

**Regular Meeting Minutes
Centerville-Washington Park District
September 19, 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 7:03 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. Huff, Accountant. Notice of this meeting was sent to the Dayton Daily News on September 15, 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 August 8, 2016 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

Patrick Hansford (local architect)

Mr. Hansford provided the Board with a packet of information about his company and the work that they do. He stated that local architects would be better to use for the maintenance facility because of the amount he predicts they would charge and because they are more accessible if we should have issues or changes that need made. He took his company out of the equation since he was “here to complain.”

V. EXECUTIVE SESSION—Land purchase

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 7:25P.M.

Upon Return at 7:35 P.M., President Monahan stated “*We are now back on record*”

VI. FISCAL

A. August 31, 2016 General Fund Financial Report:

	2016 Budget	2016 YTD	% of Budget
Revenue			
Property Taxes	4,586,595.00	4,417,886.93	96.3%
Interest	16,000.00	12,456.51	77.9%
Donations	6,000.00	4,056.60	67.6%
Program	120,000.00	111,607.20	93.0%
Other	15,000.00	24,378.27	162.5%
	\$4,743,595.00	\$4,570,385.51	96.3%

Expenditures

2 - Park Improvements	1,439,000.00	727,633.71	50.6%
3 - Operations	772,599.00	222,360.58	28.8%
4 - Equipment	418,800.00	297,031.02	70.9%
5 - Payroll	2,187,892.05	1,350,107.72	61.7%
6 - Prof. Services	97,100.00	41,523.88	42.8%
7 - Utilities and Fees	283,140.00	196,862.04	69.5%
8 - Office Operations	119,500.00	76,872.54	64.3%
9 - Programs	72,540.00	38,977.93	53.7%
10 - Matching Funds	20,000.00	2,550.00	12.8%
12- Bill Yeck	50,000.00	0.00	0.0%
11 - Transfers - out	492,763.00	73,056.16	14.8%
13 - Advances - out	366,904.00	366,904.00	100.0%
Total expenditures	\$6,320,238.05	\$3,393,879.58	53.7%
Net +/-		<u>\$1,176,505.93</u>	

B. August 31, 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 August, 2016.

VII. BUSINESS
A. Declare Surplus Property

Commissioner Sánchez made the motion, and the Commission approved, to trade-in, or, sell by Internet auction using the GovDeals.com, all items “as is - where is” and allowing a minimum of fifteen days for public bidding, Park District personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired. A schedule of items is attached to and made a part of these minutes.

B. Selection of Architect for future Maintenance Operations Facility

Commissioner Monahan made the motion, and the Commission approved, to table the motion until a site is finalized.

C. 2016 Revised Appropriation Budget

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

D. 2016 Revised Appropriation Resolution



Commissioner Lee 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.

VIII. DIRECTOR'S REPORT

1. Joint Applicant for CW Foundation Grant-I.H. Park little free library
2. Biondo asked the Board to read and consider the report about Smith Property Master Plan in preparation for discussion in October.
3. Investment Committee will meet Friday, September 23, 1:00PM
4. Board was informed that staff had submitted a nomination for Bob Feldman to the OPRA Hall of Fame

IV. DEPARTMENT REPORTS

X. COMMISSIONERS COMMENTS

Commissioner Lee was very excited to share that 11 people received Eagle Scout Awards (according to the publication that he had). 5 of those came from projects that were in partnership with CWPDP.

Commissioner Monahan suggested that we look in to an outside auditor to review our IT practices. How often our passwords are changed and complexity of said passwords was his specific concern

Commissioner Sánchez stated that she really likes the shade structures at Oak Creek South and that she has seen people using them a lot. She also mentioned that she has really enjoyed the Holes Creek bike trail which lead to a discussion between her and Commissioner Lee about how many people they see using it (and the parking lot).

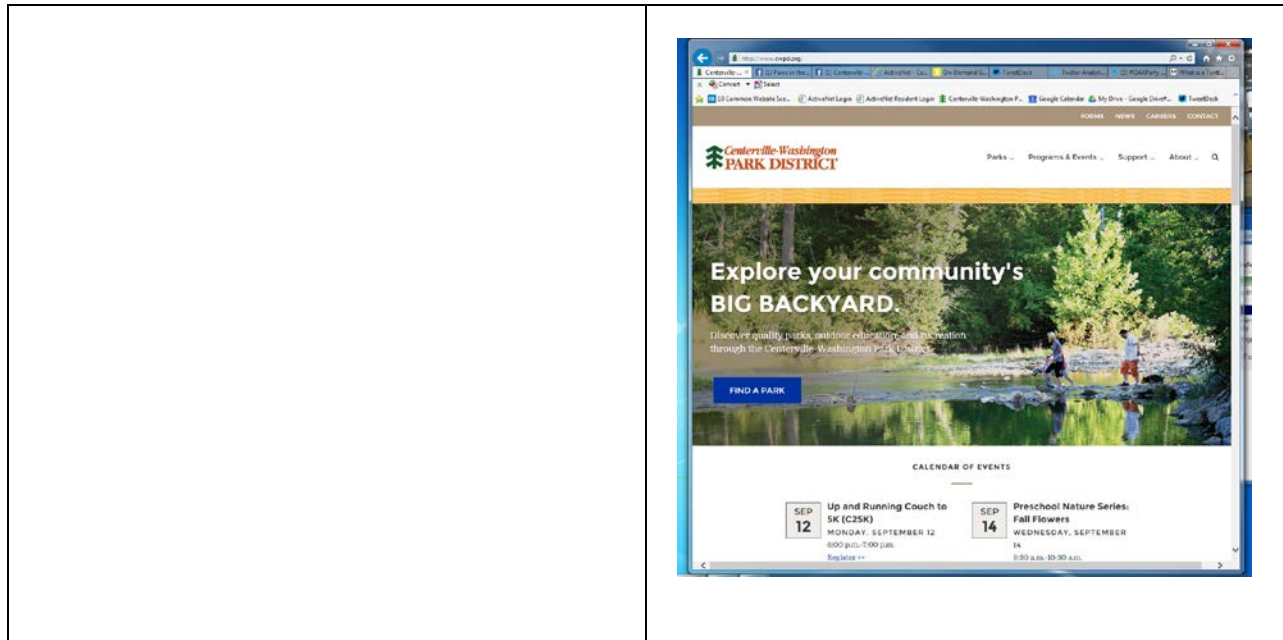
XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:52 P.M.

A Board work session will be held Monday, October 17, 2016 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>The Park District received a partial distribution for the Mays Park playground grant in the amount of \$78,233.</p> <p>Chris and Dawn attended an issuing debt seminar on 8/18.</p>  <p>CWPD hosted the Public Entities Dinner at Robert F. Mays shelter on August 29.</p> 	<p>First CWPD Snapchat geofilter created for use at Bikes Boards & BBQ Sept 10 (5)</p>  <p>CMAx Advisors performed a human resources audit on 8/24 (6)</p>  <p>Mobile-responsive website launched on 9/12. Major new feature of the site is an event calendar to promote upcoming programs. Website can now be updated from a phone, tablet or desktop computer on any internet connection. No longer need to be physically in the office to update! Several staff will have access to back up the Communications Coordinator. (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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Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Forestry Activities- Tree Care Inc. has completed forestry activities this month at:</p> <p>Complete:</p> <ul style="list-style-type: none"> Pellbrook Park- 52 trees and stumps Little Mound- 5 trees Oak Grove Park- 14 trees <p>In progress:</p> <ul style="list-style-type: none"> Wagon Trail <p>Fall Turf Management: Unlike last year we have had optimal conditions this month to complete most of our scheduled fall turf management activities. In addition, crews have assisted with the site restoration for numerous of our recently completed construction projects.</p> <p>Management activities include:</p> <ul style="list-style-type: none"> 4th round of fertilizer Core aerations Over seeding <p>Fall Athletics: All seasons are off to a soggy start following a great Labor Day weekend. Many weekend games have been canceled, or postponed due to rain and thunderstorms. Field damage has been moderate to heavy at Schoolhouse Park, resulting in the temporary closure of all games on the south field to allow the turf to recover. Oak Grove Park Soccer fields seem to be handling the weather and foot traffic pretty well to this point.</p> <p>Sprayground is closed for the year: The Spraygrounds last day of operation was on Sunday, September 11.</p>	<p>Playground updates: The playgrounds at Rosewood, Wagon Trail and Beechwood Springs are complete. (4)</p>  <p><i>Wagon Trail Park- Equipment repurposed from WPAFB</i></p> <p>AC Pickleball Conversion: The project is complete and the courts are getting used on a daily basis. Additionally, the tennis courts at Oak Grove and Green Parks were recently renovated and ready for use. (4)</p> <p>Archery Range Improvements: Improvements at the archery range at Oak Grove Park are complete and ready for Family Celebration of National Hunting and Fishing Day (NHFD) on Saturday, September 24. (4)</p> 

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NHFD Highlights include:

- Fishing at the 2-acre stocked pond
- Casting competition
- Buckeye Dock Dog- Dock diving demonstrations
- 3D archery skill competition at the Public Archery Range
- Kidz Zone- with Outdoor games and prizes
- Food Vendors

Vendors and industry professionals attending include:

- Ohio Division of Wildlife- 2016 Hunting season
- Army Corp of Engineers- Water Safety Campaign
- Five Rivers Metro Parks- Urban Hunting and Fishing info
- Montgomery County 4H
- Buckeye Dock Dogs- Live dock diving in the pond
- Reel Fly Rod- Fly fishing instruction
- Ohio State Trappers Association- Trapping demos
- Ohio School Of Falconry- Live falcon demonstrations
- Cabela's- Instructional archery trailer
- Take one Down Outdoors
- Green County fish and Game Club-

Pollinator Habitat Initiative: The park district recently established approximately 30 acres of new pollinator habitat in our parks that will benefit pollinators and wildlife diversity in our parks. Even though it will take a few years to be fully established, we have seen great results from the recent plantings. (1, 2, 4)

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Yankee Park 7/16



Yankee Park 8/16



Bill Yeck Park- *"Fall Flowers" program*

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	<p><u>Oak Grove Dog Park:</u> The new fenced area at the OG Dog Park is complete and will be open for our Paws in the Park event on Friday, September 16. (4)</p>  <p><i>Oak Grove Dog Park- New shade structure</i></p>

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<p>September Program Successes to date: Beginner Archery Clinic – the clinic was well-attended and well-instructed thanks to beautiful weather and new range improvements. The grant funding was put to good use with a new storage shed, picnic table seating, better accessibility, bow hangers, benches, light-weight targets, and more.</p>  <p>YoGlow – 125 people came out to enjoy yoga in the dark at Forest Field Park. The glow bracelets created a great affect while everyone was moving through the poses.</p>  <p>Bikes, Boards, and BBQ – a great crowd came to the event that included slacklining and Frisbee golf with FRMP (THANKS, LUCY!), Gaga Ball, Spikeball, a DJ, food truck, and, of course, the skatepark. All the bikers and skaters loved the new shade structure.</p>	<p>New Programs for September (3,B,1) (3,B,3)</p> <ul style="list-style-type: none"> • Blades of Glory: Your Best Lawn Yet – Partnership with OSU Extension • Kid's Culinary Concotions – Partnership with Centerville High School  <ul style="list-style-type: none"> • Big Backyard Party • Introduction to Meditation – filled with waiting list • Fall Family Fun Night – hayrides at Bill Yeck Smith • Family Celebration of National Hunting and Fishing Day – partnership with Centerville Noon Optimist Club • Jump into Fall – weekend program for kids • Fun, Fast Fitness Events: Footgolf <p>Program staff is investigating ways to streamline our camper health history form process and move to a more automated/computer-based system. Stay tuned for further details. (6)</p> <p>Summer Participant Feedback is coming in. Of the nearly 200 responses the following can be reported: (5)</p> <ul style="list-style-type: none"> • 96% felt the staff and volunteers were prepared for the program • 97% felt the park was safe and user friendly • 97% would recommend the program/event to a family member or friend • On a scale of 1 to 5 (5 being outstanding) of participant program experience, programs averaged 4.7 • 20% increase in total participation from

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Grandparent's Sundae Funday – September 11 was National Grandparent's Day and we had 75 people at the Smith House to enjoy quality time with Grandma and Grandpa by engaging in games, flying kites, nature hikes, and ice cream sundaes.

Paws in the Park – Dogs and their owners enjoyed the extra fun at the dog park this past Friday. Vendors, hot dogs, and sheep herding were the main event. We also officially opened the 3rd section of the dog park, which will allow us to rotate the open areas to help maintain the turf.

Coming up:



National Hunting and Fishing Day, Fun, fast Fitness Event: Footgolf, Fall Family Fun Night (with hayrides), Hole's Creek Trail Grand Opening, Haunted Trail, and Dressed to the Nines

summer 2015 (3,400 people in 2015, 4,200 people in 2016)

- 24% increase in total contact hours with the public by staff/contracted instructors/volunteers from Summer 2015 (807.89 hours in 2015 to 1049.89 hours in 2016)

The Pop-up Park Challenge was offered again this summer as a way to engage our park users on our social media outlets. We had a combined 228 challenges completed with a consistent group of 40 people participating in the challenges that were posted every week. Twenty-four people completed 10 or more challenges, a feat which awarded them a giftcard to Graeter's. We will be offering the Pop-Up Park Challenge in winter, as well. (3,5)

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<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-</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 installations and the boardwalk is underway. The park is undergoing a major change and is very well received by the neighborhood.</p>	<p>Donnybrook Park-Fen Restoration project is scheduled to start the week of September 19th. A sign will be posted on Millbrook Court to notify all residents of the construction. (1)</p> <p>Working with Ohio Public Works Commission in order to receive the Clean Ohio Green Space Funds. (1)</p> <p>Maintenance Facility RFQ Process is complete. Firms were evaluated with a criteria sheet similar to the one used by American Council of Engineers and then reference checks were performed on the 3 highest ranked firms. The process produced Williams architects as the top ranked firm.(6)</p> <p>Mays Park Playground partial reimbursement request was sent to ODNR for Natureworks grant. (4)</p> <p>The county has approved the installation of ground mount delineators between the Holes Creek trail and Yankee Rd. Below is an example of the approved product. (4)</p>

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