

## MINUTES OF LONG RANGE PLANNING COMMITTEE

**DATE:** February 2, 2024

**TIME:** 2:00 p.m.

**PLACE:** Sunset Community Center

**PRESENT:** Commissioner Cladis, President Frankenthal, 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 is 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 in the order of each goal and each department head will highlight a few items within each goal, if there are any additional points that Commissioner Cladis or President Frankenthal 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 Parks Carl Gorra shared that routine inspections are very important and the parks staff ensure that park inspections are completed and acted upon twice a year and ballfields three times a year. Commissioner Cladis asked how often playground equipment is inspected and if we typically hear about an issue from the community. Supt. Gorra stated that playground equipment is inspected by our certified staff once a month and typically the staff identify issues. Supt. Gorra shared that in the long-term the park district will continue the planning for the eventual replacement of the Island Park south bridge. The safety of that bridge is a big concern and staff have eliminated all vehicles access across the bridge. Supt. of Recreation Elliott Bortner shared that the park district attended "I Love You Guys" training at the school district and are working on bringing that information into Park District training manuals and implementing that training in all park district facilities, including satellite facilities. In the long-term, staff is developing a plan to replace the VGB grates at the pools. Executive Director Vickers shared that the replacement of the grates is required by law.

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. Supt. Gorra stated that admin staff will be seeing the first plans for Sandholm Woods Park next week and are working on developing a long-range plan for the addition of amenities on the west side of that park. Staff is also working on replacing the ceiling at the Orientation Barn. Commissioner Cladis asked if we continue to look at land to acquire. Supt. Gorra stated that staff continues to look at small parcels of land. In the long-term, staff plan to research the renovation of the grey barn at Peck Farm Maintenance. Gutters were added recently to the grey barn and staff would like to add electricity and additional storage. Supt. Bortner shared that the additional

office at SPRC is currently under construction, as well as, working on repurposing the Kidz Korral at SPRC. Bee keeping will be implemented at the Community Gardens this spring and next year staff hope to sell the honey in our Peck Shop. In the long-term, updates to the mini golf hut at Stone Creek including expansion to the concessions, adding air conditioning, and adding a restroom.

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. Supt. Gorra shared landscape improvements at Old Mill Park with an emphasis on flowers, map all memorial trees and develop a maintenance plan. Staff have also installed a new controller for the splashpad at Hawks Hollow. Once the feature is filled with water the controller will be programmed and restore functionality of all features. In the long-term, staff will continue to identify ADA accessibility concerns at our parks and facilities and make repairs/replacements. Commissioner Cladis asked how we determine these issues. Supt. Gorra stated that the issues are identified during an ADA audit. Many are paving issues and slowly will be improved. Executive Director Vickers shared that ADA improvements can also be dictated by budgets. Supt. Bortner shared that plans are in motion for the replacement of the filtration system at Sunset Pool, filters have been ordered.

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. Supt. of Finance and Personnel Christy Powell shared that staff will evaluate and select an IT company. President Frankenthal asked what services do we need our IT company to provide. Supt. Powell responded that the IT company needs to maintain our servers and individual computers as well as, assisting us in purchasing new servers. Executive Director Vickers stated that we will go out for a request for proposal as our current three-year contract is nearing the end. Our current IT company is assisting us looking at getting Wi-Fi at the Orientation Barn with a hard wire connection. Executive Director Vickers stated that with a reliable Wi-Fi connection and all the work Supt. Gorra is doing, staff hope the Orientation Barn will result in more usage internally and programmatically but, also for community rentals. Supt. Gorra shared that staff will develop a plan for ongoing horticultural volunteer opportunities. President Frankenthal asked when would volunteer work be beneficial. Supt. Gorra stated that volunteers would be most beneficial during the high grow months of April and May and on the weekends when the horticulturist is off. Supt. Bortner shared that staff will explore programming the pickleball courts at Mill Creek Community Park with leagues, classes, and tournaments. Staff will also put an emphasis on non-athletic programmatic opportunities for teens.

Goal number five; The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Supt. Powell shared that we are currently in compliance with the efficiency report requirements required by Illinois law. Our second meeting will be held this February. We have 18 months to completed the report which will need to be completed once every 10 years. Supt. Gorra is seeking to create an informational MIPE meeting for the use of grading equipment and alternate ball mix for the infields on the ball fields. Supt. Bortner shared that the recreation department will participate again at state Representative Dan Ugaste's Kids Day. The rec department will continue to increase presence/awareness at non-park district community wide events. The Fire Department attended and helped with lifeguard training last year and staff intend for that to occur again this year. The Fire Department will help in confined space training with our trades group. The recreation department will have the co-op summer camp program with the Geneva Police Department and Fire Department. Executive Director Vickers shared that the park district's

relationship with the school district has improved greatly and the park district staff will continue to grow relationships with community partners.

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. Supt. Powell shared that staff have been improving on the continued training and promoting a strong work place culture including inter-department interactions. Hiring managers conducting all communication and interviews for new hires. Staff are working on ensuring consistency throughout the district for the notification of applicants, and continue to have speakers at full-time staff meetings promoting wellness, webinars, and PATH. President Frankenthal shared that PATH is a great incentive program for employees. Supt. Powell also stated that she would like to allow employees more access to their personnel information including tax filings, paid time off, time requests, and sick time. Staff will be investigating software options. Supt. Gorra highlighted investigating flexible work options including four 10-hour work days for certain positions at certain times of the year, particularly those who mow. Commissioner Cladis asked if this option would have to be open to everyone. Executive Director Vickers stated that there are several ways to accomplish the 10-hour work days. One way could be a redesignation of a job with the set four 10-hour days. Supt. Gorra highlighted that in the long-term, staff would like to increase the number of EV charging stations for cars and bikes. Supt. Bortner wants to investigate the feasibility of installing an app-based lighting system at the Sunset ballfields. This will help the Athletic Supervisor put the lights on a schedule and eliminate manually turning them on and off. In the long-term, staff want to install network infrastructure for chemical controllers at Sunset Pool. President Frankenthal shared that he didn't see discussion on diversity in regards to staff. Executive Director Vickers shared that we have one staff member, in particular, who is very motivated to start a diversity program and although this isn't the document you would see it on, it is truly top of mind. Supt. Bortner added that staff is working on being more intentional with event names, program names and descriptions. This year we have changed the Just Dad 'n Me Dance to Daughter Date Night and Mom and Son Night was changed to Fun with Your Son.

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. Supt. Powell highlighted investigating software for electronic alternatives to complete new hire paperwork. Supt. Bortner shared that new hire paperwork can be upwards of 30 pages. Supt. Gorra highlighted developing a turf program that fertilizes, controls weeds, and improves health in an environmentally friendly way. Staff have completed the first step using an organic fertilizer. Supt. Gorra will use highly visible parks like Wheeler Park and Peck Farm Park to start. In the long-term, staff will research solar energy at lower e-costs. Supt. Bortner spoke on Peck Farm Park developing a stewardship volunteer program to enhance the biodiversity in natural areas and removal of invasive species.

Goal number eight; The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Supt. Powell highlighted that the Illinois minimum wage law will see its next increase on Jan. 1, 2025. We will be compliant with electronic submission of the Affordable Care Act with the assistance of PDRMA. Lastly, implement Equal Pay Act to include pay scale and benefits in any job posting as well as notifying all current employees after an external job is posted. Executive Director Vickers stated that notifying current staff of an internal posting in normal practice for the Park District. The change will be to show an entire scale of salary. Supt. Gorra highlighted that the trades staff will conduct an inventory of building mechanical items

and create a replacement schedule/budget. Supt. Bortner highlights that our Marketing and Sponsorship Manager will work on re-developing current sponsorship packages to better suit the needs of the District and potential sponsors and place a fair value on each event. Executive Director Vickers stated that the reason this needs to be done to give a more realistic viewpoint and dollar amount we can expect from sponsors.

Executive Director Vickers moved onto ongoing goals and objectives stating that the goal descriptions remain the same from the short and long range goals. Goal number one; The Geneva Park District will provide a safe environment at all programs, properties, and facilities. Supt. Powell shared that all full-time staff participate in two meetings a year that include safety trainings. President Frankenthal asked if we are doing something with the data once it is collected. Executive Director Vickers stated that we don't have any software that we can put the data in but, the safety reports are placed into an excel spreadsheet with the time, location, day and age. Staff are then able to take that data and manipulate that data to find a trend. Supt. Gorra highlighted training all staff and following up on the inspections that are conducted. Commissioner Cladis asked if all parks staff members are crossed trained. Supt. Gorra responded no. Certain tasks require certain certifications and not all staff members are sent to complete all trainings and certifications. Supt. Bortner highlighted increase safety awareness among full-time staff and instructors and maintaining an efficient checklist for first aid, CPR, basset certifications, etc.

Goal number two; The Geneva Park District will attempt to construct new facilities and acquire additional open space for new park sites and facilities. Executive Director Vickers shared that staff would evaluate any open parcels.

Goal number three; The Geneva Park District will provide and maintain a quality system of existing parks and facilities. Supt. Gorra highlighted the use of sustainable methods of technology from buildings and facilities. Supt. Bortner stated that most of the recreation goals are in conjunction with the parks department and will continue a two to three-year rotation of baseball field grading, and making annual improvements to all athletic fields. An ongoing improvement that has been beneficial, is the introduction of new infield mix.

Goal number four; The Geneva Park District will provide creative programs and facilities to meet the needs of its residents. Supt. Bortner stated that the community survey told us that there is an increased want for wellness focused programs. Commissioner Cladis asked if the non-athletic programs for teens fall into this category. Executive Director Vickers said that it does and we did see that need in the community survey as well. Supt. Bortner shared that we will be holding a wellness camp this year for teens specifically, as well as the option to register for camp with a buddy. The hope is that a teen will feel more comfortable to register with a friend versus registering alone.

Goal number five; The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Supt. Gorra shared Park Districts should have a written OSLAD grant ready to go. Therefore, researching land acquisition possibilities as they become available. President Frankenthal asked what an OSLAD grant preparation includes. Executive Director Vickers stated that our OSLAD grant writing is contracted out to our architect and is fairly intricate. Supt. Bortner highlight the Kane County Certified Naturalist network and continuing to develop that program. President Frankenthal asked how long the program is. Executive Director Vickers responded nine months.

Goal number six; The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed. Supt. Powell highlighted looking at the IPRA survey of salaries and provide that info to the board to ensure we are inline with other park districts. Supt. Gorra highlighted expanding the volunteer program. Supt. Bortner highlighted continuing the Culture Club Committee which includes, parks, recreation, and administration employees. Also, the butterfly house volunteer program. Without volunteers the butterfly house would not be able to operate and with the new vestibule this season we hope to grow that group of volunteers. Commissioner Cladis asked who cleans the locker rooms at the pools. Supt. Bortner responded that the lifeguards are on a rotation and the rotation includes cleaning the locker rooms.

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. Supt. Gorra highlighted that staff is actively seeking and implementing ways to conserve energy and be cognizant of Dark Sky initiatives recommendations while lighting parks and facilities. Supt. Gorra also shared enforcing the “no idling” policy.

Goal number eight; The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Mrs. Powell highlighted the continual issue of biennial limited bonds. These bonds are issued once every two years and the last one was issued in January 2023. 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. Department heads highlighted a few goals. With no questions or comments staff moved on to the Master Plan.

Supt. Powell shared that included in the packet is the five-year capital improvement plan. She reviewed the revenues and expenditures highlighting that annual audit transfer which funds approximately 50% of our capital improvement plan.

Covering the vehicle and equipment replacement schedule, Supt. Gorra shared that the district will continue to purchase electric or hybrids whenever it is available. The numbers included on the document are rounded and show the 10-year replacement schedule. Supt. Gorra then covered the fleet replacement list for the next fiscal year. The list includes vehicles that are worn out or deemed time for replacement before possible safety concerns.

Executive Director Vickers shared that there are no future office equipment needs. Supt. Bortner shared a few future facility needs including; gel coating of the Sunset Pool slides, exterior painting and replacement of windows at the Sunset Community Center, retiling showers at the Sunset Community Center, refinish the gym floor at SPRC, replace the HVAC system at SPRC, retiling the steam rooms at SPRC, and update the aluminum walls above mats in the gym at SPRC. Supt. Gorra highlighted the continuation of athletic field renovation. Commissioner Cladis asked if this list includes tasks we will be completing. Supt. Bortner replied that certain items on this list have begun, for example the gel coating of the Sunset Pool slides. Other items are tasks we intend to complete. Supt. Bortner identified future capital projects including, remodeling the Stone Creek Mini Golf hut. Supt. Gorra highlighted Island Park restroom renovation and south bridge engineering. Commissioner Cladis asked if the master plan will be updated this year. Executive Director Vickers responded that it will and the Board will be brought proposals and will have to approve the new master plan. Executive Director Vickers asked if there were any

final questions. President Frankenthal responded no and said that he is very pleased the goals are spot on.

With no further discussion, the committee meeting ended at 3:40 PM.

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Secretary

Submitted By: Nicole Vickers / Hannah Sterricker