

Regular Meeting Minutes

October 8, 2018

I. CALL TO ORDER

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

III. APPROVAL OF MINUTES

IV. VISITORS

V. EXECUTIVE SESSION

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

VI. FISCAL

A. September 2018 General Fund Financial Report

General Fund Budget Summary			
August 31, 2018			
	2018 Budget & Carryover	2018 YTD	% of Budget
Beginning Cash 2018	\$ 7,068,439.00	\$7,068,439.00	
Revenue			
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%
Beginning Cash + Revenue	12,163,740	11,734,661	
Expenditures			
2 - Park Improvements	2,295,692	845,338	36.8%
3 - Operations	727,415	486,545	66.9%
4 - Equipment	157,845	108,357	68.6%
5 - Payroll	2,485,844	1,669,302	67.2%


**Centerville-Washington
PARK DISTRICT**

6 - Prof. Services	237,235	94,390	39.8%
7 - Utilities and Fees	343,694	242,348	70.5%
8 - Office Operations	156,333	90,148	57.7%
9 - Programs	139,326	84,745	60.8%
10 - Matching Funds	26,408	14,949	56.6%
11 - Transfers - out	979,650	8,002	0.8%
13 - Advances - out	94,097	94,097	0.0%
Total expenditures	7,643,539	3,738,220	48.9%

B. September 2018 Investment Report

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$884,352.94	\$2,977,181.34	\$2,503,981.66	\$1,973,000.00	\$8,338,515.94
PI Fund	13,917.81				13,917.81
LA Fund	11.43	576,188.38	18,009.12		594,208.93
Capital Improvements Fund	1,000,000.00				1,000,000.00
Yeck Fund	91,031.61				91,031.61
Total	\$1,989,313.79	\$3,553,369.72	\$2,521,990.78	\$1,973,000.00	\$10,037,674.29

NO STAR TRANSFERS; BOND PROCEEDS RECEIVED

C. Approval of Bills

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

VII. BUSINESS
A. Action Pertaining to Land Acquisition

The Board chose to formally vote to approve the purchase agreement for the Hithergreen property, which was discussed during the Executive Session.

Commissioner Monahan moved, Commissioner Sanchez seconded, to approve the real estate purchase agreement with Washington Townships for real estate located at 5900 Hithergreen Drive, Washington Township, Ohio.

Roll Call Vote:

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

B. Activity Center Headquarters Renovation [Previously Tabled]

Board affirmed their desire to carry out the remodeling project. However, discussion ensued as to how to lower the architectural fees from the proposed \$48,000. Director Biondo reviewed the State of Ohio-mandated procedure and guidelines. Once a professional services firm is selected from the District's list of qualified companies, then fee can be negotiated. If the District cannot reach an acceptable fee with the first company selected, then it can move to one of the secondary firms to negotiate fee.

Park Board agreed to proceed to contract for architectural services but with a ceiling on the fee of \$44,000.

Centerville-Washington Park District, 221 N. Main St., Centerville, Ohio 45459

Commissioner Monahan moved, Commissioner Sanchez seconded, to contract for architectural services to repurpose the west maintenance building into program space at the fee of up to \$44,000. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

C. Resolution to Apply For Clean Ohio Conservation Fund (OPWC)

This is the required resolution to allow the Park District to apply for a land acquisition and improvement grant for Hithergreen site, if desired by the Park Board.

Commissioner Lee moved, Commissioner Monahan seconded, to adopt Resolution 2018-12, allowing the Park District to apply for a land acquisition and improvement grant for the Hithergreen site. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

D. Contract to improve drainage and install trails at Pleasant Hill Park

The Park District received three proposals encompassing construction of the gravel trail, spot grading of the natural trails and drainage improvements. The expectation is that the gravel trail and some minor clearing will be complete in 2018 and drainage improvements and seeding to be finalized in the spring of 2019. Board requested that staff add a connection to the Alex-Bell Road sidewalk if possible.

Commissioner Lee moved, Commissioner Monahan seconded, to approve the contract to Arcon Builders for \$43,760 for installation of trails and drainage improvements at Pleasant Hill Park. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

E. Transfer Funds

The budget has been revised to include fees charged by the County for tax collection total more than budget. The appropriation resolution has an increase of \$18,000 to account for the fees reconciled on the September tax deposit. This is a state-mandated procedure. Commissioners should note - this comes from County procedures related to the property re-assessment for which agencies are charged for a portion of the work. Political subdivisions such as the Park District have no say or forewarning on the amount of this charge.

Commissioner Sanchez moved, Commissioner Monahan seconded, for approval of the 2018 revised Appropriation Resolution (2018-11). Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

F. Purchase Order

The Ohio Public Employee Retirement System (OPERS) employer contribution amount for September 2018 is \$25,260.64, which is above the Director's authorized approval limit. This is more than the normal monthly amount as OPERS combined two billing periods in this invoice.

Commissioner Monahan moved, Commissioner Monahan seconded, to approve OPERS purchase order 20576 for \$25,260.64. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

VIII. DIRECTOR'S REPORT

- A. Neighbors brought to the Park District's attention that DP&L had slated to construct a substation near Weatherstone Park. Director Biondo contacted DP&L for information on that project and the representative assured him that they have heard from neighbors as well and are looking at alternate locations.



- B. Budgeting for fiscal year 2019 is underway. Staff will present the Board with the Capital Improvements budget and five-year forecast at the November meeting. The preliminary agency budget will be presented at the December meeting and the final in January.
- C. Staff had a colleague present information regarding agency accreditation (CAPRA). The program is still being considered and evaluated by the Director and staff.

IV. DEPARTMENT REPORTS

- Business
- Operations
- Programs
- Project

X. COMMISSIONERS COMMENTS

- Commissioner Lee – no comments
- Commissioner Monahan – no comments
- Commissioner Sánchez – no comments

XII. ADJOURNMENT

A Board work session will be held November 12, 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