

## Regular Meeting Agenda Items

### September 17, 2018

#### 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 7:02 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Ms. Huff, Business Manager; Mr. Carter, Operations Manager; and Mr. Meyer, Project Manager. Notice of this meeting was sent to the Dayton Daily News on September 14, 2018 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

#### II. CHANGES OR ADDITIONS TO THE AGENDA

Item B included an additional motion requesting approval for resolution 2018-10.

#### III. VISITORS

There were no visitors in attendance.

#### III. APPROVAL OF MINUTES

Commissioner Monahan moved, and Commissioner Lee seconded for approval of the work session and regular meeting minutes from August 13, 2018. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

#### IV. EXECUTIVE SESSION

Executive Session recommended for the purpose of discussing Purchase of Property ORC 121.22(G).

#### V. FISCAL

##### A. August 31, 2018 General Fund Financial Report:

<b>General Fund Budget Summary</b>			
<b>August 31, 2018</b>			
	2018 Budget & Carryover	2018 YTD	% of Budget
Beginning Cash 2018	\$ 7,068,439.00	\$7,068,439.00	
<b>Revenue</b>			
Property Taxes	4,683,704	4,386,116	93.6%
Interest	75,000	88,452	117.9%
Donations	27,500	27,779	101.0%
Program	160,000	137,549	86.0%
Advances	94,097		0.0%
Other	55,000	26,326	47.9%
Total	5,095,301	4,666,222	91.6%

<b>Beginning Cash + Revenue</b>	<b>12,163,740</b>	<b>11,734,661</b>	
<b>Expenditures</b>			
2 - Park Improvements	3,912,642	777,272	19.9%
3 - Operations	727,415	427,399	58.8%
4 - Equipment	157,845	107,517	68.1%
5 - Payroll	2,485,844	1,511,081	60.8%
6 - Prof. Services	237,235	80,810	34.1%
7 - Utilities and Fees	337,694	199,871	59.2%
8 - Office Operations	156,333	86,543	55.4%
9 - Programs	139,326	78,409	56.3%
10 - Matching Funds	26,408	14,949	56.6%
11 - Transfers - out	10,500	6,957	66.3%
13 - Advances - out	94,097	94,097	0.0%
<b>Total expenditures</b>	<b>8,285,339</b>	<b>3,384,905</b>	<b>40.9%</b>
	<b>Net YTD</b>	<b>\$8,349,756.21</b>	

**B. August 31, 2018 Investment Report:**

	<b>Fifth Third Bank</b>	<b>STAR Ohio</b>	<b>STAR Plus</b>	<b>CDs</b>	<b>Total</b>
General Fund	\$906,081.49	\$2,971,963.97	\$2,499,629.75	\$1,973,000.00	\$8,350,675.21
PI Fund	13,917.81				13,917.81
LA Fund	11.43	575,178.64	17,977.82		593,167.89
Yeck Fund	91,028.28				91,028.28
<b>Total</b>	<b>\$1,011,039.01</b>	<b>\$3,547,142.61</b>	<b>\$2,517,607.57</b>	<b>\$1,973,000.00</b>	<b>\$9,048,789.19</b>

**No bank transfers in August 2018**

**C. Approval of Financial and Investment Activity**

Commissioner Lee moved, Commissioner Monahan seconded, to authorize the August 2018 financials and investment activities. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

**VI. BUSINESS**

**A. Bond Resolution**

Attorney Wehmer, Dinsmore and Shohl, provided the resolution authorizing five (5) year, \$1,000,000 bonds to be sold to Capital One. The interest rate for the bond is 3.15%, interest due in April and October (starting 2019) and principal payments due in October

Commissioner Monahan moved, Commissioner Lee seconded, Resolution 2018-07 authorizing the sale of \$1,000,000 bond to be used for the construction/renovation of the maintenance facility. The Board further affirms that bond counsel is permitted to make necessary changes to this document so long as the intent is not impacted.

**Roll Call Vote:**

Commissioner Lee – Aye  
Commissioner Monahan – Aye  
Commissioner Sanchez – Aye

**B. 2018 Revised Appropriation Resolution**

The budget has been revised to include new projections for revenue and expenses in both the General and Capital Improvements Funds relating to the funding and expenses for the construction of the maintenance facility. This is a state-mandated procedure.

Commissioner Lee moved, Commissioner Monahan seconded, to approve the 2018 revised Appropriation Resolution (2018-08).

Commissioner Monahan moved, Commissioner Sanchez seconded, to approve Resolution 2018-10 authorizing an inter-fund transfer of \$969,150 from the General Fund to the Capital Improvement Fund.

**C. Tax Year 2018 Amounts & Rates Resolution –**

Ninety-five percent (95%) of the estimated revenue for tax year 2018 (budget year 2019), as provided by the Montgomery County Auditor, is \$4,728,176. A resolution must be passed acknowledging this amount per ORC 5705.34-5705.35.

Commissioner Lee moved, Commissioner Monahan seconded, to accept Resolution 2018-09, authorizing the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor. A copy is attached to and made a part of these minutes.

**D. Activity Center Headquarters Renovation**

Contract with Barge Design of Miamisburg for architectural services to repurpose the west maintenance building into program space, at a fee of \$48,750.

Scope to include:

- Concept Design (via Design Charette)
- Construction Documents
- Bidding/Negotiating & Contract Award
- Value Engineering and Construction Administration

It is too soon to make any predictions, but Mr. Meyer has learned that this project could also be eligible for an LWCF grant. Staff will continue to investigate.

The board tabled this discussion until more information can be presented (by staff) at the October 8, 2018 meeting.

**E. Purchase Order for Williams Architects**

Purchase Order approval is requested in the amount of \$54,277, payable to Williams Architects for additional services for scope increase and rebid assistance for the maintenance facility, in accordance with terms of the AIA contract. The construction and design costs are within the \$2.43 Million budget limit set by the Park Board.



Commissioner Lee moved, Commissioner Monahan seconded, to approve a purchase order payable to Williams Architects for \$54,277.

**F. Engineering Services for Grant Park Trail Repair**

The bank along Holes Creek is eroding in Grant Park. It is time to contract for engineering services to design the trail repair. The project will utilize IAP government services for contracting and bidding. All engineering fees are pass-through costs and Choice One has been vetted through their process. IAP service encompasses the public bid process and will be manage the project.

Commissioner Lee, Commissioner Monahan seconded, to contract with Choice One for civil engineering services to repair the Grant Park Trail closed by streambank erosion at a fee of \$51,775.

**VII. DIRECTOR’S REPORT**

- A. NRPA
- B. Library Opening
- C. East-West Bicycle Route
- D. Accreditation

**VIII. DEPARTMENT REPORTS**

- Business
- Operations
- Planning
- Programming

**IX. COMMISSIONERS COMMENTS**

- Commissioner Lee
  - No comments
- Commissioner Monahan
  - Noticed the parking lot full at Holes Creek when visiting. Discussed the possibility of the need for expansion of the parking lot. The sunflower field traffic was discussed and could be the reason for the traffic.
- Commissioner Sánchez
  - Has received lots of comments on how great Forest Field park’s design is.

**XI. ADJOURNMENT**

A Board work session will be held October 08, 2018 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved

Attested

Lucy Sanchez, President

Dan Monahan, Secretary