



Regular Meeting Agenda Items

Meeting Minutes

September 13, 2021

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 221 N. Main Street, Centerville, Ohio 45459. The meeting was called to order at 7:10 P.M. with the following attending: Commissioners Monahan, Pearl and Senney; Ms. Marks, Executive Director; Mr. Hensel, Program Manager; Mr. Meyer, Planning and Projects Manager; Mr. Carter, Operations Manager; and Ms. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on September 10, 2021 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes were made.

III. APPROVAL OF MINUTES

Minutes for the August 2021 meeting were approved by Board consensus

IV. VISITORS

Kathie Bowers

V. FISCAL

General Fund Financial Summary			
August 31, 2021			
	Budget + Carryover	YTD	% of Budget
Beginning Cash 2021	\$ 6,375,558	\$ 6,375,558	
Revenue			
Property Taxes	4,963,992	4,568,737	92.0%
Interest	56,000	44,217	79.0%
Donations	30,500	35,687	117.0%
Program	147,000	163,279	111.1%
Field/Facility	20,000	30,095	150.5%
Advances	205,356		0.0%
Grants (other)	3,000	1,500	50.0%
Other	5,000	47,988	959.8%
Total	5,430,848	4,891,502	90.1%
Beginning Cash + Revenue	11,806,406	11,267,061	
Expenditures (incl. Encumbered)			
2 - Park Improvements	1,495,972	658,759	44.0%
3 - Agency	627,074	469,223	74.8%
4 - Administration	805,804	621,519	77.1%
5 - Operations	2,562,075	1,723,372	67.3%
6 - Program	792,782	582,207	73.4%
7 - Matching Funds	72,558	35,356	48.7%
8 - Transfers (out)	800	251	31.4%
9 - Advances (out)	85,000	-	0.0%
Total expenditures	6,442,064	4,090,687	63.5%
Net YTD		\$ 7,176,373.27	

A. Approval of Financial and Investment Activity

Commissioner Pearl moved, Commissioner Senney seconded, to authorize the August 2021 financial and investment activity. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

VI. BUSINESS

A. Penchura and Landscape Structures Purchase Order

At the August board meeting, commissioners approved a purchase order for replacing old parts and equipment as well as adding new amenities to Black Oak, Donnybrook, and Quail Run Parks. The total calculated correctly on Schedule A, but was displayed incorrectly on the business agenda. Staff requests an amendment to the purchase order in the amount of \$9,000 for a total requested amount of \$69,000.

August 2021 Approved Purchase Order Amount	Updated Purchase Order Amount
\$60,000	\$69,000

Commissioner Monahan moved, Commissioner Pearl seconded, to approve purchase orders and contracts for \$69,000 to Penchura and Landscape Structures for the installation of new playground equipment and repair of existing worn parts at Black Oak, Donnybrook, and Quail Run Parks. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

B. McGuffey Meadow Parking Lot Contract

The 2021 CIP includes an expansion of the parking area at the McGuffey Meadow entrance to Bill Yeck Park to improve access and safety. Four bids were received for the project. The lowest, responsive bidder was Brumbaugh Construction, Inc. The bid was \$94,051 (\$150,000 budgeted). Staff recommends awarding the project to Brumbaugh Construction, Inc. for the bid amount with a 10% contingency added to the purchase order for drainage improvements and unforeseen conditions, therefore totaling, \$103,500. Project bid tabs are included in the board packet.

Commissioner Pearl moved, Commissioner Monahan seconded, to approve a purchase order of \$103,500 for the expansion of the Bill Yeck, McGuffey Meadow entrance and parking area. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

C. Smoke, Vape, and Tobacco Free Park Resolution 2021-09

Roll Call Vote:

Commissioner Monahan - Aye

Commissioner Pearl - Aye

Commissioner Senney - Aye

Commissioners Monahan, Pearl and Senney: ayes, motion carried.

As a result of the roll call vote, the Board of Park Commissioners proclaim Community Parks as Smoke, Vape, and Tobacco-free facilities.



D. Leave Donation Policy

Commissioner Senney moved, Commissioner Pearl seconded, to approve the Leave Donation Policy. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

VII. DIRECTOR'S REPORT

- A. Holiday Gathering
- B. Needs Assessment RFP
- C. Upcoming Events
 - Ales and Tails, 9/24
 - Volunteer Appreciation Event, 9/30
 - Truck or Treat, 10/16

VIII. DEPARTMENT REPORTS (if not completed during work session)

- A. Programs
- B. Business

IX. COMMISSIONERS COMMENTS

- Commissioner Pearl
 - Interested in staff researching promoting a “community flower” in conjunction with other public entities and garden centers.
- Commissioner Senney
 - Congratulations on being named AAPRA Gold Medal Finalists.
- Commissioner Monahan
 - Inquired about whether staff has offered raised/container gardening classes.

X. EXECUTIVE SESSION

Commissioner Monahan moved, Commissioner Pearl seconded, to enter Executive Session for the purpose of discussing Personnel Compensation; ORC 121.22(G)(4) at 7:44 p.m.

Roll Call Vote:

Commissioner Monahan - Aye
Commissioner Pearl - Aye
Commissioner Senney - Aye

Commissioner Monahan adjourns Executive Session, and returns to Regular Session at 7:51 p.m.

XI. ADJOURNMENT

The meeting was adjourned by Commissioner Monahan at 7:51 p.m.

A Board work session will be held October 11, 2021 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.