



MINUTES – REORGANIZATION AND REGULAR MEETING
Fairfield County Board of Park Commissioners

Date: Monday, January 10, 2022 **Time:** 2:00 p.m.

Place: Fairfield County Records Center; 138 W Chestnut St; Lancaster, OH 43130

Attendees:

Commissioners:	Jeffrey Feyko, Chair Ami Williams, Vice Chair Jeffrey Johnson Sherry Orlando
Legal Counsel:	Amy Brown-Thompson Josh Horacek
Director:	Marcey Shafer
Park Staff:	Ginger Caito, Finance & Administration Kimber Caito, Media Coordinator
Visitors:	Lori Hampshire

OPENING OF REORGANIZATION MEETING

Call to Order at 2:00 p.m. by Jeffrey Feyko

Roll Call Vote by Finance & Administration

Vote	Present	Absent
Jeffrey Feyko	✓	☐
Ami Williams	✓	☐
Jeffrey Johnson	✓	☐
David Smith	☐	✓
Sherry Orlando	✓	☐

NOMINATION OF COMMISSIONER POSITIONS

Nomination of Commissioner, Jeffrey Feyko, to be Chairperson

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

Nomination of Commissioner, Ami Williams, to be Vice-Chairperson

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

OPENING OF REGULAR SESSION

Call to Order at 2:01 p.m. by Jeffrey Feyko

Roll Call Vote by Finance & Administration

Vote	Present	Absent
Jeffrey Feyko	√	<input type="checkbox"/>
Ami Williams	√	<input type="checkbox"/>
Jeffrey Johnson	√	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	√
Sherry Orlando	√	<input type="checkbox"/>

PUBLIC COMMENTS

There were no public comments.

COMMITTEE UPDATES

There were no committee updates to report.

STAFF REPORTS

Marcey Shafer, Director

Marcey said she spoke with interested parties about Shade Covered Bridge, advising them quotes will be obtained for various options.

Marcey said she and Kimber have communicated with Baltimore Holiday Market about the recent event. She mentioned parking at that and other large events at Smeck Park has been an issue. The master plan for Smeck Park suggests a new parking area where the

current playground is. She explained she feels putting a parking lot in that area would disrupt the feel and appearance of the park. Rather, since there are only 3-4 times per year when parking becomes an issue, we would make arrangements for off-site parking during major events. There was a brief discussion about parking options.

Marcey reported volunteers served over 900 hours last year.

Chad Reed, Operations Coordinator

Marcey reported there was flooding in the Pickerington office basement in late December. Chad made repairs and resolved the issue. Jeffrey Feyko asked about the sandstone that is to be moved to Lockville Canal Park. Marcey explained that Jack Campbell will engrave it and it will be placed near one of the locks.

Kimber Caito, Media Coordinator

Kimber said that she would be happy to answer any questions about her report. There were no questions.

Wahkeena Nature Preserve (Tom Shisler & Nora Steele)

Marcey stated Tom Shisler is helping her to research whether the small house at Wagner Preserve was a toll house.

She explained that Nora and Kimber worked on the “Whooooo Is In the Park” program, an activity that gets people to libraries and parks.

CREDIT CARD EXPENSES

Review of Credit Card Statement

There were no questions regarding expenses. Ginger stated she marked items to help Board members identify charges. Sherry Orlando thanked Ginger. Jeffrey Johnson recommended contacting local ODOT to see if rock salt can be purchased at a better price.

OLD BUSINESS

C&O Railway Caboose, Joint Venture with Hocking Valley Enterprises

Marcey explained that before she contacts the owner of Hocking Valley Enterprises, she is trying to reach the interested parties in Sugar Grove. She is awaiting a response from Sugar Grove’s mayor.

Permanent Restroom at Smeck Park

Marcey reported that construction should begin in April 2022.

Mambourg Park Picnic Shelter at Mambourg Park

Timbercraft has been sold. We have a new contract with the new owner. Amy Brown-Thompson said she will review the contract and respond to Marcey by next week. Marcey said the new company will contract the physical installation. Sherry Orlando asked when construction will begin. Marcey explained we need to have the concrete slab installed before construction begins; construction of the shelter is scheduled to begin in March 2022.

Wigwam Trails

Marcey explained it was our understanding that we were to begin work on the trails. However, when Chad, Alex, and Chris were onsite to begin clearing, two Violet Township trustees questioned them. After speaking with Marcey by phone, the trustees said to continue the work. A map of the proposed trail layout will be presented to Violet Township before doing additional work on site. Joshua Horacek advised Marcey there is a new Violet Township administrator and suggested she contact that person.

Marcey said Carol Abbot has used the Google Earth Pro app to identify property boundaries at some parks. There was a brief discussion about use of that app and surveys that have already been done by a local company.

Covered Bridges (Shade and Hummel) Misty Valley Park

Marcey said that next week, a person from Micro will meet her on site to provide a quote for various options. Jeffrey Feyko asked who on staff would be knowledgeable enough to meet with that person to discuss what parts of the bridges are salvageable. Jeff Johnson volunteered to go with Tom Shisler to meet with the Micro representative.

Board/Staff Retreat

Marcey asked if this event should be put on the calendar. Jeffrey Johnson and Sherry Orlando suggested April 11 from 12:00-4:00 p.m. at Mambourg Park. Sherry Orlando and Ami Williams will create an agenda.

Geological Survey at Rock Mill

Marcey said there are no updates to report at this time.

NEW BUSINESS

Elias B Wagner Preserve Property Buildings

Marcey stated there are several buildings on the property. The Land Bank offers a program to pay for demolishing unused buildings. Because of their poor conditions, the large house and all the small outbuildings should probably be razed. As mentioned, Tom Shisler is helping Marcey research the small house that some believe was a toll house. The Land Bank's grant application deadline is the end of January. There was a discussion regarding possible salvage of items in the buildings. Ami Williams suggested accepting bids for salvage.

Marcey asked the Board if the Contract Services budget can be used to hire a contracted project manager to help oversee contracts while she and Chad learn more about those processes. Joshua Horacek explained consultants can be hired without a bid process. Ami Williams stated any such contractor should be required to have a background check.

LEGAL UPDATES

Amy Brown-Thompson stated there are no updates to report.

REVIEW OF MINUTES

Minutes of the December 13, 2021, Regular Meeting

There were no comments or questions about the Minutes.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

REVIEW OF CASH BALANCE STATEMENT

Cash Balance Statement for December 2021

There were no questions or comments about the statement. Ginger gave a brief explanation of the report.

REVIEW OF REVENUE & EXPENSE REPORT

Revenue & Expense Report for December 2021

Jeffrey Feyko asked when the Pickerington office will be habitable. Marcey said the interior will be painted soon and Chad is checking into connecting to the municipal water source. Kimber and Ginger have been working on the IT installation. Ginger stated it may be March 2022.

RESOLUTIONS

2022-01 –A Resolution Approving the Revenue and Expense Report

There were no questions or comments about this report.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-02 – A Resolution to Establish Regular Board Meeting Dates

Ginger explained the second week of October is Fairfield County Fair week so that Board meeting would be changed to the third Monday.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-03 –A Resolution to Approve the Prosecutor’s Agreement

There were no comments or questions about the agreement.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-04 – A Resolution to Establish the Fund Balance for 2022

Ginger explained the Fund Balance is the required monthly carry over. There is a formula to establish the amount required. Option 1, the minimum balance required, was used. Ami Williams asked if there is any reason to hold a larger amount. Ginger said it is based on known expenses for the first quarter and additional money is not necessary. Sherry Orlando agreed.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-05 – A Resolution to Award Contract to Tyecco Construction for the Smeck Park Comfort Center/Restroom Project

Ginger explained the bid was approved last month at the Board meeting. This is the official signing of the contract so the project can be started. There was a discussion about the base bid, the cost of the septic system, and the fee paid to the architect.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-06 – A Resolution to Appropriate from Unappropriated Monies for Wahkeena Gift Shop to Pay Sales Tax

Ginger stated this is to pay 2022 sales tax.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-07 – A Resolution to Appropriate from Unappropriated Monies for Construction Fund for Smeck Park Comfort Station

Ginger explained that in 2021 the certificate was amended for this project, but a purchase order couldn't be put in place at the time because the contract hadn't been approved. This resolution allows a purchase order to be put in place.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-08 – A Resolution to Appropriate from Unappropriated Monies for the Construction Fund for the Picnic Shelter at Mambourg Park

Ginger explained this is putting the budget in place so a purchase order can be obtained.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>

2022-09 – A Then and Now Resolution to Pay 2021 Expenses with a 2022 Purchase Order

Ginger explained this is in anticipation of the credit card bill that will have some 2021 purchases on it but will be payable in February. The auditor required this to show that the Board gives permission to use 2022 monies to pay those 2021 expenses.

Vote	Motion	Second	Aye	Nay	Abstain
Jeffrey Feyko	√	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input type="checkbox"/>	√	√	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

EXECUTIVE SESSION

For the purpose of discussing personnel.

Motion to enter Executive Session at 3:17 p.m. by Jeffrey Feyko

Roll Call Vote by Finance & Administration

Commissioner	Motion	Second	Aye
Jeffrey Feyko	√	<input type="checkbox"/>	√
Ami Williams	<input type="checkbox"/>	√	√
Jeffrey Johnson	<input type="checkbox"/>	<input type="checkbox"/>	√
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	√

Left Executive Session back into Regular Session at 3:46 p.m.

ADJOURNMENT

With no other business before the board, at 3:46 p.m., Jeffrey Johnson moved to adjourn.

Roll-Call Vote by Finance & Administration

Commissioner	Motion	Second	Aye
Jeffrey Feyko	<input type="checkbox"/>	✓	✓
Ami Williams	<input type="checkbox"/>	<input type="checkbox"/>	✓
Jeffrey Johnson	✓	<input type="checkbox"/>	✓
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon the motion of Commissioner, Jeffrey Johnson, seconded by Commissioner, Ami Williams, the minutes have been adopted on February 14, 2022.

Commissioner	Aye	Nay	Abstain
Jeffrey Feyko	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ami Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Orlando	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATE OF SECRETARY

It is hereby certified that the foregoing is a true and correct transcript of a resolution action upon by Fairfield County Board of Park Commissioners for Fairfield County Park District on the date noted above.

Ginger Caito
 Ginger Caito, Secretary
 Fairfield County Board of Park Commissioners