

**Regular Meeting Minutes
Centerville-Washington Park District
March 14, 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 7:00 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on March 14, 2016 and was posted on the Park District web site, www.cwpd.org.

II. APPROVAL OF MINUTES

The minutes of the February 8, 2016 work session and regular meeting were approved by Board Consensus.

III. VISITORS

Gary Frank and Francis Lymburner of the Kiwanis club thanked the Park District for their continued support and gave a Christmas tree sale recap.

IV. 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 7:15PM

Upon Return at 7:36 P.M., President Lee stated *“We are now back on record”*

V. FISCAL

A. February 29, 2016 General Fund Financial Report:

	2016 Budget	2016 YTD	% of Budget
Revenue			
Property Taxes	4,586,595.00	1,758,560.34	38.3%
Interest	16,000.00	1,404.20	8.8%
Donations	6,000.00	160.12	2.7%
Program	120,000.00	2,077.72	1.7%
Other	15,000.00	500.45	3.3%
	\$4,743,595.00	\$1,762,702.83	37.2%

Expenditures

2 - Park Improvements	1,439,000.00	134,417.22	9.3%
3 - Operations	772,599.00	30,886.32	4.0%
4 - Equipment	418,800.00	16,870.37	4.0%
5 - Payroll	2,187,892.05	284,671.79	13.0%
6 - Prof. Services	97,100.00	2,085.00	2.1%

7 - Utilities and Fees	283,140.00	75,283.30	26.6%
8 - Office Operations	119,500.00	24,590.62	20.6%
9 - Programs	72,540.00	6,568.49	9.1%
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	451.63	0.1%
13 - Advances - out	366,904.00	0.00	0.0%
Total expenditures	\$6,320,238.05	\$575,824.74	9.1%
Net +/-		\$1,186,878.09	

B. February 29, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,481,320.52	\$59,312.32	0.00	1,470,000.00	\$8,010,632.84
Park Improvement Fund	534,910.94	0.00	0.00	0.00	534,910.94
Land Acquisition Fund	259,169.10	686.46	715,423.06	0.00	975,278.62
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	39,044.45	0.00	0.00	0.00	39,044.45
Total	\$7,314,445.01	\$59,998.78	\$715,423.06	\$1,470,000.00	\$9,559,866.85

C. Financial/Admin Update:

- \$1,670,437 in property tax payments were collected in February.

D. Approval of Bills:

Commissioner Lee made the motion, and the Commission approved, authorizing bill payment for February, 2016.

VI. BUSINESS

A. Donnybrook Request for Proposals

Commissioner Sánchez made the motion, and the Commission approved, to contract with Cardno for engineering and design services for the Donnybrook Wetland Restoration project for a cost of \$34,000.

B. Intent To Sell Obsolete Property

Commissioner Monahan made the motion, and the Commission approved, to trade-in, or, sell by Internet auction using the GovDeals.com, all items “as is - where is” and allowing a minimum of fifteen days for public bidding, Park District personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired. A schedule of items is attached to and made a part of these minutes.

C. Commissioner Appointment – Annual Public Announcement

Mr. Dan Monahan’s appointment to the Board of Park Commissioners expires May 9, 2016. Anyone interested in being considered for this appointment should submit correspondence of this interest no later than 4:30 P.M. Friday, March 25, 2016, to the Montgomery County Common Pleas Court, ATTN: Nancy E. Brookshire, Human Resources Officer, 41 North Perry Street, Lower Level, Dayton, Ohio 45422.

D. Amendment to Sports Field Use Policy

Amendment will be voted on at the next meeting.

E. Board Administration Policy Adoption

Commissioner Lee makes a motion to adopt the Board Administrative Policy, effective March 15, 2016. Commission approved by consensus.

F. Revision to Park Rules: Chapter II, Section 13—Remote-Controlled Toys and Models

“The use of battery-powered radio-controlled (RC) devices is permitted only when their use does not compromise the safety of or interfere with activities of other visitors to the park. Operation of radio-controlled models must comply with Federal Aviation Authority (FAA) rules, including any mandated rules for registration with the FAA. Airborne Models may not be operated in parks that are within five (5) miles of Dayton-Wright Brothers Airport without FAA approval.”

“No person shall operate any type of *combustible engine*-powered model airplane, drone, rocket, boat, ship, car, truck or other device within any area of a park without a written permit issued by the Park District.”

Commissioner Sánchez made the motion, and the Commission approved, to adopt the revised (above) language for Park Rules—Chapter II, Section 13.

Commissioner Lee noted, for the record, that he is in favor of designated areas for drone use.

G. Holes Creek Permanent Easement from Hills Property

Commissioner Monahan made the motion, and the Commission approved, to enter into an easement contract with Hills Properties Co. for a portion of the southwest corner of Yankee and Spring Valley, and, to authorize the Board Attorney and Director Biondo to make minor wording modifications, if needed, so long as the changes do not alter the intent, cost or scope of the Easement Contract; and to authorize Director Biondo to sign on behalf of the board.

H. Holes Creek Construction Contract Change Order

Commissioner Lee made the motion, and the Commission approved, authorizing a change order in the amount of \$48,125 for the L.J.DeWeese Holes Creek Trail construction contract for the removal of dead and dying trees.

VII. DIRECTOR'S REPORT

- A. Systems improvements—Remote log-in; Requisition Routing; Inventory;
- B. Branding implementation – will continue over the next several months and include newsletter, website, park signage, uniforms and other items.
- C. Staff engagement and continuous improvement
- D. April Meeting Topics:
 - 1. Date moved to 3rd Monday, April 18
 - 2. Maintenance Garage planning progress
 - 3. Action: Sports field use policy
 - 4. Mays Park trail bid award

VIII. DEPARTMENT REPORTS

See new department reporting format at the end of this agenda

IX. COMMISSIONERS COMMENTS

Commissioner Sanchez noted that the Park District should look into ways to make trails walkable even during wet times of the year.

Commissioner Monahan stated that he is very happy with the results of the strategic planning sessions and the action items that came from them. He also wished the staff well during the busy spring and summer months.

X. ADJOURNMENT

Mr. Lee adjourned the meeting at 8:43.


A Board work session will be held Monday, **April 18**, 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

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>We switched from AT&T phones to a Time Warner Cable VOIP system at HQ, Smith House and Nature Nook (lines were not available at Schoolhouse and Oak Grove).</p> <p>Prepare audit package for the year ended 12/31/15.</p> <p>Submitted press release to Dayton Daily News regarding OPRA Youth Volunteer Award recipients Owen and Gavin Gonzalez. Resulted in large above-the-fold story on front page of 2/25/16 South Dayton Neighbors section.</p> 	<p>The site map for the new CWPD website is in development. (5D1)</p> <p>We are implementing a new electronic purchase order system (requisition routing). Management and staff have been trained on new software. (6B2)</p> <p>All applicable sample uniform pieces have been received from vendors. Final choices will be made within the next few weeks. (5C6)</p> <p>VPN access is being created for Director and managers so they can access work stations and data from home. (6B2)</p> <p>Began meetings with Studio Graphique to investigate the possibility of contracting them for a redesigned CWPD park signage program. (5C1)</p> <p>Updated design of summer newsletter to new branding standards. Will use new design moving forward. (5C5)</p>



KEY: 1. Preserve Habitats & Ecosystems 2. Demonstrate Responsible Land Stewardship 3. Provide Variety of Programs and Activities 4. Develop Park & Facility Amenities for Future 5. Continuously Engage Community 6. Improve Organization Processes.

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
<p>Spring athletic field prep underway at all facilities.</p> <p><u>Spring start dates/March:</u></p> <p>March 1 CUSA Crew Juniors practice/training begins March 1 ISC Storm practice begins- Rosewood March 7 CMS Girls Softball practice begins- Watts March 7 CHS Freshman Baseball practice begins- SH March 16 Miami Valley Soccer League, games begin- OG March 20 Buckeye League (CUSA) games begins- OG March 20 The Premiere League (CUSA) games begin- OG March 22 CHS Freshman Baseball games begin- SH March 28 CBSL baseball practice begins- all locations March 28 CUSA Rec Practice begins- FF, Rosewd, WW March 30 Cinci. Unt.Soccer League (CUSL) games begin</p> <p>New Toro 5900D was delivered this past month.</p> <p>Mechanical Systems of Dayton will be re-installing the repaired pump for the Schoolhouse Park, pump station. The pump system will be abandoned this fall when we tap into the new gravity line being installed for the housing development to the west.</p> <p>Interviews are in progress for (1) Full-Time Operations Technician, and approximately (5-7) Seasonal Technicians.</p>	<p>Signed and returned the Archery Range contract documents to the ODNR. Project expected to begin as weather permits. Doug Schlagheck, who is working on his Eagle Scout badge, will be assisting with various construction aspect of the project. Funding is provided through an ODNR grant in the amount of \$23,757.27. (3,4,6)</p> <p>Promoted Operations Technician III, Joel Thornton to take over the School House responsibilities since the departure of Jason Dickensheets. Realigned supervisory function of SH to now Eric Lykins (OG Supervisor). Eric will assume the supervisory duties over both parks. (6)</p> <p>FF Apiary- Order has been placed for bees and hives. We are collaborating with the CHS EM class and a WSU Project Manage class on this collaborative educational offering for the public. (4,5)</p> <p>Williams shared the first concept designs for a new maintenance facility. Concepts are based on the space study completed over the past months. A refined look will be presented at the April board meeting. Additionally, a concept plan will be shared in April that shows some ideas for how to re-utilize some of the vacant space at the headquarters after the new building is complete. (4,6)</p> <p>Staff attended an EAB roundtable discussion this past month hosted by the MVRPC. Representatives from four different agencies and participates shared information regarding past, present, and ongoing efforts relating to EAB. (2,6)</p>

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	<p>We are finalizing the bid documents for the 2016 EAB Hazardous Tree Removal Project. (2)</p> <p>In April, the contractual cleaning service will begin the regular schedule of cleaning community park shelter restrooms on Saturday and Sundays. By doing this, the weekend staff can concentrate their efforts more on sport field readiness, and provide assistance for the completion of scheduled 2016 park and facility projects. (6)</p> <p>Penchura Recreations Products and Services are evaluating the re-purposing of old playground equipment stored at McEwen barn. (4)</p>


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<p>Winter Woods Day Camp wrapped up on Saturday, February 27 (3B1i)</p> <ul style="list-style-type: none"> 35 campers at the Smith House for Little Camp on the Prairie     <p>Staff is conducting interviews for seasonal positions throughout the months of March and April.</p> <ul style="list-style-type: none"> Staff participated in the Centerville High School Career Fair on March 8, 2016 	<p>Winter Pop-Up Park Challenge Wrapped up last week. (5D2)</p> <ul style="list-style-type: none"> 44 participants posted photos to our social media sites and completed a combined 233 challenges.  <p>Spring Program enrollment is up 21% from this time last year due to the addition of 24 brand new programs and the addition of more evening and weekend program options. (3B1)</p> <p>New Programs for March (3B1)</p> <ul style="list-style-type: none"> Dorothy Lane Market Partnership: Kids Culinary Concoctions  <ul style="list-style-type: none"> Up and Running Partnership: Couch to 5K Kettering Health Network Partnership: Real Life Nutrition Green Cleaning Workshop Chat with a Naturalist – Rec West Enrichment Center collaboration – Whoooo’s Out There Spring in your Step Family 5k Hike Beekeeping Demonstration Wilderness Shelter Building <p>Kristen appeared on “Centerville Reports Today” with representatives from the Washington-Centerville</p>

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<p>The Park District donated \$40.00 in “Park Bucks” to the Cline School Carnival for their silent auction. This can be used towards reservation or registration fees.</p> <p>Hidden Meadows Day Camp and Adventure Camp registration will begin April 18 at 10am for residents.</p> <ul style="list-style-type: none"> • 3 weeks of Adventure Camp • 9 weeks of Hidden Meadows • Before/after care provided for Hidden Meadows 	<p>Public Library and Centerville-Washington History to highlight their collaboration on Booked for Lunch as well as other upcoming spring programs. (5B1)</p> <p>The Park District will be placing 6 new geocaches at Bill Yeck Park as part of our spring Cache Quest (3A5)</p> <ul style="list-style-type: none"> • The first 50 participants receive an official CWPD geocaching.com trackable <p>Link to feedback form has been sent to winter program participants (3C2, 5)</p> <ul style="list-style-type: none"> • Report shows a <i>97%</i> satisfaction rating <p>Carrie Dittman created a print version of our feedback form for participants to fill out during or after our programs. This evaluation card will be made available by each instructor. (3C2)</p>
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<p>School House Pump Station Update-County regulations will require the Park District to wait until Saddlecreek Development is complete before we can add gravity sewer. We will operate the pump station as normal this season and then remove the pump station at the end of the year.</p> <p>Holes Creek box culvert and around 4,000 feet of trail has been excavated and brought up to gravel base. Weather has cooperated to this point, with minimal heavy rains and bridge walls are starting to be poured.</p>  <p><i>Bridge Wall behind Sunflower Field, Bridges will sit much higher than creek to be out of the Floodway.</i></p> <p>At Concept Park, Vectren Gas contractor will be removing seedlings and vegetation on top of the Vectren Gas line in the Park around March 21.</p> <p>Mays Park Trail Bid-Opening Date will be March 29.</p>	<p>Forest Field Master Planning Session: great input from the public meeting and stakeholders session with CUSA. (4E1)</p> <p>Bridge Update at Watkins Glen and Willowbrook: Bridges over small unprotected streams without footers or foundation can move forward with just a letter of Intent to the Army Corps. But, any bridge with a concrete footer or foundation will also need plans approved by the County. (4B4)</p> <p>Many trees along the Holes Creek Trail were identified as either Ash or dead trees. In total, 175 hazardous trees were identified to be removed. (2B2)</p> <p>Donnybrook Fen Request for Proposal: 3 engineering firms submitted quotes for design. Carndo had the lowest and best proposal to fit the Park District needs. (1A3)</p> <p>Had follow up conversation with 5RMP to begin grant application for buying lands. Next Step: Memorandum of Understanding between the Park District and 5 Rivers.. (4C2)</p> <p>Accepted Proposal from Buckeye Landscape to Maintain Native Plantings at Mays Park until 2020. This was part of the original seeding and grading contract with Jess Construction. (2C3)</p>

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