

Regular Meeting Minutes
April 9, 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 7:03 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. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on April 6, 2018 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes or additions were made.

III. APPROVAL OF MINUTES

The minutes of the March 12, 2018 work session and regular meeting were approved by Board Consensus.

IV. VISITORS

There were no visitors

V. EXECUTIVE SESSION

No executive session was held.

VI. FISCAL

A. March 31, 2018 General Fund Financial Report:

General Fund Budget Summary			
March 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	2,083,357	44.5%
Interest	75,000	25,388	33.9%
Donations	27,500	25,933	94.3%
Program	160,000	21,619	13.5%
Other	55,000	5,395	9.8%
Total 2018 Budgeted Revenue	5,001,204	2,161,692	43.2%
Beginning Cash + Revenue	12,069,643	9,230,131	

Expenditures

2 - Park Improvements	3,912,335	12,661	0.3%
3 - Operations	727,415	96,663	13.3%
4 - Equipment	157,845	5,644	3.6%
5 - Payroll	2,485,844	139,940	5.6%
6 - Prof. Services	237,235	7,221	3.0%
7 - Utilities and Fees	337,694	13,897	4.1%
8 - Office Operations	156,333	1,954	1.2%
9 - Programs	139,326	3,849	2.8%
10 - Matching Funds	26,408	-	0.0%
12- Bill Yeck	-	-	0.0%
11 - Transfers - out	10,500	639	6.1%
13 - Advances - out	93,178	-	0.0%
Total expenditures	8,284,114	282,467	3.4%

Net YTD \$8,947,664.19

B. March 31, 2018 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$1,396,426.74	\$4,930,070.87		\$1,973,000.00	\$8,299,497.61
PI Fund	13,917.81				13,917.81
LA Fund	9.74	556,721.53	17,851.03		574,582.30
Yeck Fund	91,002.11				91,002.11
Total	\$1,501,356.40	\$5,486,792.40	\$17,851.03	\$1,973,000.00	\$8,978,999.83

\$800,000 Transfer from 5/3 to Star Ohio

C. Approval of Financial and Investment Activity

Commissioner Sanchez moved, and the Commission approved, to authorize the March 2018 financial and investment activity.

VII. BUSINESS
A. Kids To Parks Day Proclamation

Commissioners Monahan, Sanchez and Lee unanimously voted to adopt Resolution 2018-01, declaring May 19 as Kids to Parks Day.

B. Contract for Engineer Services for Oak Grove Sewage System

The project is at a point where a civil engineer is needed to design the layout of the drip line system. Choice One Engineering will be the company to perform this work. The fee is \$30,600, which exceeds the Director's approval limit. Choice One has satisfactorily performed many civil engineering services for the District in recent years. The civil engineering design work will be used to get final EPA approval.



Commissioner Lee moved, and the Commission approved, to enter a contract with Choice One Engineering for civil engineering services at Oak Grove Park for \$30,600 and authorized the Director to approve or disapprove of Woolpert Engineering fees.

C. Modification to the Policy, Section 3 – Intoxicating Liquors, Alcoholic Beverages, Controlled Substances – Schedule WS-B (attached)

CWPD recommended revising to the policy to include the option for staff to contract/partner with organizations to offer alcohol at pre-determined programs and events. The attached outlines this recommended revision.

Commissioner Lee moved, and the Commission approved, amending the existing policy pertaining to Alcoholic Beverages.

VIII. DIRECTOR’S REPORT

- A. Bike Centerville
- B. Gold Medal application submitted
- C. Pop Up programs...CWPD setting the trend
- D. Hosting Public Entities Meeting –April 30

IX. COMMISSIONERS COMMENTS

- Commissioner Lee
 - Mr. Lee discussed installation of gazebos at neighborhood parks. He presented information gathered from a vendor he sought out and it included catalogs and pricing.
- Commissioner Monahan (no comments)
- Commissioner Sánchez (no comments)

X. ADJOURNMENT

Mr. Monahan adjourned the meeting at 7:49 P.M.

A Board work session will be held May 14 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:

Daniel Monahan, President

Lucy Sanchez, Secretary



To: Park Board

From: Director and Management Staff

Date: April 9, 2018

Subject: Amendment to Policy Governing Alcoholic Beverages in Parks

Background

At the March 2018 Board meeting, the concept of restricted and controlled consumption of alcoholic beverages at District programs was discussed. Staff has done extensive research with public agencies that have similar policies, including the City of Centerville, Washington Township, Five Rivers Metro Parks, and National Trails Park and Recreation District. In addition, the Park Board attorney and insurance agent were consulted.

The key points from the research and consultation can be summarized as follows:

- Only use a vetted and approved organization that has the necessary State and local licenses and permits to serve/sell the alcoholic beverages.
- Assure that the organization carries the necessary insurance, and have the District named as additionally insured for the event.
- The District should not be involved in the sale transactions of beverages. Consumers will purchase directly from the approved provider.

Rationale

- By having alcohol accompany/be part of the program, we see a way to enhance existing and try new programs
- This may assist in drawing young adults to parks and programs
- District Policy, for now, will only allow alcohol at CWPD-sponsored programs

Recommended, Amended Policy

Existing Policy

Chapter IV, Section 3 – Intoxicating Liquors, Alcoholic Beverages, Controlled Substances

No person shall possess, display the presence of, sell, offer for sale, use or be under the influence of any intoxicating liquor, alcoholic beverage, or controlled substance as defined by Ohio Revised Code Section 3719.41 or harmful intoxicant while in a park.

Recommended (Bold, italic indicates new wording)

Chapter IV, Section 3 -- Intoxicating Liquors, Alcoholic Beverages, Controlled Substances

Other than the provisions stated in Board policy, no person shall possess, display the presence of, sell, offer for sale, use, or be under the influence of any intoxicating



liquor, alcoholic beverage, or controlled substance as defined by Ohio Revised Code Section 3719.41 or harmful intoxicant while in a park.

Sale and/or serving of alcoholic beverages in parks may be allowed as part of District-sponsored programs and events. The District may contract or partner with organizations that hold necessary State and local liquor permits. Organizations must comply with all applicable state and local ordinances.

The District Director will create and maintain a procedure for determining if and when serving alcoholic beverages is appropriate; and, for verifying the qualifications of the beverage supplier.

Implementation

Staff has gathered model applications and procedures that are successfully used by other public park agencies.

In brief, the procedures will cover the following:

- The contracted supplier must provide a copy of the liquor permit to the Park District.
- The permit must be prominently displayed on site during sales.
- Supplier is required to hold \$1 million in insurance liability coverage and name The Centerville-Washington Park District as additionally insured. A copy of the certificate of liability insurance must be provided to the Park District.
- Sale of alcohol shall only be considered with authorization from the Park District.
- Vendor is responsible for complying with applicable state, local and federal laws
- A Sheriff/Police officer may be required to be at events where alcohol is served.
- The Park District shall encourage local and state law enforcement agencies to strictly enforce state laws and local ordinances regarding disorderly intoxication, operation of vehicles and the possession and consumption of alcohol in parks.