



Regular Meeting Agenda Items

Tuesday, December 10, 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 December 6, 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

November 2024 meeting minutes were approved by board consensus.

IV. VISITORS

No visitors were in attendance.

V. FISCAL

General Fund Financial Summary			
November 30, 2024			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2024	\$ 7,822,662	\$ 7,822,662	
Revenue			
Property Taxes	4,993,154	5,333,614	106.8%
Interest	180,000	371,761	206.5%
Donations	46,000	45,174	98.2%
Donations - Program Sponsorship	5,000	1,500	30.0%
Advances	271,221	220,595	81.3%
Program	290,000	294,732	101.6%
Field/Facility	56,800	68,699	120.9%
Grants (other)	53,500	52,353	97.9%
Other	2,000	110,123	5506.2%
Total	5,897,675	6,498,552	110.2%
Beginning Cash + Revenue	13,720,337	14,321,213	
Expenditures (incl. encumbered funds that are officially set aside for future expenditures)			
2 - Park Improvements	969,374	687,295	70.9%
3 - Agency	667,921	548,029	82.0%
4 - Administration	878,511	722,940	82.3%
5 - Operations	3,007,662	2,560,429	85.1%
6 - Program	984,433	887,916	90.2%
7 - Matching Funds	40,927	30,099	73.5%
8 - Transfers (out)	487,500	12,307	2.5%
9 - Advances (out)	271,221	20,000	7.4%
Total expenditures	7,307,549	5,469,015	74.8%



Approval of Financial Activity

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

VI. BUSINESS

A. 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 Senney seconded, to authorize the Business Manager to request bi-weekly tax advances during 2025 (Resolution 2024-06). Commissioners Pearl, Riley and Senney: ayes, motion carried.

B. Sports Field Use Policy Update

Commissioner Pearl approved, Commissioner Senney seconded, to approve the updates to the field reservation fees as discussed in the work session. Commissioners Pearl, Riley and Senney: ayes, motion carried.

C. 2025 Preliminary Budget Resolution 2024-07

The preliminary budget must be approved so that (2025) Purchase Orders can be approved starting 01/01/2025. 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 Senney moved, Commissioner Pearl seconded, to approve Resolution 2024-07, the 2025 Temporary Appropriation Budget. Commissioners Pearl, Riley and Senney: ayes, motion carried.

D. Yankee Tennis Court Renovation Project Contract

Five bids were received for Yankee Court renovation. Staff are evaluating each proposal and contacting references to determine the lowest and best bid. Staff recommends approval of a purchase order for up to \$200,000, which gives the ability to award the contract to the lowest and best submittal.

Commissioner Senney moved, Commissioner Pearl seconded, to approve a purchase order not to exceed \$200,000 for Yankee Tennis Court renovation, stipulating that the contract be awarded to the lowest, most responsible company based on respective bids and reference checks. Commissioners Pearl, Riley and Senney: ayes, motion carried.

E. Rosewood Pond Project Contract

Nine bids were received for the Rosewood Pond Restoration. Staff are evaluating each proposal and contacting reference to determine the lowest and best bid. Staff recommends approval of a purchase order for up to \$240,000, which gives the ability to award the contract to the lowest and best submittal.

Commissioner Senney moved, Commissioner Pearl seconded, to approve a purchase order not to exceed \$240,000 for Rosewood Pond Restoration, stipulating that the contract be awarded to the lowest, most responsible company based on respective bids and reference checks. Commissioners Pearl, Riley and Senney: ayes, motion carried.



F. Purchase Order 2025 Property and Liability Insurance Invoice

The amount of the 2025 Property and Liability Insurance invoice is above the Executive Director's approval threshold.

The increase in premium is reflective of the following:

- Building and Personal Property values increased by \$613,745
- Equipment values increased by \$77,777
- Computer Equipment values increased by \$2,448

Commissioner Senney moved, Commissioner Pearl seconded, to approve a purchase order for \$41,128 for 2025 property and casualty insurance. Commissioners Pearl, Riley and Senney: ayes, motion carried.

VII. DIRECTOR'S REPORT

VIII. COMMISSIONERS COMMENTS

- Commissioner Senney
 - 2024 was a great year; thanks to the staff for all of the great work the District has done!
- Commissioner Pearl
 - In November (2024) there was a nice inclusive program; it is good to hear the Park District is open to inclusivity and diversity and that we are taking action.
 - Recommended reaching out to the Disability Foundation
 - Pleased to see the Foundation for Centerville-Washington Parks is up and running and that actions are being taken/funds are being used.
 - Suggestion for a long-term goal: to match other large donations (i.e. corporate foundations)
 - Suggestion to consider art installations in the parks to add to the park-user's experience and offer interesting surprises
- Commissioner Riley
 - Thankful for the staff this year! Encouraged everyone to spend quality time with their families during the holiday season.

IX. EXECUTIVE SESSION

Commissioner Riley moved to enter Executive Session for the purpose of discussing personnel; ORC 121.22(G)(4) at 4:57 p.m.

Roll Call

Commissioner Pearl - Aye

Commissioner Riley - Aye

Commissioner Senney - Aye

Commissioner Riley adjourned the Executive Session meeting at 5:19 p.m.

X. ADJOURNMENT

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



A Board work session will be held January 14, 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

Attested

Jason Riley, President

Jeff Senney, Secretary