

**GENEVA PARK DISTRICT  
CAPITAL PLANNING MEETING MINUTES  
SUNSET COMMUNITY CENTER  
November 6, 2017  
4:30 p.m.**

CALL TO ORDER

The meeting was called to order at 4:30 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President Frankenthal, Commissioner Pat Lenski, Commissioner Moffat and President Susan VanderVeen answered present. Commissioner Condon arrived at 6:50 p.m.

Staff members present were Executive Director Sheavoun Lambillotte, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Larry Gabriel, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Interpretative Center Trish Burns and Accounts Payable/Payroll Manager Linda Fox.

Guests: Tom LaLonde, Williams Architects

NEW BUSINESS

Ms. Lambillotte stated that the Capital Planning Meeting helps plan the direction and future of capital projects for the district. She reviewed several items at SRFC that are in need of repair and/or updating. Tom LaLonde gave an overview of the roof & insulation replacement needs, as well as some scenarios for replacing the HVAC systems to be more energy efficient. The cost estimates for those needs were also discussed with the board and staff. Other items such as masonry work on the garage, the courts, expanding the floor plan of the fitness center and the options for making the front entrance ADA compliant were also reviewed. Prior to moving forward staff plans on soliciting the members for their input. Ms. Lambillotte reviewed the memo provided by staff with the board and staff's recommendations for the above discussed improvements.

Ms. Powell presented a power point presentation regarding the District's capital planning process and reviewed the District's Mission Statement. She also reviewed our alternative revenue sources. She reviewed the amount of funds received from real estate taxes and user fees over the past twenty years. Tools such as the Master Plan, Community Survey, Short & Long Range Plan, Program Evaluations, board member feedback, recreation trends and community feedback are used to identify capital needs. Ms. Powell reviewed several of the capital projects these tools identified and how we are working towards implementation. She stated that consideration is also given to a project's revenue generating potential as well as a project's annual maintenance and repairs.

Ms. Powell reviewed the projects identified at the 2016 Capital Planning Meeting and the status of projects. Small dollar (under \$500,000) projects that were identified as high priority were the Peck Farm Park North Bike Trail & Master Plan, the Island Park overlook & stage, the Mini Golf Hut and the Sculpture Park. The PFP North Bike Trail and Mini Golf Hut Expansion were moved into the large dollar projects as they are now budgeted over \$500,000.

Ms. Powell identified revenue generating projects: Mill Creek Sprayground, Mini Golf Hut Expansion, Sunset Pool Sprayground and Sunset Pool Phase III. Ms. Powell identified maintenance & repair projects: replacement of SRFC roof/HVAC, wall repair in the Peck Farm House basement, roof and window replacement for the Peck House, the renovation of the Mini Golf Hut, and replacement of ballfield lights.

Ms. Powell reviewed future financial considerations including land cash, payoff of the Peterson Property in 2019, the maturity of alternative revenue bonds, the tax freeze legislation, aging of infrastructure of SRFC now and SPRC in the future, and a large amount of unfunded projects. She reviewed the future land cash payment opportunities for the district. Those include the Cetron property, the development of the Landmeijer property, Campana, and more. Also discussed were the ways in which we can fund the unfunded projects. These include Alternative Revenue Bonds, a 10-year outlook on savings, and future grant opportunities that we may be eligible for.

Ms. Powell provided a list of unfunded projects both small and large.

**Small \$ Projects to be considered:**

**Peck Farm Restroom (6 votes-budgeted) - Favorite**

Sunset Ballfield Lights

Peck Farm Ballfield Lights

Island Park Stage Cover (3 votes)

Peck Farm House Windows (2 votes)

Peck Farm House Roof (2 votes)

Peck Farm Basement Walls (budgeted)

Peck Farm 3 Sided Barn Replace dry/rotted wood

SPRC Indoor Playground (1 vote)

Green Initiatives (2 votes)

Remodel Bath House (family changing area) (2 votes)

Pepper Valley Tennis Courts

Adult Fitness Playground (1 vote)

Teen Obstacle Course (3 votes)

Dog Park (2 votes)

Development of Bennett North/Sculpture Park (2 votes)

Another small \$ project under consideration is a Spray Ground at Sunset Pool, however it was not included in the above vote. This project is budgeted for the Fiscal Year 2018-2019.

Ms. Lambillotte reviewed the large \$ projects (below) that we already have budgeted over the next 3-5 years. In terms of the upgrade of existing neighborhood and community parks, Ms. Lambillotte stated that we upgrade neighborhood and community parks per a replacement schedule at least once every 15 to 20 years depending on the condition of the park. Mr. Gabriel stated that the park locations & equipment are reviewed annually. At times, such as this year, several parks were pushed off due to still being in great condition.

A discussion was had regarding the development of an Adult Playground, development of a Teen Obstacle Course, the remodeling of the Bath House, replacement of the SPRC Indoor Playground, installation of a Covered Stage area at Island Park, the development of Bennett North/Sculpture Park, and development of a Dog Park.

**Large \$ Projects to be considered:**

PFP North Bike Trail (7 votes-budgeted)

Mini Golf Hut Expansion (7 votes-budgeted)

**Sunset Roof/HVAC (8 votes-budgeted) – Favorite**

Sunset Racquetball Court Masonry (7 votes)

Island Park N.E. Retaining Wall

Wheeler West Trail (3 votes)

Landmeier 5 Acre Property Development  
New Preschool Site  
Peterson Property Development (2 votes)  
Sunset Pool Phase III (2 votes)  
PFP Nature Center  
East Side Athletic Complex  
Large Community Park East Side

Discussion was had regarding the audit transfer, limited bonds, fund balance & possible future grant funding. Ms. Lambillotte stated that the results of this meeting will be compiled and reported back at the next board meeting as well as incorporated into the short/long range plan and the CIP budget.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 7:17 p.m. Vice President Frankenthal seconded. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell