

**MIAMI COUNTY PARK DISTRICT**

**Administration Meeting**

*Tuesday, November 23, 2021*

9 a.m. Lost Creek Reserve Cabin

Present: Mr. Doug Haines, Dr. Robert Malarkey, Elizabeth Gutmann, Scott Myers, Kevin Swanson, Chris Thompson (taking minutes), Dan Weaver, Amanda Smith and Cinda Hanbuch-Pinkerton.

**MINUTES** - Dr. Malarkey made a motion to accept the minutes of the October 26, 2021 board meeting seconded by Elizabeth Gutmann, motion unanimously carried.

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

**GIFTS AND DONATIONS** – Dr. Malarkey made a motion to approve the gifts and donations as presented, seconded by Elizabeth Gutmann, motion unanimously carried.

**NEW BUSINESS**

- A. **RESOLUTION 1462-21** – Approval of transfer 10/27/21 through 11/16/21 - Dr. Malarkey made a motion to approve resolution 1462-21, seconded by Elizabeth Gutmann, motion carried unanimously.
- B. **RESOLUTION 1463-21** – Authorization to purchase steel and trim materials from Flora Construction to finish the ceiling in the new maintenance building at Lost Creek Reserve at a cost not to exceed \$8,174.00 - Dr. Malarkey made a motion to approve resolution 1463-21, seconded by Elizabeth Gutmann, motion carried unanimously.

**OLD BUSINESS**

- A. Foundation – No old business.

**OTHER BUSINESS**

**A. Staff Reports**

- a. **Deputy Director** – Kevin said a letter from Candace Goodall is in the packet about capacity limits for new building at Lost Creek. The Miami County Department of Development has approved the total occupant load of Heritage Hall at “not to exceed 300 people”. MCPD will be establishing capacity for up to 150 people in banquet-style seating with up to 275-person capacity for presentations or other entertainment. The Park District received a Nature Works grant to pay 75% of climbing tower at Lost Creek Reserve. The MCPD Credit Card Compliance Office held a meeting in November and will continue to conduct quarterly board updates to review CC policies, accounts, and related issues.
- b. **Operations** – Dan – Nothing to add to report.
- c. **Marketing** – Amanda – Nothing to add to report. We are up \$3,000.00 from last year on Holiday Lights donations.
- d. **Education** – Cinda said 400+ people were at the Halloween Happenings. We are discussing how to approach classroom season starting in January. May hold large groups in gyms rather than

going into classrooms. Mrs. Gutmann suggested looking into a “Girls on the Run” type program. The Hug the Earth Festival will be week of April 26<sup>th</sup>.

- e. **Executive Director** – Scott had no additions to his written report. Mr. Haines said the bikeway in Fletcher is looking great. The new shelter house at Stillwater Prairie Reserve looks great too, as well as small shelter at Garbry Big Woods Sanctuary.

**EXECUTIVE SESSION**

- A. Property and Personnel - Dr. Malarkey moved to enter executive session to discuss property and personnel, seconded by Mrs. Gutmann at 9:51 a.m.

The Board came out of Executive session and entered a public meeting at 10:15 a.m.

Dr. Malarkey moved to adjourn the meeting, seconded by Mrs. Gutmann, motion carried unanimously. The meeting was adjourned at 10:15 a.m.

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J. Scott Myers

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R. Douglas Haines