

File

**Wilmington Parks and Recreation Meeting Agenda**  
**July 5, 2016 - 6:00 pm**  
**Service Director's Conference Room – Municipal Bldg**

**Greetings**

**Roll call**

**Review and Acceptance of Minutes from May 2, 2016, and June 6, 2016**

**Old Business**

1. Update on scheduled events; approval as needed:
  - a. Family Fun Night Proposal
2. Grant Updates
  - a. NatureWorks Round 21 – \$22,297 awarded. Pending final reimbursement, this grant is closed.
  - b. ODNR Aquatic Education program 2016 – Notified 2/11/16 that we will receive award of \$1,452 for Passport to Fishing Program and fish stocking – must take place between July 1, 2016 and June 30, 2017.
  - c. NatureWorks Round 22 submitted as part of the David Williams Memorial Park completion project. Received notification Nov. 2 that we would be receiving \$26,932. Project must be completed by December 2017.
  - d. Land and Water Conservation Fund – submitted as part of the David Williams Memorial Park completion project. Agreement for \$150,000 reimbursement grant completed. Project must be completed by November 2017.
  - e. American Academy of Dermatology Shade Structure Grant Program. Grant period is Sept. 1 – Nov. 25, 2016. Requires a skin cancer awareness program and we provided information to soccer parents and placed information in park kiosks. Letter sent to Dr. Lucky to determine if he would be willing to sponsor the grant application.
  - f. CDBG – Handicapped access to dog park from parking lot and restroom from the wooden playground is scope. Construction must be completed by December 2016. CDC had to re-issue bid due to no bids from contractors on the first round.
  - g. Recreational Trails Grant – Submitted in April 2016, awaiting word.
  - h. NatureWorks Grant Application Round 23 was submitted June 1, 2016. SECP play equipment is the scope, using match from that line item. Awaiting word.
  - a. Misc Grants – FinishLine – submitted June 29, 2016.
3. Status of Stuckey Farm Park
4. David Williams Completion project status.
  - a. Topo survey, construction documents, bid package
  - b. Fund raising status
5. State Capital Budget Bill Request status – \$100K for restroom; \$100K for rehab of old playground. Advised that earliest date for next step in the process is August 16, 2016.
6. Banner donations to date - \$14,395.
7. Shelter reservation requests to-date – 168.
8. Proposed off-road bicycle facility/pump track project status

Lori  
Regan Snyder  
Lori

Lori

Troy

Lori/Brendan

**New Business**

1. Financial Update
  - a. Supplemental appropriation of \$1,755.00 from Rec Fund to Park Maintenance and Supplies 540.430.5333 (Heatin It Up Tournament expenses)
  - b. Supplemental appropriation of \$1,452.00 from Rec Fund to Aquatic Education 540.430.5281 (2016 ODNR Aquatic Education Grant)
  - c. Supplemental appropriation of \$2000 from Rec Fund to Off-Road Bicycle Project (funds are from Cornerstone Foundation restricted donation from 2012).
  - d. Transfer \$2000 from Equipment Lease 540.430.5225 to Park Maintenance and Supplies 540.430.5333 to cover 3<sup>rd</sup> party mowing costs.
2. Website update
3. Security cameras
4. Discussion on Park Rules changes
5. Discussion re 2017 park event process
6. Williams Farm/Roberts Development
7. Athletic Coordinator Update
8. Maintenance Update
  - a. Covered bridge decking.
  - b. Vandalism
  - c. Pond stocking
  - d. Baseball field work
  - e. Tree planting plans
9. No Child Left Indoors Programming
  - a. Ohio Farm Bureau article; Passport to Fishing, Canoeing, No Adult Woman Left Indoors Program
10. Lytle Creek Greenway – Wright State water quality project and status of Lytle Creek League of Conservators

Jody  
Travis/Lori

**Adjournment**

**Reminder – Signatures for payables needed from Park Board Members**

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

1

2

3

4

**Wilmington Parks and Recreation Minutes**  
**May 2, 2016 - 6:00 pm**  
**Community Room – Municipal Bldg**

**In Attendance:**

Maria Butcher conducted Roll call: Leilani Popp, Mark McKay, Maria Butcher, Lori Williams, Troy Seeger, Lonnie Stuckert

Marie Butcher Welcomed all attendees,

Roll Call: All Present

**Review and Acceptance:** Leilani Popp moved to accept as presented the Minutes from April 4, 2016 meeting , Seeger seconds the motion.

**Old Business**

1. Update on scheduled events; approval as needed:
  - May 14<sup>th</sup>, Opening Day all 450 Kids will play. Optional bouncy house could be included but the idea is to have a lot of things to do at this event. So everyone can enjoy. \$500 from Banner money has been allocated for the event.
  - 5K Race Events on May 14<sup>th</sup>: Little Hearts Big Smiles, Volksmarch for Veterans with PTSD
  - Rounders Tournament May/2016
  - Heating it up Tournament will be in May and they will be using the Kroger field
  - Good Fairy Project will be at the park painting in May, this should give the park a fresh look just in time for summer.
  - Masonic Lodge Car & Bike Show is in May (Organized by Ben)
  - "Police night out" (this will try to support community policing) this event will include a water rescue in the pond at the park.
  - "World Race" (5K Race) hosted by Josh Speilman
2. Grant Updates Lori
  - a. NatureWorks Round 21 – \$22,297 awarded. Work must be completed by the end of 2016. Balance of \$1,810.37 still available (Sign and Tree).
  - b. ODNR Aquatic Education program 2016 – Notified 2/11/16 that we will receive award of \$1,452 for Passport to Fishing Program and fish stocking – must take place between July 1, 2016 and June 30, 2017.
  - c. NatureWorks Round 22 submitted as part of the David Williams Memorial Park completion project. Received notification Nov. 2 that we would be receiving \$26,932. Project must be completed by December 2017.
  - d. Land and Water Conservation Fund – submitted as part of the David Williams Memorial Park completion project. Agreement for \$150,000 reimbursement grant completed. Project must be completed by November 2017.
  - e. American Academy of Dermatology Shade Structure Grant Program. Grant period is Sept. 1 – Nov. 25, 2016. Requires a skin cancer awareness program and we provided information to soccer parents and placed information in park kiosks. Letter sent to Dr. Lucky to determine if he would be willing to sponsor the grant application.
  - f. CDBG – Handicapped access to dog park from parking lot and restroom from the wooden playground is scope. Construction must be completed by December 2016. Anticipated construction is spring/summer 2016. The parks financial commitment to this project is \$750 which will come from the Dog Park fund.
  - g. Recreational Trails Grant – Deadline for application was moved back to April 1, 2016, and has been submitted.
  - h. United Way 2016 – Submitted 2/25/16. We did not receive any funds for 2016.
  - i. NatureWorks Grant Application Round 23 due June 1, 2016 (was delayed one month). SECP play equipment is the scope, using match from that line item.
  - a. Misc Grants - PNC, Lowes, Peoples BanCorp, FinishLine( Must be 501(c)3). Requires Park Legacy Fund Board action.
3. Status of Stuckey Farm Park (Trading for Mowing was agreed to with the streets group) We would like to get more picnic tables at Stuckey Farm Park. Lori
4. David Williams Completion project status.
  - a. Fund-raising status (Ongoing Fund Raising in various capacities) "Go Fund Me" \$800, Other various donations are consistent.
  - b. Splash Park Design status
  - Leilani Popp moved to accept the Splash park design, Seeger seconds the motion Lori
5. State Capital Budget Bill Request status – \$100K for restroom; \$100K for rehab of old playground. Awaiting word for next steps from ODNR. (We do not have a date but we know this will not be approved until 2017)
6. Banner donations to date - \$12,425.
7. Shelter reservation requests to-date – 110.

**New Business**

1. Financial Update Lori
  - a. Leilani moved that we accept Supplemental appropriation of \$500 (banner sales) from Rec Fund for Incidentals 540.430.5410 for opening day expenses. Seeger Seconds the Motion.
  - b. Leilani moved that we accept Supplemental appropriation of \$1000 (banner sales) from Rec Fund for Recreation Equipment 540.430.5332 for new rims at Galvin and Hollywood bases. Seeger Seconds the motion.
  - c. Leilani moved to Transfer In from General Fund \$69,500 to Rec Fund (as budgeted). Seeger seconds the motion.
2. Proposed pump track project status (Possible site behind the Little hearts Big Smiles Playground) Lori will be meeting the Clinton County park district soon to get final approval to begin planning this project. If this is approved then it will be a 2017 project

3. Athletic Coordinator Update - New piece of equipment for the baseball field has been purchased. Volleyball and adult softball is still open for registration.
4. Status of seasonal employees Mary is back at work. Will probably be hiring 2 employees soon.
5. Maintenance Update
  - a. Observation deck in Lytle Creek Prairie – prospective Eagle Scout project.
  - b. Baseball field work; new equipment.
  - c. Storage building near old playground (Painting soon).
  - d. Covered bridge decking.
6. Master Gardener projects
  - a. Old wading pond will be developed into a children's garden. 25' Diameter garden segmented into 4 areas of flowers and plants that promote the senses.
  - b. "Gnomeland" (New project developed by Dori Sabino that will be built along the walking trail at the park)
  - c. "Food Forest"
7. Collaboration with WHS pre-engineering students - Project Lead the Way.
8. No Child Left Indoors Programming - 8AM May 14<sup>th</sup> bird banding event. (Green Alliance website has more information)
9. Lytle Creek Greenway – Wright State water quality project and status of Lytle Creek League of Conservators - ongoing, John Stanforth will be meeting with other organizations to discuss this.

Leilani Popp moved to Adjourn

**Adjournment at 7:08PM**

**Wilmington Parks and Recreation Minutes**  
**June 6, 2016 - 6:00 pm**  
**Community Room – Municipal Bldg**

In Attendance: Patti Botts, Raegan Snyder, Stephanie McIntosh, Bryson Thompson, Kelsey Swindler, Leilani Popp, Lori Williams, Troy Seeger (late arrival).

Marie Butcher welcomed all attendees.

Roll call: All Present

**Minutes from May 2, 2016 meeting will be presented at the July 5<sup>th</sup> Meeting**

**Old Business**

1. Update on scheduled events; approval as needed: Lori
  - a. Family Fun Night Proposal (proposed a family movie night at the park with food in early August, this is still in the planning stages and will be discussed more in the weeks to come.
    - Fireworks update - Pastor Thompson gives us an update on the July 4<sup>th</sup> celebration schedule for July 3<sup>rd</sup> event date). Fireworks will be scheduled to start at 10:00AM
  - b. Backyard bible club is a church youth event host by the Bible Baptist Church which will include a visit from 120 youth members from South Carolina Church. (Pastor Thompson). This will include activities (Backyard Bible Studies) at various parks in our community (Galvin, Denver) as well as some private homes in our community.
2. Grant Updates
  - a. NatureWorks Round 21 – \$22,297 awarded. Work must be completed by the end of 2016. Balance of \$1,810.37 still available (sign and tree work).
  - b. ODNR Aquatic Education program 2016 – Notified 2/11/16 that we will receive award of \$1,452 for Passport to Fishing Program and fish stocking – must take place between July 1, 2016 and June 30, 2017.
  - c. NatureWorks Round 22 submitted as part of the David Williams Memorial Park completion project. Received notification Nov. 2 that we would be receiving \$26,932. Project must be completed by December 2017.
  - d. Land and Water Conservation Fund – submitted as part of the David Williams Memorial Park completion project. Agreement for \$150,000 reimbursement grant completed. Project must be completed by November 2017.
  - e. American Academy of Dermatology Shade Structure Grant Program. Grant period is Sept. 1 – Nov. 25, 2016. Requires a skin cancer awareness program and we provided information to soccer parents and placed information in park kiosks. Letter sent to Dr. Lucky to determine if he would be willing to sponsor the grant application.
  - f. CDBG – Handicapped access to dog park from parking lot and restroom from the wooden playground is scope. Construction must be completed by December 2016. Anticipated construction is summer 2016.
  - g. Recreational Trails Grant – Deadline for application was moved back to April 1, 2016, and has been submitted.
  - h. United Way 2016 – Submitted 2/25/16. We did not receive any funds for 2016.
  - i. NatureWorks Grant Application Round 23 was submitted June 1, 2016. SECP play equipment is the scope, using match from that line item.
  - a. Misc Grants - PNC, Lowes, Peoples BanCorp, Finish Line (Must be 501(c)3). Requires Park Legacy Fund Board action.
3. Status of Stuckey Farm Park - would like to get some new picnic tables moved to Stuckey Farm Park.
4. David Williams Completion project status. Moving forward with scheduling meetings with local organizations in hopes to receive some matching donations for the project. Amount of individual donations has been a pleasant surprise, as reported by Troy Seeger
5. State Capital Budget Bill Request status – \$100K for restroom; \$100K for rehab of old playground. Awaiting word for next steps from ODNR.
6. Banner donations to date - \$13,400.
7. Shelter reservation requests to-date – 150+.

**New Business**

1. Financial Update
  - a. Popp moves to accept Supplemental appropriation of \$430.40 within the Galvin Park Fund. This makes earned interest on the \$35,000 endowment available to the park. Seconded by Seeger.
  - b. Popp moves that we create new expense line item for Off-road Bicycle Project. Seconded by Seeger.
  - c. Popp moves that we create new Fund and expense line item for State Capital Improvements Fund Grant. Seconded by Seeger.
  - d. Popp moves that we Transfer \$2000 from Professional Services 540.430.5239 to Park Maintenance and Supplies 540.430.5333. Anticipated expenses for adult league umpire to be used for replacement generator and vandalized table frames. Seconded by Seeger.
2. Proposed off-road bicycle facility/pump track project status (nothing new to report, but we are continuing to talk about this project)
3. Athletic Coordinator Update Summer youth sports had 45 teams this year mid July is soccer sign up.
4. Maintenance Update
  - a. Observation deck in Lytle Creek Prairie – prospective Eagle Scout project.
  - b. Storage building near old playground has now been repainted.
  - c. Covered bridge decking will be replaced soon.

- d. Mowing trade-offs taking place with Streets Dept.
- 5. Master Gardener projects
  - a. Old wading pond.
  - b. "Gnomeland"
  - c. "Food Forest"
- 6. Collaboration with WHS pre-engineering students (Project Lead the Way).
- 7. No Child Left Indoors Programming - Joint youth project with Cowan Lake in August.
- 8. Lytle Creek Greenway – Wright State water quality project and status of Lytle Creek League of Conservators. Lori met with Lytle Creek League of Conservators about the disbandment of this organization and how the current funds of \$10,000 will be divided.

**Adjournment: 7:00PM**

**Executive Session Start Time: 7:08PM**

**Executive Session Adjourns: 7:19PM**

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

2016 Events	Event	Park Area	Sponsor	Point of Contact	Special Requirements
Date					
TBD	Passport to Fishing	Shelters and pond	NCLI	Lori/Rick Kneisel	
July 18-22	Murphy Good Fairy Project	Shelter A and old Bathroom	Murphy Theatre	Diane Murphy	
July 18-21	Spirk Soccer Camp	Back Soccer Fields		Steve Spirk	
July 23	Wilmington Masonic Lodge Car and Bike Show	Center area and parking lot	Masonic Lodge	Ben Vance	
Aug 1 - 5	Challenger Soccer Camp	Front soccer fields	British Soccer Camp	Duane	
August 2	National Police Night Out	Shelters and pond	Wilmington Police	Weyand/Randy Riley	
August 6	Josh Speelman's World Race	4C Trail and area near playground		Josh Speelman	
August 6	Family Fun Day	Around Shelter D		Stephanie McIntosh and Raegan Snyder	
August 13	Family Fun Day - Rain Date	Around Shelter D		Stephanie McIntosh and Raegan Snyder	





David Williams Completion Project Fund-Raising to Date (7/5/16)				
Where Deposited/Funds Received	Organization	Amount Received/ Available	Pledged Amount	Restrictions?
City Fund	CCF/Denver Park Fund	\$19,500.00		
Paypal ECC	Individual	\$50.00		
City Fund	Individual	\$100.00		
City Fund	Individual	\$50.00		
City Fund	Individual	\$1,250.00		Trees
City Fund	CC Commissioners	\$65,233.00		
Pledge	Modern Woodmen		\$750.00	Trees
City Fund	United Way	\$750.00		
City Fund	Alkermes	\$1,000.00		
City Fund	Clinton County Foundation	\$25,000.00	\$25,000.00	Pledged amount is based on meeting \$425K fund-raising goal
City Fund	Health First	\$50,000.00		
City Fund	Individual	\$2,000.00		
City Fund	Individual's Employer Match	\$2,000.00		
Pledge	CCSA		\$15,000.00	\$10K is from Tony Hawk Foundation; Skatepark
City Fund	Individual	\$100.00		Splash park
	Honnerlaw Real Estate Services	\$100.00		
City Fund	Individual	\$150.00		
City Fund	Individual	\$100.00		
	Health Alliance of Clinton County	\$1,000.00		
City Fund	For a Song and a Story	\$50.00		
City Fund	Individual	\$1,000.00		
City Fund	Peelle Law Offices	\$500.00		
Park Legacy Fund	Individual/Employer Match	\$4,000.00		Splash park
Go Fund Me	Individual	\$100.00		
Go Fund Me	Individual	\$100.00		
Go Fund Me	Individual	\$100.00		
Go Fund Me	Individual	\$100.00		
Go Fund Me	Individual	\$20.00		
Go Fund Me	Individual	\$100.00		
Go Fund Me	Individual	\$100.00		
Go Fund Me	Individual	\$100.00		
City Fund	Individual	\$1,500.00		
City Fund	Individual	\$1,000.00		
	Fraternal Order of Eagles #1224	\$100.00		
City Fund	Croghan AutoCare Ltd.	\$110.00		
City Fund	Individual	\$1,500.00		
City Fund	A Abel	\$125.00		
City Fund	In memory/individual	\$200.00		
City Fund	Aaron's	\$171.50		
Pledge	WalMart/VAP Program		\$250.00	
		\$179,359.50		
City Fund	City Park Fund	\$5,000.00		
City Fund	City Park Fund	\$4,128.00		
Grant	Reimbursement	\$150,000.00		
Grant	Reimbursement	\$26,932.00		
		\$186,060.00		
		\$365,419.50	\$41,000.00	

