

**Regular Meeting Minutes
Centerville-Washington Park District
August 14, 2017**

I. CALL TO ORDER

A regular meeting of the Board of Park Commissioners of the Washington Township Park District, also known as the Centerville-Washington Park District, was held at Park Headquarters. The meeting was called to order at 7:07 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Project Manager; Ms. Marks, Program Manager and Ms. Osif, Business Manager. Notice of this meeting was sent to the Dayton Daily News on August 7, 2017 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA (additions to agenda for discussion purposes only)

No changes or additions were made.

III. APPROVAL OF MINUTES

The minutes of the July 10, 2017 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

There were no visitors.

V. EXECUTIVE SESSION

Executive Session recommended for the purpose of discussing land purchase ORC 121.22(G).

Commissioner Sánchez made a motion to enter Executive Session for land purchase, roll Call Vote: Sánchez – Aye, Lee – Aye, Monahan - Aye

Board moved to Executive Session at 7:08 P.M.

Upon Return at 7:21 P.M., President Monahan stated “*We are now back on record*”

VI. FISCAL

A. July 31, 2017 General Fund Financial Report:

	2017 Budget & Carryover	2017 YTD	% of Budget
Revenue			
Property Taxes	4,683,612.00	4,042,847.30	86.3%
Interest	30,000.00	40,075.05	133.6%
Donations	6,000.00	601.21	10.0%
Program	170,000.00	103,358.20	60.8%
Other	30,000.00	40,974.67	136.6%
	\$4,919,612.00	\$4,227,856.43	85.9%

Expenditures

2 - Park Improvements	5,574,057.63	1,040,991.36	18.7%
3 - Operations	785,196.09	299,294.52	38.1%
4 - Equipment	233,086.48	115,239.27	49.4%
5 - Payroll	2,310,825.50	1,264,866.20	54.7%
6 - Prof. Services	214,682.97	55,225.66	25.7%
7 - Utilities and Fees	338,937.16	162,050.42	47.8%
8 - Office Operations	127,973.43	61,677.47	48.2%
9 - Programs	96,772.88	46,530.52	48.1%
10 - Matching Funds	26,300.00	1,300.00	4.9%
12- Bill Yeck	0.00	0.00	0.0%
11 - Transfers - out	4,100.00	3,741.33	91.3%
13 - Advances - out	0.00	0.00	0.0%
Total expenditures	\$9,711,932.14	\$3,050,916.75	31.4%
Net +/-		\$1,176,939.68	

B. July 31, 2017 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$3,090,469.74	\$3,889,012.14	0.00	\$1,960,007.05	\$8,939,488.93
Park Improvement Fund	13,917.81	0.00	0.00	0.00	13,917.81
Land Acquisition Fund	2.41	610,801.51	17,717.43	0.00	628,521.35
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	40,999.94	0.00	0.00	0.00	40,999.94
Total	\$3,145,389.90	\$4,499,813.65	\$17,717.43	\$1,960,007.05	\$ 9,622,928.03

No Star Ohio transfers this month. Transfer will be made in August after tax settlement.

Commissioner Lee had a question regarding current cash versus expected year-end cash. Director Biondo explained how the financial report works in regards to the budget, unencumbered amounts and year end balances.

C. Approval of Bills:

Commissioner Sánchez made the motion, and the Commission approved, authorizing the July 2017 financial report and bills for payment.

VII. BUSINESS
A. Purchase Watkins Glen Bridge

Commissioner Lee made the motion, and the Commission approved, authorizing a Purchase Order in the amount of \$37,950 to ET Tectonics for the purchase of a bridge to be placed at Watkins Glen Park.

B. Award Contract for Architectural and Engineering Design, Maintenance Facility

Commissioner Sánchez made the motion, and the Commission approved, to enter a contract with Williams Architects for professional design and engineering services for the 354 Congress Park maintenance building and site, for a fee up to \$279,900.00 based on the details, scope, and terms of the August 11, 2017 proposal.

Commissioner Lee asked that the record reflect his concern with the overall cost and scope of the maintenance facility project.

C. Award Construction Contract for Forest Field Park Renovation

Commissioner Lee made the motion, and the Commission approved, to award the Forest Field Park renovation construction contract to Arcon Builders, Ltd., at a cost of \$810,000, which includes a 5% contingency.

D. Clean Ohio Greenspace Resolution

Commissioner Sánchez made the motion, and the Commission approved, authorizing Resolution 2017-07, a Resolution Authorizing the Pursuit of an OPWC Clean Ohio Fund grant.

E. Purchase order for Replacement Playground Equipment - Moved to September meeting

This is for the playground equipment replacement and upgrades as defined in the 10-year plan drafted in 2014. The playground equipment will be erected in Cherry Hill, Green Line, and Forest Walk parks. Installation should be completed by November 1. Budget allocation in 2017 for playground upgrades is \$50,000.

VIII. DIRECTOR'S REPORT

1. Levy Information update – The Friends of the Park levy group has been formed and has had a few meetings. Look forward to more press and social media releases regarding “You Spoke, We Listened”.
2. 2018 Budget preparation will begin in September.
3. Next Month:
 - a. Presentation of Maintenance Management Plan
 - b. Revised Appropriation Budget
 - c. Final Strategic Plan modifications

IV. DEPARTMENT REPORTS

Managers presented a 2017-Second Quarter progress report of the Strategic Plan goals during the work session.

X. COMMISSIONERS COMMENTS

Commissioner Lee commented that Little Woods Park looks unkempt. He would like staff to look at the park to consider options to improve the appearance. He also asked if there was any movement on the Yeck Family Fund projects.

Commissioner Monahan inquired about the plan for the Zengel property. Director Biondo will send the drawing of the proposed trail layout and reminded the Board that the trail was the extent of the development plans at this date.



XI. ADJOURNMENT

A Board work session will be held September 11, 2017 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved:

Daniel Monahan, President

Attested:

Lucy Sanchez, Secretary