

Regular Meeting Minutes Centerville-Washington Park District May 9, 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; Mr. Meyer, Projects Manager; Ms. Marks, Program Manager; and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on May 6, 2016 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA (additions to agenda for discussion purposes only)

III. APPROVAL OF MINUTES

The minutes of the April 18, 2016 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

No visitors attended.

V. EXECUTIVE SESSION—If action needed

No executive session was held.

VI. FISCAL

A. April 30, 2016 General Fund Financial Report:

	2016 Dudget	2016 VTD	% of
	2016 Budget	2016 YTD	Budget
Revenue			
Property Taxes	4,586,595.00	2,249,949.68	49.1%
Interest	16,000.00	2,862.79	17.9%
Donations	6,000.00	160.12	2.7%
Program	120,000.00	19,491.22	16.2%
Other	15,000.00	858.70	5.7%
	\$4,743,595.00	\$2,273,322.51	47.9%
Expenditures			
2 - Park Improvements	1,439,000.00	163,908.66	11.4%
3 - Operations	772,599.00	62,052.00	8.0%
4 - Equipment	418,800.00	122,070.66	29.1%
5 - Payroll	2,187,892.05	549,085.89	25.1%
6 - Prof. Services	97,100.00	6,129.40	6.3%
7 - Utilities and Fees	283,140.00	136,777.24	48.3%
8 - Office Operations	119,500.00	31,865.27	26.7%
9 - Programs	72,540.00	10,432.05	14.4%
10 - Matching Funds	20,000.00	0.00	0.0%
12- Bill Yeck	50,000.00	0.00	0.0%

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Net +/-		\$1,190,040.13	
Total expenditures	\$6,320,238.05	\$1,083,282.38	17.1%
13 - Advances - out	366,904.00	0.00	0.0%
11 - Transfers - out	492,763.00	961.21	0.2%

B. April 30, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,760,011.59	\$59,358.22	0.00	1,470,000.00	\$8,013,794.88
Park Improvement Fund	225,084.44	0.00	0.00	0.00	500,659.37
Land Acquisition Fund	259,233.85	686.99	715,865.31	0.00	975,786.15
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	33,902.19	0.00	0.00	0.00	33,902.19
Total	\$7,278,232.07	\$60,045.21	\$715,865.31	\$1,470,000.00	\$9,524,142.59

C. Approval of Bills:

Commissioner Monahan made the motion, and the Commission approved, authorizing bill payment for April, 2016.

VII. BUSINESS

A. Appointment of Commissioner/Vote on 2016-2017 Board Officers

Commissioner Lee made a motion, and the Commission approved, to elect Commissioner Monahan President, Commissioner Sánchez Vice-President, and Commissioner Lee Secretary of the Board of Park Commissioners and authorizing the Board of Park Commissioners to act as a committee of the whole to be Fiscal Officer effective May 10, 2016.

B. Playground Improvement Projects

Commissioner Lee made a motion, and the Commission approved, to contract with Penchura, LLC. for the purchase and installation of playground equipment for Rosewood, Beechwood Springs and Wagon Trail Parks, at a cost of \$89,611.

VIII. DIRECTOR'S REPORT

- 1. Sports Field Use Policy was moved to the June meeting, pending conversation with all Recognized Organizations.
- 2. Director Biondo shared his insights on the Ohio Park and Recreation Association workshop, "How a Bill Becomes Law".
- 3. Director Biondo met with Director Benná, from Five Rivers Metro Parks, regarding the land acquisition grant process.
- 4. Director Biondo talked about the benefits of a continuous park levy. He suggested the commissioners consider the idea and report their thoughts at the next meeting.

IV. DEPARTMENT REPORTS



X. COMMISSIONERS COMMENTS

Commissioner Sanchez asked how many bike racks are currently in the parks. She suggested we may need more.

Commissioner Lee commented on the New Carlisle smoking ban in their parks. He suggested that we encourage any smokers to be sure to smoke away from any other park visitors.

XI. ADJOURNMENT

Mr. Lee adjourned the meeting at 8:01.

A Board work session will be held Monday, June 13, 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:

Daniel Monahan, President

Attested:

David R. Lee, Secretary

Business Department

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
Received \$275,575 for mid project reimbursement for the Holes Creek Trail grant. Paid \$37,550 in settlement fees to Montgomery County for first half tax collection. Paid \$201,216 to LJ Deweese for the Holes Creek Trail. Prepared promotional videos for this summer's Family Triathlon Triathlon Twenty staff participated in the in-house training seminar presented by Lisa Paradis, director of recreation in Brookline, Mass. Seminar topics included performance management in public parks, motivation and budget management.	<text><text><text></text></text></text>
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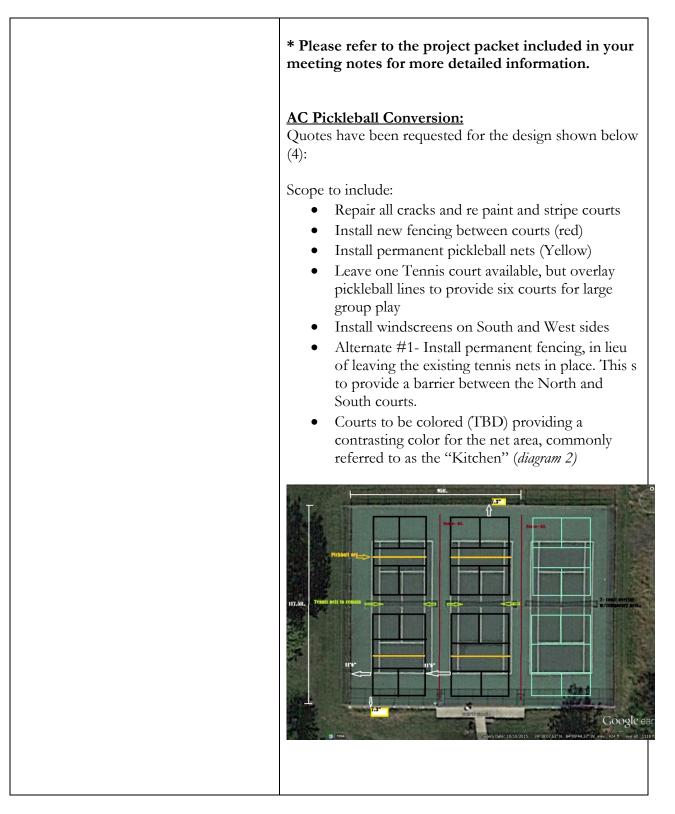
Operations Department

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
Summer is almost here:	FF Apiary- The bees will be picked up on Sunday, May
The Sprayground is scheduled to re-	8 and placed in their new homes (hives). The hives will
open on Friday, May 27. Although there	be temporarily stored in the fenced maintenance
are many unofficial events to kick of the	compound at Oak Grove Park until the prairie
summer, this one is on top of the list.	restoration at Bill Yeck Park has been seeded. This is to
On a similar note- All drinking fountains have been turned on for the summer. The park district provides 37 drinking fountains at 29 different parks to quench your thirst during the summer. Staffing update: We are still looking for 1 or 2 seasonal employees for the summer. The good news is- within the next couple weeks we will be getting some much needed help stating back for the summer.	avoid potential bee mortality as a result of the herbicide application at the park in a couple weeks. (4,5)
Athletic Update:	
Baseball/Softball- The CBSL held their season openers April30/May 1, despite a raining Saturday. This season over 75 CBSL teams will be playing on CWPD fields.	
Soccer-Soccer is in full swing and will	
mostly wrap up June 4-5. Over 130 teams are playing on Park fields this spring.	EAB Hazardous Tree Removal- Contract documents have been completed and signed for the project. A project schedule is being developed for execution of the project for the rest of the year. (2, 6)
Lacrosse - Lacrosse games were	
scheduled Saturday and Sunday this past	Bill Yeck Park, McGuffey Meadow Wetland- 4
weekend. The last home game at	quotes have been received for the wetland project. Z.M Geuy, LLC. Submitted the lowest quote for the project.
Schoolhouse is scheduled for May 22.	A preconstruction meeting was held on Friday, May 6
There are 7 teams for boys and girls aged	with the Owner of the company to review the
K-8th grade. On Saturday, May 7	specification and to establish a work schedule for the
approximately 30 players, coaches and parents from the CYL will be mulching trees and landscape areas at Iron horse	project. Cardno, Inc. will be seeding and installing wetland plant species in and around the wetland when the excavation is complete. (2)

Park as part of their recognized league	Park Playground Improvements 2016 (Agenda
service project.	Item)-
service project.	This year we will be providing improvements and
Centerville Wee Elks- Wee Elks are	upgrades to three neighborhood park playgrounds:
planning a spring event later this month	Rosewood, Beechwood Springs, and Wagon Trail. (4)
to promote participation for fall football.	
The event will be held at SH Park on	Grant George worked with a representative with
May 25, and will offer food, games and	Penchura, LLC.to evaluate the existing playground structures at each park. The following recommendations
family style activities at the park.	include utilizing the parts of the existing structures, re-
	purposed equipment that we have had stored at the
Wagon Trail Park- "Pick up after your	McEwen barn, and new equipment. The cost estimates
Pet'' signs have been placed along the	also include all demolition, disposal of old equipment
front and rear of the park. This was done	and complete installation of new equipment to provide a
in response to the request made by Pam	complete project. Total project cost- \$89,611.00
Perilman at the April board meeting.	
Pond Management- The Lake Doctors	Rosewood Park:
will provide aquatic managment services	• Replace existing T-swing with a new one that
for the ponds at Oak Grove and	meets all NPSI standards.
Rosewood Parks.	• Add (1) Topsy-turvy Spinner. A Topsy-turvy Spinner could best be described as a standup
	merry-go-round. We will also be replacing all the
Road Closure- Social Row Road and	hardware and a chain ladder on the composite
Gebhart Road (Oak Grove Park) will be closed for 70 days beginning Thursday,	structure at the park.
May 5 for road and drainage	
improvements. Traffic can still enter and	Beechwood Springs:
exit the park from Social Row from the	• Replace all outdated equipment with brand new
West and Gebhart from the South.	equipment. The new equipment includes a new, multi-component, central play structure, an
	Oodle Swing, and a new two bay swing set. An
	Oodle Swing is similar to a tire swing, but is safer
	and more versatile.
Mile Interfeden Giges	
	Wagon Trail Park:
	Remove outdated composite structure, non- compliant T-swing and slide. We will be
	replacing them with a larger, multi-component
	play structure that was repurposed from Wright-
Google ex	Detterrer Air Erner Dere The sterreilleter
3 1944	include adding a new T swing and OmniSpin

Oak Grove Park Road Closure

include adding a new T-swing and OmniSpin Spinner. The OmniSpin Spinner is similar to a merry-go-round, but is much safer and all accessible.



Operations Department



Operations Department



Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
Standard Operations/ Ongoing Activity Evan Bankes, a graduate of Ohio University will serve as a summer Parks and Recreation Intern with CWPD beginning May 16. Evan hopes to gain experience in all aspects of CWPD services. We are looking forward to getting him started next week! Adult Archery Basics will wrap up on May 12 after 18 participants were given 5 weeks of instruction, practice and demonstrations. Image: Colored Colo	 Strategic Plan Action Steps New Programs for May (3,B,1) (3,B,3) May Meadows Family 5k Hike – 40 people attended Spark Art: Weaving Harry Potter in the Park Image: Spark and the park and the park and the park and the park Image: Spark and the park and the p
	May Fast Fun Fitness Events: Pickleball 13 Frid PM - Dayton 3 people interested * Interested
	the quarterly program participant feedback tool. Using Google Forms, an electronic survey method, we can send the link to each email address that was registered for programs in a given quarter. This platform offers analytics, timestamps, and

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.

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Big Rig Gig will take place on May 14 at Oak Grove Park with over a dozen large vehicles and machines for the kids to climb on and learn about!	spreadsheet views of response. (3) Program staff is reviewing and compiling participant feedback to look for trends and repeat requests in preparation for creating our 2017 annual program plan. (3)
	CWPD Accountant, Chris Huff, has been working with Managers and Recreation Coordinators to streamline and modernize the hiring procedures for seasonal and full-time staff to create consistency between all departments. (6)
Summer Registration will begin on May 16 for residents.	
There are 30 childcare centers scheduled to visit the Sprayground during the months of June-August. We schedule no more than 2 childcare centers at any time for no more than 3 hours. Groups can come up to 3 times per summer.	
Fall Programs have been submitted for the Fall 2016 News and Events.	

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Projects & Planning Department

Standard Operations/ Ongoing Activity	Strategic Plan Action Steps
A portion of Holes Creek Trail has been paved.	Studio Graphique's (SG) proposal has been accepted for schematic and concept design of park entrance and park rules signs. SG will blend our branding initiative and our array of park signs and markers into a consistent design. (5) Fen Restoration meeting was held with
All paving and seeding for the trail will be	Donnybrook Park Team and Cardno to discuss project scope. Stream bank improvements are necessary but we need to make sure the work isn't seen as hydro modification improvements per the grant. (2)
completed by June. The parking lot grass pavers follow with completion around the mid-July. Proposals for shade structures around the skate	Preserving Habitats and Ecosystems-contracted with Certified Land Appraiser to determine the value of land. (1)
park have been reviewed and GameTime had the lowest and best quote. Two colorful cantilever shade structures will be placed around the skate park (similar to the picture below).	Working on improvements for a staff review process for all builds and renovations for accessibility and expansion. (4)
	Side gravel access path was installed along Holes Creek trail to increase access for Washington Township residents. (5)
Held Mays Park Trail pre-construction meeting and project construction will begin late June.	
Follow up from previous meeting - ODOT's required safety distance for off street trails is 5 feet from the road. At the corner of Yankee and Spring Valley the trail is 6'-7' off of the road.	
Investigated adding a fence or rail. Learned that the County will not allow such an installation. While the path appears to be close, it meets the standard; and, when compared to other area paths, has more margin than some. It should be OK.	The new playground design for Robert F. Mays Park has been approved by ODNR (per grant requirements). (4)