



# Regular Meeting Agenda Items

## Meeting Minutes

March 08, 2021

In accordance with the directive of the State of Ohio Attorney General’s Office, the meeting was conducted remotely during the COVID-19 restrictions on gatherings, using an on-line meeting application with the option for members of the public to attend.

Instructions for attending the on-line meeting were posted on the Park District website, [www.cwpd.org](http://www.cwpd.org)

### 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 via Zoom (video conferencing). The meeting was called to order at 7:00 P.M. with the following attending: Commissioners Pearl, Monahan and Sánchez; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer, Planning and Project Manager; and Ms. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on February 5, 2021 and was posted on the Park District web site, [www.cwpd.org](http://www.cwpd.org).

### II. CHANGES OR ADDITIONS TO THE AGENDA

### III. APPROVAL OF MINUTES

Minutes for the February 2021 meeting were approved by Board consensus.

### IV. VISITORS

Michael Sbrocchi – attending to help complete requirements for Scout merit badge.

### V. FISCAL

General Fund Financial Summary February 28, 2021			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2021	\$ 6,375,558	\$ 6,375,558	
<b>Revenue</b>			
Property Taxes	4,836,869	1,422	0.0%
Interest	56,000	11,750	21.0%
Donations	30,500	4,201	13.8%
Program	147,000	21,904	14.9%
Field/Facility	20,000		0.0%
Advances	205,356		0.0%
Grants (other)	3,000		0.0%
Other	5,000	43,580	871.6%
<b>Total</b>	<b>5,303,725</b>	<b>82,858</b>	<b>1.6%</b>
<b>Beginning Cash + Revenue</b>	<b>11,679,283</b>	<b>6,458,417</b>	
<b>Expenditures</b>			
2 - Park Improvements	1,501,541	198,472	13.2%
3 - Agency	622,541	355,427	57.1%
4 - Administration	805,804	314,958	39.1%
5 - Operations	2,571,822	770,601	30.0%
6 - Program	796,482	195,234	24.5%
7 - Matching Funds	72,578	14,078	19.4%
8 - Transfers (out)	800	72	9.0%
9 - Advances (out)	85,000	-	0.0%
<b>Total expenditures</b>	<b>6,456,567</b>	<b>1,848,841</b>	<b>28.6%</b>



**CHECKS DATED FEBRUARY 11, 2021**

Alyssa Schulte	Expense Reimbursement	36.73
Aramark	Uniforms	128.18
At&T	Utilities	179.42
Centerville Gravely Sales	Parts	353.97
Centerville Irrigation, Inc	Parts	221.03
Dayton Power & Light	Utilities	1,605.40
Fleet Graphics	Signage	1,057.32
Kaffenbarger Truck Equipment	Repair	356.00
Lowes Business Account	Supplies/Parts	328.88
Metropolitan Communications	Utilities	452.62
Miami Industrial Trucks, Inc.	Staff Training	110.00
Miami Valley Site Works, Llc	Sign Removal - Hithergreen	1,500.00
Midway Trailers	Tilt Trailer	7,550.00
Montgomery County Treasurer	Property Tax	3,467.80
Montgomery County Water	Utilities	179.70
Pro Oncall Technologies	Security System Monitoring	37.50
Quanexus	IT Support	3,600.00
Red Wing Business Advantage Ac	Uniforms	405.55
Roderer Shoe Center	Uniforms	310.48
Ron Duckson Security Sys., Inc	Security System Monitoring	190.00
Service Supply Limited, Inc	Benches	2,330.00
Spectrum Business	Utilities	722.83
Staples Advantage	Office Supplies	512.44
Swartz Mulch	Mulch	554.00
Time Warner Cable	Utilities	199.44
Uline	Supplies	587.04
Verizon Wireless	Utilities	121.14

**CHECKS & EFTS DATED FEBRUARY 18, 2021**

Aramark	Uniforms	115.58
Butler Hvac Holding Co, Inc.	Repairs	145.00
Century Equipment Inc	Parts	58.09
Dayton Power & Light	Utilities	246.70
Dental Care Plus, Inc.	Insurance	1,087.31
Duncan Oil Company	Fuel	738.94
Koi Auto Parts	Parts	6.98
Oregon Printing Communications	Business Cards	86.35
Reliance Standard Life Ins	Insurance	1,212.38
Ron Duckson Security Sys., Inc	Security System Monitoring	1,054.80
Solar Shade Truck & Car	Parts	139.95
Super Fleet Master Card	Fuel	217.63



Time Warner Cable	Utilities	319.00
Village Rental Inc.	Equipment Rental	501.28
Vision Service Plan (Ct)	Insurance	399.49
City Of Centerville Tax Dept	Employee Withholding	2,620.23
Clinton Massie SD	Employee Withholding	0.53
Club 51	Employee Withholding	45.00
Dental Care Plus, Inc.	Employee Withholding	246.54
Fed'L Tax W/H - Eft	Employee Withholding	4,926.32
Flex Bank Inc	Employee Withholding	874.49
London School District	Employee Withholding	27.44
Medical Mutual	Employee Withholding	4,131.56
Medicare W/H -Eft	Employee Withholding	842.64
Miami East School District	Employee Withholding	47.68
Ohio Public Employees Deferred	Employee Withholding	1,645.00
Preble Shawnee 6804	Employee Withholding	35.38
Reliance Standard Life Ins	Employee Withholding	351.40
Treasurer Of State Of Ohio	Employee Withholding	2,577.78
Various Banks - Eft	Payroll	41,712.26
Vision Service Plan	Employee Withholding	55.10
Xenia SD	Employee Withholding	6.03

**EFT DATED FEBRUARY 22, 2021**

Fifth Third Commercial Card	Program, Ops and Admin Expense	5,005.40
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**CHECKS DATED FEBRUARY 25, 2021**

Aramark	Uniforms	172.28
Butler Hvac Holding Co, Inc.	Repairs	2,122.00
Centerville Automotive Inc	Parts	340.00
City Of Centerville	Building Permit	431.26
Dayton Power & Light	Utilities	880.41
Duncan Oil Company	Fuel	1,022.11
EJ Prescott Inc.	Building Permit	255.00
Fleet Graphics	Signage	119.31
Ginger Clark	Tuition Reimbursement	508.00
Green Velvet Sod Farm	Ice Melt & Fertilizer	4,535.70
Greenville Turf & Tractor Inc	Athletic Field Equipment	672.59
Jason Beavon	Cell Reimbursement	30.00
Koi Auto Parts	Parts	68.57
Lizard Apparel & Promotions	Uniforms	237.90
Miami Valley Lighting, Llc	Lighting	148.50
Montgomery County Water	Utilities	525.97
National Sports Products	Athletic Supplies	796.00
Pro Kleen Industrial Services	Portable Toilets	760.00



Ron Duckson Security Sys., Inc	Security System Monitoring	109.00
Schubert Tennis Llc	Nets & Posts for Tennis Courts	3,506.00
The W-T Group, Llc	Accessibility Consulting	587.25
Time Warner Cable	Utilities	144.96
Wickcraft Boardwalks	Boardwalk - Bill Yeck	6,121.72

**CHECKS & EFTS DATED MARCH 4, 2021**

Advance Auto Parts	Parts	98.00
Albreco Inc.	Uniforms	251.58
Alison Pifer	Cell Phone Allowance	30.00
Allyson Deshurko	Cell Phone Allowance	30.00
Andrew Avers	Cell Phone Allowance	30.00
Andy Sandidge	Cell Phone Allowance	30.00
Aramark	Uniforms	104.73
Arnie Biondo	Cell Phone Allowance	90.00
Centerville Rotary Club	Dues	100.00
Collision Center Of Dayton	Repairs	115.48
Dayton Power & Light	Utilities	102.33
Grant George	Cell Phone Allowance	30.00
Handyman Ace Hardware	Parts/Supplies	199.95
Janet Holthaus	Cell Phone Allowance	30.00
Jason Beavon	Cell Phone Allowance	30.00
Joel Thornton	Cell Phone Allowance	30.00
Justin Bates	Cell Phone Allowance	30.00
Katy Lucas	Cell Phone Allowance	30.00
Kristen Marks	Cell Phone Allowance	30.00
Lizard Apparel & Promotions	Uniforms	64.00
Matt Sever	Cell Phone Allowance	30.00
Montgomery County Water	Utilities	592.18
Ncsi	Background Screenings	175.00
Nicole Lanich	Programming	4,838.40
Ohio Public Employees	Employer Contribution	17,158.74
Penchura, Llc	Playground - Schoolhouse	3,750.00
Ritz Safety	Supplies	127.40
Scott Lucas	Cell Phone Allowance	30.00
Sean Kovacs	Cell Phone Allowance	30.00
The Conservationist	Prairie Seed/Labor	2,530.00
The Plant Trolley, Inc	Plants	250.00
Tim Pifer	Cell Phone Allowance	30.00
Vectren Energy Delivery	Utilities	1,055.89
Public Employees Retirement	Employee Withholding	12,256.26
Fed'L Tax W/H - Eft	Employee Withholding	5,002.91
Flex Bank Inc	Employee Withholding	874.49



Medicare W/H -Eft	Employee Withholding	845.89
Ohio Public Employees Deferred	Employee Withholding	1,645.00
Various Banks - Eft	Payroll	41,819.83

**A. Approval of Financial and Investment Activity**

Commissioner Pearl moved, Commissioner Monahan seconded, to authorize the February 2021 financial and investment activity. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**VI. BUSINESS**

**A. Adoption of System-wide Master Plan**

Commissioners reviewed the System-wide Master Plan at the February board meeting and submitted suggestions and requests for changes. The changes have been completed and the document is ready for adoption.

Commissioner Monahan moved, Commissioner Pearl seconded, to adopt the System-wide Master Plan. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**B. Executive Director**

Commissioner Sanchez moved, Commissioner Pearl seconded, to approve the hiring of Kristen Marks as Executive Director, at an annual salary of \$102,000, effective March 13, 2021. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**C. Oak Grove Baseball Dugout Covers**

This is a matching funds project with Centerville Baseball/Softball League (CBSL). The CBSL has verbally committed to 50 percent of the total cost to install dugout covers on the five baseball/softball fields at Oak Grove Park. This project was approved in 2020, but was postponed due to Covid. Bellbrook Fence, LLC. Provided the best and lowest quote for \$29,937. We are seeking board approval since the total contract amount exceeds the Directors approval threshold. However, the total contract amount will be split 50/50, with the PD and CBSL each paying approximately \$14,968 directly to Bellbrook Fence, LLC. Note: CBSL will show proof of payment before fencing order is initiated.

Commissioner Sanchez moved, Commissioner Pearl seconded, to approve a contract with Bellbrook Fence, LLC. to install dugout covers at Oak Grove Park in the amount of \$29,937. The total will be split 50/50, with the PD and CBSL each paying approximately \$14,968. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**D. 2021 Mowing Contract**

Ohio bidding law allows public entities to renew contracts awarded through a competitive bid process for a total of three years. Professional Property Maintenance, LLC. (PPM) was awarded the 2020 mowing contract, and is eligible for renewal for a second year. Based on past performance and ability to fulfill the contract scope and specification within budget (\$75,000), staff recommends renewing the contract with PPM for 2021, for \$63,120.



Commissioner Pearl Moved, Commissioner Monahan seconded, to approve the mowing and lawn care service contract with Professional Property Maintenance, LLC. In the amount of \$63,120. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**E. Grant Park Streambank Restoration Contract**

Park District will contract with Cardno in the amount of \$41,000 for streambank restoration at sites 1, 7 and 8, per the Grant Park Master Plan. These sites are high priorities per the Plan. The budgeted amount for Grant Park in 2021 is \$150,000 for trails and streambank restoration.

Commissioner Peal moved, Commissioner Monahan seconded, to approve the contract for Streambank Restoration at Grant Park in the amount of \$41,000. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**F. Clean Ohio Greenspace Grant**

This topic was tabled and moved to April 2021 meeting, pending more information.

**G. Request for Tax Advance – Resolution 2021-03**

This motion is standard annual procedure, and allows the Montgomery County Auditor to advance tax money to the Park District, as received, instead of one payment at the end of the collection process.

Commissioner Sanchez moved, Commissioner Monahan seconded, to authorize the Treasurer to request tax advances during 2020 (Resolution 2021-03). Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

**VII. DIRECTOR’S REPORT**

- A. Marion’s Pizza Expansion
- B. Rotary 50<sup>th</sup> Anniversary Project
- C. One to One meetings with Commissioners
- D. Commissioner Appointment

**VIII. COMMISSIONERS COMMENTS**

- Commissioner Pearl
  - Any way to do fundraising through a “friends of” fund or seek out philanthropic business donations?
- Commissioner Monahan
  - Asked about a timeline for wayfinding improvements at Bill Yeck.
    - Wayfinding improvements are underway will be constantly changing as our trails change.
- Commissioner Sánchez
  - Wished Director Biondo well for his last week.



**IX. ADJOURNMENT**

Commissioner Sanchez adjourned the meeting at 8:10 pm.

A Board work session will be held April 12, 2021 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. via Zoom teleconferencing.

**Approved**

**Attested**

Lucy Sanchez, President

Alex Pearl, Secretary