



**Regular Meeting Minutes
Centerville-Washington Park District
December 11, 2017**

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; Mr. Meyer, Project Manager; Ms. Marks, Program Manager; Ms. Huff, Accountant and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on December 8, 2017 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)
No changes or additions were made.

III. APPROVAL OF MINUTES

The minutes of the November 13, 2017 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

There were no visitors.

V. FISCAL

A. November 30, 2017 General Fund Financial Report:

| | 2017 Budget & Carryover | 2017 YTD | % of Budget |
|------------------------|----------------------------|-----------------------|----------------|
| Revenue | | | |
| Property Taxes | 4,683,971.00 | 4,637,595.22 | 99.0% |
| Interest | 60,000.00 | 65,710.55 | 109.5% |
| Donations | 6,000.00 | 5,596.39 | 93.3% |
| Program | 170,000.00 | 129,706.71 | 76.3% |
| Other | 55,000.00 | 63,750.65 | 115.9% |
| | \$4,974,971.00 | \$4,902,359.52 | 98.5% |
| Expenditures | | | |
| 2 - Park Improvements | 5,574,057.63 | 1,689,654.49 | 30.3% |
| 3 - Operations | 785,196.09 | 472,336.26 | 60.2% |
| 4 - Equipment | 233,086.48 | 177,952.36 | 76.3% |
| 5 - Payroll | 2,310,825.50 | 1,988,355.11 | 86.0% |
| 6 - Prof. Services | 214,682.97 | 114,467.72 | 53.3% |
| 7 - Utilities and Fees | 338,937.16 | 228,612.65 | 67.4% |
| 8 - Office Operations | 127,973.43 | 100,899.30 | 78.8% |
| 9 - Programs | 96,772.88 | 81,736.49 | 84.5% |
| 10 - Matching Funds | 26,300.00 | 15,400.00 | 58.6% |



| | | | |
|----------------------|-----------------------|-----------------------|--------------|
| 12- Bill Yeck | 0.00 | 0.00 | 0.0% |
| 11 - Transfers - out | 8,100.00 | 6,243.76 | 77.1% |
| 13 - Advances - out | 0.00 | 0.00 | 0.0% |
| Total expenditures | \$9,715,932.14 | \$4,875,658.14 | 50.2% |
| Net +/- | | \$26,701.38 | |

B. November 30, 2017 Investment Report:

| | Fifth Third Bank | STAR Ohio | STAR Plus | CD's | Total |
|-----------------------|---------------------|----------------|-------------|----------------|----------------|
| General Fund | \$921,126.90 | \$4,908,116.68 | 0.00 | \$1,960,007.05 | \$7,789,250.63 |
| Park Improvement Fund | 13,917.81 | 0.00 | 0.00 | 0.00 | 13,917.81 |
| Land Acquisition Fund | 5.38 | 482,247.16 | 17,770.36 | 0.00 | 500,022.90 |
| Debt Service Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Yeck Nature Fund | 41,000.82 | 0.00 | 0.00 | 0.00 | 41,000.82 |
| Total | \$976,050.91 | \$5,390,363.84 | \$17,770.36 | \$1,960,007.05 | \$8,344,192.16 |

No Star Ohio transfers

C. Approval of Bills:

Commissioner Lee made the motion, and the Commission approved, authorizing the November 2017 financial report and bills for payment.

VI. BUSINESS

A. 2018 Request for Tax Advance -

This motion allows the Montgomery County Auditor to advance tax money to the Park District as it's received, instead of 1 payment at the end of the collection process.

Commissioner Lee made the motion, and the Commission approved, authorizing the Treasurer to request weekly tax advances during 2018 to meet the needs of the Park District.

B. 2018 Preliminary Budget -

The preliminary budget must be approved so bills can be paid after 1/1/18. The final budget will be approved at the January meeting.

Commissioner Sánchez made the motion, and the Commission approved, the 2018 Preliminary Appropriation Budget; a copy is attached to and made a part of these minutes.

C. 2018 Preliminary Appropriation Resolution -

The appropriation resolution is a condensed version of the budget that is signed and sent to the Montgomery County Auditor.

Commissioner Lee made the motion, and the Commission approved, to approve the 2018 Temporary Appropriation Resolution 2017-11; a copy is attached to and made a part of these minutes.

D. Appointment of Treasurer

As Ms. Osif is replaced as Business Manager, it is recommended that Ms. Chris Huff be appointed as the Board's Treasurer, using the same guidelines and requirements that have served the District and Board in 2017.

Commissioner Sánchez made the motion, and the Commission approved, to appoint Ms. Chris Huff, Business Manager, to the post of Treasurer for the sole purpose of investing park district funds, including the timely transfer of funds between approved District accounts to maximize interest to be earned.

E. Purchase Order—Property and Casualty Insurance for 2018

Approval of this item comes into the purvey of the whole Board. Staff realized that in past years, a single commissioner would sign the purchase order. However, the State of Ohio Revised Code does not grant purchasing authority to a single commissioner. Board action keeps the District within the intent of ORC.

Commissioner Sánchez made the motion, and the Commission approved, a purchase order in the amount of \$34,677 for property and insurance from Hylant Insurance.

F. Purchase Order-- Park Signs 2018

The appearance and installation of the new park signs is satisfactory in 2017. The District can order enough signs in the coming fiscal year to cover about half of the remaining parks.

Commissioner Lee made the motion, and the Commission approved, a purchase order in the amount of \$48,000 to purchase the next installment of new park signs.

G. Purchase Order – Bureau of Workers Compensation

In order to receive a 2% rebate, the 2018 premium must be paid by January 1, 2018.

Commissioner Lee made the motion, and the Commission approved, a purchase order in the amount of \$26,819 for workers compensation insurance payable to Bureau of Workers Compensation.

H. Grant resolution – Ohio Department of Natural Resources –

Grant deadline for next year is February 9. Staff suggests adopting the resolution now in order to expedite the writing. Our intent is to pursue a grant for the improvement of the nature trails; and, if advisable, for a mountain bike trail. The resolution assures the state that the District will follow through if the grant is awarded. Staff will only submit a grant application if the Board concurs with the potential projects at the January meeting.



Commissioner Lee made the motion, and the Commission approved, to adopt Resolution 2017-10, Resolutions to apply for an Ohio DNR Recreational Trails program, and/or Ohio DNR Clean Ohio Trails Fund.

VII. DIRECTOR'S REPORT

- Oak Grove flush toilet update
- Tree sculptures coming
- "Opportunity Squads" this winter

VIII. DEPARTMENT REPORTS

- Business
- Programs
- Project
- Operations

IX. COMMISSIONERS COMMENTS

Commissioner Sánchez:

- Interested in ensuring CWPDP is engaging the community with decisions in regards to major park changes (upgrades)
- Voiced some interest in looking at a paved path through Bill Yeck Park to connect to other paths
- Interested in ensuring that CWPDP is making sure that trails which should be resting are either marked well or put in to a state where park visitors are completely unable to navigate said trail
- She wanted to congratulate the staff on a great 2017 and on passage of the levy

Commissioner Lee:

- Suggested looking in to outdoor drone racing as is done at a facility (though inside) located at the Dayton Mall
- Discussed making sure that with continuation of contracted mowing in 2018 the Operations Staff has enough to keep busy at the staffing level proposed
- Asked for an updated on Watkins Glen bridge

Commissioner Monahan:

- Congratulated staff on a great 2017 and wished a fond farewell to Ms. Osif



XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:02 P.M

A Board work session will be held January 08, 2018 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


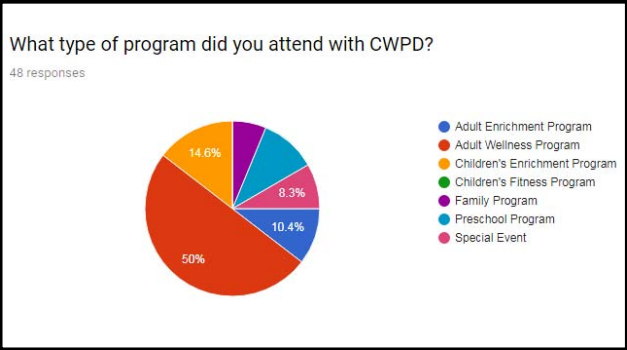

Attested:

Lucy Sanchez, Secretary

| Standard Operations/ Ongoing Activity | Strategic Plan Action Steps |
|---|---|
| <p>Pole Barn Project- New barn at Oak Grove is complete. Moving materials from old barn to new and then removing the old barn. Great improvement for the operation and safety of staff.</p>  <p>Village South Tree Removal: Ash tree and invasive removal at the extension of village south park is complete. Large amount of trees still lay on the ground and receiving a quote to haul out some of the debris.</p>  | <p>Forest Field Improvements: Asphalt trails are complete, most of the concrete sidewalk has been placed except for around the restroom building. Gravel trails along the south perimeter of Forest Field will be installed around the beginning of January. (4)</p>  <p><i>Pictured Below is the Park Portal/Gateway between Forest Field and Bill Yeck Park.</i></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.

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| | <p>Oak Grove Restrooms: EPA will not allow the holding tanks at Oak Grove because no permit to install sewer is in motion.(4)</p> <p>St. Leonards Conservation Easement: Funding for the project has been approved from the granting agency but they are awaiting our conservation easement with St. Leonards before sending the official paperwork. (1)</p> |
|--|--|

| Standard Operations/ Ongoing Activity | Strategic Plan Action Steps | | | | | | | | | | | | | | | | |
|--|---|--------------|------------|------------------------|-----|-------------------------------|-------|-------------------|-------|----------------|------|--------------------------|------|----------------------------|------|---------------|------|
| <p>Luminary Walk – 1,000 people attended the Luminary Walk on Friday, December 1. It was a great way to kick off the holidays with so many from our community in attendance. The paved paths were a big hit. Over 800 luminaries lit a half-mile and one-mile path leading to the Smith House where there was a bonfire, hot chocolate, and live music.</p>  <p>Winter Registration to Date – Winter registration is up 14% from this same time last year. We can break it down by program type and see a 31% increase in adult fitness or a 13% increase in family programs, etc.</p> | <p>Fall Survey Is Out – Fall program participants are sending in responses to our latest seasonal survey.</p> <ul style="list-style-type: none"> • 90% rated the overall program experience as good to great. • 90% said they were satisfied to very satisfied with the value for money spent on the program. • 86% found program in newsletter • 94% will register for more programs <div> <p>What type of program did you attend with CWPDP? 48 responses</p>  <table border="1"> <caption>Program Attendance Data</caption> <thead> <tr> <th>Program Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Adult Wellness Program</td> <td>50%</td> </tr> <tr> <td>Children's Enrichment Program</td> <td>14.6%</td> </tr> <tr> <td>Preschool Program</td> <td>10.4%</td> </tr> <tr> <td>Family Program</td> <td>8.3%</td> </tr> <tr> <td>Adult Enrichment Program</td> <td>8.3%</td> </tr> <tr> <td>Children's Fitness Program</td> <td>8.3%</td> </tr> <tr> <td>Special Event</td> <td>8.3%</td> </tr> </tbody> </table> </div> <p>Volunteer Update – 2017 volunteer hours to date total 1,913 – our target is 1,962, which we should hit from Luminary and the rest of the December programs. This will reflect a 10% increase over 2016.</p>  | Program Type | Percentage | Adult Wellness Program | 50% | Children's Enrichment Program | 14.6% | Preschool Program | 10.4% | Family Program | 8.3% | Adult Enrichment Program | 8.3% | Children's Fitness Program | 8.3% | Special Event | 8.3% |
| Program Type | Percentage | | | | | | | | | | | | | | | | |
| Adult Wellness Program | 50% | | | | | | | | | | | | | | | | |
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Spring Newsletter Finalization – Program staff is feeding final edits to the Spring Newsletter to Carrie. This issue will include our long-running camps, but also other camps that have typically been in our summer issue. Our hope is get our new camps in front of families sooner than in years past.

CWPD Outreach 2017 – Outreach can include school visits, scouts, and other special interest groups.

Total People: 3,247 (2,961 in 2016 – up 11%)

Total Programs: 159

Total Program Hours: 143.75

Total Staff Hours: 116.25 (Katy, Owen, Pam, Judith, Kristen, Ally)

Total Volunteer Hours: 55.75 (Sue, Cambra, Jeanne, Harry, Wendy)



New Programs for December

- Build a Bee House
- Feeding the Birds! (Wild Birds Unlimited partnership)
- Nature Holiday Card Making



- Gingerbread Parks Decorating Party
- Around the World

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Standard Operations/ Ongoing Activity

Fall Tree Planting: Every November we plant trees in our parks to replace trees that have been lost during the year. Approximately 150 new trees have been planted at various parks throughout the district within the past couple weeks.



Athletic Activities: Post-season athletic field maintenance continues as weather permits.

To include:

- Last application of fertilizer on all athletic fields and practice areas.
- Remove and store goals and nets, windscreens, backstop netting, and field boxes/supplies.
- Turf aeration, restoration and sod replacement
- Compost top dressing application at Mays and Forest Field.
- Infield soil amendment at Schoolhouse.



Strategic Plan Action Steps

Park Operation Facility: We have reach 75% completion of the Design Development phase of the project. When complete, the DD phase will provide interior and exterior details that will be further developed into our construction documents. (6)



Exterior Design (Staff favorite)

Development: Park Operations Technician, Andy Sandidge recently obtained certification by the National Parks and Recreation Association as a Certified Playground Safety Inspector (CPSI). This certification is not an easy one to obtain and demonstrates Andy's commitment to our profession. Having Certified Playground Safety Inspectors on staff also demonstrates our agencies commitment to provide a higher level of service, and safe parks, for our community. (2,6)





Andy Sandidge, CPSI

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Iron Horse Park- Baseball Fields

Ohio Turfgrass Foundation Conference: Operations staff had the opportunity to attend this 3 day conference last week. This annual conference is a great opportunity to learn about the latest research and industry trends impacting the turfgrass industry. (2,6)



| Standard Operations/ Ongoing Activity | Strategic Plan Action Steps |
|--|--|
| <p>No Star Ohio transfers in November</p> <p>Chris Huff was promoted to business manager. The accountant position has been posted to our website and various other online media.</p> <p>Dawn Osif's last day is December 11.</p> <p>The holiday party is December 15, 2017 at Carillon Park.</p>  <p>Carrie attended OPRA training session November 14 in Columbus: Engaging Your Community.</p> <p>Spring newsletter in process. To be sent to printer in 2 weeks for a late January delivery.</p> | <p>Press releases submitted to local media. (5)</p> <ul style="list-style-type: none"> • Local Park Receiving a Makeover (Forest Field), Oct 5 • 34 Years of Fear at CWPD's Free Haunted Trail, Oct 9 • Get Your Dogs Dressed to the K-Nines, Oct 23 • New Playground and Little Free Library Celebration, Oct 25 • Luminary Walk Lights up Bill Yeck Park, Nov 17 <p>Final "You spoke, we listened" social media and web post will go up next week. This was a series of 12 articles to let the community know what improvements CWPD has made based on community feedback via surveys and focus groups. Average Facebook reach has been 1,700 people per post. (5)</p>  |

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