

**Regular Meeting Summary
Centerville-Washington Park District
December 14, 2011**

The meeting was called to order at 7:00 P.M. with the following in attendance: Commissioners Lee, Weisman, and Williams; Mrs. Kennard, Director; Mr. Feldmann, Development Manager; Mr. Carter, Operations Manager; Mr. Beavon, Athletic Supervisor; Mrs. Marks, Program Manager; Mrs. Ball, Communications Coordinator; and Mrs. Smith, Business Manager. The Board approved the minutes of the November 14, 2011 work session and regular meeting.

VISITORS

Grant George, facilities supervisor, discussed the 2012 pay and benefit changes with the Board. Lucy Siefker, naturalist, attended. State Representative Terry Blair presented Carol Kennard with a commendation from the Ohio House of Representatives for her selection as one of the Dayton Daily News Ten Top Women for 2011.

FISCAL

The Board reviewed and approved the November 30, 2011 Financial Report.

NEW BUSINESS

2012 Pay Ranges. The Board approved a motion authorizing the 2012 Pay Ranges.

2012 Merit Increase Plan. The Board approved a motion authorizing the 2012 Merit Increase Plan.

Personnel Action. The Board approved a merit increase for Carol Kennard effective January 2, 2011. Mrs. Kennard thanked the Board for the acknowledgement but declined to accept the pay increase. Mr. Lee said that the Board recognizes her as an outstanding performer.

Employee Handbook Revisions. The Board approved revisions to the Employee Handbook.

HSA Employer Contribution Policy. The Board approved a motion authorizing the Park District contribution to employee Health Savings Accounts (HSA) be deposited in 25% installments in said accounts on the first business day of January, April, July, and October and to pro-rate the amount deposited for participants enrolled after January 1 of the year based on the remaining months in the year after the enrollment month.

2012 Employee Insurance Contributions. The Board approved a motion requiring employees to contribute 8% of their health, dental, and vision insurance premiums for 2012.

2013 Employee Insurance Contributions. The Board approved a motion requiring employees to contribute 10% of their health, dental, and vision insurance premiums for employee only coverage, 12% of their health, dental, and vision insurance premiums for employee and spouse coverage, and 15% of their health, dental, and vision insurance premiums for family coverage in 2013.

2012 Pay-in-Lieu of Benefits Plan. The Board approved a motion authorizing a Pay-in-Lieu of Benefits Plan beginning in 2012.

2012 Fee Schedule. The Board approved a motion authorizing the 2012 Fee Schedule, a copy is attached to and made a part of these minutes.

2012 Preliminary Appropriation Budget. The Board approved the 2012 Preliminary Appropriation Budget.

2012 Temporary Appropriation Resolution. The Board approved the 2012 Temporary Appropriation Resolution.

2012 Request for Tax Advance. The Board approved a motion authorizing the Treasurer to request weekly tax advances during 2012 to meet the needs of the Park District.

2012 NatureWorks Grant Resolution. The Board approved a resolution approving all application filing requirements for the State of Ohio NatureWorks Grant.

2012 Clean Ohio Trails Fund Grant Resolution. The Board approved a resolution approving all application filing requirements for the Clean Ohio Trails Fund Grant.

2012 Land and Water Conservation Fund Grant Resolution. The Board approved a resolution approving all application filing requirements for the Federal Land and Water Conservation Fund Grant.

2012 Public Entities Meetings. The Board approved a motion to provide meals for Commissioners and staff attending the public entities meetings scheduled in 2012.

Revised Athletic Field Eligibility Policy. The Board approved the revised Athletic Field Eligibility Policy. The Board thanked Mr. Beavon and Mr. Carter for their work on revising the policy.

The Board noted the hiring of Bryan Urban as Operations Technician I effective November 21, 2011.

COMMISSIONER COMMENTS

Mr. Lee thanked Mr. Williams for sharing a sample crisis management plan with the staff. He said he will be expecting a proposed plan at the February board meeting.

Ms. Weisman offered to help prepare the crisis management plan.

Mr. Williams congratulated the staff on being awarded the archery range grant. He also thanked Mrs. Kennard for her service and said that he appreciates all she does for the Park District.

STAFF REPORTS

Mr. Beavon thanked Mr. Carter and Mrs. Kennard for their assistance in revising the athletic field eligibility policy.

Mrs. Marks announced the luminary hike is scheduled for Friday, December 16, 2011. She congratulated Lucy Siefker for receiving the third place award from the Ohio Parks and Recreation Association for the Fairy and Gnome Home Festival held at Grant Park in September. She also thanked Ms. Weisman for hosting the staff holiday party on December 15, 2011.

Mr. Lee asked Mr. Carter whether staff preferred overtime pay or comp time. Mr. Carter replied that most prefer comp time although some earn a lot and find it difficult to find the time to take off. Mr. Lee complimented Mr. Carter on his handling of the drainage issue at Forest Field Park.

Mr. Feldmann announced that the property and casualty insurance renewal reflects a 9% increase which is due mostly to adjustments in building values and new equipment. He reported that the path at Oak Creek South Park is 90% complete and that the path at Oak Grove Park should be done in one day. He said that the tree planting at Oak Creek South Park is underway. Mr. Williams questioned how much the City of Centerville will charge the Park District for the road improvements along the Smith property frontage and Mr. Feldmann said that the engineer on our project will estimate the amount.

Mrs. Smith recognized Dawn Osif for submitting a recycling grant to Montgomery County Solid Waste District that was awarded funds to be used for recycling stations at park shelters. She also announced that the high rate of collections of real estate taxes in Washington Township allowed the Park District to exceed the budgeted amount.

Mrs. Kennard reported that she will review the strategic plan objectives for 2012 at the January Board meeting. The Board expressed their satisfaction with the monthly board item status report. Mr. Williams said he will attend the 2012 OPRA Board Development Institute and Mr. Lee and Ms. Weisman said they will not.

Meeting adjourned at 8:23 P.M.