



## Regular Meeting Agenda Items

Meeting Minutes

November 9, 2020

In accordance with the directive of the State of Ohio Attorney General's Office, the meeting was conducted remotely during the COVID-19 restrictions on gatherings, using an on-line meeting application with the option for members of the public to attend.

Instructions for attending the on-line meeting were posted on the Park District website, [www.cwpd.org](http://www.cwpd.org)

### 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 via Zoom (video conferencing). The meeting was called to order at 7:06 P.M. with the following attending: Commissioners Pearl, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer, Planning and Project Manager; and Ms. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on November 6, 2020 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

### II. CHANGES OR ADDITIONS TO THE AGENDA

No changes were made.

### III. APPROVAL OF MINUTES

Minutes for the October 2020 meeting were approved by Board consensus.

### IV. VISITOR/ACTION ITEM

#### **Acknowledgment of Donation – Resolution 2020-08**

A resolution thanking and acknowledging the generosity and devotion of Harvey Smith as shown by his Grant of \$34,433.87 to the Centerville-Washington Park District.

**Recommended Motion:** Commissioner Pearl moved, Commissioner Monahan seconded, to adopt Resolution 2020-08, thanking and acknowledging the generosity and devotion of Harvey Smith as shown by his Grant of \$34,433.87 to the Centerville-Washington Park District.

Commissioner Pearl - Aye

Commissioner Monahan - Aye

Commissioner Sanchez - Aye

### V. VISITORS

No additional visitors were in attendance.



VI. FISCAL

General Fund Financial Summary			
October 31, 2020			
Revenue	Budget	YTD Revenue	% of Budget
Property Taxes	4,837,733	4,562,630	94.3%
Interest	120,000	95,387	79.5%
Donations	5,000	38,390	767.8%
Program	167,400	74,916	44.8%
Field/Facility	47,600	17,070	35.9%
Grant Proceeds	3,000		0.0%
Advances	245,356	125,000	50.9%
Other	30,000	41,127	137.1%
<b>Total</b>	<b>5,456,089</b>	<b>4,954,520</b>	<b>90.8%</b>
<b>Beginning Cash + Revenue</b>	<b>12,002,577</b>	<b>11,501,007</b>	
Expenditures	Budget + Carryover	YTD Expense	% of Budget + Carryover
2 - Park Improvements	1,043,110	895,783	85.9%
3 - Operations	721,171	524,530	72.7%
4 - Equipment	202,459	152,992	75.6%
5 - Payroll	2,700,582	2,208,541	81.8%
6 - Prof. Services	291,935	254,966	87.3%
7 - Utilities and Fees	385,194	249,294	64.7%
8 - Office Operations	129,226	63,468	49.1%
9 - Programs	178,055	88,320	49.6%
10 - Matching Funds	32,500	8,564	26.4%
11 - Transfers - out	1,028,734	892,758	86.8%
13 - Advances - out	120,356	-	0.0%
<b>Total Expenditures</b>	<b>6,833,322</b>	<b>5,339,215</b>	<b>78.1%</b>
	<b>Net YTD</b>	<b>\$ 6,161,792.15</b>	

**CHECKS AND EFTS DATED OCTOBER 15, 2020**

Advance Auto Parts	Parts	8.25
Albreco Inc.	Program Supplies	73.90
Amanda Cherry	Programming	153.60
Aramark	Uniforms	237.98
At&T	Utilities	177.81
Barge Design Solutions, Inc	Security Design - Headquarters	3,900.00
Buck Run Commercial Doors	ADA Doors - Headquarters	7,596.00
Butler Hvac Holding Co, Inc.	HVAC Repairs	582.50
Centerville Gravelly Sales	Parts	16.99
Dayton Power & Light	Utilities	4,182.01
Environmental Design Group Llc	Master Plan - Grant	6,409.29
Fishbeck	Surveying	700.00


**Centerville-Washington  
PARK DISTRICT**

Glawe Manufacturing Company	Awning - Headquarters	1,400.00
Green Velvet Sod Farm	Grass Seed	3,198.75
Healthy Hearts Nutrition Llc	Programming	24.50
Hitchcock Design, Inc	Park Design - Yankee	4,800.00
Janet Hartsock	Programming	360.00
Koenig Equipment Inc.	Parts	76.56
Kona Ice Of Ne Cincinnati	Program Supplies	475.00
Centerville Landscaping Inc	Landscaping Improvements - Grant (NN)	7,530.79
Martin Marietta Materials	Aggregate Materials	631.55
Miami Valley Site Works, Llc	Drainage Improvements - Activity Center	6,720.00
Nicole Lanich	Programming	4,368.00
Oregon Printing Communications	Business Cards	77.43
Porta Kleen	Portable Toilets	640.00
Promotional Spring	Winter Newsletter	4,790.71
Quanexus	IT Support	3,600.00
Rachel Abshear	Programming	50.00
Rogers & Greenberg	Legal Fees	1,000.00
Scottissue - Flexpac	Janitorial Supplies	435.99
Semco Outdoor	Landscape Stone	1,224.78
Siteone Landscape Supply	Plants	4,827.74
Spectrum Business	Utilities	1,652.11
Staples Advantage	Office Supplies	109.02
Steinke Tractor Sales, Inc	Parts	18.94
Sunbelt Rentals Inc	Equipment Rentals	11,843.97
Super Fleet Master Card	Fuel	60.06
Swartz Mulch	Mulch	383.50
The Lake Doctors Inc	Pond Management	494.00
Tree Care, Inc	Tree Removal	1,125.00
Verizon Wireless	Utilities	146.46
Wolf Creek Co	Irrigation Supplies	743.93
Club 51	Employee Withholding	45.00
Dental Care Plus	Employee Withholding	264.06
Fed'L Tax W/H - Eft	Employee Withholding	5,215.27
Flex Bank Inc	Employee Withholding	337.30
Medical Mutual	Employee Withholding	3,769.04
Medicare W/H -Eft	Employee Withholding	948.69
Ohio Public Employees Deferred	Employee Withholding	2,360.47
Reliance Life Insurance	Employee Withholding	340.44
Various Banks - Eft	Payroll	46,906.77
Vision Service Plan	Employee Withholding	55.10

**CHECKS DATED OCTOBER 22, 2020**

Centerville Automotive Inc	Repairs	456.73
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**Centerville-Washington  
PARK DISTRICT**

Century Equipment Inc	Parts	471.69
Chris Shane Company LLC	Playground Mulch	10,950.00
Dayton Power & Light	Utilities	31.28
Dental Care Plus, Inc.	Insurance	1,529.98
Duncan Oil Company	Fuel	727.98
Firefighter Safe	AED Service	5,050.00
Oheil Irrigation Inc.	Drainage Tile - Little Mound	8,660.00
Martin Marietta Materials	Aggregate Materials	1,303.02
Miami Valley Site Works, LLC	Dugouts - Yankee	5,900.00
Oakley Blacktop Inc.	Trail - Hithergreen	8,475.00
Phillips Companies, Inc.	Aggregate Materials	650.46
Porta Kleen	Portable Toilets	560.00
PPG Architectural Finishes	Field Paint	1,186.38
Quanexus	IT Support	388.62
Reliance Standard Life Ins	Insurance	1,191.18
Ron Duckson Security Sys., Inc	Security System Monitoring	99.00
Scottissue - Flexpac	Janitorial Supplies	697.00
Steinke Tractor Sales, Inc	Parts	20.51
Swartz Mulch	Mulch	766.00
The Lake Doctors Inc	Pond Management	265.00
Village Rental Inc.	Equipment Rental	387.60
Vision Service Plan	Insurance	399.49

**EFT DATED OCTOBER 23, 2020**

Fifth Third Commercial Card	Program, Ops and Admin Expense	4,715.48
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**CHECKS AND EFTS DATED OCTOBER 29, 2020**

Aramark	Uniforms	118.99
Dayton Power & Light	Utilities	173.35
Duncan Oil Company	Fuel	1,595.81
Fishbeck	Surveying - Pleasant Hill	1,188.66
Fleet Graphics	Signage	556.88
Green Velvet Sod Farm	Herbicide	568.50
Hitchcock Design, Inc	Park Design - Yankee	8,700.00
Centerville Landscaping Inc	Community Park Landscape Improvements	1,393.74
Mary Judith Wilson	Programming	626.40
Miami Valley Lighting, Llc	Lighting	148.50
Middletown Ford	Truck Purchase	34,993.00
Occupational Health Centers	Drug Screening	118.00
Ohio Public Employees	Employer Contribution	18,805.11
Pickrel Brothers	Parts	218.03
Porta Kleen	Portable Toilets	275.00
Scottissue - Flexpac	Janitorial Supplies	374.20



Staples Advantage	Office Supplies	40.51
The Plant Trolley, Inc	Plants	250.00
The Vernon Company	Program Supplies	1,426.00
City of Centerville	Employee Withholding	4,552.47
Clinton-Massie School District	Employee Withholding	2.04
Fed'L Tax W/H - Eft	Employee Withholding	5,376.91
Flex Bank Inc	Employee Withholding	337.30
London School District	Employee Withholding	42.34
Medicare W/H -Eft	Employee Withholding	959.77
Miami East School District	Employee Withholding	70.91
Ohio Public Employees Deferred	Employee Withholding	2,351.37
Preble Shawnee School District	Employee Withholding	96.52
Public Employees Retirement	Employee Withholding	13,432.27
State of Ohio	Employee Withholding	4,521.96
Various Banks - Eft	Payroll	47,777.79
Xenia School District	Employee Withholding	8.08

**EFT DATED NOVEMBER 1, 2020**

Medical Mutual	Insurance	23,815.99
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**CHECKS DATED NOVEMBER 5, 2020**

AAA Wastewater	Septic Tank Work - Oak Grove	375.00
Advance Auto Parts	Parts	29.73
All-Bright Janitorial, LLC	Shelter Restroom Cleaning	1,440.00
Allyson Deshurko	Cell Phone Allowance	30.00
Alyssa Schulte	Expense Reimbursement	8.31
Andrew Avers	Cell Phone Allowance	30.00
Andy Sandidge	Cell Phone Allowance	30.00
Aramark	Uniforms	118.24
Brightwork, Llc	HR Consulting	1,200.00
Centerville Automotive Inc	Repairs	2,010.32
Century Equipment Inc	Parts	80.00
Choice One Engineering	Surveying - Beachknoll, Concept, Forest Field	4,285.00
Clean City Janitor Service	Maintenance Facility Cleaning	885.00
Dayton Power & Light	Utilities	152.80
Dayton Regional Green	Green Business Certification	50.00
Fleet Graphics	Signage	703.20
Gem City Key Shop, Inc.	Parts	68.00
Greater Cleveland Partnership	Dues	483.00
Handyman Ace Hardware	Parts	196.97
Janet Holthaus	Cell Phone Allowance	30.00
Joel Thornton	Cell Phone Allowance	30.00
Justin Bates	Cell Phone Allowance	30.00



Oheil Irrigation Inc.	Landscaping/Lighting - Activity Center	12,800.00
Lizard Apparel & Promotions	Uniforms	226.50
Lowes Business Account	Parts/Supplies	3,934.23
Matt Sever	Cell Phone Allowance	30.00
Megacity Fire Protection	Fire Extinguisher Annual Inspections	627.00
Ohio Gfoa	Dues	80.00
PPG Architectural Finishes	Field Paint	711.90
Roderer Shoe Center	Uniforms	409.47
Rumpke Consolidated Companies	Trash	1,373.79
Sam's Club	Supplies	113.86
Sean Kovacs	Cell Phone Allowance	30.00
Spectrum Business	Utilities	195.68
Sprint	Utilities	276.00
Swank Motion Pictures, Inc.	Programming	350.00
The Conservationist	Seeds/Herbicide	1,148.00
The Vernon Company	Program Expenses	162.13
Tim Pifer	Cell Phone Allowance	30.00
Us Bank	Copier Lease	377.42
Vectren	Utilities	146.31
Village Rental Inc.	Equipment Rentals	104.18
Wal-Mart Community	Supplies	347.55
Ziebart Centerville	Spray On Truck Bed Liner	463.49

**A. Approval of Financial and Investment Activity**

Commissioner Pearl moved, Commissioner Sanchez seconded, to authorize the October 2020 financial and investment activity. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**VII. BUSINESS**

**A. 2021 Health Insurance**

One insurance companies have provided quotes to our broker. The information is brief, but telling:

- Current provider, Medical Mutual of Ohio: 5.1% for Health Savings Account; 10.5% for PPO
- Previous Provider, Anthem, for same type of insurance product: 49% higher than current premiums
- United Health Care has not submitted a quote, but broker expects it to be close to Medical Mutual
- Aetna, no quote yet.
- Broker asked for all quotes to be submitted by Nov. 4, in time for this Board meeting

Staff suggested two options to suggest to the Board. First, Option A, to approve a dollar amount, but not the company. The dollar amount calculated is the 2020 budget, increased by the quoted increases. Because employees might want to switch coverages, staff added a small contingency to arrive at an estimated budget of \$330,000.

The second option was to wait until another quote arrives, and call a special meeting. That meeting would have to have been no later than November 23 as open enrollment begins the following week.



As a reminder, when premiums increase, the percent increase is applied to both the employee and CWPD portions.

Commissioner Sanchez moved, Commissioner Monahan seconded, to budget \$330,000 for the 2021 health insurance policy. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

#### **B. Fall Tree Planting**

Annual tree planting takes place each fall to replace dead, diseased, or dying trees located in high visible park locations. Additionally, trees will be planted in recently developed park areas, and through monetary donations received for the tree dedication program. The approved budget for 2020 is \$40,000. Staff received three quotes from local nurseries for approximately 200 trees of various species. Due to the limited availability of nursery stock, none of the three nurseries was able to fulfill the entire order. For this reason, staff is proposing to break the full order up between the two nurseries that had the best pricing and availability. Although the two separate quotes fall below the amount that requires board approval, the total of both are \$32,000. The total is below Ohio's public bid threshold.

Commissioner Monahan moved, Commissioner Pearly seconded, to approve the total purchase of \$32,000 of trees for fall planting in various parks. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

#### **C. CIP Proposed 2021 Budget Review**

Formal vote is not necessary. Adding the CIP budget to the Fiscal Year 2021 Budget may be approved by consensus of the Board. Any additional discussion and agreed-upon edits may occur during this part of the meeting. Only the projects and accompanying amounts for 2021 are included in FY 2021 Preliminary Budget, for Board approval in December.

#### **D. Salary and Wages for Fiscal Year 2021**

Looking toward the December preliminary budget presentation, the Board will see a wage and salary increase in-line with the national trends. The information used is noted below. The budget is being constructed with a 3% pool, unless the Board requests a different figure.

(CWPD salary and wage pool in 2020: 3%)

- Actual U.S. average salary and wage increases in 2020: 2.9% (source [www.shrm.org](http://www.shrm.org))
- SHRM 2021 projection: 2.9%
- Salary.com projection: 3.0%

### **VIII. DIRECTOR'S REPORT**

**A.** December meeting-Chris Huff lead; Biondo absent

**B.** Extension of virtual meetings? State legislature to take up in next few weeks, per OPRA

**C.** November 30 is Public Entities Meeting: Board's preference for Virtual, In-person, or No Meeting?

### **IX. DEPARTMENT REPORTS**

- Business
- Operations
- Programs
- Project and Planning

## **X. COMMISSIONER COMMENTS**

- Commissioner Pearl
  - Noted that the parks have been packed lately!
- Commissioner Monahan
  - Too many people have been parking at McGuffy Meadow entrance to Bill Yeck; it is a safety concern.
  - Noticed in comment log that new stepping stones are too low.
    - Meant to be a low water crossing; if lots of rain/snow melt (etc) happens, they will be covered by water.
- Commissioner Sánchez
  - Has been out looking at parks lately. Everything looks great!

## **XI. EXECUTIVE SESSION**

Commissioner Sanchez moved, Commissioner Monahan seconded, to enter Executive Session for the purpose of discussing Land Acquisition ORC 121.22(G1) and Personnel ORC 121.22(G) at 9:03 pm.

### Roll Call Vote

Commissioner Pearl - Aye

Commissioner Monahan - Aye

Commissioner Sanchez – Aye

The Board rose from Executive Session at 9:20 pm.

## **XII. ADJOURNMENT**

Commissioner Sanchez adjourned the meeting at 9:21 pm..

A Board work session will be held December 14, 2020 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.