

MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 10, 2018

TIME: 4:30 p.m.

PLACE: Sunset Community Center

PRESENT: President VanderVeen, Commissioner Condon, Executive Director Sheavoun Lambillotte, Supt. of Parks & Properties Larry Gabriel, Superintendent of Recreation Nicole Vickers, Manager of Peck Farm Park Trish Burns, Supt. of Finance & Personnel Christy Powell and Accounts Payable/Payroll Manager Linda Fox. Vice President Frankenthal was absent.

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. She provided a listing of items that were completed and removed on the Long Range Planning Committee memo.

Mr. Gabriel highlighted several completed projects done by the Parks Department. These include the Monarch/Bee gardens installed at several of our East side parks, the replacement of the Good Templar Bridge along the Fox River Trail, continuation and expansion of greenhouse programming, the restoration of the Sunset/Bob Cox ballfield and the installation of White Oaks into several of our parks for the "Oak-tober" planting program.

Ms. Burns highlighted several completed projects at Peck Farm Park. These include the parking lot expansion & improvements, STEM programming has expanded thanks to the donation of equipment from the Foundation and a few of the shutters for the Peck House were restored. Many structural updates will need to be made at the facility due to the age of the buildings over the next few years. Commissioner Condon asked about the replacement of the Peck House windows and the process of restoring those was discussed with staff.

Ms. Vickers highlighted several completed projects done in the Recreation Department. These include the construction of the new sprayground at Mill Creek Pool, the redesign of our website last spring, our new fitness website and the new marking campaign for our fitness centers. We are now a year into the conversion of the RecTrac software. Staff continues to learn new things and customize it for our specific usage. Our preschool is going very well after having separating from the school district last fall. On the horizon is the next PDRMA Risk Management Review, as well as researching the feasibility of constructing a new Mini Golf hut, installing a new sprayground at Sunset Pool and also replacing the HVAC and roof system here at Sunset Community Center. Some smaller projects we are looking at doing are expanding our preschool offerings with more full-day options, the improvement of our on-boarding and off-boarding

program for staff, as well as, looking at the energy efficiency audit done to work on lowering our utility bills.

Ms. Powell highlighted several administrative items that have changed over the past year. The IL Travel Expense Act Ordinance was passed and we are now approving travel expenses for board members at board meetings and ensuring staff expenses stay in compliance with the new law. We successfully implemented a lot of the seasonal equipment this past year for RecTrac. The phone system at the Peck Farm Maintenance building was integrated with the phone system here along with all of our other facilities. Moving forward we are looking to implement a multi-year (two) operating budget to give us a better idea of future budgetary needs.

Ms. Lambillotte updated the committee on several projects that have been heavily focused on this past year. These include the work done in our natural areas to remove any invasive species, specifically Peck Farm North and South. There is quite a bit of work left to do in this area. Our goal of revamping our fitness centers and pool is coming along very well. The implementation of our new registration software has greatly improved the way our accounts payable & receivable function, as well as seeing a noticeable improvement in the Recreation Department.

Ms. Lambillotte briefly mentioned several items that were completed and removed from the Long/Short Range Plan. Commissioner Condon asked about the natural areas plan moving forward. Ms. Lambillotte & Mr. Gabriel both explained more specific details on the areas that we will be focused on and what will be done in those areas to eradicate any invasives. We plan on being very aggressive to gain control through burning, plantings and removals. Ms. Lambillotte also mentioned that in our plan to finish the Peck Farm Park North bike trail we are looking to capture as much grant funding as possible for these projects. Details for the timeline of the process of grant application, were discussed.

Ms. Lambillotte discussed projects that were identified as detailed in the Capital Improvement Plan (CIP). Those projects include: completing the PDRMA Review, building new restrooms at PFP, finishing up the sprayground at Mill Creek Pool, installing a sprayground at Sunset Pool, developing the Bennett North property, rebuilding the Mini Golf hut, replacement of the roof and HVAC at Sunset Community Center, expansion of our preschool, on-boarding and off-boarding for employees, installation of hand dryers to replace paper towels at all of our facilities and continuing to institute processes for energy savings.

Ms. Lambillotte reviewed the 2017 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 highlighted several items on the construction fund summary (CIP). Under revenues, we have been very conservative in our estimates for investment income, as we anticipate it being higher than what we have reflected. Also, the land/cash revenue is expected to increase between years 2020-2023. Lastly, the fund balance shows a significant increase after the next budget year due to paying off some debt, including the Series 2010 Revenue Bonds that will free up more money in the operating budget to devote to the audit transfer. Revenue sources, as well as unfunded projects were also discussed.

Mr. Gabriel stated that staff are constantly reassessing the vehicles and equipment to keep the numbers as consistent as possible each year. Working with Obenauf auctions to sell our vehicles

that have outlived their useful lives for us has proven monetarily beneficial as well. Looking at the replacement schedule we are hoping to keep the Dodge van in our fleet a bit longer. We would like to replace it with an electric vehicle once more options become available. The Ford bus is up for replacement next year and staff has discussed eliminating the lift option in the next bus purchased, as we are able to borrow a bus with a lift from FVSRA if needed.

Ms. Lambillotte reviewed the playground replacement schedule. Some properties that are on hold or that have been pushed back are Marjorie Murray Park and Fourth Street Park due to us not yet knowing what the school district's final plan is moving forward for either site. Seventh Street Park is still on tap for replacement with the construction of the new library. Residents have voiced their concerns in favor of keeping a park there and the library is in agreement with the park district to do so.

With no further discussion, Commissioner Condon made a motion to adjourn the committee meeting at 6:02 PM. President VanderVeen seconded. All ayes. Motion carried.

Secretary

Submitted By: Christy Powell