

Licking Park District  
Board of Licking Park District Commissioners  
Minutes of Regular Meeting – August 15, 2018  
Licking Park District Office - Infirmary Mound Park

Board Chair Mr. Kiracofe called the August 15, 2018, Regular Meeting to order at 6:01 pm in the Licking Park District Office.

1) Roll Call

Present: Mr. Kiracofe; Mr. Bradley; Mr. Moseley; Mr. Waugh

Reported to be absent: Mr. White

Staff: Director Campitelli

Mr. Waugh moved and Mr. Bradley seconded roll call and Mr. White's absence from meeting.

Motion carried by unanimous vote.

2) Comments from the Public

None

3) Approval of Agenda Items

Mr. Waugh moved, Mr. Bradley seconded, to approve the July 18, 2018 regular meeting minutes.

Motion carried by unanimous vote.

4) Approval of Minutes

a) June 27 Special Meeting Minutes

Mr. Bradley moved, Mr. Moseley seconded to approve June 27 Special Meeting Minutes

Motion carried by unanimous vote with Mr. Waugh abstaining from voting.

b) July 18, 2018 regular meeting

Mr. Bradley moved, Mr. Waugh seconded, to approve the July 18, 2018 regular meeting Minutes.

Motion carried by unanimous vote.

5) Financial Status of Park District

a) Financial Report

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

Discussion followed on budget percentages in contract services. Director Campitelli to secure maintenance agreement with Newark at Cherry Valley bike path area.

Mr. Bradley moved, Mr. Moseley seconded, to accept the July 2018 Financial Report.

Motion Carried by Unanimous Vote.

6) Approval of July expenditures and payroll

b) July Payroll and Expenditures

Payroll-	\$23,729.20
OPERS-	\$4,729.75
Medicare-	\$329.10
Hospitalization-	<u>\$6,149.68</u>
	\$34,937.73

Additional employee expenses added to the payroll to reflect total costs, including insurance, OPERS, Medicare.

Mr. Bradley moved, Mr. Moseley seconded, to accept the July expenditures and payroll

Motion Carried by Unanimous Vote.

6029 Expenses over \$1,000-

\$8,030.00 Karen Dollings Chandler - 2018 Park Facilities Mowing  
\$1,402.12 Gatehouse Media - Program Guide Distribution  
\$7,054.35 Layton, Inc - Wyatt Adkins Trail  
\$7,246.65 Nice Carpets - Office Upstairs Flooring  
\$1,056.74 Gatehouse Media - Program Guide Distribution  
\$2,037.29 July Miscellaneous Supplies

Discussion on contract mowing and types of mowers used by contractor followed.

Mr. Bradley moved, Mr. Waugh seconded, to approve the July 2018 expenditures over \$1,000.00 as presented.

Motion Carried by Unanimous Vote.

6) Old Business

a) Director's Report

i) Project Status

Director Campitelli reviewed the project status spreadsheet with the Board, highlighting the status of several projects.

Completed Projects:

Heath Bridge - Looks good awaiting meeting with Bob Gellar and pick up invoice.

Swift Tower by Eagle Scout Ben Smith

Infirmity Mound Prairie is coming in slowly

Office Radon System installed and functioning by Insul-Tech

Granville Paving project complete, awaiting possible berm installation

In Progress:

Adkins Bike Path Spur - Final excavating in progress, 304 base to go in soon. Project running into earthwork issues.

Granville Bike Path Slip - almost finished, waiting for good weather to install erosion matting and seed.

Newark Paving project is almost complete, base in, but needs top coat, will be meeting with Newark next week.

Natureworks Grant

ODOT TAP Grant

Quotes for Dog Park shelters

Basketball court resurfacing quote

Several kiosks to be updated

In Planning

Taft electric removal

Natural playground

Medical complex trail/bike path connection

ii) Maintenance Report

Director Campitelli reviewed the maintenance status spreadsheet with the Board. Tasks, completed tasks, and routine maintenance items were viewed and discussed.

iii) Program Report

Director Campitelli reviewed recent and upcoming programs with the Board. Discussion followed.

iv) Volunteer Coordinator Report

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

b) Natural Resource Management Advisory Committee

Master planning for the parks to be used for next levy and long term planning. Next meeting to be held at Taft South 4 pm to view and look at potential needs of the old nature center.

c) Volunteer Coordinator Position Status

Director Campitelli advised that the volunteer coordinator candidate, Karen Jennings, will start August 20th with county HR orientation, then report to office.

d) Revised Bylaws Document

Additional revisions and corrections made to document. Director Campitelli to check with asst. county prosecutor on approval method. (signed and notarized?)

7) New Business

a. Deer Hunting Permits

Director Campitelli proposed opening more hunting up to the public. Discussion followed and Boyd Wilkens Reserve was added to permit hunting.

b. Policy, Procedures, and Evaluation

Director Campitelli shared his observations from the last 11 months. Job descriptions, personnel, and organization chart information were discussed. Board supported to officially adopt county HR manual. Employee evaluations and work plans to be completed.

c. Chair Request for Additional Agenda Items

No additional New Business agenda items were added.

8) Adjournment

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

Motion Carried by Unanimous Vote.

Meeting Adjourned at 8:28pm

Next Regular Meeting -September 19, 2018 6 pm, Taft South Nature Center