

File

**Wilmington Parks and Recreation Meeting Agenda  
August 25, 2015 - 6:00 pm  
Community Room – Municipal Bldg**

**Greetings**

**Roll call**

**Review and Acceptance of Minutes from August 3, 2015**

**Old Business**

- 1. Update on scheduled events; approval as needed:
  - a. Fast pitch tournament 10/3-4.
  - b. Changes to 2016 policy.
- 2. Grant Updates
  - a. NatureWorks Round 20– Front basketball court crack repair and sealing completed; rims replaced. Review cost estimates for basketball court. Work must be completed by the end of 2015.
  - b. NatureWorks Round 21 – \$22,297 awarded. Dog Park fencing completed. Review cost estimates for tennis court resurfacing. Work must be completed by the end of 2016. Tree scope in work.
  - c. ODNR Aquatic Education program 2015 – fish stocking completed, handicapped fishing area/retaining wall design in work, Passport to Fishing and Fishing With Mom programs completed. Awarded \$4091.
  - d. ODNR Aquatic Education program 2016 – Application period is September 15, 2015 - December 31, 2015 for events taking place July 1, 2016 - June 30, 2017. Need to determine scope.
  - e. NatureWorks Round 22 submitted as part of the David Williams Memorial Park completion project. Awaiting word.
  - f. Land and Water Conservation Fund – submitted as part of the David Williams Memorial Park completion project. "Conditionally Awarded Funding" of \$150,000.
  - g. American Academy of Dermatology Shade Structure Grant Program – partnership with Clinton Memorial Hospital. Grant period is Sept. 1 – Nov. 25, 2015. Requires a skin cancer awareness program and we will be providing information to soccer parents and including information on park kiosks.
  - h. CDBG – Handicapped access to dog park from parking lot and restroom from the wooden playground project has been approved by City and Commissioners. Our commitment is \$750 for this project. Engineering work was done pro bono. (Completion is anticipated for Spring/Summer 2016. The application goes to the state June 26, grant agreements are issued in September and construction must be completed by December 2016.)
  - i. Recreational Trails Grant – Due Feb. 1, 2016 – discuss possible scope.
  - j. Tony Hawk Foundation Grant – Applications available Dec. 7, due Jan. 20, 2016.
- 3. Update on dog park
  - a. Karson fundraiser Sept. 26. 2015
  - b. Picnic table and taming "wild area"
- 4. Council/Park Committee Update
- 5. Status of Stuckey Farm Park
- 6. Xidas Park Update

Lori

Lori

Lori

Lori/Council Rep).

Lori

Lori

**New Business**

- 1. Financial Update
  - a. Accept \$5000 donation from Ruth Stuckey; restricted gift.
  - b. Create new expense Line Item for Stuckey Farm Park.
  - c. Supplemental Appropriation of \$5,000 to new Stuckey Farm Park Line Item; donation from Stuckey family.
  - d. Supplemental Appropriation of \$2000 to Grant Match Natureworks Round 20 540.430.5277 to cover additional cost of resurfacing basketball court. (Original grant estimate was \$4950.)
  - e. Supplemental Appropriation of \$4500 to Grant Match Natureworks Round 21 540.430.5280 to cover additional cost of resurfacing basketball court. (Original grant estimate was \$10,000.)
  - f. Supplemental Appropriation of \$5000 to Parks Improvement Fund. Park Board commitment to David Williams Memorial Park Completion Project.
  - g. Transfer \$500 from Background Checks 540.430.5412 to Recreation Supplies 540.430.5332.
  - h. Supplemental appropriation from Rec Fund to Dog Park Project 540.430.5278 of \$1,144.70 (donations made to Park Legacy Fund specifically for dog park).
  - i. Fund-raising plans for David Williams Park Completion Project.
- 2. Shelter Policy for 2016
  - a. 234 requests for 2015
- 3. Athletic Coordinator Update
  - a. Fall soccer registration began July 13; games begin September 8. New this season will be adding 7 and 8<sup>th</sup> graders.
- 4. Maintenance Update
  - a. Work on swale in Lytle Creek Preserve.
  - b. Observation deck in Lytle Creek Prairie – Request to Timbertech pending
  - c. Upgrade baseball field lights; opportunity with DP&L.
  - d. Drainage pipe installation on Kiwanis and Rotary Fields.
  - e. Fixed asset maintenance plan – in work
  - f. Damage to Point Park gazebo.
- 5. No Child Left Indoors Programming
- 6. Lytle Creek Greenway
  - a. Greenway pavilion

Lori

Travis/Lori

**Adjournment**

**"Your Community Parks – Discover...Play...Celebrate"**



**Wilmington Parks and Recreation Board Meeting Minutes**  
**August 3, 2015 Regular Meeting 6:00 P.M. Community Room-Municipal Building**

In Attendance: Lori Williams, Maria Butcher, Leilani Popp, Sean Gibson, Mark McKay, Randi Milburn.  
Maria welcomed all in attendance.

Roll Call: all members present but Leilani. Popp arrived later in the meeting.

Review and acceptance of the minutes from July 6<sup>th</sup>, 2015: Gibson moved, Butcher seconded.

Old business:

Update on Scheduled Events:

On September 26<sup>th</sup> to October 4<sup>th</sup> there will be the Golden Retriever National which will possibly impact the Dog Park.

Grant Updates:

NatureWorks Round 20:

The front basketball court cracks are repaired and the rims are replaced. We are waiting on a quote for the large court.

NatureWorks Round 21:

The Dog Park fencing is completed. We are waiting on a quote for the tennis court resurfacing. We have \$4000 for tree work.

Land and Water Conservation Fund:

We were conditionally awarded funding of \$150,000 for the David Williams Park Completion Project.

Recreation Trails Grant:

We discussed the possibility of using to create a trail through the cemetery connecting to the bike path.

Tony Hawk Foundation Grant:

There are still \$15,000 of funds that could be attained through this grant. We will be looking into reapplying for the grant.

Update on Dog Park:

We plan on putting in a picnic table. We will also tame the "wild area", removing stumps and poison ivy.

Status of Southeast Community Park:

The shelter is being rehabbed and getting a new top. We are still working on fixing the play feature.

Status of Stuckey Farm Park:

The driveway has been cut and sprayed. We are waiting on gravel which we will lay down over it.

Xidas Park Update:

We have an extension on the grant.

New Business:

Financial Update:

Popp moved to create a new expense line item for the Aquatic Education Grant: 540.430.5281. Gibson seconded.

Gibson moved for a supplemental appropriation of \$4,091 to the new Aquatic Education Grant Line Item. Popp seconded.

Popp moved for a transfer of \$800 from the Banner Program 540.430.5409 to Park Maintenance and Supplies 540.430.5333. Gibson seconded.

Gibson moved for a transfer of \$200 from the Banner Program 540.430.5409 to the Awards Line Item.



Shelter Policy for 2015:

We discussed the possibility of leaving one of the shelter areas non-reservable and open to the public. We will continue discussing at the next meeting.

Athletic Coordinator Update:

Fall soccer registration began July 13<sup>th</sup>; games will begin on September 8<sup>th</sup>. This season will include 7<sup>th</sup> and 8<sup>th</sup> graders.

Maintenance Update:

We have an opportunity with DP&L to upgrade our baseball field lights to more energy efficient lights. We are getting a cost out.

We will need to install drainage on Kiwanis and Rotary Fields. It is about \$600 for the pipe.

No Child Left Indoors:

Insect Discovery Program is on August 7<sup>th</sup> and Fishing With Moms is on the 8<sup>th</sup>.

Maria moved the meeting be adjourned at 6:59, Popp seconded.



## 2015 PARK EVENTS

March 18	Walk for Life	Park roadway only	Julie Combs
March 22	Wilmington College Work Day	TBD (est 15 students)	Travis/Lori
March 28	Easter Egg Hunt	Galvin Park	Library Staff
April 25	Dr. Patrick Gentile Memorial Run	Shelter C or D and 4-C	Billie Powell
April 26	WC Dog Walk	Shelter and 4-C	Tyler Tekulve
May 2	26th Mile Program	Shelter and 4-C	Renee Quallen
May 2	Southern Ohio Rounders Tournament	CEP	Lance Smaltz
May 2	Kiwanis Bike Rodeo	Parking Lots and Shelter area	Terri Thobaben
May 16	Heathers Hope Volleyball Tournament	Volleyball Courts	Stephanie Armstrong
May 16	Dalton Lodge 5K	4-C/starting at Hermann Court	Doug Cooper
June 8-12	Commitment Baseball School	Grassy area near shelters	Chris Veidt
June 12-13	Banana Split Festival	Entire Park	Duane Weyand
June 19-21	Heatin' It Up Tournament	All diamonds	Mike Ledford
June 27	Relay for Life	Main parking area and center	Peggy McPherson Kelly McInierney/ Bible Baptist Church
July 4	Fourth of July Festivities	Entire park	Steve Spirk
July 6-9	Spirk Camp	Back soccer fields	Lori/Rick Kneisel
July 11	Passport to Fishing	Pond and Shelters in a.m.	Jody/Carl Davey
July 27-31	Challenger Soccer Camp	Front soccer fields	Josh Speelman
August 1	Race for the World Race	4-C Bicentennial Trail	
August 7	Insect Discovery	Shelter D and Nathan Hale Trail	Lori/Rick Kneisel
August 8	Fishing with Mom	Pond and Shelters in a.m.	Travis/Lori
September 19	United Way Fund Raiser/UPS	Entire park	Kym Parks
Sept 26 - Oct 4	Golden Retriever National	Possible impact to Dog Park	Robert Bedford
Sept 26	Karson Fund-Raiser	Shelters	Duane Weyand
Oct 3-4	Wilmington Area Humane Society Fastpitch Tournament	Baseball Diamonds	Jeanne Brightman
October 24	American Bloodhound Club	Lyfie Creek Preserve	Ken Barna





**The City of Wilmington  
Parks and Recreation**



**Park Board**  
President  
Maria Butcher  
Members  
Mac McKibben  
Leilani Popp

**Director, Parks and Recreation**  
Lori Kersey Williams  
Email: lwilliams@ci.wilmington.oh.us

**Athletic Coordinator**  
Jody Drake  
Email: jdrake@ci.wilmington.oh.us

**Maintenance**  
Travis Mellinger  
Email: tmellinger@ci.wilmington.oh.us

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**Administrative Office**  
69 North South St.  
Wilmington, OH 45177  
Phone: (937) 383-4781  
Email: parks@ci.wilmington.oh.us

**Athletic Coordinator Office**  
Phone: (937) 383-2818  
Email: athletics@ci.wilmington.oh.us

## 2015 Park Facility Reservation Request

Thank you for choosing to have your event at a City of Wilmington Parks and Recreation facility.

Whenever any part of a park facility is planned for exclusive use, the request must be approved by the City of Wilmington Park Board or their designee. This includes tournaments, outside leagues, clinics, festivals, concerts, races using trails and other events.

The process for reserving park facilities (excluding shelterhouses) includes:

1. Submission of an application for Park Board review.
2. Acceptance, conditional acceptance, or denial of the request.
3. Contract developed for the event.
4. Payment of deposit by requestor (as required).
5. Payment to Park Board for facility use, as applicable, within 30 days of the event.



# 2015 City of Wilmington Park Facility Reservation Request

Name of Team/Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of User/Tournament Director \_\_\_\_\_  
(First) (Last)

Home Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Fax Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ a.m./p.m.  
(From) (To)

Purpose of Facility Rental: \_\_\_\_\_  
\_\_\_\_\_

Number of Teams or Attendees Anticipated: \_\_\_\_\_

Please specify the area of park to be used (field list is below): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any special set up requirements? (please be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Field/Area Requested

- \_\_\_ Kiwanis Field (Youth, Denver Williams Park) No fence, no lights, max. 60 ft. bases
- \_\_\_ Sims Field (Youth, Denver Williams Park) 175' fence, max 70 ft. bases
- \_\_\_ Rotary Field (Youth, Denver Williams Park) 200' fence, max 70 ft. bases
- \_\_\_ CEP Field (Denver Williams Park) 300+' Fence, max 90 ft. bases
- \_\_\_ OSP Field (Denver Williams Park) 300+' Fence, max 90 ft. bases
- \_\_\_ Wilmington Savings Field (David Williams Park) 300+' fence, max 90 ft. bases
- \_\_\_ Kroger/ClintMont Field (David Williams Park) 300+' fence, max 90 ft. bases
- \_\_\_ Soccer Fields (specify field location) \_\_\_\_\_
- \_\_\_ Other Park Area, including trails (please specify) \_\_\_\_\_



**Use Policy and Rates (where applicable)**

- For baseball fields the daily cost is \$75/day per field; \$25 per field if lights are used. Fee includes set up at the start of the day for each field (dragging and chalking). Ongoing field prep will be the responsibility of the tournament director or may be arranged for \$25/hr per park employee (minimum two hours per day, per City Human Resources policy).
- Small, local bona fide charity/benefit tournaments will be handled on a cost plus 20% basis. Cost estimates will be provided based on a case-by-case basis.
- \$250 deposit per weekend is required, with 30 days of confirmation of the dates. Post-event cleaning costs, supplies, cancellation fee, etc. will be taken out of the deposit if needed.
- Additional supplies as needed: Game On/Diamond Dry \$15/bag; Additional chalk - \$10/bag. Standard bases will be supplied.
- Costs associated with damage done to park facility attributable to the tournament will be reimbursed to the Park Board.
- \$30/day for use of office area or storage area.
- Janitorial services may be arranged for \$25/hr (minimum two hours per day, per City Human Resources policy) or the event/tournament director may commit to handle the duties, including restroom cleaning, resupplying, trash bagging and disposition of trash, according the park standards. All trash must be placed in dumpsters.
- Based on the size of the tournament, the Parks and Recreation Director may determine the need for additional porta-potties or extra servicing and those costs will be passed on directly to the event/tournament director.
- Payment of rental fees and additional incurred expenses are to be made to the City of Wilmington Park Board within 30 days of the tournament.
- Concessions will be arranged on a case-by-case basis. All Clinton County Health Department standards must be met by whomever provides food services.
- The following 2015 dates are currently not available for rental – May 29-31, June 12-14, June 19-21 July 3-5, August 29 – 31.
- Tournament and event directors will be required to meet City of Wilmington Risk Management insurance standards.
- Any items moved by the event/tournament director or participants must be returned to its original location and condition.
- The event/tournament director is responsible for ensuring that all city, state, and federal laws, statute, ordinances and policies are obeyed. No alcoholic beverages or illegal substances are permitted at any time on city property. The discipline of participants and spectators must be assured by the event/tournament coordinator.
- Parks and Recreation staff will determine the playability of athletic fields.
- No overnight camping is permitted without written permission from the Park and Recreation Director.
- A copy of the details of the event schedule must be submitted at least one week before the event.
- Usage fees for other areas of the park may apply and will be considered on a case by case basis.
- Cancellations less than 14 days in advance will be subject to a \$50 fee.
- No permanent paint may be used, without written permission from the Parks and Recreation Director, including trail marking.

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I hereby acknowledge that I have read and fully understand the above terms and conditions and agree to abide by them. I understand that any information provided may be subject to Ohio Records Law. I understand that this is a request, which must be approved by the Park Board or their designee, prior to the confirmation of a reservation.

**Event/Tournament Director:** \_\_\_\_\_ (Signature)

**Below for WP&R use only.**

Date Received \_\_\_\_\_ Park Board Approval \_\_\_\_\_

Comments/Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Prevent. Detect. Live.  
[www.SpotSkinCancer.org](http://www.SpotSkinCancer.org)

## Children and Skin Cancer

Did you know the chances for getting skin cancer increases, as we get older?  
Are you doing all you can to promote **CHILDREN'S** sun-safety awareness?



Skin cancer is the most common form of cancer in the United States and yet it's the most preventable. The main reason people get skin cancer is they were exposed to too much sun on their skin, especially when they were young!

The better we protect children's skin from the sun now, there's a better chance they won't get skin cancer in the future. Pediatric melanoma is an important and steadily increasing problem among young adults. Females are more likely to sustain melanoma early in life most notably on their trunk and lower legs. Young women are more likely to participate in activities that increase the risk for melanoma, including using tanning beds.

Gigi the Giraffe is here to help you educate children on how to be safe in the sun! You can have fun in the sun and decrease your risk of skin cancer with these simple steps:

- Minimize summer sun exposure between 10:00 am – 2:00 pm
- Wear a wide brimmed hat, sunglasses and UV protective clothing. Even while swimming, wear a UV swim shirt.
- Apply sunscreen that provides UVB and UVA protection with a sun protection factor (SPF) of at least 30.
- Apply sunscreen 30 minutes BEFORE sun exposure and reapply after swimming or excessive sweating.
- Seek shade.
- Check the UV index daily in the summer.
- Check your birthday suit on your birthday.
- Avoid tanning beds.

Prevent. Detect. Live.

To find a free skin cancer screening in your area, log onto [SpotSkinCancer.org](http://SpotSkinCancer.org) or call 833-462-DERM (3376)

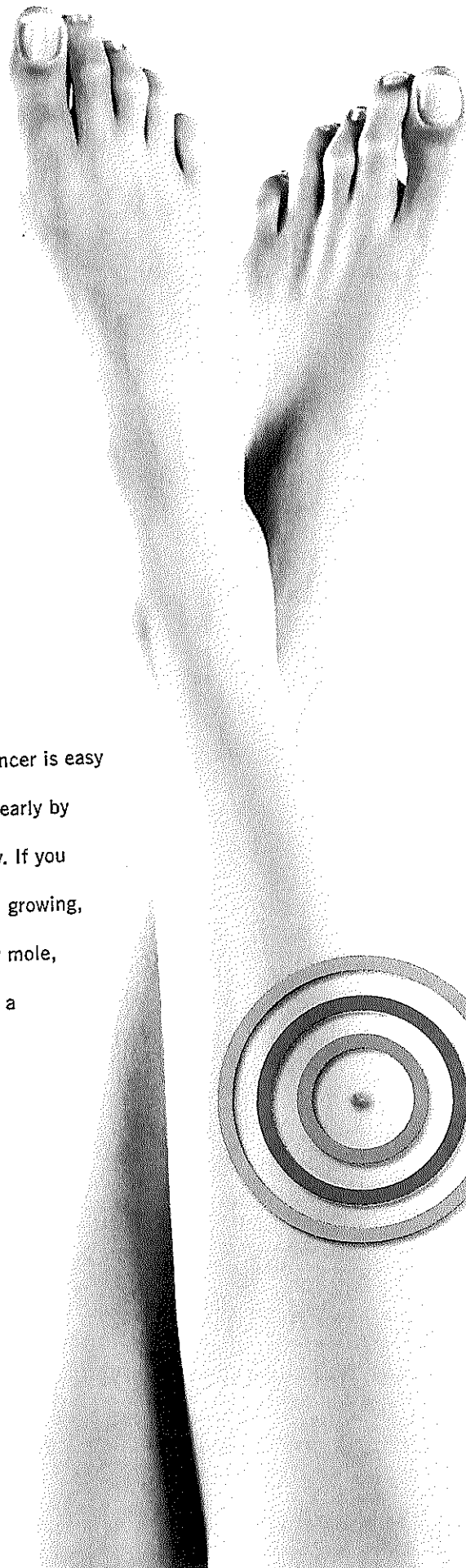
As a parent, guardian, teacher or coach, you spend many hours in the mid-day sun with children. Skin cancer evolves over time and the more exposure to the sun, the greater the chances for getting skin cancer. It's important that you and children are protected from the UV rays.

Below are some facts about skin cancer and children's risk factors:

- Approximately 40-60% of sun exposure occurs before age 20.
- Sunburns can happen within 15 minutes of being in the sun, but redness and discomfort may be noticed for a few hours later.
- Frequent sunburns can lead to skin cancer.
- Unprotected sun exposure is even more dangerous for kids who have moles, freckles, very fair skin and light hair, or a history of skin cancer.
- A person's risk for melanoma can double if they have had more than 5 sunburns at any age.
- Melanoma is the second most common form of cancer for young adults 15-29 years old.
- The incidence of melanoma in children 11-19 years of age has increased almost 3% per year from 1973 to 2001. The incidence rate of melanoma was positively correlated with environmental UV radiation.
- Melanoma accounts for approximately 7% of all cancers diagnosed in 15 to 19 year olds.







Unlike most cancers, skin cancer is easy to SPOT. Detect skin cancer early by examining your skin regularly. If you have a spot that is changing, growing, itching or bleeding, or a new mole, make an appointment to see a dermatologist. Find a free skin cancer screening in your area, get involved in the movement, and find more information at [www.SpotSkinCancer.org](http://www.SpotSkinCancer.org).

**It is this obvious.**







## City of Wilmington Parks and Recreation Shelter Use Policy

Here is IMPORTANT POLICY INFORMATION you need to know (and please be sure to share this information with your group).

1. Shelters are available for reservation from 7 a.m. to dark. Only one reservation is made per shelter per day. A reservation sign with occupants' name will be displayed on the shelterhouse the day of the event. A schedule will also be posted at the Athletic Coordinator's office.
2. Groups utilizing shelterhouses are expected to exercise reasonable care of the park property and to clean the shelterhouses and surrounding areas of use before leaving. Excessive trash should be placed in the dumpsters.
3. Grills are provided at each shelterhouse (except for Galvin Park). All fires must be extinguished before the group leaves the park. Portable stoves or grills may not be placed on picnic tables. Burning material or hot coals or ashes may NOT be placed on the grass, plants, in bodies of water or in refuse containers. Patrons should allow coals or ashes to cool completely and should carry these out of the parks for disposal.
4. Motor vehicles shall be parked ONLY in the designated parking areas. No motor vehicles are permitted on the walkways or in the grass in the park.
5. Persons failing to use reserved shelterhouses at their designated time may not be permitted future reservations.
6. No person shall post, print, affix, distribute, deliver, place, cast or leave about any bill, billboard, placard, ticket, handbill, circular or advertisement in any shelterhouse without permission from the Parks Director. All decorations and the means to affix the decorations (staples, nails, tape, etc.) must be removed by shelter users.
7. Beverages and food containing alcohol are not permitted in the park and cannot be consumed in the park. These rules apply to all shelterhouses under Wilmington Parks and Recreation jurisdiction.
8. No dangerous ordinance, air rifle, slingshot, missile or missile throwing device, switchblade knife, gravity knife, snare, trap or other weapon defined in City Codified Ordinance 549.09 is permitted on park property.
9. No person using the shelterhouses shall use profane, obscene, threatening or indecent language or shall act in an obscene or indecent manner.
10. Persons in the shelterhouses must conduct themselves in such a way as to not disturb the peace and quiet of the park and surrounding neighborhood.
11. No person shall play a radio or other sound amplification device so loud as to be an annoyance to other people in the park or to nearby residents. Except for persons using the City Sound Stage, no person shall use any sound amplification device audible more than twenty (20) feet from the device without specific written permission from the Director. No speakers, amplifiers or similar equipment shall be displayed outside of a vehicle.
12. No person shall continue using the shelterhouses who does not abide by conditions adopted and posted by the Park Board for the preservation of good order and the protection of the shelterhouses.

Failure to abide by City of Wilmington Park Board policies and rules is subject to fines and penalties. By submitting your request you agree to abide by the above rules.

Please help us care for our local parks and trails, so many may enjoy them for years to come.

***Your Community Parks - Discover...Play...Celebrate***

