



MINUTES

Perry County Park District Board - Regular Meeting

May 11, 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 1:05pm.

II. Roll Call

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

Absent: n/a

Staff: Ms. Bennett, PCPD Naturalist

Guests: n/a

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

Ms. McAdams moved, Mr. Sharp seconded, to approve the May 11, 2026, meeting agenda as presented.

Motion carried.

IV. Approval of Minutes

A. April 13, 2026, Regular Meeting

Ms. Oberhauser moved, Mr. Sharp seconded, to approve the April 13, 2026, regular meeting minutes as presented.

Motion carried.

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

A. Approval of April 2026 Revenue and Expense Reports

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

Mr. Sharp moved, Ms. Oberhauser seconded, to approve the April 2026 financial reports as presented.

Motion carried

Ms. Bennett reported that she received a \$25 Olive Garden gift card as a donation during a program presentation. The Board decided that the card would be used as a raffle give-away at the Ludowici Founder's Day Celebration. Ms. McAdams advised that she would donate a roll of two-part raffle tickets.

Ms. McAdams provided copies of the Program Revenue spreadsheet, created by Ms. Bennett at the Board's request. The Board made a few suggestions for edits to the format.

Ms. Bennett was asked to submit her mileage reimbursement form quarterly.

VI. Comments from the public/guests and board members

Mr. Moore acknowledged Naturalist Jessie Bennett's work on her Master's Degree, which includes cross-over work on the Park District Strategic Plan. Mr. Moore encouraged Ms. Bennett to reach out to Tunnel Hill representatives to discuss potential programming. Mr. Moore also discussed arranging to take new board members to view county owned properties.

Ms. Muetzel advised that she and her husband were going to attend the OPRA Region 4 Networking Event at Blendon Woods Metro Park on May 19.

VII. Old Business

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

Ms. Muetzel advised that work has continued on crafting a House Bill 96 cybersecurity compliance policy for Board adoption. There will be a final draft presented at the June meeting for Board review.

B. 2027 Budget Meeting with County Auditor & New Grant Expense Line

Mr. Moore updated the Board on the April 28th budget meeting with the County Auditor's Office, advising that a 2027 Budget projection had been discussed and submitted, similar to the 2026 Budget request. The Auditor's Office will provide this projection to the County Commissioners (PCC), and then the Budget Commission. The Park District's actual budget request will be finalized and presented to the PCC in the fall.

Mr. Moore also advised that there was discussion regarding the usage and tracking of Grant award funds. The fact was discussed that received grant funds are historically restricted in nature, meaning they are awarded for specific expenditures necessary to fulfill the grant award requirements. A Grant Revenue line already exists and the creation of a Grant Expense line would provide both grant revenue and expense tracking and transparency. It was noted that the most commonly expended items are programming supplies, but grants can be awarded for many different things, such as equipment, program materials/supplies, marketing expenses, property purchase, interpretive signage, program instructor fees, and possibly even subsidizing an intern or seasonal help.

Ms. McAdams provided the Board with the PCC's resolution to create the new expenditure line, "Other (Grant) Expense", in the Perry County Park District Fund.

She also provided a financial report document, showing that the new expense line is now in place and active.

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

Ms. McAdams advised that she received notice from the State Auditor's Office that the Park District was approved for a Basic Audit. This is typically a one-day audit and they usually don't need to be on-site to perform the audit. The Board was provided with a copy of the "Basic Audit List of Records" document received with the State Auditor's notification.

D. FAO fund meeting

Ms. McAdams advised that she had spoken with the Foundation for Appalachian Ohio (FAO) regarding arranging a special board meeting with them to learn more about setting up a fund at the Foundation to receive donations to the Park District. The FAO will be back in touch to work with the Board to schedule a time to present potential fund options.

During a discussion on possible dates to meet with FAO, the date for the regular June board meeting came up and board members determined that due to member availability, the meeting needed to be rescheduled to June 3, instead of June 8.

Ms. Oberhauser moved, Mr. Sharp seconded, to approve rescheduling the June regular board meeting to Wednesday, June 3, 2026.

Motion carried.

Ms. McAdams will make the necessary public notices to publish the date change.

E. Perry County park and recreation map project update

Mr. Moore advised that he had communicated with the OU professor whose students had been working on the mapping project. She advised that the students were no longer in the class and she herself has had little time to put toward the project. She will make software recommendations for PCPD to possibly use to continue with the project

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

The Board determined that Bylaws Revision was the priority before the other two projects and discussed Board availability for holding special meeting soon to proceed with Bylaws reviews and revisions. It was suggested that the Board convene one special meeting to meet with FAO and work on Bylaws reviews and revisions at the same meeting.

G. Fundraising

No report.

H. Adopt-a-trail partnership with Buckeye Trail Association (Moore)

Mr. Moore updated the Board on previous communications with the Buckeye Trail Association, regarding collaboration with the Park District on a “spur” trail loop in New Straitsville. This loop is being removed from the official Buckeye Trail system, but could possibly be maintained and used for PCPD hikes and other programming. A question was raised regarding who would be responsible for maintenance of this trail. Mr. Moore will update the Board of any further discussions with BTA.

VIII. New Business

A. Agenda format

Ms. McAdams suggested to the Board that the meeting agenda format be revised to include a new section, Reports and Updates, to separate non-action reports, updates, and discussions from Old or New Business items which require Board action or vote. Those topics would only move to old/new business if they reached a point of requiring a board action.

Ms. McAdams provided a sample of what the new format could look like, using the April 13 Agenda as the foundation. She noted that adopting this report/update format will align with many other similar organizations’ agenda formats.

Discussion followed.

Mr. Sharp moved, Ms. Oberhauser seconded, to approve the new agenda format reviewed by the Board, which separates Reports and Updates from Old or New Business items which require Board action.

Motion carried

B. Website expense reimbursement

Ms. McAdams presented the Board with a payment confirmation of \$181.07 to BlueHost for the annual website hosting and domain fees, which were paid with Ms. McAdams' credit card, as in previous years.

Ms. Oberhauser moved, Mr. Sharp seconded, to approve reimbursement to Ms. McAdams for \$181.07 for her payment to BlueHost for annual website fees, to be reimbursed from the Marketing expense line.

Motion carried

Ms. McAdams will set up a PCPD credit card on file at BlueHost for future annual payments.

IX. Programming Report

A. Programs

1. Recent

- *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) - Canceled due to weather
- *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

2. Upcoming

- *May 12 Spring Hike Series #2 - Finck's Nature Preserve
- *May 14 WHIZ TV Interview - Poison Ivy look-alikes
- *May 19 Spring Hike Series #3 - Finck's Nature Preserve
- *May 20 - Tyke Hike - Glenford Ft
- *May 26 Coffee with Commissioners
- *May 30 Ludowici Founders Day

B. Other Updates

1. Marketing

Discussed that Spring newsletter was sent to the county website and the visitor's bureau website. Discussed having the Summer newsletter and a public survey available at the PCPD county fair booth. Ms. Bennett and the Board will craft a first and second draft of the public survey at the June and July meetings.

2. Other

Ms. Bennett discussed current and pending grant applications. Discussed potential asks in pending grants and the types of purchases which would occur, if grant(s) were awarded.

X. Adjournment

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

Motion carried.

Meeting adjourned at 3:35pm.

Next Regular Meeting - Monday, June 3, 2026, 1:00 pm

Location: Perry County District Library - Somerset

117 W. Main St, Somerset, OH 43783