



## Regular Meeting Agenda Items

Tuesday, September 12, 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 September 8, 2023 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

### II. CHANGES OR ADDITIONS TO THE AGENDA

Director’s Report was moved to Work Session.

### III. APPROVAL OF MINUTES

August 2023 meeting minutes were approved by board consensus.

### IV. VISITORS

No visitors were in attendance.

### V. FISCAL

<b>General Fund Financial Summary</b>			
<b>August 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	3,961,987	79.3%
Interest	70,000	159,791	228.3%
Donations	10,000	5,080	50.8%
Donations - Program Sponsorship	3,500	2,332	66.6%
Advances	192,754	71,622	37.2%
Program	250,000	262,537	105.0%
Field/Facility	48,900	59,745	122.2%
Grants (other)	5,000	17,183	343.7%
Other	2,000	4,799	240.0%
Total	5,575,781	4,545,077	81.5%
<b>Beginning Cash + Revenue</b>	<b>13,222,763</b>	<b>12,192,058</b>	
<b>Expenditures</b> (incl. encumbered funds that are officially set aside for future expenditures)			
2 - Park Improvements	1,580,458	1,009,490	63.9%
3 - Agency	832,214	638,907	76.8%
4 - Administration	848,407	645,038	76.0%
5 - Operations	2,946,431	2,055,053	69.7%
6 - Program	970,328	735,654	75.8%
7 - Matching Funds	12,000	10,742	89.5%
8 - Transfers (out)	26,447	8,513	32.2%
9 - Advances (out)	279,231	-	0.0%
<b>Total expenditures</b>	<b>7,495,516</b>	<b>5,103,397</b>	<b>68.1%</b>



### **Approval of Financial Activity**

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

## **VI. BUSINESS**

### **A. Employee Performance Recognition**

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

Caleb Brooks - \$20 Performance Gift Card

Commissioner Pearl moved, Commissioner Riley Seconded, to approve this employee performance recognition listed within these minutes. Commissioners Pearl, Riley and Senney: ayes, motion carried.

### **B. Employee Recognition Policy**

Commissioner Riley moved, Commissioner Pearl Seconded, to approve the Employee Recognition Policy. Commissioners Pearl, Riley and Senney: ayes, motion carried.

### **C. Employee Cell Phone Policy**

An addition has been made to the policy stating the amount of the reimbursement, per a conversation with the Auditor of State. This amount can/will be adjusted, with Board approval, as needed.

Commissioner Senney moved, Commissioner Riley seconded, to approve the Employee Recognition Policy. Commissioners Pearl, Riley and Senney: ayes, motion carried.

### **D. Revised Appropriation Resolution 2023-14**

Commissioner Riley moved, Commissioner Pearl seconded, to approve Appropriation Resolution 2023-14. 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.

### **E. Amounts and Rates Resolution 2023-15**

Ninety-five percent (95%) of the estimated revenue for tax year 2023 (budget year 2024), as provided by the Montgomery County Auditor, is \$4,983,762. A resolution must be passed acknowledging this amount, per ORC 5705.34-5705.35.

Commissioner Pearl moved, Commissioner Riley seconded, to adopt Resolution 2023-15, authorizing the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor. A copy is attached to and made a part of these minutes. Commissioners Pearl, Riley and Senney: ayes, motion carried.

## VII. COMMISSIONERS COMMENTS

- Commissioner Pearl
  - Inquired as to why a staff member was off for an extended period.
  - Asked about police patrols – what methods do they use (walk, ATV, etc).
  - If animal control goes through park, is that in conjunction with CWPD or is that on their own?
  - Does CWPD have a mentorship program? Mentioned Montgomery County Youth Works which provides job training for 14 – 18 year olds.
- Commissioner Riley
  - Glad to hear there is a high rate of compliance that's found as part of the park patrols.
  - Is there a camera at Oak Creek South (FUSIS program)?
  - Do we think it would be advantageous to put monitoring systems at any parks that aren't currently monitored (by camera)?
  - Where are “dead spots” in parks that would make 9-1-1 impossible to call, in case of emergency?
- Commissioner Senney
  - No additional comments.

## VIII. EXECUTIVE SESSION

Commissioner Riley moved to enter Executive Session for the purpose of discussing land acquisition at 4:30; ORC 121.22(G)(4).

Roll call:

Commissioner Pearl – aye

Commissioner Riley – aye

Commissioner Senney – aye

Commissioner Senney rose from Executive Session at 4:50 p.m.

## IX. ADJOURNMENT

Commissioner Senney adjourned the meeting at 4:50 p.m.

A Board work session will be held October 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**

Jason Riley, Vice President

Alex Pearl, Secretary