

**Regular Meeting Minutes  
Centerville-Washington Park District  
June 8, 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; Mr. Meyer, Development Manager; Ms. Marks, Program Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on June 4, 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 May 11, 2015 work session and regular meeting were approved by Board Consensus.

***III. VISITORS***

No visitors for the Regular Business meeting.

***IV. FISCAL***

**A. May 31, 2015 Financial Report:**

	Income	Disbursements	Transfers/Advances	Balance
General Fund	\$ 16,265.09	(\$359,544.97)	(\$157.83)	\$6,717,246.79
Park Improvement Fund	0	0	0	155.00
Land Acquisition Fund	0	0	151.72	973,001.68
Debt Service Fund	0	0	0	0
Yeck Nature Fund	0	0	6.11	26,301.51
<b>Total</b>	<b>\$ 16,265.09</b>	<b>(\$359,544.97)</b>	<b>\$0.00</b>	<b>\$7,716,704.98</b>

**B. May 31, 2015 Investment Report:**

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$5,188,032.83	59,213.96	0	1,470,000.00	\$6,717,246.79
Park Improvement Fund	155.00	0	0	0	155.00
Land Acquisition Fund	258,718.96	685.32	713,597.40	0	973,001.68
Debt Service Fund	0	0	0	0	0
Yeck Nature Fund	26,301.51	0	0	0	26,301.51
<b>Total</b>	<b>\$5,473,208.30</b>	<b>\$59,899.28</b>	<b>\$713,597.40</b>	<b>\$1,470,000.00</b>	<b>\$7,716,704.98</b>

**C. May 31, 2015 Financial Highlights:**

- Received the first installment of the Homestead Rollback payment in the amount of \$304,799
- Program receipts for the month of May were \$40,489
- Interest payments on May/November CD's was \$2,551
- CWPD will look at implementing some form of web-based financial information, following the example of Ohiocheckbook.com

**D. Approval of Bills:**

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

**V. BUSINESS****A. Dayton Power and Light Company Grant for Electric Right of Way and Easement, Mays Park.**

Commissioner Monahan made the motion, and the Commission approved, to grant an electrical easement to Dayton Power and Light at Mays Park. This easement is a standard procedure for running electric service to a park amenity. This particular easement will allow for power to be run to the site of the Mays Park shelter building. Burns contracting, approved by the Board in May, will begin work in June. Power won't be needed immediately, but will need to be connected as early as July.

**VI. COMMISSIONERS COMMENTS**

Commissioner Monahan noted that he would like to see financial transparency in line with the State of Ohio's Ohiocheckbook.com. He also let operations know that there are 2 dead ash trees that need taken down in Quail Run Park.

Commissioner Sánchez stated that she was happy to see a new park sign at the Smith House. She also talked about attending the Miami Valley Bike Summit. There were representatives from many Dayton area municipal agencies, with the exception of Centerville and Washington Township. The group is advocating trail connections in the area. She also mentioned that MVRPC is putting together a map of "low stress" bike zones.

Commissioner Lee commented on the following issues:

- Oak Grove baseball building use and the possibility of inviting food trucks to the parks
- Grant Nature buildings lease: negotiation underway with the school district
- Hithergreen property status -No further action until the township decides what to do with the property
- Rating of undeveloped land and how it's proceeding; suggested that lower value criteria not overshadow higher value criteria. Staff team is working on a rating of area open land. After initial process, adjustments by staff and/or Board come into play.
- Disc golf course being added to City's Stubbs Park with support of a grant. The one course should serve the community well.
- Staff has sampled footgolf with the intent to research possible installation in CWPD park(s).
- Little free library will be installed at Schoolhouse Park as a cooperative effort of CWPD, Library, Rotary
- Led a discussion about the application of Twitter for CWPD communication
- Nature playgrounds – is this something the PD is looking into? Confirmed by staff that this is a trend to be considered for future playgrounds; and, it is part of the design at the upcoming Mays Park playground.
- Asked for an update on the Skate Park Expansion – proceeding with the plan to begin construction in fall.

**VII. DIRECTOR'S REPORT**

- A. Oak Grove baseball hub building.** Learned that the building gets weekend use, though it is somewhat sporadic. The Association will sell packaged foods, candy, gum, and drinks. As was surmised, the County health department will not issue a food preparation permit without water and sanitary sewer.
- B. Tax Revenue projections** for 2015 are \$4.6 million (rounded). Receipts are about half to date. Second installment of County tax distribution is July - Aug. Of this \$4.6 Million about \$600,000 is the Homestead Rollback Tax that is dispersed by the State. Those payments are typically 50% in June and 50% in November.

**C. Lease of Grant Nature Buildings.** The school district presented the Park District with a proposed lease agreement for the buildings on the Normandy School grounds. CWPD uses these for a variety of programs. The lease is very similar to what had been initiated in early 2014. It appears to be entirely workable, with a few minor modifications. These suggested modifications have been communicated back to the School District. The lease document has also been sent off to the Park Board's attorney.

**D. Hithergreen Park Opportunity.**

The Washington Township Zoning Board vote 3-2 to recommend to the Twp. Board *to deny* the development of the memory-loss residential care facility. On June 1, the Township administrator called to say that the developer has withdrawn the application to build at that site. In the nearly 3 hours of testimony on May 19, perhaps 20% of the speakers talked about Hithergreen as a park, or park-like amenity in their neighborhood. Staff has visited the site should there be future request for the Park Board. For the time being, though, it is a publically owned land that is in use as a public recreation space. The Township has offered to hold a meeting with neighbors on the sole topic of converting the site to a park, based on the request of some neighbors.

**E. Population Estimates:**

1. City of Centerville does not have any estimates or projections of population. City Manager estimates 200-400 new housing units between "Zengel" development and the Loop Road apartments, in the next 5 years. Cornerstone development will lie within Sugarcreek Park District.
2. School District assistant superintendent, Bob Yux: "The last survey was over 10 years ago. We approached the Board about commissioning a new survey about 6 months ago and they rejected the idea. Unfortunately our data is woefully out of date (and inaccurate due to the 2008 stock/housing collapse). *Maybe we could look at partnering for a new population study?* Shared costs might entice our Board."  
Per Mr. Yux, the last quote the School District had was \$11,000.
3. Washington Township, as of this writing, is gathering their information to see if they can produce an estimate of future residential development. This could then be used to estimate future population.

**F. Looking Towards July Meeting:**

1. Second Board review of Pricing Policy.
2. First section of Personnel Policy for Board consideration
3. Staff rating of undeveloped lands using new rating criteria—*originally* thought to be ready for June meeting; Staff team working on this was given 30 days to complete, taking the task into mid-June.
4. Progress report on strategic planning process.
5. Second Quarter progress report on annual District Objectives.
6. Little Woods progress
7. Architectural observations and impressions from the spring, pro bono inspection of buildings.

**VIII. STAFF REPORTS**

See schedule A

**IX. EXECUTIVE SESSION—No Executive Session at this meeting.**

No recommendation for Executive Session.

**X. ADJOURNMENT**

Mr. Lee adjourned the meeting at 8:32 P.M.

A Board work session will be held Monday, July13, 2015 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

## Schedule A Department Strategic Plan Progress Reports

*Commissioners, Please note. We are reporting progress according to the 4 main strategies of our annual plan. We think this will be easier for you to follow. Also, it's important that we conduct ourselves as one Park District, all working towards the same mission. Reporting as one, coordinated organization is part of that conduct.*

*Also, you will see that we have a section for General Updates, followed by a section on all construction projects, titled Capital Improvement Program.*

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

- 428 Responses were received on the e-survey. Summary attached to June 8 Board Packet. (c.vi)
- *Get Out & Play* (a)
  - June 19, 6-8pm
  - Includes inflatables, games, bike parade down the Iron Horse Trail
- *Family Camping* (a)
  - June 12 – up to 20 families will come for an overnight at Grant Park – Chimneys area
  - Night hike, creek play, campfire, geocaching and more
- *Nature Hikes*: June 16 – **Tree Trek**; July 18 – **Hoot Route**
- The ADA Audit is underway. The Audit will identify needed modifications so that all members of the community can enjoy the parks. The Audit and Transition Plan are on target to be completed per schedule. (a.iii)
- *Foot Golf*: Ken, Ally, Kristen and Nick were tasked with obtaining a first-hand (or foot if you will) look at the sport of Foot Golf. The team played 9 holes at the Rollandia Course. The overall impression was it was fun, safe and fast paced game for all ages. The team will use the experience to make recommendations for bringing Foot Golf to the CWPD.



- *Asphalt sealcoating*. RFQ's have been sent out for the Parking areas at Forest Field Park. Collet Sealcoating will be re-sealing parts of the Iron Horse Trail. This will be a warranty repair from the fall application. The sealcoating material did not adhere properly. (a)
- *Playground Safety*. Playground mulch was added to the playgrounds at Schoolhouse and Yankee parks for Memorial Day weekend. Additional mulching of other playgrounds is scheduled yet this year.
- *OG Dog Park* - We are close to finalizing plans to add a third area to the dog park. It should be under construction by the end of July. This should relieve the most common wear and tear issues, lessening the demand on maintenance resources. (a)

*Scope to include:*

- Grading to improve drainage
- The addition of a third fenced area (Outlined below)
- Gravel walkway around perimeter of all three areas.

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

- Accounting software upgrade begins this summer. (b)
- New Capital Improvement Program Budget and Tracking spreadsheet is 90% complete and will be ready for Board perusal in July. (a.ii)
- First outline of budget structural renovation done. Re-structuring will allow Department Managers better access to department budgetary performance; and, should provide for more realistic budgeting numbers when building fiscal year budget.
- *Little Free Library*. Joe Travis, with the Ohio Carpenters Joint Apprenticeship and Training Program is hoping to set the structure next week. This is a three way partnership that includes Centerville Rotary and the Library.



**3. Increase public perception and awareness**

- The staff is working to increase CWPD's Twitter presence throughout the summer. Staff has upped their participation contributing tweet ideas. The Park District sent out **56** tweets in the month of May, compared to 15 in April. We had **796** profile views, compared to 154 in April, and 18 new followers. There was a 260% increase our number of tweet impressions (**11,400** vs. 2472) for the month.

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

- Director has met with local family interested in preserving the family farm for open space via a conservation easement. (d.ii)
- Adopt criteria defining natural areas—Underway via a staff task team.(a.iii)
- *BeeSpotter.org* – A great way for CWPD to get involved in the bee/pollinator conservation movement Site has been created for those in Missouri, Illinois, and Ohio to record their bee sightings and promote conservation methods for pollinators – *Cincy Zoo* has already teamed up with Bee Spotter BeeBlitz a citizen science project during National Pollinator Week (June 15-21) will be incorporated into our Pop-Up Park Challenges
- Nick Meyer met with a representative from Play and Park Structures to discuss improving the playground equipment at our parks. They recommended designing *play environments that integrate manufactured play equipment with Living Landscape*. If we adapt this method we would qualify our play sites to be registered as a NatureGrounds National Demonstration Site.
- EAB Response and Ash Tree Removal. CWPD staff will be treating approximately 60 ash trees located at Schoolhouse Park. Trees will be injected with the insecticide Imidacloprid.
- Myers Logging will begin removing ash trees at various parks this month. Parks that have been classified as a priority include: Concept, Watkins Glen, Quail Run, and Yankee. (a)

## General Updates

- *Safety Team.* Jason Dickensheets will be attending this month's South Metro Regional Safety Council workshop -- Topic: "*Warning Signs and Behavioral Indicators of Targeted Violence.*"
- Staff training: All new employees participated in a safety training workshop. Topics included:
  - First Aid/ CPR and AED
  - Blood Bourne Pathogens (BBP)
  - Personal Protective Equipment (PPE)
- Park Operations Technician II, Scott Lucas has been promoted to Park Operations Technician III. Scott completed the requirements by obtaining a Professional Grounds Technician Certification from the Professional Grounds Management Society (PGMS). Scott also added the Category 8 (Turf) certification to his commercial pesticide license. We look forward to his continued growth and contributions in the future.
- Athletic update: Lacrosse and soccer programs have wrapped up their spring seasons. Practice location will be maintained at Iron Horse and Forest Field throughout the summer. Some additional information of interest, "By the Numbers": (a)
  - Centerville Youth Lacrosse
  - 11- Number of weeks in the season
  - 20- Games played at School House Park.
  - 4- Games played at Iron Horse Park (Kindergarten/1st grade/2nd grade).
  - 2 - Games were re-scheduled due to rain.
  - 40- Approximate times the game field was mowed during the season.
  - 2200- Approximate length of lines painted each week.
  - Centerville United Soccer Association
  - 84- Days in the season
  - 681- Games played at Oak Grove Park
  - 40- Soccer goals at Oak Grove Park
  - 1000- Gallons of white paint used to stripe fields
  - 11- Season rainfall (Inches)
  - SIX- March *Snowfall* (Inches)

## ***Capital Improvement Program Update***

### **Mays Park**

- All major items of work are complete with Jess Construction's Contract (a)
- Remaining work is as follows; water trees, fix ruts, pick rocks, clean up staging area, monitor grass establishment and lower catch basin in the middle of the 4 lacrosse fields.
- Jess Construction will continue to maintain the trees for 1 year after project acceptance.
- Burns Construction will be mobilizing equipment the week of June 8.
- DP&L is request for an easement for the electric before the Park Board.
- Sanitary and Water Tap Fees have been submitted to the County Environmental Services.

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

- American Ramp Company was selected by the CWPD to perform the design package for the skate park addition, still waiting on the contract review from our attorney.

**Holes Creek/Silver Creek Trail**

- The project will be released for bid June 24 and the contractor can begin work where no trees are present on August 17.
- For a federally funded project, clearing of trees before September 30 is not allowed where certain bats live. This is one of those areas.
- Project Plans are currently under review by Montgomery County and Washington Township.
- County has received our Flood Hazard Permit application.
- Project Completion Date will be end of November.

**Smith House Restroom**

- Have sent RFQ's to six different home renovation /remodeling contractors for the bathroom renovation project, still waiting on their estimates.

**Little Woods**

- Preliminary landscape plan of Little Woods is complete. (a)
- The Park District has obtained the parking agreement from Financial South to use the parking lot for park district maintenance.
- Cost savings for using their parking lot as opposed to building new is estimated to be \$31,500.

**Play and Park Structures**

- Met with a representative from Play and Park Structures to discuss improving the playground equipment at our parks. They recommended designing play environments that integrate manufactured play equipment with Living Landscape. If we adapt this method we would qualify our play sites to be registered as a NatureGrounds National Demonstration Site.
- Below is a link explaining more of the NatureGrounds National Demonstration Site process.
- <https://playandpark.box.com/s/uss1w4pzaf5dr0pi5h2u0o6panmfe8cs>