

Licking Park District
Board of Licking Park District Commissioners
Regular Meeting –March 21, 2018
Licking Park District Office - Infirmary Mound Park

Board Chair Mr. Kiracofe called the March 21, 2018, Regular Meeting to order at 6:00pm in the Licking Park District Office.

1) Roll Call

Present: Mr. Holloway; Mr. Kiracofe; Ms. Sjostrand-Post; Mr. Bradley; Mr. Moseley.

Staff: Director Campitelli; Ms. McAdams

2) Comments from the Public

None

3) Approval of Minutes

a. February 21, 2018 regular meeting

Mr. Bradley moved, Mr. Holloway seconded, to approve the February 21, 2018 regular meeting minutes.

Motion Carried by Unanimous Vote.

4) Financial Report

a. Financial Report

Director Campitelli presented the February 2018 financial report to the Board.

Mr. Holloway moved, Mr. Bradley seconded, to accept the February 2018 Financial Report. Discussion followed.

Motion Carried by Unanimous Vote.

5) Approval of expenditures and February 2018 payroll

a. February Payroll and Expenditures

February Payroll- \$17,764.20

6029 Expenses over \$1,000

\$1,421.94 Gatehouse Media Ohio (Dispatch)- Monthly Program Guide Distribution

\$5,000.11 Licking County Treasurer- LC Taxes

\$4,749.25 Doubletree by Hilton- Annual Recognition Dinner

Mr. Bradley moved, Mr. Moseley seconded, to approve the February 2018 payroll and expenditures over \$1,000.00 as presented.

Discussion followed.

Motion Carried by Unanimous Vote.

6) Director's Report

a. Project Status

i. ODOT TAP Grant Update - Ohio Greenway Canal Paving

Director Campitelli advised that the Park District has been invited to apply for the ODOT TAP Grant and he has received a letter of support from LCATS. The Park

District will be seeking a lease or easement from John Slater at the south end by Rt 79 to construct a small parking lot.

Discussion followed.

i. Granville Bike Path Slip - update

Director Campitelli advised the Board he had met with the County Engineer and several repair options had been suggested and were being explored.

Discussion followed.

The Board directed Director Campitelli to arrange a meeting with the Chairman of the Park District Board, County Commissioners and Sarah Wallace to better clarify the Park District's responsibility for bike trail maintenance and repair.

ii. Tree removal at Morris Woods - Update

Director Campitelli advised that the hazardous tree removal at Morris Woods has been completed.

iii. Office Stairwell - update

Director Campitelli advised that IAP had been out to assess the stairwell repair project and he was waiting on the quotes.

iv. Newark Paving - update

Director Campitelli provided the Board with an update on the paving project, advising that he had met with Newark Services Director David Rhodes and Park and Rec Director Jeff Hotchkiss. They advise that the YMCA to 21st Street paving project will occur this spring, when paving projects start up for 2018.

v. Boyd Wilkin Farm - lease - design

Director Campitelli advised the Board that there was a new farm manager at Farmers National for the Boyd Wilkin farm lease. The 2018 farm lease draft has been received and will be finalized soon. Director Campitelli met with the new manager and the farmer Mr. McArter. Director Campitelli has received a copy of the new draft lease, which includes the addition of a long term lease of 5 years. Mr. Bradley stated that he and the Director have met twice with Architectural Engineering Technology Professor Whit Tussing and his class from COTC to discuss design for their class' house design project for the Boyd Wilkin property.

vi. 3 Guys / Litten's Lane Easement - sign document

Director Campitelli advised the Board that the 3 Guys easement document has been completed by the County Prosecutor's office and was ready for the Board's signatures.

Discussion followed.

Mr. Holloway moved, Mr. Bradley seconded, to approve the signing of the 3 Guys access lane easement, to be recorded upon the completion of site stabilization.

Motion carried by unanimous vote.

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

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

d. Natural Resource Management Advisory Committee

Director Campitelli advised that the Committee's meeting that had been set for earlier on this day, March 21st was cancelled due to weather. The committee members and the Director rescheduled meeting for Friday, March 23rd at 1pm at Infirmary Mound Park. The objective is to lay out the demo prairie area.

7) Old Business

a. Volunteer coordinator / seasonal maintenance positions

Director Campitelli advised the Board that he had conducted a second interviews for the volunteer coordinator position and had made a job offer to an excellent candidate. He advised that there was one final candidate scheduled for interview for the Administrative Assistant position, noting that two candidates so far have stood out. Second interviews will be conducted with a 2 or 3 candidates.

Director Campitelli advised that there were four intern candidates scheduled for a second interview in the coming week.

Regarding the seasonal maintenance worker positions, Director Campitelli provided the Board with a financial overview of the cost of the seasonal maintenance positions if the hourly rate was raised to \$11.00/hour from the current offering of \$10.00/hour. Only 3 marginal applications were received for the seasonal maintenance positions posted at \$10.00/hr. Discussion followed weighing the potential benefits of another year round maintenance position.

b. Truck Delivery

Director Campitelli advised the Board that the new truck had been delivered and was now on site.

8) New Business

a. Maintenance Position

Director Campitelli provided the Board with a cost comparison for another year round maintenance position, describing full time part time and full time positions, and explaining the difference in the types.

Discussion followed.

It was the consensus of the Board to hire another full time, year round maintenance position and directed Director Campitelli to post the position.

b. Director's vacation

Director Campitelli advised the Board that he would be on vacation March 30th through April 15th, returning on April 16th.

c. Tractor Club mowing

Director Campitelli advised the Board that the Land of Legend Antique Tractor Club would be assisting park maintenance staff with some field mowing this spring.

Discussion followed.

d. Radon Testing

Director Campitelli updated the Board on the status of the recent radon testing in the Park District office. The readings was high and a second testing was recommended. We are waiting for the results of the second test. Director Campitelli advised that we will need to consider remediation options after the second test results come in.

Discussion followed.

e. Ford F250 Repair

Director Campitelli advised the Board that an exhaust manifold repair had been made to the 2000 Ford F350.

f. Heath Bike Path Bridge Repair - Proposal

Director Campitelli advised he had met with Heath Mayor Mark Johns and Parks and Rec Director Bob Gellar provided the Board with a proposal from the City of Heath for repairs to the trestle bridge on the bike path that runs between Irving Wick Dr and Hopewell Rd. The project will cost \$44,245.09. The Park District's portion, per the Licking Park District - Heath Bike Trail Maintenance Agreement, will be 50% of the total cost.

Discussion followed.

Mr. Bradley moved, Mr. Moseley seconded, to approve up to \$25,000 for the bridge repair project with the City of Heath.

Motion Carried by Unanimous Vote.

9) Adjournment

Mr. Holloway moved, Mr. Moseley seconded, to adjourn meeting.

Motion Carried by Unanimous Vote.

Meeting Adjourned at 7:42pm

Next Regular Meeting -April 18 , 2018 6 pm, LPD office