

Licking Park District Commissioners
Minutes of Regular Meeting – July 15, 2020

Board Chair Mr. Kiracofe called the July 15, 2020, Regular Meeting to order at 6:08 PM at the James Bradley Center - Infirmary Mound Park.

1) Roll Call

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

Absent:

Staff: Ms. Lohrman, Director Waugh

2) Comments from the Public

None

3) Approve agenda items / Request for additional agenda items

Mr. Bradley moved, Mr. Moseley seconded to approve the July 15, 2020 regular meeting agenda items.

Motion carried by unanimous vote.

4) Approval of Minutes

a. June 17, 2020 Meeting Minutes

Mr. Moseley moved, Mr. White seconded to approve the June 17, 2020 regular meeting minutes.

Motion carried by unanimous vote.

5) Financial Status of Park District

a. June Financial Summary

Director Waugh presented the June 2020 financial summary report to the Board. He explained the transfer of funds to unemployment for a 2019 intern, part of her unemployment was charged to LPD.

Ms. Sams moved, Mr. Bradley seconded to approve the June 2020 financial summary.

Motion carried by unanimous vote.

6) Approval of June 2020 Revenue & Expenses

a. June 2020 Revenue & Expenses

Director Waugh presented the June 2020 Revenue & Expenses to the Board. Mr. Bradley moved, Ms. Sams seconded to accept the June 2020 revenue & expenses.

Ms. Sams questioned what the LCATS membership was for. Director Waugh explained that they partner with LPD on projects & help with funds.

Motion carried by unanimous vote.

7) Old Business

- a. Shelly Co. paving updates - Trail completed 6/27/20, IMP completed 7/2/20
Director Waugh updated the Board on bike trail & park paving. Project is complete & a news release published.
- b. Newell Property - Dedication 7/17/20, Deed transferred & parking lot
Director Waugh stated the Newell dedication will be Friday, July 17, 2020 at 3pm. Plaque will be placed at a later date. Director working with LC Engineer and LC Planning Dept to build parking lot. Deed transfer to LPD complete.
- c. Rutherford property
Director Waugh and Jim Kiracofe met with Emily Rutherford and her son, Stephen, regarding her property at 2862 Raccoon Valley Rd. She would like to sell to LPD. Property has a small pond, wetlands, farm house, outbuildings, small hay field & a spring house. The spring once supplied water to the Village of Granville and may have some historical value. Director Waugh will investigate funding sources for possible purchase.
- d. Pataskala project contract signed
Director Waugh stated that Pataskala signed the contract to complete the walking path around Foundation Park. Project is to be completed this year.

8) New Business

- a. Special Item Follow Up
 - i. MyRec Scheduling software \$3,000
Director Waugh discussed adding an on-line rental software to the LPD's website. Cost would be \$2995.00/year. This software will reduce staff time for shelter and JBC rentals, freeing time for other business needs. We eventually hope to use this software for programming sign ups, completion of waivers and participation forms. This software allows renters & program participants to pay on-line.
Mr. Bradley moved, Ms. Sams seconded to spend \$3,000.00/year on MyRec software.
Motion carried by unanimous vote
 - ii. Panhandle Trail Repairs, Stormwater & Fence \$8,500
Director Waugh discussed the need to repair two storm water issues on Panhandle Trail near Wilson's Garden Center. He received a quote for \$4,990.00 for the storm water repairs. He is waiting for a quote for the fence repair (for locations). Director Waugh expects it to be around \$1,500.00 but is asking for \$3,500.00 (\$8,500.00 total) to cover both issues.

Mr. Bradley moved, Mr. White seconded to approve \$8,500.00 to repair the storm water issues & fence repairs on the Panhandle Trail.

Motion carried by unanimous vote.

iii. Vehicle Replacement Discussion

Director Waugh discussed the continuous maintenance required on both Dodge Durangos. Durangos are both 13 years old; one has 80,000+ miles & the other has 90,000+ miles. He would like to replace one of the Durangos with a truck (or SUV) with a cap to haul chainsaws, pole saws, & other equipment as needed. Director Waugh to investigate options and report back to the Board.

iv. JBC Chimney wrap \$4,658

Director Waugh discussed the water issues damaging the JBC chimney. He received a quote from Property Rescue for \$4,658.00 to wrap the chimney in vinyl siding. This is less expensive than repairing the brick outside (\$10,000+) & will also allow the look of the chimney to stay on the inside. A former quote for sealing the chimney was withdrawn by the contractor and deemed not a good option.

Mr. Moseley moved, Mr. Bradley seconded to approved \$4,658.00 to add vinyl siding to the JBC chimney, walkway side of building and block wall facing west. Motion carried by unanimous vote.

v. Palmer Rd Swamp Preserve tree dropping \$5,000?

Director Waugh discussed the issue of dead trees on the Palmer Road Swamp Preserve property. He was notified by a neighbor, Ms. Seals, about the potential hazard of dead trees falling on her property.

Director Waugh is scheduled to meeting Slone Tree Service at the property Thursday morning (07/16/20). He anticipates \$5,000 will be more than enough to cover the costs. Mr. Bradley suggested that funds from the TJ Evans Foundation, specifically for the Palmer Road property, be used for this. Director Waugh will look into using these funds for this project.

Mr. White moved, Ms. Sams seconded to spend up to \$5,000.00 to remove dead trees along the property line at Palmer Road Swamp Preserve.

Motion carried by unanimous vote.

vi. Primary Maintenance Responsibility for TJ Evans Trails discussion

Director Waugh discussed his conversation with the Licking County Prosecutor's office regarding the maintenance agreement signed in 2001 between the Licking County Commissioners and the LPD. The assistant prosecutor thought the agreement with LPD was just for 'primary maintenance responsibilities' (mowing, tree trimming & paving) and that major repairs,

including but not limited to, slips and bridge repairs/replacements should fall under the Licking County Commissioners agreement with TJ Evans Foundation. She recommended that an Addendum should be added to clarify each party's responsibilities. Director Waugh will work with the Commissioners to start communications regarding maintenance responsibilities.

vii. Mirror Lake Vegetation removal & 100 tons Type D RipRap \$15,000

Director Waugh discussed the vegetation issue on the dam at Mirror Lake. The Army Corp. of Engineers has twice requested vegetation removal following inspections. He received a quote from JAW Excavating for \$14,270 to remove vegetation & add 100 tons of Type D RipRap. He requested a quote from Law. Mr. Bradley suggested that a news release be done on this & Mr. Moseley asked to get a quote to pave the two new additional parking lots added near Shelter 6.

Mr. Bradley moved, Mr. Moseley seconded to approve up to \$15,000.00 to remove Mirror Lake vegetation & add Type D RipRap.

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:

Fairy Trail signs & maps added, Program Coordinator's bird banding video, possibly put out program flyer for September (programming & facility upgrades), complete press release on JBC remodel, look into activating Friends of Park District for upcoming levy.

9) Executive Session for the purpose of Employment of Public Employee & Compensation of Public Employee, ORC 121.22(G)(1)

Mr. Bradley moved, Mr. Moseley seconded the motion for the Board to go into executive session, per ORC 121.22(G)(1), for the purpose of Employment of Public Employee & Compensation of Public Employee.

Roll call vote: Mr. Bradley-Yea, Ms. Sams-Yea, Mr. White-Yea, Mr. Moseley-Yea, Mr. Kiracofe-Yea.

Motion carried.

Entered into Executive Session at 7:43pm.

Mr. Moseley moved, Mr. Bradley seconded to return from executive session.

Roll call vote: Mr. Bradley-Yea, Mr. Moseley-Yea; Ms. Sams-Yea; Mr. White-Yea; Mr. Kiracofe - Yea.

Motion carried.

Returned from executive session at 8:29 pm.

Mr. Bradley moved, Mr. White seconded to allow the Director to hire an intern up to 40 hours/week at \$10/hour.
Motion passed unanimously.

10) Adjournment

Mr. Moseley moved, Mr. White seconded to adjourn.
The meeting adjourned at 8:31pm.

Next Regular Meeting August 19, 2020 6:00 PM at Infirmary Mound Park - JBC