



Regular Meeting Agenda Items

Tuesday, November 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, Dayton, Ohio 45458. 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 November 8, 2024 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

October 2024 meeting minutes were approved by board consensus.

IV. VISITORS

Eagle Scout Recognition, Will Ford

V. FISCAL

General Fund Financial Summary October 31, 2024			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2024	\$ 7,822,662	\$ 7,822,662	
Revenue			
Property Taxes	4,993,154	5,332,839	106.8%
Interest	180,000	322,526	179.2%
Donations	46,000	36,195	78.7%
Donations - Program Sponsorship	5,000	1,500	30.0%
Advances	271,221	220,595	81.3%
Program	290,000	274,890	94.8%
Field/Facility	56,800	68,309	120.3%
Grants (other)	53,500	12,353	23.1%
Other	2,000	34,833	1741.7%
Total	5,897,675	6,304,041	106.9%
Beginning Cash + Revenue	13,720,337	14,126,702	
Expenditures (incl. encumbered funds that are officially set aside for future expenditures)			
2 - Park Improvements	969,374	1,330,803	137.3%
3 - Agency	667,921	523,975	78.4%
4 - Administration	878,511	686,048	78.1%
5 - Operations	3,008,213	2,361,420	78.5%
6 - Program	984,433	851,551	86.5%
7 - Matching Funds	40,927	25,591	62.5%
8 - Transfers (out)	487,500	11,553	2.4%
9 - Advances (out)	271,221	20,000	7.4%
Total expenditures	7,308,100	5,810,942	79.5%



Approval of Financial Activity

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

VI. BUSINESS

A. Rules and Regulations Update

Commissioner Pearl moved, Commissioner Senney seconded, approving the 2024 update to the Centerville-Washington Park District's Rules & Regulations. Commissioners Pearl, Riley and Senney: ayes, motion carried.

B. Budget Adjustment for Utilities Resolution 2024-05

Budget adjustments are requested (101.03 Park District-Wide) to offset an un-forecasted utilities (water) expense for 2024.

Commissioner Senney moved, Commissioner Pearl seconded, approving Appropriation Resolution 2024-05. Commissioners Pearl, Riley and Senney: ayes, motion carried.

C. Surplus Equipment Declaration A

All items listed have met or exceeded the criteria for replacement (age, miles or hours)

Commissioner Senney moved, Commissioner Pearl seconded, trading-in, or selling by Internet auction using GovDeals.com, all items "as is - where is" and allowing a minimum of fifteen days for public bidding, Park District personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired. Commissioners Pearl, Riley and Senney: ayes, motion carried.

D. Surplus Equipment Declaration B

All vehicles listed have met or exceeded the criteria for replacement (age, miles or hours)

Description	Year	VIN	Mileage	Original Cost	Trade-in Value
GMC Sierra 2500 4WD	2006	1GTHK29G36E267203	58k miles	\$24,246.00	\$3,000
Ford SD F250 4x4 Super Cab	2008	1FTSX21508EA93840	88k miles	\$18,558.32	\$4,500
Ford F250 XL Pickup Truck	2008	1FTSX20528ED93090	117K miles	\$20,732.50	\$3,500

Commissioner Senney moved, Commissioner Pearl seconded, trading-in to Cronin Ford, all items "as is - where is" Park District personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired. Commissioners Pearl, Riley and Senney: ayes, motion carried.

E. Truck Purchase Order

In anticipation of scheduled fleet replacement needs for 2025, staff has received a quote from Cronin Ford to purchase one F-250 Ford pickup truck (\$60,000 budgeted in 2024). The truck's purchase price is above the Executive Director's approval limit and is being brought to the Board for approval. A purchase order in the amount of \$43,710 is required to place an order for delivery and payment in 2024. The quote is based on \$11,000 worth of trade-in rebate for 3 obsolete trucks from our fleet, Truck #16, #17, and #18.

Commissioner Pearl moved, Commissioner Senney seconded, to authorize the purchase order for \$43,710 to Cronin Ford Dealership for the purchase of a fleet truck. Commissioners Pearl, Riley and Senney: ayes, motion carried.

F. Hardscape Patching and Repair

A request for quotes was released for asphalt crack sealing and repair after the hardscape bids came in over budget. NEYRA Paving submitted the only quote for a total of \$9,990. Staff evaluated additional patching and repair needs to improve accessibility and safety at the five community parks included in the RFQ. NEYRA Paving submitted an additional quote for \$33,075.28 to complete the patching and repair needs that were identified by staff. The 2024 budget allocated a total of \$65,000.00 for parking lot and trail maintenance.

Commissioner Senney moved, Commissioner Pearl seconded, to authorize the purchase order for \$43,065.28 to NEYRA Paving for asphalt patching and repair at Community Parks. Commissioners Pearl, Riley and Senney: ayes, motion carried.

VII. DIRECTOR'S REPORT

VIII. COMMISSIONERS COMMENTS

- Commissioner Senney
 - At Foundation for Centerville-Washington Parks (FCWP) meeting the FCWP approved donating \$1,000 to the Park District to be used for a Communication Board which will be installed at Activity Center Park
- Commissioner Pearl
 - Thanks for FCWP Newsletter; it was encouraging to see that the Foundation is functioning
 - Idea to add bike tires to the Styrofoam Recycling event
 - When considering volunteers/the complexity of volunteers
 - Think about staff time that goes in to recruiting, interviewing, onboarding, training volunteers
 - Could we survey groups who have volunteered for CWPDP
 - Thank you letter to point person after a volunteer group helps out
- Commissioner Riley
 - Inquired as to whether there is a Mays Park timeline for the 10 year celebration

IX. EXECUTIVE SESSION



Commissioner Riley moved to enter Executive Session at 4:55 for the purpose of discussing personnel and land acquisition; ORC 121.22(G)(4).

Roll Call:

Commissioner Pearl - Aye

Commissioner Riley - Aye

Commissioner Senney - Aye

Commissioner Riley Arose from Executive Session at 5:11.

Commissioner Riley moved, Commissioner Senney seconded, to adopt the 2025 Full and Part Time Position (pay) Scale. Commissioners Pearl, Riley and Senney: ayes, motion carried.

X. ADJOURNMENT

Commissioner Riley adjourned the meeting at at 5:12 p.m.

A Board work session will be held December 10, 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, President

Jeff Senney, Secretary