



Regular Meeting Agenda Items

Tuesday, February 11, 2025

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, Dayton, Ohio 45458. The meeting was called to order at 4:00 P.M. with the following attending: Commissioners Senney, 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 February 7, 2025 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes were made.

III. APPROVAL OF MINUTES

January 2025 meeting minutes were approved by board consensus.

IV. VISITORS

Brian Code, Park District Volunteer

Jeff McPherson, Park District Volunteer

V. FISCAL

January 31, 2025			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2025	\$ 8,730,444	\$ 8,730,444	
Revenue			
Property Taxes	6,860,577	168,479	2.5%
Interest	242,710	29,061	12.0%
Donations	30,000	585	2.0%
Donations - Program Sponsorship	5,000	1,850	37.0%
Advances	232,500		0.0%
Program	300,000	1,864	0.6%
Field/Facility	70,000	4,480	6.4%
Other	5,000	1,000	20.0%
Total	7,745,787	207,319	2.7%
Beginning Cash + Revenue	16,476,231	8,937,763	
Expenditures (incl. encumbered funds that are officially set aside for future expenditures)			
2 - Park Improvements	1,797,844	367,561	20.4%
3 - Agency	712,840	362,027	50.8%
4 - Administration	863,293	301,628	34.9%
5 - Operations	3,270,246	888,298	27.2%
6 - Program	1,038,941	274,776	26.4%
7 - Matching Funds	50,871	8,871	17.4%
8 - Transfers (out)	67,194	1,079	1.6%
9 - Advances (out)	36,583	-	0.0%
Total expenditures	7,837,811	2,204,240	28.1%



Approval of Bills

Commissioner Pearl moved, Commissioner Senney seconded, to authorize the January 2025 financial and investment activity. Commissioners Riley and Senney: ayes, motion carried.

VI. BUSINESS

A. Recreation Trails Program Grant – Resolution 2025-02

This is the standard action that allows the Park District to apply for an Ohio Department of Natural Resources Recreational Trails Program grant. It is intended that the District will apply to land a grant to offset costs related to resurfacing of the Iron Horse Trail. The resolution affirms that the District has funds to meet the grant's matching requirements.

Commissioner Pearl moved, Commissioner Senney seconded, to approve Resolution 2025-02. Commissioners Riley and Senney: ayes, motion carried.

B. Iron Horse Trail Resurfacing

The resurfacing of the Iron Horse Trail will be a joint project with the City of Centerville. In order to efficiently move forward with the Iron Horse Trail resurfacing project, the Park Board is being asked to authorize Executive Director Marks to sign, on behalf of the Centerville-Washington Park District, all associated agreements and documents between the Park District and City of Centerville and/or granting agencies. Any purchase orders and contracts associated with this project that are over the Executive Director's approval limit will come before the Park Board for approval in accordance with the project timeline and scope.

Commissioner Senney moved, Commissioner Pearl seconded, to authorize Executive Director Marks to sign all project related documents between the Park District and City of Centerville and/or granting agencies for the Iron Horse Trail resurfacing project. Commissioners Riley and Senney: ayes, motion carried.

C. Contracted Mowing Contract for 2025-2027

Bid proposals for the 2025 Lawn Care Services (Mowing, trimming, and trash collection) at 40 park locations were accepted on Thursday, February 6. The budget for contracted mowing was set at \$100,000, and six proposals were received. Professional Property Maintenance, LLC (PPM) submitted the lowest and best proposal for \$78,060. PPM was the lowest and best proposal in 2022 and has provided exceptional service for the past three years while fulfilling the scope of services for this contract. After review, the staff recommends awarding the contract to PPM for \$78,060.

Commissioner Senney moved, Commissioner Pearl seconded, to approve a purchase order to Professional Property Maintenance for \$78,060 for 2025 Lawn Care Services. Commissioners Riley and Senney: ayes, motion carried.

D. Tiny Mobile Robots Purchase Order

In late 2024, the Park District received \$40,000 in grant funding from the Bureau of Workers Compensation towards the purchase of a robot paint striper. The provider of the equipment is Tiny Mobile Robots who has provided a quote of \$54,021. With the grant offset, our portion is \$14,021.



Commissioner Pearl moved, Commissioner Senney seconded, to approve the purchase order of \$54,021 for the purchase of the Pro X Mobile Robot from Tiny Mobile Robots. Commissioners Riley and Senney: ayes, motion carried.

E. Personnel Policy Update

The Personnel Policy has been updated to include:

- Language noting that a portion of Employee Discounts will be treated as a Taxable Fringe Benefit, per IRS Publication 15-B
- An addition to the Emergency Closings section stating that employees who have pre-scheduled PTO will not be required to take that PTO but will be paid at their regular rate for those hours (as others who will be paid while not being required to report to work)

Commissioner Pearl moved, Commissioner Senney seconded, to approve the Personnel Policy Updates, as attached. Commissioners Riley and Senney: ayes, motion carried.

VII. DIRECTOR'S REPORT

VIII. COMMISSIONERS COMMENTS

- Commissioner Senney
 - Proud to see that Ken was honored at the OPRA Conference. That speaks volumes as it relates to how other people/agencies perceive CWPD. Keep up the good work!
- Commissioner Pearl
 - When driving up to Activity Center, there is a rock with a dedication plaque (on the ground) that can be seen but not easily read. Recommended that staff looks in to polishing/restoring the plaque
 - Regarding the property at Spring Valley/Yankee (northwest corner; adjacent to Holes Creek trail): lots of clearing has been happening there. Inquired as to whether this work has had any impact on the trail itself and whether this work is infringing on the easement rights
 - Asked whether CWPD was part of the world-wide bird count in 2025

IX. EXECUTIVE SESSION

Commissioner Pearl moved to enter Executive Session for the purpose of discussing land; ORC 121.22(G)(4) at 4:46 p.m.

Roll Call

Commissioner Pearl - aye

Commissioner Senney – aye

Commissioner Pearl adjourned Executive Session at 4:59 p.m.

X. ADJOURNMENT

Commissioner Riley adjourned the meeting at 5:20 p.m.

A Board work session will be held March 11, 2025 at 3:00 P.M. followed by a regular meeting at 4:00 P.M. at Park Headquarters, 221 N. Main St, Centerville.



Approved

Alex Pearl, Vice President

Attested

Jeff Senney, Secretary