

Licking Park District Commissioners
Minutes of Regular Meeting – August 17, 2022

Board Chair Mr. Kiracofe called the August 17, 2022, Regular Meeting to order at 6:00pm at the James Bradley Center, Infirmary Mound Park.

I. Roll Call

Present: Mr. Moseley, Mr. Bradley, Mr. Kiracofe, Mr. White, Mr. Jenkins

Absent:

Staff: Ms. Lohrman, Director Waugh

II. Comments from the Public

Kyle Lund (member of the public) & Carolyn Carnes (Prosecutors office) attended the meeting.

III. Approve agenda items / Request for additional agenda items

Mr. Bradley moved, Mr. White seconded to approve the August 17, 2022 regular meeting agenda items.

Mr. Moseley suggested changing the order of the agenda, moving item *VIII.A LCC/LPD/TJEF Collaborative Funding Agreement on Bike Trail system* & item *VIII.G Longwell-Miles Memorial Park* to items IV. & V. so Ms. Carnes didn't have to stay for the entire meeting.

Motion carried by unanimous vote.

IV. LCC/LPD/TJEF Collaborative Funding Agreement on Bike Trail system

Mr. White moved, Mr. Jenkins seconded to approve the Collaborative Funding Agreement on Bike Trail system.

Director Waugh explained there are three pieces of documentation being approved.

One is the Novation Agreement with the TJ Evans Foundation, which substitutes responsibilities from the Licking County Commissioners to Licking Park District. The County Commissioners will stay on the agreement but LPD assumes responsibility.

This agreement excludes incorporated areas in Newark, Granville, & Johnstown on the TJ Evans bike path. Second is the Assignment of Easement on the Panhandle Trail from Dayton Rd to Felumlee Rd.

Ms. Carnes included that this fund will be used for major bike path repairs & the Licking Park District Board of Commissioners will have sole discretion on what constitutes a major repair.

Director Waugh concluded that the last piece of documentation provided is regarding the funding. He stated the Licking County Commissioners will put \$90,000/year for five years into a LPD Major Bike Trail Repair fund & Licking Park District will contribute \$75,000/year into the fund.

Roll Call Vote: Mr. Moseley-Yea, Mr. White-Yea, Mr. Jenkins-Yea, Mr. Bradley-Yea, Mr. Kiracofe-Yea

Motion carried by unanimous vote.

V. Longwell-Miles Memorial Park

Director Waugh stated the paperwork to donate the property to LPD was filed with the Licking County Probate Court in early August. The second phase is regarding an undisclosed amount of money that will be donated to Licking Park District via an account to be set up with the Licking County Foundation to use for improvements to the Longwell-Miles Park.

Ms. Carnes stated a non-oral hearing was scheduled on July 26th, a continuance was filed. The next date is September 13th at 1pm. Once the probate court approves the donation of land, she has the permission to accept & file it. She will also notify the judge that the Park District is completing a Land and Water Conservation Fund grant with a deadline of November 15th so timing is critical.

VI. Approval of Minutes

A. July 20, 2022 Regular Meeting Minutes

Mr. Bradley moved, Mr. Jenkins seconded to approve the July 20, 2022 regular meeting minutes.

Motion carried by unanimous vote.

B. July 25, 2022 Special Meeting Minutes

Mr. Bradley moved, Mr. Moseley seconded to approve the July 25, 2022 special meeting minutes.

Motion carried by unanimous vote.

C. August 1, 2022 Special Meeting Minutes

Mr. Bradley moved, Mr. Moseley seconded to approve the August 1, 2022 special meeting minutes.

Motion carried by unanimous vote.

VII. Financial Status of Park District

A. July 2022 Financial Summary

Mr. Moseley moved, Mr. Bradley seconded to approve the July 2022 financial summary.

Director Waugh presented the July 2022 financial summary to the Board.

Motion carried by unanimous vote.

VIII. Approval of July 2022 Revenue & Expenses

A. July 2022 Revenue & Expenses

Mr. Bradley moved, Mr. Moseley seconded to approve the July 2022 revenue & expenses.

Director Waugh presented the July 2022 Revenue & Expenses to the Board.

Motion carried by unanimous vote.

IX. Old Business

A. Update on Maintenance Employee

Director Waugh updated the Board on the status of the open maintenance position. An offer was made to a candidate but they declined the offer so the position has been reposted.

B. Brownsville Rd Landing - ODNR legal counsel required minor changes, transfer pending

Director Waugh updated the Board on the status of the Brownsville Road Landing project. ODNR legal counsel required some changes so the transfer is still pending.

X. New Business - Special Item Follow Up

A. Closed cell foam insulation in lower bay \$5,600.00 - North Central Insulation

Mr. Moseley moved, Mr. Bradley seconded to approve spending \$5,600.00 on adding closed cell foam insulation in the lower bay of the maintenance shop. Director Waugh stated this will help retain heat in the maintenance shop during the colder months.

Motion carried by unanimous vote.

B. Taft culverts and drainage \$5,000.00 - GM General Contracting

Mr. Bradley moved, Mr. Jenkins seconded to approve spending \$5,000.00 for culverts & drainage work at Taft.

Director Waugh stated this work will mitigate drainage issues at Taft and make the trails more all season trails.

Motion carried by unanimous vote.

C. Reese Wildlife Sanctuary culvert & parking installation \$9,500.00 - GM General Contracting

Mr. Bradley moved, Mr. Jenkins seconded to approve spending \$9,500.00 for culvert & parking lot installation at Reese Wildlife Sanctuary.

Director Waugh stated this work will allow maintenance access throughout the park & provide parking for visitors once it is opened for access.

Mr. Bradley suggested that with all the other projects happening, this project should wait. Mr. Moseley is concerned about opening up another park to visitors when staff is already overwhelmed with other park maintenance. He suggested leaving the gate closed & keeping it a "permit only" park until staff is able to catch up or more staff is hired.

The Board agreed to have the work completed but to leave the gate closed, keeping the park "permit only".

Motion carried by unanimous vote.

- D. Concord Rd parking lot change orders to be paid by TJEF \$9,762.50
Director Waugh updated the Board on the status of the Concord Rd parking lot. A drainage tile was installed. Additional excavation of poor soil was needed creating the need for additional subgrade material.
- E. Lobdell Battee Rd fencing at new parking lot \$6,103.81 - Legend Lawn & Landscape
Mr. Bradley moved, Mr. White seconded to approve spending \$6,103.81 to install a new wooden fence around the parking lot addition at Lobdell Park Battee Rd.
Motion carried by unanimous vote.
- F. Consultant selection for BST Lancer Rd Ext. - OHM Advisors
Director Waugh stated a Request for Qualifications was posted for design of the Buckeye Scenic Trail extension at Lancer Rd. Mr. Kiracofe, Mr. Moseley, & himself scored the consultant submittals. OHM Advisors scored the highest. A pre fee scoping meeting with ODOT & OHM representatives is scheduled for August 23rd.
- G. Authorize Fund Creation for Major Bike Trail Repairs & Gov't Partner Projects
Mr. Moseley moved, Mr. Bradley seconded to authorize a fund creation for Major Bike Trail Repairs and a fund for Government Partner Projects.
Director Waugh stated the accountant from REA & Associates, LPD auditing firm, suggested creating these separate funds, enabling LPD to track the annual \$150,000 committed by LPD to the Government Partner Projects fund and also the Major Bike Trail Repairs funds shared with the Licking County Commissioners.
Motion carried by unanimous vote.
- H. One Year Extension for grass cutting - Claggett Landscape
Mr. Bradley moved, Mr. White seconded to extend Claggett Landscapes mowing contract for one year. New rates will be in place.
Motion carried by unanimous vote.
- I. Lobdell Pit Toilet \$36,495.00 - Norwalk Concrete Industries
Mr. Bradley moved, Mr. Jenkins seconded to approve the cost increase to \$36,495.00 for the Lobdell Pit Toilet.
Director Waugh stated this project has been postponed to Spring 2023 so these funds will come out of the 2023 budget.
Motion carried by unanimous vote.

- J. Arena Area Parking (driveway) \$4,750 - Law General Contracting
Mr. Bradley moved, Mr. Moseley seconded to approve spending \$4,750.00 for a driveway near the Arena Area for parking access.
Director Waugh stated this drive will provide better parking opportunities to visitors of the Arena.
Motion carried by unanimous vote.

XI. Director's Report w/PPT

A. Director's Report

Director Waugh provided the Board a brief overview of the following current projects/topics using a PPT presentation:

Newell Bike Trail & Prairie, Concord Rd parking lot, Lobdell drainage work, Mirror Lake path, Nature Playscape willow, TJ Evans berm work, Catch 'Em All Canines event at dog park, Horse & Carriage event at IMP Arena, bikers on TJE trail traveling from Oregon to Washington DC

XII. Adjournment

Mr. Bradley moved, Mr. White seconded to adjourn.

Motion carried by unanimous vote.

The meeting adjourned at 7:52pm.

Next Regular Meeting September 21, 2022 6:00 PM at Infirmary Mound Park - James Bradley Center