

**Wilmington Parks and Recreation Meeting Agenda
December 1, 2014 - 6:00 pm
Community Room – Municipal Bldg**

Greetings

Roll call

Review and Acceptance of Minutes from Nov. 3, 2014

Old Business

- 1. Update on scheduled events; approval as needed: Lori
 - a. Final request form
 - b. Last Mile program with Health Department
 - c. Kiwanis Bike Rodeo
 - d. Easter Egg Hunt
- 2. Grant Updates Lori
 - a. NatureWorks Round 20– Front basketball court crack repair and sealing completed. Reimbursements pending.
 - b. CDBG –last piece of equipment was installed 11/10/14. Final match amount is \$6,159.47.
 - c. ODNR Aquatic Education program 2014 – Kiosk installed, stocking -263 fish stocked 10/28/14, Passport to Fishing program, pond-side plants installed.
 - d. NatureWorks Round 21 – should know by early 2015.
 - e. USTA program for tennis court repair.
 - f. NRAC 2015.
 - g. ODNR Aquatic Education program 2015.
- 3. Update on proposed dog park project. Lori
- 4. Status of Southeast COMMUNITY Park Transformation Project Lori
 - a. Bench installed 11/25/14.
 - b. Tile art project completed and will be installed in April, weather permitting.
 - c. Proposal to re-roof the small shelter.
 - d. 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 Update Lori
- 9. Status of Stuckey Farm Park Lori

New Business

- 1. 2015 Meeting Schedule
- 2. Financial Update Lori
 - a. Transfer \$150.00 from Utilities 540.430.5212 to Vehicle Maintenance 540.430.5274 (Vehicle Fuel)
 - b. 2015 Budget Revisions Lori
- 3. Athletic Coordinator Update Lori
 - a. Basketball plans
 - b. Youth sports inventory project
- 4. Proposed Nature Playscape Project
- 5. Summer programming ideas.
- 6. Mayor’s recognition plans – Skatepark and Audio Tour
- 7. Request from Joe Hete to donate tree and plaque in honor of Roy Joe Stuckey at SECP Lori
- 8. Maintenance Update Travis/Lori
 - a. Extension of parking near wooden playground.
 - b. Plans for front entrance.
 - c. Work on swale in Lytle Creek Preserve.
 - d. Observation deck in Lytle Creek Prairie
- 9. No Child Left Indoors Programming status Lori
- 10. Lytle Creek Greenway

Adjournment

Executive Session

Personnel

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

**Wilmington Parks and Recreation Board Meeting Minutes
November 3, 2014 Regular Meeting 6:00 P.M.
Service Director's Conference Room – Municipal Bldg.**

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

Old Business

Review and Acceptance of Minutes from October 6, 2014 meetings, moved by Popp seconded by McKibben.

Butcher had the Skate Park Committee go first; Gibson advised the costume Halloween skate party grand opening of the Half Pipe that was completed last Sunday, the event for the 10/31st got canceled due to incimate weather. But the grand opening has been reset for the 11/4th at 6pm for a photo op. The Mayor, city officials and the Wilmington News Journal has been invited. A good job was done on the Half Pipe; it will draw a lot of activity to the park. Stewart asked about any fees and liability, park planning coordination for future skating events and contests, Williams advised that she would run it by Mongold for those concerns.

The Skate Park Committee left at this time 12:34 Minutes into the meeting.

Butcher took us into the Scheduled Events; Williams went over the scheduled events handout. There was nothing that needed approval at this time.

Williams gave the Grant Update report; the last years NatureWorks Round 20 for the basketball court crack repair and sealing is complete, the balance of work TBD. The CDBG we have one more piece of equipment to do and this grant will be finished, the installation date is planned for 11/10/14. The ODNR Aquatic Education program is mostly done, 263 fish stocked the pond on 10/28/14, and the Passport to Fishing program, and pond-side plants are partially installed. And we are waiting for more info on NatureWorks Round 21, which we will know more early in 2015.

Williams gave an update on the Dog Park Project, not much new at this time, the grass has come in well, some of the dead trees along the edge have been cut down, and most of the progress on the Dog Park is tied to the NatureWorks Round 21 in 2015, which will be the fencing.

Williams gave an update on the Southeast Community Park Transformation Project, bench has been ordered, we have the slab poured for that. The Tile Art Project is in work as we speak, we spoke about doing some sort of recognition for Lori's sister Jen who has headed up this project.

Williams presented the new shelter request forms with the proposed reservation system and policy, next year the requests will open January 2 for Wilmington residents; Feb 1 for all others.

McKibben moved that we accept the revised updated Shelter Request Forms and Reservation System and Policy, seconded by Popp, motion carried.

There was no report for City Council/Park Committee update, no one in attendance.

Williams presented an update for the Park Banner Program – Williams will put together the 2015 form and present it at the next meeting, there won't be many changes from last year, the banners have been taken down for the winter and most can be reused. The sales program won't begin till late January and February 2015.

Williams presented a 2015 revised Event/Tournament Policy handout draft; final will be presented at the next meeting.

Butcher took us into New Business

Butcher talked about the Park Legacy Fund Board members, she and Williams will put together a photo op for a news release.

Williams gave a Financial Update, first a request to approve a supplemental appropriation of \$6,572.87 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.). McKibben moved that we approved the above supplemental appropriation, seconded by Popp, motion carried.

Williams requested we approve a supplemental appropriation of \$250 to 540.430.5278 Dog Park Project (a donation from Conklin family in memory of Karen Stanforth). Popp moved that we accept the donation approve this as a supplemental appropriation, seconded by McKibben, motion carried.

Williams reviewed the 2014 end of year spending plans handout. Some of the items may not be spent till December but will by the end of the year. This is a list of items that the parks must get done by the end of the year. McKibben moved that the board approve the list as it is presented, which totals \$13,050.00, seconded by Popp, motion carried.

Williams talked about the 2015 Budget that was previously approved; there might be some needed changes as we get closer to the end of the year.

Fear spoke about the Parks Budget and didn't know why we were not in the General Budget or the Capital Expenditures. He also wondered about who was paying employees insurance, workers comp, and other benefits.

Williams gave an Athletic Coordinator Update; we are going to be able to do Basketball, using the Church of Christ for practices on Wednesday nights. We are working with the YMCA on a Youth Sports inventory project to figure out what we and they need to do and who does it, them or us. To make sure we don't overlap and we get the biggest bang for our buck.

Williams recap on Make A Difference Day from October 25th, we had around 70 people help, Wilmington Savings Bank fed them, Donato's gave a big savings to the bank to help out, they got a lot done all over.

Williams reported on the Master Gardener and Garden Club Projects, there are some changes at Point Park, the Master Gardeners have purchased giant planters for the front entrance, and the Master Gardeners have adopted the SECP as an ongoing project.

Williams gave a Maintenance Update; replacement of large sewer line to Rombach main; Wastewater project, the extension of parking near Wooden Playground, and the Winterization needs of the park.

Williams did an update on the No Child Left Indoors Programming status, they are in a planning stage for next year at this time, the only thing pending is the Owl Prowl coming up in late November.

Williams spoke about the roll out of the Lytle Creek Greenway Audio Tour with QR codes on Blue Bird houses.

McKibben moved to Adjournment, seconded by Popp, motion carried.

Meeting length 54:27 Minutes

Next meeting will be 6:00pm, Monday December 1, 2014.

"YOUR COMMUNITY PARKS – DISCOVER...PLAY...CELEBRATE"

2014 PARK EVENTS					
November 8	Wilmington College Work Day	TBD		Lori/Heather	
November 27	TurkeyTrot	4-C Bicentennial Trail		Ron Combs	
2015 PARK EVENTS					
March 28	Easter Egg Hunt	Galvin Park		Library Staff	
April 25	26th Mile Program	TBD - Trails?		Renee Quallen	
May 9	Kiwanis Bike Rodeo	Parking Lots and Shelter area		Terri Thobaben	
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	

Support Youth Programs



The City of Wilmington Parks and Recreation is offering a great opportunity for local businesses and organizations to reach thousands of people who visit the J. W. Denver Williams Memorial Park each year. Banners will be placed on ball field fences for the duration of the 2015 playing season (approximately May through October) with your company or organization's name and graphics.

Banners are available in two sizes: \$275 for 4'x6' banners (large fields) and \$225 for 3'x6' banners (small fields). Your color advertising banner will help support park programs and provide you with valuable community exposure. (If you purchased a banner for the 2014 and it is in re-usable condition, you will save \$25.)

Cost includes print-ready graphics. (Graphic preparation is available on an as-needed basis for \$35/hour.)

Please note that the City of Wilmington Park Board of Commissioners reserves the right to reject banner graphics that do not meet our tasteful, kid-friendly standards.

For additional information, please contact Lori Williams at 382-4781.

Please make checks payable & return to:

City of Wilmington Parks and Recreation
69 North South St. Wilmington, OH 45177

Yes, I would like to participate in the new park banner program. My check is enclosed. Contact me to talk about my artwork.

Please call me and tell me more about the banner program.

Please contact me about being a youth sports sponsor.

A banner is not for me, but enclosed is a donation to support youth sports.

Business/Organization: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Preferred Placement Location: _____

Did you know that donations to public Parks and Recreation programs are tax-deductible?

Wilmington Parks and Recreation Budget 2015

(PENDING PARK BOARD APPROVAL FOR REVISIONS 12/1/14)

EXPENSES	Budget 2013	Budget 2014	Proposed Budget 2015	REVENUE	Budget 2013	Budget 2014	Proposed Budget 2015
Recreation Salaries - 5111	\$ 161,700.80	\$ 161,700.80	\$ 167,739.60	Carry Over	\$ -	\$ 8,250.00	\$ 22,218.00
Pensions - 5121	\$ 22,638.11	\$ 22,638.11	\$ 23,483.54	Real Property Tax	\$ 272,283.00	\$ 265,014.00	\$ 261,130.00
Workers Comp - 5122	\$ 3,893.11	\$ 4,515.49	\$ 6,454.62	Commercial Activity Tax	\$ 37,604.00	\$ -	\$ -
Benefit Insurance - 5123	\$ 32,396.00	\$ 35,150.00	\$ 18,453.96	Personal Prop Tax	\$ -	\$ -	\$ -
Medicare - 5124	\$ 2,344.66	\$ 2,344.66	\$ 2,432.22	Public Utility Tax Repl.	\$ -	\$ -	\$ -
Bureau of Emp Serv. - 5128	\$ 30,260.00	\$ 9,000.00	\$ 8,000.00	Trailer Tax	\$ 390.00	\$ 325.00	\$ 340.00
Utilities - 5212	\$ 25,000.00	\$ 18,000.00	\$ 15,000.00	Personal Prop Tax-Util-Del	\$ -	\$ -	\$ -
Equipment Lease - 5225	\$ 7,000.00	\$ -	\$ -	Homestead and Rollback	\$ 18,836.00	\$ 12,100.00	\$ 24,750.00
Trail Maintenance - 5234	\$ -	\$ -	\$ -	Concession	\$ -	\$ -	\$ -
Direct Deductions - 5236	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	Shelterhouse Donations	\$ -	\$ 500.00	\$ 525.00
Professional Services - 5239	\$ 3,500.00	\$ 3,500.00	\$ 4,100.00	Misc. Revenue	\$ 27,650.00	\$ 23,650.00	\$ 16,725.00
Education and Training - 5241	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Banner Donations	\$ -	\$ -	\$ -
Taxes - 5265	\$ 580.81	\$ 475.00	\$ 370.00	Transfer In	\$ -	\$ -	\$ -
Vehicle Maintenance - 5274	\$ 7,000.00	\$ 8,000.00	\$ 6,000.00	Total	\$ 356,763.00	\$ 318,089.00	\$ 332,438.00
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	\$ -	\$ -	\$ -	Income Assumptions			
SkatePark Temp Project - 5514	\$ -	\$ 8,250.00	\$ -	Banner Donation: \$	6,750.00	30@\$225/ea	
Property/Casual Ins (Park Share) - 5282	\$ -	\$ 3,500.00	\$ 1,450.00	Tournament			
Banner Program - 5409	\$ 1,925.76	\$ 1,602.00	\$ 2,150.39	Revenue	\$ 1,125.00	Includes 15 field rentals @ \$75/ea	
Improvements - 5533	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	Youth sports	\$ 12,000.00		
Vehicle Fuel - 5317	\$ -	\$ -	\$ 5,000.00	Adult sports	\$ 3,000.00		
Grant Match (NatureWorks Round 20) - 5277	\$ -	\$ -	\$ 5,000.00	League sponsors	\$ 600		
NatureWorks Round 21 Match	\$ -	\$ -	\$ 5,000.00	Misc Total	\$ 16,725.00		
Capital Equipment - Southeast Community Park	\$ -	\$ -	\$ 1,935.00				
Transformation	\$ -	\$ -	\$ 7,433.00				
Dog Park Project	\$ -	\$ -	\$ 3,300.00				
Total	\$ 346,339.25	\$ 322,276.07	\$ 325,002.34				

Capital/Non-Recurring/Non-Operational Items

Peace Path Bridges	\$15,000
Tree removal (hazardous)	\$16,000
Park Master Plan	\$5,000
Total	\$36,000

Assumptions:

- 2 full-time employees; 1 part-time permanent; one with medical ins
- 2 seasonal approx 30 wks
- Seasonal officials - \$14,000

Prepared by L. Williams; Data Source: Monthly Reports from Auditor's Office