

WILMINGTON PARKS AND RECREATION MEETING

Meeting Date and Time: May 6, 2024 at 4:00 p.m.
Meeting Type and Purpose: Regularly scheduled meeting for general purposes.
Meeting Location: Moyer Community Room
Presiding Officer: T. Short

I. CALL TO ORDER

- a. T. Short called the meeting to order at 4:02pm

II. GREETINGS- T Short

III. ROLL CALL

- a. **Board Members Present:** T. Short, K Collins, J. Earley
- b. **Also Present:** I. Ortman, J. Fife

IV. REVIEW AND ACCEPTANCE OF MINUTES

- a. T. Short Motion to approve minutes from 4/1/24. Second by K. Collins. Earley-Abstain, Short-Yes, Collins- Yes. Motion approved 2 yes/1 Abstention.
- b. T. Short Motion to approve minutes from 4/22/4. Second by K. Collins. Earley-Abstain, Short-Yes, Collins, Yes. Motion approved 2 yes/1 Abstention.
- c. T. Short motion to approve minutes from 5/2/24. Second by J. Earley. Earley-Yes, Short-Yes, Collins-Yes. Motion approved.
- d. T. Short motion to approve amended minutes from 11/6/23. Second K. Collins. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- e. K. Collins motion to approve amended minutes from 3/6/24. T. Short Second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- f. T. Short motion to approve amended minutes from 3/10/23. K. Collins second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- g. T. Short motion to approve amended minutes from 3/15/23. K. Collins second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- h. T. Short motion to approve amended minutes from 4/3/23. K. Collins second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- i. T. Short motion to approve amended minutes from 5/1/23. K. Collins second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- j. T. Short motion to approve amended minutes from 8/8/23. K. Collins second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- k. T. Short motion to approve amended minutes from 9/20/23. K. Collins second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.
- l. T. Short motion to approve amended minutes from 10/2/23. K. Collins second. Earley-Abstain, Collins- Yes, Short- Yes. Motion approved 2 yes/1 Abstention.

V. OPEN TO THE PUBLIC

- a. J. Fife updated board on status of Pickleball fundraising. L. Williams working on application for Clinton County Legacy Fund. Requesting approximately \$157,000. The legacy fund will not have a vote until August. \$750 deposited for lights from Pickleball group donations. Wilmington Savings Bank still committed to \$15,000 earmarked for Pickleball project. Further discussion included working with WCS to utilize the tennis courts. Two of the high school courts can be converted into six permanent pickleball courts. The board expressed their support for the pickleball project if funding can be secured.

WILMINGTON PARKS AND RECREATION MEETING

VI. OLD BUSINESS

a. Park Projects- I. Ortman

- i. Xidas Park- Painting has been completed. Thompson's has the remainder of the project on their schedule to complete. K. Collins emphasized that the project needs to be done no later than June 7th which is the first evening for the CCCVB Summer Concert Series. <ACTION ITEM>
- ii. Rombach Entrance- Clinton County Foundation will discuss to approve the \$7,000 commitment at their May board meeting to cover the cost of the Rombach entrance renovation. Demolition has been completed and fill dirt will be brought in to fill where concrete has been removed. Denver Park has received 30 truckloads of mulch thus far and mulching is almost complete. <ACTION ITEM>
- iii. SECP- Discussion was had on the timing of the tire pyramid removal. Possibly talk with CCYC about usage. After further discussion and to prepare for next steps, will look at removing immediately, finding a recycling location, and possible volunteers to assist with the removal. SECP water leak has been evaluated by the water department and they indicated that it was a small leak and are leaving any repair work for a future date. Will revisit with Spurlock to turn water off or leave it on and leaking. <ACTION ITEM>
- iv. Galvin Park- Water fountain is partially damaged. The spigot and pet watering bowl are still working. Need to get estimate for repair and file incident report for insurance. Mulching at Galvin has been completed as has the tree removal. <ACTION ITEM>
- v. Little Hearts ~ Big Smiles- Met with B. Wulf and reviewed responsibilities. LHBS wants to give the park to the city and provide all of the maintenance. The county owns and previous board gave tentative approval to have it turned over with an endowment.
- vi. Playground Inspections- Scheduled for May 14th. Some repairs already completed.
- vii. Volunteers- Need to send thank you notes to all of the volunteer organizations that have helped with Spring mulching/projects. T. Short asked that we reach out to WNJ for an article as well. <ACTION ITEM>
- viii. Restrooms- All restrooms are now open. Seasonals will be scheduled for opening, closing and cleaning on a daily basis.
- ix. Pesticide/Herbicide- Has been applied for the season.
- x. Woodland- This area has partially been cleaned up by volunteers.

VII. NEW BUSINESS

a. Financial Update- I. Ortman

- i. Xidas Park Stewardship- \$10,000 has been received. K. Collins will reach out to auditor's office to get clarification on how that money can be immediately utilized and the process to make it available. <ACTION ITEM>
- ii. Need to transfer \$500 to Education & Training from Professional services. Motion by T. Short to transfer \$500 from Professional Services (540.430.5239) to Education and Training (540.430.5241). Second by J. Earley. Earley- Yes, Collins- Yes, Short- Yes. Motion approved. <ACTION ITEM>
- iii. Part Time position paperwork for Chad Smith submitted on April 23rd. Motion by K. Collins to move from a seasonal position to part time position. Second by J. Earley.

WILMINGTON PARKS AND RECREATION MEETING

Earley-Yes, Collins-Yes, Short-Yes. Motion approved. HR has been backed up but working on seasonal hires. Should be completed within two weeks. They were submitted two weeks ago. <ACTION ITEM>

- iv. Banners- On target. Discussion was had to possibly get a sponsor for large banner at \$500 to place on the Skate Park fencing. <ACTION ITEM>
- v. April Budget Review- There is a \$941 charge from Professional Services for painting of soccer/football lines. I. Ortman requested that it be taken out of Rec Equipment to better track expenses for athletic programming. Motion by K. Collins to move \$941 charge from Professional Services (540.430.4239) to Rec Equipment (540.430.5332). Second by J. Earley. Earley- Yes, Collins-Yes, Short, Yes. Motion Approved. Motion by T. Short to approve April Financial report. Second by J. Earley. Earley- Yes, Collins-Yes, Short- Yes. Motion approved. <ACTION ITEM>
- b. Athletic Coordinator Update- I. Ortman
 - i. Good Sports Grant- J. Drake provided a \$7500 summary report to K. Collins on equipment that has been received to date. Good Sports Advertising has been posted on Facebook page. Discussion included that the grant also requires that we have pictures with the kids utilizing the new equipment.
 - ii. Baseball/Softball- J. Drake did not respond to request from I. Ortman for Baseball/Softball sign up numbers.
 - iii. Flag Football- Eight teams. Will end May 14th.
 - iv. Sports/Rec Budget- Board will look to review a detailed report to respond to I. Ortman request for breakdown.
- c. Community Park Usage- I Ortman
 - i. Shelter Reservations- 123 reservations to date. Littering has become an issue. Will work to find a way to hold groups accountable by possibly including language that the area must be cleaned up before they leave. <ACTION ITEM>
 - ii. Rod's Project- Event on June 8th has been placed on the Facebook page in support of this event.
- d. Grant Updates- I Ortman
 - i. RTP Grant- No Update until Fall
 - ii. ODNR Aquatic Grant- Changed the format of how grant is distributed. One time event grant is now separate and will not be available for 2024.
 - iii. Clinton County Capital Improvement- I Ortman still waiting to submit for Galvin Park.
 - iv. L. Williams is working on submitting grant through Clinton County Legacy Fund for Pickleball courts.
 - v. Natureworks- June Deadline. Possibly submit for Galvin Park equipment and shelter replacement that is needed. T. Short made motion to move forward and submit up to \$150,000 for Galvin Park Improvements. Second by J. Earley. Earley-Yes, Collins- Yes, Short- Yes. Motion approved. K. Collins made motion to move forward with grant for up to \$150,000 for JW Denver Williams Park improvements. Second by J. Earley. Earley- Yes, Collins, Yes, Short-Yes. Motion Approved. <ACTION ITEM>
- e. Maintenance Update – I Ortman
 - i. Work Plan is being set. New FT and PT hires will go through a three day training process. I. Ortman working on forms for procedures, training, and evaluation that are lacking in the office.

WILMINGTON PARKS AND RECREATION MEETING

- ii. Seasonals- Waiting for HR approval for four new seasonals..
- iii. Lunch in the Park and Art Camp- Will discuss with city administration to be sure no conflicts or concerns. <ACTION ITEM>
- iv. Sunset Cinemas- Need to select movies for designated dates. Will review with city administration to be sure no conflicts or concerns. K. Collins reported that the CC Foundation may be interested in sponsoring the event. I. Ortman to follow up with A. Belfrage. <ACTION ITEM>
- v. Fireworks in the Park- Still pending. Fireworks to be set off at the Engineers Office.
- vi. Spring Maintenance- Will finalize the schedule with Brad once the seasonals are hired. <ACTION ITEM>
- vii. Pesticide Certification- I Ortman to take test June 10th in Green County.
- viii. Legal Counsel for WPR- T. Short reported that she has calls in and waiting for return calls. Will share updated information and schedule a special meeting to discuss.
- ix. New WPR Truck- WPR decals have been added. Still need to add the City decals.
- x. Shelter House Electric Upgrade- I Ortman will work to confirm that this project has been completed. J. Earley to assist.

VIII. ADJOURNMENT

- a. T. Short Made motion to adjourn meeting. J. Earley Second. Earley- Yes, Collins- Yes, Short- Yes. Motion approved.

IX. MEETING ADJOURNED