Quincy Park District

BOARD OF COMMISSIONERS MEETING

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Agenda
April 13, 2022

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 - March 9, 2022
3. Special Meeting Minutes - March 30, 2022
4. Special Meeting Minutes - March 31, 2022

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

BOARD INFORMATION/EDUCATION:

- Lynn Deer Park
- Lock and Dam 21

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

COMMITTEE REPORTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

- Quincy Park District 2022-2023 Goals and Objectives First Quarter Status Update: Information Only
- Bid for Construction of New Westview Restroom #22: Recommended Approval **(VOICE VOTE)**
- Quincy Riverfront Electrical Alignment from Kesler Park Through Clat Adams 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 Drive
Quincy, Illinois

Regular Meeting March 9, 2022
Board Room 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, Vice-President Barbara Holthaus, Nathan Koetters, John Frankenhoff, Patty McGlothlin, David Gilbert and Jeff Steinkamp. 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 Golf–David Morgan, Director of Recreation-Mike Bruns, Marketing and Operations Director, Marcelo Beroiza, and Attorney-David Penn.

President Leenerts led the room in the Pledge of Allegiance.

CONSENT AGENDA

President Leenerts asked if there were any objections or changes to the February 9, 2022, Regular Board meeting minutes, check register, or the appointment of Mike Mahair to the Quincy Riverfront Development Corporation. Upon hearing no objections, he announced they were approved by unanimous consent.

PUBLIC INPUT

Joe Coelho, Biology Professor at Quincy University commented on the east extension of the Bill Klingner Trail and what an asset it is to the Park's and Trail system with encouragement to continue trail development.

Louise Seaver remarked on her appreciation for the Park District's efforts to clean up the area around Lock and Dam 21. She commented that with the trash container available now, it fills quickly and needs to be emptied. She stated how much she enjoys the riverfront parks and how Quincy enjoys the wildlife and nature of that area.

BOARD INFORMATION/EDUCATION

Westview Irrigation Presentation-Executive Director Frericks stated he, Director of Golf, David Morgan and Superintendent of Golf, Rick Miles met with Larry Collins on February 28th regarding this project. He referenced the information included in the Board Packet for this project.

CORRESPONDENCE-None

VOLUNTEERS-None

EXECUTIVE DIRECTOR'S REPORT

Executive Director Frericks had nothing in addition to his monthly report.

DIRECTORS' REPORTS

Director Higley -Higley stated there has been little to no response to the Workamper Ad that has been placed nationally and run for six weeks. He also stated the Parks Department updated signage to 14 restrooms accordingly to unisex restrooms.

Director Hilgenbrinck-Hilgenbrinck stated he and his staff have been working with Westview to implement the new golf software.

Director Bruns-Bruns stated soccer registration ended with record-high participants of 910, breaking the previous record of 677. We are reconfiguring the Boots Bush Soccer complex to accommodate two additional fields. Other sports registrations continue. The Batting Cage facility is scheduled to open April 1st.

Director Morgan-Morgan stated the golf course was open last weekend for three days.
Director Beroiza-Beroiza commented on continued gender spectrum inclusion initiatives being implemented at the Park District.

COMMISSIONER COMMITTEE REPORTS

President Leenerts stated the Board is going forward with Strategic planning to take place on March 30 and 31.
Finance Committee-Commissioner Frankenhoff stated there was discussion of the Lincoln Park Parking Lot paving project going from asphalt to concrete surface. Westview irrigation project was discussed briefly and will be discussed at length next month.
QBAREA-Commissioner Steinkamp stated no update at this time.
Quincy Park Foundation-Vice-President Holthaus stated she and Commissioner McGlothlin attended a meeting earlier today and commented on continued fundraising efforts and support for the Friends of the Lorenzo Bull House organization. Commissioner McGlothlin stated rack cards had been mailed out to various funeral homes and organizations to raise awareness of the Foundation. She also stated Mike Klingner has approached the Foundation to do acknowledgements for Trail donations.
Friends of the Lorenzo Bull House-Commissioner Frankenhoff commented on the upcoming May 5th Fundraiser.
Quincy Planning Commission-Commissioner Gilbert had nothing to report.
Quincy Riverfront Committee-Commissioner Steinkamp acknowledged the appointment of Mike Mahair to the Quincy Riverfront Development Corporation made earlier in the meeting.
Personnel Committee-Vice-President Holthaus-Nothing to report at this time.

UNFINISHED BUSINESS-None

NEW BUSINESS

Review/Revision of the Quincy Park District Mission Statement
Executive Director Frericks stated this is reviewed annually.
Bid for Maintenance Dredging: Recommended Approval (VOICE VOTE)
Director Higley stated this is for hourly rate for Marina dredging and one bid was received at a rate of $500 per hour. COMMISSIONER STEINKAMP MADE A MOTION SECONDED BY COMMISSIONER KOETTERS TO APPROVE THE BID AS PRESENTED. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.
Villa Kathrine Sublease by Friends of the Castle: Recommended Approval (VOICE VOTE)
Executive Director Frericks stated the Villa subleases to the Convention and Visitors Bureau. The rate increased the first time since 2014 to $4,800.00 per year this year. Staff recommends approval of this Sublease. VICE-PRESIDENT HOLTHAUS MADE A MOTION SECONDED BY COMMISSIONER GILBERT TO APPROVE as presented. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.
Bid for East Gardner Park Road Tar and Chip Replacement: Recommended Approval (VOICE VOTE)
Director Higley stated one bid was received in the amount of $19,845.00 and staff recommends approval. COMMISSIONER FRANKENHOFF MADE A MOTION SECONDED BY COMMISSIONER GILBERT TO APPROVE this bid as presented. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.
Bid for Parking Lot Addition at Lincoln Park: Recommended Approval (VOICE VOTE)
Executive Director Frericks explained there were twelve bids received with the low bid for concrete from D & L Excavating in the amount of $209,600.00. Staff recommends approval. COMMISSIONER KOETTERS MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE BID AS PRESENTED WITH CONCRETE. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED. President Leenerts stated as discussed in finance, it was decided to go with concrete for less maintenance cost in the future.

Bid for Parker Heights, Riverview and Bob Bangert Park Milling and Resurfacing: Recommended Approval (VOICE VOTE)
Director Higley stated one bid was received from Diamond Construction in the amount of $371,485.00. Staff recommends approval. COMMISSIONER STEINKAMP MADE A MOTION SECONDED BY COMMISSIONER GILBERT TO APPROVE THE BID AS PRESENTED. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.
Bid for Westview Porch Concrete Replacement: Recommended Approval (VOICE VOTE)
Executive Director Frericks explained the project and funding. Low bid was received from Waterkotte Construction in the amount of $19,500.00. COMMISSIONER FRANKENHOFF MADE A MOTION SECONDED BY COMMISSIONER KOETTERS TO APPROVE THE BID. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.
Bid for Culvert Replacement at Riverview Park: Recommended Approval (VOICE VOTE)
Director Higley explained the project and the low bid from Derhake Brothers Plumbing and Excavating in the amount of $9,840.00. COMMISSIONER MCGLOTHLIN MADE A MOTION SECONDED BY COMMISSIONER KOETTERS TO APPROVE THE BID AS PRESENTED. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.
Bid for Sidewalk Replacement at Clat Adams Park: Recommended Approval (VOICE VOTE)
Director Higley stated two bids were received with the low bid from Derhake Brothers Plumbing and Excavating in the amount of $14,500.00. COMMISSIONER STEINKAMP MADE A MOTION SECONDED BY COMMISSIONER KOETTERS TO APPROVE THE LOW BID AS PRESENTED. UNANIMOUS. PRESIDENT LEENERTS DELCARED THE MOTION CARRIED.
Bid for Sidewalk Replacement at Villa Kathrine: Recommended Approval (VOICE VOTE)
Director Higley spoke about the sidewalk location at the villa. Two bids were received with the low bid from Derhake Brothers Plumbing and Excavating in the amount of $7180.00 for sidewalk replacement. COMMISSIONER MCGLOTHLIN MADE A MOTION SECONDED BY COMMISSIONER GILBERT TO ACCEPT THE LOW BID AS PRESENTED. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.
Bid for Emerson Park Playground: Recommended Approval (VOICE VOTE)
Director Higley explained the process for choosing the proposed playground. Staff recommends the proposal from All-Inclusive Rec in the amount of $18,000.00 for the delivered playground. COMMISSIONER FRANKENHOFF MADE A MOTION SECONDED BY VICE-PRESIDENT HOLTHAUS TO APPROVE THE PLAYGROUND PURCHASE. UNANIMOUS. MOTION CARRIED.
Bid for Lorenzo Bull House Porch Improvements: Recommended Approval (VOICE VOTE)
Executive Director Frericks stated details of the project. Two bids were received with the low bid coming from Million Construction in the amount of $85,385.00 with an alternate bid of $82,716.00. The Park District has budgeted $65,000.00 for these repairs. Additional funding of $20,385.00 will come from Museum funds. COMMISSIONER GILBERT MADE A MOTION SECONDED BY COMMISSIONER FRANKENHOFF TO APPROVE THE PROJECT AS PRESENTED. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED.

PUBLIC INPUT-None

ADJOURNMENT:
With no other business to discuss, COMMISSIONER KOETTERS MADE A MOTION, SECONDED BY COMMISSIONER MCGLOTHLIN TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED. The meeting adjourned at 6:37 p.m.

_____	_____
Secretary	Chairman
_____	_____
Date	Date

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Special Meeting March 30, 2022
Board Room 4:30 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, Vice-President Barbara Holthaus, Nathan Koetters, John Frankenhoff, Patty McGlothlin, David Gilbert and Jeff Steinkamp. 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 Recreation-Mike Bruns, Director of Golf–David Morgan, Marketing and Operations Director, Marcelo Beroiza, and Debbie Reed, Planning Session Facilitator.

President Leenerts led the room in the Pledge of Allegiance.

PUBLIC INPUT
None

NEW BUSINESS
Planning Session with Park Board Commissioners, Directors and Facilitator, Debbie Reed. Discussion followed for duration of meeting regarding future goals and objectives for the Quincy Park District.

PUBLIC INPUT-None

ADJOURNMENT:
With no other business to discuss, COMMISSIONER GILBERT MADE A MOTION, SECONDED BY COMMISSIONER KOETTERS TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED. The meeting adjourned at 7:30 p.m.

_____ _____
Secretary Chairman

_____ _____
Date Date

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Special Meeting March 31, 2022
Board Room 4:30 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, Vice-President Barbara Holthaus, Nathan Koetters, John Frankenhoff, Patty McGlothlin, David Gilbert and Jeff Steinkamp. 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 Golf–David Morgan, Director of Recreation-Mike Bruns, Marketing and Operations Director, Marcelo Beroiza, and Debbie Reed, Planning Session Facilitator.

President Leenerts led the room in the Pledge of Allegiance.

PUBLIC INPUT-None

NEW BUSINESS
Planning Session with Park Board Commissioners, Directors and Facilitator, Debbie Reed. Discussion regarding future goals and objectives for the Quincy Park District.

PUBLIC INPUT-None

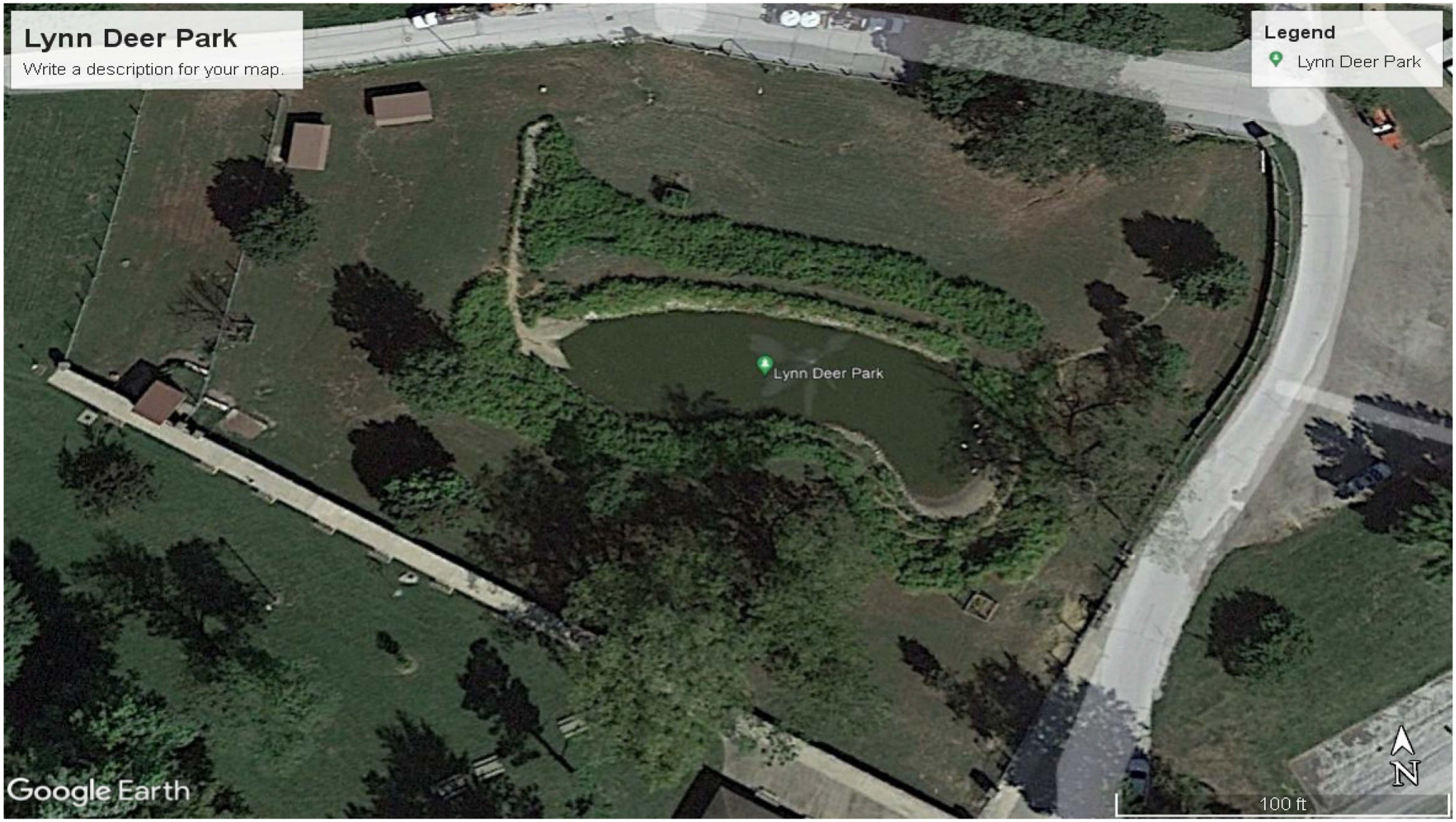
ADJOURNMENT:
With no other business to discuss, COMMISSIONER KOETTERS MADE A MOTION, SECONDED BY COMMISSIONER MCGLOTHLIN TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT LEENERTS DECLARED THE MOTION CARRIED. The meeting adjourned at 7:30 p.m.

_____ _____
Secretary Chairman

_____ _____
Date Date

PUBLIC INPUT

BOARD INFORMATION/ EDUCATION


Lynn Deer Park
Write a description for your map.
Legend
Lynn Deer Park
Lynn Deer Park
Google Earth
100 ft
N

Lock & Dam Parking Lot
Write a description for your map.
Legend
Martindale Rd
Martindale Rd
Martindale Rd
Google Earth
400 ft
N

Lynn Deer Park Responsibilities

- Mow interior of fence area once per month
- Tree planting and tree maintenance within the fenced area
- Establish food plots for animals when requested
- Weed eating inside fenced area

Lock & Dam Parking Lot Responsibilities

- Removal of silt and mud during/after flooding events
- Trash removal on a daily basis
- Tree maintenance around parking lot
- Striping when necessary
- Mowing for Eagle Days weekend

DISCUSSION ITEM

CORRESPONDENCE

VOLUNTEERS

To: Board of Commissioners

From: Rome Frericks

Subject: Monthly Report

Date: March 29, 2022

Administrative Initiatives (3/01/22 – 3/31/22)

Attended:

- Friends of the Trails meeting
- Directors' meeting
- Board meeting
- Safety meeting
- Quincy/Adams County Economic Development/Tourism meeting
- UMRR coordination meeting in Macomb
- Park Foundation meeting
- Rotary Board meeting
- Art Keller Marina Workkamper meeting
- Terry Anastas Ultimate Ride Fundraising meeting
- Gender Inclusive meetings (2)

- Worked with staff to coordinate the distribution of the Workkamper brochures for the Art Keller Marina.
- Attended the on-site meeting for the Westview restroom replacement.
- Met with Attorney David Penn several times on current events concerning the Park District.
- Held two operation meetings with the Directors.
- Met with President Mike Elbe for a possible land lease on the John Wood Community College campus.
- Met with Board members on several dates to discuss Park District business.
- Attended the two-day Strategic Planning session for the Park District.

Administrative Initiatives (4/1/22 – 4/30/22)

- Continue to work with UMRR to develop the beginning scope of work and specifications.
- Continue working on the 2022 bond projects, goals and objectives.
- Update/gather additional pictures for the facilities audit report.
- Staff will meet with another irrigation consultant for the Westview irrigation project.

DIRECTORS' REPORTS

To: Board of Commissioners

From: Matt Higley

Subject: Monthly Report

Date: March 31, 2022

Administrative Initiatives (3/1/22 – 3/31/22)

Attended:

- Directors' meetings
- Safety meeting
- Kiwanis meetings
- Bid openings
- Westview restroom onsite
- Gender inclusion meetings
- Strategic planning meetings
- Park Foundation board meeting

- Monitored work on winter tree list.
- Monitored progress on the Indian Mounds Pool filter installation.
- Monitored work on Art Keller Marina Workamper pad.
- Monitored yearly overlook maintenance.
- Monitored work on Batting Cage net replacement.
- Monitored Park road preparation for opening.
- Monitored restroom preparation for opening throughout the District.
- Monitored Marina preparation for opening.

Administrative Initiatives (4/1/22 – 4/30/22)

- Continue planning for 2022 projects, goals and objectives.
- Work on 2022 Capital Projects for Parks Department.

- Monitor work on Madison Park shelter replacement.
- Monitor progress on Lincoln parking lot construction.
- Monitor work on Riverview culvert replacement.
- Monitor Lorenzo Bull House porch replacement.

To: Board of Commissioners

From: Donald J. Hilgenbrinck

Subject: Monthly Report

Date: March 31, 2022

Administrative Initiatives (3/01/22 – 3/31/22)

- Attended Safety Committee meeting.
- Attended Directors meetings discussing and developing the District's procedures for Gender Inclusion.
- Attended Quincy Park Foundation Finance Committee Meeting.
- Attended Quincy Park Foundation Board Meeting.
- Attended various meetings with City of Quincy officials regarding special event requirements and processing between organizations, including BET of Q.
- Renewed District's property & casualty insurance with IPARKS (renewal 4/1/22). No increase in rates. Rates are locked until 2024. District to receive a "Casualty Contribution Support Refund" representing 2.62% of the District's annual contribution. District's liability coverage is now $10 million.
- Renewed Art Keller Marina's property & casualty insurance, a premium increase of 1.89%, (renewal 4/7/22).
- Completed annual recertification of District's PCI compliance.
- Processed Art Keller Marina lease renewals.

Administrative Initiatives (4/01/22 – 4/30/22)

- Meet with IPARKS representative.
- File "Statement of Economic Interest" for staff and commissioners with the County Clerk's office.
- Complete annual FOIA/OMA training.
- Apply to the Local Records Commission for annual destruction of District records in accordance with the District's retention policy.
- Prepare files and documents for the FY2021 audit and assist auditors with the field work portion.

To: Board of Commissioners

From: Mike Bruns

Subject: Monthly Report

Date: March 29, 2022

Administrative Initiatives (03/01/22 – 03/31/22)

- Attended the monthly safety committee meeting.
- Held monthly staff recreation meeting.
- Staff worked with the Director of Operations/Marketing on promoting our programs.
- Staff worked on organizing the soccer and baseball programs.
- Staff worked on recruiting staff for 2022.
- Staff started seasonal employee training.
- Staff worked on preparing the Batting Cage facility to open.
- Staff conducted the job fair.
- Staff worked on updating the training program for our seasonal employees.
- Staff worked on recruiting coaches for the soccer and baseball programs.
- Staff conducted the Mommy and Daddy date nights.
- Staff worked on preparing the athletic fields for the season.
- Staff conducted a nature walk expedition.
- Met with Amy Lefringhouse from Illinois Extension on partnering on some nature programs.
- Met with staff on gender inclusion information.

Administrative Initiatives (04/01/22 – 04/30/22)

- Staff will conduct training for our seasonal staff.

- Staff will finish preparation of the Batting Cage facility to open on April 1.
- Work with the Director of Operations/Marketing on promoting our programs.
- Staff will prepare the athletic fields for the season.
- Staff will work on recruiting staff for 2022.
- Staff will work on organizing the youth baseball programs.
- Q Town Tournaments will start on April 2.
- Youth soccer leagues will start on April 4.
- Outdoor fitness classes will start on April 4.
- Youth golf lessons will start on April 5.
- Youth baseball leagues will start on April 11.
- Spring nature programs will start on April 23.
- Staff will start to prepare Indian Mounds Pool to open.

To: Board of Commissioners

From: David Morgan

Subject: Monthly Report

Date: April 1, 2022

<u>Administrative Initiatives</u> (3/01/22 – 3/31/22)

- Attended safety meetings and board meetings.
- Staff continue to disinfect and clean Westview.
- Continue to receive merchandise for the 2022 season.
- Hosted a junior golf tournament, Saturday, March 26th.
- Annual Turf Equipment servicing completed.
- Removed trees around the putting green and tee number 19.
- Prepared course for opening.
- The irrigation system has been de-winterized.
- Deep Tine aerification on the greens.
- Started annual pre-emergent application on the course.
- Finished cleaning up winter-time debris on the course.
- During the initial training process for the new point of sale system, many of Westview's needs were presented as feasible. As the training process continued, it was discovered that this was not the case. Staff found alternative methods for these issues to make the software operate as needed. Closer to implementation, issues and workarounds continued to surface making the software more of a deterrent than a benefit. Staff has determined that Lightspeed Golf is not a good fit for Westview Golf Course.

Administrative Initiatives (4/01/22 - 4/30/22)

- Attend safety meetings and board meetings.
- Staff will continue to disinfect and clean Westview.
- Junior lessons start the first Tuesday in April.
- Ladies league start date is Tuesday, April 26th.
- Rough Riders league start date is Wednesday, April 27th.
- Continue servicing the golf cart fleet.
- Seasonal staff will return, along with several new employees.
- Finish pre-emergent application on the course.
- Repair patching of the cart paths on the course.
- Continue felling dead trees on the course.
- Open restrooms and city water lines on the course.
- Preventive fungicide application begins on tees and greens.
- Post-emergent application begins to control broadleaf weeds.
- Outline course for disc golf and install new holes/baskets.

Westview Golf Course Rounds of Golf - 2022

		Mar-22	2022 YTD	Mar-21	2021 YTD
10000	18 Hole Weekday Green Fee	9	9	0	0
10002	9 Hole Weekday Green Fee	105	105	66	72
10004	Twilight Green Fee	3	3	12	12
10005	Fall/Spring/Winter Green Fee	242	242	514	525
10006	M-T-TH-Special	2	2	56	56
10007	Winter Special w/ Car	0	0	0	76
10008	Third Nine Green Fee	195	195	252	266
10009	Family Night Adult	4	4	9	9
10010	Family Night Child	2	2	5	5
10011	Jr. Green Fee	4	4	2	2
10012	Promotional Round	2	2	7	7
10013	Twilight Combo	162	162	147	147
10014	Early Bird 9	0	0	0	0
10015	Early Bird 18	0	0	0	0
11000	Adult Weekday Pass Visit	66	66	133	139
11001	Adult Weekend Pass Visit	45	45	123	141
11002	Senior Weekday Pass Visit	120	120	238	258
11003	Senior Weekend Pass Visit	60	60	169	197
11004	Senior Rest. Weekday Pass Visit	16	16	30	30
11005	Super Senior Weekday Pass Visit	56	56	163	165
11006	Employee Pass Visit	0	0	2	2
11007	Junior Weekday Pass Visit	19	19	86	86
11008	Junior Weekend Pass Visit	8	8	42	47
11010	Junior Summer Pass Visit	0	0	0	0
11011	College Pass Visit	0	0	0	0
11012	Young Adult Pass Visit	67	67	71	74
11013	School Team Pass Visit	0	0	0	0
12000	Green Fee Punch card Visit	27	27	86	93
13000	Tournament Round	36	36	0	0
13002	Outing Green Fee	0	0	0	0
10016	Tri-State Promotional Round	3	3	0	0
	Total	**1253**	**1253**	**2213**	**2409**
	Per Visit Fee	**$1,244**	**$1,244**	**$2,208**	**$2,401**
	Days Closed	**13**	**72**	**4**	**60**

To: Board of Commissioners

From: Marcelo Beroiza

Subject: Monthly Report

Date: April 1, 2022

Administrative Initiatives (3/1/22 – 3/31/22)

- Attended the Rec. Department staff, Park District Board, Friends of The Trails meeting

- Met with Dir. of Programs for the weekly operations update

- Met with the Executive Dir. for the monthly meeting (Maintenance, Rec, Business office, Westview, and projects)

- Attended IPRA webinar "*What's New in Marketing? Technology & Applications."*

- Collaborations in progress
    - Adams Fiber contract
    - Dinner with the Bulls. Lorenzo Bull House Fundraiser
    - QND volunteers. Last month of service hours
    - No Limits ability walk. Community initiative
    - Extensive volunteer cleanup on Quinsippi Island's existing trails

- Eco Counter. Bill Klingner Trail
    91,546 May 1 to Dec. 31, 2021
    12,671 Jan. 1 YTD
    104,217 Total Users (10 Months)

- Projects
    - New website volunteer page
    - Gender Spectrum Inclusion initiative
    - Nature Trails East

- Marketing
    - Q- Magazine summer edition content
    - Baseball sponsorship
    - Job openings campaign
    - Scheduled email marketing
    - Scheduled social media ads
    - Digital marketing

<u>Administrative Initiatives</u> (4/1/22 – 4/30/22)

- 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

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 13, 2022

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT 2022-2023 GOALS AND OBJECTIVES FIRST QUARTER STATUS UPDATE: INFORMATION ONLY

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

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

FISCAL IMPACT: None.

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

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Quincy Park District Goals 2022-2023

Administration

1. Work with local pastors to develop additional strategies including opportunities for the underserved populations to participate in Park District programs or use of facilities.
   Q1 Update: Staff is partnering with No-Limits Special Needs Ministry for programming in the parks this spring and summer.
2. Work with Friends of the Trails and Mississippi Valley Hunters and Fishermen's Association on fundraising efforts for the continuation of the Bill Klingner Trail from Parker Heights to Bob Bangert Park.
3. Continue discussions with the City of Quincy and the TIF Joint Review Board for partial funding of a new sidewalk and overlook on the Villa Kathrine grounds.
   Q1 Update: Staff has met with the City of Quincy. The city will give the Park District an answer once the bids are received for the Ameren burial of power lines along the riverfront. Klingner & Associates are working on the design and engineering.
4. Secure sponsorship/naming rights for an outdoor fitness station to be located in Moorman Park.
   Q1 Update: Staff has met with several businesses. Staff has applied for several grants for the outdoor fitness station and is waiting to hear back from the grants.
5. Work with the Parks Department and Westview on care and preservation of landscaping/hardscapes and parking areas as they are the first impression to many parks.
6. Identify future opportunities for programming and services based on industry trends.
   Q1 Update: The recreation department has partnered with Quincy University for a Lacrosse clinic at Boots Bush Park.
7. Strive to connect with the community and build awareness of Park District offerings through partnerships with public/private schools and John Wood Community College.
8. Secure a parcel of land in the southeast part of Quincy for a future park location.
   Q1 Update: Staff has met with JWCC for a potential lease agreement and staff has plans to meet with QSL later this month about the property on State Street.

Westview Golf Course

1. Oversee the installation of replacement doors in the Pro Shop/Concession area.
   Q1 Update: Staff has written a purchase order for the doors and is waiting for the contractor to install them.
2. Meet with local contractors to design and replace the restroom on hole #22.
   Q1 Update: Staff developed the scope of work and advertised for the restroom replacement. Bids will be taken to the Board at the April meeting for approval.
3. Develop scope of work, seek bids and oversee the construction of the new outdoor patio/deck area.
   Q1 Update: Staff developed the scope of work and advertised for the patio replacement. Bids were taken to the Board at the March meeting for approval. Work will begin once the weather is suitable. Staff will be installing the pergola once the concrete has cured.
4. Work with the Recreation and Marketing Departments to increase golf lessons offered for junior golfers.
   Q1 Update: Staff worked with the Marketing and Recreation Departments for the junior golf lessons to be held in April and May 2022. April lessons have over 25 junior golfers scheduled.

5. Remove the steep sloped bunker on the left-side of #12 green and install a small pot bunker on the right front of the green.
6. Remove/update the flooring in the concession/kitchen area.
7. Construct a new 300' long x 6' wide cart-path on hole #12 from the end of the fairway to the right-side of the green.
8. Interview irrigation consultant/designer to gather information on cost estimates and irrigation companies to complete the installation of a new system in the future.
   Q1 Update: Staff met with E.C. Design consultants, (Larry Collins), to gather information and costs for the installation of an irrigation system in the future. Staff is gathering financial information for the April Finance meeting.
9. Improve the customer experience at Westview by installing new software which allows for online tee time reservations and an improved point of sale system.
   Q1 Update: Staff has been working hard on the new point of sale system to improve customer service as well as online tee times.

Marketing/Operations

1. Develop a multimedia campaign to promote new events and programs through all social media, website and e-mail marketing platforms.
   Q1 Update: The yearly event programs brochure was launched in January and all of the spring season digital campaigns are currently running.
2. Create a volunteer page that includes active organizations throughout the district's parks/facilities.
   Q1 Update: The new volunteer website tab has been created in collaboration with our IT contractor in the background of the Quincy Park District website. We are currently working on the design and content of the page.
3. Partner with businesses and organizations to bring more activities and support to our Summer Adventure program.
   Q1 Update: After great success last year on our pilot run, staff has continued this year with our Lacrosse program in collaboration with Quincy University. We have scheduled two events for this year. The St. Louis Cardinals are having a day-long baseball clinic later this July.
4. Work with volunteers to connect Bill Klingner Trail to Parker Heights Nature Trails on 4th Street.
   Q1 Update: All the Parker Heights Park signage has been completed. Waiting on the new small bridge to add trailhead signs.
5. Effectively communicate and be a liaison between inside and outside organizations to maintain our current affiliates and develop new partnerships.
   Q1 Update: Campaigns started in February: Friends of the Lorenzo Bull House dinner, Great River Ski Club, and Nature Trails & Parks.
6. Lead discussions with both the Recreation Department and Westview Golf Course to continue to enhance Westview youth programs for the 2022 spring, summer and fall sessions.
   Q1 Update: Staff commenced the gender spectrum inclusion initiative and implementation through all departments. Westview youth golf customer encounters, experience, and expectations in year two.
7. Create new sponsorship opportunities.
   Q1 Update: We have secured all baseball sponsors for the season.
8. Coordinate the Nature Trails East development from 30th Street- 36th St. Kochs Lane.
   Q1 Update: Park District staff started groundwork in January and will continue weather permitting.

9. Analyze and improve the Park District organizational process and work to improve quality, productivity and efficiency in all departments.
   Q1 Update: Led the planning of the Nature Trails East development, in collaboration with staff and volunteers. Park District-wide gender spectrum inclusion initiative and implementation. Collaborate with the Rec. Department on weekly updates on programs, and events registration status to allocate advertising resources in real-time.
10. Attend monthly online educational programs related to IPRA and IAPD.
    Q1 Update: In January attended the IPRA webinar *"Going and Growing Beyond Our Comfort Zone"*. In February attended the IPRA webinar "*What's New in Marketing? Technology & Applications*".

Recreation

1. Develop and implement new programs in the following areas:
   - Nature 2 new programs
   - Athletics 1 new program
   - Family 3 new programs
   - Cycling 2 new events

   Q1 Update: Staff has added more nature programs to the summer program lineup, along with a spring and fall program. A lacrosse program this summer led by volunteers from Quincy University is also being offered. The Park District will be having three family scavenger hunts, a disc golf day, and batting cage events for families. A mountain biking riding skills clinic is scheduled for May.
2. Create specifications and scope of work for replacement of hitting cages at the Batting Cage facility.
   Q1 Update: Staff has replaced the netting and fixed the fence around the hitting cages. The current plan is to replace the machines and all the other parts for the hitting cages next year.
3. Improve Summer Adventures program by adding more organized activities weekly in South Park, Bob Mays Park and Moorman/Wavering Complex.
   Q1 Update: Staff has increased the number of kids allowed in each session to a maximum of 50 participants. New activities have been added each week at each park.
4. Work with local baseball/softball coaches and Quincy Area Convention & Visitors Bureau to host and promote tournaments on weekends to maximize use of turf fields and increase Batting Cage facility revenue.
   Q1 Update: Tournaments are scheduled from April 2 – July 17 on the three turf fields. Park District will have league games Monday – Friday starting April 11 – to the end of July.
5. Increase attendance at Indian Mounds Pool to 11,000 for the season.
   Q1 Update: A promotional plan has been implemented to help increase attendance. Staff hopes for good weather, which plays a factor in attendance.
6. Improve youth golf lessons in partnership with Westview by increasing the number of sessions to allow for more participants.
   Q1 Update: Registration is currently going on for the April, May, and October sessions. Westview will provide instruction.
7. Provide surveys and collect data seasonally to identify strengths and weaknesses for all programming.
   Q1 Update: Ongoing process. The Rec. Department will present reports on each program at the end of the season.

Marina

1. Communicate with Marina renters to listen to trends/concerns and to identify needs and potential improvements at the Art Keller Marina.
   Q1 Update: Ongoing.
2. 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 restrooms at the Villa Kathrine.
3. Work with the Quincy Park Band to develop and build a permanent stage in one of our parks.
   Q1 Update: Staff met with Quincy Park Band members this winter and talked about fundraising and the potential of 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.
   Q1 Update: Ongoing.
5. Repaint the Gazebo in Clat Adams Park.
6. Work with Mississippi Valley Hunters and Fishermen's Association and Friends of the Trails to complete/research grant opportunities for the installation of a fishing pond and walking trail from Parker Heights to Bob Bangert restroom.
7. Work with Mississippi Valley Hunters and Fishermen's Association on replacing concrete around the shelter and the installation of an ADA sidewalk from the parking stalls at Bob Bangert Park shelter.
   Q1 Update: Project is scheduled for summer 2022.
8. Work with staff to review the sidewalk audit and identify sidewalks to be replaced in 2022.
   Q1 Update: Clat Adams's south sidewalks and sidewalks around the Villa Kathrine bids have been accepted and will be replaced this summer.

Business Office/Technology

1. Assist with implementation of Westview's new golf software.
   Objective A: Smooth transition and integration with the District's accounting system.
   Q1 Update: Ongoing. Business Office staff has spent countless hours on this project with two different vendors with no resolution of a system that the golf department has found to be workable.
2. If determined in 2021 a Human Resource eDoc application and on-boarding hosted system is feasible for the District;
   Objective A: Implement and train staff. February 1, 2022
   Q1 Update: Staff has not found a feasible solution. The costs do not justify the benefits. This objective is no longer valid. Staff will stay alert to any new developments in this area.
   Objective B: Implementation follow-up. April 1, 2022
3. If Art Keller Marina operations are privatized in 2022;
   Objective A: Assist the new company to establish operations and ensure a smooth transition.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 13, 2022

STAFF RECOMMENDATION

AGENDA ITEM: BID FOR CONSTRUCTION OF NEW WESTVIEW RESTROOM #22: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Westview restroom of hole #22 is weathered and in need of replacement. Staff has removed the existing restroom and concrete in preparation for a new ADA restroom.

The scope of work includes a wood post frame 12' x 8'x 8' tall building with a 4' overhang, installing a metal roof and siding, new concrete and ADA fixtures for the interior with a completion date of August 1, 2022.

Bids were prepared by staff and advertised in the local newspaper. The bid opening was held on April 7, 2022.

Two bids were received with the low bid coming from Derhake Bros. Plumbing & Excavating. for $32,300.

Attached to this report is a copy of the bid tabulation, scope of work, overview and bid advertisement.

FISCAL IMPACT: A total of $25,000 has been budgeted for the Westview restroom. The additional funding will come from excess 2022 G.O. Bond funds.

STAFF RECOMMENDATION: Staff recommends accepting the low bid from Derhake Bros. Plumbing & Excavating for $32,300 for the Westview restroom on hole #22.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Westview Restroom #22 Replacement Quincy Park District Quincy, Illinois 62301		MILLION CONSTRUCTION LTD.	DERHAKE BROS. PLUMBING & EXCAVATING
Base Bid for Restroom Replacement	$25,000	$48,525	$32,300
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 April 7, 2022
at the Quincy Park District Board Room, 1231 Bonansinga Drive, Quincy, Il. 62301

1231 Bonansinga Dr - Quincy, IL 62301-1762
Telephone 217-223-7703 – Fax 217-228-9209
Email info@QuincyParkDistrict.com
quincyparkdistrict.com

Westview Restroom Replacement

EXACT SCOPE OF WORK TO BE PERFORMED

- Aggregate Base Course 1" Clean Rock at a Depth of 4"
- 6" Concrete (6 Bag Mix) 10' x 18' Concrete Pad
- Powered Troweled with Light Broom Finish
- Westview Maintenance will Backfill, Level and Seed Grass Area Around the Newly Poured Concrete
- Metal Roof Green in Color and Siding will be Sandstone in Color-29 Gauge
- Install Post Frame Wood Structure 12' x 8' x 8' Tall with a 4' Porch Overhang 2" x 4" Construction. Porch Overhang 6" x 6" Construction
- Storage Room dimension is 4' x 8' x 8'
- Restroom dimension is 8' x 8' x 8'
- Entire Building Bubble Wrapped w/ Pro Pac Insulation Fabric
- Interior of Building ½" OSB Board with White .090 FRP Wall Board
- Contractor Provide 1 0.125 GPF White Urinal w/ Top Spud, 1 2 Piece 1.28 GPF Single Flush White Toilet, 1 Wall Hung Sink w/ 3 Hole Faucet
- Contractor Provide 3 GFCI Outlets (1 Storage Room, 1 Restroom and 1 Overhang)

Quincy Park District
1231 Bonansinga Dr - Quincy, IL 62301-1762
Telephone 217-223-7703 – Fax 217-228-9209
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quincyparkdistrict.com
QUINCY RIGHT ON Q

- Contractor Provide 2 Light Switches Inside Both Doors (1 Storage Room and 1 Restroom)
- Contractor provide 1 hose bib in restroom area
- Contractor provide 1 2" floor drain in restroom area
- Owner Provide 2 LED Light Fixtures, mirror and towel dispenser
- Contractor Provide 2 36" x 80" 6 Panel Right Hand In-Swing Painted Prehung Exterior Steel Doors (1 Storage Room and 1 Restroom)
- On-site meeting to go over scope of work March 23, 2022 10:00 am at the Westview Pro Shop located at 2150 South 36th Street
- All labor will be prevailing wage based on current prevailing wage for Illinois
- Minimum $2,000,000 liability Insurance
- Performance Payment Bond or Irrevocable Letter of Credit of 5% of entire project (If over $50,000)
- Bids will be opened April 7th at 10:00 a.m. in the Quincy Park District Board Room
- Work to be completed by August 1, 2022

Quincy Park District
INVITATION TO BID

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

WESTVIEW RESTROOM

Sealed bids for **Westview Restroom,** 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, April 7, 2022 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. - 4:00 p.m., Monday through Friday.

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: April 13, 2022

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY RIVERFRONT ELECTRICAL ALIGNMENT FROM KESLER PARK THROUGH CLAT ADAMS PARK: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The Riverfront Master Plan 2021 was established back in December 2019 as an intergovernmental agreement between Adams County, the City of Quincy and the Quincy Park District. The goal of the intergovernmental agreement and study was to build public consensus and to develop a strategy for riverfront development.

One of the first recommended phases of the Riverfront master plan discussed was the burial of the Riverfront power lines along front street from Kesler Park to Jersey Street. The burial of the Ameren power lines was selected due to the state grant from Senator Tracy.

Park District is allowed to make improvements on the leased land from the railroad company as long as we maintain an 8.5' clearance horizontally from the center of the railroad tracks.

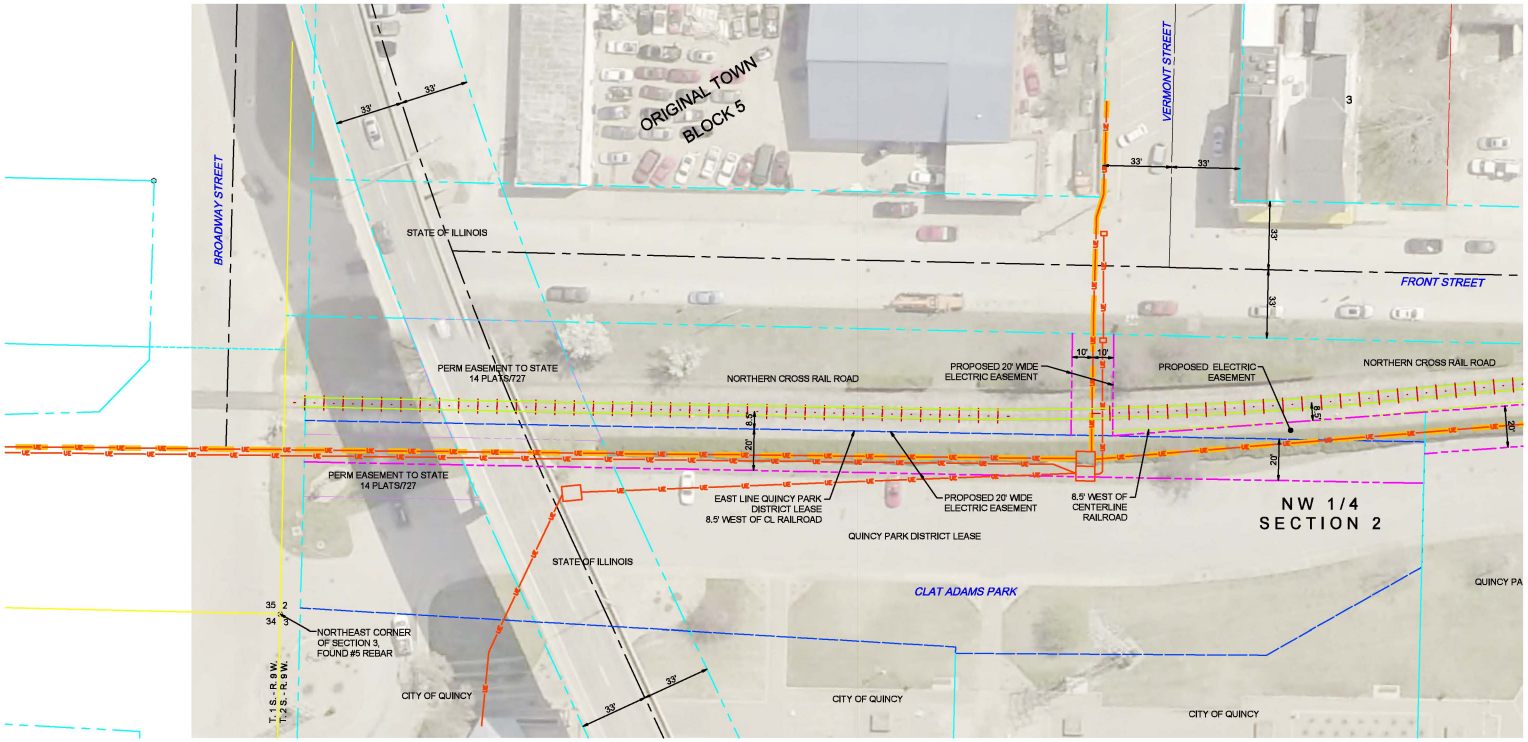
The Quincy Riverfront electrical alignment from Kesler Park through Clat Adams Park is included as part of this report.

FISCAL IMPACT: None. The City of Quincy and State of Illinois grants will pay for the entire project.

STAFF RECOMMENDATION: Staff recommends the Board approve the staff recommendation as presented.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:



PRELIMINARY

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.

N — GRID NORTH

0 30 60

SCALE: 1" = 30'

BASIS OF BEARINGS: ILLINOIS STATE PLANE WEST ZONE NAD 83

SURVEYED FOR: CITY OF QUINCY

FIELD WORK COMPLETED JULY 2021.

DESIGN FIRM NO. 184-2738

KLINGNER & ASSOCIATES, P.C.

Engineers • Architects • Surveyors

Quincy, Illinois
616 North 24th Street
217.223.3670

www.klingner.com
Galesburg, IL Burlington, IA
Pella, IA Hannibal, MO Columbia, MO

NO.	APPR.	REVISION DESCRIPTION	DATE
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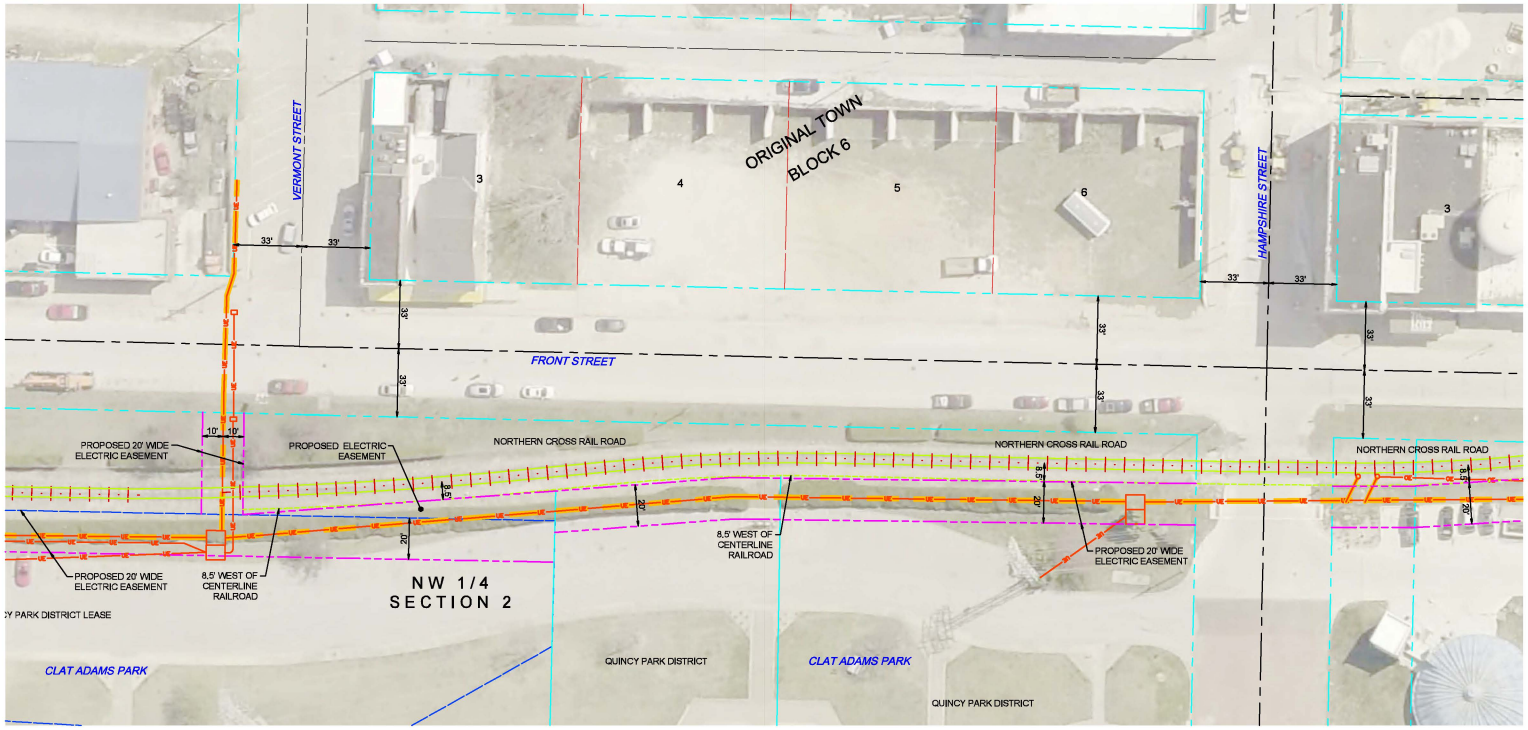
DESIGNED	DRAWN	CHECKED
-	CJH	
FIELD	NOTES	DATE
ECB/MWJ	-	
PROJECT NO.	FILE NO.	SCALE
21-0194	210194-ROW-BASE	1" = 30'

PROPOSED EASEMENT EXHIBIT

QUINCY RIVERFRONT ELECTRIC LAYOUT

SHEET NO.

1 of 4



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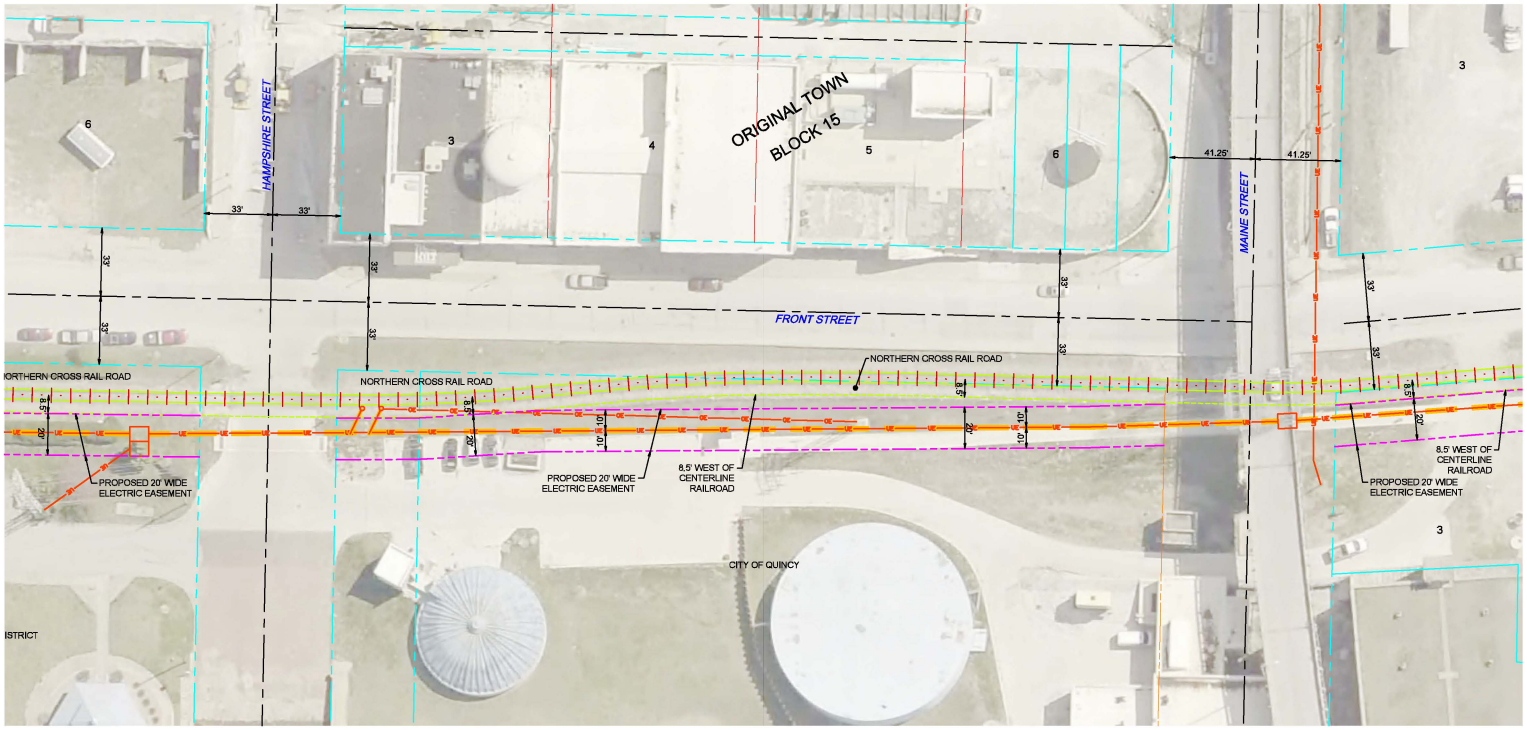
QUINCY RIVERFRONT ELECTRIC LAYOUT

SHEET NO.

2 of 4



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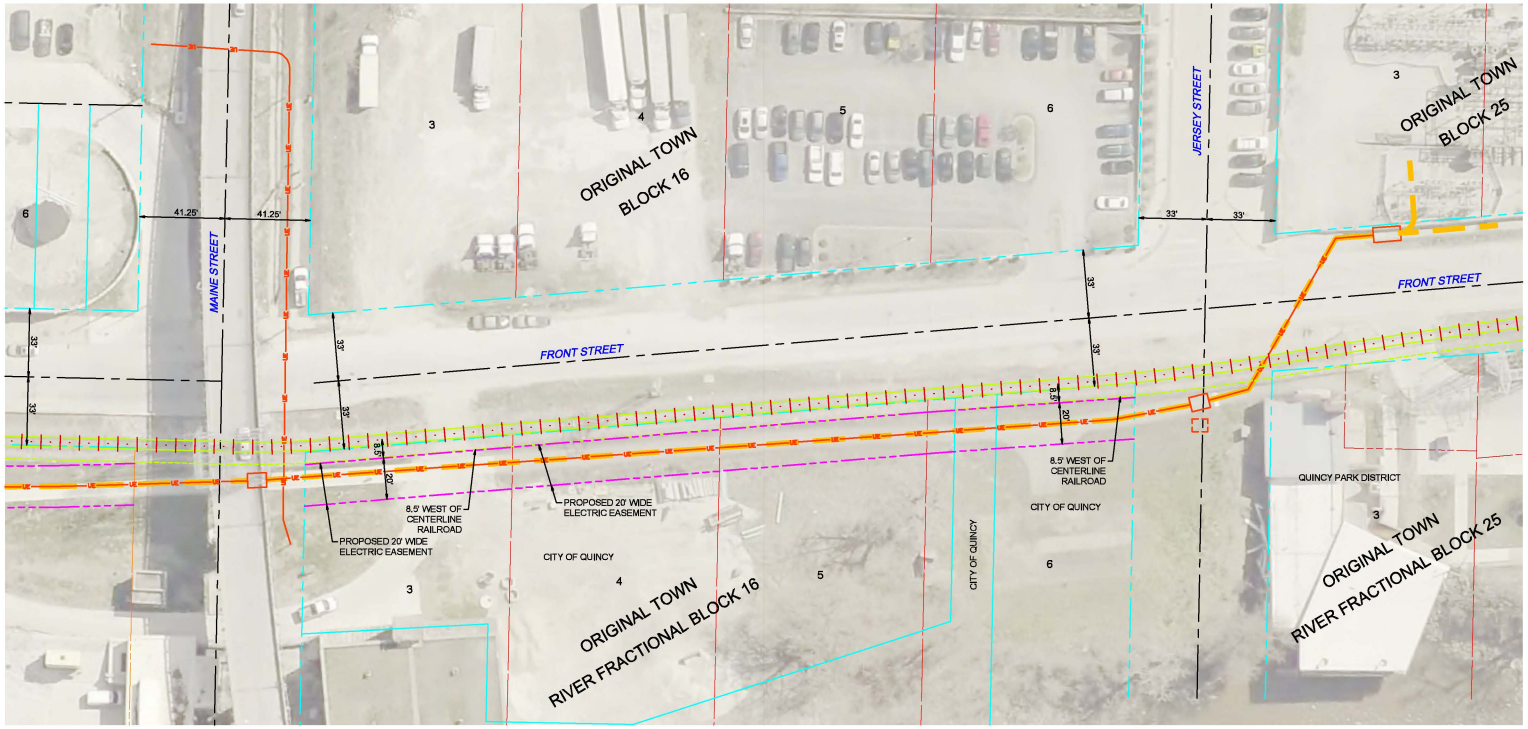
QUINCY RIVERFRONT ELECTRIC LAYOUT

SHEET NO.

3 of 4



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FULL SCALE DRAWING IS 22" x 34"

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SHEET NO.

4 of 4

PUBLIC INPUT