MINUTES OF THE WARREN COUNTY BOARD OF PARK COMMISSIONERS

**Regular Monthly Meeting – November 2, 2022**

***CALL MEETING TO ORDER***

Park Commissioner Ben Yoder called the Park Board meeting to order on November 2, 2022, at 2:03 pm. 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 also present.

# *RECOGNITION OF GUEST*

Joe Trania with ParkRun attended today’s meeting to introduce his organization and the potential use of the District’s parks. ParkRun started 18 years ago in England and the organization sponsors unsanctioned 5K events on a weekly basis. There are currently 55 clubs in the United States, with four being in Ohio – all northeast part of the state. He was part of the Canton club and noted about 75 people would show up weekly to complete the 5K. The events are no cost to participants and 100% run by ParkRun volunteers. ParkRun provides all the resources the volunteers need to organize the events – being sponsored heavily by health insurance companies who see the benefits of encouraging weekly exercise and community. Mr. Trania noted to keep participants safe, it would be important to limit/remove access of cars during the scheduled events. This is also a requirement for ParkRun’s insurance policy. Ms. Monroe noted the District could not close off the roads to Armco Park, however, there are other areas of the park that aren’t accessible by car that could be used. Mr. Trania also noted that if there was a conflict or bad weather, the event could either be rescheduled or cancelled. The three websites are as follows: parkrun.com, parkrun.us, parkrunforever.com. Mr. Blazey mentioned the District has many other parks, for example Hisey – that could be a good location for these events in addition to Armco Park. Mr. Easterly noted he sent a copy of the ParkRun contract to the Warren County Prosecutor’s Office for review and will follow up on the status.

## READING AND APPROVAL OF THE MINUTES AND RESOLUTIONS

Mr. Yoder made a motion to approve the minutes from the regular monthly meeting held on October 19, 2022. Mr. Blazey seconded the motion. Motion carried with a unanimous voice vote.

# *OLD BUSINESS*

**American Rescue Plan Act (ARPA) Funds –** Ms. Aquino explained the two ARPA agreements had been approved and signed by the Warren County Commissioners and the District would receive the funds once contracts have been signed. Mr. Easterly noted he would be setting up a meeting regarding the ballfield project and if the price is reasonable, he would like to do all four fields, not just two.

###### *NEW BUSINESS*

**Approval of Purchases in Excess of $10,000 –** Mr. Yoder made a motion to approve the purchase of a bat-wing mower, with a cost not to exceed $110,000. Mr. Blazey seconded the motion. Motion carried with a unanimous voice vote.

**Hisey Restrooms –** Mr. Easterly received a few quotes for different restroom options for Hisey Park. The first option was green flush toilets – with a single toilet cost of $120,000 and double toilet cost of $148,000. The second option was to use trailer portolets and those go as low as $39,000 but aren’t handicap accessible. The handicap accessible version is $96,000. Ms. Monroe mentioned the possibility of looking into grant options for this project. In addition, the District could consider letting the renter of the park obtain their own portolets. Mr. Easterly will research grant options for restrooms.

**Ballfield Dirt –** Mr. Easterly stated dirt is $1,000/load and each ballfield takes 2 loads – with 28 ballfields (not including Armco), that comes to $56,000. He will request a formal quote but said there aren’t other companies out there that sell what the District needs. He would like to get a price locked in because he expects the price to increase next year.

**Spicer Property –** Mr. Easterly noted his employees are working to clean up the property and will likely need a dumpster or two. He met with the City of South Lebanon and they want to be involved in the project. South Lebanon is applying for a CDBG grant to be used for the road that leads to the property. Mr. Easterly noted the District could apply for the Clean Ohio grant and see if South Lebanon could provide the required 25% match. The grant is coming up in February 2023 and Mr. Easterly feels confident the District could receive it. The District started the application process in 2022, however, did not submit. At that time, the project was estimated at almost $2 million.

**Silverbud Solutions LLC Contract –** Mr. Yoder made a motion to approve the contract for accounting services as presented – for the period of November 2, 2022 – November 1, 2023, at $50/hour. Ms. Monroe seconded the motion. Motion carried with a unanimous voice vote.

**Draft 5-year Forecast –** Ms. Aquino presented the updated document, with actual numbers as of October 26, 2022. She noted the District has received more revenue than currently budgeted, which is helping increase the fund balance. She also noted making changes to the salary and salary-related expense budgets.

**Draft 2023 Budget –** Ms. Aquino presented the draft document for the Board to review. The final budget will be presented at the next meeting for approval.

**Strategic Planning –** Mr. Yoder tried reaching out to OPRA to gain information regarding job descriptions and salaries – he couldn’t get the information he needed. Ms. Aquino had obtained information from a public records request with MetroParks of Butler County and noted she would email the information to the Board. Mr. Easterly noted he would inquire with the Clermont County Park District and see what information he could obtain. Mr. Yoder mentioned setting up a time to meet with Warren County senior management to discuss the Board’s plans – likely later in November. Discussions will continue next board meeting.

###### *ADJOURMENT*

Mr. Yoder made a motion to adjourn at 4:34 pm. Ms. Monroe seconded the motion. Motion carried with a unanimous voice vote. The next Board meeting is scheduled for Wednesday November 16, 2022 at 2:00 pm.