

MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 23rd, 2023

TIME: 2:30 p.m.

PLACE: Sunset Community Center

PRESENT: Commissioner Lenski, Vice President Moffat, Executive Director Nicole Vickers, Supt. of Parks & Properties Carl Gorra, Supt. of Recreation Elliott Bortner, Supt. of Finance & Personnel Christy Powell and Administrative Assistant Hannah Sterricker.

PRESS: None

GUESTS: None

SUBJECT MATTER DISCUSSED:

Executive Director Nicole Vickers went over the purpose of the committee meeting, which was to discuss the Short and Long Range Plan 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. Ms. Vickers shared that we will be reviewing the report a bit different from the past where each department head will highlight a few items within each goal, if there are any additional points that Commissioner Lenski or Vice President Moffat wish to be covered to let the staff know. These goals 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.

Staff reviewed the Short and Long Range Goals starting with goal number one; The Geneva Park District will provide a safe environment at all programs, properties, and facilities. Supt. of Recreation Elliott Bortner stated that although the Park District's active intruder training is well put together it was completed five year's ago and a lot has changed since then. Staff was asked to participate in the School District's active intruder training and staff believe that there are many aspects that can be used in Park District training. In conjunction, staff want to increase safety training incorporating the Geneva Fire Department and Geneva Police Department most notably at the pools. Supt. of Parks & Properties Carl Gorra highlighted that a short-term goal, of the parks department, is to assure timely completion of playground inspections with updated reporting criteria. In the long term, parks staff will address the water intrusion issues at Island Park. Supt. of Finance & Personnel Christy Powell stated that staff will be implementing annual cyber security training for all employees.

Goal number two; The Geneva Park District will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of the District residents. Mr. Bortner highlighted that additional working space will be added at SPRC to accommodate the number of staff members working out of that facility. Staff is also researching options to repurpose the Kids Korral Indoor playground at SPRC. A long-term goal is to focus on renovating the locker rooms at Sunset Pool and include a family restroom, as well as, update the Butterfly House entrance and update Stone Creek Mini Golf to include expanded concessions. Mr. Gorra highlighted that the parks department is focusing on the skate park replacement and the finish of Garden Club Park. In the long term, staff will research plans to renovate the Gray Barn at Peck Farm Maintenance.

Goal number three; The Geneva Park District will provide and maintain a quality system of existing parks and facilities by updating and improving each site per the most recent Community Survey and Master Plan. Mr. Bortner stated that the replacement of the filtration system at Sunset Pool is a long term goal for staff. Staff has been touring other sites to research different pump room set ups. Mr. Gorra highlighted that a main goal is to bring all parks up to ADA accessibility standards. Executive Director Nicole Vickers shared that the Hawks Hollow playground will be receiving a new hammock swing which will be funded by the Foundation.

Goal number four; The Geneva Park District will provide creative programs and facilities to meet the needs of its residents per the surveys, Master Plan, and other research tools. Mr. Bortner shared that the idea is to expand as much as we can. Staff want to expand the STEAM programs, E-Sport offerings, sports leagues and or travel leagues. Staff also want to expand the utilization of Playhouse 38 beyond Cultural Arts to increase usage and awareness. Within the parks department, Mr. Gorra stated that he wants to expand volunteer work at the greenhouse to allow more involvement and give the volunteers some space to grow plants in the greenhouse. Supt. of Finance & Personnel Powell shared the need of implementing a new phone system throughout the district. Executive Director Vickers stated that after the completion of the community survey staff will start researching the implementation of the Master Plan.

Goal number five; The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Mr. Bortner stated that the recreation staff has been working with the School District's safety coordinator, Tim Baker, in regards to best practices and plans during emergencies when Kids Zone is in session at the schools. The recreation department is also working with the Police Department to co-op a Summer Camp program that will run this summer. Mr. Gorra shared that the parks department will share training with the Kane County Forest Preserve as well as Batavia Park District and St. Charles Park District. Some of these trainings will entail mowing skills and chainsaw training. Mrs. Powell shared that the state of Illinois passed a new law requiring local governments to complete a compliance efficiency report to be filed with the state. By June 10th, 2023 the state has asked that the Park District put together a group of people consisting of board members, the Executive Director and two citizens from the community. This group of people must put together the report within 18 months and file it with the state. Mrs. Powell stated that to date there hasn't been much direction on this new law so, she hopes to receive more information soon to comply. Ms. Vickers stated that the Park District can be more strategic and open to more collaboration with the Library District, and the City in particular. The School District is getting a new Superintendent, and there will be more opportunities to seize for all government agencies, to be more proactive and stewards of the citizens and the tax payers' dollars.

Goal number six; The Geneva Park District will continue to meet population growth demands by hiring additional personnel needed, be retaining competent present personnel, and by training new personnel accordingly. We dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary. Mr. Bortner highlighted a goal to complete and implement an intern program. The Park District had an intern two summers ago and it was the first intern in a decade. The intern program is a great way to give back to the field of recreation and potentially home grow a future staff member. Ms. Vickers shared that we have done this before with our Athletic Supervisor, Ryan Coffland. Mr. Bortner also highlighted that a long term goal is to install network infrastructure for chemical controllers at Sunset Pool. This will allow staff to check levels and make changes remotely on an app. Mr. Gorra highlighted that in regards to keeping personnel, the department is creating a two person

trades teams. Mrs. Powell highlighted a goal, that Vice President Moffat requested, for employer contributions to insurance and IMRF added to employee pay stubs. Employees are able to see the amount the Park District is contributing. Staff will also continue the endeavor of the onboarding process for new employees.

Goal number seven; The Geneva Park District offers educational programs, classes, and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices. Mr. Bortner highlighted the implementation of a paperless registration system for Camps and Kids Zone. Mr. Gorra shared that the parks department is using more environmentally friendly chemicals to control weeds and is researching and implementing Dark Sky Initiative when lights need to be replaced. Lastly, solar options are still being researched. Mrs. Powell highlighted that the Park District will when possible implement paperless employee packets.

Goal number eight; The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Mr. Gorra shared that the district is looking to put an electrical charging station at Sunset and the costs of accepting credit cards vs. limiting use/no charge. Mrs. Powell highlighted that the district will continue to implement the Illinois minimum wage law beginning January 1, 2020 thru January 1, 2025. The last increase was January 1, 2023 to \$13 an hour. It will increase to \$15 an hour on January 1, 2025 the district is ahead of that with most of the staff but, will continue to monitor and do salary surveys to make sure the district is in-line with market.

Executive Director Vickers moved into the ongoing goals of the district and shared with Vice President Moffat and Commissioner Lenski that these goals and objectives are designed to serve as a reminder to staff of continuous tasks that are oftentimes open-ended, and rollover on an annual basis.

Goal number one; The Geneva Park District will provide a safe environment at all programs, properties, and facilities. Mr. Bortner highlighted that the district will perform and document Spring storm drills, Fall fire drills and annual intruder training at all of our facilities. Staff will maintain a checklist to ensure all staff and volunteers have updated certifications for first aid, CPR trainings, and completed background checks. Mr. Gorra shared that all parks staff will complete the required annual PDRMA trainings as well as job specific training for trades teams and parks teams. Typically, January thru March is when a lot of training, within the parks department, is completed. Mrs. Powell highlighted that there is a full-time staff meeting twice a year which will include one to three safety trainings.

Goal number two; The Geneva Park District will attempt to construct new facilities and acquire additional open space for new park sites and facilities. Ms. Vickers stated that she is meeting with the city to work together in tandem as they are preparing their Master Plan, which includes bike trail usage. Vice President Moffat shared that there is a need for added trails, and bike paths, specifically near the Peterson property and Fabyan Parkway. If the district were able to work with the county and attain federal grant money it would be a minor project that results in a high level of safety.

Goal number three; The Geneva Park District will provide and maintain a quality system of existing parks and facilities. Mr. Bortner highlighted the implementation of a two to three year rotation of baseball field laser grading. Mr. Gorra shared the resurface of Fox River Trail of necessary portions and making it wider in certain spots to make it more user friendly for bikers and walkers.

Goal number four; The Geneva Park District will provide creative programs and facilities to meet the needs of its residents. Mr. Bortner highlighted the consideration of preschool before and after care. Also, increase marketing efforts for general programs as well as data driven marketing opportunities in relation to programs and events. Ms. Vickers shared that Marketing and Sponsorship Manager Laura Sprague has been able to make vast improvements with sponsorships and is confident that it will continue to improve over the next couple of years.

Goal number five; The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Mr. Bortner highlighted the continued development of the Kane County Naturalist Network with the Forest Preserve and Park Districts. Review and update IGAs with the School District and other organizations. Lastly, work with the Chamber of Commerce on events and marketing of the Geneva Park District. Mr. Bortner shared that a meeting in regards to Swedish Days with the Chamber is already scheduled. Mr. Gorra shared that the district is a part of the Midwestern Institute of Park Executive organization. The parks department is heavily involved and has hosted MIPE three times in the past year. Ms. Vickers added that in the past couple of weeks she has received many compliments in regards to the Kane County Naturalist program. Peck Farm Manager Adam Dagley has really jumped in, more than past supervisors, and is really doing a great job.

Goal number six; The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed. Mr. Bortner highlighted the continuation of the Cultural Committee to improve work place cultural, and continuing educational opportunities for staff. Mr. Gorra highlighted that holding staff trainings and creating opportunities for staff to learn and stay on the cutting edge of the business. Mrs. Powell added that a couple of training sessions were geared towards bringing departments together and to learn more about each other.

Goal number seven; The Geneva Park District offers educational programs, classes and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible. Mr. Gorra shared the importance of the organic fertilizer and environmentally friendly products used to maintain the landscape. Acquiring electric vehicles and installing LED lighting is on the forefront of the list.

Goal number eight; The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Mrs. Powell highlighted that the Park District is getting ready to issue limited bonds. The district has been very diligent in maintaining the certificate of achievement award.

Executive Director Vickers then shared that enclosed within the packet are the completed goals from all departments over the past year. If there were any questions or completed goals that the committee members wished to go over to let her know. With no questions or comments staff moved on to the Master Plan.

Mrs. Powell shared that included in the revenue summary are grant revenues. The grant revenue is a large portion of the revenue for projects that are budgeted. In the future, we have budgeted for the park grant which will help pay for the renovation of Sunset. Ms. Vickers highlighted that in the capital account, C-1108, within 2023-2024 fiscal year, it increases up to \$75,000, which is for the completion of the Community Survey and Master Plan. The Master Plan is completed every 10 years. Under buildings and improvements; SPRC the 1210 account, the \$200,000 is in regards to the planning or repurposing of Kids Korral. The 1220 account for Sunset Fitness and

Community Center has a smaller increase of \$75,000 in regards to some repair work that needs to be done to the outside of the building. The larger increase of the two million dollars in 2024-2025 is revisiting the expansion of the Sunset Community Center. This project will hopefully be in conjunction with a park grant. In the 1260 account for Mill Creek Pool there will be improvements made that were shared with the board in December. In regards to the 1280 account, for the tennis courts, the numbers are for the resurfacing project and the development of the pickleball courts. Mr. Gorra highlighted the 1305 account for Island Park. The one million dollars stated in 2025-2026 is for the retaining walls on the east side. Ms. Vickers spoke on the account 1312, playground equipment repairs and replacements, these numbers of \$600,000 and \$800,000 are for the Universal Playground and well as the development of Winding Creek. Account 1315, park renovation, is for areas without playgrounds. The current dates, and dollar amounts, are marked for Garden Club and Sandholm East. The future date is for Sandholm West. Account 1331, for Stone Creek Mini Golf this upcoming fiscal year, we will be looking into a renovation instead of a tear down. Account 1340 for Moore Park Sprayground of \$35,000 is to replace/repair the mechanics of the pump room. Land acquisition, for a million dollars, is for a preschool site acquisition. Account 1398, Peck Farm maintenance facility, is the Peterson Property for \$510,000. Lastly, the 1399 account for Peck Farm at \$175,000, is slated for different barns on the property. Vice President Moffat suggested that maybe the Peterson property could be the site for a new preschool.

Covering the vehicle and equipment replacement schedule, Mr. Gorra shared that the district is headed to electric or hybrids whenever it is available. The district needs more light duty vehicles to transport staff. The more heavy-duty trucks, i.e. dump trucks, can have a longer life as they aren't driven as often and have fewer miles put on them. Safety is a concern, and the department is headed in the right direction with the recent purchase of the U-19 trailer.

Mrs. Powell covered technology purchases. The district is looking at attaining a new server as the warranty, on the current one, will expire on June 30, 2023. The district is also working on upgrading the financial system software, MSI. The upgrade will be more user friendly and a web based system. The Time Clock Plus software will hopefully be upgraded before the end of this fiscal year. A large copy machine purchased in 2015 is also to be replaced.

Ms. Vickers covered the future full time and part time personnel. An Assistant to the Supt. of Finance & Personnel is needed in the future. Ms. Vickers last discussion point was the future facility needs, all of which have been covered throughout this meeting. A few projects to be completed over the next few years is the Peterson property, Winding Creek and the future of preschool.

With no further discussion, the committee meeting ended at 3:51 PM.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker