



Centerville-Washington Park District
Board of Commissioners
Monday, June 11, 2018
6:00 P.M.

Work Session- Minutes

1. **Review Gold Medal video** - Park Board viewed the Gold Medal finalist video and expressed their approval, along with questions about when and where the final award will be announced. The video can be viewed via the Park District website.
2. **Personnel Policy Update/Review - Schedule WS-A** Every 2-3 years, it is time to re-examine the personnel policy to ensure that it is up to date and in-line with current rules and laws. Because of the flood of stories in the past year about workplace harassment, staff wanted to verify that CWPD had the appropriate anti-harassment policies in place. Board asked questions about payout of accumulated sick time and asked staff to survey area public agencies to learn what their policies are in regard to the same. In addition, a question was asked about how the policy may be affected by potential medical marijuana in Ohio. This was also asked of the human resource consultant. Per the HR consultant, there are no industry standards as of yet. Each employer may set its own rules.
3. **Residency requirements** - Several local park agencies responded to the request for information. Athletic Supervisor Jason Beavon fielded questions about the survey responses. Board asked that the staff return to a future meeting with the residency requirement to achieve Recognized Group status at 65%, and to include language in the policy that limits the number of Recognized Groups to one per sport.
4. **Progress on Yeck Trail Extension** - Staff gave a brief update on the progress to finalize the conservation agreement with St. Leonard's along Sugar Creek, awaiting a re-survey of the land.

Dates to Remember:

June 21 – Capture the Flag & Bonfire

June 29 – Summer Special Event: It's a Jungle Out There

July 4—AMERICANA Booth and Kids Play

August 13, Next Board Meeting

Approved

Attested

Lucy Sanchez, President

Dan Monahan, Secretary

Regular Meeting Minutes

June 11, 2018

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 Park Headquarters. The meeting was called to order at 7:06 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Mr. Meyer, Project Manager and Ms. Marks, Program Manager. Notice of this meeting was sent to the Dayton Daily News on June 08, 2018 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes or additions were made.

III. APPROVAL OF MINUTES

The minutes of the May 21, 2018 work session and regular meeting were approved by Board consensus.

Roll Call Vote

Pres. Sanchez – Aye

VP Lee – Aye

Secretary Monahan - Aye

IV. VISITORS

Ms. Christy Willet, Centerville High School English teacher.

V. FISCAL

A. May 31, 2018 General Fund Financial Report:

General Fund Budget Summary			
May 31, 2018			
	2018 Budget & Carryover	2018 YTD	% of Budget
Beginning Cash 2018	\$ 7,068,439.00	\$7,068,439.00	
Revenue			
Property Taxes	4,683,704	2,402,394	51.3%
Interest	75,000	34,645	46.2%
Donations	27,500	26,033	94.7%
Program	160,000	72,773	45.5%
Advances	93,178		
Other	55,000	6,993	12.7%
Total	5,094,382	2,542,837	49.9%


**Centerville-Washington
PARK DISTRICT**

Beginning Cash + Revenue 12,162,821 9,611,276

Expenditures

2 - Park Improvements	3,912,335	237,654	6.1%
3 - Operations	727,415	249,535	34.3%
4 - Equipment	157,845	78,926	50.0%
5 - Payroll	2,485,844	871,420	35.1%
6 - Prof. Services	237,235	39,177	16.5%
7 - Utilities and Fees	337,694	150,793	44.7%
8 - Office Operations	156,333	49,779	31.8%
9 - Programs	139,326	33,680	24.2%
10 - Matching Funds	26,408	6,501	24.6%
11 - Transfers - out	10,500	3,946	37.6%
13 - Advances - out	93,178	-	0.0%
Total expenditures	8,284,114	1,721,412	20.8%

Net YTD \$7,889,864.47

B. May 31, 2018 Investment Report:

	Fifth Third Bank	STAR Ohio	STAR Plus	CDs	Total
General Fund	\$1,348,418.66	\$2,458,366.60		\$1,973,000.00	\$5,779,785.26
PI Fund	13,917.81				13,917.81
LA Fund	21,444.08	550,838.00	2,486,802.88		3,059,084.96
Yeck Fund	91,017.57				91,017.57
Total	\$1,474,798.12	\$3,009,204.60	\$2,486,802.88	\$1,973,000.00	\$8,943,805.60

Transfer \$7,700 from Star Ohio to 5/3 for bill-pay

C. Approval of Financial and Investment Activity

Commissioner Monahan moved, Commissioner Lee seconded, to authorize the May 2018 financial and investment activity. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

VI. BUSINESS

A. Gebhart Road Easement

Commissioner Sanchez moved, Commissioner Monahan seconded, to postpone discussion and vote on agenda item VI.A. Gebhart Road Easement until after agenda item VII (a). Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

B. Resolution for Forest Field Advance

A NatureWorks Grant was awarded in the amount of \$93,178 to use for purchase and installation of ADA compliant playground equipment and/or surfacing at Forest Field Park. A resolution is required prior to a temporary inter-fund advance, according to State accounting standards.

Commissioner Lee moved, Commissioner Sanchez seconded, to adopt Resolution 2018-03, authorizing an inter-fund advance of \$93,178 from the General Fund to the Park Improvement Fund. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

C. Personnel Policy Update.

The Board chose to adopt the revised policy at the June meeting, as presented with the direction that staff survey other public agencies on their sick leave payout-upon-termination policies.

Commissioner Lee moved, Commissioner Monahan seconded, to adopt the revise Personnel Policy as discussed. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

D. Award Construction Contract for Maintenance Facility Schedule C

Five companies bid for the construction on the maintenance facility. All bids came in over the architect's estimate of \$1.8 million. Ohio Revised Code requires construction projects to be re-bid if the bid amounts exceed 10% of the published estimate. The lowest bid for the maintenance facility was about 30% higher at around \$2.6 million.

A summary of bids is attached. Based on this development, staff and architect have already began evaluating options to reduce or revise the scope without compromising the function or efficiency. The expectation is to complete this process in time for a contract award in July.

Commissioner Lee moved, Commissioner Monahan seconded, to reject all bids submitted June 5 for the refurbishment of the Congress Park maintenance building. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

VII. EXECUTIVE SESSION

Executive Session recommended for the purpose of discussing Purchase of Property ORC 121.22(G).

Commissioner Lee moved, Commissioner Sanchez seconded, to close the meeting to Executive Session for the purpose of discussing purchase of property. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried. Park Board moved to Executive Session at 7:40 PM. Park Board returned to Open Session at 7:59PM.

Action pertaining to Executive Session

Commissioner Sanchez moved, Commissioner Monahan seconded, to direct staff to engage the Park District attorney to draft an offer to purchase the Hithergreen site from Washington Township for \$476,000 with the following conditions:

1. Sale contingent upon the State of Ohio awarding a grant to the Park District for 70% of the purchase price.
2. Township removes the building and parking lots by July 6, 2019
3. Final payment to follow removal of building and parking lots to satisfaction of the Park District
4. Township pays any fees and taxes related to the transfer of ownership, including any property tax
5. Township pays all realtor and closing costs
6. Development fees are waived
7. Township replies to offer by July 13, 2018.

Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.



VIII. BUSINESS

Gebhart Road Easement (Moved on the scheduled agenda by Board vote)

Washington Township is contracting for improvements to Gebhart Road, which is located along the eastern border of Oak Grove Park. The roadway will be widened with new pavement and will include curb and gutter. With these improvements the Township is requesting a permanent easement for 1.0613 acres and a temporary easement of 0.7887 acres.

Commissioner Lee moved, Commissioner Monahan seconded, to adopt Resolution 2018-04, authorizing a permanent easement of 1.0613 acres along Gebhart Road and duly authorizing a temporary construction easement of 0.7887 acres. Commissioners Lee, Monahan, and Sanchez: all ayes, motion carried.

IX. DIRECTOR'S REPORT

- A. Summer programs—Successful start to the summer camps and programs.
- B. Neighborhood Park Process - Speaking this month with two candidates to conduct the process.
- C. NRPA Gold Medal Reception September 24, 2018
 - a. Commissioners invited to attend reception and were requested to follow up with Director Biondo

X. DEPARTMENT REPORTS

- Business
- Operations
- Programs
- Project

XI. COMMISSIONER COMMENTS

Commissioner Lee

- Suggested engaging park neighbors who may want to donate to add items to parks and to promote the opportunity to the community residents.

Commissioner Monahan

- Asked about Sugarcreek development near McGuffy Meadow. (No news as of this date)

Commissioner Sánchez

- Suggested a program or series of programs to help parents and kids learn about playground and park safety.

XII. ADJOURNMENT

Ms. Sanchez adjourned the meeting at 8:30 P.M.

A Board work session will be held July 09 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.

Approved

Attested

Lucy Sanchez, President

Dan Monahan, Secretary