

**Regular Meeting
Centerville-Washington Park District
January 12, 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 6:32 P.M. with the following attending: Commissioners Lee, Monahan, and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer, Development Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on January 7, 2015 and was posted on the Park District web site, www.cwpd.org.

The minutes of the December 8, 2014 work session and regular meeting were approved by Board Consensus.

IV. FISCAL

- A. Approval of Bills. Ms. Sánchez made the motion, and the Commission approved, authorizing bill payment for January.

V. BUSINESS

- A. Centerville Youth Lacrosse Agreement. Mr. Lee made the motion, and the commission approved, to enter into a use agreement with Centerville Youth Lacrosse for their use of certain buildings and facilities at Schoolhouse Park and practice sites at other parks for the period of one season beginning February 1, 2015 and ending May 31, 2015, a copy is attached to and made a part of these minutes.
- B. Personnel Action. Ms. Sánchez made the motion, and the Commission approved, authorizing a pay rate of \$10.56 per hour for part-time employee Judith Keegan.

VI. COMMISSIONER COMMENTS

- A. Mr. Lee would like to re-visit projects that were tabled in the past. Suggestions are the perimeter path at Ironhorse Park as well as lighting the tennis courts at Oak Creek South.
- B. Mr. Monahan commended Mr. Biondo on the management of the recent crisis incident.
- C. Ms. Sánchez thanked the staff for the Charlie Harper mugs and for organizing a successful holiday party. She also noted that Mr. Biondo is adjusting well to his new position and is doing a good job of sharing information with the commissioners.

VII. DIRECTOR'S REPORT

- A. **First 30 days observations:** Biondo shared initial thoughts, discoveries and observations from the first month on the job.
- B. **2015 Strategic Plan Objectives:** Objectives written for the New Year, along with some brief explanations or highlights were presented to the Board.
- C. **Director-Board communication:** President Lee and Biondo shared and re-stated the method for communicating and information sharing between Commissioners and Director.

VIII. STAFF REPORTS

Administration

1. Continuously improve focus on the community.

- With the advent of 2015, Director Biondo will begin to systematically meet and converse with community leaders such as the administrators of the public agencies and the heads of the sports groups.
- In the coming 3 months, we'll look at how we can best begin to engage citizens in conversation about CWPD, improvements they may like to see, etc. Initially, we'll simply find ways to get input. When and if we find patterns, then more structured means will be used to get information.

2. Ensure sound long-term financial viability.

An important step in achieving long-term viability is knowing what it costs to provide services. The Pros Consulting report gets us well on our way.

3. Increase public perception and awareness

- Our administrative and marketing staff have many good ideas in regards to this priority. From updating printed material, to electronic communications to colors, these ideas will be forged into a plan.
- Our very own Erin Morley is continuing her quest to earn a Master of Public Administration degree.

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

- Operations staff have shared their "turf naturalization" plan. In 2015 we can and should implement much of this plan. This plan dovetails with the Eco-crew efforts by reducing our internal combustion engine exhaust. Tracking the reduction will be a useful tool to report and demonstrate leadership.

Operations

1. Continuously improve focus on the community.

- Topdressing to continue as weather permits.
- Sod replaced on worn turf areas.
- Soil samples collected and mailed to CLC labs for analysis.
- Order placed for two 14ft. pyramid shade structures similar to the ones installed at the sprayground this past year.

2. Increase public perception and awareness.

- March 6 - Centerville High School College and Career Fair
- February 18 - Hocking College Seasonal and Natural Resources Job Fair
- I have a meeting scheduled this week with an audiologist to discuss implementation of a Hearing conservation plan.
- Safety Team members are attending monthly "Safety Workshops" sponsored by the South Metro Regional Safety Council. This month's topic is *Ohio BWC – "Other States Coverage" (Interstate Jurisdiction)*.
- Risk Control 360 has forwarded several documents this week for review by our Safety Team. Documents pending review include; Safety Audit, Review and recommendations of CWPD existing policies, and a draft Lock Out Policy that deals with electrical safety.

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

- CWPD staff removing trees along the Iron Horse Trail between Whipp Rd. and I-675.
- Removed old split rail fencing from years 1996- 2006. If salvageable, post and rails will be re-used on future borders of the trail.

Program

1. Continuously improve focus on the community.

- The Nature Nook is being used 5 days a week for Park District programs this winter.
- Sledding with Owlexander on January 10 from 1-2pm at Rosewood Park
- Winter Woods Day Camp begins at Grant Park on Saturday, February 7.
 - 46 participants enrolled (42 in 2014)
 - New this year will be a variety of science experiments to illustrate freezing and thawing and winter animal adaptations
 - 20 students from the Centerville High School Environmental Management class will be volunteering

2. Ensure sound long-term financial viability.

- We had 32 active volunteers this year
- Over 400 episodic volunteers
- The Park District utilized 20 Wright-Patt Credit Union employees for their annual day of service in October

2013

CWPD Volunteers	1,124
<u>Episodic</u>	<u>920</u>
Total	2,044

2014

CWPD Volunteers	1,276
<u>Episodic</u>	<u>1,024</u>
Total	2,300

- ***Summer Staff Hiring.*** Erin Morley and Ally DeShurko are completing letters and fact sheets to send to 2013 seasonal staff in preparation for our 2014 summer programs.
 - Interviews will take place throughout March and April.
 - Staff training will begin on June 1
 - The first day of summer programs will be June 8, and last 8 weeks with an end date of July 31.

3. Increase public perception and awareness.

- Washington-Centerville Public Library's Teen Job and Volunteer Fair - January 31 from 2:00-3:30 P.M. at the Centerville Library.
 - This event is specifically for high school students and is a great way for us to reach out to those who are looking for seasonal employment and youth volunteer opportunities.

Development

1. Continuously improve focus on the community.

- Met with 3 different contractors on site to quote the initial Clearing and Grubbing.
 - Stark Wrecking, Brit Tree Service and Flora Excavating
- Stark had the lowest quote but couldn't start until March so we are going to use Britt Tree Service for a lump sum price of \$15,500.
 - There quote includes the removal of 2 spruce trees, cleaning up fallen trees, removing the large/overgrown honeysuckle and removal of all stumps. The plan is to start the clearing the week of January 12.

I will be working with Haley-Dusa, a surveying firm, to put together a proposed plan with contours, elevations and significant landmarks.

Mays Park: Update on Progress of Phase I and II.

- Due to the large amount of rainfall that occurred in 2014, Jess Construction's project completion date has been moved to May 15, 2015.
- The first 1.5" of Asphalt Base has been placed and the wall ball is complete.
- Jess will continue with the dirt moving work when possible. They have hauled in 3900 Cubic Yards to complete the total amount of embankment needed for the park.
- Dirt grading, planting and seeding still remains and will be hard to complete until we have cooperating weather.

Mays Park Phase III- Walking Path

- The total estimate for entire trail (Township Trails and CWPD) is \$475,000.
- The path only qualifies for the Recreational Trails Program Fund and not the Clean Ohio Trails fund.
 - Therefore the maximum grant request is \$150,000
- Between the Township Trails and CWPD we need to come up with \$325,000.
 - Township Trails stated that they did not budget money for this work, where-as the CWPD has \$194,768 for the asphalt path and \$73,150 for the paver path.
- Comparing our budgeted amount to the estimate provided we are about \$120,000 shy for what is needed to complete the path.
- At the Work Session, we will present an option to bring the project within budget.

Holes Creek- have asked Choice One to submit a proposal for the engineering work regarding the project: plans, specifications, boring logs and assistance with the ODNR grant.

- Currently have 3 different suppliers for the 2 bridge crossing over Holes Creek
 - Composite Advantage
 - www.compositeadvantage.com
 - CONTECH Bridge Solutions
 - Continental Connector Pedestrian Truss Bridge, similar to what is out at Oak Grove
 - www.contech-cpi.com/bridges/11
 - E.T. Techtonics - Composite Bridges, that can be built in remote locations, lightweight and easy to assemble
 - <http://www.ettechtonics.com>
- The main goal is to use a bridge design that allows us to not disturb the creek.
 - This would limit the amount of permits needed and speed up the design process.

IX. EXECUTIVE SESSION

Mr. Lee made the motion, and the Commission approved, to enter Executive Session for the purpose of discussing Purchase of Property, according to Ohio Revised Code 121.22(G) at 7:29 P.M.

Mr. Lee made the motion, and the Commission approved, to return to open session at 8:14 P.M.

X. ADJOURNMENT

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

A Board work session will be held Monday, February 9, 2015 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters.

Approved:

David R. Lee, President

Attested:

Daniel H. Monahan, Secretary