

File

Wilmington Parks and Recreation Meeting Agenda
September 8, 2014 - 6:00 pm
Community Room – Municipal Bldg

Greetings

Roll call

Review and Acceptance of Minutes from August 4, 2014 and special meeting, August 19, 2014

Old Business

- 1. Update on scheduled events; approval as needed: Lori
- 2. Grant Updates Lori
 - a. NatureWorks Round 20– Front basketball court crack repair and sealing completed. Balance of work TBD.
 - b. CDBG –GameTime and small Kompan equipment completed. Asphalt overlay for basketball court scheduled for 9/10/14.
 - c. ODNR Aquatic Education program – Kiosk installed, stocking partially done, Passport to Fishing program, pond-side plants to be installed.
 - d. NatureWorks Round 21
- 3. Update on proposed dog park project. Lori
- 4. Status of Southeast COMMUNITY Park Transformation Project Lori
- 5. Shelter Reservation Request – 220 requests to date; donation letter to be sent. Lori
- 6. Update on skatepark project Lori/CCSA rep
- 7. City Council/Park Committee Update Lori/Council Rep

New Business

- 1. Financial Update Lori
 - a. Create new Line Items for Dog Park Project, Natureworks Round 21 Grant Match, and SECP Transformation Project.
 - b. Approve supplemental appropriation from Recreation Fund of \$2,100 to new Dog Park Project line item (\$2,100 donations).
 - c. Approve transfer of \$1100 from 540.430.5123 Benefit Insurance to 540.430.5410 Incidentals to cover cost of new time clock. (Will use Professional Service line item to cover additional \$65/month cost.)
 - d. Approve supplemental appropriation of \$6,673.23 to cover additional cost of playground piece purchased through CDBG funds to new line item, SECP Transformation Project. Transaction to take place after SIF funds are received into Recreation Fund.
 - e. Approve transfer of \$1200 from Benefit Insurance 540.430.5123 to Recreation Equipment 540.430.5332 to cover fall soccer t-shirts and winter basketball t-shirts.
 - f. Approve transfer of \$4000 from 540.430.5123 Benefit Insurance to 540.430.5274 Vehicle Maintenance to cover mower repair and balance of year fuel.
 - g. Seasonal Pay policy
- 2. Public Works/Contracting requirements Lori
- 3. 2015 Budget
- 4. Athletic Coordinator Update Lori
 - a. Soccer; adult softball
- 5. Make a Difference Day Park Projects – October 25 Lori
- 6. Maintenance Update Travis/Lori
 - a. Removal of hazardous trees
 - b. Replacement of large sewer line to Rombach main; Wastewater project.
 - c. Extension of parking near wooden playground
 - d. Installation of drinking fountain at Galvin.
 - e. Installation of benches near pond as part of NatureWorks grant.
 - f. Paint Athletic Coord/Maint Shop building.
- 7. No Child Left Indoors Programming status Lori
 - a. Earth Worm Farm
- 8. Lytle Creek Greenway
 - a. Lytle Creek Day October 4 – public is invited
 - b. Lytle Creek Preserve kiosk Lori/Ian Henson

Adjournment

“Your Community Parks – Discover...Play...Celebrate”

Wilmington Parks and Recreation Board Meeting Minutes August 4, 2014 Regular Meeting 6:00 P.M. Municipal Building Community Room

In attendance: Lori Williams, Director, Maria Butcher, Pres., Leilani Popp, VP, Marian Miller, Council Committee & Mac McKibben, Sec.

Butcher: Roll Call

Butcher: Review and acceptance of Minutes as presented from July 7, 2014. Moved by Popp, seconded by Butcher, motion carried.

Old Business:

Update on scheduled events; Williams: Added a second Skate Night August 2, not listed on the handout. Also Mike Ledford called and wanted to "move up" the big girls tournament the weekend after the Banana Split Festival weekend (next year), it is ok and won't interfere with anything else.

Grant updates, Williams: Gave an update on NatureWorks grant work, moving forward, no problems, only that the projects must be done by the end of the year. The CDBG in the SECP - the Game Time and Kompan equipment is completed. Williams showed an aerial photo of the park, colorful; we only had one bid on the asphalt overlay for the basketball court, the Elephant Play equipment will be re-bid. The ODNR Aquatic Equipment, the Kiosk is installed (one with red roof), stocking is partially done, some of the fish aren't available till fall; fishing on the pond has increased, and IAW ODNR Fish and Wildlife they are not required a Fishing License on our private pond, BUT the City Parks encourage citizens, who ask, to get one because the fees help pay for the operations of the ODNR. There was a good turnout for the Passport to Fishing Program.

Williams gave an update on the proposed Dog Park project, the next meeting is 08/11/14 @ 6:30 p.m., here at the city building. Site has been excavated by Jerry Runk who donated his time with a small bulldozer; the plan is to do one more spray down with Roundup, then till it and seed it in the fall. We may be able to do the fencing if all things go IAW scheduling and volunteer availability. Keep up to date on their Facebook page. The Dog Park is using the Park Legacy Fund in the CCF.

Williams talked about the SECP Transformation Project a little more; advised that she has been in contact with Parker Hoar pertaining to the \$1,500 owed. Williams advised him that he could make payments.

Williams reported that we have to date 200 reservations. This is about what it was for last year at this time.

Williams reported on the Skate Park Project. No CCSA Rep in attendance, Williams filled in up to date info. Project is moving forward.

McKibben reported on the phone conversation with the Mayor and the email sent to his office all City Council members, the content of which expressed our desire to protect and preserve for future parks (city, county or private) developments of the abandoned rail road corridor and Stuckey Farm Park areas in any of their Landfill negotiations. This was done a couple months ago, he got very positive feedback from three or four council members, McKibben will resend a copy to the Park Board members.

Williams reported an update on the Park Logo contest; after much debate the Park Board decided on the use of "Your Community Parks - Discover...Play...Celebrate" as our official tagline.

Williams reported on the TANF summer works program (managed by ODJFS), the program ended two weeks ago, funding ran out, we are going to do the program differently next year, three of those this year had to be terminated; we will try to screen them differently next year.

No report from City Council Park Committee Update. Williams and Miller did express the need to get started on the budget planning process. Miller is on the Finance Committee and has been informed that the process will start a month earlier than in the past.

New Business:

Financial Update:

Williams proposed a supplemental appropriation of \$1,500 to Skate Park Temp Project 540.430.5514 (from United Way Grant). Motion by McKibben, seconded by Popp, motion carried.

Williams also proposed a supplemental appropriation of \$500 to Rec Equipment 540.430.5332 (from restricted donation Hensley Fund made for youth soccer). Motion by McKibben, seconded by Popp, motion carried.

Williams reported that the Rotary has not yet paid the \$1,338.94 from the Banana Split Festival. We have sent out another notice to them.

Williams reported on capital items that will show up on the 2015 parks budget: resurfacing of tennis courts, a golf cart, increased vehicle maintenance based on age of vehicles.

Williams talked about the use of her personal vehicle, in lieu of being paid the per mile cost on her personal vehicle, the Parks Director uses city fuel. A little later in the meeting, McKibben came back to this subject and made a motion to allow Lori to use City Park fuel in lieu of claiming mileage, seconded by Popp, motion carried.

Williams gave an update on the Athletic Coordinator position for Jody Drake, adult softball and volleyball is ongoing, soccer registration on line has went very good, but as of today they will be assessed a \$10 late registration fee.

Williams made the maintenance update for Travis: the city Wastewater Dept. will be replacing the large sewer line to the Rombach Ave main, we are still working on the extension of the parking lot near the wooden playground, we are waiting on a load of concrete from Wastewater to install the drinking fountain at Galvin, we are also waiting on concrete for the installation of benches near the Denver Pond as part of the NatureWorks grant.

Williams talked about a particular problem needing action, are the Peace Path Bridges, the Pony Bridge (Mac's Bridge) the whole flooring needs replaced. Only some of the flooring, needs replaced on the Covered Bridge (Nathan's Bridge), the cost will be several thousand dollars. Miller mentioned that there may be some help from other sources, when Williams gets her cost numbers she should go back to Miller to investigate the issue. The City Tree Commission wants to plant a Buckeye tree in Galvin this fall. We have a quote for the painting of the Athletic Coordinators/Maintenance Shop building.

Williams reported on the activities of No Child Left Indoors Programming, on August 1st we did the Insect Discovery it went well, on August 6th we will be canoeing at Cowan Lake SP, on August 16th we will do a bio-survey on the Lytle Creek Prairie.

Williams reported on the Lytle Creek Greenway: the Lytle Creek Preserve kiosk has been erected; Williams talked about a Greenway audio tour that is being done by John Deignan, she played a sample, it sounds wonderful.

Williams put a request for Photos of the parks, trails or Greenways to use for marketing, she has already received some.

Taylor Stuckert wants to set up a meeting with the Park Board to review the updated City/County Planning document, on next Tuesday at 6:30 p.m. Williams will set it up by email.

McKibben made a motion to adjourn, seconded by Popp, motion carried.

The next meeting will be September 8th due to Labor Day being the first Monday.

Length of meeting 1:21:51

**Wilmington Parks and Recreation Board Meeting Minutes
August 19, 2014 Special Meeting 4:30 P.M.
Municipal Building Community Room**

In Attendance: Lori Williams, Director, Maria Butcher, Pres., Leilani Popp, VP, Mac McKibben, Sec., John Stanforth, and Paul Fear

Butcher - Roll Call

Williams explained the need for the special meeting to get board approval for the NatureWorks Grant Round 21, due to at first being led to think that there would be no grants this year. It was found that another city applied, she checked into it and will do the same, the amount allotted for us is \$24,523.00 and there is no one else attempting to get that money for Clinton County, if we don't apply for it, it will go back into the pot and we might not get any next year.

We could use it to move ahead with the Dog Park Fencing, the match could come from the Dog Park proceeds that we have already, we have \$2k in the Rec Fund that came from Janet Williams, and \$2k that came from the Denver Park Fund through the CCF.

We have a grill that needs replaced at Denver Park, we have a lot of trees that are hazardous that need removal, and replant what we remove, we might use some of the money to repair the surface of the two remaining tennis court; this list is an estimate of \$29,7k plus.

We also have about \$13k in the Park Legacy Fund. That Legacy Fund board voted today to contribute to this match. The Judy Gano Fund donated \$2k, but we are only going to use \$1,438.00 of that.

The money needs to be spent within 18 months. Fear asked about the basketball courts, Williams advised that those are being done from the previous round of the grant. Fear asked about the High School Tennis Courts, Williams advised that the school is working with USTA at this time for that funding.

McKibben moved that we move forward with the plan that Lori has presented to obtain the NatureWorks Grant Round 21, seconded by Popp, motion carried.

Williams talked about the CDBG Grant, we had \$44,5k in CDBG funding, we bought the Game Time stuff, and Kompan equipment, and will be used for the Basketball Court, which will happen within two weeks; so we ended up with only \$13k left, but the piece that the park committee wanted was \$19k, we needed to come up with \$6,6k plus. We had only budgeted \$1.6k, so we had to come up with \$5k more. We just got the information about the SIF money in the CCF, which is over \$12k, so we can cover the shortfall.

McKibben moved that we approve the CDBG budget plan to cover the \$6,673.34 to cover the CDBG plan, seconded by Popp, motion carried.

Williams proposed that we Transfer \$100 from Professional Services 520.430.5239 to Workers Compensation 520.430.5122. McKibben moved that we do so, seconded by Popp, motion carried.

McKibben made a motion to adjourn, seconded by Popp, motion carried.

Meeting lasted 18:32

2014 PARK EVENTS						
August 14	NCLI Prairie Bio-Survey		Bike Trail and Lytle Creek Prairie		Rick Kneisel/Lori	
August 16	Men's Softball Rental/Guardado		OSP - 3-7 p.m.		Bennie Guardado/Everett Mill	
August 23	Heather's Hope Tournament		Kroger and WSB Fields		Stephanie Armstrong	
August 23	Softball Reservation/Morrison/Custom Molded		OSP and CEP		Morrison	
TBD	Official dedication of Southeast Community Park		Southeast Community Park		Lori	
October 11	National MPS Fundraiser		Shelter D and 4-C Bicentennial Trail		Shane Gibson	
October 25	Make a Difference Day		TBD		Lori	
October 25	Make a Difference Day 5K Walk/Run		Shelter A and 4--C Bicentennial Trail		Snarr Family	
2005 PARK EVENTS						
June 12-13	Banana Split Festival		Entire Park		Duane Weyand	
July 19-21	Heatin' It Up Tournament		All diamonds		Mike Ledford	

Preliminary

**Wilmington Parks and Recreation Budget 2015
(PENDING PARK BOARD APPROVAL)**

EXPENSES	Budget 2013	Budget 2014	Proposed Budget 2015	REVENUE	Budget 2013	Budget 2014
Recreation Salaries - 5111	\$ 161,700.80	\$ 161,700.80	\$ 174,785.60	2013 Carry Over	\$ -	\$ 8,250.00
Pensions - 5121	\$ 22,638.11	\$ 22,638.11	\$ 24,469.98	Real Property Tax	\$ 272,283.00	\$ 265,014.00
Workers Comp - 5122	\$ 3,893.11	\$ 4,515.49	\$ 4,880.89	Commercial Activity Tax	\$ 37,604.00	\$ -
Benefit Insurance - 5123	\$ 32,396.00	\$ 35,150.00	\$ 18,000.00	Personal Prop Tax	\$ -	\$ -
Medicare - 5124	\$ 2,344.66	\$ 2,344.66	\$ 2,534.39	Public Utility Tax Repl.	\$ -	\$ -
Bureau of Emp Serv. - 5128	\$ 30,260.00	\$ 9,000.00	\$ 10,000.00	Trailer Tax	\$ 390.00	\$ 325.00
Utilities - 5212	\$ 25,000.00	\$ 18,000.00	\$ 18,000.00	Personal Prop Tax-Util-Del	\$ -	\$ -
Equipment Lease - 5225	\$ 7,000.00	\$ -	\$ -	Homestead and Rollback	\$ 18,836.00	\$ 12,100.00
Trail Maintenance - 5234	\$ -	\$ -	\$ -	Concession	\$ -	\$ -
Direct Deductions - 5236	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Shelterhouse Donations	\$ -	\$ 500.00
Professional Services - 5239	\$ 3,500.00	\$ 3,500.00	\$ 4,100.00	Misc. Revenue	\$ -	\$ 23,650.00
Education and Training - 5241	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Banner Donations	\$ 27,650.00	\$ -
Taxes - 5265	\$ 580.81	\$ 475.00	\$ 475.00	Transfer In	\$ -	\$ -
Vehicle Maintenance - 5274	\$ 7,000.00	\$ 8,000.00	\$ 6,000.00	Total	\$ 356,763.00	\$ 318,089.00
Awards - 5316	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00			
Supplies - 5321	\$ 100.00	\$ 100.00	\$ 100.00			
Recreation Equipment - 5332	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			
Park Maint/Supplies - 5333	\$ 24,000.00	\$ 20,000.00	\$ 18,000.00			
Incidentals - 5410	\$ 500.00	\$ 500.00	\$ 500.00			
Backgrounds Checks - 5412	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00			
Capital Improvements - 5513	\$ -	\$ 8,250.00	\$ -	Income Assumptions		
SkatePark Temp Project - 5514	\$ -	\$ 3,500.00	\$ 3,000.00	Banner Donation: \$ 5,625.00 25@\$225/ea		
Property/Casual Ins (Park Share) - 5282	\$ -	\$ -	\$ -	Tournament Revenue \$ 1,125.00		
Banner Program - 5409	\$ 1,925.76	\$ 1,602.00	\$ 1,602.00	Youth sports \$ 12,000.00		
Improvements - 5533	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	Adult sports \$ 3,000.00		
Vehicle Fuel - 5317	\$ -	\$ -	\$ -	League sponsors \$600		
Grant Match (NatureWorks Round 20) - 5277	\$ -	\$ -	\$ -	Misc Total \$ 22,350.00		
NatureWorks Round 21 Match	\$ -	\$ -	\$ -			
Southeast Community Park Transformation	\$ -	\$ -	\$ -			
Dog Park Project	\$ -	\$ -	\$ -			
Total	\$ 346,339.25	\$ 322,276.07	\$ 338,915.86			

Capital/Non-Recurring/Non-Operational Items

Peace Path Bridges	\$15,000
Electric Golf Cart	\$3,800
Tree removal (hazardous)	\$16,000
Park Master Plan	\$5,000
Total	\$39,800

Assumptions:

- 3 full-time employees; one with medical ins
- 2 seasonal approx 30 wks
- Seasonal officials - \$14,000
- Pensions = 14% salary; Wcomp = .027925 salary
- Medicare = 1.45% salary
- SECP Line item is the remaining FOWP/SIF grant \$\$, which is TBD

Wilmington Parks and Recreation Budget History

APPROVED ANNUAL BUDGETS	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Recreation Salaries - 5111	\$ 229,940	\$ 235,000	\$ 243,489	\$ 255,664	\$ 259,092	\$ 259,000	\$ 198,258	\$ 184,258	\$ 161,701	\$ 161,701	\$ 174,786
Pensions - 5121	\$ 31,160	\$ 32,195	\$ 33,723	\$ 35,793	\$ 36,273	\$ 36,260	\$ 27,757	\$ 27,757	\$ 22,638	\$ 22,638	\$ 24,470
Workers Comp - 5122	\$ 8,025	\$ 8,755	\$ 10,285	\$ 8,762	\$ 9,000	\$ 5,780	\$ 5,523	\$ 4,773	\$ 3,893	\$ 4,515	\$ 4,881
Benefit Insurance - 5123	\$ 31,830	\$ 28,725	\$ 48,643	\$ 42,998	\$ 45,627	\$ 52,402	\$ 61,484	\$ 34,331	\$ 32,396	\$ 35,150	\$ 18,000
Medicare - 5124	\$ 3,335	\$ 3,408	\$ 3,531	\$ 3,707	\$ 3,757	\$ 3,756	\$ 2,875	\$ 2,875	\$ 2,345	\$ 2,344	\$ 2,534
HRA Rollover - 5125			\$ 3,000	\$ 5,000	\$ 5,250	\$ -					
Bureau of Emp Serv. - 5128	\$ -	\$ -		\$ 3,000		\$ -	\$ 27,560	\$ 36,468	\$ 30,260	\$ 9,000	\$ 10,000
Utilities - 5212	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,001	\$ 25,000	\$ 18,000	\$ 18,000
Equipment Lease - 5225	\$ 11,000	\$ 11,000	\$ 11,000	\$ 13,400	\$ 13,000	\$ 10,500	\$ 10,500	\$ 7,500	\$ 7,000	\$ -	\$ -
Trail Maintenance - 5234	\$ -	\$ 1,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Deductions - 5236	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 8,000	\$ 15,900	\$ 16,600	\$ 10,000	\$ 10,000	\$ 10,000
Professional Services - 5239	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 7,000	\$ 6,000	\$ 6,000	\$ 3,752	\$ 3,500	\$ 3,500	\$ 4,100
Special Events Coordinator - 5240			\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -				
Education and Training - 5241	\$ 3,000	\$ 3,000	\$ 3,500	\$ 3,500	\$ 1,500	\$ 500	\$ 500	\$ 2,001	\$ 1,000	\$ 1,000	\$ 1,000
Taxes - 5265	\$ -	\$ 15,806	\$ 12,900	\$ 450	\$ 450	\$ 1,004	\$ 1,650	\$ 1,150	\$ 581	\$ 475	\$ 475
Vehicle Maintenance - 5274	\$ 5,500	\$ 7,000	\$ 7,000	\$ 7,000	\$ 14,000	\$ 10,000	\$ 10,000	\$ 6,252	\$ 7,000	\$ 8,000	\$ 6,000
Awards - 5316	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 4,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
Supplies - 5321	\$ 1,500	\$ 1,500	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Recreation Equipment - 5332	\$ 10,000	\$ 10,000	\$ 12,000	\$ 12,000	\$ 9,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Park Maint/Supplies - 5333	\$ 35,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 30,000	\$ 16,254	\$ 24,000	\$ 20,000	\$ 18,000
Diamond Repair/Supplies - 5334	\$ 3,000	\$ 3,000	\$ 1,000	\$ 15,000	\$ -	\$ -	\$ -				
Chemicals - 5338	\$ 3,000	\$ 3,000	\$ -	\$ 6,000	\$ -	\$ -	\$ -				
Uniforms - 5342	\$ 3,000	\$ 3,500	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ -				
Incidentals - 5410	\$ 7,000	\$ 7,500	\$ 5,000	\$ 5,500	\$ 5,750	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Special Events Expenses - 5411			\$ 6,500	\$ 6,500	\$ 6,500	\$ -	\$ -				
Concessions - 5415	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -				
Capital Equipment - 5512	\$ -	\$ -	\$ -	\$ 25,000	\$ 20,000	\$ -	\$ -				
Capital Improvements - 5513										8250	
Improvements - 5533	\$ 13,574	\$ 50,000	\$ 25,000	\$ 50,000	\$ -	\$ -	\$ -				5000
Vehicle Fuel - 5317											5000
Backgrounds Checks - 5412	\$ -			\$ 2,000	\$ 1,000	\$ 1,000	\$ 200	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500
City Liability Share (new in 2013)									\$ 1,926	1602	1602
Banner Program (new in 2013)									\$ 4,000	3000	3000
Skatepark Temp Project - 5514										3500	3000
Dog Park Project											2100
NatureWorks Round 20 Match											1935
NatureWorks Round 21 Match											7433
SECP Transformation -											8000
Total	\$ 453,364	\$ 517,889	\$ 541,771	\$ 628,474	\$ 539,399	\$ 475,402	\$ 435,807	\$ 382,572	\$ 346,339	\$ 322,275	\$ 338,916

