

ROCK ISLAND PARKS &
RECREATION – PARK BOARD
March 19th , 2024

Park and Recreation Board Meeting – 5:30 p.m.
Rock Island Fitness & Activity Center
4303 24th Street, Rock Island, IL.

AGENDA

1. Call to order
2. Audience - Public Comment
3. Approval of the Minutes
 - a. Approval of February Minutes
4. Correspondence
 - a. Thank You: Sherrard Library District
 - b. Thank You: Every Child
5. Finances:
 - a. Monthly Report from Finance Department
 - b. Bills for the month of February 2024: \$309,524.86
6. Directors Reports:
 - a. Director's Report
 - b. Assistant Director's / Golf Services Report
7. Rock Island Fitness and Activity Center & Whitewater Junction:
 - a. Managers Report
 - b. Preschool Report
8. Golf Maintenance:
 - a. Golf Superintendents Reports
 - i. Highland Springs

ii. Saukie

9. Recreational Field Reports:

- a. Community Recreation Manager
- b. Special Events & Fundraising Manager
- c. Marketing
- d. Sports Programming

10. Park Field Reports:

- a. Sports Fields Maintenance Manager Report
- b. Chief Horticulturist Report

11. Business:

- a. Special Event Application: River City Church
- b. Special Event Application: Community Church
- d. Temporary Clubhouse Update
- e. Friends of Longview Park Update

12. Other Business:

- a. None

13. Items Not on the Agenda (Action cannot be taken on an item not on the agenda)

14. Adjourn

CITY OF ROCK ISLAND
PARK BOARD MEETING
RIFAC, Room 5
Rock Island IL 61201

2/20/24– Minutes

1. Call to Order

President Fred Dasso called the meeting to order at 5:30 pm.

2. Attendance

Members Present: Fred Dasso, Mike Foley, Paul Hansen, John McEvoy

Members Absent: Venessa Taylor, Bill Anderson

Staff Present: John Gripp, Executive Director; Kimberly Kruse, Parks Administrative Office Manager

Staff Absent: Todd Winter, Assistant Director

Audience: none

3. December Park Board Minutes

Mr. Hansen motioned to approve the minutes. Mr. Foley seconded. All voted yes.

4. Correspondence

We have a thank you from Every Child. Their mission is a child abuse and another thank you from Jordan Catholic school. They had their Casino Royale Gala.

5. Monthly Report from Finance Department as of December

We are still waiting for the last amount recorded to see towards park maintenance. Golf is up 9% compared to this time last year. Memberships up 13%. Programs are up 15%, concessions 17%, also you'll see that our wage expenses are 11% or 288,000 and this is solely due to minimum wage increase. Supplies and services throughout 22% Just 540,000. It's a little misleading because a lot of grant expenses are in that as well. So by the while they are up, it's not a bad drastic due to inflation. You can see in the areas that we can control that we're excelling but not at the rate of keeping up with minimum wage. John thanked Fred Dasso and John McEvoy for support and speaking at the last council meeting. It has an impact and created discussions with the city manager and some of the park board members.

6. Approval of the Bills for the Month of January for \$289,866.09

Mr. Dasso: Aye Mr. Foley: Aye Mr. McEvoy: Aye Ms. Taylor: Abs Mr. Hansen: Aye Mr. Anderson: Abs

7. Director's Report and other reports

We were able to attend the IPRA conference for the first time at all since pandemic. There are several good sessions and networking to talk to folks while getting our CEUs that we need for our certifications. Many of us hold the Professional Park and Recreation Association Certification which may not sound like a lot but you're considered a professional in your field if you maintain this certification.

Met with the construction manager, Jeff Laxton, and talked over the RFP out for design for the Saukie Clubhouse. That is going to be out until 28th of this month and the attack is to use that side working with inspections make sure everything is per code and put that for bid to get a general contractor. We're not going to go construction manager architect oversight process from start to finish so we can put as much money as we can into the actual project. Now that Jeff Laxton is on the staff with the city, this will provide that construction oversight which is phenomenal.

I was able to have lunch with Alderman Parker just to catch up. Discussed The District project and sounds like they opened up it and they're going to be reviewing those later this week. We have to understand or come up with a plan for what our role will be in the downtown because Schwiebert Park is downtown and there's been a lot of separation in the past and want to partner so that events do not seem competing. This communication will assist to ensure coordination for bookings, street closures and inclusion of all areas.

Met with the Eagle Scouts to talk about structures at Saukie, Highland and parks to take on as projects that need attention. It's great working with the Scouts as a partnership because they go through their program twelve years to get to this point and it is a big achievement.

Met with QC Passport that celebrate historical places within the Quad Cities. They pay for very nice signage that they put up at those locations, one of them being at Longview Park. Unfortunately, it was taken off the post and taken repeatedly so working to have a more reinforced sign that is harder to take.

Met with Augustana College, they had started a master plan for Longview Park and gathered information around the park and neighborhood. They have started up a class that incorporates the park and to determine projects to prioritize and what will help best the community and what is needed.

Attended the state of the city address at Bally's Casino. It about a lot of positive things going on, a lot of parks mentions and successes along with grants awarded. It was very positive in general for employees.

ARPA projects are coming along nicely however there were some supply chain issues for the RIFAC. Members really want to use the locker room but hoping it will be open in the next couple of weeks, but still under renovation. There is also masonry work on the

outside with the effervescence being cleaned off and inspection of the outside and addressed.

March 1st, Mel McKay will be fully completed and ready for play.

Assistant Director report, January brought the Saukie Clubhouse Grant. Also, there were two rentals at Highland Springs Clubhouse. It is getting popular and can be rented through the front office.

There was a winter golf tournament that raised funds for Christian Care.

The new golf software, Fore UP is underway. It will give the ability to sign up for online tee times, yield management to better see trends and allow for dynamic pricing and promotions during slow times.

Updated Action Steps to work more with the Library and MLK Center to host some community events.

Met with managers to discuss concessions needs for the year. At the beginning of every season, prices and products are discussed to keep the best profit margins while providing in demand items.

Secured several sponsorships so far this year that we even secure sponsorship for Monday and Thursday golf leagues out at Highland for the first time ever. There's an insurance guy that is motivated to get their name out there. Also met with Bally's to talk about golf needs. They are having a lot of people that come into town and play golf especially from Chicago because it's so cheaper. So working with them for a partnership of having a shuttle service between Highland Springs and the Casino. They are going to purchase some clothes and have already booked two or three different large groups for the 2024 season. There will be a few sets of clubs available for rental as well.

For RIFAC, preschool continues to do very well. Michelle is really knocking it out of the park. They've incorporated learning to swim programming in the school. This is so parents don't have to take their kids home and then come back. RIFAC memberships and programming numbers are up. January was a little bit slow as far as memberships but that due to extreme colder and snow.

We're in the middle of starting to hire staff or Whitewater Junction. We are at 90% retention of hire backs. Kudos to Nikki and the Whitewater Junction team because that speaks volume, especially part-time seasonal to come back and saves time on new hire training.

Golf maintenance, January slow down on the outside projects except for the time with the heavy snow except for a lot pine tree cleanup but they got out there and repaired what they could. They've also did a lot of inside work as far as painting the ball washers, tee markers and get them all ready back out on the courses. Employment applications are coming in and going to start reviewing those and interviewing next week and get things lined up. Reels have been taken in for grinding. Ours is down and it will cost substantial money to replace. Oakwood is more than happy to take our reels and sharpen and it is a significantly less cost over time.

Recreation reports, Summer programming is hot and heavy and creeping up quickly. Working to get golf courses open as soon as possible. Grant season is underway and applying to several foundations and trusts. Asking Woodward Trust for \$50,000.

Hosted our winter basketball league jamboree with 237 participants. It's parents, coaches and kids and what Pete has done which is genius is the jamboree reaches everybody. It's meeting your coach, getting uniforms and figuring out when practice times and places are along with any questions. The staff is trained well and it's controlled chaos but everyone walks away happy and in a good place to start the season and it elevates the participant experience.

Bus trips have been announced for Cardinals/Cubs trip for Chicago and St. Louis.

A lot of Staff training started for those returning so CPR and first aid has started. Golf Course staff had a concern brought up AED usage and staff members ability to train on that. Yes, it walks you through it but it's good to have experience with the test case first. I'm pretty much open it up and talked you through will not deliver a shot unless necessary.

Park field reports David's creating a basic maintenance schedule complex now that we will in town. It's going to be maintained as a type 4 park. John has been in touch at CED to have it listed through the Chamber of the Quad Cities as one of the premier locations as an industrial site. There are a lot of requests to relocate for industrial. We are working on decommission and repurpose everything we can such as irrigation, coolers, bleachers and so on. David is completed the interior chain at Douglas Park. An official ribbon cutting will be planned and big everyone to have everyone down there. John would like to discuss naming of the fields. Daryl Reynolds donated six figures to make the large ball field happen. Jerry Huiscomp and the multiuse field, Allen Campbell for his contributions to community sports.

8. New Business

Special Event Application: Chalk Art Fest

This event brings in over 7,000 people in two days now Schwiebert Park on June 22nd and is free to the public. It will have amplified sound. They are to contract the pressure washing company to have the sidewalks cleaned within 30 days after the event. Staff recommends approval. Mr. McEvoy motioned, Mr. Foley seconded. All said yes.

Special Event Application: Classic Bash Car & Bike Cruise In

The Classic Bash is a new event set to be at Sunset Park which is really well for car events. Expecting about 100 participants. They will have police officers, parking attendants, and security to prevent burnouts and will be responsible for any damage. Staff recommends approval. Mr. Foley motioned, Mr. McEvoy seconded. All said yes.

Saukie Clubhouse RFP

With Jeff Laxton being our team now as far as construction management and his resource with the inspections department meaning we don't have to contract with an architect for the application for this grant which is a big help. We knew what we wanted to have and create account box for us to play in our minds and after speaking with Jeff, we were more looking for draftsman services versus architectural services and what that means is that we would work with the draft school to develop the concept that's going to go out to bid or general contractor. There isn't a whole lot of space for that lot so it will be a rectangular type of building. Also looking at putting in a golf simulator for the winter months and to be able to host events indoors while also keeping some concessions and beverage offerings.

Adopt a Park Update

We are going to be ending the Adopt a Park program. Many do not return communication and now that there are revived Friends groups that have volunteers willing to take on projects and fundraise, it allows for a more community endeavor. There is a database of volunteers to call up on for park cleanups and minor projects. The adopters will be commemorated with a brick or something to acknowledge their efforts.

Water Park Update

Sad to say we will not get the OSLAD grant for the amenity for Whitewater Junction but that's ok. They awarded smaller amounts of \$600,000 to several groups rather than a few large projects. An application will be submitted next year.

Alcohol license has been submitted for approval for Whitewater Junction for the adult swims. Looking to also have it on some days where alcohol sales would be allowed during the day. This will allow us a separation from other waterparks and elevate our experiences. Staff will receive their HAPS certification so that they are ready to serve. It is something that happens and this allows for us to better monitor and provide spaces rather than it being snuck in and still imbibed. This also provides additional rental opportunities and event nights.

Bettendorf will not be opening their water park this season. Moline will be open.

9. Other Business

None

10. Items Not on the Agenda

Foundation did mention something about Stonehouse. There's a couple of different funding options out there. This project is in the early stage but we were notified by CED that they were contacted by state representatives that they might have few extra 100,000 plus dollars to put towards projects. So quickly put together one page and about the Stonehouse requirements of budget and set it right away. It was mentioned

for historical value and to also renovate it so that it could be potentially rented as an Airbnb or programming again. It used to have Little House on the Prairie programming years ago. It would be nice to have it restored with a little kitchen and to be safe and usable again.

Motion to adjourn by Mr. Hansen. Mr. Foley. All voted yes.

The meeting adjourned at 6:29 pm.

Kimberly B Kruse,
Parks & Recreation
Admin Office Manager



February 8, 2024

Carrie Roelf, RIFAC:

Tori Drews,
Library Director

Thank you for supporting “Aloha Summer Reading” at Sherrard Public Library District.

Board of Trustees

Allen Holdsworth,
President

With your generosity, Sherrard Library can help children avoid the “Summer Slide” in reading skills while out of school, and offer families exciting ways to keep reading fun!

Barbara Ruane,
Vice President

Visit our Facebook and Instagram throughout the Summer months to see how your support is utilized.

Sheryl Steele,
Secretary

Sincerely,

Jackie Docherty,
Treasurer

A handwritten signature in cursive script that reads 'Tori Drews'.

Molly Kindelsperger,
Trustee Member

Tori Drews
Library Director
309-593-2178
director@sherrardlibrary.org

Anita McKnight,
Trustee Member

Jim Dewitt,
Trustee Member



February 23, 2024

Board of DirectorsKristin Berry, *President*Mary Macumber-Schmidt, *1st VP*
*Vacant, 2nd VP*Linda Wastyn, *Secretary*Matt Moran, *Treasurer*Kasey Kelly, *Past President*

Amy Behning

Tilford Flowers

Abbey Furlong

Chris Geerts

Thomas Herr

Jennifer Hunter

Brian Johnson

Riane Leib

Luis Moreno

Beth Ann Stratton

Tom Thoms

Chris Vaughn

Executive Director

Nicole Mann



Rock Island Parks and Recreation
4303 24th Street
Rock Island, IL 61201

Dear Carrie,

Thank you. You provide kids in our community with safe, healthy
childhoods!

Thank you so much for your donation of a 1 day family pass to
Whitewater Junction for our upcoming fundraising event. We are deeply
grateful and it is an honor to be a recipient of your generosity.

At EveryChild, you are instrumental in helping us in our efforts to end
child abuse in our communities and give every child the foundation they
need for a safe, healthy childhood. Your commitment to building and
supporting healthy children and families is so appreciated.

Thank you for believing, as we do, that childhood well-being is a
community issue. It takes a community to provide every child with the
childhood they deserve. Thank you for making our community a better
place.

Sincerely,

Brooke Hendrickx

Vice President of Development and Communications

EveryChild certifies that this cash gift represents a contribution to our organization. No goods or services have been provided in exchange for this contribution. Furthermore, this organization's tax exempt 501(c)(3) status and its status as "not a private foundation" under Section 509(a) remains unchanged. Please retain this receipt for your tax records. The IRS no longer accepts cancelled checks as valid substantiation for charitable gifts.

Let's talk

309-736-7170

info@foreverychild.org

Stop by

524 15th St.

Moline, IL 61265

foreverychild.org

PARKS AND RECREATION
PRELIMINARY MONTHLY FINANCIAL REVIEW
2 YEAR COMPARISON
FOR THE ONE MONTH ENDED JANUARY 31, 2024 & 2023

During the budget process for CY 2024, \$420,846 was transferred from the General Fund surplus to the Parks and Recreation Fund to assist with balancing the 2024 budget. The City's annual audit for CY 2023 will be held in April 2024. All applicable audit adjustments will be performed once the audit is complete. Monthly depreciation for 2024 will not be calculated until after the the annual audit adjustments have been performed. Some of the revenue received this month (such as property tax revenue) was prior year revenue and has been accrued back to CY 2023.

1. Revenue:

Golf	Up \$1,651 (45%) from the same period in 2023
Memberships	Down \$553 (1%) from the same period in 2023
Programs	Down \$4,887 (8%) from the same period in 2023
Concessions	Up \$886 (141%) from the same period in 2023
Rentals	Up \$1,602 (36%) from the same period in 2023

2. Wage Expenses are up \$950 (1%) from the same period in 2023

3. Supply and Service Expenses are up \$42,905 (59%) over the same period in 2023

4. Year-to-date Revenues and Transfers - All sources

2024	2023
\$ 197,038	\$ 154,847

5. Year-to-date Expenditures and Transfers - All sources - Excluding Depreciation Expense and Loss - Sale of Asset

2024	2023
\$ 302,028	\$ 286,066

6. Year-to-date Excess of Revenues over Expenditures excluding Depreciation Expense and Loss - Sale of Asset

2024	2023
\$ (104,989)	\$ (131,219)

Permanent Notes

In 2017, the City of Rock Island adopted a new policy on the purchase of capital assets. Beginning in 2017, only purchases \$25,000 and over would be considered capital assets and depreciated over a period of time. Purchases under the \$25,000 threshold would be recorded as an expense in the year of the purchase. The previous threshold was \$10,000. The City's auditors suggested staff retroactively apply the new threshold to all capital assets regardless of when the asset was purchased. This resulted in a loss on the disposal of this equipment of \$200,226 which was not been included in expenditures for comparison reasons. This is a one-time charge as all of Park's capital assets under \$25,000 have been removed from the capital asset list as of this report. The removal of these assets reduced Park's annual depreciation expense by approximately \$42,000 (\$3,500 per month). During the 2018 audit, the auditors determined that the disposals were from prior years and created a journal entry to remove the loss from the 2018 books.

2018 also had an additional expense of approximately \$370,000 due to payments for accelerated payouts to IMRF. These payouts were for the years 2015-2017 when a few employees retired and were paid for their unused vacation time. The severance pay raised the retirees annual income and also raised the amount of their pension benefit which is why IMRF requested these additional funds. Since the expenditures were for years that are closed to adjustments, they had to be posted to 2018. This large amount should be a one time event due to the limitations that the city has placed on vacation time carried over each year. This event also caused the audit pension liability adjustment to be an unusually high amount in just under \$1 million dollars.

PARKS AND RECREATION
MONTHLY FINANCIAL REVIEW
STATEMENT OF REVENUES AND EXPENDITURES
For the One Month Ended January 31, 2024

	ORIGINAL BUDGET	REVISED BUDGET	YTD ACTUAL	% OF BUDGET
ADMIN				
REVENUES	420,846.00	420,846.00	35,070.50	8%
EXPENDITURES*	768,994.00	768,994.00	56,460.30	7%
NET	(348,148.00)	(348,148.00)	(21,389.80)	
PARKS MAINTENANCE				
REVENUES	1,407,832.00	1,407,832.00	600.00	0%
EXPENDITURES*	1,399,182.00	1,400,060.99	67,148.67	5%
NET	8,650.00	7,771.01	(66,548.67)	
RECREATION PROGRAMS				
REVENUES	1,098,744.00	1,098,744.00	14,085.00	1%
EXPENDITURES*	697,181.00	696,302.01	24,866.11	4%
NET	401,563.00	402,441.99	(10,781.11)	
WHITEWATER JUNCTION				
REVENUES	471,550.00	471,550.00	-	0%
EXPENDITURES*	480,011.00	480,011.00	32.98	0%
NET	(8,461.00)	(8,461.00)	(32.98)	
HIGHLAND SPRINGS GOLF COURSE				
REVENUES	1,272,746.00	1,272,746.00	3,522.16	0%
EXPENDITURES*	1,003,052.00	1,179,952.00	9,235.41	1%
NET	269,694.00	92,794.00	(5,713.25)	
SAUKIE GOLF COURSE				
REVENUES	742,200.00	742,200.00	7,755.10	1%
EXPENDITURES*	836,139.00	1,011,139.00	31,136.40	3%
NET	(93,939.00)	(268,939.00)	(23,381.30)	
GOLF PRO SHOP				
REVENUES	40,050.00	40,050.00	29.49	0%
EXPENDITURES*	25,250.00	25,250.00	3,659.98	14%
NET	14,800.00	14,800.00	(3,630.49)	
ROCK ISLAND FITNESS AND ACTIVITY CENTER				
REVENUES	1,677,483.00	1,677,483.00	134,516.19	8%
EXPENDITURES*	1,616,913.00	1,616,913.00	108,622.58	7%
NET	60,570.00	60,570.00	25,893.61	
SCHWIEBERT RIVERFRONT PARK				
REVENUES	136,292.00	136,292.00	1,460.00	1%
EXPENDITURES*	134,925.00	134,925.00	865.50	1%
NET	1,367.00	1,367.00	594.50	
TOTAL				
REVENUES	7,267,743.00	7,267,743.00	197,038.44	3%
EXPENDITURES*	6,961,647.00	7,313,547.00	302,027.93	4%
DEPRECIATION	534,364.00	534,364.00	-	
NET	(228,268.00)	(580,168.00)	(104,989.49)	
*LESS DEPRECIATION				
CAPITAL PROJECTS (MEL MCKAY PARK & HIGHLAND SPRINGS CLUBHOUSE)				
REVENUES	-	-	-	
EXPENDITURES*	306,096.00	400,669.00	-	
NET	(306,096.00)	(400,669.00)	-	

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION

PARK/REC ADMINISTRATION					
	17608	ATHENA ENERGY SERVICES HOLDINGS LLC	admin gas	100.00	555 PARK & RECREATION
			admin gas	100.00	555 PARK & RECREATION

				200.00	
	03500	GRIPP/JOHN	IPRA conference reimbursement	710.48	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	admin elec	100.00	555 PARK & RECREATION
			TOTAL :	1010.48	
RECREATION					
	18243	CHRIS ONTIVEROS	tennis lessons teacher	210.00	555 PARK & RECREATION
	15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	36.63	555 PARK & RECREATION
			TELEPHONE SERVICES	15.70	555 PARK & RECREATION

				52.33	
	16079	DANIEL GLEASON	IPRA conference reimbursement	266.02	555 PARK & RECREATION
	17917	ENTERPRISE FM TRUST	Enterprise Lease	1352.40	555 PARK & RECREATION
			Enterprise Lease	1352.40	555 PARK & RECREATION

				2704.80	
	02914	KONE INC	hauberg maintenance period	1867.92	555 PARK & RECREATION
	18777	LAUREN PANNIER	IPRA conference reimbursements	236.51	555 PARK & RECREATION
	00560	MIDAMERICAN ENERGY	elec/complex	214.29	555 PARK & RECREATION
			elec/hauberg	386.81	555 PARK & RECREATION
			elec/rec	520.46	555 PARK & RECREATION
			gas/hauberg	1539.60	555 PARK & RECREATION

				2661.16	
	01781	MILLENNIUM/BFI	hauberg garbage	153.94	555 PARK & RECREATION
	18201	ODP BUSINESS SOLUTIONS LLC	business card stock	74.97	555 PARK & RECREATION
			rec highlighters	6.86	555 PARK & RECREATION
			rec binders	43.49	555 PARK & RECREATION

				125.32	
	18067	THYMET PEST CONTROL / BCRGEHN INC	carriage house bug spray	60.00	555 PARK & RECREATION
			hauberg bug spray	25.00	555 PARK & RECREATION
			hauberg bug spray	25.00	555 PARK & RECREATION
			carriage house bug spray	60.00	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
				170.00	
11026		VERIZON WIRELESS	309-520-4520	32.17	555 PARK & RECREATION
			309-520-4520	35.01	555 PARK & RECREATION
				67.18	
			TOTAL :	8515.18	
WHITEWATER AQUATIC CTR					
00387		CITY OF ROCK ISLAND	wwj city liquor license app	275.00	555 PARK & RECREATION
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	31.40	555 PARK & RECREATION
00560		MIDAMERICAN ENERGY	elec/WWJ	1195.74	555 PARK & RECREATION
			gas/WWJ	370.15	555 PARK & RECREATION
				1565.89	
			TOTAL :	1872.29	
SCHWIEBERT RIVERFRONT PA					
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	5.23	555 PARK & RECREATION
00560		MIDAMERICAN ENERGY	elec/schwiebert	626.76	555 PARK & RECREATION
			TOTAL :	631.99	
PARKS					
15887		CS TECHNOLOGIES, INC	TELEPHONE SERVICES	20.93	555 PARK & RECREATION
			TELEPHONE SERVICES	5.23	555 PARK & RECREATION
				26.16	
17917		ENTERPRISE FM TRUST	Enterprise Lease	450.80	555 PARK & RECREATION
			Enterprise Lease	450.80	555 PARK & RECREATION
				901.60	
18547		ESI ENVIRONMENTAL SERVICES LLC	skafidas portapot	80.00	555 PARK & RECREATION
00146		HANDY TRUE VALUE	douglas cord wrap, ext cord	67.56	555 PARK & RECREATION
			munic blade fuse	5.49	555 PARK & RECREATION
				73.05	
00199		INTERSTATE BATTERY OF THE QC	hort mt-35 at ibl mt	140.95	555 PARK & RECREATION
00482		MARTIN EQUIPMENT OF ILLINOIS INC	hort hyd quick, male hyd quick	157.31	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
00560	MIDAMERICAN ENERGY		tennis courts elec	27.68	555 PARK & RECREATION
			elec parks	53.46	555 PARK & RECREATION
			parks elec pickleball ct	26.73	555 PARK & RECREATION
			elec/parks	2232.90	555 PARK & RECREATION
			gas/parks	1550.28	555 PARK & RECREATION

				3891.05	
01781	MILLENNIUM/BFI		parks garbage	145.50	555 PARK & RECREATION
00607	RIVERSTONE GROUP INC		douglas screenings	20.68	555 PARK & RECREATION
18067	THYMET PEST CONTROL / BCRGEHN INC		chalet bug spray	25.00	555 PARK & RECREATION
12965	VAN WALL EQUIPMENT INC		hort saw chain	152.94	555 PARK & RECREATION
			TOTAL :	5614.24	
HIGHLAND GOLF MAINTENANC	15725	ARNOLD MOTOR SUPPLY LLP	highland crazy clean	26.20	555 PARK & RECREATION
			highland filters	97.00	555 PARK & RECREATION
			highland floor dry	21.90	555 PARK & RECREATION
			highland filters	124.08	555 PARK & RECREATION

				269.18	
00297	BLICK & BLICK OIL		highland fuel	797.06	555 PARK & RECREATION
			highland maint	1055.56	555 PARK & RECREATION

				1852.62	
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	10.47	555 PARK & RECREATION
00164	ILLINOIS DEPARTMENT OF AGRICULTURE		highland permit renew lawncar	250.00	555 PARK & RECREATION
00423	LAWSON PRODUCTS INC		highland caps, plugs, hoses, p	190.27	555 PARK & RECREATION
			highland drill bits	1756.08	555 PARK & RECREATION

				1946.35	
00795	LINDE GAS & EQUIPMENT INC / PRAXAIR		highland tank	131.76	555 PARK & RECREATION
00560	MIDAMERICAN ENERGY		gas/highland	684.79	555 PARK & RECREATION
			elec/highland	711.04	555 PARK & RECREATION

				1395.83	
12083	MTI DISTRIBUTING INC		highland brake pad kits, brake	701.97	555 PARK & RECREATION
04257	PHELPS UNIFORM SPECIALISTS INC		highland mats & towels	28.27	555 PARK & RECREATION
			highland towels	28.27	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			highland laundry	9.61	555 PARK & RECREATION
			highland towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland towels	28.27	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland mats & towels	28.27	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
			highland laundry	28.27	555 PARK & RECREATION
			highland mats & towels	9.61	555 PARK & RECREATION
			highland laundry	29.32	555 PARK & RECREATION
			highland towels	84.31	555 PARK & RECREATION
			highland laundry	9.61	555 PARK & RECREATION
				227.29	
01168	R & R PRODUCTS INC		highland reels	1080.15	555 PARK & RECREATION
			highland shaft roller, pull li	549.10	555 PARK & RECREATION
				1629.25	
			TOTAL :	8414.72	
HIGHLAND CLUBHOUSE					
01274	A & A AC & REFRIGERATION INC		highland ice machine	175.00	555 PARK & RECREATION
00297	BLICK & BLICK OIL		highland clubhouse	1055.56	555 PARK & RECREATION
00387	CITY OF ROCK ISLAND		highland springs food/bev perm	100.00	555 PARK & RECREATION
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	31.40	555 PARK & RECREATION
15561	GPS TECHNOLOGIES, INC.		gps on carts	630.00	555 PARK & RECREATION
16057	ITSAVVY LLC		HS HEADSET	249.99	555 PARK & RECREATION
01781	MILLENNIUM/BFI		highland garbage	375.04	555 PARK & RECREATION
			TOTAL :	2616.99	
GOLF PRO SHOP					
11410	TAYLOR MADE GOLF COMPANY INC		proshop merch	7.50	555 PARK & RECREATION
01181	TITLEIST		proshop merch	131.21	555 PARK & RECREATION
			proshop merch	133.58	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
				264.79	
			TOTAL :	272.29	
SAUKIE GOLF MAINTENANCE					
15725	ARNOLD MOTOR SUPPLY LLP	saukie hardware-clamp	6.84	555	PARK & RECREATION
		saukie v belt	22.36	555	PARK & RECREATION
		saukie v belt	21.91	555	PARK & RECREATION
		saukie v belt	22.36	555	PARK & RECREATION
		saukie v belt	9.34	555	PARK & RECREATION
		saukie filter, drain plug	24.26	555	PARK & RECREATION
		saukie fuel filter	22.26	555	PARK & RECREATION
		saukie coil on plug boot	2.48	555	PARK & RECREATION
		saukie hd plug	2.26	555	PARK & RECREATION

			89.35		
16222	ARTHUR CLESEN INC	saukie GSP Renewal	2901.33	555	PARK & RECREATION
00297	BLICK & BLICK OIL	saukie fuel	703.33	555	PARK & RECREATION
		saukie fuel	742.89	555	PARK & RECREATION

			1446.22		
18402	BRADLEY T LAINGEN	saukie mulching	1600.00	555	PARK & RECREATION
15887	CS TECHNOLOGIES, INC	TELEPHONE SERVICES	5.23	555	PARK & RECREATION
13359	FLORATINE CENTRAL TURF PRODUCTS	saukie solid tine, quad tine	1091.09	555	PARK & RECREATION
00528	MENARDS INC	saukie spray paint	29.94	555	PARK & RECREATION
		saukie spray paint	13.96	555	PARK & RECREATION
		saukie starting fluid, brakes	13.96	555	PARK & RECREATION
		saukie funnel, brush	5.68	555	PARK & RECREATION

			63.54		
00560	MIDAMERICAN ENERGY	elec/saukie	227.81	555	PARK & RECREATION
		gas/saukie	653.04	555	PARK & RECREATION

			880.85		
12083	MTI DISTRIBUTING INC	saukie drive assy	1820.81	555	PARK & RECREATION
		saukie drive assy	1162.29	555	PARK & RECREATION
		saukie armature, spark plug, d	208.40	555	PARK & RECREATION

			3191.50		
04257	PHELPS UNIFORM SPECIALISTS INC	saukie towels	14.52	555	PARK & RECREATION
		saukie laundry	11.86	555	PARK & RECREATION
		saukie towels	14.52	555	PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie laundry	47.42-	555 PARK & RECREATION
			saukie towels	58.08-	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie towels	14.52	555 PARK & RECREATION
			saukie laundry	11.86	555 PARK & RECREATION
			saukie towels	14.52	555 PARK & RECREATION
				0.02	
01168	R & R PRODUCTS INC		saukie roller	851.80	555 PARK & RECREATION
			saukie rollers, arm pull, fram	1338.10	555 PARK & RECREATION
				2189.90	
			TOTAL :	13459.03	
SAUKIE CLUBHOUSE					
00387	CITY OF ROCK ISLAND		saukie food/bev permit	100.00	555 PARK & RECREATION
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	31.40	555 PARK & RECREATION
16057	ITSAVVY LLC		SAUKIE HEADSET	249.99	555 PARK & RECREATION
01781	MILLENNIUM/BFI		saukie garbage	171.87	555 PARK & RECREATION
			TOTAL :	553.26	
RIFAC					
09520	ACTIVE.COM INC.		rifac banking fraud	45.00	555 PARK & RECREATION
18142	ADAM JOHNSON		basketball ref	90.00	555 PARK & RECREATION
			basketball ref	90.00	555 PARK & RECREATION
				180.00	
18771	ALEXANDER J BERT		basketball ref	90.00	555 PARK & RECREATION
18082	ANDREW J DASSO / STREAMLINE ARCHITECTS		ARPA RIFAC renovation	1580.00	248 American Rescue Plan Act (ARPA
17608	ATHENA ENERGY SERVICES HOLDINGS LLC		rifac gas	5133.31	555 PARK & RECREATION
			rifac gas	5968.18	555 PARK & RECREATION
				11101.49	
15887	CS TECHNOLOGIES, INC		TELEPHONE SERVICES	68.04	555 PARK & RECREATION
			TELEPHONE SERVICES	20.93	555 PARK & RECREATION
				88.97	
18757	DREW BOFFELI		basketball ref	90.00	555 PARK & RECREATION

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
			basketball ref	90.00	555 PARK & RECREATION
				180.00	
18091		GLOBAL SECURITY SERVICES-IA	rifac security monitor	70.00	555 PARK & RECREATION
			rifac security monitor	70.00	555 PARK & RECREATION
				140.00	
00365		GRAINGER	Toilet parts	362.28	555 PARK & RECREATION
			Air Filters	268.68	555 PARK & RECREATION
			O'ring/spuds	62.55	555 PARK & RECREATION
			Belts/P-trap/floor drain	131.43	555 PARK & RECREATION
				824.94	
01106		HALOGEN SUPPLY CO IN	Internal gland o'rings	58.15	555 PARK & RECREATION
00146		HANDY TRUE VALUE	Fasteners	11.73	555 PARK & RECREATION
00153		HEMPEL PIPE & SUPPLY	Ell/coupling/exp jt/flange	883.49	555 PARK & RECREATION
08664		INTEGRITY CLEANING S	rifac cleaning	1420.00	555 PARK & RECREATION
06727		JEFFREY WHITTEN	sweetheart dance music	250.00	555 PARK & RECREATION
18775		KYLE WILLE	basketball ref	90.00	555 PARK & RECREATION
01631		LAMAR COMPANIES	rifac billboards	1620.00	555 PARK & RECREATION
18776		LEAH HETZEL	basketball ref	90.00	555 PARK & RECREATION
00528		MENARDS INC	Aerator/grout/drain snake	64.34	555 PARK & RECREATION
			Caulk	31.96	555 PARK & RECREATION
			Grout/boost/fasteners	118.89	555 PARK & RECREATION
				215.19	
16378		MICHAEL W PEPPING	dance photos	315.00	555 PARK & RECREATION
00560		MIDAMERICAN ENERGY	rifac elec	3897.29	555 PARK & RECREATION
01781		MILLENNIUM/BFI	rifac garbage	255.99	555 PARK & RECREATION
18201		ODP BUSINESS SOLUTIONS LLC	rifac office supplies	30.96	555 PARK & RECREATION
01067		PERFORMANCE FOOD GROUP TPC	rec gym popcorn	64.26	555 PARK & RECREATION
			rec gym popcorn	85.68	555 PARK & RECREATION
				149.94	

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

DEPT	VENDOR NBR	VENDOR NAME	INVOICE DESCRIPTION	AMOUNT	FUND DESCRIPTION
18183	QC	CUSTOM TEES & MORE	shirts	33.75	555 PARK & RECREATION
			numbers on shirts	616.00	555 PARK & RECREATION
			rifac seasonal order	81.00	555 PARK & RECREATION
			basketball shirts	266.00	555 PARK & RECREATION
			cheer shirts	21.75	555 PARK & RECREATION
			cheer shirts	42.75	555 PARK & RECREATION

				1061.25	
06677	SCOTT	CAULPETZER	tai chi teacher	240.00	555 PARK & RECREATION
18756	THE HENLEY GROUP, LLC		RIFAC renovation	113580.00	248 American Rescue Plan Act (ARPA
			RIFAC renovation	99000.00	248 American Rescue Plan Act (ARPA

				212580.00	
18403	TRAVIS	SPRIET	basketball ref	90.00	555 PARK & RECREATION
18181	UNIVERSAL BUILDING MAINTENANCE LLC		rifac cleaning	7925.79	555 PARK & RECREATION
00838	VALLEY CONSTRUCTION		RIFAC flooring renovation	20279.91	248 American Rescue Plan Act (ARPA
17008	WP BEVERAGE LLC		rec gym gatorade	237.00	555 PARK & RECREATION
			rifac drinks	632.30	555 PARK & RECREATION

				869.30	
			TOTAL :	266564.39	
			GRAND TOTAL :	309524.86	

010 CITY OF ROCK ISLAND

LIST OF BILLS PRESENTED TO THE BOARD OF TRUSTEES
FROM FEBRUARY 01 2024 TO FEBRUARY 29 2024

SUMMARY BY FUND			

248	American Rescue Plan Act (ARPA	234439.91	
555	PARK & RECREATION	75084.95	

TOTAL :		309524.86	



**Rock Island Parks & Recreation Department:
February 2024 Edition**

**Director
John Gripp**

- **RIFAC Construction Meeting**

Staff and I meet with the contractors on a biweekly basis for construction updates and progress. The project is progressing nicely. Supply chain issues have been the biggest challenge.

- **The Clubhouse**

Todd and I visited The Clubhouse in Davenport to learn more about golf simulators. The visit was very helpful and we learned a lot about the hardware, software and various options available.

- **Safety Review Committee**

I attended the biweekly Safety Review Committee meeting. This committee reviews incident reports to determine if they are preventable and what measures need to be taken to reduce them.

- **Saukie Design RFP**

The RFP for design work for the Saukie Clubhouse project was released in February. A draftsman will be selected in March. Once the design is finalized, an RFP for a general contractor will be released.

- **Mike Halpin**

Todd and I had a good conversation with Mike Halpin regarding funding opportunities for renovating the Stone House at Saukie. The intent is to raise funds to renovate the house so it can be used for rentals, programming and events. This will ensure it has an annual maintenance budget through the revenue it generates.

- **Daryl Empen**

Todd and I met with Daryl Empen. Daryl is a Scout leader and has some Eagle Scouts that are looking for Eagle Scout projects. We will work with Daryl to identify potential projects.

- **Illowa**

We met with representatives from Illowa Construction Labor and Management Council regarding the Saukie Clubhouse project. The clubhouse will be an IMPACT project. This ensures skilled trades are local, licensed and insured union workers. It also opens up donation opportunities from the local unions. This is the same approach we took with the Highland Springs project.

- **Asbestos Inspection**

We had an asbestos inspection at the Saukie Clubhouse as part of the demolition process. There was very little found. This is good news and will keep the demolition cost to a minimum.

- **Liquor License**

We had a meeting with the Liquor Commissioner and City Clerk. The City has a new process for liquor licenses that will allow the Department to purchase one license vs a license at each location. This will make the process much more efficient for us, and will save some money.

- **Backwater Gamblers**

The City Manager, Chief Building Official and I met with representatives from the Backwater Gamblers. They are putting plans together to build a new concession stand at Ben Williamson Park. We discussed building codes and contacting the Corp of Engineers due to it being in a floodplain. We will continue to work with them to ensure the project is a success.

- **YWCA**

The Sports Recreation Manager and I toured the gym space at the new YWCA. We may use their gym for additional sports practice/game space and may host some mini sport camps. The intent is to build the partnership slowly as the facility gets its legs under it.

- **Financial Reporting**

Staff and I have been working with the Finance Department to develop reporting that tracks monthly operations and capital projects separately. In this month's report you will see the new reporting. Thank you to the Finance Department.

ARPA Projects Update – Note: All ARPA Project are Approved by City Council

- **Douglas Park**

The lighting project at Douglas Park has been completed.

- **RIFAC**

The adult locker rooms have been completed. Lintels are being installed in the pool windows and the additional reinforcement has been completed. Minor brick work on the exterior of the pool windows is underway. The preschool security wall has been completed.

- **Highland Springs Clubhouse**

The clubhouse project has been completed.

- **Denkmann Park**

This project is complete. Cameras are being installed in the park.

- **Mel McKay**

This project is nearing completion. ADA entrances and walks have been installed. The contractor has completed installing the court center straps and anchors. There are a few minor items that will be completed in the spring. The facility will be ready for play in the spring.

Meetings for February:

- Department Head
- Budget Review
- Management Meeting
- Fundraising
- Friends of Hauberg
- Friends of Douglas Park
- Safety Review
- First Tee
- City Council
- TRI-Play Township Meeting
- Park Foundation
- Park Board
- Construction Meetings
- ARPA project meetings

Submitted by: Todd Winter, Assistant Director

- The Saukie Clubhouse project is underway. A request for proposals was sent out in February for draftsman services. The bids were received on February 28th. We will make a selection and get started on the design/floor plan part. Our plan is to have a set of plans/renderings completed and then submit a request for proposals for general contractors. This will be a very exciting project!
- Continued the implementation process of ForeUp software. ForeUp will be our online tee time system and Point of Sale at Highland Springs and Saukie. We started front-line staff training in January. Our “go-live” date is set for March 4th.

- The golf courses will open for the 2024 season on March 7th. This will be our earliest start since 2000. Our typical opening date is around April 1st.
- Held additional meetings with staff from the Library and MLK departments to discuss collaboration opportunities. Our internal partnerships are critical to our success and we have several opportunities to combine efforts and expand services.
- Interviewed and hired staff for golf pro shop, rangers and concessions. Most of our staff is returning from last year which makes things much easier!
- Secured additional sponsors for golf tee signs, scorecards, the Ladies Swing & Sip, and our golf leagues. This will bring additional revenue and increased partnership opportunities for the golf courses. Staff and I are working on building additional sponsorship opportunities for all of our programs, facilities and events.
- Bally's Casino has already reserved several tee times for their customers. This partnership is off to a great start.



Ladies Clinic
SWING & SIP

Mondays
Session 1: April 8, 15, 22, 29
Session 2: May 13, 20, 27, June 3
4:00 pm-4:45 pm
\$70

- Specialty cocktails/appetizers in clubhouse following golf
- 9 hole golf outing after the last night of each session (two times starting at 5pm)

Enjoy a *FREE* signature cocktail after each lesson!

Held at Highland Springs Driving Range/Practice Facility
Lessons by PGA Professional Jeff LaRue
Grip, Posture, Swing Mechanics, Course Management, Putting, Chipping, & more

Questions: Email winter.todd@rigov.org
Register: Rock Island Parks & Recreation
(309) 732-7275
4303 24th St Rock Island
www.rigov.org/ePark

SPONSORED BY:
State Farm
Chris Elsberg, Agent



ALL PLAY
ADAPTIVE GOLF LESSONS

For individuals with physical or intellectual challenges in the Quad Cities.

Highland Springs Golf Course Practice Facility
ROCK ISLAND
Thursdays June 6, 13, 20 (Code # 12830)
4:00-4:45 pm
Ages 14+
\$40

Led by PGA and First Tee Coach, Jeff LaRue
Learn the basics of golf in a fun, safe, and accessible environment.
Limited to 5 per session.

Register:
www.rigov.org/epark
4303 24th St, Rock Island
(309) 732-7275 x 1
Questions: winter.todd@rigov.org

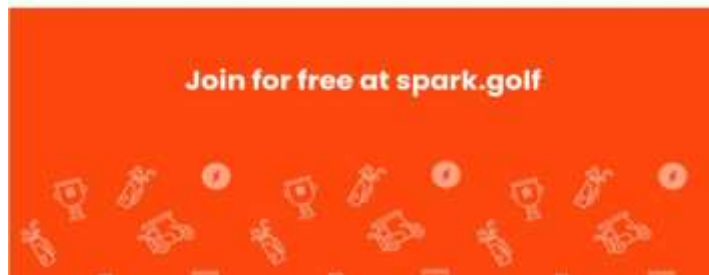
ROCK ISLAND PARKS & RECREATION



Saukie Thursday League

Spark is a 9-hole, social golf league organized to be casual and fun, with a touch of friendly competition

Plays Thursdays at 5:00pm starting April 18th



Submitted by: Michele Gonzalez – RIFAC Preschool Director

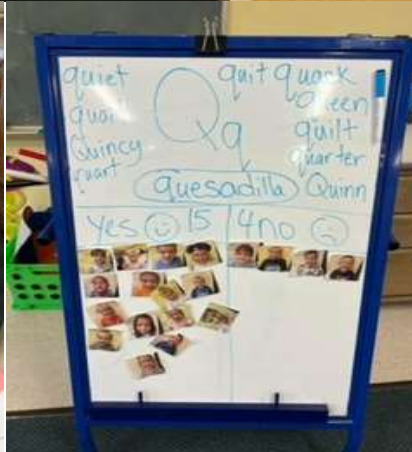
All three morning preschool classrooms are at full-student capacity with 20 children per classroom. We currently have 17 children enrolled in our afternoon preschool class. A total of 77 students enrolled in RIFAC Preschool.

Returning RIFAC Preschool family's early registration opened for the 2024-2025 RIFAC Preschool year in February. RIFAC Preschool is thrilled to announce we will now be offering additional enrollment options to meet family's needs.



RIFAC Preschool is very excited for this upgraded wall and door safety feature at the entrance of our preschool hallway!

Learning the letter "Q"!
"Q" for yummy Quesadillas!!



Outside fun in FEBRUARY!!!



Happy Valentine's Day! 



Submitted by: Nikki Carr, Community Recreation & Facilities Manager

Special Interest Programs/Events Offered	# of Participants	Revenue
Tai Chi Chuan – Beginner & Intermediate	11	\$612.00
Sweetheart Dance	236	\$2,980.00

RIFAC	Revenue
Membership	\$56,427.79
Guest Pass	\$2,868.00
Punch Pass (Fitness)	\$475.00
Land Fitness	\$2,776.00
Aquatic Fitness	\$2,160.00
Pickleball	\$873.00
Concessions	\$1,109.50
Rentals	\$1,785.00

Upcoming Activities/General Info

- In February we hosted the annual Sweetheart Dance at RIFAC. We partner with Moline Parks and Recreation for this event. This year we had 236 participants dance the night away.
- I have started interviews for hiring for Whitewater Junction. So far, we have a great number of applicants.
- In February RIFAC was much busier. We did not have to close for any weather events.
- The Adult Locker Room remodel is complete. And the locker rooms reopened March 1.
- We are still waiting for the glass for the pool windows.

Submitted by: Dan Gleason, Special Event & Fundraising Manager

Events Offered **Number of Participants** **Rev. for Program/Event**

<u>Facility Rentals</u>	<u>Number of Attendees</u>	<u>Revenue from Rental</u>

Schwiebert Events Offered **Number of Participants** **Rev. for Program/Event**

<u>Schwiebert Facility Rentals</u>	<u>Number of Attendees</u>	<u>Revenue from Rental</u>

Upcoming Activities/General Info

- Worked with Todd and Carrie to update our Volunteer Park Needs Flyer to better serve community groups.



- Continued to work on easier way for online donations for our programs and projects. We have a good handle on the grants and local funding, I felt like we were missing the individual donations, and wanted to find some way for us to add a donate now button to website and promote some individual donations.
- Finished taking down all holiday lights at RIFAC and Schwiebert.
- Met with Rob from HR, regarding city staff events in the city. Looking at an Earth Day event and a pool party this summer.

- Labor Day parade meeting at RIFAC for our 40th year.
- Met with the Library to discuss the partnership with Todd. Great meeting with a lot of great things happening.
- Went to the RIHS Winter Fair to promote summer jobs and our offerings
- Attended Skill Development Webinar through IPRA.
- Attended Parks Foundation meeting to work with them on promoting events and funding sources.
- Had a one-on-one meeting with four people from the State on grant reporting. They were very surprised with our success in grants. When I shared my screen with them, their words were, "Oh my, you are working with a lot of grants. We usually only deal with park districts that are reporting on one grant, not 5!"
I'm trying to gather all the right information for the 3 different processes of reporting grants. I am getting there and will be attending more webinars in March to get a good handle on it.
- Continued working with the team on the Hodge Park Trail project.

Submitted by: Carrie Roelf, Marketing Coordinator

Social Media:

Channel	Posts	Reach
Parks & Rec Facebook Page	11	33,000 post Reach Followers 7,424
Parks & Rec Instagram	6	Reach 713 1,471 followers
Parks & Rec Twitter	0	164 followers
Whitewater Junction Facebook	2	4,000 organic reach 7,538 followers
Whitewater Junction Instagram	1	827 followers reach
Golf Facebook Page	11	6,926 organic reach (total 1,654 followers)
RIFAC Facebook Page	5	9,453 organic reach (followers 2,244)

(Organic Reach: The number of unique people who saw your content)

(New page likes: The number of new people who liked your page this month)

(post clicks: The number of times your posts were clicked on)

(Likes/Comments/Shares: the number of times people like, comment on or share your post)

eBlasts:

Channel	Eblasts sent by staff	Reach
Golf Eclub	4	38% average open rate 2,826 opens 15 clicks
Active Net	Promotions Group Tour 2,214 Swim Lessons 206 Sweetheart Dance 697 Updates/Changes RIFAC Construction 2420 Communications Golf Passholders 365	5,902
	Total	5902
	Grand Total	8,728

(Open Rate: Industry average is 23.9%, so whenever our open rate is above that we are doing very well)

News Releases

Text Messaging

- RIFAC
 - Billboard up
 - Direct Mail postcards, Website lead pop ups, email drip campaign, and online ads
 - 29,600 postcards sent to prospective members
 - 257 web leads
 - 773 emails sent
 - 74,898 google ads
 - 27,692 facebook and Instagram ads
 - 52,895 gmail ads

- 3,665 youtube ads
- 41,824 behavioral ads
- Our managed Google display ads: 27,442, 530 clicks
- Sweat Equity Challenge in February (will post results next month)

- Recreation

- Donation requests
- Spring sports flyers
- Creating a Highland Golf course hole by hole online tour
- Staff Webinar
- Preschool webpages updated, flyers, socials for Registration date
- Golf Flyers
- Created online event rental form and fillable event forms for Dan
- Wedding ad for Schwiebert Park
- Earth day logo for Dan
- Cheer song playlists for Pete



Submitted by: Chris Steeber- Golf Course Superintendent Highland Springs

- We have continued with tree maintenance and winter clean up. A number of trees have been cut down in no-mows to help with air flow around the tees and to open the tee shot for golfers. All Ash trees that were cut down have been picked up and a lot of raking has been completed.
- We had 30 stumps taken out from previous years tree removal. All of these have been picked up and backfilled with dirt.
- A new cedar fence was installed behind eighteen green to stop cart traffic from driving into parking lot. We are also working on installing another cedar fence on the east side of the parking lot.
- With the snow melting and the warm temperatures it seems the turf has survived another winter. We did get snow mold on fairways but this will disappear as the turf continues grow and green up.
- We mowed greens and tees the last week of February. We cut a lot of grass off and this mowing helped clean them up. We will get greens mowed at least once more before we open for the year. They'll be bumpy but it will improve with time.
- I conducted interviews and have three potential employees going through the hiring process.
- Flower beds have been cleaned up and pre-emergent herbicide has been applied.
- Purchased ten grass carp for the ponds to help with pond management.
- Continued work on bunkers.

March Projects

- Open golf course for the 2024 season.
- Spray greens for Poa seed control.
- Vent fairways.
- Continue on bunker and drainage projects.



#13 green after its first mowing.



#12 flower bed. We removed years of mulch build up, installed a weed barrier and will be adding new plant material and mulch.

Submitted by: Robert “Tanner” Thompson- Golf Course Superintendent Saukie

- Several Pine trees were damaged from the weight of snow this winter, so we pruned out the broken branches
- BRL Land Solutions was contracted to shred timber stubble around several tee boxes. This will increase air flow and allow for healthier turf on the tees. We also plan on seeding the areas to help reduce soil erosion.
- All of the reels that were sent out to be sharpened are back in the shop and are being installed on the mowers
- Equipment maintenance is continuing, but is almost completed



Area behind #6 tee box after being cut by BRL Land Solutions

Upcoming Work for March

- Course cleanup will begin
- Equipment maintenance will be finished up for the upcoming season
- If the weather remains warm, the first mowing will take place before we open
- Seasonal employees will begin to come back as needed
- Chemical and fertilizer deliveries will begin to come in for the 2024 season

Submitted by: Lauren Pannier – RIFAC Front Office Manager

86 new members, not counting those sales that noted past member/transfer/renewal

How People Heard About RIFAC:

former/past member/renewal/transfer – 91

referral – 15

employer/school – 16

drive by/walk in/local - 14

programs – 2

Google/online – 2

Silversneakers - 19

Silver/Active and Fit - 4

Fitness Passport - 14

Cancellations

ECP/Payroll Cancellations - 40

Top Reasons People Canceled their ECP in February:

1. Don't use- 18
2. Moving away -10
3. No reason given - 5

Babysitting Room – 197

RIFAC Rentals – 11 party rentals

Guest Pass Revenue

Type of Pass	Amount	Total Revenue
Youth 0-17	137	\$1,096.00
Adult 18+	106	\$1,272.00

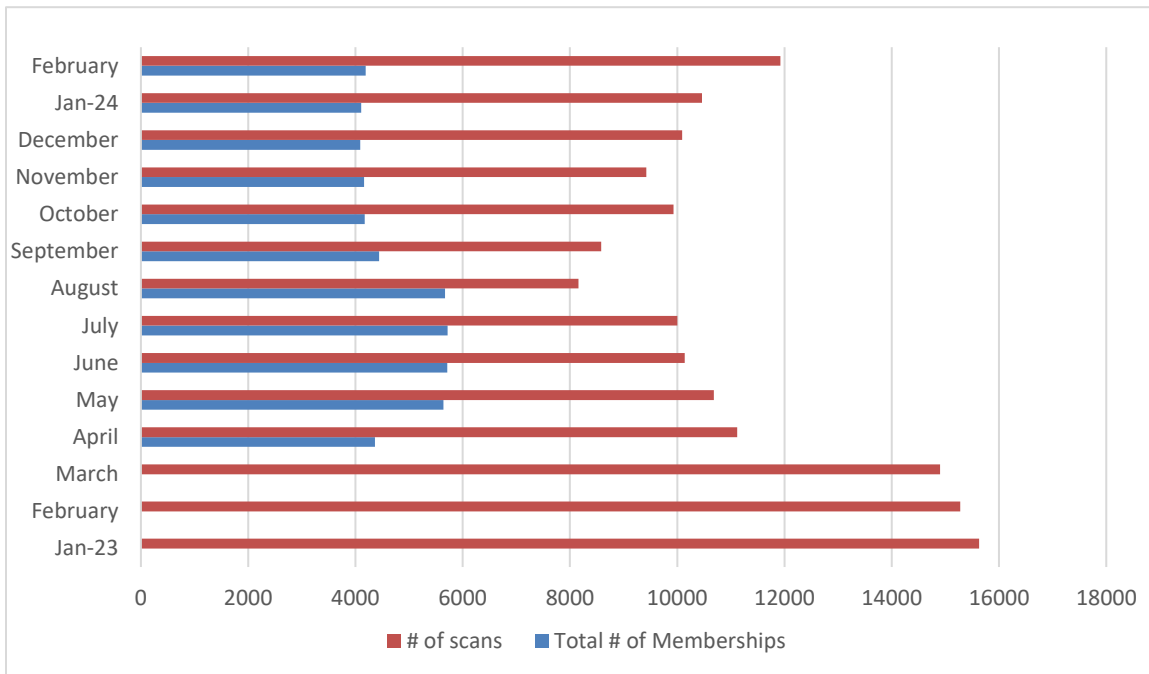
Family	25	\$500.00
		\$2,868.00

Pickleball Revenue

Type of Pass	Amount	Total Revenue
Drop In Member	99	\$198.00
Drop In Non-Member	168	\$672.00
		\$870.00

Members Total- 4192

Membership Scans – 11925



Submitted by: Pete Peña, Sports Recreation Manager

<u>Programs/Events Offered</u>	<u>Number of Participants</u>	<u>Revenue</u>	<u>YTD</u>
1. Tennis Lessons	13	\$ 780	
TOTAL		\$ 780	18,901

<u>Facility Rental – Douglas Ball Diamonds</u>	<u>Number of Events</u>	<u>Revenue</u>	
1.		\$	
TOTAL		\$ 0	0

<u>Facility Rental – Intown Ball Diamonds</u>	<u>Number of Events</u>	<u>Revenue</u>	
1.		\$	
TOTAL		\$ 0	0

<u>Facility Rental – Rec Gym</u>	<u>Number of Events</u>	<u>Revenue</u>	
1. Mexican American Basketball League	3	\$ 1,350	
2. Basketball rental – Tapia	1	\$ 75	
3. Basketball rental - Hernandez	3	\$ 275	
4. Bible Missionary Institute Volleyball rental	1	\$ 250	
TOTAL		\$ 1,950	4,895

Douglas Concessions

Monthly Revenue:	\$ 00.00	PTD (Rev minus Exp): + \$	0.00	0.0 %
Monthly Expenditures:	\$ 00.00	YTD (Rev minus Exp): + \$	0.00	0.0 %
Yearly Revenue:	\$ 00.00			

23,796Upcoming Activities/General Info

- Met with Assistant Director to finalize outdoor Sports Program plan/outline with the moving of sports programs intown from Campbell Sports Complex.
- Connected with QC 76ers along with other potential ball field renters for needs in 2024
- Updated all sports rental contracts to reflect new rental rates.
- Reached out to secure potential partners for Spring Soccer Jamboree along with Volunteer Coaches Soccer Clinics
- Two Cubs Bus Trip tickets went on sale for early bird rate that ends March 1st



Submitted by: David Driskill, Sports Field Maintenance

Campbell Sports Complex

- Began dismantling soccer goals and harvesting assets to be used at in-town fields.

Douglas Park

- Progressed with building the spectator area for the multi-use field at Douglas
- Continued to organize shed as needed to gain access to supplies.

General

- Ordered infield material for the in-town fields.
- Began hiring seasonal workers for the year.

Submitted by: Marc DeMarlie, Chief Horticulturist

Greenhouse and plant maintenance are done daily. Ran new electrical for poly house. Equipment maintenance completed. New front door installed. Calendar boxes planted for the season. Cleaning up back yard for storage. Natural areas at Longview have been mowed down. Annuals coming in the next 3 weeks. Most supplies ordered for the season. New tractor purchased. New heaters in garage hooked up. First fertilizer application scheduled.

Projects: New areas developed or anything that is not our normal day-to-day tasks. **Lawn Care:** Areas that we mow every week. **Irrigation systems:** Multiple systems throughout the city.

Landscape areas: Areas that we maintain and visit at least once a week. **Watering:** Areas that need to be watered on our weekly schedule.

Lawn Care- Longview, Lincoln, SRP, RIFAC, Sylvan, Realtor.

Irrigation systems- 5 Bridge, SRP, 11th street point, WWJ, Hauberg ball fields.

Watering- Longview greenhouse up to 3 times a week.

Landscape areas- 23 Parks and City entryways. Work as weather allows

Projects- New signs at Longview, Lincoln and Shadybrook, mowing naturalized areas, Greenhouse doors.

Memorandum Parks & Recreation Department



To: Park Board
Subject: 3.23 River City Church
Date: Monday, February 26, 2024

Background Information:

River City Church would like to host their egg hunt at Schwiebert Park on the afternoon of March 23rd. They are asking for an Amplified Sound Permit for making announcements and playing background music. The group is aware that the restrooms may not be open yet depending on weather. They are ordering Port-A-Pots just in case.

Recommendation:

It would be the staffs recommendation to approve the application as written.

Fee:

Amplified Sound Permit: \$25

Whole Park Rental: \$1325

Refundable Damage Deposit: \$400

Submitted by: Daniel Gleason, Special Events & Fundraising Manager

Approved by:

Park Board: ☐ Yes ☐ No

Reviewed: John Gripp, Director; Todd Winter, Asst Director

SPECIAL EVENT PERMIT APPLICATION

A Special Event refers to an event that takes place on parks & Recreation property that is open to the public, or where an admission fee is charged, or food/alcohol is served or sold. This application to the Park Board should be submitted at least six weeks prior to the event; or eight weeks if requesting alcohol service or sales. The Park Board meets the third Tuesday of each month. The request MUST be received one week prior to the Park Board meeting to be included in agenda for approval.

APPLICANT INFORMATION

Name of Applicant/Event Organizer: TARYN CLEAVES	
Organization/Production Company: RIVER CITY CHURCH	
Federal Tax ID or 501©3 #: 85-4151378	(attach current verification)
Address: 2305 7TH AVENUE	Apt/Ste:
City: MOLINE	State: ILLINOIS Zip: 61265
Email: TARYN@MYRCC.CHURCH	Phone: 563-726-5190
Event Day On-Site Contact: TARYN CLEAVES	Cell: SAME AS ABOVE
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?) NO YES	
Only fill out if you answered YES above.	
Name of Organization: N/A	
Sponsoring Organization Contact Name: N/A	
Address: N/A	Apt/Ste: N/A
City: N/A	State: N/A Zip: N/A

EVENT INFORMATION

Event Name: EASTER EGGSTRAVAGANZA	
Location/Facility Requested (Check all that apply):	
☒ Schwiebert Riverfront Park ☒ Main Stage & Great Lawn ☒ Observation Shelter ☒ Triangle Lawn	☐ Sunset Park ☐ Longview Park ☐ Douglas Park
☐ Lincoln Park ☐ Band Shell ☐ & Shelter ☐ Gazebo ☐ Wedding Plaza	☐ Martin Luther King Jr. Park ☐ Terry Brooks ☐ Performance Stage ☐ & Shelter
Event Date(s): SATURDAY MARCH 23RD	Event Time: 2PM to 4PM
Set-Up Date(s): SATURDAY MARCH 23RD	Set-Up Time: 12PM to 1:45PM
Tear-Down Date(s): SATURDAY MARCH 23RD	Tear-Down Time: 4PM to 4:30PM
Estimated Number of Attendees/Participants: 500+	
Will this event interfere with/impede normal use of the area by the public? NO YES	
What actions will be taken to reduce impact to others?	
Previous Year Date/Location: Has this event been previously held? NO YES	
Location: SCHWIEBERT PARK	Date: APRIL 2023
Do you plan to charge admission/participation fees? NO YES (Please fill out info below)	
Fee Per Adult: \$ N/A	Fee Per Child: \$ N/A or General Admission: \$ N/A
Who is the recipient of the monies collected? N/A	

Additional Fees may apply with admission/participation fees.

Event Description:

Provide a detailed description of your event. Additional information may be attached.

OUR ANNUAL EASTER EGGSTRAVAGANZA IS A COMMUNITY EASTER EGG HUNT FOR KIDS UP TO 5TH GRADE. WE OFFER AGE /GRADE DIVIDED HUNTS AT TIMED INTERVALS SO THAT EVERY KID HAS THE CHANCE TO GATHER PLENTY OF EGGS AND EVERY FAMILY GETS A CHANCE TO WATCH THEIR CHILDREN HUNT. ADDITIONALLY, WE'LL HAVE INFLATABLES FOR THE KIDS, SWEET TREATS FOR PURCHASE, GAMES AND GIVEAWAYS!

EVENT FEATURES

All event features are subject to the approval of the Park Board. Additionally, certain features such as street closures and those mentioned below may require separate permits from the City of Rock Island. For more information regarding City of

FOOD & NON-ALCOHOLIC BEVERAGESAre you requesting permission to **sample** food and/or beverages?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ NoAre you requesting permission to **sell** food and/or beverages?☒ Yes (Event Participants only)☐ Yes (to the General Public)☒ No

IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.

If vendors/caterers are known please list:

VENDORS NOT CONFIRMED YET & DUE TO DATE OF EVENT / POSSIBLE COLD WEATHER, MAY BE UNAVAILABLE. HOWEVER, ALL POTENTIAL VENDORS WILL BE LICENSED FOOD TRUCKS.

Indicate the number of vendors and type of stand for each (tent/trailer/grill/table only/truck/etc.):

Beverages: N/A

Food: _____

Merchandise: N/A

Info/Registration: _____

Other: _____

ALCOHOL

Alcohol for Special Events is only allowed on park property when a permit has been issued and the alcohol being provided is by a company that has appropriate licenses from the State of Illinois Liquor Commission, and has been approved by the Rock Island Park Board and given a license from the City of Rock Island. Request must be given to the Park Board eight-weeks in advance. Requests must be given to the City of Rock Island at least 30 days in advance. Approved copy of the appropriate licenses must be submitted to the Park Board within 30 days of the event. Please plan accordingly by **submitting all appropriate paperwork at least eight week prior to your event date** to allow the Park Board and City of Rock Island time to make recommendations to ensure participant and public

Are you requesting permission to have beer or wine at your event?

☒ NO

YES (Please continue)

☐ Serve☐ Sell

Please attach a detailed plan for serving alcohol and preventing underage drinking.

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol?

N/A**Additional charges may apply with Serving/Selling Alcohol.**

MERCHANDISE

Are you requesting permission to **sample** merchandise?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ NoAre you requesting permission to **sell** merchandise?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ No

ELECTRICAL (Additional fees may apply)

Indicate the number of electrical outlets that will be needed, and attach a description or site map:

Electrical outlets needed: _____ Location: _____ Purpose: _____

Electrical outlets needed: _____ Location: _____ Purpose: _____

AMPLIFIED SOUND (Additional fees may apply)

Are you requesting permission to have amplified sound?

NO

☒ YES (Please continue)Hours of Amplified Sound: 1PM to 4PM

Description (Please describe purpose and plans for amplified sound)

- MICROPHONE / SPEAKERS FOR DIRECTIONS +
ANNOUNCEMENTS TO BE COMMUNICATED AS NEEDED

Will music/sound be monitored for language content?

NO

☒ YES

Are you planning to provide live entertainment as a feature of your event?

☒ NO

YES (Please continue)

Description: N/A

Will you provide sound equipment or rent from Rock Island Parks & Recreation? (Renting only available to Schwiebert Park)

☒ Provide☒ Rent

Includes 2 speakers, 2 microphones with stands, and adaptor for CD player, MP3 Player or IPOD (players not included). System is designated for speaking and solo artists; not suitable for band amplification.

DEPENDING ON COST WE
ARE WILLING TO RENT, BUT
OTHERWISE WE CAN PROVIDE.

How will you be using the System?

SPEAKING / GIVING DIRECTIONS
+ MUSIC PLAYLIST

VEHICLES

The Park Board may consider granting permission for the delivery of equipment and supplies for event set-up and tear-down. Additional Fees apply.

Driving and/or Parking vehicles on grass/athletic fields is STRICTLY PROHIBITED.

Are you requesting permission to operate staff/supply vehicles on Park Board service roads for delivery of equipment and supplies?

☒ NO☒ YES (Please continue)# Cars: 1 # Trailers: 1 # Buses: _____ # Semi Trucks: _____# Golf Carts: _____ # Other: 2 Describe: PICK UP TRUCKS; ONLY FOR
UNLOADING SUPPLIES.

If you're planning to erect, install, or use any of these structures, describe below. A separate sheet with additional details may be attached.

Will your event include the installation of **STAGES/PLATFORMS**?

NO

YES (Please continue)

Description: N/A

Will your event include the use of **PORTABLE TOILETS**?

NO

YES (Please continue)

Required at MLK Jr. Park & Park Board may require at other locations.

Number of Toilets: N/A

Locations: N/A

Will your event include the use of **DUMPSTERS** or Garbage Control?

NO

YES (Please continue)

Park Board may require, Garbage May Not Overflow at any time during your event.

Description: N/A

Are you requesting that your event include the installation of **FENCING**?

NO

YES (Please continue)

Required at any park if Serving Alcohol.

Describe purpose and location: N/A

Will signage be used in the Park and what type:

YES. STAKED FLAGS W/ RIVER CITY
CHURCH BRANDING / DIRECTIONAL HELP

Will your event include the use of **OTHER STRUCTURES OR FEATURES** no identified above?

(Inflatable's, Fireworks, Barricades, Bleachers, Table/Chairs, Etc...)

NO

YES (Please continue)

Description: INFLATABLE BOUNCY HOUSES / OBSTACLE COURSE & SLIDE

Will your event require the use of **TENTS OR CANOPIES**?

NO

YES (Please continue)

Permit required for tents over 1,000 square feet. Additional fees may also apply.

Number of Tents: N/A

Size: x

Number of Tents: N/A

Size: x

RENTAL OF EQUIPMENT

Rental of Chairs, Tables, Stanchions & Fences are **ONLY** available at Schwiebert Riverfront Park.

Are you requesting rental of any of the following from RI Parks & Rec?

NO

YES (Please continue)

Chairs: X

Tables: X

Stanchions: X

of Fence Sections: X

(90 Available)

(10 Available)

(20 Available)

(60 Available)

(Each 8' wide x 4' high)

(Required if serving alcohol)

Attach a Site Map if you plan to include any of the previously mentioned features at your event. The Site Map should indicate the relative location of the following: all sources of amplified sound and direction of sound, tents and canopies with sizes, stages, promotional cars, inflatable's, portable toilets, dumpsters, fences & barricades, and other structures; proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on Park Board property during the event; locations a alcohol, food and merchandise services/sales; and proposed street closures. Site Maps are subject to the approval of the Park Board.

ADVERTISING AND MARKETING

Please note that all costs incurred promoting and marketing events prior to the insurance of an approved Special Event Permit from the Rock Island Park Board and Changes/modifications relative to the event from the Park Board/or City of Rock Island is at the sole expense of the Event Organizer.

How will your event attendees be notified or invited to the event?

FB/INSTAGRAM ADVERTISING

Will your event be publicly advertised?

NO

YES (Please continue)

Description: VIA SOCIAL MEDIA POSTS & ONLINE QC EVENT PAGES

Will your event have a Webpage and/or Social Media?

NO

YES (Please continue)

Link: WWW.MYRCC.CHURCH

Link: WWW.FACEBOOK.COM/MYRCC.QC

SECURITY (Park Board may require)

Have you made provisions for on-site security services?

NO

YES (Please continue)

Security Company: RIVER CITY CHURCH SAFETY & SECURITY TEAM

Contact Name: NATE ANDERSON

Address: 2305 7TH AVENUE

City: MOLINE

St: ILLINOIS

Zip: 61265

Email Address:

Phone:

Event Day Cell #: 309-738-5720

Insurance Company:

MEDICAL SERVICES (Park Board may require)

Have you made provisions for on-site medical services?

NO

YES (Please continue)

Medical Company:

Contact Name:

Address:

City:

St:

Zip:

Email Address:

Phone:

Event Day Cell #:

STREET CLOSURES OR USE OF PUBLIC WAY

If you are requesting the closure of/use of park roads you must receive permission from the Park Board. For closure of public city street or public city way (including sidewalks or street closing) you must obtain approval and all necessary permits from the City of Rock Island. For more information, call 309-732-2010. If your event is a run, walk or other activity in which participants will be following a course, attach a map with a written description of the proposed

Will you be requesting permission from the City of Rock Island to close a street/other public way for your event?

NO

YES (Please continue)

Location Description: _____

Will you be requesting permission to close a park road from the Rock Island Park Board?

NO

YES (Please continue)

Location Description: _____

PARKING AND TRANSPORTATION PLAN Parking is only allowed in parking lots and designated street parking.

Have you made provisions for safe transportation and/or parking?

NO

YES (Please continue)

Description: DO NOT NEED ANY ADDITIONAL PARKING/TRANSPORTATION

INSURANCE "Certificate of Insurance in the amount of \$1,000,000 worth of General liability coverage that name the Rock Island Park B Board as an additional insured" required by Park Board. ***Certificate required AFTER event approval by Park Board - Submit to Events Manager

Is your agency covered by Liability Insurance?

NO

Yes

Please attach letter of verification is applicable.

- Alcohol is not allowed in the park without proper documentation and fees.
- No set-up or decorating may take place until RI Parks & Rec staff is present.
- Refundable damage deposit is required for special event along with a valid credit card on file.
- Applicant is responsible for set-up and tear-down of all chairs, tables, equipment and decoration, as well as clean-up and taking trash to dumpster. Failure to do so will result in additional fees.
- Parks Staff will set up sound system (if rented) and applicant will appoint person to operate system.
- Prohibited: confetti, bird seed, rice, silk petals, or any other material that may cause litter.
- In case of inclement weather, equipment rental fees will be refunded. Park rental fee is non-refundable.
- Stakes may not be used in lawn due to irrigation system.
- Failure to clean up park after use may result in additional clean-up fees.
- Glass bottles are not allowed in the park for safety reasons.
- Cancellation policy: With at least a 30-day notice, the applicant will receive a refund of fees, less a cancellation of a \$50 fee. With at least a 15-day notice, the applicant will receive a refund of fees, less a cancellation of a \$100 fee. Within a 15-day notice, no refunds will be issued.
- Inclement Weather cancellations must be discussed with Parks Special Event Manager.

SIGNATURE

Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met.

GENERAL CONDITIONS

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to pay by credit card on file if damage cost are greater than the refundable deposit; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's contract; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and I agree to abide by them.

The Undersigned has full authority to represent the sponsoring organization:

Printed Name: **TARYN CLEAVES**

Signature: **Taryn Cleaves**

Date: **02.14.2024**

Memorandum Parks & Recreation Department



To: Park Board
Subject: 7.28 Community Church Sunday
Date: Monday, February 26, 2024

Background Information:

The House – A Local Church & Two River UMC partner together to have a worship service with band/choir at Schwiebert Park. They are asking for Amplified Sound usage.

Recommendation:

It would be the staff's recommendation to approve as written.

Fee:

City Amplified Sound Permit: \$25

Park Rental: \$375

Total: \$400

Submitted by: Daniel Gleason, Special Events & Fundraising Manager

Approved by:

Park Board: ☐ Yes ☐ No

Reviewed: John Gripp, Director; Todd Winter, Asst Director

SPECIAL EVENT PERMIT APPLICATION

A Special Event refers to an event that takes place on parks & Recreation property that is open to the public, or where an admission fee is charged, or food/alcohol is served or sold. This application to the Park Board should be submitted at least six weeks prior to the event; or eight weeks if requesting alcohol service or sales. The Park Board meets the third Tuesday of each month. The request MUST be received one week prior to the Park Board meeting to be included in agenda for approval.

APPLICANT INFORMATION

Name of Applicant/Event Organizer:	Gregg Hampton		
Organization/Production Company:	The House - a Local Church		
Federal Tax ID or 501©3 #:	46-3107883	(attach current verification)	
Address:	2623 5th Ave	Apt/Ste:	103
City:	Rock Island	State:	IL Zip: 61201
Email:	Phone: 563-650-5553		
Event Day On-Site Contact:	Same	Cell:	Same
Event Sponsor: (Are you, the applicant, organizing this event on behalf of another organization?)	NO		Yes YES
Only fill out if you answered YES above.			
Name of Organization:	The House - a Local Church		
Sponsoring Organization Contact Name:	Gregg Hampton		
Address:	Same	Apt/Ste:	
City:	Same	State:	Zip:

EVENT INFORMATION

Event Name:	Community Church Sunday		
Location/Facility Requested (Check all that apply):			
☒ Schwiebert Riverfront Park	☐ Sunset Park	☐ Lincoln Park	☐ Martin Luther King Jr. Park
☒ Main Stage & Great Lawn	☐ Longview Park	☐ Band Shell	☐ Terry Brooks
☐ Observation Shelter	☐ Douglas Park	☐ & Shelter	☐ Performance Stage
☐ Triangle Lawn		☐ Gazebo	☐ & Shelter
☐ Other _____		☐ Wedding Plaza	
Event Date(s):	July 28th	Event Time:	10am to 11:30
Set-Up Date(s):	July 28th	Set-Up Time:	7am to 10am
Tear-Down Date(s):	July 28th	Tear-Down Time:	11:30 to Noon
Estimated Number of Attendees/Participants:			
Will this event interfere with/impede normal use of the area by the public?		☒ NO YES	
What actions will be taken to reduce impact to others?			
Previous Year Date/Location: Has this event been previously held?		NO ☒ YES	
Location:	Same	Date:	July 16th, 2023
Do you plan to charge admission/participation fees?		☒ NO YES (Please fill out info below)	
Fee Per Adult: \$	Fee Per Child: \$	or General Admission: \$	
Who is the recipient of the monies collected?			
Additional Fees may apply with admission/participation fees.			

Event Description:

Provide a detailed description of your event. Additional information may be attached.

The House - a Local Church and Two Rivers UMC plan to have a shared service together, with a potential band/choir.

EVENT FEATURES

All event features are subject to the approval of the Park Board. Additionally, certain features such as street closures and those mentioned below may require separate permits from the City of Rock Island. For more information regarding City of

FOOD & NON-ALCOHOLIC BEVERAGES

Are you requesting permission to **sample** food and/or beverages?

☐ Yes (Event Participants only)

☐ Yes (to the General Public)

☒ No

Are you requesting permission to **sell** food and/or beverages?

☐ Yes (Event Participants only)

☐ Yes (to the General Public)

☒ No

IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.

If vendors/caterers are known please list:

Indicate the number of vendors and type of stand for each (tent/trailer/grill/table only/truck/etc.):

Beverages:

Food:

Merchandise:

Info/Registration:

Other:

ALCOHOL

Alcohol for Special Events is only allowed on park property when a permit has been issued and the alcohol being provided is by a company that has appropriate licenses from the State of Illinois Liquor Commission, and has been approved by the Rock Island Park Board and given a license from the City of Rock Island. Request must be given to the Park Board eight-weeks in advance. Requests must be given to the City of Rock Island at least 30 days in advance. Approved copy of the appropriate licenses must be submitted to the Park Board within 30 days of the event. Please plan accordingly by **submitting all appropriate paperwork at least eight week prior to your event date** to allow the Park Board and City of Rock Island time to make recommendations to ensure participant and public

Are you requesting permission to have beer or wine at your event?

☐ Serve

☐ Sell

Please attach a detailed plan for serving alcohol and preventing underage drinking.

☒ NO

YES (Please continue)

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol?

Additional charges may apply with Serving/Selling Alcohol.

MERCHANDISEAre you requesting permission to **sample** merchandise?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ NoAre you requesting permission to **sell** merchandise?☐ Yes (Event Participants only)☐ Yes (to the General Public)☒ No**ELECTRICAL** (Additional fees may apply)

Indicate the number of electrical outlets that will be needed, and attach a description or site map:

Electrical outlets needed: 2-4 Location: BAND SHELL Purpose: AUDIO

Electrical outlets needed: _____ Location: _____ Purpose: _____

AMPLIFIED SOUND (Additional fees may apply)

Are you requesting permission to have amplified sound?

NO

☒ YES (Please continue)Hours of Amplified Sound: 9am to Noon

Description (Please describe purpose and plans for amplified sound)

BAND / CHOIR

Will music/sound be monitored for language content?

NO

☒ YES

Are you planning to provide live entertainment as a feature of your event?

NO

☒ YES (Please continue)

Description:

SINGING

Will you provide sound equipment or rent from Rock Island Parks & Recreation? (Renting only available to Schwiebert Park)

☒ Provide☐ Rent

Includes 2 speakers, 2 microphones with stands, and adaptor for CD player, MP3 Player or IPOD (players not included). System is designated for speaking and solo artists; not suitable for band amplification.

How will you be using the System?

MUSIC, VOICE AMPLIFICATION**VEHICLES**

The Park Board may consider granting permission for the delivery of equipment and supplies for event set-up and tear-down. Additional Fees apply.

Driving and/or Parking vehicles on grass/athletic fields is STRICTLY PROHIBITED.

Are you requesting permission to operate staff/supply vehicles on Park Board service roads for delivery of equipment and supplies?

☒ NO

YES (Please continue)

Cars: _____ # Trailers: _____ # Buses: _____ # Semi Trucks: _____

Golf Carts: _____ # Other: _____ Describe: _____

EVENT ADDITIONS

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If you're planning to erect, install, or use any of these structures, describe below. A separate sheet with additional details may be attached.

Will your event include the installation of **STAGES/PLATFORMS**?

NO

YES (Please continue)

Description: _____

Will your event include the use of **PORTABLE TOILETS**?

NO

YES (Please continue)

Required at MLK Jr. Park & Park Board may require at other locations.

Number of Toilets: _____

Locations: _____

Will your event include the use of **DUMPSTERS** or Garbage Control?

NO

YES (Please continue)

Park Board may require, Garbage May Not Overflow at any time during your event.

Description: _____

Are you requesting that your event include the installation of **FENCING**?

NO

YES (Please continue)

Required at any park if Serving Alcohol.

Describe purpose and location: _____

Will signage be used in the Park and what type: _____

NO

Will your event include the use of **OTHER STRUCTURES OR FEATURES** no identified above?

(Inflatable's, Fireworks, Barricades, Bleachers, Table/Chairs, Etc...)

NO

YES (Please continue)

Description: _____

Will your event require the use of **TENTS OR CANOPIES**?

NO

YES (Please continue)

Permit required for tents over 1,000 square feet. Additional fees may also apply.

Number of Tents: _____

Size: _____ x _____

Number of Tents: _____

Size: _____ x _____

RENTAL OF EQUIPMENT

Rental of Chairs, Tables, Stanchions & Fences are **ONLY** available at Schwiebert Riverfront Park.

Are you requesting rental of any of the following from RI Parks & Rec?

NO

YES (Please continue)

Chairs: _____

Tables: _____

Stanchions: _____

of Fence Sections: _____

(90 Available)

(10 Available)

(20 Available)

(60 Available)

(Each 8' wide x 4' high)

(Required if serving alcohol)

Attach a Site Map if you plan to include any of the previously mentioned features at your event. The Site Map should indicate the relative location of the following: all sources of amplifies sound and direction of sound, tents and canopies with sizes, stages, promotional cars, inflatable's, portable toilets, dumpsters, fences & barricades, and other structures; proposed driving paths for all equipment and supply vehicles, location of vehicles you wish to retain on Park Board property during the event; locations a alcohol, food and merchandise services/sales; and proposed street closures. Site Maps are subject to the approval of the Park Board.

ADVERTISING AND MARKETING

Please note that all costs incurred promoting and marketing events prior to the insurance of an approved Special Event Permit from the Rock Island Park Board and Changes/modifications relative to the event from the Park Board/or City of Rock Island is at the sole expense of the Event Organizer.

How will your event attendees be notified or invited to the event?

Our email lists and facebook

Will your event be publicly advertised?

NO

YES (Please continue)

Description: ONLY VIA OUR CHURCH FACEBOOK

Will your event have a Webpage and/or Social Media?

NO

YES (Please continue)

Link: FB.COM/THEHOUSEQC

Link:

SECURITY (Park Board may require)

Have you made provisions for on-site security services?

NO

YES (Please continue)

Security Company:

Contact Name:

Address:

City:

St:

Zip:

Email Address:

Phone:

Event Day Cell #:

Insurance Company:

MEDICAL SERVICES (Park Board may require)

Have you made provisions for on-site medical services?

NO

YES (Please continue)

Medical Company:

Contact Name:

Address:

City:

St:

Zip:

Email Address:

Phone:

Event Day Cell #:

STREET CLOSURES OR USE OF PUBLIC WAY

If you are requesting the closure of/use of park roads you must receive permission from the Park Board. For closure of public city street or public city way (including sidewalks or street closing) you must obtain approval and all necessary permits from the City of Rock Island. For more information, call 309-732-2010. If your event is a run, walk or other activity in which participants will be following a course, attach a map with a written description of the proposed

Will you be requesting permission from the City of Rock Island to close a street/other public way for your event?

NO

Yes (Please continue)

Location Description:

Will you be requesting permission to close a park road from the Rock Island Park Board?

NO

Yes (Please continue)

Location Description:

PARKING AND TRANSPORTATION PLAN Parking is only allowed in parking lots and designated street parking.

Have you made provisions for safe transportation and/or parking?

NO

Yes (Please continue)

Description:

INSURANCE "Certificate of Insurance in the amount of \$1,000,000 worth of General liability coverage that name the Rock Island Park B Board as an additional insured" required by Park Board. ***Certificate required AFTER event approval by Park Board - Submit to Events Manager

Is your agency covered by Liability Insurance?

NO

Yes

Please attach letter of verification is applicable.

- Alcohol is not allowed in the park without proper documentation and fees.
- No set-up or decorating may take place until RI Parks & Rec staff is present.
- Refundable damage deposit is required for special event along with a valid credit card on file.
- Applicant is responsible for set-up and tear-down of all chairs, tables, equipment and decoration, as well as clean-up and taking trash to dumpster. Failure to do so will result in additional fees.
- Parks Staff will set up sound system (if rented) and applicant will appoint person to operate system.
- Prohibited: confetti, bird seed, rice, silk petals, or any other material that may cause litter.
- In case of inclement weather, equipment rental fees will be refunded. Park rental fee is non-refundable.
- Stakes may not be used in lawn due to irrigation system.
- Failure to clean up park after use may result in additional clean-up fees.
- Glass bottles are not allowed in the park for safety reasons.

• Cancellation policy: With at least a 30-day notice, the applicant will receive a refund of fees, less a cancellation of a \$50 fee.

With at least a 15-day notice, the applicant will receive a refund of fees, less a cancellation of a \$100 fee.

Within a 15-day notice, no refunds will be issued.

Inclement Weather cancellations must be discussed with Parks Special Event Manager.

SIGNATURE

Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met.

GENERAL CONDITIONS

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to pay by credit card on file if damage cost are greater than the refundable deposit; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's contract; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

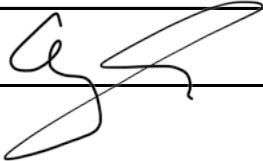
I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and I agree to abide by them.

The Undersigned has full authority to represent the sponsoring organization:

Printed Name:

Gregg Hampton

Signature:



Date:

2/23/24