



**Regular Meeting Minutes
Centerville-Washington Park District
December 12, 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 7:08 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 December 9, 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 November 14, 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 and personnel issues, roll Call Vote: Sánchez – Aye, Lee – Aye, Monahan - Aye

Board moved to Executive Session at 7:11 P.M.

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

VI. FISCAL

A. November 30, 2016 General Fund Financial Report:

	<u>2016 Budget</u>	<u>2016 YTD</u>	<u>% of Budget</u>
Revenue			
Property Taxes	4,586,932.00	4,890,791.92	106.6%
Interest	22,000.00	17,261.97	78.5%
Donations	6,000.00	11,935.70	198.9%
Program	170,000.00	119,866.00	70.5%
Other	33,000.00	30,043.74	91.0%
	\$4,817,932.00	\$5,069,899.33	105.2%
Expenditures			
2 - Park Improvements	1,439,000.00	926,168.49	64.4%
3 - Operations	772,599.00	473,035.09	61.2%
4 - Equipment	418,800.00	320,476.43	76.5%



5 - Payroll	2,187,892.05	1,831,843.80	83.7%
6 - Prof. Services	106,100.00	58,604.13	55.2%
7 - Utilities and Fees	296,140.00	249,969.43	84.4%
8 - Office Operations	129,500.00	123,574.01	95.4%
9 - Programs	78,540.00	69,371.93	88.3%
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	157,628.97	85.3%
13 - Advances - out	366,904.00	366,904.00	100.0%
Total expenditures	\$6,050,238.05	\$4,580,126.28	75.7%
Net +/-		<u>\$489,773.05</u>	

B. November 30, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,965,826.52	\$59,555.62	0.00	\$980,000.00	\$8,005,382.14
Park Improvement Fund	56,611.75	0.00	0.00	0.00	56,611.75
Land Acquisition Fund	27,532.78	689.27	717,501.99	0.00	745,724.04
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	8,186.62	0.00	0.00	0.00	8,186.62
Total	\$7,058,157.67	\$60,244.89	\$717,501.99	\$980,000.00	\$ 8,815,904.55

C. Approval of Bills:

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

VII. BUSINESS

A. 2017 Request for Tax Advance

Commissioner Lee made the motion, and the Commission approved, authorizing the Treasurer to request weekly tax advances during 2017 to meet the needs of the Park District.

B. 2017 Preliminary Budget

Commissioner Lee made the motion, and the Commission approved, authorizing the 2017 Preliminary Appropriation Budget; a copy is attached to and made a part of these minutes.

C. 2017 Temporary Appropriation Resolution

Commissioner Sánchez made the motion, and the Commission approved, authorizing the 2017 Temporary Appropriation Resolution; a copy is attached to and made a part of these minutes.

D. Investment Strategy/Treasurer Appointment

Commissioner Lee made the motion, and the Commission approved, to make the following banking changes: move \$2.5 million from 5/3 savings to Star Ohio, to purchase \$490,000 in CD's from 5/3 Savings and to move \$700,000 from Star Plus to Star Ohio.

E. Purchase of Park Signs

This agenda item was tabled until a future meeting.

VIII. DIRECTOR'S REPORT

1. Succession plan – Director Biondo is making progress towards a succession plan.
2. Sewer update – George Oberer is pursuing one more quote for the Oak Grove project.
3. Zoning – Director Biondo will be meeting with the Centerville's Andrew Rodney to finalize re-zoning application and presentation.

IV. DEPARTMENT REPORTS***X. COMMISSIONERS COMMENT***

Commissioner Sánchez congratulated staff on a wonderful Luminary Walk event. She encouraged staff to attend the International Trail Symposium next year. She also suggested benchmarking staff training with other agencies.

XI. ADJOURNMENT

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




A Board work session will be held ***Tuesday***, January 17, 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>The Park District received the following payments during November:</p> <p>The second of two Homestead Rollback payments in the amount of \$307,448.</p> <p>The final grant reimbursement for the Mays Park Playground in the amount of \$67,227.</p> <p>A partial grant reimbursement for the Donnybrook fen in the amount of \$46,393.</p> <p>Chris attended a payroll law seminar on 11/2 and a leadership and teamwork seminar on 11/10.</p> <div></div> <p>Carrie attended an OPRA social media workshop on 11/30.</p> <p>Dawn attended an OPRA leadership seminar, in Columbus, on 11/15 & 16.</p> <div></div>	<p>Chris, Dawn and Arnie received HR audit results from Amanda with CMAX advisors. They discussed items that should be addressed and the next steps. (6)</p> <div></div> <p>KM Group is performing an IT assessment on the Park District. Below is the schedule of tasks to be completed: (6)</p> <table><tr><th>Milestones</th><th>Planned Dates</th><th>Actual Dates</th><th>Comments</th></tr><tr><td>Kickoff meeting)</td><td>Nov 29, 2016</td><td>Nov 29, 2016</td><td>Completed.</td></tr><tr><td>Phase One – Interviews, Documentation and External Scanning</td><td>Nov 29, 2016 to December 16, 2016</td><td>Start 30 Nov 2016</td><td>Started 30 Nov 2016</td></tr><tr><td>Phase Two – Data Collection including internal scans</td><td>Nov 29, 2016 to December 16, 2016</td><td>Start 30 Nov</td><td>Started 30 Nov 2016 50% Complete</td></tr><tr><td>Phase Three – Analysis & Reporting</td><td>Dec 12, 2016 to Dec 29, 2016</td><td></td><td>Will begin Dec 12, 2016</td></tr><tr><td>Draft & Final Reports</td><td>Feb 17, 2016</td><td></td><td>This will be onsite</td></tr></table>	Milestones	Planned Dates	Actual Dates	Comments	Kickoff meeting)	Nov 29, 2016	Nov 29, 2016	Completed.	Phase One – Interviews, Documentation and External Scanning	Nov 29, 2016 to December 16, 2016	Start 30 Nov 2016	Started 30 Nov 2016	Phase Two – Data Collection including internal scans	Nov 29, 2016 to December 16, 2016	Start 30 Nov	Started 30 Nov 2016 50% Complete	Phase Three – Analysis & Reporting	Dec 12, 2016 to Dec 29, 2016		Will begin Dec 12, 2016	Draft & Final Reports	Feb 17, 2016		This will be onsite
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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>Donnybrook Fen: The operations staff is completing a few final items that were not included in the project contract. Improvements include:</p> <ul style="list-style-type: none"> • General site cleanup and debris removal • Gravel and mulch walking trails • Removal of 3 old footbridges and installation one new one. • Landscape planting along the east creek bank. <p>Forestry Activities: Tree Care Inc. has completed contracted tree removal at Forest Field, Donnybrook, and Nutt Woods parks. They are currently working at Willowbrook Park.</p> <p>Turfgrass management: The final fertilizer application has been applied for the year on all athletic fields. A late season fertilizer application has been scientifically proven to be the most beneficial application of the year. Instead of top growth, this application promotes root, rhizome, and stolon growth instead. The grass plant will also store some of this excess energy through the winter, which can typically reduce the need for an early spring application.</p> <p>Topdressing- Leaf compost topdressing material is being applied to the athletic fields at Schoolhouse, Oak Grove, Mays and Forest Field Parks. Topdressing has played a major role in our turf management success.</p> <p>Benefits of Topdressing:</p> <ul style="list-style-type: none"> • Provides nutrients (reduces 	<p>Annual Tree Planting: We held an in-house tree planning workshop last month in preparation for our annual tree planting program. David Meuer, ISA Certified Arborist with Tree Care Inc. provided the hands-on demonstration for planting “ball and burlap” sized trees. The operations staff will begin planting 85 trees, of various species, at numerous park locations next week. (1, 2,)</p>   <p>Tree planting workshop- Holes Creek Park</p>

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fertilizer needs)

- Increases organic matter
- Improves soil structure
- Reduces irrigation needs
- Reduces thatch
- Improves surface irregularities

Misc.- Park Donations:

Penbrooke Garden Club: Has continued to show support by donating an additional \$1,000.00 for park improvements at Yankee Park. Projects to include:

- Concrete pads under existing benches.
- Seedling tree planting in the wooded area impacted by EAB.
- Landscape improvements at the kiosk.



New bench and concrete pad at Yankee Park

Centerville Rotary Club: Has committed up to \$500.00 to update the landscaping around the Rotary Memorial at Grant Park.

Off-Leash Education and Enforcement: In 2017 we will be partnering with the Montgomery County Animal Resource Department to help provide education and enforcement of off-leash dogs in our parks. Education and enforcement information, including enforcement times, will be provided to promote voluntary compliance. (5)



"Boo" Neighbor at Yankee Park

Staff Training & Development:

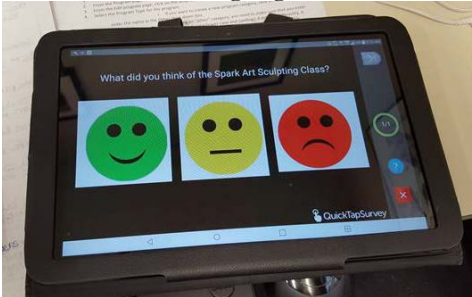
Ohio Turfgrass Foundation Conference: Operations staff had the opportunity to attend this 3 day conference this past week. This annual conference is a great venue to learn about the latest research and industry trends impacting the turfgrass industry. (2,6)

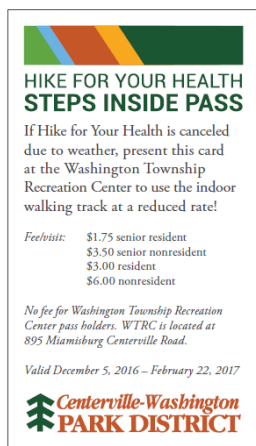
ADA Transition Plan:

Kleem Sign Company has started replacing all handicap post and signs in our parks. The new signs will meet the ADA requirements as noted in the transition report from RAC. (4)



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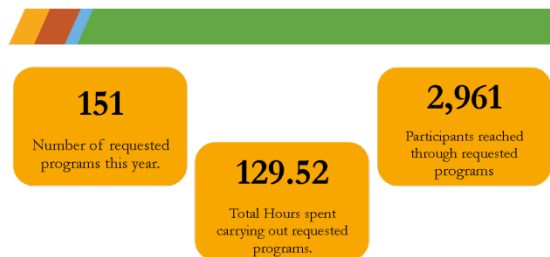
Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Fall Program Successes to date:</p> <p>Luminary Walk – 350 people are signed up to attend this yearly favorite! We expect attendance to be double what we have registered. The walk takes place at Forest Field/Bill Yeck Park again this year with Hot Chocolate, music, campfire, and games in and around the Smith House.</p> <p>Winter Woods Day Camp – We have 45 children signed up to attend Winter Woods Day Camp in February. Recreation Coordinator, Christian Johnson is hiring counselors for each group of children. Camp will take place at the Normandy Ridge entrance of Grant this year.</p> <p>Washington Township Recreation Center Meeting and Collaboration– CWPDP program staff will be meeting with WTRC program staff on a quarterly basis to discuss programming at each agency and avenues for collaboration. Our next meeting in Dec. 14.</p> <p>Our latest collaboration is Hike For Your Health Steps Inside – a way for our Hike For Your Health participants to get their steps in even if we cannot be out on the trail – in inclement weather they can walk at the WTRC indoor track for a reduced rate.</p>	<p>New Programs for December (3,B,1) (3,B,3)</p> <ul style="list-style-type: none"> • 3 Glass Fusing Programs – ornaments and plates • Ho, Ho, Ho – Let's Play In the Snow • Past and Present History Hike (adult program) – 24 people came to Big Bend to learn about the local history there • Move & Groove Kids' Zumba • Jungle Ssscales w/ Arrowhead Reptile Rescue • Create a Terrarium – October 15 • Hound Hike <p>Children's Survey App (3C1) – Last month Kristen piloted an app called Quick Tap Survey and created a simple survey for children upon leaving a contracted instructor led program. Staff plan to use this app/technique to get firsthand input from children attending drop-off programs that are brand new or lead by outside instructors as another tool to gauge satisfaction.</p> 



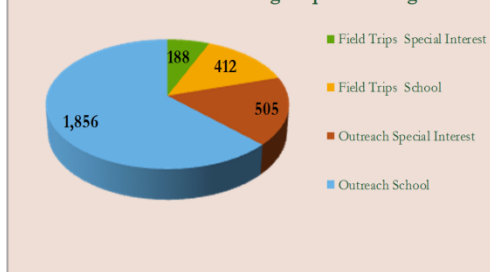
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School Outreach – During 2016 Naturalist, Katy Lucas, and outreach volunteers fulfilled over 150 requests for outreach. They reached 2,961 students this year. (2,317 in 2015 – 22% increase).

Requested Programs in 2016



Individuals Reached During Requested Programs



Reports > Analytics > Children's Suvey 2016

1. What did you think of the Spark Art Sculpting Class?

Results based on 10 responses to this question



Volunteer Update (5B2)

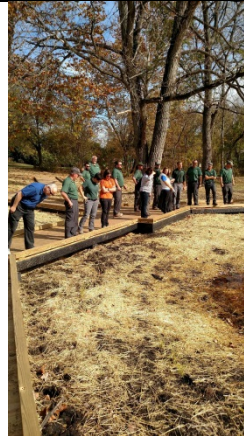
- 11 adult volunteers were added to the volunteer roster in 2016 – a 39% increase from 2015
 - 3 new since September
- 9 new youth volunteers for a total of 14 youth volunteers
 - They contributed over 800 hours during summer 2016 – this doubled from 2015
- Ginger is tallying all 2016 volunteer hours this month – will report in January 2017
 - Youth
 - Adult
 - Groups
 - Special Event – episodic volunteers

Wellness Field Trips (6B3)

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 CWPD, complete a service project or take an outside field trip to see best practices of other agencies.

- In November staff visited Donnybrook Park to see the fen restoration and learn about fen ecology.
- In December staff took an hour to rake the yards of two families suggested to us by the City of Centerville that were unable to get out to do it themselves.

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Donnybrook Fen

From: Russell-Hodgson, Maureen [<mailto:mrussell@centervilleohio.gov>]
Sent: Monday, December 05, 2016 4:09 PM
To: Ginger Clark
Cc: Tim Holtz
Subject: RE: Leaf program

Thank you for assisting our residents last week! We appreciate your staff's time and effort.

Warm regards,

Maureen
Maureen Russell Hodgson | Community Resources Coordinator
City of Centerville | 100 W. Spring Valley Road | Centerville, Ohio 45458
Office: 937.428.4765 | Municipal Offices 937.433.7151 | Email: mrussell@centervilleohio.gov



- We have plans to visit Riverscape MetroPark to learn more about their latest improvements there.

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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Side access markers. 50 Bronze markers were ordered for the park side entrances. These will be installed by operations staff and sit flush in the concrete sidewalk.</p>  <p>Forest Field RFQ. The cost for engineering services for plans and specifications was over the \$50,000 limit set by the Ohio Revised Code. Therefore, a request for qualifications was sent out to engineering firms we have worked with in the past, posted to our website and sent to the Dayton Chapter of Professional Engineers. The qualification submittal deadline is January 6th, 2017.</p> <p>Attended the Land Team Meeting facilitated by 5 Rivers Metro Parks and the Storm Water Task force meeting with the City of Centerville.</p> <p>Operations Facility Update. Letters were sent to the surrounding business owners of the 6661 Clyo Rd Building (old sears building). In the letter we state what type of neighbor they can expect from the parks department and ask for their support in obtaining the necessary rezoning through the City of Centerville.</p>	<p>Signage schedule and goals. After review of material types and cost we have received a final quote for 6 new park signs and 6 new rules signs. These signs will be installed over the next few months and then the remaining park signs will go out to bid next year. (4)</p> <p>Donnybrook Park Fen Restoration is complete!(1)</p>  <p>Watkins Glen Hydraulic analysis Final Summary from Choice One - The existing FEMA flood maps found along Watkins Glen Drive for Sugar Creek show that the existing floodway elevation where the pedestrian bridge was proposed to go is approximately 947.5 and is 70' wide. Based on our model using the site conditions found during the topographic survey, Choice One's model shows that the floodway elevation is approximately 949.5 and is 45' wide. Because of the discrepancy between Choice One's model and FEMA's model, FEMA was contacted and a data request was sent in to retrieve FEMA's original HEC-RAS model. After a few weeks, FEMA responded saying that the old model for Sugar Creek along Watkins Glen Drive could not be found and was not available for Choice One's use. Therefore, Choice One's findings would be used and sent to Montgomery County if we were to move forward.</p> <p>Cost for this size of Bridge would be roughly \$60,000. A decision to move forward with the</p>

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	<p>project will be put in front of the board during the January work session. (4)</p> <p>GIS- a Geographic Information System for mapping our parks. Entered into conversations with the City of Centerville and Kettering about how they use GIS and if we could partner with them to update our parks with utility data and facility information. GIS could develop into the main tool used for park mapping and long term planning. (6)</p>
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