



**Regular Meeting Minutes
Centerville-Washington Park District
February 8, 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 7:02 P.M. with the following attending: Commissioners Lee, Monahan 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 February 5, 2016 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the January 11, 2016 work session and regular meeting were approved by Board Consensus.

III. VISITORS

Former Park Commissioner Kim Birdseye attended the meeting to offer his services as the Levy Committee treasurer. Former treasurer Don Kelley has retired. The consensus of the Board is that they welcome Mr. Birdseye as the new treasurer.

IV. FISCAL

A. January 31, 2016 General Fund Financial Report:

	2016 Budget	2016 YTD	% of Budget
Revenue			
Property Taxes	4,586,595.00	87,445.06	1.9%
Interest	16,000.00	734.32	4.6%
Donations	6,000.00	0.00	0.0%
Program	120,000.00	1,690.72	1.4%
Other	15,000.00	245.00	1.6%
	\$4,743,595.00	\$90,115.10	1.9%

Expenditures			
2 - Park Improvements	1,439,000.00	115,274.00	8.0%
3 - Operations	772,599.00	14,569.03	1.9%
4 - Equipment	418,800.00	12,767.32	3.0%
5 - Payroll	2,187,892.05	132,152.44	6.0%
6 - Prof. Services	97,100.00	877.50	0.9%
7 - Utilities and Fees	283,140.00	46,212.54	16.3%
8 - Office Operations	119,500.00	10,413.57	8.7%
9 - Programs	72,540.00	1,430.58	2.0%
10 - Matching Funds	20,000.00	0.00	0.0%
12- Bill Yeck	50,000.00	0.00	0.0%



11 - Transfers - out	492,763.00	221.10	0.0%
13 - Advances - out	366,904.00	0.00	0.0%
Total expenditures	\$6,320,238.05	\$333,918.08	5.3%
Net +/-		<u><u>-\$243,802.98</u></u>	

B. January 31, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$5,050,658.30	\$59,293.47	0.00	1,470,000.00	\$6,579,951.77
Park Improvement Fund	649,821.21	0.00	0.00	0.00	649,821.21
Land Acquisition Fund	259,138.32	686.24	715,224.49	0.00	975,049.05
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	41,215.24	0.00	0.00	0.00	41,215.24
Total	\$6,000,833.07	\$59,979.71	\$715,224.49	\$1,470,000.00	\$8,246,037.27

C. Financial Update:

- Received payment of \$84,667 from NatureWorks for the Mays Park shelter grant
- Property tax distributions have begun for 2016
- Two \$245,000 CD's that matured in December were replaced in January

D. Approval of Bills:

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

V. BUSINESS

A. Purchase of major equipment:

Commissioner Sánchez made the motion, and the Commission approved, to purchase a Toro Groundmaster 5900 mower for \$76,704.69 and a Ford F-250 truck for \$26,395.33 via the State of Ohio purchasing cooperative, and authorizes the Director to sign the necessary purchase order and contracts.

VI. DIRECTOR'S REPORT

- A. Mr. Biondo reported that the OPRA Conference was very informative this year. He or other staff members attended sessions regarding branding & signs, trail design & construction and drone policy.
1. March Meeting Topics
 2. Maintenance Garage planning progress
 3. Introduction of Progress Report Format-- new Strategic Plan
 4. Notice of annual Board seat application process

VII. DEPARTMENT REPORTS

See Department Progress Report below



VIII. COMMISSIONERS COMMENTS

Commissioner Sánchez reported that Bike Centerville is now a part of Bike Miami Valley.

Commissioner Lee is interested in seeing a new nature play area, pump track and challenge course incorporated into the park district.

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, roll Call Vote: Sánchez – Aye, Lee – Aye, Monahan - Aye

Board moved to Executive Session at 8:00PM

Upon Return at 8:18 P.M., President Lee stated “*We are now back on record*”

X. ADJOURNMENT

A Board work session will be held Monday, March 9, 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 Progress Reports

Programs

- Winter Woods Day Camp – ages 3-12, each Saturday of February at Smith House
 - Morning session from 9:00-11:30AM and afternoon session from 12:30-3:00PM
 - Theme: Little Camp on the Prairie – partnering with Historical Society to teach kids fun pioneer skills each week at camp
- February Program Highlights:
 - Winter Woods Day Camp – Saturdays in February
 - Intro to Calligraphy – February 20
 - Nature Brain Games – February 2
 - Love Birds – February 14
 - Kettering Health Network - Balance 101 – February 17
- This summer, program staff is planning to offer a neighborhood park party series, including several at Concept Park. The staff hopes to reach under-served residents that may live in the surrounding neighborhood.
- Family Cupid Shuffle 5K Hike – February 13 at 9:30AM – Grant Park, Normandy Entrance



- The City of Blue Ash Recreation Department visited CWPD in late January to present their programming strategies to the Program Department
 - Both parties had a great information exchange
 - CWPD Learned:
 - Tips and tricks for doing lots of programs with a small staff
 - Do's and Don'ts for contracting instructors
- Carillion Historic Park contacted Naturalist, Katy Malcolm to discuss establishing a prairie on their grounds. Katy will consult with them to get them started on a plan for spring 2016. The prairie is part of the new park master plan Carillion is creating.
- Spring Registration will begin on Tuesday, February 16 at 10:00AM
 - 24 brand new programs

Operations

- Crews have been cleaning and painting the interior walls of our public restrooms in preparation for reopening them for the season on Monday, March 28.
- The primary feature pump for the sprayground has been removed and is in the shop for preventative maintenance. This scheduled maintenance is recommended every 5 years. The sprayground is scheduled to open on Friday, May 27.
- Apiary development at Bill Yeck Park- Students from the Environmental Management Program at CHS stopped by last week to share their conceptual plans for signs at the Apiary. The class provided a great presentation and some really creative ideas. Carrie is working on the finished designs before sending them off to be made.



- We are preparing bid specification for 2016 forestry activities. The scope of the bid will consist of a multi-faceted effort to increase public safety by cutting dead dying and diseased trees in our parks. We anticipate having the bid packets ready sometime early next month. Dave Nolan, formally with Five Rivers Metroparks, is assisting us with the development the bid specifications.

Capital Improvement Program

Donnybrook Fen

- Request for Proposals have been sent out to different engineering firms in Dayton and Cincinnati.

Five Rivers Report *(Please see schedule D)*

Little Woods Park

- Water control has been an issue because of all the tree removal.
- We have seeded with rye grass and installed straw bales and blankets to control the water.

Holes Creek Multi-Use Trail

- We've crossed the creek!
 - Temporary Bridge has been installed and we now have access to the west side of Holes Creek.



Bridge and Trail Improvements

- Meeting with Composite Advantage (Bridge Company) to discuss bridge crossings at Watkins Glen and Willowbrook Park.
- Important Factors are to see if we can gain regulatory approval to place bridges in the floodplain but out of the floodway.



Watkins Glen

Willowbrook

Forest Field Master Public Meeting

- Public Meeting Date is set for February 17 at 6:30 pm
- Agenda includes:
 - Review of Site and Property analysis.
 - Review of Current Program Elements and discussion on desired program elements.