



BOARD OF COMMISSIONERS MEETING



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

Agenda

July 8, 2020

Regular Meeting – Board Room

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 – June 10, 2020
 3. Executive Session Meeting Minutes – June 10, 2020

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

BOARD INFORMATION/EDUCATION:

CORRESPONDENCE:

VOLUNTEERS:

EXECUTIVE DIRECTOR'S REPORT:

- Rome Frericks

DIRECTORS' 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, Director of Marketing/Operations

COMMITTEE REPORTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

- Resolution NO. 20-02: A Resolution Finding and Declaring Certain Property Known As "Lenane Park" Is No Longer Needed or Useful for Park Purposes and Authorizing the Sale of Such Property: Recommended Approval (**ROLL CALL VOTE**)
- Resolution NO. 20-03: Authorizing Acceptance of Irrevocable Pledge Regarding Sale of Lenane Park Pending Voter Approval: Recommended Approval (**ROLL CALL VOTE**)
- Independent Audit Report – FY2019 Comprehensive Annual Financial Report: Recommended Acceptance (**VOICE VOTE**)
- Quincy Park District 2020-2021 Goals & Objectives 2nd Quarter Status Update: Information Only
- Quincy Park District Board of Commissioners Executive Session Minutes Bi-annual Review: (**VOICE VOTE**)
- Bid for Quincy Park District Maintenance Building Construction: Recommended Approval (**VOICE VOTE**)
- Request for Qualifications for Park District Attorney Services: Recommended Approval (**VOICE VOTE**)

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

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

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

ACTIONS AFTER EXECUTIVE SESSION

ADJOURN (**VOICE VOTE**)

CONSENT AGENDA

(Unanimous Consent)

Governor's Executive Order 2020-07 issued on March 16, 2020 suspended the Open Meetings Act provisions relating to in-person attendance by members of a public body. This meeting of the Quincy Park District Board was held via video conference and followed guidance that was issued from the Public Access Counselor ("PAC") that was based on the current status of the law and the Governor's Executive Orders issued as a result of the COVID-19 pandemic.

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Regular Meeting
Board Room/Video Conference

June 10, 2020
6:00 P.M.

ROLL CALL

President Frankenhoff called the meeting to order and upon the roll being called the following members were present: President John Frankenhoff, Vice President Barbara Holthaus, Commissioners Vicki Dempsey, Nathan Koetters, Roger Leenerts and Jeff Steinkamp.

Park Commissioner attending by video conference: None.

Staff present: Executive Director–Rome Frericks and Director of Business Services–Don Hilgenbrinck.

Staff attending by video conference: Director of Parks–Matt Higley, Director of Program Services–Mike Bruns, Director of Golf–David Morgan, Director of Marketing/Operations–Marcelo Beroiza and Board Attorney–Terry Anastas.

President Frankenhoff led the room in the Pledge of Allegiance.

CONSENT AGENDA

President Frankenhoff asked if there were any objections or changes to the May 13, 2020 regular meeting minutes or the check register and upon hearing no objections, he announced they were approved by unanimous consent.

PUBLIC INPUT - none

BOARD INFORMATION-EDUCATION

Quincy Park District ADA Update

Director Higley referred to a power point document of completed ADA projects.

President Frankenhoff reported that a number of years ago there had been an ADA review and a list of needed ADA updates was prepared. The document distributed identified the updates that had been completed. Executive Director Frericks reported that all new projects or updates to facilities address ADA requirements. He also reported that inspections of the parks are completed by the Director of Parks, the Supervisor of Parks and the Safety Supervisor on a regular basis.

VOLUNTEERS

Executive Director Frericks acknowledged the Master Gardeners for their work at the Moorman/Wavering complex.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Frericks had nothing to add.

DIRECTORS' REPORTS

Director Higley gave an update on current projects including the status of trail landscaping. Director Hilgenbrinck reported on the progress of the audit work and the implementation of new programs. He noted that a handout from IPARKS, the District's

insurance carrier, had been provided. The information in the handout noted that noncompliance with the Executive Order could impact our coverage. He also gave an update on waivers. There was some discussion regarding what would be allowed during various phases and the financial risk to the District. Director Bruns reported on the status of programs starting, enrollment in the nature programs and the use of the Batting Cage, the courts and the turf fields. Director Morgan reported on course usage and that the paperwork for a tree grant had been completed. It was noted that the financial picture for Westview is better than expected. There was some discussion with Director Beroiza regarding the Gardner Park trails volunteers, signage, bike ramps and pedestrians.

COMMISSIONER REPORTS

Commissioner Dempsey reported that Friends of the Bull House met and they have submitted an application with the Community Foundation and rescheduled the picnic with Quincy Preserves. She noted they were conducting research on gardening and then provided a brief history of the parks and the Bull family. She noted that Michele Khoury had been working on this research and it was suggested that she contact Don Hilgenbrinck if they were interested in the Park District's archives. Commissioner Leenerts reported that the Finance Committee discussed the impact of Covid 19 and that the Art Keller Marina should be discussed at the August retreat. Commissioner Steinkamp and Koetters reported on the Riverfront Development Committee noting that several potential projects had been identified for the \$350,000 they expect to receive from the state. Information regarding potential projects had been distributed and Commissioner Koetters noted that they were focusing on three of the projects and two of those projects were on Park District property. There was discussion regarding the benefits of the options and the impact of the projects on District property. It was generally agreed that the electric line duct work with Ameren was the preference of the District Commissioners at this point. Commissioner Holthaus reported that the Foundation Board held an election of new officers, had two members resign, Ted Nieman and Carlos Fernandez, and welcomed a new member, Jon Hoover.

NEW BUSINESS

Resolution NO. 20-02: A Resolution Finding and Declaring Certain Property Known As "Lenane Park" Is No Longer Needed Or Useful For Park Purposes and Authorizing the Sale of Such Property: For Review Only

President Frankenhoff noted that this item was discussion only and this has been discussed at prior meetings. He stated that the message regarding the project should be united and there was discussion on what to do with the proceeds from the sale. It was noted that there are very specific rules on how government property can be sold. After discussion regarding the proceeds, it was agreed that the attorney should amend the resolution to include that the proceeds be used for the purchase, development or improvement of a capital project. Also, the proceeds would not be used for operations and the wording should not reference the southeast section of the District. It was noted that this has been discussed since last August and the disposal of the property is not due to financial constraints.

Quincy Park District Maintenance Building Design and Engineering

VICE PRESIDENT HOLTHAUS MADE A MOTION, SECONDED BY COMMISSIONER DEMPSEY TO APPROVE THE STAFF RECOMMENDATION TO SPEND \$4,120 FOR DESIGN AND ENGINEERING FOR THE MAINTENANCE BUILDING AS PRESENTED. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Approval to Seek Bids for the Design and Engineering For Two Basketball Courts in Berrian Park

President Frankenhoff provided a review of action taken in February by the Board to approve a donation/fundraising for two new basketball courts. He noted that with the pandemic, the fundraising efforts had to be abandoned. There was discussion regarding the need to proceed with the replacement of the courts, options on how and when to proceed and issues concerning prevailing wage. Attorney Anastas provided an overview of concerns and issues relating to public projects, prevailing wage and donations of labor. He noted that stipulating conditions of donations is acceptable. President Frankenhoff read an email from LifePoint Church thanking the Commissioners for working with them on the project. After discussion, the Commissioners agreed that LifePoint Church should be notified to have engineering work completed and report back to the District with that information. It was agreed that they should have more time to move forward with their plan. COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY COMMISSIONER KOETTERS TO REJECT THE RECOMMENDATION AS PRESENTED. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY VICE PRESIDENT HOLTHAUS TO GO INTO EXECUTIVE SESSION IN ACCORDANCE WITH 5 ILCS, PAR. 120/2C, THAT THE BOARD CONVENES INTO EXECUTIVE SESSION TO DISCUSS: 3. THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE, AS DEFINED IN THIS ACT, INCLUDING A VACANCY IN A PUBLIC OFFICE, WHEN THE PUBLIC BODY IS GIVEN POWER TO APPOINT UNDER LAW OR ORDINANCE, OR THE DISCIPLINE, PERFORMANCE OR REMOVAL OF THE OCCUPANT OF A PUBLIC OFFICE, WHEN THE PUBLIC BODY IS GIVEN POWER TO REMOVE THE OCCUPANT UNDER LAW OR ORDINANCE.

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER KOETTERS	YES
COMMISSIONER LEENERTS	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER DEMPSEY	YES
VICE PRESIDENT HOLTHAUS	YES
PRESIDENT FRANKENHOFF	YES

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED

Regular session resumed at 8:15 p.m. President Frankenhoff asked for a motion to approve Patty McGlothlin as Commissioner to fill the remaining term, ending May 1, 2021, due to the resignation of a commissioner. COMMISSIONER DEMPSEY MADE THE MOTION, SECONDED BY COMMISSIONER KOETTERS TO APPROVE PATTY MCGLOTHLIN AS COMMISSIONER TO FILL THE TERM REMAINING, ENDING MAY 1, 2021, DUE TO THE RESIGNATION OF A COMMISSIONER

THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:

COMMISSIONER LEENERTS	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER DEMPSEY	YES
COMMISSIONER KOETTERS	YES
VICE PRESIDENT HOLTHAUS	YES
PRESIDENT FRANKENHOFF	YES

PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED

There was discussion regarding the retreat and it was agreed that the retreat would be held on Friday, August 7 from 10:00 to 3:00. President Frankenhoff provided Patty McGlothlin with the oath of office and Patty McGlothlin raised her right hand and stated the oath of office. WITH NO OTHER BUSINESS TO DISCUSS, COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY COMMISSIONER KOETTERS TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION APPROVED. The meeting adjourned at 8:25 p.m.

Secretary

Chairman

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

CORRESPONDENCE

VOLUNTEERS

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: June 30, 2020

Administrative Initiatives (6/01/20 – 6/30/20)

Attended:

- Directors' meeting
- Safety meeting
- Board meeting
- Quincy/Adams County Economic Development/Tourism meeting
- Friends of the Trails meeting
- Park Foundation meeting
- Quincy City Council meeting
- Early Tin Dusters meeting
- Ultimate Ride Fundraising meeting for Friends of the Trails
- Friends of the Trails/MVHFA meeting for Bob Bangert Park
- Steering Committee meeting for Quincy Riverfront grant
- City/County/Health Department/Quincy Park District special event meeting
- Met with Klingner & Associates on the progress of Bill Klingner Trail from 18th to 24th Street and 5th Street to Parker Heights sections.
- Met with Attorney Terry Anastas several times on current events concerning the Park District.
- Attended two IPRA Covid-19 meetings.
- Held four weekly operations meetings with the Directors.
- Attended two Adams County Together for Children's Social Emotional Support (CSES) Community meeting.
- Met with staff and contractors on several occasions for current Park District improvements.

- Talked on WTAD about Park District programming, Art Keller Marina and Westview Golf Course.
- Held several meetings with Department heads to enter into Phase 4 of Restore Illinois.
- Attended on-site meeting for the maintenance building to be located in All America Park.
- Attended court on behalf of Quincy Park District staff involving a park patron trespassing on park property.
- Met with LifePoint officials on the fundraising project in Berrian Park.
- Met with city of Quincy officials to discuss the installation of traffic signs and a crosswalk at Parker Heights to Bob Bangert Park.

Administrative Initiatives (7/1/20 – 7/31/20)

- Continue to work with local contractors and engineers on the Bill Klingner Trail project for the 18th to 24th Street section and 5th Street to Parker Heights sections.
- Continue work on the 2020 bond projects, goals and objectives.
- Continue attending the COVID-19 webinars hosted by the Chamber of Commerce, IAPD and IPRA.
- Attend the grand opening of Bill Klingner Trail from 18th Street to 24th Street.
- Work with and volunteer at the Friends of the Trails on the Ultimate Ride fundraiser.
- Begin planning for 2021 bond projects.
- Begin working on the August Board Retreat.

DIRECTORS'

REPORTS

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: June 30, 2020

Administrative Initiatives (6/1/20 – 6/30/20)

Attended:

- Directors' meeting
- Safety meeting
- Kiwanis meetings
- Friends of the Trail meeting
- Pedal the Parks meeting
- Monitored Reservoir Park tennis courts 1-4 resurfacing.
- Monitored work on Ben Bumbry Riverview Park shelter.
- Monitored Clat Adams landscaping along fence.
- Monitored work on Wavering T-Ball sidewalk and bleacher pads.
- Monitored installation of South Park fitness equipment.
- Monitored seal coating on Bill Klingner Trail 12th to 18th street.
- Monitored spoil site cleanup for dredge material.

Administrative Initiatives (7/1/20 – 7/31/20)

- Continue planning for 2020 projects, goals and objectives.
- Work on 2020 Capital Projects for Parks Department.
- Monitor installation of sidewalk at South Park fitness equipment.
- Monitor dredging at both entrances of the marina.
- Monitor installation of playground at Wavering T-Ball fields.
- Monitor work on Ben Bumbry Riverview Park Shelter.
- Monitor Reservoir Park tennis court 1-4 color coating.
- Monitor installation of benches at Moorman Park.
- Monitor work on Bill Klingner Trail 5th to Parker Heights.
- Monitor Johnson Park tennis/pickleball court resurfacing.

To: Board of Commissioners

From: Donald J. Hilgenbrinck

Subject: Monthly Report

Date: June 30, 2020

Administrative Initiatives (6/01/20 – 6/30/20)

- Attended Safety Committee meeting.
- Attended various conferences and staff meetings regarding COVID-19 issues.
- Prepared the MD&A for the 2019 CAFR.
- Prepared & submitted the Certificate of Achievement for Excellence in Financial Reporting program application to the GFOA review board for the District's FY2019 CAFR.
- Published the Notice of Availability of Audit Report.
- Filed FY2019 CAFR with the Adams County Clerk.
- Prepared and filed Annual Treasurer's Report with the Adams County Clerk.
- Filed the Annual Financial Report (AFR) with the Illinois Comptroller, as required by statute.
- Posted the FY2019 CAFR on the District's website.
- Prepared and posted the 2019 Annual Treasurer's Report on the District's website.
- Continue efforts to mitigate the effects and issues of the COVID-19 on District operations, including public services.
- Issuing cancellations and refunds for shelter reservations and special events, and refunds for program registrations.

Administrative Initiatives (7/01/20 – 7/31/20)

- Continue to coordinate claim processing with FEMA for reimbursement of District expenses for the 2019 flood.
- Assist the Quincy Park Foundation with establishment of policies and procedures for donations.
- Conduct seasonal cash/POS payment processing audits.

To: Board of Commissioners
From: Mike Bruns
Subject: Monthly Report
Date: June 25, 2020

Administrative Initiatives (06/01/20 – 06/30/20)

- Staff worked on adjusting programs, events, facilities and trainings due to COVID-19.
- Staff conducted staff trainings.
- Staff started summer programs which included: fishing clinics, outdoor fitness, summer playground, tennis, Indian Mounds Park activities, pickleball lessons and nature.
- Staff worked on programs for July which included: home run derby, soccer shootout, free throw and 3-point competitions.
- Staff worked on fall programs.
- Attended the monthly safety committee meeting.
- Worked with the Director of Operations/Marketing on promoting our new programs and activities for the summer.
- Attended weekly recreation staff meetings.
- Staff worked on procedures to follow the Phase 4 Restore Illinois plans.
- Attended the Park Foundation meeting.
- Baseball tournament was held at Pepsi Field on June 27 & 28.

Administrative Initiatives (07/01/20 – 07/31/20)

- Staff will work on adjusting programs, events, facilities and trainings due to COVID-19.
- Staff will organize the following leagues: youth baseball, youth soccer and t-ball.
- Staff will work on hiring seasonal staff and conduct trainings.
- Youth baseball tournaments will be held in July.
- Staff will conduct home run derby, soccer shootout, 3-point and free throw competitions.
- Summer programs from June will continue in July.
- Will have STEM activities at summer playground and Indian Mounds Park activities.

To: Board of Commissioners
From: David Morgan
Subject: Monthly Report
Date: June 30, 2020

Administrative Initiatives (6/01/20 – 6/30/20)

- Attended the Zoom directors' and board meetings.
- Monitored COVID-19, phase 3 guidelines and compliance at Westview Golf Course.
- Prepared the clubhouse and golf course for phase 4, COVID-19 guidelines, effective Friday June 26th.
- Disinfected golf shop and bathrooms.
- Started round 1 of the Quincy Cup on Sunday June 7th.
- Bunker renovation completed on hole 1. (Improved design, drainage and sand).
- Emily Okallau from the Urban Forestry Tree Grant Program inspected the tree plantings on Friday June 26th.
- Co-ordinated with Brumbaugh Tree Service Phase 2 ash tree removals, 29 trees removed.
- Hired two additional seasonal employees.
- Continued clean-up of stump grindings and backfilling of phase 1 ash tree removals.
- Removed the overgrown shrubbery along east side of cart barn.
- Applied fungicides on the greens, tees, fairways.

Administrative Initiatives (7/01/20 - 7/31/20)

- Attend directors' and board meetings.
- Ladies Chamber Golf Outing, Friday July 10, postponed until Friday August 21.
- Tri State Junior Tournament, Thursday July 16, cancelled.
- Unity / Payson Golf Outing, Saturday July 18.
- Optimist of Quincy Golf Outing, Friday July 24, cancelled.
- Men's and Ladies City Tournament, Saturday July 25
• and Sunday July 26.
- Landmarx Match Play League starts on Thursday July 30, 9 weeks of match play.
- Start Phase 2 of stump grinding clean-up and backfilling.
- Preventive fungicide applications continue on greens, tees, fairways.
- Trimming of low branches around the property that interfere with mowing equipment and golf carts.
- Accept applications and interview candidates for late summer/fall seasonal positions.
- Felling of dead/hazardous trees on the course. Holes 12 and 27.
- Continue working with Brumbaugh Tree Service on the removal of limbs and logs on the course from Phase 2 ash tree felling.

Westview Golf Course Rounds of Golf - 2020

			Jun-20	2020 YTD	Jun-19	2019 YTD
10000	18 Hole Weekday Green Fee		474	770	462	1168
10001	18 Hole Weekend Green Fee		0	0	0	0
10002	9 Hole Weekday Green Fee		246	380	213	535
10003	9 Hole Weekend Green Fee		0	0	0	0
10004	Twilight Green Fee		132	360	39	130
10005	Fall/Spring/Winter Green Fee		0	170	0	223
10006	M-T-TH-Special		112	134	87	220
10007	Winter Special w/ Car		0	27	0	111
10008	Third Nine Green Fee		607	925	452	1190
10009	Family Night Adult		4	10	16	32
10010	Family Night Child		6	12	18	38
10011	Jr. Green Fee		6	7	3	26
10012	Promotional Round		3	11	35	73
10013	Twilight Combo		576	762	429	1225
10014	Early Bird 9		10	11	12	27
10015	Early Bird 18		100	104	126	203
11000	Adult Weekday Pass Visit		185	372	173	593
11001	Adult Weekend Pass Visit		109	264	133	431
11002	Senior Weekday Pass Visit		389	756	300	1039
11003	Senior Weekend Pass Visit		232	547	237	690
11004	Senior Rest. Weekday Pass Visit		33	84	80	237
11005	Super Senior Weekday Pass Visit		333	538	304	844
11006	Employee Pass Visit		39	69	59	104
11007	Junior Weekday Pass Visit		135	277	93	260
11008	Junior Weekend Pass Visit		25	84	38	105
11010	Junior Summer Pass Visit		101	126	269	269
11011	College Pass Visit		0	0	0	84
11012	Young Adult Pass Visit		54	129	109	257
11013	School Team Pass Visit		0	0	0	0
12000	Green Fee Punch card Visit		304	442	401	1003
13000	Tournament Round		0	0	487	501
13001	Tournament Green Fee		0	0	0	0
13002	Outing Green Fee		0	0	56	152
Total			4,215	7,371	4,631	11,770
Per Visit Fee			\$4,096	\$7,248	\$3,704	\$10,672
Days Closed			3	103	3	83

To: Board of Commissioners
From: Marcelo Beroiza
Subject: Monthly Report
Date: July 1, 2020

Administrative Initiatives (06/1/20 – 06/30/20)

- Attended recreation staff meeting, Park District board meeting and Friends of The Trails meeting
- Attended Quincy Wellness & Prevention team meeting
- Attended COVID-19 Coordinator meeting
- Attended IPRA Ethics in Parks and Recreation- Professional Conscience webinar
- Attended IAPD COVID-19 Back to the new normal meeting
- Attended weekly maintenance operations/communication staff meeting
- Met with Gardner Park volunteer organizations safety and building committee to discuss Whipple crossing to Sunset and Riverview Park
- Met with Executive Director regarding operations
- Projects started
 - Friends of The Trails fundraising restricted account for Gardner Park
 - Gardner Park nature trail to Whipple crossing, Sunset and Riverview Park
 - Blessing Health System new outdoor program opportunities.
- Monthly reports, press release and interviews events. WGEM, KHQA, Whig and Radios

Administrative Initiatives (07/1/20 – 07/31/20)

- Weekly maintenance operations/communication staff meeting
- Facebook live park district news cast
- South Park new outdoor fitness station project
- Project list/follow-ups through the park district facilities and parks
- COVID-19 community and employee updates
- New COVID-19 Coordinator Staff position. In progress/development

COMMITTEE
REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 8, 2020

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION NO. 20-02: A RESOLUTION FINDING AND DECLARING THAT CERTAIN PROPERTY KNOWN AS “LENANE PARK” IS NO LONGER NEEDED OR USEFUL FOR PARK PURPOSES AND AUTHORIZING THE SALE OF SUCH PROPERTY: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: As a result of the 2019 Board retreat, a timeline for placing the sale of Lenane Park on the November voting ballot was presented at the May 2020 Board meeting. A draft version of this ordinance was reviewed at the June 10, 2020 Board meeting.

FISCAL IMPACT: As discussed at the June 2020 Board meeting, the proceeds from the sale of the park would be used for the purchase, development, or improvement of a capital asset.

STAFF RECOMMENDATION: Staff recommends approval of Resolution 20-02, as presented.

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

BOARD ACTION:

QUINCY PARK DISTRICT

RESOLUTION NO. 20-02

**RESOLUTION FINDING AND DECLARING THAT CERTAIN PROPERTY
KNOWN AS "LENANE PARK" IS NO LONGER NEEDED OR USEFUL FOR
PARK PURPOSES AND AUTHORIZING THE SALE OF SUCH PROPERTY**

WHEREAS, the Quincy Park District, Quincy, Illinois (hereinafter "Park District") has committed to protecting and improving the quality of life of its residents and members of the public; and,

WHEREAS, on or about November 30, 1959, the Park District acquired from the City of Quincy, Illinois, approximately a 15 acre parcel of real property (hereinafter "Original Tract"); and,

WHEREAS, 7.5 acres of the Original Tract was previously transferred and conveyed by the Park District in 1979 resulting in 7.5 acres, more or less, of real property from the Original Tract remaining to be owned by the Park District. Such remaining parcel consists of all of the land presently commonly known as "Lenane Park" located at or near 2600 Bonansinga Drive, Quincy, Adams County, Illinois (hereinafter "Lenane Park"). Lenane Park is legally described on "Exhibit A", attached hereto and incorporated herein by reference; and,

WHEREAS, as a condition of the November 30, 1959 conveyance of the Original Tract to the Park District by the City of Quincy, Illinois, the City required the Park District to use Lenane Park solely for public park and recreational purposes and the City restricted the Park District from selling or making other uses of Lenane Park without first obtaining the permission and consent of the City Council of the City of Quincy; and,

WHEREAS, since November 30, 1959, the Park District has continuously used and maintained Lenane Park for recreational purposes and programs for its residents and for members of the public; and,

WHEREAS, in recent years, the use of Lenane Park by members of the public has greatly diminished due, in part, to the fact that other, more suitable and more desirable property has been acquired and is being maintained by the Park District for public park and recreational purposes; and,

WHEREAS, the cost of maintaining Lenane Park has increased to the extent that such costs outweigh the benefits to the Park District and members of the public of retaining

Lenane Park as public park ground and Lenane Park is no longer needed or useful for park purposes; and,

WHEREAS, the City Council of the City of Quincy, Illinois has, by duly adopted Ordinance ____ passed _____, 2020, agreed to waive all restrictions reserved to the City of Quincy in the above-mentioned conveyance of November 30, 1959 affecting the ability of the Park District to sell, transfer or make other uses of the Property; and,

WHEREAS, the Board of Park Commissioners desire to sell Lenane Park as permitted by 70 ILCS 1205/10-7a.

NOW THEREFORE BE IT RESOLVED, that a 7.5 acre, more or less, parcel of real property, consisting of all of the land commonly known as "Lenane Park" located at or near 2600 Bonansinga Drive, Quincy, Adams County, Illinois and legally described on "Exhibit A", attached hereto, is found and declared to no longer be needed or useful for park purposes and that the Park District proposes to sell Lenane Park pursuant to 70 ILCS 1205/10-7a, et seq.; and,

BE IT FURTHER RESOLVED, that the Park District shall cause this resolution to be published not less than 3 times (the first and last publication being not less than 10 days apart) in a newspaper published and of general circulation within the Park District; and,

BE IT FURTHER RESOLVED, that upon the completion of the publication pursuant to 70 ILCS 1205/10-7a, the Park District shall cause the question of the sale or transfer of Lenane Park to be submitted to the voters of the Park District at a regular election pursuant to the provisions of 70 ILCS 1205/10-7b, and that Lenane Park shall not be sold or transferred unless the sale or transfer thereof is approved by a majority of such voters of said Park District voting on the question; and,

BE IT FURTHER RESOLVED, that if a majority of the voters in the Park District voting on the question at a referendum held for that purpose votes in favor of selling Lenane Park under the provisions of 70 ILCS 1205/10-7a to 70 ILCS 1205/10-7d, inclusive, the Board of Commissioners of the Park District shall proceed to sell Lenane Park at public auction after first giving two weeks' notice of the time and place and terms of said sale by notice published two successive weeks, once each week, the first publication to be not less than fifteen days prior to the date fixed for said sale, in a newspaper published and of general circulation in the Park District; and,

BE IT FURTHER RESOLVED, the President of the Board of Commissioners of the Park District, as attested by the Secretary of the Park District, shall execute any and all deed or deeds and associated necessary and customary required documents from time to time to finalize the sale of Lenane Park set out hereinabove; and,

BE IT FURTHER RESOLVED, that the proceeds from the sale shall be used for the purchase, development, or improvement of a capital asset.

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 _____, 2020.

APPROVED:

President

ATTEST:

Secretary

Exhibit "A"
Lenane Park legal description

The South fifteen (15) acres of the West one-half of the Northwest Quarter of the Northwest Quarter of Section 26 in Township 1 South of the Base Line and in Range 9 West of the Fourth Principal Meridian, Adams County, Illinois, but excepting from the above described tract the following excepted parcel:

Commencing at a point on the south line of the Northwest Quarter of the Northwest Quarter of said Section 26, a distance of 199.83 feet east of the Southwest corner of the Northwest Quarter, of said Northwest Quarter, thence northerly parallel with the West line of said Northwest Quarter a distance of 110 feet, thence northeasterly 165.71 feet to a point 180 feet north of the south line of the Northwest Quarter of said Northwest Quarter, thence northerly 815.57 feet to a point on the north line of the south 15 acres of the West Half of the Northwest Quarter of said Northwest Quarter, said point being 350.03 feet east of the northwest corner of said south 15 acres, thence easterly along the north line of said south 15 acres 304 feet to the Northeast corner of said south 15 acres, thence southerly along the east line of said south 15 acres 995.57 feet to the Southeast corner of said south 15 acres, thence westerly along the south line of the Northwest Quarter of said Northwest Quarter 458.77 feet to the point of beginning, said tract containing 7.5 acres.

STATE OF ILLINOIS)
) SS.
COUNTY OF ADAMS)

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

" Resolution Finding and Declaring That Certain Property Known As "Lenane Park" Is No Longer Needed or Useful for Park Purposes and Authorizing The Sale Of Such Property"

That the said Resolution was passed and adopted at the duly called meeting of said Board of Commissioners of said Quincy Park District on July 8, 2020 and that the original Resolution of the foregoing is a true copy, now remains on file in the Secretary's Office.

WITNESS MY HAND AND SEAL of said Quincy Park District this
8th day of July, 2020.

Rome Frericks, Secretary of
Quincy Park District

(Corporate Seal)

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 8, 2020

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION NO. 20-03, RESOLUTION AUTHORIZING ACCEPTANCE OF IRREVOCABLE PLEDGE REGARDING SALE OF LENANE PARK PENDING VOTER APPROVAL: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: One of the goals approved by the Board was to allow staff to identify property that no longer meets the needs of the Park District and once identified, dispose of that property using proper protocol.

Staff has identified a parcel of land that fits the above requirement. This parcel of land is Lenane Park and is approximately 7.5 acres.

In order for the Quincy Park District to sell this parcel of land several steps need to occur:

1. A resolution needs to occur with 4/5ths of the Board approving the resolution.
2. The Park District would need approval from the City of Quincy. Lenane Park was acquired from the City of Quincy, Illinois by deed dated November 30, 1959.
3. The Park District would need approval from a majority of the voters at the regular election.
4. Selling of the land at public auction.

Staff has had discussions with Jeffrey J. McClean and after further discussion, McClean has agreed to the attached Irrevocable Pledge Agreement subject to the satisfaction of the Sale of Contingencies and subject to the actual sale through the competitive bidding process by the Quincy Park District.

The pledge guarantees a sale price of no less than \$65,000 for Lenane Park.

Attached to this report is the resolution.

FISCAL IMPACT: None. If this passes the public referendum, a public auction will be held at a later date.

STAFF RECOMMENDATION: Staff recommends the Board approve Resolution No. 20-03, as presented.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

**QUINCY PARK DISTRICT
RESOLUTION NO. 20-03**
**RESOLUTION AUTHORIZING ACCEPTANCE OF
IRREVOCABLE PLEDGE REGARDING SALE OF LENANE PARK**

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

WHEREAS, the Quincy Park District, in addition to other authority, is authorized pursuant to 70 ICS 1205/10-7a to sell real estate owned by the Park District subject to certain terms and conditions; and,

WHEREAS, the Quincy Park District is authorized to accept gifts or pledges to give property to be used for the benefit of the public; and,

WHEREAS, the Quincy Park District has entered into negotiations to facilitate the sale of real estate commonly referred to as Lenane Park and shown on Exhibit A attached hereto and by reference made a part hereof; and,

WHEREAS, such negotiations have involved an Irrevocable Pledge made by Jeffrey J. McClean, a copy of which pledge is attached hereto as Exhibit B and by reference made a part hereof, to ensure the Quincy Park District will receive at least \$65,000.00 from the disposition of the real estate set forth in Exhibit A; and,

WHEREAS, it is in the best interest of the Board of Park Commissioners and the District to approve and accept said Irrevocable Pledge; and,

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED:

SECTION 1. RECITALS: The recitals of this Resolution and the attachments referenced are incorporated herein by this reference.

SECTION 2. APPROVAL: The Board of Commissioners of the Quincy Park District approves the Pledge made by Jeffrey J. McClean.

SECTION 3. ACCEPTANCE: The Board of Commissioners of the Quincy Park District accepts the Pledge made by Jeffrey J. McClean.

SECTION 4. AUTHORIZATION: The President and Secretary, or other appropriate officers, are authorized and directed to accept said Pledge for and on behalf of the Board of Commissioners of the Quincy Park District and to proceed to take action in reliance upon said Pledge to sell the real estate set forth in Exhibit A and commonly referred to as Lenane Park; and,

SECTION 5. PERFORMANCE AND OTHER ACTIONS: The President, Secretary, and their respective designees, are authorized to proceed with the acceptance of such Pledge and to undertake such other further or different actions as may be necessary or appropriate in connection therewith.

SECTION 6. EFFECTIVE DATE: This resolution shall be in full force and effect immediately upon its adoption.

PASSED: This ____ day of _____, 2020.

APPROVED:

President

ATTEST:

Secretary

Exhibit "A"
Lenane Park legal description

The South fifteen (15) acres of the West one-half of the Northwest Quarter of the Northwest Quarter of Section 26 in Township 1 South of the Base Line and in Range 9 West of the Fourth Principal Meridian, Adams County, Illinois, but excepting from the above described tract the following excepted parcel:

Commencing at a point on the south line of the Northwest Quarter of the Northwest Quarter of said Section 26, a distance of 199.83 feet east of the Southwest corner of the Northwest Quarter, of said Northwest Quarter, thence northerly parallel with the West line of said Northwest Quarter a distance of 110 feet, thence northeasterly 165.71 feet to a point 180 feet north of the south line of the Northwest Quarter of said Northwest Quarter, thence northerly 815.57 feet to a point on the north line of the south 15 acres of the West Half of the Northwest Quarter of said Northwest Quarter, said point being 350.03 feet east of the northwest corner of said south 15 acres, thence easterly along the north line of said south 15 acres 304 feet to the Northeast corner of said south 15 acres, thence southerly along the east line of said south 15 acres 995.57 feet to the Southeast corner of said south 15 acres, thence westerly along the south line of the Northwest Quarter of said Northwest Quarter 458.77 feet to the point of beginning, said tract containing 7.5 acres.

EXHIBIT "B"

**IRREVOCABLE PLEDGE AGREEMENT
TO QUINCY PARK DISTRICT, QUINCY, ILLINOIS**

This Irrevocable Pledge Agreement, made this ____ day of _____, 2020, by and between Jeffrey J. McClean, Inc., an Illinois corporation, hereinafter referred to as "McClean", and the Quincy Park District, Quincy, Adams County, Illinois, hereinafter referred to as "Park District".

The parties hereto do hereby acknowledge:

1. On or about August 26, 2019 Park District Executive Director Rome Frericks met with Jeffrey McClean, to discuss the potential sale of an approximately 7.5 acre parcel of Park District property, consisting of all of the land commonly known as "Lenane Park" legally described as follows:

The South fifteen (15) acres of the West one-half of the Northwest Quarter of the Northwest Quarter of Section 26 in Township 1 South of the Base Line and in Range 9 West of the Fourth Principal Meridian, Adams County, Illinois, but excepting from the above described tract the following excepted parcel: Commencing at a point on the south line of the Northwest Quarter of the Northwest Quarter of said Section 26, a distance of 199.83 feet east of the Southwest corner of the Northwest Quarter, of said Northwest Quarter, thence northerly parallel with the West line of said Northwest Quarter a distance of 110 feet, thence northeasterly 165.71 feet to a point 180 feet north of the south line of the Northwest Quarter of said Northwest Quarter, thence northerly 815.57 feet to a point on the north line of the south 15 acres of the West Half of the Northwest Quarter of said Northwest Quarter, said point being 350.03 feet east of the northwest corner of said south 15 acres, thence easterly along the north line of said south 15 acres 304 feet to the Northeast corner of said south 15 acres, thence southerly along the east line of said south 15 acres 995.57 feet to the Southeast corner of said south 15 acres, thence westerly along the south line of the Northwest Quarter of said Northwest Quarter 458.77 feet to the point of beginning, said tract containing 7.5 acres.

2. Jeffrey J. McClean advised Executive Director Frericks that McClean had an interest in acquiring Lenane Park due to its proximity to other land owned by entities owned by McClean.
3. At such meeting, Executive Director Frericks informed Jeffrey J. McClean of the process required for the Park District to sell the Lenane Park which process includes the following steps hereinafter referred to as the "Sale Contingencies":
 - a) The adoption of a resolution by 4/5ths of the Board of Park Commissioners approving the sale of Lenane Park.
 - b) Securing approval from the City of Quincy for the sale of Lenane Park due to the existence of restrictions contained in the November 30, 1959 deed from the City of Quincy, Illinois to the Park District.
 - c) The question of the sale of land needs to be approved by a majority of the voters of the Park District voting on the question at a regular election.
 - d) The sale must be conducted by competitive bidding.

4. To enable the Park District to have the opportunity to sell Lenane Park, Executive Director Frericks and Jeffrey J. McClean discussed that it would be necessary for the Park District to be guaranteed a minimum of \$65,000 from the sale. The parties further discussed the minimum guaranteed price could be attained by a gift from Jeffrey J. McClean of the difference of \$65,000 and the proceeds from the sale of Lenane Park and that if Lenane Park sold for more than \$65,000, there would be no need for a gift from Jeffrey J. McClean under this Pledge Agreement.
5. After further discussion, Jeffrey J .McClean agreed to this Pledge subject to satisfaction of the Sale Contingencies and subject to the actual sale of Lenane Park through the competitive bidding process by the Park District.
6. Jeffrey J. McClean acknowledges that in reliance upon this irrevocable pledge, the Park District will take action by virtue of which it will incur financial and contractual liability in connection with Lenane Park. Accordingly, the pledge is irrevocable for the time period indicated herein.

ACCORDINGLY, JEFFREY J. McCLEAN MAKES THE FOLLOWING IRREVOCABLE PLEDGE:

- A. Jeffrey J. McClean pledges that if Park District offers Lenane Park for public sale that McClean will donate or cause to be donated to Park District in cash the difference between \$65,000 and the sale price of Lenane Park. If Lenane Park is sold for more than \$65,000, there will be no further obligation of McClean under this Pledge. Payment of the pledge will be made no later than the closing of the sale of Lenane Park. This Pledge does not require but does not preclude McClean from bidding at any public sale of Lenane Park. McClean will pay any fees or costs incurred by the Park District to enforce this Pledge.
- B. This Pledge is enforceable for a period nine (9) months after the date this document is signed by Jeffrey J. McClean.
- C. This Pledge is binding upon the heirs, executors, successors in interest and assigns of Jeffrey J. McClean.
- D. This Pledge is subject to acceptance by the Board of Commissioners of the Park District.

Signed and dated on this ____ day of _____, 2020:

Jeffrey J. McClean

ACCEPTANCE

The Quincy Park District, Quincy, Adams County, Illinois, hereby accepts the foregoing Irrevocable Pledge.

Signed and dated on this _____ day of _____, 2020

Quincy Park District "Park District"

Rome Frericks, Its: Executive Director

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 8, 2020

STAFF RECOMMENDATION

AGENDA ITEM: INDEPENDENT AUDIT REPORT - FY2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT: RECOMMENDED ACCEPTANCE

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

Upon acceptance of the CAFR by the Board:

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

NOTICE OF AVAILABILITY OF AUDIT REPORT OF QUINCY PARK DISTRICT

Quincy Park District hereby provides public notice that an audit of its funds for the period January 1, 2019 through December 31, 2019 has been made by Danielle M. Fleer, CPA, P.C., and that a report of such audit dated June 18, 2020 has been filed with the County Clerk of Adams County, in accordance with 30 ILCS 15/0.01 *et seq.* The full report of the audit is available for public inspection at 1231 Bonansinga Dr., Quincy, IL during regular business hours 9:00 a.m. – 4:00 p.m. Monday through Friday except for holidays.

- b. The CAFR is submitted to Governmental Finance Officers Association (GOFA) Review Board for the Certificate of Achievement for Excellence in Financial Reporting program. This is our 10th CAFR submission.
- c. Information from the CAFR was used to complete the State of Illinois Comptroller's Annual Financial Report (AFR), as required by law.

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

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

The annual Treasurer's Report is prepared, posted on the District's web site and filed with the Adams County Clerk. Prior to the passage of the Public Funds Statement Publication Act in 2011, the full report was published in the paper.

Presented under separate files are the following:

- The CAFR file.
- The audit findings letter to the Board of Commissioners.
- The management letter from the auditor, addresses issues that are not significantly material to be included in the 2019 audit report. The letter is not considered to be a part of the audit but, it is intended to assist management as a guide to prevent significant material issues in future audit reports.

FISCAL IMPACT: None.

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

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

BOARD ACTION:

Quincy Park District

2019

**Comprehensive Annual
Financial Report**

**Due to nature of this item, it is located on the
DropBox.**

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 8, 2020

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT 2020-2021 GOALS AND OBJECTIVES SECOND QUARTER STATUS UPDATE:
INFORMATION ONLY

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

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

FISCAL IMPACT: None.

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

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Quincy Park District Goals 2020-2021

Administration

1. Ensure effective communications between Board and staff so that each is informed of the direction and operations of the Park District.
2. Strengthen and build partnerships among groups and organizations within the northwest section of Quincy focusing on youth and at-risk children.

Q1 Update: Staff has met with groups from the northwest community and are planning several programs and events for 2020. New programs include forming a team from the northwest to play in our soccer and baseball programs, adding another outdoor movie and a community picnic in Lincoln Park.

Q2 Update: On hold for now due to Covid-19.

3. Work with the Quincy Park Foundation to actively promote the Park District and support other groups currently fundraising for Park District improvements and initiatives. Assist them in establishing goals, developing a new website and creating a brochure.

Q1 Update: Quincy Park Foundation and Quincy Park District co-hosted an open house on January 21 with all eight affiliated groups. We hope this will encourage them to promote each other's events as well as identify their needs for the upcoming year. Staff has been working with the Park Foundation to update their website and promote the fundraiser held on March 9. Staff is also working with the Park Foundation to co-hosting a second open house with the affiliated groups in the near future.

Q2 Update: Covid-19 has prevented both the Quincy Park District and the Quincy Park Foundation from hosting the second meeting with the affiliated groups.

4. Improve internal Park District wide communications. Establish regular scheduled meetings to review all upcoming activity and park improvements.

Q1 Update: A full time employee staff meeting was held on February 25 to discuss current/future programs, events and potential bond projects.

Q2 Update: On hold for now due to Covid-19.

5. Prepare documents for the potential sale of park property at Lenane Park and 2nd and Spruce for the November 2020 referendum.

Q1 Update: Staff has prepared a tentative timeline for the sale of land by referendum and it will be presented to the Board Commissioners at the May Board meeting.

Q2 Update: The City of Quincy is considering an ordinance that would allow the Park District to move forward with a resolution to sell Lenane Park by referendum at the November election.

6. Develop a strategy to add a park in southeast Quincy. Schedule meetings with landowners about potential land acquisitions with the funding potentially coming from the sale of park property.

7. Develop agreements with both Friends of the Lorenzo Bull House and the Women's City Club to preserve the Lorenzo Bull House.

Q1 Update: Members from the Friends of the Lorenzo Bull House have organized as a 501 (c) 3 and received approval from the Internal Revenue Service.

Westview Golf Course

1. Renovate the deck area with all new ADA compliant concrete.
2. Removal of forty stumps around the entire golf course.

Q1 Update: Stumps have been ground out and all debris has been removed.

3. Renovate the bunkers by addressing drainage, sand contamination and turf repair on holes #1, 2, and 12.

Q2 Update: The bunker renovation and drainage on hole 1 has been completed.

4. Develop a plan to update the 3rd nine fairway heads to 180-degree heads to water fairways only.
5. Convert the blue tee box on #9 to zoysia grass. Zoysia sod will be cut from various locations on the golf course to minimize turf and heavy traffic damage.
6. Enhance the landscaping around the façade of the pro-shop.
Q1 Update: The front entrance sidewalk landscaping has been updated with new rock and plant material.
7. Replace the entrance doors in the breezeway connecting the pro shop to the concession area.
8. Update the specifications and scope of work for Phase II of the Ash tree removal.
Q1 Update: Staff has prepared all documents for Phase II of Westview ash tree removal and Brumbaugh Tree Service was the low bid. The contractor has removed 31 of the 60 trees.
Q2 Update: The contractor has removed all 60 trees on the course.
9. Remove/update the flooring in the concession kitchen area.
10. Research potential new Point of Sale systems and implement selected system in 2021.

Marketing/Operations

1. Develop a wellness campaign for outdoor fitness/equipment. Reach out to health, fitness organizations and trainers to discover the possibilities of new programs/events partnership in our community.
Q1 Update: Park District has partnered with Blessing Heath Systems by creating a new outdoor fitness program. Blessing will be providing trainers.
Q2 Update: The outdoor fitness boot camp program started in June. An additional new program consisting of strength and circuit training will start in July.
2. Increase revenue by promoting existing and new programs and events at the Moorman Park Complex.
Q1 Update: Moorman Park media networks and social media platform campaigns started in March.
Q2 Update: Revised due to Covid-19 and new programs added.
3. Implement the new registration software for Quincy Park District programs and services.
Q1 Update: Project completed. This was a team project in conjunction with our Director of Business Services, staff and both Recreation Program Managers.
4. Create new community outreach programs and partnerships in our parks.
Q2 Update: Canceled due to Covid-19.
5. Create new events to promote Lakeside Coffee.
Q2 Update: Canceled due to Covid-19.
6. Develop a new multipurpose courts spring/summer campaign in Moorman Park complex.
Q1 Update: Campaign started in March with our new 3v3 Basketball league, summer Pickleball tournament and Futsal (Soccer) League.
Q2 Update: Canceled due to Covid-19.

Recreation

1. Develop and implement new programs in the following areas:
 - Nature 2 new programs
 - Athletics 2 new programs
 - Family 2 new events
 - Northwest 1 new program
 - Create programs/events in Moorman Park area, which can lead to increased revenue at the Batting Cage facility.

Q1 Update: Staff has added several new programs and events to the 2020 schedule. These include a futsal league, 3 vs. 3 basketball league, an additional pickleball tournament in summer, sand volleyball tournament, outdoor fitness training, the creation of t-ball for ages 3-4, adult flag football, nature programs at Bob Bangert Park and a Birds of Prey event.

Q2 Update: Many programs and events have been canceled or postponed due to Covid-19. We have moved sports leagues to the fall hoping to have them at that time. We have redeveloped summer playground, tennis, nature programs, pickleball, fishing clinics and outdoor fitness for the summer to follow Covid-19 guidelines. We have added a program at Indian Mounds Pool for children to do activities, also added home run derby, soccer shootout and free throw 3-point competitions.

2. Executive Director and Director of Program Services will attain sponsorships/naming rights for additional turf field at current Moorman Main field site.

Q1 Update: Staff has started creating a list of possible businesses and contacting them to see their interest.

Q2 Update: On hold for now due to Covid-19.

3. Identify ways to increase the use of baseball turf fields on weekends to create revenue and increase usage.

Q1 Update: Staff is working with Q City Tournaments to host tournaments this spring and summer on the turf fields. We will sell concessions at the Batting Cage for Pepsi Field and will get a Pepsi wagon for Avenue of Lights Field.

Q2 Update: A tournament was held on the last weekend in June. Planning to have some tournaments in mid-July and August.

4. Increase Batting Cage area revenue.

Q1 Update: Staff has purchased a new paddle boat to replace an older one, new landscaping is being added to the mini golf course, sand volleyball tournament, pickleball tournament, 3 on 3 basketball and futsal league have been added. We have also ordered a new dock for the paddleboats that will be installed this spring. This will bring increased traffic to the area and add increase revenue for the facility.

Q2 Update: Batting Cage opened on May 29. We have added new guidelines to meet the Covid-19 regulations.

5. Research new shade structures for Indian Mounds Pool to replace the existing umbrellas.

Q1 Update: Staff has ordered two new shade structures to replace the old umbrellas at the pool and they will be installed before we open.

Q2 Update: Delivery has been delayed due to Covid-19. When the shade structure is delivered it will be installed this year.

Marina

1. Investigate the feasibility of privatizing the marina within the next five years.
2. Schedule the underwater Quinsippe Island bridge inspection in the spring of 2020.

Q2 Update: Divers have completed their portion of the inspection and Klingners are working on the documentation.

3. Explore options to consolidate boats in the marina to eliminate the need to refloat the two docks that need to be refloated.

Q1 Update: Staff is working with current marina renters to move from F dock to other docks within the marina.

Q2 Update: Renters are starting to move their lifts to other available slips in the Marina.

Parks

1. The Quincy Park District will work with the Friends of the Trails to construct a boardwalk to Belle Spring on the 18th to 24th Street section of the Bill Klingner Trail.
Q2 Update: Friends of the Trail have accepted a bid from Brian Schutte Construction and will begin work late summer.
2. Assist the Mississippi Valley Hunters and Fisherman Association in completing/researching grant opportunities for the installation of an observation deck.
Q1 Update: The Executive Director and the Director of Marketing/Operations are working with the Community Foundation and the Grand Victoria Foundation on potential grant opportunities.
3. Work with the disc golf club to install tee boxes on the 18-hole disc golf course at Bob Mays Park.
Q1 Update: On schedule for summer.
Q2 Update: Working with the Disc Golf Club for installation in late July or early August.
4. Develop a plan for renovating the restrooms on Quinsippi Island in 2021.
5. Conduct a wooden light pole audit of all sports fields within the entire Park District to determine the condition and how many wooden poles need to be replaced over the next several years due to age and condition.
Objective A: Develop a timeline for their replacement.
6. Work with the Quincy Park Band to develop a plan to build a permanent stage in Madison Park.
7. Improve and maintain a quality system of parks and facilities that excite the community.
Objective A: Spend ample time touring parks with staff/maintenance to observe work habits and discuss alternate ways of making park improvements.
Q1 Update: Staff has been taking daily tours to observe progress and creating projects for the upcoming months.
Q2 Update: Continuing as planned.
8. Improve communications among Park Maintenance staff.
Objective A: Establish weekly goals and job assignments.
Q1 Update: Weekly goals and job assignments are posted on a whiteboard at each of the three shop locations.
Q2 Update: Continuing as planned.
Objective B: Daily morning/afternoon meetings with staff to discuss that day's workload completed and expectations for the next day.
Q1 Update: Staff is scheduling daily morning and afternoon meetings with all full time and seasonal maintenance staff.
Q2 Update: Continuing as planned.
Objective C: Periodically review work performed over the weekend to ensure it meets expectations of the public.
Q1 Update: Weekend park inspections will begin in April once weekend maintenance occurs.
Q2 Update: Weekend park inspections have begun.
Objective D: Establish checklist of regular inspections that should be completed by mowing crews and trash crews when visiting parks and facilities.
Q1 Update: Checklist has been completed and put into effect.
Q2 Update: Continuing as planned.
9. Work with local engineers to gather preliminary costs for the potential future Bill Klingner Trail section from Parker Heights to Lincoln Park.
10. Develop a master site plan for Lincoln Park.
Objective A: Host two open houses seeking public input for the development of Lincoln Park.
Q1 Update: Staff held the first open house on January 28. The second event will be scheduled once COVID 19 restrictions are lifted by the Governor.
Q2 Update: Staff will schedule the second open house in July.
Objective B: In June 2020, submit to the Board a proposed master site plan for Lincoln Park.

Business Office/Technology

1. Implement new registration software that is mobile user friendly for the participants to register for Quincy Park District programs and services.
2. Striving to improve employee relations, establish a Quincy Park District quarterly employee newsletter

Objective A: The District's Business Office staff will meet to establish the newsletter fundamentals and look. January 2020

Objective B: Implementation. April 2020.

Q1 Update: First quarterly staff meeting was held on February 25, 2020. The meeting received positive feedback from staff.

Q2 Update: Covid-19 has prevented us from hosting a large group gathering but what we have done in the meantime is visited with each maintenance crew at their location to provide information.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 8, 2020

STAFF RECOMMENDATION

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

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

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

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes provided to you which cover the period from January 1995 to the present. In reading those minutes using the frame of reference outlined in the “Background Information” above, I recommend not to release any Executive Session minutes at this time.

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

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 8, 2020

STAFF RECOMMENDATION

AGENDA ITEM: BID FOR QUINCY PARK DISTRICT MAINTENANCE BUILDING CONSTRUCTION: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The current maintenance building was built in the 1960's. Due to the need for additional space and upgrades in equipment in recent years, staff recommends building a new maintenance building in All America Park. The need for this building was discussed at the 2019 Board Retreat and the proposed location was shown to the Board during a site visit after a meeting last year. Having a larger building will provide staff with additional space to ensure proper maintenance on all equipment.

Staff received four bids for the maintenance building construction with the low bid coming from Derhake Brothers Excavating & Plumbing.

A bid tabulation sheet is attached for your review.

FISCAL IMPACT: The design and engineering costs were \$31,700 for both rounds and the bid for the construction is \$419,000 for a total project cost of \$450,700. \$325,000 has been earmarked in corporate reserves, \$75,000 will be paid from the 2020 G.O. Bond and the additional \$50,700 will come from the excess 2020 G.O. Bond funds which currently has \$152,000 from underbudget projects.

STAFF RECOMMENDATION: Staff recommends approval of the bid from Derhake Brothers Excavating & Plumbing of \$419,000 for the maintenance building construction to be located in All America Park.

PREPARED BY: Matt Higley, Director of Parks

BOARD ACTION:

Maintenance Building Quincy Park District Quincy, Illinois 62301	Estimated Cost	Derhake Brothers Excavating & Plumbing	Laverdiere Construction	Building Systems Of Illinois	Waterkotte Construction
Base Bid Maintenance Building	\$425,000	\$419,000	\$455,636	\$454,600	\$419,424
Addendum #1		X	X	X	X
Alternate Bid #1		\$8,735	\$7,687	\$7,560	\$9,700
Alternate Bid #2		NA	NA	NA	NA
Bid Security		X	X	X	X



I certify the above is a tabulation of bids received by the
 Quincy Park District at 10:00 a.m. on July 2, 2020
 at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, IL 62301

A blue ink signature consisting of two stylized letters, "R" and "H", which likely stand for Ron F. H.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 8, 2020

STAFF RECOMMENDATION

AGENDA ITEM: REQUEST FOR QUALIFICATIONS FOR PARK DISTRICT ATTORNEY SERVICES: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Park District is seeking a law firm or individual attorney to provide Park District attorney services. Law firms and attorneys are being invited to submit qualifications and proposals for the provisions of these services. Qualified applicants will interview during Executive Session at the August 12th Board meeting.

The request for qualifications is included as a part of this report.

FISCAL IMPACT: None. For discussion only.

RECOMMENDATION: Staff recommends the Board approve staff to seek qualifications for Park District attorney services.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:



REQUEST FOR QUALIFICATIONS (RFQ) FOR
QUINCY PARK DISTRICT ATTORNEY SERVICES
SUBMISSION DUE DATE: FRIDAY, AUGUST 7, 2020 4:00 PM.

RFQ CONTACT and SUBMITTAL ADDRESS:

Rome Frericks, Executive Director
Quincy Park District
1231 Bonansinga Drive
Quincy, IL 62301
Phone: (217) 223-7703

Sealed and Marked: Park District Attorney Services

**PARK DISTRICT ATTORNEY SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)**

The Quincy Park District is seeking a law firm or individual attorney to provide Park District Attorney services. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

DEADLINE SUBMISSION:

All proposals must be received no later than 4:00 p.m. on Friday, August 7, 2020.

INTRODUCTION:

The Quincy Park District was organized in 1941 and is governed by a board of seven elected commissioners, serving four-year terms of office. The Park District has a population of approximately 40,000 residents.

The Park District is a creation of the legislature, and has no inherent powers, but only such powers as granted it by the legislature, or as necessarily implied to give effect to the powers specifically granted. The Board of Park Commissioners accept mandatory State law, makes its own rules within the framework of its delegated powers, and is subject only to the will of the people and the State of Illinois park district authority as provided by law. The Board of Park Commissioners of the Quincy Park District is considered the local legislative body to which is entrusted by law, the responsibility for planning, executing, and appraising the Park District park and recreation program.

SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES:

The PARK DISTRICT Attorney will be required to provide general municipal counsel, basic legal services, and advice on special projects and issues. The PARK DISTRICT requests one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

Minimum qualifications include a Juris Doctorate from an accredited law school, a license to practice law in the State of Illinois, and be a member in good standing of the Illinois Bar. Experience with park districts and Illinois municipalities, knowledge of Municipal Law, Contract Law, and public use land acquisitions and sales is preferable.

General municipal counsel of the Park District Attorney includes but is not limited to: (1) having charge of all litigation in which the Park District is a party; (2) representing the Park District in all legal matters and proceedings in which the Park District is a party or interested, or in which any of its officers are parties in their official capacity; (3) advising the Board of Park Commissioners, department heads, and all other officers and agencies of the Park District as to all legal questions affecting the Park District's interest; (4) approving as to form all ordinances, contracts, deeds, bonds and any other documents to be signed in the name of, or made to or with, the Park District.

Basic legal services include: (1) reviewing or drafting ordinances, resolutions, contracts, agreements, deeds, easements; (2) providing advice regarding Park District operations, elections, open meetings, open records, Park District ordinances, Park District and State law, routine matters, personnel matters, and property matters including real estate acquisition and sale, annexation, zoning, condemnation and public finance; (3) reviewing agendas and materials for Board meetings, anticipating and preparing legal advice on items to be addressed at the Board meeting, and attending Park Board meetings which are generally held on the second Wednesday evening of each month if needed; and (4) providing legal opinions upon request.

Generally, the Park District Attorney may anticipate the job requiring up to 10 hours per month. Park District staff may work in-house to produce initial drafts, such as Park District ordinances and resolutions, prior to the attorney's review. The Park District may also seek outside specialized counsel as necessary.

The Park District Attorney will be required to provide a detailed, itemized billing on a monthly basis, in order to avoid misunderstanding, a standing request exists for legal review of contracts, ordinances and resolutions presented to the Board of Park Commissioners for consideration at its regular meeting if requested in addition to anticipating and preparing legal advice on issues up for consideration, as well as attendance at the regular Board of Park Commissioner meetings. Further a request for legal services exists upon phone or written request of the Executive Director or Board member. For all other requests, approval by the Executive Director prior to commencement of service is required. The Park District Attorney will be required to generally familiarize himself/herself with park district code/law and general municipal law and keep abreast of legislation affecting park districts outside the scope of billable services.

REQUESTED INFORMATION:

If you or your firm is interested in the opportunity to work with the Park District, please provide the following information:

1. Firm or individual name and contact information, including e-mail and website addresses and year organized.

2. Summary of qualifications, specializations, experience (including park district and municipal), professional affiliation, special training, availability, Illinois Bar license numbers, and contact information for key personnel and proposed lead and back-up attorneys for the Park District.
3. Information on any previous experience or services provided, including park district and municipal experience, park district related court cases, condemnation, zoning, litigation experience, list of past or present park district and municipal clients, etc.
4. List of clients you currently represent that could cause a conflict of interest with your responsibilities as Park District Attorney. Describe how you would be willing to resolve these or any future conflicts of interest.
5. If your firm or you have filed any litigation in the past five years in which the Park District or one of its employees was named as a party, please describe the case(s).
6. Other factors or special considerations you feel would influence your selection.
7. List of references and contact information.
8. Proposed hourly rates for each attorney assigned to the Park District or any alternative fee structure you propose.

OTHER TERMS AND CONDITIONS:

The Park District reserves the right to reject any or all responses. The Park District reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be, in the sole discretion of the Park District, in the best interests of the Park District.

All proposals submitted in response to this RFQ shall become the property of the Park District. The Park District retains the right to use any or all information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet Park District's needs, with a mutually agreeable start date.

EVALUATION AND SELECTION CRITERIA:

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow through

SUBMITTAL:

Please provide eight (8) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "Park District Attorney Services" and addressed to:

Quincy Park District
Attention: Rome Frericks, Executive Director
1231 Bonansinga Drive
Quincy, IL 62301

SUBMITTAL DEADLINE:

All proposals must be received no later than 4:00 p.m. on Friday, August 7, 2020.

REVIEW OF SUBMITTALS:

All submittals received by the submission deadline will be reviewed by the Executive Director and Board of Park Commissioners, and selections for in-person interviews will be made.

INTERVIEWS:

Qualified applicants will be interviewed during Executive Session at the August 12, 2020 Quincy Park Board meeting.

PUBLIC INPUT