MINUTES OF THE WARREN COUNTY BOARD OF PARK COMMISSIONERS

**Regular Monthly Meeting – August 17, 2022**

***A CALL MEETING TO ORDER***

Park Commissioner, Ben Yoder called the Park Board meeting to order on August 17, 2022, at 3:03 p.m. The meeting was held in the Park Office. Park Commissioner Wendy Monroe was also present. Larry Easterly and Shannon Aquino were present as well.

# *B RECOGNITION OF GUEST*

# Chris Hice with Kimley Horn attended today’s meeting to discuss future planning recommendations regarding the District’s master plan. The recommendations provided represent a 5–7 year plan and would also address Americans with Disability Act (ADA) requirements. Mrs. Monroe noted the Regional Planning Commission would help with the District’s five-year plan, but the process has not begun. She stressed the need to get the planning process in motion, however, movement would be dictated by the District’s financial resources. She noted a collaboration between the Regional Planning Commission and an outside firm may be an option and she would make some inquiries. Mr. Hice provided estimates for his recommendations - $150,000-$200,000 for the 2022-2026 recommendations and $15,000 - $20,000 for the 2022 recommendations only. He felt completing the 2022 recommendations would give the District valuable information to present to the Warren County Commissioners. Mr. Hice also noted American Rescue Plan Act (ARPA) funds could be a potential funding source option. Mrs. Monroe noted she could discuss ARPA funds with the County Administrator in the future if it becomes needed. She also noted she would inquire with the Reginal Planning Commission regarding how much they would charge to complete a plan for the District. Mr. Yoder noted his expectation would be for the District to revisit this topic in the first or second quarter of 2023 – once the District is able to review financial and operational capability. Mr. Hice left the meeting once the Board went into executive session.

## C READING AND APPROVAL OF THE MINUTES AND RESOLUTIONS

Mr. Yoder made a motion to approve the minutes from the regular monthly meeting held on July 20, 2022. Mrs. Monroe seconded the motion. Motion carried with a unanimous voice vote.

Mr. Yoder made a motion to approve the minutes from the special meeting held on July 28, 2022, as amended. Mrs. Monroe seconded the motion. Motion carried with a unanimous voice vote.

Mr. Yoder made a motion to approve the minutes from the special meeting held on August 9, 2022. Mrs. Monroe seconded the motion. Motion carried with a unanimous voice vote.

Mr. Yoder made a motion to approve Resolution 2022-03 Pay Increases Due To Economic Impact. Mrs. Monroe seconded the motion. Motion carried with a unanimous voice vote.

Mrs. Monroe made a motion to approve Resolution 2022-04 Authorized Signatories. Mr. Yoder seconded the motion. Motion carried with a unanimous voice vote.

## D READING AND APPROVAL OF RECEIPTS AND EXPENSES

9938 and 9944 Receipts & Expenses for the month of July 2022 were tabled.

Mrs. Aquino provided information concerning Fund 9938 and Fund 9944 cash balances. She also provided an update on the progress that was being made in the finance office since starting August 10, 2022.

## E UP-DATE ON PARKS/EVENTS

The Board reviewed the July 2022 Park Updates for all parks provided by Mr. Easterly.

The Board reviewed the July/August 2022 Naturalist/Marketing Report provided by Shannon Pennington.

# *F OLD BUSINESS*

**American Rescue Plan Act (ARPA) Funds –** Mr. Easterly reported prices are constantly increasing and funds are not going to go as far as previously expected.

**Park Rules –** Mr. Yoder noted the park rules are still in process and haven’t been officially approved. Mrs. Monroe would like to see these rules approved as soon as possible and requested to see them included on the September 7, 2022 regular meeting agenda. Mr. Yoder noted he would follow up with legal counsel.

**Park Financials –** Cash balances were provided and noted in Section D above. Mr. Yoder asked Mrs. Aquino to follow up with the County Auditor’s office regarding Fund 744 – specifically what this fund is for and whether/how the Park District can access the funds.

**Keevercreek Retention Pond –** Mrs. Monroe would like to understand the legal requirements concerning the ownership and maintenance of the Keevercreek retention pond. This is in response to a member of the Estates of Keevercreak HOA board addressing concerns at the July 20, 2022 board meeting.

###### *G NEW BUSINESS*

**Budget Commission Meeting –** Mr. Easterly and Mrs. Aquino will be meeting with the County Budget Commission on August 24, 2022.

**Drake Rd. Property –** Mr. Easterly reported the owner (Jim Lutmer) of this property contacted him, letting him know he anticipates selling the property within the next two years. The owner noted the District will have first priority to purchase when he goes to sell.

**Staff Issues –** Mr. Easterly noted an employee that was recently hired to shadow the Maintenance Supervisor resigned. Mr. Easterly will look for a replacement as this is a position that needs to be filled. He noted the District’s staffing needs are not being met and it has resulted in areas not receiving the attention they deserve – for example, the ball fields. He noted receiving complaints from sports groups regarding the poor shape the ball fields are in and even though there are volunteer groups that help with maintenance, it isn’t enough. Mr. Easterly requests the Board to consider allowing him to hire an additional full-time employee, to be paid from Fund 9938. Mr. Yoder requested Mrs. Aquino calculate the cost of adding an additional full-time employee and bring to the September 7, 2022 regular meeting.

## H EXECUTIVE SESSION

Mr. Yoder made a motion to enter into executive session at 4:44 pm pursuant to R.C. 121.22(G) (1) for the purposes of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Mrs. Monroe seconded the motion. By individual roll call vote, Mrs. Monroe – yea, Mr. Yoder – yea, Mr. Blazey – absent. Attendees included two Park Commissioners – Wendy Monroe and Ben Yoder, Larry Easterly – Park Director, and Shannon Aquino – Office Manager.

# Mr. Yoder made a motion to adjourn out of executive session back into the regular meeting at 5:04 pm. Mrs. Monroe seconded the motion. By individual roll call vote, Mrs. Monroe – yea, Mr. Yoder – yea, Mr. Blazey – absent. Regular monthly meeting resumed at 5:05 pm.

# Mr. Yoder made a motion to preemptively approve execution of the resignation agreement presented to Victoria VonHolle if signed by same on or before August 26, 2022 or, alternatively to terminate Victoria VonHolle, effective August 26, 2022, if no resignation agent is submitted on or before August 26, 2022. Mrs. Monroe seconded the motion. By individual roll call vote, Mrs. Monroe – yea, Mr. Yoder – yea, Mr. Blazey – absent.

###### *I ADJOURMENT*

Mr. Yoder made a motion to adjourn at 5:06 pm. Mrs. Monroe seconded the motion. Motion carried with a unanimous voice vote. The next Board meeting is scheduled for Wednesday September 7, 2022.