

MIAMI COUNTY PARK DISTRICT
BOARD OF PARK COMMISSION MEETING MINUTES
Tuesday, February 28, 2023
Heritage Hall at Lost Creek Reserve
8 a.m. Work Session - 9 a.m. Meeting

Present: Dr. Robert Malarkey, Elizabeth Gutmann, Jay Meyer, Scott Myers, Kevin Swanson, Chris Thompson, Dale Gade, Amanda Smith, Cinda Hanbuch-Pinkerton and Janeen Selanders.

MINUTES – Elizabeth Gutmann made a motion to accept the minutes of the January 24, 2023 board meeting seconded by Jay Meyer, motion unanimously carried.

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

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

NEW BUSINESS

- A. RESOLUTION 1533-23 – Approval of transfers 1/19/23 – 2/21/23 – Elizabeth Gutmann made a motion to approve Resolution 1533-23, seconded by Jay Meyer, motion unanimously carried.
- B. RESOLUTION 1534-23 – Authorization for the Executive Director of the Miami County Park District to enter into an agreement with Flora Construction to construct a 16' x 32' x 9' building for storing Holiday Lights materials at a final cost not to exceed \$36,604.00 - Elizabeth Gutmann made a motion to approve Resolution 1534-23, seconded by Jay Meyer, motion unanimously carried.
- C. RESOLUTION 1535-23 – Authorization for the Executive Director of the Miami County Park District to enter into an agreement with Flora Construction to construct a concrete base and set a sculpture at Hobart Urban Nature Preserve at a final cost not to exceed \$8,850.00 - Elizabeth Gutmann made a motion to approve Resolution 1535-23, seconded by Jay Meyer, motion unanimously carried.
- D. RESOLUTION 1536-23 – Authorization for the Executive Director of the Miami County Park District to enter into an agreement with Clearwater Plumbing to install additional plumbing in the maintenance building at Lost Creek Reserve at a final cost not to exceed \$21,900.00 - Elizabeth Gutmann made a motion to approve Resolution 1536-23, seconded by Jay Meyer, motion unanimously carried.
- E. RESOLUTION 1537-23 – Authorization for the Executive Director of the Miami County Park District to enter into an agreement with Springfield Acme Electric to provide electric hardware, materials and supplies for the Hug the Earth Festival, Fall FarmFest, Holiday Lights Event, etc. and to install Cox boxes, electric cords and Zombex boxes for the Holiday Lights Event at a final cost not to exceed \$26,005.00 - Elizabeth Gutmann made a motion to approve Resolution 1537-23, seconded by Jay Meyer, motion unanimously carried.
- F. RESOLUTION 1538-23 – Authorization to enter a (12) month lease agreement for (3) additional Flock safety camera systems from Flock Group, Inc. - Elizabeth Gutmann made a motion to approve Resolution 1538-23, seconded by Jay Meyer, motion unanimously carried.
- G. RESOLUTION 1539-23 – Authorization for the Executive Director of the Miami County Park District to enter into an agreement with Precision Mazes to construct a corn maze at Lost Creek Reserve at a final cost not to

exceed \$5,350.00 - Jay Meyer made a motion to approve Resolution 1539-23, seconded by Elizabeth Gutmann, motion unanimously carried.

- H. RESOLUTION 1540-23 – Authorization to enter into an agreement with Earthjoy Tree Adventures to provide a tree climbing event at the 2023 Hug the Earth Festival at a final cost not to exceed \$9,200.00 - Elizabeth Gutmann made a motion to approve Resolution 1540-23, seconded by Jay Meyer, motion unanimously carried.
- I. RESOLUTION 1541-23 – Authorization to enter into an agreement with Bring the Farm To You to perform at the 2023 Hug the Earth Festival at a final cost not to exceed \$5,070.00 - Elizabeth Gutmann made a motion to approve Resolution 1541-23, seconded by Jay Meyer, motion unanimously carried.
- J. RESOLUTION 1542-23 – Authorization for the Executive Director of the Miami County Park District to enter into a Temporary and a Permanent Easement with the Board of Miami County Commissioners for the purpose of replacing a bridge across the Great Miami River on Peterson Road in Staunton Township - Elizabeth Gutmann made a motion to approve Resolution 1542-23, seconded by Jay Meyer, motion unanimously carried.
- K. RESOLUTION 1543-23 – Authorization for the Executive Director of the Miami County Park District to enter into an agreement with Redpoint Adventures to purchase equipment for the climbing tower and zipline at Lost Creek Reserve at a final cost not to exceed \$8,380.80 - Elizabeth Gutmann made a motion to approve Resolution 1543-23, seconded by Jay Meyer, motion unanimously carried.
- L. Removal of excess equipment from inventory - Jay Meyer made a motion to approve the disposal and removal of excess equipment from inventory, seconded by Elizabeth Gutmann, motion unanimously carried.

OLD BUSINESS

- A. Foundation –Amanda said while at the OPRA conference she met with a National Recreation and Park Association representative and will have additional consultant contacts soon.

OTHER BUSINESS

A. Staff Reports

- a. Deputy Director – Kevin said we have recently submitted a claim for the damages obtained during the extreme cold snap. The restrooms at Charleston Falls, the cabin at Lost Creek and Garbry Big Woods Reserve all had to have repairs.

He spoke briefly about the 2024 Eclipse and the impact it will likely have on the area including schools due to the timing of it.

He said the minutes for the credit card compliance meeting were enclosed in the board packet.

- b. Operations – Dale displayed photos of new tools and projects completed recently.

The syrup season was early and was finished February 11. The program was offered 5 Saturdays and had between 30-70 participants each week.

He said the burn permits are ready and will begin when the weather permits. He said if it doesn't, we may have to have fall burns.

- c. Marketing –Amanda said she uploaded the presentations from the OPRA Conference to the staff webpage so other staff members can benefit from them.

She displayed the poster recently completed by the Great Miami Riverway. It is of Charleston Falls.

A photo shoot is planned for Heritage Hall at Lost Creek Reserve on March 25. These photos will be used in promotions and will have some expenses to it. The photographer is donating her time and skills for the shoot. She said she will have a report soon for advertising on The Knot and Wedding Wire's ROI. We do have a wedding or two booked for 2024.

Allison completed the T-Shirt designs for the 2023 Trail Run Challenge. Amanda had photos of each shirt displayed. Allison has also been working on the redesign of the Hug the Earth materials. She should have the artwork soon.

d. Environmental Education – Cinda said they are working on the festival planning and are in need of volunteers for both the school week and the Saturday festival.

The pollinator program is being done with Heywood schools and will be held on a weeknight so the Banana Slugs can perform for them.

e. Executive – Scott said we will be switching port-o-john companies April 3. The new company is a new locally owned business.

Kevin said the visitation was increased for January. Dale said the weather plays a big part in that.

Dr. Malarkey asked that the March meeting be at Heritage Hall and the April meeting be at the cabin.

EXECUTIVE SESSION

There was no executive session. Elizabeth Gutmann made a motion to adjourn the meeting, seconded by Jay Meyer, motion unanimously carried.

The meeting was adjourned at 10:15 a.m.

J. Scott Myers

Dr. Robert Malarkey