



Regular Meeting Minutes
Centerville-Washington Park District
December 14, 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 7:03 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 December 11, 2015 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the November 9, 2015 work session and regular meeting were approved by Board Consensus.

III. VISITORS

There were no visitors at this meeting.

IV. FISCAL

A. November 30, 2015 General Fund Financial Report:

| | <u>2015 Budget</u> | <u>2015 YTD</u> | <u>% of Budget</u> |
|------------------------|------------------------------|-----------------------------------|------------------------|
| Revenue | | | |
| Property Taxes | 4,586,595.00 | 4,852,173.53 | 105.8% |
| Interest | 18,000.00 | 14,368.28 | 79.8% |
| Donations | 12,000.00 | 3,069.09 | 25.6% |
| Program | 89,000.00 | 95,810.62 | 107.7% |
| Other | 21,000.00 | 35,371.83 | 168.4% |
| | <u>\$4,726,595.00</u> | <u>\$5,000,793.35</u> | <u>105.8%</u> |
| Expenditures | | | |
| 2 - Park Improvements | 1,640,120.00 | 613,546.96 | 37.4% |
| 3 - Operations | 556,819.00 | 400,673.59 | 72.0% |
| 4 - Equipment | 323,438.00 | 283,897.38 | 87.8% |
| 5 - Payroll | 2,085,376.00 | 1,808,860.90 | 86.7% |
| 6 - Prof. Services | 64,020.00 | 27,978.75 | 43.7% |
| 7 - Utilities and Fees | 295,406.00 | 237,653.87 | 80.4% |
| 8 - Office Operations | 132,780.00 | 91,592.16 | 69.0% |
| 9 - Programs | 50,648.00 | 45,881.05 | 90.6% |
| 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 | 516,824.30 | 87.3% |
| 13 - Advances - out | 584,667.00 | 584,667.00 | 100.0% |
| Total expenditures | <u>\$6,341,052.00</u> | <u>\$4,611,575.96</u> | <u>72.7%</u> |
| Net +/- | | <u><u>\$389,217.39</u></u> | |

B. November 30, 2015 Investment Report:

| | Fifth Third Bank | STAR Ohio | STAR Plus | CD's | Total |
|-----------------------|-----------------------|--------------------|---------------------|-----------------------|-----------------------|
| General Fund | \$5,577,289.58 | \$59,264.60 | 0.00 | \$1,470,000.00 | \$7,106,554.18 |
| Park Improvement Fund | 713,350.84 | 0.00 | 0.00 | 0.00 | 713,350.84 |
| Land Acquisition Fund | 259,072.32 | 685.91 | 714,909.11 | 0.00 | 974,667.34 |
| Debt Service Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Yeck Nature Fund | 44,464.18 | 0.00 | 0.00 | 0.00 | 44,464.18 |
| Total | \$6,594,176.92 | \$59,950.51 | \$714,909.11 | \$1,470,000.00 | \$8,839,036.54 |

November 30, 2015 Financial Highlights:

- CWPD is now live on Ohiocheckbook.com! We are one of only a few local governments on the site so far
- The final Homestead Rollback payment of \$306,428 was received in November
- Montgomery County Auditor, Karl Keith, reported that property tax collection rate was 99% for 2015

C. Approval of Bills:

Commissioner Sánchez made the motion, and the Commission approved, authorizing bill payment for November, 2015.

V. BUSINESS

A. Adopt Capital Improvement Program Budget – Schedule C

Commissioner Monahan made the motion, and the Commission approved, to adopt the Capital Improvement Program Budget.

B. 2016 Request for Tax Advance – Schedule D

Commissioner Sánchez made the motion, and the commission approved, authorizing the Treasurer to request weekly tax advances during 2016 to meet the needs of the Park District.

C. 2016 Fee Schedule – Schedule E

Commissioner Sánchez made the motion, and the commission approved, authorizing the 2016 Fee Schedule; a copy is attached to and made part of these minutes.

D. 2016 Preliminary Appropriation Budget – Schedule F

Commissioner Monahan made the motion, and the commission approved, authorizing the 2016 Preliminary Appropriation Budget, a copy is attached to and made a part of these minutes.

E. 2016 Temporary Appropriation Resolution – Schedule G

Commissioner Monahan made the motion, and the Commission approved, to authorizing the 2016 Temporary Appropriation Resolution, a copy is attached to and made a part of these minutes.

F. 2015 Ohio Division of Wildlife Shooting Range Grant

Commissioner Monahan made the motion, and the commission approved, authorizing Resolution 2015-07 authorizing all application filing requirements for the Ohio Division of Wildlife Shooting Range grant, a copy is attached to and made a part of these minutes.

G. NatureWorks Advance

Commissioner Lee made the motion, and the commission approved, authoring the advancement of \$84,667 from the General Fund to the Park Improvement Fund for use as seed money for a NatureWorks matching grant to be advanced back to the General Fund after receipt of the NatureWorks grant.

H. Clean Ohio Trails Advance

Commissioner Sánchez made the motion, and the Commission approved, authorizing advancement of \$500,000 from the General Fund to the Park Improvement Fund for use as seed money for a Clean Ohio Trails matching grant to be advanced back to the General Fund after receipt of the Clean Ohio Trails grant.

I. Social Row Rd and Gebhart Rd Culvert Replacement Project.

Commissioner Monahan made the motion, and the Commission approved, to grant a permanent and temporary easement for the culvert replacement project at the intersection of Social Row Rd and Gebhart Rd.

VI. EXECUTIVE SESSION - Roll Call Vote Required

Executive Session recommended for the purpose of discussing the Director's evaluation and Purchase of Property, ORC 121.22(G)(2).

Commissioner Sánchez made a motion to enter Executive Session for Purchase of Property, roll Call Vote: Sánchez – Aye, Lee - Aye

Board moved to Executive Session at 8:11PM

Upon Return, President Lee stated “*We are now back on record*”

VII. DIRECTOR'S REPORT

- A. Brief Report on first year with the District
- B. January Meeting Topics:
 - a. 2016 Budget-Final
 - b. Recommendation for Pickleball Courts
 - c. Maintenance Garage Planning Progress
 - d. Strategic Plan Approval
 - e. Board Administration Policy

VIII. DEPARTMENT MANAGER REPORTS

Please see Department Strategic Plan Progress Report

IX. COMMISSIONERS COMMENTS

Commissioner Sanchez congratulated the staff on the success of the Luminary Walk. Over 1000 people were in attendance.

X. ADJOURNMENT

Mr. Lee adjourned the meeting at 9:02 P.M.

A Board work session will be held Monday, January 11, 2016 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville



Approved:

David R. Lee, President

Attested:

Lucy Sánchez, Secretary

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.

- Fall 2015 program *enrollment jumped 55%* from Fall 2014
- Programs for children ages 5-12 happening during holiday break
 - Jingle Bell Rec
 - Winter Recreation Program – Mondays or Wednesdays over holiday break
- Luminary Walk is held at Forest Field and Bill Yeck Park this year.
- Two of our youth *volunteers*, Owen and Gavin Gonzalez, were given the *Outstanding Youth Leadership Award* by the Ohio Parks and Recreation Association. They will be recognized at the OPRA conference in February and in the next edition of the OPRA Connection magazine.
- Operations staff planted over 100 trees, at various park locations, this past month.
- The fence installation for the new addition at the dog park is underway.
- We are hoping to submit a grant application to add improvements to the archery range. Proposed improvements include some of the following highlights: Adding additional targets, improved layout to expand programming and instruction, a storage shed for targets and equipment, additional seating and work stations.

Increase public perception and awareness.

- Fall Participant Survey results are in
 - 93% rated their program experience a 4 or 5 on a scale of 1 being terrible and 5 being outstanding
 - 95% said staff and volunteers were prepared for program
 - 95% said facility was safe and user friendly
 - This survey sets a benchmark for future seasons. We will continue to survey participants each season to compare results and gauge success.

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

- **Ash tree inventory- Grant Park.** With assistance from the CHS Environmental Management Class and Dave Nolin, we completed the inventory of ash trees along the property lines at Grant Park. The scope was to identify all ash trees that might damage a home or structure. The trees were marked for future removal (see 2016 Budget). The total number was just under 300.
We hope to continue working with the EM class at CHS to help us complete tree inventories at other park areas in the near future.
- **Turf Naturalization-** Approximately 30 acres of meadow and natural area added
- **Wetland Development-** Staff assisted the Montgomery County Soil/Water Conservation District (MCSWCD) last month by digging numerous “test pits” in the McGuffey Meadow. This was done to determine if the soil structure will support future wetland construction at the park. With a “Thumbs up” report they plan to be out next week to conduct a survey of the site that will be used to develop the design for the construction next year. This project is funded by the Yeck Nature Fund.

- **Chainsaw Level II Training-** The operations staff completed this advanced chainsaw training at Grant Park last month. The training was taught by instructors from the Ohio Forestry Association. Staffed gained valuable “Hands-On” training and experience in advanced tree felling and removal techniques.

Capital Improvement Program Update

Mays Park Shelter

- Shelter Project is Complete!
- The NatureWorks Grant Deadline of December 31 was met and project close out documents will be submitted to ODNR.
- Grass establishment will be re-evaluated next year.



Holes Creek/Silver Creek Trail (see photos below)

- The parking lot has been brought up to grade with dirt and aggregate material.
- Temporary bridge has been delivered and will be installed to get equipment and material to the west side of Holes Creek.



Little Woods

- Received \$500 donation from Financial South for clearing work that was done at Little Woods.
- More trees have been planted. Cleanup around the park is in process.

Oak Creek South Skate Park

- Skate Park Construction is at the halfway point.
- Footers have been poured and pre-cast ramps have been set.



Maintenance Facility Kick-Off Meeting- A two day planning kick-off meeting was held last month to determine our current and future needs in respects to building a new maintenance facility. Williams Architects hopes to have a preliminary design complete for us to review by mid-January.

Miscellaneous - Jason Dickensheets has accepted a career advancement opportunity with City of Miamisburg. Jason has played a vital role in our success for the past 9 years and will greatly be missed. His last day of employment with the Park District was December 11. You can take the opportunity to congratulate and wish him well at the staff holiday party next week.