

**Regular Meeting Minutes
Centerville-Washington Park District
October 17, 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; Ms. Marks, Program Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on October 12, 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 September 19, 2016 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

Chuck Hamlin thanked the Commissioners for purchasing the Zengel property. He said the neighborhood residents are “tickled pink” that no new homes will be built on this land.

V. EXECUTIVE SESSION—Land purchase

Executive Session recommended for the purpose of discussing Purchase of Property, ORC 121.22(G).

Commissioner Sánchez 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 7:07P.M.

Upon Return at 7:14 P.M., President Monahan stated “*We are now back on record*”

VI. FISCAL

A. September 30, 2016 General Fund Financial Report:

	<u>2016 Budget</u>	<u>2016 YTD</u>	<u>% of Budget</u>
Revenue			
Property Taxes	4,586,595.00	4,582,190.98	99.9%
Interest	22,000.00	13,182.11	59.9%
Donations	6,000.00	4,556.25	75.9%
Program	170,000.00	115,178.20	67.8%
Other	33,000.00	29,676.27	89.9%
	\$4,817,595.00	\$4,744,783.81	98.5%
Expenditures			
2 - Park Improvements	1,439,000.00	892,196.36	62.0%
3 - Operations	772,599.00	300,009.31	38.8%
4 - Equipment	418,800.00	301,851.46	72.1%
5 - Payroll	2,187,892.05	1,511,561.55	69.1%

6 - Prof. Services	106,100.00	43,348.88	40.9%
7 - Utilities and Fees	296,140.00	222,237.28	75.0%
8 - Office Operations	129,500.00	91,324.93	70.5%
9 - Programs	78,540.00	57,461.93	73.2%
10 - Matching Funds	20,000.00	2,550.00	12.8%
12- Bill Yeck	50,000.00	0.00	0.0%
11 - Transfers - out	162,763.00	157,139.71	96.5%
13 - Advances - out	366,904.00	366,904.00	100.0%
Total expenditures	\$6,028,238.05	\$3,946,585.41	65.5%
Net +/-		\$798,198.40	

B. September 30, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$7,049,031.64	\$59,462.29	0.00	\$1,470,000.00	\$8,578,493.93
Park Improvement Fund	321,820.11	0.00	0.00	0.00	321,820.11
Land Acquisition Fund	259,363.26	688.19	716,786.61	0.00	976,838.06
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	11,392.61	0.00	0.00	0.00	11,392.61
Total	\$7,641,607.62	\$60,150.48	\$716,786.61	\$1,470,000.00	\$ 9,888,544.71

C. Approval of Bills:

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

VII. BUSINESS

A. Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing Tax Levies

Commissioner Sánchez moved, Commissioner Lee seconded, and the Commission approved the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor, a copy is attached to and made a part of these minutes.

B. Selection of Architect for Future Maintenance Operations Garage

No action taken.

C. 2016 Revised Appropriation Budget

Commissioner Lee 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.

D. 2016 Revised Appropriation Resolution

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

E. Resolution Authorizing Pursuit of ODNR Grant for Signage

Commissioner Lee made the motion, and the Commission approved, authorizing Resolution 2016-07, a resolution allowing the submittal of an application for Ohio Department of Natural Resources LWCF Grant.

VIII. DIRECTOR'S REPORT

1. Report on National Recreation and Park Conference – This was the best NRPA conference in many years.
2. Plan for dogs off leash enforcement - We are constructing a multi-faceted approach that will include staging “checkpoints”, additional signage, and, either Animal Control or Sheriff Officers assisting with spot enforcement.
3. IT Audit update - We have located a Washington Township company that is in the business of conducting IT audits. The first meeting on this will be Oct. 25.
4. Operations Cost forecast to 2028/Future in progress
5. Sewer at Oak Grove – Partners to obtain 3 contractor quotes for the sewer line

IV. DEPARTMENT REPORTS

X. COMMISSIONERS COMMENTS

Commissioner Sánchez asked if we were still considering counters to courts and trails to measure usage. General discussion ensued as to what purpose this would serve. She also congratulated the Program Department for the new and exciting programs and the community partnerships. She also mentioned the need for a Master Plan for the addition to Pleasant Hill Park. She suggested there will be room for a BMX feature in the park.

Commissioner Lee congratulated Five Rivers Metro Parks for receiving CAPRA accreditation. He suggested the CWPD could measure itself against those standards without spending the time and money to apply for the accreditation.

Commissioner Monahan mentioned that the land north of the Holes Creek Trail parking lot would be a good location for a small shelter or gazebo. He would also like the Park District to take over the sunflower planting and potentially plant them in stages for a longer bloom period.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:34 P.M.

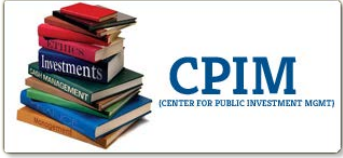



A Board work session will be held Monday, November 14, 2016 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

Daniel Monahan, President

Attested:

David R. Lee, Secretary

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>The Park District received the final distribution of the August tax cycle in the amount of \$151,947.</p> <p>The Montgomery County Auditor's office reported that tax collections this year are the best they've been since 2007.</p> <p>Chris attended CPIM training on 9/14.</p>  <p>Chris and Dawn attended the Ohio GFOA Annual Conference in Columbus on 9/21.</p>  <p>Chris attended Sunshine Law training on 9/27.</p> 	<p>CWPD Media coverage (5):</p> <ul style="list-style-type: none"> • Donnybrook Fen restoration covered by WHIO7 (9/21) • National Hunting and Fishing Day covered by Centerville Dispatch (9/22) • Zengel property land acquisition covered by Dayton Business Journal (9/26), WHIO7 (9/26/16), Dayton Daily News (9/28) and Centerville Dispatch (9/29) • Phone survey announcement covered by Dayton Daily News (10/2) <p>Winter issue of News & Events at print and scheduled for delivery near the end of October.</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.

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Operations Activities: Operations activates have focused on routine grounds and turf maintenance, and program and event support.</p> <p>Facility Maintenance: Contracted services for the following projects are complete or underway.</p> <ul style="list-style-type: none"> • Tennis court renovations at Green Park are complete • Painting and staining of the shelters at Activity Center, Yankee and Oak Grove Parks is underway • Asphalt repairs are underway at Activity Center, Iron Horse, and Schoolhouse Park • Fence repairs at Schoolhouse athletic fields • Forestry Activities at Rosewood Park (41 trees and 21 stumps), Oak Grove Park (14 trees), Little Mound (5 trees), Wagon Trail (91 trees, 21 stumps) Nutt Woods (69 trees) <p>Athletic update: Post-season baseball field maintenance is in progress. Work includes: Infield and mound renovations and repair, turf repair, and minor fence repair.</p> <p>The fourth round of fertilizer was applied this past month to the athletic fields at Forest Field and Oak Creek South Parks.</p> <p>Baseball/Softball- CBSL has 4-5 teams using the fields at OG and OCS for fall league practices. The Miami Valley Roy Hobbs Adult Baseball League has 3 teams using the fields through Sunday October 9. All baseball activities will be complete October 30.</p> <p>Soccer- Fall soccer continues this month</p>	<p>Park District Programs and Activities: The operations staff has continued to provide park, facility and event support for all of our great fall programs. Here are a few highlights. (3, 4 and 5)</p> <ul style="list-style-type: none"> • Family Fun Night- Construction and operations of a new hay wagon that was converted from a mowing trailer.  <ul style="list-style-type: none"> • National Hunting and Fishing Day- Archery range development and construction, event coordination, set-up and activity facilitation. 

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with Centerville Recreational and CUSA Crew Jrs. games at OG Park. T.O.P. Soccer (The Outreach Program for Soccer) concludes their season on Sunday October 16. CYO (Incarnation school) completed their season on September 27.

Centerville Recreational Soccer will host an end of the year tournament at OG Park on October 22 and 23.

Football-The Wee Elks will complete their regular season on October 10. Playoffs will be held at SHP on October 15 and 29. If they still have teams in the playoffs, the last date for practice will be Thursday November 3.

Misc:

Park Donations: the Penbrooke Garden Club donated \$1,045.00 for the installation of a park bench at Yankee Park. The Bench was purchased in memoriam for Tina Lotz, a long time club member.

Holiday Tree Sale at OCS: The Kettering-Centerville Kiwanis Club has informed us that they will not have a Holiday Tree sale this year at Oak Creek South Park. Declining revenue, tree availability, and aging membership all played a part in their decision to pursue other fundraising activities.

- **Archeology Dig-** Dig site preparations and construction of sifting screens used by participants.



- **Hole Creek Trail Grand Opening-** Site prep, and construction.
- **Mays Park Grand Opening-** Constructions cleanup, built new picnic tables, site prep and seeding.
- **Owlexanders Tyke Hike Grand Opening-** Installation of gravel path and interpretive signs.



- **Haunted Trail-** Trail establishment, prop design and construction, event preparation and participation, tear down and park restoration.

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	<p><u>Staff Training Development:</u></p> <p>ADA 101 Training: Representatives from Recreations Accessibility Consultants, LLC. (RAC) provided a one day workshop for our staff this past moth at this past month. The workshop provided a great overview of the current federal regulations regarding public accessibility as they relate to our parks and facilities. Additionally, staff had a “hands on” opportunity to visit one of our parks and facilities examining many of the barriers to accessibility noted in the audit performed by RAC last year. (6)</p> <p>NRPA National Conference: I wish to thank the park board and Arnie for the opportunity to represent our agency at this national conference. I feel this was a once in a lifetime opportunity that allowed me to attend numerous educational sessions and collaborate with park and recreation professionals from around the country. (6)</p> 

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Fall Program Successes to date: Family Celebration of National Hunting and Fishing Day – 300 people came out to Oak Grove Park for our first offering of this program. We had lots of attractions with the fishing, archery, dock dogs, and falconry, as well as many organizations imparting valuable information – Centerville Noon Optimists, ODNR, Army Corps of Engineers, FRMP, 4-H, Trappers Association, etc.</p>  <p>Fall Family Fun Night – Our first hayride & pumpkin patch program! It was a huge success and we look forward to offering more in the future. Ally DeShurko worked with Operations Staff to make this event happen.</p> 	<p>New Programs for October (3,B,1) (3,B,3)</p> <ul style="list-style-type: none"> • Big Backyard Party – Grand Opening of Mays Park – 10/22 • Pumpkins and PJs – October 28 • Archeology Dig – October 1 – 20 kids in the badlands of Grant Park digging for signs of wildlife  <ul style="list-style-type: none"> • Cairn Hike – October 15 • Introduction to Falconry – October 2 • Create a Terrarium – October 15 <p>ePACT - Last month I reported that Program Staff was looking into ways to streamline and digitize our health history process. We have contracted with ePACT, a partner with ActiveNet to help us do that. Forms can be filled out online and all information will be stored on a secure network. ePACT is HIPAA compliant, and the forms will only be seen by those with authorization. (6)</p> 

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Introduction to Falconry – We had a great group participate in this unique opportunity of handling birds of prey while they learned all about the sport of falconry with the Ohio School of Falconry. Ginger Clark brought this program to CWPD.



Family Recess – a big crowd came out to Oak Creek South for our fall version of Family Recess – cider and Bill's Donuts were a special treat while families played yard games, bingo under the shelter, and more.



Haunted Trail – Ally DeShurko and Tim Holtz are working on the final logistics for this year's Haunted Trail, which will take place October 18 & 19 at Forest Field Park. The new location will

ClearShelf - Since Fall 2015, CWPD has offered 30-50% more program offerings to the community depending on the season. To give us a snapshot of each programmer's workload we have contracted with ClearShelf. They are developers of specialized performance analytics that will help us take our program data and use it to examine and/or improve our performance, look at gaps in our programming, and/or allocate staff and resources more efficiently. (6)

Desired outcomes:

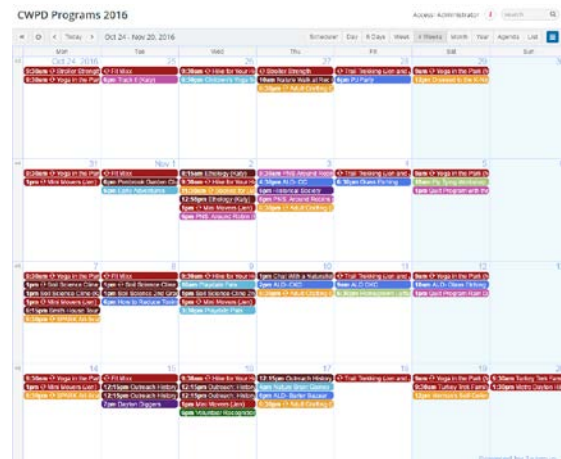
- Objectively review the internal workload distribution between professional management personnel to determine if any unrecognized or unusual work levels exist
- Understand the workload requirements and data metrics to determine effective agency resources allocation
- Plan for future needs and opportunities based on workload distribution, program or facility type and agency direction
- Maintain an historical database to identify agency and community trends, and for future employee development and staffing considerations
- Establish performance measurement standards

ClearShelf.net

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add a fresh look to this long-running program. The Noon Optimists and Junior Optimists and Octagon Club help make this program possible with their participation.

Our TeamUp calendar is full for the rest of the season. Here's a screen shot to give you an idea. The program staff is offering a great variety for the remainder of fall – both community favorites and creative, new programming – and we're gearing up for winter as it is right around the corner.



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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Mays Park Playground- The playground is experiencing a lot of visitors and everyone says what a great addition it is to the park district! The new drainage improvements seem to be working well around the playground.</p>  <p>Watkins Glen Hydraulic analysis- The hydraulic analysis for the stream in Watkins Glen park proved that the floodway is not 70 feet wide. Unfortunately, it is still 45 feet wide and would require a minimum 55 foot bridge.</p> <p>Donnybrook Park Fen Restoration is well underway! Bank Grading and stream bank stabilization along one section of the creek is complete.</p>  <p>Also, clearing of invasives, sheet wall installation and the boardwalk is underway. The park is undergoing a major change and is very well received by the neighborhood.</p>	<p>Officially added a new park (the old Zengel property) to the Park District! (1)</p> <p>Side access markers. We are working with a company called Bernsten to design our tree logo onto a bronze marker to help identify any non-main park entrance. The cost of this project is minimal and can be installed by CWPD staff. (4)</p> <p>Signage schedule and goals. For the new community parks and neighborhood park entrance signs we will start with the 6 parks that don't have an entrance sign. These parks will be completed this year. For the remaining parks, we are going to apply for the Land and Water Conservation Grant due date November 15th. This grant supports park signage as park improvements and if awarded can significantly reduce the signage cost for the entire park system. (4)</p> <p>Holes Creek Trail Delineators. Montgomery County Building department stated they will allow the installation of ground mount delineators in the right of way between the Holes Creek trail and Yankee Rd. Below is an example of the approved product. (4)</p> 

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	Robert F. Mays Park- Submitted an OPRA project award of excellence for the completion of the park. The park was completed in 3.5 years and received different sources of funding to make it a great addition to the Centerville-Washing Park District. (2)
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