

**MIAMI COUNTY PARK DISTRICT  
BOARD OF PARK COMMISSION**

*Tuesday, November 19, 2019  
8 a.m. Work Session  
9 a.m. Meeting  
Lost Creek Reserve Administration Cabin*

Present: Mr. Doug Haines, Dr. Robert Malarkey, Mrs. Elizabeth Gutmann, Scott Myers, Kevin Swanson, Dale Gade, Amanda Smith, Cinda Hanbuch-Pinkerton and Chris Thompson taking minutes.

**MINUTES – Mrs. Gutmann made a motion to accept the minutes of the October 22, 2019 board meeting, seconded by Dr. Malarkey, motion unanimously carried.**

**BILLS AND RECEIPTS - Mrs. Gutmann made a motion to approve the bills and receipts as presented, seconded by Dr. Malarkey, motion unanimously carried.**

**GIFTS AND DONATIONS – Mrs. Gutmann made a motion to approve the donations, seconded by Dr. Malarkey, motion unanimously carried.**

**NEW BUSINESS**

- A. RESOLUTION 1308-19 – Approval of Transfers for the period of 10/15/19 – 11/12/19 - Mrs. Gutmann made a motion to approve resolution 1308-19, seconded by Dr. Malarkey, motion carried unanimously.**
- B. RESOLUTION 1309-19 – Approval of Credit Card policy - Dr. Malarkey made a motion to approve resolution 1309-19, seconded by Mrs. Gutmann, motion carried unanimously.**
- C. RESOLUTION 1310-19 – Authorization to establish a capitalization threshold minimum in accordance with Ohio Administrative Code 117-2-02 (E) - Mrs. Gutmann made a motion to approve resolution 1310-19, seconded by Dr. Malarkey, motion carried unanimously.**
- D. RESOLUTION 1311-19 – Authorization for the Executive Director to use a district-owned vehicle to commute to and from work - Mrs. Gutmann made a motion to approve resolution 1311-19, seconded by Dr. Malarkey, motion carried unanimously.**
- E. RESOLUTION 1312-19 – Authorization to require a person requesting a public record to pay a \$.10 copy fee and a flat delivery rate of \$2.50/25 copies in advance for providing copy (s) – Dr. Malarkey made a motion to approve resolution 1312-19, seconded by Mrs. Gutmann, motion carried unanimously.**
- F. RESOLUTION 1313-19 – Authorization to close all Miami County Park District offices December 24, 2019 and to observe the day as a Holiday - Mrs. Gutmann made a motion to approve resolution 1313-19, seconded by Dr. Malarkey, motion carried unanimously.**

**OLD BUSINESS**

Foundation – Nothing new to report.

**OTHER BUSINESS**

**A. Staff Reports**

- a. **Deputy Director** – Kevin said we are currently accepting bids for new maintenance facility. We have distributed five packets so far. Deadline to submit bid is 12/5/19.
- b. **Operations** – Dale said Garbry Big Woods Sanctuary boardwalk phase 1 is completed. It is 5’ wide so 2 wheelchairs can get down it side by side.
- c. **Marketing** – Amanda handed out a year-end report and Holiday Lights advertising report. Some discussion on advertising and how the various medias were selected. She played the 15 second commercial.
- d. **Education** – Cinda said the Outdoor Adventure Club had 150 participants at the campout at Lost Creek. She is working to evaluate hours worked in various programs to decide direction to take next year with amount of staffing available. Mrs. Gutmann is interested in hearing what Education Department finds out after evaluating the programs.
- e. **Executive Director** – Scott added nothing to his written report.

There was no executive session.

**Dr. Malarkey moved to adjourn the meeting, seconded by Mrs. Gutmann, motion carried unanimously. The meeting was adjourned at 10:28a.m.**

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J. Scott Myers

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R. Douglas Haines