

# Quincy Park District

## BOARD OF COMMISSIONERS MEETING



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

**Agenda  
September 9, 2020**

**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. Board Retreat Minutes-August 7, 2020
3. Regular Meeting Minutes – August 12, 2020
4. Executive Session Minutes – August 12, 2020

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

**BOARD INFORMATION/EDUCATION:**

**CORRESPONDENCE:**

**VOLUNTEERS:**

**EXECUTIVE DIRECTOR'S REPORT**

- Rome Frericks

**DIRECTOR'S REPORTS**

- Matt Higley, Director of Parks
- Don Hilgenbrinck, Director of Business Services
- Mike Bruns, Director of Program Services
- David Morgan, Director of Golf
- Marcelo Beroiza, Director of Marketing/Operations

- Quincy Park District Board Attorney Appointment: Recommended Approval **(VOICE VOTE)**

## **COMMISSIONER COMMITTEE REPORTS:**

## **UNFINISHED BUSINESS:**

## **NEW BUSINESS:**

- Quincy Park District Annual Capital Project Bond List: Discussion Only
- Quincy Park District 2021-2022 Goals and Objectives: Discussion Only
- Proposed Tax Levy for Budgetary Purposes: Information Only
- Quincy Park District Salary Administration Program and Adjustments, 2021: Recommended Approval **(VOICE VOTE)**
- Festival of Lights, Inc. Holiday Light Display Three-Year Agreement: **(VOICE VOTE)**
- Design and Engineering for Wavering Park 39<sup>th</sup> Street Culvert Replacement: Recommended Approval **(VOICE VOTE)**
- Bid for Lorenzo Bull House Porch Improvements: Recommended Rejection **(VOICE VOTE)**
- Recreational Programming 2021 Overview: Discussion Only
- Bid for Moorman Synthetic Turf Field Project: Recommended Approval **(VOICE VOTE)**
- Purchase of Materials and Acceptance of a Labor Donation From Schuster Construction for the Construction of Two Basketball Courts in Berrian Park: 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)***

QUINCY PARK DISTRICT  
1231 Bonansinga Dr.  
Quincy, Illinois

Board Retreat  
Board Room

August 7, 2020  
10:02 A.M.

**ROLL CALL**

The meeting was called to order by President Frankenhoff and upon the roll being called the following members were physically present at said location: President John Frankenhoff, Commissioners Vicki Dempsey, Nathan Koettters, Roger Leenerts, Patty McGlothlin and Jeff Steinkamp. Staff in attendance included: Executive Director Rome Frericks.

Park Commissioner and staff attending by video conference: Vice President Barbara Holthaus and Administrative Assistant Mary Arp.

President Frankenhoff led the room in the Pledge of Allegiance.

**PUBLIC COMMENT**

President Frankenhoff noted there were no members of the public in attendance.

**DISCUSSION**

He provided an overview of the purpose of the meeting and the list of questions for the Board to address.

**Budget Timeline and GO Bond Timeline**

Executive Director Frericks reviewed the timeline and the deadlines for the budget. He noted that this is informational. Commissioner Leenerts noted that the next four weeks is when staff needs direction on the budget and we should not wait until October.

**Finance Overview**

Executive Director Frericks reviewed the list of bond issues noting the reasons for the additional/larger bond issues. There was discussion regarding the increase in the EAV and the impact of increasing the bond issue to \$950,000. There was discussion regarding the tax rate, tax revenue, the projected balance in the Corporate Fund and how the Board wants to proceed with funding projects next year. The discussion moved to the bond analysis document in the packet and it was noted that there is only one more year of payments on the Bayview Property which will impact property taxes. The impact of COVID on the revenue and expenses was briefly discussed. It was generally agreed that staff should plan on keeping the bond issue at \$900,000 for 2021 and corporate funds could be used for capital projects.

**Proposed Capital Projects and Financing**

Executive Director Frericks noted that the capital project list was based on the bond issue being \$950,000. A number of the items were discussed including shelter replacement, the road abutment at 39<sup>th</sup> Street, ash tree removal at Westview and the need for additional parking at Bob Mays Park. After much discussion, Frericks confirmed the tax rate should remain as flat as possible, the GO Bond should be set at \$900,000 and staff should move the Indian Mounds road repair (\$52,000) to the Corporate Fund 2021 budget. It was noted that in some cases, corporate funds are used to complete planning and prep work for capital projects. This cost is not included in the amounts listed on the capital projects list. Some details of the rock wall repairs, the road repair ratings, future road repairs and the status of playgrounds was discussed.

**Berrian Basketball Courts**

President Frankenhoff provided background information noting the condition and regular use of the courts. He reviewed the timeline of the fundraising efforts. Klingner and Associates is in the process of developing a plan for the courts and staff had been working with the group on fundraising. There was discussion on the need for a new court, fundraising efforts and publicity on those efforts. Options to complete this project were discussed including funding by the Park District, other potential funding sources, the use of volunteers, rules regarding prevailing wage, quality of work and the timeline for the project. It was agreed that the project needs to be completed. Staff was asked to continue discussions

with the group, confirm that the work to be completed with volunteers meets requirements (no prevailing wage issues, standards of work, etc.), develop cost estimates (materials comparable to other District courts) and bring this information to the Board in September. It is anticipated that this cost will be included in the 2021 Corporate Fund budget.

#### Bill Klingner Trail Development

President Frankenhoff noted that what has been accomplished with the trail is very popular, well-used and appreciated. He also stated that, last year, it was agreed that the trail should continue west then south. It was also noted that the trail could lead into Bob Bangert Park. Executive Director Frericks reported that the Mississippi Valley Hunters and Fisherman's Association (MVHFA), Friends of the Trails (FOT) and the Park District asked the City to paint a crosswalk across Bonansinga Drive. They were not interested at this time because there already is a dedicated bike path there. MVHFA and FOT are interested in fundraising to build a portion of the next section of the trail. This portion of the trail would go west across Bonansinga, over a proposed lake and connect to the existing roadway. Frankenhoff noted that this project would not include the portion going south, including the bridge, that is illustrated in the picture. There was some discussion regarding the need for parking and the road going around the park. It was agreed that staff should continue discussions with MVHFA and FOT fundraising efforts for this section of the trail. Discussion continued regarding how the trail would proceed south, including connecting with other trails, tying other parks together, running parallel to Bonansinga and where to cross Cedar Creek and the railroad tracks. There was general agreement that Klingner should remove the south section of the trail (bridge) from the drawing and they should be notified that the Board prefers keeping the trail on the east side of Bonansinga Drive.

#### Lorenzo Bull House

President Frankenhoff and Commissioner Dempsey reported that Friends of the Bull House are in the process of soliciting donations. It was noted that the group has experienced set-backs due to COVID restrictions. It was also reported that Tony Crane is developing a five and ten year project list for the exterior of the building and the Women's City Club (WCC) has decided not to replace the exhaust hood in the kitchen. There was discussion regarding the license agreement and the amount of the current District budget for the house. Frericks reported that he is waiting to spend any funds until Tony Crane's report is available. Frankenhoff stated that Friends of the Bull House is well-organized and has been active. It includes members of the WCC which has helped with collaboration and communication. Commissioner Dempsey noted that the WCC paid for the donation solicitation. The Commissioners are supportive of continuing with the current lease agreement of \$1 in 2021.

#### Riverfront Development

Executive Director Frericks explained that the city is moving forward again with discussions on this project and is interested in knowing where the Commissioners stand. Commissioner Steinkamp gave an update on the July open house, the survey and plans for the next open house in September. He noted that the group needs input from the public. The project on the power lines is starting. There was discussion concerning potential impacts to Clat Adams Park, potential maintenance cost requirements and options available to the District including the transfer of property. President Frankenhoff stated that the Park District still has an opening to name an at-large member to the Riverfront Committee. There were discussions concerning potential candidates and it was noted that the rules do not specifically address how at-large assignments to committees should be made. President Frankenhoff suggested that the District representatives make it clear to the Riverfront Committee that the District expects complete transparency. Frericks noted that the packet includes a list of riverfront expenditures the District has made over the past six years.

#### Westview Golf Course

President Frankenhoff stated that Westview had been discussed recently at a meeting and it was agreed that the situation needs continued monitoring. Commissioner Leenerts noted that this is not a good year to measure Westview. It was generally agreed that no decision needs to be made in the next 12 months. Rounds continue to decrease as does the cost of operations. It was noted that some of the planned 2020 improvements identified in the packet will be moved to 2021. It was generally agreed that Westview is a community asset and spending some GO Bonds and/or corporate funds for capital would be reasonable.

### Art Keller Marina

Commissioner Leenerts noted that the cash flow chart and slip rental information in the packet tells the story about the marina. He noted that boat sales and boating are booming but it is not happening here. Frericks reported that staff has met with someone who may be interested in privatizing the marina. He provided a list of questions regarding the operations of a potential privately owned facility at the marina. It was noted that a Request for Proposal (RFP) would be advertised if it is agreed to seek privatization of the marina. There was discussion regarding numerous options, concerns and the impact of leasing the property to a third party. Commissioner Dempsey reported she abandoned boating due to the increase of flooding on the river. It appears that the increase in boating is on lakes and not on the river. There was discussion on the marina's cash balance, expenses, potential savings through consolidating and marketing. The potential impact of privatization of the marina, the use of the bridge, the use of the island and the log cabins were also discussed. In general, Commissioners were open to the idea of advertising an RFP for leasing the marina. They reviewed the questions regarding the operations of a facility and in general were open to allowing a private group to build a building at the marina, allowing them to operate the same hours as the parks and offer dining, food and alcohol. There were concerns regarding gaming machines and it was agreed to move forward with an RFP and decide about the gaming machines at a future date. Security, insurance, dredging and bridge maintenance were discussed and it was noted that these items need to be addressed in the contract. There was discussion regarding reaching out to members of the boat clubs for their input. Commissioner Steinkamp asked if a vehicle count on the bridge could be obtained. Discussion regarding the importance of Quinsippi Island and keeping it accessible pursued. It was noted that it is important to gather feedback from other stakeholders such as the marina renters and the log cabin association. Frericks reported that an open house will be held in October/November. It was suggested that hosting a focus group and/or developing an online survey directed to marina renters was also important. It was agreed that Frericks should move forward with discussions regarding the privatization of the marina and opening it to the general public in the future.

### Potential Sale of Park Property

President Frankenhoff referred to the documents included in the packet noting that after the vote at the August Board meeting then there can be no more discussions regarding the sale of the property at a Board meeting. Commissioners and staff do not give up their right to free speech as an individual. Park district email accounts cannot be used to solicit for or against the proposition. Executive Director Frericks asked if anyone had changes for the brochure/fact sheet that will be distributed at next month's meeting. It was suggested that the address and a map showing Koch's Lane or maybe Cedar Street be included. The fact sheet will be posted on our website and Facebook. The sale of the property at 2<sup>nd</sup> and Spruce was then discussed. Frankenhoff noted that this property is under the three acre threshold and does not require a referendum to be sold. There was discussion regarding the property, the neighbors, reason for selling the parcel and the timing of offering this parcel for sale. It was agreed that it should be sold but it should wait until after the vote on the referendum.

### Proposed TIF District Improvements to Park District Property

President Frankenhoff briefly reviewed the funding of TIF and the TIF District. The question facing the Commissioners now is whether to approach the City to fund a project with TIF funds in one of our parks located in the TIF District (Washington Park, Clat Adams or Villa Kathrine). There was discussion regarding others who have received TIF funding, what projects were funded and how much funding would be needed. It was generally agreed that the Villa Kathrine project would be the best choice. Frankenhoff then noted that funding for a match should be included in the capital projects list in 2022. It was agreed that the trees by the overlook on the drawing should be removed. It was noted that this is a good project because it includes the Visitor's Center and could help promote economic development. We should be able to get letters of support from See Quincy and Friends of the Castle. It was agreed that staff should approach the City about funding one half of the project with TIF funds. It was noted that City Council has final approval.

### Quincy Park Foundation

Vice President Holthaus gave an update on the progress made by the Foundation. She stated that there has been momentum and she wants to confirm that the Commissioners are in agreement about the direction given to the Foundation. She noted that the relationship between the organizations is important and that the goals of the Park District should be shared with the Foundation. She also asked if the Commissioners had a goal for the Foundation and what did they see as the role of the Foundation? There was discussion regarding the need for the Foundation to hold property and the ability of the group to accept donations. It was noted that they previously had a pamphlet for the solicitation of donations. Other items discussed included the fact they meet quarterly, property they currently hold, their open seats, the lack of a clear mission statement and their financial recordkeeping. It was suggested that the Foundation be asked if they were willing to raise funds for a specific project. It was noted that in order to do this, there is a need to build trust and to create a brand. Fundraising and increasing the number of meetings could be addressed at the next meeting in September. IAPD training was mentioned as a potential resource to assist the Foundation in moving forward.

### Future Location of Southeast Park in Quincy

President Frankenhoff stated that this is not a new topic and the question today is whether to pursue property in the southeast area for a park. It was noted that there has been extensive development and exploring property for a park in the area makes sense. It was suggested that we focus on a potential family donation or partnership with the college. The discussion moved to the development of Westview Park. It was noted that adding parking, playground equipment, shelter and a roadway to the restrooms in this park could be an additional option and not replace looking for additional property. It was agreed that Klingner and Associates should develop a conceptual plan for the development of Westview Park. There was additional agreement that staff should pursue potential donations and/or coordinating efforts with the college for additional property further east. Property for a playground located at the old Adams School was also discussed. It was agreed that staff should see if there is interest in a donation of a portion of the property to the Park District for a playground.

### Executive Director/Staff and Board Communications/Annual Goals and Objectives

Executive Director Frericks asked for input on the current Goals and Objectives document. There was discussion regarding the need for priorities, the ability to measure and the need to objectively determine if the goal was complete. There was discussion regarding the importance of getting the press releases and notifications of issues and events as they arise. It was suggested that if/when trends in patron's communication are noted or changes are made due to input from patrons that the Commissioners be notified. Frericks noted that Westview had planned on distributing a survey but it was put on hold due to COVID. There was discussion regarding Commissioners' feedback to Frericks' communications. It was agreed that the Goals and Objectives format will remain the same. The goals should not be mundane or what is normally expected. They should be clear and, when possible, measurable. It was noted it would be helpful to have goals or targets listed when giving counts on reports. Frericks noted that the goal is to be better than the year before.

### World Trade Center Artifact Monument

Commissioner Steinkamp stated that he had been approached about moving these artifacts out of a parking lot to a more appropriate respectful area. An area that would be more solemn and have more visibility. There was discussion about the artifacts originating from an urban area and potential locations not within the Park District if the City would be interested in moving the monument.

### Protecting Statues, Monuments & Displays

Commissioner Steinkamp noted that this has become a nation-wide issue and felt that the Board should be prepared if it became a local issue. Executive Director Frericks reviewed a number of the monuments currently held by the Park District noting they are all government property and are protected by law, that they are insured and it would require Board action to move them.

President Frankenhoff stated that the directives would be summarized for the Commissioners to review

and the Request for Proposal for Attorney Services was distributed noting that they will be discussed in Executive Session on Wednesday. WITH NO OTHER BUSINESS TO DISCUSS, COMMISSIONER STEINKAMP MADE A MOTION, SECONDED BY COMMISSIONER LEENERTS, TO ADJOURN THE MEETING AT 3:20 P.M. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

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Secretary

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Chairman

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Date

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Date

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois

Regular Meeting  
Board Room

August 12, 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 Koettters, Roger Leenerts, Patty McGlothlin and Jeff Steinkamp.

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, Director of Marketing/Operations–Marcelo Beroiza and Administrative Assistant–Mary Arp

President Frankenhoff led the room in the Pledge of Allegiance. President Frankenhoff acknowledged the loss of Terry Anastas, the board attorney, and highlighted his contributions to the Quincy Park District.

**CONSENT AGENDA**

President Frankenhoff asked if there were any objections or changes to the July 8, 2020 regular meeting minutes or the check register and upon hearing no objections, he announced they were approved by unanimous consent.

**VOLUNTEERS**

Executive Director acknowledged the volunteers as listed on the agenda.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Frericks noted that he had distributed the notes from the retreat. He asked if anyone had any changes or updates to let him know and he will send out a final version.

**DIRECTORS' REPORTS**

Director Higley gave an update on the progress of the trail, Ben Bumbry shelter and Reservoir Park tennis courts. Director Hilgenbrinck reported that four commissioner's terms, Barb Holthaus, Vicki Dempsey, John Frankenhoff and Patty McGlothlin, were up for reelection. He reviewed some of the petition rules. Director Bruns gave an update on the search for the Recreation Program Manager and the nature program offered this year. Director Morgan reported that there has been increased interest in playing golf because of the lack of availability of other fall sports. They will be selling summer passes for the remainder of the year. Director Beroiza reported that eight national biking organizations have reached out to the Park District for more information about the trails in Gardner Park and See Quincy has been promoting the bike trails. He extended appreciation to Roger Leenerts and Jeff Steinkamp for their participation in the STEM program. He also reported that he has been involved with the Solutions Team which responds to customers' inquiries.

## **COMMISSIONER REPORTS**

Commissioner Dempsey reported that Friends of the Bull House had a great response to the solicitation for contributions. Commissioner Leenerts reported on the Finance Committee. He reported that expenses have been controlled and replacement tax to date is consistent with prior years. Commissioner McGlothlin reported that she has a meeting scheduled with Chris Blakeman, Foundation Chair. Commissioner Steinkamp gave an update on the Riverfront Development Committee noting that they are working on a survey and an open house is scheduled for September. There was discussion concerning the open position on the committee. President Frankenhoff noted that he is working on getting the position filled. Commissioner Koettters reported that the Planning Commission's transportation plan does not appear to impact the Park District.

## **NEW BUSINESS**

### **Post-Issuance Tax Compliance Annual Report:**

Director Hilgenbrinck provided a brief overview of the information in the packet concerning the Post-Issuance Tax Compliance Annual report.

### **Little People's Tournament Fee**

Director Morgan reviewed the staff recommendation. COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE FEES AS PRESENTED BY STAFF. There was a brief discussion regarding the historical fees. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

### **Johnson Park Shelter Replacement, Design and Engineering Work and Demolition**

Director Higley reviewed the staff recommendation. COMMISSIONER LEENERTS MADE A MOTION, SECONDED BY COMMISSIONER DEMPSEY TO APPROVE THE DESIGN AND ENGINEERING WORK FOR THE JOHNSON PARK SHELTER REPLACEMENT AS PRESENTED BY STAFF. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION APPROVED.

### **Lincoln Park Master Site Plan**

Director Higley reviewed the staff recommendation. COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY VICE PRESIDENT HOLTHAUS, TO APPROVE THE LINCOLN PARK MASTER SITE PLAN. There was discussion regarding the amount of public input on this project. Frankenhoff noted that this is along the riverfront and with the Riverfront Committee moving forward with discussions regarding riverfront development, it has been suggested that we wait until the Riverfront Committee has more of a plan or design. Frankenhoff also stated that a master site plan does not necessarily have funding available and he noted, based on preliminary discussions of next year's capital budget, there would be no funding available until 2022. There was discussion regarding an amphitheater and potential confusion of this plan and the Riverfront Committee work.

### **THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:**

<b>COMMISSIONER KOETTERS</b>	<b>NO</b>
<b>COMMISSIONER LEENERTS</b>	<b>NO</b>
<b>COMMISSIONER MCGLOTHLIN</b>	<b>NO</b>
<b>COMMISSIONER STEINKAMP</b>	<b>NO</b>
<b>COMMISSIONER DEMPSEY</b>	<b>NO</b>
<b>VICE PRESIDENT HOLTHAUS</b>	<b>NO</b>
<b>PRESIDENT FRANKENHOFF</b>	<b>NO</b>

**PRESIDENT FRANKENHOFF DECLARED THE MOTION REJECTED.**

Acceptance of a Donation from Friends of the Trails for the Construction of Belle Spring Boardwalk on the Bill Klingner Trail

Director Higley reviewed the staff recommendation. VICE PRESIDENT HOLTHAUS MADE A MOTION, SECONDED BY COMMISSIONER KOETTERS, TO ACCEPT THE DONATION FROM FRIENDS OF THE TRAILS. There was discussion regarding the location of the spring and the walkway. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION APPROVED.

Resolution NO. 20-04: A Resolution Providing for and Requiring the Submission of the Proposition Selling Lenane Park at the General Election to be Held on the 3<sup>rd</sup> Day of November, 2020

Director Hilgenbrinck reviewed the staff recommendation. He noted that the flyer has been revised and had been distributed to the Commissioners for review. COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY COMMISSIONER LEENERTS TO APPROVE RESOLUTION NO. 20-04 AS PRESENTED. It was noted that this will be the last opportunity to discuss this topic at a Board meeting.

**THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:**

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

**PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED**

COMMISSIONER MCGLOTHLIN MADE A MOTION, SECONDED BY COMMISSIONER DEMPSEY TO GO INTO EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.

**THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:**

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

**PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED**

Regular session was resumed at 7:45 p.m. President Frankenhoff reported that the recreation fund balance has been growing over the years and there is interest in installing artificial turf at the Moorman Park main field. There is also interest in providing free or greatly discounted programs. The increase in the fund balance has been the result of managing the operations in a very conservative manner, the closing of Wavering Pool and the elimination of the

After School Program. Staff will be bring additional information to the Board next month. 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 7:50 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ***PUBLIC INPUT***

***BOARD  
INFORMATION/  
EDUCATION***

# ***CORRESPONDENCE***

***VOLUNTEERS***

**To:** Board of Commissioners  
**From:** Rome Frericks  
**Subject:** Monthly Report  
**Date:** August 31, 2020

**Administrative Initiatives** (8/01/20 – 8/31/20)

Attended:

- Directors' meeting
  - Safety meeting
  - Board meeting
  - Board Retreat
  - Quincy/Adams County Economic Development/Tourism meeting
  - Friends of the Trails meeting
  - Lorenzo Bull House facilities and grounds meeting
  - Riverfront Steering Committee meeting
  - City Council meeting
- 
- Met with Klingner & Associates on the progress of Bill Klingner Trail from 5<sup>th</sup> Street to Parker Heights section.
  - Attended Board Relations Zoom meeting.
  - Held two operations meetings with the Directors.
  - Met with a member from Friends of Berrian Basketball Courts to discuss volunteer labor for the installation of the two new courts.
  - Attended Adams County Together for Children's Social Emotional Support (CSES) Community meeting.
  - Met with staff and contractors for the Lorenzo Bull House porch improvements.
  - Met with city of Quincy officials to discuss the purchase and transfer of Lot 16 in the Schneideman Industrial Park to the Park District.
  - Wrote and prepared the bid documents and scope of work for the Moorman turf field installation.

- Met with Directors for guidance in creating the 2021-2022 goals and objectives.
- Prepared the August Board Retreat memo.
- Along with the Board President, met with David Penn to discuss Park District operations and procedures.
- Met with Quincy Grand Prix of Karting to discuss the press release cancelling this year's event due to COVID 19.

### **Administrative Initiatives** (9/1/20 – 9/30/20)

- Continue to work with local contractors and engineers on the Bill Klingner Trail project for the 5<sup>th</sup> Street to Parker Heights section.
- Continue work on the 2020 bond projects, goals and objectives.
- Hold department head meetings for preparation of Districts' FY2021 budget.
- Attend the bid openings for the Lorenzo Bull House porch improvements and Moorman turf field installation.
- Attend the Open House for Riverfront Steering Committee.

***DIRECTORS'***  
***REPORTS***

**To:** Board of Commissioners  
**From:** Matt Higley  
**Subject:** Monthly Report  
**Date:** August 31, 2020

**Administrative Initiatives** (8/1/20 – 8/31/20)

Attended:

- Directors' meeting
  - Safety meeting
  - Kiwanis meetings
  - Friends of the Trail meeting
  - Lorenzo Bull House Porch improvements pre-bid
  - Weekly staff meetings with the maintenance department
- 
- Monitored color coating of Reservoir Tennis courts 1-4.
  - Monitored work on Bill Klingner Trail 5<sup>th</sup> to Parker Heights.
  - Monitored installation of playground at T-Ball fields.
  - Monitored sidewalk installation at South Park fitness equipment.
  - Monitored Johnson Park basketball/pickleball court resurfacing.

**Administrative Initiatives** (9/1/20 – 9/30/20)

- Work on 2021 Budget for the Parks Department.
- Continue planning for 2021 projects, goals and objectives.
- Work on 2021 Capital Projects for Parks Department.
- Monitor the installation of a bike rack at the Batting Cage.
- Monitor the installation of benches at Moorman Park Lake.
- Monitor the installation of t-boxes at Bob Mays Disc Golf.
- Monitor the installation of Indian Mounds Pool shade structures.
- Monitor work on Berrian restroom.

**To:** Board of Commissioners

**From:** Donald J. Hilgenbrinck

**Subject:** Monthly Report

**Date:** August 31, 2020

**Administrative Initiatives** (8/01/20 – 8/31/20)

- Attended Safety Committee meeting.
- Attended meeting with Quincy Park Foundation Finance Committee and the Friends of the Trails.
- Attended meeting with Quincy Park Foundation Executive Committee to discuss donation tracking.
- Filed Resolution 20-04 a proposition for the sale of Lenane Park.
- Finalized claim processing with FEMA for reimbursement of District expenses for the 2019 flood. Total eligible expenditures were \$86,706, of which the District will receive \$65,030 (75%).
- Issuing cancellations and refunds for program registrations.

**Administrative Initiatives** (9/01/20 – 9/30/20)

- Assist Directors with the FY2021 Budget preparation.
- Attend department budget hearing meetings to discuss projected budgets.
- Prepare the 2020 Tax Levy Ordinance draft.
- Prepare the Truth in Taxation Resolution.

To: Board of Commissioners  
From: Mike Bruns  
Subject: Monthly Report  
Date: August 26, 2020

**Administrative Initiatives** (08/01/20 – 08/31/20)

- Staff worked on adjusting programs, events, facilities and trainings due to COVID-19.
- Conducted interviews for the Recreation Program Manager position.
- Attended the monthly safety committee meeting.
- Worked with the Director of Operations/Marketing on promoting our fall programs.
- Organized weekly recreation staff meetings.
- Worked on goals for 2021.
- Started to work on the 2021 budget.
- Reviewed spring and summer program evaluation reports.
- Worked on 2021 program and event schedule and adding new programs and events.
- Staff worked on setting up the fall nature program schedule.
- Met with a representative from ATG Sports about the Moorman field project.

- Met with staff and did a walk-through of the Batting Cage facility to make plans for improvements and repairs for 2021.

**Administrative Initiatives** (09/01/20 – 09/30/20)

- Staff will work on adjusting programs, events, facilities and trainings due to COVID-19.
- Work with the new Recreation Program Manager on orientation and training.
- Work on the 2021 budget.
- Work on program and facility fees for 2021.
- Continue to work on the 2021 program and event schedule.
- Continue to finish 2020 program and event evaluation reports.

To: Board of Commissioners  
From: David Morgan  
Subject: Monthly Report  
Date: September 1, 2020

**Administrative Initiatives** (8/01/20 – 8/31/20)

- Attended the directors' and board meetings.
- Monitored for COVID-19 rules, phase 4 guidelines and compliance at Westview Golf Course.
- Disinfected and cleaned Westview.
- Hosted high school matches.
- Staff obtained signed waivers from all schools and golf outings who host events and matches at Westview Golf Course.
- Played round 3 of the Quincy Cup on Saturday August 22.
- Hosted the QND Boys Golf Tournament, Thursday August 13.
- Hosted the McSchock Golf Outing, Saturday August 15.
- Hosted the Ladies Chamber Golf Outing, Friday August 21.
- Hosted the QHS Boys Golf Tournament, Saturday August 22.
- Hosted the TNT Seniors Golf Tournament, Thursday August 27.
- Quincy Junior High School Tryouts, Saturday August 29.
- Staff applied fungicides to greens, tees, fairways.
- Staff applied post-emergent herbicide to control goose-grass in the fairways.
- Staff repaired irrigation leaks on holes 2 (3), 13 (3), 14 (1), 19 (1).

- Staff has completed half of the stump removal grindings from phase 2 of Ash tree removals.
- Staff deep tined the greens on holes 19-27 to combat localized dry spot issues.

### **Administrative Initiatives** (9/01/20 - 9/30/20)

- Attend directors' and board meetings.
- Continue to monitor COVID-19, phase 4 guidelines and compliance at Westview Golf Course.
- Continue to disinfect and clean Westview and keep a log.
- Continue to host high school matches.
- Host the Ladies 49ers Golf Tournament, Friday, September 4.
- Host the Mercantile Fall Classic, Thursday, September 10.
- Host the Senior City Golf Tournament, Saturday, September 12 & Sunday, September 13.
- Host the QND Foundation Golf Outing, Monday, September 21.
- Host the St. Francis Golf Outing, Sunday, September 27.
- Aerification, topdressing and over-seeding of the greens.
- Spot seeding and aerification of the fairways.
- Staff will continue monitoring and repairing the aging irrigation system.
- Fungicide treatments to greens, tees and fairways.
- Staff will finish stump grindings clean-up, backfill and seed.
- Repair and re-design the green on hole #4.

**Westview Golf Course Rounds of Golf - 2020**

		<b>Aug-20</b>	<b>2020 YTD</b>	<b>Aug-19</b>	<b>2019 YTD</b>
10000	18 Hole Weekday Green Fee	649	1811	417	2046
10001	18 Hole Weekend Green Fee	0	0	0	0
10002	9 Hole Weekday Green Fee	349	926	274	1103
10003	9 Hole Weekend Green Fee	0	0	0	0
10004	Twilight Green Fee	47	483	36	203
10005	Fall/Spring/Winter Green Fee	0	170	0	223
10006	M-T-TH-Special	88	291	85	384
10007	Winter Special w/ Car	0	27	0	111
10008	Third Nine Green Fee	976	2475	575	2328
10009	Family Night Adult	27	47	14	55
10010	Family Night Child	28	50	28	79
10011	Jr. Green Fee	45	57	12	55
10012	Promotional Round	13	27	16	102
10013	Twilight Combo	831	2204	511	2253
10014	Early Bird 9	3	19	31	72
10015	Early Bird 18	133	371	173	545
11000	Adult Weekday Pass Visit	213	773	264	1110
11001	Adult Weekend Pass Visit	137	500	126	676
11002	Senior Weekday Pass Visit	390	1494	422	1876
11003	Senior Weekend Pass Visit	274	1003	230	1101
11004	Senior Rest. Weekday Pass Visit	36	156	92	430
11005	Super Senior Weekday Pass Visit	393	1239	419	1693
11006	Employee Pass Visit	46	154	54	213
11007	Junior Weekday Pass Visit	210	624	120	481
11008	Junior Weekend Pass Visit	76	181	43	170
11010	Junior Summer Pass Visit	245	430	134	642
11011	College Pass Visit	0	0	0	84
11012	Young Adult Pass Visit	77	273	90	453
11013	School Team Pass Visit	189	189	89	89
12000	Green Fee Punch card Visit	279	965	419	1809
13000	Tournament Round	194	194	125	992
13001	Tournament Green Fee	76	76	0	0
13002	Outing Green Fee	64	148	193	509
	<b>Total</b>	<b>6,088</b>	<b>17,357</b>	<b>4,992</b>	<b>21,887</b>
	<b>Per Visit Fee</b>	<b>\$5,381</b>	<b>\$16,379</b>	<b>\$4,541</b>	<b>\$20,048</b>
	<b>Days Closed</b>	<b>1</b>	<b>108</b>	<b>1</b>	<b>85</b>

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

**Administrative Initiatives** (08/1/20 – 08/31/20)

- Attended recreation staff meeting, Park District board, Friends of The Trails meeting , Wellness and prevention team meeting
- Attended COVID-19 Coordinator meeting
- Attended Park District news cast weekly assignment meetings
- Attended IPRA : Detours on the Leadership Path webinar
- Attended IAPD: Your Board and Your Strategic Plan webinar
- Attended weekly maintenance operations/communication staff meeting
- Attended weekly Dir. of Programs meeting
- Met with Executive Dir. Operations meeting
- Met with Dir. of Golf and Dir. of Business Services. COVID Responsibilities and actions items overview
- Projects started
  - Youth Golf 2021
  - New Bill Klingner Trail testimonial video. Completed
  - Summer programs evaluation. Completed
  - COVID park district staff tracing report. In progress
  - New Heritage tree flyer. Completed
  - Lenane Ballot flyer. Completed
  - Gardner Park connector trail to Parker Heights (BNSF)
  - Berrian Courts
- Monthly reports, press release and interviews events scheduling with networks

**Administrative Initiatives** (09/1/20 – 09/30/20)

- Weekly maintenance operations/communication staff meeting
- Project list/follow-ups through the park district facilities and parks
- COVID-19 community and employee updates
- Project started list

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: September 9, 2020**

## **STAFF RECOMMENDATION**

**SUBJECT: QUINCY PARK DISTRICT APPOINTMENT OF BOARD ATTORNEY: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The Board normally appoints the Board Attorney at the annual reorganization meeting in May.

The Quincy Park District recently issued a Request for Qualifications for Attorney Services and two proposals from interested attorneys were received. Both candidates were interviewed in Executive Session at last month's Board meeting. After the interviews were complete, each candidates' background and qualifications were discussed.

**FISCAL IMPACT:** Funds for attorney fees are included in the annual operating budget. The 2020 budget for attorney's fees is \$18,000. The actual amount spent varies depending on the number of legal matters the District has during the year. The attorney fees will be at a rate of \$175 per hour.

**STAFF RECOMMENDATION:** I recommend the appointment of David Penn as the attorney for the Quincy Park District.

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

**BOARD ACTION:**

***COMMITTEE***  
***REPORTS***

***UNFINISHED  
BUSINESS***

***NEW BUSINESS***

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2020

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: QUINCY PARK DISTRICT ANNUAL CAPITAL PROJECT BOND LIST: DISCUSSION ONLY**

**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 Park District will have \$900,000 from bond proceeds for the upcoming year. Additionally, \$55,000 unused from the 2020 G.O. Bond will be added to the 2021 projects.

Included with this report is a prioritized list of recommended projects for the G.O. Bond 2021 along with capital projects planned to be funded from the operating budget.

This project list will be presented for final approval at the October 14, 2020 regular Board meeting.

**FISCAL IMPACT:** No fiscal impact, this recommendation is for discussion only.

**STAFF RECOMMENDATION:** Discussion Only

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

**BOARD ACTION:**

## PROPOSED CAPITAL PROJECTS LIST

<b>Bond 2021</b>		
	Bond Amount	\$900,000
	Roll Over From Bond 2020	\$55,000
	<b>Total Bond Fund Available</b>	<b>\$955,000</b>
<b>Johnson</b>	Shelter Replacement	\$100,000
<b>Moorman</b>	39 <sup>th</sup> Street Abutment	\$255,000
<b>Westview</b>	Ash Tree Removal Phase III	\$35,000
<b>District</b>	<b>Equipment</b>	<b>\$143,000</b>
<b>Bob Mays</b>	Parking Lot	\$200,000
<b>District</b>	Stump Grinding	\$20,000
<b>District</b>	Rock Wall Repair Parker/Sunset/Riverview/Mounds	\$30,000
<b>Sunset</b>	Tar & Chip	\$41,000
<b>Riverview</b>	Tar & Chip North and South Drive	\$27,000
<b>Wavering</b>	Resurfacing 3 Way Stop to 39 <sup>th</sup> Street	\$80,000
<b>Berrian</b>	Tar & Chip	\$15,000
	Bond Expenses	\$7,000
	Contingency	<u>\$2,000</u>
	<b>Total</b>	<b>\$955,000</b>
	<b>Non-Bond Projects</b>	
<b>District</b>	Road/Curb Repairs	\$20,000
<b>Indian Mounds</b>	Tar & Chip Pool Area to R.J. Peters	<u>\$52,000</u>
	<b>Total</b>	<b>\$72,000</b>
<b>District</b>	<b>Equipment</b>	
	72" ZTR Zone 1	\$10,000
	4000 D Mower Zone 2	\$50,000
	Walk Behind Mower Zone 3	\$9,000
	Truck Zone 4	\$30,000
	Truck Support Maintenance	\$35,000
	Small Tools	<u>\$9,000</u>
		<b>\$143,000</b>



# Proposed Capital Projects List G.O. Bond 2021

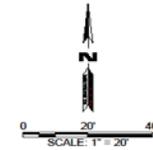
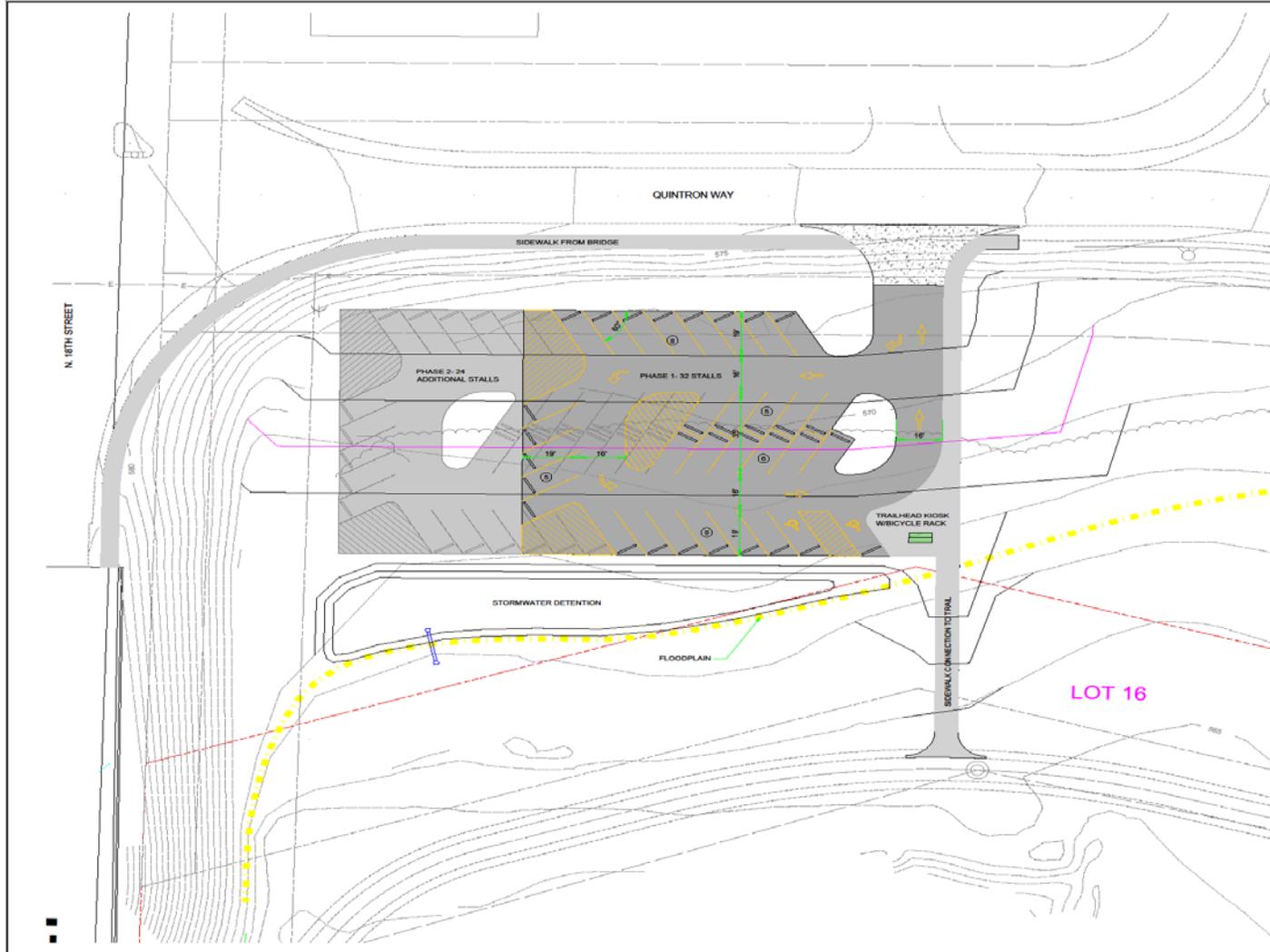
## Johnson Park Shelter replacement \$100,000



# Wavering Park 39<sup>th</sup> Street Abutment Replacement \$255,000



# Bob Mays Parking Lot \$200,000



**KLINGNER & ASSOCIATES, P.C.**  
 Engineers • Architects • Surveyors  
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 Quincy, IL 62301-3073  
 www.klinger.com  
 Gabeiro, L. Burrows, M. Pina, A.  
 Davenport, J.A., Brent Hill, M.D. Columbia, MO

REVISION HISTORY	
NO.	DESCRIPTION

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

**LOT 16 TRAILHEAD**  
 QUINCY PARK DISTRICT  
 1231 BONANSINGA DR.  
 QUINCY, IL

Non-Reduced Sheet Size: 22" x 34"	
DESIGNED BY	DATE
DRAWN BY	DATE
CHECKED BY	DATE
SHEET TITLE	
CONCEPT SITE PLAN	
PROJECT NO.	DATE
PREPROJECT	DATE
DRAWING ISSUED DATE	DATE
SHEET 1	
<b>C101</b>	

# District Wide Rock Wall Repair \$30,000



## Sunset Park Tar and Chip \$41,000



Ben Bumbry Riverview Park North and South Roads Tar and Chip \$27,000



# Wavering Park Resurfacing 3 Way Stop to 39<sup>th</sup> Street \$80,000



# Indian Mounds Park Tar and Chip Pool to RJ Peters Drive \$52,000



## Berrian Park Tar and Chip \$15,000





DESCRIPTION	YEAR	ZONE	Est. Cost	miles/hrs	Standard Years	2021	2022	2023	2024	2025	2026	2027	2028	2029
#M02 FORD VAN	2016	MECHANIC	\$ 20,000	15,000	12								\$ 20,000	
FORD F-350 PICKUP 19A	2019	MAINTENANCE	\$ 35,000	475	8							\$ 35,000		
SNOW PLOW WESTERN 8'	2019	MAINTENANCE	\$ 10,000		8							\$ 10,000		
MOWER TORO ZTR 72" TZ-5	2016	MAINTENANCE	\$ 10,000	656	6		\$ 10,000						\$ 10,000	
DUMP TRAILER 8x12	2009	MAINTENANCE	\$ 12,000		None									
DUMP TRAILER 6X8	2013	MAINTENANCE	\$ 3,600		None									
FORD F350 4X4 Dump 11A	2011	SUPPORT	\$ 35,000	20,974	10	\$ 35,000								
FORD F350 4X4 Pickup 20A	2020	SUPPORT	\$ 35,000	1,739	8								\$ 35,000	
#18B FORD F250 W/UTILITY BED	2018	SUPPORT	\$ 40,000	17,915	12									
#12B FORD F450 4X4	2012	SUPPORT	\$ 45,000	25,283	15							\$ 45,000		
FORD F350 1 TON 13E	2013	SUPPORT	\$ 35,000	7,530	15								\$ 35,000	
CASE 580N BACKHOE	2014	SUPPORT	\$ 90,000	2844	10				\$ 90,000					
SNOW PLOW WESTERN 8'	2020	DISTRICT	\$ 10,000		8								\$ 10,000	
JLG T350 LIFT	2011	SUPPORT	\$ 22,000	245	12			\$ 35,000						
VERMEER CHIPPER	2012	SUPPORT	\$ 50,000	709	12				\$ 50,000					
BUCKET TRUCK 35' 19B	2019	SUPPORT	\$ 125,000	704	18									
CASE TR310 SKID STEER	2019	SUPPORT	\$ 55,000	176	12									
VIRNIG POWER RAKE	2020	SUPPORT	\$ 8,550		12									
BRADCO BRUSH MOWER	2019	SUPPORT	\$ 5,500		12									
TRAILER	2020	SUPPORT	\$ 7,000		None									
TRAILER JET STAR	2000	SUPPORT	\$ 5,000		None									
TRAILER HEAVY-DUTY DIVIP	1989	SUPPORT	\$ 5,000		None									
WELDER PORTABLE LINCOLN	1988	SUPPORT	\$ 5,000		None									
TILLER TROY BUILT	1994	SUPPORT	\$ 5,000		None									
FORKS QUICK ATTACH	2005	SUPPORT	\$ 4,000		None									
SNOW BRUSH	2010	SUPPORT	\$ 8,000		12		\$ 8,000							
TRAILER SNO BIRD	2001	DISTRICT	\$ 5,000		None									
TURF AERATOR	2009	DISTRICT	\$ 5,000		20									\$ 5,000
SPREADER SALT/CINDERS	2007	DISTRICT	\$ 10,000		20							\$ 10,000		
SNOW BLOWER - HONDA	2007	DISTRICT	\$ 8,000		15		\$ 8,000							
FORD F150 4x4 10B	2010	MARINA	\$ 32,000	86,085										
BOAT JON 18' W/50 HP	2001	MARINA	\$ 25,000		25						\$ 25,000			
MOWER W/B TORO 48"	2016	MARINA	\$ 9,000	14	8				\$ 9,000					
BOAT JON 18'W/50 HP	2017	MARINA	\$ 25,000		25									
FORD F150 4X4 13C	2013	SUPERVISOR	\$ 30,000	46,575	12					\$ 35,000				
#18C FORD EXPLORER 18A	2018	REC	\$ 30,000		15									
CHEVY 1500	2016	REC	\$ 25,000		15									
FORD F150 4X4 13B	2013	SUPERVISOR	\$ 30,000		12					\$ 35,000				

DESCRIPTION	YEAR	ZONE	Est. Cost	miles/hrs	Standard Years	2021	2022	2023	2024	2025	2026	2027	2028	2029
SHOWMOBILE	1998	REC	\$ 140,000											
#18D FORD F150 4x4 18B	2018	RANGER	\$ 32,000		3	\$ 32,000			\$ 35,000			\$ 35,000		
FORD F150 4x4 15A	2015	RANGER	\$ 32,000		3									
TRACTOR NEW HOLLAND 4X4	2012	BALLCREW	\$ 25,000	1,422	18									
#97 FORD F150 4X2	1999	BALLCREW	\$ 25,000	94,289	15									
TABLE/TRASH REPLACEMENT	VAR	DISTRICT	NA											
Small Equipment Replacement	Multi	Parks				\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
			\$1,886,850											
						\$175,000	\$103,000	\$114,000	\$233,000	\$172,000	\$94,000	\$224,000	\$94,000	\$224,000
<b>SUBTRACTING RANGER TRUCK FROM ALL CAPITAL PURCHASES</b>						\$143,000	\$103,000	\$114,000	\$198,000	\$172,000	\$94,000	\$189,000	\$94,000	\$189,000

**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>
Bob Bangert	35 x 65	Wood		10	Upgraded 2019	Tuck-pointing / New Metal Roof-\$15,000
Johnson	34 x 40	Wood	1970's	5	2021	
Madison	34 x 38	Wood	1970's	5	2022	
Quinsippi Island	34 x 52	Wood	1970's	5	2025	
South Park Pond	25 x 25	Wood	1996	7		
Wavering Large	42 x 76	Wood	1970's	6	2024	Metal Roof-2015
Wavering Small	34 x 52	Wood	1970's	6	2023	Metal Roof-2015
All America	34 x 48	Steel	2019	10		
Ben Bumbry	34 x 48	Steel	2020	10		
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 & Tuck-pointing-\$95,605
South Park Small	10 x 30	Brick		8		Painting-\$1,500

## Park Road Condition

<u>Park</u>	<u>Surface</u>	<u>Condition</u>
• Gardner shelter area	Tar Chip	10(2020)
• Gardner south road to Locust	Tar Chip	10(2020)
• Wavering ballfield parking lot	Asphalt	10(2020)
• Indian Mounds Pool through Blackhawk	Asphalt	10(2020)
• Indian Mounds Pool parking lot	Asphalt	10(2020)
• Boots Bush	Tar Chip	10(2019)
• Lorenzo Bull Park	Asphalt	10(2019)
• Wavering main road to batting cage	Asphalt	10(2019)
• Moorman tennis parking lot	Asphalt	10(2019)
• Kesler restroom to ADA ramp	Asphalt	10(2019)
• Moorman med shelter to dam	Asphalt	10(2019)
• Moorman ballfield parking lot	Tar Chip	10(2018)
• Kesler north of restroom	Asphalt	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
• Bob Bangert Park	Asphalt	5
• Riverview Park	Asphalt	5
• Berrian	Tar Chip	5
• Indian Mounds RJ Peters to Pool	Tar Chip	5
• Riverview south/north road	Tar Chip	5
• Sunset Park	Tar Chip	5
• Wavering 39 <sup>th</sup> street	Asphalt	4

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2020

## STAFF RECOMMENDATION

**AGENDA ITEM: QUINCY PARK DISTRICT 2021 - 2022 GOALS AND OBJECTIVES: DISCUSSION ONLY**

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

The format of the Park Districts goals and objectives was discussed at the August 7, 2020 Board Retreat. Board and staff worked together to develop the current version. The final version of the Quincy Park District 2021-2022 goals and objectives will have final approval at the October 14, 2020 Board meeting.

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

**STAFF RECOMMENDATION:** None. Information only

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

**BOARD ACTION:**

# Quincy Park District Goals 2021-2022

## Administration

1. Improve internal Park District communications. Resume regular scheduled meetings to review all upcoming activity, bond projects and park improvements.
2. Proceed with the sale of park property at 2<sup>nd</sup> and Spruce.
3. Develop a strategy to add a park in southeast Quincy. Schedule meetings with landowners about potential land acquisitions with a portion of funding coming from the sale of park property.
4. Work with Friends of the Trails and Mississippi Valley Hunters and Fishermen's Association on their fundraising efforts for the continuation of the Bill Klingner Trail from Parker Heights to Bob Bangert Park.
5. Facilitate and coordinate the installation of two basketball courts in Berrian Park.
6. Begin discussions with the City of Quincy and the TIF Joint Review Board for partial funding of a new sidewalk and overlook on the grounds of the Villa Kathrine in 2022.
7. Gather cost estimates and designs for improvements to Westview Park while maintaining enough greenspace for soccer.

## Westview Golf Course

1. Work with the Recreation and Marketing Departments to develop spring, summer and fall programs/golf lessons for junior golfers.
2. Renovate the deck area with all new ADA compliant concrete.
3. Update the specifications and scope of work for Phase III of the Ash tree removal.
3. Redesign the bunker on hole #12 by addressing drainage, sand contamination and turf repair.
4. Develop a plan to update the 3<sup>rd</sup> nine fairway heads to 180-degree heads to water fairways only.
5. Replace the entrance doors in the breezeway connecting the pro shop to the concession area.
6. Remove/update the flooring in the concession kitchen area.
7. Research and select a new point of sale software system with implementation to begin in 2022.
8. Replace restroom on hole #22.

## Marketing/Operations

1. Continue to utilize Park District resources to create projects that services and satisfies the needs of our community.  
**Objective A:** Connect nature trails to Gardner Park and Bill Klingner Trail while working with BNSF, Trail Blazers, Quincy Mountain Bike Club and Running Club.  
**Objective B:** Work with Recreation Department on the bike academy project at East Gardner.  
**Objective C:** Effectively communicate and be a liaison to inside and outside organizations and continue to maintain and develop new partnerships.
2. Analyze and improve Park District organizational processes, work to improve quality, productivity and efficiency in all departments.
3. Lead discussions with both the Recreation Department and Westview Golf Course on creating a Westview youth programs for the spring, summer and fall seasons.
4. Continue COVID-19 Coordinator initiatives.  
**Objective A:** Develop initiatives and implement regulations to the local, state and CDC level.

**Objective B:** Work with Park District COVID Coordinator on educational programs and implementation.

5. Develop multimedia campaign to promote new events and programs.
6. Attend monthly educational programs related to IPRA and IAPD.
7. Partner with special interest groups/affiliates when a beneficial relationship can be achieved to enhance parks and recreation facilities.

### **Recreation**

1. Develop and implement new programs in the following areas:
  - Nature 2 new programs
  - Athletics 2 new programs
  - Family 2 new programs
  - Northwest 1 new program
  - Create program/events in Moorman Park area, which can lead to increased revenue at the Batting Cage facility.
2. Create specifications and scope of work for the replacement of turf carpet on mini golf course.
3. Revise the summer playground program and create summer camps in South Park, Bob Mays Park and Moorman/Wavering Complex.
4. Work with local baseball/softball coaches by hosting and promoting tournaments on weekends to maximize use of the turf fields and create revenue at the Batting Cage facility.
5. Offer more outdoor movies where the Park District will be offering one per month in June, July and August.
6. Work in partnership with Westview to offer youth golf lesson program.
7. Provide surveys and collect data seasonally to identify strengths and weaknesses for all programming.

### **Marina**

1. Investigate the feasibility of privatizing the marina within the next five years.
2. Host an open house with Marina renters to identify needs and potential improvements at the Art Keller Marina.
3. Remove F Dock and relocate H Dock.

### **Parks**

1. Work with the Corps of Engineers on a solution to stabilize bank erosion at Edgewater Park.
2. Renovate the restrooms on Quinsippi Island.
3. Work with the Quincy Park Band to develop a plan to build a permanent stage in Madison Park.
4. 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.

5. Improve communications among Park Maintenance staff.

**Objective A:** Establish weekly goals and job assignments.

**Objective B:** Daily morning/afternoon meetings with staff to discuss that day's workload completed and expectations for the next day.

**Objective C:** Periodically review work performed over the weekend to ensure it meets expectations of the public.

**Objective D:** Establish checklist of regular inspections that should be completed by mowing crews and trash crews when visiting parks and facilities.

6. Work with Mississippi Valley Hunters and Fishermen's Association and Friends of the Trails in completing/researching grant opportunities for the installation of a fishing pond and walking trail from Parker Heights to Bob Bangert restroom.
7. Update the shelter, park roads and playground conditions report and provide the reports to the Board at the June regular Board meeting.
8. Staff will work together to review the ADA transition plan for key recommendations to be implemented in 2022.

### **Business Office/Technology**

1. Investigate a Human Resource eDoc hosted turnkey system for the District.  
**Objective A:** Investigate and evaluate various systems for feasibility. August 2021  
**Objective B:** If feasible, develop a timeline for implementation. November 2021
2. Re-establish the initiative to improve employee relations, establish a Quincy Park District quarterly employee newsletter and meetings. This was put on hold Due to COVID in 2020.  
**Objective A:** The District's Business Office staff will meet to establish the newsletter fundamentals and look. February 2021  
**Objective B:** Implementation. April 2021.
3. Evaluate office staff job descriptions and duties.  
**Objective A:** Investigate and evaluate office staff duties and establish objectives for the future. January 2021  
**Objective B:** Through attrition, implement the objectives set forth in Objective A. January 2021

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2020

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: PROPOSED TAX LEVY FOR BUDGETARY PURPOSES: INFORMATION ONLY**

**BACKGROUND INFORMATION:** This information is being provided to give the Board of Commissioners insight into the assumptions being used by the District's staff for the development of the FY2021 operating budget and whether there is any indication of the need for a "Black Box" notice.

The staff is approaching the FY2021 budget with the assumption that the District will not propose a tax levy for 2020 in excess of 105% of the previous tax levy. Therefore, there will not be a need for a "Black Box" notice. If during the budgeting process, something arises that staff determines that there may be a possible change to this assumption, the Board will be notified. If such an unforeseen occurs, the District will still have an additional 30 days based on the current timeline, attached for reference.

**FISCAL IMPACT:** Maintains current income stream.

**STAFF RECOMMENDATION:** N/A

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

**BOARD ACTION:**

**2021 Budget & Appropriation Ordinance  
and  
2020 Tax Levy Ordinance  
Timeline**

Date	Event Legend (Staff Preparation) (Budget & Appropriation) (Tax Levy)	Generic Date
July	<b>Proposed Capital Projects List Due to Executive Director for Board Retreat</b>	July
August 17, 2020	<b>Initial staff Budget Guidance/Capital Projects Meeting</b>	Early September
Aug. 17 - Sept. 15, 2020	<b>Department Draft Budget Preparation</b>	September
September 21 - 25, 2020	<b>Draft Tax Levy Ordinance Preparation</b>	End of September
September 15, 2020	<b>Department Budgets due to Executive Director</b>	4 <sup>th</sup> Friday in Sept. (District practice)
September 16 - 22, 2020	<b>Department Budget Hearings</b>	End of Sept. - Beginning Oct.
October 14, 2020	<b>Board review of Draft Tax Levy Ordinance and Adoption of "Truth in Taxation" resolution</b>	October Board Meeting
October 19 - 23, 2020	<b>Draft Budget and Appropriation Ordinance Prepared</b> Executive Director & Director of Business Serv. finalize the budget.	Mid-October
October 30, 2020	<b>Draft Budget and Appropriation Ordinance submitted to Board of Commissioners for review</b>	4 <sup>th</sup> Friday in Oct. (District practice)
November 10, 2020	<b>Public "Black Box" Notice to be published (If Applicable)</b> (At least 7 days and no more than 14 days prior to hearing.)	
November 18, 2020	<b>Budget and Appropriation Ordinance Draft review</b> <b>Tax Levy Ordinance Public Hearing (If Applicable, levy &gt;105%) &amp; Tax Levy Ordinance Adopted</b>	November Board Meeting
November 20, 2020	<b>Tax Levy Ordinance filed with Adams County Clerk</b> (Must be filed by last Tuesday in December)*	Day after approval
November 6, 2020	<b>Draft Budget and Appropriation Ordinance Public Inspection</b>	30 Days before Adoption*
November 25, 2020	<b>Public Notice published</b> (at least one week before hearing)* (Also, at least six days prior to the district approving a budget, that includes an employee's total compensation package that will equal or exceed \$150,000 per year, the district must post the total compensation package for that employee on its website.)	At least 1 week prior to hearing*
December 9, 2020	<b>Budget and Appropriation Ordinance Public Hearing &amp; Budget and Appropriation Ordinance Adopted</b>	December Board Meeting
	Within six days of approving its budget, the district must post on its website the total compensation package for each employee receiving a total compensation package that exceeds \$75,000 per year.	Within 1 Week
	*=Statutory Rule	

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2020

## STAFF RECOMMENDATION

### **AGENDA ITEM: QUINCY PARK DISTRICT SALARY ADMINISTRATION PROGRAM AND ADJUSTMENTS, 2021: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** In accordance with the District's Board Policy Manual, the Board amends the District's Salary Administration Program and authorizes appropriation limits for the salaries of the District's full time, non-union staff. The salaries of union staff are established by the union contract.

I recommend cost of living adjustments of 2.6% and other adjustments in 2021 for a total of \$26,948 or 3.8% above the current total salary for full time non-union employees. This calculation does not include the Executive Director's salary which is set by the Board.

The proposed Salary Administration Program salary ranges for 2021 are included with this report.

**FISCAL IMPACT:** The appropriation for salaries of current employees covered by the salary administration program will not increase more than \$26,948

**STAFF RECOMMENDATION:** I recommend that the Board approve the proposed 2021 salary administration program and to allow the Executive Director to distribute up to \$26,948 in adjustments.

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

**BOARD ACTION:**

QUINCY PARK DISTRICT  
**Proposed**  
**Salary Administration Program & Adjustments for 2021**  
REGULAR FULL-TIME POSITION CLASSIFICATION

ANNUAL PAY RANGES –2021

BUDGET LIMIT FOR COST OF LIVING ADJUSTMENT:  
**Total: \$26,948 which is an increase of (3.8%)**

<b><u>Position Classification</u></b>	<b>Set by Board</b>
Executive Director	Current \$85,700
<b><u>Position Classification</u></b>	<b>Salary Range</b>
Director of Parks	\$52,000 - \$75,000
Director of Golf	\$52,000 - \$75,000
Director of Business Services	\$52,000 - \$75,000
Director of Program Services	\$52,000 - \$75,000
Director of Marketing/Operations	\$52,000 - \$75,000
Assistant Director of Golf	\$31,000 - \$45,000
Golf Course Superintendent	\$40,000 - \$62,000
Park Maintenance Supervisor	\$40,000 - \$62,000
Park Safety Supervisor	\$35,000 - \$42,000
Recreation Program Manager I	\$31,000 - \$50,000
Recreation Program Manager II	\$31,000 - \$50,000
Administrative Assistant	\$16.25 - \$22.50
Accounting Systems Administrator/Bookkeeper	\$15.25 - \$22.95
Secretary/Receptionist	\$12.25 - \$17.01
For Reference Only:	
Full Time - Maintenance Laborer	\$18.04 - \$37,523
Full Time – Mechanic	\$19.80 - \$41,184
Full Time Crew leader	\$21.16 - \$44,013

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: September 9, 2020**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: FESTIVAL OF LIGHTS, INC. HOLIDAY LIGHT DISPLAY THREE-YEAR AGREEMENT**

**BACKGROUND INFORMATION:** The Quincy Park District previously hosted the Avenue of Lights holiday light displays in the Moorman/Wavering Recreation Complex from 1999 to 2014. Last year, the Festival of Lights had a one-year agreement that has expired.

Festival of Lights, Inc. is requesting use of the park for a holiday light display similar to previous years. The event organizer will use volunteers for staffing. Revenue generated will be dedicated to paying for equipment and upgrading of the displays.

This three-year agreement is similar to the previous agreement approved by the Board in 2013 with Avenue of Lights. Festival of Lights, Inc. has requested that upper Moorman Park be closed to vehicle traffic in mid-October. This will allow them time to set up complicated attractions in that area of the park. The Park District will accommodate this request except for periods when shelters have been reserved. According to the agreement, the remainder of the park will close to vehicle traffic on November 1, 2020.

**FISCAL IMPACT:** Festival of Lights, Inc. is responsible for operation and maintenance of the displays and will be billed for electricity used for the displays. The electric bill was just under \$2,000 in 2019.

**STAFF RECOMMENDATION:** Staff recommends approval of the three-year agreement with Festival of Lights as presented.

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

**BOARD ACTION:**

## FESTIVAL OF LIGHTS PROGRAM AGREEMENT

The Festival of Lights, Inc., an Illinois not-for-profit corporation, hereinafter referred to as “Festival of Lights” and the Quincy Park District, an Illinois municipal corporation, hereinafter referred to as the “Park District” and for their agreement do hereby state:

WHEREAS, the Festival of Lights Program will provide recreation for many Park District residents and the general public.

NOW, THEREFORE, it is agreed as follows:

1. The Festival of Lights shall be issued a permit by the Park District solely to set up, to conduct, and to take down a Festival of Lights Program in portions of Wavering Park and Moorman Park, as set out on the attached exhibit incorporated herein as “Exhibit A” during the period of October 19, 2020 through March 1, 2023. Notwithstanding the foregoing, a succeeding Park District Board may terminate the permit and either the present or the future Park District Board may terminate the permit for violation of this agreement or for other good cause.
2. During the above periods, the drivers of vehicles without a ticket to view the displays are restricted from entering the Parks between the hours of five o'clock (5:00 PM) through ten o'clock (10:00 PM) daily. Walkers, bicyclists, and joggers may continue to use the Parks during daylight hours. The Park District will restrict unauthorized vehicles from entering the Parks during “non-show” hours.
3. The Festival of Lights shall be responsible for all staffing during the Festival of Lights Program; the Festival of Lights will be responsible for all

security; the Park District assumes no responsibility for any damage to the displays whether arising from vandalism or some other cause or causes.

The Festival of Lights and the Park District anticipate a ticket booth established near the end of the parking lot at Wavering Park ball field. It is further anticipated that signs will be erected informing northbound traffic on 36<sup>th</sup> Street that the northbound right lane will be closed in the vicinity of the Park entrance except for vehicles turning into Wavering Park, and if necessary, auxiliary police will be employed to direct traffic at the expense of the Festival of Lights.

4. The Festival of Lights shall be responsible for any and all damages to Wavering Park and Moorman Park resulting from setting up, conducting, and taking down the Festival of Lights Program, to include, but not limited to roadways, facilities, structures, turf, trees, landscaping, and infrastructure other than damage caused by normal wear and tear as determined by the Park District. The Park District shall advise the Festival of Lights, Inc. in writing, with an itemization of any damages within twenty-one (21) days after the program is over each year. The Festival of Lights shall provide liability insurance in an amount at least equal to the Park District insurance limit which is at least three million dollars (\$3,000,000) in liability. The Festival of Lights will further name the Park District, its Officers, Board members, and employees as additional insured on said policy.
5. In setting up, conducting, and taking down the Festival of Lights Program, the Festival of Lights shall comply with and abide by all federal, state, county, municipal, and other governmental statutes, ordinances, laws, and

regulations which affect the area and the displays or any activity or condition which pertains to the same, including prevailing wages.

6. The Park District shall not be liable for any loss, injury, death, or damage to persons or property which, at any time, may be suffered or sustained by the Festival of Lights or by any person whosoever may, at any time, be using the premises for the purposes of assisting, working, or viewing the Festival of Lights Program, whether such loss, injury, death, or damage shall be caused by or in any way resulting from or arise out of any act, omission, or negligence of the Festival of Lights or of any visitor, or shall result from or be caused by any other matter or thing, whether of the same kind as or of a different kind than the matters or things above set forth, and the Festival of Lights shall indemnify the Park District against all claims, liabilities, loss or damage whatsoever on account of any loss, injury, death, or damage to include court costs and attorney fees which arise out of or which result from the Festival of Lights Program or any activities related thereto; provided, however, that the Festival of Lights shall have no responsibility or liability on indemnity with respect to losses resulting from the gross negligence, or willful misconduct of the Park District.
7. The Festival of Lights shall be responsible for any and all costs associated with the planning of the Festival of Lights Program including preparation, marketing, staffing, utilities, power supply, permits, traffic control, set up, tear down, supervision, and security. Any permanent fixed structures/assets that are mutually agreed by Festival of Lights and the Park District to be placed in, on, under, or above the Park District property will immediately become the sole property of the Park District.

8. Any proposals to change the terms of this agreement are to be negotiated between Festival of Lights and the Park District reduced to writing, and made an exhibit to this agreement.
9. The Festival of Lights may neither sub-let nor assign its interests under this agreement to any third party. The Festival of Lights shall not be deemed to default unless the Park District shall first give the Festival of Lights fourteen (14) days written notice of such default and the Festival of Lights fails to cure such default within such fourteen (14) days period. In the event of any default of this agreement by the Festival of Lights, the Park District may remove all persons and property from the premises and terminate this agreement.
10. Removal of all Festival of Lights portable equipment must be completed no later than March 1<sup>st</sup> of each year.

Dated at Quincy, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2020.

QUINCY PARK DISTRICT

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

FESTIVAL OF LIGHTS, INC.

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2020

## STAFF RECOMMENDATION

### **AGENDA ITEM: DESIGN AND ENGINEERING FOR WAVERING PARK 39<sup>TH</sup> STREET CULVERT REPLACEMENT: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The culvert giving access to Wavering Park on 39<sup>th</sup> Street is beginning to deteriorate and has been identified for replacement on the 2021 bond project list.

The estimated cost for the design and engineering work for the culvert replacement is \$18,200. Staff recommends completing this work now so bids can be obtained and the construction can begin as soon as weather permits. Project completion is estimated to be June 1, 2021.

**FISCAL IMPACT:** The \$18,200 needed would come from the uncommitted excess funds in the 2020 G.O. Bond Funds. An additional \$250,000 for the project is included on the 2021 Bond project list.

**STAFF RECOMMENDATION:** Staff recommends using \$18,200 from the excess uncommitted 2020 G.O. Bond Fund for the design and engineering of the Wavering Park 39<sup>th</sup> Street culvert replacement.

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

**BOARD ACTION:**

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: September 9, 2020**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR LORENZO BULL HOUSE PORCH IMPROVEMENTS: RECOMMENDED REJECTION**

**BACKGROUND INFORMATION:** The Lorenzo Bull House porch decking is weathered and in need of replacement. The porch decking and steps to the porch will be replaced with a PVC decking.

The scope of work includes removal and disposal of the existing wood porch and steps, examine and potentially replace existing floor joists, install new tongue and groove PVC flooring to match existing flooring and trim around posts and paint to match. Work is to be completed by November 30, 2020.

Bids were prepared by staff and advertised in the local newspaper. The bid opening was held on September 3, 2020.

Two bids were received with the low bid coming from A. Fischer Builders for \$48,949.

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

After discussions with contractors, there has been a 33% increase in the cost of materials due to hurricanes, wildfires and high winds in Iowa.

**FISCAL IMPACT:** \$40,000 will be budgeted in the Museum fund 2021 budget for repairs.

**STAFF RECOMMENDATION:** Due to the current price hike of materials, staff recommends rejecting the bid from A. Fischer Builders for \$48,949 for the Lorenzo Bull House porch improvements. Staff will rebid the project next year and budget \$40,000 for porch improvements in the 2021 budget.

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

**BOARD ACTION:**

Lorenzo Bull House Porch Repair Quincy Park District Quincy, Illinois 62301	Estimated Cost	A.Fischer Builders	Frame to Finish Construction	
Base Bid Lorenzo Bull House Porch Repair	\$30,000	\$48,949	\$49,800	
Bid security if work exceeds \$50,000				



I certify the above is a tabulation of bids received by the Quincy Park District at 10:00 a.m. on September 3, 2020 at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, Il. 62301

*Tom FA*

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**Quincy Park District  
INVITATION TO BID**

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

**Lorenzo Bull House Porch Improvements**

Sealed bids for **PORCH IMPROVEMENTS TO BE PERFORMED AT THE LORENZO BULL HOUSE**, in Quincy, Adams County, Illinois, described herein will be received at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, until 10:00 am, local time, on Thursday, September 3, 2020 and at that time be publicly opened and read aloud in the Board Room.

Project specifications may be obtained at the business office of the Quincy Park District, 1231 Bonansinga Drive, Quincy, Illinois 62301, during regular business hours, 9:00 a.m. - 4:30 p.m., Monday through Friday. On-site meeting to go over scope of work will take place August 25, 2020 at the Lorenzo Bull House.

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

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

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

*Quincy Park District*

*Rome Frericks, Executive Director*

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 9, 2020

## STAFF RECOMMENDATION

### **AGENDA ITEM: RECREATIONAL PROGRAMMING 2021** **OVERVIEW: DISCUSSION ONLY**

**BACKGROUND INFORMATION:** Staff had planned to offer many new programs in 2020. Due to COVID 19 many of those programs were canceled. Our plans are to offer those programs in 2021 and many other new programs. Many of these programs will be offered free of charge. Staff has listed the possible new programs in a report behind this staff recommendation. Staff are working on the details and budgets for these potential programs. In addition, Indian Mounds Pool daily fees and season passes will be reduced for one year (2021).

**FISCAL IMPACT:** At this time many of these programs will be offered free of charge. The new programs and changes in fees will have an impact on the recreation fund.

**STAFF RECOMMENDATION:** Discussion only.

**PREPARED BY:** Michael Bruns, Director of Program Services

**BOARD ACTION:**

## **Free Events/Programs:**

### **2021 Northwest Programs**

- 3 on 3 Basketball (\$2,000)
- Sponsor two baseball teams in our 12 under league (\$1,200)
- Sponsor two soccer team in our league (\$700)
- Party by the Bay in Lincoln Park (\$500)
- Halloween pumpkin donation (\$200)

### **2021 Possible New Programs**

- Family scavenger hunt at Moorman Park (\$500)
- Nature walks in Gardner Park, Parker Heights, Bill Klingner Trail, Moorman Park and South Park (\$500)
- Wheels Up bike lessons at Gardner Park (\$1,000)
- Revise summer playground program. New Summer Camp. (\$21,000)
  1. 8:00 am - 12:00 pm, different park each week (South Park, Moorman/Wavering Park and Bob Mays Park)
  2. Different activities would be scheduled for different days like STEM, Quincy Police presentations, nature walks, visit Batting Cage and Indian Mounds Pool
  3. Six week program that would move to a different park each week
- Expand nature programs in Bob Bangert Park (\$10,000)
  1. Bill Klingner Trail walks
  2. Archery
  3. Wind power day
  4. Solar power day
  5. Weather day with local media
  6. Wilderness survival camp
  7. Raptor Rehab presentations
- Kite flying day sponsored with IPRA (\$500)
- Gaga Pit program in South Park (\$500)
- Senior Programs
  1. Outdoor fitness in morning with Blessing
- Pickleball youth lessons (\$500)
- Expand youth tennis program (\$500)
- Outdoor movies (\$3,000)
  1. One per month in June, July and August
- Skate Park day lessons (\$500)

**Total free events/programming \$43,100**

### **Proposed Amenities Added in 2021**

- Bike park at Lincoln Park next to the Skate park (\$15,000)
- Bicycle Academy at east Gardner Park, 5<sup>th</sup> Street entrance (\$3,000)
- Bags area at Batting Cage (\$3,000)
- Foot golf course at Westview or Bob Mays Park (\$6,000)
- New carpeting on mini golf course (\$35,000)

**Total amenities added in 2021 \$62,000**

### **Paid Events/Activities:**

#### **2021 New Programs (Planned for 2020)**

- Futsal League
- 3 on 3 Basketball League
- Pickleball Summer Tournament
- Sand Volleyball Tournament
- T-Ball age 3 & 4
- Adult Flag Football League

#### **Westview Golf Course**

- Youth golf lessons in partnership with Westview

#### **Changes in Fees**

- Indian Mounds Pool reduce 2021 fees
  1. Daily Fee \$2.50
  2. Individual Season Pass \$30
  3. Family Season Pass (Up to 5 Family Members) \$80
- No fee increases in 2021.
- 2021 minimum wage will increase \$1

**Minimum wage increase in 2021 \$20,000**

**Grand total free events/programs, amenities and wage increase \$125,100**

## **PROGRAM REPORT 2019**

The following list shows how the programs did for 2019:

<b>PROGRAM</b>	<b>EXPENSES</b>	<b>INCOME</b>	<b>DIFFERENCE</b>
Youth Baseball/Softball	\$ 59,086.00	\$ 59,117.00	\$ 31.00
Tennis	\$ 2,791.00	\$ 2,896.00	\$ 105.00
Youth Soccer	\$ 9,995.00	\$ 29,145.00	\$ 19,150.00
Summer Playground	\$ 12,904.00	\$ 1,000.00	\$ (11,904.00)
Sand Volleyball	\$ 2,577.00	\$ 5,030.00	\$ 2,453.00
Date Nights	\$ 2,549.00	\$ 4,236.00	\$ 1,687.00
Fishing Clinics	\$ 1,463.00	\$ -	\$ (1,463.00)
Tiny Tumblers	\$ 552.00	\$ 740.00	\$ 188.00
Horsing Around	\$ 550.00	\$ 770.00	\$ 220.00
Adult/Co-ed Softball	\$ 9,057.00	\$ 6,960.00	\$ (2,097.00)
Aerobics	\$ 1,242.00	\$ 1,950.00	\$ 708.00
Special Populations	\$ 25,299.00	\$ 588.00	\$ (24,711.00)
Zumba	\$ 600.00	\$ 650.00	\$ 50.00
Adult Soccer	\$ 566.00	\$ 1,375.00	\$ 809.00
Yoga	\$ 1,770.00	\$ 2,650.00	\$ 880.00
Special Events (Family Fun in the Sun, Outdoor Movies, Storytelling)	\$ 5,364.00	\$ 2,000.00	\$ (3,364.00)
Outdoor Concerts	\$ 1,200.00	\$ -	\$ (1,200.00)
Showmobile	\$ 1,163.00	\$ 2,995.00	\$ 1,832.00
Quench Buggy	\$ 71.00	\$ 100.00	\$ 29.00
Indian Mounds Pool	\$ 137,696.00	\$ 54,806.00	\$ (82,890.00)
Batting Cage Facility	\$ 105,805.00	\$ 95,088.00	\$ (10,717.00)
Pickleball	\$ 1,400.00	\$ 1,130.00	\$ (270.00)
5K Trail Race	\$ 1,456.00	\$ 550.00	\$ (906.00)

Recreation Fund surplus for 2019	\$51,180
Recreation Fund budget for 2019	(\$44,625)
Recreation Fund cash balance as of 12/31/19	\$744,143
Recreation Fund cash reserve required	\$180,363

## PROGRAM REPORT 2018

The following list shows how the programs did for 2018:

<b>PROGRAM</b>	<b>EXPENSES</b>	<b>INCOME</b>	<b>DIFFERENCE</b>
Youth Baseball/Softball	\$55,113	\$54,794	(-\$319)
Tennis	\$5,985	\$4,256	(-\$1,729)
Youth Soccer	\$8,607	\$24,355	\$15,748
Summer Playground	\$12,909	\$0	(-\$12,909)
Sand Volleyball	\$4,277	\$5,680	\$1,403
After School	\$39,330	\$14,611	(-\$24,719)
Date Nights	\$1,813	\$2,853	\$1,040
Fishing Clinics	\$1,963	\$0	(-\$1,963)
Tiny Tumblers	\$744	\$930	\$186
Horsing Around	\$550	\$770	\$220
Adult/Co-ed Softball	\$9,973	\$10,465	492
Aerobics	\$1,971	\$3,540	\$1,569
Special Populations	\$27,406	\$576	(-\$26,830)
Zumba	\$1,520	\$1,950	\$430
Adult Soccer	\$585	\$1,650	\$1,065
Yoga	\$2,280	\$3,950	\$1,670
Special Events (Family Fun in the Sun, Outdoor Movies, Storytelling)	\$4,672	\$2,000	(-\$2,672)
Outdoor Concerts	\$1,800	\$0	(-\$1,800)
Showmobile	\$4,454	\$3,270	(-\$1,184)
Quench Buggy	\$68	\$100	\$32
Indian Mounds Pool	\$115,031	\$78,700	(-\$36,331)
Batting Cage Facility	\$89,452	\$85,771	(-\$3,681)
Pickleball	\$925	\$898	(-\$27)
5K Trail Race	\$1,228	\$675	(-\$553)

Recreation Fund surplus for 2018	\$150,885
Recreation Fund budget for 2018	\$26,203
Recreation Fund cash balance as of 12/31/18	\$697,493
Recreation Fund cash reserve required	\$211,712

<b>Programs/Facilities</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Wavering</b>	4,691	na	na	na	na
<b>Indian Mounds</b>	8,337	11,713	10,765	9,243	6,953
Pool Swim Lessons	149	91	93	98	68
Water Babies	8	15	15	21	12
Pool Private-Birthday Parties	18	15	20	12	14
Pool Events: Splash Bashes, Dive-In Movie	32	20	10	15	na
WAC: Pool Concessions	\$7,310	na	na	na	na
IMP: Pool Concessions	\$17,629	\$23,147	\$24,440	\$22,756	\$15,037
Pool Passes	209	290	379	331	231
WAC: Customer Appreciation Day	429	na	na	na	na
IMP: Customer Appreciation Day	633	567	424	524	157

<b>Batting Cage Facility</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Customer Appreciation Day	\$720	\$756	\$1,079	\$727	\$1,167
Hy-Vee Special (Friday) Mini-Golf	773 rounds	713 rounds	445 rounds	527 rounds	na
Mini Golf	\$58,942	\$59,605	\$50,597	\$44,257	\$50,972
Tokens	\$13,316	\$12,459	\$12,033	\$10,443	\$10,930
Paddle Boats	\$6,158	\$6,223	\$6,595	\$5,110	\$5,291
Concessions	\$22,392	\$24,497	\$25,583	\$24,555	\$26,973
Bike Rentals	\$152	\$155	\$134	\$60	\$100

<b>Programs</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Adult Co-Ed Softball	180 players/ 12 teams	135 players/ 9 teams	150 players/ 10 teams	165players/ 11 teams	105 players/ 7 teams
Adult Soccer League	140 players/ 7 teams	120 players/ 6 teams	140 players/ 7 teams	120 players/ 6 teams	100 players/ 5 teams
Adult Softball	510players/ 34 teams	150 players/ 10 teams	150 players/ 10 teams	195 players/ 13 teams	135 players/ 9 teams
After School Program	111	123	128	63	na
Aqua Zumba	10	20	25	23	10
Fishing Clinics	157	200	158	144	122
Future Hawk Sports Camp	0	na	na	na	na
Horsing Around	3	12	5	11	11
Low Impact Fitness Exercise (LIFE)	85	122	98	105	60
Natural Born Explorers	0	5	5	10	5
North Quincy Sports	na	350	450	475	525
Pickleball	1,000	1,500	1,500	2,000	2,500
Pickleball Tournament	na	na	na	48 players/ 24 teams	58 players/ 29 teams
Sand Volleyball	na	na	na	400 players/ 40 teams	390 players/ 39 teams
Shoshinkan Martial Arts (Karate)	58	16	na	na	na
Special Populations	48 daily/ 1,200	45 daily/ 1,305	50 daily/ 1,450	50 daily/ 1,450	50 daily/ 1,450
Summer Music	146	175	157	na	na

	2015	2016	2017	2018	2019
Summer Playground	69 daily/ 1,725	50 daily/ 1,856	45 daily/ 1,630	53 daily/ 1802	51 daily/ 1,734
Tennis - Youth Instruction	127	106	85	112	69
Tennis - Family Lessons	35	28	21	21	16
Tiny Tumblers	13	19	5	10	15
Walk a Hound, Lose a Pound	17	15	13	14	10
Yoga	64	90	105	81	51
Youth Baseball/Softball	see below				
Little League age 7-13	371 players/ 30 teams	400 players/ 31 teams	430 players/ 34 teams	350 players/ 27 teams	301 players/ 23 teams
Girls Softball age 7-12	201 players/ 16 teams	197 players/ 15 teams	172 players/ 14 teams	175 players/ 15 teams	165 players/ 14 teams
Boys Baseball age 14-16	na	48 players/ 4 teams	36 players/ 3 teams	na	na
T-Ball	144 players/ 11 teams	134 players/ 11 teams	154 players/ 12 teams	169 players/ 14 teams	174 players/ 13 teams
12U Competitive League	na	na	na	104 players/ 8 teams	104 players/ 8 teams
10U Competitive League	na	na	na	65 players/ 5 teams	78 players/ 6 teams
14U Competitive League	na	na	na	na	143 players/ 11 teams
Total Little League/Baseball/Softball/ T-Ball	716 players/ 57 teams	779 players/ 61 teams	792 players/ 63 teams	863 players/ 69 teams	965 players/ 75 teams
Youth Baseball/Softball Sponsors	46 Team/ 10 Sign	47 Team/ 9 Sign	52 Team/ 10 Sign	38 Team/ 10 Sign	29 Team/ 11 Sign
Youth Soccer Spring	190 players/ 19 teams	274 players/ 24 teams	380 players/ 33 teams	370 players/ 33 teams	409 players/ 39 teams
Youth Soccer Ages 3-4 yrs.Spring	131 players/ 11 teams	190 players/ 16 teams	128 players/ 11 teams	125 players/ 10 teams	148 players/ 14 teams
Youth Soccer Fall	na	na	na	241 players/ 24 teams	258 players/ 25 teams
Youth Soccer Ages 3-4 yrs. Fall	na	na	na	104 players/ 10 teams	117 players/ 11 teams
Zumba Fitness	33	40	35	41	13

Special Events	2015	2016	2017	2018	2019
Breakfast With Santa	na	350/At Mall	125/At Mall	225/At Mall	120/At Mall
Date nights Mother/Son - Father/Daughter	198	286	216	184	298
Disc Golf Tournament	75	93	102	115	127
Easter Event	500	500	500	525	475
Fall Festival at Batting Cage Area	300	800	850	1,000	600
Fishing Rodeo	150	75	80	50	100
Family Fun In the Sun	200	275	175	175	350
Bill Klingner Trail Event	na	na	125	32	20

	2015	2016	2017	2018	2019
Outdoor Concerts	250	425	350	725	500
Outdoor Movies In the Park	850	875	1,200	2,400	1,400
Special Populations Holiday Dance	255	255	255	220	187
Storytelling By the Campfire	50	75	75	40	25
Tennis Fest	100	75	80	85	75
Visit With Mrs. Claus	6	na	na	na	na

# QUINCY PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 9, 2020

### STAFF RECOMMENDATION

#### **AGENDA ITEM: BID FOR MOORMAN SYNTHETIC TURF BALL FIELD PROJECT: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** For the past several months, staff has been researching synthetic turf companies. Due to the growing number of baseball, softball and rented fields for tournaments, staff would like to install turf on the last remaining major dirt field. A new turf field would reduce the number of rainouts due to the weather and field conditions at Moorman Field. Having three turf fields in the same area will allow the local teams to stay in town rather than travel to play in tournaments.

The project consists of a synthetic turf infield at Moorman with base distances of 60', 70' and 80', a portable pitching mound, all new fencing around the entire field and new foul poles. This would allow the Park District to play all of our youth baseball, girls and adult softball games throughout the spring and fall seasons.

Bids were prepared by staff and advertised in the local newspaper and a bid opening was held on September 3, 2020. The Park District received two proposals.

ATG Sports was the low bid of the two companies with a base bid of \$312,000 for the installation of the synthetic turf infield and fencing at Moorman Field. ATG Sports has recently completed projects at Quincy Notre Dame High School and Macomb High School. They were also the company that installed the turf at Pepsi Field.

**FISCAL IMPACT:** Funding for the project would come recreation reserves. The recreation fund has a cash balance of \$762,875 as of 8/31/2020. Projected cash balance on 12/31/2020 is expected to be \$889,723. Reserve policy requirements for the fund are a cash reserve balance of \$180,363.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid from ATG Sports in the amount of \$312,000 for the installation of the synthetic turf at Moorman field.

**PREPARED BY:** Rome Frericks, Executive Director & Michael Bruns, Director of Program Services

**BOARD ACTION:**

Moorman Synthetic Turf Ball Field Quincy Park District Quincy, Illinois 62301		ATG Sports	BYRNE & JONES CONSTRUCTION
Base Bid for Moorman Synthetic Turf Field	\$300,000	\$312,000	\$348,100
BID SECURITY		X	X



I certify the above is a tabulation of bids received by the Quincy Park District at 4:00 p.m. on September 3, 2020 at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, Il. 62301

*Ron FH*

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**QUINCY PARK DISTRICT  
INVITATION TO BID**

**REQUEST FOR PROPOSALS FOR SERVICES FOR THE  
MOORMAN SYNTHETIC TURF BALL FIELD PROJECT**

The Quincy Park District, Adams County, Illinois, is requesting proposals from qualified firms with respect to the installation of synthetic turf at Moorman ball field.

Instructions and other pertinent documents relating to this request may be obtained from, and questions concerning this request should be directed to, Rome Frericks, Executive Director, Quincy Park District, 1231 Bonansinga Drive, Quincy, IL, 62301. Telephone: (217) 223-7703 Email: [rfrericks@quincyparkdistrict.com](mailto:rfrericks@quincyparkdistrict.com).

All requested submissions are due, and in order to be considered must be received by the Park District not later than 4:00 p.m. on Thursday, September 3, 2020.

Rome Frericks  
Executive Director  
Quincy Park District

**QUINCY PARK DISTRICT  
Services for the Moorman  
Ball Synthetic Turf Field  
Project**

**REQUEST FOR PROPOSALS**

CONTRACT ADMINISTRATOR: Quincy Park District  
Rome Frericks  
Executive Director  
Phone: (217) 223-7703  
Quincy Park District Website  
[www.quincyparkdistrict.com](http://www.quincyparkdistrict.com)

RFP CLOSING (DUE) DATE: September 3, 2020 4:00 PM  
NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION  
Quincy Park District  
Attention: Rome Frericks  
Executive Director  
1231 Bonansinga Drive  
Quincy, IL 62301  
[rfrericks@quincyparkdistrict.com](mailto:rfrericks@quincyparkdistrict.com)

General Scope: The Quincy Park District invites proposal submissions from qualified firms interested in providing services for the design and development of a new Moorman Ball Synthetic Turf Field. The successful firm will demonstrate proven technical competence in order to produce detailed engineering designs, construction drawings and specifications, obtain necessary permit approvals for building and site engineering, and construction observation.

Due Date: Thursday, September 3, 2020 4:00 PM  
Proposals must be received on or before the due date and time by mail, email or hand-delivered to 1231 Bonansinga Drive, Quincy, IL 62301.

For additional information regarding the Quincy Park District, please refer to the website: [www.quincyparkdistrict.com](http://www.quincyparkdistrict.com)

## 1. Project Scope

A consultant is being sought to perform multiple activities for the Quincy Park District to design and develop the Moorman Ball Synthetic Turf Field project. Consultants must be able to provide complete professional services including engineering, estimating and value engineering services for the project. The consultant will develop deliverables associated with the design development phase, permit process, prepare grading, landscaping, site utility, and other civil drawings, construction documents, and technical specifications.

### Scope of Work for Base Bid:

- Pre-Approved Prime Contractors:
  1. A.T.G.-Ram Industries / RamTurf
  2. Byrne & Jones / Shaw Sports Turf
- Prime Contractor Qualification:
  1. Prime contractor must specialize in sports facilities construction with over 5 years of experience building synthetic turf fields, all-weather tracks, and sports stadiums.
  2. Prime contractor shall be a standing member with the ASBA for over 5 years and have a current CFB-S (Certified Field Builder - Synthetic) as an employee on staff.
  3. Prime contractor must have completed a minimum of 10 turf field projects within 150 miles of the project's location.
  4. Primer contractor must provide an experienced on-site superintendent with a minimum of 10 turf field projects within 150 miles of the project's location under employment of bidder. A \$1,000.00 per day will be charged for any day superintendent is not on site.
- Site Existing Conditions: The site is an existing baseball field with tar and chip parking lot and field structure. The contractor must take all precautions to prevent damage. Any damage that occurs will be the contractor's responsibility to repair at no additional cost.
- The bidder shall furnish with the submitted bid a Bid Bond in the amount of five percent (5%) of

the total contract amount, including any alternates. In the event of multiple prices, the Bid Bond shall be for the maximum possible contract amount. Bid Bond will be returned to bidders promptly after the owner has accepted a bid. All bids shall remain open for thirty (30) days after the date of the opening.

- Upon award of bid, bidder shall furnish bonds covering faithful performance of the work provided and payment obligations arising there under. Bonds will come from a surety company with an A+ best rating and licensed in all states.
- Upon award of bid, the bidder shall furnish to the owner evidence of Insurance in forms and amounts acceptable to Owner.
- It is the bidders' responsibility to visit the site prior to bidding. No change orders will be approved, and no additional costs will be paid to the successful bidder should they fail to include anything that maybe required for this to be a fully functional sports stadium.
- The project scope of work may or may not include all work necessary to complete project. It is each bidder's responsibility to review the entire set of specifications and visit the site to determine the scope of work. This is to be a turnkey project and all bidders should include all costs necessary to complete the project.
- Bidders are required to comply with all other public works related requirements including OSHA construction training, drug testing, background checks for all personnel visiting the site, E-Verify compliance, Buy American and equal employment opportunity commitments.
- Provide City, County, State, NOI permits required for construction.
- Supply all surveying, staking required for the project.
- Provide engineered stamped construction drawings.
- Provide as-built drawings to the owner upon final completion.
- Provide 3<sup>rd</sup> party permeability testing on each 500 tons of rock brought to the site.
- Conformance surveys will be required for sub-grade and finished rock grade by a certified 3<sup>rd</sup> party testing company licensed in the state and approved by the Park District.
- Contractor will be responsible for supplying a SWPPP plan prior to construction.
- Conduct pre-construction meeting.
- Provide dumpsters, Porto restrooms and construction fencing as needed.
- Provide secure and safe site action plan.
- Provide on-site supervision of all staging area, materials, and equipment.
- Inspect quality of work.
- Conduct final walk thru with owner.
- Demo any item necessary to provide a regulation synthetic turf baseball field, including backstop, dugouts, field perimeter fencing, and foul poles.
- All improvements will meet Little League requirements in order to host sanctioned events Pony League play and below.
- Field Orientation and Dimensions:
  1. Orientation: remain the same
  2. Home to Back Dimension: 25'
  3. Foul Line to Dugout Dimension: 25'
  4. Outfield Fence Distances: remain the same
- Perform cuts and fills as needed. All excavated materials to be hauled off site.
- 6"X12" concrete curbing with 2 pieces of #4 rebar around the entire perimeter of the infield.
- Install pressure treated 2"x4" nailer boards around entire perimeter of the field.
- Excavate for perimeter ditch.
- Install Mirafi 180N non-woven fabric to cover the entire field, including under collector drains and along the face of the inside curb totaling at approximately. Seams will be overlapped at 12".
- Install 12" perforated HPPE dual-walled corrugated pipe around entire outside edge of field with 1" clean backfill and installed in a fabric-laced trench.

- Install 12" wide flat panel drains on 25' centers in a herringbone pattern that will gravity feed into the collection drain.
- Install 12" solid HDPE HPPE dual-walled corrugated pipe to extend drainage from the infield to daylight near wooded area beyond left field, approximately 450 LF.
- Install 8 inches of 1-inch clean drainable base.
- Install 2 inches of 3/8-inch clean drainable base Rock must be installed within a 1/8-inch tolerance in 10 foot.
- Install approximately 19,800 SF of synthetic turf that meets or exceeds the following requirements:
  1. Product Type: 100% fibrillated fiber or fibrillated fiber / monofilament fiber blend
  2. Pile Height: 2.25" to 2.50"
  3. Face Weight: 50 oz. minimum (60 oz. face weight minimum if including thatch fiber)
  4. Total Fabric Weight: 82 oz.
  5. Primary Backing Weight: 8 oz.
  6. Secondary Coating Weight: 22 oz.
  7. Tuft Bind: >10 lbs.
  8. Grab Tear Strength Average: >200 lbs.
  9. Lead Content: <50 ppm
  10. Total Yarn Linear Density:  $\geq 10,000$  denier
  11. Tensile Strength: 16 lbs.
  12. Stitch Rate: as needed
  15. Stitch Gauge: 3/8" to 1/2"
  16. Flammability: PASSED
  17. Water Permeability with Infill: >40" per hour
  18. Fiber Thickness: 110 microns (fibrillated fiber) and/or 300 microns (monofilament)
  19. Fabric Width: 15 ft.
  20. Infill Type: 100% new infill material performance mix of SBR crumb rubber and silica sand per manufacturer's specifications
    - a. 5 lb. minimum
    - b. Rubber shall be recycled, non-compacting, 100% SBR rubber granules size 10-20 mesh, ambient or cryogenically ground, clean of dust or foreign materials
    - c. Sand shall be siliceous (95%) washed and dried, round grain and uniform in shape, size 0.5-1.8mm
  21. Seaming Method: Sewn Seams
    - a. Line markings to be tufted to the greatest extent possible.
    - b. Secondary line markings, numbers and logos to be tufted, inlaid, or cut in as standard with manufacturer
  22. Gmax (Shock Attenuation) in accordance with ASTM F1936 – standard specification for shock-absorbing properties
    - a. Upon completion, maximum average Gmax value of 120
    - b. Life of the field warranty, maximum average Gmax value of 165
    - c. 1 Gmax test upon completion by a certified shock attenuation technician. Certification required.
  23. Manufacturer:
    - a. At least five years of experience in manufacturing infilled synthetic turf systems and 10 successful synthetic turf projects within 150 miles of our location.

- b. 100% U.S. Ownership with its main office in the United States and regional offices within 300 miles of our location.
- c. Presently under continuous ownership for no less than 10 years with no bankruptcies.

24. Installer:

- a. Experienced installer that specializes in infilled synthetic turf system.
- b. A minimum of 10 successful installations within 150 miles of our location.

25. Warranty:

- a. The prime contractor and synthetic turf manufacturer jointly and independently warrant all base work, rock, and drainage under the turf are guaranteed against soft spots, low spots and drainage problems for a full 8 years.
- b. The prime contractor and synthetic turf manufacturer jointly and independently warrant all components of the synthetic turf system, including but not limited to fiber, tufting, backing, and installation for a full 8 years.
- c. 8-Year 3<sup>rd</sup> party warranty for the synthetic turf system.

- Provide one (1) 8' diameter logo with 1-4 colors; logo to be provided by Quincy Park District.
- Install all baseball markings per Little League rules.
- Install home plate, bases, and 3 sets of base sleeves in concrete at (60', 70' and 80').
- Regrade and sod 30' transition between synthetic turf and outfield grass.
- Provide and install The Perfect Mound 10' Youth Mound with synthetic turf system installed.
- Install 100' L x 24' 8-gauge galvanized chain link fence from dugout to dugout
- Dugouts:
  1. Home (1<sup>st</sup> Base) Dugout: 30' x 8.5', includes metal roof, steel columns, steel beams, concrete floor, and 8-foot, 8-gauge galvanized chain link fencing around all sides, one 4' opening, and one (1) 21' aluminum bench.
  2. Visitor (3<sup>rd</sup> Base) Dugout: 30' x 8.5', includes metal roof, steel columns, steel beams, concrete floor, and 8-foot, 8-gauge galvanized chain link fencing with one 4' opening, and one (1) 21' aluminum bench.
- 6-foot, 8-gauge galvanized chain link fence with yellow cap around the entire perimeter of the field. Includes two 4' gates and 2 double gates.
- Install two (2) 20' foul poles; Sportsfield Specialties or approved equal.
- Liquidated damages will be assessed at the rate of \$1,000.00 per day for each and every calendar day beyond final completion date. Any missed events that are missed due to the project not being completed on time will incur a financial penalty of \$5,000.00 per event day.
- Pay Schedule: Progress payments every 30 days.
- Voluntary alternates will not be accepted. Any volunteer alternate bid submitted may lead to immediate disqualification of the bidder.
- Basis of Selection:
  - The owner reserves the right to reject any and all bids.
  - The owner will evaluate the following items in determining the successful bidder:
 

1. Owner Preference	6. Insurance
2. Product	7. Customer Service
3. Experience	8. Ability to Meet Project Schedule
4. References	9. Price
5. Warranty	10. Other criteria as determined by the selection team
	11.

#### Unit Prices:

1. Cement Stabilization: provide a unit price / SY to provide a cement modified subgrade. The subgrade shall be treated to a minimum depth of 12- inches using cement at the rate of 5% by weight.

#### **4. Due Date**

Proposals must be submitted by Thursday, September 3, 2020 by 4:00 PM. They should be sent or delivered to:

Rome Frericks, Executive Director  
Quincy Park District  
1231 Bonansinga Drive  
Quincy, IL 62301  
217-223-7703  
[rfrericks@quincyparkdistrict.com](mailto:rfrericks@quincyparkdistrict.com)

**All responses must be received no later than 4:00 PM (CST), on Thursday, September 3, 2020. Responses received later than the given date and time above will be rejected and returned unopened.**

#### **5. Schedule of Selection Process**

The following is the proposed schedule:

- Responses are due no later than 4:00 PM (CST), on Thursday, September 3, 2020
- Tentative recommendation to Park Board at the Wednesday, September 9, 2020 meeting
- Notice to award Thursday, September 10, 2020
- Construction Start Any Time After Monday, September 14, 2020
- Substantial Completion Wednesday, November 25, 2020
- Final Completion Friday, March 19, 2021

#### **6. Contract: Insurance Requirements & Quality Assurance**

The Quincy Park District requires evidence of insurance coverage: General Liability, Errors and Omissions, Automobile Liability, and Worker's Compensation for the general acceptable limits of the Park District. In addition, outline your firm's approach to protect the owner based on your proposed quality assurance standards.

#### **7. Request Additional Information**

The Park District reserves the right to request any further additional documentation that it deems necessary for the review and award process.

**8. Cancellation of Request for Letters of Interest**

The Quincy Park District reserves the right to cancel this request for professional services at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. While the Quincy Park District intends to award all tasks included in this request for proposals to one Consultant, the Park District also reserves the right to contract any task or portion of this work separately.

**Signature**

I have read and understand the requirements for professional services to the Quincy Park District and will abide by them.

**Project:** Moorman Ball Synthetic Turf Field

**COMPANY:**

\_\_\_\_\_

**NAME:**

\_\_\_\_\_

**POSITION:**

\_\_\_\_\_

**SIGNED:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Turf & Sub-Base Warranty Form (Submit with Bid)**

The prime contractor & synthetic turf manufacturer hereby guarantees:

- Warrant that all base work, rock, and drainage under the turf are guaranteed against soft spots, low spots and drainage problems for a full 8 years.
- Warrant all components of the synthetic turf system, including but not limited to fiber, tufting, backing, and installation for a full 8 years.

**Prime Contractor:**

I, \_\_\_\_\_ DO / DO NOT warrant all base work for 8-years.  
*(Circle One)*

I, \_\_\_\_\_ DO / DO NOT warrant the synthetic turf system for 8 years.  
*(Circle One)*

I, \_\_\_\_\_ DO / DO NOT warrant all base work and the synthetic turf system as a complete system for 8 years. *(Circle One)*

**Synthetic Turf Manufacturer:**

I, \_\_\_\_\_ DO / DO NOT warrant all base work for 8-years.  
*(Circle One)*

I, \_\_\_\_\_ DO / DO NOT warrant the synthetic turf system for 8 years.  
*(Circle One)*

I, \_\_\_\_\_ DO / DO NOT warrant all base work and the synthetic turf system as a complete system for 8 years. *(Circle One)*

<b>Prime Contractor:</b>	
Authorized Signature:	_____
Printed Name & Title:	_____
Date:	_____

<b>Synthetic Turf Manufacturer:</b>	
Authorized Signature:	_____
Printed Name & Title:	_____
Date:	_____

**Synthetic Turf Product Form (Submit with Bid)**

Synthetic Turf Product: \_\_\_\_\_

Turf Product Type: \_\_\_\_\_

Infill System: \_\_\_\_\_

Oldest field still in use that meets performance and safety standards

Field: \_\_\_\_\_ Date Installed: \_\_\_\_\_

Owner Representative: \_\_\_\_\_  
 (name) (Phone Number)

Product Testing			
ASTM Test Method	Test Description	Unit(s)	Test Result
D-5823	Pile Height (Nominal)	In.	
D-5848	Face Weight	Oz/yd <sup>2</sup>	
D-5848	Total Fabric Weight	Oz/yd <sup>2</sup>	
D-5848	Primary Backing Weight	Oz/yd <sup>2</sup>	
D-5848	Secondary Coating Weight	Oz/yd <sup>2</sup>	
D-1335	Tuft Bind	Lbs.	
D-2256	Grab Tear Strength Average	Lbs.	
D-2765	Lead Content	Ppm	
D-1577	Total Yarn Linear Density	Denier	
D-5034	Tensile Strength	Lbs.	
D-5793	Stitch Rate	Per 3"	
D-5793	Machine Gauge	In.	
F-1551	Water Permeability w/ infill	In./Hr.	
D-3218	Fiber Thickness	Microns	

Authorized Signature: _____  Printed Name & Title: _____  Date: _____
---

**Gmax Guarantee Form (Submit with Bid)**

Below, please fill out bidder's guaranteed Gmax for each year numbers 1 – 8. A maximum Gmax rating for any year cannot exceed 165. If Gmax exceeds this amount, bidder shall, at its cost, remove and reinstall all infill. During this process, the bidder may recycle existing infill unless they feel it is defective. If at any time during the warranty period, the Gmax fails more than once, bidder shall remove all infill and reinstall with brand new infill at their cost. If bidder's product cannot meet the maximum Gmax of 165 during lifetime of product, they shall include a shock pad as part of their system.

**Gmax Guarantee:**

Year 1 maximum Gmax: \_\_\_\_\_

Year 2 maximum Gmax: \_\_\_\_\_

Year 3 maximum Gmax: \_\_\_\_\_

Year 4 maximum Gmax: \_\_\_\_\_

Year 5 maximum Gmax: \_\_\_\_\_

Year 6 maximum Gmax: \_\_\_\_\_

Year 7 maximum Gmax: \_\_\_\_\_

Year 8 maximum Gmax: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Improvements to Moorman Ballfield

**Our vision is to develop Moorman ball diamond into an Adams County state of the art turf field.**

- Information on public usage of the Moorman/Wavering complex:**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Shelters	224 rentals 10,338 people	304 rentals 22,484 people	314 rentals 22,549 people	293 rentals 19,602 people
Mini Golf	13,552 rounds	10,875 rounds	9,527 rounds	10,973 rounds
Disc Golf Course	5,200 rounds	5,540 rounds	5,700 rounds	5,950 rounds

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Moorman Ball Field Games Played	125	125	125	125
Players	779	792	863	965
Attendance	14,400	14,900	15,450	17,150

- Post season Little League tournaments in 2018
- State Little League tournament in 2018
- Eleven (11) youth baseball weekend tournaments were scheduled to be held in Quincy on our two turf fields in 2020
- Due to COVID 19, only four tournaments were held





## Improvements to Moorman Ballfield

**Our vision is to develop Moorman ball diamond into an Adams County state of the art turf field.**

### THE STARTING LINEUP

#### **1. Synthetic Playing Surface**

- First phase will improve field of play with synthetic turf, similar to Pepsi Field & Avenue of Lights Field

#### **2. Number of those impacted by the program**

- Number of games and players has grown by 50% since 2013 (125 games, 965 players), with estimated attendance for the 2020 season almost double of 2013 (17,150 attendees)

#### **3. Cost for project**

- Approximately \$300,000

#### **4. Sports benefiting from new field surface**

- Baseball, girls' softball, co-ed T-ball from ages 3 to 14

#### **5. Participants from 24 towns in Adams County and surrounding area**

- Augusta, Barry, Bowling Green, Bowen, Camp Point, Clayton, Coatsburg, Fowler, Hannibal, Hull, LaGrange, La Prairie, Liberty, Loraine, Maywood, Mendon, Mt. Sterling, New London, Palmyra, Payson, Plainville, Quincy, Taylor and Ursa

#### **6. Field Turf will reduce overhead costs**

- Synthetic turf reduces costs of supplies and field maintenance by \$4,000/year

#### **7. All-weather playing surface impacts local economy**

- Lack of muddy playing conditions will bring District, State and Regional tournaments to the area, including traveling baseball and softball tournaments resulting in hotel stays, restaurant and business sales increase

#### **8. Increased exposure for area businesses/organizations through signage**

- As the number of attendees for games increases, your message will continue to reach potential customers

#### **9. Ground-breaking will start fall 2020**

- Construction may begin as early as October 2020 and be completed by December 2020



[quincyparkdistrict.com](http://quincyparkdistrict.com)

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: September 9, 2020**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: PURCHASE OF MATERIALS AND ACCEPTANCE OF A LABOR DONATION FROM SCHUSTER CONSTRUCTION FOR THE CONSTRUCTION OF TWO BASKETBALL COURTS IN BERRIAN PARK: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The Park District has been approached by Schuster Construction about fundraising and donating the labor to build two basketball courts at Berrian Park. Due to Covid-19 making it more difficult to raise funds, Schuster Construction approached the Quincy Park District about the District purchasing the materials and Schuster Construction providing the labor needed for the project.

Quincy Park District is purchasing the materials at a cost of \$36,740. Schuster Construction will excavate as needed, grade and compact subsurface, pour concrete sidewalk and slabs, demolish the old basketball court and facilitate the moving of light poles with Ameren.

A scope of work and volunteer document from Schuster Construction are included with this report. A list of materials to be purchased by the Park District is also included.

**FISCAL IMPACT:** The Park District will purchase the materials at a cost of \$36,740. Funding for the material will come for the Corporate General Fund. Schuster Construction will supply all labor for the two basketball courts at Berrian Park.

**STAFF RECOMMENDATION:** Staff recommends approval to purchase the materials for \$36,740 and accept the labor donation from Schuster Construction for the construction of two basketball courts in Berrian Park.

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

**BOARD ACTION:**

# BERRIAN PARK BASKETBALL COURTS SCHUSTER CONSTRUCTION

AUGUST 19, 2020

### INDEX OF SHEETS

CS	COVER SHEET
C001	GENERAL NOTES & LEGEND
C101	SITE & GRADING PLAN



PROJECT LOCATION

BERRIAN PARK  
LOCATION MAP



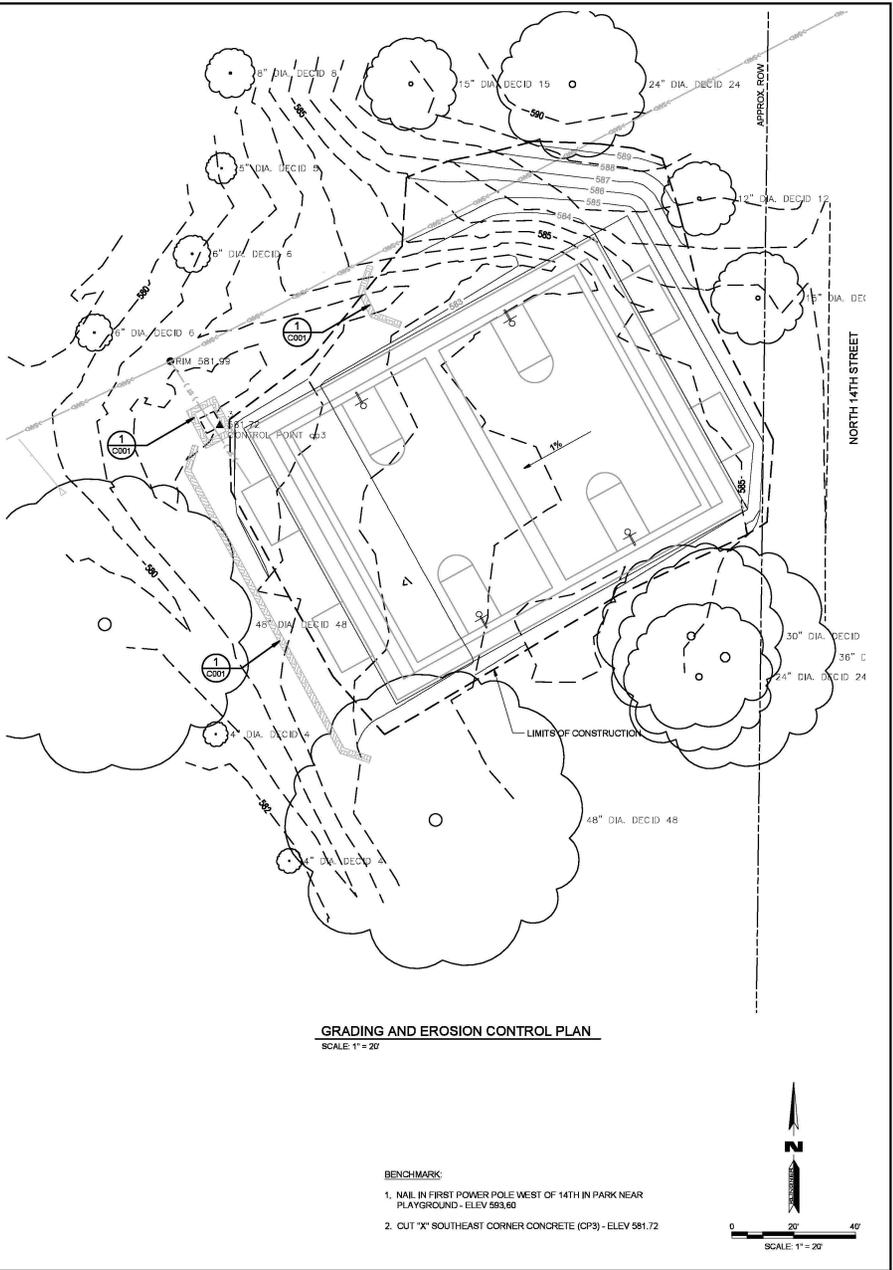
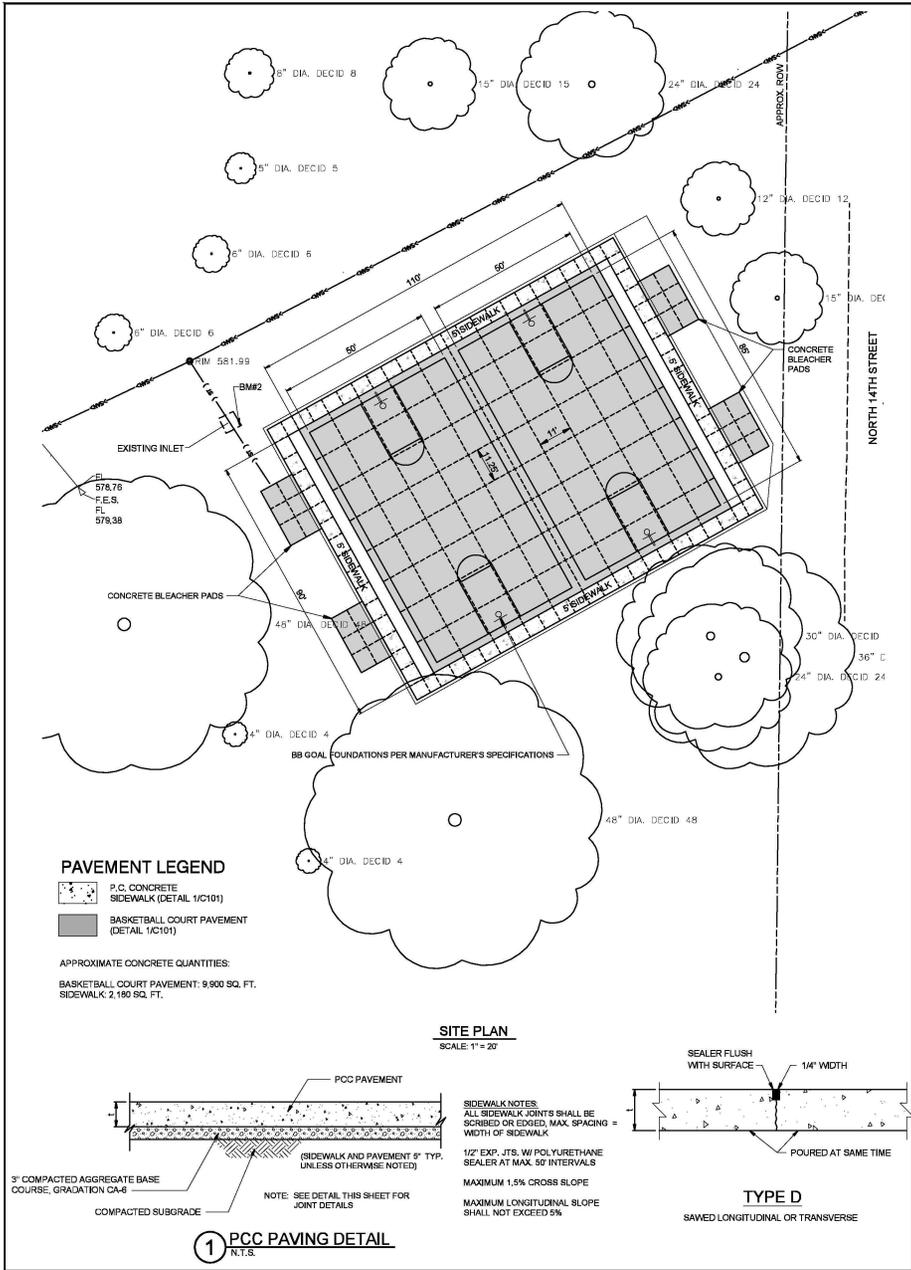
— NOTE —  
UTILITY INFORMATION IS FOR THE CONVENIENCE OF THE CONTRACTOR. BEFORE CONSTRUCTION BEGINS THE CONTRACTOR SHALL CONTACT J.U.L.I.E. AT 1-800-892-6123 AND INDIVIDUAL UTILITY COMPANIES NOT BELONGING TO THE J.U.L.I.E. SYSTEM, FOR THE PRESENCE AND LOCATION OF UTILITIES.

**KLINGNER**  
**& ASSOCIATES, P.C.**  
Engineers • Architects • Surveyors

Quincy, Illinois      www.klingner.com  
818 North 24th St      Galena, IL    Burlington, IA    Peella, IA  
217.223.3870      Deversport, IA    Hannibal, MO    Columbia, MO

FULL SIZED PLANS HAVE BEEN PREPARED USING STANDARD SCALES. REDUCED SIZED PLANS MAY NOT CONFORM TO STANDARD SCALES. USE GRAPHIC SCALES WHEN MAKING MEASUREMENTS ON REDUCED PLANS.





**KLINGNER & ASSOCIATES, P.C.**  
 Engineers • Architects • Surveyors  
 Quincy, Illinois  
 816 North 24th St.  
 217.233.9870

**BERRIAN PARK BASKETBALL COURTS**  
**SCHUSTER CONSTRUCTION**  
 QUINCY, IL

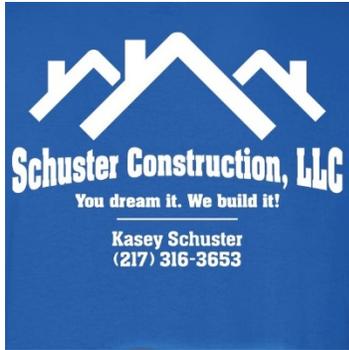
Non-Reduced Sheet Size: 22" x 34"  
 All sheet data have been prepared using standard practices and field data may not conform to sheeted values.

DESIGNED	DRAWN
DCD	DCD/CML
FIELD	FIELD BOOK
Checked/ML	PR23/MS
Checked/ML	Checked DATE
CONV	DATE/NO

**SITE & GRADING PLAN**

PROJECT NO. 20-0189  
 DRAWING ISSUED DATE: 08/30/2020  
 SHEET

**C101**



Kasey Schuster  
Schuster Construction LLC  
217-316-3653

## **Scope of Work**

We will excavate/grade as needed to facilitate courts per drawings

We will place and pack rock as indicated on drawings

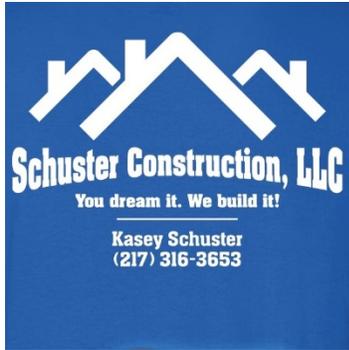
We will install erosion control as indicated on drawings

We will form and pour slabs for courts, sidewalks, and bleacher pads per drawings

We will after completion demolish old court and haul away debris

We will facilitate the moving of light poles with ameren

We will facilitate all volunteer sub-contractors as needed



Kasey Schuster  
Schuster Construction LLC  
217-316-3653

## Material List

175 yards of concrete from Bleigh Concrete, 117 dollars per yard (quote attached) **\$20,475**

Form boards **\$650**

300 sticks of rebar and reinforcement materials **\$1,750**

65 tons of crushed rock **\$1,300**

Hoops, Backboards and Posts (quote attached) **\$9,565**

Equipment, Fuel, Hardware **\$2,500**

Erosion Control Materials **\$500**

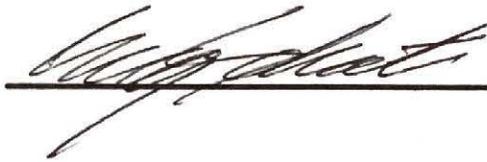
Total Materials: **\$36,740**

Schuster Construction, LLC.  
6026 Hickory Grove N  
Quincy, IL, 62305  
Kasey Schuster (217) 316-3653

## **SCHUSTER CONSTRUCTION LLC**

### **(VOLUNTEER PROPOSAL / SCOPE DOCUMENT)**

Schuster Construction LLC shall provide all volunteer labor in regard to the proposed Berrian Basketball Courts project in Quincy, Illinois (62301).



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**Kasey Schuster**



# ***PUBLIC INPUT***