



MINUTES

Perry County Park District Board - Regular Meeting

December 8, 2025, 1:00 pm

Perry County Public Library, Somerset Branch

117 W Main St, Somerset, OH 43783, Ohio

I. Call to Order

Mr. Moore called the meeting to order at 1:04pm.

II. Roll Call

Present: Mr. Moore; Mr. Coll; Ms. McAdams; Mr. Redfern

Absent: Ms. Oberhauser

Staff: Ms. Bennett, PCPD Naturalist

Guests:

III. Comments from the public/guests and board members

Ms. McAdams reminded Board Members that Mr. Coll, Ms. Oberhauser, and Mr. Redfern that their terms expired Jan 1, 2026. Ms. Oberhauser advised that she was willing to be reappointed and remain on the Board. Both Mr. Redfern and Mr. Coll advised they would not ask to be reappointed at the end of their terms, Jan 1, 2026. Ms. McAdams will contact Judge Cooperrider and request that arrangements be made to reappoint Ms. Oberhauser prior to the January 12, 2025, Board meeting. The board requested Ms. McAdams to post board vacancy notices in the Tribune, Facebook, and on the County's website.

Ms. McAdams also reminded the Board members of the upcoming virtual Board training seminar Tues, Dec 9, 12pm, "Hiring Executive Leaders". OPRA will send out the meeting link today. She provided a list of all remaining sessions in the series.

IV. Approve December Agenda Items / Request for additional or revised agenda items

Ms. McAdams moved, Mr. Redfern seconded, to approve the December 8, 2025, meeting agenda as amended, to add at Mr. Coll's request under New Business Item C: Partnering with Buckeye Trail Association.

Motion carried.

V. Approval of Minutes

A. November 10, 2025, Regular Meeting

Mr. Coll moved, Mr. Redfern seconded to approve the November 10, 2025, regular meeting minutes as presented.

Motion carried.

VI. *Financial Status of Park District

A. Approval of November Revenue and Expense Reports

Ms. McAdams presented the November financial reports to the Board.

Mr. Coll moved, Mr. Redfern seconded to approve the November 2025 financial reports.

Motion carried

VII. Old Business

A. Perry County park and recreation map update

Mr. Moore advised there were no new updates to report.

B. Bylaws Revision Project

The Board determined at the November meeting that the ORC 1545 compliance review and Personnel Policy Manual review must be completed before the final draft of the ByLaws is completed.

C. Credit Card Policy

The Board reviewed the latest draft of the Credit Card Policy.

Mr. Redfern moved, Mr. Coll seconded to adopt the credit card account policy as presented, which includes usage and storage directives, a list of authorized users, and an authorized user acknowledgment form.

Motion carried.

Ms. Bennett and Ms. McAdams both completed authorized user acknowledgment forms.

D. ORC 1545 and Personnel Manual Compliance Reviews

These reviews were scheduled for a special meeting that was to have been held on Dec 2. The meeting had to be cancelled due to weather conditions. The review personnel manual will be reviewed at a later date. The ORC review was incorporated into this regular meeting.

The review noted three areas to confirm compliance:

1. Credit card policy - Credit card policy was approved and implemented 12/8/25.
2. ByLaws: - PCPD does currently have bylaws. These bylaws are to be reviewed soon and revised as needed.
3. Contracts - The handling of contracts is covered in the ByLaws.

In the future, the Board will conduct an annual review of ByLaws and ORC compliance.

VIII. New Business

A. Ludowici Letter of Support to PC Commissioners

Mr. Moore provided a letter of support for a T-Mobile Hometown Grant being sought by Ludowici Community Foundation Park. The grant will advance Phase II improvements.

B. Remaining Salary Funds / Mileage reimbursement

The Board discussed the possibility of using unexpended salary funds to provide mileage reimbursement to Ms. Bennett. Ms. McAdams is to contact the auditor's and commissioners' offices to confirm the unexpended salary funds can be transferred and the amount available. She will put in the request to transfer the unexpended salary funds to the Reimbursement line and Ms. Bennett will submit a final mileage reimbursement request for unpaid mileage. Once the funds transfer is approved by the Commissioners, a PO will be put in place, and when allowed by auditor's end of year deadlines, a voucher payment request completed to reimburse Ms. Bennett.

Ms. McAdams stated that if the unexpended salary funds weren't enough to cover the mileage reimbursement request, she would forego requesting reimbursement and would consider what was paid for Google Workspace and Web Hosting fees with her credit card earlier in the year a donation (prior to PCPD getting credit cards issued).

C. Partnering with Buckeye Trail Association

Mr. Coll advised that the Chapter leader for the Buckeye Trail Association suggested that there were two small loops in the New Straitsville section that PCPD could utilize for hikes and programs. Ms. Bennett will contact them to discuss further.

IX. Programming Report

A. Programs & Events

1. Recent programs included:

- a) 11/10 Board Meeting
- b) 11/11 Critter Care - moved animals to Ms. Bennett's residence for the winter
- c) 11/12 CORSA/Perry County mtg - Ms. Bennett expects to attend along with at least two board members

2. Upcoming programs, including:

- a) 12/10 OPRA Section Meeting
- b) 12/11 WHIZ - planets
- c) 12/15 December Library grant program

B. Other Updates:

1..Planetarium fundraising

The Board discussed ideas for fundraising for the portable planetarium mentioned in previous meetings. Along with the previous plan to set up a specific project fund at the FAO (Foundation for Appalachian Ohio) to receive public donations, Mr. Redfern suggested we contact the local school system superintendent to explore the possibility of partnering on obtaining the planetarium for shared use.

X. Adjournment

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

Motion carried.

Meeting adjourned at 2:57pm

Next Regular Meeting - Monday, January 12, 2026, 1:00 pm

Location: Perry County Public Library, Somerset Branch

117 W Main St, Somerset, OH 43783, Ohio