

File

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

**Greetings**

**Roll call**

**Review and Acceptance of Minutes from September 8, 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, Kompan equipment, asphalt overlay for basketball court completed; one more piece of equipment and this grant is finished.
  - c. ODNR Aquatic Education program – Kiosk installed, stocking partially done, Passport to Fishing program, pond-side plants to be installed.
  - d. NatureWorks Round 21 – should know by early 2015.
- 3. Update on proposed dog park project. Lori
- 4. Status of Southeast COMMUNITY Park Transformation Project Lori
  - a. Bench
  - b. Tile art project should be completed by the 2<sup>nd</sup> week in November. We need volunteers to help with this elementary school project.
- 5. Shelter Reservation Request – 238 requests to date; donation letter sent. Lori
- 6. Update on skatepark project Lori/CCSA rep
  - a. Pre-construction meeting scheduled for 10/7/14.
- 7. City Council/Park Committee Update Lori/Council Rep

**New Business**

- 1. Financial Update Lori
  - a. Approve Supplemental appropriation of \$3000 to Capital Equipment 540.430.5512 (donation from Janet Williams toward golf cart or other utility type vehicle).
  - b. Approve Supplemental appropriation of \$6500 to SkatePark Temp Project 540.430.5514 (grant from Clinton County Foundation for large ramp)
  - c. Approve transfer of \$600 from Benefit Insurance 540.430.5123 to Medicare 540.430.5124.
  - d. Approve Supplemental appropriation of \$4000 to Dog Park Project Equipment 540.430.5278 (matching donation from John Stanforth).
- 2. Master Gardener Proposal Lori
- 3. Leadership Clinton Presentation Lori
- 4. East Clinton Youth Collaborative project Lori
- 5. Public Works/Contracting requirements Lori
- 6. Fife Ave. traffic study Lori
- 7. 2015 Budget Lori
  - a. Preliminary budget v.2 Lori
- 8. Athletic Coordinator Update Lori
  - a. Soccer; pre-school soccer, basketball plans
  - b. Intern – Jarrin Taul
- 9. Make a Difference Day Park Projects – October 25 Lori
- 10. Maintenance Update Travis/Lori
  - a. Replacement of large sewer line to Rombach main; Wastewater project.
  - b. Extension of parking near wooden playground
  - c. Installation of drinking fountain at Galvin.
  - d. Installation of benches near pond as part of NatureWorks grant.
  - e. Basketball courts at Galvin Park.
- 11. No Child Left Indoors Programming status Lori
- 12. Lytle Creek Greenway Lori
  - a. Lytle Creek Day report

**Adjournment**

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

**Wilmington Parks and Recreation Board Meeting Minutes  
September 8, 2014 Regular Meeting 6:00 P.M.  
Municipal Building Community Room**

**In attendance: Lori Williams, Director, Maria Butcher, Pres., Leilani Popp, VP, Mac McKibben, Sec.; Jennifer Stewart, Ben Bullard, Sean Gibson, Mark Noland, with Skate Park Committee.**

**Butcher, Greetings**

**Butcher, Roll call**

**Review and Acceptance of Minutes from August 4 & 19<sup>th</sup>, 2014 meetings, moved by Popp seconded by McKibben.**

**Old Business**

**Butcher proposed that the Skate Park Committee go ahead and present their information before we get into our regular (boring administrative park business), all agreed.**

**Gibson and Noland began outlining the proposed half pipe that they have plans to build, presenting the draft blue prints with estimated costs and estimated parts needed lists. Estimated 26' long, approximately, estimated 24' wide at an estimated cost of \$5,166.02 listed on draft blue prints, Noland gave the number as \$4,987.00. (Depending on any discounts we may be able to get from donations and vendor contributors).**

**Noland went on explaining the types of materials needed for the project and details on the construction techniques and style.**

**A group discussion took place about current and future plans, things to do, what is needed next, etc.**

**A follow up meeting with Skate Park Committee was proposed for September 15<sup>th</sup> at the City Services Committee Room to go forward with details.**

**Stewart advised that the Skate Park Group meets at 7:00pm the first Friday of each month at the Books & More Store.**

**Gibson advised the next Skate Night will be the 9/19/14 and a Costume Skate Night for Halloween on 10/31/14, also on most Friday nights they gather at the park.**

**At 42 minutes into meeting the Skate Park Committee left.**

**Butcher took us into Old Business; update on scheduled events. Williams referred to the provided handout of scheduled events, with a focus on Make a Difference Day on October 25<sup>th</sup>. She is making a list of things that need to be done at the park; also there may be a run that day, details pending. Nothing needs approval at this time.**

**Williams reviewed the listed grant updates on the agenda; Nature Works Round 20, CDBG, ODNR Aquatic Ed Program, and Nature Works Round 21.**

**Somebody drove a golf ball through the NEW Aquatic Education Kiosk Plexiglas, cost of \$140.00.**

**Williams gave an update for the Dog Park Project, the video is done and is very nice, they have a fund raising letter pending; they think they will get the final grading done and seeding done soon.**

**We are working on trying to get the SIF money into another account so we can pay for things in the SECPTP.**

**We have had over 200 shelter reservation requests to date and Williams is preparing a mailing for users for donations.**

**No report from City Council/Park Committee. No one was in attendance.**

**Butcher turned it over to Williams for the Financial Update. Williams outlined the need for the board to act on the action items on the agenda concerning financial issues:**

1. Create three new line items for Dog Park Project, Nature Works Round 21 Grant Match, and the SECP Transformation Project. Popp made the motion, McKibben seconded, motion carried.
2. Approve supplemental appropriation from Recreation Fund of \$2,100 to new Dog Park Project line item (line item number issuance pending) (\$2,100 donations). McKibben made the motion, Popp seconded, motion carried.
3. Approve transfer of \$1,100 from 540.430.5123 Benefit Insurance to 540.430.5410 Incidentals to cover cost of new employee's time clock. (Will use Professional Service line item to cover additional \$65/month cost) Popp made the motion, McKibben seconded, motion carried.
4. 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. McKibben made the motion, Popp seconded, motion carried.
5. Approve transfer of \$1,200 from Benefit Insurance 540.430.5123 to Recreation Equipment 540.430.5332 to cover fall soccer t-shirts and winter basketball t-shirts. Popp made the motion, McKibben seconded, motion carried.
6. Approve transfer of \$4,000 from 540.430.5123 Benefit Insurance to 540.430.5274 Vehicle Maintenance to cover mower repair and balance of year fuel. McKibben made the motion, Popp seconded, motion carried.

Williams opened the discussion about seasonal employee pay policy for pay increases. No decision tonight, Williams will work up a formula to look at. Nothing will need to be done until March (2015).

Williams talked a little about Public Works/Contracting requirements pertaining to how projects are implemented. We need to get with the city attorney and have him give an overview of those requirements for us, and the people involved in the ongoing projects we are getting into. Such as the Dog Park, Skate Park or new Bathroom projects. We need to get into this soon, by the end of the year, for the next years projects.

Williams talked about the 2015 budget project using the handouts, presenting a preliminary proposed budget. McKibben made a motion to approve the preliminary proposed budget, Popp seconded, motion carried.

A discussion took place about a Park Master Plan being a part of next years proposed budget. All were in agreement that we needed one for our future.

Williams continued with updates on the current status of soccer and adult softball sign ups.

Williams again talked about Make a Difference Day possible projects October 25<sup>th</sup>.

Williams gave a maintenance update; Removal of hazardous trees, replacement of large sewer line to Rombach main; Wastewater project, extension of parking near wooden playground, installation of drinking fountain at Galvin, installation of benches near pond as part of Nature Works grant, and painting of Athletic Coordinator/Maintenance Shop building.

Also Williams spoke about No Child Left Indoors Programming status and the Earth Worm Farm near the pond.

Also Williams gave a reminder of Lytle Creek Day October 4.

Popp moved that we adjourn, McKibben seconded, motion carried.

Next meeting will be 6:00pm, Monday, October 6, 2014 same location.

Length of meeting 1:25:15

## **Clinton County Master Gardeners Civic Beautification Program**

The Clinton County Master Gardeners would like to announce a public program for civic beautification. Those members of the community that wish to donate in memory of a loved one to the beautification of the Wilmington/Clinton County Parks and public spaces may now have a channel to do so. Money donated to the fund would be used for trees, plantings, or other ornamental additions to the Wilmington area, and installed by the Master Gardeners. Any monetary amount may be donated and specific requests will be considered on a case by case basis.

Money donated to this fund would allow the Clinton County Master Gardeners to expand the size and number of public gardening and beautification projects annually administered by this association.

Contact information for the Clinton County Master Gardeners:

Ohio State University Extension Clinton County: 382-0901  
CCMG President J. Grosvenor 987-2758  
CCMG Memorial Coordinator D. Sabino 987-2577

2013 REVENUE	2013 Budget	2013 Actual Revenue												Total To Date	Budget Difference				
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec						
Real Property Tax	\$ 272,283.00			\$ 140,158.97													\$ 262,895.45	\$ (9,387.55)	
Commercial Activity Tax	\$ 37,604.00			\$ 62.05														\$ (37,604.00)	
Personal Prop Tax	\$ -			\$ 195.89														\$ 137.30	
Public Utility Tax Repl.	\$ -			\$ -														\$ -	
Trailer Tax	\$ 390.00			\$ -														\$ (390.00)	
Personal Prop Tax-UHJ-Del	\$ -			\$ -														\$ -	
Homestead and Rollback	\$ 18,836.00			\$ -														\$ (18,836.00)	
Concession	\$ -			\$ -														\$ -	
Shelterhouse Donations	\$ -			\$ 12,095.09														\$ 12,095.09	
Banner Donations	\$ -			\$ 50.00														\$ 50.00	
Misc. Revenue	\$ 27,650.00			\$ 2,975.00	\$ 3,250.00	\$ 7,785.00	\$ 2,200.00	\$ 4,695.00	\$ 6,075.00	\$ 1,625.00	\$ 2,463.31	\$ 15,649.14	\$ 9,546.24	\$ 6,609.23	\$ 3,690.66	\$ 2,944.04	\$ 12,895.89	\$ 69,158.41	\$ 41,508.41
Auction Proceeds	\$ -			\$ -														\$ -	
Transfer In	\$ -			\$ -														\$ -	
<b>Total</b>	\$ 356,763.00			\$ 1,371.04	\$ 4,390.00	\$ 151,126.91	\$ 12,195.00	\$ 22,865.09	\$ 4,188.31	\$ 82,404.14	\$ 67,626.36	\$ 19,759.33	\$ 13,150.00	\$ 15,873.54	\$ 2,944.04	\$ 13,109.24	\$ 397,853.00	\$ 13,150.00	\$ 41,090.00
<b>2014 Actual Expenses</b>																			
<b>2014 EXPENSES</b>																			
Recreation Salaries - 5111	\$ 161,700.80	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total To Date	Budget Difference				
Pensions - 5121	\$ 22,638.11	\$ 13,929.39	\$ 10,470.07	\$ 8,568.51	\$ 12,133.71	\$ 12,208.25	\$ 63,874.48	\$ 19,370.09	\$ 21,114.10	\$ 12,763.78				\$ 174,432.38	\$ (12,731.58)				
Workers Comp - 5122	\$ 4,515.49	\$ 1,298.64	\$ 1,311.55	\$ 1,104.23	\$ 1,199.60	\$ 1,698.73	\$ 2,848.75	\$ 3,100.37	\$ 2,189.11	\$ 1,881.19				\$ 16,892.47	\$ 6,005.94				
Benefit Insurance - 5123	\$ 35,150.00	\$ -	\$ 2,303.31	\$ 3,109.25	\$ 3,013.72	\$ 2.40	\$ 1,528.88	\$ 1,564.57	\$ 1,528.89	\$ 1,516.73	\$ 1,528.89			\$ 16,126.64	\$ 19,023.36				
Medicare - 5124	\$ 2,344.66	\$ 193.90	\$ 147.12	\$ 121.83	\$ 173.50	\$ 174.57	\$ 923.75	\$ 278.45	\$ 303.67	\$ 182.63				\$ 2,489.42	\$ (154.76)				
Bureau of Emp Serv. - 5128	\$ 9,000.00	\$ 211.00	\$ 1,672.00	\$ 1,256.00	\$ 832.00	\$ 334.00	\$ 624.00	\$ -	\$ -	\$ -				\$ 4,929.00	\$ 4,071.00				
Utilities - 5212	\$ 18,000.00	\$ 878.02	\$ 730.82	\$ 1,223.22	\$ 749.33	\$ 946.41	\$ 939.92	\$ 1,032.38	\$ 1,769.63	\$ 1,176.29				\$ 9,446.02	\$ 8,553.98				
Equipment Lease - 5225	\$ -													\$ -	\$ -				
Trail Maintenance - 5234	\$ -													\$ -	\$ -				
Direct Deductions - 5236	\$ 10,000.00				\$ 4,133.54	\$ 25.53	\$ 71.68	\$ 285.00	\$ 3,227.87	\$ 72.77				\$ 7,576.99	\$ 2,423.61				
Professional Services - 5239	\$ 3,500.00			\$ 364.00			\$ 427.50	\$ 978.35	\$ 340.00	\$ 129.68				\$ 2,184.83	\$ 1,315.17				
Education and Training - 5241	\$ 1,000.00													\$ 340.00	\$ 660.00				
Taxes - 5265	\$ 475.00			\$ 183.21				\$ 183.16	\$ -	\$ -				\$ 366.37	\$ 108.63				
Vehicle Maintenance - 5274	\$ 8,000.00			\$ 296.59				\$ 1,174.79	\$ 1,618.26	\$ 949.86				\$ 8,352.52	\$ (352.52)				
Property/Casualty Ins - 5282	\$ 1,602.00			\$ 1,140.38			\$ 453.47	\$ 856.00	\$ 480.00	\$ 415.50				\$ 1,593.85	\$ 8.15				
Awards - 5316	\$ 2,500.00			\$ 240.00										\$ 1,991.50	\$ 508.50				
Supplies - 5321	\$ 100.00													\$ 100.00	\$ 100.00				
Recreation Equipment - 5332	\$ 5,000.00			\$ 900.49				\$ 1,520.00	\$ 875.80	\$ 648.92				\$ 6,833.80	\$ (1,833.30)				
Park Maint/Supplies - 5333	\$ 20,000.00			\$ 178.08	\$ 231.19	\$ 1,054.61	\$ 1,723.50	\$ 3,684.50	\$ 1,493.33	\$ 1,160.76				\$ 16,012.65	\$ 3,987.35				
Banner Program - 5409	\$ 3,000.00			\$ 193.30				\$ 90.00						\$ 2,347.00	\$ 653.00				
Incidentals - 5410	\$ 500.00			\$ 168.00				\$ 83.99						\$ 519.97	\$ (19.97)				
Background Checks - 5412	\$ 1,500.00							\$ 224.00						\$ 392.00	\$ 1,108.00				
Capital Improvements - 5513	\$ 8,250.00							\$ 2,460.00	\$ 218.45					\$ 5,164.83	\$ 2,685.67				
Improvements - 5533	\$ -													\$ -	\$ -				
Skatepark Temp Project	\$ 3,500.00				\$ 124.00				\$ 10.00	\$ 735.00				\$ 134.00	\$ 3,366.00				
Natureworks Grant	\$ -													\$ 1,660.00	\$ (1,660.00)				
<b>Total</b>	\$ 322,276.06			\$ 20,581.34	\$ 19,220.29	\$ 18,387.46	\$ 27,389.25	\$ 23,539.36	\$ 80,640.28	\$ 34,395.52	\$ 38,746.45	\$ 21,645.27	\$ -	\$ 284,545.22	\$ 37,730.84				

	2013 Budget	2013 Actual Expenses												Total To Date	Budget Balance Remaining			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec					
<b>2013 EXPENSES</b>																		
Recreation Salaries - 5111	\$ 161,700.80	\$ 9,122.33	\$ 9,312.72	\$ 14,252.39	\$ 12,128.09	\$ 13,633.58	\$ 19,355.25	\$ 19,579.40	\$ 25,441.86	\$ 13,145.34	\$ 13,682.59	\$ 11,820.59	\$ 9,641.01	\$ 174,115.15	\$ (9,414.35)			
Pensions - 5121	\$ 22,638.11	\$ 1,915.68	\$ 1,277.12	\$ 1325.3	\$ 1,335.24	\$ 3,606.64	\$ 4,205.99	\$ 2,491.59	\$ 2,564.81	\$ 2,315.23	\$ 1,840.34	\$ 1,915.56	\$ 2,344.54	\$ 24,573.03	\$ (1,935.12)			
Workers Comp - 5122	\$ 3,893.11	\$ -	\$ -	\$ -	\$ 2,098.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,663.80	\$ (770.19)			
Benefit Insurance - 5123	\$ 32,396.00	\$ 24.72	\$ 4,721.83	\$ 2,355.45	\$ 2,298.85	\$ 2,307.77	\$ 3,426.98	\$ 3,435.90	\$ 2,294.39	\$ 2,294.39	\$ 3,256.01	\$ 2,303.31	\$ 2,285.47	\$ 31,005.07	\$ 1,390.93			
Medicare - 5124	\$ 2,344.66	\$ 125.10	\$ 127.86	\$ 198.41	\$ 168.87	\$ 190.69	\$ 273.66	\$ 276.90	\$ 360.83	\$ 183.61	\$ 191.41	\$ 164.41	\$ 132.79	\$ 2,394.54	\$ (49.88)			
Bureau of Emp Serv. - 5128	\$ 30,260.00	\$ 631.00	\$ 1,055.00	\$ 844.00	\$ 894.91	\$ 1,055.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,479.91	\$ 25,780.09			
Utilities - 5212	\$ 25,000.00	\$ 1,335.34	\$ 994.99	\$ 1,079.23	\$ 795.03	\$ 884.42	\$ 803.82	\$ 1,363.01	\$ 1,149.16	\$ 943.63	\$ 594.83	\$ 837.40	\$ 553.60	\$ 11,334.86	\$ 13,665.54			
Equipment Lease - 5225	\$ 7,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 3,000.00			
Trail Maintenance - 5234	\$ -	\$ -	\$ -	\$ 4,081.29	\$ -	\$ 67.28	\$ -	\$ -	\$ 5,152.45	\$ -	\$ 74.64	\$ -	\$ 10.52	\$ 9,886.18	\$ 613.82			
Direct Deductions - 5236	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 364.00	\$ 142.50	\$ 570.00	\$ 237.50	\$ 617.50	\$ 364.00	\$ 35.00	\$ 325.00	\$ 40.00	\$ 2,620.50	\$ 879.50			
Professional Services - 5239	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 185.00	\$ -	\$ -	\$ 350.00	\$ -	\$ 720.00	\$ 280.00			
Education and Training - 5241	\$ 1,000.00	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 963.95			
Taxes - 5265	\$ 580.81	\$ -	\$ 231.70	\$ 217.06	\$ 707.84	\$ 597.84	\$ 231.65	\$ 1,424.68	\$ 2,509.55	\$ 1,759.39	\$ 331.34	\$ 839.44	\$ 152.64	\$ 9,820.16	\$ (2,820.16)			
Vehicle Maintenance - 5274	\$ 7,000.00	\$ 154.74	\$ 280.14	\$ -	\$ 48.28	\$ -	\$ 488.82	\$ 23.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,408.08	\$ 217.68			
Property/Casualty Ins - 5282	\$ 1,925.76	\$ 1,147.34	\$ -	\$ 122.45	\$ 1,122.00	\$ -	\$ 245.30	\$ 631.20	\$ 657.28	\$ -	\$ -	\$ 181.78	\$ -	\$ 2,980.01	\$ (460.01)			
Awards - 5316	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			
Supplies - 5321	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.50	\$ 81.99	\$ -	\$ -	\$ 4,507.57	\$ 492.43			
Recreation Equipment - 5332	\$ 5,000.00	\$ -	\$ 743.70	\$ -	\$ -	\$ 1,098.49	\$ 1,282.89	\$ -	\$ -	\$ 1,161.79	\$ 611.80	\$ 2,671.81	\$ 1,254.41	\$ 25,568.54	\$ (1,568.51)			
Park Maint/Supplies - 5333	\$ 24,000.00	\$ 445.92	\$ 232.43	\$ 297.93	\$ 1,110.58	\$ 5,806.93	\$ 6,050.10	\$ 3,531.67	\$ 2,393.14	\$ 1,161.79	\$ 611.80	\$ 2,671.81	\$ 1,254.41	\$ 25,568.54	\$ (1,568.51)			
Banner Program - 5409	\$ 4,000.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 510.00	\$ 2,020.00	\$ -	\$ 1,340.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 6,970.00	\$ (2,970.00)			
Incidentals - 5410	\$ 500.00	\$ 20.00	\$ 95.98	\$ 36.98	\$ 25.47	\$ -	\$ 560.00	\$ -	\$ 89.99	\$ -	\$ 95.00	\$ 17.38	\$ 348.00	\$ 380.80	\$ 119.20			
Backgrounds Checks - 5412	\$ 1,000.00	\$ -	\$ 112.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55.99	\$ 184.00	\$ 652.16	\$ 2,184.20	\$ -	\$ 1,075.99	\$ (75.99)			
Capital Improvements - 5513	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ (7,020.36)			
Improvements - 5533	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 3,713.00	\$ (3,773.00)			
<b>Total</b>	\$ 346,339.25	\$ 14,957.17	\$ 23,185.47	\$ 27,310.49	\$ 23,147.18	\$ 33,926.61	\$ 36,153.97	\$ 34,709.89	\$ 50,426.54	\$ 24,336.88	\$ 21,412.11	\$ 23,610.88	\$ 17,362.98	\$ 330,540.17	\$ 15,799.08			