

**Regular Meeting Minutes  
Centerville-Washington Park District  
August 8, 2016**

***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 7:05 P.M. with the following attending: Commissioners Lee and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Projects Manager; Ms. Marks, Program Manager; and Ms. Huff, Accountant. Notice of this meeting was sent to the Dayton Daily News on August 3, 2016 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 July 11, 2016 work session and regular meeting were approved by Board Consensus.

***IV. VISITORS***

Mr. Pete Beyerle visited the meeting to suggest that the District had not made some of the changes to the Forest Field master plan that he thought should be included, and that the District had not made him, specifically, nor all the neighbors aware of the modifications. Staff and Board explained the process followed and that the changes and narrative were on the web site. Staff suggested a follow up mailing to the neighbors would be in order. Commissioner Sánchez thanked Mr. Beyerle for his time and comments.

***V. EXECUTIVE SESSION***

The Board did not elect to move to Executive Session.

***VI. FISCAL***

**A. July 31, 2016 General Fund Financial Report:**

	<u>2016 Budget</u>	<u>2016 YTD</u>	<u>% of Budget</u>
<b>Revenue</b>			
Property Taxes	4,586,595.00	4,417,364.36	96.3%
Interest	16,000.00	11,682.09	73.0%
Donations	6,000.00	3,856.51	64.3%
Program	120,000.00	96,817.20	80.7%
Other	15,000.00	24,338.27	162.3%
	<b>\$4,743,595.00</b>	<b>\$4,554,058.43</b>	<b>96.0%</b>
<b>Expenditures</b>			
2 - Park Improvements	1,439,000.00	449,924.58	31.3%
3 - Operations	772,599.00	160,122.95	20.7%
4 - Equipment	418,800.00	293,898.21	70.2%
5 - Payroll	2,187,892.05	1,172,376.14	53.6%
6 - Prof. Services	97,100.00	29,954.38	30.8%
7 - Utilities and Fees	283,140.00	180,289.20	63.7%



8 - Office Operations	119,500.00	63,058.06	52.8%
9 - Programs	72,540.00	32,011.05	44.1%
10 - Matching Funds	20,000.00	2,550.00	12.8%
12- Bill Yeck	50,000.00	0.00	0.0%
11 - Transfers - out	492,763.00	72,778.54	14.8%
13 - Advances - out	366,904.00	366,904.00	100.0%
Total expenditures	<b>\$6,320,238.05</b>	<b>\$2,823,867.11</b>	<b>44.7%</b>
Net +/-		<b>\$1,730,191.32</b>	

#### B. July 31, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$7,524,511.31	\$59,434.76	0.00	\$1,470,000.00	\$9,053,946.07
Park Improvement Fund	356,791.31	0.00	0.00	0.00	356,791.31
Land Acquisition Fund	259,330.34	687.87	716,543.26	0.00	976,561.47
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	11,392.58	0.00	0.00	0.00	11,392.58
Total	\$8,152,025.54	\$60,122.63	\$716,543.26	\$1,470,000.00	\$10,398,691.43

#### C. Approval of Bills:

Commissioner Lee made the motion, and the Commission approved, authorizing bill payment for July, 2016.

### VII. BUSINESS

#### A. Policy Addendum—Motorized Mobility Vehicles for Disabled

Commissioner Sánchez made the motion, and the Commission approved, to adopt the Motorized Mobility Vehicles for Disabled policy.

#### B. Contract Award—Donnybrook Park Fen

Commissioner Lee made the motion, and the Commission approved, to award the contract for Donnybrook Fen construction to Sunesis Construction for an amount of \$ 255,000.

#### C. Health insurance renewal

Commissioner Sánchez made the motion, and the Commission approved, to renew current Anthem plan with a 6% premium increase.

#### D. 5/3 Bank – Master Treasury Management Agreement

Commissioner Sanchez made the motion, and the Commission approved, to renew the Master Treasury Management Agreement with 5/3 Bank.

***VIII. DIRECTOR'S REPORT***

1. Oak Grove sewer update: Biondo informed the Board that there would be a follow up meeting on August 10 with the County.
2. Items for Board discussion in September:
  - a. Staff Development report
  - b. Yeck Nature Fund 5-year Request
  - c. 2.0 Levy Renewal or Replacement
  - d. Update on Maintenance Facility—Architect Contract; Land Purchase; and, M.O.U. with Township.

***IV. DEPARTMENT REPORTS******X. COMMISSIONERS COMMENTS***

Commissioner Lee asked to go on record that he is concerned that the Holes Creek trail at Southwest corner Yankee and Spring Valley is a safety hazard and preventative action should be taken before there is an accident. Staff will contact the County Highway department to see if a curb may be constructed on Yankee, or some other element that will deter or reduce the chance for vehicles to enter the pat

***XI. ADJOURNMENT***

Commissioner Sánchez adjourned the meeting at 8:36.

A Board work session will be held Monday, September 19, 2016 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 \$1,792,395 in property tax revenue in July.</p> <p>With the exceptions of a small settlement due in August, property tax collections are complete for 2016. The next series will begin in February 2017.</p> <p>The Park District received a \$750 donation from the Centerville Rotary Club. This will be used for another Little Free Library, to be located at Iron Horse Park.</p> <p>Staff participated in the Americana Festival; manning the booth, walking in the parade and running the children's area.</p>  <p>Seasonal and year-round staff participated in the Americana 5K race.</p>  <p>Chris Huff attended an FMLA seminar on 7/13.</p> 	<p>New stationary and business cards follow our branding guidelines. (5)</p>   <p>Carrie and Nick are continuing their work with Studio Graphique regarding all park signage. (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.

Arnie and Dawn met with representatives from the Montgomery County Auditor's office on 7/27.



Staff participated in DiSC assessment training with Stephan Julian of Julian Consulting. (6)



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<p><b>Forestry Activities-</b> Tree Care Inc. has completed forestry activities that include:</p> <ul style="list-style-type: none"> <li>• <b>Village South Park-</b> Removed 19 trees and 17 stumps</li> <li>• <b>Fence Row Park-</b> Removed 33 trees and 15 stumps</li> <li>• <b>Little Woods Park-</b> Pruned dead limbs and vines from existing trees and removed 4 trees/stumps)</li> <li>• <b>Rosewood Park-</b> Removed 41 trees and 17 stumps</li> <li>• <b>Oak Grove Park-</b> Removed 15 trees from the wooded area around the Archery Range</li> <li>• Removed an additional 71 stumps from various park location</li> </ul> <p><u><b>Athletic Update:</b></u></p> <p>Fall soccer practice begins August 8 and games begin August 11. We have over 150 teams using Oak Grove Park this fall.</p> <p><b>CUSA-Mead Cup:</b> The Mead Cup Committee notified us that they may not hold tournament games at Oak Grove Park this year. Due to lower registration numbers overall, they are looking at alternate locations that can host all games at one venue. For staffing reasons, we have asked to have conformation by Friday, August 12.</p>  <p><b>Centerville Wee Elks Football-</b> The Wee Elks Premiere Day is Sunday, August 7. Traditionally these games are exhibition</p>	<p><b>Playground updates:</b> The playground updates are well underway at Beechwood Springs, Rosewood, and Wagon Trail Parks.</p> <ul style="list-style-type: none"> <li>• Beechwood Park- Complete</li> <li>• Rosewood Park- Under Construction</li> <li>• Wagon Trail Park- Under Construction</li> </ul>  <p><i>Beechwood Springs- 2 bay swing</i></p>  <p><i>Beechwood Springs- Composite play structure</i></p>  <p><i>Beechwood Springs- Oodle Swing</i></p>

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only with shortened times to allow all teams to be featured. Regular season games will kick off on Saturday, August 13. All home games will be played at Schoolhouse Park and are anticipated around 60 games total. This is almost a 50 percent drop off from just a few years ago.



*Schoolhouse Park - South Field*

**Recognized Youth Athletic Organization volunteer service projects:**

We would like to thank the volunteers from the Centerville Wee Elks and CUSA for their help this past month to keep our parks looking great. Volunteers helped mulch trees and landscape areas at Schoolhouse and Oak Grove Park in preparation for the start of their fall seasons.

I would also like to thank the hard working Centerville Rotarians who also helped contributed to the effort at Oak Grove Park this past month.



*Centerville Rotary Club- Oak Grove Park*

**AC Pickleball Conversion:**

The project is nearing completion and is expected to be open for play within the next couple weeks. Plans are being discussed about how and when to have an official ribbon cutting for the new facility. (4)



**Safety Team News:**

*“The mission of the CWPD Safety Team is to promote a culture of health and safety by providing training, education and resources for our staff and volunteers.”*

Team member roles were discussed before being voluntarily accepted by various members.

- Facilitator – Jen
- Team Leader – Andy
- Scribe/timekeeper – Kristen
- Members – Chris H., Ken, and Ally

**Action items:**

- Create the Safety Team Bulletin Board in the work room to help will tell who we are and why we exist.
- Create our Safety Team Mascot and come up with a format for disseminating information to our staff.
- Need to let staff know who we are and why we exist
- Review the Safety Team goals and objectives for next month’s agenda.

**July’s Safety Update:** July’s Lunch and Learn topic was Heat and Sun protection. Tim Holtz provided information for the operations staff about how to prevent heat related illnesses on the job. This OSHA link provides some of the helpful

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	<p>information that was shared with our staff. <a href="https://www.osha.gov/SLTC/heatillness/index.html">https://www.osha.gov/SLTC/heatillness/index.html</a> (6)</p>

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<p><b>July program successes:</b> YoGlow – Over 100 participants came out to do nighttime yoga. The glow bracelets lit up the park as everyone went through the movements together with instructor Megan Lees. The Shakerly Juice Bar provided pre-yoga refreshments.</p>   <p>Splashtacular – over 300 people attended this event that included the WTFD and lots of water themed games!</p>  	<p><b>New Programs for August (3,B,1) (3,B,3)</b></p> <ul style="list-style-type: none"> <li>• Play S'More – Partnership with WTRC</li> <li>• Adult Recess – Pop-up Program</li> <li>• Go For the Gold Camp – New Rec Camp</li> <li>• Light's On! – Children's Night Hike, no parents</li> </ul> <p>The Fall News and Events is out to residents with a 15% increase in program offerings from Fall 2015. (3)</p> <p>Volunteer Training – Turf Naturalization and Pollinator Habitat Initiative, Thursday, August 25<sup>th</sup> from 6-8 at the Smith House. Ken will discuss the topic with the help of Robert Erwin, Environmental Management teacher at CHS. Participants will also visit the apiary and talk about its importance and how it fits into the initiative. CWPD would like our volunteers to be able to address inquiries during programs and/or projects. Commissioners should have received an invitation. (5)</p> <p>Grand Openings in the Works – Holes Creek Trail, Pickleball Courts, Little Woods Park – departments will work together to put together grand opening festivities for each project/park. Dates will be communicated with Commissioners promptly. (4,5)</p> <p>Summer Recreation Program and Hidden Meadows Day Camp saw 1,047 participants this summer. We added a ninth week to Hidden Meadows and 3 new recreation camps, as well as before and after care. These trial program additions were a success. (3)</p> 

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Teen Night at the Archery Range – teens were instructed in basic archery at the Archery Range at Oak Grove Park late last month.



Movie Nights – two remain – August 26 and July's was rescheduled for September 23 due to rain.



Katy Lucas and Summer Naturalist completed their 3<sup>rd</sup> week of Adventure Camp at the end of July. This camp week was an addition to our summer line-up to increase teen programming. (3)



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<p><b>Mays Park Trail</b> is complete! The trail is just under a mile in length and now connects the parking lot to the Shelter and continues around the perimeter of the park.</p> 	<p>The new sign design and color scheme selected by the CWPDP staff can be seen below. The designs are three panel signs, with the park name appearing on both sides. The middle panel is a solid color which peeks through as the shape of the logo. We will be working through final details with Studio Graphique the remainder of the month; letter size, material type, cost, etc. (4)</p>  <p>Changes have been addressed in the new <b>Forest Field plan</b>. We received cost estimates for the improvements on the plan from Barge Wagner Summer and Cannon. (4 and 5)</p>
<p><b>Mays Park Playground</b> is complete. A concrete path connection is still to be installed from the path to the playground. We will continue to monitor grass growth and possibly re-seed in the fall.</p> 	<p>Quotes have been received for a hydraulic analysis at Watkins Glen Park. The analysis includes a topographic survey and stream analysis to ensure a bridge will cause no increase in the floodway or floodplain elevation. The lowest quote was provided by Choice One Engineering. (4)</p> <p><b>Donnybrook Park-Fen Restoration</b> project has been successfully bid and the lowest and best bidder is Sunesis Construction. Fen restoration involves sheet wall installation, wetland plantings and seeding, stream bank stabilization, invasive removal and interpretive boardwalk. (1)</p> <p>OPWC contracts were signed and sent for Clean Ohio Green Space grants. (1 and 2)</p>

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