

MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 9, 2019

TIME: 2:00 p.m.

PLACE: Sunset Community Center

PRESENT: Commissioner Moffat, Commissioner Condon, Executive Director Sheavoun Lambillotte, Supt. of Parks & Properties Jerry Culp, Superintendent of Recreation Nicole Vickers, Manager of Peck Farm Park Trish Burns, Supt. of Finance & Personnel Christy Powell and Administrative Assistant Amy McConnell.

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 briefly mentioned a listing of items that were completed and removed from the short and long range plans on the Long Range Planning Committee memo.

Ms. Burns highlighted several ongoing and completed projects at Peck Farm Park. These include the implementation of the Natural Areas Management Plan, new interpretive signage and the restroom construction project. The installation of the signage and the restrooms should be done this spring. For this upcoming year we plan to look at the infrastructure of the Peck House, the 3-Sided Barn and the Orientation Barn. Staff will continue to offer STEM programming. Commissioner Moffat inquired about STEAM vs. STEM programming. Ms. Burns clarified that we do include art in the programming and we will also be including it in new camps being offered this summer. The KCCN program was revamped to be more consistent with other agencies programs.

Ms. Vickers highlighted several ongoing and completed projects done in the Recreation Department. These include the completion of the PDRMA Risk Management Review; the construction of the new spray ground at Mill Creek Pool; the HVAC/roof replacement work done at Sunset Community Center; expansion of programming for toddlers/youth to include evening and weekend classes; introduction of full day preschool and enrichment programming; introduction and expansion of BestLife Fitness; the transition to LED lighting in all facilities; and the new employee onboarding program. The Committee and Staff discussed ways of offering the onboarding binder online or digitally for quick access. On the horizon is the introduction of an intruder policy; the renovation of the Mini Golf hut; installation of a spray ground at Sunset Pool; updating the locker rooms at the pools to include a family changing area; a drop-in fitness class option; and the implementation of quality assurance and the communication plan at the pools. Staff will also be focusing on making over and/or expanding upon the races and Halloween events.

Ms. Powell highlighted several administrative items that have been addressed over the past year. Staff salaries for full time employees were assessed and we plan to do the same for part time staff this upcoming year. The salary policy was also updated to include more comprehensive information about salary ranges, promotions, demotions, etc. and outlines responsibilities of board, executive director and superintendent of finance. We continue to encourage continuing education for employees and focus on their achievements each year by acknowledging those achievements at our full time staff meetings. We rolled out our Ideas Count program that asks full time staff for new innovative ideas to help the district. Many of those ideas have already been implemented. We also implemented a multi-year (three) operating budget to give us a better idea of future budgetary needs.

Mr. Culp highlighted several completed projects done by the Parks Department. These include the Monarch/Bee gardens installed at several of our West side parks; the installation of a water line at Garden Club Park; the invasive tree control plan that allows staff to be more proactive; the installation of signage along the Fox River Trail; the relocation of the ice rinks to save money due to them being more efficient, as well as, being easier to set up; installation of a grass infield at the Don Forni baseball field; turf on the inside of the backstop at the Eagle Brook field that will help in slowing down the erosion of the ball mix; the new pretreatment program for ice/snow control throughout the district. We plan to implement a new asset management, work order program to better predict future expenses for replacement of roofs, asphalt, trails, etc. This program will also allow us to go more paperless and to communicate more efficiently with the front line staff. We will also be working with GBA on future improvements to other ballfields, including drainage, lighting and the conversion to LEDs for the lighting. Additional training will be offered to new and seasonal staff at the shops. Staff will also be partnering with other districts and agencies to do trainings for prescribed burns and the use of chainsaws, as well as, sharing equipment with these agencies. We have had some interest shown by volunteers from the KCCN to help out in our parks and we are putting together a plan for that to come to fruition. Lastly, staff will be doing some trail work in preparation for the anticipated trail connection from Wheeler Park to Route 38. Commissioner Moffat agreed that there is value in computer-based training and that the new work order system will better serve the district. Commissioner Condon commented on dog friendly parks and/or a dog park in the district. Director Lambillotte stated that a possible partnership with another agency may be a way of introducing one in Geneva.

Ms. Lambillotte discussed projects that were identified as detailed in the Capital Improvement Plan (CIP). She reviewed the eight goals and the projects within each. Those projects include: the completion of the PDRMA Review, the ADA transition plan, additional training for staff, adding more outdoor surveillance cameras, installation of a new park by the library, the restrooms at Peck Farm, the spray ground at Sunset Pool, the trail connection at Wheeler Park, updating and/or renovating existing sports fields, adding our tree audit into the new asset software, working with the UP Railroad on the details of the third rail and updating the locker rooms at Sunset Pool. Commissioner Moffat asked about the timeline for the ADA items that need to be addressed. Director Lambillotte explained the process and that perhaps we are nearing the time to do another audit to assess our progress. Commissioner Condon suggested that staff investigate a way to put a sidewalk to the west of the SCC parking lot or down the middle of the lot for families with small children to get them out of the actual parking lot as they enter/exit the building. Additional projects discussed were: adding more wellness focused programs, rebranding the entire district, researching need for programming in the red barn at Peck Farm and several others already mentioned above.

Ms. Lambillotte reviewed the 2018 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 projects on the construction fund summary (CIP). Under expenditures, the numbers were explained for the following: Sunset Fitness & Community Center, Parking Lot Repairs, Wheeler Maintenance Facility, Sunset Swimming Pool, Island Park, Park Trail Improvements, Play Equipment Repairs/Replace, Stone Creek Mini Golf, Land Acquisition and Peck Farm.

Supt. Culp reviewed some upcoming changes in the Parks Department. Staff will now have a more centralized mowing operation. We plan to replace two smaller mowers with a larger one and two crews will operate out of Wheeler Park. As work trucks are being replaced we purchase those that seat 4, instead of 2, in an effort to take less trucks to the sites. Also, the east and west sides will be working together more on future projects.

Commissioner Condon inquired about the replacement of the indoor playground at SPRC. Director Lambillotte explained that staff may restructure the space and that new possible ideas/options are being discussed.

With no further discussion, Commissioner Condon made a motion to adjourn the committee meeting at 4:00 PM. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell