



**Regular Meeting Minutes
Centerville-Washington Park District
November 9, 2015**

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 7:25 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer Projects Manager and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on October 7, 2015 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the October 12, 2015 work session and regular meeting were approved by Board Consensus.

III. VISITORS

The members of the Penbrooke Garden Club attended the meeting to present a donation to the Park District. In attendance were Mary Sipple, Jan Gaerke, Marcia Irvin, Jennifer Horvath, Kim Senft-Paras, Peggy Brooker, Josh Shaw and Kristy Shaw. Commissioner Lee thanked the club for their support throughout the years.

IV. FISCAL

A. October 31, 2015 General Fund Financial Report:

	<u>2015 Budget</u>	<u>2015 YTD</u>	<u>% of Budget</u>
Revenue			
Property Taxes	4,586,595.00	4,545,146.01	99.1%
Interest	18,000.00	11,026.25	61.3%
Donations	12,000.00	2,893.87	24.1%
Program	89,000.00	91,424.87	102.7%
Other	21,000.00	28,726.83	136.8%
	<u>\$4,726,595.00</u>	<u>\$4,679,217.83</u>	<u>99.0%</u>
Expenditures			
2 - Park Improvements	1,640,120.00	591,487.18	36.1%
3 - Operations	556,819.00	366,201.31	65.8%
4 - Equipment	323,438.00	279,320.90	86.4%
5 - Payroll	2,085,376.00	1,662,470.43	79.7%
6 - Prof. Services	64,020.00	25,192.50	39.4%
7 - Utilities and Fees	295,406.00	225,060.66	76.2%
8 - Office Operations	132,780.00	84,037.15	63.3%
9 - Programs	50,648.00	42,783.98	84.5%
10 - Matching Funds	6,000.00	0.00	0.0%
12- Bill Yeck	10,000.00	0.00	0.0%
11 - Transfers - out	591,778.00	516,568.50	87.3%
13 - Advances - out	584,667.00	584,667.00	100.0%
Total expenditures	<u>\$6,341,052.00</u>	<u>\$4,377,789.61</u>	<u>69.0%</u>
Net +/-		<u><u>\$301,428.22</u></u>	

B. October 31, 2015 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$5,489,419.52	\$59,255.49	0.00	\$1,470,000.00	\$7,018,675.01
Park Improvement Fund	771,454.61	0.00	0.00	0.00	771,454.61
Land Acquisition Fund	259,031.17	685.80	714,785.85	0.00	974,502.82
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	47,200.30	0.00	0.00	0.00	47,200.30
Total	\$6,567,105.60	\$59,941.29	\$714,785.85	\$1,470,000.00	\$8,811,832.74

October 31, 2015 Financial Highlights:

- CWPD received \$7,624 for the sale of 3 retired trucks
- The Park District received \$4,233,035 in property tax disbursements which is 105.7% of the budgeted amount
- A transfer of \$182,459 was made into the park improvement fund

C. Approval of Bills:

Commissioner Monahan made the motion, and the Commission approved, authorizing bill payment for October, 2015

V. BUSINESS

A. 2016 Capital Improvement Budget—First Review

No action is required. This is presented to allow the Board a preview of how the 2016 Capital Budget is developing. Staff gave a short explanation and answered questions. Final budget will be presented at the December meeting.

B. Employee Performance Recognition

Commissioner Monahan made the motion, and the board approved, authorizing a letter of appreciation to employees who contributed in making 2015 such a successful year for the Park District and the residents we serve. In addition, gift cards in the amount of \$100 will be distributed to these employees, as designated by the director, to reward their efficiency, creativity, dedication to public service, and cost-saving ideas.

C. Holiday Reception

Commissioner Lee made a motion, and the Commissioner approve, to provide room rental, food, non-alcoholic beverages and supplies for a holiday reception for staff and their guests on December 17, 2015.

D. Declaration of Unneeded, Obsolete or Unfit for Use Personal Property

Commissioner Sánchez made the motion, and the Commission approved, declaring the following as unneeded, obsolete, or unfit for use by the Park District and to dispose of said items in a manner authorized by the Ohio Revised Code:

- 3- IBM Think Pad Notebook Computers
- 1- Dell OptiPlex 760 Computer

E. Donnybrook Fen

Commissioner Sánchez made the motion, and the Commission approved, authorizing Resolution 2015-06, a resolution allowing for the Application for an ODNR Grant for Donnybrook Park fen, nunc pro tunc. a copy is attached to and made a part of these minutes (Schedule C).

D. Forest Field Park

Commissioner Monahan made the motion, and the Commission approved, to hire Barge Waggoner Summer and Cannon to provide Landscape Architectural Master Planning design services for Forest Field Park in the amount of \$30,500.

VI. DIRECTOR'S REPORT

- A. Congratulations are in order for Grant George. Grant successfully achieved the standing of Certified Park and Recreation Professional. Fewer than 50% of park and recreation practitioners gain this status. Well done, Grant!
- B. Oak Grove Park Restrooms Progress Report
- C. December Meeting Topics:
 - 1. 2016 Budget
 - 2. Recommendation for Pickleball Courts
 - 3. Maintenance Garage Planning Progress
 - 4. Strategic Plan Progress

VII. STAFF REPORTS

- A. Please see schedule A for written reports

VIII. COMMISSIONERS COMMENTS

Commissioner Monahan asked about the status of the matching funds program. Mr. Carter stated that the Park District is in the process of accepting requests from local sports groups for 2016.

Commissioner Lee suggested adding extra, non-covered, concrete areas to future, new shelters. He would also like to see more amenities in in the parks.

IX. EXECUTIVE SESSION - No Executive Session at this meeting

X. ADJOURNMENT

A Board work session will be held Monday, December 14, 2015 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville

Schedule A Department Strategic Plan Progress Reports

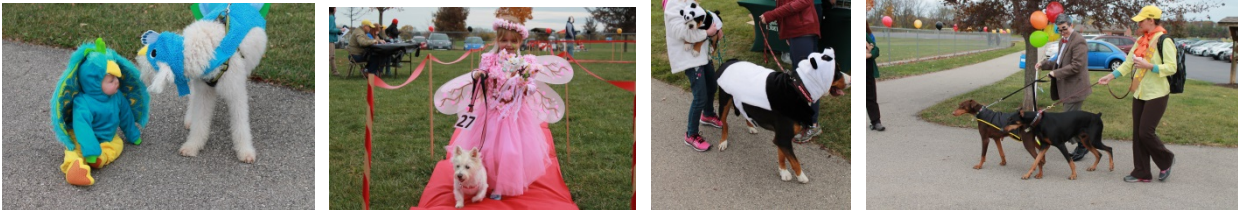
General Updates section is, followed by a section on all construction projects, titled **Capital Improvement Program**.

Continuously improve focus on the community.

- Winter Registration starts November 9. **Twenty-two more programs** in winter 2016 than winter 2015.
- Haunted Trail Recap: 1,077 participants, 400 volunteers



- Dressed to the K-Nines: first time offering this red carpet costume contest.
 - Bill's Donuts
 - Dog's for Dog's Food Vendor
 - Swag Bags and contest prizes



- Luminary Walk will be held at Forest Field and Bill Yeck Park this year, incorporating the Smith House – **Dec. 11**
- Staff participated in a service project on November 6 to help eight households rake their leaves.
- Booked for Lunch was held on Nov. 4, with 25 in attendance to discuss *The Wright Brothers* – a collaboration with the Centerville-Washington Township Historical Society and the Washington-Centerville Public Library
- Post season athletic field maintenance is in progress. Work includes- aerating, fertilizing, topdressing. All underground irrigation systems have been winterized.
- Public restrooms will be closed for the year on November 30. This will also conclude the second shift and weekend staffing schedule for the season.
- The Kiwanis Club has erected a tent in preparation for their Holiday Tree Sale. The trees are expected to arrive on November 21. The lot will remain open until they are all gone or until December 22, whichever comes first.

Increase public perception and awareness.

- Annual Volunteer Recognition Dinner – Nov. 12 – from January through October CWPD volunteers have filled 250 program “slots.”
- Winning Tweet for the month was one of the pink field numbers at Schoolhouse Park.

Provide leadership to the community in open space preservation and environmental management

Pond Management

- We recently received the final report from the fish survey conducted by ATAC. Recommendations to improve recreational fishing opportunities include:
 - Increase prey populations by stocking a variety of sunfish species.
 - Increase forage species by adding Fathead minnows and Golden Shiners.
 - Supplemental feeding of a high protein floating fish food is also recommended to increase growth rates and reduce competition amongst current fish populations. (a)

Ash tree inventory

- Efforts are still ongoing to inventory all dead ash trees in our parks. We have made great progress and only a few parks remain. Unfortunately our two largest, Grant and Bill Yeck parks are included on this short list. The CHS Environmental Management class CHS and Dave Nolan, former Director of Conservation at FRMP, will help complete the ash tree inventory at Grant and Bill Yeck. This will be a great class exercise for the students and should allow us to wrap up the inventory by the end of the year. (a)

Capital Improvement Program Update

Mays Park Shelter

- Construction of Shelter cost approximately \$325,000.

Holes Creek/Silver Creek Trail

- Fill dirt will be brought to the site over the next few months in order to raise up the future parking lot located off of Yankee Rd.

Little Woods

- Old septic tank was removed.
- Grading for the walking trail is currently underway.
- Tree planting, edging and mulching will occur throughout the month of November.

Oak Creek South Skate Park

- Plans and Construction Documents have been obtained.
- Montgomery County will not require any permits for this project.
- Obtaining quotes from local contractors to perform the dirt and concrete work.
- Precast ramps being formed.

Funding Sources and Grant Opportunities

- The Park District was awarded the Nature Works grant from ODNR for the Robert F. Mays Playground and Surface **in the amount of \$145,461.**
 - However, the District was not selected for a Recreational Trails grant for Mays trail project. ODNR can keep the application on file for the next funding cycle.

School House Improvements

- Received plans from the SaddleCreek Development showing sanitary line being brought into the park.



- This new connection eliminates the need for the lift station, and its inherent operating cost.

Z:BoardMeetings/2015/AgendaNotesandCalendar 081015