

**Regular Meeting Minutes
Centerville-Washington Park District
January 17, 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 7:07 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 January 12, 2017 and was posted on the Park District web site, www.cwpc.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 December 12, 2016 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

No visitors attended.

V. EXECUTIVE SESSION—Land purchase

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

Board moved to Executive Session at 7:07 P.M.

Upon Return at 7:15 P.M., President Monahan stated *“We are now back on record”*

VI. FISCAL

A. December 31, 2016 General Fund Financial Report:

	2016 Budget & Carryover	2016 YTD	% of Budget
Revenue			
Property Taxes	4,586,932.00	4,891,402.53	106.6%
Interest	22,000.00	18,215.00	82.8%
Donations	6,000.00	14,907.70	248.5%
Program	170,000.00	128,948.50	75.9%
Other	33,000.00	30,043.74	91.0%
	\$4,817,932.00	\$5,083,517.47	105.5%

Expenditures

2 - Park Improvements	1,662,142.78	948,243.38	57.0%
3 - Operations	802,888.57	545,535.79	67.9%
4 - Equipment	429,364.34	347,461.37	80.9%
5 - Payroll	2,191,609.05	2,060,887.39	94.0%
6 - Prof. Services	111,115.00	62,041.63	55.8%
7 - Utilities and Fees	338,173.43	305,132.79	90.2%
8 - Office Operations	149,981.52	130,771.07	87.2%
9 - Programs	80,097.26	75,840.20	94.7%
10 - Matching Funds	20,000.00	2,550.00	12.8%
12- Bill Yeck	50,000.00	0.00	0.0%
11 - Transfers - out	184,763.00	157,952.21	85.5%
13 - Advances - out	366,904.00	366,904.00	100.0%
Total expenditures	<u>\$6,387,038.95</u>	<u>\$5,003,319.83</u>	78.3%
Net +/-		<u><u>\$80,197.64</u></u>	

B. December 31, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$3,076,042.35	\$59,555.62	0.00	\$1,960,007.05	\$7,595,806.73
Park Improvement Fund	23,537.17	0.00	0.00	0.00	23,537.17
Land Acquisition Fund	24,293.55	700,857.17	17,653.70	0.00	742,804.42
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	40,997.86	0.00	0.00	0.00	40,997.86
Total	<u>\$3,164,870.93</u>	<u>\$760,412.79</u>	<u>\$17,653.70</u>	<u>\$1,960,007.05</u>	<u>\$ 8,403,146.18</u>

C. Approval of Bills:

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

VII. BUSINESS
A. 2017 Final Appropriation Budget

Commissioner Sánchez made the motion, and the Board approved, authorizing the 2017 Final Appropriation Budget; a copy is attached to and made a part of these minutes.

B. 2017 Final Appropriation Resolution

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

C. Selection of Forest Field and Bill Yeck Park Improvements Engineer

Commissioner Lee made the motion, and the Board approved, to select Barge Wagoner Sumner and Cannon, Inc. per the results of the evaluation and ranking process guided by Ohio Revised Code, and, according to those guidelines, directs staff to negotiate contractual terms to be presented at the February meeting.

D. Appointment of a Park District Treasurer

Commissioner Sánchez made the motion, and the Board approved, to appoint Ms. Dawn Osif, Business Manager, to the post of Treasurer for the sole purpose of investing park district funds, including the timely transfer of funds between approved District accounts to maximize interest to be earned.

VIII. DIRECTOR'S REPORT

1. Options for screening portable toilets at community parks, such as fencing and plantings, are being investigated.
2. Staff is discussing ideas for the Fitness Coordinator vacancy.
3. Recommendation regarding our next levy vote will come in February or March.

IV. DEPARTMENT REPORTS

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

X. COMMISSIONERS COMMENTS

Commissioner Lee congratulated Justin Bates on earning his burn qualification. He is also happy to see that staff is working on updating the crisis management plan.

Commissioner Sánchez mentioned she walked the new Donnybrook Fen with a volunteer who was very complimentary of the job that Nick Meyer did with the project.

Commissioner Monahan asked about the search features on the CWPD website. When he searched the rules, nothing came up. After investigating this issue, it was determined that the rules are a PDF on the website and are therefore unsearchable. If you would like to see the rules they are under the parks tab on the website.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:00 P.M.

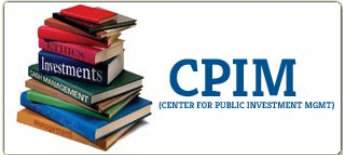



A Board work session will be held February 20, 2017 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:



Daniel Monahan, President

Attested:

David R. Lee, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Two \$245,000 CD's were purchased with funds from 5/3 savings.</p> <p>\$2,500,000 was moved from 5/3 savings to Star Ohio.</p> <p>\$700,000 was moved from Star Plus to Star Ohio.</p> <p>The Park District received a donation from the William and Dorothy Yeck fund in the amount of \$33,660.</p> <p>Dawn attended CPIM webinars on 12/13.</p>  <p>Chris participated in CMI year-end closing seminars on 12/14 & 12/15.</p>  <p>Dawn and Chris attended Montgomery County Auditor's annual update on 12/15/3</p> 	<p>Spring issue of News & Events at print and scheduled for delivery near the end of January. (5)</p>  <p>After attending a social media seminar in November, Carrie has continued to tweak our social media strategy to reach and engage the community. In December, a traditionally slow social media month for CWPD, we generated over 33K views on our Facebook page with 16 posts. For comparison, in Dec 2015, we had 21K views with 19 posts. (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.

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<p>Tree planting and topdressing has continued through the holidays.</p> 	<p>Annual Tree Planting: If you have been following the PD on Instagram lately, you might have seen the post last week with the Brownie Troop that came out to help plant a tree. The 3rd Grade Brownie Scout Troop #35288 recently bought a tree through our tree dedication program. Several girls met members of our operations staff at Village South Park to help plant a Red Maple tree in the park. (1, 2, 5)</p>  <p>Tree planting at Village South Park</p> <p>Pollinator Habitat Initiative: Our efforts to promote pollinator habitats in our parks have become a year round effort. Seeds, from a variety of plants, have been collected this year through numerous park and volunteer programs. Recently, a portion of the seeds collected were delivered to the staff at Natorps Nursery, located in Mason Ohio. Natorps will attempt to propagate the seeds, which will ultimately be transplanted back in our parks to create new pollinator habitats. Many of the plants will be planted by volunteers at Mays Park this spring, as part of our Earth Day Event, on Saturday, April 22.</p> <p>Staff Training & Development:</p> <p>Burn Boss Certification: Operations Technician, Justin Bates recently become our agencies first Certified Prescribed Fire Manager, CPFM. This certification is issued by the Ohio Department of Forestry and is required to legally conduct prescribed fires in Ohio. Justin’s certification will not only reduce consulting fees for hiring a CPFM, but will allow us greater flexibility with our prescribed fire efforts used to manage our prairie and grassland habitats. By obtaining this certification, Justin has achieved a promotion to a Park Operations Technician III. (1, 2, 6)</p> <p>Safety Team Update: The Safety Team is reviewing our Crisis Management Plan (CMP). Additionally, Montgomery</p>

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	<p>County Sherriff Deputy, Gary Fulwiler has offered to provide his assistance in the process. Deputy Fulwiler recently provided similar assistance to Incarnation School with the development and implementation of their CMP this past year. There are not a lot of changes to the plan from before, but we have updated the emergency contact procedures, by utilizing the “One Call Now” service to provide instant notification in the event of an emergency. Once updated, the CMP will be shared with all. (6)</p>



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<p>Winter Woods Day Camp – We have 47 children signed up to attend Winter Woods Day Camp in February. Recreation Coordinator, Christian Johnson has hired counselors and has changed the format this year – camp will take place for 4 hours for ages 5-12 and they will bring lunch. Preschools can choose between a 2-hour session in the AM or PM. We will be back at Grant Park for camp this year.</p> <p>Washington Township Recreation Center Meeting and Collaboration– CWPD program staff met with WTRC program staff on January 11 to discuss Summer Programs and collaboration opportunities.</p> <p>Winter Recreation Program – This program was a success over the holiday break for children ages 6-10 at the Nature Nook. Part-time and seasonal staff organized two activity-filled days for participants.</p>  <p>Summer Program Planning – Program staff met on January 9 to solidify summer program plans.</p> <p>Spring Registration – The spring newsletter will hit mailboxes around January 23 with registration beginning February 13.</p>	<p>New Programs for January (3)</p> <ul style="list-style-type: none"> • Winter-Style Campfire Sing-Along • Teddy Bear Hibernation • Music Mania • Tricks of Magic • All About Owls • Ice Sculpture Demonstration • Chirp and Chatter <p>Winter Pop-Up Park Challenge (5) 27 families are participating in our Winter season of the Pop-Up Park Challenge Program. We have had 5 challenges posted and those that complete at least 10 of the 15 challenges will win a prize. This is the 2nd year for this program – we do this summer and winter –all via social media.</p>  <p>Teen Job and Volunteer Fair (5) The Park District will be one of the agencies attending the Washington-Centerville Public Library’s Teen Job and Volunteer Fair on Saturday, February 18.</p> <p>Wellness Field Trips (6) The Safety Team implemented a new employee wellness initiative called Wellness Field Trips – on a quarterly to monthly basis staff will be invited to attend a field trip to help them learn more about</p>

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	<p>CWPD, complete a service project or take an outside field trip to see best practices of other agencies.</p> <ul style="list-style-type: none">• In February, we have plans to teach staff about ash tree identification and do an inventory of these trees in the nature parks
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<p>Voss Land: Request to Proceed has been submitted to the Ohio Public Works Commission (OPWC) and we are scheduled to close on the property at the end of the month.</p> <p>Holes Creek: <u>Tree Planting</u> CWPD staff received a nice thank you from the residents along the Holes Creek Trail in regards to their “greener” view.</p>  <p>Trail Delineators: Trail Delineators were placed just South of the Yankee/Spring Valley intersection.</p>  <p>Schoolhouse Lift Station Removal: The Montgomery County Engineering department issued a Construction Permit for the Schoolhouse lift station to be replaced by a gravity fed sanitary sewer. The work will be completed in the winter months.</p>	<p>Operations Facility Update. The rezoning application for the Cloyo Rd Building was submitted to the City of Centerville and will be reviewed at their January 31st meeting. (6)</p> <p>Forest Field RFQ: We received 3 statements of qualifications for the Forest Field/Bill Yeck Project: BWSC, Choice One and MSP were the firms that submitted. Evaluations were done on each firm and we are recommending to enter into negotiations with BWSC for the engineering of Forest Field and Bill Yeck Park. (4)</p> <p>Chardonay OPWC Funds: The Chardonay Development was approved at the last City planning meeting. Unfortunately, the grant funds received from OPWC were specific to that site and therefore can't be used for any other available property. The next application deadline for OPWC Clean Ohio funds is March 14. (2)</p> <p>GIS- a Geographic Information System for mapping our parks. We are working through a trial program with the City of Centerville to develop a GIS map for Activity Center Park. We are going to focus on a few park assets at a time: shelter, sidewalks, drinking fountains and utilities will be our focus for this trial. (6)</p>

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