



Regular Meeting Agenda Items
Board of Commissioners
Monday, March 09, 2020
7:00 P.M.

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 the Park Operations Facility. The meeting was called to order at 7:00 P.M. with the following attending: Commissioners Lee, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer, Project Manager; and Ms. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on February 06, 2020 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 February 10, 2020 work session and regular meeting were approved by Board consensus.

IV. VISITORS

No visitors were in attendance.

V. FISCAL

A. Approval of Bills

Commissioner Monahan moved, Commissioner Lee seconded, to authorize the January 2020 financial and investment activities. Commissioners Lee, Monahan and Sánchez: ayes, motion carried.

VI. BUSINESS

A. Grant Park Master Plan

Similar in nature to the Bill Yeck Master plan but with more time required for architectural input and space studies in regards to the existing buildings at Grant Park. Environmental Design Group has presented a proposal to develop a Master Plan that allows for stakeholder engagement, site utilization plans, trail and wayfinding improvements, erosion areas, staff input opportunities, implementation strategies and cost estimates for improvements to Grant Park.

Commissioner Lee moved, Commissioner Sánchez seconded, a motion to approve a purchase order to contract with Environmental Design Group for Grant Park Master plan up to the amount \$51,200. Commissioners Lee, Monahan and Sánchez: ayes, motion carried.

B. Purchase Order for Contracted Mowing

We received 5 proposals to provide turf mowing services at 38 sites totaling approximately 74 acres. Having provided the best, lowest, and most responsive bid, staff recommends awarding a contract to Professional Property Maintenance, LLC. in the amount of \$63,000.

Commissioner Sánchez approved, Commissioner Monahan seconded, to approve a purchase order for amount of \$63,000 to contract with Professional Property Maintenance to provide Lawn Care Services in parks in 2020. Commissioners Lee, Monahan and Sánchez: ayes, motion carried.



C. Purchase Order for Debt Service Payment

The Board approved the budget amount for debt service repayment but is now being requested as standard practice to approve a purchase order to cover 2020 principle and interest payments. This keeps the District in line with Auditor and Governmental Accounting Standards Board guidelines.

Commissioner Lee moved, Commissioner Monahan seconded, to approve a purchase order for Capital One Funding for \$219,578. Commissioners Lee, Monahan and Sánchez: ayes, motion carried.

D. Purchase Order for Vehicle Replacement

Equipment is replaced based on the following: years in service, total miles or hours used, maintenance cost and overall condition. Following these criteria it has been deemed necessary to replace Truck # 15, which meets our current replacement criteria for trucks (over 12 years old and over 100,000 miles). Truck #15 has served 16 years of service, has over 115,000 miles and is in very poor condition. Pricing includes a complete snow plow package and will be one of only two trucks that we will have for snow removal when needed. This truck will be purchased from Middletown Ford via the State of Ohio cooperative purchasing program. Local public entities may use this service to comply with the State’s competitive bidding requirements. This purchase was included in the previously approved 2020 budget.

Commissioner Lee moved, Commissioner Sánchez seconded, to approve a purchase order in the amount of \$34,993 to purchase a truck from Middletown Ford Fleet Department. Commissioners Lee, Monahan and Sánchez: ayes, motion carried.

E. Purchase Order (Amended)—Siding and Painting

The Board previously approved a \$39,000 purchase order for re-siding and painting the administrative building (including repairs). After further research, it is being recommended to increase the amount to \$45,000, to add house wrap moisture barrier and to wrap the fascia in an aluminum material to result in less maintenance

Commissioner Monahan moved to approve purchase order in the amount of \$45,000 for the re-siding and painting of the administration building, and, the repair and repainting of the wood-sided “north bay” storage garage. This will replace the purchase order originally approved at the February (2020) Board Meeting. Commissioners Lee, Monahan and Sánchez: ayes, motion carried.

VII. DIRECTOR’S REPORT

- A. Update on trails and pathways
- B. NRPA Gold Medal and fall presentation

VIII. DEPARTMENT REPORTS

- Business
- Operations
- Programs
- Project and Planning

IX. COMMISSIONERS COMMENTS

- Commissioner Monahan – No additional comments
- Commissioner Sánchez – No additional comments
- Commissioner Lee – No additional comments



X. EXECUTIVE SESSION

Commissioner Sánchez moved at 7:59 to enter in to Executive Session, for the purpose of discussing Personnel ORC 121.22(G).

Roll Call Vote:

Commissioner Sánchez – Aye
Commissioner Monahan – Aye
Commissioner Lee – Aye

Executive Session was adjourned, and the Regular Meeting reconvened, at 8:01 P.M.

XI. ADJOURNMENT

Mr. Lee adjourned the meeting at 8:01 P.M.

A Board work session will be held April 13, 2020 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. via Zoom Meetings. This is permitted due to the changes to HB 197, relating to the Coronavirus Pandemic.