



Meeting Minutes
Board of Commissioners
Monday, December 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, Projects and Planning Manager; and Chris Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on December 9, 2022 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes.

III. APPROVAL OF MINUTES

The November meeting minutes were approved by Board consensus.

IV. VISITORS

Alyssa Schulte, Park District Fitness and Wellness Supervisor

V. FISCAL

General Fund Financial Summary			
November 30, 2022			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2022	\$ 7,147,106	\$ 7,147,106	
Revenue			
Property Taxes	4,927,547	5,206,235	105.7%
Interest	57,168	129,241	226.1%
Cost Basis Adj - Investments		(15,839)	
Donations	57,500	29,512	51.3%
Donations - Program Sponsorship		2,150	
Advances	283,064		0.0%
Program	185,000	224,940	121.6%
Field/Facility	42,000	58,758	139.9%
Grants (other)	5,000		0.0%
Other	5,000	2,849	57.0%
Total	5,562,279	5,637,847	101.4%
Beginning Cash + Revenue	12,709,385	12,784,953	
Expenditures (incl. Encumbered)			
2 - Park Improvements	1,661,171	1,580,095	95.1%
3 - Agency	620,212	592,384	95.5%
4 - Administration	787,391	713,112	90.6%
5 - Operations	2,615,076	2,130,399	81.5%
6 - Program	871,172	777,286	89.2%
7 - Matching Funds	35,000	17,049	48.7%
8 - Transfers (out)	6,226	5,085	81.7%
9 - Advances (out)	354,664	67,000	18.9%
Total expenditures	6,950,911	5,882,410	84.6%
Net	\$ 5,758,473.32		



Approval of Bills

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

VI. BUSINESS

A. Budget Transfer

Commissioner Riley moved, Commissioner Senney seconded, to authorize budget transfer as found on Resolution 2022-10. The Board further approves the Park District Business Manager to execute all budgeted transfers and advances without further authorization. Commissioners Pearl, Riley and Senney: ayes, motion carried.

B. 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 Senney moved, Commissioner Riley seconded, to authorize the Business Manager to request bi-weekly tax advances during 2022 (Resolution 2022-11). Commissioners Pearl, Riley and Senney: ayes, motion carried.

C. 2023 Preliminary Budget

The preliminary budget must be approved so that (2023) Purchase Orders can be approved starting 01/01/2023. 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 Riley moved, Commissioner Senney seconded, to approve Resolution 2022-12, the 2023 Temporary Appropriation Budget. A copy is attached to and made a part of these minutes. Commissioners Pearl, Riley and Senney: ayes, motion carried.

D. Purchase Order

The amount of the 2023 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 1.25%.

The increase in premium is reflective of the following:

- Building and Personal Property values increased by \$822,215
- Equipment values increased by \$376,449
- Computer Equipment values increased by \$3,702
- Expenditures increased by \$165,678
- Increased Cyber Liability limit to \$1,000,000 (up from \$500,000)
- Rate increase of 1.25%

Commissioner Senney moved, Commissioner Riley seconded, to approve a purchase order for \$35,164 for 2023 property and casualty insurance. Commissioners Pearl, Riley and Senney: ayes, motion carried.

E. Annual Surplus Equipment Declaration

All items listed have met or exceeded the criteria for replacement (age, miles or hours)

MANUFACTURER	MODEL	HOURS	CONDITION	EST. VALUE
Toro	3280 D Mower	2300	Poor/ not running	\$ 3,000
Toro	3280 D Mower	2600	Fair	\$ 3,000
Toro	5900D Wide Area Mower	2700	Fair	\$ 10,000
Toro	Z590D	1516	Poor/Not running	\$ 3,000
Ford	Ford F250 XL Pickup Truck		Fair	\$ 3,000
AERWAY	AERWAY aerator	N/A	Fair	\$ 3,000
Enorossi	Sickle Bar Mower	N/A	Fair	\$ 1,000
Landpride	Box Blade	N/A	Fair	\$ 300
Paint Tank	Paint Tank	N/A	Fair	\$ 100

Commissioner Riley moved, Commissioner Senney seconded, to trade-in, or sell by Internet auction using GovDeals.com, all items “as is - where is” and allowing a minimum of fifteen days for public bidding, Park District personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired. Commissioners Pearl, Riley and Senney: ayes, motion carried.

VII. DIRECTOR'S REPORT

- A. EV Charging Station Agreement
- B. Board Retreat
- C. NRPA Gold Medal Application
- D. January Staff Training
- E. Closing: School Property

VIII. COMMISSIONERS COMMENTS

- Commissioner Riley
 - Likes seeing social media videos highlighting park features. Asked whether it would be something we can embed on website.
 - Noted that the budgeting process went so smoothly because of staff longevity and experience. He appreciates everyone's attention to budget.
- Commissioner Senney
 - Sorry he could not attend the holiday staff/Board party. Asked for a recap.
 - Inquired about signage at pop-up pup park. Has a connection with a Rotary member that had an issue with a dog at a park where the pup park was located.
- Commissioner Pearl
 - Requested an update on potential new subdivision near St. Leonards. The Board was presented, earlier in 2022, with information about potential land donations as a requirement of the developer.
 - Was approached by a representative of the Dayton Photographers Club regarding a partnership. Asked who on staff could be the liaison (Jake Hensel).
 - WE have many water bags for trees. Posed the question about whether those could be painted, as part of a program, to make them look more interesting.
 - Recommended that staff look at a winter lights in Canada website. They have lots of suggestions for people on ways to get outside during the cold, dark, winter months.
 - Thank you for hosting the holiday party. It was nice to meet staff he may not otherwise



normally meet.

IX. ADJOURNMENT

Meeting adjourned at 4:32 pm by Board vote/consensus.

A Board work session will be held January 9, 2023 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