



**Regular Meeting Minutes
Centerville-Washington Park District
August 10, 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 7:03 P.M. with the following attending: Commissioners Lee, and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Development Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on August 5, 2015 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the July 13, 2015 work session and regular meeting were approved by Board Consensus.

III. VISITORS

Visitors at the meeting were Brian Feldmeyer, Teresa Feldmeyer, John Kavanaugh, Pam Miske, Andrea Heinrichs, Jeff Heinrichs, Alex Dmitruk, Eric Miske, Katy Miske and Elli Beale. The visitors are residents of the Hithergreen neighborhood. They attended the meeting to encourage the Park District to pursue converting the Hithergreen property into a park. They are not interested in having any commercial development of the property. Commissioner Lee stated that the Park District is not adverse to the idea. We will be meeting with township officials to discuss any opportunities available. Commissioner Sánchez suggested the possibility of applying for a grant that would help with the cost.

IV. FISCAL

A. July 31, 2015 General Fund Financial Report:

| | <u>2015 Budget</u> | <u>2015 YTD</u> | <u>% of Budget</u> |
|------------------------|------------------------------|------------------------------|------------------------|
| Revenue | | | |
| Property Taxes | 4,586,595.00 | 4,462,325.52 | 97.3% |
| Interest | 18,000.00 | 9,426.08 | 52.4% |
| Donations | 12,000.00 | 2,049.60 | 17.1% |
| Program | 89,000.00 | 73,328.10 | 82.4% |
| Other | 21,000.00 | 17,882.82 | 85.2% |
| | <u>\$4,726,595.00</u> | <u>\$4,565,012.12</u> | <u>96.6%</u> |
| Expenditures | | | |
| 2 - Park Improvements | 1,640,120.00 | 537,729.54 | 32.8% |
| 3 - Operations | 536,819.00 | 186,644.96 | 34.8% |
| 4 - Equipment | 323,438.00 | 192,171.38 | 59.4% |
| 5 - Payroll | 2,085,376.00 | 1,202,226.91 | 57.7% |
| 6 - Prof. Services | 64,020.00 | 22,722.50 | 35.5% |
| 7 - Utilities and Fees | 295,406.00 | 179,011.08 | 60.6% |
| 8 - Office Operations | 132,780.00 | 55,722.79 | 42.0% |
| 9 - Programs | 50,648.00 | 31,239.29 | 61.7% |
| 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 | 323,648.33 | 54.7% |
| 13 - Advances - out | 584,667.00 | 84,667.00 | 14.5% |
| Total expenditures | <u>\$6,321,052.00</u> | <u>\$2,815,783.78</u> | 44.5% |
| Net +/- | | <u><u>\$1,749,228.34</u></u> | |

B. July 31, 2015 Investment Report:

| | Fifth Third Bank | STAR Ohio | STAR Plus | CD's | Total |
|-----------------------|-----------------------|--------------------|---------------------|-----------------------|-----------------------|
| General Fund | \$6,937,173.67 | 59,235.22 | 0 | 1,470,000.00 | \$8,466,408.89 |
| Park Improvement Fund | 323,503.75 | 0 | 0 | 0 | 323,503.75 |
| Land Acquisition Fund | 258,933.33 | 685.56 | 714,425.98 | 0 | 974,044.87 |
| Debt Service Fund | 0 | 0 | 0 | 0 | 0 |
| Yeck Nature Fund | 8,072.25 | 0 | 0 | 0 | 8,072.25 |
| Total | <u>\$7,527,683.00</u> | <u>\$59,920.78</u> | <u>\$714,425.98</u> | <u>\$1,470,000.00</u> | <u>\$9,772,029.76</u> |

C. Financial Highlights:

- Budget increases to revenue accounts are as follows: property tax \$12,437, depository interest \$11,000, program income \$4,000 and other income \$11,000.
- The Ohio State Treasurer plans to extend OhioCheckbook.com to local governments and pay for set-up. The plan is awaiting a vote of approval from the Ohio legislature. By consensus, the Board agreed that the staff should submit the District's interest in participating to the Treasurer's office.

D. Approval of Bills:

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

V. BUSINESS

- A. Personnel Policy Updates.** Action on the personnel policy upgrades was delayed to the September 14 meeting. Commissioners Lee and Sánchez would like the director to seek board approval for any new, permanent positions.
- B. Approval of Lease Agreement with School District for Use of Normandy Outdoor Education Buildings.** Commissioner Sánchez made the motion, and the Commission approved, to Lease a Portion of Normandy Elementary School property, effective August 10, 2015.

VI. COMMISSIONERS COMMENTS

Commissioner Sánchez asked if the Park District would re-apply for a grant for the Activity Center perimeter path. She also commented on the possibility of acquiring a portion of the Zengel property for a bike path if the opportunity arises. She also congratulated the staff on a great summer. The programs were well-received and the parks looked wonderful.



Commissioner Lee shared a variety of comments:

- Are we planning on any co-operative programs with other entities? Director Biondo reported that the Park District is working with Five Rivers, the Washington Township Rec Center and other entities on co-operative programming options.
- The new sand at Yankee Park looks great.
- Movie night in the park was a great success. Possibly, more movie nights might be offered in the future? Director Biondo informed the Board that the program staff has been considering just such a move, using a possible hybrid of movie night and Party-in-the-Park events.
- Suggested that the District re-evaluate and re-apply for grants as possible.
- The photos in the manager reports are greatly appreciated.
- Are the proposed additions to the skate park suitable for younger children? Mr. Meyer assured him there will be new features for all levels of participants.
- Progress on Little Woods Park? Mr. Meyer reported that the major clearing is complete. Clean up is on going
- Progress of Smith House? With the exception of the new outdoor restroom, which should be complete at the end of August, the Smith House is complete. The historical display room will be styled by the Centerville Historical Society.

VII. DIRECTOR'S REPORT

- A. Brief re-cap of summer programs – 5% increase in HMDC attendance, 300 summer fitness attendees and 3000 SRP visits
- B. Proposed Open Space Summit Invitation – The city, township and schools have all expressed interest.
- C. Director Professional Development outline was discussed at the Work Session.
- D. Update on Capital Improvement Program Budget and Accounting method.
- E. September Meeting Topics:
 - a. Next policy review
 - b. New hire progress—Recreation Coordinator (formerly Environmental Ed Coordinator)
 - c. Initial Budgeting steps for Fiscal Year 2016

VIII. STAFF REPORTS

See schedule A

IX. EXECUTIVE SESSION— Roll Call Vote Required

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, Lee - Aye

Board moved to Executive Session at 8:19PM

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

X. ADJOURNMENT

Mr. Lee adjourned the meeting at 8:41 P.M.

A Board work session will be held Monday, September 14, 2015 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Schedule A Department Strategic Plan Progress Reports

Reporting progress according to the 4 main strategies of our annual plan. This should be easier for you to follow.

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.

- **Summer enrollment total**- 3,225 – more to come in September with a detailed summary of summer program participation
- **Program staff meeting**- with staff from Fiver Rivers MetroParks and the Washington Township Recreation Center to discuss partnership opportunities.
- **Movie Night in the Park** - saw over 200 participants on what might have been the most beautiful evening all summer!
- **Bike Parade** - at Iron Horse Park last Tuesday saw 50+ participants with decorated bikes and helmets on the Iron Horse Trail. A Centerville Police Officer gave out safety tips and lead the parade on his bike
- **Dog Park Expansion Project** - Flora Excavation, LLC. is scheduled to begin grading the proposed site as soon as weather permits. Mills Fence Company will install the new perimeter fence after the grading is complete later this month. The disturbed areas will be re-seeded this fall by CWPD staff. Additionally, tables and benches will be purchased and installed by CWPD before the opening of the area next spring. (a)
- **Playground Safety Updates** - Engineered wood fiber (mulch) will be added to the playgrounds at Concept and Red Coach Parks next week. This is a planned maintenance activity to maintain recommended levels to reduce injuries from falls. Additionally, a new set of rollers were installed on the roller slide at the Activity Center playground. (a)
- **Yankee Park Volley Ball Court**- 75 tons of sand were added to the volleyball courts at Yankee Park. The two courts serve as the only public, sand volleyball courts that I know of in our community.(a)
- **Concept Park- Basketball Court Renovation**. Butler Asphalt Company has submitted a quote to renovate the basketball courts located at Concept Park. A purchase order request is included in your board packet for approval.(a)

The scope of the project includes:

- Remove existing 4” asphalt surface
 - Installation of new 4” asphalt surface
 - Paint and re-stripe 2 courts
- **Sealcoating projects** - Collet Sealcoating was finally able to complete the scheduled sealcoating project at Forest Field Park last week. They hope to complete the warranty repair on the Iron Horse Trail this week. (a)

2. Ensure sound long-term financial viability.

- **New accounting software** - upgrades are in the practice mode. Following practice (CMI calls it “sand box” phase), the old and new systems will run parallel until full switch to the upgrade.
- **Internet Auction** - Update- The two trucks sold for a combined total of \$8,025.00.(b)
- **Convert to electronic work order process** - The staff was introduced to the new Work order system last week and other than a few administrative glitches is working great.(b)

3. Increase public perception and awareness.

- **Fall Registration** will take place on August 17 for residents – the first day will be online only
 - 21 new programs, 12 collaborations/partnerships in the fall newsletter

- **Safety Team Update** - Chris Huff will be attending this month's SMRSC workshop on Thursday, August 10. This month's topic is: Risk Management for Small Business. (a)
 - **Employee Safety Training**- Mike Lorms, with Risk Control 360 attended last month's Safety Team meeting to review future safety training topics that will be presented to our staff. CWPD Safety Team members were asked to research one topic and develop a minimum of 5 questions relevant to the topic. Mike Lorms will assist with developing a short Power Point presentation for each topic that can be delivered to our staff. (c)
 - **Blood Bourne Pathogen (BBP) response**- We recently purchased several BBP response kits that can be used to safely clean, disinfect, and dispose of contaminated body fluids that are encountered on the job. (c)
 - **Hearing Conservation Program**- Several employees had requested ear muffs instead of the standard foam or rubber ear plugs that we provide. All affected employees have been given the opportunity to try on various types of hearing protection and choose the one that fits best and meets the Noise Reduction Rating (NRR) required for the equipment they are operating. (c)
- **Recognized athletic organization volunteer projects** - Earlier this past month approximately 40 volunteers from the Centerville Wee Elks volunteered their time to help mulch tree and landscape areas at Schoolhouse Park. This weekend, volunteers from CUSA will assist with similar activities at Oak Grove Park. (b)
- **Seasonal Staff Bonus** - At the end of each summer we select seasonal staff members that have represented the Park District exceptionally well and who go above and beyond the call of duty and reward them with a bonus. This year we have 3 Seasonal Operations Technicians who qualify for an end of the season bonus. 2015 Seasonal Bonus recipients are: Andy Durrenberg, Nick Keegans and Shane Tobe.(c)

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

- **Ash tree removal** - Meyer's Logging is about to finish at Watkins Glen Park and plan to move to Yankee Park next. (a)
- **Grassland Management** - Following recommendation by the Ohio Department of Natural Resources, we have begun bush-hogging selected areas of our cool season meadows. This annual management activity is specifically aimed at reducing invasive species growing in our meadow habitats. (a)
- **Bill Yeck Park- Time Trail Management** – CWPD staff members are currently installing split-rail fencing that will serve to delineate the next 30 years of successional growth along the trail intended path. Additionally, they will complete other maintenance and management objectives that are outlined in the Time Trail Management developed last year. (a)

General Updates

- Recreation Coordinator interviews will take place the week of August 17.
- Kristen is coordinating with Centerville-Washington Township Historical Society to move historic furnishings into the museum room at the Smith House in preparation for the Smith House Ribbon Cutting taking place on September 26.
- The LWCF grant that we applied for the Activity Center Multi-Use Trail was denied.
- ODNR stated that many excellent proposals were received, creating considerable competition for available grant funds.

Capital Improvement Program Update

Mays Park Shelter

- Interior and exterior walls for the restroom portion of the building are being installed.
- Rough Plumbing and Electric has been added to the shelter.
- Burns Construction is currently working on the storm drain for the gutter run off.



Holes Creek/Silver Creek Trail

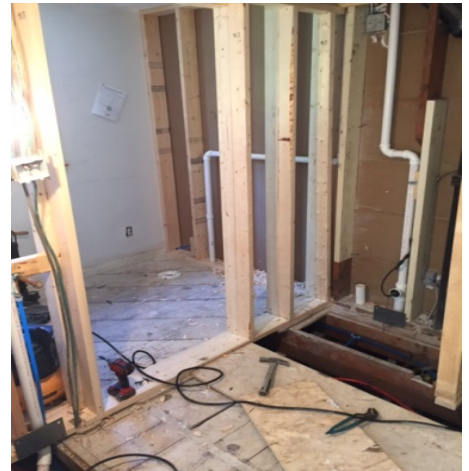
- Project is being advertised for Re-Bid and Bid Opening will be August 27th at 10:00 am.
- The project schedule was shifted to allow the contractor to work through the winter.
- New Completion Date will be June 11, 2016.

Oak Creek South Skate Park Addition

- We had around 30 participants for the Skate Park Design Meeting at Oak Creek South Shelter.
- Overwhelming request of back to the basics; simple jumps and rails for experience level of all ages.
- ARC has submitted two initial designs, but we are still waiting on project estimates from them.
- *Please see Attachment 5g*

Smith House Bathroom Renovation

- Existing Bathroom Demolition is complete
- Working through the plumbing and electrical permit process with the City of Centerville.
- Plumbing inspection will occur this week.
- Completion of project will be around the end of August.



Little Woods

- Britt Tree Service cleared honeysuckle buffer between the Park and the Financial South Parking Lot.
 - Manager of Financial South was really happy with the work and will be sending the Park District a \$500.00 donation for the project.
- Also, all ash and dead trees have been removed at the Park.
- Currently working on RFQ's from contractors to remove the septic tank, perform some grading and install new trees.



Z:BoardMeetings/2015/AgendaNotesandCalendar 081015