



**Regular Meeting Minutes
Centerville-Washington Park District
July 13, 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 7:05 P.M. with the following attending: Commissioners Lee, Monahan, and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Development Manager; Ms. Marks, Program Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on July 9, 2015 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the June 8, 2015 work session and regular meeting were approved, with one change, by Board Consensus.

III. VISITORS

Stein Pedersen and Ken McCall attended representing Bike Centerville. They would the Park District to support improving bikeways in our area. They would also like our continuing support for the Creating Community Connections plan that was created in 2005. They will be meeting with the City of Centerville Planner next week regarding the issue. They also mentioned that there may be grant money, available thru the county, for bike trails. Mr. Biondo stated he will contact the city letting them know that our board supports the CCC plan and would also support a trail in the Zengel Development.

IV. FISCAL

A. June 30, 2015 General Fund Financial Report:

	2015 Budget	2015 YTD	% of Budget
Revenue			
Property Taxes	4,574,158.00	2,598,898.61	56.82%
Interest	7,000.00	8,816.79	125.95%
Donations	12,000.00	1,945.85	16.22%
Program	85,000.00	69,374.10	81.62%
Other	14,000.00	16,649.90	118.93%
	\$4,692,158.00	\$2,695,685.25	57.45%
Expenditures			
2 - Park Improvements	1,640,120.00	464,589.32	28.33%
3 - Operations	536,819.00	150,374.29	28.01%
4 - Equipment	323,438.00	179,579.40	55.52%
5 - Payroll	2,085,376.00	943,296.22	45.23%
6 - Prof. Services	64,020.00	20,878.75	32.61%
7 - Utilities and Fees	295,406.00	160,957.37	54.49%
8 - Office Operations	132,780.00	45,785.70	34.48%
9 - Programs	50,648.00	18,708.34	36.94%

10 - Matching Funds	6,000.00	0.00	0.00%
12- Bill Yeck	10,000.00	0.00	0.00%
11 - Transfers - out	591,778.00	323,493.07	54.66%
13 - Advances - out	584,667.00	84,667.00	14.48%
Total expenditures	\$6,321,052.00	\$2,392,329.46	37.85%
Net +/-		<u>\$303,355.79</u>	

B. June 30, 2015 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$5,491,371.73	59,230.85	0	1,470,000.00	\$7,020,602.58
Park Improvement Fund	343,910.51	0	0	0	343,910.51
Land Acquisition Fund	258,900.37	685.51	714,304.76	0	973,890.64
Debt Service Fund	0	0	0	0	0
Yeck Nature Fund	8,071.22	0	0	0	8,071.22
Total	\$6,102,253.83	\$59,916.36	\$714,304.76	\$1,470,000.00	\$8,346,474.95

C. June 30, 2015 Financial Highlights:

- The state of Ohio has decreased the Local Government Fund estimate by \$2,714,181 for Montgomery County with an allocation decrease to the Park District of \$42.
- The Park District received the first advance of the second half real estate tax collections in the amount of \$101,807
- Interest payments on June/December CD's were \$2,688

D. Approval of Bills:

Commissioner Sánchez made the motion, and the Commission approved, authorizing bill payment for June, 2015

V. BUSINESS

A. Pricing Policy. Commissioner Lee made the motion, and the Commission approved, the Pricing Policy as revised and presented. A copy is attached and made part of these minutes.

B. Education Reimbursement Policy. Commissioner Monahan made the motion, and the Commission approved, the revision to the Personnel Policy - Educational Reimbursement, section 7.2

VI. COMMISSIONERS COMMENTS

Commissioner Monahan thanked Ken Carter for his great response regarding the trees that had been removed from the time trail at Bill Yeck Park. He also asked about the time frame for new signage in the parks.

Commissioner Sánchez commended the staff for a great job at the Americana Festival. The pop up park challenge was a hit in the booth. She also mentioned that the native plantings at the entrance to the Activity Center looked great. Last of all, she wanted to thank Katy Lucas for the great job she did with Junior Adventure Camp as she had great feedback from several residents.

Commissioner Lee shared a variety of comments:

- The staff did a great job on the children’s area and the float at the Americana Festival.
- Great job on Junior Adventure Camp, Katy!
- Land transfers and donations would be a great way to increase park acreage as donations have advantages for the owners.
- Questioned whether 5 acres of turf naturalization was too much at Yankee Park. Mr. Carter said the addition will not interrupt current park usage.
- Is the staff pursuing all grant opportunities? Mr. Meyer stated that all State of Ohio grants are being pursued.
- What is the status of the Centerville Park Foundation? The foundation has not been formed as there is currently no volunteer to take on the project.
- The Smith House restroom expansion should proceed even with a \$25k price tag. The board concurred.
- Why do we transfer \$20,000 into the land acquisition account every year? Mrs. Osif stated that as a part of our last levy campaign we committed to adding that amount each year.
- The availability of shelter reservations on line. Mrs. Marks said that at this point in time you can check shelter availability online but must call in to reserve.
- Does the Park District need more programs? Director Biondo is very much in favor of adding additional programing, especially during night and weekend hours.
- He would like to see new amenities on the north end of the district.
- What is the timeline for flush toilets at Oak Grove? Director Biondo explained that Woolpert is exploring all options. We hope to have a plan in place soon.

VII. DIRECTOR’S REPORT

- A. Oak Grove sewer progress** – no discussion
- B. Progress on Strategic Planning Process** – no discussion
- C. Hithergreen neighbors proposal** – no discussion
- D. Architectural observations.** Summarization of the report that was provided by Williams Architects, touching on some high points. Copies will be distributed at the meeting and are attached to the minutes.
- E. Second quarter updates-strategic goals.** Short progress update.
- F. Looking towards August meeting:**
 1. Additional sections of Personnel Policy for Board consideration
 2. Report on public “listening” sessions.
 3. Introduce maintenance management software system.
 4. Second Look at Rating of Open Spaces
 5. Report on proposed Open Space Summit
 6. Next Levy Campaign
 7. Maintenance Garage Considerations

VIII. STAFF REPORTS

See schedule A

IX. EXECUTIVE SESSION

Executive Session recommended for the purpose of discussing Purchase of Property, ORC 121.22(G)(2).

Commissioner Sánchez made a motion to enter Executive Session for Purchase of Property, roll Call Vote: Sánchez – Aye, Monahan – Aye, Lee - Aye

Board moved to Executive Session at 8:55PM

Upon Return, President Lee stated “*We are now back on record*”

Centerville-Washington Park District, 221 N. Main St., Centerville, Ohio 45459



X. ADJOURNMENT

A Board work session will be held Monday, August 10, 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

Commissioners, Please note. We are reporting progress according to the 4 main strategies of our annual plan. We think this will be easier for you to follow. Also, it's important that we conduct ourselves as one Park District, all working towards the same mission. Reporting as one, coordinated organization is part of that conduct.

Also, you will see a section for General Updates, followed by a section on all construction projects, **titled Capital Improvement Program.**

1. Continuously improve focus on the community.

- **Asphalt sealcoating.** Weather has again delayed the completion of the warranty repair (sealcoating) along the Iron Horse Trail. Collet also submitted the lowest, best quote for the sealcoating and striping of the Forest Field Parking, but that will be delayed as well. (a)
- **Schoolhouse sideline turf replacement.** Replacement has begun of the synthetic turf sidelines at Schoolhouse Park. Weather permitting, the project should only take a week to complete.(a) (See photo below of new turf)



- **Program Highlights:**
 - Move Like the Animals: Children's Yoga Series (a)
 - Wednesday evenings in July on the Nature Nook deck
 - Nature Lesson to start, then 30 minutes of yoga by certified instructor
 - Walk in the Wild (a), July 18 – **Hoot Route**
 - Sudsational (a), July 31 – Yankee Park – games and activities, ending with foam sprayed onto field by Township Fire Department
 - Movie Night in the Park (a), August 1 – Activity Center Park

2. Ensure sound long-term financial viability.

- The newly created Capital Improvement Budget and Tracking spreadsheet should serve the District well in better managing capital expenditures.
- Director Biondo is meeting with Township administrator to coordinate the next (2017) levy issue.

3. Increase public perception and awareness

- It was a beautiful day for Americana! Over 1700 Purple Coneflower seed were handed out...each with CWPD logo and name on the front. The children's area saw well over a thousand children enjoy the inflatables, train, and climbing wall. The CWPD parade float, "Parks Grow Healthy Kids" won the President's Award.
- Little Free Library: Ribbon Cutting and story time on **July 13**



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

- See below, picture of the newly added signs designating OCS as a certified wildlife habitat.



- **Turf Naturalization.** The 2015 CWPD summer newsletter again spotlights efforts to promote the conversion of regularly, and difficult to maintain turf areas over to native grassland and prairie habitats. Attached and below, find some additional information on progress and efforts with this sustainable initiative. (d, i)

<u>Park</u>	<u>Acres Proposed</u>
• Yankee	5.5
• Stansel	2.5
• Willowbrook	0.5
• Bill Yeck- McGuffey Meadow	1
• Grant Park- Normandy T	0.5
• Grants Trail	2
• Weatherstone	3.5
• Seminary View	3
• Bill Yeck- Smith House Smith	3 Complete
• <u>Iron Horse Park</u>	<u>4</u>
Total	25.5

- **Certification** Parks will be evaluated for potential certification by the following organizations.
 - National Wildlife Federation- Certified Wildlife Habitat (AC, OCS, Yankee). **Complete**
 - National Audubon Society- Cooperative Sanctuary Program (Mays Park)

- Audubon International/ Birdlife International (OCS)
- Monarch Watch (Yankee, Grant, OCS)

- **Design/Mapping** Maps of each park location in progress.
- **Notification** Letters with information to be mailed to neighbors.
- **Potential Grant Opportunities**
 - Audubon, Bluebird, Monarch, Honey Bee etc. societies
 - DP&L, Vectren, AT&T, Speedway, BP, etc.
 - ODNR
 - NFWF
 - FWS

General Updates

- Outdoor Education Coordinator, Erin Morley, will be leaving the Park District. She accepted a position as Recreation Program Supervisor with Beavercreek Parks, Recreation and Culture. Her last day is July 24. We wish her success and good fortune in her new endeavor.
- The Board asked staff to revisit the residency verification system for program registration. Verification is done through the use of ActiveNet. The system seems to be working well with only rare discrepancies. Staff will pay close attention in the upcoming fall season with the advent of non-resident fees.
- Nick Meyer attended SMRSC workshop on July 9. Detective Robert Bell, of West Carrollton Police, addressed the Topic - "Workplace Safety, Crime, Armed Robbery, and Workplace Theft". (a)
- Upcoming Sport Groups' Dates:
 - Wee Elks Service Project- July 25 (**Schoolhouse Park**)
 - Wee Elks practice begins July 27
 - Wee Elks Premiere weekend- August 8 and 9
 - CUSA Rec Camp- July 27-31 (**Oak Grove Park**)
 - CUSA Rec Party on the Pitch- August 1 (**Oak Grove Park- Premier Field**)
 - CUSA Rec Practice begins- August 3 (**Forest Field Park**)
 - CUSA Select Camp- August 3-7
 - CUSA Select practice begins- August 10
 - CHS Soccer begins- 8/13

Capital Improvement Program Update

- **Mays Park** The grass is greener! One positive from the unusual amount of rain for the month of June is that the grass is taking root.



Jess Construction will be working on “punch list” items this month, along with watering trees and mowing the park.

The foundation for the Shelter has been poured. The electric, sanitary and waterline will now be brought from Wallingsford Circle to the Shelter location.



- **Holes Creek/Silver Creek Trail** The project was released for bid on July 2 but the lowest bid was 12.5% above the estimate. The O.R.C 153.12 states that “No contract to which this section applies shall be entered into if the price of the contract, or, if the project involves multiple contracts where the total price of all contracts for the project, is in excess of ten per cent above the entire estimate thereof...” The time of the year this project bid was a reason we had one bidder and a high estimate. Many contractors are busy with work and are unsure if they can start and complete a project by November 25 of this year. The plan now is to request a time extension from ODNR allowing the contractor to work through the winter and complete the project in the late spring.
- **Oak Creek South Skate Park Addition** Design Meeting with American Ramp Company on July 14 from 3:30pm -7:00 pm. We are advertising on our homepage, Facebook, twitter and have reached out to the local skate shops. Many local skaters seem excited to get this project started.
- **Oak Grove Feasibility Study** Woolpert will begin researching and testing of the soils for the best and most cost effective solution to obtain working restrooms at Oak Grove.

- **Smith House** Five contractors reviewed the Smith House restroom project and three proposals were submitted. The average estimate from these three for the restroom project is \$25,000.
-

SAMPLE TURF NATURALIZATION LETTER

Dear Park Neighbor,

I'm writing to share information regarding a long-range plan to convert traditionally mowed, hard to maintain or remote turf areas to native grassland and wildflower meadows – also called Turf Naturalization. Turf Naturalization provides many environmental benefits that support the Park District's mission, vision and values to the community. It is an important tool used to support sustainable park management practices.

Turf Naturalization creates **new, diverse and aesthetically pleasing park areas**. It will also **reduce exhaust emissions** created by mowing equipment, **improving the air quality** in and around the parks. Additional benefits include **improved ground water quality** and **reduced noise pollution**. Sustainable park management practices are further supported by the reduction of weekly maintenance, equipment and fuel costs associated with maintaining traditional turfgrass areas.

Other Benefits of Turf Naturalization

- Reduced chemical applications
- Reduced soil erosion
- Increased plant and wildlife diversity
- Reduced maintenance cost
- Increased environmental education and awareness

Please see the enclosed park map to see the Turf Naturalization plan for the park in your area. Seeds collected from existing native plant species will be used to establish this area and other new areas around the district. Thank you for your continued support of our efforts to conserve resources and promote sound environmental practices that improve quality of life in our community.

Z:BoardMeetings/2015/AgendaNotesandCalendar 071315