MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 9, 2017  TIME: 4:30 p.m.
PLACE: Sunset Community Center

PRESENT: Commissioner Frankenthal, 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:
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 there was an effort to shorten the document and combine items this year. In addition, she provided a listing of items that were removed on the Long Range Planning Committee memo.

Ms. Lambillotte discussed projects that were identified in the 1-3 year range as detailed in the Capital Improvement Plan (CIP). Those projects include the Peck Farm North bike trail, Mini Golf hut expansion, Sunset ball field renovation, Wheeler Park turf restoration, improvements to the stage at Island Park, and repair of the basement walls at the Peck House. Ms. Lambillotte reviewed those projects that were identified in the 4-5 year range which included green initiatives, a sculpture park, ballfield renovations, the north bike trail, the Sunset HVAC and roof renovation, and the racquetball courts. All projects identified at the Capital Planning Meeting have been included in this document as well as results from the Community Survey and the Community Survey Action Plan.

Ms. Lambillotte reviewed the 2016 Master Plan Details. This document mirrors much of what is in the Long and Short Range Plan. It provides CIP project descriptions, highlights fixed cost items, the vehicle replacement schedule, five year technology budget, and park playground replacement schedule.

Ms. Lambillotte stated that the greatest accomplishment this past year was the implementation of the new recreation software program. She noted that staff devoted many hours to planning, training and implementation to ensure the project was completed seamlessly. Commissioner Frankenthal asked if there were any surprises with the new software. Ms. Vickers stated there were no big surprises just a few adjustments to be made here and there.

Department Heads highlighted capital projects in the Long/Short Range Plan.
Ms. Burns stated that the Peck Farm parking lot and restroom expansion project is moving forward. Ms. Lambillotte stated the prefab building may not be an option for this project as all plumbing has to be done within Illinois and depending on the bid results we may have to reject our current plans and look for a less costly option for the restroom.

Ms. Burns reviewed upcoming projects which includes adding additional interpretive signage in the courtyard and prairie as well as updating some of the historical buildings at Peck. This past year the roof of the Orientation Barn was replaced. Included in the upcoming fiscal year is the replacement of the historic windows of the Peck Farm house. Commissioner Frankenthal asked if the windows would be removed and reconditioned. Ms. Burns stated yes and the work would be completed by a company that specializes in historical buildings. Ms. Burns noted that the basement walls and roof of the house would need to be addressed in the future. The Peck Farm house roof which has architectural tiles needs to be replaced as it is 20 years old. Commissioner Frankenthal asked if the tiles were slate. Ms. Burns stated they were shingles. Commissioner Moffat asked if that was the only roof on the house or if it had been reroofed over an existing roof. Ms. Burns stated she believed there was only one roof. Finally, Ms. Lambillotte added that the Northside of the Peck Farm trail would be improved and that planning should get underway regarding the use of the Peterson property.

Mr. Gabriel discussed the utilization of a GIS system to complete a tree inventory. This inventory denotes donor trees, plaques and donated benches. It also provides information as to where utilities are located. Mr. Gabriel stated staff was working on a bike trail map which shows connectivity to other trails. This map will include the distance of each trail as well as the total trail miles.

Ms. Lambillotte highlighted the natural areas maintenance plan and removal of invasive species. The removal of invasive plants is already complete at Wheeler Park and staff is currently working on Sandholm Park. Commissioner Moffat asked if Jay Womack had been consulted regarding Good Templar and whether he had been asked if he and his volunteers could assist. Ms. Lambillotte has asked Jay for help but he stated they were already committed to the Forest Preserve project which will take a long time to complete. Mr. Gabriel noted that parks staff is halfway done with Good Templar Park and would be doing a test burn shortly. Ms. Lambillotte added an inventory of Peck Farm natural areas has been completed along with a natural area maintenance plan. Ms. Lambillotte stated the south side of Peck Farm needed the most work clearing invasive species. Mr. Gabriel noted in the offseason staff would concentrate on scrub tree removal. Ms. Lambillotte stated that the District would try to burn on an annual basis weather permitting.

Mr. Gabriel highlighted the upcoming renovation of the baseball fields and how this work is completed in-house. Wheeler and Dryden have been successfully completed and the Sunset field is next. Commissioner Frankenthal asked if the existing field is scraped and new dirt brought in. Mr. Gabriel stated that staff measures the grades and slopes of the field to assess drainage needs. If necessary, new dirt is brought in but not much dirt is removed. Mr. Gabriel highlighted the disc golf course and the free artificial turf and bricks used to repair tees. Mr. Gabriel stated the Logan tennis courts are up for resurfacing and that the cost will be split 50/50 with the School District. This work will be done at the most opportune time when school is out. Commissioner Moffat asked if there would be adequate signage alerting users of upcoming work. Mr. Gabriel said yes, users would be notified well in advance. Mr. Gabriel discussed the replacement of the
Wheeler Maintenance roof and its inclusion in the CIP. Mr. Gabriel discussed upcoming playground replacements of Lovett, Arbizanni and SPRC.

Mr. Gabriel highlighted the successful snow removal along the path of Wheeler and Peck Farm. Staff will do some test runs on the Fox River trail to assess time and effectiveness. Mr. Gabriel highlighted the upcoming work to be done to help preserve the Monarch butterfly and bee population by providing prairie seed stock at select locations to develop pollination gardens. The District will reach out to seniors and Fox Valley Special Recreation Association members to volunteer their time to sow seeds for this project. Finally Mr. Gabriel highlighted the winter maintenance list and the carpentry work to be done at PH38.

Ms. Vickers highlighted the move of PH38 to its new location, stating the build out is complete and productions have begun. All productions thus far at this location have turned a profit. The new location is larger and allows for more seating. Ms. Lambillotte added that the District is in receipt of a $1,000 donation to enhance the lighting at PH38.

Ms. Vickers highlighted the upcoming addition of a sprayground at Mill Creek Pool which will be installed this year. In addition, staff has begun working on ideas regarding the Mini Golf Hut expansion. She reviewed the reorganization of the recreation staff with the addition of Sara Sielisch taking on the responsibility of recreation coordinator and aquatic supervisor. Ms. Vickers discussed the change in recreation software as being a large undertaking that went well. She highlighted the replacement and/or repair of the racquetball courts. Commissioner Frankenthal asked if there was any mold issue. Ms. Vickers stated that she did not know of any mold issue associated with the racquetball courts. Ms. Lambillotte stated the District was in the process of doing an air quality test at Sunset Community Center.

Ms. Vickers discussed conducting a new survey which focused on those using the facilities as opposed to fitness center member facility surveys. She stated that new program ideas would be forthcoming incorporating the riverfront at Island Park and River Park. She highlighted the replacement of the HVAC and roof at SCC. She discussed rebranding the AOA and senior programs. Ms. Lambillotte stated there are many programs offered to AOA and seniors but most of them get cancelled. Staff will be doing more outreach to develop programs of interest to this group with a large focus on health and wellness. Commissioner Moffat asked if there were groups that could coop with the District in this endeavor. Ms. Lambillotte stated that the District would look for opportunities to coop with groups to offer health and wellness programs. Discussion was had regarding an outdoor health circuit for adults.

Ms. Powell highlighted the completion of Affordable Health Care reporting and implementation of the IL Travel Expense Act. She discussed the successful implementation of the new registration software. In regards to upcoming projects, she highlighted the purchase and installation of Rectrac equipment at seasonal facilities. In addition she discussed integrating the Peck Farm Maintenance telephone system with the rest of the District’s facilities.

Ms. Lambillotte asked Ms. Powell to review the CIP in the Master Plan Details. Ms. Powell reviewed the CIP and noted the fund balance drop. However, with the payoff of the Alternative Revenue Bonds in 2019 more funds could be diverted to the CIP if needed.

Ms. Lambillotte reviewed the need to possibly rebid the restrooms for the Peck Farm Parking Lot and Restroom expansion project if costs come in too high. Discussion was had regarding restroom alternatives, such as, portable toilets, compostable toilets, and seasonal toilet facilities.
Ms. Lambillotte discussed green initiatives which included replacing a fleet vehicle with an electric vehicle. She discussed in-house battery and electronic recycling. Commissioner Moffat asked with the possible tear down of the racquetball courts if there was the possibility to use geo thermal as a source of energy. Ms. Lambillotte stated that the consultant working on the SCC HVAC/roof replacement is looking into these sorts of options. Commissioner Moffat added that grant funding for these types of projects makes them more feasible.

Ms. Lambillotte stated the replacement of the indoor playground at SPRC has been pushed back from FY18 to FY19. She stated the indoor playground is not bringing in the revenue and utilization as it was. Therefore, further thought should be given as to the future of this space. The space may be rededicated. She also mentioned the delay of the 7th Street Park and Marjorie Murray Park playground replacements based on the future expansion plans of the Library and School.

Ms. Lambillotte discussed full-time staffing needs. The District may look to reorganize and add an Assistant Superintendent. Currently the Supt. of Recreation has 10 direct reports. If the District was to add this position it would most likely do so when an opportunity arises through attrition.

Commissioner Moffat congratulated staff for all of their completed accomplishments identified in the long/short range plan.

With no further discussion, the committee ended the meeting at 6PM 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