



**Regular Meeting Minutes
Centerville-Washington Park District
October 12, 2015**

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 7:25 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on October 7, 2015 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the September 14, 2015 work session and regular meeting were approved by Board Consensus.

III. VISITORS

There were no visitors at this meeting.

IV. FISCAL

A. September 30, 2015 General Fund Financial Report:

	<u>2015 Budget</u>	<u>2015 YTD</u>	<u>% of Budget</u>
Revenue			
Property Taxes	4,586,595.00	4,544,549.26	99.1%
Interest	18,000.00	10,537.96	58.5%
Donations	12,000.00	2,743.87	22.9%
Program	89,000.00	88,475.54	99.4%
Other	21,000.00	28,726.83	136.8%
	<u>\$4,726,595.00</u>	<u>\$4,675,033.46</u>	<u>98.9%</u>
Expenditures			
2 - Park Improvements	1,640,120.00	578,818.11	35.3%
3 - Operations	556,819.00	326,625.87	58.7%
4 - Equipment	323,438.00	264,839.00	81.9%
5 - Payroll	2,085,376.00	1,516,953.86	72.7%
6 - Prof. Services	64,020.00	25,192.50	39.4%
7 - Utilities and Fees	295,406.00	211,545.79	71.6%
8 - Office Operations	132,780.00	72,970.70	55.0%
9 - Programs	50,648.00	40,350.52	79.7%
10 - Matching Funds	6,000.00	0.00	0.0%
12- Bill Yeck	10,000.00	0.00	0.0%
11 - Transfers - out	591,778.00	333,953.96	56.4%
13 - Advances - out	584,667.00	84,667.00	14.5%
Total expenditures	<u>\$6,341,052.00</u>	<u>\$3,455,917.31</u>	<u>54.5%</u>
Net +/-		<u>\$1,219,116.15</u>	

B. September 30, 2015 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	6,407,115.48	59,247.46		1,470,000.00	7,936,362.94
Park Improvement Fund	134,954.67				134,954.67
Land Acquisition Fund	258,998.20	685.71	714,664.57		974,348.48
Debt Service Fund					
Yeck Nature Fund	47,199.27				47,199.27
Total	\$6,848,267.62	\$59,933.17	\$714,664.57	\$1,470,000.00	\$9,092,865.36

C. September 30, 2015 Financial Highlights:

- According to the Auditor of State, Dave Yost, Centerville-Washington Park District earned the highest opinion that the office will issue.
- Three years of expense data was uploaded to the OhioCheckbook.com site. The data is in their pipeline and should show up on the website by late October, per the Treasures office.
- \$49,353.82 was charged by Montgomery County for property tax collection in 2015

D. Approval of Bills:

Commissioner Monahan made the motion, and the Commission approved, authorizing bill payment for August, 2015

V. BUSINESS

A. Personnel Policy Updates:

Commissioner Sánchez made the motion, and the Commission approved, authorizing Personnel Policy Upgrades to section 4.3, 4.4, 7.1, 8.5.

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

Commissioner Lee made the motion, and Commissioner Sánchez 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.

C. Initial Discussion on Bridging Creek Crossings:

Consensus of the Board is to gather more information.

D. Donnybrook Fen. Commissioner Sánchez made the motion, and the Commission approved, to submit a grant application for the Donnybrook fen restoration.

VI. DIRECTOR'S REPORT

A. Director evaluation – Nov or Dec

B. November Meeting Topics:

1. Bridge follow-up if needed.
2. First review board administration policy
3. Results/second look – request log priority
4. Review pay grades and ranges

VII. STAFF REPORTS

Please see schedule A for written reports

VIII. COMMISSIONERS COMMENTS

- Commissioner Sanchez was happy with the decision to combine the Smith House opening with the Fairy and Gnome festival. She also mentioned trying out a pump track and said it would be a great addition to CWPD.
- Commissioner Monahan inquired about the timeline for the skate park additions. Mr. Biondo stated that the project will begin in November and will be complete in the spring. Commissioner Monahan asked if the long grass issue at Mays Park was taken care. Mr. Biondo reported that the operations staff mulched the area in question. Commissioner Monahan also commended the staff for the Smith House opening.
- Commissioner Lee commented that the Smith House opening went very well. He congratulated the program staff on a job well done. He also mentioned a bat presentation he recently attended and wondered if bat houses would be a good addition to some of our parks. Last of all, he suggested that flag football and foot golf may be good programs to consider adding.

IX. EXECUTIVE SESSION— Roll Call Vote Required

No recommendation for Executive Session.

X. ADJOURNMENT

Mr. Lee adjourned the meeting at 8:43 P.M.

A Board work session will be held Monday, November 9, 2015 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

David R. Lee, President

Attested:

Lucy Sánchez, Secretary

Schedule A Department Strategic Plan Progress Reports

General Updates section is, followed by a section on all construction projects, titled **Capital Improvement Program**.

Continuously improve focus on the community.

- **Online** enrollment up from 66% at this time last year to **81% for 2015**.
- In the spirit of Halloween, Crafting Club welcomed a professional artist from Kettering's Rosewood Arts Center last week to instruct **Zombie Drawing**



- Fairy and Gnome Home Festival – Approximately 130 people attended
- Haunted Trail – October 21 and 22, Grant Park
- October Pop-Up Program – *Dressed to the (K)Nines* at the Oak Grove Dog Park on Oct. 31 – food trucks, red carpet, treats and more
- Luminary Walk will be held at Forest Field and Bill Yeck Park this year, incorporating the Smith House – Dec. 11
- The Centerville Wee Elks regular season ends Oct 10/11. Tournament games will be played at Schoolhouse Park on consecutive weekends beginning October 17.
- Fall baseball games are complete. However, there are still numerous field reservations for tryouts, scrimmages and practices throughout the month.

- Initial grading and reseeding is complete for the Oak Grove Dog Park Improvements. Fence installation will begin Oct. 12.
- Post season athletic field maintenance is in progress. Work includes- aerating, fertilizing, and over-seeding the bare or worn turf areas as well as backstop repairs. Soil amendment was added to the skinned areas at OG and SH parks to improve playing conditions next spring.

Ensure sound long-term financial viability.

- The Activity Center Trail doesn't connect regional trails/pathways so it doesn't qualify for Clean Ohio Grants. The trail could be eligible for the Recreational Trails Program Fund next year.
- **Internet Auction.** The remaining few pieces of obsolete equipment will be placed on GovDeals later this month. Items include: 2- John Deere utility mowers, and 1- Chevy S-10 compact pick-up truck. (b)

Increase public perception and awareness.

- Five September Special Events - attracted over 760 people



- Volunteer Recognition Dinner – Nov. 12 at the Kennard Nature Nook
- **Safety Team Update.** Grant George attended this month's Safety Workshop - **A.L.I.C.E.** Alert, Lockdown, Inform, Counter, and Evacuate. The training covered a comprehensive preparedness program for a violent intruder event.

Provide leadership to the community in open space preservation and environmental management

- **Pond Management.** Completed a fish population study at Oak Grove Park. Eric Lykins supervised the project, which also enlisted assistance from the students from the CHS Environmental Management Program. The students collected water quality data from the pond. A report based on the data collected will be used to develop future management and stocking recommendations for the pond. (a)

- **Turf Naturalization and Bill Yeck Prairie Restoration.** Contractor will begin applying herbicide to eliminate the non-native, competing species found at each location.(a)

Capital Improvement Program Update

Mays Park Shelter

- Concrete sidewalks have been poured and the roof is being put in place. Project should be completed by the end of October.



Robert F. Mays Park

- Low lying pavement areas have been fixed by adding a catch basin and drain lines. This solution alleviated the water ponding in the driving lanes.



Holes Creek/Silver Creek Trail



- Work to start in early November.
- Designing a grass paver parking lot for this site.

Smith House Bathroom Renovation

- Interior of Bathroom is complete.
- Self-Closing hinges will be added to the door before the restroom is fully open to the public.

Little Woods

- Septic tank cleaned for the county inspection. Removal to follow.
- Nursery's will begin digging trees for fall plantings around the middle of October.

Oak Grove Sewer Feasibility Study – work session discussion

Oak Creek South Skate Park

- Project in construction phase.

Spring Valley Sidewalk Improvements

- Washington Township is adding 1100 feet of sidewalk along Spring Valley behind Beechwood Springs Park.
- Serve as connector for residents to Route 48.
- The township has requested a temporary construction easement for this work.

Z:BoardMeetings/2015/AgendaNotesandCalendar 081015