

MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 10, 2012

TIME: 1:00 p.m.

PLACE: Sunset Community Center

PRESENT: Commissioner Condon, 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: None

GUESTS: None

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 and is contingent upon the District's financial condition and what is fiscally responsible. These plans are reviewed and updated annually and once approved by the Board posted to the District's website.

SHORT AND LONG RANGE PLAN 2011

Sheavoun Lambillotte reviewed the previous years, 2011 Short and Long Range Plan which included notations of which objectives had been completed, partially completed, incomplete or ongoing. She went over some of the larger projects that had been completed in 2011. She also indicated items that were partially completed, incomplete or ongoing were carried forward to the 2012 Short and Long Range Plan.

SHORT AND LONG RANGE PLAN 2012

Sheavoun Lambillotte reviewed the Mission Statement and Summary of Goals from the 2012 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 the plan to reorganize and streamline the District's certificate of insurance process. The District receives many certificates of insurance from contractors, program providers, etc. and this process needs to be reviewed and updated for more efficient handling.

She highlighted that the plan includes additional training for staff on topics such as the new burn guidelines for prescribed burns.

Ms. Lambillotte stated that staff will be working to ensure that current projects and renovations are ADA compliant and will develop a long term ADA transition plan to ensure compliance for all facilities, parks and services.

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.

Ms. Lambillotte stated that many of the projects listed will only be carried out if financially feasible. She stated that based on the constraints of the economy we are on more of a maintenance track instead of a growth track in terms of projects.

Ms. Lambillotte discussed the new nature playground. She stated that the project would be on hold until we receive word regarding the OSLAD grant which will fund a majority of this project. Commissioner Lenski asked if the source of funding for the OSLAD grant was state or federal. Ms. Lambillotte confirmed that the funding would be from the state. Ms. Lambillotte stated that in addition to grant funding, this project would also be dependent on donations and that the GPD Foundation has committed to raise funds for this project.

Ms. Lambillotte discussed the research of possibly developing a dog park. Also, she discussed obtaining a cost proposal for the continuation of the Trout Farm (Batavia) bike path to the south across McKee Street to connect with Batavia Park District Trail. She stated that the expansion of bike and walking trails always ranks high on the Community Survey. Therefore, the District will obtain cost estimates on the various projects so that when the time is right, the District will be ready to move forward.

Ms. Lambillotte highlighted the possible construction of a second water playground west of Randall Road if necessary; a development plan for the Peterson Property in the 2013 Master Plan; the continued development of all units of Phase III and IV at Peck Farm Park and the possible expansion of SPRC. She also, discussed the expansion of the Mini Golf Hut to include expanded concessions, a program/party room and game room. This project would enhance some of the other amenities we currently have at Wheeler Park, such as, the ice rinks and links golf course.

Finally, she mentioned that the third phase of the pool expansion was a high priority with the board and the community. Therefore, the District is in the process of putting together a plan and cost estimate.

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 Deerpath Park playground update and replacement and the Island Bridge repair project which will begin this spring. She also discussed the development of a tree audit system to account for new plantings, maintenance and removals. She stated that because of the ash tree removals this project has gotten more attention. Commissioner Condon asked how detailed the inventory was. . Supt. Gabriel stated that the audit would be very extensive and would be by individual tree and not groups of trees.

Ms. Lambillotte discussed the resurfacing of the Fox River Trail or portions of the trail as necessary. She stated that this resurfacing would commence after the Island Park Bridge construction and Island Park Playground renovations were complete. She also discussed the

restoration of the Bennett Park shoreline, the expansion of the greenhouse at Wheeler Park. She stated that a cost proposal would be forthcoming on the greenhouse expansion. She also discussed the repair and replacement of a section of river wall at Island Park and the reconstruction of the retaining wall between the south access road at Island Park and the railroad. She mentioned that the District would be mindful of the possibility of a third rail during the reconstruction process.

Ms. Lambillotte reviewed the Peck Farm house front porch improvement recommendation to replicate the original front porch. She stated that if this project was brought forth the District would look for grant funding. She also discussed getting a cost estimate for work to repair the basement of Peck House.

Ms. Lambillotte reviewed the ongoing project of tree stump removal from various parks. Commissioner Lenski asked if we do this work in-house or hire a contractor. Supt. Gabriel stated that the smaller trees we do in house, but the larger trees are done by a contractor. Mr. Gabriel stated that stump removal on the large trees is done at the same time the tree is removed for a low additional cost. Commissioner Lenski asked how many stumps currently exist in the parks. Supt. Gabriel stated no more than 20 stumps exist within the various park sites.

Ms. Lambillotte stated that it was time to begin the 3-5 year replacements of all cardio equipment at SPRC. The facility opened in 2008 and because we don't want to replace all pieces at once we will begin this replacement according to a 3-5 year plan.

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 stated that the District has developed procedures to implement phone registration this spring as another option for program registration. 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. These initiatives are projects of the service quality assessment task force.

Ms. Lambillotte stated that the District would be reviewing program offerings by looking at specific trends including the aging of our community. Paying particular attention to our adult programs, seniors and youth and evaluating the program offerings needed. In addition, we will be increasing offerings in our newer family programming area that caters to families in our community. Ms. Lambillotte also discussed the need to ensure program spaces in all facilities are maximized and utilized to their fullest potential. She mentioned that we are looking at slowly phasing out the nursery at Sunset as the demand for this service is low. The District will look at expanding the Kinderzone program by offering a second location. Currently the program is housed at SPRC but an east side location, such as, Sunset would be considered.

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 discussed the upcoming ribbon cutting for the Community Gardens in the spring and the success of that cooperative endeavor with the City and Forest Preserve District. Ms. Lambillotte indicated that we would continue to work with the City of Geneva in regards to bike/

pedestrian trails. In particular, the District plans to work with the City on the trail that runs behind Wheeler Park from Route 31 to Stevens Street. The City of Geneva has indicated this trail will be very expensive as there is also railroad property along this path. The City of Geneva has proposed to put in a limestone path instead of pavement so that the project can be completed sooner. Commissioner Condon asked if limestone was more environmentally friendly than pavement; both Supt. Gabriel and Manger Burns indicated it would be.

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 discussed the new Illinois legal requirement that all Board members need to complete electronic training on the Open Meetings Act by January 1, 2013. Supt. Powell stated that more information concerning instructions on how to complete the training would be forthcoming to the Board. Ms. Lambillotte discussed the creation of a new employee orientation system whereby all employees are trained on Park District Customer Service standards. Ms. Lambillotte stated that there are no plans to add any new full-time staff to the District.

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 highlighted current plans of developing a composting demonstration that would be done at both Peck Farm and the Community Gardens. She mentioned that in the past year the District replaced many lights with the Sunset renovation to more energy efficient lighting and we have already seen usage reductions in electricity. She would like to investigate the possibility of replacing the lights at the Sunset and Peck Farm baseball fields to more energy efficient lighting.

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 the Government Finance Officers Certificate of Achievement Award and that the District will hopefully receive word that it has earned this award by this Spring/Summer. Ms. Lambillotte discussed the development of a formal pricing strategy that will provide guidelines for the pricing of all District programs.

2012 MASTER PLAN UPDATE DETAILS

Sheavoun Lambillotte reviewed the 2012 Master Plan Details which included the Capital Improvement Plan (CIP) Budget. Ms. Lambillotte reviewed the overall funding of the CIP and highlighted that the majority of the funding comes from the Audit Transfer done each year, whereby a surplus of revenue and expenditure savings are transferred to the Capital Project Fund each year. Another major funding mechanism is the Limited Bonds. Ms. Lambillotte also

reviewed the vehicle replacement schedule noting that vehicles are replaced based on their mileage and age.

In addition, park acreage was reviewed, as well as a playground replacement equipment schedule. Also covered were the technology budget for 2012-13 and 2013-14, new vehicles and maintenance equipment purchases for 2012-13, future full-time or part-time personnel needs for 2012-2014, future office equipment 2012-2013, future facility needs 2012-2014, and future capital projects or equipment 2012-2016.

Ms. Lambillotte indicated that the last Master Plan was completed in 2003 and the next plan is scheduled for 2013. A separate Master Plan was completed for Peck Farm Park in 2002, but that will be incorporated with the entire District Master Plan in 2013.

Ms. Lambillotte asked if there were any questions or comments. Commissioner Lenski stated he would like to see added language in the plan that would indicate that the District was being responsible with how it uses tax payer money. He felt that in Goal# 8 the objective of reducing dependence on real estate taxes by diversification of revenue should be expanded to include controlling costs. Supt. Powell stated she would rewrite this objective and present it to the committee for approval.

With no further discussion, the committee ended the meeting at 2:30 PM and is in favor of recommending this plan including the expanded objective for goal #8 as provided to the entire board at the January meeting.

Secretary

Submitted By: Christy Powell