

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

Tuesday, December 18, 2018

8 a.m. Work Session

9 a.m. Meeting

Lost Creek Reserve Administration Office

Present: Mr. Doug Haines, Dr. Robert Malarkey, Mrs. Elizabeth Gutmann, Scott Myers, Kevin Swanson, Cinda Hanbuch-Pinkerton, Chris Thompson, Janeen Selanders, Dale Gade, Amanda Smith, Melanie Yingst from Troy Daily News, and Intern Allison Tyre

MINUTES – Mr. Malarkey made a motion to accept the minutes of the November 27, 2018 board meeting, seconded by Mrs. Gutmann, motion unanimously carried.

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

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

NEW BUSINESS

- A. RESOLUTION 1247-18 – Authorization to enter into an agreement with Ross Construction to remodel the upstairs restroom in the Charleston Falls Preserve office - Mrs. Gutmann made a motion to approve resolution 1247-18, seconded by Dr. Malarkey, motion carried unanimously.**
- B. RESOLUTION 1248-18 – Authorization to submit the 2019 Final Budget to the Miami County Auditor - Mrs. Gutmann made a motion to approve resolution 1248-18, seconded by Dr. Malarkey, motion carried unanimously.**
- C. RESOLUTION 1249-18 – Approval of transfers 11/20/18-12/12/18 - Mrs. Gutmann made a motion to approve resolution 1249-18, seconded by Dr. Malarkey, motion carried unanimously.**
- D. RESOLUTION 1250-18 - Authorization to enter into an agreement with Choice One Engineering to prepare the design, plans, bidding procedures and construction services for an Operations building to be constructed at Lost Creek Reserve - Mrs. Gutmann made a motion to approve resolution 1250-18, seconded by Dr. Malarkey, motion carried unanimously.**
- E. RESOLUTION 1251-18 - Authorization to enter into an agreement with Candace Goodall Architect to develop the construction plans for an approximately 6,000 square foot wood frame Operations maintenance building to be constructed at Lost Creek Reserve - Mrs. Gutmann made a motion to approve resolution 1251-18, seconded by Dr. Malarkey, motion carried unanimously.**

OLD BUSINESS

- A. FOUNDATION – Scott will be sending the balance to the board members after the new year.**

OTHER BUSINESS

A. Staff Reports

A. Deputy Director – Kevin said the park’s liability insurance is up for renewal and no addition to his written report.

B. Operations – Dale had no addition to written report.

C. Marketing – Amanda said UVMC sponsorship has been approved and they will be finalizing how it will be implemented. Scott will be presenting at the Riverway Summit on April 19. Amanda will be presenting the Leave No Child Inside initiative. Amanda introduced Allison Tyre that will intern until mid-January. She will be designing Trail Run logos and doing some video work.

D. Environmental Education – Cinda said there is some restructuring being done within the Education Department and it seems to be going well. She said the music for the Pollinator program is done and it will debut at Stillwater Prairie Reserve on Thursday, May 9 at 10 a.m.

E. Executive Director - Scott had no addition to written report.

Guest was Candance Goodall arrived to give a presentation on the proposed barn. The anticipated construction is 2020.

Mr. Haines made a motion to enter executive session at 9:52 a.m. to discuss property and personnel, seconded by Mrs. Guttman, motion carried unanimously.

EXECUTIVE SESSION

The Board came out of Executive session and entered a public meeting at 10:21a.m.

A. Mr. Haines made a motion to approve an annual salary for Scott Myers of \$106,000 and Kevin Swanson an annual salary of \$96,000, seconded by Mrs. Gutmann, motion carried unanimously.

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

J. Scott Myers

R. Douglas Haines