

Licking Park District  
Board of Licking Park District Commissioners  
Regular Meeting –September 20, 2017  
Licking Park District - Infirmary Mound Park

Mr. Holloway called the September 20, 2017, Regular Meeting to order at 6:00 pm in the Licking Park District Office.

1) Roll Call

Present: Mr. Kiracofe; Mr. Moseley; Mr. Holloway; Ms. Sjostrand-Post; Mr. Bradley  
Staff: Director Campitelli; Ms. McAdams

2) Approval of Minutes

- a. August 16, 2017 regular meeting
- b. July 24, 2017 special meeting
- c. September 14, 2017 special meeting

Mr. Bradley moved, Mr. Kiracofe seconded, to approve the August 16, 2017 regular meeting minutes, July 24, 2017 special meeting minutes and September 14, 2017 special meeting minutes.

Motion Carried by Unanimous Vote.

3) Financial Report

- a. Financial Report

Director Campitelli presented the August 2017 financial report to the Board.

Mr. Moseley moved, Mr. Bradley seconded, to accept the August 2017 Financial Report.

Motion Carried by Unanimous vote.

4) Approval of expenditures and August 2017 payroll

- a. August Payroll and Expenditures

August Payroll- \$16,934.50

6029 (General Fund) Expenses over \$1,000

\$2,250.00 Kennedy Cottrell Richards (Financial Statement for State Audit)

\$8495.00 Karen Chandler DBA Legend Lawn Landscape (July Park Mowing)

3144 (Bike Path Repair and Replacement) Expenses over \$1,000-

\$1,800.00 Slone's Tree Service (Panhandle storm damage tree removal)

\$1,650.00 Karen Chandler DBA Legend Lawn Landscape ( Bike Trail Mowing- July)

Mr. Bradley moved, Ms. Sjostrand-Post seconded, to approve August 2017 payroll and expenditures over \$1,000.00 as presented.

Motion Carried by Unanimous Vote.

## 5) Old Business

### a. Director's Report

#### i. Project Status Report

Director Campitelli updated the Board on the projects, advising that the City of Newark Engineer's office states the contracts have been awarded in the YMCA / Goosepond paving projects and the paving for both areas is scheduled for October. Newark Park and Rec have it on their schedule to remove the Cherry Valley parking lot area limbs and logs from the summer storm clean up.

Discussion followed.

#### ii. "Litten's Lane" Easement (for Three Guys Property Conservation Easement)

Director Campitelli updated the Board on the status of the restoration and stabilization request to 3 Guys LLC. A certified letter was sent to 3 Guys LLC outlining the Board's requirements for receiving a proposal for restoration and stabilization of the area where unauthorized drainage work was done on Park District property.

Discussion followed.

#### iii. Hopewell to Forry Project

Director Campitelli advised the Board that the TJ Evans Foundation, Jobes Henderson and the City of Heath are continuing to work toward obtaining a meeting with the RR representative for further discussion of acquiring the section of rail line. Bill Weaver is now assisting with getting communications opened with the RR.

Discussion followed.

#### iv. Adkins Park / Hanover Connection

Director Campitelli updated the Board that he had met with the Adkins Foundation family representatives and ADR. The outcome is that the trail connection project must go out to bid and an easement over the Adkin's Foundation's land is necessary to be for trail construction can begin. It is expected that the dirt work and trail base work can be completed this fall and the paving in Spring 2018. ADR has provided a proposal for Construction Administration and Construction Management which will be presented under New Business.

Discussion followed.

The Board requested that Director Campitelli move forward on having the prosecutor's office prepare a permanent easement for crossing Adkin's Foundation land necessary for the Panhandle Trail access to extend to W. Main Street.

#### v. 2015-2016 State Audit Status

Director Campitelli advised the Board that the state financial audit has been completed.

#### vi. Morris Woods - ODNR Lease

Director Campitelli advised the Board that progress had been made on a new lease agreement document from ODNR for Morris Woods and the final draft is expected to be received in time for the October Board meeting. The new draft is expected to address permission for LPD to remove the existing garage structure due to the state of disrepair. ODNR has advised that we are currently under a renewed 10 yr lease

agreement, based on a letter sent March 25, 2014, but that they were going to complete the current draft, now to be a 30 yr with a 30 yr renewal. This new lease will supercede the current 10yr renewed lease that is in place, per ODNR. The Board questions whether a renewal was actually put in place in 2014.  
Discussion followed.

b. Program Report

i. Program update

Ms. McAdams reviewed recent and upcoming programs with the Board.  
Discussion followed.

c. Volunteer Coordinator Report

i. Volunteer update

Ms. McAdams provided an overview of recent volunteer activities and upcoming opportunities with the Board.  
Discussion followed.

d. Natural Resource Management Advisory Committee (Kiracofe)

Mr. Kiracofe updated the Board on the concept of establishing a Natural Resource Management Advisory Committee to assist the District in long term planning for conservation and resource land management at District facilities.  
Discussion followed. The Board suggests an initial task of the committee be an assessment of Infirmary Mound for where a prairie could be established.

6) New Business

a. Newark Urban Hunting Program

Director Campitelli presented the Board with a proposed agreement to again participate in the Newark Urban Deer Hunting Program at Riverview Reserve for the 2017-2018 season.

Mr. Bradley moved, Mr. Kiracofe seconded, to participate in the Newark Urban Deer Hunting Program at Riverview Reserve for the 2016-2017 season.

Roll Call: Ms. Sjostrand-Post-yes; Mr. Bradley-yes; Mr. Holloway-yes; Mr. Moseley - yes;  
Mr. Kiracofe - yes.

Motion carried.

b. Roseanna Moore / Lobdell Shelter planning

Director Campitelli provided the Board with information regarding the 2015 donation from the Roseanna Moore estate and related that the funds had been earmarked at that time for the construction of a shelter house at Lobdell Reserve in Alexandria. Ms. Moore was a resident of Alexandria and the intention had been to construct a shelter house with those funds and dedicate the structure to Ms. Moore's memory. Dave Kirwin Timber Frames had been initially called in to consult on a shelter house design. Mr. Kirwin has been re-contacted and will be providing an updated design drawing of his proposed 'prairie-style' shelter. He provided a drawing of a shelter he built for Dawes Arboretum and advised that a 'prairie-style' shelter would have a lower profile and be of a more rustic look, to blend in more with our natural environment at Lobdell. Mr. Kirwin will be providing the updated design drawing and a quote before the October Board meeting.

- c. ADR CACM Proposal for Adkins Park/Hanover Bike Trail Connection  
Director Campitelli presented the Board with a proposal for Construction Administration and Construction Management of the Adkins Park/Hanover Bike Trail Connection. The proposal includes Scope and Fee, managing the contract bid process, project management, and final project inspection. Director Campitelli recommended awarding the contract to ADR at a cost of \$16,240.00, with funding to come from Capital Improvements.

Mr. Bradley moved, Ms. Sjostrand-Post seconded, to enter into contract with ADR for Construction Administration and Construction Management of the Adkins Park/Hanover Bike Trail Connection at a cost of \$16,240.00, with funding to come from Capital Improvements.

Roll Call: Ms. Sjostrand-Post-yes; Mr. Bradley-yes; Mr. Holloway-yes; Mr. Moseley - yes;  
Mr. Kiracofe - yes.  
Motion carried.

- d. Director Meet and Greet  
Mr. Holloway discussed the upcoming Meet and Greet gathering for Director Campitelli on September 28.

- e. Director's Job Description  
Mr. Holloway provided each Board member with a draft of the proposed updated Director's job description for the Board's final review and consideration.  
Discussion followed.

Mr. Moseley moved, Mr. Kiracofe seconded, to approve the updated Director's job description as presented.

Roll Call: Ms. Sjostrand-Post-yes; Mr. Bradley-yes; Mr. Holloway-yes; Mr. Moseley - yes;  
Mr. Kiracofe - yes.  
Motion carried.

- 7) Comments from the public  
None

- 8) Adjournment  
Mr. Bradley moved, Ms. Sjostrand-Post seconded, to adjourn meeting.  
Motion Carried by Unanimous Vote.

Meeting Adjourned at 7:21 pm

Next Regular Meeting - October 18, 2017, 6 pm, LPD office