

Licking Park District Commissioners
Minutes of Regular Meeting – March 18, 2020 Infirmary Mound Park

Board Chair Mr. Kiracofe called the March 18, 2020, Regular Meeting to order at 6:03 PM at Infirmary Mound Park, James Bradley Center.

1) Roll Call

Present: Mr. Kiracofe, Mr. White, Mr. Moseley, Ms. Sams

Absent: Mr. Bradley

Staff: Ms. Lohrman, Director Waugh

2) Comments from the Public

None

3) Approve agenda items / Request for additional agenda items

Mr. Moseley moved, Ms. Sams seconded to approve the March 18, 2020 regular meeting agenda items.

Motion carried by unanimous vote.

4) Approval of Minutes

a. February 19, 2020 Meeting Minutes

Mr. White moved, Ms. Sams seconded to approve the February 19, 2020 regular meeting minutes.

Motion carried by unanimous vote.

5) Financial Status of Park District

a. February Financial Summary

Director Waugh presented the February 2020 financial summary report to the Board. The negative number (\$41,677.48) on the Statement of Cash Position 6029 Fund was due to funds having been encumbered on PO's (not spent). Levy receipts in excess of \$500,000 to be deposited in March.

Mr. Moseley moved, Mr. White seconded to approve the February 2020 financial summary.

Motion carried by unanimous vote.

6) Approval of February Revenue & Expenses

a. February Revenue & Expenses

Director Waugh presented the February Revenue & Expenses to the Board. A refund from Game Craze (\$2,613.77) for Outdoor Adventures Week will be requested.

The Board approved of the wrap design for the Archery Trailer. It was suggested to create a signout and checklist for the trailer when on loan to qualifying agencies.

Mr. Moseley moved, Mr. White seconded to accept the February 2020 revenue & expenses.

Motion carried by unanimous vote.

7) Old Business

a. Ohio Canal Greenway parking lot 2020

LAW Excavating will start work Monday, March 23rd constructing the parking area per plans. They will also be clearing trees along path with equipment using a forestry head attachment.

b. Newell Property - ownership & COTF grant submitted.

Lori Totman with Knox County Parks submitted an ODNR grant for bike trail connectivity/construction. Results expected in the fall. LPD received a commitment of \$20K from OTET (Ohio to Erie Trail fund) assisting LPD with our local match grant requirements. Director Waugh will discuss with the Licking County Commissioners regarding the possibility of the Commissioners giving the property to the park district as opposed to a long term lease.

c. Volunteer Appreciation Dinner April 21st - cancelled

Director Waugh informed the Board that the Volunteer Appreciation Dinner had been postponed & that all programming has been suspended due to COVID 19 concerns. Ideas were discussed about how to engage the public if we are not doing programming (highlight different parks, virtual hikes, etc). The board suggested tracking receipts/expenses due to COVID 19 for possible reimbursement at a later date.

d. James Bradley Center remodeling complete

Director Waugh confirmed all work was complete on Phase I of the Bradley Center remodeling project.

e. Buckeye Scenic Trail - Davis Rd bridge to be completed - 03/20/20

Director Waugh announced the completion of the Buckeye Scenic Trail Davis Rd bridge.

f. Palmer Road Swamp Preserve - ownership

Director Waugh has sent an email asking TJ Evans Foundation about giving this Preserve to the Licking Park District. Their board will discuss at their next meeting.

8) New Business

a. Special Item Follow Up

i. OCG Consultant Selection: select or interview

The selection committee (Mr. White, Ms. Sams, & Mr. Moseley) explained their methodology in scoring each submittal..The selection committee unanimously decided there was no need to interview any firms. ADR and Associates, Ltd was the top scorer and the LPD will enter into fee Negotiations with them. ODOT suggested having a pre-fee scoping meeting prior to the actual fee submission to clarify expectations. Mr. Moseley moved, Ms. Sams seconded to enter into negotiations with the top scorer ADR. Motion carried by unanimous vote.

ii. Refugee-Canyon Fire District

Director Waugh discussed the proposed the new Refugee-Canyon Fire District and service to the Infirmary Mound Park and our office.. Board members expressed their desire to have quality service/protection from whichever entity ultimately services our park district.

iii. COVID-19 News Release & Discussion

Director Waugh discussed policies & procedures for comp time, flex time, & work from home. Licking County Human Resources has discouraged allowing working from home in the past, but due to COVID 19 pandemic, this policy will be revisited by LC HR and LPD. Director Waugh authorized 4hrs of work at home time for employees who request this and the use of comp time or vacation to achieve a paid 8 hour day.. He has requested employees submit a work plan for approval prior to working from home and submit a detailed daily activity log at the end of each work day. Ms. Sams also suggested LPD creating a strategic plan for emergencies like these, whether it's a virus, power outage, tornado, snow storm, etc.

iv. Hartford Fair midway tent

Director Waugh discussed the possibility of having a LPD tent on the midway at the Hartford Fair. Assistance from volunteers &/or Board members will be needed. Ideas were discussed on how to attract attention to the tent to engage the public (use Try It! Canoe & Kayak). The purpose of the presence on the midway is to direct fairgoers to the Natural Resources Area.

- v. TJ Evans paving 2020; contingent approval; proceed on April 2nd
Director Waugh discussed the need for the Board's approval to move forward with the low bidder of the TJ Evans paving bids quickly. Director Waugh requested authorization to enter into a construction contract up to \$220,000. This allows him to sign a contract and schedule a preconstruction meeting following bid opening on April 1st. Bid documents require the project to be completed by May 29, before the Taste of Trails event to be held on the TJ Evans trail on May 30th.
Mr. Moseley moved, Mr. White seconded to approve a contingent approval up to \$220,000 for the TJ Evans bike trail paving project.
Motion carried by unanimous vote.

- vi. Pataskala Project Cost Share Agreement
Director Waugh reviewed a proposed Project Cost Share Agreement with the City of Pataskala. The agreement is similar to agreements LPD has with other municipalities - a 50% cost share on projects mutually agreed upon in advance. A possible first project is paving of a walking path at Foundation Park. Many details need worked out. The final engineer's cost estimate was much higher than originally discussed. Assistance to be requested of the TJ Evans Foundation and Pataskala to investigate possible grant submittals.
Mr. Moseley moved, Ms. Sams seconded to approve a Project Cost Share Agreement with the City of Pataskala.
Motion carried by unanimous vote.

b. Director's Report

Director Waugh provided the Board a brief overview of additional current projects/topics. Discussion took place on Rockett Morgan's donation (Panhandle Trail), 2018 Annual Report, Meredith Brothers site visit to Morris Woods, department reports, & staff takeaways from OPRA conference. Ms. Sams also suggested that staff attend board meetings periodically to give department reports.

9) Adjournment

Mr. Moseley moved, Ms. Sams seconded to adjourn.
The meeting adjourned at 8:12pm.

Next Regular Meeting April 15, 2020 6:00 PM at LPD Office.