

**MINUTES**  
**MIAMI COUNTY PARK DISTRICT**  
**BOARD OF PARK COMMISSION**  
*Tuesday, February 27, 2018 – 9 a.m.*  
*Lost Creek Reserve Administration Office*

Present Mr. Doug Haines, Dr. Robert Malarkey, Mrs. Elizabeth Gutmann, Scott Myers, Dan Weaver, Kevin Swanson, Tama Cassidy, Chris Thompson, Janeen Selanders and Amanda Smith.

Mr. Haines opened the meeting at 9 a.m. with Janeen Selanders recording the minutes.

**MINUTES – Dr. Malarkey made a motion to accept the minutes of the January 23, 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 1204-18 - Approval of transfers 1/17/17 through 2/16/18 - Mrs. Gutmann made a motion to approve resolution 1204-18, seconded by Dr. Malarkey, motion carried unanimously.**
- B. RESOLUTION 1205-18 - Authorization to purchase 9 new Harris XG-15P Portable Radios from W.S. Electronics, LLC. - Mrs. Gutmann made a motion to approve resolution 1205-18, seconded by Dr. Malarkey, motion carried unanimously.**
- C. RESOLUTION 1206-18 - Authorization to purchase a new Kubota RTV-11000 from Apple Farm Service, Inc. and to trade-in a 2009 John Deer 8500 Gator - Mrs. Gutmann made a motion to approve resolution 1206-18, seconded by Dr. Malarkey motion carried unanimously.**
- D. RESOLUTION 1207-18 - Authorization to purchase a new 2018 Ford F-350 with snow plow package from Middletown Ford and trade in a 2005 Ford F-250 with snow plow - Dr. Malarkey made a motion to approve resolution 1207-18, seconded by Mrs. Gutmann, motion carried unanimously.**
- E. RESOLUTION 1208-18 - Authorization to enter agreement with The Floor Store and More to replace downstairs carpet with Commercial grade vinyl planks at Charleston Falls - Mrs. Gutmann made a motion to approve resolution 1208-18, seconded by Dr. Malarkey, motion carried unanimously.**
- F. RESOLUTION 1209-18 - Authorization to dispose of obsolete/damaged equipment to remove from MCPD inventory - Dr. Malarkey made a motion to approve resolution 1209-18, seconded by Mrs. Gutmann, motion carried unanimously.**
- G. Update Credit Card/Purchasing Policy -**

MIAMI COUNTY PARK DISTRICT CREDIT CARD POLICIES

PREPARED: JANUARY 1, 2018

1. The credit card can only be used for Park District business purchases, and the cardholder agrees to use the credit card only for approved (*obligated*) purchases (*Page 93 Employee Manual; Agreement to Accept MCPD Purchasing Card for Business; Fifth Third Bank Cardholder Agreement*).
2. The Cardholder will be held accountable for using the business credit card in accordance with the Park District's policies and procedures (*Page 93 Employee Manual; Fifth Third Bank Commercial Cardholder Agreement*).
3. Security of your Park District credit card is your responsibility. The cardholder shall not give the card issued to them, or the card number, to anyone. (*Page 93 Employee Manual; Fifth Third Bank Cardholder Agreement*).
4. Personal purchases, ATM/Cash advances and other cash-related activities are prohibited (*Page 93 Employee Manual; Agreement to Accept MCPD Purchasing Card for Business*).
5. Cardholder agrees to retain ORIGINAL receipts for all business card purchases, and to **SIGN** all receipts, additional documentation, schedules, brochures, etc. and return **ORIGINAL** receipts and supporting documentation to the Finance Department at Lost Creek Reserve within three (3) business days of the date of purchase. (*Fifth Third Bank Cardholder Agreement*).
6. Cardholders intending to be absent due to vacation, sick leave or leave of absence for over one week shall turn the card into the employee's supervisor (*Finance Department*) before the leave commences. (*Page 93 Employee Manual*).
7. If a credit card is lost/stolen, the cardholder must notify their supervisor (*Finance Department*) as soon as possible (*Page 92 Employee Manual; Fifth Third Bank Commercial Cardholder Agreement*).
8. The cardholder will assist the Finance Department in identifying and resolving any unauthorized charges made to their card (*Page 92 Employee Manual*).
9. The cardholder must surrender their Park District credit card upon their separation of employment, or when requested by their director (*Page 9, Employee Manual; Agreement to Accept MCPD Purchasing Card for Business*).
10. Intentional personal use, or violating any provision of the Credit Card policy, WILL result in immediate card cancellation. In addition, employee WILL be subject to disciplinary action up to and including termination of employment, and criminal charges will be filed if it is proven the employee purposefully intended to defraud the Park District (*Page 93 Employee Manual; Agreement to Accept MCPD Purchasing Card for Business*).

I have read, understand and agree to comply with the terms and conditions of the Miami County Park District Business Credit Card policies:

**Fifth Third Bank  
Commercial Card\*  
Cardholder Agreement**

*(To be completed by Employee requesting the Commercial/Business Credit Card)*

COMPANY LEGAL NAME: **MIAMI COUNTY PARK DISTRICT "BORROWER"**

The undersigned Cardholder, who is an employee or agent of Borrower, in consideration of the issuance and use of a Fifth Third Bank Commercial/Business Card ("Commercial Card"), hereby agrees to the following:

1. Use of the Commercial Card shall be governed by the Commercial Card Terms and Conditions which will accompany the Commercial Card.

2. Cardholder agrees to safeguard the Commercial Card from unauthorized use and shall inform the Borrower of any unauthorized use as soon as said use is discovered.
3. Cardholder agrees that the Commercial Card shall be used only for the business purposes of Borrower, and within the employment or agency relationship between Cardholder and Borrower.
4. Cardholder agrees to retain original receipts for all Commercial Card purchases, sign all receipts and supporting documents, and return all original receipts and supporting documents to borrower for payment.

**AGREEMENT TO ACCEPT  
MIAMI COUNTY PARK DISTRICT PURCHASING CARD  
FOR BUSINESS**

The Miami County Park District is pleased to present you with this procurement card. It represents Miami County Park District's trust in you, and your empowerment as a responsible agent to safeguard and protect the Miami County Park District's assets.

I, \_\_\_\_\_ hereby acknowledge receipt of a Miami County Park District Purchasing Card for Business, Card Number \_\_\_\_\_ (**ON FILE**). I acknowledge receipt of the Cardholder Agreement.

I agree to use this card for Miami County Park District approved purchases **only**, and agree **not** to charge personal purchases. I understand that the Miami County Park District will audit the use of this and report any discrepancies.

I further understand that improper use of this card will result in disciplinary action. I understand that the Miami County Park District may terminate my right to use this card at any time for any reason. I agree to return the card to the Miami County Park District immediately upon request or upon termination of my employment.

As a Corporate Cardholder, I have read, understand and agree to comply with the terms and conditions of this Agreement and with the Cardholder Guide.

**MIAMI COUNTY PARK DISTRICT  
PURCHASING POLICIES**

**PRIOR TO MAKING A PURCHASE**

1. Before making ANY purchase(s), contact Lisa Myers or Chris Thompson "**Finance Department**" to verify that funds are available and to obligate the purchase. You must provide the following information:

- a. Name of Company you plan to purchase from.
- b. Items you will be purchasing, and a description (*Education Program Name if applicable*) of what items will be used for.
- d. Total cost (*including shipping and handling, tips, etc.*)

**NOTE:** Only the items you obligated can be purchased, and only up to the dollar amount you obligated. If you are purchasing from more than one (1) company, you must do a separate obligation for EACH company. If your purchases will come out of more than one (1) account, you must obligate each item to the appropriate account.

2. A Contract/Agreement must be submitted to the Finance Department to open a new Purchase Order. The Contract/Agreement must include; **a)** the Company's Name (*as they want printed it on the check*), **b)** Address (*where the check will be mailed*), **c)** Itemized description of what is being purchased, **d)** Total Cost (*including shipping, handling, freight, tips, etc.*) **e)** If the purchase is to come out of a SPECIAL Fund/Account, please inform the Finance Department at the time the Purchase Order request is submitted.

3. If the person/company you are purchasing from is NOT a Vendor, you must provide the following:

- a. A completed and signed **W-9 Form** must be submitted to Finance Department.

b. The **W-9 Form** must include:

- i. The Company's name EXACTLY as the company wants it printed on the check.
- ii. The correct address where the company wants the check mailed.
- iii. The company's Federal Tax Identification Number (EIN).
- iv. If you are purchasing from an individual, you **MUST** provide the individual's birth date and Social Security Number.

4. Credit Cards can only be used for purchases totaling more than **\$10.00**. Every effort should be made to combine individual purchases into a single, larger purchase. **PLAN AHEAD!**

#### **AFTER MAKING A PURCHASE**

1. After making a purchase, an ORIGINAL receipt/invoice must be turned in to the Finance Department within **Three (3) Business Days**. The ORIGINAL receipt/invoice:

- a. MUST include A DETAILED list of what was purchased.
  - i. Operations/Administrative Staff – attach a completed “**RECEIPT SHEET**”.
  - ii. Education Staff – attach a completed “**EDUCATION RECEIPT SHEET**”.
  - iii. A detailed description of what the purchase item(s) will be used for (*Education Program purchases MUST include the Education PROGRAM the purchase will be used for*).
- b. MUST be dated AFTER the date on the Purchase Order.
- c. MUST be signed, in ink, by the employee making the purchase.
- d. Can NOT include Sales Tax. If you are charged Sales Tax, you will be responsible for getting it removed or will reimburse the Park District if it cannot be removed.
- e. Travel MUST include a signed Conference Brochure that shows the date(s) & conference schedule.

2. We can no longer pay directly from a contract. We **MUST** have a signed, original invoice/receipt dated AFTER the date on the Purchase Order before we can order a check.

#### **GENERAL PURCHASING POLICIES**

1. ALL purchases will be obligated with the Finance Department PRIOR to making the purchase.
2. All receipts/invoices WILL be submitted to the Finance Department within three (3) Business days following the purchase.
3. Alcohol, tobacco, personal purchases, etc. using Park District funds are Prohibited.
4. Sales tax charges WILL be paid by the employee (*when traveling, take a “Sales Tax Exemption Form” along to help eliminate being charged by restaurants and hotels*).
5. When requesting a REIMBURSEMENT:
  - a. Attach the Original receipts/invoices to the appropriate “**RECEIPT Sheet**”, and;
  - b. Fill out a “**REIMBURSEMENT Form**” for all reimbursement requests.
  - c. Submit the completed RECEIPT sheet and REIMBURSEMENT form to the Finance Department
6. Speedway and Business credit cards will ONLY be used for fuel purchases for Park District vehicles.
7. The Business Credit Card will not be used for purchases totaling less than **\$10.00**.

#### **TRAVEL POLICIES**

1. Park District vehicles will be used for official business travel. Employees using personal vehicles must have insurance on the vehicle, and will NOT be reimbursed for travel expenses.
2. Excessive costs, indirect routes or additional travel solely for the convenience or personal preference of the employee during official Park District travel are NOT acceptable (*Page 89, Employee Manual*).
3. Employee is responsible for paying all costs incurred from extending a trip beyond the Normal Official Business Date(s).

**NOTE:** Extension of a trip is limited to NO MORE than one (1) day before and/or one (1) day after the date(s) of official business, and only if the additional days are required for travel to or from official Park District business.

4. Employees traveling on official Park District business with another person that is not an employee of the Park District (*spouse, children, etc.*), are personally responsible for all additional costs that may result.
5. Employees are responsible for paying for all non-business expenses when traveling (*movies, telephone, mini bar, etc.*).
6. Lodging expenses MUST be pre-approved by the Executive Director, will be paid by the Park District only when traveling outside of Miami County for official Park District business, and ONLY when such travel requires an overnight stay.
7. Out of State travel must be approved by the Miami County Park District Board of Commissioners.
8. The Park District will only pay Registration and Transportation expenses for official Park District travel approved by the Executive Director and/or Park Commissioners. All other travel-related expenses will be paid by the employee and can be submitted to the Park District for reimbursement consideration.
9. A conference brochure, listing conference date(s) and the itinerary/schedule, MUST be signed and submitted to the Finance Department along with the signed original receipt.

#### **MEAL POLICIES**

1. Only employees (*and Park Commissioners*) are eligible for purchase of meals by the Park District. Meals for any other person(s) MUST be pre-approved by the Executive Director.
2. No food or drink purchases will be made within Miami County, unless prior authorization is received from the Executive Director.
3. The following meal *per-diems* are set by the County:
  - a. Breakfast: \$ 9.00
  - b. Lunch: \$11.00
  - c. Dinner: \$20.00

**NOTE:** The employee is responsible for reimbursing the Park District for any purchased meal(s) exceeding the *per-diem*. The Park District will pay ONLY for meals purchased one (1) day before, and/or one(1) day after the date(s) of official Park District business, and ONLY if the additional days are required for travel to or from official Park District business.

4. The maximum tip amount authorized by the County is 15%. The employee is responsible for reimbursing the Park District for any tip exceeding the authorized tip percentage.
5. Meal Receipts must include;
  - a) Date,
  - b) Location,
  - c) DETAILED LIST of food/drink items purchased,
  - d) Cost of each food and drink item,
  - d) written list of EACH person included on the receipt (*if more than one (1) person*).

**Dr. Malarkey made a motion to approve the updated policy, seconded by Mrs. Gutmann, motion carried unanimously**

- H. **Approval for Operations Staff to attend Great Lakes Training Institute - Mrs. Gutmann made a motion to approve the training, seconded by Dr. Malarkey, motion carried unanimously.**

**OLD BUSINESS**

- A. **FOUNDATION** – Nothing new to report.

**OTHER BUSINESS**

A. Staff Reports

- A. **Deputy Director** – Kevin had no addition to his written report.
- B. **Operations** – Dan said the syrup season has been good so far. The park is currently seeking a full-time ranger.
- C. **Marketing** – Amanda had no addition to her written report. She did add that we are currently looking at new registration programs. There are only two companies available that accept the credit card processing procedure that is required by the county. We hope to have this up and running by summer camps.
- D. **Education** – Tama said the Seniors programs are doing well. Field season starts in March.
- E. **Executive Director** – Scott had no additions to his written report. He did remind the board that Mindy Weaver will start as Outreach and Special Event Coordinator on Monday, March 5.

**Dr. Malarkey moved to enter into executive session at 9:30 a.m. to discuss real estate and personnel, seconded by Mrs. Gutmann. The Board of Park Commission entered executive session.**

**The board returned from executive session at 10:16 a.m. Mrs. Gutmann moved to adjourn the meeting at 10:08 a.m., seconded by Dr. Malarkey, motion carried unanimously.**

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J. Scott Myers

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R. Douglas Haines