

**Regular Meeting  
Centerville-Washington Park District  
February 9, 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 7:02 P.M. with the following attending: Commissioners Lee, Monahan, and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer, Development Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on February 5, 2015 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

***II. APPROVAL OF MINUTES***

The minutes of the January 12, 2015 work session and regular meeting were approved, with one correction, by Board Consensus. In the Commissioners Comments section Mr. Lee referred to Yankee Park tennis courts, not Oak Creek South.

***III. VISITORS***

Dick Risner, of the Centerville-Kettering Kiwanis Club attended. He thanked the Commission for allowing the Club to sell Christmas trees at Oak Creek South Park. This is the club's major fund raiser each year. Over \$11,000 was raised this holiday season. The funds are used for a variety of community projects including the Americana Festival Scholarship and a donation towards the Americana fireworks. They are also used to support the Kiwanis Youth Clubs at Centerville and Alter High Schools.

***IV. FISCAL***

- A. **Approval of Bills:** Commissioner Monahan made a motion, and the Commission approved, authorizing bill payment for February.

***V. BUSINESS***

- A. Mr. Lee asked if plans were already drawn up for Little Woods and if the entire budget would be spent on this park. He also inquired about the trail crossing for the Silvercreek Trail. Mr. Monahan asked why the neighborhood park sign budget had been cut so drastically. Mr. Biondo explained that the staff committed to finding attractive signs for less money. Mr. Monahan also stated that he was glad there was now budget for Americans With Disabilities Association updates.

**Budget 2015:** Commissioner Sánchez made a motion, and the Commission approved, the Final Budget for fiscal Year 2015, and to file said budget with Montgomery County.

- B. All three commissioners expressed a desire for sidewalk to be on both sides of Nutt Road in front of the park.

**Washington Township easement along Schoolhouse Park frontage:** Commissioner Sánchez made a motion, and the Commission approved, to send a letter of intent to Washington Township via Director Biondo, to dedicate a strip of land at Schoolhouse Park for the purpose of widening Nutt Road with the request for sidewalk to be on both sides of Nutt Road in front of the park.

- C. Mr. Monahan inquired if it would be less expensive to operate diesel trucks. Mr. Carter stated that diesel fuel prices are far more expensive than regular fuel. Also, the addition of a diesel engine adds substantially to the cost of the trucks.

**Purchase of three replacement trucks:** Commissioner Monahan made a motion, and the Commission approved, the purchase of trucks #25, #26 and #27 via the State of Ohio purchasing cooperative, and authorizes the Director to sign the necessary purchase order and contracts.

## ***VI. COMMISSIONERS COMMENTS***

Ms. Sánchez thanked all staff members that attended the OPRA Conference in Sandusky, OH. Mr. Biondo noted that Commissioner Sánchez was a speaker and that her talk was well received by conference attendees. Ms. Sánchez also mentioned that MVRPC is having several upcoming staff training opportunities.

Mr. Monahan asked about the possibility of installing a large number of hummingbird feeders at one of our parks. He described a similar installation he saw on a television program.

## ***VII. DIRECTOR'S REPORT***

- A. Ohio Parks and Recreation Conference:** Mr. Biondo shared highlights from educational sessions. He also mentioned the value of making many new network contacts.
- B. Community Leaders:** Progressing with meeting leaders and influencers in government, business and non-profits. To date, more than 17 of the initial list of 30.
- C. General Follow Up:**
1. Looking towards March meeting to discuss contract for Sheriff patrols.
  2. March workshop to present and discuss direction for remainder of 2015.
  3. Also for March, a review of the Smith house project, and, probable uses.

## ***VIII. STAFF REPORTS***

See schedule A

## ***IX. EXECUTIVE SESSION***

Mr. Monahan made the motion, and the Commission approved, to enter Executive Session for the purpose of discussing Purchase of Property, according to Ohio Revised Code 121.22(G) at 8:23 P.M.

Ms. Sánchez made the motion, and the Commission approved, to return to open session at 8:31 P.M.

## ***X. ADJOURNMENT***



Mr. Lee adjourned the meeting at 8:31 P.M.

A Board work session will be held Monday, March 9, 2015 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters.

Approved:

David R. Lee, President

Attested:

Daniel H. Monahan, Secretary

**Schedule A  
Department Strategic Plan Progress Reports**

**Administration**

**1. Continuously improve focus on the community.**

- Staff has progressed with planning to solicit resident and customer input on needs and wants regarding services and amenities. First two steps were reviewing the files from the previous Community Surveys, and, outlining a scope of information desired. Initial surveying effort will be *via existing communication tools*. (b.iii) This is the first step towards launching a strategic planning process. (c.vi)

**2. Ensure sound long-term financial viability.**

- Revisited some of the budget amounts for certain improvements, eg. Signage, and adjusted for Actual Budget. (a.ii)

**3. Increase public perception and awareness**

- Initiated branding effort with C. Dittman presenting a primer on the process to Department Managers, Jan. 29. (a.iii)

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

- Director has made initial inquiry and contact with the Trust for Public Lands to determine potential Trust support or action on behalf of CWPD. (d.ii)

**Operations**

**1. Continuously improve focus on the community**

- Contracted fence repairs to the fabric, post and rail sections at Schoolhouse, Yankee and Activity Center baseball fields are underway.(c)

**3. Increase public perception and awareness**

- Members of the operations staff have, or will be attending the following educational opportunities this month. (a)
  - ODA Pesticide Recertification Conference
  - OPRA Conference and Trade Show
  - OSU Turfgrass Short Course
  - Tri-State Green Industry Conference
  - Prescribed Fire Training Workshop
- Currently accepting applications for Seasonal Operations Technicians. Job announcements will be sent to area agencies, universities, colleges, and high schools. Also posting on the OPRA, and OSTMA and CWPD websites. Thanks for helping spread the news. (c)
- We are finalizing our written Hearing Conservation Program and hope to have it implemented in March. We are also revising our new employee orientation procedures and checklist. This new procedure will help identify all training requirements to meet OSHA and PEERP compliance. (c)
- Mark Alexander of Risk Control 360 is currently working on the development of a new Hazardous Communications Program. A written hazard communication program is required by and is the second most frequently cited OSHA standard. (c)

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

- **Prairie Burn.** This spring we will attempt to perform a series of prescribed burns for the benefit of our grassland habitats at Grant and Bill Yeck Parks. Michael Adams with Cardno, Inc. will be our acting “Burn Boss” as required by the Ohio Division of Forestry. To provide more flexibility due to inclement weather the burn schedule will be between March 2 and May 15. (a)
- **Ash Tree Removal.** Operations staff will be assisting Miami Valley Tree Care in an effort to remove ash trees along the Iron Horse Multi-Use Trail. This work will focus on trees located within the trail corridor from I-675, north to Whipp Road. By combining efforts we hope to be able to remove a greater number of trees at a fraction of the time and cost of working independently. This will also be a great hands-on learning opportunity for our staff. Weather permitting, we plan to begin on Monday, February 9. We don’t expect to be able to get all 90 plus ash trees at this time, so future trail closures will be expected. If possible, all trees will be felled and left on site. Trees that have to be removed will be cut and placed in the parking lot near the trail head located in Iron Horse

Park. The firewood will be available to the public on a first-come, first-served basis. Additionally, the Park District and City of Centerville are working together to complete the removal of ash trees from Whipp Road to the Kettering Corporation line. (a)

### ***Program***

#### **1. Continuously improve focus on the community.**

- **Tennis Survey.** Program staff are creating a survey pertaining to tennis court usage and participation in tennis and/or pickleball programming. The survey will be sent to our resident email database during the month of February. The same or similar questions will be included in a more comprehensive questionnaire and survey to the general public. (a.i)
- **ADA Audit.** Jen Brandt and Erin Morley are completing a Request for Qualifications (RFQ) in order to secure a company to complete an ADA audit of CWPD parks and facilities. (a.iii)
- **Shelter Availability Online.** Customers can now check shelter and fire circle availability online. (b.iv)

#### **3. Increase public perception and awareness.**

- Spring Registration began February 9 for residents
- New Programs (see section 5 for program descriptions): (b.ii)
  - Fit Mixx
  - Oak Grove Fitness Equipment Clinics
  - International Migratory Bird Day Surveys
- Flashlight Egg Hunt is back on the special event roster this year
- Hidden Meadows Day Camp registration will begin on April 20.

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

- **Build A Birdhouse.** Participants had a wonderful time making a home for the birds at this family program. (b)
  - Tim Pifer created birdhouse “kits for each family to build together.
  - Participants got to use tools and paint to build and decorate their houses in preparation for the spring nesting season
  - Eighteen families registered
  - The focus was providing a hands-on activity that promoted environmental stewardship.

#### **5. General**

- **Miami Valley Leave No Child Inside Summit.** On February 21, Naturalist, Katy Malcolm will represent the Park District at the Summit.
  - The summit is collaboration between Five Rivers MetroParks and several other park agencies, universities, preschools, and more.
  - The goal of the summit is to share ideas, strategies, and resources to make it easier for children to access the outdoors at schools, parks, and homes.
- **Fit Mixx** – Boot camp style class that includes a mix of cardiovascular and strength training exercises. Exercise equipment is provided for all participants.
- **Oak Grove Fitness Equipment Orientations** – Learn from the Fitness Coordinator how to properly use the equipment.
  - The Energi Equipment is designed for individuals age 13 and older. The equipment can be used for circuit training and includes both strength and cardiovascular components.
  - The LifeTrail equipment is designed for individuals 50 and older, and includes four ADA accessible components.
- **International Migratory Bird Day**
  - Full Survey (2 hours): This survey will take place on a natural trail and is recommended for adults and families with children over age 8.
  - Mini Survey (1 hour): This survey will take place on a paved path and is recommended for families with young children.

**Development****1. Continuously improve focus on the community.****• Little Woods Park**

- Britt Tree Service has cut down the invasive honeysuckle and limed up the trees. (a)
- An old cistern was discovered which will need to be abandoned or removed.
- Researching possible Landscape Architects to update Master Plan.

**• Mays Park Phase III.** Improving the layout of the path, plantings, playground equipment and ser. (a)**• Oak Creek South- Skate Park Expansion.** Contacted Skate Park Representatives in the Ohio; reviewing different products and ideas for skate spots. (a)**2. Ensure Sound Long-term financial viability****• Mays Park Trail** - Applied for the Recreational Trails Program grant for the Mays Park walking path. (a)**• Smith House Update** - Operations staff has been a major component of the progress of the Smith Property. The staff has been able to do much of the indoor work (wallpaper removal, painting, etc) during the most inclement weather. This is saving considerable cost over contracting. (b)**3. Increase Public Perception and Awareness****• Little Woods.** Released a statement in the media regarding the donation of Little Woods from the Yeck Family. Also sent Letters to park neighbors on Colonial Lane and surrounding areas stating our objectives for the property. (a)**5. General****• Smith House**

- Wall Paper has been removed, walls have been primed and started the final coat of paint in the entry room.
- Original brick wall of the Historical Room has been exposed.
- Looking at options to gain a washroom with access from outside only.

**• Cooperating with the Township on the Nutt Rd Improvement Projects for right of way on the frontage of Schoolhouse Park . [Bd Agenda Item] (a)****• Working with Hills Real Estate to gain a portion of their land for the Holes Creek-Spring Creek trail.**