

**Regular Meeting Minutes  
Centerville-Washington Park District  
May 11, 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 7:01 P.M. with the following attending: Commissioners Lee, Monahan, and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Development Manager; and Ms. Marks, Program Manager. Notice of this meeting was sent to the Dayton Daily News on May 7, 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 April 6, 2015 work session and regular meeting were approved by Board Consensus.

***III. VISITORS***

No visitors for the Regular Business meeting.

***IV. FISCAL***

**A. April 30, 2015 Financial Report:**

	Income	Disbursements	Transfers/Advances	Balance
General Fund	\$ 101,371.47	(\$274,371.42)	(\$714.84)	\$7,817,189.51
Park Improvement Fund	0	(5,410.33)	560.00	59,224.67
Land Acquisition Fund	0	0	150.14	973,587.26
Debt Service Fund	0	0	0	0
Yeck Nature Fund	0	(17,000.00)	4.70	9,318.88
<b>Total</b>	<b>\$ 101,371.47</b>	<b>(\$296,781.75)</b>	<b>\$0.00</b>	<b>\$8,859,320.32</b>

**B. April 30, 2015 Investment Report:**

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,287,964.77	59,224.74	0	1,470,000.00	\$7,817,189.51
Park Improvement Fund	59,224.67	0	0	0	59,224.67
Land Acquisition Fund	258,835.53	685.44	714,066.29	0	973,587.26
Debt Service Fund	0	0	0	0	0
Yeck Nature Fund	9,318.88	0	0	0	9,318.88
<b>Total</b>	<b>\$6,615,343.85</b>	<b>\$59,910.18</b>	<b>\$714,066.29</b>	<b>\$1,470,000.00</b>	<b>\$8,859,320.32</b>

**C. April 30, 2015 Financial Highlights:**

- Tax receipts for the February 2015 cycle were \$2,188,699. The Montgomery County Auditor charged \$37,423 in collection fees.

- CWPD received a refund from the Ohio Bureau of Workers Compensation in the amount of \$13,592. This is due to a group retro annual evaluation for years 2011, 2012 and 2013.
- Director Biondo added that the State Auditor office had contacted Business Manager Osif to inform her that they were somewhat backlogged in completing multiple agencies audits, and, that the delivery of the CWPD Audit would be somewhat delayed. No specific date had been given.

#### **D. Approval of Bills:**

Commissioner Sanchez made a motion to approve the April 2015 bills for payment. President Lee called for a roll call vote: Monahan – Aye, Sánchez – Aye, Lee – Aye.

#### **V. BUSINESS**

- A. Appointment of Commissioner/Election of Board Officers** The Board acknowledged that notice was received from the Court of Common Pleas of the appointment of Lucy Sánchez to the Board of Park Commissioners for a three-year term commencing May 2015 and ending May 2018; and Commissioner Monahan and President Lee expressed their congratulations to Commissioner Sánchez.

The Board excused staff from the meeting so that they could discuss appointing their officers for the coming 12 months.

Commissioner Monahan made the motion, and the commission approved, to appoint Mr. David Lee, President; Mr. Dan Monahan, Vice-President; and Ms. Lucy Sánchez, 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 12, 2015.

- B. Approval of Design-Build Contract for Oak Creek Skate Park Improvements** Commissioner Monahan made the motion, and the Commission approved, to award the design and build contract for Oak Creek South Skate Park to American Ramp Company, Joplin, MO for an amount of \$145,000; and, authorizes the Director and Park Board Attorney to make wording changes in the contract so long as the changes do not alter the intent of the contract.
- Board reviewed some of the options for the design.
  - Request to affirm the desire to use best quality materials.
  - Board noted that the Design-Build contract from ARC meets the Ohio competitive bid requirements by means of their participation in the National Joint Purchasing Association.
  - Staff confirmed that the company has done work of a similar nature
- C. Contract for Mays Park Shelter** Commissioner Sanchez made the motion, and the Commission approved, to award the construction contract for Mays Park Shelter to Burns Construction, of Carlisle, OH, for \$314,850.
- Schedule calls for completion by October 31.
  - This is a 2015 scheduled capital improvement project.
  - References checked out. Burns did the Smith House renovation.
- D. Intent To Sell Obsolete Property** Commissioner Monahan made the motion, and Commission approved, to sell, or trade in, Park District personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired, by Internet auction using the GovDeals.com web site or by trade-in for new equipment; to sell all items “as is - where is,” and allowing a minimum of fifteen days for public bidding.

- Please refer to the attached schedule
- All items have met or exceeded the criteria for replacement (age, miles or hours).
- All items are in the current budget
- Staff anticipates +/- \$10,000 from the sale of the items.

**E. Purchase Approval- Backhoe and Attachments, Per Budget Plan** Commissioner Lee made the motion, and the Commission approved, to purchase a Case 580NEP Loader Backhoe tractor, with bucket forks, from Southeastern Equipment Co., Inc. Monroe, OH for the State contract price not to exceed \$59,000.

- Price and acquisition are through the State purchasing contract. This system insures that the items went through the required competitive bidding process.
- Staff was asked if all needed attachments were included. Manager Carter affirmed that for now, all needed attachments were included

**F. Purchase Approval- Schoolhouse Park sidelines synthetic turf, Per Budget Plan** Commissioner Monahan made the motion, and the Commission approved, for purchase and installation of Schoolhouse Park football field sideline synthetic turf from and by Southwest Greens of Ohio, LLC, Dublin, OH in the amount of \$30,657.80.

## ***VI. COMMISSIONERS COMMENTS***

Commissioner Sánchez stated that she is thankful to be able to serve on the board for 3 more years. She also noted that the Smith House improvements looked great and the numbers were great for the Big Rig Gig (1400).

Commissioner Monahan asked for a Nutt Road sidewalk update. He also asked for a schedule for the July 4<sup>th</sup> booth at the Americana Festival.

Commissioner Lee commented on the following issues:

- Consider the Walmart “green” truck for the Big Rig Gig next year
- Is there a possibility to rent out the baseball building at Oak Grove
- Could non-profits run concessions to make money
- Thank you for the shade structures at the dog park
- Can we use community service/inmate labor for work in parks
- Foot and disc golf questions

## ***VII. DIRECTOR’S REPORT***

- Community Interest and Needs Survey:** As of May 8, 104 responses were counted. Survey is “open” until May 22. A summary of results will be presented on June 8.
- Temporary Signs** have been ordered for the Smith entrance to Bill Yeck Park. (As a reminder, when finished with the branding initiative, we will re-start the signage effort for all park signs).
- Buildings Assessment:** Staff hosted Messrs. Tom Poulos and Andy Dogan of Williams Architects (Columbus and Illinois). There are a number of building questions or potential projects facing the district, beginning with a scheduled improvement to Activity Center Park operations facility in 2016. The others are Smith house garage, McEwen Barn, Oak Grove barns, and future nature education building. Rather than look at these possibilities as being separate projects, we asked Williams for an assessment of the collective needs and the options potentially available to us. Their visit and professional observations are being offered at no cost, pro bono, to CWPDP. The summary should help us with the review of the next five years of the 10-year plan.
- I’ve been invited to the May 18 City of Centerville meeting to be “formally” introduced, and to say a few good words about the Park District



E. **Looking Towards June Meeting:**

1. First Board review of Pricing Policy.
2. First section of Personnel Policy for Board consideration
3. Recommendation for structuring cash reserves
4. Staff rating of undeveloped lands using new rating criteria.
5. Executive summary of survey

**VIII. STAFF REPORTS**

See schedule A

**IX. EXECUTIVE SESSION**

Executive Session recommended for the purpose of discussing Purchase of Property, ORC 121.22(G)(2).  
Commissioner Monahan made a motion to enter Executive Session for Purchase of Property, roll Call Vote: Sánchez – Aye, Monahan – Aye, Lee - Aye

Board moved to Executive Session at 8:48PM

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

**X. ADJOURNMENT**

Mr. Lee adjourned the meeting at 9:09 P.M.

A Board work session will be held **Monday, June 8, 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.

Approved:

David R. Lee, President

Attested:

Lucy Sánchez, Secretary

## Schedule A Department Strategic Plan Progress Reports

### *Administration*

- 1. Continuously improve focus on the community.**
  - Community Survey Interest and Needs survey (electronic) will be open until May 22. (c.vi)
  - A survey of Dog Park users was conducted in April. Results, though not mandates, do give ideas for bettering the experience. (b.iii)
  - Marketing supervisor Carrie Dittman came up with a small contest to increase Twitter Tweets... so far, lots of activity with 20 tweets in the first week! Engagement rate is up five-fold over the week before the contest. (b.v.)
  - The Americans with Disabilities Act (ADA) assessment will begin in June. The assessment is the first step in developing a transition plan to make our parks and facilities accessible to people of all kinds of disabilities.(a.iii)
  - Pricing Policy to be presented to Board for initial review at June meeting. (c.v.)
  - Met with Management and Planning Solutions consultant, and, Williams Architects to gather third-party opinion and perspectives leading to the strategic planning process. (c.vi.)
- 2. Ensure sound long-term financial viability.**
  - Business Manager and Accountant have initiated budget preparation system improvement.
  - Similarly, the two are creating a budget and expenditure tracking system for all capital projects.
  - Conversion to broad band internet is complete at park headquarters. Off-site locations will remain on DSL.
  - The requisition routing module will be installed after the upgrade to Authority Finance. The upgrade will happen in June with RR following several weeks later.
- 3. Increase public perception and awareness**
  - Initiated branding effort with C. Dittman presenting a primer on the process to Department Managers, Jan. 29. (a.iii)
- 4. Provide leadership to the community in open space preservation and environmental management.**
  - A short-term task team will use the new criteria to rate open spaces in the district. (c.ii)
  - Developer is proposing a donation of 7-8 acres at Hithergreen site. Director met with developer and Twp. officials. May 11 agenda item.

### *Programming*

- 1. Continuously improve focus on the community.**
  - *Silly Fireside Songs* May 15 – Chimneys Fire Circle area of Grant Park. 150 people registered...Silly songs, but not a silly program!
- 2. Ensure sound long-term financial viability.**
  - *Outside Donations* (b)
    - Huffy Corporation generously donated two children's bicycles again this year for *Get Out & Play* event, June 19. The bikes will be awarded via a raffle.
    - Columbus Crew Soccer will be donating a prize pack of tickets and gear for Pop-up Park Challenge Program happening throughout the summer.
  - *Historical Society Partnership*: The Smith House Ribbon Cutting is scheduled for **Saturday, September 26**. The Centerville-Washington Township Historical Society will participate in the ceremony and will conduct house tours. The ceremony will coincide with the Fairy and Gnome Home Festival.

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

- Program staff has **18 NEW programs** in the hopper for Fall (b.ii)
- *10<sup>th</sup> Annual Big Rig Gig: 1,400!* came out to enjoy 20 vehicles, an inflatable, snow cones, and trackless train rides. The beautiful weather likely boosted attendance. (b)
  - Note: 584 attended 2014
- *Hidden Meadows Day Camp Registration* (b)
  - 2014/2015 Registration Comparison to date
    - 2014: 385 total enrollment
    - 2015: **451** enrolled to date
    - This is an 18% increase
  - Added all-day options for two weeks and both filled
  - 14 of the 22 camp selections are full
- *Staff Training* (c)
  - May 29, A cooperative effort of the Miami Valley Recreation Activities Council – area agencies come together to offer a training day for summer staff
    - Over 125 seasonal employees will be participating
    - Presentations on special needs, leadership, outdoor education, and more

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

- *International Migratory Bird Day May 9* (a)
  - Katy Malcolm assisted 40+ participants in searching for and recording their bird sightings. There were two Surveys: 2-hour Full at Yeck; and, 1-hour mini at Oak Creek South. (The mini survey provided an *accessible* option using the paved path).

## **Operations**

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

- *Sprayground Opening Day.* The sprayground is scheduled to open for the summer on Friday, May 22. Grant George has been working with several contractors to complete needed repairs and maintenance items in preparation for the big day
- *Oak Grove Sanitary System.* A meeting has been requested with Woolpert, Montgomery County Sanitary/Engineering and the Ohio EPA to discuss past, present, and future plans to investigate options to complete flush toilets at this park.
- *Oak Grove Dog Park.*
  - GTI Certified Installers Inc. will completed the two shade canopies.
  - Wear and tear is the most pervasive problem at the dog park for both users and maintenance. A viable and inexpensive solution is to add a third enclosed area to the dog park. The third area will allow scheduled rest and restoration of the other two, without cutting service. Operations is gathering quotes for the additional fencing.
  - Also, we are evaluating all the comments and suggestions from our recent Dog Park Facebook survey for other improvements. Most notable: Users rate the cleanliness and maintenance of the Dog Park very highly. (b)
- *Schoolhouse Park Sideline Improvements.* Agenda item-- Pending board approval, the project will begin after the lacrosse season ends, May 13.

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

- *Little Free Library:*
  - Recall this is a joint venture of CWPD, Library and Rotary. The Little Free Library is an outdoor “cabinet” where people are free to take and leave books to share. The first will be at Schoolhouse Park. The Ohio Carpenters Joint Apprenticeship and Training Program is also pitching in to construct and install the library.
- *New equipment acquisitions.* Three new Ford F-250 pick-up trucks arrived and are in service. The old trucks may be sold through an online public auction administered by GovDeals.com, pending Board action May 11.

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

- *Safety Team Update.* A training matrix has been developed to identify required safety training. A training schedule will be established based on the matrix to meet compliance. Firefighter Safe, LLC. will provide First-Aid, CPR, AED, BBP, And PPE training for all new staff on June 2 and 3. (c)

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

- *Reduce gas and diesel fuel consumption by 5%.* We recently purchased our districts first electric powered utility vehicle and electric string trimmer. (a. ii)
  - Benefits- Electric vs. Gas:
    - Reduced fuel and maintenance cost
    - Reduced noise pollution
    - Reduced air pollution and exhaust emissions that improve our carbon footprint.
    - Lighter weight (Trimmer)= less muscle fatigue
- *Ash Tree Removal.*
  - We have completed the removal of all hazardous ash trees along the Iron Horse Multi-Use Trail. In total, more than 300 ash trees were removed along the 1.9 mile trail for about \$25,000.00.
  - Drafting an agreement with Myers Logging, LLC. Xenia, harvest ash trees at little cost to CWPD. Myers Logging plans to sell the ash logs. We will have some cost as with clean-up, but should save thousands over traditional tree removal cost. (a)
- *Volunteer Projects (b).*
  - CHS Freshman Baseball – Spring leaf and landscape improvements at Schoolhouse Park- TBD.
  - Centerville Youth Lacrosse- Mulching landscape beds and trees at Iron Horse Park on Saturday, May 9.
  - Centerville Wee Elks- Mulching landscape beds and trees at Schoolhouse Park on Saturday, July 25.
  - Centerville United Soccer Association- Mulching landscape and trees at Oak Grove Park on Saturday, August 8.

## ***Development***

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

- *Mays Park*
  - Butler Asphalt is scheduled to pave top coat week of May 11. (a)
  - All seeding and planting of trees have been completed.
  - Preparing and planting rain garden islands and detention basins.
- *Mays Park Shelter*
  - Burns Construction submitted the lowest and best bid. (a)
  - Pre-construction meeting will be held May 12 and project completion is October 31.
- *Skate Park Expansion*
  - American Ramp Company was selected by the CWPD to perform the design package for the skate park addition. (a)
  - Design will begin in June for our skate park addition.

- *Holes Creek/Silvercreek Trail*
    - We will advertise bids for the project on May 20 and hold a public bid opening on June 3.  
Executed the Board-approved easement from Hills Property for the portion of the trail North of Spring Valley Rd.
  - *Little Woods*
    - Working with a landscape architect on a planting plan for Little Woods.  
Park will focus on native grasses, wild flowers, butterfly garden, herb garden, prairie garden and mowed path with low maintenance. (a)
  - *Smith House*
    - City of Centerville approved the bathroom renovation and we have obtained our required permits.  
We will start obtaining proposals from contractors. (a)
- 2. Ensure Sound Long-term financial viability**  
Submitted Nature Works Grant for playground at Mays Park (max- \$145,000)and Land Water Conservation Fund for Activity Center Trail (max-\$107,000). Grants should be awarded in the late fall.