

**Licking Park District  
Board of Licking Park District Commissioners  
Regular Meeting – November 15, 2017  
Licking Park District - Infirmary Mound Park**

Mr. Holloway called the November 15, 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; Mr. Bradley**

**Arrived at 6:04pm: Ms. Sjostrand-Post**

**Staff: Director Campitelli; Ms. McAdams**

**2) Approval of Minutes**

**a. October 18, 2017 regular meeting**

**b. November 8, 2017 special meeting**

**Mr. Bradley moved, Mr. Kiracofe seconded, to approve the October 18, 2017 regular meeting minutes and the November 8, 2017 special meeting minutes.**

**Motion Carried by Unanimous Vote.**

**Arrived at 6:04pm: Ms. Sjostrand-Post**

**3) Financial Report**

**a. Financial Report**

**Director Campitelli presented the October 2017 financial report to the Board.**

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

**Motion Carried by Unanimous vote.**

**4) Approval of expenditures and October 2017 payroll**

**a. October Payroll and Expenditures**

**October Payroll**

**\$23,216.92**

**6029 Expenses over \$1,000.00:**

**\$9,425.00 Legend Lawn Landscape- September Mowing**

**\$4,638.00 Legend Lawn Landscape-0 Fence Install at Taft Reserve**

**\$7,628.35 Jobes Henderson & Assoc- Engineering for Hopewell to Forry**

**\$4,000.00 Wilson, Phillips & Agin CPAs- Financial Audit Services**

**\$1,779.23 Gatehouse Media Ohio (Dispatch) September Monthly Program Guides**

**3144 Expenses over \$1,000:**

**\$2900.00 Legend Lawn Landscape- September Bike Trail Mowing**

**Mr. Kiracofe moved, Mr. Bradley seconded, to approve October 2017 payroll and expenditures over \$1,000.00 as presented.**

**Motion Carried by Unanimous Vote.**

## **5) Director's Report**

### **a. Project Status**

#### **i. 3 Guys/Litten's Lane Conservation Easement & Damage Restoration**

Director Campitelli updated the Board on recent discussions with 3 Guys that included the recommendations by former County Engineer Bill Lozier, current County Engineer Jared Knerr's acceptance of those recommendations and arranging for Knerr's final inspection after work is completed.

Discussion followed.

#### **ii. Adkins Park / Hanover Connection**

Director Campitelli updated the Board on the status of the Adkins Park trail connection construction bid, advising that the contract was awarded to Layton, INC. It is possible, but not confirmed, that 'dirt work' and base will be installed this fall and pavement will be done Spring 2018. A pre-construction meeting is being arranged. The easement documents to cross the Adkins Park property have been completed and will be recorded this week.

#### **iii. Newark Bike Trail Paving**

Director Campitelli advised Newark has not begun the paving projects in the YMCA and Goosepond areas. Director Campitelli is working on connecting with Newark Services Director David Rhodes to get a firm answer on the paving schedule.

Discussion followed.

#### **iv. EPA - Wells - Testing**

Director Campitelli advised the Board of having met with EPA representative Dan Osterfeld regarding the the potential for potability of the old well system that feeds the hydrants at shelters 4, 5, 6 and the two at the arena. He stated that the EPA will be in contact with more information and decisions on possible options.

Discussion followed.

### **b. Program Report**

#### **i. Program update**

Director Campitelli 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**

Director Campitelli discussed working on a "Master Plan" for Infirmary Mound Park, followed by similar plans for our other parks. The Board set up a special board meeting work session to be held Jan 17, 2018, 4pm at the Licking Park District Office.

Discussion followed.

**6) Old Business**

**a. Morris Woods Lease - Update**

Director Campitelli provided the Board with the revised draft lease proposal received from ODNR.

Discussion followed. The Board requested minor revision points be submitted back to ODNR.

**b. 2018 Final Budget**

Director Campitelli presented the Board with the final draft of the 2017 budget.

Discussion followed.

**7) New Business**

**a. Proposal for Office Upstairs Flooring**

Director Campitelli presented the Board with a proposal and recommendation to contract with Nice Carpets/Carpet One to install vinyl plank flooring in the upstairs area of the IMP office building at a cost of \$7,699.64, to be funded from Capital Improvements.

Discussion followed.

Mr. Bradley moved, Mr. Moseley seconded, to contract with Nice Carpets/Carpet One to install vinyl plank flooring in the upstairs area of the IMP office building at a cost of \$7,699.64, to be funded from Capital Improvements.

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

Motion carried.

**b. Proposal for 2017-2020 Financial Statements Contract**

Director Campitelli presented the Board with a proposal and recommendation to contract with Kennedy Cottrell and Richards CPA's to file the 2017-2020 yearly financial statements with the State Auditor at a cost of \$1,750 per year and the service would occur in January-February of each year. This will be funded from Contract Services.

Mr. Bradley moved, Mr. Kiracofe seconded, to contract with Kennedy Cottrell and Richards CPA's to file the 2017-2020 yearly financial statements with the State Auditor at a cost of \$1,750 per year, to be funded from Contract Services.

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

Motion carried.

**c. Proposal for Truck Purchase**

Director Campitelli presented the Board with a proposal and recommendation to purchase a replacement vehicle (Ford F-350) at state contract pricing for a cost of \$46,328.50. It is also recommended that affiliated costs of titling, licensing and outfitting the vehicle be added to the final cost, not to exceed an additional \$2,000. It was recommended to fund this from the Maintenance Reserve Fund, as this was an unanticipated item in this year's budget.

Mr. Moseley moved, Mrs. Sjostrand-Post seconded, to approve the purchase of a 2018 Ford F-350 pick up truck at a cost of \$46,328.50 plus an additional \$2,000 for affiliated costs of titling, licensing and outfitting using funds from the Maintenance Reserve Fund.

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

**d. Community Appreciation Dinner - January 25**

**Director Campitelli advised the Board that the 2017 Community Appreciation Dinner was set for January 25, 2018 and would be held at the Doubletree Hotel in Newark. A "Save the Date" will be sent in mid-December and formal invitations will be sent right after the 1st of January.**

**8) Comments from the public**

**None**

**9) Adjournment**

**Mr. Bradley moved, Mr. Moseley seconded, to adjourn meeting.**

**Motion Carried by Unanimous Vote.**

**Meeting Adjourned at 7:42pm**

**Next Regular Meeting - December 20, 2017, 6 pm, LPD office**