



Meeting Minutes
Board of Commissioners
Wednesday, December 15, 2021
7:00 P.M.

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 7:00 P.M. with the following attending: Commissioners Monahan, Pearl and Senney; Kristen Marks, Executive Director; Nick Meyer, Planning and Projects Manager; and Chris Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on December 10, 2021 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

Minutes for the November 2021 meeting were approved by Board consensus.

IV. VISITORS

No visitors were in attendance

V. FISCAL

General Fund Financial Summary			
November 30, 2021			
	Budget + Carryover	YTD	% of Budget
Beginning Cash 2021	\$ 6,375,558	\$ 6,375,558	
Revenue			
Property Taxes	4,963,992	5,112,931	103.0%
Interest	56,000	59,096	105.5%
Donations	30,500	39,276	128.8%
Program	147,000	186,344	126.8%
Field/Facility	20,000	37,069	185.3%
Advances	205,356	-	0.0%
Grants (other)	3,000	1,500	50.0%
Other	5,000	49,975	999.5%
Total	5,430,848	5,486,192	101.0%
Beginning Cash + Revenue	11,806,406	11,861,750	
Expenditures (incl. Encumbered)			
2 - Park Improvements	1,492,029	1,136,765	76.2%
3 - Agency	627,074	536,933	85.6%
4 - Administration	805,804	735,105	91.2%
5 - Operations	2,561,635	2,094,764	81.8%
6 - Program	792,782	687,684	86.7%
7 - Matching Funds	72,558	39,088	53.9%
8 - Transfers (out)	800	344	42.9%
9 - Advances (out)	85,000	-	0.0%
Total expenditures	6,437,681	5,230,683	81.3%
	Net YTD	\$ 6,631,066.80	



A. Approval of Fiscal Activity

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

VI. BUSINESS

A. Request for Tax Advance

This is a request of the Montgomery County Auditor to advance tax money to the Park District on a weekly basis, rather than one payment at the end of the collection process.

Commissioner Pearl moved, Commissioner Senney seconded, to authorize the Board President to request tax advances during 2022 (Resolution 2021-11). Commissioners Monahan, Pearl and Senney: ayes, motion carried.

B. 2022 Preliminary Budget

The preliminary budget must be approved so that (2022) Purchase Orders can be approved starting 01/01/2022. 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 Senney moved, Commissioner Monahan seconded, to approve Resolution 2021-12, the 2022 Temporary Appropriation Budget. Commissioners Monahan, Pearl and Senney: ayes, motion carried. A copy is attached to and made a part of these minutes.

C. Purchase Order

The amount of the 2022 Property and Liability Insurance invoice is above the Executive Director's approval threshold. The carrier remains the same, and the Park District is only seeing an increase of 1.6%.

Commissioner Pearl moved, Commissioner Senney seconded, to approve a purchase order for \$31,788 for 2022 property and casualty insurance. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

D. Park Entrance Improvements

In accordance with Ohio Revised Code, the district staff completed a systematic and consistent Request for Qualifications (RFQ) for engineering and bidding services of the McEwen Entrance Improvements. Following the guidelines of ORC 153 an evaluation score sheet was created based off of the following criteria: staff resumes, similar park improvement experience, schedule of deliverables within CWPD timeframe, and dedicated work hours for each deliverable. Staff evaluated four qualification packets. Choice One Engineering Ranked highest.

Commissioner Monahan moved, Commissioner Pearl seconded, to approve the contract to Choice One Engineering in the amount of \$36,980 for the engineering and bidding services for Grant Park McEwen Entrance Improvements. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

E. Statement of Cooperation

During the November board meeting Commissioners agreed upon the language presented in the Statement of Cooperation regarding programming between the Park District and Washington Township. This agenda item requests formal approval of such.



Commissioner Senney moved, Commissioner Monahan seconded, to approve the Statement of Cooperation between the Centerville-Washington Park District and Washington Township. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

VII. COMMISSIONER COMMENTS

- Commissioner Pearl
 - Feels strongly about awards and what winning them can show to the community
 - Suggested looking in to field (turf management, etc) awards and UNICEF
- Commissioner Senney
 - Seconded Commissioner Pearl's comments about the agency taking time to apply for awards.
 - Suggested bringing Park District legal counsel in for a work session to present to the Board items that should be of interest for compliance, etc.
- Commissioner Monahan
 - No additional comments

VIII. EXECUTIVE SESSION

At 7:26 p.m. Commissioner Senney moved, Commissioner Pearl seconded, to enter Executive Session for the purpose of discussing land acquisition and employment/compensation; ORC 121.22(G)(4), ORC 121.22 (G)(1).

Roll Call Vote:

Commissioner Monahan - Aye

Commissioner Pearl - Aye

Commissioner Senney – Aye

The Board arose from Executive Session at 7:58 p.m.

IX. ADJOURNMENT

Commissioner Monahan adjourned the meeting at 7:59 p.m.

A Board work session will be held January 10, 2022 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.