



## Regular Meeting Agenda Items

Meeting Minutes

December 14, 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 7:04 P.M. with the following attending: Commissioners Pearl, Monahan and Sánchez; 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 December 11, 2020 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

### II. EXECUTIVE SESSION

Commissioner Sanchez moved, Commissioner Monahan seconded, to enter Executive Session at 7:05pm for the purpose of discussing Personnel ORC 121.22(G).

Peter \_ and Alan \_ from IAPD attended the Executive Session portion of the meeting.

#### Roll Call Vote

Commissioner Pearl - Aye

Commissioner Monahan - Aye

Commissioner Sanchez – Aye

The Board rose from Executive Session at 8:11 pm.

### III. CHANGES OR ADDITIONS TO THE AGENDA

Changes to structure of meeting are reflected within the structure of the minutes

### IV. VISITORS

No further visitors were in attendance.



V. FISCAL

General Fund Financial Summary			
November 30, 2020			
Revenue	Budget	YTD Revenue	% of Budget
Property Taxes	4,837,733	5,093,835	105.3%
Interest	120,000	96,886	80.7%
Donations	5,000	38,894	777.9%
Program	167,400	85,306	51.0%
Field/Facility	47,600	18,125	38.1%
Grant Proceeds	3,000	664	22.1%
Advances	245,356	125,000	50.9%
Other	30,000	63,852	212.8%
<b>Total</b>	<b>5,456,089</b>	<b>5,522,562</b>	<b>101.2%</b>
<b>Beginning Cash + Revenue</b>	<b>12,002,577</b>	<b>12,069,050</b>	
Expenditures	Budget + Carryover	YTD Expense + Encumbered	% of Budget + Carryover
2 - Park Improvements	1,029,576	894,487	86.9%
3 - Operations	704,840	577,469	81.9%
4 - Equipment	202,459	157,648	77.9%
5 - Payroll	2,700,582	2,364,842	87.6%
6 - Prof. Services	291,935	256,112	87.7%
7 - Utilities and Fees	385,194	280,839	72.9%
8 - Office Operations	129,226	76,564	59.2%
9 - Programs	178,055	101,097	56.8%
10 - Matching Funds	32,500	10,815	33.3%
11 - Transfers - out	1,028,734	892,801	86.8%
13 - Advances - out	120,356	-	0.0%
<b>Total Expenditures</b>	<b>6,803,457</b>	<b>5,612,674</b>	<b>82.5%</b>
	<b>Net YTD</b>	<b>\$ 6,456,376</b>	

CHECKS AND EFTS DATED NOVEMBER 12, 2020

Aramark	Uniforms	234.57
Barge Design Solutions, Inc.	Security Design - Headquarters	1,950.00
Century Equipment Inc.	Parts	130.43
Duncan Oil Company	Fuel	1,515.06
Professional Property	Contracted Mowing	4,208.00
Mettel	Utilities	442.04
Montgomery County Water	Utilities	142.62
Phillips Companies, Inc.	Aggregates	248.92
Schott Plumbing Inc.	Plumbing Repair	179.16
Quanexus	IT Support	3,520.00
Ron Duckson Security Sys., Inc.	Security System Monitoring	1,054.80
Spectrum Business	Utilities	808.08
Village Rental Inc.	Equipment Rental	795.62
Amanda Cherry	Programming	96.00


**Centerville-Washington  
PARK DISTRICT**

Buckeye Ecocare, Inc.	Broadleaf Weed Control	9,866.84
Dayton Power & Light	Utilities	2,482.96
Emily Chandler	Programming	208.80
Megan B. Lees	Programming	1,310.00
Promotional Spring	Newsletters	11,321.00
Spectrum Business	Utilities	417.76
Sunbelt Rentals Inc.	Equipment Rental	1,379.53
Verizon Wireless	Utilities	96.14
Wolf Creek Co	Irrigation Supplies	495.95
Fed'L Tax W/H - Eft	Employee Withholding	5,122.56
Flex Bank Inc.	Employee Withholding	443.06
Medicare W/H -Eft	Employee Withholding	927.75
Ohio Public Employees Deferred	Employee Withholding	2,404.66
Various Banks - Eft	Payroll	45,740.64

**CHECKS DATED NOVEMBER 19, 2020**

Abby Nesmith	Mileage Reimbursement	107.24
Advance Auto Parts	Parts	120.72
Aramark	Uniforms	115.58
At&T	Utilities	177.84
Barge Design Solutions, Inc.	Trail Study - Pleasant Hill	2,150.00
Butler Hvac Holding Co, Inc.	HVAC Inspections/Repairs	1,053.00
Centerville Gravely Sales	Parts	16.99
Chris Shane Company Llc	Playground Mulch	9,000.00
Datayard	Web Hosting	480.00
Dayton Pool Management Inc.	Sprayground Maintenance	205.58
Dayton Power & Light	Utilities	1,552.33
Duncan Oil Company	Fuel	1,011.67
Fastsigns	Signage	484.32
Fleet Graphics	Signage	87.37
Grainger Inc.	Parts	375.92
Koenig Equipment Inc.	Parts	81.69
Koi Auto Parts	Parts	78.96
Centerville Landscaping Inc.	Community Park Landscape Improvement	1,393.74
M & R Electric Motor Service	Repairs	65.00
Miami Valley Site Works, Llc	Backstops & Dugouts - Yankee	4,700.00
Occupational Health Centers	Pre-employment Physical	156.00
Ohio Outdoor Lighting Llc	Holiday Lighting	3,306.50
Playpower Lt Farmington Inc.	Playground Updates - Concept	19,032.88
Reliance Standard Life Ins	Insurance	1,191.18
Service Supply Limited, Inc.	Memorial Benches	3,201.00
Siteone Landscape Supply	Trees & Shrubs	4,368.31
Spectrum Business	Utilities	144.96



Staples Advantage	Office Supplies	126.76
Super Fleet Master Card	Fuel	115.36
Swartz Mulch	Mulch/Compost	5,380.00
Village Rental Inc.	Equipment Rental	1,279.23
Nicole Lanich	Programming	1,209.60

**EFT DATED NOVEMBER 22, 2020**

Fifth Third Commercial Card	Program, Ops and Admin Expense	4,223.65
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**CHECKS & EFTS DATED NOVEMBER 25, 2020**

City of Centerville	Employee Withholding	2,885.22
Clinton-Massie School District	Employee Withholding	1.57
Club 51	Employee Withholding	45.00
Dental Care Plus, Inc.	Employee Withholding	250.92
Fed'L Tax W/H - Eft	Employee Withholding	5,122.92
Flex Bank Inc.	Employee Withholding	443.06
London School District	Employee Withholding	26.96
Medical Mutual	Employee Withholding	3,769.04
Medicare W/H -Eft	Employee Withholding	931.61
Miami East School District	Employee Withholding	46.20
Ohio Public Employees Deferred	Employee Withholding	2,480.47
Preble Shawnee School District	Employee Withholding	60.44
Public Employees Retirement	Employee Withholding	13,318.96
Reliance Standard Life	Employee Withholding	340.44
State of Ohio	Employee Withholding	2,832.31
Various Banks - Eft	Payroll	45,887.88
Vision Service Plan	Employee Withholding	55.10
Xenia School District	Employee Withholding	6.66

**CHECKS DATED NOVEMBER 29, 2020**

Aramark	Uniforms	115.58
Brianna Babienco	Program Refund	1,170.00
Dayton Power & Light	Utilities	219.67
Dental Care Plus, Inc.	Insurance	1,452.96
Katherine Pope	Program Refund	180.00
Montgomery County Water	Utilities	924.87
Staples Advantage	Office Supplies	67.95
Swartz Mulch	Mulch	400.00
The Plant Trolley, Inc.	Plants	688.60
The Vernon Company	Safety Equipment	650.22
Village Rental Inc.	Equipment Rental	215.65



**EFT DATED DECEMBER 1, 2020**

Medical Mutual	Insurance	19,309.44
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**CHECKS DATED DECEMBER 3, 2020**

Allyson Deshurko	Cell Phone Allowance	30.00
Alyssa Schulte	Expense Reimbursement	28.02
Andrew Avers	Cell Phone Allowance	30.00
Andy Sandidge	Cell Phone Allowance	30.00
Aramark	Uniforms	115.58
Arnie Biondo	Cell Phone Allowance	180.00
Bureau Of Workers Compensation	Workers Comp Premium	16,946.00
Busy Beaver Arts And Crafts	Programming	252.00
Centerville Automotive Inc.	Repairs	39.95
Clean City Janitor Service	Maintenance Facility Cleaning	885.00
Dayton Power & Light	Utilities	262.64
Denise Miceli	Expense Reimbursement	19.90
Duraedge Products Inc.	Infield Dirt	5,741.53
Grainger Inc.	Touchless Hand Dryers & Heater	1,233.48
Gray's Tree Experts	Tree Removal	1,500.00
Handyman Ace Hardware	Supplies	253.80
Janet Holthaus	Cell Phone Allowance	30.00
Joel Thornton	Cell Phone Allowance	30.00
Justin Bates	Cell Phone Allowance	30.00
Kathryn Woodruff	Programming	90.00
Kendall Electric Inc.	Shelter Lightbulbs	77.33
Professional Property	Contracted Mowing	6,312.00
Lizard Apparel & Promotions	Uniforms	170.46
Lowes Business Account	Supplies	1,151.25
Matt Sever	Cell Phone Allowance	30.00
Miami Valley Lighting, Llc	Lighting	148.50
Miami Valley Site Works, Llc	Hardscape - Oak Creek South	3,380.00
Montgomery County Water	Utilities	753.53
Natorp Wholesale Nursery	Plants	8,195.00
Nick Meyer	Cell Phone Allowance	180.00
Ohio Public Employees	Employer Contribution	18,646.51
Schott Plumbing Inc.	Plumbing Repair	486.07
Porta Kleen	Portable Toilets	480.00
Ppg Architectural Finishes	Field Paint	825.03
Rumpke Consolidated Companies	Trash	1,405.06
Sean Kovacs	Cell Phone Allowance	30.00
Soccer Plus	Soccer Supplies	288.00
Sunbelt Rentals Inc.	Equipment Rental	1,935.80
The Plant Trolley, Inc.	Plants	913.90



Tim Pifer	Cell Phone Allowance	30.00
Vandalia Rental, Inc.	Equipment Rental	362.33
Village Rental Inc.	Equipment Rental	55.58
Vision Service Plan (Ct)	Insurance	399.49
Wal-Mart Community	Supplies	342.76

**CHECKS & EFTS DATED DECEMBER 10, 2020**

A Brown & Son'S Nursery Inc.	Trees	22,405.00
Alyssa Schulte	Tuition Reimbursement	2,080.00
Aramark	Uniforms	115.58
Busy Beaver Arts And Crafts	Programming	464.00
Centerville Automotive Inc.	Repairs	1,099.99
Centerville Gravely Sales	Parts	495.10
Cundiff Town & Country Tree	Tree Work - Hithergreen	10,000.00
Dh Productions	Promotional Materials	900.00
Duncan Oil Company	Fuel	1,034.04
Edwin Nelson	Mileage Reimbursement	121.90
Fleet Graphics	Signage	194.61
Green Velvet Sod Farm	Grass Seed & Turface	5,290.00
Hannah Frye	Expense Reimbursement	2.15
Kathryn Woodruff	Programming	80.00
Landscape Structures Inc.	Playground Equipment- Schoolhouse & Grant's Trail	191,548.44
Miami Valley Site Works, Llc	Access Improvements - Beechknoll, Bill Yeck	18,332.00
Montgomery County Water	Utilities	1,668.95
Mutt Mitt	Dog park supplies	502.91
Natorp Wholesale Nursery	Trees	595.00
Oakley Blacktop Inc.	Paving/Striping	48,190.50
Penchura, Llc	Bench	985.59
Quanexus	IT Support	3,600.00
Ron Duckson Security Sys., Inc.	Security System Monitoring	246.00
Schubert Tennis Llc	Power wash/Crack fill -Yankee	7,200.00
Spectrum Business	Utilities	814.53
Sprint	Utilities	252.50
Star City Electric Llc	Electrical Repair	130.00
Sunbelt Rentals Inc.	Equipment Rental	350.00
Tree Care, Inc.	Tree Removal	2,150.00
Us Bank	Copier Lease	400.62
Village Rental Inc.	Equipment Rental	169.57
Fed'L Tax W/H - Eft	Employee Withholding	5,004.42
Flex Bank Inc.	Employee Withholding	443.06
Medicare W/H -Eft	Employee Withholding	878.28
Ohio Public Employees Deferred	Employee Withholding	2,189.32
Various Banks - Eft	Payroll	43,228.30

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

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

### **VI. BUSINESS**

#### **A. 2021 Preliminary Budget *Schedule A***

The preliminary budget must be approved so invoices can be paid after 1/1/2021. The final budget will be approved at the January meeting. The Board may decide upon changes from the preliminary budget to be made in the Final Budget.

Commissioner Sanchez moved, Commissioner Monahan seconded, to approve Resolution 2020-09, the 2021 Preliminary Appropriation Budget. A copy is attached to and made a part of these minutes. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

#### Roll Call Vote

Commissioner Pearl - Aye  
Commissioner Monahan - Aye  
Commissioner Sanchez – Aye

#### **B. Purchase Order**

Headquarters security upgrades, originally presented to the board in July 2020, has been designed and sent out for quotes. The lowest and best quote is from Arcon Builders. There are enough funds remaining in the 2020 budget to move forward with the project and it was presented to the Board as it is over the Director's approval limit.

Commissioner Monahan moved, Commissioner Sanchez seconded, to approve a purchase order in the amount of \$41,000 to Arcon Builders. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

#### **C. Grievance Procedure**

A grievance process is designed to give employees and employers a fair and objective system to raise and review issues and complaints without bias. If approved by the Board, this Grievance Procedure will be added to the Personnel Policy and referenced in the Board Administration Policy.

Commissioner Pearl moved, Commissioner Sanchez seconded, to approve the Grievance Procedure. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

### **VII.COMMISSIONER COMMENTS**

- Commissioner Pearl
  - Interested in exploring the idea of providing a community garden spot for producing food for donation at a local food bank.
  - Potential for adding ornamental gardens in the future?
  - Can CWPD help educate on “naturalistic gardening” and communicate with other entities on what these gardens would look like (reduction of zoning fines for natural garden areas)



- Commissioner Monahan
  - Should CWPD put up electric vehicle charging stations? Help make our parks a destination?
- Commissioner Sánchez
  - No additional comments.

## **VIII. DEPARTMENT REPORTS**

- Business  
Commissioner Monahan had to leave the meeting at this juncture.
- Operations
- Programs
- Project and Planning

## **IX. APPROVAL OF MINUTES**

Minutes for the November 2020 meeting were approved by Commissioners Sanchez and Pearl.

## **X. ADJOURNMENT**

Commissioner Sanchez adjourned the meeting at 8:36 pm.

A Board work session will be held January 11, 2021 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. via Zoom teleconferencing.

**Approved**

Lucy Sanchez, President

**Attested**

Alex Pearl, Secretary