

Quincy Park District

BOARD OF COMMISSIONERS MEETING



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

**Agenda
July 10, 2024**

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 – June 12, 2024

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

BOARD INFORMATION/EDUCATION:

CORRESPONDENCE:

VOLUNTEERS:

- United Way of Caring Day-Variou Parks-Knapheide Manufacturing

EXECUTIVE DIRECTOR’S REPORT:

- Rome Frericks

DIRECTORS’ REPORTS:

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

COMMITTEE REPORTS:

- Finance – Trent

- Park Foundation – Barb/Patty
- Planning – Jarid
- Lorenzo Bull House – Barb/Trent
- Personnel – Barb/Mark
- Riverfront - Jarid

UNFINISHED BUSINESS:

NEW BUSINESS:

- Quincy Park District 2024-2025 Goals & Objectives 2nd Quarter Status Update: Information Only by Executive Director
- Quincy Park District Board of Commissioners Executive Session Minutes Bi-Annual Review: Recommended Approval by Executive Director **(VOICE VOTE)**
- Lease Agreement at 4129 State Street Between the Quincy Park District and Don Jones: Recommended Approval Executive Director **(VOICE VOTE)**
- Bid for Paul Dennis Parking Lot Milling and Resurfacing Change Order No. 1: Recommended Approval Executive Director **(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)

QUINCY PARK DISTRICT
1231 Bonansinga Drive
Quincy, Illinois

Regular Meeting
Board Room

June 12, 2024
6:00 P.M.

ROLL CALL

President Philpot called the meeting to order and upon the roll being called the following members were physically present at said location: President Mark C. Philpot, Vice-President Trent Lyons, Commissioner Jarid Jones, Commissioner Patty McGlothlin, Commissioner John Frankenhoff, Commissioner Alan Hickman. No Park Board member was permitted to attend the meeting by video or audio conference.

Also in Attendance: Executive Director–Rome Frericks, Director of Parks–Matt Higley, Director of Business Services–Brian Earnest, Director of Program Services–Mike Bruns, Director of Golf–David Morgan, and Board Attorney–Jeff Terry.

President Philpot led the room in the Pledge of Allegiance.

CONSENT AGENDA

President Philpot asked if there were any objections or changes to the May 8, 2024 Regular Board meeting minutes or to the check register. President Philpot announced they were approved by unanimous consent.

PUBLIC INPUT- Michael Joyce and Whitney Mintert from Gem City Concert Series – Lincoln Park thanked everyone for their help and input. Ticket sales were 3,700 sold. It was a great show of country music. Next show is next weekend which will be a rock music weekend. Presales for this concert are at 3,000 so they expect to double that number on the day of the show.

BOARD INFORMATION/EDUCATION-

Carlos Fernandez presented the Board with a book titled, History of the Park System for Quincy, Illinois from 1888 to 1917, which had been gifted to him by Bob Mays.

CORRESPONDENCE-

Executive Director Frericks presented a letter of congratulations from Senator Tracy for the Klingner Trail from 35th Street to 4th Street.

VOLUNTEERS-

Executive Director Frericks thanked the Master Gardeners for their work at the bees and butterfly gardens in Moorman and Wavering Park. He also thanked all of the baseball, softball and t-ball coaches for their time and dedication which helps the Park District run smoothly.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Frericks asked the Board members to check their calendars for a date for the planning session in August on the 9th or 16th.

DIRECTORS' REPORTS

Director Higley stated the last labor position for landscaping has been filled. Paul Dennis culvert repair is complete. There will be repairs to the trail near the Illinois Vets home to fix some settlement in the walkway. The trail will remain open during this time.

Director Earnest did not have anything to add to his report.

Director Bruns reported Indian Mounds pool opened May 31st. Averaging 213 visitors a day. There are 11 lifeguards and four more will be added after training bringing the total to 15. Seniors are enjoying many of the Park District's services including pickleball, low impact fitness class, star party to view the stars, disc golf and golf at Westview, walking groups. Meetings will take place with the Senior Center, the Vets Home and nursing homes to see if we can offer programs there.

Director Morgan reported the rounds report is up over 400 from last year at this time. Irrigation is moving along very well and doing it in stages so the course remains open. Looking forward to the Little People event next week.

Director Beroiza stated the foot traffic report this month showed 193,000 visitors to the parks and golf course.

COMMISSIONER COMMITTEE REPORTS

Finance Committee- Chair Lyons submitted the finance meeting minutes as his report.

Quincy Park Foundation- Commissioner Holthaus said they met prior to this meeting. A new board member was approved. Terry Anastas Ride's sponsorships are over \$30,000.

Quincy City Planning- Commissioner Jones did not have anything to report.

Lorenzo Bull House- Commissioner Holthaus stated that last Thursday, June 6th the annual fundraising dinner was held and it was a success. Next meeting will be next Monday.

Personnel- Commissioner Holthaus did not have anything to report.

Quincy Riverfront Development- Commissioner Jones stated they are focusing on the Riverfront Rendezvous event. Executive Director Frericks and staff met with Stephanie Cross to help coordinate their fundraiser.

UNFINISHED BUSINESS- None.

NEW BUSINESS

Outdoor Sign at Lorenzo Bull Park to be located at 1600 Mane Street by Friends of the Lorenzo Bull House. Information Only- Executive Director Frericks reported that a request has been made to place a sign at 16th Street and Maine Street. All expenses will be paid by them. This will start the 50-day comment period. Dick Wellman is here to answer any questions. COMMISSIONER FRANKENHOFF MADE A MOTION TO SUSPEND THE RULES WHICH WAS SECONDED BY COMMISSIONER JONES. UNANIMOUS. PRESIDENT PHILPOT DECLARED THE MOTION CARRIED. Dick Wellman explained the sign they envision to install since they are in the preliminary planning stages and have not completed the design. COMMISSIONER FRANKENHOFF MADE A MOTION TO RETURN TO REGULAR SESSION WHICH WAS SECONDED BY COMMISSIONER HOLTHAUS. UNANIMOUS. PRESIDENT PHILPOT DECLARED THE MOTION CARRIED.

New Federal Overtime Rules for Executive, Administrative and Professional Employees Update Information only- Executive Director Frericks reported Illinois Associated Park Districts held a Zoom meeting based on a new law that was signed by President Biden on April 24th, 2024 for salaried employees. Current minimum is \$35,568 which will be mandatorily changed to \$43,888 on July 1st of this year. And then January 1st, 2025 it changes to \$58,656. This affects all salaried employees in the United States. Two employees will be affected at the July date. And January 1st six employees will be affected. We are preparing information to present to the Board at the planning session in August. In Plano, Texas there are approximately 400 companies pushing back but we have to be prepared to make these changes.

PUBLIC INPUT – None

ADJOURNMENT

With no other business to discuss at 6:33 p.m., COMMISSIONER MCGLOTHLIN MADE A MOTION, SECONDED BY COMMISSIONER HICKMAN TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT PHILPOT DECLARED THE MOTION CARRIED. Meeting adjourned.

Secretary

Chairman

Date

Date

CONSENT AGENDA
(Unanimous Consent)

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Secretary

Chairman

Date

Date

PUBLIC INPUT

***BOARD
INFORMATION/
EDUCATION***

CORRESPONDENCE

VOLUNTEERS

***EXECUTIVE
DIRECTOR'S
REPORTS***

To: Board of Commissioners
From: Rome Frericks
Subject: Monthly Report
Date: June 28, 2024

Administrative Initiatives (6/01/24 – 6/30/24)

Attended:

- Friends of the Trails meeting
 - Directors' meeting
 - Board meeting
 - Safety meeting
 - Quincy/Adams County Economic Development/Tourism meeting
 - UMRR meeting
 - Rotary Board meeting
 - Riverfront Development Committee fundraising meeting
 - Adams County Volunteer meeting
 - Federal Overtime meeting
-
- Met with Board members several times on current events concerning the Park District.
 - Met with Board members to develop the Planning Session meeting agenda.
 - Met with attorneys several times on current events concerning the Park District.
 - Met with Quincy Grand Prix of Karting following their event to begin preparing for next year.
 - Staff continues to meet with Klingner & Associates for preparation of the OSLAD Grant for Wavering Park Development.
 - Met with Board members and City of Quincy to talk about Riverfront Development.

Administrative Initiatives (7/1/24 – 7/31/24)

- Continue to work with UMRR to develop the beginning scope of work and specifications.
- Work with BNSF on the lone piece of right-of-way for the next section of the Bill Klingner Trail.
- Meet with contractors for the ongoing capital projects.
- Monitor the Westview Irrigation project.
- Monitor the Freedom Fest event.
- Complete all the items for the August 9th planning session.
- Volunteer and help prepare the Ultimate Ride with FOT.

DIRECTORS'
REPORTS

To: Board of Commissioners
From: Matt Higley
Subject: Monthly Report
Date: June 30, 2024

Administrative Initiatives (6/1/24 – 6/30/24)

Attended:

- Directors' meeting
 - Safety meeting
 - Kiwanis meetings
 - Friends of the Trail meeting
 - Terry Anastas Ultimate Ride meeting
 - Various special event onsite meetings
-
- Monitored dredge site preparation.
 - Monitored Wavering Park sidewalk replacement.
 - Monitored Paul Dennis culvert replacement.
 - Monitored brush trimming on Quinsippi Island for fireworks launch pad.
 - Monitored riverfront overlook trimming.

Administrative Initiatives (7/1/24 – 7/31/24)

- Continue planning for 2024 projects, goals and objectives.
- Work on 2024 Capital Projects for Parks Department.
- Monitor work on Lorenzo Bull House gutter repair.
- Monitor dredging at both entrances of the marina.
- Monitor Wavering Park road repaving and striping.
- Monitor Paul Dennis parking lot repaving and striping.
- Monitor Ceiling repair at Reservoir Park shelter.
- Monitor Bill Klingner Trail sealing and striping.
- Monitor Bob Mays parking lot sealing and striping.

To: Board of Commissioners
From: Brian Earnest
Subject: Monthly Report
Date: June 28, 2024

Administrative Initiatives (6/01/24 – 6/30/24)

- Attended Safety Committee meeting.
- Prepared files and documents for the FY2023 audit.
- Attended IGFOA Park District roundtable sessions.
- Remotely attended Sikich Cyber Security session.
- Completed annual FOIA training.
- Worked with auditor and staff on the FY2023 audit field work.
- Tried testing program provided by District insurance company.
- Worked with CDS and CivicRec to smooth out credit card processing and reduce timeout errors

Administrative Initiatives (7/01/24 – 7/31/24)

- Complete FY2023 Management's Discussion & Analysis.
- Complete FY2023 Treasurer's Annual Financial Report.
- Bi-Annual Review of Executive Session Minutes.
- Prepare Annual Board Planning Session reports.
- Westview semi-annual review.



Office of the Attorney General State of Illinois

Certificate of Completion

FOIA - 12/11/2023485749

Sunday, June 2, 2024

Director of Business Services
Brian Earnest

Has successfully completed the
Freedom of Information Act on-line training.

Kwame Raoul
Attorney General
State of Illinois

To: Board of Commissioners
From: Mike Bruns
Subject: Monthly Report
Date: June 26, 2024

Administrative Initiatives (06/01/24 – 06/30/24)

- Held monthly staff recreation meeting.
- Staff worked with the Director of Operations/Marketing on promoting our programs.
- Attended the monthly safety committee meeting.
- Staff held seasonal employee trainings.
- Staff started the following programs: fishing clinics, swim lessons, water babies, 3 on 3 basketball, sand volleyball, archery, summer adventures, special populations, t-ball, girls' softball, outdoor movie, fishing rodeo, family scavenger hunts, pickleball lessons, summer nature programs, tennis, family days and star parties.
- Staff worked on recruiting seasonal staff for 2024.
- Disc golf tournament was held at Moorman Park.
- Qtown baseball and softball tournaments were held on the five turf fields.
- Staff worked on setting up the 7th – 8th grade soccer leagues for boys and girls in the fall, also an adult soccer league.
- Staff worked on surveys for programs and events.

Administrative Initiatives (07/01/24 – 07/31/24)

- Work with the Director of Operations/Marketing on promoting our programs.
- Staff will work on plans for the fall programs.
- Family Day event and outdoor movie will be held on July 19 at Moorman Park.
- Star party event will be held on July 17 at Moorman Park.

- Staff will conduct trainings for our seasonal staff.
- Family scavenger hunt will be held at Moorman Park July 15-21.
- The following programs will be held this month: youth baseball, girls' softball, pickleball lessons, t-ball, 3 on 3 basketball, sand volleyball, fishing clinics, special pops, summer adventures, swim lessons, water babies, outdoor movie, family day, summer nature programs, family scavenger hunt, star party and tennis.
- Staff will organize the fall youth soccer program to start in August.
- Staff will work on plans for the Fall Festival.
- Staff will work on season ending reports for programs and events.

To: Board of Commissioners
From: David Morgan
Subject: Monthly Report
Date: July 1, 2024

Administrative Initiatives (6/01/24 – 6/30/24)

- Attended safety meetings and board meetings.
- Staff continue to disinfect and clean Westview.
- Continue to update the website and calendar of events for the 2024 season.
- Attend safety meetings and board meetings.
- Staff continue to disinfect and clean Westview.
- Continue to update the website and calendar of events for the 2024 season.
- Hosted the McSchoch Golf Outing, Saturday June 1st.
- Hosted the Ladies Chamber Golf Scramble, Friday June 7th.
- Hosted the Jeff Obert Golf Extravaganza, Saturday June 8th.
- Hosted the Quincy Cup, Sunday June 9th.
- Hosted the YMCA Golf Scramble, Friday June 14th.
- Hosted the Little Peoples Golf Championship, Sunday June 16th through Wednesday June 19th.
- Hosted 3 Junior Leagues through out the month of June.
- Staff coordinated with VM Golf contractors on the new irrigation system on holes 19-27.
- Holes 19-27 and Putting Green are now operating with the new Hunter Irrigation System.

- Staff continued applying fungicides to the greens, tees and fairways.
- Staff added new sand to the bunkers on holes 5 and 9.
- Staff prepared the course for the annual Little Peoples Golf Championship.
- Staff applied fertilizer and insecticide to the soccer fields at Boots Busch and Paul Dennis complexes.

Administrative Initiatives (7/01/24 - 7/31/24)

- Host the Global Impact Golf Outing, Friday July 12th.
- Host the Junior City, Thursday July 18th.
- Host the Landmarx League start date, Friday July 25th, 9 weeks of play.
- Host the Greater Raider Golf Outing, Sunday July 28th.
- Staff will coordinate with VM Golf Services as they proceed to holes 1-18.
- Preventive fungicide applications continue on the greens, tees and fairways.
- Post emergent herbicides will be applied on an as needed basis on greens, tees and fairways to control goose-grass.
- Staff will trim around all trees on the property.

Westview Golf Course Rounds of Golf-2024

ROUND TYPE	Jun-24 TOTALS	2024 YTD	Jun-23	2023-YTD
18 Hole Green Fee	656	2,069	1,047	2,373
9 Hole Green Fee	478	1,544	458	1,246
Twilight Walking Green Fee	25	126	21	120
Winter Walking Green Fee	0	254	0	179
TUE-THU Special	72	228	94	352
Winter Riding Special	0	555	0	370
Third Nine (19-27) Green Fee	898	3,192	828	2,456
Family Night Adult (19-27)	31	124	2	15
Family Night Child (19-27)	4	45	3	24
Junior Green Fee	26	61	59	108
Junior Green Fee (19-27)	12	128	7	68
Promotional Round	5	21	8	23
Twilight Riding (Cart & Green Fee)	546	1,778	611	1,829
Early Bird 9	77	127	55	132
Early Bird 9 (19-27)	0	0	0	0
Early Bird 18	116	251	153	294
Early Bird 18 (19-27)	0	0	1	1
Adult Pass Visit	335	1,415	290	1,140
Adult Pass Visit (19-27)	38	187	49	165
Senior Non-Restricted Pass Visit	592	2,210	590	2,259
Senior Non-Restricted Pass Visit (19-27)	91	372	79	279
Senior Restricted Pass Visit	97	450	60	200
Senior Restricted Pass Visit (19-27)	4	35	8	19
Super Senior Restricted Pass Visit	247	857	283	874
Super Senior Restricted Pass Visit (19-27)	16	102	22	80
Employee Pass Visit	82	246	33	117
Employee Pass Visit (19-27)	13	63	11	28
JR. Pass Visit (18 & Under)	211	808	118	406
JR. Pass Visit (18 & Under) (19-27)	79	266	55	166
Junior Summer Pass Visit (May-Aug) (19-27)	247	397	189	349
Military Weekday Rate W/Car (1-18)	13	72	0	0
Young Adult Pass Visit	257	1,150	218	898
Young Adult Pass Visit (19-27)	37	177	60	164
School Team Pass Visit	0	1	0	0
School Team Pass Visit (19-27)	0	7	0	2
Green Fee Punch card Visit	0	0	0	0
Tournament Round	445	621	36	185
Outing Green Fee	132	164	148	172
Tri-State Promotional Round	0	0	0	0
Loyalty GF Round	8	24	25	54
Disc Golf	14	41	35	154
TOTAL	5,904	20,168	5,656	17,301
PER VISIT FEE	\$5,639.00	\$19,570.00	\$5,324.00	\$16,591.00
DAYS CLOSED	0	46	0	51

**Rounds not charged Per Visit Fee

To: Board of Commissioners

From: Marcelo Beroiza

Subject: Monthly Report

Date: July 1, 2024

Administrative Initiatives (7/1/24 – 7/31/24)

- Attended the Rec. Department Staff, Park District Board, Safety and Friends of The Trails meetings.
- Beginning in February attended IPRA Webinar. Including Inclusion, Better Communications Better Results, Putting the "DE" in "AI", Building Resilient Communities, Understanding the Significance and Impact of Cultural Competence.
- Met with the Executive Director. Monthly operations overview and task meetings. (Projects, Recreational Dept., Business Office, Facilities, Maintenance and Westview)
- Met with the Adams County Health Department on a community-wide volunteer project
- Marketing
 - Events and programs content
 - Affiliates events
 - Volunteer events
 - Facility signs
 - Continuous improvement projects updates
 - Westview monthly updates
 - Email marketing customer updates
 - Terry Anastas Ultimate Ride campaign
 - Networks support

Administrative Initiatives (08/1/23 – 8/31/29)

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

COMMITTEE
REPORTS

***UNFINISHED
BUSINESS***

NEW BUSINESS

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 10, 2024

STAFF RECOMMENDATION

AGENDA ITEM: QUINCY PARK DISTRICT 2024-2025 GOALS AND OBJECTIVES SECOND QUARTER STATUS UPDATE: INFORMATION ONLY

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

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

FISCAL IMPACT: None.

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

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

Quincy Park District Goals 2024-2025

Administration

1. 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.
Q1 Update: Staff continues to replace overgrown shrubs with new landscaping in the parks and at Westview.
Q2 Update: Ongoing.
2. Identify future opportunities for programming and services based on industry trends.
3. Work with the Board, Burlington North Santa Fe Railway, and Friends of the Trails to finalize the path for the Bill Klingner Trail from Parker Heights to Lincoln Park.
Q1 Update: Staff anticipates meeting with Park District attorney within the next few weeks to obtain the remaining missing easement.
Q2 Update: Park District attorneys are working with BNSF on a potential sale price or lease agreement for the next section of trail and the missing easement needed.
4. Secure a parcel of land in the southeast part of Quincy for a future park location.
Q1 Update: Staff continues to talk with JWCC on a parcel on land behind their campus for future development.
5. Seek out leadership and training opportunities for all staff for the next generation of Park District leadership.
6. Review and update the facilities audit report.
Q2 Update: Ongoing.

Westview Golf Course

1. Continue to work with the Recreation and Marketing Departments to increase golf lessons for future junior golfers.
Q1 Update: Staff continues to work with the recreation and marketing departments to increase the junior programs.
2. Replace the cart barn garage doors and paint the cart barn building.
Q1 Update: Staff have contacted two garage door companies and are waiting on quotes.
Q2 Update: Staff has ordered the cart barn garage doors. Once the doors arrive, the contractor will have them installed.
3. Remove/update the flooring in the concession/kitchen area and replace the old coolers and refrigerators.
Q1 Update: Staff have replaced the concession flooring. Refrigeration is working and is fine for the time being.
4. Remove part of the shelter and renovate the remaining section on hole #12.
Q1 Update: Staff have begun working on this project.
5. Oversee the replacement of the irrigation system on all 27 holes at Westview Golf Course.
Q1 Update: Staff have met with VM Golf Services and the project will begin in April.
Q2 Update: Staff are working with VM Golf Services on the installation of the irrigation system. As of 7/1/2024, 9 holes have been completed.
6. Review and create a facilities audit report for the buildings and facilities at Westview Golf Course.

Q2 Update: Staff are in the process of preparing the audit report for the buildings and facilities at Westview Golf Course.

7. Remove tree roots on greens #3 and #12.

Q1 Update: Staff have removed the tree roots from the greens on holes #3 and #12.

Marketing/Operations

1. Develop a multimedia campaign to promote new Park District events and programs through all social media, website and e-mail marketing platforms.

Q1 Update: Park District yearly event programs brochure was launched in January and all of the spring and summer season digital campaigns are currently running.

Q2 Update: All summer events and programs are running and being promoted. Fall youth and adult soccer campaigns have begun.

2. Coordinate parks, Bill Klingner Trail and Nature Trails volunteer efforts.

Q1 Update: In collaboration with the Adams County Health Department. We are working on a new initiative to keep our community active and take advantage of all our parks.

Q2 Update: We are gathering top organizational leaders for a planning session and outline the project and future planning/needs.

3. Lead Park District existing and new affiliate initiatives, events and programming.

Q1 Update: New pickleball lessons in collaboration with volunteer coaches. The Nature Trails volunteer schedule is out for the year.

Q2 Update: The new free pickleball sessions are up and running successfully. Several corporations joined volunteer projects this summer throughout our parks and trails.

4. Lead discussions for continuous improvement efforts and new initiatives throughout the Park District organizational process. Work to improve quality, productivity, and efficiency in all departments.

Q1 Update: Monthly operations meeting with Executive Director that outline current and future projects. BNSF Permit. Preliminary for the new Bill Klingner extension project to Lincoln park.

Q2 Update: Park District attorneys started the document review process.

5. Attend monthly online educational programs related to IPRA and IAPD.

Q1 Update: IPRA's Webinar "Including Inclusion". IPRA's Webinar "Better Communication, Better Results".

Q2 Update: IPRA's Webinar "Putting the "DE" in "AI". IPRA's Webinar Building Resilient Communities. IPRA's Webinar Understanding the Significance and Impact of Cultural Competence.

Recreation

1. Develop and implement new programs in the following areas:

- Nature 2 new programs

Q1 Update: Plan to offer adult soccer program in the Fall. Expanding family days and star party programs. Adding a 7th and 8th grade soccer program. Changed the age groups for our competitive baseball and softball programs. Added more nature classes for the summer.

Q2 Update: 7th and 8th grade soccer for boys and girls will be offered starting in August at Paul Dennis soccer complex. Adult soccer on Sunday afternoons will be offered starting in September at Paul Dennis soccer complex.

2. Increase attendance at Indian Mounds Pool to 12,500 for the season.

Q1 Update: Ongoing process.

Q2 Update: Attendance at Indian Mounds Pool has been going very well due to the heat. Hopefully we can get to 12,500.

3. Provide surveys and collect data seasonally to identify strengths and weaknesses for all programs and events. Remove programs that are not viable based on attendees.

Q1 Update: Staff will review this in October when programs are complete.

Q2 Update: Ongoing process.

4. Increase total revenue at the Batting Cage facility to \$140,000.

Q1 Update: Ongoing process.

Q2 Update: Ongoing process. Concessions have been doing very well at the Batting Cage and Wavering.

5. Develop and improve the policies and procedures for tournaments at the athletic fields.

Q1 Update: Staff developed a contract with Qtown tournaments to help improve the responsibilities for them and the Park District. This will help with the communication for both groups.

Q2 Update: Completed. Staff will review again at the end of season.

6. Create new programs and events for the special needs' population.

Q1 Update: Staff have added some new activities for our summer program. Staff is also researching some new programs for later this year.

Q2 Update: First session of summer Special Pops is going well. Staff will continue to research for additional programs.

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. Work with staff to maintain a good level of housekeeping throughout the docks and restrooms.

Q1 Update: Ongoing.

Parks

1. Work with the Quincy Park Band to develop and build a permanent stage in one of our parks.

Q1 Update: Staff will meet with engineers this spring to get engineers estimates and renderings to discuss option to the Quincy Park Band.

Q2 Update: Engineers are currently working on cost estimates and potential renderings for continued discussions with the Quincy Park Band.

2. Renovate the two restrooms in the Moorman Park complex area.

Q1 Update: Scheduled for this summer.

3. 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 to improve the parks.

Q1 Update: Ongoing.

4. Work with Mississippi Valley Hunters and Fishermen's Association and Friends of the Trails to complete/research grant opportunities for the walking trail from Parker Heights to Bob Bangert restroom.

5. Create bidding documents for playground companies for a new all-inclusive playground that will be constructed by 2025 if awarded the OSLAD Grant by hosting open houses gathering information

from the public.

Q1 Update: The Park District has been awarded the OSLAD Grant and will begin the design and engineering phase.

Q2 Update: Design and engineering has begun and the project is slated to go out to bid late summer of 2024.

6. Update the park roads conditions and playground inventory documents for next year's planning session.

Q1 Update: Completed

Business Office/Technology

1. Work with Danielle Fler to improve the audit timeline and overall process.

Q2 Update: A new document preparation timeline will be implemented for the 2024 audit.

2. Implement AI chat system and assign the individuals responsible to oversee the implementation.

Q1 Update: Staff is reevaluating implementation of AI chat bots at this time as the cost/benefit of implementation is currently limited.

Q2 Update: Staff has terminated the testing of AI chatbots for the District.

3. Research and implement an IT user training and testing system. This would consist of mandatory training and periodic testing in order to strengthen QPD against phishing attacks which could have dire consequences.

Q1 Update: KnowBe4 has been researched and is a good option, however, a free option has been found through our cyber insurer. Will move forward with testing their tools to verify if this will be an adequate solution.

Q2 Update: The District insurance company offers a set number of training modules for no additional fee. A trial period will commence time permitting to see if this no cost option will be an adequate option.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 10, 2024

STAFF RECOMMENDATION

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

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

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

FISCAL IMPACT: None.

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

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

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 10, 2024

STAFF RECOMMENDATION

AGENDA ITEM: LEASE AGREEMENT AT 4129 STATE STREET BETWEEN THE QUINCY PARK DISTRICT AND DON JONES: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: For the past several years, Don Jones has leased the house located at 4129 State Street from the Quinsippi Soccer League. The new lease agreement will be effective from February 23, 2024 between the Quincy Park District and Don Jones.

The lease will be on a month-to-month basis and will be terminated once the tenant moves out of the house. The Quincy Park District will no longer lease the house once the current tenant terminates this current lease agreement.

The entire year rent is \$4,200 on an annual basis, \$350 monthly. The dates have been changed to reflect the new period. A copy of the lease is included with this report.

FISCAL IMPACT: The revenue from the lease will be used to offset costs associated with the Paul Dennis Soccer Complex.

STAFF RECOMMENDATION: Staff recommends the Board approve the lease agreement.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:

LEASE AGREEMENT

4129 State Street, Quincy, Illinois 62301

THIS LEASE AGREEMENT (“Lease”) is effective as of the 23rd day of February, 2024, by and between The Board of Commissioners of Quincy Park District, successor in interest to Quincy Boulevard & Park Association, an Illinois municipal corporation (herein the “Quincy Park District”), and Don Jones (herein “Tenant”). Each a “Party” and together the “Parties.”

WHEREAS, the Quincy Park District received the real estate owned by the Quinsippi Soccer League (“QSL”) Association known as the “Paul Dennis Soccer Complex” (the “Land”); and,

WHEREAS, located on the Land is the residence currently occupied by Tenant and situated at 4129 State St., Quincy, IL 62301 (the “Premises”). The Premises is owned by the Quincy Park District; and,

WHEREAS, Tenant has resided at the Premises pursuant to a prior lease agreement with the QSL which has now expired; and

WHEREAS, the Parties wish to renew and clarify the terms and obligations of the Lease of the Premises to Tenant by the Quincy Park District.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Parties hereto agree as follows:

1. LEASE OF PREMISES. Quincy Park District leases to Tenant, and Tenant leases from Quincy Park District, the Premises only. Tenant agrees to occupy the Premises exclusively as a residence with no more than one (1) full-time resident and will not in any manner permit said Premises to be used for any unlawful purpose or purposes.

2. TERM. This Lease shall commence as of the Effective Date and shall continue thereafter on a month-to-month basis, wherein either party may terminate at any time by providing at least one month’s notice in advance of the monthly renewal of such party’s termination of the Lease. This Lease shall automatically terminate upon the death of Tenant.

3. RENT. Tenant agrees to pay, without demand or set off, to Quincy Park District as rent for the Premises the sum of **Three Hundred Fifty and 00/100 Dollars (\$350.00)** per month, payable in advance on or before the first day of each calendar month. The time of each and every payment of rent is of the essence of this Lease. The Quincy Park District is not requiring the Tenant to pay a security deposit.

4. TENANT’S OBLIGATIONS. **Tenant currently resides on the Premises and agrees to accept the conditions of the Premises, including all improvements, fixtures, along with any tangible personal property, if any, AS-IS in its present condition.** By signing this Lease, Tenant stipulates that Tenant has examined the Premises, including the grounds and all improvements, and that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenantable condition. Tenant’s taking possession of the Premises shall be conclusive evidence of such condition. In addition, Tenant will, at Tenant's sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Lease and any renewal or continuation thereof, ordinary wear and tear excepted. Tenant agrees to keep all utilities, including but not limited to, gas, electric, and water, on and shall be responsible for payment of such.

Tenant agrees that neither the Quincy Park District nor its directors, trustees, officers, employees, contractors, agents, representatives, successors or assigns shall be liable to Tenant or anyone claiming injury to person or property, unless same is directly caused by gross negligence of the Quincy Park District. Tenant agrees not to make unnecessary noise or disturbances that may annoy neighbors and shall at all times comply with all laws, rules, and regulations affecting the Premises, as amended from time to time.

5. ACCESS. The Quincy Park District and the Quincy Park District's agents shall have the right at all reasonable times during the term of this Lease and any renewal thereof to enter the Premises for the purposes of inspecting, maintaining or repairing the Premises and all improvements thereon in the Quincy Park District's sole and absolute discretion. Also, the Quincy Park District can show the Premises to prospective purchasers or lessees during the term of this Lease, but such showings shall not unreasonably interfere with Tenant's use of the Premises.

6. ANIMALS. Tenant shall keep no domestic animals or other animals on or about the Premises without the prior written consent of Quincy Park District. Animals shall include, but not be limited to, dogs, cats, birds, hamsters, turtles, reptiles or other pets. In the event Tenant is authorized to keep any animals on the Premises, Tenant agrees to indemnify and hold Quincy Park District harmless for any injury or damage caused by said animals.

7. TENANT'S PROPERTY. Tenant agrees that Quincy Park District shall not be responsible for any property of Tenant (personal or otherwise) which may be damaged, destroyed or lost. This includes, but is not limited to, loss by theft, fire or other casualty. **QUINCY PARK DISTRICT DOES NOT PROVIDE ANY INSURANCE WITH REGARD TO TENANT'S PROPERTY; TENANT MUST OBTAIN TENANT'S OWN INSURANCE** to cover Tenant's property.

8. TERMINATION. At the termination of this Lease, Tenant agrees to immediately surrender possession of said Premises promptly. Tenant further agrees that at the time of vacating, to clean up and restore said Premises inside and outside, and not to leave trash or waste of any kind in the residence or on the Premises. All keys shall be returned to Quincy Park District immediately upon termination of this Lease.

9. INDEMNIFICATION Tenant waives all claims it may have against the Quincy Park District, its directors, trustees, officers, agents, manager, member, representatives, contractors, agents or employees, for damages to person or property sustained by Tenant or any occupant or other person resulting from the Premises or any part of the Premises becoming out of repair or resulting from any accident within the Premises or resulting directly or indirectly from any act of Tenant or occupant of the Premises or any other person while on the Premises, except if caused by the gross negligence of the Quincy Park District, its agents or employees. Tenant shall indemnify, defend, and hold harmless the Quincy Park District, directors, trustees, officers, agents, manager, member, representatives, contractors, agents or employees against any claims or costs, including reasonable attorneys' fees, arising from Tenant's conduct or from any breach or default on Tenant's part during the term of this Lease or from such acts or conduct of any sub-tenant, employee, agent, servants, customers, or contractors of Tenant.

10. NOTICES AND INFORMATION.

A. **SMOKE AND CARBON MONOXIDE DETECTORS OR ALARMS**: Tenant acknowledges that the Premises are equipped with such smoke and carbon monoxide detector or detectors as required by federal, state or local law and ordinance. Tenant agrees that such smoke and carbon monoxide detector or detectors are in proper operating condition and will not be moved, disconnected, or damaged. **TENANT RECOGNIZES THAT IT IS TENANT'S RESPONSIBILITY TO TEST AND TO PROVIDE GENERAL MAINTENANCE AND ALSO REPLACE REQUIRED BATTERIES FOR THE SMOKE AND CARBON MONOXIDE DETECTOR OR**

DETECTORS WITHIN THE PREMISES. Tenant agrees to notify the Quincy Park District in writing of any deficiencies which Tenant cannot correct with respect to the smoke and carbon monoxide detector or detectors. TENANT ACKNOWLEDGES PREVIOUSLY RECEIVING WRITTEN INFORMATION REGARDING DETECTOR TESTING AND MAINTENANCE.

B. LEAD POISONING PREVENTION: Tenant acknowledges previously receiving of a copy of a lead-based paint and/or lead-based paint hazards disclosure, together with informational brochures.

C. RADON: Tenant has no knowledge of elevated radon concentrations on the Premises.

D. SMOKING. Smoking is prohibited on the Premises, indoors and within 25 feet of the building(s) including entryways, balconies, patios, and garages. This policy applies to all persons. Tenant is responsible for ensuring compliance with this rule.

E. ADDITIONAL INFORMATION. Tenant acknowledges receiving, whether provided in the past or at the time of this Lease, copies of all required disclosures. In the event Tenant has not received any of the required disclosures, Tenant shall request such disclosures from the Quincy Park District.

11. OTHER TERMS: The Quincy Park District reserves the right from time to time to impose reasonable rules and regulations regarding the use of the Premises with which Tenant shall comply.

12. MISCELLANEOUS. Tenant may not assign, sublet, or transfer any obligation or any right or interest under this Lease to any other party without the consent of the Quincy Park District, which may be given or withheld in its sole and absolute discretion. This Lease is made solely and specifically between and for the benefit of the Parties hereto, and their respective successors and assigns, subject to the express provisions hereof relating to successors and assigns, and no other person whatsoever shall have any rights, interests, or claims hereunder or be entitled to any benefits under or on account of this Lease as a third-party beneficiary or otherwise. If any provision of this Lease shall be held to be invalid, illegal, or against public policy, the validity and enforceability of all other provisions of this Lease shall not be affected and shall remain in full force and effect. This Lease contains the entire understanding of the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous written or oral understandings, Leases, representations, and warranties with respect to such subject matter. No waiver by either Party of any default or breach by the other Party or any provision of this Lease will operate as or be deemed a waiver of any subsequent default or breach. This Lease shall be construed in accordance with, and governed by, the laws of the State of Illinois. For any dispute arising under this Lease or other action arising under this Lease, the Parties hereto consent to the exclusive jurisdiction and venue of Adams County, Illinois for all matters arising out of or relating to this Lease. This Lease may be signed in counterparts and may be delivered by facsimile and each counterpart and facsimile will be considered an original, but all of which, when taken together, will constitute one instrument. If it becomes necessary for either party to file a suit to enforce this Lease or any terms contained herein, the prevailing party may recover, in addition to all other remedies or damages, reasonable attorneys' fees and costs of court incurred in such suit. Each Party recognizes that this Lease is a legally binding contract and acknowledges and agrees that they have had the opportunity to consult with legal counsel of their choice. Tenant agrees and acknowledges that he has read and fully understands this Lease, is of sound mind, and is entering into it freely and voluntarily, and has been advised to seek counsel prior to entering into this Lease and has been provided ample opportunity to do so. The recitals to this Lease are incorporated as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have duly executed this Lease the day and year first written above.

QUINCY PARK DISTRICT

TENANT

By: _____
NAME: _____
TITLE: _____

DON JONES

EXHIBIT A

“LAND”

A part of the Northwest Quarter (NW¹/₄) of Section Five (5) in Township Two (2) South of the Base Line and in Range Eight (8) West of the Fourth Principal Meridian, bounded and described as follows:

Commencing at a point on the South line of said Northwest Quarter (NW¹/₄) which is 104 feet West of the Southeast corner of said Northwest Quarter (NW¹/₄); running thence North 1048 feet; thence running West 100 feet; thence South 1048 feet; and thence East 100 feet to the place of beginning;

ALSO, One (1) acre and Twenty-three (23) rods in the Northeast corner of the Southwest Quarter (SW¹/₄) of said Section Five (5); EXCEPT One-half (1/2) acre off of the East side of said One (1) acre and Twenty-three (23) rods; all situated in the County of Adams, in the State of Illinois;

AND the West Half (W¹/₂) of the North part of the West Half (W¹/₂) of the Southeast Quarter (SE¹/₄) of Section Five (5) which lies North of the Quincy and Burton Road passing through said Quarter Section, in Township Two (2) South of the Base Line, in Range Eight (8) West of the Fourth Principal Meridian, situated in the County of Adams and in the State of Illinois;

ALSO, the West Half (W¹/₂) of the South Thirty (30) acres of the South Fifty-four (54) acres of the West Half (W¹/₂) of the Northeast Quarter (NE¹/₄) of Section Five (5), in Township Two (2) South of the Base Line and in Range Eight (8) West of the Fourth Principal Meridian, situated in the County of Adams and State of Illinois;

ALSO, the East One-half (E¹/₂) acres of the Northeast One (1) acre of the Southwest Quarter (SW¹/₄) of Section Five (5), in Township Two (2) South of the Base Line and in Range Eight (8) West of the Fourth Principal Meridian, situated in the County of Adams and in the State of Illinois;

ALSO, a part of the Northwest Quarter (NW¹/₄) of Section Five (5), Township Two (2) South of the Base Line and in Range Eight (8) West of the Fourth Principal Meridian, bounded and described as follows:

Commencing at the Southeast corner of said Northwest Quarter (NW¹/₄), running thence North along the East line of said Quarter Section 1048 feet; thence West 104 feet; thence South 1048 feet to the South line of said Quarter Section; and thence East 104 feet to the place of beginning; situated in the County of Adams and in the State of Illinois; EXCEPTING therefrom the following described real estate: A part of the West One-half (W¹/₂) of that part of the West One-half (W¹/₂) of the Southeast Quarter (SE¹/₄) of Section Five (5) which lies North of the Quincy and Burton Road passing through said Quarter Section; AND ALSO a part of the West One-half (W¹/₂) of the West Half (W¹/₂) of the Northeast Quarter (NE¹/₄) of said Section Five (5), in Township Two (2) South of the Base Line and Range Eight (8) West of the Fourth Principal Meridian, situated in Adams County, Illinois, more particularly bounded and described as follows:

Commencing at a point which is 212.4 feet South and 404.25 feet East of the center of Section Five (5), said point of beginning being on the North right-of-way line of the Quincy-Burton Road (also North line of State Street extended); thence from said point of beginning North parallel to the East line of the West Half (W¹/₂) of the West Half (W¹/₂) of the Southeast and Northeast one-quarter Section Five (5), 216 feet to a point; thence East parallel to the North right-of-way line of said Quincy-Burton Road 273.5 feet to a point on the East line of the West Half (W¹/₂) of the West Half (W¹/₂) of said Northeast and Southeast one-quarter Section Five (5); thence South along the East line of the West Half (W¹/₂) of the West Half (W¹/₂) of the Northeast and Southeast one-quarter Section Five (5), 216 feet to a point on the North right-of-way line of said Quincy-Burton Road; thence West along the

North right-of-way line of said Quincy-Burton Road 273.5 feet to the point of beginning; all situated in Adams County, Illinois; subject to deed conveying part of said tract of land to the Mississippi River Power Company, as shown by deed dated November 11, 1911, and recorded in Volume 206 of Deeds, at page 546, in the Office of the Recorder of Deeds for Adams County, Illinois, situated in the County of Adams and State of Illinois; EXCEPT THEREFROM those parcels conveyed to the People of the County of Adams recorded in Book 510, at pages 2984 and 2991.

QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 10, 2024

STAFF RECOMMENDATION

AGENDA ITEM: BID FOR PAUL DENNIS PARKING LOT MILLING AND RESURFACING CHANGE ORDER NO. 1: RECOMMENDED APPROVAL

BACKGROUND INFORMATION: Paul Dennis Soccer Complex Parking Lot milling and resurfacing is a 2024 Non-Bond Project. This road has not been resurfaced since the mid 1990's.

Staff were called by the contractor and met with them on Monday morning. The parking lot was installed incorrectly with less than two inches of compacted rock base under the existing asphalt parking lot. In order to properly fix the problem, the remaining milling and what rock is there will be tilled and left on the surface in order to get the additional rock to compact. In addition, an additional four to six inches of gravel will be installed before two new layers of asphalt will be laid to complete the project.

The total cost of the change order will be \$397,765. Behind this report is a copy of the change order.

FISCAL IMPACT: The \$397,765 will come from not performing the road resurfacing from the Moorman Road to T Ball Fields which was \$208,800 and the remaining \$188,965 from Corporate Reserves.

STAFF RECOMMENDATION: Staff recommends approval of the change order from Diamond Construction for \$397,765 for Paul Dennis Parking Lot milling and resurfacing.

PREPARED BY: Rome Frericks, Executive Director

BOARD ACTION:



DIAMOND CONSTRUCTION COMPANY

P.O. Box 3486 • 2000 North 18th Street
Quincy, Illinois 62305-3486
(217) 222-3532
FAX (217) 222-3080
office@diamond1946.com

July 8, 2024

Quincy Park District
1231 Bonansinga Drive
Quincy, IL 62301

Change Order #1

Project Name: Paul Dennis Parking Lot
Location: Quincy, IL

Change Order Description: Various changes to the original scope of work to correct inadequate subbase and pavement failure on the original parking lot.

Scope of Work:

- Additional milling on the entrance road - +-4”
- Additional HMA binder on the entrance road - +-4”
- HMA pavement patch on north half of parking lot - +-500 SY
- PCC concrete pavement around concession/bathroom building – +-155 SY
- Additional HMA binder course on the entire lot - +-2 ½”

Change Order Amount

\$397,765.00

Accepted by:

Quincy Park District

Date: _____



Since 1946



Paul Dennis Soccer Complex

Area - +-14,780 SY

Boots Bush Park

Google Earth

Image © 2024 Airbus

400 ft



PUBLIC INPUT