



## Regular Meeting Agenda Items

### Monday, August 14, 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 4:03 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 August 11, 2023 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

#### II. CHANGES OR ADDITIONS TO THE AGENDA

Two department reports, Operations and Projects and Planning, were moved to Regular Session due to lack of time in the work session.  
The Executive Session originally planned was not held.

#### III. APPROVAL OF MINUTE

July 2023 meeting minutes were approved by board consensus.

#### IV. VISITORS

- Michael Sbrocchi, citizen
- Vince Sbrocchi, citizen
- Nicholas Newmann, citizen
- Nathan Neumann, citizen
- Laurie Zdenek, citizen
- Katy Lucas, staff member

#### V. FISCAL

<b>General Fund Financial Summary</b>			
<b>July 31, 2023</b>			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2023	\$ 7,646,982	\$ 7,646,982	
<b>Revenue</b>			
Property Taxes	4,993,627	3,961,302	79.3%
Interest	70,000	127,400	182.0%
Donations	10,000	3,093	30.9%
Donations - Program Sponsorship	3,500	1,332	38.0%
Advances	192,754	71,622	37.2%
Program	250,000	241,776	96.7%
Field/Facility	48,900	51,131	104.6%
Grants (other)	5,000	4,990	99.8%
Other	2,000	4,658	232.9%
<b>Total</b>	<b>5,575,781</b>	<b>4,467,303</b>	<b>80.1%</b>
<b>Beginning Cash + Revenue</b>	<b>13,222,763</b>	<b>12,114,285</b>	
<b>Expenditures</b> (incl. encumbered funds that are officially set aside for future expenditures)			
2 - Park Improvements	1,580,458	987,894	62.5%
3 - Agency	832,214	621,226	74.6%
4 - Administration	848,407	576,708	68.0%
5 - Operations	2,946,431	1,840,905	62.5%
6 - Program	970,328	618,420	63.7%
7 - Matching Funds	12,000	4,000	33.3%
8 - Transfers (out)	20,447	7,495	36.7%
9 - Advances (out)	121,132	-	0.0%
<b>Total expenditures</b>	<b>7,331,417</b>	<b>4,656,647</b>	<b>63.5%</b>



**Approval of Financial and Investment Activity**

Commissioner Riley moved, Commissioner Pearl seconded, to authorize the July 2023 financial and investment activity. Commissioners Pearl, Riley and Senney: ayes, motion carried.

**VI. BUSINESS**

**A. Matching Funds Policy Update**

The matching funds policy will be revised, upon approval, to read:

The Matching Funds Program helps promote park improvement projects through cooperative financial efforts between the Centerville-Washington Park District and private individuals or organizations. The Park District will provide up to 50% of the total project cost for approved projects that do not exceed \$25,000.

Commissioner Senney moved, Commissioner Pearl seconded, to adopt the proposed updates to the Matching Funds Policy. Commissioners Pearl, Riley and Senney: ayes, motion carried.

**B. Revised Appropriation Resolution 2023-13**

Commissioner Senney moved, Commissioner Pearl seconded, to approve Appropriation Resolution 2023-13. The Board also 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. 2023 Employee Performance Recognitions**

This motion is to retroactively approve the following 2023 bonuses (in cash or gift card form) for the following:

Ginger Clark	\$50	Graduation (gift card)
Kari Truax	\$50	Graduation (gift card)
Keenan McCormick	\$50	Graduation (gift card)
Nick Meyer	\$50	Graduation (gift card)
Kyle Rutledge	\$100	Marriage (gift card)
Alyssa Schulte	\$75	Performance Bonus
Ashley Fortman	\$75	Performance Bonus
Chloe Miller	\$75	Performance Bonus
Chris Huff	\$200	Performance Bonus
Jake Hensel	\$200	Performance Bonus
Ken Carter	\$500	Performance Bonus
Nick Meyer	\$300	Performance Bonus
Sarah Mraz	\$25	Performance Bonus (gift card)
Addison Youngkin	\$150	Referral Bonus
Alexis Moore	\$150	Referral Bonus
Alyssa Schulte	\$100	Referral Bonus
Carley Smith	\$100	Referral Bonus
Eli Kibby	\$100	Referral Bonus
Jeremy Eatough	\$100	Referral Bonus
Mickala Messer	\$100	Referral Bonus



Nicklaus Girz	\$100	Referral Bonus
Owen George	\$100	Referral Bonus
Tim Holtz	\$100	Referral Bonus

Commissioner Pearl moved, Commissioner Riley seconded, to approve the 2023 employee performance recognition awards as listed within these minutes. Commissioners Pearl, Riley and Senney: ayes, motion carried.

**D. Presentation of Scout Awards**

- Gold Award Recipient, Laurie Zdenek
- Eagle Scouts Award Recipient, Michael Sbrocchi
- Eagle Scouts Award Recipient, Nathan Neumann
- Eagle Scouts Award Recipient, Nicholas Neumann

**VII. DEPARTMENT REPORTS**

- Operations
- Projects and Planning

**VIII. DIRECTOR'S REPORT**

- A. Age-Friendly Communities Meeting
- B. Preliminary CIP Meeting
- C. Universal Changing Tables

**IX. COMMISSIONERS COMMENTS**

- Commissioner Riley
  - Discussed installing more benches along the trails for people who want/need to take breaks at more frequent intervals
  - Inquired as to whether there will be shade for McEwen Picnic Area
  - Would like to meet with Jake regarding focus group - is it just special needs or is it mobility issues of all kinds?
  - Photography on IG are really great quality
- Commissioner Senney
  - Move Executive Session to September 2023 meeting
- Commissioner Pearl
  - Water fountains for dogs – are there any in the parks?
  - Utility boxes in the parks - wrapping them decoratively? Art in parks?
  - Should we ever go back to virtual programs - instructional activities/interpretive videos
  - Silver Sneakers do we qualify? What would that entail?



**X. ADJOURNMENT**

Commissioner Senney adjourned the meeting at 5:13 p.m.

A Board work session will be held September 12, 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**

Jeff Senney, President

Alex Pearl, Secretary