DATE: January 14, 2015
TIME: 5:30 p.m.
PLACE: Sunset Community Center

PRESENT: Commissioner Lenski, Commissioner VanderVeen, 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:
Executive Director 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 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 stated new this year the report which used to include two separate documents, the prior year’s annual goals and objectives and the current year’s annual goals and objectives, has been condensed into one report.

SHORT AND LONG RANGE PLAN ANNUAL GOALS AND OBJECTIVES 2014/15 REVIEW AND 2015/16 UPDATE
Ms. Lambillotte highlighted the below short and long range plan goals and objectives.

Goal#1: The Geneva Park District will provide a safe environment at all programs, properties, and facilities.

Ms. Lambillotte reviewed the long term goal of developing and implementing an ADA transition plan to obtain compliance for all facilities, parks and services. She stated that updates to playgrounds are done as parks are replaced per the Districts playground replacement schedule and updates to facilities are currently done as the District can afford them. As dollars are available through the SRA fund these improvements will be made.

Ms. Lambillotte stated that recommendations from the latest PDRMA review will be implemented into the long term plan. In the short term the parks department will continue to install fibrar at all parks. In addition, forthcoming within the next year, the Mill Creek Pool dry playground will install rubber surfacing near the pool.

Supt. Gabriel added that the parks department would like to investigate a phone app for playground safety inspection and record keeping. The Board members old IPAD’s were tested but the operating system was outdated and would not work with the app. Commissioner Lenski
asked what the playground inspection entailed. Supt. Gabriel stated it is quite an extensive checklist. Playground equipment, swings, threads on bolts, protruding equipment whereby a finger or arm could get stuck are all looked at. Ms. Lambillotte stated that the use of an electronic device would make the process paperless and much more efficient. In addition, cameras could also be used to communicate issues.

Goal#2: *The District will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of District residents.*

Ms. Lambillotte discussed the short-term goal of continuing to develop all units of Phase III and IV of Peck Farm Park including paved trails. She stated that the 2002 Peck Farm Master Plan was close to completion with the last parcel, currently being farmed, to be seeded this spring. With this, all but the Peterson property will be natural area. Once this last parcel is converted to natural area the District will apply for grant funding to fund a bike trail, which will stretch out over a five mile loop, a summer solstice and sundial. The bike trail will provide connectivity with surrounding trails. Also, the District would like to extend the sidewalk or trail to a cross walk at Kaneville/Peck Road to provide access from the Geneva Middle school and access between SPRC and Peck Farm. The grant will be applied for this March. The 2002 Peck Farm Master Plan noted this future bike path, however, since that time as residential development has occurred residents are now voicing concerns about the adjacent path being too close to their home.

Ms. Lambillotte reviewed plans for the Sunset Pool renovation including new aquatic features that are partially complete and set to be fully complete this summer. She stated the need to keep the facility up to date and competitive with surrounding pools in the area. Future long term plans include removing the sand area and replacing it with a splash playground, additional lap lanes and activities for older children.

Ms. Lambillotte stated that a long term goal would be to research options to replace the Kids Koral Indoor Playground at SPRC.

Goal#3: *The District will provide and maintain a quality system of existing parks and facilities by updating and improving each site per the most recent Community Survey and Master Plan.*

Ms. Lambillotte discussed the future reconstruction of the retaining wall between the south access road at Island Park and the railroad property. The District has held off on replacing since there is discussion that the third rail will be forthcoming.

Ms. Lambillotte stated that the District completed the purchase of a laser grader and that it would begin to be used this spring for in-house grading of baseball fields. Also, Ms. Lambillotte discussed the need to rehab the windows and front doors in the Peck House and that the District would investigate grants that could potentially fund this project. Also discussed was the upcoming update and replacements of Terney, Wheeler and Weaver Park playgrounds this spring.

Ms. Lambillotte discussed the future expansion of the Community Gardens with additional plots. She stated that the District has the engineering plans ready but will hold off with the expansion until demand warrants. She discussed the partnership with Pepper Valley Homeowner’s Association to renovate the Pepper Valley playground. She stated that an architect has put together plans and that she would be meeting with them to present the plans and cost estimate.
The Pepper Valley HOA has expressed concern over cost and Ms. Lambillotte may present them with a three year repayment option.

Ms. Lambillotte discussed that her and Peck Farm Manager Trish Burns have been investigating the use of sustainable methods of technology for buildings and facilities (ie wind power, solar panels, geothermal). She stated that SPRC was looked at as a possible candidate for this technology but that the payback for this facility would be too long to make it financially feasible. She stated a better candidate would be Sunset or Peck Farm. She is currently looking for a grant to conduct an energy audit on all buildings.

Ms. Lambillotte stated that the ice skating rink at Mill Creek Pool has been completed and is going over well. Ms. Lambillotte stated the expansion of the preschool to Western Avenue School is complete. The District will offer a larger 5 day-a-week program and smaller 2-3 day-a-week program. In addition, she stated that in the next year the District will investigate replacing the SPRC batting cage with a divider for Court 1.

Goal#4: The Geneva Park District will provide creative programs and facilities to meet the needs of its residents per the surveys, Master Plan and other research tools.

Ms. Lambillotte discussed the need to review the registration process for possible updates and computer technology upgrades. She and Supt. Powell discussed the need to assess the feasibility of the required class migration to Activenet in 2017 or choose alternate recreation registration software. Ms. Powell discussed the differences in our current class software with the proposed Activenet system as well as pricing differences. Also, Ms. Lambillotte discussed recreation programs that were suffering not only on a regional basis but at our District as well. She stated those programs would be looked at closely to remarket them or place new revenue generating opportunities in their place. She stated that the District has seen declines in dance, cheer, gymnastics and basketball and to combat that and become more competitive travel teams have been introduced.

Goal#5: The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Functioning as a best management organization requires strong partnerships as a way of developing value for the taxpayers.

Ms. Lambillotte stated that the District meets with other governmental agencies on a regular basis. Current interactions include communicating with the City of Geneva the District’s position regarding the land/cash ordinance. Ms. Lambillotte stated that the District pursues partnerships with other government agencies when it can benefit both. She stated that we are currently working with the City of Geneva regarding the acquisition of some city parcels as well as the Kane County Forest Preserve District regarding the leasing of property for future lighted sports fields.

Goal#6: The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. The District is an equal opportunity employer and provides equal employment opportunities to all qualified persons. We will assure that the workplace culture for our employees fosters professional growth and assures an overall positive working atmosphere. We will dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary.
Ms. Lambillotte again referred to the prior discussion of the required migration to Activenet in 2017 or choose an alternative recreation registration software. Also, she mentioned that the District would be completing a salaries comparison study for the parks department. She indicated that we have lost a lot of parks maintenance staff over the last few years to higher paying jobs. Commissioner Lenski asked if perhaps we could enhance their benefits package to entice employees to stay. Ms. Lambillotte stated that we currently have a competitive benefits package and that many employees that leave mention that to be a huge benefit to working for the District.

Ms. Lambillotte stated that the Service Quality Task Force (SQUAT) continues to implement recommendations from its service quality assessment. Customer service training has been conducted with all full-time employees and the SQUAT team. Additional customer service trainings will be forthcoming with part-time and seasonal staff. The SQUAT team as part of their customer service training has worked with front-line staff to identify barriers they perceive to good customer service. The SQUAT team has taken those comments and identified the top four to begin working on in the months to come.

Ms. Lambillotte mentioned that the Parks Department added one full-time staff member this past year and one part-time staff member. The District previously had one frozen full-time recreation position that has sense been filled by Amy McConnel the Assistant to the Executive Director. There is no request at this time to add personnel. However, should the opportunity present itself, whereby a recreation department full-time employee resigns the District will use that opportunity to restructure the Department to change position duties.

Goal#7: The Geneva Park District offer educational programs, classes and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

Ms. Burns elaborated on this goal stating that the District has worked to implement sustainable plans. The District recently purchased a lightbulb eater, and created a composting plan that will be placed at Peck Farm. Commissioner Lenski asked what a lightbulb eater was. Ms. Burns explained that it crushed fluorescent bulbs making them more compact while removing vapors.

Ms. Burns stated that when looking at alternative energy technologies the District has been very impressed with the application of geothermal technologies put into place by older facilities whereby their heating systems have failed. Solar panels have also been looked at and could be successful in smaller applications, such as the Mill Creek Pool, Sunset Pool, or greenhouses. It is hoped that the District could secure grant funding to assist with these types of projects. Commissioner Lenski mentioned a Tribune article whereby a school in Libertyville had converted to solar panels with much success. Commissioner VanderVeen asked it the District had considered green roofs. She stated that it doesn’t generate heat but does help to insulate a building. Ms. Lambillotte stated that we have not looked into this but that it was a good suggestion. Ms. Burns suggested that Peck Farm may be a good place to implement and to use as a possible teaching tool.

Ms. Lambillotte discussed the completion of the permeable pavers project at Peck Farm and Ms. Burns mentioned that there have been no signs of ice formation on any of the pavers. Ms.
Lambiollotte also mentioned the successful Earth Day program with the recycling of tens of thousands of pounds of material.

Goal# 8: The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Availability of funding and overall good financial health is a prerequisite for carrying out some of the goals and objectives of the District.

Supt. Powell discussed the change in the language regarding the annual tax levy goal. The goal was rephrased to make it clearer the District’s desire to ensure new growth and inflationary increases were included in the levy to meet additional demand and maintain existing service levels.

2015 MASTER PLAN UPDATE DETAILS
Ms. Lambillotte reviewed the 2015 Master Plan Details which included the Capital Improvement Plan (CIP) Budget. Ms. Lambillotte reviewed the five year budget and highlighted the ending fund balance over the next five years. She stated that the District tries to ensure that fund balance of $4M remains from year to year in the fund in case of any catastrophic unplanned expenditures. In addition, funds are accumulated over several years to help pay for larger projects, such as the purchase of a large piece of land or phase III of the pool.

Commissioner Lenski asked what the expenditure for land acquisition was each year of around $140k. Ms. Lambillotte explained it was repayment on the loan for the Peterson property.

Ms. Lambillotte mentioned that the District will begin to increase the budget for playground replacements as staff has noticed projects are coming in higher. Supt. Gabriel stated that a replacement for a small park is approximately $75k, a midsize park $100k, and a large park is $100-$125k. Those amounts will all be increased an additional $25k based on anticipated project costs.

Commissioner Lenski asked what the large expenditure for parking lot repairs was in 2015-16 of $163,308. Supt. Gabriel explained that we see a spike in that year as the School District has repaved the parking lots at Western Avenue School and Harrison Street School of which the District pays 50% of those costs. Commissioner Lenski asked what the large expenditure for soccer fields was in 2015-16 of $150k. Supt. Gabriel explained that it was funds set aside for the development of sports fields on the anticipated leased parcel with the Kane County Forest Preserve District.

Commissioner Lenski asked how costly it would be to place additional lighting at Wheeler Park where the ice rink is located. Supt. Gabriel stated if lights were added to the existing poles cost estimates would be approximately $10-$20k. However, if new poles were added it would be more expensive.

Ms. Lambillotte reviewed the list of Capital Improvement Fund- Fixed Cost Items. She stated we review this list when putting together the budget as it includes all of the types of expenditures to be considered. She stated that we try to keep expenditures steady from year to year, such as with vehicle/equipment replacements. However, in some years we may have a more expensive piece that needs replaced which may increase the overall cost for that year. Ms. Lambillotte noted the success with using Obenauf auctions versus trading in the vehicles/equipment which has helped reduce overall costs.
Ms. Lambillotte reviewed the park acreage listing and noted that River Park has been changed from a leased park to an owned park. Also, she noted on the Playground Equipment Replacement schedule that PepperValley Park was estimated to be replaced in fiscal year 2016 or 2017. The year of replacement depends on the ability of the PepperValley HOA to pay for the project. To assist, the District may allow the HOA to pay off the project over a period of three years. Ms. Lambillotte reviewed the Seventh Street Park and noted that its replacement year may change depending on the building on that property being torn down and sold to the Library. The Library has already stated that they will keep the park. Also, Ms. Lambillotte stated that the SPRC indoor playground has been added to the playground replacement schedule for 2017-18.

Supt. Powell reviewed the technology budget stating that computers are replaced every 3-4 years. Similar to other replacement schedules the District tries to provide for 7-10 computers to be replaced annually to spread costs evenly year to year.

Ms. Lambillotte reviewed future facility needs. She noted that the District would be taking possession of the Peterson property within the next five years and that the District will begin to plan for the use of those buildings and parcel. Ms. Lambillotte also discussed future goals of acquiring land to have lighted sports fields, the update of the Sunset Pool and Mill Creek Pool, and the addition of an outdoor play feature at SPRC.

Commissioner Lenski asked about the condition of the roof at Sunset. Ms. Lambillotte stated that over the years with the many additions to the building there are several types of roofs, such as tar and stone. There are many leaks in the building and currently we have been applying patches but will eventually need a new roof.

Commissioner Lenski added that the replacement schedules in place are good as he had read that Metra is having an issue with not keeping up on its replacement of train cars.

President VanderVeen asked if perhaps the turnover in parks employees had more to do with the lack of future career opportunities. Ms. Lambillotte stated that those that have left cited it was for more money. However, we will be investigating this further and bring forth recommendations to the Personnel Committee Meeting in March.

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