



MINUTES

Perry County Park District Board - Regular Meeting

April 13, 2026, 1:00 pm

Perry County District Library - Somerset, Ohio

117 W. Main St, Somerset, OH 43783

I. Call to Order

Mr. Moore called the meeting to order at 1:03pm.

II. Roll Call

Present: Mr. Moore; Ms. Oberhauser; Mr. Sharp; Ms. McAdams;

Absent: Ms. Muetzel;

Staff: Ms. Bennett, PCPD Naturalist

Guests: Perry Co Assistant Prosecuting Attorney Carolyn Carnes; Caito Property owners

Mr. George Maxey and Ms. Kimberly Caito.

III. Approve April Agenda Items / Request for additional or revised agenda items

Ms. McAdams moved, Mr. Moore seconded, to approve the April 13, 2026, meeting agenda as presented.

Motion carried.

IV. Approval of Minutes

A. March 9, 2026, Regular Meeting

Mr. Sharp moved, Ms. Oberhauser seconded, to approve the March 9, 2026, regular meeting minutes as presented.

Motion carried.

V. Financial Status of Park District and Approval of March Revenue and Expense Reports

A. Approval of March 2026 Revenue and Expense Reports

Ms. McAdams presented the March 2026 financial reports to the Board.

Mr. Sharp moved, Ms. Oberhauser seconded, to approve the March 2026 financial reports.

Motion carried

Ms. McAdams advised that POs for Mr. Sharp's and Ms. Muetzel's bonds were in place. The bond payments are due May 11 and will be paid as soon as the invoices arrive. She also advised that the CPA Millhuff Stang Hinkle filing invoice of \$1000 has been submitted and approved by the Auditor's office this morning.

VI. Comments from the public/guests and board members

Mr. Maxey and Ms. Caito discussed with the Board the arrangement to do programs and activities on their property in Somerset. They expressed their excitement that the Park District was going to be hosting programs at their property. The PCPD and the Caito liability waivers were discussed for the upcoming May 9 birding hike at the Caito property.

Ms. Carnes introduced herself to the Board and told them a little about her career history and move from Licking Co to Perry Co prosecutor's office. She offered that the Board could contact her if any legal questions or a need for assistance arose.

VII. Old Business

A. HB 96/ORC 9.64 Political Subdivision Cybersecurity Compliance Policy

Ms. McAdams advised that Ms. Muetzel has reviewed the 96/ORC 9.64 Political Subdivision Cybersecurity Compliance requirements and has begun drafting a Cybersecurity Compliance Policy for PCPD. The Licking Park District is sharing its drafts and progress on its policy to assist PCPD. The deadline for having a compliance policy is July 1, 2026.

B. Perry County park and recreation map project update

Mr. Moore updated the Board on the recent meeting with the Perry County Commissioners (PCC) to present the ideas for an interactive recreation map that could possibly be incorporated on county and/or visitor bureau websites. The PCC were provided with a history of the project and a handout of trail map designs. The Commissioners agreed the Discover Perry County site needed additional trail maps for the various larger properties, so the Park District will supply any additions to Administrator Angela McCord for approval.

C. Bylaws Revision, Strategic Plan, and Personnel Manual Review Projects

Ms. McAdams noted that per the January meeting, further discussion was put on hold until a full board was again in place. Now with five members again, the Board will begin prioritizing these projects and begin holding special meetings to proceed with reviews and revisions.

D. Fundraising

Mr. Moore discussed info he gained recently from several other park districts on their varying funding sources.

The Board confirmed that it wishes to meet with FFAO (Foundation for Appalachian Ohio) to learn more about setting up a fund at the Foundation to receive donations to the Park District. Ms. McAdams will contact FFAO to begin arrangements for a special board meeting to meet with them.

E. Adopt-a-trail partnership with Buckeye Trail Association

Mr. Moore advised that he visited the location of the previously discussed ‘spur’ trail and spoke with members of the New Straitsville Chapter of the Buckeye Trail Association, who said they were going to talk with Andrew Bashaw, Executive Director of the Buckeye Trail Association, regarding ideas for collaboration with the Park District. Mr. Moore will follow up with them and report back to the Board.

VIII. New Business

A. 2027 Budget Meeting with County Auditor (April 28)

Ms. McAdams advised that the Perry County Auditor’s Office has set April 28th as the date for a 2027 budget review meeting with the Park District. The Auditor’s Office is scheduling these formal budget review meetings with all agencies to ensure a streamlined and accurate appropriation process. Prior to that meeting, the Deputy Auditor would like to receive our 2027 revenue projection. The Board reviewed the revenue projection submitted for 2026 and discussed what should be submitted now for 2027. Ms. McAdams, Mr. Moore, and Mr. Sharp will attend the April 28, 2026.

B. State Audit (occurring later in 2026, for years 2024 & 2025)

Ms. McAdams reminded Board members that we would be subject to a State Audit occurring in 2026, for the years 2024 and 2025. She advised that she received a questionnaire to complete for the State Auditor’s office to determine if the District is potentially eligible for reduced services (such as an Agreed-Upon Procedures or Basic Audit). The Board went over the questionnaire, answering many of the questions and selecting several questions that Ms. McAdams would request help from CPA Robyn Roush (Millhuff-Stang) in answering, before finalizing and submitting to the State Auditor’s office.

C. Waiver document for the upcoming hike event

Ms. McAdams presented a draft liability waiver document for the upcoming program at the Caito property and for use with other PCPD programs requiring a waiver. The Board reviewed and accepted the document. Ms. McAdams will finalize and send it to Ms. Bennett to use at the upcoming May 9 birding hike on the Caito property.

IX. Programming Report

A. Programs

1. Recent

- *Mar 10 - OPRA Property Tax Primer webinar
- *Mar 11 - Wildlife Diversity Conference
- *Mar 11 - Facebook for Business Part 3 training - SBDC
- *Mar 12 - WHIZ interview (wood frogs)
- *Mar 12 - Woodcock Watch, Glenford Fort Preserve

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- *Mar 17 - Accounting You Need to Know training - SBDC
- *Mar 18 - Instagram for Business Part 1 - SBDC
- *Mar 18 - Tyke Hike, Glenford Fort Preserve
- *Mar 19 - Woodcock Watch, Wilson Mound
- *Mar 21 - Tecumseh Theater event
- *Mar 25 - Instagram for Business Part 2 - SBDC
- *Mar 26 - Woodcock Watch, Ludowici
- *Mar 27 - Roseville Pre-School
- *Apr 9 - WHIZ Interview (bird calls)
- *Apr 11 - FFAO Retreat

2. Upcoming

- *Apr 15 - Tyke Hike
- *Apr 16 - OPRA Park District Section Meeting, Spring Hollow Lodge, Cols
- *Apr 18 - Night Hike, Ludowici
- *Apr 28 - Coffee with the Commissioners
- *Apr 29 - Earth Day Celebration at Glenford Ft (in partnership with Soil & Water, PC Recycling)
- *May 5, 12, & 19 - Spring Hike Series - Fincks Nature Preserve, Somerset
- *May 6 - Flight Path program at PC Library
- *May 9 - Caito property birding hike
- *May 20 - Tyke Hike - Glenford Ft

B. Other Updates

1. Marketing

Ms. Bennett provided the Board with the Spring programs & newsletter flyer. It will be posted on Facebook and shared with the county government website and the visitor's bureau website.

2. Other

The Board and Ms. Bennett discussed maintaining a Program Income spreadsheet, which would list expected income programs and would log funds received and paid-in (deposited) at the Treasurer's Office.

X. Adjournment

Ms. McAdams moved, Mr. Sharp seconded, to adjourn the meeting.

Motion carried.

Meeting adjourned at 3:49pm.

Next Regular Meeting - Monday, May 11, 2026, 1:00 pm

Location: Perry County District Library - Somerset

117 W. Main St, Somerset, OH 43783

Reminder: 2026 Park Board Meetings will be held at the PC Public Library - Somerset Branch unless otherwise published

5.11.26 APPROVED April 2026 minutes