

Regular Meeting Minutes Centerville-Washington Park District July 11, 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 7:25 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Projects Manager; Ms. Marks, Program Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on July 7, 2016 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 June 13, 2016 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

Members of the Bike Centerville group will arrive after they complete their presentation to the Township Board. Arrival anticipated at 7:45pm, for approximately 30 minute talk.

V. EXECUTIVE SESSION—If action needed

Executive Session recommended for the purpose of discussing Purchase of Property, ORC 121.22(G)(2). Commissioner Lee made a motion to enter Executive Session for purchase of property, roll Call Vote: Sánchez – Aye, Lee – Aye, Monahan - Aye

Board moved to Executive Session at 7:27PM

Upon Return at 7:32 P.M., President Monahan stated "We are now back on record"

VI. FISCAL

A. June 30, 2016 General Fund Financial Report:

	2016 Budget 2016 YTD		% of Budget
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Revenue			
Property Taxes	4,586,595.00	2,624,284.58	57.2%
Interest	16,000.00	8,406.77	52.5%
Donations	6,000.00	1,739.73	29.0%
Program	120,000.00	86,789.80	72.3%
Other	15,000.00	24,337.27	162.2%
	\$4,743,595.00	\$2,745,558.15	57.9%
Expenditures			
2 - Park Improvements	1,439,000.00	380,199.31	26.4%
3 - Operations	772,599.00	115,510.93	15.0%
4 - Equipment	418,800.00	270,408.73	64.6%
5 - Payroll	2,187,892.05	976,535.98	44.6%



	\$294,114.86	
\$6,320,238.05	\$2,451,443.29	38.8%
366,904.00	366,904.00	100.0%
492,763.00	72,511.51	14.7%
50,000.00	0.00	0.0%
20,000.00	2,550.00	12.8%
72,540.00	23,772.27	32.8%
119,500.00	57,158.70	47.8%
283,140.00	163,633.98	57.8%
97,100.00	22,257.88	22.9%
	283,140.00 119,500.00 72,540.00 20,000.00 50,000.00 492,763.00 366,904.00	283,140.00 163,633.98 119,500.00 57,158.70 72,540.00 23,772.27 20,000.00 2,550.00 50,000.00 0.00 492,763.00 72,511.51 366,904.00 366,904.00 \$6,320,238.05 \$2,451,443.29

B. June 30, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,578,461.00	\$59,408.	0.00	980,000.00	\$7,617,869.61
Park Improvement Fund	466,671.31	0.0	0.00	0.00	466,671.31
Land Acquisition Fund	259,299.65	687	716,308.17	0.00	976,295.39
Debt Service Fund	0.00	0.0	0.00	0.00	0.00
Yeck Nature Fund	30,489.82	0.0	0.00	0.00	30,489.82
Total	\$7,334,921.78	\$60,096.18	\$716,308.17	\$ 980,000.00	\$9,091,326.13

C. Approval of Bills:

Commissioner Sánchez made the motion, and the Commission approved, authorizing bill payment for June, 2016.

VII. BUSINESS

A. Forest Field

Commissioner Lee made the motion, and the Commission approved, authorizing adoption of the Forest Field master plan.

B. Bike Centerville Presentation

No action required.

VIII. DIRECTOR'S REPORT

- 1. Americana comments Director Biondo shared a list of comments and questions compiled from the booth at the Americana Festival. Information from this list will used for Tweets and a FAQ tab on the website.
- 2. Oak Grove sewer update George Oberer met with one of the county commissioners regarding our sewer issue. The Commissioner will re-visit the topic with the appropriate department at the county.

IV. DEPARTMENT REPORTS

X. COMMISSIONERS COMMENTS

Commissioner Lee wanted to be sure we are adding picnic tables at Littlewoods park- NM said yes there are picnic tables planned for the park. He also asked about the progress on the Nature Nook expansion and Smith property master plan. AB responded that it is still under review. He also thinks we could still pursue a disk golf course in one of our parks, possibly 6-9 holes.



Commissioner Monahan complimented the staff (Christian & Ginger) he worked with at the Americana booth. He said they were both knowledgeable and friendly.

Commissioner Sánchez is happy to see continued use of the archery range. She also mentioned it is good to see the Dayton Diggers using the Smith House. Lastly, the new addition to the skate park is being used by all levels of bikers and boarders.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:38.

A Board work session will be held Monday, August 8, 2016 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

, 221 N. Main St, Centerville.	
	Approved:
	Daniel Monahan, President
Attested:	
David R. Lee, Secretary	



Business Department

Standard Operations/ Ongoing Activity

Received final payment of \$224,425 for Holes Creek Trail grant.

Received tax exempt status for Little Woods Park along with a \$12,597 refund of property tax paid.

Chris attended an OSHA workshop on June 17th.



Tagline banner created for use at CWPD events.



Strategic Plan Action Steps

Chris and Dawn met with Amanda of CMax Advisors regarding an HR audit. (6)



Carrie, Nick and Arnie met with Studio Graphique regarding new park signage. Initial concept designs are being reviewed. (5)



STUDIO GRAPHIQUE

Interns Evan Bankes and Kaelee Tobin working on the CWPD Americana float – a replica of the Chimneys at Grant Park. (5)







Business Department

Fall newsletter is at the printer and will be delivered to residents' homes near the end of this month.



New CWPD website is on track for a fall launch. The majority of the site has been built and is ready for content to be added. Admin staff will be working on adding content for the remainder of the summer. (5)





Standard Operations/ Ongoing Activity

Forestry Activities- Tree Care Inc. began forestry activities for the removal of Ash trees affected by the EAB. Forestry activities will be ongoing through the remainder of the year.



Athletic Update:

CUSA- Although the spring season has ended, several soccer camps are ongoing through the months of June and July. Operation activities are currently underway to prepare fields for the fall season that is scheduled to begin early August.



CBSL- Wrapped up their regular season this past week by completing their Recreational League Tournaments and All-Star Games. Select Team tryouts will continue through the end of the month.

Dayton Ultimate- "Ultimate" Frisbee began playing games at Oak Grove Park this past month at Oak Grove Park and will continue until the fall soccer season begins in early August. Games are played on

Strategic Plan Action Steps

Mays Park Playground: As you can see from the photo below, the playground installation is well underway at Mays Park. The project is expected to take approximately 40 days to complete, but at this pace might be complete by the end of the month.



Robert F. Mays Park-Playground installation 2016

The playground equipment for the improvements planned at Beechwood Springs, Rosewood, and Wagon Trail Parks have arrived as well. Penchura, LLC. will begin installation of the equipment later this week.

AC Pickleball Conversion:

The pickleball court conversion at Activity Center Park is underway. This week the contractor hopes to complete the fence and net post installation followed by the court repair and painting next week. The project should be complete by the end of the month. (4)



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.



Monday nights if you're interested in "catching" an upcoming game. This is our second season hosting the Dayton Ultimate Frisbee Club at Oak Grove Park.



Centerville Wee Elks Football- The 2016 Centerville Wee Elks Football season is about to begin. Equipment handouts are scheduled for July 9 followed by the first practice at Schoolhouse Park on Monday, July 25. Registration numbers are down this year resulting in a drop in team numbers from 12 last year to 9 teams this year.



Schoolhouse Park - South Field

Gebhart Road Improvement: The road improvements are complete and the road was re-opened this past week.

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."

Here are a few of the goals that will drive the efforts of our safety team in the near future.

- Strive for zero accidents
- Create a functional Safety Team w/defined roles and procedures
- Establish safety/health policies and provide annual evaluation of safety policies
- Provide/create methods of reporting team activities to all interested parties
- ❖ Establish <u>needs</u> for all levels of staff and volunteers (create a menu)
- Encourage active participation by all staff in the safety process
- Develop a process to analyze incident/accident and near misses.
- Educate staff to safety process(es)

Staff Safety Training- This past month the Operations Department held our first "Lunch and Learn" at Oak Creek South Park. Appropriately, the topics for this past month were Tornado and Thunderstorm awareness. Information found in our Crises Management Plan was reviewed to refresh important precautions and procedures to follow when severe weather threatens while on the job. (6)

Monarch Waystation

You may notice a big change when you arrive at the HQ for the next board meeting. We recently completed a new pollinator habitat planting in front of the park headquarters. The design includes a variety of native plants that will benefit Ohio pollinators. The site is also registered as a "Certified Monarch Waystation" by the Monarch Watch Organization for providing habitat for monarchs throughout their annual cycle of reproduction and migration. (1, 2)





Gebhart Road (looking North to Social Row Road)



William and Dorothy Yeck Nature Fund Projects:

Ohio Pollinator Habitat Initiative- We recently completed the planting of approximately 30 acres of new "native" pollinator habitat at Bill Yeck Park this past month. Additionally, new pollinator habitats were established at the following parks: Yankee, Iron Horse, Little Woods, Stansel, Weatherstone, Grant Park (Normandy T and Grants Trail locations), and Concept. (1, 2)



Activity Center Park- Established September 2014



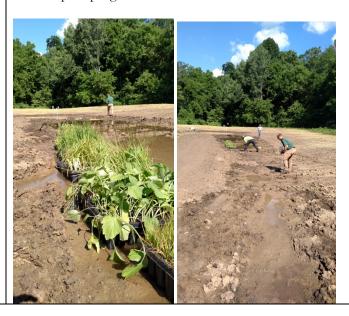


Activity Center Park-July 2015

Bill Yeck Wetland Project: We now have a wetland at Bill Yeck Park. (1, 2)

This new habitat located on the west end of the McGuffey Meadow will provide many benefits for the park:

- Protect and improve water quality
- Improve plant and wildlife diversity at the park
- Improve trail conditions by storing runoff that typically floods trails
- Provide environmental education opportunities for park programs



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.



Program Department

Standard Operations/ Ongoing Activity

June program successes:

Pollinator Festival at Whole Foods – staff provided information on our pollinator habitat initiative and



Kids Day at Cabela's – staff engaged the public in simple children's activities and provided information on wildlife in our parks.



Strong Man Challenge – 13 teams competed – kids against dads over Father's Day weekend on the "big" game field at Schoolhouse Park – partnership with Centerville Crossfit



Strategic Plan Action Steps

New Programs for July (3,B,1) (3,B,3)

- Firecracker 5k
- Adult Recess Pop-up Program
- Ooey Gooey Park Patooey New evening Rec Camp
- Rain Barrel Workshop
- Earth Joy Tree Climbing (it has been 6 years)



• Fly Fishing 101 and 201



- YoGlow nighttime yoga
- Geocaching Challenge
- Teen Night at the Archery Range
- Hands-on Renewable Energy
- Needle Felting with Farm to You

The Park District and the Historical Society will be partnering with Dayton Diggers to offer programming throughout the year in exchange for the use of the Smith House as their monthly meeting location. The do both metal detecting and archeological digs. (3)

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Program Department



Congratulations to Katy Lucas for earning her Certified Parks and Recreation Professional certification last month!

Americana Recap – Thank you to all three Commissioners for your involvement with our CWPD booth. CWPD participated in the 5K, won the Mayor's Award in the parade, had a booth on main street, and ran the children's area at Activity Center. The breaks in the rain allowed people to come out and enjoy the festival.

Movie Nights – two remain this summer, July 29 and August 26. 100 people came out for the June session of Silver Screen Under the Stars. *The Game Plan* was shown after families played soccer with the Dutch Lions and other sporty games on the field at Schoolhouse Park.



Fall planning is complete with a 15% increase in program offerings from Fall 2015. (3)

Besides our scheduled programs, staff is hosting field trips during the summer months for scout troops, The Jewish Community Center, and ChildTime – a chance for these kids to explore our parks and learn about nature. (3)

Katy Lucas is helping with our pollinator habitat initiative in several ways. She did a training with the Operations Staff on native plant identification in June, she is working with scout groups to complete projects in the seed nursery as well as the parking lot islands at Forest Field Park, and she will be doing a volunteer training in August that will include a portion on the apiary. (1) (2) (5)

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Projects & Planning Department

Standard Operations/ Ongoing Activity

Mays Park Trail is underway with excavation and placement of gravel. The trail will be complete before the end of July.



Mays Park Playground has all play elements installed and surface will be completed in a few weeks.



American Ramp Company performed some minor maintenance and warranty repairs of the **skate park** addition. There were some chipped areas on a ramp and some of the concrete had cracked through the freeze and thaw process of the winter.

Holes Creek parking lot is complete! Contractor is working through the project punch list. We have also

Strategic Plan Action Steps

Studio Graphique presented different concepts for park entrance and rules signs. We selected two concepts out of the ones presented and Studio Graphique will work to refine those concepts.(5)

We have received comments from residents for the **Forest Field plan** and there were no major changes requested. Therefore, we are putting the master plan in front of the board for approval. (see attached plan) (5)

Arnie and I will be attending the OPWC meeting on July 12 for the 3 parcels that were submitted for the grant application. (2)

Bridge Improvements at **Watkins Glen.** The statement below was provided by our bridge supplier with Composite Advantage. (4)

'Because of the size of these bridges, we would switch over to a pre-engineered steel truss with our FiberSPAN FRP decking.

73 feet in length x 4 feet wide would cost about \$49,000 73 feet in length x 6.5 feet wide would cost about \$68,000

Installation cost would be significantly higher than on the smaller bridges. INSTALLATION IS NOT INCLUDED IN THESE PRICES. The size of bridges would require a large crane to set them.

Donnybrook Park Plans are nearing completion; the project will be placed out to bid and the lowest and best contractor will be recommended to the board at the August meeting. (1)

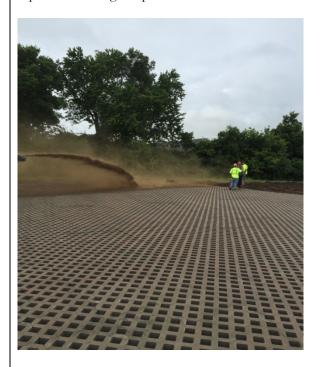


Projects & Planning Department

received the full grant reimbursement amount of \$500,000 from ODNR.



Machine called a Rock Chucker was used to broadcast the topsoil over the grass pavers.



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Projects & Planning Department

Little Woods park has been graded for the mowed path. Turf mix and native grasses have been installed.

Still to come is planting of the plugs, one last tree clean-up of the entire park, sign and picnic table.

