



Centerville-Washington Park District
Board of Commissioners
August 13, 2018
6:00 P.M.

Work Session - Minutes

- 1. Quarter 2 Progress Report:** Management staff presented progress report through June.
- 2. Personnel Policy Follow-up:** Comparison given comparing other public entity sick time policies. Board consensus is to keep the updates to the sick policy.
- 3. Pickleball at Activity Center Park:** Pickleball at AC continues to grow in popularity. It has grown to the point where the District can justify converting the remaining tennis court to permanent pickleball. Board consensus is to move forward with the conversion. The project will be scheduled for and budgeted in 2019.
- 4. Community Safety Pledge- Centerville City Schools: Schedule WS-B** CCSD has invited all public entities to participate in a program that asks residents to pledge to firearm safety. The program and the participating entities are NOT taking any position on the second amendment. Board consensus is to participate in the program and to allow CWPD logo on documentation.
- 5. Progress on Neighborhood Park public input process:** Staff gave a brief update.
- 6. Cornerstone Park:** Director Biondo met with City Manager Davis and representatives of Oberer Development company. The question discussed was how the various agencies might approach the construction and following maintenance of the required park at Cornerstone. Board consensus is to do nothing at this time about purchase of the property.
- 7. St. Leonard's Easement/Trail:** Staff gave a brief update regarding the project status and the Board consensus is to move forward with seeking out an easement on both sides of the creek, totaling approximately 10 acres.
- 8. Yes for Parks Campaign Finance Report:** Information provided by the citizen committee treasurer, Kim Birdseye, solely for the Park Board's knowledge and awareness.

Dates to Remember:

- Labor Day, September 3, Office Closed
- NRPA-Gold Medal Finalists' Reception, Monday September 24; Award Presentation, September 25

September 10, Next Board Meeting

Approved

Attested

Lucy Sanchez, President

Dan Monahan, Secretary

Regular Meeting Minutes

August 13, 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 7:12 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Ms. Huff, Business Manager; Mr. Carter, Operations Manager; Ms. Marks, Program Manager and Mr. Meyer, Project Manager. Notice of this meeting was sent to the Dayton Daily News on August 10, 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

Commissioner Lee moved, and Commissioner Monahan seconded for approval of the work session and regular meeting minutes from June 11, 2018. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

IV. VISITORS

V. FISCAL

A. June 30, 2018 General Fund Financial Report:

General Fund Budget Summary			
June 30, 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	2,809,757	60.0%
Interest	75,000	56,166	74.9%
Donations	27,500	26,500	96.4%
Program	160,000	114,008	71.3%
Advances	93,178	-	0.0%
Other	55,000	7,563	13.8%
Total	5,094,382	3,013,994	59.2%
Beginning Cash + Revenue	12,162,821	10,082,433	

Expenditures


**Centerville-Washington
PARK DISTRICT**

2 - Park Improvements	3,912,335	481,028	12.3%
3 - Operations	727,415	299,161	41.1%
4 - Equipment	157,845	97,003	61.5%
5 - Payroll	2,485,844	1,206,738	48.5%
6 - Prof. Services	237,235	50,808	21.4%
7 - Utilities and Fees	337,694	170,765	50.6%
8 - Office Operations	156,333	66,845	42.8%
9 - Programs	139,326	60,963	43.8%
10 - Matching Funds	26,408	6,501	24.6%
11 - Transfers - out	10,500	4,875	46.4%
13 - Advances - out	93,178	93,178	0.0%
Total expenditures	8,284,114	2,537,865	30.6%

Net YTD

\$7,544,567.97

B. June 30, 2018 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$828,296.61	\$2,462,373.08	\$2,490,751.71	\$1,973,016.11	\$7,754,437.51
PI Fund	107,095.81				107,095.81
LA Fund	11.41	573,167.06	17,913.97		591,092.44
Yeck Fund	91,021.35				91,021.35
Total	\$1,026,425.18	\$3,035,540.14	\$2,508,665.68	\$1,973,016.11	\$8,543,647.11

C. July 31, 2018 General Fund Financial Report:

General Fund Budget Summary			
July 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	4,173,980	89.1%
Interest	75,000	74,585	99.4%
Donations	27,500	27,629	100.5%
Program	160,000	120,395	75.2%
Advances	93,178		0.0%
Other	55,000	25,886	47.1%
Total	5,094,382	4,422,475	86.8%
Beginning Cash + Revenue	12,162,821	11,490,914	

Expenditures

2 - Park Improvements	3,912,335	509,946	13.0%
3 - Operations	727,415	349,567	48.1%
4 - Equipment	157,845	99,203	62.8%
5 - Payroll	2,485,844	1,318,532	53.0%
6 - Prof. Services	237,235	69,276	29.2%
7 - Utilities and Fees	337,694	172,089	51.0%
8 - Office Operations	156,333	67,071	42.9%
9 - Programs	139,326	61,632	44.2%
10 - Matching Funds	26,408	6,501	24.6%
11 - Transfers - out	10,500	5,904	56.2%
13 - Advances - out	93,178	93,178	0.0%
Total expenditures	8,284,114	2,752,898	33.2%

Net YTD \$8,738,015.69

D. July 31, 2018 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$1,303,122.62	\$2,966,704.94	\$2,495,188.28	\$1,973,000.00	\$8,738,015.84
PI Fund	107,095.81				107,095.81
LA Fund	11.42	574,160.83	17,945.88		592,118.13
Yeck Fund	91,024.85				91,024.85
Total	\$1,501,254.70	\$3,540,865.77	\$2,513,134.16	\$1,973,000.00	\$9,528,254.63

June transferred \$21,432.68 from 5/3 to Star Ohio for interest earning potential

July transferred \$500,000 from 5/3 to Star Ohio for interest earning potential

E. Approval of Financial and Investment Activity

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

VI. BUSINESS
A. Construction Contract-Maintenance Facility

Seven bids were received at the bid opening held on Wednesday, August 1. Dryden Builders submitted the best, most responsive and lowest base bid at \$1,814,450. There are also four alternates listed for the project. After a review of the three lowest bids, it has been determined to accept the base bid, alternates #2 and #4, and a \$75,000 project contingency to Dryden Builders for total contract amount of \$2,034,150.

Commissioner Monahan moved, Commissioner Sanchez seconded, to award a contract for the construction of the new Park Operations Facility located at 354 Congress Park Drive to Dryden Builders for a total contract amount

of \$2,034,150.00. This includes the base bid, alternates #2 and #4 and a \$75,000 project contingency. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

B. Activity Center Headquarters Renovation

The Board requested of staff to research cost related to complete demolition of existing structure (bays) and ground-up construction costs for an on-site program/community space to compare to renovation cost estimate.

C. Invitation to Attend and Sponsor Woodbourne Library Re-Opening

The Washington-Centerville Public Library Board has invited the Park Commissioners to attend the September 20 grand reopening of the Woodbourne Library, 6-9PM. The invitation carries an offer to be a sponsor along with the purchase of tickets. The Board recommended offering in-kind donations for the re-opening event, rather than providing a financial contribution.

D. 2018 Revised Appropriation Resolution

The budget has been revised to include new projections for both revenue and expenses due to grant money relating to Donnybrook Fen signage. The net effect is a \$306.25 decrease in cash at year-end. This is a state-mandated procedure.

Commissioner Lee moved, Commissioner Sanchez seconded, a motion to approve the 2018 revised Appropriation Resolution. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried. A copy is attached to and made a part of these minutes.

E. Resolution for Donnybrook Fen Sign Advance

A temporary advance is authorized from the General Fund to the Park Improvement Fund in the amount of \$918.75 to use for the purchase of Donnybrook Fen interpretative signage. A resolution is required prior to a temporary inter-fund advance, according to State accounting standards.

Commissioner Monahan moved, Commissioner Lee seconded, to adopt Resolution 2018-05, authorizing an inter-fund advance of \$918.75 from the General Fund to the Park Improvement Fund. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

F. Ordinance for Establishment of Capital Projects Fund

A Capital Projects Fund must be established for when debt is issued to pay for any part of a capital improvement project. Bond proceeds will be recorded in this fund along with transfers in for the portion CWPD will be paying up front and project-related budget and related expenses.

Commissioner Lee moved, Commissioner Monahan seconded, to adopt ordinance 2018-01, authorizing establishment of a Capital Projects Fund. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

G. (Bond Proceed) Reimbursement Resolution 2018-06

The IRS does not permit local governments to borrow (on a tax-exempt basis) for projects, which have already been paid for, unless the issuer declared its intent to reimburse itself with the proceeds of a debt issuance before it actually spent the money on the project. Council (Wehmer, Dinsmore and Shohl) recommends that the Board adopt this reimbursement resolution to preserve its right to reimburse itself from bond proceeds at a later date in the event the District moves forward with the project and spends money prior to the issuance of any bonds. If the Board adopts this resolution it does not commit the Board to issue bonds in any amount, it merely preserves their



option to issue bonds for the project, within the time frames set forth in the IRS reimbursement rules and contained in the attached resolution.

Commissioner Monahan moved, Commissioner Sanchez seconded, to approve Resolution 2018-06.
Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

H. Sport Field Use Policy

Per board direction, staff has revised the Sports Field Use Policy.

Commissioner Monahan moved, Commissioner Lee seconded, to approve the revised Sport Field Use Policy.

VII. DIRECTOR'S REPORT

- A. Bikeway discussion – Director Biondo is going to bike the east-west bike route with representatives from both the City of Centerville and Washington Township and after will discuss the possibilities of a joint venture to provide signage to be installed at various places along the route.
- B. Hithergreen update – Township meeting scheduled for August 13. Look for updates in coming months.
- C. Bond issuance and budget adjustment – Action will be needed at September's meeting to move budget in to new Capital Projects Fund and potentially to move forward with issuance of debt for this project.

VIII. DEPARTMENT REPORTS

- Business
- Operations
- Planning
- Programming

IX. COMMISSIONERS COMMENTS

Commissioner Lee

- Requested staff to explore writing standards to be used when CWPD is approached by a (citizen, business, developer) with the offer of donated land. Follow-up to be provided at September work session.

Commissioner Monahan

- Asked staff to look in to a better way to display (via tv, better quality projector) documents at meetings.

Commissioner Sánchez

- No comments

XI. ADJOURNMENT

Ms. Sanchez adjourned the meeting at 8:23 P.M.

A Board work session will be held September 10, 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