



Regular Meeting Agenda Items

Monday, January 9, 2023

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; and Chris Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on January 6, 2023 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 December meeting minutes were approved by Board consensus.

IV. VISITORS

There were no visitors in attendance.

V. FISCAL

General Fund Financial Summary			
December 31, 2022			
	Budget + Carryover	YTD	% of Budget
Beginning Cash 2022	\$ 7,147,106	\$ 7,147,106	
Revenue			
Property Taxes	4,927,547	5,207,051	105.7%
Interest	57,168	139,201	243.5%
Cost Basis Adj - Investments	-	(16,700)	
Donations	57,500	64,762	112.6%
Donations - Program Sponsor	-	2,150	
Advances	283,064		0.0%
Program	185,000	226,421	122.4%
Field/Facility	42,000	59,638	142.0%
Grants (other)	5,000	1,544	30.9%
Other	5,000	3,850	77.0%
Total	5,562,279	5,687,917	102.3%
Beginning Cash + Revenue		12,835,023	
Expenditures (incl. Encumbered)			
2 - Park Improvements	1,660,931	1,621,975	97.7%
3 - Agency	770,212	660,905	85.8%
4 - Administration	787,391	756,737	96.1%
5 - Operations	2,614,839	2,239,174	85.6%
6 - Program	871,172	801,063	92.0%
7 - Matching Funds	35,000	17,049	48.7%
8 - Transfers (out)	6,226	6,353	102.0%
9 - Advances (out)	204,664	67,000	32.7%
Total expenditures	6,950,434	6,170,256	88.8%
	Net YTD	\$ 6,664,767	



EFTS DATED DECEMBER 14, 2022

AES	Utilities	161.32
Montgomery County Water	Utilities	9,642.55

CHECKS & EFTS DATED DECEMBER 15, 2022

A Brown & Son'S Nursery Inc.	36 Trees (various species)	6,387.75
Advance Auto Parts	Parts	300.14
At&T	Utilities	184.74
Century Equipment	Equipment Repair	6,401.13
Charter Communications	Utilities	229.96
Choice One Engineering	Hardscape Plans - Grant	5,726.00
Darrick Earley -Earley Bird Cleaning	Shelter/Restroom Cleaning	1,903.39
Duncan Oil Company	Fuel	924.34
Keenan McCormick	Expense Reimbursement	12.25
Matthew Overacker	Expense Reimbursement	39.96
Nick Meyer	Tuition Reimbursement	5,359.00
Spectrum Business	Utilities	490.06
Staples Advantage	Office Supplies	113.33
Super Fleet Master Card	Fuel	104.06
Verizon Wireless	Utilities	81.03
Village Rental Inc.	Equipment Rental	96.00

EFT DATED DECEMBER 19, 2022

Spectrum	Utilities	96.96
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CHECKS & EFTS DATED DECEMBER 22, 2022

Busy Beaver Arts And Crafts	Programming	1,175.00
Centerville Automotive Inc	Repairs	172.80
Centerville Gravely Sales	Parts	36.48
Eric Lykins	Expense Reimbursement	12.00
Fun Express, Llc.	Programming	248.98
Hylant Group	Insurance	35,164.00
Joel Thornton	Expense Reimbursement	60.03
Kathryn Woodruff	Programming	750.00
Kyle Rutledge	Expense Reimbursement	21.44
Oheil Irrigation Inc.	Irrigation Pump Station - Oak Grove	98,800.00
Ohio Public Employees	Employer Contribution	19,652.49
Onsolve Llc	Renewal	834.56
Pam Gromen	Expense Reimbursement	25.42
Penchura, Llc	Activated Space - Tables/Games	10,614.80
Pro Kleen Industrial Services	Portable Toilets	592.50
Promotional Spring	Newsletter	13,090.00


**Centerville-Washington
PARK DISTRICT**

Quanexus	IT Support	81.67
Rumpke Consolidated Companies	Dumpster	94.19
Schott Plumbing Inc.	Water Fountain Repair - Oak Grove	285.00
Sean Kovacs	Expense Reimbursement	31.25
Service Supply Limited, Inc	Memorial Benches	1,546.00
Sports Turf Managers Assoc.	Dues	150.00
Tim Pifer	Expense Reimbursement	14.40
Tree Care, Inc	Tree Removal	8,400.00
City Of Centerville Tax Dept	Employee Withholding	2,942.83
City Of Lebanon	Employee Withholding	64.42
City Of Springboro	Employee Withholding	81.42
City of Troy	Employee Withholding	168.77
Clinton Massie SD	Employee Withholding	2.68
Club 51	Employee Withholding	45.00
Fairborn SD	Employee Withholding	16.50
Fed'L Tax W/H - Eft	Employee Withholding	4,879.76
Flex Bank Inc	Employee Withholding	705.37
London Sd #4903	Employee Withholding	29.90
Medical Mutual	Employee Withholding	4,130.92
Medicare W/H -Eft	Employee Withholding	931.54
Ohio Public Employees Deferred	Employee Withholding	2,456.00
Preble Shawnee 6804	Employee Withholding	72.71
Public Employees Retirement	Employee Withholding	14,037.51
Reliance Standard Life Ins	Employee Withholding	413.18
Superior Dental	Employee Withholding	178.32
Treasurer Of State Of Ohio	Employee Withholding	2,756.41
Troy School District	Employee Withholding	36.88
Various Banks - Eft	Payroll	46,234.55
Vision Service Plan (Ct)	Employee Withholding	55.52

EFTS DATED DECEMBER 27, 2022

AES	Utilities	408.33
Capital One-Walmart	Supplies	84.16

CHECKS & EFTS DATED DECEMBER 29, 2022

Century Equipment	Irrigation Heads	2,019.64
Duncan Oil Company	Fuel	740.10
Fleet Graphics	Signage	113.98
Reliance Standard Life Ins	Insurance	984.65
Reliance Standard Life Ins	Insurance	366.00
Staples Advantage	Office Supplies	99.76
Vision Service Plan (Ct)	Insurance	396.20

EFT DATED JANUARY 3, 2023


**Centerville-Washington
PARK DISTRICT**

Medical Mutual	Insurance	32,643.98
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EFT DATED JANUARY , 2023

Bureau of Workers Compensation	Workers Compensation True Up	415.00
Centerpoint Energy	Utilities	826.18

CHECKS & EFTS DATED JANUARY 5, 2023

Lowes	Supplies/Parts	2,337.03
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CHECKS & EFTS DATED JANUARY 5, 2023

Advance Auto Parts	Parts	412.62
AES	Utilities	1,734.66
Allyson Berger	Cell Phone Allowance	30.00
Alyssa Schulte	Cell Phone Allowance	40.75
American School Of Falconry	Programming	1,373.76
Andrew Avers	Cell Phone Allowance	63.59
Andy Sandidge	Cell Phone Allowance	30.00
Archive Social Llc	Annual Social Media Archiving Subscription (reissued check)	3,588.00
Bobcat Of Dayton	Repairs	833.26
Buckeye Power Sales	Parts	500.00
Carrie Dittman	Cell Phone Allowance	30.00
Centerville Automotive Inc	Repairs	2,816.19
Charles Mastenbrook	Cell Phone Allowance	30.00
Charter Communications	Utilities	84.98
Civica North America Inc	Software License Renewal	10,378.85
Clean City Janitor Service	Janitorial Services	885.00
Daniel Ray Noel	Staff Training	800.00
DH Productions	Volunteer Orientation Video	4,500.00
Donna Bellotti	Cell Phone Allowance	30.00
Emily Herting	Programming	336.00
Eric Lykins	Cell Phone Allowance	30.00
Fifth Third	Safe Deposit Box	100.00
Firefighter Safe	AES Monitoring & Supplies	8,540.00
Fun Express, Llc.	Supplies	203.00
Ginger Clark	Cell Phone Allowance	79.01
Grant George	Cell Phone Allowance	30.00
Handyman Ace Hardware	Parts	80.94
Jacob Hensel	Cell Phone Allowance	30.00
Jason Beavon	Cell Phone Allowance	30.00
Joel Thornton	Cell Phone Allowance	30.00
Justin Bates	Cell Phone Allowance	30.00
Kari Truax	Cell Phone Allowance	30.00
Katy Lucas	Cell Phone Allowance	30.00
Kristen Marks	Cell Phone Allowance	30.00



Lizard Apparel & Promotions	Uniforms	1,113.88
Matt Sever	Cell Phone Allowance	30.00
Metropolitan Communications	Utilities	349.34
Miami Industrial Trucks, Inc.	Forklift Training Certification	1,800.00
Miami Valley Lighting, Llc	Lighting	128.19
Nick Meyer	Cell Phone Allowance	30.00
Pro Oncall Technologies	Phone Line Repair - Grant	135.00
Rogers & Greenberg	Legal Fees	1,625.00
Rumpke Consolidated Companies	Dumpsters	2,497.96
Scott Lucas	Cell Phone Allowance	30.00
Sean Kovacs	Cell Phone Allowance	30.00
The Lake Doctors Inc	Pond Management	837.00
Tim Pifer	Cell Phone Allowance	30.00
Us Bank	Copier Lease	389.00
Utility Moms, Llc	Programming	2,275.00
Fed'L Tax W/H - Eft	Employee Withholding	4,789.20
Flex Bank Inc	Employee Withholding	807.93
Medicare W/H -Eft	Employee Withholding	946.36
Ohio Public Employees Deferred	Employee Withholding	2,536.00
Various Banks - Eft	Payroll	47,029.60

Approval of Bills

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

VI. BUSINESS

A. 2022 Revised Appropriations – Resolution 2023-01

Commissioner Riley moved, Commissioner Senney seconded, to authorize budget transfer as found on Resolution 2023-01. 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. 2023 Final Budget – Resolution 2023-02

Commissioner Senney moved, Commissioner Riley seconded, to approve Resolution 2023-02, the 2023 Revised Appropriation Budget. A copy is attached to and made a part of these minutes. 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.

C. Electric Vehicle Charger Project Partner Agreement – Resolution 2023-03 Schedule C

The Park District was awarded funding to install two EV Charging Stations at Forest Field and Oak Grove Park, respectively. In order to move on to the installation phase, the Park District must approve and sign a 5-year agreement with the Miami Valley Regional Planning Commission. Installation will take place in 2024.



Commissioner Riley moved, Commissioner Senney seconded, to approve Resolution 2023-03, the Electric Vehicle Charger Project Partner Agreement, between the Park District and the Miami Valley Regional Planning Commission. Commissioners Pearl, Riley and Senney: ayes, motion carried.

D. Purchase Orders

Staff requests approval of the following purchase orders. These amounts represent the estimated annual expenditures relating to normal operating activities, and exceed the Executive Director's approval limit.

- Dayton Power & Light - \$55,000
- Medical Mutual Insurance - \$397,000
- Montgomery County Water – \$40,000
- OPERS - \$320,000
- Professional Property Maintenance - \$80,000
- Promotional Spring - \$81,000
- Quanexus - \$45,000

Commissioner Senney moved, Commissioner Riley seconded, to approve 2023 purchase orders listed within the minutes. Commissioners Pearl, Riley and Senney: ayes, motion carried.

VII. DIRECTOR'S REPORT

- B. AC Perimeter Path
- C. Donations via RecDesk
- D. Joint Entities Meeting
- E. The Wall That Heals
- F. Board Retreat Levy Discussion

VIII. COMMISSIONERS COMMENTS

- Commissioner Riley
 - Is glad that we have AEDs available at our facilities in case of emergency
 - Enjoys the employee spotlights found on social media
 - Discussed increasing recognition for volunteers – Ginger Clark is working on enamel pins to help recognize years of service (she and Mr. Riley discussed)
 - Inquired as to how the Park District receives information regarding upcoming road closures and informed staff about one coming up at Nutt Road and SR 48
 - Looking forward to an upcoming glass fusing class that he and his family are attending
- Commissioner Senney
 - Received a “Guide to Weather Economic Downturn” and shared with Executive Director
 - Mentioned that it is easier to keep good staff than to hire/train new
 - Emphasised the importance of evaluating vendor relationships, even when the relationship is good and longstanding
 - Asked whether offering virtual classes (streamed lectures was brought as an example) would be a way to expand the programming revenue stream
- Commissioner Pearl
 - Mentioned a website Repurposed Materials – this company repurposes old things to make new – talked about bridges he has seen on the site
 - Mentioned that the 1,000 hours outside program looks like a neat option (promoted on social media – not a CWPD program)
 - Inquired as to whether PD posts a report showing days lost OR days since last injury



IX. EXECUTIVE SESSION

Commissioner Senney moved, Commissioner Riley seconded, to enter Executive Session for the purpose of discussing Personnel Compensation; ORC 121.22(G)(4) at 4:45 pm.

Roll Call Vote:

Commissioner Pearl - aye

Commissioner Riley - aye

Commissioner Senney - aye

Commissioner Pearl adjourned Executive Session, and returned to Regular Session at 5:35 p.m.

X. ADJOURNMENT

Commissioner Pearl adjourned the meeting at 5:35 p.m.

A Board work session will be held February 13, 2023 at 3:00 P.M. followed by a regular meeting at 4:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.