

**Regular Meeting Minutes  
Centerville-Washington Park District  
July 10, 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 and Monahan and Mr. Biondo, Director. Notice of this meeting was sent to the Dayton Daily News on July 6, 2017 and was posted on the Park District web site, [www.cwpd.org](http://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 June 12, 2017 work session and regular meeting were approved by Board Consensus.

***IV. VISITORS***

There were no visitors.

***V. EXECUTIVE SESSION***

No executive session was held.

***VI. FISCAL***

**A. June 30, 2017 General Fund Financial Report:**

	2017 Budget & Carryover	2017 YTD	% of Budget
<b>Revenue</b>			
Property Taxes	4,683,612.00	2,608,455.90	55.7%
Interest	30,000.00	30,842.11	102.8%
Donations	6,000.00	601.21	10.0%
Program	170,000.00	95,440.70	56.1%
Other	30,000.00	26,818.78	89.4%
	<b>\$4,919,612.00</b>	<b>\$2,762,158.70</b>	<b>56.1%</b>

<b>Expenditures</b>			
2 - Park Improvements	5,574,057.63	1,022,530.41	18.3%
3 - Operations	785,196.09	270,502.61	34.5%
4 - Equipment	233,086.48	103,562.93	44.4%
5 - Payroll	2,310,825.50	1,056,143.03	45.7%
6 - Prof. Services	214,682.97	48,572.97	22.6%
7 - Utilities and Fees	338,937.16	130,016.60	38.4%
8 - Office Operations	127,973.43	57,779.81	45.1%
9 - Programs	96,772.88	34,365.48	35.5%
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	3,144.05	76.7%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	<b>\$9,711,932.14</b>	<b>\$2,727,917.89</b>	<b>28.1%</b>
Net +/-		<b><u>\$34,240.81</u></b>	

**B. June 30, 2017 Investment Report:**

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$1,951,484.72	\$3,885,298.29	0.00	\$1,960,007.05	\$7,796,790.06
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	2.41	610,218.22	17,704.64	0.00	627,925.27
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	40,998.74	0.00	0.00	0.00	40,998.74
Total	<b>\$2,006,403.68</b>	<b>\$4,495,516.51</b>	<b>\$17,704.64</b>	<b>\$1,960,007.05</b>	<b>\$ 8,479,631.88</b>

No Star Ohio transfers this month.

**C. Approval of Bills:**

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

**VII. BUSINESS**

**A. Montgomery County Auditor Resolution**

Commissioner Lee made the motion, and the Commission approved, authorizing the resolution, "Declaring It Necessary to Levy a Tax and Requiring the County Auditor to Certify Matters in Connection With a Proposed Tax Levy," attached to and made a part of these minutes.

**B. Oak Grove pole barn and the site work**

Commissioner Lee made the motion, and the Commission approved, authorizing a Purchase Order for Burns Construction Co. for \$186,156.00 for the construction of the Oak Grove Pole Barn, site work and concrete.

**VIII. DIRECTOR'S REPORT**

1. Levy update – 6-8 people expressed interest in staying informed or being involved in the levy process. Also, started a 6-month information campaign, "You Spoke & We Listened". First installment received several "likes" and "shares" in the first 24 hours.
2. Greene Co. Parks and Trails – Got several ideas from Greene County Parks and Trails including sculpting tree stumps into animals.
3. Strategic Plan update – Management staff met to update strategic plan and will share with Board in August.
4. Maintenance Facility update – Key staff will travel to Chicago to visit park district maintenance facilities and to plot out scope of work for architects.

***IV. DEPARTMENT REPORTS***

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

***X. COMMISSIONERS COMMENTS***

Commissioner Monahan stated that we need to have enough give-a-ways for the Americana Festival. He also suggested golf cart transportation and marquee advertising for the children's area at Activity Center Park.

***XI. ADJOURNMENT***

Mr. Monahan adjourned the meeting at 7:38 P.M.


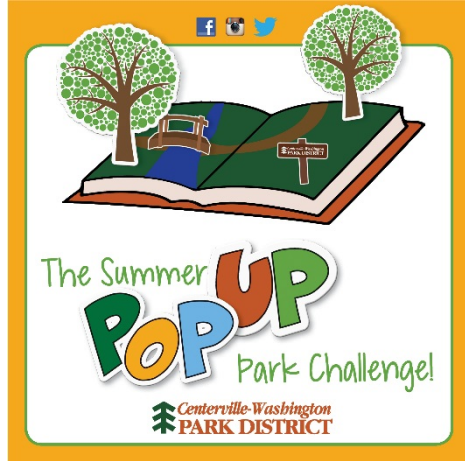
A Board work session will be held August 14, 2017 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:


Daniel Monahan, President

Attested:

Lucy Sanchez, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Chris Huff will be on maternity leave until August 7.</p> <p>We have begun receiving payments for the August 17 tax cycle.</p> <p>There were NO Star Ohio transfers this month.</p> <p>Fall newsletter has been printed and will be mailed mid-July. For a preview, visit the online version at <a href="https://issuu.com/centerville-washingtonpd/docs/fall-2017-newsletter-issuu">https://issuu.com/centerville-washingtonpd/docs/fall-2017-newsletter-issuu</a></p> 	<p>Press releases submitted to local media. (5)</p> <ul style="list-style-type: none"> <li>November Park Levy Will Not Increase Taxes, June 16</li> </ul> <p>Six out of the 15 summer pop-up social media challenges posted and completed. Eighty-nine people have participated so far! (5)</p>  <p>We crossed the 4,000 followers milestone on our CWPD Facebook page in June! Over 625 people have also joined the CWPD Rocks Facebook group. (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><b>EAB- Ash Tree Removal:</b> Tree Care Inc. has completed the removal of 54 trees and stumps at Yankee Park as part of their 2017 contract. They will begin removing invasive species and dead ash trees from the new section at Pleasant Hill Park next week. They expect this work to take them the next couple of months to complete.</p> <p><b>Pollinator Habitats:</b> Many of our newly established <b>Pollinator Habitats</b> are in full bloom right now. We have receive many compliments about them and the added benefits they provide to our parks.</p> <p>New habitats planned for 2017 include:</p> <ul style="list-style-type: none"> <li>• Beechwood Springs(Spring valley meadow)</li> <li>• Holes Creek and Silvercreek meadows</li> <li>• Bill Yeck Park, McGuffey Meadow</li> <li>• Grant Park, Kennard Nature Nook meadow</li> </ul>  <p>Activity Center Park 2017</p>	<p><b>CWPD Strategic Plan Review:</b></p> <p>Dennis Ulrey conducted a staff review of our current plan with the Arnie and the Managers last Wednesday. A follow up meeting will be held internally to revise the plan based on Dennis's direction and input from staff during the meeting.</p> <p>Future SP improvements will include:</p> <ul style="list-style-type: none"> <li>• A concise mission statement that people will remember</li> <li>• Additional of new obtainable objectives</li> <li>• Reorganized alignment of objectives</li> <li>• Remove those deemed not relevant</li> <li>• Improved communication of our plan to staff and public.</li> <li>• Improved staff engagement</li> </ul> <p><b>ADA Transition Plan (Changes in Level and Gaps)</b></p> <p>The audit conducted by RAC found that the paved routes and sidewalks that make up the Districts network of accessible routes are in fair condition. However, they did identify many barriers due to wear and tear, settling, and weather, that can cause changes in levels and gaps. These non-compliant issues can create some of the biggest barriers to accessibility in our parks.</p> <p>CWPD staff evaluated the audit findings and will be working throughout the summer to minimize the non-compliant issues found in our community parks. The following work will be performed by CWPD staff and contracted services.</p> <p><b>Sidewalk Grinding-</b> This is done mechanically to remove any lips that have developed between to surfaces due to settling etc. CWPD staff will complete this work with a surface grinder specific for this application.</p> <ul style="list-style-type: none"> <li>• Activity Center Park – 24 locations</li> <li>• Oak Creek South Park – 6 Locations</li> <li>• Iron Horse Park – 2 Locations <ul style="list-style-type: none"> <li>➤ Cost to rent sidewalk grinder- approximately \$400/week.</li> <li>➤ Estimated cost to replace \$3,000.00-\$5,000.00 (District savings \$2,600.00 +)</li> </ul> </li> </ul> <p><b>Sidewalk Section Replacement: (Contracted work)</b></p> <ul style="list-style-type: none"> <li>• Yankee Park – 100 sq. ft. at a cost of \$1,250</li> </ul>

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**Athletic Activities-July:**

Baseball/Softball- Recreational baseball and softball games have wrapped up for the season. The “Roy Hobbs” adult league will continue through September at OG. A few CBSL select teams will be utilizing OG for fall league practices.

Wee Elks Football- Practice will begin on July 24 and will continue until November. Activity Center Park will be used only for scrimmages this year. Premiere day is Sunday, August 6 and the first regular season opener will be played on August 12 and 13.

Soccer- Fall soccer practice begins August 7 and games will begin August 12. We will have 8-10 independent teams and TOP Soccer using the fields at OG Park this fall.

The CUSA Mead Cup is coming back to Oak Grove Park this Labor Day Weekend. We have received their special event application and are working to accommodate their field and facility needs for the event.

**Pole Barn Construction at Oak Grove Park:**

A public bid opening was held on Thursday, June 30. Five bids were received.

Burns Construction submitted the best, lowest and most responsive bid for \$180,156. The budget for this project is \$220,000, which includes engineering, permits and demolition of the two existing barns located on the site.

**AED in the Parks:** We recently met with Police, Sherriff and Fire’s dispatch personnel to discuss how the AED would communicate with them when activated. It was determined that the park address will be displayed on their monitors, when the device is activated. The park name and our agency name will follow. This will allow EMS services to respond immediately. The units

- Activity Center Park – waiting on proposal

**Asphalt/Concrete Transition Replacement:**

- Oak Grove Park Baseball Shelter – 1,200 sq. ft. at a cost of \$7,224

**Iron Horse Park Playground Installation:**

The playground material is expected to arrive around the first week of August. Pending any delays due to weather, delivery, or installation, the new playground should be open for use by Labor Day.

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are expected to arrive and be installed by the end of August.	

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p><b>Hidden Meadows Day Camp</b> – We are at the half-way point with camp. Four more weeks remain. All the themes have been a big hit and have included activities, such as archery, geocaching, creeking, scavenger hunts, and survival challenges.</p>  <p><b>Superheroes Unite to “Save” Schoolhouse</b> – Over 400 people attended this perfectly themed special event at Schoolhouse Park. The activities all had a superhero theme, Kona Ice provided treats, and there were even superhero rocks hidden all over the park.</p> 	<p><b>New Programs for July (3)</b></p> <ul style="list-style-type: none"> <li>• Preschool Play Yard – South Metro Optimist partnership</li> </ul>  <ul style="list-style-type: none"> <li>• Energy Exploration STEM Camp</li> <li>• Kids Culinary Concoctions Camp</li> <li>• Fabulous Fossils</li> <li>• Family Fitness: Boot Camp</li> <li>• Hike with CWPDP – Volunteer Coordinator</li> </ul> <p><b>#CWPDRocks (5)</b> – 630 members participating in painting and hiding rocks throughout the Park District. The self-guided engagement has been impressive. Some members have created the “50 Park Challenge” in which they have a goal to visit all 50 parks this summer or by year’s end.</p> 

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**Summer Teen Series** – 56 teens are involved with this program that happens two evenings each week.

**Adventure Camp** – One week is in the books with two to go. Favorite activities include archery, fishing, tree climbing, and camping out.



**Family Programming Success** – Family Recess is back this summer – one each month. We have also added Family Fitness and Family Nature Play. The family theme is a big hit during the summer season with long evenings and warm weather. Attendance recap to come in August.



**Americana Festival** – A **BIG** thank you to staff and Commissioners for their involvement


**More4 for Fall 2017(3)** – Programs have once again expanded – we have added 12% more program than Fall 2016.

- 5 new fitness – evening and weekend times
- 3 new science/nature programs for children
- Added additional Fall Family Fun Night
- Family Nature Play
- Dayton Diggers Partnership

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<p>in the Americana Festival. We gave away hundreds of seeds, Frisbees, coloring books, etc. and interacting with just as many festival goers. Staff estimated 6,000 children at the Children's Area and the playground/sprayground during the 5-hour span.</p>	
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<p><b>Watkins Glen Update:</b> Flood plain permit has been re-submitted at the request of Montgomery County. Still waiting on final approval.</p> <p><b>Bike Racks:</b> In working with Bike Miami Valley we will be installing a bike pump station along the trail head at Iron Horse Park and bike racks near the new Iron Horse playground.</p> <p><b>Sidewalk addition to Parks:</b> A very small sidewalk connection will be installed from Holes Creek path to the existing sidewalk near Silvercreek Park. Another connection will be made from Mays Park Shelter directly to the playground.</p> <p><b>Signage Update:</b> Park Signs and Rules Signs for (Holes Creek, Little Woods, Iron Horse, Forest Field, Bill Yeck Park-Smith House) will be delivered the week of July 24<sup>th</sup>.</p> <p><b>Robert F. Mays Park-</b> Buckeye Landscaping will continue to maintain the native planting areas this year. They will be out the next few weeks removing and spraying weeds in the natural areas.</p>	<p><b>St. Leonards Conservation Easement:</b> Property survey complete. The designated area needed for a conservation area along Sugarcreek is roughly 3 acres. We will be contacting the granting agency for Clean Ohio to discuss our project. (1)</p> <p><b>Pleasant Hill Plan:</b> A letter was sent to all neighbors surrounding Pleasant Hill Park extension regarding the invasive removal that is about to begin. While the contractor is removing the honeysuckle, pear trees and ash trees we are asking they stick to the designated route below to assist in putting a foot traffic trail (yellow). (2 and 5)</p>  <p><b>Forest Field Improvements:</b> Project is going to be bid August 3<sup>rd</sup> and lowest/best contractor will be presented at August board meeting. (4)</p> <p><b>Iron Horse Park Playground:</b> Currently finalizing layout and color schemes. Playground construction will begin around middle of August and complete by late September. (4)</p>

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