



**Regular Meeting Minutes
Centerville-Washington Park District
January 11, 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 and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer Projects Manager and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on January 7, 2016 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the December 12, 2015 work session and regular meeting were approved by Board Consensus.

III. VISITORS

No visitors attended at this meeting.

IV. FISCAL

A. December 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 | 4,852,784.58 | 105.8% |
| Interest | 18,000.00 | 17,711.42 | 98.4% |
| Donations | 12,000.00 | 5,419.09 | 45.2% |
| Program | 89,000.00 | 97,562.12 | 109.6% |
| Other | 21,000.00 | 36,748.28 | 175.0% |
| | <u>\$4,726,595.00</u> | <u>\$5,010,225.49</u> | <u>106.0%</u> |
| Expenditures | | | |
| 2 - Park Improvements | 1,640,120.00 | 686,293.78 | 41.8% |
| 3 - Operations | 556,819.00 | 436,316.73 | 78.4% |
| 4 - Equipment | 323,438.00 | 288,671.50 | 89.3% |
| 5 - Payroll | 2,085,376.00 | 2,030,689.25 | 97.4% |
| 6 - Prof. Services | 64,020.00 | 34,894.39 | 54.5% |
| 7 - Utilities and Fees | 295,406.00 | 255,336.12 | 86.4% |
| 8 - Office Operations | 132,780.00 | 106,478.26 | 80.2% |
| 9 - Programs | 50,648.00 | 48,050.53 | 94.9% |
| 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 | 516,986.97 | 87.4% |
| 13 - Advances - out | 584,667.00 | 584,667.00 | 100.0% |
| Total expenditures | <u>\$6,341,052.00</u> | <u>\$4,988,384.53</u> | <u>78.7%</u> |
| Net +/- | | <u>\$21,840.96</u> | |

B. December 30, 2015 Investment Report:

| | Fifth Third Bank | STAR Ohio | STAR Plus | CD's | Total |
|-----------------------|-----------------------|--------------------|---------------------|---------------------|-----------------------|
| General Fund | \$5,699,810.90 | \$59,276.85 | 0.00 | \$980,000.00 | \$6,739,087.75 |
| Park Improvement Fund | 669,047.75 | 0.00 | 0.00 | 0.00 | 669,047.75 |
| Land Acquisition Fund | 259,106.40 | 686.05 | 715,036.50 | 0.00 | 974,828.95 |
| Debt Service Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Yeck Nature Fund | 41,214.24 | 0.00 | 0.00 | 0.00 | 41,214.24 |
| Total | \$6,669,179.29 | \$59,962.90 | \$715,036.50 | \$980,000.00 | \$8,424,178.69 |

C. Financial Update:

- The Park District had a cash balance of \$8,424,178 and an un-encumbered balance of \$7,139,444 to start off 2016
- The Park District spent 42% of the improvements budget and 79% of the overall budget in 2015
- The staff finalized the transitioned to Authority Finance (accounting software) during December

D. Approval of Bills:

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

V. BUSINESS

A. Adoption of 2016-2019 Strategic Plan

Commissioner Sánchez made the motion, and the Commission approved, to adopt the 2016-2019 Strategic Plan.

B. Conversion of Tennis to Pickle Ball Courts

Commissioner Lee made the motion, and the Commission approved, to convert 2 tennis courts, at Activity Center Park, to pickleball courts as part of the schedule resurfacing program.

C. 2016 FINAL Appropriation Budget

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

E. 2016 FINAL Appropriation Resolution

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

F. Activity Center Perimeter Trail Grant Application

Commissioner Sánchez made the motion, and the Commission approved, authorizing resolution 2016-01, a Resolution Authorizing the Application for an ODNR Grant for the Activity Center trail, a copy is attached to and made a part of these minutes.

VI. DIRECTOR'S REPORT

- A. February Meeting Topics:
- a. Sheriff Contract for 2016 service
 - b. Board Administration Policy Review
 - c. Outline of Next Levy Schedule
 - d. Forest Field Master Planning progress report

VII. DEPARTMENT REPORTS

- 1. Works session item 5 supplemented with oral reports

VIII. COMMISSIONERS COMMENTS

Commissioner Sánchez thanked the staff for their work on the 2016 budget. She also mentioned that the International Trail Symposium will be held in Dayton in 2017. Lastly, don't forget the 2016 Adventure Summit in February.

Commissioner Lee would like to see more improvements in community parks on the north side of town, as well as at all neighborhood parks. He mentioned he would like to see different species of trees planted in all parks. He asked if staff was pursuing all appropriate grant opportunities. Mr. Meyer responded that we were applying to all grants we are eligible for. Lastly, he mentioned working on drone flying and licensing.

IX. EXECUTIVE SESSION

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 and personnel issue, roll Call Vote: Sánchez – Aye, Lee - Aye

Board moved to Executive Session at 8:15PM

Upon Return at 8:24 P.M., President Lee stated “*We are now back on record*”

X. ADJOURNMENT

Mr. Lee adjourned the meeting at 8:25 P.M.

A Board work session will be held Monday, February 8, 2016 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

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.

- Winter 2016 program *enrollment jumped 19%* from Winter 2015
- Winter Woods Day Camp – ages 3-12, each Saturday of February at Smith House, 4 of 6 classes are full
- January Program Highlights:
 - Kettering Health Network – Jan 5, A Healthier You in 10
 - Yoga in the Park for adults – Saturday mornings at Nature Nook
 - Spark Art– Mondays at Smith House
 - English Paper Piecing – Jan 16
 - Raise Your Brush – Jan 21, painting a winter scene of Grant Park
 - Tween and Teen Screen Printing – Jan 30
- Family 5K Series starts in February – we will hold 6 5K hikes throughout 2016 to promote family fitness in the outdoors
- The fence installation for the new addition at the dog park is complete.
- The grant application was submitted to the ODNR last week for improvements to the Archery Range. Proposed improvements include some of the following highlights: Adding additional targets, improved layout to expand programming and instruction, a storage shed for targets and equipment, additional seating and work stations.
- An archery clinic was held at the Oak Grove Park maintenance garage for members of the Miami Valley Adaptive Sports Organization on Saturday, December 19. MVAS is a Paralympic Sports Club that works through cooperative partnerships to provide recreational and competitive sporting opportunities for individuals with physical disabilities. MVAS provides programs that promote physical fitness, character building and friendship. MVAS advocates for equal opportunities for disabled individuals through education, training and networking. We look forward to offering additional programs of this kind, and growing our partnership with MVAS more in the future.



Increase public perception and awareness.

- Winter Pop-Up Park Challenge – 43 participants in this “virtual” program – 33 brand new participants, 10 repeats from the Summer Pop-Up Park Challenge.
- New program Partnerships forming:
 - Montgomery County Soil and Water Conservation District – rail barrel workshop, stream ecology program
 - Centerville Noon Optimists – National Hunting and Fishing Day special event in September at Oak Grove Park
- Volunteer hours for 2015 – 1,100 from CWPDP volunteers, 1,754 from episodic volunteers (scouts, Environmental Management class, Girls on the Run, etc.) – **2,854 total**
 - Current value of a volunteer hour = \$23.07, which equates to **\$65,841 for 2015**
- Cooperative Internship Opportunities, Clark State Community College. Clark State CC currently offers 8 associate degree curriculums that match perfectly with careers in parks and recreations. Current enrollment in these 8 programs exceeds approximately 100 students per year. The purpose of our meeting with the professors last month was to establish opportunities for student to fulfill the internship requirements for their degree, while gaining valuable experience in the field. The PD would benefit by potentially, establishing a perpetual pool of seasonal employees that are pursuing a career in a closely related field. A CWPDP Intern posting was developed and will be available to the students when the spring semester starts in a couple weeks. Interested candidates will still go through an interview process, and if selected will need to meet all policies and procedures for hire. Students may also wish to apply for a job sharing opportunity between the Dayton Dragons and CWPDP that will provide additional experience for those enrolled in the turf management curriculums.

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

- Ash tree inventory- the inventory and identification of dead dying ash trees will continue through the winter months by staff and volunteers as weather permits.

Capital Improvement Program Update

Winter Progress

Oak Creek South Skate Park

- Concrete portion of the Skate Park is complete.
- The park is now open to the residents for use. Final Grading and Seeding will take place in the spring.
- Additional park benches and shade structures will be installed this year.

Little Woods Park

- 40 new trees were installed at Little Woods Park.
- Additional dirt was brought on site and graded to level out the low/rough spots.
- Park cleanup, mulching and planting of plugs still to come this year.

Holes Creek Multi-Use Trail

Centerville-Washington PARK DISTRICT

- Parking lot and small portion of trail has been installed up to the aggregate base. Holes Creek was too wide near Lucas Farm crossing for the temporary bridge.
- Contractor is currently working further south of the Project near Spring Valley and will cross at that end of the project.

Forest Field Master Planning Kick Off Meeting

- CWPDP and BWSC had our first meeting to discuss how Forest Field currently operates, site issues, possible development plans and how to connect Forest Field with Smith/Bill Yeck Park.
- Currently trying to establish dates and times for our public meetings.

2015 Capital Improvement Program Review

Robert F. Mays Park Drainage and Grading Improvements

This project had drainage challenges and workability issues. The project was months behind schedule and the site was always wet.



Picture taken in April 2015.

Picture taken November 2015

- Like many projects there are always challenges:
 - Park Entrance didn't match up with Paragon Rd.
 - Plan sheets weren't easy to follow because of different landscape architect firm and engineering firm.
 - Mounds weren't high enough and there wasn't enough screening per Park Neighbors.
 - Field drains weren't removing the water in locations.
 - Parking lot grade didn't match the plans.
 - Com-Till wasn't getting disked to the proper depth.
 - Seeding wasn't performed at the proper time of the year.
 - Parking Lot Drainage Issues
- To get this project on track there was frequent correspondence with the contractor, subcontractors, engineer and township. A critical path schedule was created and adhered to in order to get this project completed.
- When weather allowed we finished the parking lot and planted the 400 trees. Then, the grade was corrected on all the fields, all rocks were removed and seeding and hydro mulch began.
- Project was completed on May 15, 2015.

Mays Park Shelter

- The project low bid was \$314,850.00 and budget amount was \$392,000.
- Wet spring and summer delayed the start until the July 7th, building was completed October 30th.

Centerville-Washington PARK DISTRICT

- Coordination between all utilities and government entities was swift and precise.
- This project was completed at **\$50,000 under budget.**



Picture taken July 16



Picture taken end of November

Oak Creek South Skate Park

- With the existing bowl features already in place, designers were challenged to evaluate what was missing from the existing Oak Creek South Skate Park.
- Project was awarded to American Ramp Company. The cooperative purchasing program to allowed ARC to design, engineer and construct the skate park without putting the project out to bid. This saved the CWPD both time and money.
- A community involvement meeting was held in July, where skaters and bikers gave input on what they would like to see in the addition.



- Project design was finalized by the end of August.



Design Photo



Picture from end of December 2015

Smith House

- Around December of 2014 we began renovating the Smith House for public use.
- Wallpaper was removed, tile was placed, painting was performed, and hardwood floors were re-finished. Most of this work was performed by our Operations Staff in order to utilize our resources through the winter months.
- An interior bathroom was renovated to be an outdoor public restroom. This was a great use of the current septic system and allows residents to access to a restroom all year round without having to open the house.
- Corn Crib was removed before luminary walk because of it being a safety hazard and having no historical value.

Little Woods Park

- Clearing of the invasives, dead trees and ash trees took place through the winter Months.
- A relationship was established with Financial South and an agreement was made with the Park District to use their parking lot, which saved the park district time and money.
- Once we could see what was on the 3.5 acre parcel we developed a park plan consisting of grading, trees, wildflowers, benches, picnic tables and a park sign.



Picture from January 2015



Picture from January 2016

Holes Creek Multi-Use Trail

- Lumped Trail Project and Parking lot together as one project to increase efficiency and save money. Constructing an environmentally friendly grass paver parking lot compared to the typical asphalt lot.

- Worked with Hills Properties to receive trail easements that weren't established.

School House Pump Station Removal

- Worked with Reinke Group to make sure the pump station removal would be incorporated into the Saddle Creek Development Plans.
- Established working relationship with the Saddle Creek Developer and the Pump Station is planned to be removed and replaced with a gravity fed sanitary line in the next few months.

Oak Grove Operation Flush Toilets

- Oak Grove Feasibility Study was performed to start looking at working restrooms at Oak Grove.
- The information received started talks with the County and Private Property Owners