

# Quincy Park District

## BOARD OF COMMISSIONERS MEETING



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

**Agenda  
June 9, 2021**

**Regular Meeting – Board Room**

**6:00 P.M**

**CALL TO ORDER (ROLL CALL)**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA: (UNANIMOUS CONSENT)**

1. Check Register – Full Monthly: Recommended Approval by the Finance Committee
2. Regular Meeting Minutes – May 12, 2021
3. Special Meeting Minutes – May 26, 2021

**PUBLIC INPUT:**

**BOARD INFORMATION/EDUCATION:**

- Westview Golf Course Strategic Plan Findings-Tristan Wood

**CORRESPONDENCE:**

**VOLUNTEERS:**

- Master Gardeners - Moorman Park
- 2021 Baseball, Softball, T-Ball Coaches

**EXECUTIVE DIRECTOR'S REPORT:**

- Rome Frericks

**DIRECTORS' REPORTS:**

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

**COMMITTEE REPORTS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- Quincy Park District Seeking Request for Proposals for Marina Operations Art Keller Marina: Recommended Approval **(VOICE VOTE)**
- Bid for Lincoln Park Concrete Replacement Change Order Number 1: 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**

**MOTION TO ADJOURN MEETING TO BE RECONVENED FOR SITE VISIT AT LINCOLN PARK, 1231 BONANSINGA DRIVE, QUINCY, IL 62301** **(VOICE VOTE)**

**ADJOURN** **(VOICE VOTE)**

# ***CONSENT AGENDA***

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

Due to the restriction of the pandemic and Governor's Executive Order 2020-07 issued on March 16, 2020 this meeting of the Quincy Park District Board was held via video conference.

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois

Regular Meeting  
Room

May 12, 2021 Board  
6:00 P.M.

### **ROLL CALL**

President Frankenhoff called the meeting to order and upon the roll being called the following members were physically present at said location: President John Frankenhoff, Vice-President Barbara Holthaus, Patty McGlothlin, Nathan Koettters, Roger Leenerts, Jeff Steinkamp, and Commissioner-Elect David Gilbert. No Park Commissioner was permitted to attend the meeting by video or audio conference.

Members Absent: 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, Administrative Assistant–Lynn Fischer and Board Attorney–David Penn.

President Frankenhoff led the room in the Pledge of Allegiance.

### **OATH OF OFFICE**

Oath of Office for newly elected Commissioner Gilbert and re-elected Commissioners Frankenhoff, McGlothlin, and Holthaus was administered by Director Hilgenbrinck.

### **CONSENT AGENDA**

President Frankenhoff asked if there were any objections or changes to the April 14, 2021, Regular Board meeting minutes or the check register and upon hearing no objections, he announced they were approved by unanimous consent.

### **PUBLIC INPUT**–None

### **BOARD INFORMATION/EDUCATION**–None

**CORRESPONDENCE**–President Frankenhoff stated former Commissioner Dempsey sent a note of thanks to the Board for the clock awarded her for her four years of service and commented how much she enjoyed her time on the Board.

### **VOLUNTEERS**

Executive Director Frericks thanked all of the volunteer groups listed on the agenda and indicated the majority of them did volunteer projects in conjunction with Earth Day.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Frericks–Report as printed and added that since the new Memorial Bench brochure has been printed, the Park District has ordered/installed five new benches at locations along the trail.

### **DIRECTORS' REPORTS**

Director Higley reported that the 39<sup>th</sup> Street Abutment and paving was 99% complete. The Quintron Parking Lot should be completed by the end of this week. The concrete has been poured for the Johnson shelter house replacement and we are waiting on the building. Berrian Basketball courts are in progress. Vice-President Holthaus inquired on the Terry Anastas Bike Ride date which is scheduled for July 10<sup>th</sup>. President Frankenhoff commented on the condition of the stone bridge at Gardner Park and asked that we evaluate it for any repairs that may be necessary.

Director Hilgenbrinck reported the annual financial audit has started. Also mentioned that Commissioner Gilbert and any newly elected officers will need to complete their OMA (Open Meetings Act) training.

Director Bruns indicated still having staffing issues. Currently only have two lifeguards hired for the pool. Working with other agencies to find lifeguards and the Park District will pay for certification if the employee works the season for us. There are over 1,000 kids signed up for our baseball/softball programs and the archery program is a big success. The nature programs are also popular.

Director Morgan stated his monthly report is as printed and added the junior golf lessons are going well. He also informed the board George Schrage, IV will be starting Monday, May 17, 2021, as the Assistant Director of Golf.

Director Beroiza said sponsorships are going well and mentioned the volunteer groups listed on the agenda intend to volunteer for other Park District projects. Beroiza said the people eco-counter on the trail was monitored for 2 ½ days over a weekend and had a count of 1,738.

#### **QUINCY PARK DISTRICT ANNUAL REORGANIZATION: ELECTION OF OFFICERS**

President Frankenhoff turned the gavel over to Executive Director Frericks. Frericks opened the floor for nominations for President. COMMISSIONER STEINKAMP MADE A MOTION SECONDED BY COMMISSIONER KOETTERS TO NOMINATE JOHN FRANKENHOFF. COMMISSIONER MCGLOTHLIN MADE A MOTION SECONDED BY JOHN FRANKENHOFF TO NOMINATE ROGER LEENERTS. There was brief discussion on the nominations of two pending nominations. COMMISSIONER STEINKAMP WITHDREW HIS MOTION TO NOMINATE FRANKENHOFF AND COMMISSIONER KOETTERS WITHDREW HIS SECOND. Roll call vote was taken for the nomination of Commissioner Leenerts for President.

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

COMMISSIONER MCGLOTHLIN	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER GILBERT	YES
COMMISSIONER KOETTERS	YES
COMMISSIONER LEENERTS	ABSTAIN
COMMISSIONER HOLTHAUS	YES
COMMISSIONER FRANKENHOFF	YES

#### **EXECUTIVE DIRECTOR FRERICKS DECLARED THE MOTION CARRIED.**

Executive Director Frericks turned the gavel over to President Leenerts to conduct the remainder of the meeting. President Leenerts opened the floor for nominations for Vice-President. COMMISSIONER MCGLOTHLIN MADE A MOTION SECONDED BY COMMISSIONER GILBERT TO NOMINATE COMMISSIONER HOLTHAUS FOR VICE-PRESIDENT. Roll call vote was taken for Commissioner Holthaus as Vice-President.

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

COMMISSIONER KOETTERS	YES
PRESIDENT LEENERTS	YES
COMMISSIONER MCGLOTHLIN	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER GILBERT	YES
COMMISSIONER HOLTHAUS	YES
COMMISSIONER FRANKENHOFF	YES

#### **PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.**

President Leenerts opened the nominations for the election of Secretary and Treasurer. COMMISSIONER FRANKENHOFF MADE A MOTION TO NOMINATE ROME FRERICKS FOR SECRETARY AND DON HILGENBRINCK FOR TREASURER. THE MOTION WAS SECONDED BY VICE-PRESIDENT HOLTHAUS.

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

<b>COMMISSIONER STEINKAMP</b>	<b>YES</b>
<b>PRESIDENT GILBERT</b>	<b>YES</b>
<b>COMMISSIONER KOETTERS</b>	<b>YES</b>
<b>PRESIDENT LEENERTS</b>	<b>YES</b>
<b>COMMISSIONER MCGLOTHLIN</b>	<b>YES</b>
<b>VICE-PRESIDENT HOLTHAUS</b>	<b>YES</b>
<b>COMMISSIONER FRANKENHOFF</b>	<b>YES</b>

**PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.**

**QUINCY PARK DISTRICT BOARD ATTORNEY APPOINTMENT**

Executive Director Frericks stated there would be an increase for legal services of \$5.00 per hour. The current rate is \$175.00 per hour and the new rate would be \$180.00 per hour. COMMISSIONER MCGLOTHLIN MADE A MOTION SECONDED BY COMMISSIONER STEINKAMP TO APPROVE DAVID PENN AS QUINCY PARK DISTRICT ATTORNEY. UNANIMOUS. MOTION CARRIED.

**COMMITTEE REPORTS**

Finance Committee-President Leenerts reported the Committee discussed the Marina and information that might be helpful in determining the future of that facility.

Quincy Park Foundation-Commissioner McGlothlin stated they are continuing to work on the appeal letter.

Quincy Riverfront Committee-No meeting.

Quincy Plan Commission-No meeting. Commissioner Koettters stated he would like someone else to represent the Park District on this commission going forward.

QBAREA-Commissioner Steinkamp stated the committee had met today at 3:00 p.m. Informed the Board that Rob Ebbing was putting together a new fundraising brochure.

Friends of the Lorenzo Bull House-Commissioner Frankenhoff stated the committee met on Monday evening and were focusing on renovation and restoration of the garden area.

President Leenerts stated he would be contacting Commissioners individually prior to next month's board meeting to see where their interests are in serving on committees.

**UNFINISHED BUSINESS-None**

**NEW BUSINESS**

**Quincy Riverfront Master Plan 2021: Recommended Approval**

Executive Director Frericks explained the Inter-governmental agreement. The Board discussed this issue last month after a presentation. Brief discussion regarding maintenance responsibilities, tax increases and what approving the plan means. COMMISSIONER KOETTERS MADE A MOTION TO APPROVE SECONDED BY VICE-PRESIDENT HOLTHAUS. SIX IN FAVOR WITH COMMISSIONER FRANKENHOFF OPPOSING. PRESIDENT LEENERTS DECLARED MOTION CARRIED.

### Art Keller Marina Operations Proposal

Director Higley gave background and history of last year's Marina RFP. He stated staff is seeking direction and opinions for changes to the RFP prior to going out to the public. Stated the Marina losses for 2019 were \$4,034.00, 2020 \$10,591.00 and projected loss for 2021 is \$30,419.00. These figures do not include depreciation. Discussion followed. Commissioner Gilbert suggested to start the process over the summer to show the utilization of the facility. It was suggested to have another meeting with Marina renters and the public to get more input. It was decided to have a special meeting on May 26, 2021, and provide information about the current status of the Marina and possible solutions and options. Vice-President Holthaus stated it is important for the Board to know what they want for results from this meeting. Commissioner Steinkamp suggested a one-page informational handout and Commissioner Frankenhoff would like to see a short survey added for feedback after the meeting and presentation. Executive Director Frericks stated staff will reach out to commissioners for input. Commissioner Frankenhoff inquired whether anyone has expressed an interest in leasing the facility. Director Higley said no.

### **EXECUTIVE SESSION**-None

With no other business to discuss at 6:50 p.m., COMMISSIONER KOETTERS MADE A MOTION SECONDED BY COMMISSIONER GILBERT TO ADJOURN AND RECONVENE the meeting to the Villa Katherine located at 532 Gardner Expressway for a tour of the facility. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION APPROVED. Meeting adjourned.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Due to the restriction of the pandemic and Governor's Executive Order 2020-07 issued on March 16, 2020 this meeting of the Quincy Park District Board was held via video conference.

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois

Special Meeting-Art Keller Marina  
Board Room

May 26, 2021  
6:00 P.M.

### **ROLL CALL**

President Leenerts called the meeting to order and upon the roll being called the following members were physically present at said location: President Roger Leenerts, John Frankenhoff, Patty McGlothlin, Nathan Koettters, and Jeff Steinkamp. No Park Commissioner was permitted to attend the meeting by video or audio conference.

Members Absent: Vice-President Barbara Holthaus and David Gilbert

Also in Attendance: Executive Director–Rome Frericks, Director of Parks–Matt Higley, Director of Business Services–Don Hilgenbrinck, Director of Marketing/Operations–Marcelo Beroiza, Administrative Assistant–Lynn Fischer and Board Attorney–David Penn.

President Leenerts led the room in the Pledge of Allegiance.

### **PUBLIC INPUT**

Six members of the public spoke with the following issues being discussed:

- Safety

- Security

- Cleanliness

- Water depth

- Positive comments on the Park District power washing the docks this year

- Closing the north entrance to help with dredging

- Negativity and miscommunication when discussing Marina in the media

- Communication between the Park District and Marina tenants

- Suggestions to increase revenues and encourage new tenants

- Dock maintenance liability issues

- Quinsippi Island Bridge-concerns of bridge closing several years ago

- Recreational beaches along channel to encourage recreational boating

- Other communities such as Grafton and Hannibal investing in their riverfronts

### **DISCUSSION ONLY**

President Leenerts presented three slides on decline of slip rentals since 2010, declining revenues and a pie chart of expenditure classifications. He stated approximately 75% of revenues are from slip rentals with the other 25% of revenue being from fuel sales.

Expenditures are broken out with approximately 50% for salaries, 20% dredging, 20% fuel for resale and 10% spent on supplies and repairs. He stated the Board's goal is to increase revenues or decrease expenses in order to continue operations. The RFP (Request for Proposal) sent out last year had no response so possible changes to that document will be made before sending out this year to see if there is any interest in privatization. He stated the benefits to privatizing could provide more opportunities for revenues and offer things we are unable to provide as a governmental organization with reduced costs for operation for that same reason. President Leenerts asked if there were any comments from the Board before suspending the rules. Commissioner Steinkamp asked for someone to explain the workings of an Enterprise Fund. Commissioner Frankenhoff stated an Enterprise Fund is to be self-sufficient with no tax dollars being used to support it. Profits from an Enterprise Fund

cannot be used elsewhere. In 2020 the Marina Fund was subsidized \$11,711 by Corporate with fiscal year 2021 being projected at an approximately \$30,000 loss.

PRESIDENT LEENERTS ASKED FOR A MOTION TO SUSPEND THE RULES FOR BOARD/PUBLIC INTERACTION. COMMISSIONER FRANKENHOFF MADE A MOTION SECONDED BY COMMISSIONER KOETTERS. UNANIMOUS. MOTION CARRIED. With 28 members of the public in attendance, discussion followed on topics presented during the Public Input period. Questions, comments and ideas regarding increasing revenues, solving current issues and how to reduce expenses at the Marina followed. There are issues the Park District can control and issues outside our control driving the future for the Marina. Dredging was discussed as well as Corp of Engineers focus and QBAREA's mission. It was mentioned there are 75-100 boaters who trailer that could provide further revenue. The possibility of forming a separate group for fundraising was also mentioned. The use of volunteers in certain areas was mentioned. It was confirmed there are currently 104 renters in the marina with 43 living out of district. President Leenerts stated the Board was seeking input from boaters to see what direction we go from here.

With no other business to discuss at 7:15 p.m., COMMISSIONER FRANKENHOFF MADE A MOTION SECONDED BY COMMISSIONER KOETTERS TO ADJOURN the meeting. UNANIMOUS. Meeting adjourned.

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Secretary

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Chairman

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Date

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Date

# ***PUBLIC INPUT***

***BOARD  
INFORMATION/  
EDUCATION***



# Westview Golf Course Strategic Assessment

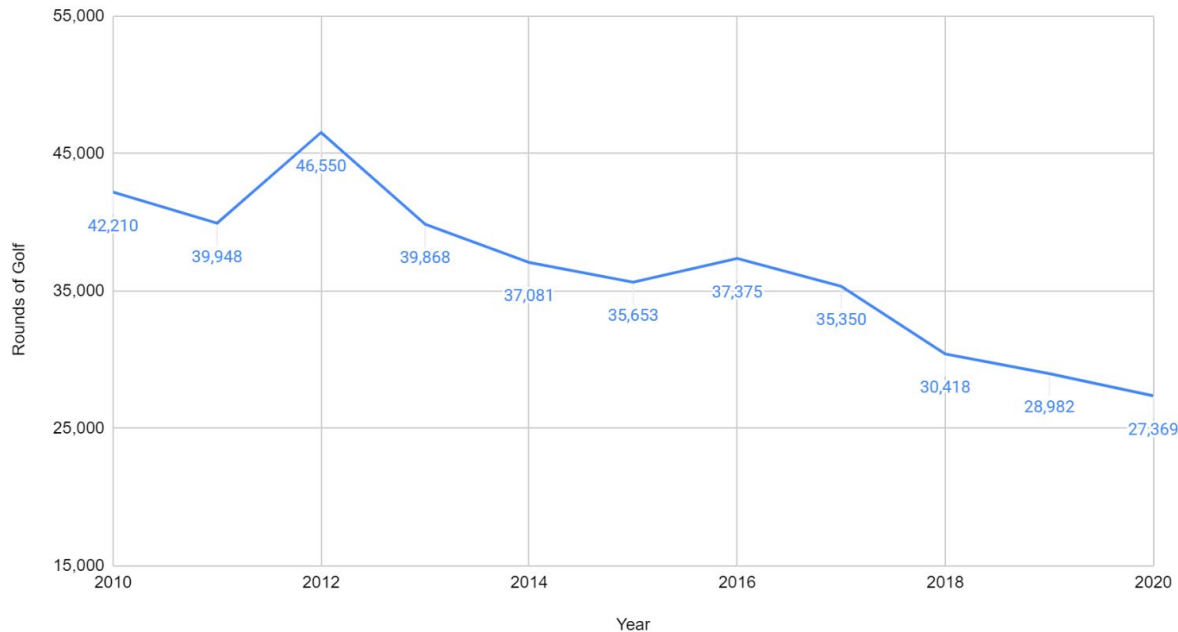


# The Big Picture

Over the last 10 years the number of rounds of golf played at Westview Golf Course has decreased approximately 35%, from 42,210 in 2010 to 27,369 in 2020.

Decreasing rounds brings decreasing revenue.

Rounds of Golf vs. Year





# Identifying Issues

The primary issue that this assessment will attempt to address is that the number of rounds of golf played each year at Westview is falling.

Catalysts to this issue are as follows:

- Small number of job applicants
- Customer service provided at the golf course
- Low number of new youth players
- Social media marketing of the golf course



# Increasing Job Applicants

Currently, Westview has a staffing issue. The golf course seems to have a hard time getting interested applicants, and due to alcohol being sold there is a preference for staff members to be over 18 years of age. Steps that can be taken to increase applicant pool size are:

- Updating the application to a fillable form on the website. This speeds up the application process for both the employer and potential employee
- Adding a Westview booth to the Park District job fair
- Posting Westview job openings on the website
- Submitting job requests to local schools (QU, John Wood, or Culver Stockton)





# Customer Service

From the 2020 Westview Golf Survey, the customer service aspect of the golf course ranked fairly high at about 76% of respondents saying that they had at least a good experience during their time at Westview. Conversely, the concession stand received poor ratings from respondents with 42% saying that concessions were poor or very poor. By increasing the concession stand ratings, we can improve the customer service experience overall.

Suggestions to address customer service issues are:

- Hiring and training employees to ensure that the concessions stand is open and that they provide great service
- Beverage cart
- Partner 2Play
- Offering club rentals
- Embracing the social aspects of private clubs

These changes would allow us to better service the patrons of the course and to positively influence their experience during their time at the golf course.



# Customer Service Training

Building a good customer experience is essential to any business. Encouraging staff to provide excellent customer service will directly affect how the customer feels both on and off the course. Steps that Westview could take to improve customer service are:

- Encouraging staff to learn customer names
- How staff responds to customers
- Ensuring that employees understand Westview's values
- Provide a way for customers to give feedback
- Encourage employees to give feedback

# Beverage Cart

Based on the 2020 Golf Survey:

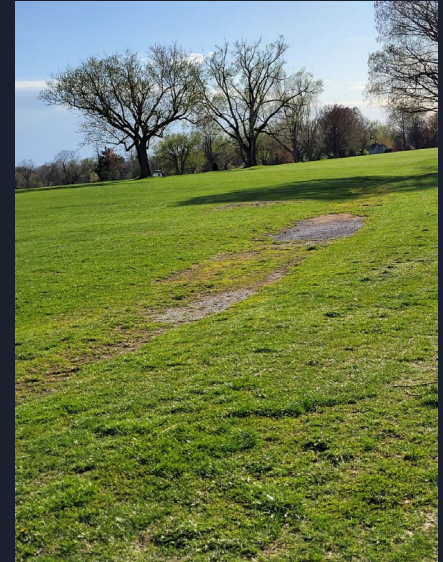
- 18% of respondents wanted better concessions
- 14% stated cart paths are an area of issue

Proposed solution: Employ a beverage cart staged at Tee 15. Create an assigned fund; 25% of revenue from the beverage cart to go toward maintenance/upgrades of the paths.



*Areas of the paths have large potholes, which makes for a poor ride experience.*

*Some portions of the golf paths have become almost unusable.*





# Partner 2Play Program

Partner 2 Play Program						
Offerings	2021	2022	Difference	Discount	Total Revenue	Extra Revenue
<b>Passes</b>						
Adult	\$750.00	\$500.00	\$250.00	33.33%	\$1,000.00	\$250.00
Senior (62+)	\$650.00	\$400.00	\$250.00	38.46%	\$800.00	\$150.00
Senior (restricted) (62+, Weekdays)	\$550.00	\$350.00	\$200.00	36.36%	\$700.00	\$150.00
Super Senior (restricted) (70+, Weekdays)	\$450.00	\$300.00	\$150.00	33.33%	\$600.00	\$150.00
Young Adult (19-29)	\$450.00	\$275.00	\$175.00	38.89%	\$550.00	\$100.00
Junior (Through H.S. Graduation)	\$260.00	\$175.00	\$85.00	32.69%	\$350.00	\$90.00



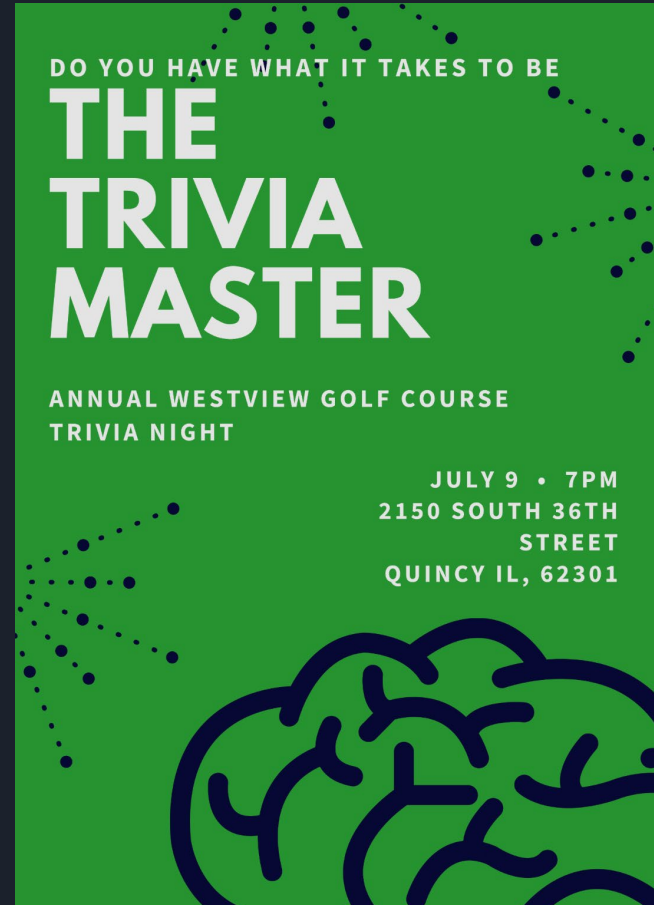
# Social Members

Private golf clubs often offer social memberships.

- Entices individuals who lack interest in golf but desire the social aspect
- Mimicking this without the hefty membership fees could drive interest in the golf course from the community at large

Examples of social events could be:

- Beer tastings (Oktoberfest Biergarten)
- Trivia nights (low entrance fees)
- Dance classes





# Increasing Youth Turnout

Studies have shown that introducing people to golf at a young age helps them assimilate to golf. Pursuing the next generation of golfers ensures that there are people to take the older generation's spot. To increase youth turnout Westview could:

- Increase number of younger youth lessons
- S.N.A.G. (Starting New At Golf) program for younger kids
  - Potential grant funding from NRPA, IRPA and the Community Foundation
  - Equipment from the Kids Golf Foundation
  - Partner with the YMCA
- School buses
  - South lot



# Social Media

Social media has become the go-to-way to reach new audiences and can help drive interest in any business, activity, or event. Steps that could be taken to increase our social media footprint are:

- Setting up a content calendar
- Posting events to Facebook Events
- Posting Jobs to Facebook Jobs
- Promoting the health benefits of golf
- Tags on Instagram
- Pictures of Westview



# Content Calendar

A content calendar is a way to plan and organize how your business posts on social media. The benefits of a content calendar are:

- Saves time creating individual posts
- Helps increase consistency
- Connect and engage with more people
- Helps to keep the account on brand

To help increase efficiency, many social media websites allow for users to schedule posts.





# Social Media Mockup Posts



# Social Media Mockup Posts



**New Carts  
Have Arrived!**



\$9 for 9 Holes  
\$18 for 18 Holes



# Social Media Mockup Posts



## S.N.A.G. DAYS

A family friendly introduction  
to the game of golf

JUNE 26TH AND 27TH  
LOWER SOUTH PARK LOOP

Register online at [Quincyparkdistrict.com](http://Quincyparkdistrict.com)  
or call 217-223-7703



## MID-SEASON 40% OFF SALE

ALL NEW MEMBERSHIPS

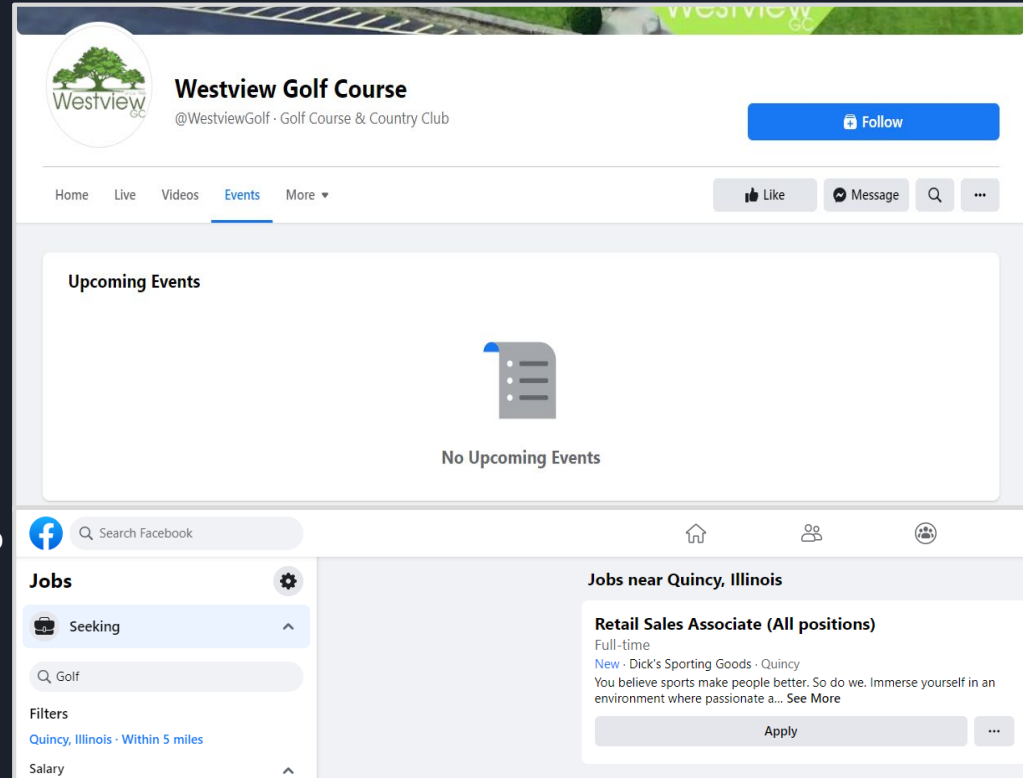


# Facebook Jobs and Facebook Events

Westview does make posts on Facebook about their events and that they're looking for employees. However, utilizing the Events tab on Facebook allows people who don't follow Westview to see what is going on.

Using Facebook Jobs increases our exposure to potential applicants

Facebook ad campaigns could also be a viable way to engage new people who do not follow Westview.







# Health Benefits of Golf

Studies have shown that golf, while a leisurely sport, has many health benefits. With a year of lockdown and staying indoors, promoting the health and outside aspects of golf could encourage people to come out and play. Golf benefits include:

- Moderate physical activity
- Enhances brain stimulation
- Improves sleep
- Reduces stress
- Low impact

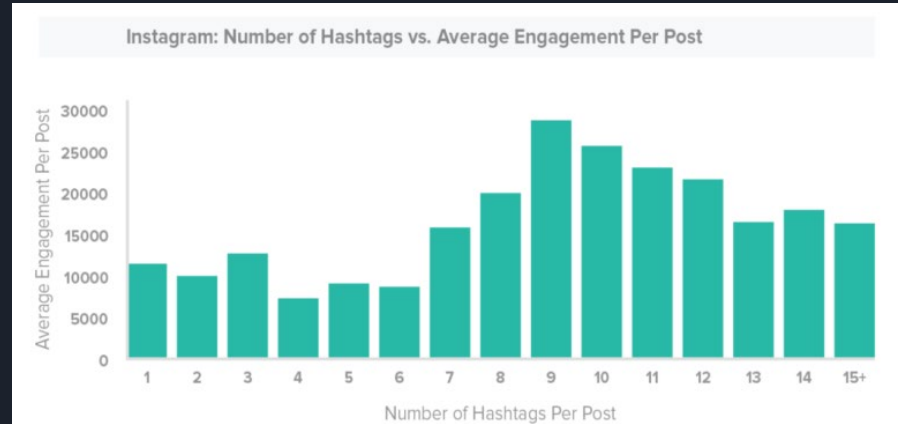




# Instagram Posts

Posting on Instagram is an easy way to try and increase your audience. Westview does have an active Instagram account, but none of the posts are tagged. Leaving out tags makes it harder for people to find the content that is posted. Having even just one tag increases viewership, but multiple can nearly triple viewership. Hashtags:

- Make content more discoverable
- Can help build a brand
- Categorize content
- Allows you to tag locations



# Westview: A Picturesque Course

The actual course at Westview is described several times in the survey as a fantastic course that is in great condition, yet with these descriptions there is not a single picture of Westview on it's social media. Posting pictures of the course instead of stock photos will connect with more viewers and help show off the course.







# Summary

To address Westview's main issues we:

- Improve hiring efforts through online applications, hiring events, and business collaborations
- Improve customer service by training staff, offering more consistent concessions, a discount program for bringing in new members.
- Increase the number of younger youth golf lessons and promote a youth family event such as S.N.A.G golf
- Increase the social media presence of the golf course through a more frequent and targeted media campaign

# ***CORRESPONDENCE***

***VOLUNTEERS***

## 2021 Baseball, Softball, T-Ball Coaches

Aaron Weiman	Devin Hildebrand	Luke Bealor
Abraham Sheffield	Devin Oshner	Lydia Miller
Andrew Cashman	Dinita Cooley	Matt Fantz
Arron Burbridge	Doug Peterson	Matt Jackson
Bobby Tait	Douglas Hartley	Michael Holliday
Brad Funkenbush	Dustin DICKHUT	Mike O'Brien
Brain Anders	Eric Stotts	Natalie Powell
Brett Osborne	Jackie Bruns	Nathan Frese
Brian Lewton	Jacob Wiemelt	Nathan Lunt
Brian Thomas	Jarod Clark	Ricci Dula
Brooks Bainter	Jason Johannessen	Rich Lane
Bryan Feldner	JD Church	Rich Polak
Casey Hlubek	Joe Terwelp	Rick Lawson
Chad Cramsey	Joe Zanger	Rick Little
Chad Dean	Jon Schinderling	Rob Gengenbacher
Chris Bockius	Jordan Robertson	Ryan Leifheit
Chris Martin	Jose Rabe	Scott Westhaus
Christina Robb	Karl Asbury	Shawn Doran
Chuck Hensley	Kayla Martin	Steve Ajdinovich
Clayton Hentzel	Kody Hollensteiner	Struther Wand
Cody Boots	Kory Hollensteiner	Thomas Deinlein
Cody Cook	Kristie Tipton	Todd Wiseman
Cory Naderhoff	Les Billings	Travis Ruppel
Dan Golden	Lindsey Miller	Tyler Breuer
Darin Dodd	Lorenzo Garcia	William Rainey
Derek O'Brien		Zachary Kinscherf

**To:** Board of Commissioners  
**From:** Rome Frericks  
**Subject:** Monthly Report  
**Date:** May 31, 2021

**Administrative Initiatives** (5/1/21 – 5/31/21)

Attended:

- Friends of the Trails meeting
  - Directors meeting
  - Safety meeting
  - Quincy/Adams County Economic Development/Tourism meeting
  - Public Art Commission meeting
  - Safety meeting
  - QBAREA meeting
  - Terry Anastas Ultimate Ride meeting
  - Quincy Grand Prix meetings along with volunteers and Hy-Vee staff (2)
  - Bridge the Gap recap meeting
- 
- Held a special meeting with marina renters and boating enthusiasts regarding marina operations.
  - Working with the City of Quincy on updating the Ash Tree treatment of trees on the city right-of-way for this year's treatment.
  - Met with Attorney David Penn several times on current events concerning the Park District.
  - Continued to oversee the construction of the new parking lot on 1820 Quintron Way for the Bill Klingner Trail.
  - Met with Board members on several dates to discuss Park District business.
  - Worked with Westview Golf Course and staff on performing a strategic plan to maximize rounds and increase customer service.
  - Volunteered at the Gus Macker Tournament in Washington Park.

### **Administrative Initiatives** (6/1/21 – 6/30/21)

- Continue to work with MVHFA & Rotary Foundation for the shade structure at Bob Bangert Park.
- Attend the fundraising meeting for Terry Anastas Ultimate Ride.
- Continue working on a facility report for the entire Park District.
- Continue planning for 2022 bond projects.
- Present to the Quincy Breakfast Kiwanis.

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

**To:** Board of Commissioners  
**From:** Matt Higley  
**Subject:** Monthly Report  
**Date:** May 31, 2021

**Administrative Initiatives** (5/1/21 – 5/31/21)

Attended:

- Directors' meeting
- Safety meeting
- Kiwanis meetings
- Friends of the Trail meeting
  
- Monitored work on Johnson Park shelter.
- Monitored Wavering Park 39<sup>th</sup> Street road repair.
- Monitored Wavering Park 39<sup>th</sup> Street abutment replacement.
- Monitored work on parking lot at 1820 Quintron Way.
- Monitored curb repair at South Park.
- Monitored work on Berrian Basketball Court.
- Monitored work on Lincoln Park front parking lot replacement.
- Monitored work on stone wall repair.

**Administrative Initiatives** (6/1/21 – 6/30/21)

- Continue planning for 2021 projects, goals and objectives.
- Work on 2021 Capital Projects for Parks Department.
- Monitor work on Johnson Park shelter.
- Monitor work on Berrian Basketball Court.
- Monitor work on Lincoln Park front parking lot replacement.
- Monitor work on stone wall repair.
- Monitor tar and chip replacement at various parks.
- Monitor dredge site preparation and dredging.
- Monitor Lorenzo Bull House porch replacement.



**To:** Board of Commissioners  
**From:** Donald J. Hilgenbrinck  
**Subject:** Monthly Report  
**Date:** May 31, 2021

**Administrative Initiatives** (5/01/21 – 5/31/21)

- Attended Safety Committee meeting.
- Attended various IGFOA Park District Roundtable group discussions.
- Completed worksheets, reports and background statistics for the FY2020 Comprehensive Annual Financial Report.
- Assisted auditors with the field work portion of the FY2020 audit.
- Prepared the Transmittal Letter for the 2020 Comprehensive Annual Financial Report.

**Administrative Initiatives** (6/01/21 – 6/30/21)

- Continue to assist auditors with the field work portion of the FY2020 audit.
- Prepare the MD&A for the 2020 Comprehensive Annual Financial Report.
- Prepare & submit Certificate of Achievement for Excellence in Financial Reporting program application to the GFOA review board for the District's FY2020 Comprehensive Annual Financial Report.
- Publish the Notice of Availability of Audit Report.
- File FY2020 Comprehensive Annual Financial Report with the Adams County Clerk.
- Prepare and file Annual Treasurer's Report with the Adams County Clerk.
- File the Annual Financial Report (AFR) with the Illinois Comptroller, as required by statute.
- Post the FY2020 Comprehensive Annual Financial Report on the District's website.
- Prepare and post the 2020 Annual Treasurer's Report on the District's website.
- Conduct seasonal cash/POS payment processing audits.

**To:** Board of Commissioners  
**From:** Mike Bruns  
**Subject:** Monthly Report  
**Date:** May 27, 2021

**Administrative Initiatives** (05/01/21 – 05/31/21)

- Staff worked on hiring seasonal supervisors and staff for 2021.
- Held monthly staff recreation meeting.
- Attended the monthly safety committee meeting.
- Staff worked on setting up t-ball, girls' softball, sand volleyball and 3 on 3 basketball programs.
- Staff conducted seasonal employee trainings.
- Staff worked on setting up IMP for the season.
- Staff worked on recruiting lifeguards for IMP.
- Q Town baseball tournaments were held on the weekends at the three turf fields.
- Staff worked with the Director of Operations/Marketing on promoting our programs.
- Tennisfest was held at Reservoir Park.
- Nature programs, youth soccer, baseball, archery, youth golf lessons and outdoor fitness continued for the month.

**Administrative Initiatives** (06/01/21 – 06/30/21)

- Staff will continue to hire the 2021 seasonal staff and lifeguards.
- Staff will conduct trainings for our seasonal staff.
- Staff will continue to prepare IMP to open for the season.

- T-ball, girls' softball, 3 on 3 basketball, sand volleyball, nature, archery, summer adventures, special populations, outdoor fitness, tennis, fishing clinics, swim lessons, water babies and pickleball lessons programs will start this month.
- Work with the Director of Operations/Marketing on promoting our programs.
- Outdoor movie, gaga pit demonstration and family fun in the sun events will be held this month.
- Q Town baseball tournaments will be held this month.

To: Board of Commissioners  
From: David Morgan  
Subject: Monthly Report  
Date: June 1, 2021

**Administrative Initiatives** (5/01/21 – 5/31/21)

- Attended safety meetings and board meetings.
- Monitored COVID-19 compliance at Westview Golf Course.
- Disinfected and clean Westview Golf Shop and Clubhouse.
- Hosted Men's Club League starting Wednesday May 5<sup>th</sup>.
- Hosted the Junior Optimist Golf Tournament, Saturday May 8<sup>th</sup>.
- Hosted the Men's & Ladies City Tournament, Saturday May 22<sup>nd</sup> & Sunday May 23<sup>rd</sup>.
- Continued teaching junior golf.
- Prepared the course for City Championship.
- Installed the fountain in the lake on hole #5.
- Repaired three irrigation leaks on hole #23.
- Treated the lake on hole #3 for aquatic weeds.
- Applied fungicides on the greens, tees, and fairways.
- Trimmed around all trees on the front 18 holes.
- Hired additional seasonal employee.
- Finished applying post-emergent herbicide on the course.
- Planted a Memorial Tree for Tom Ernst on hole #13.

### **Administrative Initiatives** (6/01/21 - 6/30/21)

- Attend safety meetings and board meetings.
- Continue to monitor COVID-19 compliance at Westview Golf Course.
- Staff continue to disinfect and clean Westview.
- Host the Ladies Chamber Golf Outing, Friday June 4<sup>th</sup>.
- Host the McSchoch Golf Outing, Saturday June 5<sup>th</sup>.
- Host the Quincy Cup, Sunday June 6<sup>th</sup>.
- Host the Pepsi Little Peoples Parent-Child and the Pepsi Little Peoples Golf Tournament, June 20<sup>th</sup>-23<sup>rd</sup>.
- Host three PGA Junior Leagues.
- Work on landscaping beds, trees, and trimming bushes around the course.
- Continue applying fungicides on the greens, tees, and fairways on an as-needed basis.
- Continue repairing irrigation leaks on the aging watering system.
- Co-ordinate with Little Tree Service on Phase 3 of Ash Tree Removals.

# Westview Golf Course Rounds of Golf - 2021

		May-21	2021 YTD	May-20	2020 YTD	May-19	2019 YTD
10000	18 Hole Weekday Green Fee	485	872	295	296	286	286
10002	9 Hole Weekday Green Fee	250	523	98	134	183	183
10004	Twilight Green Fee	35	89	219	228	25	25
10005	Fall/Spring/Winter Green Fee	0	525	0	170	0	0
10006	M-T-TH-Special	72	243	6	22	39	39
10007	Winter Special w/ Car	0	76	0	27	0	0
10008	Third Nine Green Fee	595	1290	242	318	364	364
10009	Family Night Adult	3	12	4	6	4	4
10010	Family Night Child	5	10	4	6	4	4
10011	Jr. Green Fee	11	13	1	1	21	21
10012	Promotional Round	12	41	8	8	17	17
10013	Twilight Combo	512	1069	128	186	340	340
10014	Early Bird 9	8	11	1	1	10	10
10015	Early Bird 18	45	75	4	4	55	55
11000	Adult Weekday Pass Visit	180	512	147	187	184	184
11001	Adult Weekend Pass Visit	147	398	110	155	122	122
11002	Senior Weekday Pass Visit	296	888	311	367	292	292
11003	Senior Weekend Pass Visit	225	571	246	315	166	166
11004	Senior Rest. Weekday Pass Visit	43	102	39	51	74	74
11005	Super Senior Weekday Pass Visit	289	717	173	205	278	278
11006	Employee Pass Visit	11	23	30	30	28	28
11007	Junior Weekday Pass Visit	73	243	119	142	74	74
11008	Junior Weekend Pass Visit	34	103	40	59	15	15
11010	Junior Summer Pass Visit	42	54	25	25	0	0
11011	College Pass Visit	0	0	0	0	0	0
11012	Young Adult Pass Visit	107	277	60	75	62	62
11013	School Team Pass Visit	0	0	0	0	0	0
12000	Green Fee Punch card Visit	217	364	125	138	301	301
13000	Tournament Round	0	0	0	0	14	14
13002	Outing Green Fee	0	0	0	0	32	32
10016	Tri-State Promotional Round	5	0	0	0	0	0
<b>Total</b>		<b>3,702</b>	<b>9,101</b>	<b>2,435</b>	<b>3,156</b>	<b>2,990</b>	<b>7,139</b>
<b>Per Visit Fee</b>		<b>\$3,652</b>	<b>\$9,120</b>	<b>\$2,430</b>	<b>\$3,152</b>	<b>\$2,906</b>	<b>\$6,968</b>
<b>Days Closed</b>		<b>2</b>	<b>65</b>	<b>2</b>	<b>100</b>	<b>6</b>	<b>80</b>

**To:** Board of Commissioners  
**From:** Marcelo Beroiza  
**Subject:** Monthly Report  
**Date:** June 1, 2021

**Administrative Initiatives** (5/1/21 – 5/31/21)

- Attended the Rec. Department staff, Park District Board, and Special Art Keller Marina Board Meeting
- Attended Webinar IAPD Breaking Barriers: History and Future of the Glass Ceiling
- Met with Quincy Park District affiliates organizations. Trailblazers, Friends of The Trails, and the Park Foundation
- Met with the Executive Dir. Of Operations for the monthly meeting (Maintenance, Rec, Business office, Westview, and projects)
- Collaborations in progress
  - Memorial Bench supporting business initiative. Legal states, and Funeral homes
  - Blessing Health Systems, SIU Medicine, and Quincy Medical Group
  - New Baseball sponsorship
  - Nature Trails sponsorships and donations
- Marketing
  - Rec. Department summer campaign
  - Met with Friends of The Trails marketing Team. Terry Anastas Ultimate Ride
- Projects started:
  - Created Quincy Physicians network to support community wellness, scalable nature trails projects, and programs. Securing sustainability Blessing Health Systems, SIU Medicine and Quincy Medical Group
  - New Memorial Bench Web tab enhancement
  - New marketing intern projects
  - Art Keller Marian special meeting survey
  - Nature Trails East (30<sup>th</sup>-36<sup>th</sup> St. & Koch's Ln)
  - Quincy Park Foundation marketing campaign support
  - Terry Anastas Ultimate Ride marketing campaign support
  - Park District office replacement signs

- Projects Completed:
  - Bill Klingner trail memorial benches (Rome & Marcelo)
  - Ski Club marketing campaign support
  - Installing pedestrian/cyclist counter (ECO counter)
- Events
  - Quincy Association of REALTORS, Inc. Memorial Bench/Bike Station dedication. Parker Heights

### **Administrative Initiatives** (6/1/21 – 6/31/21)

- Operations and Project list, follow-ups, and collaborations through the Park District facilities and parks
- Coordinate media network communications, and community PR
- Marketing
- Community collaborations
- Projects started list
- Nature trails projects



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

# ***UNFINISHED BUSINESS***

***NEW BUSINESS***

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: June 9, 2021**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: QUINCY PARK DISTRICT SEEKING REQUEST FOR PROPOSALS FOR MARINA OPERATIONS ART KELLER MARINA: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** At the August 2020 board retreat the board directed staff to research the possibility of privatizing the Art Keller Marina. After talking to several business owners in the area we found that there was some interest in the Marina. Staff started working on the Request for Proposal last October and finalized the RFP in December 2020.

Staff received no proposals during the first round of request for proposals that were due in January 2021.

Below is the new timeline for the second round of Request for Proposals for Marina Operations for the Art Keller Marina.

- June 10, 2021 Release the Request for Proposal
- June 24, 2021 Pre Proposal Meeting at 11:00 am
- July 8, 2021 at 2:00 P.M. Proposals Due
- April 1, 2022 lessee assumes management Art Keller Marina

**FISCAL IMPACT:** In 2019 the Marina showed a loss of \$5,374. In 2020 the Marina has an unaudited loss of \$11,746. The 2021 budget has a projected loss of \$30,419. This does not include depreciation of \$50,000 for annual depletion of assets.

**STAFF RECOMMENDATION:** Staff recommends approval to advertise for Request for Proposals for Marina Operations for the Art Keller Marina as presented.

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

**BOARD ACTION:**



# **REQUEST FOR PROPOSALS (RFP)**

## **Marina Operations**

### **Art Keller Marina**

Date of Issue: Thursday, June 10, 2021

Proposal Due Date: Thursday, July 8, 2021 by 2:00 p.m. CST

## **PROJECT OVERVIEW**

The Quincy Park District (District) is soliciting proposals from interested parties ("Lessee") to operate and run Art Keller Marina ("the Marina") located on Quinsippi Island, Quincy, Illinois. Lessee will assume management of the Marina beginning April 1, 2022.

A PRE-PROPOSAL MEETING WILL BE HELD AT 11:00 A.M. ON JUNE 24, 2021 IN THE BOARD ROOM OF THE QUINCY PARK DISTRICT, LOCATED AT 1231 BONANSINGA DR., QUINCY, IL 62301. A SITE VISIT OF THE MARINA WILL TAKE PLACE FOLLOWING THIS MEETING. ALL POTENTIAL LESSEES ARE HIGHLY ENCOURAGED TO ATTEND.

The project area covers approximately 45 acres of water front property. Art Keller Marina has 202 covered slips, of which 109 are occupied, 48 uncovered slips, a private boathouse area, with seven (7) renters, all of the tenants have signed leases with the Quincy Park District.

The Art Keller Marina has eleven (11) boat docks approximately three hundred (300) feet of dock, four thousand seven hundred fifty (4,750) feet of water line, thirty-one (31) electrical pagodas, ninety-six (96) electric meters (number may vary), one (1) sewage pump out station, two (2) bathhouses, one (1) guardhouse, and one (1) gas dock.

The District has had responsibility for the operations of Art Keller Marina since its inception. The District has been providing basic operation, maintenance, and utility services to the tenants at Art Keller Marina.

Utility services include sewer pump-out service, water service, electrical service, and custodial service. The District also provides sewer pump-outs. Historically, District staff also maintained Marina facilities and dock areas in good working order, performing regular and emergency repairs and conducting a full bi-weekly walk through inspection of the entire site. District also maintains liaison staff that can be reached seven (7) days a week. The Business Office provided accounting, billing services and leases. The District Attorney advises on legal matters.

The selected Lessee will be responsible for managing all operations of the Marina. The scope of services is outlined in Section III - Scope of Services. The Lessee must also be available for emergency response work as described in Section III.

The District will provide the guard house at Art Keller Marina for the use of the Lessee, however telephone and Internet services are the responsibility of the Lessee.

### **Proprietary and/or Confidential Information**

Your proposal package is a public document under the Illinois Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under FOIA. If you cannot agree to this standard, please do not submit your proposal and qualifications.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper righthand corner of the page. All information not so denoted and identified shall be subject to disclosure by the Quincy Park District.

If the Lessee discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Lessee shall immediately notify the Quincy Park District of such error in writing and request modification or clarification of the document. The Lessee is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The Quincy Park District reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select a Lessee that best meets the needs of the Quincy Park District and its employees.

This Request for Proposal is being issued by the Quincy Park District. Direct all questions or request for clarification of this RFP by email or mail to contact information listed above.

Lessees are specifically directed not to contact any other Quincy Park District personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFP. Failure to adhere to this policy may be grounds for rejection of your proposal.

Lessees ARE CAUTIONED that any statement made by Quincy Park District staff persons that materially change any portion of this RFP shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFP. Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the RFP may be accessed on the Quincy Park District website. All Lessees should consult the Quincy Park District website, <https://www.quincyparkdistrict.com/>, for updates before submitting bids.

**THE DEADLINE FOR QUESTIONS IS: 2:00 P.M., JUNE 30, 2021. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE QUINCY PARK DISTRICT WEBSITE BY 4:00 PM ON JULY 2, 2021.**

The words "Bidder", "Lessee", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting a bid.

## **I. QUALIFICATIONS**

The Lessee for this project will be selected on the content of the proposal, the basis of professional qualifications, experience and demonstrated competence. The selection criteria are described further in Section V.

Previous primary marina management will be considered as key criteria for the selection. Higher consideration will be given to the lessee who demonstrates successful past experience in similar roles.

Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations are critical qualities of the successful Lessee.

## **II. ELIGIBILITY**

This request is being sent to individuals and firms that are believed to possess relevant experience. Further, this RFP will be available on the Quincy Park District website for any interested bidders/prospective lessees.

## **III. SCOPE OF SERVICES**

The District envisions a long-term relationship for marina operations with the selected Lessee, with an initial term not less than 5 years. An extension may be agreed upon between the Quincy Park District and the Lessee after the initial 5-year agreement.

The District requests that proposals contain the concept/vision the bidder has for the operation of the marina, beyond just the specific tasks outlined below. That is, a restaurant or upgraded docks/lifts, boat houses, etc.

### **Task 1 – Marina Operations (All at Lessee's expense)**

#### **A. Leasing**

- a. Establish and maintain a current and complete database of all tenants and accounts
- b. Ensure all leases and agreements have been properly executed
- c. Collect monthly rent and utility fees from Marina tenants.
- d. Track and follow up on late payments

#### **B. Tenant Services**

- a. Sewer Services
  - i. Provide sewer pump-out services to tenants on a regular schedule
- b. Tenant Requests
  - i. Respond to and address any service requests received from tenants
- c. Water Services
  - i. Perform monthly reads of water meters for billing purposes
  - ii. Water will be available April 1 to October 31
- d. Electricity Services
  - i. Perform monthly reads of electricity meters for billing purposes
- e. Safety
  - i. Maintain the safety and security of the marina for tenants and guests
  - ii. Enforce marina operating rules, regulations, and standards

- C. On-Site Manager: The Lessee shall provide an on-site manager as part of the Marina operations. The Marina Manager will:



- a. Provide on-site supervision during daylight hours from April 1 through October 31
- b. Attempt in good faith to resolve and settle such complaints, disputes, or problems
- c. Develop and maintain a good relationship with tenants
- d. Manage and coordinate the ordinary and usual business and affairs pertaining to the operation, maintenance, and management of the property seven (7) days a week
- e. Take all responsibilities and obligations, and perform and take all services and actions customarily performed or taken by property managers of properties which are similar in nature, location, and character to District property
- f. Maintain all historical records (paid invoices, leases, inspection reports, etc.)
- g. Understand, abide by and implement the latest local, state and federal legislation that applies to renting and maintaining Marina facilities, including but not limited to environmental regulations pertaining to Marina operations and U.S. waterways.

## **Task 2 – Marina Maintenance (All at Lessee's expense)**

### **A. Custodial Services**

- a. Clean, stock, and inspect Marina facilities on a daily basis so they are in good working order. Facilities include the bathhouses, guardhouse, dock areas, roadways, and stairs
- b. Maintain outdoor areas by removing trash and debris

### **B. Docks**

- a. Perform minor repairs and general upkeep of docks, slips, and fingers
- b. Perform regular bi-weekly inspections of health and safety conditions of premises
- c. Maintain docks & facilities to meet current safety standards and conditions
- d. The Quincy Park District staff will assist the lessee with cabling the docks during the first flooding event. Thereafter, it will be the responsibility of lessee.

### **C. Emergency Services**

- a. Set in place emergency protocols to provide emergency services at the Marina when requested by tenants and/or the District. Emergency services may include:
  - i. Emergency pumping for boats taking on water

- ii. Towing assistance
- iii. Oil spill containment assistance
- iv. Storm damage assistance---Park District will open all roads, clear all debris and dispose all debris.

#### D. Repairs

- a. Perform minor repairs to docks, facilities, and general areas to maintain safe upkeep of the Marina
- b. Establish a preventative maintenance policy to identify and deal with repair needs in the Marina

#### E. Dredging

- a. Lessee is responsible for dredging both entrances and spoil site maintenance (Kessler Park double ramps and ADA ramp not included in the annual dredging of Art Keller Marina)
- b. Must maintain a 4-foot navigational channel within the dredge permit area
- c. Lessee will have access to District's spoil site
- d. Quincy Park District has a ten (10) year transferable dredging permit with the USACE. Lessee must maintain an active permit and comply with all applicable regulations and laws related thereto.

#### F. Prevailing Wage

- a. All work performed on Park District property is subject to the Illinois Prevailing Wage Laws (820 ILCS 130/ Prevailing Wage Act).

### Task 3 – Other Administrative Duties

#### A. District Liaison

- a. Yearly Marina Report
  - i. Provide a yearly report to the District by the 15<sup>th</sup> day of each November for the current year regarding all operations of the Marina, including but not limited to the following:
    - Record of inspections and maintenance performed
    - Condition of premises (facilities, parking, safety, etc.)
    - List of current marina renters
    - Safety and security issues
    - Tenant/guest complaints or problems and resolutions

#### B. Analysis of Marina Operations

- a. The District will consult with the Lessee as necessary to provide input, recommendations, and analysis specific to the Marina and the potential upgrades to meet the needs of businesses, visitors, and residents and to fulfil the Board of Commissioner's desire to have a marina that is a regional

- destination for boaters. During the duration of this contract period, the Company will provide the following Marina Advisory Services:
- i. Upon reasonable request and notice, be available to respond to District requests and attend meetings.

#### **IV. SUBMITTAL REQUIREMENTS**

**All proposals must be received no later than 2:00 P.M. CST on July 8, 2021. Late submittals will not be considered.**

Firms or individuals wishing to respond to this request must supply the information requested in this RFP by the date and time required. All submittals shall be in an 8 ½" x 11" format.

**Proposals shall be typed.**

- the cover (although narrative on the reverse side of the front cover or front of the back cover will be counted);
- a title page;
- a table of contents and/or index, and
- blank tab pages.

Three copies of all proposals shall be submitted. All three copies shall be packaged in one envelope or container marked: Art Keller Marina RFP

### **RFP FOR ART KELLER MARINA**

#### **MARINA OPERATIONS**

Responses must be organized as follows.

#### **Executive Summary**

Provide a concise summary of the significant information contained in your proposal. Executive summary paragraphs must correspond to the numbered sections below.

1. Identification of the Company  
Provide the legal name of the company, the company's address, email address, telephone number and facsimile number. State the year the firm was established. Include a brief description of the organization, its constituent parts and size variation in the past five (5) years. Name the person (with title and project responsibility) to whom correspondence and other communications should be directed.
2. Marina Manager Resume  
Identify the individual proposed as the Marina Manager. Use a format that would be easily comprehensible.

Provide a complete listing of all related work undertaken or completed in the past five

(5) years. The format for these listings must include:

- a. marina name, location and description (describe relevance to this project);
- b. role of the marina manager in the operation;
- c. give the Quincy Park District consent to perform background checks;

3. Management Approach

Provide a thorough explanation of the approach planned for this marina including:

- a. How to manage the tenants, including any internal organizational support;
- b. Type of operation, implementation and execution of business plan;

4. Relevant Experience

- a. Provide background of specific projects, properties, including but not limited to marinas, that your company and/or the marina manager has owned, leased, managed, operated and/or maintained in the last 10 years.
- b. Provide data including size of properties, number of tenants, gross revenues and location.

5. Concept/Vision of Future Operations

The District requests that proposals contain the concept/vision the bidder has for the operation of the marina, beyond just the specific tasks outlined in the scope of services. That is, a restaurant or upgraded docks/lifts, boat houses, etc.

6. Client References

List a minimum of three relevant client references for the company and the proposed marina manager.

7. Insurance

Lessee shall obtain, name the Quincy Park District as an additional insured, and maintain insurance against claims for injuries to persons or damage to property which may arise out of or in connection with services performed by Lessee or Lessee's agents, representatives, employees or subcontractors.

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors with limits indicated below, unless the District approves a lower amount in writing.

- A. Commercial General/Pollution Liability Insurance with limits not less than \$2,000,000 per occurrence. If the submitted policies contain aggregate limits, such limits will apply separately to the project or location that are the subject of this Agreement or the aggregate will be twice the required per occurrence limit. The policy shall include coverage for bodily injury, property damage and clean-up costs arising from pollution. The Commercial General Liability insurance policy shall be endorsed to name the District, its officers, agents, employees and volunteers as additional insureds and to state that the insurance will be primary and not contribute with any insurance or self- insurance maintained by

the District.

- B. Workers' Compensation Insurance as required by Illinois Law and Employer's Liability insurance with limits not less than \$1,000,000 per accident for bodily injury or disease. The workers' compensation insurance shall contain an endorsement stating the insurer waives any right of subrogation against the District, its elected and appointed officials, employees and volunteers. For employees performing work on the docks and/or water, the workers' compensation policy shall be endorsed to include coverage as required under the U.S. Longshore and Harbor Worker's Compensation Act and the employer's liability policy shall be endorsed to include coverage under the Jones Act.
- C. Marina Operators Legal Liability with limits of not less than \$1,000,000.
- D. Umbrella Liability with limits of not less than \$3,000,000.

The District reserves the right to reject any and all proposals received as a result of this request.

**Please submit your three copies of proposals by 2:00 P.M. CST on July 8, 2021 to:**

**Rome Frericks  
Quincy Park District  
1231 Bonasing Drive  
Quincy, Illinois 62301**

## **V. SELECTION CRITERIA**

The successful Lessee will be selected on the basis of professional qualifications and demonstrated competence. Particular attention will be paid to:

1. Experience, qualifications and previous performance record;
2. Proven ability to identify and resolve tenant issues and situations;
3. Proven ability to communicate effectively with the tenants, Park District staff and the public;
4. Record of solid management practices.

## **VI. SELECTION PROCEDURE**

All responses to this RFP that meet the submittal requirements will be evaluated by District Staff and the Board of Commissioners.

Subsequent to selection by the District's Staff, a final fee and scope of work will be negotiated with the Contractor and presented to the District for approval.

## **VII. SCHEDULE**

Release RFP: **June 10, 2021**

Proposal Due: **July 8, 2021 by 2:00 PM CST**

## **VIII. Park District Contact**

The sole point of contact for this RFP is:

Rome Frericks  
Executive Director  
Quincy Park District  
1231 Bonansinga Dr.  
Quincy IL 62301  
(217) 223-7703  
rfrericks@quincyparkdistrict.com

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 9, 2021

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR LINCOLN PARK CONCRETE REPLACEMENT CHANGE ORDER NUMBER 1: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Bond Funds were allocated to replace a portion of the Lincoln Park parking lot directly in front of the administrative building. The contractor, Million Construction, found the subsurface to be unsuitable for compaction.

Additional work that was done:

- Added 156.35 ton of rock
- Added an area drain for drainage at the northwest corner of the lot

The total for all changes is an increase of \$5,270.69 to the contract price. This makes the total contract price \$87,290.69.

The change order document is included with the report.

**FISCAL IMPACT:** The contract price increased by \$5,270.69 to a total \$87,290.69. Funding for the increase will come from excess 2021 Bond funds.

**STAFF RECOMMENDATION:** Staff recommends the Board approve Contract Change Order No. 1.

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

**BOARD ACTION:**



MILLION CONSTRUCTION  
3626 S. 46<sup>TH</sup>. STREET  
QUINCY, IL. 62305  
217-222-5202 OFFICE  
217-242-5204 CELL

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June 2, 2021

QUINCY PARK DISTRICT  
1231 BONASINGA DRIVE  
QUINCY, IL. 62301

ATTN: ROME FRERICKS

PROJECT: LINCOLN PARK CONCRETE REPLACEMENT

EXTRAS PEFORMED:

EXTRA ROCK TO RAISE PARKING LOT FOR DRAINAGE 156.35 TON @ \$25.00 PER TON	\$3908.75
INSTALLATION OF DRAIN LINE AND OPEN GRATE GRATE	\$125.00
42FT. OF 8 INCH SDR 26 PIPE @ \$9.62	\$404.04
OVERHEAD 10%	\$ 52.90
EQUIPMENT AND LABOR	<u>\$880.00</u>
TOTAL EXTRAS	\$5270.69

PETE MILLION  
MILLION CONSTRUCTION

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# ***PUBLIC INPUT***