



**Regular Meeting Minutes
Centerville-Washington Park District
September 11, 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 7:14 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 September 7, 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 August 14, 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. August 31, 2017 General Fund Financial Report:

	2017 Budget & Carryover	2017 YTD	% of Budget
Revenue			
Property Taxes	4,683,612.00	4,371,441.39	93.3%
Interest	30,000.00	45,837.01	152.8%
Donations	6,000.00	601.21	10.0%
Program	170,000.00	119,975.70	70.6%
Other	30,000.00	42,744.67	142.5%
	\$4,919,612.00	\$4,580,599.98	93.1%
Expenditures			
2 - Park Improvements	5,574,057.63	1,133,994.64	20.3%
3 - Operations	785,196.09	345,169.47	44.0%
4 - Equipment	233,086.48	134,824.38	57.8%
5 - Payroll	2,310,825.50	1,445,602.97	62.6%
6 - Prof. Services	214,682.97	78,212.00	36.4%
7 - Utilities and Fees	338,937.16	174,924.28	51.6%
8 - Office Operations	127,973.43	78,652.43	61.5%
9 - Programs	96,772.88	57,728.16	59.7%
10 - Matching Funds	26,300.00	15,400.00	58.6%



12- Bill Yeck	0.00	0.00	0.0%
11 - Transfers - out	4,100.00	3,741.33	91.3%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	<u>\$9,711,932.14</u>	<u>\$3,468,249.66</u>	35.7%
Net +/-		<u><u>\$1,112,350.32</u></u>	

B. August 31, 2017 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$2,021,070.18	\$4,893,809.24	13.10	\$1,960,007.05	\$8,874,899.57
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	2.41	610,801.51	17,717.43	0.00	628,521.35
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	40,999.94	0.00	0.00	0.00	40,999.94
Total	<u>\$2,075,990.34</u>	<u>\$5,504,610.75</u>	<u>\$17,730.53</u>	<u>\$1,960,007.05</u>	<u>\$ 9,558,338.67</u>

\$1,000,000 transfer from 5/3 checking to Star Ohio.

C. Approval of Bills:

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

VII. BUSINESS

A. Purchase order for Replacement Playground Equipment

Commissioner Sánchez made the motion, and the Commission approved, authorizing a Purchase Order in the amount of \$42,150.59 to Landscape Structures, Inc.

B. 2017 Revised Appropriation Budget

Commissioner Lee made the motion, and the Commission approved, authorizing the 2017 revised Appropriation Budget, a copy is attached to and made a part of these minutes.

C. 2017 Revised Appropriation Resolution

Commissioner Lee made the motion, and the Commission approved, authorizing the 2017 revised Appropriation Resolution; a copy is attached to and made a part of these minutes.

VIII. DIRECTOR'S REPORT

1. The 2018 CIP will be presented at the November meeting and the 2018 Appropriations budget will be presented at the December meeting.

2. The Ohio EPA is still investigating restroom options at Oak Grove Park. Nick Meyer is walking them thru the process of how/why we think holding tanks are the best option.
3. There will be a Yes for Parks booth at several Park District and community events in the next month; mailings have been designed and there are two new give-a-ways; magnets and silicon bracelets.

IV. DEPARTMENT REPORTS

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

X. COMMISSIONERS COMMENTS

Commissioner Lee asked if preparation for the levy was well underway. Director Biondo stated that levy committees are working on all aspects of levy advertising.

Commissioner Monahan suggested that additional parking may be in order for Holes Creek Park due to the popularity of the sunflower field.

Commissioner Sánchez commented that all of the programs she has attended have been great. Also, she was glad to see that the W.I.L.D Child program is doing so well.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 7:56 P.M

A Board work session will be held October 9, 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:

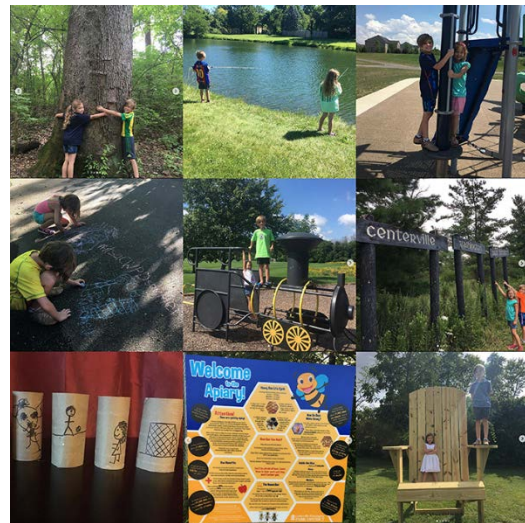
Lucy Sanchez, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>\$1,000,000 was transferred from 5/3 checking to Star Ohio.</p> <p>Collected final Aug. 17 tax advance in the amount of \$328,048.02. Settlement will occur in September.</p> <p>2 \$245,00 CD's matured in July: Apple Bank 1.00% & Israel Bank 1.05% They were replaced with: Well Fargo Bank 1.6% & Wex Bank 1.6%</p> <p>Winter issue of newsletter in progress. Will be in homes late October.</p>	<p>Press releases submitted to local media. (5)</p> <ul style="list-style-type: none"> • Beginner Archery Clinic, July 11 • Splashtacular, July 19 • Nocturnal Nature Program at Oak Creek South, July 26 • Rain Barrel Design Contest Winner, July 18 • New Playgrounds to Delight Area Children, August 11 • Invasive Species Hike with CWPD, August 15 • Centerville Park AED ribbon cutting ceremony, August 25 • A Family Celebration of National Hunting and Fishing Day, August 31 <p>“You Spoke, We Listened” series on social media and website launched. Posts planned every 2 weeks the remainder of 2017. Topics so far:</p> <ul style="list-style-type: none"> • More Park Programs (7/6) • More Ways to Participate: Evenings and Weekends (7/20) • More Natural Areas (8/3) • More Nature Classes and Programs (8/17) • Shade and Dogs: Two of Your Favorite Things (8/31) • Next topic is nonresident fees (in mid-September) <div data-bbox="824 1299 1401 1602" data-label="Image"> </div> <p>Work has begun on the employee payroll portal. This will allow employees to enter their time sheets directly into the payroll system. They will then flow thru to the managers for approval. The process will be paperless and will save dual data entry by the</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.

accountant. The project will wrap up in September.
(6)

The Pop-up Park Challenge was offered again this summer as a way to engage our park users on our social media outlets. Participation doubled this summer! We had a combined 540 challenges completed with a group of 91 people participating in the challenges that were posted every week. Forty-three people completed 10 or more challenges, a feat which awarded them a gift card to Graeter's. We will be offering the Pop-Up Park Challenge in winter, as well. (3,5)



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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>EAB- Ash Tree Removal: Tree Care Inc. has completed the contracted tree removal at Watkins Glen and Old Lane Parks this past month. They have also continued to work at Pleasant Hill Park as well.</p> <p>Pollinator Habitats: We are prepping sites for an additional 30 acres of new pollinator habitat establishment in our parks for 2018. Site preparation includes the removal of the existing nonnative vegetation. Control is best achieved by using a foliar application of herbicide.</p> <p>New habitats include:</p> <ul style="list-style-type: none"> • Beechwood Springs(Spring valley meadow) • Holes Creek and Silvercreek meadows • Waterbury Woods • Bill Yeck Park, McGuffey Meadow • Robert F. Mays Park • Grant Park- I-675 meadows, and the Kennard Nature Nook meadow <p>Pole Barn Construction at Oak Grove Park: WE have finally received permit approval from Montgomery County to allow Burns Construction to begin the site work. The building material from Lester Buildings is scheduled to arrive on October 2.</p> <p>AED in the Parks: A ribbon cutting was held on Wednesday, August 30 at the Activity Center Park. I would like to commend all who played a part in completing this “First in Ohio” initiative.</p> <p>Asphalt repair and maintenance: Asphalt Sealcoaters of Dayton (ASD) has finished crack filling and striping at Oak Grove, Forest Field, and Willowbrook Basketball Court. They still need to do Iron Horse. ASD will be repairing and restriping the tennis courts at Old Lane Park Later this month.</p> <p>Athletic Activities: Soccer: Mead/CUSA CUP Soccer Tournament - Thanks to the weather, we had a very successful Mead Cup this past Labor Day Weekend. Overall attendance at the park was about the same as a normal fall weekend, which minimized the need for additional staff and overtime compensation.</p>	<p>Iron Horse Park Playground Installation: The playground renovation project is underway and is expected to take approximately 30 days to complete. (4)</p> <p>Update and Vary park playgrounds: Penchura LLC. Removed one of the playground structures at Iron horse park and will be repurposing it by re-installing it at Cherry hill Park later this month. They will also be updating playgrounds at Forest Walk and Green Line parks as well. <i>Schedule A.</i> (4)</p> <p>ADA Transition Plan: A to Z Asphalt has completed the transition improvements at Oak Gove Park. Burns Construction is currently working at Schoolhouse Park to repair and replace non-compliant concrete surfaces at the park.</p> <p>Off-Leash Dog Patrol: Our outreach and education efforts will pick back up this fall. (5)</p> <p>September</p> <ul style="list-style-type: none"> • Saturday, September 16 @Grant Park, Normandy • Saturday, September 30 @ Bill Yeck Smith House <p>October</p> <ul style="list-style-type: none"> • Sunday, October 1 Oak Grove Park • Saturday, October 14 Grant Park, Nature Nook • Wednesday, October 18 Grant Park/ Bill Yeck • Sunday, October 22 Bill Yeck- Smith House <p>November</p> <ul style="list-style-type: none"> • Weekend foot patrols at various locations <p>Trail Improvements: Staff completed several projects this past month that will improve the park experience for our visitors.</p> <p>Drainage improvements were completed at some of the high traffic locations at Grant and Bill Yeck Parks. Additionally, improvements were made at several creek crossings that will make it easier to get up and down the steep banks. (2)</p>

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Fall soccer season will resume after the holiday this month with Centerville Recreational and CUSA Crew Jrs. games at Oak Grove; T.O.P. Soccer (The Outreach Program for Soccer) began their season on August 27 and will utilize Oak Grove on Wednesdays and Sundays. CYO (Incarnation School) Also began their season last month. Centerville Recreational Soccer will be using Iron Horse and Mays Parks for practice locations, while CUSA will be using Forest Field.

Football:

Wee Elks Football and Cheer practice began on July 25 and will continue until November. They have 12 teams in grades 1-6 and will be using Schoolhouse Park as their primary practice and game site. Activity Center will be used as a scrimmage site. All home games will be played at Schoolhouse Park. WE anticipate hosting approximately 60 games for the 2017 season.



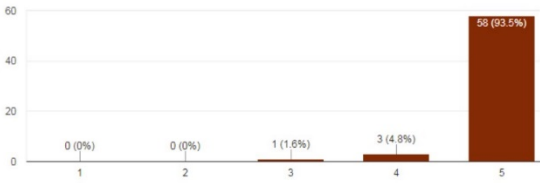
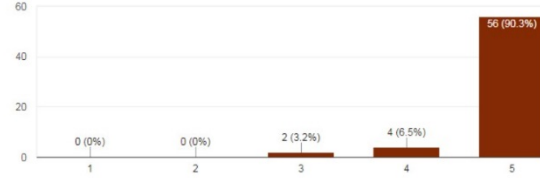
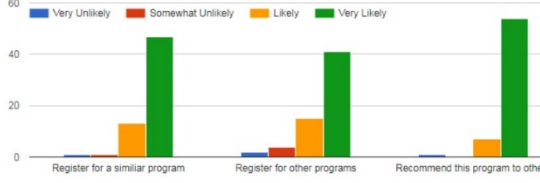



BEFORE



AFTER

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Preparing for several September events:</p> <ul style="list-style-type: none"> ● 9/8: Pumpkins and PJs ● 9/9: Family Celebration of National Hunting and Fishing Day ● 9/10: Grandparents Sundae Funday ● 9/15 Paws in the Park ● 9/16: Big Backyard Party ● 9/22: YoGlow ● 9/23: Iron Horse Trail Count ● 9/28 & 9/29: Fall Family Fun Night ● 9/30: Rock With Us <p>W.I.L.D. Child Preschool Experience – We just completed our first seasonal contract of W.I.L.D. Child. The feedback was positive for this unique child-led outdoor nature preschool, so we’re looking forward to carrying it into Fall.</p>  	<p>New Programs for September (3)</p> <ul style="list-style-type: none"> ● Rock With Us: Perfect Pumpkins ● Light Art STEM Class ● Couples Night Out ● Tabata Training Camp ● Intermediate Tai Chi ● HITT the Park <p>Summer Participant Feedback is coming in. Stats so far: (3)</p> <p>On a scale of 1 to 5, how would you rate the registration experience?</p>  <p>On a scale of 1 to 5, how would you rate your overall program experience?</p>  <p>How likely are you to...</p>  <p>How did you hear about this program/event?</p> 

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<p>Sister Agency Collaboration Continues – The Park District and Washington Township Recreation Center have invited the Washington Centerville Public Library to attend the quarterly program planning meetings. The library offers many programs to the community – the goal of the quarterly meetings is to open communication, keep from duplicating efforts, and explore partnership opportunities.</p>	<p>Year to date we have over 724 volunteer assignments filled totaling 1,429 hours of volunteer service. (this day in 2016: 650 assignments, 1,365 hours). (5)</p> <p>More Evening Fitness – With our new evening fitness options we are hoping to build a new base of Park District participants. Options include: HIIT the Park, Trail Trekking, Tabata Training Camp, Up and Running Trail Group, Meditation, Body Back by FIT4MOM (3)</p>
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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Pole Barn Project- Building permit is approved and contractor can begin construction on the new storage barn out at Oak Grove park.</p> <p>Pleasant Hill and Village South Trail Removal: Pleasant Hill park had a greater than anticipated amount of ash trees and honeysuckle. For this reason many of the ash trees were hauled off site for disposal and more time will be spent cleaning up the park. Spraying of invasives will take place this fall, continued park clean up and trails next year with tree plantings and wildflower plantings around the end of next year.</p> <p>Iron Horse Playground: New park playground underway. Goal is early October for final project completion.</p>  <p>ADA Update: Sidewalk connections are being installed at Mays Park Playground to the park shelter and Holes Creek trail to township sidewalk.</p> <p>Rules Sign Update: Will be working with the sign manufacturer to add “Unauthorized” to the wording of “No Weapons”. Only 6 signs have been made so the change will be very minor.</p>	<p>St. Leonard Conservation Easement: St. Leonards has stated we can move forward with the conservation easement and trail pending we don't make a connection of the trail at Clys Rd, safety is the main concern. (1)</p> <p>Forest Field Improvements: Project trail layout is complete. Many residents that border the park have been contacted regarding the improvements and trail location A tree located in the footprint of the restroom building has been moved to the perimeter of the park. (4)</p>  <p>Oak Grove Restrooms: Ohio EPA has requested we move forward with on-site drip irrigation systems rather than holding tanks due to the projected high flow rates out at Oak Grove. We are going to determine if the high flow rates are exact and then have meeting with the engineers and EPA onsite. (4)</p>

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