



Regular Meeting Minutes

Tuesday, March 12, 2024

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; Ken Carter, Operations Manager; Jake Hensel, Program Manager; Nick Meyer, Projects and Planning Manager; and Chris Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on March 8, 2024 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

III. APPROVAL OF MINUTES

February 2024 meeting minutes were approved by board consensus.

IV. VISITORS

John Serr, Treasurer, Yes for Parks – Summary of 2023 Levy Campaign

V. FISCAL

General Fund Financial Summary			
February 29, 2024			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2024	\$ 7,822,662	\$ 7,822,662	
Revenue			
Property Taxes	4,993,154	2,257,201	45.2%
Interest	180,000	40,732	22.6%
Donations	46,000	1,578	3.4%
Donations - Program Sponsorship	5,000		0.0%
Advances	470,599		0.0%
Program	290,000	23,119	8.0%
Field/Facility	56,800	8,189	14.4%
Grants (other)	53,500		0.0%
Other	2,000	2,022	101.1%
Total	6,097,053	2,332,841	38.3%
Beginning Cash + Revenue	13,919,715	10,155,503	
Expenditures (incl. encumbered funds that are officially set aside for future expenditures)			
2 - Park Improvements	1,626,736	481,736	29.6%
3 - Agency	668,314	368,110	55.1%
4 - Administration	878,516	343,693	39.1%
5 - Operations	2,999,428	932,363	31.1%
6 - Program	984,433	270,582	27.5%
7 - Matching Funds	41,000	13,000	31.7%
8 - Transfers (out)	97,500	3,114	3.2%
9 - Advances (out)	116,221	-	0.0%
Total expenditures	7,412,149	2,412,598	32.5%



Approval of Financial Activity

Commissioner Pearl moved, Commissioner Riley seconded, to authorize the February 2024 financial and investment activity. Commissioners Pearl, Riley and Senney: ayes, motion carried.

VI. BUSINESS

A. Purchase Order

In late 2023, the Park District was awarded a matching grant from Montgomery County Environmental Services to purchase a chipper. Staff have researched several chipper brands and models and recommend purchase of the Bandit Intimidator for a total cost of \$70,188.80. Montgomery County Environmental Services will reimburse the District for \$43,500.

Commissioner Pearl moved, Commissioner Riley seconded, to authorize the purchase order for \$70,200 to Bobcat Enterprises for the purchase of a Bandit Intimidator chipper. Commissioners Pearl, Riley and Senney: ayes, motion carried.

B. Purchase Order

The 2024 budget included \$70,000 for the purchase of a wide-area mower to replace one from our fleet that has reached the end of its service life. Competitive bids were received from four equipment distributors for a wide area mower that has a 144” rear discharge deck. Steve Myers Service Inc. submitted the lowest and best bid for \$65,450 for a Toro Z Master 7500-D mower. The Toro mower comes equipped with a 144” rear discharge deck, and a 44 HP Yanmar Turbo Diesel Engine. Additionally, the mower has the best warranty of the others evaluated at 5 years, or 2,000 hours.

Commissioner Riley moved, Commissioner Pearl seconded, to approve the purchase of a Toro Z Master 7500- D mower from Steve Meyers Service Inc. for \$65,450. Commissioners Pearl, Riley and Senney: ayes, motion carried.

C. Village South Playground Equipment and Install Purchase Order

Three playground companies submitted designs for a new playground at Village South Park. Penchura LLC is the playground representative and installer of Landscape Structures, which provided the best design based off of play value, creativity, size of play area and warranty. Neighborhood residents will be invited to give opinion on three Penchura designs. With this community input, a final design is selected. The target cost for the playground is a maximum of \$90,000. Staff recommends awarding contracts to Penchura LLC and Landscape Structures not to exceed an amount of \$90,000 for purchase and installation of play equipment and mulch surface.

Recommended Motion: Commissioner Riley moved, Commissioner Pearl seconded, to award the Village South playground Equipment contract to Penchura LLC and Landscape Structures for a combined (purchase order) total not to exceed \$90,000. Commissioners Pearl, Riley and Senney: ayes, motion carried.

D. Personnel Policy Updates

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



VII. DIRECTOR'S REPORT

- A. K. Marks Vacation March 16-March 22 – will send Acting Director schedule separately
- B. Upcoming Dates:
 - Eclipse Viewing with CWPD, April 8
 - Arbor Day, April 25
 - Joint Entities Meeting, April 29 (will have seedling giveaway/favors)
- C. Grant Park Master Plan
- D. MVRPC Institute for Livable and Equitable Communities

VIII. COMMISSIONERS COMMENTS

- Commissioner Pearl
 - Inquired as to whether the Park District has a GIS (or any other) Intern in 2024
 - Has soccer started at Forest Field yet?
 - Asked for an update on how summer hiring is going.
 - Cannot attend Arbor Day celebration.
 - Has theater in the park been considered?
 - Suggested considering a winter film series to be held at Activity Center Park.
- Commissioner Riley
 - Asked if the Board can invite others to the Arbor Day celebration.
 - What is timeline on install for universal changing table at Activity Center Park?
 - Reminder that we can research the county's portable table for events if we should see a need.
- Commissioner Senney
 - Have we tried Frisbee golf in the parks?
 - Lots of people were seen playing foot golf in parks in Cleveland.

IX. ADJOURNMENT

A Board work session will be held April 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

Jeff Senney, President

Alex Pearl, Secretary