MINUTES OF THE WARREN COUNTY BOARD OF PARK COMMISSIONERS

**Regular Monthly Meeting – September 21, 2022**

***CALL MEETING TO ORDER***

Park Commissioner, Wendy Monroe called the Park Board meeting to order on September 21, 2022, at 2:08 p.m. The meeting was held in the Park Office. Park Commissioners Wendy Monroe and Jeff Blazey, Park Director Larry Easterly and Office Manager Shannon Aquino were present as well.

# *RECOGNITION OF GUEST*

# Katie Horvath with the Warren County Prosecutor’s Office attended today’s meeting to contribute to discussions concerning contract language/approvals and to answer questions regarding the Keevercreek retention pond.

## APPROVAL OF CONTRACT

Mr. Blazey made a motion to approve the voluntary resignation agreement with Victoria VonHolle, as amended. Ms. Monroe seconded the motion. Motion carried with a unanimous voice vote.

## READING AND APPROVAL OF THE MINUTES AND RESOLUTIONS

Mr. Blazey made a motion to approve the minutes from the regular monthly meeting held on September 7, 2022. Ms. Monroe seconded the motion. Motion carried with a unanimous voice vote.

## READING AND APPROVAL OF RECEIPTS AND EXPENSES

Ms. Monroe made a motion to approve the Receipts & Expenses for the month of August 2022. Mr. Blazey seconded the motion. Motion carried with a unanimous voice vote.

## DEPARTMENT UPDATES

The Board reviewed the Parks Update.

The Board reviewed the financial documents provided – the cash basis financials YTD August, the budget balances as of September 15, 2022, and the working draft of the five-year forecast.

The Board reviewed the Naturalist & Marketing Report.

# *OLD BUSINESS*

**American Rescue Plan Act (ARPA) Funds –** Mr. Easterly noted we were approved for funds, yet we still have not received them. He will reach out to get a status update.

**Park Rules –** Ms. Monroe made a motion to approve the updated park rules. Mr. Blazey seconded the motion. Motion carried with a unanimous voice vote. Ms. Aquino will have the new rules updated on the Park District website.

**Keevercreek Retention Pond –** Ms. Horvath provided information regarding the District’s responsibilities/ownership of the pond. Mr. Easterly provided a plan of what he could do to clean the pond, however, didn’t know if it would meet the needs of the residents of Keevercreek. He will contact the HOA and set up a time to discuss the services he can provide. He also noted he would check with the Warren County Soil and Water department to see if they would have additional recommendations. Ms. Monroe voiced concerns as to how the pond became a part of the District. Documents were reviewed, however, questions still remained. Mr. Easterly noted he would do some research on his end and see what additional information he can locate.

###### *NEW BUSINESS*

**Soil and Water –** The Warren County Soil and Water Department would like to relocate their offices to Armco Park. Mr. Easterly will reach out to the department and set up a meeting to discuss details – Ms. Monroe will also attend the meeting.

**Drake Rd. Property –** Mr. Easterly received an email from Chuck Petty – Engineers Office, to discuss putting a 3-acre detention pond on the back of our Drake Rd. property (along State Route 48). The pond would help with stormwater issues for a neighboring subdivision. Decision was made to table the discussion.

**ODOT Easement** – Mr. Horvath wanted to discuss the ODOT easement that runs along State Route 741 in front of Armco Park. The easement was signed in 2019, however, was not recorded. Mr. Blazey made a motion to authorize the Park Director to re-sign the ODOT highway easement. Ms. Monroe seconded the motion. Motion carried with a unanimous voice vote.

**Christmas Lights at Armco –** Ms. Horvath provided an updated contract and noted her concern of it reading like a joint venture – should be treated as a temporary license to use the park, therefore, she reconstructed the original contract as a land transaction. Ms. Horvath also recommended a map of the course be included and Mr. Easterly and Ms. Monroe had reservations – noting it could inhibit making changes if needed. Mr. Easterly will provide a map of accessible areas within the park for the event and will email to the company. Mr. Easterly will also provide a map for the potential 5K course. Ms. Horvath noted the changed in insurance coverage, increasing from $1,000,000 in the original contract to $2,000,000 in the revised version. Ms. Aquino will email the updated insurance language to the District’s insurance agent to review. Mr. Easterly will follow up concerning language under item #26 – clarifying whether labor to run the snowplow is included. Ms. Monroe instructed Ms. Horvath to update Exhibit C, item 8 – removing the $.50 fee. Ms. Monroe will email a copy of the revised contract to the Alleen Company, explaining the changes. Ms. Monroe made a motion to have the Board President sign the final contract once the Park Director and he are satisfied with the terms. Mr. Blazey seconded the motion. Motion carried with a unanimous voice vote.

###### *ADJOURMENT*

Ms. Monroe made a motion to adjourn at 4:42 pm. Mr. Blazey seconded the motion. Motion carried with a unanimous voice vote. The next Board meeting is scheduled for Wednesday October 5, 2022 at 2:00 pm.