

**Regular Meeting Minutes  
Centerville-Washington Park District  
May 8, 2017**

***I. CALL TO ORDER***

A regular meeting of the Board of Park Commissioners of the Washington Township Park District, also known as the Centerville-Washington Park District, was held at Park Headquarters. The meeting was called to order at 7:02 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager. Notice of this meeting was sent to the Dayton Daily News on May 5, 2017 and was posted on the Park District web site, www.cwpd.org.

***II. CHANGES OR ADDITIONS TO THE AGENDA (additions to agenda for discussion purposes only)***

No changes or additions were made.

***III. APPROVAL OF MINUTES***

President Monahan asked that the April 10, 2017 Work Session minutes be corrected to specify that the Watkins Glen Park bridge would be “for pedestrian and small mowers and equipment.” Corrected minutes to be represented at the June meeting.

The minutes of the April 10, 2017 Regular Business Meeting were approved by Board Consensus.

***IV. VISITORS***

Teresa and Brian Feldmeyer, 5978 Terrace Park Drive: Expressed their dismay that the old Hithergreen Center site was going to be sold to a homebuilder and not become a park. Asked the Board if the district would or could still be able to make it a park.

***V. EXECUTIVE SESSION***

No executive session was held.

***VI. FISCAL***

**A. April 30, 2017 General Fund Financial Report:**

	2017 Budget & Carryover	2016 YTD	% of Budget
<b>Revenue</b>			
Property Taxes	4,683,612.00	2,277,111.60	48.6%
Interest	30,000.00	19,328.96	64.4%
Donations	6,000.00	601.21	10.0%
Program	170,000.00	63,228.00	37.2%
Other	30,000.00	21,494.90	71.6%
	<b>\$4,919,612.00</b>	<b>\$2,381,764.67</b>	<b>48.4%</b>
<b>Expenditures</b>			
2 - Park Improvements	5,574,057.63	76,551.27	1.4%
3 - Operations	785,196.09	188,188.74	24.0%
4 - Equipment	233,086.48	72,917.56	31.3%
5 - Payroll	2,310,825.50	589,793.78	25.5%

6 - Prof. Services	214,682.97	19,331.61	9.0%
7 - Utilities and Fees	338,937.16	107,523.87	31.7%
8 - Office Operations	127,973.43	32,675.35	25.5%
9 - Programs	96,772.88	15,202.90	15.7%
10 - Matching Funds	26,300.00	1,300.00	4.9%
12- Bill Yeck	0.00	0.00	0.0%
11 - Transfers - out	4,100.00	2,007.73	49.0%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	<b>\$9,711,932.14</b>	<b>\$1,105,492.81</b>	<b>11.4%</b>
Net +/-		<b>\$1,276,271.86</b>	

**B. April 30, 2017 Investment Report:**

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$2,308,225.21	\$4,770,588.85	0.00	\$1,960,007.05	\$9,038,821.11
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	1.43	696,102.40	17,685.41	0.00	713,789.24
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	40,998.45	0.00	0.00	0.00	40,998.45
Total	<b>\$2,363,142.90</b>	<b>\$5,466,691.25</b>	<b>\$17,685.41</b>	<b>\$1,960,007.05</b>	<b>\$ 9,807,526.61</b>

**C. Approval of Bills:**

Commissioner Lee made the motion, and the Commission approved, authorizing the April 2017 financial report and bills for payment.

**VII. BUSINESS**

**A. Action to approve purchase contract for Maintenance Facility property and building.**

Commissioner Lee made the motion, and the Commission approved, authorizing a purchase contract in the amount of \$975,000 for the building located at 354 Congress Park Drive, Centerville, OH.

**B. Appointment of Commissioner/Vote on 2017-2018 Board Officers**

Commissioner Lee made the motion, and the Commission approved, to elect Dan Monahan, President, David Lee, Vice-President, and Lucy Sanchez, Secretary of the Board of Park Commissioners and authorizing the Board of Park Commissioners to act as a committee of the whole to be Fiscal Officer **effective May 8, 2017.**

**C. Ash Tree Removal Contract**

Commissioner Sánchez made the motion, and the Commission approved, authorizing a purchase order in the amount of \$220,000 to contract with Tree Care, Inc., for tree felling and removing.

**VIII. DIRECTOR'S REPORT**

1. Staff is weighing options for submitting one or more application for the fall cycle of the Clean Ohio grant program.
2. June agenda topics of note—Architect selection for maintenance facility; and, resolution to place levy question on fall ballot.
3. Shared increased frequency and depth of coordination with Township recreation center staff.

#### ***IV. DEPARTMENT REPORTS***

1. **Program:** Manager Marks reviewed items on the written report; highlighted efforts to get activity ideas from teens via programmer, Christian Johnson.
2. **Operations:** Manager Carter highlighted the progress of the Donnybrook Park fen, noting the sighting of animal life along with the blossoming of the wetland plants. Also highlighted was the planting of 1000's of native plants at Mays Park by volunteers on Earth Day. Volunteers had harvested the seeds in 2016; a local nursery planted the seeds and grew the plants at no cost to the District in their greenhouse over the winter.
3. **Projects & Planning:** Manager Meyer noted that he had met and talked with 4 bridge manufacturers at the International Trail Symposium, held in Dayton. Also, upon viewing the picture of a pre-cast concrete washroom building for Forest Field, the Board consensus was to pursue such a structure instead of a built-on-site version.
4. **Business:** Commissioner Monahan asked that staff verify that recent hacking of the website could not lead to access to other information.

#### ***X. COMMISSIONERS COMMENTS***

Commissioner Lee asked staff to revisit changes in drone-flying regulations, and to update District rules and communication accordingly. Commissioner Sanchez asked that staff investigate the Yeck blue bird box meadow in regards to path layout.

#### ***XI. ADJOURNMENT***

Mr. Monahan adjourned the meeting at 8:45 P.M.

A Board work session will be held June 12, 2017 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

Daniel Monahan, President

Attested:


Lucy Sanchez, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>1<sup>st</sup> half tax collections are complete.</p> <p>Dawn attended a supervisor seminar on 3/1.</p>  <p>Dawn attended a presentation by Joe Testa, Ohio Tax Commissioner, on 3/2.</p>  <p>Chris Huff attended an HR seminar on 3/13.</p>  <p>Dawn attended CPIM training in Columbus on 4/6. This meets the compliance requirements for the Park District for 2017.</p>  <p>Jill Clark is our new Administrative Coordinator. She comes to us from the Dayton Public Library.</p> <p>The CWPD website was down on May 2. Our site, along with many others, was hacked. The site is housed with Data Yard in Dayton. There is no access to CWPD servers or Activenet servers via this site. The only outcome was disrupting our website.</p>	<p>Recent press release (5):</p> <ol style="list-style-type: none"> <li>Let Them Sit in the Driver's Seat (Big Rig Gig), sent May 1</li> </ol> <p>Summer News &amp; Events including 2016 annual report sent out mid-April. (5)</p>  <p>CMax Advisors presented best hiring practices to the CWPD staff on 3/6. Staff is now more knowledgeable about appropriate candidate questions. (6)</p>  <p>The payroll software conversion is completes. We ran parallel systems for a month with no issues. (6)</p>


**KEY:** 1. Preserve Habitats & Ecosystems 2. Demonstrate Responsible Land Stewardship 3. Provide Variety of Programs and Activities 4. Develop Park & Facility Amenities for Future 5. Continuously Engage Community 6. Improve Organization Processes.

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<p><b>How to Raise a Wild Child</b> – This book was discussed with <b>20 adults participants</b>. Childcare was provided, with nature play activities facilitated by Katy Lucas. Four more Family Nature Play programs planned for summer.</p>  <p><b>Summer Registration</b> – May 15, 10am for residents – online only.</p> <p><b>Enrichment Center Collaboration</b> – CWPD will host Enrichment Center patrons for a picnic at Oak Grove Park on 5/17:</p> <ul style="list-style-type: none"> <li>• Sponsored lunch from The Laurels</li> <li>• Tour of Fitness Equipment</li> <li>• Archery Lesson</li> <li>• Nordic Pole walk</li> <li>• Lawn games</li> </ul> <p><b>Dayton STEM School</b> – CWPD will be part of the Dayton STEM School’s STEMerSion program – we will instruct 38 students in archery and fishing at Oak Grove Park on 5/18.</p> <p><b>May Special Event Highlights</b></p> <ul style="list-style-type: none"> <li>• Big Rig Gig – 5/13, 10am, Oak</li> </ul>	<p><b>New Programs for May(3)</b></p> <ul style="list-style-type: none"> <li>• How to Raise a Wild Child Book Discussion</li> <li>• Community Open House</li> </ul>  <ul style="list-style-type: none"> <li>• Special Day for Special Needs</li> <li>• Primitive Bow Making Workshop</li> <li>• Garden-ology</li> <li>• Meditation 201: Take it Outside</li> <li>• Wildflowers: Let’s Chalk About It</li> <li>• Play of the Past – CW-History collaboration</li> </ul> <p><b>New Fitness Slated for Summer (3)</b></p> <ul style="list-style-type: none"> <li>• Wake Up Workout – 7am</li> <li>• Strollers in Motion (new format/contracted instructor)</li> <li>• Cardio Mix (contracted instructor)</li> <li>• Trail Trekking – mornings &amp; evenings</li> <li>• Family Fitness – evenings</li> <li>• Kidz Fit Club</li> <li>• Family Storytime Yoga</li> <li>• Centerville Rec Adult Co-Ed Soccer League (CWPD Markets, provides fields, Centerville Rec. Soccer coordinates)</li> </ul> <p><b>10 Additional Camps for Summer (3)</b></p> <ul style="list-style-type: none"> <li>• 5 Sports</li> <li>• 2 Adventure/Outdoor Recreation</li> <li>• 2 STEM – Renewable Energy</li> <li>• 1 Enrichment - Cooking</li> </ul> <p><b>Teens at CWPD (5)</b>– Program staff is ramping up efforts to get teens involved:</p> <ul style="list-style-type: none"> <li>• Amazing Race held on 4/15 included</li> </ul>

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<p>Grove</p> <ul style="list-style-type: none"> <li>• Food Truck Trek – 5/18, 5-9pm, Oak Creek South</li> <li>• Fen-tastic Open House – 5/28, 1-4pm, Donnybrook</li> </ul>	<p>families with several teens enjoying all the challenges.</p> <ul style="list-style-type: none"> <li>• Christian has started a Teen Advisory Board – first meeting as 5/2 with <b>12 Teens</b> participating.</li> <li>• Laser Battle – 6/2&amp;6/3 advertised through the high school. Repeated and expanded because of teen feedback from 2016</li> </ul> <p><b>Pull Your Weight: Garlic Mustard (6)</b>– A friendly competition to pull invasive garlic mustard from the parks. Gives families and friends an unstructured opportunity to get into parks. Goes thru June 30.</p> 
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<p><b>Donnybrook Park Project:</b> The park trees, flowers and grasses are doing very well within the new fen. Community open house will take place at the end of May.</p>  <p><b>Watkins Glen Update:</b> Our model showing the smaller floodway was submitted to Montgomery County for approval. Bridge manufactures have been sent our project information with the proposed bridge dimensions.</p> <p><b>Pleasant Hill Survey:</b> Contracted with a local landscape architecture firm TOPOS; to perform a survey and drainage evaluation of the new pleasant hill property for potential foot trails.</p> <p><b>Iron Horse Playground:</b> Playground proposals are due the week of May 15<sup>th</sup>, expecting 3-4 proposals for the new playground and safety surface.</p>	<p><b>St. Leonards Conservation Easement:</b> Obtaining survey quotes for conservation easement and a potential path along St. Leonards property. (1)</p> <p><b>Oak Grove Sewer Update:</b> Engineers are in discussion with EPA and county to determine if holding tanks can be placed in ground for longer than 12 months as per their development standard. (4)</p> <p><b>Forest Field Improvements:</b> Restroom options with stick-built vs precast have been compared and the pre-cast option is \$30,000 cheaper than building from the ground up. (4)</p>  <p><b>Nature Works Grant Submittal:</b> Grant was submitted for Forest Field Playground to fund a portion of the project. The total amount requested was \$93,178. (4)</p> <p><b>ODOT grant through OPRA-</b> Currently working with 5 Rivers Metro Parks and ODOT on our qualifying project at the park district that must involve vehicle traffic. The grant amount will be around \$120,000. (4)</p>

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