

**Licking Park District Commissioners**  
**Minutes of Regular Meeting – July 27, 2023**

Board Chair Mr. Kiracofe called the July 27, 2023 Regular Meeting to order at 6:00pm at the James Bradley Center, Infirmary Mound Park.

- I. Roll Call  
Present: Mr. Moseley, Mr. Jenkins, Mr. White, Mr. Kiracofe  
Absent: Ms. Campbell  
Staff: Director Lund, Ms. Lohrman, Ms. McAdams
- II. Pledge of Allegiance
- III. Comments from the Public  
None.
- IV. Approve agenda items / Request for additional agenda items  
Mr. Moseley moved, Mr. Jenkins seconded to approve the July 27, 2023 regular meeting agenda items.  
Motion carried by unanimous vote.
- V. Approval of Minutes
  - A. June 21, 2023 Regular Meeting Minutes  
Mr. White moved, Mr. Jenkins seconded to approve the June 21, 2023 regular meeting minutes.  
Motion carried by unanimous vote.
- VI. Financial Status of Park District
  - A. June 2023 Financial Summary  
Mr. Moseley moved, Mr. White seconded to approve the June 2023 financial summary.  
Director Lund presented the June 2023 financial summary to the Board.  
Motion carried by unanimous vote.
- VII. Approval of June 2023 Revenue & Expenses
  - A. June 2023 Revenue & Expenses  
Mr. Moseley moved, Mr. Jenkins seconded to approve the June 2023 revenue & expenses.  
Director Lund presented the June 2023 Revenue & Expenses to the Board.  
Motion carried by unanimous vote.
- VIII. Old Business
  - A. Longwell-Miles Memorial Park - status update  
Director Lund stated that he had not received any new information regarding the Longwell-Miles Memorial Park case.

Mr. Kiracofe stated a possible outerbelt was being discussed & that it may run near or through this property. The Park District may want to investigate eminent domain & how it affects public property & if another public entity can take property from another public entity.

B. Palmer Road Swamp Preserve (Etna Township) - road extension status update

Director Lund stated that he had no new updates regarding the Palmer Road Swamp Preserve road extension project.

C. 5-Year Strategic Plan

Director Lund stated he was currently working on entering the numbers from the last meeting so he & Ms. Lohrman can review it & have it ready for a special meeting in early August, or for the next regular meeting, whichever the Board decides.

Mr. Kiracofe reminded the Board that discussion needed to take place regarding programming, staffing, & marketing.

Director Lund stated he, Ms. McAdams, & Ms. Lohrman are looking into using CivicPlus, which is a software platform for local governments. It will improve the Park website & provide a better program & rental registration site. He added that CivicPlus also has better marketing capabilities that are much more user friendly.

Mr. Jenkins suggested adding CivicPlus to the strategic plan & Director Lund stated he had already added it.

The Board agreed that they would review Director Lunds numbers once it was completed before scheduling another strategic plan meeting.

IX. New Business - Special Item Follow Up

A. Game Craze

Mr. White moved, Mr. Jenkins seconded to approve spending \$5,300.00 for Game Craze to set up inflatables, climbing wall, ax throwing, & obstacle course at the Harvest Moon Festival in October.

Director Lund stated these funds would cover the generators for the inflatables & Game Craze staffing for each attraction.

Motion carried by unanimous vote.

B. Panhandle Trail Repaving Project

Director Lund stated that only two bids were received for the Panhandle Trail Repaving Project. One bid was 10% over the engineer's estimate & the other bid was missing required paperwork. Because of this, the project will have to be re-bid.

C. Advertise for Commercial Mowing Bids

Mr. Moseley moved, Mr. Jenkins seconded to approve advertising for commercial mowing bids for Licking Park District parks & trails.

Director Lund stated it will be for a three year period with an option to extend the contract a 4th year.

Motion carried by unanimous vote.

D. Trailer Repair - Midway Truck & Trailer (\$2,705.12)

Mr. Jenkins moved, Mr. White seconded to approve spending \$2,705.12 for Midway Truck & Trailer to repair the fifth wheel trailer.

Director Lund stated the trailer locked-up on our maintenance team & is in need of repair.

Motion carried by unanimous vote.

E. Compensation Consultant (Commissioner White)

Mr. White presented example documentation to the Board on possible ways to integrate wage scales into job descriptions. He stated he's not knowledgeable in this area & suggested that the Board might want to hire a compensation consultant to establish compensation guidelines & implement a wage scale structure.

Ms. McAdams stated that she appreciated Mr. White's suggestion and agreed that a structured wage scale was very much needed. She stated that new and existing employees would then know what to expect in terms of wage trajectory. She also informed the Board that she is concerned that wage reviews were completed in February for maintenance staff, with no subsequent review of the remaining staff's wages. She encouraged the Board to review the remaining staff's job descriptions & wages.

X. Director's Report

Director Lund presented the Board with his director's report. Discussion took place on the following:

New sand at sand arena, new position descriptions, PACE attendance, installment of Riverview bollards, Nature Playscape progress, complaint of Newell mound, RentFun kayak rental

Mr. White asked if there was any report on how the Alexandria Fun Days went at Fritz-Drumm Memorial Park.

XI. Executive Session

A. Employment/Compensation of Public Employee

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

Roll call vote: Mr. Moseley-Yea, Mr. Kiracofe-Yea, Mr. White Yea,  
Mr. Jenkins Yea

The Board entered into Executive Session at 7:21pm.  
The Board returned from Executive Session at 8:31pm.

Mr. White moved, Mr. Jenkins seconded to accept the newly revised position descriptions & rates of pay of the following employees:

Ms. Lohrman, from Office Administrator to Fiscal Officer; new rate of pay  
\$25.00/hr

Ms. McAdams, Operations Administrator; new rate of pay \$28.52/hr

Ms. Balogh, from Program Coordinator to Program Manager; new rate of pay  
\$26.73/hr

Raises will take effect at the beginning of the next pay period starting August  
5, 2023.

Roll call vote: Mr. Moseley-Yea, Mr. Kiracofe-Yea, Mr. White Yea,  
Mr. Jenkins Yea

Motion carried by unanimous vote.

Mr. White moved, Mr. Jenkins seconded to conduct annual performance  
evaluations in August (with the exception of Erick Arthurs, to be conducted in  
May due to his anniversary date).

Roll call vote: Mr. Moseley-Yea, Mr. Kiracofe-Yea, Mr. White-Yea,  
Mr. Jenkins-Yea

Motion carried by unanimous vote.

## XII. Adjournment

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

Motion carried by unanimous vote.

The meeting adjourned at 8:56pm.