



**Meeting Minutes**  
**Board of Commissioners**  
**Monday September 12, 2022**  
**4:00 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 4:00 P.M. with the following attending: Commissioners Pearl, Riley 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 September 9, 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 were approved for the August 2022 Meeting; Commissioners Pearl, Riley and Senney Aye.

**IV. VISITORS**

No visitors were in attendance.

**V. FISCAL**

<b>General Fund Financial Summary</b>			
<b>August 31, 2022</b>			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2022	\$ 7,147,106	\$ 7,147,106	
<b>Revenue</b>			
Property Taxes	4,927,547	4,558,887	92.5%
Interest	57,168	77,787	136.1%
Donations	57,500	27,729	48.2%
Donations - Program Sponsorship		1,900	
Advances	283,064		0.0%
Program	185,000	202,626	109.5%
Field/Facility	42,000	52,304	124.5%
Grants (other)	5,000		0.0%
Other	5,000	1,514	30.3%
<b>Total</b>	<b>5,562,279</b>	<b>4,922,747</b>	<b>88.5%</b>
<b>Beginning Cash + Revenue</b>	<b>12,709,385</b>	<b>12,069,853</b>	
<b>Expenditures (incl. Encumbered)</b>			
2 - Park Improvements	1,735,893	786,685	45.3%
3 - Agency	620,212	442,592	71.4%
4 - Administration	787,391	590,113	74.9%
5 - Operations	2,615,076	1,650,425	63.1%
6 - Program	871,172	652,047	74.8%
7 - Matching Funds	35,000	15,561	44.5%
8 - Transfers (out)	800	2,260	282.5%
9 - Advances (out)	283,064	-	0.0%
<b>Total expenditures</b>	<b>6,948,607</b>	<b>4,139,682</b>	<b>59.6%</b>
	Net YTD	<b>\$ 7,930,171.05</b>	



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

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

## **VI. BUSINESS**

### **A. Hardscapes Contract Award**

Five bids were received for the 2022 Hardscape Package. Staff recommends awarding the contract to the lowest bidder, Outdoor Enterprise. Staff requests an additional 5% contingency bringing the total to \$352,021 (\$368,000 budgeted). Bid Tabs are included in the board packet as Schedule A. Work will take place at Yankee Park, Divided Ridge, and Iron Horse.

Commissioner Senney moved, Commissioner Riley seconded, to approve a purchase order in the amount of \$352,021, for the 2022 Hardscapes Projects, to Outdoor Enterprise, pending reference check results. Commissioners Pearl, Riley and Senney: ayes, motion carried.

### **B. Land and Water Conservation Grant - Resolution 2022-06**

This is the standard action that allows for the Park District to apply for the grant. It is intended that the District will apply to land a grant for the improvements to the sprayground at Activity Center Park. The resolution affirms that the District has the funds to meet the grant's matching requirements.

Commissioner Riley moved, Commissioner Senney seconded, to approve Resolution 2022-06 to apply for a Land and Water Conservation Fund grant for sprayground improvements. Commissioners Pearl, Riley and Senney: ayes, motion carried.

### **C. Personnel Policy**

Commissioner Senney moved, Commissioner Riley seconded, to adopt the Personnel Policy, to include changes discussed in the Work Session. Commissioners Pearl, Riley and Senney: ayes, motion carried.

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

- A. October Meeting is on Friday, 10/14
- B. Groundbreaking, Grant Park McEwen Entrance Improvements:
  - September 22, 12:15
- C. Land Acquisition Update
- D. Volunteer Appreciation Event
- E. Fall Special Events of Note:
  - Ales and Tales, 9/23
  - Movie Party in the Park, 10/7
  - Halloween Hop & Howl, 10/13 & 15
  - Truck or Treat, 10/22

## **VIII. COMMISSIONERS COMMENTS**

- Commissioner Riley
  - Inquired as to whether the District rules and regulations should be updated to include any language regarding open carry (firearms).
    - Staff will review the current rules and regs, as a whole, to see if there are any

updates that should be made.

- Commissioner Senney
  - Noticed chalk drawings at two parks that were of religious nature. Inquired as to how the Park District views this and what could be done.
    - This would be discouraged in the sections about religious signage and graffiti in the rules and regulations.
    - Staff will call the phone number listed on the drawings to make mention of these items and to ask that the artists not continue if this is the focus of their artwork.
- Commissioner Pearl
  - Would have preferred to have seen the mural (upcoming at the entrance of the Activity Center driveway) with a nature-based theme.
    - This was a City of Centerville project. Several public entities were involved in the selection process; majority won.
  - Inquired as to what the schedule for review of the “nature buildings” at Normandy Elementary, which will soon be in possession of the Park District (after land acquisition)
    - CWPD will evaluate whether to renovate or destroy after the land acquisition
  - Followed up on comment log item where a citizen fell on a natural path.
    - Executive Director responded to the concern.

## **IX. ADJOURNMENT**

Mr. Pearl adjourned the meeting at 5:10 p.m.

A Board work session will be held October 14, 2022 at 3:00 P.M. followed by a regular meeting at 4:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

**Approved**

**Attested**

Alexander Pearl, President

Jason Riley, Secretary