

**Regular Meeting Minutes
Centerville-Washington Park District
March 13, 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 7:00 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 March 9, 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 February 17, 2017 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

Mr. Kim Birdseye, treasurer of Yes for Parks, shared his thoughts on the upcoming levy campaign. It was suggested that the Park District goes on the ballot in May of 2018.

V. EXECUTIVE SESSION

No executive session was held.

VI. FISCAL

A. February 28, 2017 General Fund Financial Report:

	2017 Budget & Carryover	2017 YTD	% of Budget
Revenue			
Property Taxes	4,683,612.00	1,513,515.80	32.3%
Interest	30,000.00	9,990.53	33.3%
Donations	6,000.00	108.82	1.8%
Program	170,000.00	11,050.00	6.5%
Other	30,000.00	20,783.32	69.3%
	\$4,919,612.00	\$1,555,448.47	31.6%
Expenditures			
2 - Park Improvements	5,574,057.63	62,336.80	1.1%
3 - Operations	785,196.09	83,362.84	10.6%
4 - Equipment	233,086.48	25,577.51	11.0%
5 - Payroll	2,310,825.50	282,797.71	12.2%
6 - Prof. Services	214,682.97	4,851.50	2.3%
7 - Utilities and Fees	338,937.16	41,190.20	12.2%
8 - Office Operations	127,973.43	11,087.44	8.7%
9 - Programs	96,772.88	6,111.69	6.3%
10 - Matching Funds	26,300.00	1,300.00	4.9%

12- Bill Yeck	0.00	0.00	0.0%
11 - Transfers - out	4,100.00	905.44	22.1%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	\$9,711,932.14	\$519,521.13	5.3%
Net +/-		<u>\$1,035,927.34</u>	

B. February 28, 2017 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$1,908,482.83	\$4,763,244.19	0.00	\$1,960,007.05	\$8,631,734.07
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	.45	695,018.81	17,667.98	0.00	712,687.24
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	40,998.16	0.00	0.00	0.00	40,998.16
Total	\$1,963,399.25	\$5,458,263.00	\$17,667.98	\$1,960,007.05	\$ 9,399,337.28

Approval of Bills:

Commissioner Sánchez made the motion, and the Commission approved, authorizing bill payment for February 2017.

VII. BUSINESS

A. Conveyance Agreement for Spring Valley and Yankee lot, Adjacent to Silver Creek Park

Commissioner Sánchez made the motion, and the Commission approved, accepting the land donation from Hills Real Estate.

B. Declaring Surplus Equipment

Commissioner Lee made the motion, and the Commission approved, to trade-in, or, sell by Internet auction using the GovDeals.com, all items "as is - where is" and allowing a minimum of fifteen days for public bidding, Park District personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired.

C. Discussion of Options for Next Levy

No additional discussion; no action taken.

D. Commissioner Appointment – Annual Public Announcement

Mr. David Lee's appointment to the Board of Park Commissioners expires May 8, 2017. Anyone interested in being considered for this appointment should submit correspondence of this interest no later than 4:30 P.M. Friday, March 31, 2017, to the Montgomery County Common Pleas Court, ATTN: Nancy E. Brookshire, Human Resources Officer, 41 North Perry Street, Lower Level, Dayton, Ohio 45422. (*Announcement only, no action taken*).

E. Reclassification of Certain Positions to Exempt Status

Commissioner Sánchez made the motion, and the Commission approved, to reclassify Program Coordinator, Program Technician 2, and Parks Supervisor to Exempt status, beginning with the March 20 pay period.

F. Update and Amend Pricing Policy to Address Payment Methods



Commissioner Lee made the motion, and the Commission approved, to amend the Pricing Policy to include the "Program Fees/Charges Payment" clause.

6.0 Policy for Program Fees/Charges Payment

Payment for program fees and charges may be processed as credit card, check, cash, electronic transfer or other proven, acceptable means of electronic payment.

It is preferred that cash payment for programs, not be accepted on-site. Cash payments should be handled at Park offices.

If and when Point-of-Sale applications and devices are used to take credit card payments on site, employees are only to use Park District-issued devices for such purposes.

Use of Point-of-Sale applications/devices must be pre-approved by Department Manager, Business Manager or Accountant. Business department will determine and regularly review procedures for all forms of payment to ensure security and compliance with State of Ohio regulations and generally accepted governmental accounting practices.

VIII. DIRECTOR'S REPORT

1. Director Biondo will follow up with MVRPC and ODOT regarding extending Iron Horse path to Village South Park.
2. Nick Meyer will be meeting with CTI regarding bathrooms at Oak Grove. The goal is to have flushable toilets by the end of the year.
3. The Park District submitted an NRPA Gold Medal Application on March 10th as a means of benchmarking against national standards.

IV. DEPARTMENT REPORTS

- A. Business
- B. Operations
- C. Projects and Planning
- D. Programs

X. COMMISSIONERS COMMENTS

No commissioner comments

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:12 P.M.



A Board work session will be held April 10, 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:

David R. Lee, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>The Park District received \$1,473,305 in 1st half property tax payments.</p> <p>\$2,200,000 was moved from 5/3 savings to Star Ohio (general fund).</p> <p>\$6,728.26 was moved from Star Ohio to 5/3 Savings to cover cost of Voss purchase (land acquisition fund).</p> <p>Dawn, Chris and Arnie had a pre-audit meeting with state auditors on 2/9.</p>  <p>Chris attended an advanced Excel seminar on 2/22.</p> 	<p>February press releases</p> <ol style="list-style-type: none"> 1. Centerville-Washington Park District acquires additional park land (released 2/20/17) 2. Hound Hikes (released 2/24) <p>Contracted with designer to create vehicle wrap for the Ford Transit. Van should be wrapped by beginning of summer. (5)</p> <p>Commissioner Monahan mentioned that he was having issues with the search function on our website. After some research, the problem seems to be that the default WordPress search engine doesn't recognize PDFs. We purchased a plugin for \$50 a year that will allow our site to search PDFs. (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.

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p><u>Park Operations:</u> We are just a couple weeks away from opening up our public restrooms for the year. This historically has signaled the start of our spring season, which also marks the beginning of our second shift and weekend work schedule. Athletic field and facility prep are also well underway.</p> <p><u>Prairie Management.</u> The McGuffey meadow at Bill Yeck park was seeded this past month with pollinator friendly native plants.</p> <p>Thanks to the recent certification obtained by Operations Tech, Justin Bates we were able to successfully complete our spring prairie burns at Grant and Bill Yeck Parks. Justin has several additional burns already planned for the fall.</p>  <p><u>AED in the Parks:</u> A meeting was held with all the recognized sports organizations to gain support for installing AED's in our Community Parks. The proposal is to install 10 AED in our 8 Community Parks utilizing the CWPD Matching Funds Program. Nick Seitz w/ Firefighter Safe, and retired firefighter, provided information about the AED and weatherproof housing. Doug Mays also attended the meeting and shared his story of how his son's life was saved by an AED. Representatives in attendance were asked to share the proposal with their boards,</p>	<p><u>Off-Leash Dogs:</u> Information is included in your agenda outlining this new initiative. We officially opened the new addition at the dog park this past week. This third area will give us the opportunity to rotate and improve worn turf areas as needed. 6.B.2</p>  <p><u>UAS services-</u> Sinclair University will be providing UAS pilots to record photo and video footage of many programs, projects and events this summer. The assistance will be based on hourly rates for a licensed UAS pilot from their nationally recognized program. 6.B.3</p>  <p><u>Habitat Assessment- Bill Yeck Park:</u> We recently held a kick-off meeting to begin the Habitat Assessment project at Bill Yeck Park. Staff and students from The University of Dayton will be in the park throughout the summer collecting data that will be used for future master planning and management efforts. 1.B.4</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.

and let us know if they gave approval to move forward with this community initiative.

Ash Tree Removal: Tree Care Inc. recently completed the 2016-17 ash tree removal contract. In total, over 2000 ash trees have been removed or placed on the ground to improve public safety in our parks. Documents are being finalized for this year's EAB bid, which we hope to have out later this month. The scope of this year's project will also include the removal of ash trees and invasive species at the newly acquired parcels adjacent to Village South and Pleasant Hill parks.

Contracted Mowing: Request for proposals were sent to 7 lawn and landscape companies.

Four were received by the requested deadline. Centerville Landscaping, Inc. submitted the lowest and best proposal for the lump sum amount of \$24,240.00. Centerville Landscaping is located on Springvalley road and has been locally owned and operated for the past 40 years. They provided exceptional references, most notably from Kim Paris, Director of the Washington-Centerville Library.

6.B.2

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	Strategic Plan Action Steps
<p>Fitness and Wellness Coordinator – Janet Holthaus has joined the program staff as the new Fitness and Wellness Program Coordinator. She brings a passion for healthy lifestyles and knowledge of fitness and wellness trends to the CPWD and the community.</p> <p>Winter Woods Day Camp Recap – We had 50 children attend Winter Woods Day Camp. The new 4-hour format for the 5-12 year olds was well-received. The spring-like weather was a big hit!</p>  <p>Spring Enrollment is Underway – Enrollment is up 7% from this time last year. 1,503 registrants so far in over 150 programs.</p> <p>Summer Camp Registration – On April 10th we will begin taking registration for our most popular camp offerings – Hidden Meadows Day Camp, Summer Recreation Program, Adventure Camp, and Summer Teen Series. The summer newsletter will include several more camps that will be brand new offerings.</p> <p>Miami Valley Leave No Child Inside Summit – The summit took place on Saturday, March 11 at Wygerzyn Gardens MetroPark. This</p>	<p>New Programs for March(3)</p> <ul style="list-style-type: none"> • Mad Science University (OSU Extension) • Tai Chi/Qigong Workshop  <ul style="list-style-type: none"> • Equestrian Field Trips for special needs • Knitting an Organic Washcloth • Dayton Dutch Lions Soccer Clinics • Hike with a Rescue Dog <p>#cwpdrocks (5) The Park District is hiding painted rocks throughout the district! When people find one, snap a photo and post it to social media with the hashtag #cwpdrocks The Facebook page had over 150 join in 48 hours of starting the engagement project.</p> <p><i>Anyone can get involved with this project! Paint (acrylic paint and sealer recommended) your masterpiece on a rock and add #CWPDRocks to the bottom. Then place it in your favorite park!</i></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.

<p>is the 6th annual summit. Katy Lucas serves of the MVLNCI Board and presented an ODNR Growing Up Wild workshop during the summit. The summit educates teachers, other professionals and families about access to nature for our children through workshops, exhibits and displays.</p>	<p>Spring Fairs (5) The Park District will be attending several fairs this spring including:</p> <ul style="list-style-type: none">• 3/7 - Career Fair at CHS• 4/8 – Cabela’s Fishing Classic• 4/27 – Creativity Night at Normandy• 5/4 – Summer Learning Fair at PVN• 5/13 – Senior Resource Fair at WCPL
--	---

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	Strategic Plan Action Steps
<p>Schoolhouse Lift Station Removal: The lift station was abandoned and we now have a gravity sewer that ties into the Saddlecreek Development.</p>  <p>GIS Progress: Green is storm drain, red is sanitary and blue are the water lines within the park. We also mapped sidewalks and have them stored as condition/ada compliance. (6)</p>  <p>Voss and Zengel Property: As part of the Clean Ohio Grant we are on schedule to remove invasives and ash trees at these parcels this year. This work will be included in our Ash tree removal bid.</p>	<p>Voss Land: We acquired the Voss Parcel and WHIO channel 7 interviewed CWPD regarding the purchase. (1)</p> <p>Confidence Markers: Over 40 bronze markers were installed at a park side entrances. (5)</p>  <p>Forest Field Schedule: Project will be put out to public bid in May and construction is scheduled to take place early August. (4)</p> <p>Rosewood Grant Submittal: The Clean Ohio Green Space application is complete and will be submitted on March 14th. (1)</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.