

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				
	20	018 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, 221 N. Main St., Centerville, Ohio 45459



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

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

CHECKS AND EFTs DATED SEPTEMBER 20, 2018

Aramark	Uniforms	123.75
BWSC	Maintenance Facility	1,638.00
Caitlin Elliott	Programming	99.20
Dayton Power & Light	Utilities	1,525.37
Display Dynamics, Inc.	Park Entry Signs - 50% deposit	20,287.50
Fleet Graphics	Posters	30.60
Green Velvet Sod Farm	Turf Chemicals	255.00
Loren L. Lorenzo	Owlexander & Bench Sculptures	1,500.00
Matt Eshleman / You Do Yoga	Programming	500.00
NRPA	NRPA Conference	1,080.00
Oregon Printing Communications	Business Cards	83.33
PPG Architectural Finishes	Athletic Field Paint	2,228.40
Pro Oncall Technologies	Phone System Service Call	160.00
Quanexus	IT Support	593.50
Roderer Shoe Center	Uniforms	161.99
Staples Advantage	Office Supplies	231.84
Swartz Mulch	Mulch	290.00
The F.D. Lawrence Electric Co	Parts/Supplies	165.16
The Society For Improvement Of	Dues	40.00
Village Rental Inc.	Equipment Rental	106.40
Anthem BC/BS	Employee Withholding	3,995.96
City of Centerville	Employee Withholding	2,958.70



City of Springboro	Employee Withholding	65.84
Club 51	Employee Withholding	150.00
CWPD	Employee Withholding	100.00
Dental Care Plus	Employee Withholding	266.22
Fed'L Tax W/H - Eft	Employee Withholding	5,198.31
Flex Bank Inc	Employee Withholding	640.39
HSA	Employee Withholding	172.50
London School District	Employee Withholding	25.97
Medicare W/H -Eft	Employee Withholding	873.76
Miami East School District	Employee Withholding	46.37
Ohio Public Employees Deferred	Employee Withholding	1,923.46
Preble Shawnee School District	Employee Withholding	65.08
Reliance Life Insurance	Employee Withholding	238.18
State of Ohio	Employee Withholding	2,662.42
Valley View School District	Employee Withholding	51.80
Various Banks - Eft	Payroll	45,272.04
Vision Service Plan	Employee Withholding	56.46
CHECKS	DATED SEPTEMBER 27, 2018	
All-Bright Janitorial, Llc	Shelter/Restroom Cleaning	1,233.00
Centerville Landscaping Inc	Contracted Mowing	7,260.00
Dayton Power & Light	Utilities	89.05
Dental Care Plus, Inc.	Insurance	1,546.94
Duncan Oil Company	Fuel	1,388.96
Kimball Midwest	Supplies	344.28
Kristen Marks	Expense Reimbursement	26.95
Montgomery County Water	Utilities Utilities	44.05
Olympia Stables Llc	Programming	468.00
OPRA	Subscription	30.00
Penchura, Llc	Replacement Parts	1,429.00
Ron Duckson Security Sys., Inc	Security	381.00
Scottissue - Flexpac	Supplies	63.11
Staples Advantage	Office Supplies	70.94
Super Fleet Master Card	Fuel	
Swartz Mulch	Mulch	2,125.17 315.00
The Lake Doctors Inc	Pond Management	455.00
Tree Care, Inc	Tree Removal - Maintenance Facility	
•	Insurance	4,750.00 381.50
Vision Service Plan - (Oh)		
Williams Architects/Aquatics	Maintenance Facility	11,640.43
FET DATED OCTORER 1 2019		

EFT DATED OCTOBER 1, 2018

Anthem Insurance 22,084.14



CHECKS AND EFTs DATED OCTOBER 4, 2018

Access Animals	Animal Removal	89.00
Advance Auto Parts	Parts/Supplies	455.47
Alison Pifer	Expense Reimbursement	32.17
Andy Sandidge	Cell Phone Reimbursement	30.00
Aramark	Uniforms	247.50
Brett Ney	Expense Reimbursement	12.81
Cedarville University	Programming	102.00
Centerville Auto Service	Parts/Supplies	493.15
Clean City Janitor Service	HQ Cleaning	465.00
Dayton Power & Light	Utilities	159.69
Donna Bellotti	Expense Reimbursement	78.17
Dryden Builders, Inc.	Maintenance Facility	113,026.00
Duncan Oil Company	Fuel	1,212.57
Fleet Graphics	Printing	117.01
Flex Bank Inc	Administration Fees	63.00
Gem City Key Shop, Inc.	Repairs	75.00
Grainger Inc	Parts/Supplies	45.86
Handyman Ace Hardware	Parts/Supplies	66.43
Hitchcock Design, Inc	Pelbrook Citizen-Involved Process	4,776.37
Joel Thornton	Cell Phone Reimbursement	30.00
Ken Carter	Cell Phone Reimbursement	90.00
Kosins Party Rental, Inc.	Programming	591.85
Kroger	Supplies	199.33
Liftoff Entertainment	Programming	100.00
Lizard Apparel & Promotions	Uniforms	233.00
Matt Sever	Cell Phone Reimbursement	30.00
Miami Valley Lighting, Llc	Lighting	148.50
Montgomery County Animal	Park Patrols	461.24
Nick Meyer	Expense Reimbursement	10.00
Northwest Consultants Inc	Drainage/Storm water - Pleasant Hill	4,380.00
Pam Groman	Expense Reimbursement	136.24
Pickrel Brothers	Repairs	80.00
Playpower Lt Farmington Inc	Parts/Supplies	438.00
Porta Kleen	Portable Toilet Rentals	122.00
Reliable Electric	Repairs-Grant/Iron Horse/Oak Grove	1,775.00
Rogers & Greenberg	Legal Fees	1,875.00
Rumpke Consolidated Companies	Trash	795.12
Sam's Club	Supplies	271.76
Swartz Mulch	Mulch	29.00
The Conservationist	Invasive Plant Control	706.00



Tim Pifer	Cell Phone Reimbursement	30.00
Tim Pifer	Expense Reimbursement	140.32
Vectren	Utilities	324.99
Wal-Mart Community	Supplies	192.33
CWPD	Employee Withholding	100.00
Fed'L Tax W/H - Eft	Employee Withholding	4,478.08
Flex Bank Inc	Employee Withholding	812.89
Medicare W/H -Eft	Employee Withholding	789.78
Ohio Public Employees Deferred	Employee Withholding	1,955.00
Public Employees Retirement	Employee Withholding	18,043.33
Various Banks - Eft	Payroll	40,805.02

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.

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, yo 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