

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

Tuesday, March 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, Tama Cassidy and Janeen Selanders.

MINUTES – Elizabeth Gutmann made a motion to accept the minutes of the February 28, 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 1544-23 – Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2024-2025 through the Ohio Parks & Recreation Association (OPRA) - Elizabeth Gutmann made a motion to approve Resolution 1544-23, seconded by Jay Meyer, motion unanimously carried.
- B. RESOLUTION 1545-23 – Authorization to enter into a contract with Tritech Light & Sound to provide Audio/Visual services for the 2023 Hug the Earth Festival at a cost not to exceed \$5,500.00 - Elizabeth Gutmann made a motion to approve Resolution 1545-23, seconded by Jay Meyer, motion unanimously carried.
- C. RESOLUTION 1546-23 – Authorization to enter into an agreement with Reliable Tent Rental to provide the tents and stage for the 2023 "Hug the Earth" Festival at a cost not to exceed \$7,336.00 - Elizabeth Gutmann made a motion to approve Resolution 1546-23, seconded by Jay Meyer, motion unanimously carried.
- D. RESOLUTION 1547-23 – Authorization to enter into a contract with A&S Party Rental to provide extreme dual zipline entertainment at the 2023 Hug the Earth Festival at a cost not to exceed \$21,840.00 - Jay Meyer, made a motion to approve Resolution 1547-23, Elizabeth Gutmann seconded by motion unanimously carried.
- E. RESOLUTION 1548-23 – Approval of transfers 2/22/23 – 3/17/23 - Elizabeth Gutmann made a motion to approve Resolution 1548-23, seconded by Jay Meyer, motion unanimously carried.

- F. RESOLUTION 1549-23 – Request for the Ohio Department of Transportation to furnish and install, at no cost to the Miami County Park District, signage at locations identified in the USBR Signage Plan - Elizabeth Gutmann made a motion to approve Resolution 1549-23, seconded by Jay Meyer, motion unanimously carried.
- G. RESOLUTION 1550-23 – Authorization to purchase one (1) new 2023 Ram 2500 crew cab pick-up truck, and to trade in (2) vehicles, at a final cost not to exceed \$49,617.00 - Elizabeth Gutmann made a motion to approve Resolution 1550-23, seconded by Jay Meyer, motion unanimously carried.
- H. RESOLUTION 1551-23 – Authorization to install security systems in the Stillwater Prairie Reserve maintenance building, Charleston Falls Reserve barn and Lost Creek Reserve maintenance building at a final cost not to exceed \$6,307.05 - Jay Meyer, made a motion to approve Resolution 1551-23, Elizabeth Gutmann seconded by motion unanimously carried.

OLD BUSINESS

- A. Foundation – Amanda spoke with another foundation consultant and said the organization can transfer the current 501(C)3 from the park VIPs to the Foundation.

OTHER BUSINESS

- A. Staff Reports
 - a. Deputy Director – Kevin said the August all-staff meeting will include a carry in and teambuilding event. The January meeting will be an all-staff training.
 - b. Operations – Dale said the prairie burns are nearing completion for the year.

The additional Flock cameras are operational. He shared photos of new security improvements.

The final stages are nearing completion for hiring a new park ranger.
 - c. Marketing – Amanda displayed photos of the photo shoot held at Heritage Hall March 26. It was a great opportunity to get photos and work with local vendors.

The new t-shirt designs for the Hug the Earth Festival were shown. The updated designs for the festival and the Trail Run Challenge were completed by Allison Tyre. She does a fabulous job.
 - d. Environmental Education – Tama said the school field trips are beginning and the Hug the Earth posters are being distributed. Dr. Malarkey asked for a poster for his office.

The public programs are going well. She said a new evaluation QR code is being offered for participants to rate the programs after they complete them. This feedback will be beneficial to future programming.

- e. Executive – Scott reminded the board the festival is April 22 and this year the school festival will follow the family festival. This is the first year it has worked this way. He said the dinner with the Banana Slug String Band is Tuesday, April 25 at 6 p.m. He thinks it will be at The Caroline but will confirm it closer to the date.

Scott displayed a sample of the plaque that will be placed on a boulder in Doug's memory at Stillwater Prairie Reserve. We will hold a dedication this spring.

The Miami County Board of Elections has requested for Heritage Hall at Lost Creek Reserve be added as a polling location beginning in November. Scott has agreed and there will be two annually. The hall will be needed Monday through Wednesday in November and May.

There will be a celebration in Troy in September for the 50th Anniversary of the Great Miami River Recreational Trail. Troy completed the first section of the project and that is why it will be held there.

Scott gave a presentation to the mental health court to encourage the use of the parks. Elizabeth suggested emailing the program section of the newsletter to the court.

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