

**Wilmington Parks and Recreation Meeting Agenda
November 3, 2014 - 6:00 pm
Service Director's Conference Room – Municipal Bldg**

Greetings

Roll call

Review and Acceptance of Minutes from Oct. 6, 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 -263 fish stocked 10/28/14, Passport to Fishing program, pond-side plants partially 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 has been ordered
 - b. Tile art project is in work this week.
 - c. How should we celebrate completion?
- 5. Shelter Reservations - next year request will open January 2 for Wilmington residents; Feb. 1 for all others
 - a. Proposed reservation system and policy Lori
- 6. Update on skatepark project Lori/CCSA rep
- 7. City Council/Park Committee Update Lori/Council Rep
- 8. Banner Program – suggestions to incorporate for 2015 Lori
- 9. Event/Tournament Policy – revisions for 2015 Lori

New Business

- 1. Park Legacy Fund board introduction Maria
- 2. Financial Update Lori
 - a. Approve Supplemental appropriation of \$6572.87 to 540.430.5279 SECP Transformation Project. This is the balance of the FOWP/SIF funds; \$6,673.23 is already obligated to the CDBG required match. (Total funds from FOWP was \$13,246.10.)
 - b. Approve Supplemental appropriation of \$250 to 540.430.5278 Dog Park Project (donation from Conklin family in memory of Karen Stanforth)
 - c. Review end of year spending plans.
 - d. 2015 Budget Lori
- 3. Athletic Coordinator Update Lori
 - a. Basketball plans
 - b. Youth sports inventory project
- 4. Make a Difference Day Park Recap from October 25 Lori
- 5. Master Gardener and Garden Club projects Lori
- 6. Maintenance Update Travis/Lori
 - a. Replacement of large sewer line to Rombach main; Wastewater project.
 - b. Extension of parking near wooden playground
 - c. Winterization
- 7. No Child Left Indoors Programming status Lori
- 8. Lytle Creek Greenway Lori
 - a. Audio Tour Roll Out

Adjournment

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

Wilmington Parks and Recreation Board Meeting Minutes
October 6, 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, Sean Gibson, with Skate Park Committee and Paul Fear with City Treasury.

Butcher, Greetings

Butcher, Roll call

Review and Acceptance of Minutes from September 8, 2014 meetings, moved by Popp seconded by McKibben.

Old Business

Williams provided an update on scheduled events, nothing to report beyond a race this coming weekend, but nothing needing approval.

Williams gave a grant update, the front basketball court crack repair is done, and we are having some come down to look at the other courts which will be reported at a later date. We also got three benches installed around the pond, they look very good.

For the CDBG we have the overlay done, and one more piece of equipment and that grant will be finished.

The ODNR Aquatic Education we still don't have all the fish in, we are waiting to do them all in one load. The pond side plants are at the park at this time waiting to be installed and will get it done within the next couple of weeks.

The Nature Works Round 21 that is the surface grinding and resurfacing of the tennis courts, and the Dog Park fencing, we will know about that in January 2015.

Williams reported that the Dog Park grass has been seeded, the final grading and rock hounding got done, just waiting for the grass to grow.

William reported on the SECPTP a slab for a bench has been poured and we are ordering the bench this week, the tile art project with the Wilmington City School students should be done the second week in November.

The last reservations for the shelters will take place next weekend and we have had almost 240 this year, we are not going to take any more reservations after next week then we will winterize the park.

Williams reported that tomorrow night, the 7th there is a pre-construction meeting and cutting of the substructure has started at Mark Noland's house, Larry Reinsmith will do the inspections. Travis will act as the construction coordinator. Williams has gotten with Lowes about reimbursement of product purchased by CCSA without a PO, and gotten Lowes and CCSA squared away about the cities PO needs. There was no report from City Council Park Committee.

Butcher brought us into New Business.

Williams brought forward the Financial Update and items needing board action.

1. Approve Supplemental appropriation of \$3000 to Capital Equipment 540.430.5512 (donated from Janet Williams toward golf cart or other utility type vehicle). So moved by Popp, seconded by McKibben, motion carried.
2. Approve Supplemental appropriation of \$6500 to Skate Park Temp Project 540.430.5514 (grant from Clinton County Foundation for large ramp). So moved by McKibben, seconded by Popp, motion carried.
3. Approve transfer of \$600 from Benefit Insurance 540.430.5123 to Medicare 540.430.5124. So moved by Popp, seconded by McKibben, motion carried.

4. Approve Supplemental appropriation of \$4000 to Dog Park Project Equipment 540.430.5278 (matching donation from John Stanforth). So moved by McKibben, seconded by Popp, motion carried.

Williams presented a plan from Master Gardener Proposal for a City Beatification Program Fund, for City or County parks, where people who want to donate money for such a project would have a fund to donate money to. They already have so far two trees and plan on having two giant pots in the front of the park. While not needing Park Board approval, all board members were in favor of such idea.

Williams will be presenting some proposed projects on Thursday to Leadership Clinton.

The Leadership Clinton for High School Students, The East Clinton Youth Collaborative project, would like to do a project at the park; Williams is going to propose a play structure at the SECP.

Williams is getting the City Attorney to come to a meeting to speak about Public Works/Contracting legal requirements, more to come at later meetings.

The city reviewed the Fife Ave traffic study and found that what we have is in compliance; there will be no change.

Williams presented a Preliminary 2015 Budget Handout. The motion to accept the preliminary budget was made by McKibben, seconded by Popp, motion carried.

Williams gave an Athletic Coordinator Update, soccer just finished last week, preschool soccer has a couple more weeks for makeup games, the Intern Jarrin Taul is putting together a Fitness Program for SECP, and he is also doing a survey to identify the sports that the youth of Clinton County are involved in.

On October 25 Williams will have WC and WHS groups for Make a Difference Day park Projects, she will have sign up on line. The focus of the work will be on the wooden playground, weather permitting it will be power washed, sanded down and sealed up.

Williams reported the status of the Park Maintenance Update; we will be replacing the large sewer line to the Rombach main line, Wastewater Dept will be doing that and hopefully in October. During the winter we will work on the extension of the parking lot near the wooden playground. The drinking fountain is installed at Galvin Park; it is the only one with a dog basin. As previously mentioned we have gotten the three benches done at the pond. Work on the basketball courts at Galvin Park got done. Williams didn't have anything to report for No Child Left Indoors until December that will be an Owl Hike.

Williams reported last Saturday was Lytle Creek Greenway Day; John Deignan's audio tour was presented and was very well received. Within the next couple weeks we will be putting up the bird boxes with the QR codes on it that are coordinated with the audio tours. The Mayor showed interest in presenting it to council, it will be presented to the Visitors Bureau at their next meeting, and we will be hearing more about it.

The next meeting will be Monday, November 3, 2014 at 6:00pm.

McKibben moved for Adjournment seconded by Popp, motion carried.

Length of meeting 47:09 Min.

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

**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

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.
- 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.

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: _____

City of Wilmington Parks and Recreation Shelterhouse Reservation Request - 2015

Welcome to our new shelter reservation system! Reservations are on a first come serve basis for April 25 through October 18, 2015. Beginning January 2, 2015, only city of Wilmington residents may make reservations. Beginning February 1, reservations are open to the general public. (Reservations are not carried over from year to year.) By completing this form you are making a request for a reservation, which will need to be confirmed by a Parks and Recreation staff member. Please note that your request is not confirmed until you have been contacted by a staff member, which you can expect within five working days. Requests are date and time stamped automatically and will be confirmed on a first come, first serve basis. City residents' addresses must be within the city corporation limits and will be verified.

While we do not charge for reservations currently, any donations to the Shelter Maintenance Fund are welcomed. Donations should be made out to the City of Wilmington Parks and Recreation, Shelterhouse Fund, 69 North South St., Wilmington, OH 45177.

Thank you for helping us make sure our shelters are maintained for public enjoyment into the future!

Here is IMPORTANT POLICY INFORMATION you need to know:

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.

If you have any questions regarding shelter reservations, please email Lori Williams at lwilliams@ci.wilmington.oh.us or call (937) 382-4781.

Please help us care for our public facility, so many may enjoy it for years to come.

* Required

Name *

Organization *

If applicable

Address *

Street address, city, state and zip code.

Phone Number *

Email Address *

Please double-check for accuracy.

Date Requested (1st Choice) *

Date Requested (2nd Choice) *

Number of Attendees Planned *

Number of Shelters Required *

Shelter Preference *

List your preference(s) - Denver Williams Park A (on hillside, closest to small playground), Denver Williams Park B (on hillside), Denver Williams Park C (on hillside), Denver Williams Park D (near wooden playground), Galvin Park, Southeast Neighborhood Park

Submit

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2014 End of Year Spending

Parks End of Year Park Spending		
Stone for parking lot expansion	\$300	
Winter Gear	\$250	
Winterization of all plumbing	\$400	
ATV	\$3,500	(\$3000 donation)
Skatepark	\$300	
SECP Match for CDBG	\$7,000	
SECP Tile project	\$600	
Concrete and re-setting playground monument	\$300	
Preserve swale work (stone, pipe)	\$400	
	\$13,050	

2014 PARK EVENTS				
November 8	Wilmington College Work Day	TBD	Lori/Heather	
November 27	Turkey Trot	4-C Bicentennial Trail	Ron Combs	
2015 PARK EVENTS				
June 12-13	Banana Split Festival	Entire Park	Duane Weyand	
June 19-21	Heatin' It Up Tournament	All diamonds	Mike Ledford	
July 4	Fourth of July Festivities		TBD	