MINUTES

Perry County Park District Board - Regular Meeting
September 14, 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 1:05 pm.

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

III. Approve September Agenda Items / Request for additional or revised agenda items
Ms. McAdams requested to add a New Business item for discussion of Mileage Reimbursement Rate.
Discussion followed.

Ms. McAdams moved, Mr. Sharp seconded, to approve the September 14, 2026, meeting agenda as amended, adding Mileage Reimbursement Rate as Item B in New Business.
Motion carried.

IV. Approval of Minutes
A. August 10, 2026, Regular Meeting
Ms. McAdams moved, Mr Moore seconded, to approve the August 10, 2026, regular meeting minutes as presented.
Motion carried.

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

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

Ms. McAdams advised that the program fee was received from Tecumseh Theater and deposited with the Treasurers Office. An invoice was sent to Holy Trinity for the July 29, 2026 program.

In Sept, payments were made as follows: two mileage reimbursements to Ms. Bennett, $16.80 to People's credit card, and $500 to State Auditor for 2024-25 state audit. The check for the State Auditor was picked up today at the County auditor's

office (to allow for mailing with the invoice stub) and will be mailed to the State Auditor.

The Board plans to have its final budget discussion and vote at the end of the Oct 19 board meeting for submission to the County.

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

VII. Old Business
A. None

VIII. New Business
A. HB 96/ORC 9.64 Political Subdivision Cybersecurity Compliance Policy Revision (Muetzel/McAdams)

Ms. Muetzel presented the Board with recommended revisions to the HB 96/Cybersecutity Compliance Document adopted on June 3, 2026.
Discussion followed.

Mr. Sharp moved, Ms. Oberhauser seconded, to adopt the revised version of the HB 96 / ORC 9.64 Political Subdivision Cybersecurity Compliance Policy titled "Information Security and Compliance Plan," with the continued stipulation that the policy undergo review at least annually, and may be amended by the Board as needed, based on evolving circumstances or technology recommendations.
Motion carried

B. Mileage reimbursement rate
Ms. McAdams reported that, per County Administration, the Perry County Board of Commissioners establishes the mileage reimbursement rate annually at the beginning of each year, with no mid-year adjustments anticipated.
Discussion followed.

Ms. McAdams moved, Ms. Muetzel seconded, to adopt a Park District travel policy to match the current IRS standard business mileage rate of $0.76 per mile, effective July 1, 2026, for all approved employee business travel using personal vehicles. The Board further adopts that, in the future, the Park District mileage reimbursement rate will be adjusted as needed to match the standard IRS business mileage rate.
Motion carried

IX. Reports/Updates
A. Records Retention and Public Records Policies
Ms. McAdams reported that she checked in with county administration. The records retention schedule and public records policies were not yet available for pickup.

B. FAO Acorn Fund Fundraising
Mr. Sharp updated the Board on fundraising plans for opening a Foundation for Appalachian Ohio (FAO) Acorn Fund.
Discussion followed.

Ms. McAdams moved, Mr. Moore seconded, to approve Mr. Sharp to work with FAO (Foundation for Appalachian Ohio) to establish a fund for the Perry County Park District.
Motion carried

C. Local Government Fund
Ms. McAdams reviewed with the Board the recent communications with the County Auditor's Office regarding participation in the Local Government Fund.
Discussion followed.

D. Trust for Public Lands - Appalachian Unified Outdoors webinar
Mr. Moore and Ms. Muetzel summarized information learned during the Appalachian Unified Outdoors webinar.

E. Strategic Plan and Personnel Manual Review Projects (postponed to a future agenda)
These projects are postponed to a future agenda/meeting. The Board reconfirmed that completing the Bylaws Revision Project is the priority before the Strategic Plan and Personnel Manual review projects will be revisited.

F. Grant Updates
Ms. Bennett provided a summary of current grant applications. Recent and upcoming applications include:

1. NEEF
Veteran-focused, for nighttime activity supplies.
We were not awarded this grant.

2. Perry County Community Fund
Taxidermy a hawk and purchase care supplies for educational animals.
We were not awarded this grant.

3. Ohio Ornithology Society
Bird skull replicas.
Grant application was submitted. There has been no award notification at this time.

4. ODNR Wildlife Education
Wildlife educator workshop fees, critter care supplies, printer, and ink subscription.

We have been awarded this grant. The check will be received later in September.

5. FAO Ora Anderson grant - up to $5000. Application due 9/29
Will submit for nighttime activity supplies.

X. Programming Report

A. Programs

1. Recent

*Aug 13 WHIZ Interview
*Aug 19 Tyke Hike - Glenford Fort
*Aug 25 Coffee with the Commissioners
*Sept 10 WHIZ Interview (skipped)
*Sept 12 Buckeye Fest - Hosted by Buckeye Trails Assc

2. Upcoming

*Sept 15 Open house
*Sept 16 Tyke Hike
*Sept 19 Nighttime Exploration (Havenstone)
*Sept 21 Somerset After School program
*Sept 23 Tyke Hike
*Sept 26 Roseville Star Spangled event
*Oct 6 ODNR Facilitator Training
*Oct 8 WHIZ Interview
*Oct 13 Open House
*Oct 14 Genesis hike (Somerset Village Park)
*Oct 15 Fall Hike LCF
*Oct 21 Tyke Hike GF
*Oct 22 Fall Hike LCF
*Oct 29 Fall Hike LCF
*Nov 10 Open House
*Nov 18 Tyke Hike
*Nov 13 Muskingum V Outdoor Festival
*Nov 23 Somerset After School
*Dec 14 Somerset After School
*Oct 28 Veterans Extravaganza

B. Other Updates

1. Marketing

The Board gave approval to use a knowledgeable volunteer with previous marketing experience to assist with our Facebook and other social media and physical marketing efforts.

2.Program Revenue Report

Ms. Bennett and Ms. McAdams reviewed the report with the Board and provided updates on revenue programs.

3. Other

a) "Star Spangled Banner" event in Roseville on Saturday, Sept 26th Ms. Bennett will attend and have a table at this event. She has confirmed with the Roseville contact.
b) School programs - Ms. Bennett provided an update on fall program scheduling. Ms. McAdams will send invoices as they are requested.

XI. Special Project: Bylaws Revision Work Session

The Board began its detailed, page-by-page review of the Bylaws template, making changes as needed and noting a few potential revisions and additions to come later in the document.

XII. *Adjournment

Mr. Sharp moved, Ms. Oberhauser seconded, to adjourn the meeting.
Motion carried.
Meeting adjourned at 4:21 pm

Next Regular Meeting - Monday, October 19, 2026, 1:00 pm
Location: Perry County District Library - Somerset
117 W. Main St, Somerset, OH 43783