

**AMENDED MINUTES:
DARKE COUNTY PARK DISTRICT
REGULAR MEETING
THURSDAY, DECEMBER 21, 2023 AT 4:00 P.M.
SHAWNEE PRAIRIE PRESERVE NATURE EDUCATION CENTER
4267 ST. RT. 502 W., GREENVILLE, OH 45331**

OPENING OF MEETING

President Mike Henderson called the meeting to order in the Nature Center assembly room at 4:02 p.m. followed by the Pledge of Allegiance.

ROLL CALL

Deb Shiverdecker, Fiscal Officer/Financial Administrator conducted roll call. Present were: President Mike Henderson, Commissioner at Large John Cook, Director/Secretary Roger Van Frank and Director Designate Robb Clifford. Vice President Tina White was unable to attend. Guests recorded in attendance were: Tom Smith representing the Friends of the Darke County Parks, Volunteer Sandy Hoying, Dan Moorman trail property neighbor and interested citizen, Events Director Megan Hammaker, Maintenance Supervisor Michael Colamarino, Maintenance Operator Lance Leber, and Accounting Clerk Deb Fall.

MINUTES

Regular Meeting-October 19, 2023

John Cook made a motion to approve the minutes as presented.

Mike Henderson seconded.

Discussion-none.

Vote: Mike Henderson-yes, Tina White-absent, John Cook, yes.

Motion carried.

Special Meeting-November 16, 2023

Mike Henderson made a motion to approve the minutes as presented.

John Cook seconded.

Discussion-none.

Vote: Mike Henderson-yes, Tina White-absent, John Cook, yes.

Motion carried.

Regular Meeting-November 16, 2023

Mike Henderson made a motion to approve the minutes as amended.

John Cook seconded.

Discussion-none.

Vote: Mike Henderson-yes, Tina White-absent, John Cook, yes.

Motion carried.

PUBLIC COMMENT

Maintenance Operator Lance Leber requested the Board consider his promotion to full-time status. He stated that he really liked what he was doing and also needed the health insurance benefit for his family. Discussion was held. The cost of benefits for full-time status was discussed. The Board assured Lance that they are carefully considering this promotion but until further budget forecasting information is presented they really cannot decide or commitment at this time. They will be considering payroll moves in January and will keep Mr. Leber up to date.

FINANCIAL REPORT

The monthly financial reports for October and November were presented for review by the financial administrator.

John Cook moved to approve of the financial reports and approve all purchase orders and payments as needed for October/November.

Mike Henderson seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

Purchase orders, vouchers and payments needing Board approval were presented for signature.

Resolution #23-34-Appropriations Line Changes-Fund #1000-Operating Fund-Final Utility Invoices (from November 16)

The resolution was needed to move appropriations to cover the year end utility billings for the Park District. Discussion followed.

John Cook moved to approve Resolution #23-34 as presented.

Mike Henderson seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

Resolution #23-35-Appropriations Line Changes-Fund #1000-Operating Fund-Advertising Expense-Bear's Mill

The resolution was needed to move appropriations to cover advertising expense not originally budgeted for Bear's Mill. Discussion followed.

John Cook moved to approve Resolution #23-35 as presented.

Mike Henderson seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

Resolution #23-36-Appropriations Line Changes-Fund #1000-Operating Fund-Year End Payroll and other Expense

The resolution was needed to move appropriations to cover year end payroll and other expense not originally budgeted. Discussion followed.

Mike Henderson moved to approve Resolution #23-36 as presented.

John Cook seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

Resolution #23-37-Adjustments to Fund #2062-4th Grade Pioneer Days Grant Fund-to Close Fund

The resolution was needed to pay advances back to Fund #1000-Operating Fund, move appropriations as needed to make the transfer of the remaining balances to Fund #1000-Operating Fund to close out the grant fund. Discussion followed.

John Cook moved to approve Resolution #23-37 as presented.

Mike Henderson seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

The Financial Administrator Deb Shiverdecker presented research on passing a temporary appropriation measure for the beginning of 2024 so that the financial department has more time to close out the 2023 year-end and have the final appropriations measure and Estimate of Resources for the fiscal year 2024 done correctly. This temporary process would also eliminate the need to have a special board meeting on New Year's weekend. Discussion followed. The County Auditor also confirmed that the Park District was allowed to do the temporary appropriations measure but she would like to have the Estimate of Resources for 2024 in by January 31 instead of the allowed March 31. The Financial Administrator committed to the Board to have the 2023 closing, the estimate of resources for 2024 and the permanent appropriations resolution completed for the Regular Board Meeting on January 18, 2024. The temporary appropriations measure would be based on 25% of the last amended certificate from the Darke County Auditor. Discussion followed.

Mike Henderson moved to approve Resolution #23-40 allowing for the temporary budget measure as presented.

John Cook seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

Resolution #23-39-Appropriations Line Changes-Fund #1000-Operating Fund-Insurance Claim Expense-Unexpected

The resolution was needed to move appropriations to cover a billing from CORSA for an insurance claim from an accident at Prairie Days involving the Park District's trailer and a

vehicle that was not expected. Discussion followed. The financial administrator had called to verify that this was a bill which was due.

Mike Henderson moved to approve Resolution #23-39 as presented.

John Cook seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

The financial administrator also reported that with the receipt of a letter of cancellation for the solar easements comes the responsibility of three \$1,000 checks that were returned earlier to Apex Energy for the easements when the Park District found it was not sure of its ownership of the properties for the easements. The company has never deposited the checks. The financial administrator is discussing the issue with a company representative to verify if Apex will cash the checks or if they need re-issued or voided.

Purchase orders and vouchers needing board signatures were presented; a listing is attached.

DISTRICT REPORTS

The current Director did not present a report this month; deferred to Director Designate.

The Director Designate Report prepared and presented by Robb Clifford was reviewed. A copy is attached.

The Financial Administrator's Report prepared by financial administrator Deb Shiverdecker and accounting clerk Deb Fall was reviewed. A copy is attached. The financial administrator also presented an OPRA Report on levy statistics from the last election and a letter from the County Auditor concerning estimates of resources and appropriation measures being due for the board's review. These reports are attached.

The Programming Report prepared by the Naturalist Staff and presented by Megan Hammaker was reviewed. A copy is attached.

There was no Volunteer Report this month.

The Maintenance Report prepared and presented by Maintenance Supervisor Michael Colamarino was reviewed. A copy is attached. Mr. Colamarino also presented a quote from Elsner Painting for some repair to the red barn roof at Shawnee Prairie. Discussion followed.

The Bear's Mill Report prepared by Sophie Nieport was reviewed. A copy is attached.

Director Roger Van Frank reported that he is allowing the Friends of Ft. Jefferson to take some artifacts from the Nature Center to sort and clean for display. The Ft. Jefferson Friends has also let the Park District know that it may have to raise the barn rent at Ft. Jefferson to help pay the expenses of keeping the ground for the Park District.

There was no Friends of the Darke County Parks Report as the December meeting is a carry in dinner for the volunteers and all the Friends groups and no business is conducted.

Commissioner's Comments and Celebrations:

-President Mike Henderson presented and read Resolution #23-38-Recognizing the outgoing Director Roger M. Van Frank. Everyone in the room was given a chance to say what they wished to honor the retiring Director of 20 years.

John Cook moved to approve Resolution #23-38 as presented.

Mike Henderson seconded.

Discussion-The copy given to the Director will be signed by Vice President Tina White before being presented to him.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

OLD BUSINESS

Nothing further was discussed concerning recreational trails. Land owner discussions still need to be completed.

Director Designate Robb Clifford reported that the Park District will probably know ~~within 60 days~~ *approximately April* if the State Capital request was approved or not for Bear's Mill. Nothing further was discussed.

Director Designate Robb Clifford talked about doing some research on leaving the Park District Levy PAC open in preparation for the next levy approval. It would help with raising funds and perhaps getting more volunteers on board.

Director Designate Robb Clifford reported on the possible merger of The Gathering at Garst and Prairie Days. There was a meeting on December 14 with the museum volunteers and former organizer Katie Gabbard. This meeting was attended by Robb, Megan Hammaker and Deb Shiverdecker from the Park District. There was a good receipt of the news of the Park District taking over the event from the museum volunteers. Robb and Megan will meet with Museum Director Clay Johnson to come up with a contract for this event. Megan is already working on sponsorships for the event and Deb is already working with the encampment committee. Whether to completely cancel Prairie Days next year is still under discussion.

Another quote for the red barn roof was presented by the Director. Discussion followed. It will have to be decided whether the roof needs replaced or just maintained before quotes can be considered in 2024. Nothing further was discussed.

Director Designate Robb Clifford is researching the cost of doing a public survey of park district services through a professional survey company. He would like to do this in 2024 or at least before another levy comes up for a vote.

NEW BUSINESS

President Mike Henderson reported the Governor Husted's wife, Tina Husted has offered an art piece as a gift to the Park District to be placed at Bear's Mill. Discussion followed.

Mike Henderson made a motion to accept the gift from Mrs. Husted and to let Sophie know what is expected at Bear's Mill with the gift.

John Cook seconded.

Discussion-none.

Vote: Mike Henderson-yes, Tina White-absent, John Cook, yes.

Motion carried.

The Financial Administrator Deb Shiverdecker presented the potential list of holiday dates and board meeting dates for 2024 to the Board for review. Discussion followed.

Mike Henderson moved to approve the list of holidays and board meeting dates for 2024 as presented.

John Cook seconded.

Discussion-none.

Vote: Mike Henderson-yes, Tina White-absent, John Cook.

Motion carried.

Director Designate Robb Clifford reported on a quote received by Doss Business Systems to renew the Park District's firewall software and hardware. The old system that the Nature Center and Bish have already had replaced is no longer being supported. Bear's Mill will have to have this new hardware/software installed as well. Discussion followed.

John Cook moved to approve the Sonic Wall system for Bear's Mill as quoted by Doss Business Systems in 2024.

Mike Henderson seconded.

Discussion-None.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

EXECUTIVE SESSION

John Cook moved to adjourn to Executive Session at 7:34 P.M. for discussion of personnel-staff reorganization and new Director contract for 2024.

Mike Henderson seconded.

Discussion-none.

**Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.
Motion carried.**

RETURN TO REGULAR SESSION

John Cook moved to return to Regular Session at 8:22 p.m. with no formal action taken in Executive Session.

Mike Henderson seconded.

Discussion-none.

Vote: Mike Henderson-yes, Tina White-absent. John Cook-yes.

Motion carried.

John Cook made a motion to accept the contract presented and accepted by Robb Clifford for Director for one year beginning January 1, 2024.

Mike Henderson seconded.

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

ADJOURNMENT-

John Cook moved to adjourn the meeting at 8:24 p.m.

Mike Henderson seconded.

Discussion-none

Vote: Mike Henderson-yes, Tina White-absent, John Cook-yes.

Motion carried.

_____ Michael W. Henderson, President	_____ Date
_____ Tina E. White, Vice President	_____ Date
_____ John Cook, Commissioner-at-Large	_____ Date
_____ Robert J. Clifford, Director	_____ Date