

Licking Park District Commissioners
Minutes of Regular Meeting – April 15, 2020
Virtual Meeting via Google Meet

Board Chair Mr. Kiracofe called the April 15, 2020, Regular Meeting to order at 6:07PM via Virtual Meeting via Google Meet.

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 April 15, 2020 regular meeting agenda items.

Motion carried by unanimous vote.

4) Approval of Minutes

a. March 18, 2020 Meeting Minutes

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

Motion carried by unanimous vote.

5) Financial Status of Park District

a. March Financial Summary

Director Waugh presented the March 2020 financial summary report to the Board.

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

Motion carried by unanimous vote.

6) Approval of March 2020 Revenue & Expenses

a. March 2020 Revenue & Expenses

Director Waugh presented the March 2020 Revenue & Expenses to the Board.

Mr. White moved, Ms. Sams seconded to accept the March 2020 revenue & expenses.

Motion carried by unanimous vote.

7) Old Business

- a. Ohio Canal Greenway parking lot, forestry head, tree clearing
Director Waugh verified the Ohio Canal Greenway project on the south end of the trail near Top Cat Concrete was complete. The asphalt apron was completed April 14th, some tree clearing was done by maintenance and the forestry head clearing work was done the entire route.
- b. Newell Property - Ownership transfer from LC Commissioners to Licking Park District
Director Waugh is working with the prosecutor's office on a draft to transfer the 40 acres Newell property to the Licking Park District. All parties are in agreement.
- c. Palmer Road Swamp Preserve - enforcement pending
Due to COVID-19 the EPA has enforcement actions on hold until they can return to work.
- d. Pataskala Cost Share Agreement
Director Waugh is working with the administration and solicitor to come to an agreement on the agreement language.

8) New Business

- a. Special Item Follow Up
 - i. OCG fee proposal from ADR \$87,943.00
Director Waugh is reviewing ADR's design cost fee proposal of \$87,943.00 with ODOT. The original engineer's cost estimate was \$114,000 (8% of construction costs). We are still waiting for ODOT's review and approval of their proposal.
Mr. Moseley moved, Mr. White seconded to agree on tentative approval to enter into an agreement with ADR, spending up to \$90,000.00 for design fee proposal, pending ODOT approval.
Motion carried by unanimous vote.
 - ii. COVID-19 Updates on LPD impact
Director Waugh discussed the impact of the COVID-19 pandemic on the LPD staff & parks. Administration issued 3 public notices; 3-24, 3-25 & 4-1. Staff, mostly working remotely, are completing Daily Activity Logs. Public restrooms & playgrounds are closed at parks. Park attendance is up & Director Waugh suggested stocking more fish in Mirror Lake. Karen has been utilizing volunteers to help clean up parks & also help with fairy trail house display reconstruction.

iii. TJ Evans trail paving - Shelly Co \$200,000

Director Waugh discussed the paving bid results. Shelly Company came in the lowest at \$195,525.00 to pave the TJ Evans trail in four locations. Two locations include a cost share agreement with Granville and Johnstown. Both entities will be billed after the work is completed for 50% of their respective paving costs. The Board authorized the Director to enter into an agreement at the previous Board meeting for up to \$225,000. No Board action was necessary at this meeting.

iv. Infirmiry Mound Park paving balance of driveways - \$92,915, paid by 101G Metro Park / ODOT Funds

Director Waugh reviewed the paving project at Infirmiry Mound Park that was started last year. The Director asked the Board to approve using 101G MetroPark Fund to complete paving at the James Bradley Center parking lot, the LPD Office parking lot & driveway, and the Arena driveway. These funds are not coming from LPD's revenue stream and will complete total paving at Infirmiry Mound Park.

Mr. White moved, Ms. Sams seconded to approve \$92,915.00, paid by 101G Metro Park/ODOT Funds, for Shelly Co to complete Infirmiry Mound Park paving.

Motion carried by unanimous vote.

v. Infirmiry Mound Park remove/replace parking blocks - \$4,500

Director Waugh discussed the need for Shelly Co come in to remove & replace the parking blocks in order to prepare for the Infirmiry Mound Park paving project.

Mr. Moseley moved, Mr. White seconded to approve spending \$4,500 to remove & replace the parking blocks at Infirmiry Mound Park to prepare & finish the paving project.

Motion carried by unanimous vote.

vi. Supplemental By-Laws Policy 2020-01, Director's Spending Limits

Director Waugh presented his policy for Director's Spending Limits. This policy limits how much the Director can spend with and without Board approval.

Ms. Sams moved, Mr. Moseley seconded to approve the Director's Spending Limits policy.

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 the following: 2018 & 2019 Annual Licking Park District Report and fishing at Lobdell. The Board expressed satisfaction with the results of the staff while working remotely.

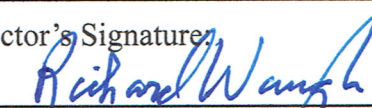
9) Adjournment

Ms. Sams moved, Mr. White seconded to adjourn.

The meeting adjourned at 6:49pm.

Next Regular Meeting May 20, 2020 6:00 PM at LPD Office or Google Meet

**Licking Park District Board of Park Commissioners
Supplemental By-Laws Policy - Director Spending Limits**

Policy Number: 2020-01	Effective Date: April 15, 2020
Replaces Policy Dated: Initial	Director's Signature: 

I. PURPOSE

To establish spending authorization limits for the Director. Licking Park District supplemental to the Board of Park Commissioners By-Laws.

II. POLICY

1.0 Up to \$2,500

1.1 Spending Authorization: Director is hereby authorized to spend up to \$2,500 without prior authorization of the Board of Park Commissioners.

1.2 Spending Authorization: Director is hereby authorized to spend between \$2,501 and 5,000 with prior authorization of the Chairman, Board of Park Commissioners. Such approval may be verbal, text or via email.

1.3 Spending Authorization: Director must receive Board of Park Commissioners approval prior to spending more than \$5,000. In cases of emergency, the Director may obtain approval for amounts over \$5,000 via email confirmation of the majority of the Board. Current majority is 3 or more Board members.

1.3a Emergency Definition: An emergency is defined as an event that causes an eminent safety issue for park users/personnel and/or an event that will likely become much more expensive to mitigate if not addressed as soon as possible

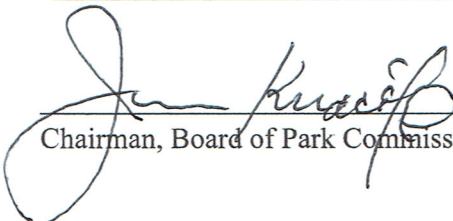
III. POLICY

2.0 Reporting

2.1 Expense Reporting: All expenditures over \$1,000 will be included in the monthly financial report under the monthly Revenue and Expenses report.

IV. REVISION HISTORY

Date	Description of Change
04-15-20	Initial Policy Issued


Chairman, Board of Park Commissioners Signature

5-20-2020
Date