MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 9, 2014  TIME: 4:00 p.m.
PLACE: Sunset Community Center

PRESENT: Commissioner Condon, Commissioner Moffat, Executive Director Sheavoun Lambillotte, Supt. of Parks & Properties Larry Gabriel, Superintendent of Recreation, Nicole Vickers, Manager of Peck Farm Park Trish Burns and Supt. of Finance & Personnel Christy Powell

PRESS: None
GUESTS: None

SUBJECT MATTER DISCUSSED:
Sheavoun Lambillotte went over the purpose of the committee meeting which was to discuss the short and long range plans of the Park District. Each year the Geneva Park District updates and revises the Short and Long Range Plan Annual Goals and Objectives of the District. These plans are reviewed by the Long and Short Range Planning Committee and presented to the full Board for approval. Once approved by the Board, the plan is posted to the District’s website. Input and direction for this process comes from program surveys, comment forms, park district staff, the Board of Commissioners, the Master Plan, and the most recent community survey results. Ms. Lambillotte illustrated this concept and process, whereby an idea is generated by the community, board or staff through community outreach or input. Once these ideas are generated, they are then researched and recommendations are made to the board for final action.

SHORT AND LONG RANGE PLAN 2013
Sheavoun Lambillotte, along with the Department Heads, reviewed the 2013 Short and Long Range Plan which included notations of which objectives had been completed, partially completed, incomplete or ongoing. Department Heads highlighted projects that had been completed.

Commissioner Condon asked if there was a greater emphasis on staff accountability. Ms. Lambillotte stated yes, through newly developed financial tools such as the cost of service analysis and through more customer service training, staff has been held to greater standards in accomplishing their goals.

In regards to goal# 1 safety, Commissioner Moffat commented that he liked the idea of utilizing key fobs at facilities as opposed to having to rekey a building should an employee lose their key.

Commissioner Condon asked if plans were in place for the replacement of the Kids Korral. Ms. Lambillotte stated that the replacement would be needed in the next few years as the playground is 5-6 years old and the life span of an indoor playground is shorter than that of an outdoor playground. She stated it has been added to the playground replacement schedule and that staff would be researching options for replacement.

Commissioner Condon asked about the quality of the natural area inventory. Ms. Burns stated that there are areas within Peck Farm which would be rated as excellent but there are other areas
that are not as desirable as they have issues with water run-off which have led to invasive species. Commissioner Condon asked if other parks besides Peck Farm were monitored. Ms. Burns stated yes, that all natural areas are monitored. She stated their current focus is on Sunrise Park and Weaver Park. Supt. Gabriel stated there has been some work at Good Templar with the clearing out of some invasive plants. Staff highlighted the Bennett Park shoreline as a successfully restored natural area. Supt. Gabriel noted that stewardship is probably the biggest challenge to keep out invasive species. Currently staff does all stewardship work in-house but it is a challenge which competes with other priorities such as mowing and garbage collection. Commissioner Moffat mentioned the Geneva Natural Resources Committee as an excellent example of stewardship and volunteerism.

In regards to goal #4, Commissioner Moffat asked why the Pilates Reformer Program was eliminated. Ms. Lambillotte stated that the equipment was too expensive and that trends such as this tend to come and go.

In regards to goal #7, Commissioner Condon asked if the District offered light bulb recycling on Earth Day. Peck Farm Manager Trish Burns stated yes. In addition, staff is currently recycling bulbs and batteries within district offices. Ms. Lambillotte stated that staff is still researching the possibility of offering this recycling publicly, however, with many private retail companies offering this service it may not be an unmet community need.

In regards to goal #8, Commissioner Moffat stated that while he understood the differences in the two objectives of 1) maximizing the tax levy and limited bond and 2) reducing dependence on Real Estate taxes by further diversifying revenue streams, reducing expenditures and/or introducing cost efficiencies he thought it may be confusing to the reader to understand the differences. Supt. Powell stated they are two distinctly different goals and may require further financial education to the board and public to fully understand.

**SHORT AND LONG RANGE PLAN 2014**
Directors Lambillotte, along with Department Heads, reviewed the Summary of Goals from the 2014 Short and Long Range Plan.

In regards to goal #1, Commissioner Moffat commented that he thought the handicap parking space at Sunset would be better suited along the perimeter of the sidewalk versus the current location in the center aisle. Ms. Lambillotte stated she would ask that question of the architects at a time when ADA or parking lot changes were foreseeable.

In regards to goal #2, Commissioner Condon asked whether the District would convert the red metal barn at Peck Farm to a classroom/nature exhibit as she understood the District may also tear down some barns. Ms. Lambillotte stated there are several barns, such as the grey barn and also the Peterson barns that may have to be removed in the future, but the red metal barn is the barn they are considering turning into a classroom or nature exhibit.

Commissioner Condon commented that she would like to see some of the bike paths separated by use for different modes of transportation, such as bikes and pedestrians. With so many bicycles on the path sometimes it is difficult for walkers to walk safely. She would like to see paths segregated by the different types of transportations such as a path devoted to pedestrians and a path devoted to bikers.
Continuing with goal #2, Commissioner Moffat suggested that when the water fountains need to be replaced at Wheeler Park to replace them with a fountain that includes a dog basin. He stated there are many people that walk their dogs along Island Park and this could be of benefit.

In regards to goal #3, Commissioner Moffat thought prior to the expansion of the community gardens the District should wait and evaluate usage in year three. He noted that this past year, there were many gardeners who lost interest and did not keep up with their gardens. Commissioner Moffat also inquired whether the District could outreach to the schools culinary department to see if perhaps they would like to receive donated garden plantings. Gardeners are currently given the opportunity to donate any excess produce to the Northern Illinois Food Bank.

Commissioner Moffat asked if the District would utilize a different product in the replacement of the Peck Farm courtyard pavers since the current pavers seemed to have weathered poorly. Ms. Lambillotte indicated yes they would be investigating different products. Many of the products on the market today are different than those used when the current pavers were installed.

**2014 MASTER PLAN UPDATE DETAILS**

Sheavoun Lambillotte reviewed the 2014 Master Plan Details which included the Capital Improvement Plan (CIP) Budget. Ms. Lambillotte reviewed some of the larger projects in the CIP to be completed in 2014-15, including playground equipment replacements for Meadows Park, Washburn Park and Eaglebrook Park. Ms. Lambillotte stated the completion of Phase III of the pool originally slated for 2014-15 has been deferred until 2018-19 when the District is better able to finance such an undertaking. Currently the District has budgeted in 2014-15 to renovate Sunset pool and to add additional aquatic features.

In addition, future full-time or part-time personnel needs for 2014-2016, future office equipment 2014-2016, future facility needs 2014-2016, and future capital projects or equipment 2014-2016 were reviewed.

In regards to the vehicle replacement schedule, Commissioner Moffat asked whether the 10 year old bus with low mileage should even be replaced since there was not much use and suggested instead the use of a contracted service. Ms. Lambillotte stated that even though the mileage is low the bus experiences daily use with the kindergarten before/after school program.

Commissioner Moffatt asked when the District times the auction of their vehicles. Supt. Gabriel stated that vehicles and equipment are held and sold when they are at maximum sales value. For example, the mowers are held until early spring when buyers are most likely to be looking for mowing equipment.

Under the addition of future full-time and part-time staff, Ms. Lambillotte stated that with the future departure of the part-time administrative assistant that the District would be looking to transition that Administrative Assistant position from a part-time position to a full-time position. The District currently has one open full-time position that has not yet been filled as a result of two full-time facility manager positions combined into one facility manager.

Ms. Lambillotte stated that the parks department would like to add one full-time position. This position would be primarily focused on Athletic Fields. The need for an additional full-time position has become necessary as a result of the extended playing season for baseball and soccer, the need for additional lacrosse fields and the potential expansion of additional future fields.
Ms. Lambillotte asked if there were any questions or comments.

With no further discussion, the committee ended the meeting at 6:30 PM and is in favor of recommending this plan to the entire board at the January meeting.

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Secretary

Submitted By: Christy Powell