

**Regular Meeting Minutes
Centerville-Washington Park District
October 9, 2017**

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, Project Manager; Ms. Marks, Program Manager and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on October 6, 2017 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 September 11, 2017 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

There were no visitors.

V. EXECUTIVE SESSION

There was no executive session.

VI. FISCAL

A. September 30, 2017 General Fund Financial Report:

	2017 Budget & Carryover	2016 YTD	% of Budget
Revenue			
Property Taxes	4,683,971.00	4,636,467.00	99.0%
Interest	60,000.00	52,308.02	87.2%
Donations	6,000.00	637.71	10.6%
Program	170,000.00	128,201.21	75.4%
Other	55,000.00	42,830.67	77.9%
	\$4,974,971.00	\$4,860,444.61	97.7%
Expenditures			
2 - Park Improvements	5,574,057.63	1,224,560.48	22.0%
3 - Operations	785,196.09	382,740.84	48.7%
4 - Equipment	233,086.48	138,649.66	59.5%
5 - Payroll	2,310,825.50	1,593,859.04	69.0%
6 - Prof. Services	214,682.97	88,466.58	41.2%
7 - Utilities and Fees	338,937.16	197,698.60	58.3%
8 - Office Operations	127,973.43	82,649.01	64.6%
9 - Programs	96,772.88	66,678.71	68.9%

10 - Matching Funds	26,300.00	15,400.00	58.6%
12- Bill Yeck	0.00	0.00	0.0%
11 - Transfers - out	8,100.00	4,984.35	61.5%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	\$9,715,932.14	\$3,795,687.27	39.1%
Net +/-		<u>\$1,064,757.34</u>	

B. September 30, 2017 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$1,969,266.79	\$4,898,032.75	0.00	\$1,960,007.05	\$8,827,306.59
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	3.39	612,017.04	17,743.65	0.00	629,764.08
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	41,000.23	0.00	0.00	0.00	41,000.23
Total	\$2,024,188.22	\$5,510,049.79	\$17,743.65	\$1,960,007.05	\$ 9,511,988.71

No Star Ohio transfers.

C. Approval of Bills:

Commissioner Lee made the motion, and the Commission approved, authorizing the September 2017 financial report and bills for payment.

VII. BUSINESS

A. Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing Tax Levies 2017-09

Commissioner Lee made the motion, Commissioner Sánchez seconded, and the Commission authorized Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the necessary Tax Levies and Certifying them to the County Auditor, a copy is attached to and made a part of these minutes.

B. Park Levy signs

Commissioner Sánchez made the motion, and the Commission approved, to issue written permit to the Yes for Parks Committee to erect temporary signs in all parks, to be removed no later than November 12, 2017, in accordance with the Park Rules and Regulations, Chapter 3; Section 5..

VIII. DIRECTOR'S REPORT

1. Director Biondo noted that the next Public Entities meeting is on Oct. 30. All Commissioner's will attend.
2. CWPDP was contacted by a resident who would like to bequest money to the Park District upon his death. Attorney Volmer was consulted and she suggested wording that was passed on to the resident.
3. Rotary International will be planting 70 trees locally as part of their 1 tree per Rotarian program. The Park District will work with Rotary members to place the trees.

IV. DEPARTMENT REPORTS

- A. Business Department
- B. Operations Department
- C. Project and Planning Department
- D. Program Department

X. COMMISSIONERS COMMENTS

Commissioner Sánchez met Centerville City Manager Wayne Davis thru the Bike Centerville program. She would like to see Centerville public entities present a biking program similar to Bike the Boro. She also mention that Great Miami Outfitters is moving to Centerville. This may be another opportunity for joint programming.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 7:33 P.M

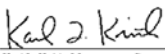
A Board work session will be held November 13, 2017 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

Daniel Monahan, President

Attested:

Lucy Sanchez, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
Auditor Karl Keith provided a letter stating that increasing home values do NOT mean an increase in tax. As the price of a home increases, the effective rate of the levy will decrease.  October 4, 2017 Dawn Osif, Business Manager Centerville-Washington Park District 221 North Main Street Centerville, OH 45459 To whom it may concern: A renewal levy, such as the Centerville-Washington Park District's 2.00 mill renewal on the ballot November 7th, will not increase taxes. A renewal levy produces the same amount of revenue for a taxing authority as was produced in the previous year. If property values are increasing for a taxing authority, the effective tax rate will be reduced to produce the same amount of revenue as in the previous year. Sincerely,  Karl L. Keith, Montgomery County Auditor	Press releases submitted to local media. (5) - Centerville Dog Park Social: Paws in the Park, Sept 7 - Alter High School Student donates Little Free Library to Robert F. Mays Park, Sept 11 Levy information postcard mailed to all registered voters within the Park District. (5) The CWPDP Rocks group hit 1,000 members on 9/25. In celebration, we painted 10 prize rocks and hid them throughout the parks. The rocks can be trades in for prizes. Prizes include painting supplies, CWPDP swag and a \$5 gift card donated by Learning Express Toys. Half the rocks have been found as of 10/6. (5) 

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.

Standard Operations/ Ongoing Activity

EAB- Ash Tree Removal: Tree Care Inc. has completed the contracted tree removal at Grants Trail this past month. Work continues at Pleasant Hill Park as well.

Athletic Activities: The Wee Elks are wrapping up their regular season at Schoolhouse Park on Saturday, October 8. Playoff games will be held at the park through the end of the month.

All soccer activities are winding down as well. Centerville Recreational Soccer will host an end of the year tournament at Oak Grove on October 21 and 22.

Post-season field maintenance is in progress and will continue through November.



Schoolhouse Park

Strategic Plan Action Steps

ADA Transition Plan:

The plan identified paved routes and sidewalks that make up the Districts network of accessible routes are in fair condition. However, they did identify many barriers caused by wear and tear, and settling that can cause changes in levels and gaps. These non-compliant issues can create some of the biggest barriers to accessibility in our parks. Surface improvements are complete or in progress at all of our community parks.



Oak Grove (Gebhart) lot -Before



Oak Grove (Gebhart) Lot -After

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Donny Brook Fen: A crushed limestone trail extension was added from the Millbrook cul-de-sac to beginning of the boardwalk. The site was also inspected for invasive species growing in the new planting zones and removed if found.



Prairie Burns:

Justin Bates has submitted and received all permits and waivers to conduct prescribed burns this fall. The burns will take place at the following parks:

- Forest Field
- Bill Yeck
- Oak Grove
- Grant Park
- Schoolhouse



Bill Yeck Park

LED light upgrades: All the parking lot lights at Schoolhouse Park have been converted to LED fixtures. LED upgrades are also planned at Oak Creek South Park and Park Headquarters this fall. The parking lot lights at Oak Grove are planned for 2018. DP&L is still offering rebates that cover up to 75% of the cost of the fixtures. Cost recovery from the electrical savings is estimated to be 3 years depending on use. Cost recovery based on current electrical repair cost is almost immediate. The LED fixtures have a 5- 10-year warranty depending on the size, model and manufacturer.



Staff Development: Mike Conley successfully completed the requirements of the Professional Grounds Management Societies to become a **Certified Grounds Technician (CGT)**. Mike joins Scott Lucas as our second CGT at the CWPD. This accomplishment demonstrates the commitment and the level of professionalism that our employees continue to pursue to provide quality parks and facilities for our community.



Mike Conley, CGT

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
Fall Special Events Summary: 9/9: Family Celebration of National Hunting and Fishing Day – 200+ people  9/10: Grandparents Sundae Funday – 75 people 9/15 Paws in the Park – 200+ people and their dogs  9/16: Big Backyard Party – 500+ people 9/22: YoGlow – 150 people 9/28 & 9/29: Family Fun Nights – 120 people 9/30: Rock With Us – 80 people  10/1: Meet and Play Mascot Day – 60 people  10/17 & 10/18: Haunted Trail 10/27: Dressed to the K-Nines	New Programs for October (3) - Teen Advisory Board – 25 attended! - Dayton Diggers Hunt - Intermediate Tai Chi - Family Nature Play - Intermediate Tai Chi Community Engagement Booth and Fall Focus Group (5): CWPD had an information booth at Big Backyard Party soliciting information on 8 key items that came out of the needs assessment: - Bicycle Playground - Trails/Trail Connections - Art in Parks - Nature Programs - Family Events - Flower Gardens - Natural Habitats and Areas in Parks - Challenge/Obstacle Course. Feedback reflected in Work Session, 10/9. We also held our second focus group for 2017. Fourteen attendees answered questions about new program offerings, park amenities, how they use our parks, etc. Attendees were in the 40 to upper 60s age range. Program staff already has actionable items as a result of this focus group. 

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2nd Annual Community Big Backyard Party:

Over 500 people attended this 2nd running of Big Backyard Party. We added new games, food trucks, and even a pumptrack for all ages to try!



Little Free Libraries – During Big Backyard Party, CWPD opened a 2nd Little Free Library. Alter High School student Lauren Shenk, 14, donated a Little Free Library to Mays Park to help earn her Girl Scout Silver Award. In late October we will dedicate a third Little Free Library at Iron Horse Park. It is a partnership with the Centerville Rotary Club, Friends of the WCPL, and Patrick Hansford Architecture Firm.



ClearShelf Continuation: Program staff uses ClearShelf to monitor staff workload, seasonal workload, and program type occurrence. Overall production is up 24% from Winter/Spring 2016 to Winter/Spring 2017. Importing data on a seasonal basis helps us plan and adjust before we get into the next program planning cycle...using data to drive program decisions in a timely manner.

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
Pole Barn Project- Burns Construction has placed gravel for the foundation of the pole barn and started to set the outside posts and columns.  Pleasant Hill and Village South Tree Removal: A wildflower mix will be broadcast in November over the areas that were hit the hardest with the tree removal. More honeysuckle removal is to take place this week. Iron Horse Playground: New park playground is coming together. Projected completion is October 14. 	Forest Field Improvements: Restroom, trail and widening of the entrance are in progress. Restroom has the plumbing and concrete slab in place. Paving of the multi-use trails will take place around the middle of October. (4)  Oak Grove Restrooms: Our contracted engineers are in further evaluation with the EPA regarding allowable flow rates for the holding tanks at our site. (4) Iron Horse Trail Extension: ODOT has asked we submit the acreage needed for the trail on their right of way. Purchase of DOT right of way is possible but it could take closer to a year to accomplish. (4)

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