



**Meeting Minutes**  
**Board of Commissioners**  
**Monday, March 14, 2022**  
**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; Jake Hensel, Program Manager; Ken Carter, Operations Manager; Nick Meyer, Planning and Projects Manager; and Chris Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on March 11, 2022 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 February 2022 meeting were approved by Board consensus.

**IV. VISITORS**

No visitors were in attendance

**V. FISCAL**

<b>General Fund Financial Summary</b>			
<b>February 28, 2022</b>			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2022	\$ 7,147,106	\$ 7,147,106	
<b>Revenue</b>			
Property Taxes	4,965,362	1,609,761	32.4%
Interest	57,168	11,661	20.4%
Donations	57,500	1,864	3.2%
Advances	283,064		0.0%
Program	185,000	18,004	9.7%
Field/Facility	42,000	3,786	9.0%
Grants (other)	5,000		0.0%
Other	5,000	622	12.4%
<b>Total</b>	<b>5,600,094</b>	<b>1,645,698</b>	<b>29.4%</b>
<b>Beginning Cash + Revenue</b>	<b>12,747,200</b>	<b>8,792,804</b>	
<b>Expenditures (incl. Encumbered)</b>			
2 - Park Improvements	1,743,090	454,590	26.1%
3 - Agency	620,831	303,498	48.9%
4 - Administration	787,391	308,776	39.2%
5 - Operations	2,596,715	743,604	28.6%
6 - Program	871,172	208,125	23.9%
7 - Matching Funds	35,000	12,500	35.7%
8 - Transfers (out)	800	88	10.9%
9 - Advances (out)	283,064	1,125	0.4%
<b>Total expenditures</b>	<b>6,938,063</b>	<b>2,032,305</b>	<b>29.3%</b>
	Net YTD	<b>\$ 6,760,499.08</b>	

#### **A. Approval of Bills**

Commissioner Monahan moved, Commissioner Pearl seconded, to authorize the February 2022 financial and investment activity. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

### **VI. BUSINESS**

#### **A. St. Leonard's Trail Contract**

The 2022 CIP includes installation of a trail extension that will create a connection from Bill Yeck Park to Cloyo Road, along the conservation easement adjacent to St. Leonard CHI Living Communities. Four bids were received for the project. The best, lowest, and most responsive bidder is Outdoor Enterprise, at \$142,471. Staff recommends awarding the project to Outdoor Enterprise for the bid amount plus a 5% contingency, for terrain improvements and unforeseen conditions, totaling \$150,000. This project is partially grant-funded by The OPWC Clean Ohio Program. The Park District will be reimbursed 75% of the total cost.

Commissioner Pearl moved, Commissioner Senney seconded, to approve a purchase order for \$150,000 for the installation of the Bill Yeck Trail extension. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

#### **B. 2022 Mowing Contract**

Four bids were submitted provide mowing services at 40 sites, totaling approximately 80 acres. The contract estimate was published at \$85,000. Having provided the best, lowest, and most responsive bid, staff recommends awarding a contract to Professional Property Maintenance, LLC. for \$80,000.

Commissioner Senney moved, Commissioner Pearl seconded, to approve a purchase order for \$80,000 to contract with Professional Property Maintenance to provide Lawn Care Services in parks in 2022. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

#### **C. Dayton Foundation Committee Advised Field of Interest Fund Agreement**

The Committee Advised Field of Interest fund is being established for the purpose of providing an avenue for donations to be used for improvements, enhancements and renovations for the Park District within Centerville and Washington Township.

Commissioner Pearl moved, Commissioner Monahan seconded, to approve the agreement between the Dayton Foundation and the Park District for the establishment of a Committee Advised Field of Interest Fund. Commissioners Monahan, Pearl and Senney: ayes, motion carried.

### **VII. DIRECTOR'S REPORT**

- A.** Commissioner Appointment Update
- B.** Synthetic Turf Committee
- C.** Age-Friendly Community Designation

### **VIII. COMMISSIONERS COMMENTS**

- Commissioner Pearl
  - Asked for update on suicide in Bill Yeck
  - Asked for update on Centerville Create the Vision meetings (held at/by City)
    - Next meeting is to adopt a plan for trail connections
  - Asked for update on Mountain Bike Trail



- On 2022 Needs Assessment; will re-evaluate need and location possibilities
- Award idea: looking in to under-recycled items and how we can promote recycling
- Asked whether we come across interest for recreational sports (Bocce, cornhole, cricket, etc)
  - On 2022 Needs Assessment
- Commissioner Monahan
  - Noticed Oak Creek South Skatepark is always packed; suggested considering future expansion
- Commissioner Senney
  - Mentioned maple sugaring hike he attended through Cleveland Metroparks.
    - Sparked a discussion about nature programs, maple sugaring in our parks, etc.

## **IX. ADJOURNMENT**

Commissioner Monahan adjourned the meeting at 7:43 p.m.

A Board work session will be held April 11, 2022 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.