

Wilmington Parks and Recreation Meeting Agenda
Oct 5, 2015 - 6:00 pm
Community Room – Municipal Bldg

Greetings**Roll call****Review and Acceptance of Minutes from August 25, 2015 and September 15, 2015****Old Business**

1. Update on scheduled events; approval as needed: Lori
2. Grant Updates Lori
 - a. NatureWorks Round 20– All work now completed. Reimbursement requests in work.
 - b. NatureWorks Round 21 – \$22,297 awarded. Dog Park fencing completed. Tennis court resurfacing completed. Work must be completed by the end of 2016. Tree work pending; 8 new trees planted.
 - 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.
 - k. NatureWorks Round 23 due May 1, 2016.
 - l. Solid Waste Grant – action required. Due Nov. 30, 2015
3. Update on dog park
 - a. Karson fundraiser Sept. 26. 2015
4. Council/Park Committee Update Lori/Council Rep).
5. Status of Stuckey Farm Park Lori
6. Xidas Park Update Lori
7. David Williams Completion project
 - a. Splash pad research Lori
 - b. Fundraising – ideas, timeline,
 - i. Tree commitment
 - c. Skatepark design meeting, Oct. 10 at 10 a.m.

New Business

1. Financial Update Lori
 - a. 2016 Budget
 - b. Supplemental appropriation to Dog Park Project 540.433.5278 of \$840 (proceeds from Doggie Party in the Park)
2. Athletic Coordinator Update Lori
 - a. Fall soccer nearly finished. Basketball registration will begin late October.
3. Maintenance Update Travis/Lori
 - a. Winterization and closure of restroom and removal of portapots planned for week of Oct. 19.
 - b. Work on swale in Lytle Creek Preserve.
 - c. Observation deck in Lytle Creek Prairie – Request to Timbertech pending
 - d. Upgrade baseball field lights; opportunity with DP&L.
 - e. Drainage pipe installation on Kiwanis and Rotary Fields.
 - f. Fixed asset maintenance plan – in work
4. No Child Left Indoors Programming
5. Lytle Creek Greenway
 - a. Greenway pavilion

Adjournment

Reminder – Signatures for payables needed from Park Board Members

Wilmington Parks and Recreation Board Meeting Minutes
August 25, 2015 Regular Meeting 6:00 P.M.
Service Director's Conference Room—City Building

In attendance: Lori Williams, Director; Maria Butcher, Pres.; Leilani Popp, VP; Mark McKay, City Council Member; Paul Fear, City Treasurer; Mark Noland; Justin Gibson; and Todd Mangeot.

Maria welcomed all in attendance. Roll Call: Butcher and Popp present- Sean Gibson absent. Review and acceptance of the minutes for the August 3, 2015: Popp moved, Butcher seconded.

OLD BUSINESS:

Update on Scheduled Events: Fast Pitch Tournament October 3&4.
Karson Fund Raiser Sept. 26th

Lori discussed changes to the Park Facility Reservation request. She is looking to make minor changes to the form and it will be finalized and ready for review at the end of the year.

Grant Updates: Nature Works Round 20&21- The crack repair and sealing for the basketball and tennis courts are included in both rounds. The basketball court needs to be completed this year or we will lose our funding. Lori has worked with the vendor to get a 5 year guarantee for the sealing of the courts which does not include the edges of the court. The extended warranty exceeds the grant money will Lori has a plan to cover the extra expenses. ODNR Aquatic Education Program 2015-The Fishing with Mom program was a Great success with people catching fish and then getting to eat grilled and fried fish. The remaining money from the grant will be used to build a retaining wall.

Nature Works Round 22—still waiting to hear but we are the only app for Clinton County and it should be \$30,000.

Land and Water Conservation Fund—"Conditional Awarded Funding" of \$150,000.

American Academy of Dermatology Shade Structure Grant Program—we will be applying for a Grant in the next cycle. As part of the Grant application, we are doing a skin cancer awareness program by providing soccer parents information as well as posting skin cancer information on our park kiosks.

CDBG—Nothing new—agreements have been signed.

Recreational Trails Grant—Peace Path in need of lots of repairs. We will discuss later in the year.

Tony Hawk Foundation Grant—Lori will work on another Grant as she thinks there is still \$10,000 on the table for us.

Dog Park Update: Working on a Picnic table and taming the "wild area"

Stuckey Farm Park—Planted Monarch Butterfly habitat and have worked on the driveway. A men's group from the Presbyterian Church wants to help with the park. Split fencing is being priced out and will help to define the area.

Xidas Park Update-Things are looking good with more improvements to come.

NEW BUSINESS:

Financial Update

Motion made by Popp seconded by Butcher to create a new line item for Stuckey Farm Park.

Motion made by Popp seconded by Butcher to accept a \$5000 donation from Ruth Stuckey for Stuckey Farm Park.

Motion made by Popp seconded by Butcher for a Supplemental Appropriation of \$5,000 to new Stuckey Farm Park Line Item; donation from Stuckey Family.

Motion made by Popp seconded by Butcher for a Supplemental Appropriation of \$2,000 to Grant Match Natureworks Round 20 540.430.5277 to cover additional cost of resurfacing basketball court. (Original grant estimate was \$4950.)

Motion made by Popp and seconded by Butcher for a Supplemental Appropriation of \$4,500 to Grant Match Natureworks Round 21 540.430.5280 to cover additional cost of resurfacing basketball court. (Original grant estimate was \$10,000.)

Williams pointed out that the monies in the supplemental appropriations were from the Park Recreational Fund—Banner Program monies—and NOT from the General Fund.

Motion made by Butcher and seconded by Popp for a Supplemental Appropriation of \$5,000 to Parks Improvement Fund. This is the Park Board commitment to David Williams Memorial

Motion made by Butcher and seconded by Popp to transfer \$500 from Background Checks 540.430.5412 to Recreational Supplies 540.430.4332.

Motion made by Butcher and seconded by Popp for a Supplemental Appropriations from Rec Fund to Dog Park Project 540.430.5278 of \$1,144.70 (donations made to Park Legacy Fund specifically for dog park).

Williams talked about the beginning of fund raising for the remaining \$ 80,000 to \$100,000 needed for the David Williams Park Completion Project.

Shelter Policy for 2016: There are 234 requests to date for 2015. We decided that we would leave one shelter open each day—not rented—for people who could walk up and use.

Athletic Coordinator Update: Fall registration began July 13 with games beginning September 8th. As of today, 200 kids have signed up from preschoolers to 8th graders.

Maintenance Update:

A request has been made to Timbertech for an Observation Deck in the Lytle Creek Preserve.

There is an opportunity with DP&L to upgrade baseball field lights with LED lighting with a Grant.

Later this Fall drainage pipe will be installed on the Kiwanis and Rotary Fields.

Williams will start to work on a fixed asset maintenance plan on all parts of park system.

Damage to the Point Park Gazebo (run away tire) is \$680 and Williams is working with the truck driver's company.



No Child Left Indoors Programming:

We will be sponsoring Veggie U., in coordination with local schools, to provide kits for growing vegetables in classrooms. We also hope to provide funding for Science Fairs.

Lytle Creek Greenway:

The Greenway pavilion on David's Drive is College Property. Williams found the pavilion during the last few days in disarray (trash, damage to facilities, and tire tracks everywhere). It was decided that we cannot let this area go unattended. Williams will look into a low cost lease of the pavilion to the park system from the college. We will then maintain the area and rent out the pavilion as an overflow area.

Adjournment at 7:04 PM moved by Popp, second by Butcher

Wilmington Parks and Recreation Board Meeting Minutes

Special Meeting September 15, 2015

Service Director's Conference Room-City Building

In attendance: Lori Williams, Maria Butcher; Leilani Popp; Mark McKay, City Council Member; John Stanforth, Duana Armstrong, Jen Stewart, and Mark Noland.

Maria Butcher welcomed all in attendance.

Roll Call-Leilani Popp and Maria Butcher present, Sean Gibson absent.

New Business:

Financial Update:

Proposed 2016 Budget was presented by Williams. All aspects of the budget were discussed clarifying each line item. It was moved by Popp and seconded by Butcher the 2016 Budget be approved as presented.

Popp moved Supplemental appropriation to Park Maintenance 540.433.5333 of \$520 (Wilmington Soccer Club field use fee) and \$1250 (Heatin It Up tournament fee) Butcher seconded.

Butcher moved transfer \$500 from Background Checks 540.430.5412 to Recreational Supplies 540.430.5332. Popp seconded.

Butcher moved transfer \$600 for Bureau of Employment Services (Unemployment) to Vehicle Fuel 540.430.5317. Popp seconded.

Stuckey Farm Park Update:

Wilmington HS FFA built the split rail fence and they want to continue to work on the park. Wilmington College has a group of students who also want to work at the Farm Park. Williams hopes to direct the different groups to build a natural play scape there.

Xidas Park Update:

Benches have been ordered, landscaping will take place and other work will be done to be finished by early November.

Lytle Creek Greenway:

Lytle Creek Day is Oct. 3rd

Wilmington College is preparing paperwork for a 1 year agreement for the park to maintain the Greenway Pavilion and the surrounding area.

Adjournment: 6:49 PM Popp moved Butcher second.

| | | | | |
|-------------------------------------|---|-----------------------------|--|------------------|
| 2015 PARK EVENTS | | | | |
| September 13, 20, 27, October 4, 11 | Fall Tournament | OSP and WSB | | Tim Starkey |
| September 19 | United Way Fund Raiser/UPS | Entire park | | Kym Parks |
| September 19 | Wilmington College Work Day | TBD (est 15 students) | | Travis Sheadler |
| Sept 19 | Karson Fund-Raiser | Shelters | | Duane Weyand |
| Sept 26 - Oct 4 | Golden Retriever National | Possible impact to Dog Park | | Robert Bedford |
| Oct 10-11 (Note date change) | Wilmington Area Humane Society Fastpitch Tournament | Baseball Diamonds | | Jeanne Brightman |
| Oct 10 | MPS Society 5K | Shelter D and 4-C Trail | | Shane Gibson |
| Oct. 17 | United Way 5K | Peace Path | | Kym Parks |
| October 24 | American Bloodhound Club | Lytle Creek Preserve | | Ken Barna |
| October 25 | Wilmington College Work Day | Stuckey Farm Park | | Travis Sheadler |

**The City of Wilmington
Parks and Recreation**



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69 North South St.
Wilmington, OH 45177
Phone: (937) 383-4781

Athletic Coordinator Office
Phone: (937) 383-2818

October 1, 2015

City Council members,

Park Board

President
Maria Butcher
Members
Sean Gibson
Leilani Popp

Director, Parks and Recreation

Lori Kersey Williams
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Athletic Coordinator

Jody Drake
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Maintenance

Travis Mellinger
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Attached is historical budget information as well as detail pertaining to 2016 Parks and Recreation capital/non-recurring/non-operational needs, not included in the current budget proposal.

As you can see, we have literally "done more, with less" over the last few years. We have cut costs in a wide variety of ways, increased productivity, earned grants, created new revenue streams and fostered new partnerships. We have transformed parks, built new features and have many more great things planned for the community in the future. I personally think it is time that we re-start investing general fund dollars into our parks.

Providing healthy, safe, appealing outdoor recreational opportunities as part of the city infrastructure should be a priority. Significant needs include new handicapped accessible bathroom facilities at J. W. Denver Williams as well as replacing 40+ year old playground equipment.

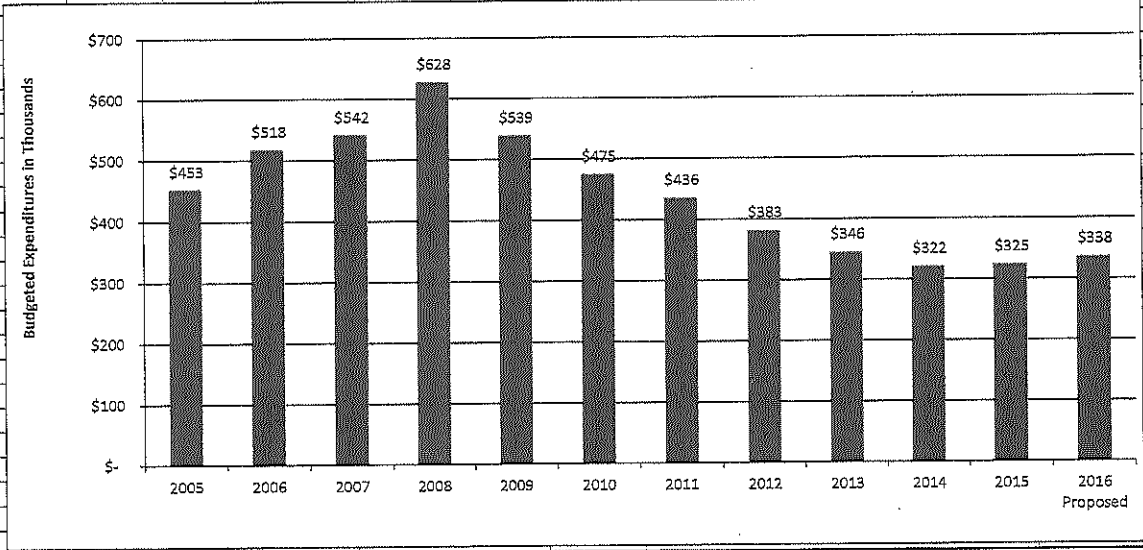
I look forward to answering any questions you may have.

Sincerely,

Lori Kersey Williams
Director, Parks and Recreation

Wilmington Parks and Recreation Budget History

| APPROVED ANNUAL BUDGETS | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 Proposed |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Recreation Salaries - 5111 | \$ 229,940 | \$ 235,000 | \$ 243,489 | \$ 255,664 | \$ 259,092 | \$ 259,000 | \$ 198,258 | \$ 184,258 | \$ 161,701 | \$ 161,701 | \$ 167,740 | \$ 176,295 |
| Pensions - 5121 | \$ 31,160 | \$ 32,195 | \$ 33,723 | \$ 35,793 | \$ 36,273 | \$ 36,260 | \$ 27,757 | \$ 27,757 | \$ 22,638 | \$ 22,638 | \$ 23,484 | \$ 24,681 |
| Workers Comp - 5122 | \$ 8,025 | \$ 8,755 | \$ 10,285 | \$ 8,762 | \$ 9,000 | \$ 5,780 | \$ 5,523 | \$ 4,773 | \$ 3,893 | \$ 4,515 | \$ 6,455 | \$ 5,447 |
| Benefit Insurance - 5123 | \$ 31,830 | \$ 28,725 | \$ 48,643 | \$ 42,998 | \$ 45,627 | \$ 52,402 | \$ 61,484 | \$ 34,331 | \$ 32,396 | \$ 35,150 | \$ 18,454 | \$ 22,592 |
| Medicare - 5124 | \$ 3,335 | \$ 3,408 | \$ 3,531 | \$ 3,707 | \$ 3,757 | \$ 3,756 | \$ 2,875 | \$ 2,875 | \$ 2,345 | \$ 2,344 | \$ 2,432 | \$ 2,556 |
| HRA Rollover - 5125 | | | \$ 3,000 | \$ 5,000 | \$ 5,250 | \$ - | | | | | \$ 9,000 | \$ 8,000 |
| Bureau of Emp Serv. - 5128 | \$ - | \$ - | | \$ 3,000 | | \$ - | \$ 27,560 | \$ 36,468 | \$ 30,260 | \$ 9,000 | \$ 8,000 | \$ 8,000 |
| Utilities - 5212 | \$ 24,000 | \$ 24,000 | \$ 24,000 | \$ 24,000 | \$ 29,000 | \$ 29,000 | \$ 29,000 | \$ 29,001 | \$ 25,000 | \$ 18,000 | \$ 15,000 | \$ 14,000 |
| Equipment Lease - 5225 | \$ 11,000 | \$ 11,000 | \$ 11,000 | \$ 13,400 | \$ 13,000 | \$ 10,500 | \$ 10,500 | \$ 7,500 | \$ 7,000 | \$ - | | \$ 5,000 |
| 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 | \$ 7,000 | \$ 7,000 |
| 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 | \$ 4,000 |
| 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 | \$ 1,000 |
| Taxes - 5265 | \$ - | \$ 15,806 | \$ 12,900 | \$ 450 | \$ 450 | \$ 1,004 | \$ 1,650 | \$ 1,150 | \$ 581 | \$ 475 | \$ 370 | \$ 370 |
| 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 | \$ 4,500 |
| Awards - 5316 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 4,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 3,700 |
| Supplies - 5321 | \$ 1,500 | \$ 1,500 | \$ 3,000 | \$ 3,000 | \$ - | \$ - | \$ 100 | \$ 100 | \$ 100 | \$ 100 | \$ 100 | \$ 200 |
| 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 | \$ 6,750 |
| 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 | \$ 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 | \$ 500 |
| Special Events Expenses - 5411 | | | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ - | \$ - | | | | | |
| Concessions - 5415 | \$ 1,000 | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | |
| Capital Equipment - 5512 | \$ - | \$ - | \$ - | \$ 25,000 | \$ 20,000 | \$ - | \$ - | | | | | \$ 3,300 |
| 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 | \$ 700 |
| City Liability Share (new in 2013) | | | | | | | | | \$ 1,926 | 1602 | 2150.39 | \$ 2,150 |
| Banner Program (new in 2013) | | | | | | | | | \$ 4,000 | 3000 | 3000 | \$ 2,500 |
| Skatepark Temp Project - 5514 | | | | | | | | | | 3500 | 1450 | \$ 1,246 |
| Dog Park Project | | | | | | | | | | | 2100 | \$ 2,000 |
| NatureWorks Round 20 Match | | | | | | | | | | | 1935 | |
| NatureWorks Round 21 Match | | | | | | | | | | | 7433 | \$ 8,977 |
| SECP Transformation | | | | | | | | | | | 6000 | \$ 6,000 |
| Stuckey Farm Park | | | | | | | | | | | | \$ 3,200 |
| Aquatic Ed Grant | | | | | | | | | | | | \$ 1,200 |
| Total | \$ 453,364 | \$ 517,889 | \$ 541,771 | \$ 628,474 | \$ 539,399 | \$ 475,402 | \$ 435,807 | \$ 382,572 | \$ 346,339 | \$ 322,275 | \$ 325,002 | \$ 337,564 |
| | | | | | | | | | | | | Carryover |



Parks and Recreation 2016 Capital/Non-Recurring/Non-Operational Items

| | |
|--|------------------|
| Building repair -roof work on shelters and storage building and doors. | \$ 14,000 |
| Tree removal (hazardous) | \$ 8,000 |
| Trail work (Grant match) | \$ 25,000 |
| Replacement vehicle | \$ 20,000 |
| Security cameras | \$ 2,500 |
| Total | \$ 69,500 |

“On Notice” item – the park driveways and parking lots are in need of asphalt overlay or patching, seal-coating and re-stripping and we are waiting on M&R Superintendent for work scope recommendations and cost estimates.

Building Repair

Several roof structures require maintenance. Delaying this maintenance will add cost down the road due to under-structure damage.





Tree Work and Removal

Trees provide important environmental services but the effect of the Emerald Ash Borer on local ash trees has been devastating. There are several trees in park areas that need to be removed due to the potential risk of injury or damage. We received some funding through NatureWorks Grant program in 2015, but the \$3000 allocated cannot address all of the current tree needs.





Trail Work

The trails are in need of repair and we have an opportunity to apply for a grant through the Recreational Trails program in January of 2016. The applicable trails are nearly 2.5 miles long and preliminary estimate is \$80-100K for the needed work. The requested \$25K would be used for the 25% match.







Replacement Vehicle

The 1996 Ford pickup truck used in the daily maintenance operation is currently inoperable and likely BER, with 110K miles. (Park is currently borrowing an old Wastewater Dept pick up.)

