The Board of Park Commissioners met at River Cliff Lodge on April 20th, 2022 at 9:00 AM.

**Roll Call**

Commissioner Lawrence called the meeting to order at 9:04 am. Christina Warden conducted the roll call showing Commissioners Fails and Moore, and Lawrence were present, HR Business Manager Christina Warden and Director Andrew Brown was in attendance.

**Recognition of Visitors/Public Participation/Correspondences**: None

**(1)** Motion to accept minutes of the March 16th, 2022 Regular Meeting was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-yes and 0-no.

**Finances**

**(2)** A motion to approve the financial reports was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-yes and 0-no. Copies are included in the Proceedings of the Board of Park Commissioners Journal.

Expenditures were approved as presented.

**Credit Card Report:** HRBusiness Manager Christina Warden gave her credit card report at the meeting.

**Then and Now Certificates:** Certificates are attached.

**Departmental Reports**

Copies of Departmental Reports are included in the Proceedings of the Board of Park Commissioners Journal. Hunting Report was also included.

Purchase of Rifles from Brock Arms Direct, LLC (included in budget) – policy – training.

Magsig Farm Property Lease Draft.

Rotary Lodge Open House is May 12th.

**Unfinished Business**

**Update on HVAC Replacement at River Cliff Lodge**: We’re waiting on a couple of items then we should be able to complete the final punch list. The unit is working so we have heating and cooling, which is excellent.

**(3) Authorizing Fremont Rotary to Hold Social & Fundraising Events at Rotary Lodge:** The Fremont Rotary Club has requested to hold events at River Cliff Lodge again this year, including BYOB social events but also Rotary Lodge fund raising events for the renovations that would have an open bar. The Fremont Rotary Club possesses an insurance policy which covers the liability for such an occasion. A motion to approve Rotary Club Social and Fund-Raising events at River Cliff Lodge in 2022 with BYOB alcohol was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(4) River Cliff Renovations:** There has been some discussion on how to proceed with access at River Cliff. I’ve included a recent quote from M&B for paving. According to the OPRA ODOT Metropark Fund Program Manager, we should have approximately $80,505.60 available after July 1st, 2022. The quote we received and that is enclosed is $120,415.00. A motion to do paving originally planned was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(5) Adopting ODOT policies for LPA**: The included policies are required to be in place by ODOT for the Park District to participate in the Local-Let Program for Local Public Agencies. A motion to approve the enclosed policies, to be included in our Standard Operating Guidelines was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(6) Park District Awarded $122,810 Additional Grant Funding for Terra Bike Path Project**: We’ve been awarded additional ODNR grant funding which we applied for back in 2021. The Park District will be working with ODNR and ODOT to coordinate funding. A motion to approve Director executing contract was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(7) Ratifying the ODNR Recreational Trails Program Categorical Exclusion Form:** In order to be eligible for the funding, and also in order to meet deadlines, Director Brown executed the form that is required by ODNR and is requesting the execution be ratified by the board. A motion to ratify the Execution of the CE Form was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**Update on the Christy Farm Nature Preserve Master Plan**: The final draft on the plan is nearly complete. The hope is that with these plans complete we can look at future funding and partnerships to help the plan become reality. Met with Brittany Stiltner, Sandco CEO, and a couple of board members of Sandco to discuss possible future partnerships.

**New Business**

**(8) Accepting the Resignation of Park Worker Patrick Shull:** Mr. Shull has decided to resign from his position with the park district. We thank him for dedicated service and wish him luck in his future endeavors. His resignation letter is enclosed. A motion to accept the resignation of Mr. Shull was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(9) Resolution 2022-15: Appointment of Noah Eberly to the Position of Park Worker:** This resolution is authorizing the appointment of Noah Eberly as Full-time Park Worker and sets his rate of pay at $15.00/hour, non-exempt. A motion to approve Resolution 2022-15 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(10)** **Resolution 2022-16: Appointment of Additional Seasonal Employees for the 2022 Season:** A motion to approve Resolution 2022-16 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(11) Resolution 2022-17: Purchase & Installation of Windows at Creek Bend Farm House:** Program Supervisor Deb Nofzinger has provided a letter which details the project the quotes she received by the companies that provided quotes. Due to the historic nature of the house, she is recommending that the Park District utilize Tritch Door and Window, LLC of Fremont, Ohio to replace the windows for $27,122.00. A motion to approve Resolution 2022-17 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(12) Ratifying the Authorization of Director to Execute the Amended Professional Services Agreement with CT Consultants for Creek Bend Farm Pedestrian Bridge & Trail:** This is an amendment to an agreement that was previously approved (Resolution 2019-11) then later amended (12-15-2021) and provided additional services for this project. CT Consultants has incorporated four work items into one agreement. These are the same fees that were in the amended agreement from December, with the exception of the TTL Assoc. lateral load defection evaluation ($1,595). This is a passthrough charge with no mark-ups from CT. I am asking to have the execution ratified since we needed to get TTL moving quickly. The surveying and base mapping is completed, and a preliminary design should be ready in the next few weeks. The project has an anticipated completion date of June 2023. A motion to Ratify the Execution of the Amended Agreement was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(13) Adjournment:** Next regular meeting is scheduled will need to be moved to Thursday May 26th, 2022 at 9:00 a.m.; River Cliff Lodge. A motion to adjourn was made by Mr. Fails.

With no further business, the Board adjourned at 10:29 am.

**Board of Park Commissioners**

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Bradford J. Lawrence

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James B. Fails

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George B. Moore

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Andrew Brown, Director/Secretary Date