

Quincy Park District

BOARD OF COMMISSIONERS MEETING



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

**Agenda
September 14, 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. Planning Session Minutes – August 1, 2022
3. Regular Meeting Minutes – August 10, 2022

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

BOARD INFORMATION/EDUCATION:

CORRESPONDENCE:

VOLUNTEERS:

- Soccer Coaches

EXECUTIVE DIRECTOR'S REPORT

- Rome Frericks
- Planning Session Memo from August 1, 2022

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

COMMISSIONER COMMITTEE REPORTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

- Quincy Park District Annual Capital Project Bond List: Discussion Only
- Quincy Children's Museum Storybook Signs to be located in Gardner Park and Sunset Park on Quincy Park District Nature Trails: Information Only
- Clarence "Candy" Greenman Dedication Plaque Refurbishment: Information Only
- Parker Heights Park Land Survey: Discussion Only
- Wavering Park All-Inclusive Playground/Restroom/Shelter Design and Engineering Work: Recommended Approval **(VOICE VOTE)**
- RESOLUTION NO. 22-02: Wavering Park All-Inclusive Playground/Shelter/Restroom, Illinois Department of Natural Resources Open Space Land Acquisition and Development Grant Application: Authorization to Submit an Application: Recommended Approval **(ROLL CALL VOTE)**
- RESOLUTION NO. 22-03: Supporting the City of Quincy in their Application for the Illinois Transportation Enhancement Program Grant: Recommended Approval **(ROLL CALL VOTE)**
- Annual Auditing Services Agreement and Auditor Selection: Recommended Approval **(VOICE VOTE)**
- Quincy Park District Proposed Salary Administration Program, 2023: Recommended Approval **(VOICE VOTE)**
- Art Keller Marina: Discussion Only

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

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

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

ACTIONS AFTER EXECUTIVE SESSION

ADJOURN **(VOICE VOTE)**

CONSENT AGENDA

(Unanimous Consent)

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Planning Session
Board Room

August 1, 2022
9:00 A.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 Jeff VanCamp. No Park Commissioner was permitted to attend the meeting by video or audio conference.

Also in Attendance: Executive Director–Rome Frericks and Director of Business Services, Don Hilgenbrinck for the Budget GO Bond discussion portion of the meeting.

President Frankenhoff led the room in the Pledge of Allegiance.

PUBLIC COMMENT

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

DISCUSSION ITEMS

President Frankenhoff provided an overview of the purpose of the meeting. This meeting will also provide information for directives to Executive Director Frericks.

Budget Timeline and Annual G.O. Bond Timeline

Executive Director Frericks explained the annual budgeting process and timeline and referenced the connection to the annual capital project list.

Finance Overview

Executive Director Frericks turned the meeting over to Director Hilgenbrinck for this portion of the meeting. Hilgenbrinck explained the documents included in the packet and tax rate information. Board discussion resulted in the decision to amend the Budget Appropriation Ordinance and make a voluntary IMRF payment of \$300,000 in the fall of 2022. It was also decided not to create a separate Capital Development Fund at this time. Director Hilgenbrinck left the meeting at this time.

Proposed Capital Projects and Financing

Executive Director Frericks explained the Directors create this proposed project list as a group and it is presented in order of importance as requested by President Frankenhoff. There should be a carryover from the 2022 G.O. Bond of approximately \$30,000. Frericks answered questions regarding the projects from the Board. He stated parking at the Moorman Complex as one of the issues brought to most frequently and the importance of that for future development. As a result of discussion, it was decided to issue the 2023 G.O. Bond for \$1,000,000 and use \$250,000 from Corporate reserves to fund \$1,250,000 worth of projects. The All-inclusive Playground, Bridge to Restroom and Moorman Fitness Station will be removed from the bond project list with all non-bond projects staying on the list and the equipment list remaining as presented. Staff will work with the Board to find an alternate location for the All-inclusive playground in 2023 and seek alternative funding.

Art Keller Marina

President Frankenhoff explained the financial history of the Marina and it's decline in recent years of slip rentals causing it to operate in the red. The last major improvements made at the Marina have been partially funded with Corporate funds. The decline in slip rentals has not been reversed and currently is at a loss of nine rentals this year. The potential Capital improvements needed over the next five to ten years are significant and total more than \$500,000 which would have to be paid for with funds from sources other than the Marina.

The current resolution states, and it is the consensus of the board, that the Marina remain in operation through 2023 unless something drastically changes.

Potential Sale of Park Property

President Frankenhoff provided some history on this topic. Due to the size of the property, it is not necessary to take this sale of property to the voters for approval. The Board discussed doing an advisory referendum and majority decided against it. The Board is supportive of auctioning off approximately 1.2 acres in Parker Heights Park at a starting bid of \$25,000. The interested purchaser is Knapheide Manufacturing who would be responsible for the cost of a survey and we request they move the entrance point to the property. The Board will vote on the potential sale of the property once the survey is completed.

Future Location of Southeast Park in Quincy

Executive Director Frericks provided some history and information regarding this topic and meetings that have been held with JWCC including himself and Vice-President Holthaus and more recently, one with President Frankenhoff and himself. After discussion, it was decided that staff and two Board members will approach JWCC on potentially acquiring a land donation with a 99-year lease for future development. There should be an exit clause included in that lease and the Park District will keep an open dialogue with Quinsippi Soccer League regarding their property on State Street.

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

President Frankenhoff referenced the information included in the packet and stated this is the document used to measure staff's performance and also to give direction to staff. Commissioner Leenerts commented on the Strategic Plan being included in this document and appreciates the goals aligning with this document. The Board suggested changes to the wording under the Parks Department #5 and the Planning Session middle section #2.

Westview Golf Course

President Frankenhoff referenced the rounds of golf this year versus last year and a positive trend. Executive Director Frericks reported rounds of golf down approximately 200 rounds at this point largely due to days closed due to weather. The Board agreed to budget \$55,000 from Corporate funds for Les Hill Irrigation Consultant to do a design and engineering layout for the Westview irrigation system.

Bill Klingner Trail Development

Executive Director Frericks explained the information. The Board agreed with the proposed route east of Bonansinga Drive. They instructed staff to continue working with BNSF Railroad for the right-of-way and not to pursue the ITEP Grant for 2022. Frericks is also to move forward and have Klingner and Associates proceed with numbers for non-ITEP specifications for Parker Heights to Lincoln Park with multiple phasing options.

PUBLIC COMMENT - None

EXECUTIVE SESSION-None

With no other business to discuss at 3:42 p.m., VICE-PRESIDENT HOLTHAUS MADE A MOTION SECONDED BY COMMISSIONER LEENERTS TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Secretary

Chairman

Date

Date

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Regular Meeting

August 10, 2022 Board Room
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, Commissioners Nathan Koettters, Patty McGlothlin, Roger Leenerts, Jeff Steinkamp, and Jeff VanCamp. 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 and Board Attorney–David Penn.

President Frankenhoff led the room in the Pledge of Allegiance.

CONSENT AGENDA

President Frankenhoff asked if there were any objections or changes to the July 13, 2022, Regular Board and Executive meeting minutes or to the check register. Upon hearing no objections, he announced they were approved by unanimous consent.

PUBLIC INPUT

Vicky Dempsey spoke on the sale of property at Parker Heights Park and her opposition to the sale of that parcel of property. She would like the Park District to get public comment on this sale.

Darren Smith made comments on the possible closure of the Marina. He is a current renter and is against the closure. He feels small maintenance and cleanliness have been issues.

Chris Griggs commented on the closure of the Marina and stated he has been a renter since 2006 and has spoken to all of the Commissioners this past week. He stated the boating community would like to keep the Marina open.

Carla Gordon expressed concern over the proposed sale of the Parker Heights property. She is not in favor of selling the property.

Louise Seaver commented on the sale of Parker Heights property and the cost of surveying.

BOARD INFORMATION/EDUCATION–None

CORRESPONDENCE–None

VOLUNTEERS

Executive Director Frericks thanked the groups listed on the agenda and highlighted what each group has contributed to the Park District making our programs successful and keeping our parks and trails maintained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Frericks stated the UMMR Corp canceled their open house due to Adams County Covid outbreak so Quincy Park District and QBAREA are hosting an open house in our office from 4-8 p.m. on Thursday, August 18th for the public's information and comments. Frericks asked that if there are any other comments from the Board to add to the August planning session document to please forward them so he can get that finalized.

DIRECTORS' REPORTS

Director Higley stated the Lincoln Parking lot is completed with a total of 73 parking stalls. President Frankenhoff inquired about the process for Marina repairs. Director Higley said renters are to complete a work order at the Guardhouse location to start the process. Renters can also call or e-mail Director Higley with any maintenance issues or comments. He will send out an e-mail to all Marina renters regarding the Work Order process.

Director Hilgenbrinck commented the Marina is currently at 118 renters versus 124 last year. All financial documents are posted to the website.

Director Bruns provided an update on Indian Mounds Pool attendance. Through August 10, there have been 11,355 visits to the pool versus 10,474 last year at this time. If we can attain a total of 400 more visits this year, this will be the most we have had in ten years. The pool will close for the season this Sunday, August 14. Fall Soccer will begin August 22. All programs are surveyed and staff creates a program report.

Director Morgan stated Westview hosted a new outing for QU Basketball last week with a total of 88 players that was successful and will be returning next year. Also said the new patio doors have been installed and rounds of golf are just slightly down from last year.

Director Beroiza commented on working with our affiliates to promote their facilities and programs. We have also started collaborating with the local running club. Beroiza also mentioned the Cardinal Clinic hosted in collaboration with Blessing Health System at our Pepsi and Blessing Turf Fields in upper Moorman Park. There were approximately 150 youth participants with their families interacting with retired Cardinal players. Plans to host this event again next year. President Frankenhoff inquired about on-line marketing of the Marina. Beroiza stated we conducted a survey and designed and distributed a new brochure which is both digital and hard copy. Digital went to over 5,000 people in early spring.

COMMITTEE REPORTS

Friends of the Lorenzo Bull House Vice-President Holthaus continues to be impressed by their enthusiasm and creativity in promoting the house and making it more accessible to the public. They are trying to pursue more collaborations. Property maintenance responsibilities were brought up. Holthaus feels the Park District Commissioners being present is positive and keeps communication open.

Quincy Riverfront Development Corporation-Commissioner Steinkamp stated there is a meeting planned for the end of this month or first part of September.

Quincy Planning Commission-Commissioner Koettters attended a meeting on July 26 with nothing concerning the Park District.

Finance Committee-Commissioner Leenerts mentioned their discussion at tonight's meeting regarding the OSLAD (Open Space Land and Development) grant opportunity. Executive Director Frericks received information on funds becoming available and suggests we take advantage of this for the new playground as well as shelter and restroom construction. It is his and the Finance Committee's recommendation that we pick a location and apply for these funds. Grant applications are due by September 30, 2022. It is a 50/50 grant opportunity for up to \$600,000. Finance Committee suggesting this be constructed on the east side of the Avenue of Lights Ballfield. The grant recipients will be announced in the summer of 2023 which would then put the project into the 2024 Budget year. There will be a progress follow up at next month's Board meeting.

UNFINISHED BUSINESS-None

NEW BUSINESS

Post Issuance Tax Compliance Annual Report: Information Only

Director Hilgenbrinck stated this is an annual routine requirement by the I.R.S. to ensure we are compliant regarding our Obligation Bonds. Based upon his review, we meet the requirements at this time.

Little People's Tournament Fees: Recommended Approval **(VOICE VOTE)**

Director Morgan explained the fees for approval for the June 2023 Tournament. Fees will remain the same as 2022. COMMISSIONER LEENERTS MADE A MOTION SECONDED BY COMMISSIONER VANCAMP TO APPROVE FEES AS PRESENTED. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Quincy Park District 2023-2024 Goals and Objectives: Recommended Approval **(VOICE VOTE)**

Executive Director Frericks stated this is the third presentation of this document and is presented with the changes as a result of the August 1 Planning session. VICE-PRESIDENT HOLTHAUS MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE STAFF REC AS PRESENTED. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Quincy Park District 2022 Planning Session Initiatives: Recommended Approval **(VOICE VOTE)**

President Frankenhoff explained this document is from the August 1 Planning Session and is presented with the change of moving the All-inclusive playground project to 2025. COMMISSIONER KOETTERS MADE A MOTION SECONDED BY COMMISSIONER STEINKAMP TO APPROVE THE STAFF REC AS PRESENTED. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Wavering Park Small Shelter Replacement, Design and Engineering Work and Demolition: Recommended Approval **(VOICE VOTE)**

Director Higley explained this is for 2023 replacement but asking for approval to do design, engineering and demolition funds for 2022. Staff recommends approval as presented. COMMISSIONER LEENERTS MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE STAFF REC AS PRESENTED. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

Quincy Park District Construction Contract Documents: Discussion Only

Executive Director Frericks stated the Board requested last year at this time to look at this information again in twelve months. Commissioner Steinkamp led the discussion on information included. There was discussion of possible monetary thresholds and/or other requirements. If the threshold is \$100,000 those projects are usually handled by the engineer. President Frankenhoff indicated he did not see a reason to make a change to our current procedure and documents. Vice-President Holthaus does not feel this needs to be a priority at this time.

Operations Procedures Manual Revisions: Recommended Approval **(VOICE VOTE)**

Director Hilgenbrinck stated this revision is a result of previous Board discussion on when staff needs to engage legal consult when engaging in contracts on behalf of the Park District. COMMISSIONER LEENERTS MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN TO APPROVE THE STAFF REC AS PRESENTED. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.

PUBLIC INPUT: None

President Frankenhoff initiated a short discussion regarding the Marina and continued operations based on recent concerns with the resolution stating the Marina will close at the end of 2023. The Board reiterated their commitment to that resolution at the Planning Session August 1. There was discussion and clarification of comments made then and what drastic changes could take place to reverse this decision and what to communicate to the boating community. Commissioner Koetters stated the Board did not say they were shutting it down in 2024, but were committed to remain open at least through 2023. He would like to see efforts from the boating community as we have seen in the past concerning the Lorenzo Bull House and the Trail group. Commissioner Leenerts needs to see the slip rentals increase instead of decrease and see community benefits as we see with the golf course. Commissioner Steinkamp indicated we have a financial responsibility to the tax payers when spending their tax dollars. He could be supportive if there was a trend and commitment from the boaters to turn it around. Vice-President Holthaus stated we need collaboration and support from the boaters to turn this around. Commissioner VanCamp stated the Marina is not up to standards with our other facilities. Commissioner McGlothlin stated after the meeting with boaters in 2021, she is not sure the Park District followed through with all of their suggestions. Her suggestion is that maybe we need to have representation at some of the monthly boating community meetings. President Frankenhoff stated he hopes the Board's comments are encouraging to the boating community and also encourages the Commissioners to contact current Marina renters and to make a sight visit within the month. Director Hilgenbrinck mentioned the Refer a Friend Program initiated this year and the low response to that initiative.

EXECUTIVE SESSION: None

With no other business to discuss at 7:20 p.m., COMMISSIONER STEINKAMP MADE A MOTION SECONDED BY VICE-PRESIDENT HOLTHAUS TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED. Meeting adjourned.

Secretary

Chairman

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

CORRESPONDENCE



The Quincy Exchange Club

VOLUNTEERS

2022 FALL SOCCER COACHES

Ben Adams
Tara Althoff
Gerson Anaya
Jaclyn Arens
Matt Bailey
Chris Bockius
Brittany Boll
Lucy Bordewick
Michelle Bozarth
Darcy Buckert
Jason Carpenter
Greg Cassens
Deedria Chavarria
Brian Cheney
Lucas Cramsey
Lewis Degonia
Brad Denton
Mindy Doellman
Ben Dombroski
Kailee Flesch
Audra Fox
Zach Gilmore
Luke Gittings
Dan Golden
Matt Graham
Jon Hanchett
Douglas Hartley
Chuck Haskins
Jonathan Hoover

Jenny Hufford
Matt Jackson
Cody Kamm
Nick Kelley
Sarah Kramer
Ryan Leifheit
Zac Lish
Kenny MacDonough
Rochelle Manock
Sara Markey
Tim Miller
Mallory Ramey
Joe Sharrow
Kristy Shepherd
Andrew Smith
Derek Smith
Cory Stegeman
Devon Stegeman
Alex Tappe
Brian Thomas
Melissa Thomas
Jennifer Utterback
Roni VanAusdall
Struther Wand
Lisa Warner
Jason Watkins
Kevin Wolf
Marco Zabaneh

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: August 31, 2022

Administrative Initiatives (8/1/22 – 8/31/22)

Attended:

- Friends of the Trails meeting
 - Directors meeting
 - Safety meeting
 - Quincy/Adams County Economic Development/Tourism meeting
 - Safety meeting
 - Rotary Board meeting
 - Weekly operation meetings
 - UMRR monthly meeting
 - OSLAD/IDNR Webinar
 - Riverfest Committee post event meeting
 - Planning Session meeting
 - UMRR/QBAREA Open House
 - Art Keller Marina meeting with Board and the three boat clubs.
-
- Met with Attorney David Penn several times on current events concerning the Park District.
 - Met with Klingner & Associates for OSLAD Grant (4) times.
 - Met with Great River Ski Club for their event in August.
 - Met with Q-Town Tournaments to get updated numbers to turf the two T-Ball fields in Wavering Park.
 - Met with Klingner & Associates to survey the parcel in Parker Heights Park.
 - Met with Children's Museum executive director on their storyboard grant.
 - Held post meeting with Directors' on the August Planning Session meeting.
 - Met with Board members on several dates to discuss Park District business.

- Met with staff and contractors on several occasions for current Park District improvements and potential 2023 Bond Projects.
- Completed the August Planning Session meeting memo.
- Held department head meetings for preparation of Districts' FY2023 budget.
- Held a conference call with Board members and QBAREA members for future funding from the Small Boat Harbor Grant.

Administrative Initiatives (9/1/22 – 9/30/22)

- Continue to work with UMRR to develop the beginning scope of work and specifications.
- Continue planning for 2023 bond projects, goals and objectives.
- Hold department head meetings for preparation of Districts' FY2023 budget.
- Submit OSLAD Grant by the September 30th deadline for the Wavering Park Development.

To: Board of Commissioners

From: Rome Frericks

8/2/2022

Re: Directives from August 1, 2022 Planning Session

Finance Overview

- Amend Budget Appropriation Ordinance and make voluntary IMRF payment of \$300,000 in Fall 2022.
- Don't create a Capital Development Fund at this time.

Proposed Capital Projects

- 2023 G.O. Bond at \$1,000,000 and use \$250,000 from Corporate reserves for a grand total of \$1,250,000.
- Remove All-Inclusive Playground, Bridge to Restroom and Moorman Fitness Station from list.
- Work with Board to find an alternate location for All-Inclusive playground in 2023 and seek alternate funding options for future development.
- Keep all non-bond projects on list.
- Keep equipment list as presented.

Art Keller Marina

- Board reaffirmed their position to NOT stay open past 2023 unless changes occur.

S.E. Park Location

- Staff and two Board members will approach JWCC on potentially acquiring land donation for future development.
- 99-year lease.
- Exit clause for future.
- Keep open dialogue with QSL.

Annual Goals/Objectives

- Made suggested changes to wording for goals/objectives under Parks Department #5. Explore funding options and determine the park location in 2023. Create bidding documents for playground companies for a new all-inclusive playground that will be constructed by 2025.
- Made suggested changes to Planning Session middle section #2. A second all-inclusive playground will be constructed within a current park by Fall 2025.

Potential Sale of Park Property

- Majority of the Board is supportive of auctioning off approximately 1.2 acres in Parker Heights Park.
- Starting bid is \$25,000
- Knapeide pays for the survey.
- Move entrance point 30' to north on 5th Street.
- Board will vote on the potential sale of park property once the survey has been completed.

Westview Golf Course

- Spend \$55,000 from corporate reserves for the design/engineering/layout from Les Hill Irrigation Consultant.

Bill Klingner Trail

- Board agreed with proposed route east of Bonansinga Drive.
- Have Klingner & Associates run numbers for non-ITEP specifications for Parker Heights to Lincoln Park using multiple phasing options.
- Staff is not to pursue ITEP Grant for 2022.
- Continue to work with BNSF for the right-of way.

Rome Frericks

DIRECTORS'
REPORTS

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: August 31, 2022

Administrative Initiatives (8/1/22 – 8/31/22)

Attended:

- Directors' meeting
 - Safety meeting
 - Kiwanis meetings
 - Friends of the Trail meeting
 - 2023 budget kickoff meeting
 - Marina renters meeting
-
- Monitored work on Lorenzo Bull House electric repair for the new fountain.
 - Monitored work on rut repair in Moorman Park.
 - Monitored brush trimming in Moorman and Wavering Parks.
 - Monitored installation of new sewer cover at Bob Bangert Park.
 - Monitored end of season shutdown at Indian Mounds Pool.
 - Monitored electric repair for Lincoln Park parking lot light.

Administrative Initiatives (9/1/22 – 9/30/22)

- Work on 2023 Budget for the Parks Department.
- Continue planning for 2023 projects, goals and objectives.
- Work on 2023 Capital Projects for Parks Department.
- Monitor Villa Kathrine sidewalk replacement.
- Monitor Clat Adams Park phase 1 sidewalk repair.
- Monitor curb repair in South Park.
- Monitor curb repair at Parker Heights Park.
- Monitor work on Villa Kathrine restroom.

To: Board of Commissioners
From: Donald J. Hilgenbrinck
Subject: Monthly Report
Date: August 31, 2022

Administrative Initiatives (8/01/22 – 8/31/22)

- Attended Safety Committee meeting.
- Attended Annual Planning Session meeting.
- Prepared the **FY2022** Budget & Appropriation Amendment.
- Began developing the FY2023 Budget, as per timeline.
- Met with Vervocity representative to seek a solution for chat functionality for the District's website.
- Met with Adams/Point-to-Point technician to seek information for the development of a Wi-Fi network at the Art Keller Marina.

Administrative Initiatives (9/01/22 – 9/30/22)

- Assist the Director of Golf with implementing the new golf/POS software system.
- Assist Directors with the FY2023 Budget preparation.
- Attend department budget hearing meetings to discuss projected budgets.
- Publish the hearing notice for the **FY2022** Amended Budget & Appropriation.
- Prepare the 2021 Tax Levy Ordinance draft.
- Prepare the Truth in Taxation Resolution.
- Finalize and execute the 3-year auditing agreement per Board direction.
- Continue to seek and develop a solution for chat functionality for the District's website.

To: Board of Commissioners
From: Mike Bruns
Subject: Monthly Report
Date: August 29, 2022

Administrative Initiatives (08/01/22 – 08/31/22)

- Attended the monthly safety committee meeting.
- Held monthly staff recreation meeting.
- Staff worked with the Director of Operations/Marketing on promoting our programs.
- Started work on the 2023 budget.
- Staff worked on recruiting staff for the Fall.
- Staff worked on setting up the fall youth soccer leagues and adult softball, which started the weeks of August 15 and 22.
- Staff worked on plans for the Fall Festival.
- Staff worked on surveys for the programs and events.
- Staff worked on closing procedures for Indian Mounds Pool.
- Staff worked on the fall nature programs and nature walk expeditions.
- Last outdoor movie of the summer was held.

Administrative Initiatives (09/01/22 – 09/30/22)

- Staff will work on the 2023 budget.
- Staff will work on the 2023 program and event schedule.
- Work with the Director of Operations/Marketing on promoting our programs.
- Staff will continue to work on plans for the Fall Festival to be held on October 1.
- Staff will work on season-ending reports for programs and events.

- Staff will work on program and facility fees for 2023.
- Staff will work on the fall pickleball tournament.
- Staff will conduct the following programs in September: nature, nature walk expeditions, pickleball tournament, youth soccer, and adult softball.

POOL ATTENDANCE

Indian Mounds Pool

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2021</u>	<u>2022</u>
Total	10,765	9,243	6,953	10,899	11,728
Average	142	120	124	165	168
Days Open	76	77	56	66	70
Days Closed	2	2	23*	6	2
Season Pass Visits	1,152	1,095	535	1,431	1,971
Season Passes Sold	379	331	231	87	87
Family	234	216	161	38	46
Individual	145	115	70	49	41

***2019 closed 21 days at start of season for broken water pipe.**

2020 closed for the season because of covid-19.

2022 attendance the most since 2012, 15,437.

POOL FINANCIAL

Indian Mounds Pool

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2021</u>	<u>2022</u>
Expenses	\$117,985	\$115,193	\$137,337	\$115,696	\$130,533*
Income	<u>\$81,396</u>	<u>\$78,701</u>	<u>\$54,806</u>	<u>\$56,848</u>	<u>\$72,183*</u>
(Loss)/Gain	(\$36,589)	(\$36,492)	(\$82,531)	(\$58,848)	(\$58,350)*
					*Numbers as of 8/31/22

2020 closed for the season because of covid-19.

2022 \$173,100 spent on new filter taken out of general recreation fund.

To: Board of Commissioners

From: David Morgan

Subject: Monthly Report

Date: September 1, 2022

Administrative Initiatives (8/01/22 – 8/31/22)

- Attended safety and board meetings.
- Staff continues to disinfect and clean Westview.
- QHS and QND Men's and Ladies qualifying started.
- Hosted the Quincy University Basketball Golf Outing, Friday, August 5th.
- Hosted the Museum Night Golf Outing, Saturday, August 6th.
- Hosted the QND Tournament, Thursday, August 11th.
- Hosted the Bordewick's four-day event, starting Sunday, August 14th.
- Hosted the QHS Invite, Saturday, August 20th.
- Hosted the Ladies League Championship, Tuesday, August 23rd.
- Host Springfield Electric Golf Outing, Thursday, August 25th.
- Host QHS Boys and Girls Junior High qualifier, Saturday, August 27th.
- Staff has been busy troubleshooting and repairing irrigation leaks (12).
- The Superintendent of Golf completed all the requirements by GCSAA to maintain his Class A Status.
- Staff trimmed the bushes around the clubhouse and de-weeded the landscaping beds.
- Staff continues to apply fungicides on a preventive basis to the greens, tees, and fairways.
- Staff continues to trim low branches around the course and remove suckers from the base of Spruce trees.

- Prepared all the equipment for the aerification and topdressing process scheduled for September.

Administrative Initiatives (9/01/22 - 9/30/22)

- Attend safety meetings and board meetings.
- Staff will continue to disinfect and clean Westview.
- Host 6 High School matches throughout September.
- Host the Ladies 49er's Golf Tournament, Friday, September 2nd.
- Host the Mercantile Fall Classic, Thursday, September 8th.
- Host the Lions Club Golf Outing, Saturday, September 10th.
- Host the QHS class of 60 Reunion, Saturday, September 10th.
- Host the class of 72 Reunion, Saturday, September 17th.
- Host the QND Foundation Golf Outing, Monday, September 19th.
- Host the Exchange Club Golf Outing, Friday, September 23rd.
- Host the ST. Francis Golf Outing, Sunday, September 25th.
- Host the QHS Boys Regionals, Wednesday, September 28th.
- Aerify, topdress, and seed the greens on holes 1-18 (September 12th -14th).
- Aerify and seed the tees.
- Continue applying fungicides on an as-needed basis to the greens, tees, and fairways.
- Continue with repairs to the irrigation system.
- Fall tree trimming and leaf clean-up, consisting of blowing and mulching, begins.
- Spot seed areas in the fairways.

Westview Golf Course Rounds of Golf - 2022

		Aug-22	2022 YTD	Aug-21	2021 YTD
10000	18 Hole Weekday Green Fee	623	2734	532	2417
10002	9 Hole Weekday Green Fee	399	1773	293	1332
10004	Twilight Green Fee	59	186	23	200
10005	Fall/Spring/Winter Green Fee	0	242	0	525
10006	M-T-TH-Special	104	315	93	555
10007	Winter Special w/ Car	0	0	0	76
10008	Third Nine Green Fee	816	3415	607	3143
10009	Family Night Adult	4	23	15	35
10010	Family Night Child	7	25	18	41
10011	Jr. Green Fee	53	158	6	118
10012	Promotional Round	4	56	9	58
10013	Twilight Combo	598	2704	629	2736
10014	Early Bird 9	54	183	23	67
10015	Early Bird 18	147	461	169	455
11000	Adult Weekday Pass Visit	299	1135	228	1173
11001	Adult Weekend Pass Visit	124	750	125	723
11002	Senior Weekday Pass Visit	516	2045	418	1972
11003	Senior Weekend Pass Visit	202	1172	211	1112
11004	Senior Rest. Weekday Pass Visit	58	278	43	227
11005	Super Senior Weekday Pass Visit	491	1670	397	1758
11006	Employee Pass Visit	14	43	7	48
11007	Junior Weekday Pass Visit	213	583	208	701
11008	Junior Weekend Pass Visit	39	187	48	203
11010	Junior Summer Pass Visit	190	457	129	503
11011	College Pass Visit	0	0	0	0
11012	Young Adult Pass Visit	172	909	141	613
11013	School Team Pass Visit	160	168	164	165
12000	Green Fee Punch card Visit	50	382	233	984
13000	Tournament Round	168	1069	246	821
13002	Outing Green Fee	134	394	55	307
10016	Tri-State Promotional Round	7	30	2	32
Total		5705	23547	5072	23100
Per Visit Fee		\$5,319	\$24,745	\$4,677	\$23,368
Days Closed		0	83	0	74

To: Board of Commissioners

From: Marcelo Beroiza

Subject: Monthly Report

Date: September 1, 2022

Administrative Initiatives (8/1/22 – 8/31/22)

- Attended the Rec. Department staff, Park District Board, and Friends of The Trail meetings
- Attended IPRA webinar “*Delegating Effectively*”
- Met with IT company to demo Live Chat initiative
- Met with the Executive Dir. for the monthly meeting (Maintenance, Rec, Business office, Westview, and projects)
- Marketing
 - Art Keller Marina experience video
 - Ski Club events campaign
 - Fall Festival exhibitors
 - Adventure Runs logo 2023
 - Bike Park sponsors banner
 - Fall volunteer group meetings
 - 2023 video campaign program selection
- Projects
 - Customer service Live Chat support
 - Lorenzo Bull House Parade Party
 - Moonlight Ride maps
 - Bill Klingner Fitness Trail program
 - BNSF Preliminary Bill Klingner Trail extension project to Lincoln Park

Administrative Initiatives (9/1/22 – 9/30/22)

- 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: September 14, 2022

STAFF RECOMMENDATION

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

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

This project list assumes the Park District will have \$1,00,000 from bond proceeds for the upcoming year and \$250,000 from Corporate reserves.

Included with this report is a prioritized list of recommended projects for G.O. Bond 2023 along with capital projects planned to be funded from the operating budget.

This project list will be presented for final approval at the October 12, 2022 regular Board meeting.

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

STAFF RECOMMENDATION: Discussion Only

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

PROPOSED 2023 CAPITAL PROJECTS LIST

	Bond Amount 2023	
	Roll Over Bond 2022	\$30,000
	Total Bond Fund Available	
Q-Island	Playground	\$35,000
Wavering	Sidewalk Replacement	\$25,000
Wavering	Shelter Replacement	\$175,000
Clat Adams	Sidewalk Replacement Phase 2	\$50,000
District	Equipment	\$183,000
Moorman	Parking Lot Addition	\$400,000
South Park	Large Shelter Tuckpointing and Ceiling Repair	\$70,000
South Park	Tennis Courts Resurfacing	\$60,000
Berrian Park	Pickleball Courts Resurfacing	\$45,000
Westview	Parking Lot Sealant	\$25,000
Berrian Park	Restroom Replacement	\$175,000
	Bond	<u>\$7,000</u>
	Total	\$1,250,000
	Non-Bond Projects	
Lorenzo Bull	Lorenzo Bull House Porch (Museum Fund)	\$90,000
Villa Kathrine	Overlook and Sidewalk (Museum Fund)	\$100,000
Wash. Park	Restroom Painting (Museum Fund)	\$10,000
	Sidewalk Replacement (Museum Fund)	\$25,000
Batting Cage	Pitching Machines (Recreation Fund)	\$100,000
District	Road/Curb Repairs (Paving/Lighting Fund)	<u>\$20,000</u>
	Total	\$345,000
District	Equipment	
	Truck Crew leader	\$50,000
	72" ZTR Mower Maintenance	\$12,000
	4000D Mower Zone #3	\$65,000
	72" ZTR Mower Zone #4	\$12,000
	Compact Utility Loader	\$35,000
	Small Tools	<u>\$9,000</u>
		\$183,000

2023 PROPOSED CAPITAL PROJECTS

Quinsippi Island Playground \$35,000



Wavering Park Sidewalk Replacement \$25,000



Wavering Park Shelter Replacement \$175,000

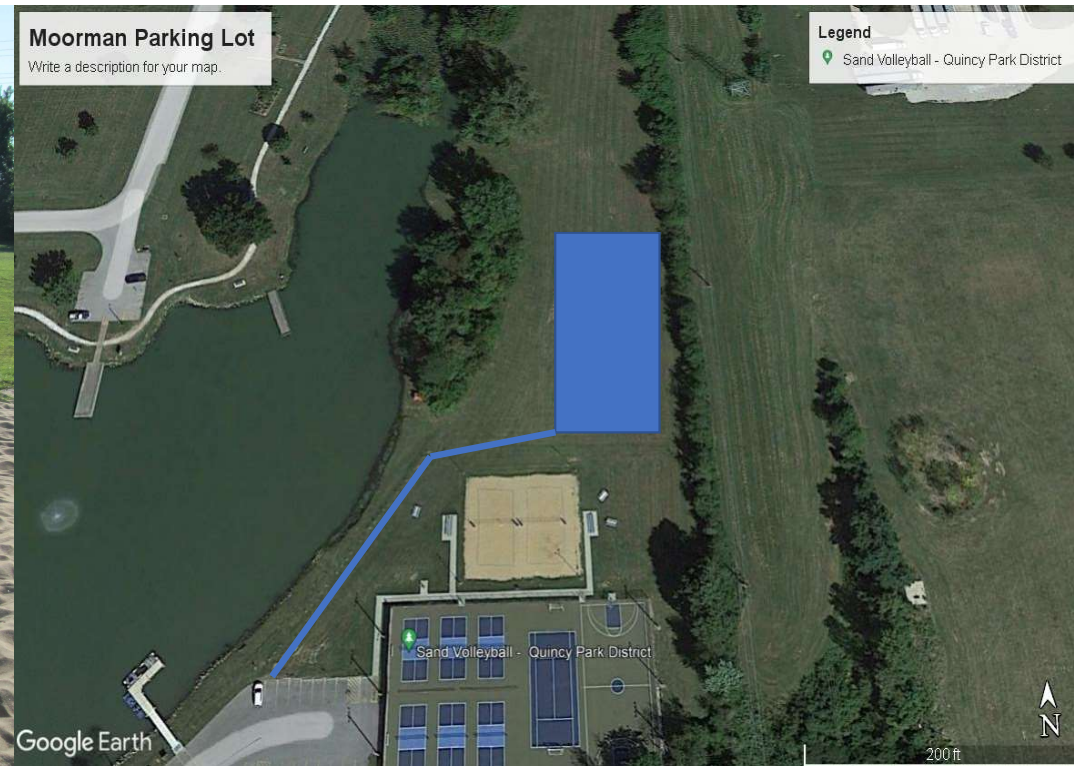


Clat Adams Sidewalk Replacement Phase 2

\$50,000



Moorman Park Parking Lot Addition \$400,000



South Park Large Shelter Tuckpointing and Ceiling Repair \$70,000



South Park Tennis Court Resurfacing \$60,000



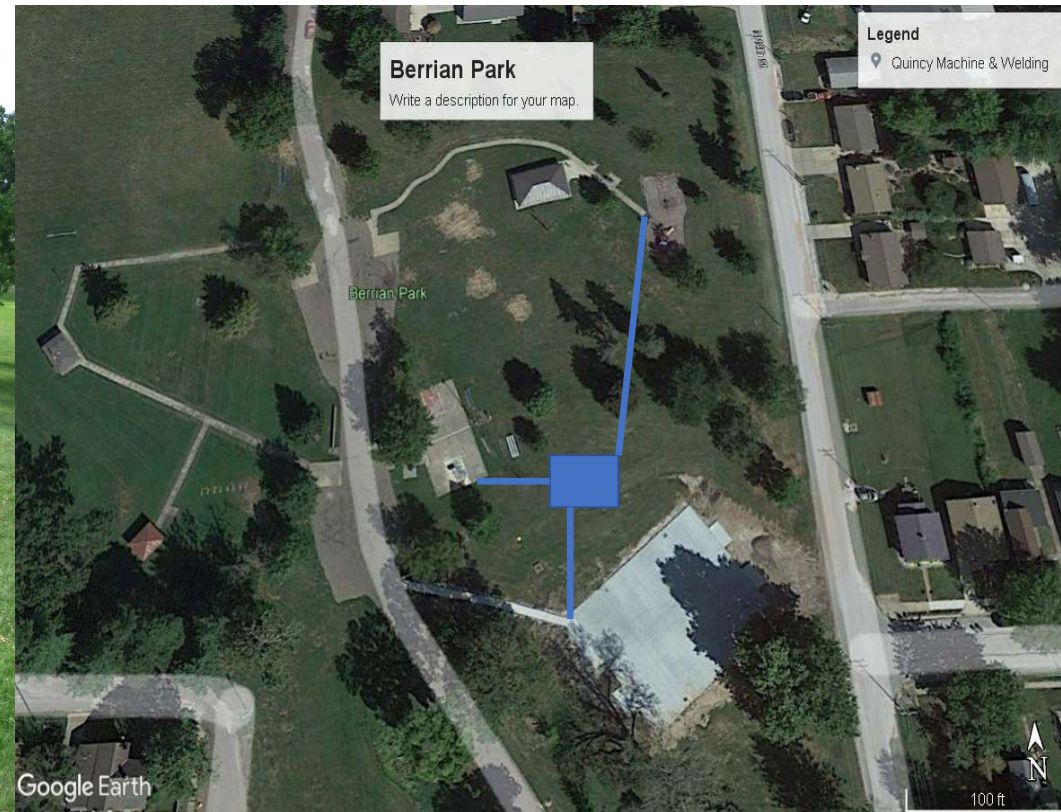
Berrian Park Pickleball Courts Resurfacing \$45,000



Westview Parking Lot Sealing \$25,000



Berrian Restroom Replacement \$175,000

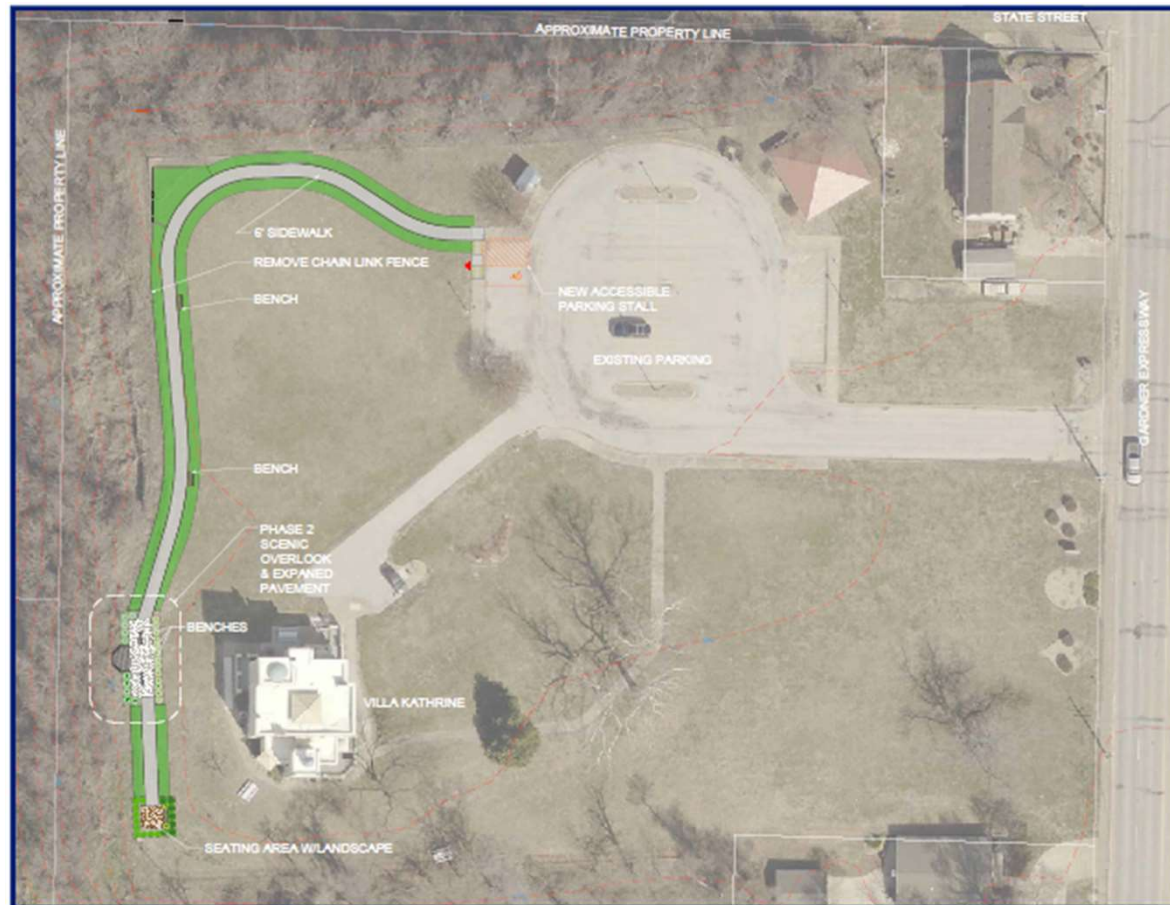


Non Bond Projects

Lorenzo Bull House Porch \$90,000 Museum Fund



Villa Kathrine Overlook and Sidewalk \$100,000 Museum Fund



Washington Park Restroom Painting \$10,000 Museum Fund



Washington Park Sidewalk Replacement \$25,000 Museum Fund



Batting Cage Pitching Machines \$100,000 Recreation Fund



QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY CHILDREN'S MUSEUM STORY BOOK SIGNS TO BE LOCATED IN GARDNER PARK AND SUNSET PARK ON QUINCY PARK DISTRICT NATURE TRAILS: INFORMATION ONLY

BACKGROUND INFORMATION: The Quincy Children's Museum received a \$10,000 grant for the purchase of 20 low profile single pedestal frames that can be changed throughout the year with different stories. The Quincy Children's Museum will be responsible for changing signs and will promote the storybooks with their website, social media, mailing lists and special events.

The Quincy Children's Museum will pay for the entire sign and installation. The Quincy Park District will incur no cost for the sign or the installation.

District policy requires a 50-day public comment period. Final approval will be considered at the November 9, 2022 regular board meeting.

The sign dimensions and picture are included behind the staff recommendation.

FISCAL IMPACT: No fiscal impact.

STAFF RECOMMENDATION: None at this time, this will begin the 50-day public comment period.

PREPARED BY: Matt Higley, Director of Parks

BOARD ACTION:

Quincy Children's Museum: Interactive StoryWalk

This concept is one that we would like to have installed along a Quincy Park or Trail for maximum community impact.

Quincy Children's Museum Commitment:

Purchase of 20 pedestal frames- The Low Profile Single Pedestal frames display story pages between two pieces of acrylic and the removable extrusion makes switching out the stories seamless.

Installation of 20 pedestal frames- to be installed on wooden posts under the direction of a professional contractor, following installation, any necessary grass/landscaping to leave the area looking clean and complete, (See image below.)

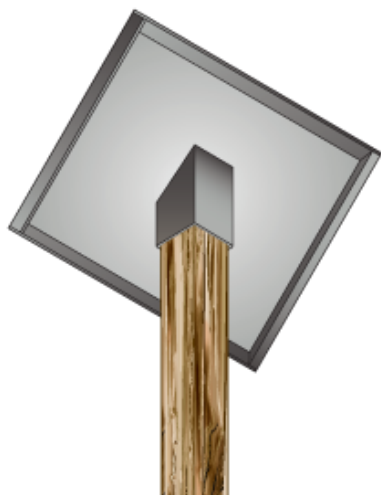
Promotion of visitors to the StoryWalk via website, social media, mailing list, and special events.

24 months of bi-weekly monitoring and maintenance provided by QCM Staff or Volunteer to ensure quality, change out panels, and maintain the walk.

After 24 months, upon mutual agreement if the partnership shows itself to be working, QCM will continue to monitor and maintain, if QCM is no longer able to, or the host wishes to end the agreement, pedestals will become the responsibility and property of host.

Opportunity:

This opportunity is fully funded and we are ready to order and begin. We also have agreements in place with two local children's authors excited about this opportunity and willing to have their stories be among the first installed along the walk. Quincy Children's Museum is currently renovating a space at 230 n 3rd street and has been operating as a mobile museum for the past two years. There is demand from our community to continue to develop, grow, and create opportunities for children and families to experience a different kind of experience. This opportunity will help to fill the void of a permanent site for us as we work through construction.



Post Mount

- This method uses a metal sleeve with pre-drilled mounting holes, which allow the frame to be mounted securely over your wooden post;

StoryWalk® Exhibits



The love of reading and spending time outdoors come together with Pannier's durable and interactive **StoryWalk® Exhibits**. Install the exhibits along an outdoor path near a library, school, or in the community to promote learning and fun as families walk and read together.

Pannier's Low Profile Single Pedestal frames display story pages between two pieces of acrylic and the removable extrusion makes switching out the stories hassle-free. This product is weather-resistant, but as it is not an embedded product, it is not weatherproof. For best results, Pannier recommends printing the story pages on synthetic paper and laminating the pages, leaving at least 1/8" of laminate surrounding all four sides of the page. Then, insert the pages between the acrylic sheets and slide them into the aluminum frame.

Frequently changing the story will keep the pages looking fresh and visitors coming back for more! The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT, and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson.

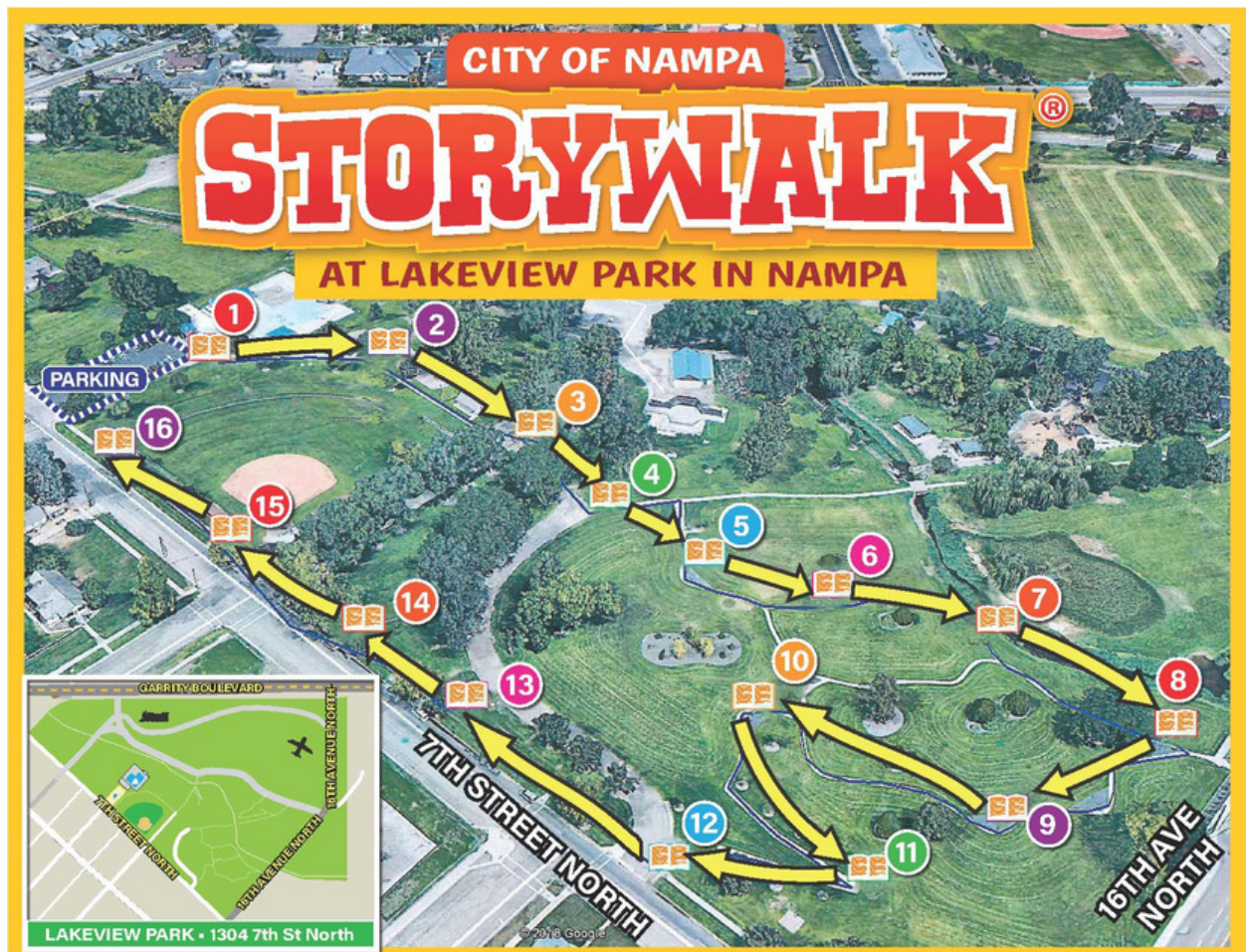
"A StoryWalk® provides opportunities for the whole family to play and learn together by combining two great activities. It promotes early literacy skills, encourages physical activity, showcases local green spaces, and empowers caregivers to be their child's first teacher."

– Lynn Capps, Assistant Director, Clay County Public Library



www.PannierGraphics.com :: 724.265.4900 :: marketing@pannier.com

345 Oak Road, Gibsonia, PA 15044



QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: CLARENCE “CANDY” GREENMAN DEDICATION PLAQUE REFURBISHMENT: INFORMATION ONLY

BACKGROUND INFORMATION: Members of the Quincy Tennis Association have been working with staff on the refurbishment of the Clarence “Candy” Greenman plaque located in Reservoir Park. The Quincy Tennis Association originally dedicated the plaque along with the Park District back in August 2008 and the sign has deteriorated and faded over the years. Quincy Tennis Association has paid for all costs associated with the refurbishment and used the same language on the plaque from 2008. Once the plaque is complete, Park District staff will reinstall the plaque in Reservoir Park.

FISCAL IMPACT: No fiscal impact.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Matt Higley, Director of Parks

BOARD ACTION:

The Clarence "Candy" Greeman Tennis Center

11 Time City Tennis Champion

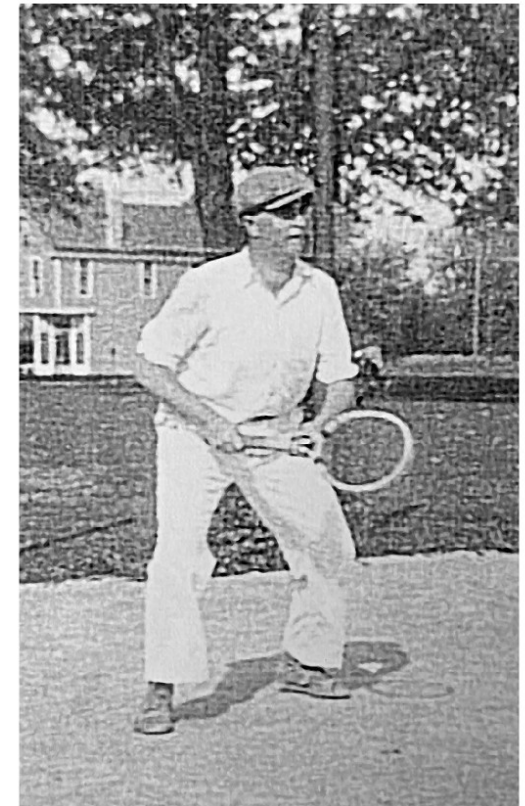
Defends Title



Winning the City Tennis Championship eleven times, Clarence "Candy" Greeman was one of Quincy's most prolific champions.

Candy was a guiding light for the development and expansion of tennis and tennis facilities in Quincy. He pressed for the construction of the first courts in Reservoir Park in the 1920's, and the impact of his financial bequest to the Quincy Park District will continue to be felt by future generations of Quincy Tennis Players.

Dedicated by the
Quincy Park District
August 2008



The Quincy Park District wishes to thank the Quincy Tennis Association for its support of public tennis and its assistance in dedicating the Clarence "Candy" Greeman Tennis Center.

Quincy Park District Board of Commissioners:

JOHN FRANKENHOFF, President TOM BEHRENS, Vice President
DON ALDOFS - CHRIS HOGGE - MIKE RIDDER - TERRY ANASTAS - PATRICIA MCGLOTHLIN

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: PARKER HEIGHTS PARK LAND SURVEY: DISCUSSION

BACKGROUND INFORMATION: Staff was given a directive to have a land survey performed in Parker Heights Park from the August 1, 2022 Planning Session meeting. This parcel of land is located in Parker Heights Park and is approximately 1.13 acres. Knapheide has paid Klingner & Associates to perform the survey.

Attached to this report is the land survey in Parker Heights.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Discussion Only

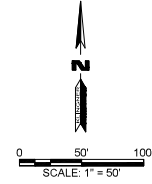
PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

LEGEND

- PROPERTY LINE
- PROPOSED PROPERTY LINE
- RIGHT OF WAY LINE
- CENTERLINE
- STONE WALL
- OFFSET LINE
- MOW LINE
- FOUND IRON PIPE
- FOUND REBAR
- FOUND ROW MONUMENT

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.



PRELIMINARY

BASIS OF BEARINGS: ILLINOIS STATE PLANE NAD83
WEST ZONE
SURVEYED FOR: QUINCY PARK DISTRICT
FIELD WORK COMPLETED: AUGUST 12, 2022.

DESIGN FIRM NO.: 154-2738

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

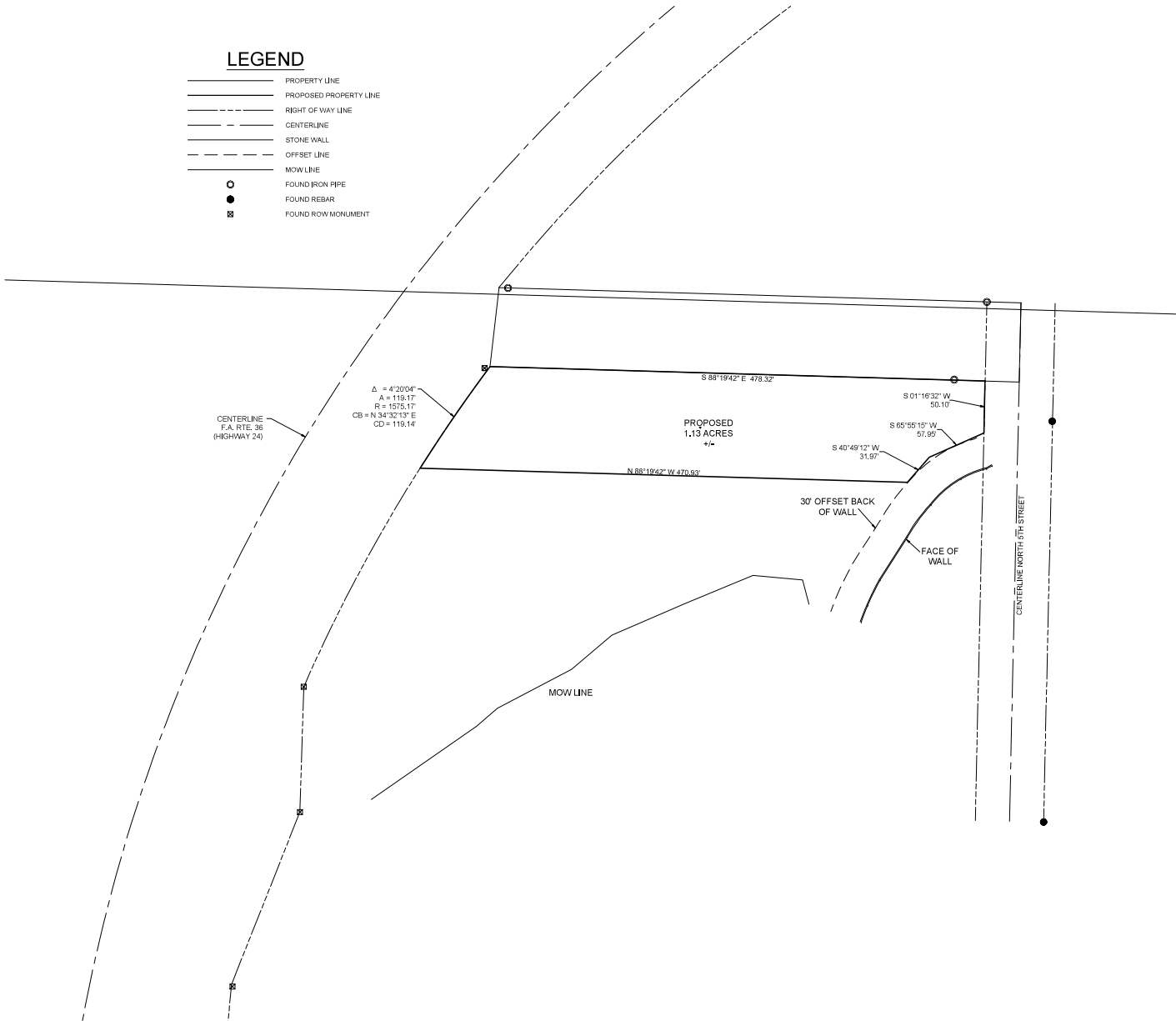
DESIGNED	DRAWN	CHECKED	DATE	REVISION	DESCRIPTION	DATE
ECB	ECB	ECB	PR 23/75	ECB	FILE NO.	220183.Dwg
ECB	ECB	ECB	PR 23/75	ECB	FILE NO.	220183.Dwg

DESIGNED	DRAWN	CHECKED	DATE	REVISION	DESCRIPTION	DATE
ECB	ECB	ECB	PR 23/75	ECB	FILE NO.	220183.Dwg
ECB	ECB	ECB	PR 23/75	ECB	FILE NO.	220183.Dwg

QUINCY PARK DISTRICT
Part of Parker Heights Park
PLAT OF SURVEY

A part of the Northwest Quarter of
Section 26, Township 1 South Range
9 West of the 4th Principle Meridian

SHEET NO.
1



QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: WAVERING PARK ALL-INCLUSIVE PLAYGROUND/RESTROOM/SHELTER DESIGN AND ENGINEERING WORK TO COMPLETE OSLAD GRANT: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: Staff presented the OLSAD Grant information to the Board at the August Board meeting. There was consensus from the Board to allow staff to work with an engineering firm to gather cost estimates and begin working on the grant application ahead of the September Board meeting due to the September 30th due date of the grant to the Illinois Department of Natural Resources.

The OSLAD Grant will comprise an all-inclusive ADA playground with rubber surfacing, a restroom, a shelter similar to the Lincoln Park shelter, and an ADA sidewalk around the entire playground.

Staff will submit the OSLAD Grant by the September 30th deadline and the date of the announced winning applications will be in the spring/summer of 2023.

FISCAL IMPACT: The \$2,500 needed would come from corporate reserves to complete the design and engineering.

STAFF RECOMMENDATION: Staff recommends using \$2,500 from corporate reserves for the design and engineering work to complete the OSLAD grant all-inclusive playground/restroom/shelter design and engineering.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION NO. 22-02, WAVERING PARK ALL-INCLUSIVE PLAYGROUND/SHELTER/RESTROOM, ILLINOIS DEPARTMENT OF NATURAL RESOURCES OPEN SPACE LAND ACQUISITION AND DEVELOPMENT GRANT APPLICATION: AUTHORIZATION TO SUBMIT AN APPLICATION

BACKGROUND INFORMATION: The Board of Commissioners at the August 10, 2022 meeting authorized staff to develop an application to the IDNR/OSLAD Grant program for funding of the Wavering Park All-Inclusive Playground/Shelter/Restroom project. The OSLAD Grant program is a 50/50 cost sharing program. The local entity is required to provide 100% of the project costs upfront to be followed by a request for reimbursement (50% of eligible costs) upon completion of the project. Applications for this grant cycle are required to be submitted by September 30, 2022. Notification of award could come in summer 2023 with work starting in spring of 2024.

Behind this report is Resolution NO. 22-02

FISCAL IMPACT: The estimated project cost is \$1,376,653 with the local cost share of \$776,653.

STAFF RECOMMENDATION: I recommend the Board approve Resolution NO. 22-02 authorizing staff to submit the application to IDNR/OSLAD Grant program for the Wavering Park all-inclusive playground, shelter and restroom.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT
RESOLUTION NO. 22-02

**RESOLUTION AUTHORIZING THE DISTRICT TO APPLY TO THE ILLINOIS DEPARTMENT OF
NATURAL RESOURCES FOR AN OPEN SPACE LANDS ACQUISITION AND DEVELOPMENT GRANT
(OSLAD) FOR THE DEVELOPMENT OF ALL-INCLUSIVE PLAYGROUND AND SHELTER/RESTROOM
IN WAVERING PARK**

WHEREAS, the Quincy Park District, hereinafter referred to as “District”, has selected Wavering Park for the development of an all-inclusive playground and Restroom/Shelter and authorized staff to apply for funding to the Illinois Department of Natural Resources Open Space Lands Acquisition and Development Grant program; and,

WHEREAS, Wavering Park All-Inclusive Playground/Restroom/Shelter project will include construction of a new all-inclusive playground, restroom and shelter; and,

WHEREAS, the District does not have sufficient funds for the cost of the project without the assistance from the Illinois Department of Natural Resources Open Space Lands Acquisition and Development Grant program.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the District hereby certifies and acknowledges that it has the sufficient funds necessary to complete the pending OSLAD project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination; and,

BE IT FURTHER RESOLVED, that the District further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable; 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.); 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 6) the Age Discrimination Act of 1975 (P.L. 94-135); 7) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and 8) the Americans with Disabilities

Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property acquired with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years; and,

NOW, THEREFORE, BE IT RESOLVED, that the President of the District is authorized to execute and the Secretary to attest to the Resolution of Authorization for submission with the grant application for the Wavering Park All-Inclusive Playground/Restroom/Shelter project.

PASSED AND APPROVED THIS 14TH DAY OF SEPTEMBER, 2022.

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED: _____
President, Board of Commissioners, Quincy Park District

ATTEST: _____
Secretary, Quincy Park District

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION NO. 22-03, A RESOLUTION SUPPORTING THE CITY OF QUINCY IN THEIR APPLICATION FOR THE ILLINOIS TRANSPORTION ENHANCEMENT PROGRAM GRANT: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The City of Quincy has asked staff to support their application for the Illinois Transportation Enhancement Program (ITEP) Grant for the sidewalk connection from Quincy University to Bob Mays Park through the Illinois Department of Natural Resources. The grant has a maximum award of \$3,000,000. Projects deemed eligible for funding are biking and walking paths, trails, streetscape beautification work and other improvements designed to encourage safe travel across the various modes of transportation at the local level.

Approval of this resolution is to support the City of Quincy in the grant application process and in no way holds the Park District responsible for any funding.

Behind this resolution is a picture of the proposed sidewalk connection from Quincy University to Bob Mays Park.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends approval of Resolution #22-03 as presented.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

RESOLUTION

NO. 22-03

**SUPPORTING THE DEVELOPMENT OF A SIDEWALK CONNECTION
AND APPLICATION FOR CONSTRUCTION GRANT FUNDING THROUGH
THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM WITH
THE ILLINOIS DEPARTMENT OF TRANSPORTATION**

WHEREAS the idea for a linear park surrounding the City of Quincy was first conceived in 1946 as part of the Quincy Plan Commission study by Harland Bartholomew & Associates-City Planners of St. Louis, Missouri; and,

WHEREAS the Quincy Park District has strived to provide alternative modes of transportation as part of its planning; and,

WHEREAS the Bill Klingner Trail Project has yet to be completed while the use of trails is the fastest growing transportation and recreation improvement used by citizens in national surveys; and,

WHEREAS the Quincy Park District has adopted a city-wide Greenways and Trails Master Plan which has identified Bill Klingner Trail as a Number One Development Priority; and,

WHEREAS the community using, in large numbers, the first four sections of The Bill Klingner Trail from 18th to 12th Street-constructed in 2009 by Quincy Park District, the 5th to 12th Street section completed in the Fall of 2017, the 18th to 24th Street section completed in 2019 and the 5th Street to Bonansinga Drive section completed in 2020.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE QUINCY PARK DISTRICT that it joins the City of Quincy as a Co-Sponsor of its Illinois Transportation Enhancement Program Grant Application as this community's only request for Cycle 15 Funding.

BE IT FURTHER RESOLVED THAT THE CITY OF QUINCY endorses the City of Quincy's request for full funding of the sidewalk connection from Quincy University to Bob Mays Park through the Illinois Transportation Enhancement Program as it will contribute greatly to the connection of neighborhoods, businesses, schools, universities and other employers as an alternative form of transportation.

PASSED and APPROVED this 14th DAY of SEPTEMBER, 2022.

AYES: _____

NAYES: _____

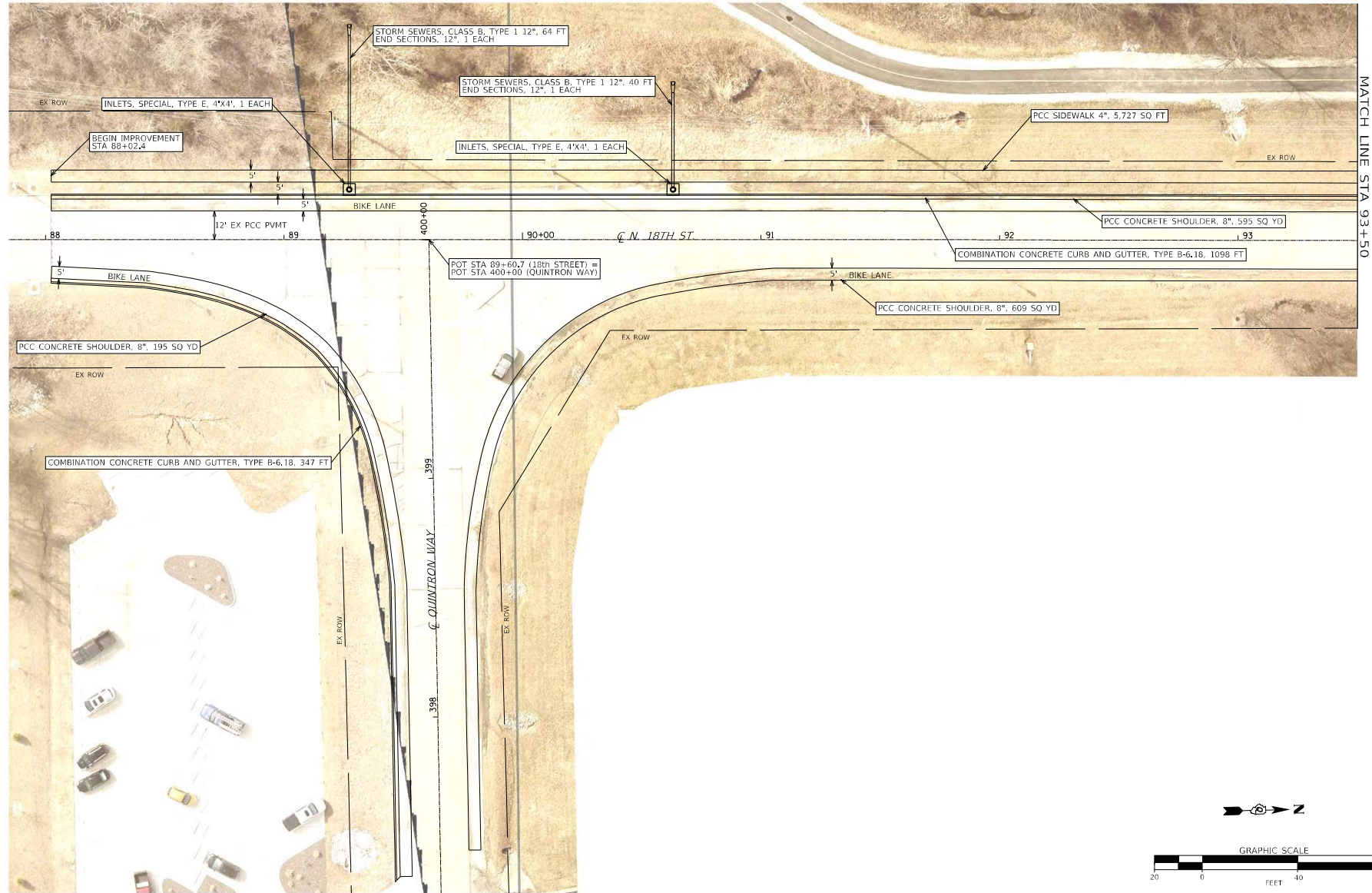
ABSENT: _____

APPROVED: _____

President, Board of Commissioners, Quincy Park District

ATTEST: _____

Secretary, Quincy Park District



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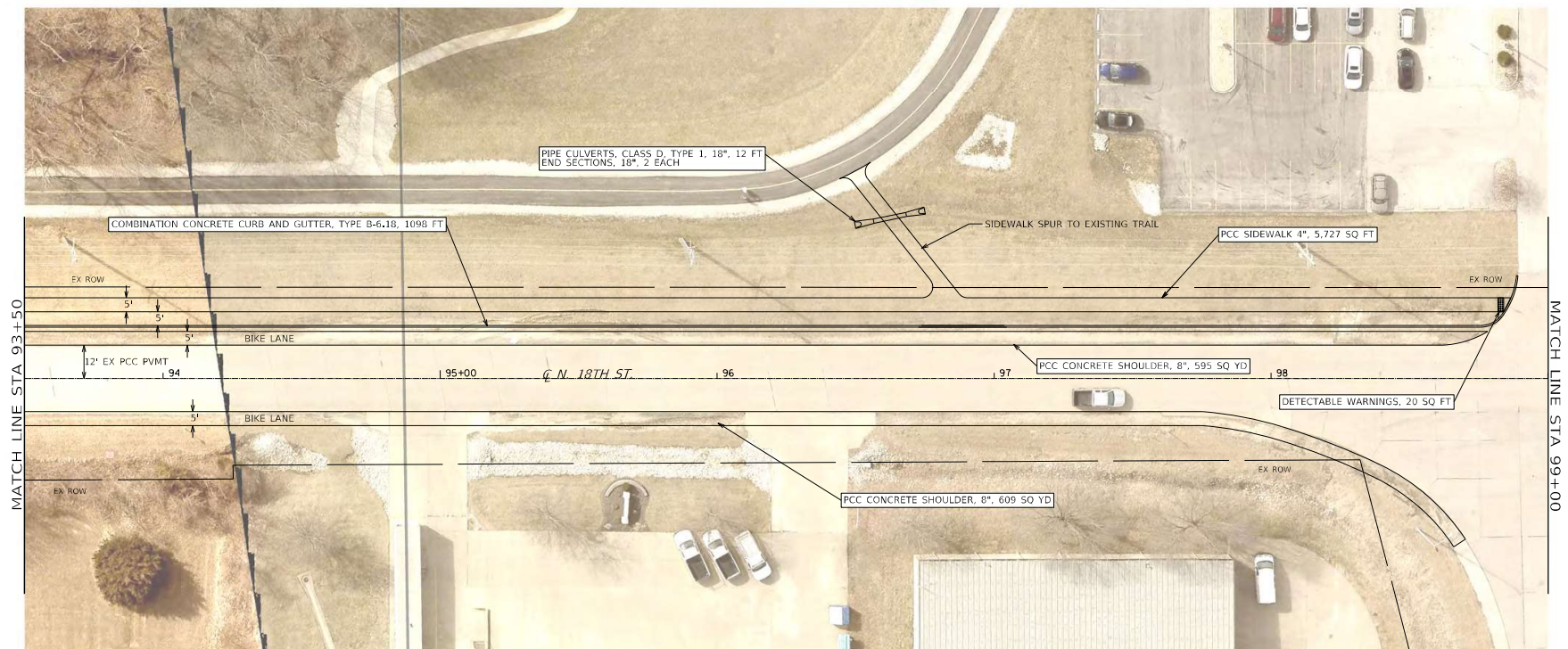
**CITY OF QUINCY
UTILITIES &
ENGINEERING**

USER NAME: mtravis	DESIGNED: -	REVISED: -
PLOT SCALE: 1" = 40.0000' (1/4")	DRAWN: -	REVISED: -
PLOT DATE: 9/7/2022	CHECKED: -	REVISED: -
	DATE: -	REVISED: -

CITY OF QUINCY, ILLINOIS

**N. 18TH ST. BIKE PATH
PRELIMINARY LAYOUT**

SCALE:	SHEET NO.	OF SHEETS	STA.	TO STA.	TOTAL SHEETS	SHEET NO.
					3	1



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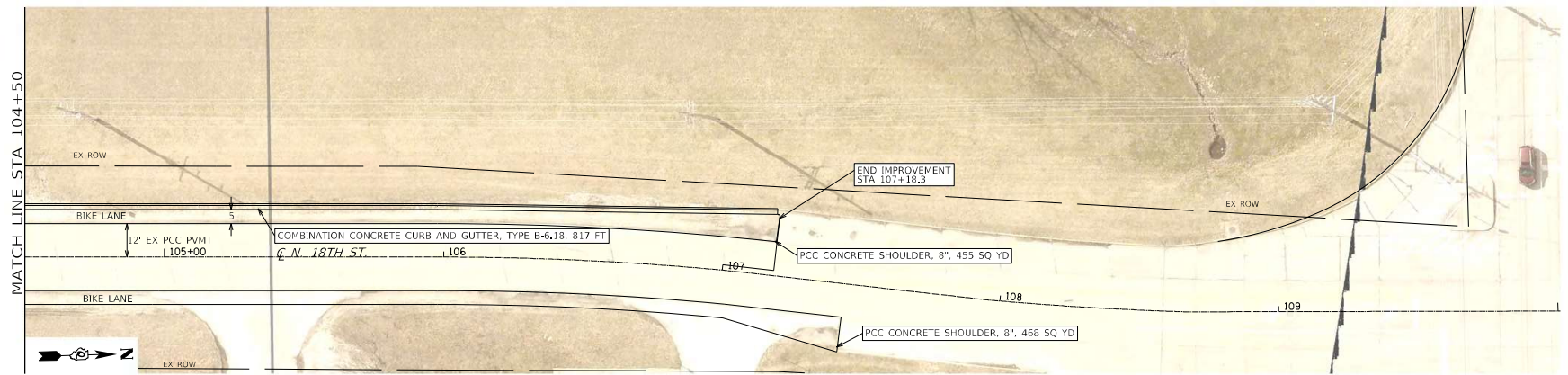
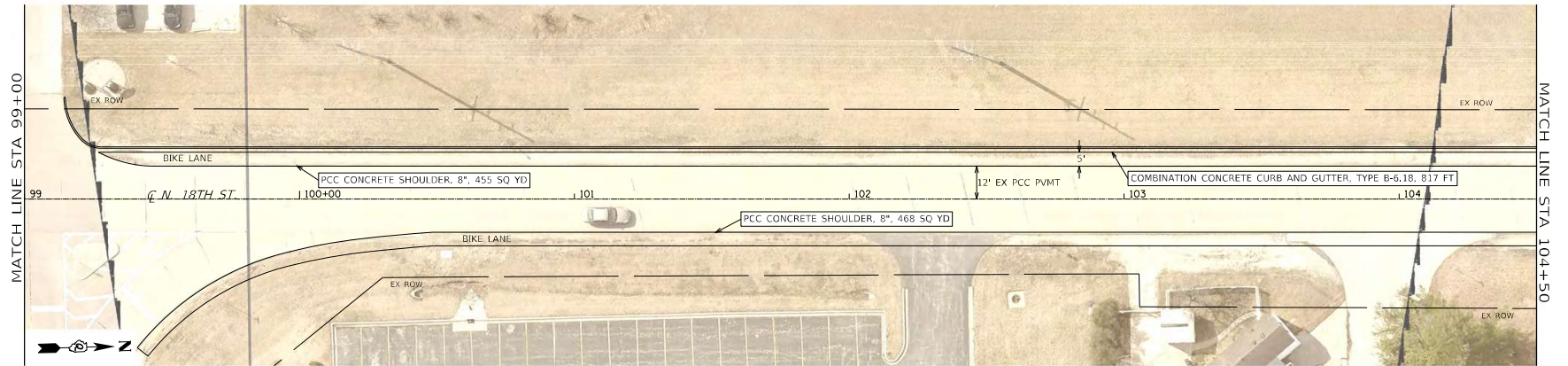
CITY OF QUINCY
UTILITIES & ENGINEERING

USER NAME	INTL	DESIGNED	-	REVISED	-
PLOT SCALE	1" = 40.0000' (1" = 40')	DRAWN	-	REVISED	-
PLOT DATE	9/7/2022	CHECKED	-	REVISED	-
		DATE	-	REVISED	-

CITY OF QUINCY, ILLINOIS

N. 18TH ST. BIKE PATH
PRELIMINARY LAYOUT

SCALE:	SHEET NO.	OF	SHEETS	STA.	TO STA.	TOTAL SHEETS	SHEET NO.
						3	2



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 CITY OF QUINCY UTILITIES & ENGINEERING	USER NAME	DESIGNED	REVISED	CITY OF QUINCY, ILLINOIS	N. 18TH ST. BIKE PATH PRELIMINARY LAYOUT				TOTAL SHEETS	SHEET NO.
	PLLOT SCALE	DRAWN	REVISED						3	3
	PLLOT DATE	CHECKED	REVISED		SCALE: SHEET NO. OF SHEETS STA. TO STA.					
		DATE	REVISED							

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL AUDITING SERVICES AGREEMENT AND AUDITOR SELECTION: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: The state statutes require that the District have a licensed public accountant conduct an annual audit. The audit must be completed, reported and filed with the Illinois Comptroller within six months after the close of the fiscal year. Since the District's fiscal year ends December 31st, the audit is due on June 30th. This limits the number of auditors available due to income tax filing season.

Since the 2010 audit, the District has participated in the GFOA Certificate of Achievement for Excellence in Financial Reporting Program (ACFR Program) which goes beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports. This program embraces the spirit of transparency and full disclosure. The Quincy Park District is the only governmental body in Adams County who participates in the ACFR program. The District's ability to participate in this program is directly related to the quality of the auditor.

Since the 2008 audit, all audits have been conducted by Danielle Fleer CPA and have been completed and filed on time in accordance with the law. The professionalism with which the audits have been conducted and the advice and recommendation provided has resulted in improvements to the District's policies and procedures.

Again, the Quincy Park District conducted a Request for Proposal (RFP) process. The District received only one proposal. The qualified proposal was submitted by Danielle M. Fleer, CPA, P.C.

FISCAL IMPACT: The fee, including all expenses, shall be for fiscal year ending 2022, \$14,850; 2023, \$15,350; and 2024, \$15,850. Last year the District paid \$14,150 for auditing services.

STAFF RECOMMENDATION: The staff recommends retaining Danielle M. Fleer, CPA, P.C. for performing the District's annual audit.

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

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT SALARY ADMINISTRATION PROGRAM, 2023: RECOMMENDED APPROVAL

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

For current non-union employees, I recommend that the total amount budgeted for salary increases be set at \$37,193 for a total of 5% above the current 2022 budgeted amount. This calculation does not include the Executive Director's salary which is set by the Board. All salaries will be within the range established by the approved 2023 Salary Administration Program.

The proposed Salary Administration Program salary ranges for 2023 are included with this report.

FISCAL IMPACT: The appropriation for salaries of current employees covered by the salary administration program will not increase more than \$37,193.

STAFF RECOMMENDATION: I recommend that the Board approve the proposed 2023 salary administration program and to allow the Executive Director to distribute up to \$37,193 in total salary increases among current fourteen employees for 2023.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT
Proposed
Salary Administration Program & Adjustments for 2023
REGULAR FULL-TIME POSITION CLASSIFICATION

ANNUAL PAY RANGES –2023

BUDGET LIMIT FOR COST OF LIVING ADJUSTMENT:
Total: \$37,193 which is an increase of (5%)

<u>Position Classification</u>	Set by Board
Executive Director	Current \$91,000
<u>Position Classification</u>	Salary Range
Director of Parks	\$57,000 - \$80,000
Director of Golf	\$57,000 - \$80,000
Director of Business Services	\$57,000 - \$80,000
Director of Program Services	\$57,000 - \$80,000
Director of Marketing/Operations	\$57,000 - \$80,000
Assistant Director of Golf	\$31,000 - \$45,000
Golf Course Superintendent	\$45,000 - \$67,000
Park Maintenance Supervisor	\$45,000 - \$67,000
Park Safety Supervisor	\$40,000 - \$47,000
Recreation Program Manager I	\$31,000 - \$50,000
Recreation Program Manager II	\$31,000 - \$50,000
Administrative Assistant	\$18.25 - \$25.95
Accounting Systems Administrator/Bookkeeper	\$18.25 - \$25.95
Secretary/Receptionist	\$15.25 - \$20.01
For Reference Only:	
Full Time - Maintenance Laborer	\$19.23 - \$39,998
Full Time – Mechanic	\$21.10 - \$43,888
Full Time Crewleader	\$22.55 - \$46,904

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 14, 2022

STAFF RECOMMENDATION

AGENDA ITEM: ART KELLER MARINA: DISCUSSION ONLY

BACKGROUND INFORMATION: Staff and two Board members met with a group of twelve individuals who represent the Art Keller Marina renters, Boat Club members and Yacht Club members on August 30, 2022. The purpose of the meeting was to discuss ideas on ways to keep the marina open and functioning beyond the 2023 boating season. Three main areas of focus that were discussed throughout the meeting included revenue generating ideas, cost savings ideas, and how to entice new renters.

Staff is researching several items on the report behind this staff recommendation for further discussion for the upcoming meetings.

Behind this report is the memo from the August 30, 2022 meeting.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Discussion Only.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

To: Board of Commissioners

From: Rome Frericks

8/30/2022

Re: Discussion from Marina Meeting

Revenue Generating Ideas

1. Rate Increase of 10%
2. Look into a season pass and/or daily pass for usage of boat ramps similar to Mark Twain Lake.
3. Once a lift becomes available and is turned over to the Park District, rent out the slip/lift on a monthly basis.
4. Look into a Duck Hunter/Deer Hunter special for the hunting season.
5. Continue the "Refer a Friend Campaign" next year.
6. Split payments for slip rental with due dates April 1 and July 1. Add a 5% upcharge for the renters utilizing the split payment method.
7. Promote H Dock as a Jon Boat and Personal Water Craft (PWC) Dock.
8. Staff will check into Wi-Fi access to all docks for renters to monitor their own slip by using Ring or something similar. Charge individuals interested in the Wi-Fi \$10 per month for the passcode.
9. Charge for kayak storage in the marina.

Cost Saving Ideas

1. Annual/Biannual volunteer workdays with projects that renters can complete.

How to Entice New Renters

1. Reduce the new renter rate 25% for their first year. (New renter = Renter who has not rented in the previous year.)
2. Split payments for slip rental with due dates April 1 and July 1. Add a 5% upcharge for the renters utilizing the split payment method.
3. Continue the "Refer a Friend Campaign" next year.
4. Work with Yacht Club on the New Boater Program for Marketing.
5. Staff will check into Wi-Fi access to all docks for renters to monitor their own slip by using Ring or something similar. Charge individuals interested in the Wi-Fi \$10 per month for the passcode.

Misc. Items

1. Staff will check into installing buoys from the Boat Club to the entrance of the Gas Dock for large vessels.
2. Contact boaters on docks before pressure washing begins so renters can cover their boats.

Projects Completed by Boaters in Previous Years

1. Great River Ski Building
2. Lighthouse on Q-Island refurbished
3. Yacht Club removed debris from bridge on two occasions (received payment from Park District)
4. Yacht Club signage at entrance to Quincy Bay
5. Received grant for life jacket program
6. Removed trees on tip of island
7. Raised \$35,000 for the QBAREA project

Next meeting September 20th @ 6:00 pm at 1231 Bonansinga Drive

Rome Frericks

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Unofficial Meeting
Marina Renter Meeting

August 10, 2022 Board Room
6:00 P.M.

MEETING ATTENDEES

Quincy Park District President John Frankenhoff and Commissioner Jeff VanCamp

Executive Director—Rome Frericks, Director of Parks—Matt Higley, Director of Business Services—Don Hilgenbrinck, and Director of Marketing/Operations—Marcelo Beroiza

Marina Renters and Public Attendees: Lexi Reed, Janet Steele, John Mungo, Keith Niewohner, Steve Schutte, Darren Smith, Jason Ruff, Chris Griggs and Dave Grimm

Introductions and General Meeting Overview

President Frankenhoff facilitated introductions and explained reason for only two Commissioners in attendance. Frankenhoff referenced the recent planning session with Marina discussion that resulted in their decision to commit to operating the Marina through 2023. The media picked up on this comment which is why these discussions for possibilities to continue operation of the Marina are being held. A boater's meeting was held last Thursday at the Quincy Boat Club. Chris Griggs was elected as spokesperson. He stated 36 boaters filled out surveys and another 15 who have verbally given him comments. Chris would like to get some short-term and long-term goals established. Chris summarized the survey results. Boaters understand the need to address the deficit situation. Following are some revenue generating ideas mentioned.

- *10% increase in rates would clear up approximately half the current deficit
- *10% increase in gas rates
- *28 people indicated they would be willing to do fundraisers
- *Charge to use public boat ramps-Per launch or an annual pass
- *Kayak Launching/Storage Facilities & Kayak Rentals
- *Designate an older dock for personal watercraft or flatboat rentals only
- *Ice Sales-Possible ice machine and bagging ice
- *Address options for lifts that are left or abandoned by previous renters
- *Special rental rates for Duck/Deer Hunters during hunting season
- *Split payments for slip rentals to two payments adding a 5% upcharge for renters choosing that option
- *Continue "Refer A Friend Campaign"
- *Provide Wi-Fi Access at a minimal cost to interested renters

All agreed reversing the trend of decreasing renters is key to turning Marina around.

Dave Grimm updated the group on projects boater's have done in the past including:

- *Quinsippi Yacht Club Building-donated and built for Ski Club
- *Quincy Bay Lighthouse
- *Cleared debris from the Quinsippi Island Bridge a couple of years
- *Cleared the point of trees and brush on Quinsippi Island and continue to maintain it
- *Raised and donated \$35,000 through fundraisers for the QBAREA Project
- *Yacht Club holds several parties at the Marina and hosts the Hogback party

*Yacht Club has done signage on the riverfront and the lifejacket program
Yacht Club has also put together a new boater program with information about river navigation and what is available to them in this pool. Hoping to put a class together in the spring for any new boaters interested in river information and also possibly recommend the Marina at that time.

Boater stated we have \$17,000 in unnecessary payroll cost that could be eliminated with a security gate. Boater wants to cut the operating budget to eliminate the deficit. Boaters want to lengthen gas dock hours at least Friday through Sunday. Possibly do an on call for someone to pump gas to accommodate extended hours. Frankenhoff asked again if boaters thought a 10% increase would cause some current renters to leave the marina. Those present indicated they thought it would not be an issue if the Marina continued improvements with cleanliness and could increase renters with a beach destination remaining on the river. Frankenhoff stated we could e-mail survey the boaters regarding the 10% rate increase and the split pay option.

Cost saving ideas include an annual or bi-annual work day for renters to volunteer.

Ideas for enticing new renters was discussed with the following ideas mentioned:

- *Reduce new renter rate 25% for first year or Introductory rate
- *Split payment option
- *Continue Refer a Friend Program
- *Marketing New Boater Program with Yacht Club
- *Want to retain as many lifts in the Marina as possible
- *Wi-Fi access
- *Positive public relations

In addition to the above, staff will check into installing buoys from the Quincy Boat Club to the entrance of the Gas Dock for large vessels. Boat House rental rates were discussed as they do not get the same amenities as dock renters. Frericks stated the Boat House rental rates are being proposed to remain the same. The Quinsippi Island Bridge and its possible future maintenance and issues were discussed.

The next meeting is scheduled for September 20, 2022, at 6:00 p.m., 1231 Bonansinga Drive.

With no other business to discuss the meeting adjourned at 7:34 p.m.

PUBLIC INPUT