



Regular Meeting Agenda Items

Tuesday, December 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 4:00 P.M. with the following attending: Commissioners Senney, Riley and Pearl; Kristen Marks, Executive Director; Jake Hensel, Program Manager; and Chris Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on December 8, 2023 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

An Executive Session was added, to discuss Personnel Compensation.

III. APPROVAL OF MINUTES

November 2023 meeting minutes were approved by board consensus.

IV. VISITORS

No visitors were in attendance.

V. FISCAL

General Fund Financial Summary			
November 30, 2023			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2023	\$ 7,646,982	\$ 7,646,982	
Revenue			
Property Taxes	4,993,627	5,261,968	105.4%
Interest	70,000	277,604	396.6%
Donations	10,000	18,655	186.6%
Donations - Program Sponsorship	3,500	4,992	142.6%
Advances	125,754	71,622	57.0%
Program	250,000	284,551	113.8%
Field/Facility	48,900	66,135	135.2%
Grants (other)	5,000	19,826	396.5%
Other	2,000	4,799	240.0%
Total	5,508,781	6,010,152	109.1%
Beginning Cash + Revenue	13,155,763	13,657,134	
Expenditures (incl. encumbered funds that are officially set aside for future expenditures)			
2 - Park Improvements	1,571,173	1,049,040	66.8%
3 - Agency	832,214	713,670	85.8%
4 - Administration	848,407	773,981	91.2%
5 - Operations	2,927,934	2,533,989	86.5%
6 - Program	970,328	855,487	88.2%
7 - Matching Funds	30,000	16,889	56.3%
8 - Transfers (out)	26,447	11,531	43.6%
9 - Advances (out)	279,231	204,000	73.1%
Total expenditures	7,485,733	6,158,586	82.3%



Approval of Financial and Investment Activity

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

VI. BUSINESS

A. Sprayground Contract Award

Two bids were received for the Sprayground Renovation Project. Staff recommends awarding the contract to OHeil Site Solutions. They bid \$358,000, and staff would like to add \$21,000 for contingency to bring the total up to the engineer's estimate of \$379,000. Bid Tabs are included in the board packet as Schedule A.

Commissioner Riley moved, Commissioner Pearl seconded, to approve a purchase order for \$379,000, for the Sprayground Renovation Project, to OHeil Site Solutions. 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 Pearl moved, Commissioner Riley seconded, to authorize the Business Manager to request bi-weekly tax advances during 2024 (Resolution 2023-17). Commissioners Pearl, Riley and Senney: ayes, motion carried.

C. 2024 Preliminary Budget

The preliminary budget must be approved so that (2024) Purchase Orders can be approved starting 01/01/2024. 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 Pearl moved, Commissioner Riley seconded, to approve Resolution 2023-18, the 2024 Temporary Appropriation Budget. A copy is attached to and made a part of these minutes. Commissioners Pearl, Riley and Senney: ayes, motion carried.

D. Drug Free Workplace Policy

Commissioner Pearl moved, Commissioner Riley seconded, to approve the Drug Free Workplace Policy, as found in these minutes. Commissioners Pearl, Riley and Senney: ayes, motion carried.

VII. DIRECTOR'S REPORT

- A. Award from House of Representatives
- B. 2024 Capital Funding
- C. Upcoming Dates:
 - Holiday Party, 12/15 @ 11:30am-1pm
 - Volunteer Appreciation Event, 12/19 @ 6pm

VIII. COMMISSIONERS COMMENTS

- Commissioner Pearl
 - Discussed interest in the Park District moving toward an electric fleet within the next several years. Suggested searching the Association of Public Works to seek out vendors



- Inquired as to whether staff is aware of who purchased land at the NW corner of Spring Valley and Yankee Street (adjacent to Holes Creek Park).
- Asked whether staff has ever looked in to providing Park District apparel (apparel with CWPD on it) to be purchased by the public.
- Has staff ever thought about what AI in the parks would look like?
- Commissioner Riley
 - Thanks for all of the work staff does throughout the year!
- Commissioner Senney
 - No additional comments.

IX. EXECUTIVE SESSION

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

Roll Call Vote:

Commissioner Senney - Aye

Commissioner Pearl - Aye

Commissioner Senney adjourned Executive Session, and returns to Regular Session at 4:58 p.m.

X. ADJOURNMENT

Commissioner Senney adjourned the meeting at 4:59 p.m.

A Board work session will be held January 9, 2024 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