



**Meeting Agenda
November 4, 2016
9:00 AM**

**Madison County Community Development
130 Hillsboro Ave.
Edwardsville, IL 62025**

AGENDA

1. Approve Minutes from Previous Meeting (August 5, 2016)
2. Public Comment
3. Review Current Financials
4. Loan Status Report
5. Review Status of PEP Grants
6. PEP Loans
 - A. Highland – Exercise Spinning Bikes
7. Workshop Date and Application Review
8. PEP Project of the Year
9. New Business

Coordination for meeting and publication accommodations should be made 72 hours in advance. If accommodations are needed, please contact Nadine Pfeiffer at 618-296-4386 or nfpfeiffer@co.madison.il.us.

**Madison County Parks and Recreation
Grants Commission
Meeting Minutes
August 5, 2016**

Members:	<u>P</u>	<u>A</u>
Kelly Tracy	X	
Jamie Goggin	X	
Mark Rosen	X	
Ron Parente	X	
Bob Barnhart		X

Others present: James Arnold and John Herzog of Madison County Community Development

Mr. Goggin opened the meeting. He then asked for approval of the minutes from the February meeting. Mr. Parente made the motion to approve the minutes with a second from Mr. Rosen. All in favor; minutes approved.

Mr. Arnold gave the financial report. The beginning balance of the year (12/1/2015) was \$2,405,165.16; the total revenue to date is \$665,091.47 from sales tax revenue and investments. The total expenses to date are \$1,014,484.09. The current balance in the PEP account is \$2,055,772.54. There is \$40,723.61 encumbered (2014 PEP). There is \$271,953.93 encumbered (2015 PEP). There is \$1,053,933.68 encumbered (2016 PEP). The available balance is \$668,374.67.

Mr. Arnold reported on the PEP Revolving Loan Fund that there was as of 12/1/2015 a balance of \$1,018,119.89. Revenue to date is \$32,478.18 from loan repayments and interest from investments. Expenses from the loans during this period are \$105,536.12. The PEP Loan Fund balance as of 8/1/2016 is \$935,346.98. There are six encumbered loans (Livingston, Bethalto, Maryville, Venice, Hamel, Wood River) totaling \$702,472.00. This leaves an available balance of \$242,589.95.

A resolution was brought forth from HeartLands Conservancy for \$55,000.00 over the next two years, 2016 and 2017 for expenses related to designating Cahokia Mounds as a National Park/Monument. Motion to deny was made by Ms. Tracy with a second motion to deny coming from Mr. Parente. All were in favor, resolution denied.

Mr. Arnold discussed bringing forth PEP awards for the next meeting. Mr. Rosen added that stickers can be used in the place of plaques.

There being no further business, a motion to adjourn was made by Mr. Rosen with a second from Ms. Tracy. Meeting adjourned. The next meeting will be on Friday, September 2nd, 2016 at 9:00 a.m. at Madison County Community Development, 130 Hillsboro Ave., Edwardsville, Illinois 62025.

METRO EAST PARKS & RECREATION FUND FY 2016 (12/01/2015-11/30/2016)

beginning balance on 12/01/2015	2,405,165.16
---------------------------------	--------------

REVENUE

Metro East Park & Rec Sales Tax	1,037,632.93	
Interest from Investments	13,689.87	
Gain/Loss on Investments	2,757.81	
Interest from MMDA	75.50	
misc interest revenue	0.00	
total revenue		1,054,156.11

EXPENSES

Health insurance	165.00
payroll 11/16-11/27/2015	1,697.70
benefits 11/16-11/27/2015	520.68
Collinsville (14)	1,777.93
Granite City (14)	54,000.00
City of Alton (14)	5,527.50
City of Alton (14)	5,527.50
City of Alton (14)	2,914.00
Roxana (14)	15,000.00
Edwardsville (12/13)	99,008.95
Alhambra Township (14)	9,217.61
payroll 11/30-12/11/2015	1,697.68
benefits 11/30-12/11/2015	520.69
Alton (14)	1,035.50
Alton (14)	3,260.00
Alton (14)	14,282.00
payroll 12/14-12/25/2015	1,770.46
benefits 12/14-12/25/2015	338.13
New Douglas Township (13 \$1,314.82 14 \$5,716.79)	7,031.61
Chouteau Township (14)	20,975.00
payroll 12/28/2015-01/08/2016	1,735.99
benefits 12/28/2015-01/08/2016	530.94
payroll 01/11/2016-01/22/2016	1,736.00
benefits 01/11/2016-01/22/2016	530.94
Alton (14)	2,112.00
Edwardsville Township (14)	15,000.00
payroll 01/25/2016-02/05/2016	1,736.00
benefits 01/25/2016-02/05/2016	530.94
payroll 02/08/2016-02/19/2016	1,735.99
benefits 02/08-02/19/2016	530.95
East Alton (13 \$16,690.02 14 \$18,694.98)	35,385.00
Tri-Township (13 \$5,206.00 14 \$76,577.00)	81,783.00
Wood River (14)	34,589.86
payroll 02/22-03/04/2016	1,735.99
benefits 02/22-03/04/2016	530.94
payroll 03/07-03/18/2016	1,736.00
benefits 03/07-03/18/2016	530.94
Health insurance	165.00
Alton (14)	1,922.00
Glen Carbon (14)	64,790.00
payroll 03/21-04/01/2016	1,736.00
benefits 03/21-04/01/2016	530.94
Alton (14)	5,490.00
Granite City (14)	96,720.00
payroll 04/04-04/15/2016	1,735.99
benefits 04/04-04/15/2016	530.94
Highland (13 \$3,473.49/14 \$28,259.41)	31,732.90
New Douglas Township (14)	5,365.69
Marine (14 \$922.48 15 \$6,877.52)	7,800.00
Chouteau Township (15)	9,750.00
Chouteau Township (15)	5,960.00
Collinsville (15)	2,304.00
Collinsville (15)	1,082.02
Collinsville (15)	12,200.00
Worden (15)	15,000.00
Highland (14)	15,572.57
Alton (14)	8,895.00
Alton (14)	5,962.08
Alton (14)	5,515.00
Alton (14)	1,115.44
Collinsville (15)	23,738.00
Tri-Township (14 \$4,168.00 15 \$75,832.00)	80,000.00
payroll 04/18-04/29/2016	1,736.00
benefits 04/18-04/29/2016	530.94
payroll 05/02-05/13/2016	1,736.00
benefits 05/02-05/13/2016	530.94

Marine (15)	2,690.00	
Health insurance	165.00	
Alton (14)	4,425.00	
Marine (15)	2,140.87	
Collinsville (15)	6,312.00	
Collinsville (15)	2,875.00	
payroll 05/16-05/27/2016	1,735.96	
benefits 05/16-05/27/2016	530.95	
Collinsville (15)	16,715.00	
Collinsville (15)	7,440.00	
Roxana (15)	12,982.00	
payroll 05/30-06/10/2016	1,736.00	
benefits 05/30-06/10/2016	530.94	
Collinsville (15)	6,238.00	
Granite City (14 \$230.00 15 \$2,270.00)	2,500.00	
Granite City (15)	6,261.15	
Alton (14)	2,948.00	
Alton (14)	4,661.40	
Alton (14)	1,862.18	
Alton (14)	5,588.86	
payroll 06/13-06/24/2016	1,735.97	
benefits 06/13-06/24/2016	530.94	
Marine (15)	1,317.62	
Collinsville (15)	14,000.00	
Collinsville (15)	575.00	
Alton (14)	2,025.00	
Alton (14) \$3,809.80 (15) \$390.20	4,200.00	
Pontoon Beach (14) \$1,083.78 (15) \$27,903.22	28,987.00	
Nameeki Township (14) \$373.12 (15) \$14,122.88	14,496.00	
payroll 06/27-07/08/2016	1,735.98	
benefits 06/27-07/08/2016	530.94	
Collinsville (15)	6,341.50	
Collinsville (15)	1,782.00	
payroll 07/11-07/22/2016	1,735.96	
benefits 07/11-07/22/2016	334.51	
Chouteau Township (15)	5,265.00	
South Roxana (15)	15,000.00	
payroll 07/25-08/05/2016	1,735.98	
benefits 07/25-08/05/2016	530.94	
payroll 08/08-08/19/2016	1,735.99	
benefits 08/08-08/19/2016	530.94	
Hartford (15)	5,920.00	
Hartford (15)	711.00	
Collinsville (15)	1,071.01	
payroll 08/22-09/02/2016	1,735.96	
benefits 08/22-09/02/2016	530.94	
Health insurance	165.00	
Edwardsville (14) \$133,155.00 (15) \$133,155.00)	266,310.00	
Roxana (15)	2,018.00	
Wood River (15)	18,560.14	
Wood River Township (15)	33,195.00	
Collinsville (15)	8,114.00	
payroll 09/05-09/16/2016	5,786.17	
benefits 09/08-09/16/2016	1,258.23	
East Alton (14 \$12,785.02 15 \$10,345.28)	23,130.30	
East Alton (15)	8,349.70	
Hamel (15)	15,000.00	
Alton (15)	1,491.00	
Alton (15)	3,110.17	
Alton (15)	2,896.00	
payroll 09/19-09/30/2016	1,406.77	
benefits 09/19-09/30/2016	440.92	
Alton (15)	9,965.00	
payroll 10/03-10/14/2016	1,406.79	
benefits 10/03-10/14/2016	440.93	
Collinsville (15)	6,413.28	
Maryville (14) \$22,555.00 (15) \$22,555.00	45,110.00	
Alton (15) pending	3,492.00	
Alton (15) pending	8,871.00	
Alton (15) pending	3,295.00	
total expenses		1,514,546.76
balance as of 10/31/2016		1,944,774.51
encumbered		
Round 13 (2014)		(40,723.61)
Round 14 (2015)		(103,458.91)
Round 15 (2016)		(740,406.10)
Admin		(2,611.58)
available balance		1,057,574.31

METRO EAST PARKS & RECREATION REVOLVING LOAN FUND FY 2016 (12/01/2015-11/30/2016)
--

beginning balance on 12/01/2015	1,018,119.89
---------------------------------	--------------

REVENUE

Loan payments	113,735.44	
Interest from Investments	6,391.70	
Gain/Loss on Investments	1,258.92	
Interest from MMDA	32.84	
misc interest revenue	0.00	
	<hr/>	
total revenue		121,418.90

EXPENSES

	189,000.94	
	<hr/>	
total expenses		<hr/> 189,000.94

balance as of 10/31/2016	950,537.85
---------------------------------	-------------------

encumbered loans

Bethalto	(closed; no disbursements)	39,472.00
Venice	(resolution)	400,000.00
Livingston	(closed; no disbursements)	30,000.00
City of Wood River	(closed; no disbursements)	132,000.00
		<hr/> 601,472.00

available balance	349,065.85
-------------------	------------

current loans	loan number	original loan amount	current balance
City of Wood River	6048	84,999.99	15,665.34
Village of East Alton	6470	105,536.12	84,580.14
Village of Hamel	6544	29,000.00	25,495.16
Village of Maryville	6554	57,969.66	12,916.84

Category	Totals	Project		
		Credits	Debits	Balance
		1,348,945.00	1,245,486.09	103,458.91
Alhambra Township		15,000.00	15,000.00	0.00
Alton		138,655.00	138,655.00	0.00
Bethalto		47,900.00	0.00	47,900.00
Chouteau Township		20,975.00	20,975.00	0.00
Collinsville Park District		165,200.00	165,200.00	0.00
East Alton		31,480.00	31,480.00	0.00
Edwardsville		133,155.00	133,155.00	0.00
Edwardsville Township		15,000.00	15,000.00	0.00
Foster Township		20,135.00	17,060.63	3,074.37
Glen Carbon		64,790.00	64,790.00	0.00
Godfrey		90,625.00	90,625.00	0.00
Granite City Park District		150,950.00	150,950.00	0.00
Hamel		15,000.00	15,000.00	0.00
Hartford		15,000.00	15,000.00	0.00
Highland		48,820.00	43,831.98	4,988.02
Livingston		15,000.00	0.00	15,000.00
Madison		19,575.00	19,575.00	0.00
Marine		15,000.00	15,000.00	0.00
Maryville		22,555.00	22,555.00	0.00
Nameoki Township		21,700.00	21,700.00	0.00
New Douglas Township		15,000.00	11,082.48	3,917.52
Pontoon Beach		28,825.00	28,825.00	0.00
Roxana Park District		15,000.00	15,000.00	0.00
South Roxana		14,180.00	14,180.00	0.00
St. Jacob Park District		13,579.00	0.00	13,579.00
Tri-Township Park District		80,745.00	80,745.00	0.00
Venice Park District		15,000.00	0.00	15,000.00
Wood River		53,150.00	53,150.00	0.00
Wood River Township		31,951.00	31,951.00	0.00
Worden		15,000.00	15,000.00	0.00

Category		Project		
		Credits	Debits	Balance
	Totals	1,344,298.66	603,892.56	740,406.10
Alhambra Township		15,000.00	0.00	15,000.00
Alton		138,655.00	33,510.37	105,144.63
Bethalto		47,900.00	0.00	47,900.00
Chouteau Township		20,975.00	20,975.00	0.00
Collinsville Park District		165,200.00	117,200.81	47,999.19
East Alton		31,480.00	18,694.98	12,785.02
Edwardsville		133,155.00	133,155.00	0.00
Edwardsville Township		15,000.00	0.00	15,000.00
Foster Township		20,135.00	0.00	20,135.00
Glen Carbon		64,790.00	0.00	64,790.00
Godfrey		90,625.00	0.00	90,625.00
Granite City Park District		150,950.00	8,531.15	142,418.85
Hamel		15,000.00	15,000.00	0.00
Hartford		15,000.00	6,631.00	8,369.00
Highland		48,637.66	0.00	48,637.66
Livingston		15,000.00	0.00	15,000.00
Madison		19,575.00	0.00	19,575.00
Marine		15,000.00	13,026.01	1,973.99
Maryville		22,555.00	22,555.00	0.00
Nameeki Township		14,496.00	14,122.88	373.12
New Douglas Township		15,000.00	0.00	15,000.00
Pontoon Beach		28,825.00	27,903.22	921.78
Roxana Park District		15,000.00	15,000.00	0.00
South Roxana		15,000.00	15,000.00	0.00
St. Jacob Park District		15,000.00	0.00	15,000.00
Tri-Township Park District		80,000.00	75,832.00	4,168.00
Venice Park District		15,000.00	0.00	15,000.00
Wood River		53,150.00	18,560.14	34,589.86
Wood River Township		33,195.00	33,195.00	0.00
Worden		15,000.00	15,000.00	0.00



**MADISON COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

Frank Miles, Administrator

FACT SHEET

PROJECT APPLICATION SUMMARY: Recreation Loan to City of Highland

BACKGROUND/CONCEPT: The Madison County Park and Recreation Commission and Grants Committee have established a low interest revolving loan fund from the 1/10% sales tax devoted to recreation projects which was established through a referendum under the Illinois Metro-East Park and Recreation District Act. The loan program is designed to assist park districts and municipalities in developing larger park projects.

PROPOSED RESOLUTION: The Korte Recreation Center is the hub for Highland's Parks & Recreation Department. We served over 2 million people in 15.5 years. We provide a wide range of fitness classes with Spinning Classes being one of our major draws. Although the Korte Rec. Center's budget is able to account for updating fitness equipment, there is limited funding to cover major expenses, like the one proposed, to accommodate guests that enroll for classes such as Spinning. The twenty (20) spinning bikes that are desired will require less maintenance and will meet standards for years to come. The reason is that there are fewer mechanical parts, the parts are long lasting, and they are also capable of providing better monitoring of the individual's health progress. Although we could purchase one bike annually, based on 20 years of experience, it is better to start with having ample supplies for everyone at one time rather than having to continue performing maintenance to pre-existing bikes. The bikes currently in use would be sold as surplus and funds could be applied to repayment.

BUDGET IMPACT: The City of Highland is requesting a loan for \$46,970.00 at a 3% interest rate for a three year term.

ECONOMIC OR COMMUNITY DEVELOPMENT IMPACT: The purchase of the exercise will encourage the community to keep riding. This promotes a healthy community.

COUNTY BOARD DIST./COMMUNITY AFFECTED: City of Highland

STAFF CONTACT: James Arnold 618-296-4247



INSTRUCTIONS FOR SUBMITTAL OF PARK AND RECREATION PEP GRANTS

This application contains the program guidelines, project application pages and park board resolution. When submitting the grant application return pages 7-11 along with bids or quotes. Please submit **one unbound** original signed grant application proposal.

The items included in this package are:

- Request for Proposal (RFP)
- Grant Agreement
- Applicant Information
- Proposed Budget & Scope of Project
- Grant Application Checklist
- Signed Resolution

Specific Instructions

1. Please submit **ONE** original, **UNBOUND** copy. Grant applications should be stapled in the upper left hand corner.
2. Read and sign the Grant agreement (page 7)
3. Complete and sign the Applicant Information Page (page 8-9)
4. Complete the Budget and Scope of Project Page (page 10). Please make sure to provide detailed locations of the project(s).
5. Include copies of bids or quotes for all proposed project activities. Applications that have no bids or quotes will not be funded.
6. Include copies of information pertaining to projects to be completed with grant funds, including but not limited to photos, equipment specifications.
7. Please indicate what provisions will be made for people with disabilities in compliance with the Americans with Disabilities Act and the Illinois Accessibility Code. All projects applications that include construction **MUST** include a sign-off from IMPACT, an engineer or architect. Applications missing the provisions for persons with disabilities will not be funded.
8. Resolution approving submission of the 2017 PEP Grant (Page 11). Applications that are missing the Resolution signed by their governing board will not be funded.

***The application must be submitted no later than by 4:00 P.M., on March 2, 2017, to the Madison County Community Development office, 130 Hillsboro Ave., Edwardsville, IL 62025.** If you would like an electronic version of this application, please e-mail us. Please direct all questions to:

James Arnold (jparnold@co.madison.il.us)
Madison County Community Development
130 Hillsboro Avenue
Edwardsville, IL 62025
(618) 296-4247



Application Check List

- ☐ **ONE** original, **UNBOUND** copy. Grant applications should be stapled in the upper left hand corner.
 - ☐ Signed Grant agreement
 - ☐ Completed and signed Applicant Information
 - ☐ Completed Budget and Scope of Project Page
 - ☐ Copies of bids or quotes for all proposed funding
 - ☐ Copies of information pertaining to projects to be completed with grant funds, including but not limited to photos, equipment specifications.
 - ☐ Provisions for people with disabilities.
 - ☐ Resolution approving submission of the 2017 PEP Grant.
-



2017

[MADISON COUNTY PARKS AND RECREATION COMMISSION]

REQUEST FOR PROPOSALS

MADISON COUNTY PARK AND RECREATION GRANT COMMISSION PARK ENHANCEMENT PROGRAM

The Madison County Park and Recreation Grant Commission (hereafter Commission), is announcing a request for proposals for the 2017 (PEP) grant program. This grant program is designed to assist park districts and municipal parks and recreation departments within Madison County to develop and enhance their parks. The goal of the program is to provide immediate assistance to the Park Districts and Departments. The Commission plans to have the grants in place by April 1, 2017. **This grant program is designed to supplement, not replace or reduce levels of funding set in a community's budget for park operations.**

ELIGIBLE APPLICANTS:

Eligible applicants are park districts, municipal park and recreation departments, and local units of government within Madison County, Illinois.

Eligible applicants are:

- Park districts, Municipal Park and recreation departments, local units of government within Madison County.
- The municipality must have a park commission, board or committee designated to oversee the park operations and maintenance.
- The municipality and/or park district must have a park and/or recreation area that is owned and operated by the municipality or park district.

GRANT COORDINATION:

In an effort to reduce administrative costs and with the permission of the Madison County Board and its Chairman, the Commission has been allowed to utilize the services of the Madison County Community Development (MCCD) offices and their staff to accept applications and coordinate processing.

GRANT DEADLINE

Completed applications are due at Madison County Community Development, 130 Hillsboro Avenue, Edwardsville, IL 62025, **no later than 4:00pm on Thursday, March 2, 2017.**

GRANT AWARD NOTIFICATION

Notification of grants to be awarded will be made after the **March 15th, 2017** Madison County Board Meeting.

OWNERSHIP REQUIREMENT

Land and equipment purchased with PEP funds must be owned and maintained by the park district and/or local unit of government applying for funding.



MAXIMUM GRANT AMOUNT

- For the 2017 PEP grant, the maximum grant amount shall be determined based upon the population of the Municipality that has a Park Department or the Park District generally serving the Municipality.
- The maximum grant amount shall be five dollars/per person based upon the 2010 census.
- Special census' that were conducted prior to the 2010 census are no longer valid.
- Population figures shall not be duplicated in cases of City/Township. Residents will only be counted in one population area.
- For our smaller communities a grant minimum of \$15,000 will be awarded if the four dollar per person total is less than the \$15,000 amount.

ELIGIBLE EXPENDITURES

Madison County PEP grant funding must be used for projects that enhance the use of public parks that are open to the public. The Grants Committee, Parks and Recreation Advisory Committee and Madison County Community Development hold the right to determine final eligibility.

Eligible types of capital improvements include but are not limited to the following:

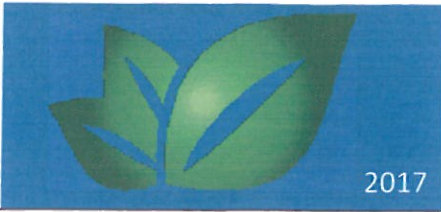
- Playground equipment
- Plants, shrubs, trees, flowers, etc.
- Fencing
- Recreation equipment – basketballs, softballs, bleachers, etc.
- Land acquisition to expand existing park
- Benches, fountains, picnic tables, grill, etc.
- Facility improvements such as athletic fields and courts
- Park restrooms that are ADA Accessible/compliant
- Park walking paths
- Lake/pond improvements
- Gazebos
- Pet Parks
- Greenhouses
- AED's
- First time construction of concession stand
- ADA parking for park lots
- Park signage*
- Major Recreation Facilities*

INELIGIBLE EXPENDITURES

The funds may not be used for administration purposes and operating costs. If there is a membership fee to your park or recreation complex, then equipment purchases for that park or recreation complex are ineligible unless approved.*

Ineligible types of grants are as follows:

- Architect or Engineering design fees
- Staff Salaries, benefits



- Transportation & mileage
- Maintenance supplies
- Digital cameras or other electronic office equipment such as LCD monitors, gaming systems and games and projection screens
- Weight or fitness equipment, unless there is free membership
- General office equipment/supplies
- Improvements made to staff or office spaces such as adding carpeting, adding a drop ceiling, air conditioning a break room
- Pop-up tents/tents
- **Road/Parking improvements***
- **Maintenance sheds/other areas not open to the public***
- **Wheeled equipment***
- **Concession stand equipment***

***Maintenance Sheds, Signage, Wheeled Vehicles, Concession stand equipment and Major Recreation Facilities will be considered for PEP grant funds on a case by case basis. Additional support documentation shall be submitted demonstrating the benefit of the project to the community's residents and to the park and recreation program the governmental entity provides. The Commission will accept written requests for these projects no later than February 2, 2017 by 4:00pm. A determination will be made at the February 3, 2017 Park Commission meeting of the projects selection. If the project is not awarded, an alternative project may be submitted.**

MATCHING FUND REQUIREMENT

For the 2017 PEP, no matching funds are required. However the PEP grant may be used as match funding for other park grants.

EVALUATION

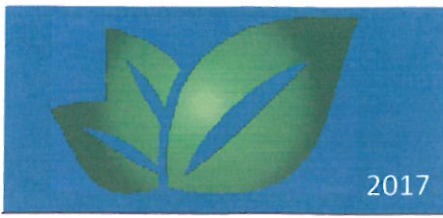
The Commission will evaluate all complete proposals received by the deadline. Additional information may be asked of the grantees.

PURCHASING REQUIREMENTS

Purchases should follow your City or Park District bid ordinances. If the park district does not have bid process, Madison County procurement policy must be followed. Each purchase made by the park must have a minimum of three (3) bids if the park district does not have a formal procurement policy. Failure to provide bids, quotes or estimates with your grant application will result in your grant not being funded. **Any construction/labor job that is bid out must use the State Prevailing Wage Rate. The community will be required to obtain and monitor time sheets from the contractor.**

REPORTING REQUIREMENTS

Within ninety (90) days of completion of project, the grantee must send a report to Grant Commission via MCCD. This report should document all activities pertaining to the original grant request, e.g. photos of the equipment purchased, photos of equipment in use or on location such as playground equipment.



PUBLIC RELATIONS

Madison County Community Development will coordinate public relations support on the respective projects funded by the park and recreation PEP grants. Based on the scope of the grant and project, the support will include news and photo releases. Additional information on the public relations support can be obtained by contact Jeff Wehling, Madison County's Communications Coordinator, at 296-4316.

PAYMENT SCHEDULE

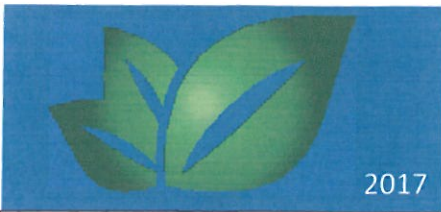
Payments will not be processed without completed W9's

PEP Grant funding can be paid out using either of the following options at the discretion of the park district or municipality.

- **Payment Option 1:** Funds may be distributed directly to the vendors. To accomplish this, the community/park district should submit to MCCD, the original invoice accompanied by a cover letter from the community requesting the direct vendor payment and W-9 for the vendor. All bid documentations as well as a copy of the letter of award to that vendor, must be on file at MCCD before payment will be made. Bid documentation must be turned in with each invoice request or the Auditor will not pay the bill. ***Past due invoices will only be paid on a reimbursement basis***
- **Payment Option 2:** The entire grant amount can be reimbursed to the community after the project is completed. In order for a payment to be released, we will need a letter from the community requesting reimbursement, as well as a copy of all invoices and receipts, and all cancelled checks for the item(s) purchased. All bid documentations as well as a copy of the letter of award to that vendor, must be on file at MCCD before reimbursement will be made.

MODIFICATION OF REQUESTS FOR PROPOSALS

It is the intent of the Commission to provide these grants according to the terms above but shall not be bound by this procedure for future grant awards. Any conflicts and all final decisions will be determined by majority vote of the Park and Recreation Grants Commission.



**MADISON COUNTY PARK AND RECREATION GRANTS COMMISSION PARK ENHANCEMENT PROGRAM (PEP)
GRANT AGREEMENT & CERTIFICATIONS**

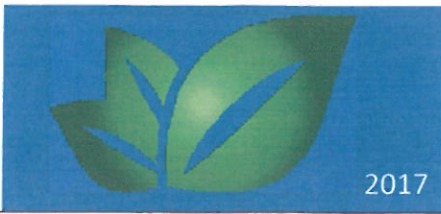
1. The grant amount cannot exceed the maximum grant allowed to the entity as outlined in the Request for Proposals. The grant award shall be for the specified project only. Salaries, mileage, transportation costs, shall not be paid with grant funds.
2. Upon acceptance of the application by the Commission Board, and the Grants Committee, and Madison County Board, the grantee agrees to submit invoices or receipts for the project to MCCD, along with a request for payment.
3. The grantee agrees to include the source of funding in press releases, articles, or public dedication ceremonies regarding the project or programs utilizing PEP funding. **The grantee is responsible for contacting their current County Board member to coordinate a press release, etc., that relates to the project or programs using PEP funding.**
4. The grantee agrees to use the PEP funds outlined in this application **no later than April 1, 2017.**
5. No equipment or materials purchased with PEP funds will be used for purposes other than those stated in this application.
6. All Purchases must be made in accordance with Grantees local bid ordinances, bid policies, state statutes or by the provisions contained in these grant documents.
7. There shall be no transfer of ownership of any equipment/land purchased with these funds without notification and approval by the Madison County Park and Recreation Grants Commission.

I have read the above certifications and agree to honor them as written. I certify with my signature that the information contained in this application is accurate to the best of my knowledge and that I am authorized to execute this application for my community.

Name of Community

Signature

Date



2017

[MADISON COUNTY PARKS AND RECREATION COMMISSION]

**APPLICANT INFORMATION FOR THE 2017
MADISON COUNTY PARK &
RECREATION GRANT COMMISSION
PARK ENHANCEMENT PROGRAM (PEP)**

Date

Name of Park District or Municipal Park & Recreation Department

Address City Zip

Contact Person Title Phone # E-mail Address

Address City Zip

Please certify with your signature that the information contained in this application is accurate to the best of your knowledge and that you are authorized to execute this application for your community.

Signature

Please enter totals from attached proposal budget

A. Total Project Costs: \$ _____

B. County Funding Requested: \$ _____



PROVISIONS FOR PEOPLE WITH DISABILITIES
Required for all Projects

Please indicate what provisions will be made for people with disabilities in compliance with the Americans with Disabilities Act and the Illinois Accessibility Code. All projects **MUST** include a sign-off from IMPACT, CIL, a certified engineer or certified architect. The sign-off is a recommendation or certification on how to bring the project(s) into ADA compliance. It is expected that each community/park district incorporate these recommendations into their application.

It is also permissible to choose pre-fab products (picnic tables, bleachers) that are certified by a reputable company as ADA accessible. **HOWEVER**, it is still the municipality/park districts responsibility to insure that pathways leading up to the modified/improved areas are ADA compliant/accessible as well.

Also, please note that some purchases, like drinking fountains, would require an accessible drinking fountain option. Information about accessible equipment can also be obtained from IMPACT, CIL.



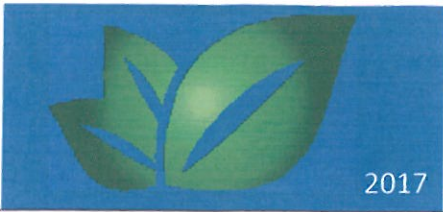
TOTAL ESTIMATED COSTS

\$ _____

\$ _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2017 | PEP Application



RESOLUTION

Resolution authorizing the Mayor/Supervisor/Park Board
To Apply for Park Commission Funds
From Madison County

WHEREAS, the _____ (Village, City, Township or Park Board) proposes to apply for PEP funds for the following project(s):

_____ ; and

WHEREAS, the funding for the projects may exceed the actual amount granted from PEP funds in which the Village, City, Township or Park Board of _____ agrees to fund the completion of the project from another source;

NOW, THEREFORE, BE IT RESOLVED that the Official Board of the Village, City, Township or Park Board of _____ authorizes the filing of the above listed applications to Madison County in adherence to all applicable rules and regulations of the PEP program; and

BE IT FURTHER RESOLVED that the Official Board of the Village, City, Township or Park Board of _____ hereby directs and designates the Chief Elected Official to act as the authorized representative in connection with the filing of the aforementioned applications and all concurrent meetings and hearings associated with the project approval process.

PASSED this _____ day of _____, 2017.

Signature of Elected Official

Attested by Clerk/Secretary

PEP Project of the Year 2015 (awarded in 2016):

Small Park: (below 8,400)

New Douglas Township

Amount Requested: \$15,000.00

Scope of Project:

New Douglas Township Park

- AED
- Fire extinguishers
- Purchase baseball and softball supplies
- Purchase ping pong table, air hockey, and 3 in 1 multi game table
- Purchase equipment for aerobic room in rec center
- Purchase weight equipment for rec center
- Create a toddler room with purchase of kid's soft floor and mats
- Purchase handicap swing and replacement swings
- Purchase landscape materials and ADA Mulch

Village of Pontoon Beach

Amount Requested: \$28,825.00

Scope of Project:

Randall D. Dalton Veterans Park

- Construct a bandstand with an ADA ramp

Nameoki Township

Amount Requested: \$21,700.00

Scope of Project:

Community Park

- Purchase a zero turn mower
- Swing set replacement parts
- Benches
- Pole Saw and Weed Eater
- Paint for old playground equipment
- Work Tools (Rake, Shovels, Broom)
- Geo Dome Climber
- Concrete for basketball court
- Basketball mount and net
- Two ADA Picnic Tables
- Mulch, Flowers, Potting Mix, Planters, Timbers

PEP Project of the Year 2015 (awarded in 2016):

Large Park: (Above 8,400)

City of Highland

Amount Requested: \$48,820.00

Scope of Project:

Glik Park

- Purchase 1 portable batting cage
- Purchase 2 protective screens
- Purchase 3 portable pitching mounds

Silver Lake Park

- Purchase two sets of concrete "bags" games/boards for park guests

Spindler Park

- Make electrical upgrades to pavilion that was installed last year
- Install 3 LED parking lot lights to enhance security

4-Diamonds Ball Fields

- Purchase 1 backstop to replace 50+ year old backstop

Hoffman Park

- Replace chain linked fence with aluminum fencing

Tri-Township Park District

Amount Requested: \$80,745.00

Scope of Project:

- Lake drainage will be improved and will be matched by the Sustainability grant to add rip rap to the failing lake retaining wall
- Make improvements to the petting zoo which will include the construction of a new building that will have shade overhangs for extreme heat and an indoor heating facility during the extreme cold

Collinsville Area Recreation District

Amount Requested: \$165,200.00

Scope of Project:

CARD Administration Building

- Installation of automatic door openers
- Lowering service counter to meet ADA standards
- Purchase of TTY
- Purchase ADA signage for all parks
- Purchase of rubberized mulch for use at playgrounds

Arlington Golf Course

- Improvement of drainage at hole #11
- Installation of an ADA compliant sidewalk from parking lot to the family tent area
- Addition of 12 ADA parking spaces
- Replacement of the irrigation controller at Arlington Greens to improve water conservation/management
- Purchase of ADA picnic tables

Pleasant Ridge Park

- Renovation of playground approach/drainage to improve accessibility

Splash City Water Park

- Addition of 2 ADA parking spaces
- Renovation of landscaping
- Construction of pergola for guests

Willoughby Farm

- Construction of a goat barn
- Renovation of parking area to include ADA parking
- Renovation of chicken house

Schnuck's Park

- Renovation of the gazebo area including a new ADA picnic table, improved approach, and new lumber