement and establish software features that will benefit the District’s operations.

Objective A: A series of educational sessions to train staff on the features and reports available.

Objective B: The Director of Business Services will meet with District’s directors to evaluate operations and to establish the needs of the departments.

Q1 Update: Staff is in the assessment stage of learning the system and capabilities. Also, the Director of Business Services will be attending our first user’s group meeting to start networking with other users and learning more about the system. Currently on track with objectives set forth.

Q2 Update: The Director of Business Services attended a BSA’s user group meeting. New ideas were brought back from the meeting and implemented. A number of items were noted during the audit and were implemented or corrected. Staff training/development planned for 3rd quarter. Currently on track with objectives set forth.

Q3 Update: Individual Director training/development scheduled during budget process. Currently on track with objectives set forth.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT 2019 - 2020 GOALS AND OBJECTIVES: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Board annually reviews and adopts the District Goals and Objectives.

The goals and objectives were discussed at the August 24, 2018 Board meeting. The Board and staff worked together to develop an updated version. Each goal was reviewed and changed, updated or deleted as needed. New goals were added as needed. The attached 2019-2020 Quincy Park District Goals and Objectives have been updated based on the discussion and recommendations made at the last Board meeting.

FISCAL IMPACT: No direct fiscal impact. Capital Projects recommended in this document are submitted for budget approval separately.

STAFF RECOMMENDATION: I recommend the Board approve the 2019-2020 Quincy Park District Goals and Objectives as presented.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Quincy Park District Goals 2019-2020

Administration

1. Ensure effective communications between Board and staff so that each is informed of the direction and operations of the District.
2. Continue to strengthen and build partnerships among groups and organizations within the Northwest section of Quincy focusing on youth and at-risk children.
3. Executive Director and Marketing Director will attempt to attain sponsorships/naming rights for the potential Dog Park in South Park.
4. Depending on whether the City of Quincy installs a well on Quinsippi Island, negotiate an agreement with City leaders on future maintenance of bridge and free water for the Park District.
5. Continue working with Quincy Grand Prix Inc. by hosting and promoting the event to be held in South Park on June 9-10, 2019.
6. To work with the Quincy Park Foundation on establishing new membership in efforts to help promote both the Park District and other groups actively fundraising for park improvements.

Westview Golf Course

1. Renovate the deck area with all new ADA compliant concrete.
2. Removal of thirty stumps around the entire golf course.
3. Develop a concept plan for downsizing and repairing bunkers by addressing drainage, sand contamination and turf repair on holes #1, 6, 9 and 15.
4. Replace the nine green-side sprinklers on holes #19-27.
5. The Director of Golf and Superintendent of Golf will develop a plan to update the 3rd nine fairway heads to 180 degree heads to water fairways only.
6. Convert tee boxes on holes #9, 11 and 15 to Zoysia grass which will eliminate divots and increase durability throughout the season.
7. Renovate the restrooms on hole #16.
8. Replace the entrance doors to the golf shop.

Marketing

1. Create a marketing campaign to promote Moorman Park facilities such as concessions, mini golf, batting cages, kayak and paddle boat rentals.
2. Create digital content through broadcast, social media platform and radio to attract all demographics to all Park District events.
3. Add mobile device charging stations (share outlet /USB port) and public Wi-Fi signs at the Batting Cage.
4. Create new informational brochures for Bob Bangert, Parker Heights and the Log Cabin Village.
5. Continue to upgrade the Park District website and communicate our branding across all platforms.

Recreation

1. Develop and implement at least two new programs for fall and winter 2019.
2. Finalize T-Ball fields at Wavering Aquatic Center area for play to start June 1, 2019.
3. Executive Director and Director of Program Services will attempt to attain sponsorships/naming rights for additional turf field at current Moorman Main field site.
4. Staff will continue to evaluate each program at the end of the season and when appropriate, make improvements, additions or cancel as needed. This will determine what new programs can be added to the schedule.
5. Create more competitive baseball leagues and offer more tournaments on the weekends by working with Adams County Little League.
6. Expand sand volleyball leagues with a spring, summer and fall sessions.
7. Work with the Marketing Director to promote Batting Cage area and increase revenues over the 2018 season.

Marina

1. The Director of Parks and the Marketing Director will contact/visit other marinas in the tri-state area and overlook their operations and recruitment procedures.
2. Monitor the Q-Island bridge surface to determine whether or not the bridge needs to be repaved as part of the FY2020 Capital Project List.
3. Gather cost estimates for Q-Island bridge deck replacement for future repairs based on the August 2019 above water inspection.

Parks

1. The Quincy Park District will construct the 18th to 24th Street section of Bill Klingner Trail with significant funds raised to pay for the work and the remaining funds derived from either grants or bonding. Work on this section should begin in the spring of 2019. The Executive Director and Director of Parks will work with engineers to develop plans and specifications for the 5th Street underpass to Bonansinga Drive section which could be advertised by July/August 2019.
2. Assist the Mississippi Valley Hunters and Fisherman Association in completing grant application for the installation of the deep well.
3. Develop a plan for converting Johnson Park tennis court into two Pickleball Courts for FY2020
4. Develop a plan for an outdoor fitness equipment station to be located along the Bill Klingner Trail or in Lincoln Park for a capital project to be completed in 2020.
5. Conduct an ash tree audit within the entire Park District to determine how many ash trees need to be removed over the next several years due to the emerald ash borer.

Objective A: Once the number of ash trees is known, develop a timeline for their removal.

Objective B: Determine whether or not the ash trees need to be replaced (significant location) with another species of tree.

6. Work with the Quincy Park Band on a plan to build a permanent stage in Madison Park.

Business Office/Technology

1. To investigate and identify options to streamline the people, process, and services that is consistent with continual exceptional customer service.

Objective A: The Director of Business Services will meet with staff to evaluate operations and discover opportunities to establish procedures consistent with continual exceptional customer service. November 2018.

Objective B: Establish written procedures and guidelines, including channeling of communications. Establish available resources and capital to accomplish these goals. January 2019

Objective C: Establish a survey at the end of each program registration to measure results and to identify future options to streamline the people, process, and services that is consistent with continual exceptional customer service.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION NO. 18-06, APPROVING THE GRANT OF PERMANENT EASEMENT FOR WATER WELL AND WATER PIPES TO THE CITY OF QUINCY: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: City of Quincy desires to drill a municipal water well, at or near the location of Quinsippi Island, as a collector well for the supply of safe, potable water. The project will also include a system of water pipes for the purpose of connecting such well to the City's existing municipal water supply system.

The resolution and easement follow this report.

FISCAL IMPACT: None. City of Quincy is paying all fees associated with the easement.

STAFF RECOMMENDATION: I recommend the Board approve Resolution No. 18-06.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT
RESOLUTION NO. 18-06 —

**RESOLUTION APPROVING THE GRANT OF PERMANENT EASEMENT FOR
WATER WELL AND WATER PIPES TO THE CITY OF QUINCY, ILLINOIS**

WHEREAS, the Quincy Park District has committed to protecting and improving the quality of life of its residents; and,

WHEREAS, the City of Quincy, Illinois, an Illinois municipal corporation, has requested that the Quincy Park District grant the City of Quincy, Illinois a permanent easement to drill, construct, reconstruct, operate and maintain a water collector well and water pipes for the supply of water to the City of Quincy, Illinois, on or under certain real estate located in, upon and under in specified portion of Quincy Park District property commonly known as Quinsippi Island situated in the County of Adams, State of Illinois, being more particularly described on "Exhibit A", attached hereto and incorporated herein by reference.

WHEREAS, pursuant to 70 ILCS 1205/8-11, the Quincy Park District has the power and authority to grant licenses, easements, and right of ways to municipalities such as the City of Quincy, Illinois for the purposes that the City of Quincy, Illinois has requested the grant of such easement; and,

WHEREAS, satisfactory terms and conditions have been negotiated between the Quincy Park District and the City of Quincy, Illinois and are incorporated within the proposed PERMANENT EASMENT FOR WATER WELL AND WATER PIPES that will protect the Quincy Park District and the quality of life of its residents.

NOW THEREFORE BE IT RESOLVED, the President of the Board of Commissioners of the Quincy Park District, as attested by the Vice-President of the Board of Commissioners of the Quincy Park District, shall execute any and all

Easements and associated necessary and customary required documents from time to time to finalize the grants to the City of Quincy, Illinois set out hereinabove.

BE IT FURTHER RESOLVED this resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This ____ day of _____, 2018.

APPROVED:

President

ATTEST:

Secretary

Exhibit "A"

Legal Description needed

GRANT OF PERMANENT EASEMENT FOR WATER WELL AND WATER PIPES

This permanent easement grant is made between the Grantor, Quincy Park District, an Illinois municipal corporation (hereinafter "PARK DISTRICT") and the Grantee, The City of Quincy, Illinois, an Illinois municipal corporation (hereinafter "CITY").

RECITALS

The following recitals of fact are a material part of this instrument:

1. WHEREAS, PARK DISTRICT is the owner of a tract of real property commonly known as Quinsippi Island and legally described on "Exhibit A", attached hereto and incorporated by reference (hereinafter "Easement Tract");
2. WHEREAS, CITY desires to drill a municipal water well at or near the location identified as "Well Location" as a collector well for the supply of safe, potable water to the City and a system of water pipes at or near the locations identified as "Water Pipe Line" on Exhibit A attached hereto for the purpose of connecting such well to the CITY's existing municipal water supply system;
3. WHEREAS, the Board of Commissioners of the PARK DISTRICT, at a lawfully convened meeting thereof, did, duly and lawfully, upon roll call vote, adopt a resolution wherein and whereby said PARK DISTRICT did find, determine, declare and resolve to grant the permanent easement for water well and water pipes herein described; and,
4. WHEREAS, PARK DISTRICT proposes that PARK DISTRICT shall not be obligated to pay the CITY Department of Utilities regular fees assessed to the Park District for any of the PARK DISTRICT's water and sewer usage and PARK DISTRICT shall pay such amount that would be assessed for such fees in the absence of this agreement into a dedicated reserve fund for the use of repairing or replacing the PARK DISTRICT'S bridge to Quinsippi Island and CITY is willing to accept such proposal.

GRANT OF EASEMENT FOR WELL AND WATER LINE

NOW THEREFORE, by virtue of the premises and by authority of 70 ILCS 1205/8-11, The Grantor, The Quincy Park District, an Illinois municipal corporation, for and in

consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration hereinafter recited, hereby grants and conveys to the Grantee, The City of Quincy, Illinois, an Illinois municipal corporation, a perpetual easement to drill, construct, reconstruct, operate and maintain a water collector well for the supply of water to the CITY, on or under the Easement Tract at the site identified as "Well Location" and PARK DISTRICT further grants to CITY, the right to lay and repair a system of water pipes, on or under the Easement Tract at and within the locations identified as "Water Pipe Location" on Exhibit A, to connect such well to the CITY water supply system, in the County of Adams, State of Illinois, all being more particularly described on Exhibit A, attached hereto.

A. Improvement and Maintenance of Easement Tract. All cost and expense of improving, maintaining, and repairing the collector well, water pipes and appurtenances to be located on the Easement Tract shall be the sole cost of CITY. CITY shall also be responsible for maintenance and repair, beyond normal wear and tear, of any of PARK DISTRICT's roads and bridge used for ingress or egress.

B. Condition and Restoration of the Easement Tract. **CITY shall accept the Easement Tract in its "As Is," "Where Is," and "With All Faults" condition.** The PARK DISTRICT makes no representation as to the condition of the Easement Tract or the bridge and roadways allowing ingress and egress to various portions of the Easement Tract or the suitability of the Easement Tract, or such bridge and roadways, to be adequate for the use intended for such property by the CITY. Upon completion of well drilling and construction of the well and water pipes, all property disturbed by the CITY, and not required for the CITY's continued activities, shall be restored to a condition reasonably similar to its original condition. Such restoration shall be completed within six months of the date of completion of construction.

C. Abandonment and Plugging. If the well is abandoned, the CITY represents and warrants that it will take all necessary action required to lawfully abandon and/or plug the well to be drilled and shall take all other action to fully comply with The Illinois Water Well Construction Code (Illinois Administrative Code Title 77, Chapter I, Subchapter r, Part 920, et seq.) and any other applicable federal or Illinois statutes or regulations. The CITY further agrees that all well or water line equipment shall be removed at CITY's cost to a depth of no less than three (3) feet below grade in the event the well and water pipes are abandoned by the CITY.

D. Indemnification. As a condition of the PARK DISTRICT granting this easement, the CITY will at all times indemnify and keep indemnified PARK DISTRICT, and hold and save PARK DISTRICT harmless from and against any and all demands, liabilities, loss, damage, or expense of any kind or nature, including counsel and attorney's fees, which PARK DISTRICT may at any time sustain or incur by reason or in consequence of any act taken by or on behalf of CITY on or under the Easement Tract or on or under PARK DISTRICT property adjoining the Easement Tract.

E. Subsurface Improvements. With the exception of improvements to be constructed at the Well Location, and water pipes to cross the Quincy Bay, all structures shall be constructed subsurface in such a manner as not to interfere with the existing use of the

park property and roadways. The water pipes to cross the Quincy Bay shall be constructed in such a manner mutually agreed upon by the parties as not to interfere with vehicular traffic on or underneath the Park District's existing bridge to Quinsippi Island.

F. Consideration. PARK DISTRICT shall not be obligated to pay the CITY Department of Utilities regular fees assessed to the Park District for any of the PARK DISTRICT's water and sewer usage and PARK DISTRICT shall pay such amount that would be assessed for such fees in the absence of this agreement into a dedicated reserve fund for the use of repairing or replacing the PARK DISTRICT'S bridge to Quinsippi Island.

G. Damages. CITY agrees to exercise reasonable care in the use of the Easement Tract so as not to cause damage to the Easement Tract and improvements. Any damage caused to the Easement Tract by the CITY or by its agents or invitees shall be promptly repaired by CITY at the CITY's sole expense. The CITY's obligation to repair shall include and extend to the existing bridge that provides access to Quinsippi and which is located within the Easement Tract.

H. Attorneys' Fees. CITY shall pay all reasonable attorney fees incurred by the Park District in the negotiation and execution of this grant of easement. In the event CITY defaults in the performance of any of the terms, agreements or conditions contained in this grant of easement the CITY agrees to pay the PARK DISTRICT's reasonable attorney's fees, court costs and expenses.

I. Running of Benefits and Burdens. All provisions of this instrument including the benefits and burdens shall run with the land and are binding on and inure to the assigns, successors, tenants, and representatives of the parties.

In witness whereof, the parties have executed this grant effective this _____ day of _____, 2018.

QUINCY PARK DISTRICT

By: Bob Gough
Its: Park Board President

CITY OF QUINCY, ILLINOIS

By: Kyle Moore
Its: Mayor

STATE OF ILLINOIS)
) SS
COUNTY OF ADAMS)

I, the undersigned, a notary public, in and for said County, in the State aforesaid, do hereby certify that Bob Gough, not individually, but as President of the Board of Commissioners of the Quincy Park District, an Illinois municipal corporation, and personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed and granted such easement as such President, pursuant to authority given by the Board of Commissioners of said park district as the free and voluntary act of said park district, for the purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 2018.

Notary Public

STATE OF ILLINOIS)
) SS
COUNTY OF ADAMS)

I, the undersigned, a notary public, in and for said County, in the State aforesaid, do hereby certify that Kyle Moore, not individually, but as Mayor of the City of Quincy, Illinois an Illinois municipal corporation, and personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed and granted such easement as such Mayor pursuant to authority given by the City Council of said City of Quincy, Illinois as the free and voluntary act of said City, for the purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 2018.

Notary Public

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FY 2019 SHELTER/SPECIAL EVENTS/SERVICES FEES: DISCUSSION ONLY

BACKGROUND INFORMATION: The Park District annually reviews facility fees. The fees and policies for shelter rental, extra services and special events are included in the Quincy Park District Policy and Procedure Manual, CHAPTER 6 Park Sites, Facilities, and Equipment Use Policy and Procedures, Addendums A, B and C.

The proposed changes are to raise the base “Additional Services Fee” \$5.00, raise the per picnic table fee \$5.00, and to limit off-site rentals to civic and non-profit groups for fund raising and public events.

A redline copy of each addendum is attached.

FISCAL IMPACT: The fiscal impact of this fee change will be minimal due to the low occurrence of these fees.

STAFF RECOMMENDATION: Discussion only.

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

BOARD ACTION:

ADDENDUM B

ADDITIONAL SERVICES FEES

The following rates will be charged for delivery of additional tables, trash barrels, or bleacher for events held on Quincy Park District Property. Rates are for a maximum of 4 days, after 4 days, the rate will be charged on a per day basis.

Additional Service Fee.....~~\$15~~\$20 charged once for any additional service below:

1-15 Picnic Tables~~\$5~~\$10 per table

16+ Picnic Tables\$15 per table

Additional Trash Barrel\$5 per Barrel

Bleacher\$25 each

If available, items may be rented to civic and non-profit entities for fund raising and public events at off Park District sites at the following rates:

Picnic Tables\$25 per table

Bleacher\$75 each

Renter must provide transportation for all off Park District sites and assumes responsibility for any damage.

A \$250 deposit is required for all off Park District rentals. Renter must provide transportation for all off Park District sites and assume responsibility for any damage. A Quincy Park District Property Loan Agreement must be completed and signed by the renter.

Any other additional services provided by the District will be charged on an actual cost basis plus the additional service fee, if not already charged.

Additional services fees will not be waived, with the following exceptions; affiliated organizations, events that the District fully co-sponsors and events for which an equivalent in-kind payment has been made (radio advertising, for example).

Affiliated Organizations are:

The Friend of the Castle

The Friends of the Log Cabins

The Quincy Art Center

The Women's City Club

The Quincy Ski Club

Friends of the Trail

Co-Sponsored Events are:

The Dogwood Festival

The Riverfront 4th

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: 2019/2020 ART KELLER MARINA FEES: **DISCUSSION ONLY**

BACKGROUND INFORMATION: The District annually reviews facility fees. The Art Keller Marina is an enterprise fund and is intended to generate adequate revenue to pay for all expenses related to its operation and maintenance. The FY 2019 marina budget includes \$30,000 for dredging.

The total number of rented covered slips in the last season was 130, ten fewer than the previous season. There currently is no waiting list for boaters wanting to get into the marina.

Staff recommends raising the fee for slip rental \$.05 per square foot. At the current rate, an owner of a 20 x 10 foot boat slip paid \$600 annually for a covered slip. The new rate will increase the annual rate \$10 to \$610. Private Boathouse fees will remain at \$1.90 per square foot and trailer storage will remain at \$80.

Refunds and late contract fees are calculated according to the established schedule which is included in this report.

Fuel mark-up is recommended to remain at \$0.35 above District cost.

FISCAL IMPACT: It is anticipated that there will be an increase in revenue of approximately \$2,000 due to the change in fees.

STAFF RECOMMENDATION: Discussion only.

PREPARED BY: Matt Higley, Director of Parks

BOARD ACTION:

QUINCY PARK DISTRICT
ART KELLER MARINA FEE SCHEDULE 2019-20

ANNUAL SLIP RENTAL					
(April 1 - March 31)					
<u>12 MONTH CONTRACT</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Covered/sq ft	\$2.95	\$2.95	\$2.95	\$3.00	\$3.05
Uncovered/sq ft	\$2.60	\$2.60	\$2.60	\$2.65	\$2.70
Metered Electricity	\$50*	\$50*	\$50*	\$50*	\$50*

(Meter and 100 kwh of electricity included)

TRAILER & TRAILER w/BOAT STORAGE					
(April 1 - March 31)					
<u>Annual</u>					
	75.00	\$75.00	\$75.00	\$80.00	\$80.00

Note: Trailer storage fees are not prorated

DAILY VISITOR SLIP RENTAL					
W/ electric	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
W/ out electric	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00

*** DAILY SLIP RENTAL MARINA RENTER PERSONNEL WATER CRAFT ***					
Current Renter	\$10	\$10	\$10	\$10	\$10

Open uncovered slip. Rental over 10 days require a certificate of insurance.

*** ART KELLER MARINA PRIVATE BOATHOUSE/DOCK ***					
<u>12 MONTH CONTRACT</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Previous Bay Renter/ Sq Ft	\$1.40	\$1.40	\$1.40	\$1.45	\$1.45
New Renters/ Sq Ft	\$1.85	\$1.85	\$1.85	\$1.90	\$1.90

Late Fee:	\$30.00 late fee for payments not received by the established deadline of April 1 st .
Contract Termination Fee:	A \$30.00 administrative fee will be deducted from the pro-rated refund amount for contracts terminated early.
Refunds:	Refunds for contracts terminated early will be determined according to the approved refund schedule.
Hold Over Fee:	Renters who do not renew their contract by April 16 th but maintain possession of our property via a boat, lift, etc., are subject to a hold-over fee of \$20.00/day.
Additional Decals:	\$5.00/decal

Art Keller Slip Rental Refund Schedule:

Termination In:	Percent Refund of Annual Fee:	Example: \$1,000
April	80%	\$800
May	60%	\$600
June	40%	\$400
July	30%	\$300
August	20%	\$200
September	10%	\$100
October	0%	\$ 0

All refunds are subject to a \$30 administration fee.

Art Keller Slip Rental Late Contract Fee Schedule:

Rental In:	Percent of Annual Fee:	Example: \$1,000 Annual Fee
April	100%	\$1000
May	90%	\$900
June	75%	\$750
July	60%	\$600
August	45%	\$450
September	30%	\$300
October	15%	\$150

Gas Dock Pricing Policy

Gas Pricing Policy:

Fuel offered for sale at Art Keller Marina will be priced at the time it is purchased at cost plus \$.35.

The price may be adjusted between fuel purchases to account for significant changes in the price and bring Gas Dock fuel prices more in line with the current market.

Pump prices below cost must be approved by the Director of Parks.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: 2019 WESTVIEW GOLF COURSE FEES: DISCUSSION ONLY

BACKGROUND INFORMATION: Staff annually reviews facility fees. Westview Golf Course is an enterprise fund and is intended to generate adequate revenue to pay for all expenses related to its operation.

Staff recommends increasing car pass fees and punch card car fees to offset rising costs.

FISCAL IMPACT: It is anticipated that there will be an increase in revenue of approximately \$20,000 due to the change in fees.

STAFF RECOMMENDATION: Discussion only

PREPARED BY: David Morgan, Director of Golf

BOARD ACTION:

Quincy Park District
Westview Golf Course - Fee Structure

Season Passes

	2012	2013	2014	2015	2016	2017	2018	2019
								Proposed
Adult	\$670	\$700	\$710	\$710	\$710	\$710	\$730	\$730
Senior	\$575	\$600	\$610	\$610	\$610	\$610	\$630	\$630
Senior -Restricted	\$465	\$500	\$510	\$510	\$510	\$510	\$530	\$530
Super Senior-Restricted	\$365	\$400	\$410	\$410	\$410	\$410	\$430	\$430
Young Adult (19-29 yrs)	\$325	\$350	\$350	\$410	\$410	\$410	\$430	\$430
Junior	\$250	\$250	\$250	\$250	\$250	\$250	\$255	\$255
Junior Summer Pass	\$35	\$35	\$10	\$10	\$10	\$10	\$15	\$15

Restricted Passes are valid non-holiday weekdays only.

Senior: age 62 and above

Super Senior: age 70 and above

Junior: age 18 and younger

Green Fees

	2012	2013	2014	2015	2016	2017	2018	2019
								proposed
Weekday 9 Holes	\$15	\$15	\$16	\$16	\$16	\$16	\$16	\$16
Weekday 18 Holes	\$20	\$20	\$21	\$21	\$21	\$21	\$22	\$22
Weekend 9 Holes	\$17	\$17	\$18	\$16	\$16	\$16	\$16	\$16
Weekend 18 Holes	\$25	\$25	\$26	\$21	\$21	\$21	\$22	\$22
Junior (9 or 18 Holes)	\$15	\$15	\$16	\$16	\$16	\$16	\$16	\$16
19-27 9 or 18 Holes			\$11	\$11	\$11	\$11	\$12	\$12

Golf Cars

	2012	2013	2014	2015	2016	2017	2018	2019
								proposed
9 Holes	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$9
18 Holes	\$15	\$15	\$15	\$16	\$16	\$16	\$16	\$18
19 - 27 9 Holes			\$5	\$5	\$5	\$5	\$6	\$6
19 - 27 18 Holes			\$10	\$10	\$10	\$10	\$12	\$12

Green Fee Punch Cards

	2012	2013	2014	2015	2016	2017	2018	2019
								proposed
100 - 9 Hole Rounds			\$710	\$800				
50 - 9 Hole Rounds			\$400	\$450				
20 - 9 Hole Rounds			\$200	\$200	\$200	\$200	\$220	\$220
10 - 9 Hole Rounds	\$120	\$120	\$120	\$120	\$120	\$120	\$140	\$140

Golf Car Punch Cards

	2012	2013	2014	2015	2016	2017	2018	2019
								proposed
50 - 9 Hole Golf Cars			\$250	\$350				
20 - 9 Hole Golf Cars			\$120	\$140	\$140	\$140	\$140	\$160
10 - 9 Hole Golf Cars	\$65	\$65	\$65	\$70	\$70	\$70	\$70	\$80

Specials & Promotions

Twilight - walking (after 2:00 pm April - October)					\$16	\$16	\$16	\$16
Twilight - golf car (After 2:00pm Except Wed. It is 4:00)					\$10	\$10	\$10	\$12
Twilight - with golf car (Twilight is 2:00 pm except Wed. it is 4:00)					\$26	\$25	\$25	\$27
Early Bird Special - 9 Holes, Before 8:30					\$16	\$16	\$16	\$17
Early Bird Special - 18 Holes, Before 8:30					\$25	\$25	\$25	\$27
Spring / Fall Green Fee - March & October- daily					\$16	\$16	\$16	\$16
Winter Special - Nov.-Feb. (all you can play with car)					\$21	\$25	\$25	\$27
Family Night - Saturday & Sunday after 3:00 pm				Parents	\$6	\$6	\$8	\$8
(Children 17 & under on holes 19-27)				Children	\$2	\$2	\$2	\$2

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FY2019 INDIAN MOUNDS POOL FEES: DISCUSSION ONLY

BACKGROUND INFORMATION:

Indian Mounds Pool

Below is a historical comparison of Indian Mounds Pool fees.

There are no recommended fee changes for 2019.

Fee History	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Daily Admission:					
Youth (17 & under)	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Adult (18 & over)	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.25	\$ 5.25
Sr. Citizen (62 & older)	\$ 4.50	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Veteran	NA	\$ 4.50	\$ 4.50	\$ 4.75	\$ 4.75
Family Day	\$ 14.00	\$ 14.00	\$ 14.00	\$ 15.00	\$ 15.00
Season Pass:					
Individual	\$ 50.00	\$ 50.00	\$ 50.00	\$ 55.00	\$ 55.00
Family	\$165.00	\$165.00	\$165.00	\$ 170.00	\$ 170.00
Birthday Splash	\$65/4.50	\$65/4.50	\$65/4.50	\$65/4.75	\$65/4.75
Deluxe	\$95/6.00	\$95/6.00	\$95/6.00	\$95/6.00	\$95/6.00
IMP Party:					
Party (Cost/Base)	\$275/50	\$275/50	\$275/50	\$275/50	\$275/50
Per Person over Base	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00

- We are recommending a customer appreciation day for the community in 2019. We will have free admission at the pool. The date of this event will be determined in the future.
- We are recommending continuing our Excessive Heat Warning Policy for the pool. When the National Weather Service issues an Excessive Heat Warning for Quincy the cost of admission will be \$2.00 during this period. The fee for financial assistance card carriers would be \$1.00. An excessive heat warning is when the heat index is going to be 105 degrees for at least two consecutive days. The heat index is the actual temperature and humidity combined.

- We are recommending approval to have special promotional days at the pool to boost attendance and revenue. On these days we would have special admission rates and concession specials.

The hours of operation, Monday-Friday 11:00 am–5:00 pm and Saturday and Sunday 11:00 am-6:00 pm will remain the same.

FISCAL IMPACT: No impact.

STAFF RECOMMENDATION: Discussion only.

PREPARED BY: Michael Bruns, Director of Program Services

BOARD ACTION:

POOL ATTENDANCE

Indian Mounds Pool

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Total	8,906	8,337	11,713	10,765	9,243
Average	113	116	143	142	120
Days Open	79	72	82	76	77
Days Closed	14	14	4	2	2
Season Pass Visits	1,169	699	980	1,152	1,095
Season Passes Sold			290	379	331
Family			190	234	216
Individual			100	145	115

Wavering Aquatic Center

	<u>2014</u>	<u>2015</u>
Total	8,148	4,691
Average	121	82
Days Open	67	57
Days Closed	12	15
Season Pass Visits	570	101

Total Indian Mounds Pool and Wavering Aquatic Center

	<u>2014</u>	<u>2015</u>
Total	17,054	13,028
Average	117	101
Days Open	146	129
Days Closed	26	29
Season Pass Visits	1,739	800
Season Passes Sold	419	209
Family	235	147
Individual	184	62

POOL FINANCIAL

Indian Mounds Pool

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Expenses	\$112,392	\$83,934	\$101,816	\$117,985	\$114,414*
Income	<u>\$62,962</u>	<u>\$55,475</u>	<u>\$ 78,552</u>	<u>\$81,396</u>	<u>\$78,701</u>
(Loss)/Gain	(\$49,430)	(\$28,459)	(\$23,264)	(\$36,589)	(\$35,713)*
					*Projected 12/31/18
Average 2014-2017	Expenses	\$104,032			
	<u>Income</u>	<u>\$ 69,596</u>			
	(Loss)	(\$34,436)			

Wavering Aquatic Center

	<u>2014</u>	<u>2015</u>
Expenses	\$94,073	\$60,411
Income	<u>\$53,388</u>	<u>\$24,091</u>
(Loss)/Gain	(\$40,685)	(\$36,320)
Average 2014-2015	Expenses	\$77,242
	<u>Income</u>	<u>\$38,740</u>
	(Loss)	(\$38,502)

Total

	<u>2014</u>	<u>2015</u>
(Loss)/Gain	(\$90,115)	(\$64,779)

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FY2019 FEES SHOWMOBILE RENTAL: DISCUSSION ONLY

BACKGROUND INFORMATION:

In 2012, we changed the fees to have a “no stage extension rate” and a “with stage extension rate”. It takes less staff to do the labor for the “no stage”, and thus the difference in fees.

I have attached a summary of rentals for the last four years.

A \$25 increase in each fee category was approved in 2015.

No increase in fees is recommended for 2019.

Rental Fees:	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<u>No Stage Extensions</u>					
Not-for-profit	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575
Profit	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
Co-sponsor event rentals	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Affiliate Rentals - one	No charge	No charge	No charge	No charge	No charge
Affiliate Rentals - more than one	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
<u>With Stage Extensions</u>					
Not-for-profit	\$ 875	\$ 875	\$ 875	\$ 875	\$ 875
Profit	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
Co-sponsor event rentals	\$ 75	\$ 175	\$ 175	\$ 175	\$ 175
Affiliate Rentals - one	No charge	No charge	No charge	No charge	No charge
Affiliate Rentals - more than one	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
<u>Additional Services</u>					
Additional Services	\$ 35/hr	\$ 35/hr	\$ 35/hr	\$ 35/hr	\$ 35/hr
Additional weekend rate for set up/take down	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200

FISCAL IMPACT: No impact.

STAFF RECOMMENDATION: For discussion only.

PREPARED BY: Michael Bruns, Director of Program Services

BOARD ACTION:

QUINCY PARK DISTRICT

SHOWMOBILE RENTALS

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Total Rentals	29	21	18	20
Park District Event Rental	22	14**	12*	12*
(Park Band Concerts, Outdoor Concerts, Family Fun in the Sun, Outdoor Movie)				
** In 2016 – 13 Park Band Concerts, 1 Outdoor Movie				
*In 2017 & 2018 – 11 Park Band Concerts, 1 Outdoor Movie				
Co-Sponsor Event Rentals	4	2	3	3
Value	\$2,300	\$1,150	\$1,725	\$1,725
Paid Rentals	3	5	3	5
Total Revenue	\$1,075	\$2,575	\$1,400	\$3,500*
Total Expenses	\$1,604	\$1,083	\$673	\$4,760*
Difference	(\$529)	\$1,492	\$727	(\$1,260)*

*Projected

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FY 2019 FINANCIAL ASSISTANCE PROGRAM: DISCUSSION ONLY

BACKGROUND INFORMATION: In 1995, the Board approved a scholarship policy that provides financial assistance to residents unable to pay for leisure time activities. Attached to this report is a five year history of the value of assistance and number of participants.

In 2016, it was approved that the financial assistance program would be based on the Quincy Schools reduced and free lunch program. If the child received reduced lunch they qualified for 50% financial assistance. If they received free lunch they qualified for 75% financial assistance. If the child qualified for the reduced/free lunch program then the entire household qualified.

In 2018, eligibility expanded to include those receiving food stamps from the Illinois Department of Human Services. The 50% rate was eliminated and all recipients received 75% off all programs.

- **No change is recommended for 2019.**

FISCAL IMPACT: We have funds available in our financial assistance account. We have budgeted \$25,000 for 2019.

STAFF RECOMMENDATION: Discussion only.

PREPARED BY: Michael Bruns, Director of Program Services

BOARD ACTION:

**QUINCY PARK DISTRICT
FINANCIAL ASSISTANCE
TOTALS**

# of Participants	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
75%	56	23	345	588	490
50%	73	51	55	68	NA
25%	<u>70</u>	<u>45</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Totals	199	119	400	656	490
Value of Assistance	\$ 3,886	\$ 3,263	\$11,804	\$22,310	\$19,000*

*Estimated

Guide to Quincy Park District's Financial Assistance Program

2019

Quincy Park District can help make your leisure & recreational activities affordable

Qualifying households can receive 75% off regular prices for Quincy Park District-sponsored classes & at park district facilities, including Westview Golf Course

Financial assistance can be used for:

Swimming at Indian Mounds Pool

Westview Golf (green fees/season passes only) ★ Miniature Golf

Paddleboats, Kayaks & Bike Rental ★ Batting Cage Tokens

Classes (ie: exercise, individual sports)

Quincy Park District ▪ www.quincyparkdistrict.com
1231 Bonansinga Drive ▪ Quincy, IL 62301 ▪ (217) 223-7703

Westview Golf Course ▪ www.westviewgolf.com
2150 S. 36 ▪ Quincy, IL 62301 ▪ (217) 223-7499

Come Out and Play.

**Quincy
Park District**

www.quincyparkdistrict.com

**QUINCY PARK DISTRICT
FINANCIAL ASSISTANCE APPLICATION**

Staff Use Only
Percentage Approval:

75% ____

Name of Parent(s) or Guardian(s): _____

Address*: _____ Email: _____

Phone Home: _____ Cell _____

Household Members

Gender

Birthdate

<u>Household Members</u>	<u>Gender</u>	<u>Birthdate</u>

Immediate Family Size: Adults _____ Children _____ Total _____

Date _____ Signature _____

FINANCIAL ASSISTANCE PROGRAM

- The Quincy Park District financial assistance program is based on Quincy Schools reduced and free lunch program and/or food stamp eligibility.
- If the child receives reduced or free lunch then they will receive 75% financial assistance. If the child qualifies for the reduced/free lunch program then the entire household qualifies also. If the household is eligible for food stamps they will receive 75% financial assistance.
- The individual needs to bring a letter or receipt from the Quincy School to verify that they qualify for reduced or free lunch or their profile statement documenting eligibility to receive food stamps from the Illinois Department of Human Services.
- The financial assistance will be good for one year August 1 – July 31. Participants need to reapply each year starting on August 1.
- The individual can receive assistance for recreation programs and facility admission fee reductions.
- Financial assistance will only be awarded when funds are available within the Assistance Fund. Assistance will be granted or denied based upon the applicant's available information and criteria established.
- Space in classes will not be reserved pending receipt of the request from the applicant.
- Financial Assistance is granted or denied without regard to sex, race, creed, religion, handicap, or national origin of the applicant.

FINANCIAL ASSISTANCE CRITERIA

1. Financial assistance will be limited to four (4) programs per individual per calendar year.
2. Financial assistance will only be granted for recreation programs solely sponsored by the Quincy Park District.
3. Financial assistance is available for Indian Mounds Pool facility admissions.
4. Financial assistance is available for the Batting Cage facility (mini golf, paddleboats, kayaks, cage tokens and bike rental).
5. Financial Assistance is available for Westview Golf green fees and season passes.
6. *Must live within the city limits of Quincy.

**QUINCY PARK DISTRICT
FINANCIAL ASSISTANCE PROGRAM
2019 FACILITY RATES**

Indian Mounds Pool	2019	75%
Youth	\$4.75	\$1.25
Adult	\$5.25	\$1.50
Senior/Veteran	\$4.75	\$1.25
Season Pass		
Individual	\$55.00	\$13.75
Family	\$170.00	\$42.50
Batting Cage	2019	75%
Mini Golf		
Youth - 12 and under	\$4.75	\$1.25
Teen and Adult	\$5.50	\$1.50
Cage Tokens	4 / \$2.75	4 / \$1.00
	10 / \$4.75	10 / \$1.25
Paddleboats/Kayaks	\$7.75 hr	\$2.00 hr
	\$5.25 ½ hr	\$1.50 ½ hr
Bicycle Rentals	\$5.25 hr	\$1.50 hr
	\$12.25 3hr	\$3.25 3hr

Westview	2019	75%
Season Passes		
Adult	730.00	182.50
Senior	630.00	157.50
Senior Restricted	530.00	132.50
Super Senior Restricted	430.00	107.50
Young Adult (ages 19-29)	430.00	107.50
Junior	255.00	63.75
Weekday 9 holes	16.00	4.00
Weekday 18 holes	22.00	5.50
Weekend 9 holes	16.00	4.00
Weekend 18 holes	22.00	5.50
Twilight Walking	16.00	4.00
Fall/Spring	16.00	4.00
Junior 9 or 18 holes	16.00	4.00
#19-27 9 or 18 holes/walking	12.00	3.00

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FY2019 FEES ATHLETIC SURFACE RENTAL: DISCUSSION ONLY

BACKGROUND INFORMATION: In 2005, we established an athletic surface fee for our fields and courts. The fee applied to leagues and tournaments but not for practices. We also added a half day price and a full day price along with a profit and not-for-profit rate.

A different fee structure was approved in 2015. We recommended going to a daily rate and only one type of rate. The new rate was \$50 for all athletic fields except the Boots Bush soccer fields. The rate for the Boots Bush soccer fields was \$120 per day per field. There was a two hour rate of \$50 for the Boots Bush soccer fields.

A fee for Pepsi Turf Field was added in 2016.

A fee for the Wavering Turf Field has been added for 2019.

A fee for the Sand Volleyball Courts has been added for 2019.

No increase in fees is recommended for 2019.

A special event packet would need to be filled out for all rentals and insurance would need to be provided for any of our athletic fields.

<u>Fee History:</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Athletic Surface */Sand Volleyball Courts Per Day Per Field	\$50	\$50	\$50	\$50	\$50
Boots Bush Soccer/Pepsi & Wavering Turf Fields Per Day Per Field	\$120	\$120	\$120	\$120	\$120
Three Hours or Less/Per Field	\$50	\$50	\$50	\$50	\$50
Lights Per Hour	\$40	\$40	\$40	\$40	\$40
*Rental includes use of bases, liner, rakes and chalk.					

FISCAL IMPACT: No impact.

STAFF RECOMMENDATION: Discussion only.

PREPARED BY: Michael Bruns, Director of Program Services

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FY2019 FEES BATTING CAGE: DISCUSSION ONLY

BACKGROUND INFORMATION:

Below is a historical comparison of the Batting Cage fees.
There are no recommended fee changes for 2019.

We purchased 2 new boats in 2015 and 1 new boat in 2018.

We received 2 kayaks in July of 2016 and purchased 2 kayaks in 2017.

Fee History	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Batting Machine	4/2.50	4/2.50	4/2.50	4/2.75	4/2.75
	10/4.50	10/4.50	10/4.50	10/4.75	10/4.75
Miniature Golf 18 holes					
Youth (12 & under)	4.50	4.50	4.50	4.75	4.75
Teen & Adult	5.25	5.25	5.25	5.50	5.50
Senior Citizen (62 & older)	NA	3.25	3.25	3.50	3.50
Veteran	NA	3.25	3.25	3.50	3.50
Paddleboats	7.50/hr	7.50/hr	7.50/hr	7.75/hr	7.75/hr
	5.00/ ½ hr	5.00/ ½ hr	5.00/ ½ hr	5.25/ ½ hr	5.25/ ½ hr
Kayaks	NA	7.50/hr	7.50/hr	7.75/hr	7.75/hr
		5.00/ ½ hr	5.00/ ½ hr	5.25/ ½ hr	5.25/ ½ hr
Bicycle Rentals	5.00/hr	5.00/hr	5.00/hr	5.25/hr	5.25/hr
	12.00/3hr	12.00/3hr	12.00/3hr	12.25/3 hr	12.25/3 hr
Group Discounted Golf (50 or more, 8am-12pm)					
Youth (12 & under)	3.75	3.75	3.75	4.00	4.00
Teen and Adult	4.50	4.50	4.50	4.75	4.75

FISCAL IMPACT: No impact.

STAFF RECOMMENDATION: Discussion only.

PREPARED BY: Michael Bruns, Director of Program Services

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 10, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FY2019 QUENCH BUGGY RENTAL FEES: **DISCUSSION ONLY**

BACKGROUND INFORMATION: The Quench Buggy arrived in late August of 2015. It was donated by Avenue of Lights, Inc. Park District staff delivers the Quench Buggy to the event, sets it up, and then picks it up after the event. We are also responsible for cleaning the Quench Buggy.

In 2015, 2016, 2017 and 2018 we did not charge for the use, but suggested a free will donation of \$50. **No changes are recommended for 2019.**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Rentals	17	8	9	
Rental Fee Per Event	No Charge	No charge	No charge	No charge
Expenses	\$32	\$65	\$100*	
Income	\$250	\$250	\$50*	

*Projected

FISCAL IMPACT: No impact.

STAFF RECOMMENDATION: Discussion only.

PREPARED BY: Michael Bruns, Director of Program Services

BOARD ACTION:



QUINCY PARK DISTRICT
1231 BONANSINGA DR.
QUINCY, ILLINOIS 62301
(217)223-7703
info@quincyparkdistrict.com

QUENCH BUGGY APPLICATION/RENTAL AGREEMENT

The Quench Buggy provides unlimited filtered water. Water is available through 8 faucets (2 ADA accessible) and requires a water and electrical hookup. You will be required to provide the water and electricity source. They must be within 150 feet of the location of the Quench Buggy. If you plan to use a City water source, such as a fire hydrant, you must contact the City of Quincy. The Quincy Park District will deliver and set-up the Quench Buggy at your location. It is available on a first come, first serve basis and your application must be approved in advance.

*Application is due 3 weeks prior to the event.
NO RENTAL CHARGE, BUT A DONATION OF \$50 WOULD BE APPRECIATED*

Name of Organization	Address	Phone	Email
----------------------	---------	-------	-------

Contact Person	Address	Phone	Email
----------------	---------	-------	-------

Event Dates: _____ For Purpose of: _____
(Describe Event)

Please deliver to: _____
(state exact location of site)

Contact Person at site: _____ Phone #: _____
(Person who will meet Quench Buggy staff prior to event)

Quench Buggy set-up by: _____ A.M./P.M. Remove by: _____ A.M./P.M.

Start Time _____ End Time _____

Do you have any special set-up needs or additional services? (Costs may be increased according to special needs)

I ACCEPT RESPONSIBILITY FOR CARE OF THE QUENCH BUGGY AND ITS ACCESSORIES AND AGREE TO PAY FOR ANY DAMAGES OR LOSS THAT MAY OCCUR DURING THE ABOVE STATED EVENT. I ALSO AGREE TO ASSUME GROUP ADHERENCE TO THE REGULATIONS SET FORTH, AND TO PROVIDE INSURANCE COVERAGE AS NECESSARY.

Signature of Adult

Date

PUBLIC INPUT