

### 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:

			% of
	2016 Budget	2016 YTD	Budget
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%



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

# 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

## **CHECKS DATED SEPTEMBER 20, 2016**

Arnie Biondo	Expense Reimbursement	336.96
Asphalt Sealcoaters Dayton, Inc.	Pickleball Reno/Sealcoating and Striping Lots	62,229.00
Awards Of Excellence	Plaque Replacement	155.50
Centerville Auto Service	Supplies	41.20
Century Equipment Inc.	Equipment Repair	840.56
Contract Sweepers & Equipment	Pavement Sweep - Mays	400.00
Dayton Pool Management Inc.	Sprayground Maintenance	30.00
Dayton Stencil Works Co	Supplies	50.72
Duncan Oil Company	Fuel	327.09
Fleet Graphics	Banners	152.00
Gregory Young	Programming	386.50
Miami Valley Tree Care, LLC	Tree Removal	1,075.00
Oheil Irrigation Inc.	Straw	120.00
PPG Architectural Finishes	Field Paint	981.00
Quanexus	IT Support	326.74
Spectrum Analytic, Inc.	Programming	144.00
Swartz Mulch	Mulch	57.00
Tree Care, Inc.	Tree Removal	12,000.00



## CHECKS AND EFTs DATED SETPEMBER 22, 2016

CHECKS AIN	DEFIS DATED SETFEMBER 22, 2010	
Anthem Bc/Bs - Eft	Employee Withholding	3,138.04
City Of Centerville Tax Dept.	Employee Withholding	1,954.82
Dental Care Plus, Inc.	Employee Withholding	236.56
Fed 'L Tax W/H - Eft	Employee Withholding	5,563.62
Flex Bank Inc.	Employee Withholding	562.12
Medicare W/H -Eft	Employee Withholding	771.10
Ohio Public Employees Deferred	Employee Withholding	830.00
Preble Shawnee 6804	Employee Withholding	59.20
Public Employees Retirement	Employee Withholding	11,623.85
Reliance Standard Life Ins	Employee Withholding	159.86
Treasurer Of State Of Ohio	Employee Withholding	2,524.78
Valley View #5713	Employee Withholding	53.97
Various Banks - Eft	Payroll	40,365.51
Vision Service Plan	Employee Withholding	51.06
CHECKS AN	D EFTs DATED SEPTEMBER 20, 2016	
Fifth Third Commercial Card	Credit Card Payment	7,876.58
CHECKS AN	D EFTs DATED SEPTEMBER 23, 2016	
Burns Construction	D ET 15 DITTED OUT TEMBER 20, 2010	3,984.00
CHECKS AND	DEET, DATED SEPTEMBER 27, 2017	
	D EFTs DATED SEPTEMBER 26, 2016	19 081 19
Anthem Blue Cross/Blue Shield	Insurance	19,081.19 7.62
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Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS A	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016	7.62
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AN American School Of Falconry	Insurance Bank Fees  ND EFTs DATED OCTOBER 06, 2016  Programming	7.62 825.00
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AT  American School Of Falconry  Andy Sandidge	Insurance Bank Fees  ND EFTs DATED OCTOBER 06, 2016 Programming Cell Phone Reimbursement	7.62 825.00 30.00
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AN American School Of Falconry Andy Sandidge AT&T	Insurance Bank Fees  ND EFTs DATED OCTOBER 06, 2016 Programming Cell Phone Reimbursement Utilities	7.62 825.00 30.00 419.15
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AT  American School Of Falconry  Andy Sandidge  AT&T  Aubin Arts, LLC	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016  Programming Cell Phone Reimbursement Utilities Programming	7.62 825.00 30.00 419.15 305.00
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AN  American School Of Falconry  Andy Sandidge  AT&T  Aubin Arts, LLC  Chris Huff	Insurance Bank Fees  ND EFTs DATED OCTOBER 06, 2016 Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement	7.62 825.00 30.00 419.15 305.00 282.85
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016  Programming Cell Phone Reimbursement Utilities Programming	7.62  825.00 30.00 419.15 305.00 282.85 21.41
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif	Insurance Bank Fees  ND EFTs DATED OCTOBER 06, 2016 Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif Dayton Power & Light	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016  Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement Expense Reimbursement	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52 418.19
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif Dayton Power & Light Dental Care Plus, Inc.	Insurance Bank Fees  ND EFTs DATED OCTOBER 06, 2016  Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement Expense Reimbursement Expense Reimbursement Expense Reimbursement	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52 418.19 1,459.04
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif Dayton Power & Light Dental Care Plus, Inc. Direct Energy Business	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016  Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement Expense Reimbursement Expense Reimbursement Utilities Utilities	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52 418.19 1,459.04 3,198.51
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif Dayton Power & Light Dental Care Plus, Inc. Direct Energy Business Flex Bank Inc.	Insurance Bank Fees  ND EFTs DATED OCTOBER 06, 2016  Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement Expense Reimbursement Utilities Insurance	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52 418.19 1,459.04 3,198.51 35.00
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif Dayton Power & Light Dental Care Plus, Inc. Direct Energy Business Flex Bank Inc. Handyman Ace Hardware	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016 Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement Expense Reimbursement Utilities Insurance Utilities Utilities	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52 418.19 1,459.04 3,198.51 35.00 69.50
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif Dayton Power & Light Dental Care Plus, Inc. Direct Energy Business Flex Bank Inc. Handyman Ace Hardware Jennifer A Brandt	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016  Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement Expense Reimbursement Utilities Insurance Utilities Bank Fees	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52 418.19 1,459.04 3,198.51 35.00 69.50 26.46
Anthem Blue Cross/Blue Shield Fifth Third - Not Credit Card  CHECKS AND American School Of Falconry Andy Sandidge AT&T Aubin Arts, LLC Chris Huff Christian Johnson Dawn Osif Dayton Power & Light Dental Care Plus, Inc. Direct Energy Business Flex Bank Inc. Handyman Ace Hardware	Insurance Bank Fees  ND EFT's DATED OCTOBER 06, 2016 Programming Cell Phone Reimbursement Utilities Programming Expense Reimbursement Expense Reimbursement Expense Reimbursement Utilities Insurance Utilities Bank Fees Supplies	7.62  825.00 30.00 419.15 305.00 282.85 21.41 101.52 418.19 1,459.04 3,198.51 35.00 69.50



Kroger	Supplies	113.73
Lucas Brothers Farms	Programming, Bush Hog	420.00
Matt Sever	Cell Phone Reimbursement	30.00
Miami Valley Tree Care, LLC	Tree Removal	1,000.00
Montgomery County Water	Utilities	70.68
Ohio Public Employees	September Contribution	16,273.34
Reliance Standard Life Ins	Insurance	1,018.73
Sam's Club	Supplies	59.60
Speedway Superamerica LLC	Fuel	1,990.97
The Impact Group	Needs Assessment Survey	6,700.00
Tim Pifer	Cell Phone Reimbursement	30.00
Tractor Supply Credit Plan	Supplies	166.45
Verizon Wireless	Cell Phone	388.56
Vision Service Plan - (Oh)	Insurance	382.50
Wal-Mart Community	Supplies	431.77
Fed L Tax W/H - Eft	Employee Withholding	5,460.49
Flex Bank Inc.	Employee Withholding	562.12
Medicare W/H -Eft	Employee Withholding	761.52
Ohio Public Employees Deferred	Employee Withholding	830.00
Various Banks - Eft	Payroll	39,801.77
		,
CHECKS AN	ID EFTs DATED OCTOBER 17, 2016	
AAA Wastewater	Portable Toilets	2,827.33
Aabel	HVAC Service	79.50
Advanced Turf Solutions	Baseball Dirt	9,073.79
Alicia Payne	Donation	25.00
Aramark	Uniform Service	1,956.05
Asphalt Sealcoaters Dayton, Inc.	Tennis Courts - Oak Grove, Green	41,230.00
Batteries Plus	Lightbulbs	189.50
Bobcat Of Dayton Inc.	Supplies	39.42
Bricker & Eckler	Legal	100.00
Buchanan Power Equipment Center	Supplies	35.68
Carquest	Supplies	80.90
CDW Government Inc.	Supplies	
	Supplies	195.87
Centerville Auto Service	* *	195.87 480.64
Centerville Auto Service Centerville Gravely Sales	Supplies	
	Supplies Supplies	480.64
Centerville Gravely Sales	Supplies Supplies Supplies	480.64 130.86
Centerville Gravely Sales Centerville High School Chemdry Chris Shane Company LLC	Supplies Supplies Supplies Programming	480.64 130.86 486.00
Centerville Gravely Sales Centerville High School Chemdry	Supplies Supplies Supplies Programming Carpet Cleaning	480.64 130.86 486.00 195.00
Centerville Gravely Sales Centerville High School Chemdry Chris Shane Company LLC	Supplies Supplies Supplies Programming Carpet Cleaning Mulch	480.64 130.86 486.00 195.00 1,957.00



Contract Sweepers & Equipment	Pavement Sweep	400.00
Datayard	Utilities	36.26
Dayton Power & Light	Utilities	2,209.54
Donnellon McCarthy Ent	Equipment Rental	371.90
Duncan Oil Company	Fuel	1,779.45
Environmental Doctor	Air System Cleaning	985.00
Epact Network, Ltd.	Software	3,425.00
Fastsigns	Signage	49.87
Fleet Graphics	Signage	420.00
Grainger Inc.	Locks	594.09
Green Velvet Sod Farm	Herbicide	482.45
Idville	Badges	175.30
Lizard Apparel & Promotions	Uniforms	1,645.42
Lowes Business Account	Supplies	1,492.24
Miami Valley Lighting, LLC	Lighting	148.50
Mid-Atlantic Forest	Seminar	80.00
Oheil Irrigation Inc.	Straw, Watering at Mays	3,321.44
Pannier Graphics	Signage for Tyke Hike Literature Trail	2,143.00
Pickrel Brothers	Supplies	21.07
Playworld Midstates	Mays Equipment	109,426.00
Pro-Com Builders	Repairs	650.00
Promotional Spring	Newsletter Postage	4,342.69
Quanexus	IT Support	1,512.50
Recreation Accessibility	ADA Training	5,500.00
Red Wing Shoe Store Kettering	Uniforms	75.00
Reliable Electric	Repairs	983.08
Risk Control 360	Safety Consultant	62.50
Roberts Paving, Inc.	Mays Park Trail	7,788.53
Ron Duckson Security Sys., Inc.	Security	420.50
Rumpke Consolidated Companies	Trash Service	670.74
Schott Plumbing Inc.	Mays, Nature Nook, Schoolhouse	13,140.11
Scottissue	Supplies	1,194.25
Service Supply Limited, Inc.	Bench	1,087.00
Smile Makers, Inc.	Programming	45.93
Southeastern Security	Background Screening	87.50
Staples Advantage	Supplies	296.25
Sunesis Construction Co	Donnybrook	41,427.28
Swartz Mulch	Mulch/Topsoil	435.00
The Learning Tree Farm, Inc.	Programming	300.00
The Reiki Room Of Dayton, LLC	Programming	600.00
Time Warner Cable	Utilities	526.43
Tree Care, Inc.	Tree Removal	19,825.00



Tricia M Barger	Website, Newsletter	6,824.00
Verizon Wireless Village Rental Inc. Wheeling Park Commission	Tablets Equipment Rental Seminar	70.34 111.05 1,725.41 563,837.62

#### 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.

#### F. Appointment of Treasurer

#### 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 gazeebo. 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	



# **Business Department**

#### Standard Operations/ Ongoing Activity

The Park District received the final distribution of the August tax cycle in the amount of \$151,947.

The Montgomery County Auditor's office reported that tax collections this year are the best they've been since 2007.

Chris attended CPIM training on 9/14.



Chris and Dawn attended the Ohio GFOA Annual Conference in Columbus on 9/21.



Chris attended Sunshine Law training on 9/27.



#### Strategic Plan Action Steps

CWPD Media coverage (5):

- 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)

Winter issue of News & Events at print and scheduled for delivery near the end of October.



**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

**Operations Activities:** Operations activates have focused on routine grounds and turf maintenance, and program and event support.

**Facility Maintenance:** Contracted services for the following projects are complete or underway.

- 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)

Athletic update: Post-season baseball field maintenance is in progress. Work includes: Infield and mound renovations and repair, turf repair, and minor fence repair.

The fourth round of fertilizer was applied this past month to the athletic fields at Forest Field and Oak Creek South Parks.

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.

**Soccer**- Fall soccer continues this month

#### **Strategic Plan Action Steps**

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)

 Family Fun Night- Construction and operations of a new hay wagon that was converted from a mowing trailer



 National Hunting and Fishing Day- Archery range development and construction, event coordination, set-up and activity facilitation.



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# **Operations Department**

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.

<u>Football</u>-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 participates.



- 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.

**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**

#### **Staff Training Development**:

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)

**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)



**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** 

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.



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.



#### **Strategic Plan Action Steps**

**New** Programs for October (3,B,1) (3,B,3)

- 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



- Cairn Hike October 15
- Introduction to Falconry October 2
- Create a Terrarium October 15

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)



**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**

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 add a fresh look to this long-running program. The Noon Optimists and Junior Optimists and

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



**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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# **Program Department**

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.



**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.



# **Projects & Planning Department**

#### Standard Operations/ Ongoing Activity

**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.



**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.

Donnybrook Park Fen Restoration is well underway! Bank Grading and stream bank stabilization along one section of the creek is complete.



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. Strategic Plan Action Steps

Officially added a new park (the old Zengel property) to the Park District! (1)

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)

**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)

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)



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# **Projects & Planning Department**

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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