

**Regular Meeting Minutes
Centerville-Washington Park District
June 13, 2016**

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 7:21 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Projects Manager; Ms. Marks, Program Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on June 9, 2016 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA (additions to agenda for discussion purposes only)

No changes or additions were made.

III. APPROVAL OF MINUTES

The minutes of the May 9, 2016 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

No visitors attended.

V. EXECUTIVE SESSION—If action needed

No executive session was held.

VI. FISCAL

A. May 31, 2016 General Fund Financial Report:

	2016 Budget	2016 YTD	% of Budget
Revenue			
Property Taxes	4,586,595.00	2,558,004.85	55.8%
Interest	16,000.00	6,176.60	38.6%
Donations	6,000.00	1,739.73	29.0%
Program	120,000.00	64,125.09	53.4%
Other	15,000.00	7,718.90	51.5%
	\$4,743,595.00	\$2,637,765.17	55.6%
Expenditures			
2 - Park Improvements	1,439,000.00	270,995.50	18.8%
3 - Operations	772,599.00	97,980.11	12.7%
4 - Equipment	418,800.00	161,085.35	38.5%
5 - Payroll	2,187,892.05	699,973.79	32.0%
6 - Prof. Services	97,100.00	9,337.88	9.6%
7 - Utilities and Fees	283,140.00	150,590.02	53.2%
8 - Office Operations	119,500.00	49,171.00	41.1%
9 - Programs	72,540.00	12,122.04	16.7%
10 - Matching Funds	20,000.00	0.00	0.0%

12- Bill Yeck	50,000.00	0.00	0.0%
11 - Transfers - out	492,763.00	72,259.50	14.7%
13 - Advances - out	366,904.00	366,904.00	100.0%
Total expenditures	\$6,320,238.05	\$1,890,419.19	29.9%
Net +/-		\$747,345.98	

B. May 31, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,755,235.53	\$59,383.14	0.00	1,470,000.00	\$8,284,618.67
Park Improvement Fund	99,242.74	0.00	0.00	0.00	99,242.74
Land Acquisition Fund	259,266.76	687.28	716,090.36	0.00	976,044.40
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	8,082.68	0.00	0.00	0.00	32,603.22
Total	\$7,146,348.25	\$60,070.42	\$716,090.36	\$1,470,000.00	\$9,392,509.03

C. Approval of Bills:

Commissioner Lee made the motion, and the Commission approved, authorizing bill payment for May, 2016.

VII. BUSINESS

A. Sports Field Use

Commissioner Sánchez made the motion, and the Commission approved, to adopt the Sports Field Use Policy, effective June 14, 2016.

B. OPWC Clean Ohio Grant Resolution

Commissioner Lee made the motion, and Commissioner Monahan seconded, to adopt the OPWC Clean Ohio Fund grant resolution. Roll call vote, Commissioner Lee – aye, Commissioner Monahan – aye, Commissioner Sánchez – aye. Motion approved.

C. Pickleball Conversion of AC

Commissioner Lee made the motion, and the commission approved, to award the project to Asphalt Sealcoaters of Dayton in the amount of \$47,521.00

VIII. DIRECTOR'S REPORT

1. Bike Centerville Survey—Included in the Board's packet are the results of a survey taken by the recently organized Bike Centerville group for the Board's perusal.
2. Smith House getting lots of use—Booked For Lunch; Centerville History board retreat

IV. DEPARTMENT REPORTS



X. COMMISSIONERS COMMENTS

Commissioner Sanchez asked if there would be a way to make donations to the Park District on the new website.

Commissioner Lee asked if there would be more trees planted at Oak Grove. He also discussed the merits of a disc golf course. It was agreed to wait and see how popular the course is at Stubbs Park. He also would like Commissioners to attend first aid training the next time it's offered. Director Biondo reminded the Board that the Fall Needs Assessment would ask the residents to rate their need for several, possible amenities.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:28.

A Board work session will be held Monday, July 11, 2016 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

Daniel Monahan, President

Attested:

David R. Lee, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>CWPD had approximately \$44,000 in program registration fees in May.</p> <p>We received a \$6,796 refund from the Bureau of Workers Compensation.</p> <p>In May, \$218,527 was paid to LJ Deweese for work on the Holes Creek Trail.</p> <p>Chris attended a grant opportunity seminar sponsored by the Ohio GFOA.</p>  <p>Dawn attended 16th Annual Emerging Trends in Fraud Investigation and Prevention conference in Columbus. This conference was presented by the Auditor of States office.</p>  <p>Dawn attended a 5/3 Bank fraud prevention webinar.</p>  <p>Shavonna Neal, from Ohio DAS, presented information to several CWPD staff members regarding State of Ohio cooperative purchasing.</p> 	  <p>All staff are now wearing new uniforms. (5)</p> <p>Job descriptions were evaluated and re-written. They are in the formatting phase and will be completed by the end of June. (6)</p> <p>Carrie and Nick met/toured parks with reps from Studio Graphique regarding park signage. (5)</p> <p>Dawn began contacting market research firms regarding the needs assessment survey. We're shooting for an early fall date. (5)</p>

KEY: 1. Preserve Habitats & Ecosystems 2. Demonstrate Responsible Land Stewardship 3. Provide Variety of Programs and Activities 4. Develop Park & Facility Amenities for Future 5. Continuously Engage Community 6. Improve Organization Processes.

Thank you for not smoking message added to the CWPDP website:


Summer break is here and the parks are full!

The Centerville-Washington Park District is dedicated to providing the community with ample opportunities to live healthy and active lifestyles. Second-hand smoke is a proven health risk and children may be especially vulnerable. It is our hope that park visitors will abstain from smoking in any park area where children are at play. Reduce litter, promote positive role modeling and give children a healthy, safe place to play!



The CWPDP Facebook page now has more “likes” than other public entities in Centerville and Washington Township. Way to go, Carrie! (5)

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<p>A lot of our activities this past month have been focused on gearing up for Memorial Day Weekend and the start of summer programs. Park visitation in the way of graduation parties, picnics, and family reunions really ramp up beginning this weekend. Many of our Community parks played host for the CBSL Memorial Day Baseball Tournament. This year approximately 50 teams competed in games played at Schoolhouse, Oak Grove, Yankee, Oak Creek South, and Activity Center Parks. I would like to recognize our entire staff for their efforts before, during, and after the weekend to keep the parks looking great for our visitors.</p> <p><i>Athletic Update:</i> With the exception of baseball and softball games, many of our spring athletic seasons have ended. In the coming weeks operation activities will focus on turf maintenance and repair in anticipation for summer sports camps and fall athletic seasons.</p> <p>Matching funds request: The storage container purchased with CUSA has been placed at Forest Field Park. CUSA will be painting the container to provide a more aesthetic view for park visitors.</p> 	<p><u>Mays Park Playground:</u> The playground installation is expected to begin in the next few weeks and should be completed by Labor Day weekend.</p> <p><u>Oak Grove Dog Park:</u> Now that we are fully staffed we have been able to dedicate some time to completing the dog park. This past week crews completed the installation of a crushed limestone path that circles all the way around the inside perimeter of the new area. An additional shade structure, similar to the other two, is expected to arrive and be installed in the next few weeks. Several new picnic tables are expected to arrive soon and will be placed on gravel pads that extend from the new pathway along the inside perimeter. We anticipate opening this new area this fall.</p> <p><u>AC Pickleball Conversion:</u> We had requested 3 quotes from area asphalt companies that we have worked with on past projects. Only one company, Asphalt Sealcoaters of Dayton (ASD), provided a quote in the amount of \$47,521.00. This price includes repairing the existing court surface (3-year warranty), installation of new post and nets, new fencing between the courts, and layout and striping new courts. The other two companies declined to provide a quote based on the project scope and specifications. ASD was recently awarded a contract by the City of Kettering to convert existing tennis courts at John F. Kennedy Elementary School over to dedicated pickleball courts. Additionally, ASD has satisfactorily completed numerous asphalt related projects for us in the past. A recommendation and motion awarding the project to ASD can be found in the board meeting agenda. (4)</p> <p><u>Safety Team News:</u> Safety Team members were asked to create a mission statement of their own that conveyed the following, three key elements.</p> <ol style="list-style-type: none"> 1. What is our purpose 2. How or what are we going to do 3. Who are we working for <p>The following Mission Statement was developed from the collective thoughts from the team members.</p> <p><i>“The mission of the CWPD Safety Team is to promote a culture of health and safety by providing training, education and resources for our staff and volunteers.”</i></p>

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Bike Racks: Here is a list of parks that currently have bike rack like the one seen in the photo below. Shoolhouse and Activity Center Parks both have two for a total of 11.

- Forest Field
- Greene Line
- Black Oak
- Beechwood Springs
- Watkins Glen
- Schoolhouse (2)
- Cherry Hill
- Activity Center (2)
- Rosewood



Staff Training- A Safety Workshop was held for all operations staff on May 18. The workshop covered the primary pieces of equipment that are used daily to maintain our parks and facilities. (6)

Equipment and topics covered:

- 2-cylce engines and equipment operation
- Mower operation and safety
- Truck and trailer operation
- Personal Protective Equipment and Hearing conservation



CPR/First Aid/ AED Training- All new, and returning staff who needed recertification, attended this training on Wednesday, June 1 at Normandy Elementary Scholl. Once again we contracted with Firefighter Safe, LLC. to conduct the training for our staff. (6)




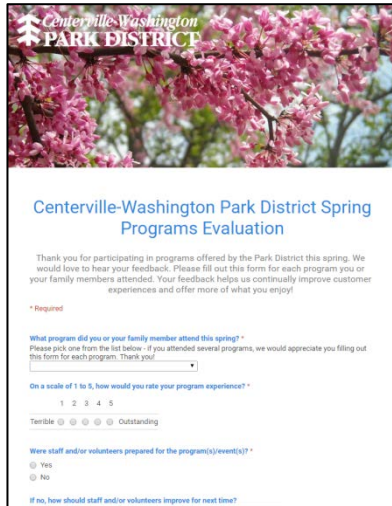
Ohio Pollinator Habitat Initiative. The Ohio Pollinator Habitat Initiative is a collaborative effort to promote pollinator conservation state wide through:

- Outreach
- Education
- Habitat Creation and Conservation
- Data/Monitoring
- Habitat Management guidelines (statewide long term plan)

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	<p>We are actively contributing to this cause along with many other Ohio public agencies who are also committed to making a difference. Over the past few years we have actively promoted, and established pollinator habitats in many of our parks and programs. This year alone we are creating over 30 acres of new pollinator habitat. Much of this new habitat will be created by planting native grasses and forbs in park areas that have traditionally been maintained as mowed turfgrass, or old meadows. Later this month we will be creating a new Pollinator Habitat in front of our Park Headquarters building. The design will include a variety of native plants that will benefit Ohio pollinators of all kinds. (1, 2)</p> <p>Please visit the links below to learn more about the National Strategy to promote the health of honey bees and other pollinators, as well as the efforts of the Ohio State University Bee Lab.</p> <p>https://www.whitehouse.gov/sites/default/files/microsites/ostp/Pollinator%20Health%20Strategy%202015.pdf</p> <p>https://u.osu.edu/beelab/ohio-pollinator-health-initiative/</p> 

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>May Program Successes:</p> <p>Harry Potter in the Park was met with rave reviews from all the participants and many parents. This unique program was a hit with tweens and included live owls, active play and science experiments.</p>  <p>Big Rig Gig – 850 attendees and 2 news crews on a very terrible day weather wise – over 20 vehicles – including a combine, “mulching machine”, and emergency vehicles.</p>  <p>Laser Battle – over 100 attended, 14 teams of 5 played laser tag at Grant Park at night. A neat way to mix technology and getting outdoors.</p> 	<p>New Programs for June (3,B,1) (3,B,3)</p> <ul style="list-style-type: none"> • Strong Man Challenge – Kids vs. Dads – partnership with Centerville Crossfit • Family Recess – Green, Concept, and Rosewood Parks • Born to be Wild Camp • Creek Week – facilitated creeking activity every evening June 6-10 • Bingo in the Park • Fly Fishing 101 and 201 • Coloring and Confections • Tai Chi • Ultimate Frisbee League <p>Program staff has completed the implementation of the quarterly program participant feedback tool. Using Google Forms, an electronic survey method, we can send the link to each email address that was registered for programs in a given quarter. This platform offers analytics, timestamps, and spreadsheet views of response. The spring feedback survey was sent on May 31 with over 140 responses to date. (3)</p> 

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Food Truck Trek – 200 people attended our first official food truck event at Oak Creek South Park. Three food trucks, a DJ, and family games rounded out the evening.

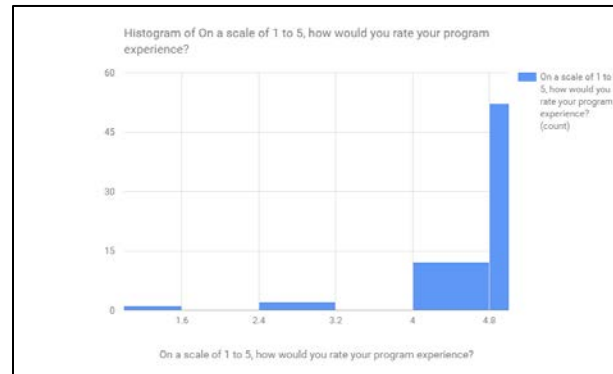


The Summer Pop-Up Park Challenge is back! The first challenge was posted to our Social Media Outlets on June 3 and we will post weekly challenges throughout the summer. There are 15 challenges and those who complete 10 will receive a Graeter's giftcard and be entered in a drawing for a giftcard to Whole Foods.



The Archery League is full with 17 participants who will compete weekly at the Oak Grove archery range.

Summer Programs began on Monday, June 6 – There are 13 summer staff working at Hidden Meadows Day Camp and 17 summer staff working at the Summer Recreation Program. We also have Evan Bankes our all-around intern and Kaylee Maples our Summer Naturalist intern.



The Park District will participate in the Pollinator Festival at Whole Foods on Saturday, June 25. We will have an informational display and staff online to highlight our efforts to create more pollinator habitat through the restoration of native prairies. (1)

Over the past 4 weeks, Park District staff has met with the following groups/agencies to develop collaborative programming: (3,B,2)

- Ohio State University Extension
- Ohio Department of Natural Resources
- Cabela's
- The Enrichment Center at Rec West
- Therapeutic Riding Institute
- Kettering Health Network – Dr. Harvey Hahn on their Health Strides program – walking in local parks with a physician

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<p>Paving of the Holes Creek Trail is complete! All right of way permits have been approved by the county and the last item of work is to finish the parking lot. The Montgomery County Sheriff's department will be using the trail as part of their bike patrol route to ensure a safe community.</p> <p>The final grant reimbursement request has been submitted to ODNR for the completion of the Holes Creek Trail.</p>  <p>We have one Shade Structure to be delivered at Oak Grove and one cantilever shade to be delivered at Oak Creek South. We scheduled the freight together to save on shipping costs. A concrete pad will be placed under the shade structure at Oak Creek South along with a few benches.</p> <p>Buckeye Lawn and Landscape are maintaining the native areas and watering all trees out at Robert F. Mays Park.</p> <p>Little Woods is undergoing a transformation. Turf Naturalization process has started along with cleanup and mulching around the trees. Next step is to seed with the Wildflower mix and plant plugs along the mowed path.</p>	<p>Studio Graphique toured the Centerville-Washington Park District for the kickoff of the new signage program. They praised our branding process and were amazed with the amount/quality of parks in our district. (5)</p> <p>We have received the Forest Field rendered drawing and are currently working through cost estimates of the project. The updated master plan will be uploaded to our website and linked with a survey for residents. After we receive feedback from the residents the plan will be revised a final time and then put in front of the board for approval. (see attached plan) (5)</p> <p>Clean Ohio grant applications are completed and scheduled to be submitted June 14. Along with the property purchase price, we are including the cost for invasive remediation and ash tree removal in the grant applications. (2)</p> <p>Working on the ADA improvements transition plan from the reports provided by recreation accessibility. Activity Center Park is where our staff will start the Transition Plan towards ADA compliance. (4)</p> <p>Bridge Improvements at Watkins Glen and Willowbrook. Further research shows that any crossing in the flood hazard way would involve a stream study that could be rather costly <i>or</i> a large single span bridge. The bridge requirements for Watkins Glen would be a minimum 73' in length and Willowbrook would be min. 44' in length to stay out of the flood hazard way. (4)</p> <p>Donnybrook Park Plans are 50% complete and once the review process is complete, the project will be put out to public bid around the middle of July. (1)</p>

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