

**Regular Meeting  
Centerville-Washington Park District  
March 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 7:04 P.M. with the following attending: Commissioners Lee, Monahan, and Sánchez; Mr. Biondo (via speaker phone), Director; Mr. Carter, Operations Manager; Ms. Malcolm, Naturalist; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on March 3, 2015 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

***II. APPROVAL OF MINUTES***

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

***III. VISITORS***

There were no visitors at this meeting.

***IV. FISCAL***

**A. Approval of Bills:**

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

***V. BUSINESS***

- A. Holes Creek Trail Engineering Proposal. Commissioner Monahan made the motion, and the Commission approved, to enter into an agreement for Professional Services for Holes Creek Multi-Use Trail with Choice One Engineering for \$47,640.

Commissioner Lee noted that he doesn't want copies of contracts. He would rather have a synopsis of critical points.

- B. Resolution 2015-01. Commissioner Monahan made the motion, and the Commission approved, to adopt **Resolution 2015-01**, A Resolution Authorizing The Donation Of A Parcel Of Schoolhouse Park Land To Washington Township For The Purpose Of Widening Nutt Road, and, Authorizing Director Arnold J. Biondo To Act As Agent To Execute The Conveyance.

Resolution 2015-02. Commissioner Sánchez made the motion, and the Commission approved, to adopt **Resolution 2015-02**, A Resolution to execute A Warranty Deed for the conveyance of a parcel of Schoolhouse Park to Washington Township, and, Authorizing Board President David Lee sign the document.

Resolution 2015-03. Commissioner Monahan made the motion, and the Commission approved, to adopt **Resolution 2015-03**, A Resolution to grant a Temporary Easement over a parcel of Schoolhouse Park to



Washington Township for the Nutt Road widening project, and, authorizing Director Arnold J. Biondo to act as Agent to execute the easement.

- C. Sheriff's Deputy Contract. Commissioner Sánchez made the motion, and the Commission approved, authorizing an agreement with the Montgomery County Sheriff's Office for park patrol services in an amount not to exceed \$11,000 for the 2014 calendar year, a copy is attached to and made part of these minutes.

## **VI. COMMISSIONER COMMENTS**

Mr. Monahan would like to see the wall ball wall at Mays Park spruced up a bit. He suggested planting trees or possibly painting a mural on the back of the wall. He would also like an update on the commissioner request list to make sure commissioner ideas are followed. Also, Mr. Monahan mentioned a citizen was complaining about the creek crossings at Bill Yeck Park. The citizen wondered if we could use bigger rocks so they aren't washed out when it rains.

Mr. Lee mentioned that indoor pickle ball is being offered, for a fee, at the Washington Township Rec Center. He also would like the staff to review criteria for the land acquisition check list. Mr. Lee questioned the need for two bridges on the Holes Creek Trail. He also wondered if those bridges need to be able to support vehicles. Regarding the upcoming park survey, Mr. Lee would like to make sure the survey isn't too long. He also wants to be sure the Park District does not make all project decisions based on the survey as it won't be statistically accurate. Lastly, Mr. Lee spoke to a concerned citizen regarding the timing of "lights out" on the baseball field. Mr. Lee will pass his name on to Ken Carter so that he may address his concerns.

## **VII. DIRECTOR'S REPORT**

- A. **Community Interest and Needs Survey**: With the release of the summer newsletter, we will begin soliciting input from our friends, neighbors, participants, etc. The newsletter and other announcement vehicles will carry a message much like this:

### **Your opinion matters to us.**

After all, **you** are the reason we're here! Which is why we are asking you to complete a short survey for us. Give us your ideas. What programs would you like to see us provide in the future? What park amenities are most important to you and your family?

Go to [www.cwpd.org/survey](http://www.cwpd.org/survey) to complete the quick survey! The survey is anonymous, but you can submit your contact information and enter the drawing to **win a \$100 Visa gift card!**

- A. **Commissioner Appointment Process**. By February 26, the letters from the Court of Common Pleas administration began arriving to community leaders. This is the standard procedure. Also standard is that everyone who submits an application will be interviewed. Due date **is confirmed** to be **Saturday, April 4**.  
*{Does the Board elect or decide upon its officers each year??}*
- B. **Looking Towards April Meeting**:
1. **Date Changed to April 6**... First Monday of the month. Times remain the same.
  2. Contract with Sheriff: Final documents for contracting Sheriff's additional patrols will be ready for Board action.
  3. Hope to have a written agreement to use Financial South parking lot for Little Woods Park for Board approval.
  4. Decision time on skate park improvements



***VIII. STAFF REPORTS***

See schedule A

***IX. EXECUTIVE SESSION***

No recommendation for Executive Session

***X. ADJOURNMENT***

Mr. Lee adjourned the meeting at 8:15 P.M.

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

## Schedule A

### Department Strategic Plan Progress Reports

*First Quarter Report will be presented in April*

#### *Administration—*

- 1. Continuously improve focus on the community.**
  - Initial community needs and interests survey will coincide with the Summer Newsletter (b.iii)
  - On schedule to get an ADA compliance assessment completed. Awaiting responses to invitations to submit qualifications. (a.iii)
  - Will begin this spring with increasing Twitter messages. (b.v.)
- 2. Ensure sound long-term financial viability.**
  - Broad band internet access in place and in use. (b.ii.)
- 3. Increase public perception and awareness**
- 4. Provide leadership to the community in open space preservation and environmental management.**
  - First draft of land acquisition criteria before park board. (c.1)

## *Operations Manager's Reported Progress of Strategic Plan Goals*

*Prepared by Ken Carter*

### **Continuously improve focus on the community. (1)**

- Oak Grove Dog Park: received two 14'x14' canopy shade structures. They will be installed as soon as the weather permits. We are currently evaluating other improvements that aim to improve visitor satisfaction at the park. (c)
- Oak Grove Park Batting Cages. The batting cages will be open for use this spring at OG Park. There are two separate batting areas that will be available for use on a first come- first served basis during daylight hours. (c)

## **Ensure sound long-term financial viability. (2)**

- We are currently evaluating several *computerized maintenance management systems* (CMMS). CMMS can improve operational efficiency by providing online planned maintenance and work order management capabilities that are currently done by hand. (b. i)

## **Increase public perception and awareness. (3)**

- **Centerville High School Career and College Open House.** Katy Malcom and Scott Lucas y represented the District at the Open House last Tuesday. Participation in this open house provides us an opportunity to speak to students interested in pursuing careers in Parks and Recreation and Natural Resource Management. (a)
- **Safety Team Update.** We have finalized our hearing conservation program. There are five key components required by OSHA :
  1. Monitoring
  2. Audiometric Testing
  3. Hearing Protectors
  4. Employee Notification
  5. Recordkeeping

On March 13 we will conduct an all-staff training that will introduce this new health and safety initiative to our staff, covering the effects of noise on hearing, and types of hearing protection. Baseline audiograms will be scheduled for all year- round employees within 30 days of acknowledgment of the program. Thereafter, yearly audiograms will be conducted for Operations staff only. (c)

## **Provide leadership to the community in open space preservation and environmental management. (4)**

- **Prairie Burn.** Ohio EPA and the Ohio Division of Forestry have authorized CWPD to conduct prescribed fires at Bill Yeck and Grant Park this spring. Letters have been sent to all park neighbors informing them of planned burns. An email was also delivered to all municipal entities. A second email will be sent with specific dates and times. (a)
- **Ash Tree Removal.** Ace Tree Company is removing ash trees along the Iron Horse Trail from Whipp Road to the Kettering line. They will continue work as weather permits. (a)

# *Program Manager's Reported Progress of Strategic Plan Goals*

Prepared by Kristen Marks

## *1. Continuously improve focus on the community.*

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### **PROVIDE A GREAT PARK EXPERIENCE FOR VISITORS.**

**Pickleball** Pickleball players will now have scheduled court time at Schoolhouse and Yankee Parks.

- April 1-October 21:
  - Schoolhouse: Monday, Wednesday, Friday – 9:00am-Noon
  - Schoolhouse: Friday – 6:00-9:00pm
  - Yankee: Sundays – 6:00-9:00pm

## *2. Ensure sound long-term financial viability.*

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### **B. MANAGE AND MAXIMIZE CURRENT RESOURCES.**

**Partnerships** Park District staff has established four new partnerships that will enhance our program offerings to the community. (b)

- Up and Running will be hosting a weekly running club in our nature parks
- Orvis will be offering fishing workshops at Rosewood and Oak Grove Park
- As part of the Peanuts Exhibit at the Washington-Centerville Public Library, called Peanuts...Naturally, the Park District will be working with library staff to host two nature hikes along our nature literature trails
- Partnerships in the planning stages with 7-Up, Inc. and Whole Foods

**Miami Valley Recreation Activities Council (MVRAC) – Adult Dodge Ball Tournament** As members of MVRAC the Park District works with several area parks and recreation agencies to offer opportunities to the community and agency staff. The next MVRAC sponsored event will be a dodge ball tournament for adults on March 21. (b)

## *3. Increase public perception and awareness.*

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### **A. INTERACT PROFESSIONALLY**

**Habitat Certification** The Park District has obtained certification from the National Wildlife Federation designating three Certified Wildlife Habitat sites. (a, i)

- Signage provided by NWF will be installed at the following sites:
  - Activity Center Park
  - Oak Grove Park
  - Oak Creek South

### **B. INCREASE PUBLIC PARTICIPATION IN PARK DISTRICT ACTIVITIES.**

**Flashlight Egg Hunt** Flashlight Egg Hunt will take place on March 22 at Forest Field Park (b)

- New this year, we will have music and games before the event
- Prizes from local businesses are already starting to pour in

**10<sup>th</sup> Annual Big Rig Gig** To celebrate the tenth year for this community favorite we will be inviting new vehicles, the Kona Ice Truck, a trackless train, and monster truck inflatable. (b)

- Kona Ice will give 15% of their proceeds to CWPD

**Early Adventures** Participants age birth-3 years with a caregiver (b)

- Hike the parks to enhance sensory awareness
- Two hikes each month

**Trail Trekking** Trail Trekking with Nordic poles will take place each Monday in March. (b)

- Nordic poles have the potential to burn up to 40% more calories than walking without poles.

**Pop-Up Programming** The Park District is planning to conduct controlled burns at various prairie areas to conserve and enhance this important habitat. (a)

- We will include the public in this conservation activity by announcing the burns via Facebook and Twitter as impromptu, or “pop-up” program opportunities
- Participants will learn about prairie habitat from our outdoor education staff while watching the burn from a safe distance
- Exciting way to include the public in our conservation message

## **C. MAINTAIN A PROFESSIONAL, PRODUCTIVE AND SUPPORTIVE WORKPLACE**

**Seasonal Staff Interviews** Program Staff are currently interviewing candidates for open positions for the summer season.

(c)

- Summer programs begin on June 8 and run through July 31.

# ***Development Manager’s Reported Progress of Strategic Plan Goals***

*Prepared by Nick Meyer 3/9/2015*

## ***1. Continuously improve focus on the community.***

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### **Mays Park Phase Shelter**

- Bid Package has been submitted to ODNR for review. (a)
- Working with Washington Township, Montgomery County and DP&L to get the proper permitting for this project.
- Tentative bid date is April 2, 2015.

### **Oak Creek South- Skate Park Expansion**

- Held meetings with American Ramps and Spohn Ranch on a design concept. (a)
  - Waiting on their proposals before we move forward with a designer.

- Both designers had great input on how to incorporate our current bowls with a new street scape design.

### **Nutt Rd Widening**

- The widening project shows concrete sidewalk coming to School House Park. (a)
  - The temporary easement needed for construction with this project must have a clause stating “all damaged areas will be repaired to better or like new condition”.

### **Smith House**

- The interior now has finished flooring throughout and will be ready for programming in the near future. (a)
- Working with Norton Engineering on an estimate to renovate the existing bathroom on the west side of the home. This bathroom renovation will serve as an update to the current bathroom and possibly add an exterior door so public can have access to a restroom without having to enter the house.

### **Holes Creek**

- Choice One has been gathering topographical information and soil borings around Holes Creek. (a)
- Bridge crossings will be 12 feet wide to allow truck with trailers to cross for maintenance purposes.
- Coordination with the Ohio EPA, U.S, Army Corps and FEMA will be required and may take some time when going through the permit process.

### **Little Woods**

- Operations staff has contacted the County to remove the existing cistern. (a)
  - We must expose and crush the cistern, then have the County come inspect the work before the cistern can be buried.
- Received 3 quotes from Landscape Architects to update the Master Plan that was created in 2010, all proposals were around \$5,000.

## ***2. Ensure Sound Long-term financial viability***

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### **School House Park**

- Reinke submitted drawings showing a proposed sanitary line running next to our park within Saddlecreek Development. (a)
- Gill Pasqual with Reinke, will work on a proposal to provide the park district with the proper drawings to remove our lift station and connect to the new sanitary.
  - Also, he will talk to the developer to submit the work as one bid package to the proper entities, with an alternate to do our work.



***4. Provide Leadership to the community in open space preservation and environmental management***

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- Hills Real Estate has requested a water line easement in Weatherstone Park so a loop connection can be established in the Westview Estates development off of S.R. 48. (d)
  - In exchange, the Park District has requested an easement on Hills Real Estate property at the corner of Spring Valley and Social Row Rd for the multi-use Holes Creek Trail.