

**Regular Meeting Minutes
Centerville-Washington Park District
November 14, 2016**

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 7:40 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Projects Manager; and Ms. Marks, Program Manager. Notice of this meeting was sent to the Dayton Daily News on November 11, 2016 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 October 10, 2016 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

No visitors attended.

V. EXECUTIVE SESSION—Land purchase

Executive Session recommended for the purpose of discussing personnel issues ORC 121.22(G).

Commissioner Sánchez made a motion to enter Executive Session for personnel issues, roll Call Vote: Sánchez – Aye, Lee – Aye, Monahan – Aye

Board moved to Executive Session at 7:42P.M.

Upon Return at 7:49 P.M., President Monahan stated “*We are now back on record*”

VI. FISCAL

A. October 31, 2016 General Fund Financial Report:

	2016 Budget	2016 YTD	% of Budget
Revenue			
Property Taxes	4,586,932.00	4,582,769.93	99.9%
Interest	22,000.00	13,938.29	63.4%
Donations	6,000.00	4,581.25	76.4%
Program	170,000.00	117,682.20	69.2%
Other	33,000.00	29,841.77	90.4%
	\$4,817,932.00	\$4,748,813.44	98.6%
Expenditures			
2 - Park Improvements	1,439,000.00	917,618.49	63.8%
3 - Operations	772,599.00	401,101.45	51.9%
4 - Equipment	418,800.00	309,189.83	73.8%



5 - Payroll	2,187,892.05	1,667,142.60	76.2%
6 - Prof. Services	106,100.00	51,263.38	48.3%
7 - Utilities and Fees	296,140.00	237,802.05	80.3%
8 - Office Operations	129,500.00	102,259.74	79.0%
9 - Programs	78,540.00	64,008.13	81.5%
10 - Matching Funds	20,000.00	2,550.00	12.8%
12- Bill Yeck	50,000.00	0.00	0.0%
11 - Transfers - out	184,763.00	157,388.33	85.2%
13 - Advances - out	366,904.00	366,904.00	100.0%
Total expenditures	\$6,050,238.05	\$4,277,228.00	70.7%
Net +/-		<u>\$471,585.44</u>	

B. October 31, 2016 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CD's	Total
General Fund	\$6,344,050.83	\$59,522.61	0.00	\$1,470,000.00	\$7,873,573.44
Park Improvement Fund	243,191.08	0.00	0.00	0.00	243,191.08
Land Acquisition Fund	27,529.35	688.89	717,266.17	0.00	745,484.41
Debt Service Fund	0.00	0.00	0.00	0.00	0.00
Yeck Nature Fund	8,185.61	0.00	0.00	0.00	8,185.61
Total	\$6,622,956.87	\$60,211.50	\$717,266.17	\$1,470,000.00	\$ 8,870,434.54

C. Approval of Bills:

CHECKS AND EFTs DATED OCTOBER 18, 2016

Justin Bates	Seminar	80.00
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CHECKS AND EFTs DATED OCTOBER 20, 2016

Dayton Power & Light	Utilities	98.40
Speedway Superamerica LLC	Fuel	1,680.74
Anthem Bc/Bs - Eft	Employee Withholding	3,330.90
Dental Care Plus, Inc.	Employee Withholding	245.44
Fed'l Tax W/H - Eft	Employee Withholding	5,367.74
Flex Bank Inc.	Employee Withholding	562.12
Medicare W/H -Eft	Employee Withholding	762.94
Ohio Public Employees Deferred	Employee Withholding	830.00
Preble Shawnee 6804	Employee Withholding	65.10
Reliance Standard Life Ins	Employee Withholding	159.86
Valley View #5713	Employee Withholding	52.50
Various Banks - Eft	Payroll	39,984.63
Vision Service Plan	Employee Withholding	53.92

CHECKS AND EFTs DATED NOVEMBER 01, 2016

Anthem Blue Cross/Blue Shield	20,222.84
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CHECKS AND EFTs DATED NOVEMBER 03, 2016

Alyssa Schulte	Expense Report	9.45
Andy Sandidge	Cell Reimbursement	30.00
Aubin Arts, LLC	Programming	295.00
Bring The Farm To You	Programming	590.00
Busy Bouncing LLC	Programming	85.00
Centerville Rotary Club	Dues	218.00
Christine Huff	Petty Cash	100.00
City Of Centerville	Health Fair	113.40
Dayton Power & Light	Utilities	183.16
Dental Care Plus, Inc.	Insurance	1,546.31
Ginger Clark	Expense Report	17.60
Jennifer A Brandt	Expense Report	22.68
Joel Thornton	Cell Reimbursement	30.00
Judith Keegans	Expense Report	54.00
Kroger	Supplies	92.24
Liftoff Entertainment	Programming	50.00
Mary Judith Wilson	Programming	214.20
Matt Sever	Cell Reimbursement	30.00
Megan B. Lees	Programming	1,080.00
Montgomery County Water	Utilities	166.05
Reliance Standard Life Ins	Insurance	1,026.23
Rumpke Consolidated Companies	Trash	669.60
Sam'S Club	Supplies	257.56
The Reiki Room Of Dayton, LLC	Programming	96.00
The Rolling Oasis Treats Truck	Programming	624.00
Tim Pifer	Cell Reimbursement	30.00
Verizon Wireless	Cell Phones	279.46
Vision Service Plan - (Oh)	Insurance	451.07
Wal-Mart Community	Supplies	480.32
City Of Centerville Tax Dept.	Employee Withholding	2,905.69
Fed'l Tax W/H - Eft	Employee Withholding	5,591.45
Flex Bank Inc.	Employee Withholding	562.12
Medicare W/H -Eft	Employee Withholding	777.77
Ohio Public Employees Deferred	Employee Withholding	830.00
Preble Shawnee 6804	Employee Withholding	28.80
Public Employees Retirement	Employee Withholding	17,328.80
Treasurer Of State Of Ohio	Employee Withholding	3,734.85
Valley View #5713	Employee Withholding	27.73

Various Banks - Eft

Payroll

40,583.18

CHECKS AND EFTs DATED NOVEMBER 14, 2016

A Brown & Son's Nursery Inc.	Tree Removal	2,482.00
A.M. Leonard Inc.	Paint	49.99
AAA Wastewater	Portable Toilets	493.00
AAbel	AC Repair	324.50
AT&T	Utilities	421.55
Beavercreek Rental, Inc.	Equipment Rental	367.20
Brown Enterprise Solutions	Software	3,825.00
Buchanan Power Equipment Center	Supplies	223.20
BWSC	Sewer Consultants	2,190.00
Cardno Inc.	Donnybrook	2,290.37
Carquest	Supplies	3.49
Centerville Auto Service	Supplies	659.29
Centerville Irrigation, Inc.	Supplies	183.50
Century Equipment Inc.	Supplies	1,121.47
Chris Shane Company LLC	Mulch	3,764.00
Clean City Janitor Service	Cleaning Service	395.00
Dayton Pool Management Inc.	Sprayground	185.00
Dayton Power & Light	Utilities	1,734.21
Digital Fringe	Signage	120.48
Direct Energy Business	Utilities	2,604.63
Donnellon Mccarthy Ent	Equipment Rental	209.36
Duncan Oil Company	Fuel	1,905.53
Epact Network, Ltd.	Software	2,025.00
Fastsigns	Signage	134.97
Flex Bank Inc.	Bank Fees	35.00
Green Velvet Sod Farm	Turf Super Sacks	3,085.00
Handyman Ace Hardware	Supplies	279.05
Industrial Chem Labs	Supplies	795.61
Intelligent Products Inc.	Supplies	427.08
Lowe's Business Account	Supplies	599.63
MASA	Supplies	558.78
Miami Valley Lighting, LLC	Lighting	148.50
Miracle Recreation Equipment	Manor Park Playground	970.00
Montgomery County Water	Utilities	109.39
Ohio Public Employees	October Retirement	24,260.29
Oregon Printing Communications	Letterhead	2,398.07
Pickrel Brothers	Supplies	222.63
Promotional Spring	Newsletter	11,576.00
Quanexus	IT Support	1,345.29
Red Wing Shoe Store Kettering	Uniforms	494.99

Risk Control 360	Safety Consulting	156.25
Rogers & Greenberg	Legal	1,250.00
Ron Duckson Security Sys., Inc.	Security Services	522.00
Staples Advantage	Supplies	877.35
Studio Graphique, Inc.	Signage	5,630.00
Suburban Propane	Fuel	106.96
Sunesis Construction Co	Donnybrook	178,875.37
Swartz Mulch	Mulch	311.50
The Impact Group	Needs Assessment	6,600.00
The Lake Doctors Inc.	Pond Treatment	455.00
Tree Care, Inc.	Tree Removal	54,545.00
Village Rental Inc.	Equipment Rental	386.65
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		\$479,442.98

C. Approval of bills

Commissioner Sánchez made the motion, and the Commission approved, authorizing bill payment for October 2016.

VII. BUSINESS

A. Director Job Description

Commissioner Lee made the motion, and the Commission approved, to adopt the revised Job Description for the Park District Director with alterations from the November 14, 2016 work session.

B. January and February 2017 Board Meeting Dates

Commissioner Monahan made the motion, and the Commission approved, to change the January and February 2017 meeting dates to Tuesday, January 17 and Monday, February 20, respectively.

VIII. DIRECTOR'S REPORT

1. Progress on succession development
2. Policies needing Board review and update in 2017
3. Description of upcoming information and documents for the 2017 Preliminary Budget.

IV. DEPARTMENT REPORTS

In lieu of Department Reports, Managers presented a progress report of the Strategic Plan goals through September 2016, during the Work Session meeting.

X. COMMISSIONERS COMMENTS

Commissioner Lee would like immediate action on moving money into higher interest earning accounts. He would also like Director Biondo to provide policy regarding conference travel.

XI. ADJOURNMENT

Mr. Monahan adjourned the meeting at 8:45 P.M.

A Board work session will be held Monday, DECEMBER 12, 2016 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:

David R. Lee, Secretary