

Licking Park District Commissioners
Minutes of Regular Meeting – December 20, 2023

Board Chair Mr. Kiracofe called the December 20, 2023, Regular Meeting to order at 6:00 PM at the James Bradley Center, Infirmary Mound Park.

I. Roll Call

Present: Ms. Campbell, Mr. Jenkins, Mr. Kiracofe, Mr. Moseley, Mr. White

Staff: Director Lund, Ms. Lohrman, Ms. McAdams

II. Pledge of Allegiance

III. Comments from the Public

Jim Bradley was in attendance. He wanted to thank Mr. Moseley for his years of service since the December meeting would be Mr. Moseley's last as a board member. Mr. Bradley also wanted to voice his concerns regarding the kayak rentals that would be taking place at Infirmary Mound Park next spring. He is concerned about the insurance & liability to the Park District & believes the Board should rethink the project. Lastly, he wanted to confirm his \$25,000 donation to the Licking Park District fund at the Licking County Foundation. This money is to be used for the upkeep & remodeling of the James Bradley Center. He also suggested advertising this fund to the public so they would be aware of the fund at the foundation.

Steve Holloway (former board member) was also in attendance to thank Mr. Moseley for his service to the Park District.

Mr. Kiracofe presented Mr. Moseley with a certificate to recognize his nine years of service to the Licking Park District.

IV. Approve agenda items / Request for additional agenda items

Mr. Moseley moved, Ms. Campbell seconded to approve the December 20, 2023 regular meeting agenda items.

Motion carried by unanimous vote.

V. Approval of Minutes

A. November 15, 2023 Regular Meeting Minutes

Mr. White moved, Mr. Moseley seconded to approve the November 15, 2023 regular meeting minutes.

Motion carried by unanimous vote.

VI. Financial Status of Park District

A. November 2023 Financial Summary

Ms. Campbell moved, Mr. Moseley seconded to approve the November 2023 financial summary.

Director Lund presented the November 2023 financial summary to the Board.
Motion carried by unanimous vote.

VII. Approval of November 2023 Revenue & Expenses

A. November 2023 Revenue & Expenses

Mr. Moseley moved, Mr. White seconded to approve the November 2023 revenue & expenses.

Director Lund presented the November 2023 Revenue & Expenses to the Board.

Motion carried by unanimous vote.

VIII. Old Business

A. Longwell-Miles Memorial Park - status update

Director Lund stated he had no new updates on the Longwell-Miles Memorial Park.

B. Compensation Consultant - award of contract

Ms. Campbell moved, Mr. Jenkins seconded to approve spending \$5,300.00 with Clemans Nelson to review staff wages & will also include administrative guidelines.

Director Lund received a few proposals from a few different companies, however he only received back references from one company, Clemans Nelson located in Dublin, OH.

Mr. White asked if this company will do one-on-one interviews with staff & Director Lund stated they will perform multiple research techniques along with interviews to tailor each evaluation with Licking Park District's unique job descriptions.

Motion carried by unanimous vote.

C. General Mowing Services - award of contract

Mr. Moseley moved, Ms. Campbell seconded to award Local Roots the 2024-2027 park facilities mowing contract for \$313,695.00 & the 2024-2027 bike trail mowing contract for \$40,470.00.

Director Lund stated he & staff had reviewed the candidates who submitted bids for the mowing services for the park facilities & the bike path. After calling references, interviewing candidates, & watching equipment demos for work next to the bike path, he & staff recommended Local Roots.

Motion carried by unanimous vote.

D. Budget 2024

Mr. White moved, Mr. Jenkins seconded to approve the 2024 Licking Park District budget.

Director Lund presented the 2024 budget to the Board.

Discussion took place. Ms. Campbell expressed appreciation for the changes being noted in red font.

Motion carried by unanimous vote.

IX. New Business - Special Item Follow Up

A. Program Coordinator

Mr. Jenkins moved, Ms. Campbell seconded to approve advertising the rate of pay for the Program Coordinator position at \$21.00 to \$26.00 per hour. Director Lund stated he had researched Ohio Parks & Recreation Association and National Recreation & Park Association data, and after adding inflation percentages to other program coordinator rates, the minimum hourly rate was \$21.43/hour & the maximum was \$32.73/hour. Based on this information, he recommends advertising the starting rate at \$21.00 - \$26.00 per hour. Motion carried by unanimous vote.

B. TJ Evans Trail - 2025 construction project detour (City of Newark - Engineers Office)

Mr. White moved, Mr. Moseley seconded to approve & support the 2025 City of Newark construction project & detour on the TJ Evans Bike Path. Director Lund explained the City of Newark is starting a construction project in 2025, which will impact the traffic on the TJ Evans Bike Path near the OSU Newark campus. He just needs an approval from the Board that the Licking Park District supports the construction & approves of the detour. Motion carried by unanimous vote.

C. Cost of Living Increase

Ms. Campbell moved, Mr. White seconded to approve a 5% Cost of Living Increase to staff, effective 12/23/2023. Director Lund stated since the Park District normally matches what the Licking County Commissioners approve for the rest of the county employees, 5% is what the County Commissioners approved. He also stated that health insurance premiums would be increasing 3% in 2024. Motion carried by majority vote.

D. Demolition of Taft House - award of contract

Mr. Jenkins moved, Ms. Campbell seconded to approve spending \$7,350.00 with Lindsey Farm & Services to demolish & clean up the old farm house at Taft Reserve. Director Lund stated the farm house in the middle of Taft Reserve is a huge liability, being that it is unsafe to set foot in. No Trespassing signs were posted in the past, however the site needs to be demolished & the material buried in the basement. He reassured the Board that the sandstone foundation will be removed & used at other Licking Park District projects. Mr. Bradley suggested an impact study be done first, before work begins. Motion carried by unanimous vote.

E. New website design & recreation management software - award of contract
Mr. Moseley moved, Mr. Jenkins seconded to approve spending \$34,337.50 to CivicPlus for new website & recreation software.
Director Lund stated he was able to drop the original price to \$34,337.50 with an annual fee of \$10,317.00 for the website & an annual fee of \$8,500.00 for the recreation management site. He stated the new website should be implemented by April 1, 2024.
Mr. Jenkins asked if there would be a mobile friendly version & Director Lund confirmed there would be.
Motion carried by unanimous vote.

F. Reversible Vibratory Plate for Trail Work - \$4,800.00 (DW Lift Sales)
Mr. Moseley moved, Ms. Campbell seconded to approve spending \$4,800.00 with DW Lift Sales for a reversible vibratory plate for trail work.
Director Lund stated Ms. Jennings requested this self-propelled machinery for compacting surfaces on trails so we can reopen them faster & perform better compacting work versus using a skid steer, which sometimes does more damage to trails.
Motion carried by unanimous vote.

G. 2024 Board Meeting Schedule
Mr. Kiracofe stated this can wait until a new Board is in place at the January 2024 meeting.

X. Director's Report

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

Recreational marijuana rule update, state capital budget funds for Riverview Reserve project (50% match), snow removal quotes, Hanover Village government partner project funds, Staddens Landing launch replacement, staff attendance at prescribed burn seminar, Bradley Center furnace repair, attending annual trustee meeting January 20th, Board Member position description.

Ms. Campbell stated she attended Ms. Balogh's night tree program & it was wonderful.

XI. Adjournment

Mr. Moseley moved, Mr. White seconded to adjourn.
Motion carried by unanimous vote.
The meeting adjourned at 7:17 PM