



Minutes

Perry County Park District Board - Regular Meeting

July 14, 2025, 1:00 pm

Perry County Job and Family Services - Opportunity Center
5250 State Route 37 East, New Lexington, OH 43764

- I. Call to Order
Mr. Moore called the meeting to order at 1:15pm
- II. Roll Call
Present: Mr. Moore; Ms. Oberhauser; Ms. McAdams; Mr. Coll; Mr. Redfern;
Absent:
Staff: Ms. Bennett - PCPD Naturalist
Guests: Judge Cooperrider
- III. Comments from the public/guests and board members
Judge Cooperrider gave the Board an update on the ODOT TAP grant bike trail construction schedule for Township Rd 328 in Thornville. The paving will occur in 2026.
- IV. Approve July Agenda Items / Request for additional or revised agenda items
Mr. Coll moved, Ms. Oberhauser seconded, to approve the July 14, 2025, meeting agenda as amended, adding new business items D) Reimbursement Forms, and E) County Prosecutor/Ohio Ethics Commission - Compensation Question
Motion carried.
- V. Approval of Minutes
 - A. June 9, 2025, Regular Meeting
Mr. Coll moved, Ms. Oberhauser seconded to approve the June 9, 2025, regular meeting minutes as corrected.
Motion carried.
 - B. June 17, 2025 Special Meeting
Mr. Coll moved, Mr. Redfern seconded to approve the June 17, 2025, special meeting minutes as presented.
Motion carried.
- VI. Financial Status of Park District
 - A. Approval of June Revenue and Expense Report
Ms. McAdams presented the June financial reports to the Board. She advised that, as decided at the June 17, 2025 special board meeting, the instructor compensation of \$300 paid to Ms. McAdams in May, has been returned and paid-in to the Perry County Treasurer, returning the funds to the PCPD Grant Revenue Fund line, where they were originally received as part of the Ohio Arts Council Grant pay-in.
Mr. Redfern moved, Mr. Coll seconded, to approve the June 2025 financial reports.
Motion carried

VII. Old Business

A. Foundation of Appalachia (FFAO) - Fund representative(s)

Ms. McAdams advised that she requested additional information from FFAO per the Board's request on 1) the number of representatives that could be assigned to grant recommendations role and 2) the number of people that could be assigned view-only access. FFAO responded that there was no restriction on the # of reps in either role, but for this Designated Fund, it may be a question of necessity. There is a 3yr wait period on designated funds, such as the PCPD "Tom Johnson" fund, before the interest can be drawn from. FFAO says that typically with designated funds, the available money is automatically distributed to the organization unless the organization requests otherwise. FFAO advises that the board can add grant-making representatives, if needed, at a later date.

Mr. Coll moved, Mr. Redfern seconded, to approve designating all Board Members and Ms. Bennett as persons with view-only access to the Perry County Park Board Endowment Fund at the Foundation of Appalachia.

Motion carried

The Board asked Ms. McAdams to follow up with FFAO to request that all Board members be set up with "view only" privileges. At a later date, when FFAO advises that it is necessary, the Board will revisit assigning designated grant-making fund representatives.

Also discussed was additional information received from FFAO regarding the establishment of an "Acorn" type fund to accept tax-deductible, public donations to the Park District. This would be a type of fund account from which the funds could be withdrawn as required for board-approved projects and expenses.

B. Perry County Park and Recreation Map Update (Moore)

Mr. Moore advised that although the engineer's office offered to assist with helping him learn to use the open-source GIS software, he feels that, due to time constraints, he is not able to commit to this training. The Board discussed the possibility of asking different colleges or trade schools if they had departments that could possibly take this on as a class project.

C. Strategic Plan update

Mr. Moore reminded Board members of the importance of completing a strategic plan for the Park District.

Ms. McAdams mentioned the need to revise and update the Bylaws and recommended that this be done this year.

D. Reimbursement Forms

As requested by the Board in June, Ms. McAdams presented travel and miscellaneous reimbursement forms for the Board's review. The Board suggested and discussed a few revisions to the forms.

Mr. Coll moved, Mr. Redfern seconded, to approve the adoption of the travel and miscellaneous reimbursement request forms, as revised.

E. County Prosecutor/Ohio Ethics Commission - Compensation Question

The Board discussed and determined that the compensation question would be taken by Mr. Moore to the County Prosecutor for review and opinion first, then, based on the prosecutor's recommendation, possibly will be posed to the Ohio Ethics Commission for further clarification and guidance.

VIII. New Business

A. Tunnel Hill Reclamation group (Mr. Redfern)

Mr. Redfern attended a training session of Fire & EMS at Tunnel Hill Reclamation / Conservation property. While there, he talked with Tunnel Hill officials and discussed PCPD's need for binoculars for educational birding programs. The Tunnel Hill officials offered to grant the PCPD with the binoculars. Ms. Bennett has provided them with the models and the cost of the binoculars. Tunnel Hill will be purchasing the binoculars for PCPD from Vance Outdoors.

B. HAPCAP/JFS Youth Worker - Update on Current & Future Activities

Ms. Bennett provided the Board with an update on the activities of the HAPCAP/JFS youth summer worker, advising that she is working 10-15 hours per week and will be with the Park District until early August.

C. Mileage Reimbursement Policy

Members of the Board met with the County Commissioners to discuss mileage reimbursement for Naturalist Jessie Bennett, due to the use of her personal vehicle for conducting Park District business. Mr. Moore and Mr. Coll went over the county policy and reimbursement request requirements with the rest of the Board today.

Mr. Coll moved, Ms. Oberhauser seconded, to approve mileage reimbursement for Naturalist JB for PCPD business, beginning June 19, to be reimbursed in accordance with Perry County government policy.

Motion carried.

D. Reimbursement funds

The Board discussed funds for mileage reimbursement.

Mr. Coll moved, Mr. Redfern seconded, to approve appropriating up to \$700 for mileage reimbursement into the Reimbursement Expense line of the Park District general fund.

Motion carried.

Ms. Bennett and Ms. McAdams presented the Board with requests for reimbursements for prior expenses incurred.

Mr. Coll moved, Ms. Oberhauser seconded, to approve three reimbursement requests received from Ms. Bennett and Ms. McAdams.

Ms. Bennett: 1) \$10 Wildlife Diversity Conference parking 3/19/25
 2) \$25 Fair Pass-2025 7/13/25

Ms. McAdams: 1) \$84 2025-26 US Post Office Box Fee 6/28/25

Motion carried.

Ms. McAdams suggested that the Board set a discretionary spending limit for staff to be able to spend without prior approval, in the event of an urgent or time-sensitive expense. Discussion followed.

Mr. Redfern moved, Mr. Coll seconded, to approve a discretionary spending limit of up to \$100 that staff or Board member can spend without prior approval, in the event of an urgent, necessary, or time-sensitive expense. For an expense exceeding \$100 but less than \$250, special, temporary permission can be requested, and granted, by the Board Chair or Vice-Chair, to be brought before the Board at the next regular meeting for Board approval.

Motion carried.

E. Google Workspace Price Increase (Ms. McAdams)

Ms. McAdams advised that the total monthly price for the PCPD Google Workspace has increased from \$14.40/mo to \$16.80/mo for the two email/file storage seats (\$8.40ea). The increase went into effect on July 9, 2025.

Ms. McAdams moved, Mr. Coll seconded to approve accepting the monthly Google Workspace price increase to \$8.40 per seat, for a total of \$16.80/month for the two seats on the PCPD account.

Motion carried.

F. Credit Card

Ms. McAdams advised that the new PCPD credit cards have been received from People's Bank.

Mr. Coll moved, Ms. Oberhauser seconded to approve Ms. Bennett and Ms. McAdams as authorized credit card users on the PCPD credit card account through People's Bank.

Motion carried.

The Board discussed credit card policy. Ms. McAdams will provide the Board with a sample credit card policy to discuss, revise as needed, and consider adopting at a future board meeting.

IX. Programming Report

A. Programs & Events

1. Recent programs included:

- a) Mill Creek Elementary Summer Camp
- b) WHIZ (birds)
- c) Critter Care
- d) Hooked on Fishing
- e) Soil & Water Family Fun Day
- f) Somerset Artist Coop - Plein Air, Wilson Mound (heat issue)
- g) Presented at the PC Health Dept PC Health Network meeting
- h) Mothing night - canceled due to heat
- i) Soil & Water - kayaking w/ library - canceled due to heat
- j) PCPD kayaking - canceled due to lack of registration
- k) Thornville parade - unable to participate due to equipment breakdown. PCPD had a display table and made contact with approx 100 visitors

2. Upcoming programs, including:

- a) 7/14-19 Perry County Fair
Ms. Bennett gave a summary of the daily educational displays she has planned for the week and confirmed the booth manning schedule.
- b) 7/20 Kayaking
- c) 7/23 Critter Care
- d) 7/25 Speaker at Health Dept PC Health Network meeting
- e) 7/26 Paid program on spiders being presented for Pickaway Co Park District - Circleville
- f) 7/27 Ludowici - plein air program 2
- g) 8/6 Back to School Bash
- h) 8/9 Bird hike
- i) 8/17 Kayaking
- j) 8/24 Tecumseh Lake - plein air program 3

B. Other Updates, including:

1. Ms. Bennett is communicating with ODNR regarding the listing of Perry County trails on their new “OuterSpatial” app.
2. Ms. Bennett will contact the Ohio Arts Council to advise that funds for one class have been returned to PCPD, so another class will be scheduled to utilize these grant funds.
3. Ms. Bennett requested that funds for the care of educational animals be considered for the 2026 budget year.
4. HapCap youth employee activity update

X. *Adjournment

The Board confirmed that the August meeting would be held in New Straitsville and the October meeting would be held in Shawnee. Ms. McAdams will post the appropriate public notices to advise of the location changes.

Mr. Coll moved, Mr. Redfern seconded, to adjourn the meeting.

Motion carried

Meeting adjourned at 3:48PM.

Next Regular Meeting - Monday, August 11, 2025, 1:00 pm

Location: Village of New Straitsville Office

SR 93, New Straitsville, OH 43766

**Requires a vote*

Reminder:

2025 Park Board Meeting Locations

- | | |
|----------------------|--|
| A. Jan - March 2025 | Somerset |
| B. April - June 2025 | Corning/Junction City/Thornville |
| C. July - Sept 2025 | New Lexington/New Straitsville/Roseville |
| D. Oct - Dec 2025 | Shawnee/New Lexington/Somerset |