

**Regular Meeting Minutes
Centerville-Washington Park District
June 12, 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 7:06 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on June 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 May 8, 2017 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

Chad Spears attended to educate himself on the local government process.

V. EXECUTIVE SESSION

No executive session was held.

VI. FISCAL

A. May 31, 2017 General Fund Financial Report:

	2017 Budget & Carryover	2017 YTD	% of Budget
Revenue			
Property Taxes	4,683,612.00	2,584,872.82	55.2%
Interest	30,000.00	24,714.67	82.4%
Donations	6,000.00	601.21	10.0%
Program	170,000.00	72,876.75	42.9%
Other	30,000.00	21,779.90	72.6%
	\$4,919,612.00	\$2,704,845.35	55.0%
Expenditures			
2 - Park Improvements	5,574,057.63	94,530.68	1.7%
3 - Operations	785,196.09	234,571.74	29.9%
4 - Equipment	233,086.48	97,595.26	41.9%
5 - Payroll	2,310,825.50	765,055.16	33.1%
6 - Prof. Services	214,682.97	24,977.12	11.6%
7 - Utilities and Fees	338,937.16	123,182.50	36.3%
8 - Office Operations	127,973.43	48,909.64	38.2%
9 - Programs	96,772.88	21,621.48	22.3%



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	2,602.25	63.5%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	\$9,711,932.14	\$1,414,345.83	14.6%
Net +/-		<u>\$1,290,499.52</u>	

B. May 31, 2017 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$2,211,128.85	\$3,881,912.87	0.00	\$1,960,007.05	\$9,053,048.77
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	87,001.93	609,686.51	17,695.18	0.00	714,383.62
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	40,998.59	0.00	0.00	0.00	40,998.59
Total	\$3,353,047.18	\$4,491,599.38	\$17,695.18	\$1,960,007.05	\$ 9,822,348.79

Transfers in the amount of \$975,000 made from Star Ohio to Fifth Third checking for Congress Park Purchase.

C. Approval of Bills:

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

VII. BUSINESS

A. Select Architect for Maintenance Facility

Commissioner Sánchez made the motion, and the Commission approved, authorizing selection of Williams Architects for the park maintenance facility architectural design, and directs staff to establish the scope of work and to enter into contract negotiations to establish terms and fees.

B. Iron Horse Playground Replacement

Commissioner Lee made the motion, and the Commission approved, to contract with Playworld Mid-States for the installation of a playground at Iron Horse Park and to issue a purchase order in the amount of \$184,000.

C. Resolution to be on the November 2017 ballot for 2.0 levy

Commissioner Lee made the motion to approve Resolution 2017- Declaring It Necessary to Adopt a Renewal of the 2.0 Mill Replacement Levy Approved in 2007. Second: Commissioner Sánchez - ROLL CALL VOTE. Monahan – Aye, Lee – Aye, Sánchez – Aye.

D. Update of Drone/Remote-controlled Devices Policy

Commissioner Lee made the motion, and the commission approved, authorizing adoption of the revised policy and regulation for remote controlled devices in parks and publication of the revisions.

E. Recommendation to request fee waiver from City of Centerville

Board consensus is to request a fee waiver from the City of Centerville for all new park sign installations.

VIII. DIRECTOR'S REPORT

1. Commissioners were given the opportunity to order new CWPDP logo wear.
2. Director Biondo discussed art in parks initiatives, including the water art installed at the sprayground.
3. The mobile picnic trailer concept was introduced to the Commissioners.
4. Looking to July Meeting:
 - a. Pole Barn
 - b. Watkins Glen bridge
 - c. Spring participant feedback

IV. DEPARTMENT REPORTS

1. Programs
2. Operations
3. Project and Planning
4. Business



X. COMMISSIONERS COMMENTS

Commissioner Lee asked about steps being taken to eliminate standing water at Mays Park. Mr. Carter stated that staff is working on the situation. He also said it typically takes a few years to address all issues after new park construction.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:08 P.M.

A Board work session will be held August 14, 2017 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Chris Huff had her baby on May 12 and will be on maternity leave until August.</p> <p>CWPD received the first Homestead Rollback payment in the amount of \$307,166.13. The second payment will be in November.</p> <p>Transfers were made from Star Ohio to 5/3 checking for the Congress Park closing in the amount of \$979,579.13.</p> <p>Fall newsletter is in progress and on schedule to be sent to the printer by June 19 for a late July delivery in community homes.</p> <p>This year's Americana give away will be wildflower seed paper with a special mix of native seeds.</p> <div data-bbox="264 900 706 1344">  <p>PLANT ME!</p> <p>This wildflower seed paper includes a mix of black eyed susan, butterfly milkweed, catchfly, daisy fleabane, lance-leaved coreopsis, new england aster and plains coreopsis seeds. Native plants like these provide the three basic life needs — water, food and shelter — for our native insects, birds and mammals. Planting will draw butterflies, ensuring that nearby plants have plenty of pollinators!</p> <p>Centerville-Washington PARK DISTRICT</p> <p>221 N. Main Street Centerville, OH 45468 937-433-8155 www.cwpd.org</p> <p>Made from 100% post-consumer recycled content</p> </div>	<p>Press releases submitted to local media. Majority were printed by Centerville Dispatch. Two TV stations covered the AED story. (5)</p> <ul style="list-style-type: none"> • Rain Barrel Design Contest, May 5, 2017 • Pull Your Weight (garlic mustard challenge), May 17, 2017 • Centerville Elementary Students Paint Rocks to Spread Kindness (regarding #CWPDrocks inspiring the students) (received DDN coverage) • Learn the Fly Fishing Basics in Centerville, June 1 • AEDs installed to save lives in Centerville parks, June 5 (received DDN and television news coverage) <p>The Ford Transit is getting wrapped this week. It was designed by a local graphic designer to capture the attention of children in the community! It will make a special appearance in the Americana parade! (5)</p> <div data-bbox="859 1064 1401 1392">  <p>Centerville-Washington Park District Vehicle Wrap</p> <p>Driver Side</p> <p>Front</p> <p>Rear Passenger Side</p> </div>

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>AED in the Parks: Four of the five Recognized Youth Organizations are on Board with this initiative (I am still working on the last one- CBSL). A press release went out his past week promoting National CPR and AED awareness week, along with our plans to install AED in our Community Parks.</p> <p>Bill Yeck Apiary: We received three new packs of bees this past month that were installed new hives at our apiary. Unexpectedly, we encountered a swarm of honeybees the same day that we were introducing the bees to their new home at our Apiary.</p>  <p>Bee Swarm</p> <p>Athletic Activities-May/June:</p> <p>Baseball/Softball</p> <p>League play is in full swing (pun intended). Despite record rainfall, this past month the CBSL Memorial Day Bash Baseball Tournament went on with 39 teams. Special thanks goes out to all the staff that made the tournament a success.</p> <p>Soccer</p> <p>Soccer will mostly wrap up the weekend of June</p>	<p>Conservation Activities: The following projects and activities have been completed this past month. (1)</p> <p>EAB Treatment: Staff treated 40 ash trees this past month at Schoolhouse Park. Pesticide treatments are made every two years. The tree draws the chemical up the trunk where it can be ingested by feeding EAB larvae. Total pesticide cost is approximately \$500.00, and takes 2 days to complete.</p>  <p>EAB Treatment at Schoolhouse Park</p> <p>Bill Yeck Park Habitat Assessment: Dr. Ryan McEwan and students from the biology department at UD have started collecting data at Bill Yeck Park. They have created a website below where we can follow their progress.</p> <p>Link: https://goo.gl/photos/UzFC9Q4FegMJ1cQx9</p> <p>Other activities:</p> <ul style="list-style-type: none"> • Donnybrook Fen Improvement • Bee hive installation at Bill Yeck • EAB Treatment – Schoolhouse • 500 Tree seedlings planted at Yankee Park • Fish stocking (feeder fish)- Oak Grove • Invasive control- Bill Yeck Park, Oak Creek South, and Grant Park, other. <p>Maintenance Management Plan (MMP): A workshop with our operations staff was conducted by Pros Consulting</p>

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10-11. Over 125 teams this spring. CUSA is having tryouts the week of May 29 and June 5.

Pole Barn Construction at Oak Grove Park:

The bid package is complete and will be released next week. The bid opening will take place on Thursday, June 29 and be presented for board approval at the July meeting.

Pickleball Court Improvements: Permanent Fencing was installed between the north and south courts. This replaced the old tennis nets that were left to separate the four courts. The new fencing has gates to prevent balls from rolling out of the playing area and a plastic fence cap to improve safety.



Inc. last week The workshop provided an update for staff on the progress of the MMP program. Staff also provided input that will be used to develop our new operating and maintenance standards. (6)

Off Leash Enforcement: This past weekend wrapped up our organized “booth” activities at various locations around the district. Foot patrols will continue by the MCARC officers throughout the summer. Activity reports are attached for your review. (5)



UAS Activities: Several pilots from Sinclair College’s Unmanned Aerial Systems (UAS) department have attended several of our recent programs to capture the fun from the air. Follow the links below to see footage from the Big Rig Gig, The Fen-Tastic, and our summer staff welcome picnic last Friday at Oak Grove Park. They will be out at many other special events and programs throughout the summer. (3,5)

Big Rig Gig

<https://drive.google.com/drive/folders/0B0quZp8iYCMnZl9lRkxhSnBnVVk?usp=sharing>

Fen-Tastic

<https://drive.google.com/drive/folders/0B0quZp8iYCMnT3RLUkhlNkluX2c?usp=sharing>

Summer Staff Picnic




<https://drive.google.com/drive/folders/0B0quZp8iYCMnbEdpZTBQS3hTSTQ?usp=sharing>

Eagle Scout Projects: The following scouts have completed, or are in progress of completing projects in our

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	<p>parks. (5)</p> <p>Completed:</p> <ol style="list-style-type: none"> 1. Max Amarante- Removed invasive honeysuckle on March 11 near the Chimneys at Grant Park. 2. Charlie Lynch- Built 7 large concrete stepping-stones that will be used to improve creek crossings at various locations this summer. <p>In Progress:</p> <ol style="list-style-type: none"> 1. Vincent Lyons- Will build and install two benches on the Holes Creek Trail. Anticipated completion later this month. 2. Evan Jones- Will be replacing or repairing the three small footbridges at Bill Yeck Park. 3. Sam Collins- Donating and planting seven cherry trees at Mays. His project is supporting the 1000 was s project http://en.operation1000cherrytrees.com/

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Big Rig Gig 2017 – This event saw over 1,000 people in 2 hours and included 22 exciting vehicles of all varieties for kids to climb on.</p>  <p>Summer Registration Stats:</p> <ul style="list-style-type: none"> • HMDC Registration Up 3% from 2016 (489 to 502) • Summer Teen Series Registration Up 45% (29 to 52) • Of 136 offerings, 52% are half-full to full. • Over 20 new programs to try <p>Pull Your Weight Garlic Mustard Challenge – To date, 7 teams have removed over 715 pounds of garlic mustard from our nature parks as part of this program. Prizes will be awarded at the end of June.</p> <p>Enrichment Center Comes to Oak Grove – CWPDP hosted over 20 Enrichment Center members at Oak Grove Park on May 17. Many had never been to the park. They tried archery and Nordic Pole walking for the first time.</p> 	<p>New Programs for June (3)</p> <ul style="list-style-type: none"> • Pickleball Clinics  <ul style="list-style-type: none"> • Skyhawks Sports Camp • Jump Start Sports – Ultimate Warrior Camp • Dayton Dutch Lions Soccer Camp • Preschool Try Camping Mini Program • Preschool Try Camping Overnight • Preschool Play Yard • Kidz Fit Club • Family Nature Play: Build a Fort • Recycle Regatta • Go Fishing Day! • Family Fitness: Yoga • Family Storytime Yoga • Hike with CWPDP • Wake Up Workout <p>Spring Survey Stats (3)</p> <ul style="list-style-type: none"> • 38% of respondents participated in an adult fitness program • 90% rated the registration experience 4 to 5 stars • 87% are very likely to register for a similar program to the one for which they are being surveyed • 97% were very satisfied with the fee for the class • 70% found out about the program from our newsletter

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Fen-Tastic Open House – The event was a success with **75** attending to take tours of the fen, do a scavenger hunt, and learn more about the park in general.



June Special Events:

- Laser Battle – June 2-3
- YoGlow – June 9 *(150+!)*
- Silver Screen Under the Stars – June 23
- Save Schoolhouse: Be a Superhero! – June 30

Here Comes Summer...and more staff –

Program staff has hired 34 seasonal employees to help with Hidden Meadows Day Camp, Summer Recreation Program, and Summer Teen Series and special events among many other program needs.

Summer Volunteer Help (5) – To date we have 15 youth volunteers scheduled to assist with our daily summer camp opportunities. They are an asset each year, adding extra hands and eyes to our busy programs.

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Watkins Glen Update: Still waiting approval from Montgomery County on our floodplain permit. But, we received an estimate of \$30,000 to manufacture the bridge and then estimating around an additional \$15,000 to install.</p> <p>School House Lift Station: The path asphalt repair work is complete from the lift station abandonment project. Have had zero issues with the new gravity sewer.</p> <p>While the contractor was adding asphalt we had them install a connection from our park trails to the Saddlecreek neighborhood.</p> 	<p>St. Leonards Conservation Easement: Property will be surveyed this week and a topo of the property will be provided by the end of June. (1)</p> <p>Iron Horse Playground: 4 Playground proposals were submitted and the top two were brought in for further evaluation. The manufacturer with the best design and warranty was Playworld Midstates. (3 and 4)</p>  <p>Oak Grove Sewer Update: Final Report from CTI engineers is being shared with EPA to prove we have tried all options and the holding tanks are the most practical options moving forward (4)</p> <p>Forest Field Improvements: After further evaluation we are able to build the restroom on site for the same amount as the pre cast options. The on-site option allows for more flexibility and cleaner finishes. (4)</p>  <p>SOUTH ELEVATION</p>

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	5 River Metroparks- met with the Planning manager of 5 Rivers and we discussed possible pedestrian crossings at Wilmington Pike. This would connect Sugarcreek Metropark to Bill Yeck Park. (4)
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