MINUTES
Perry County Park District Board - Regular Meeting
July 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 1:00pm.

II. Roll Call
Present: Mr. Moore; Ms. Muetzel; Mr. Sharp; Ms. McAdams;
Absent: Ms. Oberhauser
Staff: Ms. Bennett, PCPD Naturalist
Guests: None

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

Mr. Moore moved, Mr. Sharp seconded, to approve the July 13, 2026, meeting agenda as presented.
Motion carried.

IV. Approval of Minutes
A. June 3, 2026, Regular Meeting -
June minutes were not available for today's meeting, but will be presented at the August meeting for Board approval.

V. *Financial Status of Park District and Approval of June Revenue and Expense Reports
Ms. McAdams presented the June 2026 financial reports to the Board.

Mr. Sharp moved, Ms. McAdams seconded, to approve the June 2026 financial reports as presented.
Motion carried

Ms. McAdams advised the Board of several financial matters:
- Program fees have been received from Millcreek and the library, and a program revenue pay-in/deposit has been made of $190 (library $70 & $50, and Millcreek $70),
- POs have been set-up for USPS (PO box) and Google Workspace for fees through October

VI. Comments from the public/guests and board members
None

VII. Old Business
A. None

VIII. New Business
A. Employee Mileage Reimbursement
1. Per the County Auditor's Office request, the mileage reimbursement request submitted in June for $445.28 for January through April of 2026, needed to be modified to $461.19, using the proper, increased reimbursement rate for 2026 of .725 per mile.

Ms. McAdams moved, Ms. Muetzel seconded, to approve the revised mileage reimbursement to Ms. Bennett of $461.19 for use of her personal vehicle for official park district business purposes for the period of January through April of 2026, to be reimbursed from the Reimbursement expense line.
Motion carried

2. Per Park Board request, Ms. Bennett submitted a mileage reimbursement request for $332.05 for May and June of 2026, for use of her personal vehicle.

Ms. McAdams moved, Mr. Sharp seconded, to approve mileage reimbursement to Ms. Bennett of $332.05 for use of her personal vehicle for official park district business purposes for the period of May and June of 2026, to be reimbursed from the Reimbursement expense line.
Motion carried

Ms. McAdams noted that two new PO's will need to be set up for mileage reimbursement. The first PO will be setup for additional funds to cover the difference needed due to mileage rate increase on the revised mileage reimbursement request (Jan-April). The second PO will be setup for the new mileage reimbursement request (May-June).

3) Engagement document from State Auditor for 2024/2025 Audit

Ms. McAdams presented the Board with a Letter of Engagement from the State Auditor, in preparation for the upcoming audit.

Ms. McAdams moved, Ms. Muetzel seconded, to approve acceptance and signing of the Engagement Letter from the State Auditor for the upcoming 2024/2025 Audit.

Ms. McAdams will return the signed engagement document to the State Auditor.

B. Board approval of June funds transfer

Ms. McAdams advised the Board that on June 15, she asked Mr. Moore to approve a $50 funds transfer from expense lines Marketing to Licensing and Fees, as an urgent transfer, to cover the USPS Box fee, due at the end of June. Earlier in the year, the Board approved a $50 conference fee for Ms. Bennett that wasn't in the 2026 budget. This depleted the Licensing and Fees expense line, and did not leave enough to cover the USPS box fee. Mr. Moore approved the transfer, with stipulation that the matter would be on the July agenda for board approval.

Ms. McAdams moved, Mr. Sharp seconded, to approve the $50 funds transfer from expense lines Marketing to Licensing and Fees, which Ms. McAdams requested of, and was approved by, Board Chair Mr. Moore on June 15, 2026, as an urgent transfer to cover the USPS Box fee, due at the end of June.
Motion carried.

IX. Reports/Updates

A. Financial System User Request

Ms. McAdams advised that a User Request was submitted in June to add Mr. Sharp as an additional user in the Auditor's Office VIP Financial System. This would provide a back-up user in the event Ms. McAdams was unavailable to make transactions. The request was accepted and Mr. Sharp was set up in the system. They advised that only one user will have full-access at any given time and be able to make transactions. Whenever PCPD needs Mr. Sharp to stand in for Ms. McAdams, PCPD will notify the Auditor's Office, and the Auditor's Office will change his role to full access for the period needed. When not in the 'full access' role, he will have limited access but can review/generate reports and view all PCPD activity.
Discussion followed

B. HB 96/ORC 9.64 Political Subdivision Cybersecurity Compliance Policy Update
Ms. Muetzel advised that there will likely be a revised version presented to the Board for approval at an upcoming meeting, due to additional items recently determined to be necessary. Ms. McAdams advised that MFA (multi-factor authentication) was ready to be activated as soon as adjustments could be made on the PCPD computer and Ms. Bennett's Google Workspace account.

C. State Audit (occurring week of July 20, for years 2024 & 2025)
Ms. McAdams advised that the PCPD State Audit was set for the week of July 20 and that this week she would begin providing requested documentation, or advising where they can access the information. The Board reviewed the list off items requested, making notes on location of each item and its accessibility.
Discussion followed.

D. FAO fund meeting
Mr. Sharp advised that he talked with the Foundation for Appalachian Ohio (FAO) to discuss the creation of a fund to receive donations for the Park District. He provided the Board with details of that discussion. Mr. Sharp will recontact FAO to obtain info on the PCPD's Tom Johnson endowment fund and bring the info to the next meeting.

E. Bylaws Revision, Strategic Plan, and Personnel Manual Review Projects
The Board confirmed that completion of Bylaws Revision Project is the priority before the Strategic Plan, and Personnel Manual review projects will be revisited. The Board will work on the review and revision process for Bylaws during the final hour of the next several regular meetings.

X. Programming Report

A. Programs

1. Recent

*June 9 Critter Care
*June 10 Millcreek Summer Camp
*June 11 WHIZ TV Interview - turtles
*June 13 Less Talkin' More Walkin' hike - Wilson Mound
*June 16 OPRA Levy Dos & Don'ts webinar
*June 18 - Bookmobile programs - Crooksville & Roseville
*June 21 Kayak Adventures - Clouse Lake
* Volunteer interview
*Thornville parade booth
*Tecumseh Theater Summer Camp

*July 7 Critter Care
*July 11 Less Talkin' More Walkin' hike - Ludowici
*July 12 Kayak Adventures - Clouse Lake
*July 13 Library's Summer Reading Program

2. Upcoming
*July 15 Tyke Hike - Glenford Fort
*July 29 - Holy Trinity/St Joseph VBS - live animal education program
*Fairbooth setup and programs at fair during week of July 20 - PC Fair
*Aug 4 Critter Care
*Aug 5 Back to School Bash
*Aug 8 Less Talkin' More Walkin' hike - Whispering Flint Hollow
*Aug 9   Kayak Adventures - Clouse Lake
*Aug 19 Tyke Hike - Glenford Fort

B. Other Updates

1. Marketing

Ms. Bennett advised of a new volunteer whom has done Facebook ads and promotion for a park system before.   She requested permission to allow the volunteer to access the Park District's Facebook page to post event information.

Ms. McAdams moved, Mr. Sharp seconded to allow Volunteer K. Caito to access the PCPD Facebook page for marketing purposes.
Motion carried.

2.Program Revenue Report

Ms. Bennett and Ms. McAdams continue adding program information data to track program revenue.

3.County Fair

Ms. Bennett advised the Board that she would be doing two program/presentations during the fair and invited Board members to attend and/or to man the PCPD booth, if they wished. She said that it wasn't mandatory that the booth be manned, that she would have displays that could be unmanned.

4. Other

a) Grants - Ms. Bennett advised that she is hopeful that PCPD may be awarded recent grants she has applied for, and is waiting to hear their decisions.   Discussion followed.

XI. Adjournment

Ms. McAdams moved, Mr. Moore seconded, to adjourn the meeting.
Motion carried.
Meeting adjourned at 3:18 pm.

Next Regular Meeting - Monday, August 10, 2026, 1:00 pm
Location: Perry County District Library - Somerset
117 W. Main St, Somerset, OH 43783