



**Regular Meeting Minutes
Centerville-Washington Park District
September 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 7:00 P.M. with the following attending: Commissioners Lee, 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 September 10, 2015 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the August 10, 2015 work session and regular meeting were approved by Board Consensus.

III. VISITORS

Jason Rudzinski was in attendance at the meeting.

IV. EXECUTIVE SESSION— Roll Call Vote Required

Executive Session recommended for the purpose of discussing Purchase of Property, ORC 121.22(G)(2).

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

Board moved to Executive Session at 7:01PM

Upon Return at 7:25, President Lee stated “*We are now back on record*”

V. FISCAL

A. August 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	4,462,870.25	97.3%
Interest	18,000.00	10,036.80	55.8%
Donations	12,000.00	2,344.77	19.5%
Program	89,000.00	77,149.96	86.7%
Other	21,000.00	17,990.77	85.7%
	<u>\$4,726,595.00</u>	<u>\$4,570,392.55</u>	<u>96.7%</u>
Expenditures			
2 - Park Improvements	1,640,120.00	554,333.11	33.8%
3 - Operations	536,819.00	227,990.39	42.5%
4 - Equipment	323,438.00	261,735.03	80.9%
5 - Payroll	2,085,376.00	1,380,533.16	66.2%
6 - Prof. Services	64,020.00	24,718.75	38.6%



7 - Utilities and Fees	295,406.00	187,800.24	63.6%
8 - Office Operations	132,780.00	71,062.86	53.5%
9 - Programs	50,648.00	33,779.87	66.7%
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	333,803.63	56.4%
13 - Advances - out	584,667.00	84,667.00	14.5%
Total expenditures	\$6,321,052.00	\$3,160,424.04	50.0%
Net +/-		<u>\$1,409,968.51</u>	

B. August 31, 2015 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,597,974.38	59,240.92	0	1,470,000.00	\$8,127,215.30
Park Improvement Fund	262,982.47	0	0	0	262,982.47
Land Acquisition Fund	258,966.29	685.63	714,547.22	0	974,199.14
Debt Service Fund	0	0	0	0	0
Yeck Nature Fund	57,698.28	0	0	0	57,698.28
Total	<u>\$7,177,621.42</u>	<u>\$59,926.55</u>	<u>\$714,547.22</u>	<u>\$1,470,000.00</u>	<u>\$9,422,095.19</u>

C. August 31, 2015 Financial Highlights:

- Staff will research investment options for 2 CD's maturing in December totaling \$490,000
- Park District received \$49,625 from the William and Dorothy Yeck Nature Fund

D. Approval of Bills:

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

VI. BUSINESS

A. Personnel Policy Updates: Commissioner Lee made the motion, and the Commission approved, to upgrade the Personnel Policy sections 1.2.1; 1.2.3; 1.4.1; 2.4; 4.5; 5.6; 7.1.

B. 2015 Revised Appropriation Budget: Commissioner Sánchez made the motion, and the Commission approved, to revise the 2015 Appropriation Budget. A copy is attached to and made a part of these minutes.

C. 2015 Revised Appropriation Resolution: Commissioner Sánchez made the motion, and the Commission approved, to revise the 2015 Appropriation Resolution. A copy is attached to and made a part of these minutes.

D. Holes Creek Trail Construction Contract: Commissioner Lee made the motion, and the Commission approved, to award the Holes Creek Trail Construction Contract to L.J. Dewese Company Inc. for a Total Project Amount of \$860,628.25, and designates the Park District Director to sign the contract.

E. Holes Creek Conservation Easement: Commissioner Sánchez made the motion, and the Commission approved, to issue a conservation easement for Holes Creek Trail to comply with Army Corps of Engineers' requirement.



F. Contract for 2016 Medical Insurance with Anthem Blue Cross/Blue Shield: Commissioner Sánchez made the motion, and the Commission approved, to renew the current policy with Anthem Blue Cross/Blue Shield for the 2016 fiscal year for employee medical insurance coverage.

VII. DIRECTOR'S REPORT

- A. Pickleball via partnership concept – investigating partnership with township rec center
- B. Pre-summit meeting about Open Space in Centerville-Washington to be held September 23
- C. Progress on maintenance and operations garage replacement – contracted to conduct a function and program analysis
- D. October Meeting Topics:
 - a. Final proposed changes to the personnel policy
 - b. Reviewing Commissioner Request log for priority-setting in conjunction with strategic plan
 - c. Next policy review
 - d. Budgeting Fiscal Year 2016—Recommend Method on Pay 2016 Increases

VIII. STAFF REPORTS

1. Brief re-cap of summer programs.
2. Presentation of Turf Naturalization for Fall Planting.

IX. COMMISSIONERS COMMENTS

Commissioner Sánchez had no comments.

Commissioner Lee shared a variety of comments:

- Inquired about the time table for the skate park. Mr. Meyer reported that ground breaking should occur sometime in October.
- Stated that new asphalt on the Concept Park basketball court didn't look good. Mr. Biondo agreed to have staff take a look at the court and the specifications.
- Mr. Meyer reported that Smith House restroom will be ready by September 26.
- Asked about ash tree removal and re-planting. Mr. Carter reported that tree planting will be added to the 2016 budget.
- Stated that we need to be sure to keep areas around Mays Park in good condition during construction phase. Also noted standing water in the parking lot.

X. ADJOURNMENT

Mr. Lee adjourned the meeting at 8:40 P.M.

A Board work session will be held Monday, October 12, 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

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

Continuously improve focus on the community.

- Fall Program **Enrollment up 30%** from Fall 2014 – 1,643 enrolled, 161 Non-residents (1,153/116 in 2014)—{*Note: the initiation of non-resident fees seems to have had no negative impact*}
- Fall Events of note:
 - Teddy Bear Picnic – 9/15, nearly 100 registered – Partnership program with WCPL
 - Paws in the Park – 9/19
 - Fairy and Gnome Home Festival – 9/26
 - Haunted Trail – 10/21 & 10/22
 - Booked for Lunch – 11/4 – Partnership with CWTHS and WCPL
- **Concept Park- Basketball Court Renovation.** The new surface is in and a fourth hoop will be reinstalled. The hoop was removed approximately 15 years ago due to a conflict with an underground gas line. Vectren Gas Company confirmed that the line in question has been abandoned, and will not be affected by the addition of the fourth hoop. (a)



Concept BB Courts

- **Painting Projects.** Several facilities have recently received a fresh coat of paint: Smith House, Nature Nook, Oak Grove fishing pier, and the main access bridge at Grant Park. (a)



Kennard Nature Nook



Smith House

- **Smith House Landscape Improvements**– In the process of renovating the landscape beds located around the house. A new mix of trees, plants, and shrubs that have a more natural appearance will be installed next week, prior to the open house scheduled later this month. The plants selected will reflect some of native species found growing throughout the park. (a)
- **OG Dog Park Expansion.** The first phase of the project is underway-- grading the area to improve drainage. Later this month, new perimeter fence. Seeding and restoration of the site will be completed by our staff later this month. Shade canopies, picnic tables, and trees will also be added before opening next year.(a)

Ensure sound long-term financial viability.

- ODNR was contacted regarding the available funding for Clean Ohio grants and possible re-application for the Activity Center Trail Grant. Since the proposed trail doesn't connect regional trails/pathways it doesn't qualify for Clean Ohio grants.
- The Activity Center Trail grant should be eligible for the Recreational Trails Program Fund next year.

Increase public perception and awareness.

- Adapted Archery Program slated for Saturday, October 3 in conjunction with Miami Valley Adapted Sports – CWPD's *first adapted* archery program
- School outreach is so-far scheduled for 44 classrooms for the 2015-2016 school year, totaling ~1,012 students.
- Safety Team Update: This month's topic is: ***Lighting for Safety & Security.*** (a)
- Employee Safety Training- Mike Lorms, with Risk Control 360 will share some different training formats that he has developed for our agency. : (a)
 - Hearing Conservation
 - Bloodborne Pathogens
 - Incident Investigation

- Mike Conley was recently promoted to the position of Park Operations Technician II. Mike recently completed his first year of employment with the Park District. (c)

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

- New: Conservation Crew – a stewardship program geared towards families – “help wildlife by improving natural habitats within the parks.” There are five sessions to choose from this fall.
- Ash tree removal- Meyer’s Logging has completed the removal of dead ash trees at Concept, Quail Run, and Watkins Glen Parks. They are currently working at Yankee Park, where there are approximately 100 ash trees identified to come down. (a)
- Turf Naturalization/ prairie establishment. Letters were mailed to approximately 150 park neighbors detailing efforts to promote this sustainable parks. Parks selected are Yankee, Iron Horse, Weatherstone, Stansel, Little Woods, and Grant Parks.

The Conservationist, LLC. will be contracted for this project. *The Conservationist* will also assist with the establishment of approximately 30 acres of native grassland/prairie habitat at Bill Yeck Park this fall as well. Funding for the Bill Yeck Park prairie renovation is provided through the William and Dorothy Yeck Nature fund. (a) Naturalization Schedule:

- Fall 2015- Herbicide application to remove the existing turfgrass species
- Spring 2016- Second herbicide application (if needed) and seeding of prairie/ wildflower mix
- Summer/ Fall 2016- Monitor and control invasive species



Oak Creek South Park

Yankee Park (Proposed areas)

- Idle Free Parks- A new, regional collaborative "Idle Free" initiative has just been released aimed at reducing engine idling in the Miami Valley. The Park District will help spread the message by kicking off our own "Idle Free Parks" campaign through social media. Signs will be placed at high traffic areas to bring awareness and to help reduce idling in our parks. The signs were provided at no cost by the *Regional Air Pollution Control Agency (RAPCA)*. (a)



Schoolhouse Park

Community Message:

Be Idle Free- Turn off the Key!

The Centerville-Washington Park District recognizes that unnecessary vehicle idling wastes fuel and contributes to air pollution and greenhouse gas emissions, and therefore have established the following guidelines to help reduce our carbon footprint on the environment.

CWPD *INTERNAL* Idle Free Guidelines:

- ❖ Idling is prohibited near building air intakes, school grounds, or areas near groups of people (e.g. Playgrounds, Shelters, Programs, Athletic fields)
- ❖ Combustion powered vehicles and equipment will not be permitted to idle longer than the manufacturers recommendations for proper engine cool down*
- ❖ Staff will carpool or rideshare whenever possible
- ❖ All manufacturers recommended maintenance schedules will be followed to keep engines running at their peak performance

**The Toro Company recommends a minimum cool down period of 5 minutes before shutting off an engine for all turbo-charged engines. Failure to do so may lead to engine failure.*

General Updates

- Ginger Clark is our new Volunteer Coordinator. Her first day was 9/9.
- Christian Johnson has accepted the position of Recreation Coordinator. She will start September 21. She is a 2015 graduate with a Master's degree from Ohio University.

Capital Improvement Program Update

Mays Park Shelter

- Brick and mortar around the shelter have been installed. Along with the roof and skylights over the restrooms.
- The pre-fabricated shelter portion is next: pouring the footers, concrete slab and placing the columns.



Robert F. Mays Park

- Weeds have been removed from the parking lot islands and specified plants added (see photo).
- Low lying areas in the parking lot to be fixed in September.
- The Ohio EPA visited the site and found the site complies with of the terms and conditions of the storm water permit.



Holes Creek/Silver Creek Trail

- L.J. Dewese Company Inc was the lowest bidder on the Holes Creek Trail Project re-bid out of 6 total bidders.
- The Total Project amount is \$860,628.25 which includes the multi-use trail and parking lot.
- New Completion Date will be June 2016.

Smith House Bathroom Renovation

- Painting the bathroom and waiting on toilet accessories, exterior door and the automated lock system.

Oak Creek South Skate Park

- Design of the skate park is located on our website. Also, anyone who attended the community involvement meeting was sent the design.

Oak Grove Sewer Feasibility Study

- Possible septic locations have been determined within the park and soil percolation tests must be performed.
- Peak and average weekly uses, along with the soil testing, determine possible locations and size.

Z:BoardMeetings/2015/AgendaNotesandCalendar 081015