

MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 12th, 2020

TIME: 4:00 p.m.

PLACE: Virtual Via GoToMeetings

ROLE CALL: The Long Range Planning Committee Meeting was called to order at 4:03 p.m. Vice President Frankenthal (remote) and Commissioner Cullen (remote) both answered present.

PRESENT: Commissioner Cullen (remote), Vice President Frankenthal (remote), Executive Director Sheavoun Lambillotte (remote), Supt. of Parks & Properties Jerry Culp, Supt. of Recreation Nicole Vickers (remote), Supt. of Finance & Personnel Christy Powell and Administrative Assistant Brynn Pattermann (remote).

ADOPT TEMPORARY PUBLIC COMMENT RULES:

Vice President Frankenthal made a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Cullen seconded. All ayes. Motion carried.

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. The leadership team used the same format from last year as it is 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 included were the District's Vision and Value Statements that were reviewed and approved by the Board last year. 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. While staff feels it is important to review this document each year, our short term goals largely revolve around COVID-19 recovery. Due to the impact of COVID-19, many of the District's goals and objectives, including Capital purchases, have been deferred as we navigate recovery. The primary focus going forward will be to bring the District back to its financial position prior to March of 2020. The Park District staff and Board members will attempt to accomplish their goals to the best of their ability.

Ms. Vickers highlighted several ongoing and completed projects done in the Recreation Department. These include the completion of Confined Space training for a few staff members and completion of Bassett training for the entire Recreation Department. Staff is researching a Pandemic policy along with procedures for the District to adopt. On the horizon is the renovation of the Mini Golf hut; renovation of the locker rooms at Sunset Pool, including a family restroom; evaluating Halloween events for future viability and growth; continuing to develop partnerships

with private businesses to increase participation and awareness of our programs; and continue to work cooperatively with the School District. Staff is working to incorporate event specific training for volunteers and also cross-train the front office staff at both facilities to provide additional coverage when needed. Ms. Vickers added that the interpretive signage at Peck Farm Park is nearly complete and should be installed within the upcoming months.

Ms. Powell highlighted several administrative items that will be addressed over the next year and also highlighted items that have been completed. The District has completed and implemented Reasonable Suspicion training due to the legalization of marijuana and has also developed an onboarding and off-boarding employee program. We continue 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. The District is in the process of reviewing programs and the registration process for possible updates and computer technology upgrades; utilizing widely used email/text messaging as a communication link with program participants. The District will continue training and promoting a strong workplace culture which includes focusing on inter-department relations. The District is also looking into purchasing software to implement paperless employee packets. The District is in the process of converting over to MetroNet as our internet service provider, which will result in faster internet speeds at all our facilities for the same cost as our old provider. Ms. Powell stated that we will continue to monitor and report to the board the financial impact of COVID-19 on the budget. Lastly, the District has applied and received grant relief funding for COVID-19 expenditures and will continue to look for additional funding when available.

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; addressing water intrusion at Island Park with the Grant the District received; implement a Master Key system for buildings; customizing facility inspection checklists for preventative maintenance; research outdoor surveillance cameras at facilities; and research new dog friendly elements at some parks. Vice President Frankenthal asked about the dog friendly elements. Supt. Culp stated that the District is looking to add in some of our parks more dog friendly elements that dog owners can utilize while their dogs are on leash. Staff is in the process of mapping all memorial trees with GIS and develop a maintenance plan. Several new park signs have been designed and installed throughout our parks and will continue until they are all replaced. The first 50 trees have been planted at Peck North to start the Oak Savannah, an additional 50 trees are on order and will be planted in conjunction with Earth Day. Staff has been collecting acorns and have been planting them in our greenhouse to give them away in the spring. Vice President Frankenthal added that this was a great idea and we should consider utilizing the acorn trees at some of our events. The Parks Department's cross training of staff to learn more trades has proven to be beneficial and has provided cost savings for the District. We have been able to do many tasks in-house including concrete work and repurposing limbs/trees as furniture to be added in the parks. The renovation of the Skate Park has been put off, but staff looks forward to this process once we have financially recovered from COVID-19. Staff continues to research the best practices for ice/snow control and conducts training on the reduction of salt use. Plans continue for vehicles and equipment that come up for replacement with units that have idle shutdown. Staff has been partnering with other districts and agencies to do trainings for prescribed burns, proper use of equipment and the use of chainsaws.

Ms. Lambillotte discussed some ongoing and completed projects as well. Some of these projects include the completion of Fourth Street, Bricher Park and Library Park Playground renovations. The sprayground at Sunset Pool has been installed. Staff has met with Garden Club to discuss and plan the redesign and Phase 1 of Garden Club Park once the District has recovered from COVID-19. The District is looking to pursue completing the Wheeler west bike path through to State Street. On the horizon, staff is researching options to replace the Kid's Korral indoor playground at SPRC, renovating the locker rooms at Sunset Pool, investigate resurfacing Sunset bathhouse and sprayground, investigate cost and work schedule to repair the basement of the Peck House and develop the Peterson property. With the popularity of pickleball, staff plans to offer an outdoor pickleball league. Staff is in the process of developing additional pandemic guidelines to continue offering all programs, events and facility usage. The 1st compost bin has been installed at the Community Gardens. The Foundation has agreed to assist with the addition of a play/climbing area at Peck Farm Ball Fields. Staff is preparing to be "Shovel Ready" for any grants that may become available for funding to renovate the Wheeler Park Mini Golf Hut and expand it into a recreation support facility.

Ms. Lambillotte reviewed the 2020 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) noting that an additional column has been added for COVID projections. She also mentioned that the District's park acreage has changed slightly due to the renovation and relocation of Library Park. Ms. Lambillotte added that playground replacements and vehicle/equipment replacements for this fiscal year have been deferred due to COVID-19. On the horizon, the District plans to hire an Assistant Superintendent of Finance & Personnel. The District plans to 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. She also added that the Community Survey was put off due to COVID.

With no further discussion, Vice President Frankenthal made a motion to adjourn the committee meeting at 5:33 PM. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann