

## MINUTES OF LONG RANGE PLANNING COMMITTEE

**DATE:** January 11, 2011

**TIME:** 6:00 p.m.

**PLACE:** Geneva Community Center

**PRESENT:** Commissioner Frankenthal, Commissioner Lenski, Executive Director Sheavoun Lambillotte, Supt. of Recreation Jay Kelly, Supt. of Parks & Properties Larry Gabriel, Manager of Peck Farm Park Trish Burns and Supt. of Finance & Personnel Christy Powell

**PRESS:** Frank Vaisvilas, Geneva Republican

**GUESTS:** Dean Kilberg, Geneva Park District Resident

### **SUBJECT MATTER DISCUSSED:**

Sheavoun Lambillotte went over the purpose of the committee meeting which was to discuss the short-term 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. Input and direction for this process comes from park District staff, the Board of Commissioners, the master plan, and the most recent community survey results. She noted that the Park District attempts to plan for improvements to programs and facilities that will serve the majority of its residents. These plans are reviewed and updated annually and once approved by the Board posted to the District's website.

### **SHORT AND LONG RANGE PLAN 2010**

Sheavoun Lambillotte reviewed the previous year's, 2010 Short and Long Range Plan which included notations of which objectives had been completed, partially completed, incomplete or ongoing. She went over items that had been pushed back to later years because of the priority and timing of other projects. She also indicated items that were partially completed, incomplete or ongoing were carried forward to the 2011 Short and Long Range Plan.

### **SHORT AND LONG RANGE PLAN 2011**

Sheavoun Lambillotte reviewed the Mission Statement and Summary of Goals from the 2011 Short and Long Range Plan.

*Goal #1-The Geneva Park District will provide a safe environment at all programs, properties and facilities.*

Ms. Lambillotte highlighted that the District would be preparing for a full re-evaluation of operations, similar to distinguished agency, by the Park District Risk Management Agency. (PDRMA).

She indicated that due to the current shortage in the fibar industry that the District was looking at stockpiling fibar in the late winter so that there would be plenty for the spring.

She indicated that the District would be working to develop a budget and timeline for the ADA transition plan. Commissioner Frankenthal asked if there was any deadline or penalty if the work was not done on time. Ms. Lambillotte indicated that for existing facilities the District would have more time to become compliant and that for new facilities they would have Fox

Valley Special Recreation review any new building plans to ensure they meet current ADA laws. She indicated that currently the District is compliant in that it exceeds the requirement of 1 in 3 parks compliant as the District has 1 in 2 parks compliant.

*Goal #2- The District will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of District residents.*

Commissioner Frankenthal asked if goal #2's objective to acquire open space had a target or ceiling in terms of the total number of acres the District wished to acquire. Ms. Lambillotte responded that the District does not have a certain target or ceiling, but that the acquisition of open space is important because it always ranks high on the Community Survey. In addition, she stated that our Master Plan includes expanding active recreation and the eventual construction of an outdoor sports complex which would require the acquisition of land. Also, with the eventual expansion of the Settlement of LaFox, the District will be looking for additional open space to serve that area. She indicated that the District is well ahead of other Park Districts in terms of the number of acres of open space per population.

Ms. Lambillotte highlighted the development of the Community Gardens and that the District is working on an Intergovernmental Agreement (IGA) with the City of Geneva and Kane County Forest Preserve. She indicated that they hope to have the work to develop the gardens begin this spring with completion and the offering of garden plots in the spring of 2012.

Ms. Lambillotte highlighted on the proposed nature playground at Peck Farm Park. She stated there have been many resident requests to have a park in the area and that a natural playground would fit in perfectly with the natural environment at Peck Farm Park.

Ms. Lambillotte indicated that the District would research the possibility of developing a dog park, although she did not think this would be forthcoming anytime soon, because it did not rate as high as many other projects on the community survey.

Ms. Lambillotte indicated that the District would research the feasibility of building an indoor pool. This project would require passage of a referendum to build and maintain. If the District moves forward on this, staff would reach out to other governmental bodies to work on this project cooperatively. There was an indication in the Community Survey of interest in building an indoor pool, but the District would like to follow up with additional pointed studies to further gauge community support.

Ms. Lambillotte indicated that the District would begin to investigate implementing Phase III of the pool expansion. The actual construction of Phase III would not begin for another 2 to 3 years and is dependent on available funding in the CIP.

Ms. Lambillotte highlighted that the District would look into renovation of the mini golf building to include a party/game room. She indicated that this was a long term project. However, with the recent success of the outdoor skating rinks, there may be some small improvements so that the mini golf building could be open year round.

*Goal #3- The 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.*

Ms. Lambillotte discussed the possibility of providing an additional ice rink at Wheeler Park. The current rinks accommodate both ice hockey and open skate, but due to the popularity of ice hockey, there are many times when the space available for open skate is limited. Commissioner Lenski asked if there had been any complaints about there not being enough room for open skate. Ms. Lambillotte stated there have been no complaints thus far, but there has been some complaints regarding miss-shot hockey pucks. Therefore, she indicated staff would be looking at additional barriers to install around the rink. We are looking at changing the layout of the rinks from an East-West orientation to a North-South orientation and adding an additional liner for an additional smaller rink.

Ms. Lambillotte highlighted the Bennett Park shoreline restoration project stating that the project was initially pushed back to later years in hopes of securing grant funding. However, the erosion of the shoreline is at a point whereby the District cannot hold off on the project past the spring of 2012. Hopefully we will hear something regarding the grant application this spring.

Ms. Lambillotte indicated that a future park project would be the reconstruction of the retaining wall between the south access road at Island Park and the railroad property. She also stated that the resurfacing of the Fox River Trail or portions thereof would be done, but any resurfacing or work done at Island Park would wait until after the completion of the Island Park Bridge.

Ms. Lambillotte highlighted the upcoming park and playground renovations at Sterling Manor Park.

Staff needs to continue to market and maintain the newly constructed ice rinks at Wheeler Park and to update the warming house. She also indicated that there may be a possibility of offering concessions and having staff oversee that area more often during the ice skating season.

Staff hopes to be moving forward with Phase I of the Geneva Community Center/ Sunset Racquetball Fitness Center renovation. Ms. Lambillotte hopes to bring project information to the February board meeting. This renovation would include energy and ADA upgrades, as well as the renovation of locker rooms and front counters. Ms. Lambillotte indicated that Phase I would require a great deal of construction and thus the board would be considering a construction manager. However, she thought that Phase II work could be handled in-house as there will be less construction and more general work, such as, flooring, painting which could be bid and managed in-house.

Commissioner Frankenthal asked if we could speed up the determination of lease versus buy of fitness center equipment. Superintendent Kelly responded that it was being put on hold until the replacement of SPRC equipment. As the equipment there will come up for replacement all at once and it would be prudent to make that decision at that time for budgetary reasons.

*Goal #4- 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.*

Ms. Lambillotte highlighted that the District would be looking at procedures to use email and social networking sites as a communication link with program participants as well as the possibility of using phone registration. These initiatives will be looked at by the service quality assessment task force. She also indicated that there were many new short term objectives under Recreation which came about due to the restructuring of the department.

Commissioner Frankenthal asked what the objective of evaluating current Adult and Active Older Adults (AOA) offerings to produce a new line of trendsetting offerings meant. Superintendent Kelly said this objective was to provide new programs for Adults different from what has been offered in the past. Kelly indicated that this is one of the most difficult groups to engage and increase participation rates.

Ms. Lambillotte highlighted the objective of implementing a full scale retention program. She stated that staff would be reaching out to people who are not renewing fitness classes or memberships and also would try programming that would keep people involved in fitness programs pass the heavy use months of January and February.

She highlighted the objective of working to maximize program space at all facilities. She indicated that there are rooms that are empty in the morning, evenings and weekends and she would like to fill those spaces up.

*Goal #5- The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Functioning as a best management organization requires strong partnerships as a way of developing value for the taxpayers.*

Ms. Lambillotte indicated that we would continue to work with the City of Geneva in regards to bike/ pedestrian trails. The next trail to be completed is the Wheeler Park trail to Route 38 following the railroad track.

She indicated that we are working on an IGA for the Community Gardens and that there would be a bike trail connection from north to south thru Prairie Green.

She stated that the District would continue to work with the school to maximize use of facilities by sharing resources. We have seen success in the preschool programs and now in the Before/After School programs through the sharing of facilities. We are working to provide field space for school teams. In addition we have developed a positive relationship with the youth coalition.

*Goal #6- The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. The District is an equal opportunity employer and provides equal employment opportunities to all qualified persons. We will assure that the workplace culture for our employees fosters professional growth and assures an overall positive working atmosphere. We will dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary.*

Ms. Lambillotte indicated that although we have been in a period of cutting expenditures, one thing that the District tries to maintain is various training and educational opportunities for staff.

She also highlighted that staff will investigate the feasibility of offering direct deposit to all employees. Currently, only staff working 1,000+ hours per year are eligible for direct deposit.

She stated there were no plans to hire any new full-time employees, but staff is looking into adding a part-time marketing coordinator or webmaster.

*Goal #7- The Geneva Park District will offer educational programs, classes and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.*

Ms. Lambillotte stated that over the past year we have rewritten the environmental policy and have concentrated on projects that would be financially feasible. Some of our short-term goals include rain barrels, public recycling programs, paperless board meetings, a paperless office and implementation of the recommendations from the GCC Energy Audit to meet 2012 energy guidelines. She indicated that the biggest energy upgrades would be for the Community Center and would meet 2012 energy standards as well as payback with energy savings within 5-7 years.

Commissioner Frankenthal asked if the District had a mechanism of measuring success in regards to environmental initiatives. Ms. Lambillotte indicated that the District was working towards ways of measuring success. Some of our future initiatives, such as energy efficient lighting, paperless board meetings, etc., will provide measurable savings. However, in terms of initiatives implemented thus far, such as recycling, there has not been any savings realized. Instead, there have been increased costs to adding additional recycling bins and costs to recycle.

Commissioner Frankenthal thought it important that we find a way to measure success so that we can communicate that success with the public. Ms. Lambillotte indicated that the District did something similar to that with the “did you know” insert about the benefits of recreation in the fall brochure. She stated we could come up with a way of communicating those successes and noted that when the District won the Leadership in Conservation award and the Conservation and Native Landscape Award it did communicate those successes to the public.

*Goal #8- The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Availability of funding and overall good financial health is a prerequisite for carrying out some of the goals and objectives of the District.*

Ms. Lambillotte highlighted on the plans to develop a formal pricing strategy and guidelines for all District programs and operations. She stated in the next year we will determine if this is a project that can be tackled in-house or whether the District would need a consultant.

## **2011 SHORT & LONG RANGE PLAN UPDATE DETAILS**

Sheavoun Lambillotte reviewed the 2011 Short & Long Range Plan Update Details which included the Capital Improvement Fund Budget, Capital Project Descriptions, as well as a list of fixed cost items and a vehicle and equipment replacement schedule. In addition, park acreage was reviewed, as well as a playground replacement equipment schedule. Also covered were the technology budget for 2011-12 and 2012-13, new vehicles and maintenance equipment purchases for 2011-12, future full-time or part-time personnel needs for 2011-2015, future office equipment 2011-2013, future facility needs 2011-2013, and future capital projects or equipment 2011-2016.

Ms. Lambillotte indicated that the last Master Plan was completed in 2003 and the next plan is scheduled for 2013. She stated that a separate Master Plan was completed for Peck Farm Park in 2002, but that she would like to incorporate this Master Plan in with the entire District plan in 2013 as opposed to doing a separate Master Plan. With this plan update she would like to see the District better define the Peck Farm Mission.

With no further discussion the committee ended the meeting at 7:37 pm and is in favor of recommending this plan as provided to the entire board at the January meeting.

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Secretary

Submitted By: Christy Powell