

# Regular Meeting Minutes Centerville-Washington Park District April 18, 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 7:02 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Projects Manager; and Ms. Marks, Program Manager. Notice of this meeting was sent to the Dayton Daily News on April 14, 2016 and was posted on the Park District web site, www.cwpd.org.

## II. APPROVAL OF MINUTES

The minutes of the March 14, 2016 work session and regular meeting were approved by Board Consensus.

#### III. VISITORS

- Pam Perilman, 1251 Autumn Wind Court would like to see signs at Wagon Trail requesting people clean up after their dogs. She would also suggested a mulch path to the playground due to muddy/saturated turf
- Vince Delli Carpini, 2431 Beechknoll Point attending the Garden Gathering and wanted to know where we are in the process of creating a community garden. He also attending the Forest Field Park Master Plan public input meeting and wanted an update on the master planning process.
- **Ken Sandstrom, 9910 Redbarn Trail** he is a high school student who is participating in Youth in Government day and wanted to see a Park District meeting firsthand.

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#### IV. EXECUTIVE SESSION

No recommendation for Executive Session.

#### V. FISCAL

#### A. March 31, 2016 General Fund Financial Report:

			% of
	2016 Budget	2016 YTD	Budget
Revenue			
Property Taxes	4,586,595.00	2,005,731.61	43.7%
Interest	16,000.00	2,135.21	13.3%
Donations	6,000.00	160.12	2.7%
Program	120,000.00	13,318.22	11.1%
Other	15,000.00	500.45	3.3%
	\$4,743,595.00	\$2,021,845.61	42.6%
Expenditures			
2 - Park Improvements	1,439,000.00	142,352.38	9.9%
3 - Operations	772,599.00	38,367.28	5.0%
4 - Equipment	418,800.00	100,028.10	23.9%
5 - Payroll	2,187,892.05	424,072.15	19.4%



Net +/-		\$1,186,948.10	
Total expenditures	\$6,320,238.05	\$834,897.51	13.2%
13 - Advances - out	366,904.00	0.00	0.0%
11 - Transfers - out	492,763.00	710.60	0.1%
12- Bill Yeck	50,000.00	0.00	0.0%
10 - Matching Funds	20,000.00	0.00	0.0%
9 - Programs	72,540.00	8,235.32	11.4%
8 - Office Operations	119,500.00	29,484.57	24.7%
7 - Utilities and Fees	283,140.00	87,047.11	30.7%
6 - Prof. Services	97,100.00	4,600.00	4.7%

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

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,481,368.02	\$59,334.83	0.00	1,470,000.00	\$8,010,702.85
Park Improvement Fund	426,300.40	0.00	0.00	0.00	426,300.40
Land Acquisition Fund	259,202.00	686.72	715,647.81	0.00	975,536.53
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	34,895.51	0.00	0.00	0.00	34,895.51
Total	\$7,201,765.93	\$60,021.55	\$715,647.81	\$1,470,000.00	\$9,447,435.29

### C. Financial Update:

Will now be reported with department reports

## D. Approval of Bills:

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

## VI. BUSINESS

## A. Sports Field Use Policy

We have contacted the recognized organizations 2-3 times and, as of 04/15/2016, have received some questions from CUSA but no requests for changes. Vote is tabled until May meeting.

#### B. Mays Park Trail Contract Award

Commissioner Sánchez made the motion, and the commission approved, to contract with Roberts Paving for the Mays Park Trail project for a cost of \$218,710.00

## C. Ash Tree Removal Contract Award -

Commissioner Monahan made the motion, and the Commission approved, to contract with Tree Care, Inc. for the Ash Tree Removal project for a cost of \$200,000.



## D. 2016 Revised Appropriation Budget

Commissioner Sánchez made the motion, and the Commission approved, authorizing the 2016 revised Appropriation Budget, a copy is attached to and made a part of these minutes.

#### E. 2016 Revised Appropriation Resolution

Commissioner Sánchez made the motion, and the Commission approved, authorizing the 2016 revised Appropriations Resolution; a copy is attached to and made a part of these minutes.

## F. Mays Park Playground Recommendation

Commissioner Lee made the motion, and the Commission approved, to contract with Playworld Midstates for a cost of \$216,500.

#### VII. DIRECTOR'S REPORT

- A. Strategic Plan objectives completed and staff is actively engaged
- B. Branding implementation—May "official" launch of new look uniforms; retire old logo; fresh look newsletter.
- C. OG Sewer update
- D. Process Improvement—Job Description Rewrite; Safety Committee

#### VIII. DEPARTMENT REPORTS

#### IX. COMMISSIONERS COMMENTS

- Commissioner Sanchez Facebook Page is looking really good, she enjoys the posts we are sharing with the community
- Commissioner Monahan Asked about Chevy Chase programming staff will be inviting residents of Chevy Chase to 2 park parties at Concept Park to start conversation about program needs/wants
- Commissioner Lee

#### X. ADJO

Mr. Lee a

A Board Headqua

adjourned the meeting at 8:33.		
work session will be held Monday, <b>May 9</b> , 2016 at 6:00 rters, 221 N. Main St, Centerville.	P.M. followed by a regular meeting at 7:00 P.M. at Park	
	Approved:	
	David R. Lee, President	
Attested:		
Lucy Sánchez, Secretary		



# **Business Department**

### Standard Operations/ Ongoing Activity

Received \$23,757 for archery range grant.

Paid \$76,705 for a Toro Groundmaster 5900 mower.

Paid \$132,368 to LJ Deweese for Holes Creek Trail.

Submitted receipts for mid-project reimbursement for the Holes Creek Trail grant in the amount of \$275,575.

Prepare board packet & financial statements.

A/P & P/R

Updated CIP for quarterly board reporting.

Chris Huff attended an OPERS seminar regarding employee retirement accounts.

Continue to update administration department job descriptions.

Summer newsletter is at print and expected to be delivered in the next two weeks.



### Strategic Plan Action Steps

Site map and wireframes for new CWPD website have been approved. Home page design is in development. (5)

Updating the staff hiring procedure. Creating a "quick list" of step by step instruction. (6)

A uniform contract has been signed with Aramark for operations staff uniforms. The new uniform will consist of a green polo shirt and gray cargo pants. Staff should be wearing new uniform by May. (5)





**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.



# **Operations Department**

### Standard Operations/ Ongoing Activity

Welcome, Andy Sandidge! - We are happy to announce the addition of Andy to our full-time operations staff. Andy is a Centerville graduate who recently returned to the areas after spending the past 15 years working for the City of Fort Collins, Colorado. Andy studied at the University of Colorado where he received a B.S. Degree in Wildlife Management. Andy has extensive experience maintaining both natural and active recreation facilities and parks, which made him a great fit for the position. Andy will be sharing the second shift and weekend responsibilities this summer with Mike Conley.

Audiograms- All year round employees just received their yearly audiograms. As you may recall we implemented a Hearing Conservation Program last for all full-time and year round employees. Although the program is really intended to protect those who operate equipment that have high noise levels, it is recommended that all employees be tested upon hiring, to establish a baseline hearing level to be able to measure occupational hearing loss while on the job. After the baseline testing, only employees who operate equipment with high noise levels will be tested annually for hearing loss.

**Fish Management-** Last fall we (staff, CHS EM class and ATAC -Advanced Technical Aquatic Consultants, LLC.) conducted a population survey of the pond.



## Strategic Plan Action Steps

FF Apiary- The apiary is really starting to take shape. The bee hives have been delivered and the bees are expected to arrive at the end of the month. The WSU Project Management students will be completing the installation of the benches that the bee hives will rest on in the next couple weeks to wrap up the finishing touches before the bees arrive. (4,5)





## Maintenance Facility Feasibility Study-

Representatives from Williams Architects will be joining us at the board meeting to share the draft plans for the new maintenance facility and the headquarters building. (4,6)

**EAB Hazardous Tree Removal-** We received 5 bids for the EAB Hazardous Tree removal project for 2016. The scope includes the removal of approximately 1700 trees at 20 Parks. Tree Care Inc. provided the best, lowest and most responsive bid in the amount of 248,305 for the

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# **Operations Department**

Fish stocking recommendations where provided based on the survey to improve fishing opportunities and catch rates at the OG pond for Sunfish and Large Mouth Bass species.

## Fish stocking facts:

600- Redear and Bluegill Sunfish were stocked to balance the population densities of Sunfish and Largemouth Bass species to improve fishing.



30,000 (100 pounds) - Fathead minnows were placed in the pond to supplement the natural prey source for the bass and bluegill species.

# Spring Athletic News:

Baseball/Softball-League activity is full swing at all fields. Games and practices will continue through July. There are 5 independent teams using our facilities in addition to the CHS freshman Baseball team. CBSL opening week begins on 4/25.

Soccer-Practice sites for CUSA and the ISC Storm include Forest Field, and Waterbury Woods Park. All games are held at Oak Grove Park. Practices began March 14 and games began March 18. CUSA Rec practices started March 28 and games began April 9.

<u>Lacrosse</u>-Practice sites for CYL include Iron Horse Park and Schoolhouse Park. All games Base Bid and Alternates 1-4. At this time we are recommending the award of the bid in the amount of \$200,000. This would allow the completion of the trees identified from the Base Bid and Alternates 1, 2, and 4. Alternate 3 would be omitted at this time to provide \$50,000 for project contingency, emergency tree removal outside of the contract, and tree replacement needs this fall. Tree Care, Inc. has successfully completed similar projects for the cities of Centerville, Kettering, Piqua, and Sidney. (2, 6)

Pollinator Habitat Establishment – The contracted implementation of pollinator habitats, formally referred to "Turf Naturalization", will pick back up where we left off last fall as soon as the weather permits. Like last fall, high winds, rain, and cold temperatures are not favorable for the herbicide applications needed to eliminate the turf grass that currently exist. (1,2)

# Bill Yeck Park, McGuffey Meadow Wetland-We recently received the engineering and design plans from the Montgomery County Soil and

Water Conservation District. An RFQ will be sent out to qualified contractors to complete the excavation and installation of the water control devices that are shown on the plan. (2)

Safety Team Development- Craig Smith, Safety Consultant with the Ohio Bureau of Workers' Compensation will be assisting us with the implementation of a new and effective Safety Team this summer. Craig is a Centerville native/grad that grew up playing in our parks.

One of Craig's roles with the BWC is to help agencies form, develop, and implement safety programs that are effective, productive and is an ongoing effort of the entire agency. The first few meetings will be focused on developing our mission, goals, and objectives as they relate to our agencies safety programs. Our first meeting with Craig is scheduled for Wednesday, May 4.

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# **Operations Department**

are held at Schoolhouse Park. Practice began March 16 and games began April 11. Their first game at SH park is scheduled for Monday 4/11, and their last home game at SH is scheduled for May 15.

<u>Turf Management-</u> A dormant grass seeding was completed at Mays Park and Yankee Park in early March. The first round of fertilizer is scheduled to go down around May 1<sup>st</sup>.

Recognized League Service Projects- One of the requirements for the recognized organizations is to complete a volunteer service project in our parks. This year's projects will again provide assistance to mulch trees and landscape areas in our Community Parks. Service project dates: 4/16- Yankee – CBSL, 5/7- IH (CYL), TBA- SH (Wee Elks), TBA- OG (CUSA).

### **April Athletic dates:**

- **April 1** Centerville Youth Lacrosse practice begins- IH, SH, Mays (parking lot)
- April 2 CUSA Rec coaches training- OG
- April 2 CUSA Referee training- OG
- April 4 CMS Girls Softball games begin- Watts
- April 9 CUSA Rec games begin- OG
- April 11 CUSA Rec mini camps begin- OG
- TBA Centerville Youth Lacrosse games begin-SH
- April 15 Southside Church Softball League games begin- Y
- **April 30** CBSL Rec Opening Day- AC, IH, OCS, OG, SH, Watts, Y

(6)

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# **Program Department**

### Standard Operations/ Ongoing Activity

In the past 2 weeks, 30 geocachers have come into Park District Headquarters to claim their limited edition CWPD trackable through their participation/completion of the Spring Cache Quest.

Staff is conducting interviews for seasonal positions throughout the months of April.



Hidden Meadows Day Camp and Adventure Camp registration begins April 18 at 10am for residents.

- 3 weeks of Adventure Camp
- 9 weeks of Hidden Meadows
- Before/after care provided for Hidden Meadows

Eggstravaganza is back! 300 participants will learn about our Ohio egg layers with a fun scavenger hunt, games, crafts, and other activities.

The spring session of Children's Yoga will take place each Wednesday in April at the Kennard Nature Nook.

### **Strategic Plan Action Steps**

There have been 652 new customer accounts created since the start of Fall 2015 Registration – Aug 17-present (524 accounts created for the same time period 2014-2015) – 20% increase (3)

• 2014 accounts created: 1,948

15% increase

• 2015 accounts created: 2,279

**New** Programs for April (3)

- Wonderful Wildflower Photography
- Time Flies (Time Trail Hike)
- Recess for Grown Ups
- Women's Self Defense
- Spring Archery Carnival



Recreation Coordinator, Christian Johnson, visited with Centerville High School students to discuss teen programming and how we can reach this demographic. (5)

- The Environmental Management class has agreed to be CWPD Ambassadors. They have agreed to promote CWPD programs during advisory time and by distributing our promotional materials
- They discussed program timing, trends, and avenues for promotion, such as the parent listserv and school announcements, among others

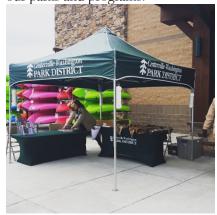
Program staff will be taking volunteers on a field trip to Battelle Darby Creek Metro Park in Columbus in honor of National Volunteer Week – participants will have a tour of the facility and grounds from a Metro Parks Naturalist see the bison heard, and learn about their

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# **Program Department**

April 10 CWPD had a booth at the Cabela's grand opening event. We will share nature knowledge as well as general information about our parks and programs.



April 28, CWPD will man a table at the Primary Village North Summer Learning Fair – this event will focus on getting our summer program information out to families who are ready to plan for summer.

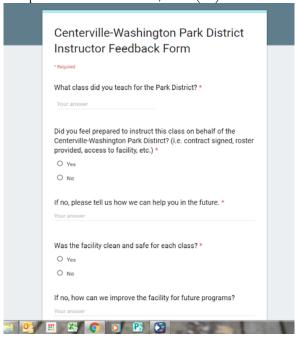
volunteer program as well as their program offerings. (5)



Pop-Up Programming for April and May (3):

- Fast Fun Fitness Events: Pickleball
- Cache In Trash Out for Earth Day
- Nature's Celebration

Feedback system for contracted instructors has been established – e-survey sent to each instructor upon completion of their session/class (3C)



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# **Projects & Planning Department**

### Standard Operations/ Ongoing Activity

175 additional Trees have been removed from site and a lot of cleanup is yet to come with the project. 2 of the 3 bridges have been set in place.



Signed license to enter Park Agreement with Washington Township for sidewalk program on Spring Valley in Beechwood Springs Park.

Forest Field Master Planning, concept design has been reviewed by CPT team. Still reviewing with all staff, then a final rendered drawing will be shown to the public.

Buckeye Landscaping plans to start working on the Native Areas this month at Mays Park.

## **Strategic Plan Action Steps**

Received quote on the Watkins Glen bridge from Composite Advantage. Bridge cost for engineering, manufacturing and installation is \$35,000. Working on obtaining other quotes from different manufacturers. (4)

Mays Park Playground Public Meeting will be held from 5:30 pm -7:00 pm on April 14 at the Epiphany Lutheran Church on Sheehan Rd. Playworld Midstates will be showing 3 different concept designs of playgrounds with safety surfaces to the public. (5)

Meeting with Cardno at Donnybrook site to start drafting plans for the Fen Restoration project. Preparing letters to send to the residents explaining the project and the grant received. (5)

Submitted Partial Payment Request to ODNR for Holes Creek Clean Ohio Trails Fund in the amount of \$275,574.93(6)

Had follow up conversation with 5RMP to begin grant application for buying lands. Next Step: use a pre-qualified appraiser with Clean Ohio to receive appraised values of property. (1)

Mays Park Trail Bid Opening had 8 bidders and the lowest and best bid was Roberts Paving. (4)

Reviewing land acquisition criteria to determine top 10 parcels representing most desirable habitats and ecosystems (1)

Received revised proposal for Studio Graphique to develop sign standards for all park entrances. (5)

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