

MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 15th, 2020

TIME: 12:30 p.m.

PLACE: Sunset Community Center

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

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. This year the leadership team changed the format to make it more user friendly for the staff and the Board. Short/Long term goals are listed first and include past completed goals as well as specific goals staff plans to tackle next fiscal year. Ongoing goals are listed next, as a guideline for forming short/long term goals in the future. Also added were the District's Vision and Value Statements. 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. Burns highlighted several ongoing and completed projects at Peck Farm Park. These include invasive removal at Peck South, restoring historic windows and front door of Peck House and offering full day camp options at Peck. Another focus is going to be on maximizing programming at Peck with potential program space in the Red Barn. Ms. Burns stated that installation and updated interpretive signage at Peck Farm Park is complete. Staff also plans to provide programs/training regarding the changes to recycling standards.

Ms. Vickers highlighted several ongoing and completed projects done in the Recreation Department. These include the completion of the sprayground at Sunset Pool; the Sunset Community Center roof replacement and HVAC replacement; implementing "drop-in" options for fitness classes; expanding pre-school including full day options and evaluating Halloween events for future viability and growth. On the horizon is the renovation of the Mini Golf hut; working with PDRMA to create spreadsheets for incident/accident report reporting; complete BASSETT training for the entire Recreation Department; research adding/constructing pickleball courts at Don Forni Park; Sunset Phase III improvements including parking lot and addressing ADA issues in front walkway; utilizing email/text messaging as a communication link with program participants; review programs and the registration process for possible updates and computer technology upgrades to help minimize and reduce paper; develop partnerships with private businesses to increase participation and awareness and incorporate event specific training for volunteers. Commissioner Moffat mentioned that utilizing the texting options for residents is

the new tech savvy way that people are moving towards. Ms. Vickers agreed and said that we would do more research on implementing texting as a way to communicate with residents for class availability and new offers.

Ms. Powell highlighted several administrative items that will be addressed over the next year. We plan to complete and implement Reasonable Suspicion training for staff with the legalization of marijuana. She stated that we have begun implementing the IL minimum wage law which began on Jan 1, 2020 and will continue through Jan 1, 2025. With that, comes analyzing the budgetary impact of increased minimum wage rates and wage compression. The District plans to provide cost recovery training to employees to ensure proper financial management of programs. Ms. Powell stated that we will conduct a salary survey of all full-time employees to ensure we are in alignment with market rates and compliance with exempt employee legislation and minimum wage.

Mr. Culp highlighted several partially completed projects and ongoing projects that the Parks Department are working on and will continue to work on. These include removing Osage Orange and Ash trees from Washburn Park, continuing removing invasives throughout the parks, research replacing the orientation barn ceiling, research plans to renovate the Gray Barn at Peck Farm to be used for storage to free up the Red Barn so it can be used for programming, research adding exercise stations or an adult playground at parks, dedicating a dog friendly area at Wheeler Park, complete renovation plan for Skate Park, redesign of Garden Club Park, utilize the Greenhouse to offer propagation classes, enforce “No Idling” policy, purchase new vehicles and equipment with idle shutdown, continue with researching applications for ice/snow control to reduce the use of salt, installing motion activated light sensors in shops and continue with LED replacements throughout the District. Also mentioned was completing a tree audit system to account for new plantings, memorials and tree removals and a fuel monitoring system for fleet vehicles. Some other projects include partnering with the Geneva Park District Foundation to add a play/climbing structure out at Peck Ball Fields and planting an Oak Savannah at Peck North. Continued trainings will be offered to new and seasonal staff on all equipment to ensure safety measures are being met. Staff will also be partnering with other districts and agencies to do trainings for prescribed burns, proper use of equipment and the use of chainsaws with these agencies.

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. The projects mentioned include: working with architects on the completion of Phase III of the Sunset Fitness and Community Center, researching outdoor surveillance cameras, the trail connection at Wheeler Park, acquiring land west of Randall Road for a future Community Park site, working with the UP Railroad on the details of the third rail and replacing the original sign at Sunset Community Center with an digital scrolling sign. Commissioner Moffat asked about the timeline for the new sign and suggested having an open discussion with neighbors to ask questions and address concerns. Director Lambillotte explained that the District will have to get a permit from the City first and would be open for residents to ask questions. Additional projects discussed were: completing a community survey this year since it has been 5 years since the last one was completed, continue training and promoting a strong work place culture including inter-department interactions and investigating the resurfacing of Moore Park, Sunset bathhouse and the Sunset sprayground with a tuff coat surface that provides a non-slip surface and bright colors.

Ms. Lambillotte reviewed the 2019 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, Play Equipment Repairs/Replace, Stone Creek Mini Golf, Land Acquisition and Peck Farm Bike Path in conjunction with the OSLAD grant funding. She also mentioned that the District plans to adapt the red metal barn into program space at Peck Farm, integrate the Peterson property into the Master Plan, repurpose an additional storage building at Peck Farm, a small ballfield renovation at Sunset, updating the Geneva Park District Master Plan in 2024 and Distinguished Agency reaccreditation in 2022-2023.

Supt. Culp reviewed some upcoming changes in the Parks Department. Staff will continue with the centralized mowing operation. This upcoming year, we plan to replace two smaller mowers with a larger one to make the District more efficient. The District also plans to incorporate a fuel monitoring system for fleet vehicles to reduce costs.

Commissioner Moffat noted that the format change was a great idea and that the report was very detailed and well put together.

With no further discussion, Commissioner Moffat made a motion to adjourn the committee meeting at 2:10 PM. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann