



MINUTES:
DARKE COUNTY PARK DISTRICT
REGULAR MEETING
THURSDAY, APRIL 18, 2024 AT 4:00 P.M.
SHAWNEE PRAIRIE PRESERVE NATURE EDUCATION CENTER
4267 ST. RT. 502 W., GREENVILLE, OH 45331

OPENING OF MEETING

President Tina White called the meeting to order in the Nature Center assembly room at 4:05p.m. followed by the Pledge of Allegiance.

ROLL CALL

Deb Shiverdecker, Fiscal Officer/Financial Administrator conducted roll call. Present were: President Tina White, Vice President John Cook, Commissioner at Large Mike Henderson and Director/Secretary Robb Clifford. Guests recorded in attendance were: Volunteer Sandy Hoying, Stacey Lavey, trail property neighbor and interested citizen, Park District Outreach Director Mitchell Pence, Volunteer Scott McAlpine, Sophie Nieport, Bears Mill Manager, Dr. David Cox, representing the Friends of Ft. Jefferson, Park District Maintenance Supervisor Michael Colamarino and Debra Fall, Park District Accounting Clerk.

MINUTES

Regular Meeting-March 21, 2024

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

Mike Henderson seconded.

Discussion-none.

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

Motion carried.

PUBLIC COMMENT

None.

FINANCIAL REPORT

The monthly financial report for March 2024 was presented for review by the financial administrator.

John Cook moved to approve the March 2024 financial reports and approve all purchase orders and payments as needed.

Mike Henderson seconded.

Discussion-None.

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

Motion carried.

The Financial Administrator Deb Shiverdecker presented a copy of the quarterly statement just recently received by the Park District for the inherited deferred compensation account from Karen Jo Maule. It was explained that this report will become a part of the financial report, quarterly, as the finance department receives them. This will be recorded until such time the Board and staff decide what is to be done with the money received from Karen Jo.

The Financial Administrator also presented information from the Bear's Mill gift shop concerning purchasing customized puzzles from a Canadian company. The Canadian company was asking for prepayment for the goods and also the Park District was being charged a pretty good international fee for using its VISA card to buy these items. Ms. Shiverdecker had talked to the company and they are requesting prepay due to the customization of the product but are offering an ACH payment option that would save the Park District the international fees. This is a long running vendor of the Mill and no problems have been encountered in the past. Discussion followed.

Mike Henderson moved to continue doing business with the puzzle company with prepayment and the ACH option as the risk of loss is low.

Tina White seconded.

Discussion-None.

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

Motion carried.

The notice from the Darke County Auditor concerning the due dates of the 2025 tax budget were presented for the Board's review. The Director and Financial Administrator will be working with the various Park District departments to assist them in preparing their budget estimates.

Resolution #24-07-Set Up Fund #2062 for the Second Ohio History Connection Grant for the 4th Grade Pioneer Days Program

The financial administrator presented this resolution due to the Park District being awarded a second reimbursable grant for a two year 4th grade Pioneer Days program.

Discussion followed.

Mike Henderson moved to approve Resolution #24-07 as presented.

John Cook seconded.

Discussion-None.

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

Motion carried.

Resolution #24-08-Advance \$5,000 to Fund #2062 Ohio History Connection 4th Grade Pioneer Days Program #2 Grant Fund.

The financial administrator presented this resolution to advance \$5,000 to Fund #2062-OHC 4th Grade Pioneer Days #2 Grant Fund so that the staff can begin making purchases for the first round of the Pioneer Days program coming up in May. Discussion followed.

Mike Henderson moved to approve Resolution #24-08 as presented.

Tina White seconded.

Discussion-None.

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

Motion carried.

Resolution #24-09-Appropriation Line Change Fund #1000-Operating Fund for Nature Center Gift Shop

The financial administrator presented this resolution due to the Park District purchasing Eclipse t-shirts to sell in the gift shops for the Eclipse events which was not a budgeted event although the Park District did very well on the sales. Discussion followed.

Tina White moved to approve Resolution #24-09 as presented.

John Cook seconded.

Discussion-None.

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

Motion carried.

Resolution #24-10-Appropriation Line Change Fund #2901-Special Projects Fund for Nature Play Area.

The financial administrator presented this resolution to move appropriations to the appropriate line for the installation of a Nature Play Area at the Bish Discovery Center by the maintenance department. Discussion followed.

John Cook moved to approve Resolution #24-10 as presented.

Mike Henderson seconded.

Discussion-None.

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

Motion carried.

Resolution #24-11-Appropriation Line Change Fund #1000-Operating Fund for Re-Issuing Apex Solar Checks from Prior Year.

The financial administrator presented this resolution due to the Park District and Apex Solar Energy cancelling their easement agreement from 2021 for solar power lines under Park District property. Apex Solar stated that it did not receive the refund checks originally mailed to them. Discussion followed.

Mike Henderson moved to approve Resolution #24-11 as presented.

John Cook seconded.

Discussion-None.

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

Motion carried.

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

DISTRICT REPORTS

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

The Financial Administrator's Report prepared and presented by Financial Administrator Deb Shiverdecker and Accounting Clerk Deb Fall was reviewed. A copy is attached.

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

The Volunteer Report prepared by Volunteer Coordinator Kathy Cool was reviewed. A copy is attached.

The Maintenance Report prepared and presented by Maintenance Supervisor Michael Colamarino was reviewed. A copy is attached.

The Bear's Mill Report prepared and presented by Sophie Nieport was reviewed. A copy is attached. Sophie talked about the unexpected repairs to the buhr stones that took place in the past two weeks. Sophie also talked about the possibility of promoting Pamela Brown to full time status as assistant miller to be able to move ahead with the goals that have been set for the Mill in the near future. She felt that this was something that was expected at some point.

Dr. David Cox reported that the Friends of Ft. Jefferson's grant application for a planned archeology dig at Ft. Jefferson was denied again. He talked about how the process is going for the Jimmy Red Corn project that the maintenance department suggested for extra income on the property by growing and milling and selling Jimmy Red corn; an agreement has been signed. They have had funding donated for the corn crib needed for the corn project and a donation toward funding of the archeological dig they are planning. They will do the dig this summer. Dr. Cox stated that the groups funding is good for this year but they will be facing a mortgage loan deadline in a year and a half. Nothing further was discussed.

The Friends of the Darke County Parks will have their chicken dinner at the Bish Discovery Center this weekend.

Sophie Nieport reported that the Soup and Bowl went very well for the Friends of Bears Mill. They did not sell out the tickets but made extra revenue on the extra bowls that were sold. The Friends have ordered a bench to honor Rotary for some of its donations to the Mill.

Commissioner's Comments and Celebrations:

-Commissioner at Large Mike Henderson thanked the Director for his work on the updated personnel handbook. Thanked Sophie Nieport for her work on getting the Husted Family Day honoring Mrs. Husted's donation of a painting to the Mill lined up. Thanked the whole staff for their team work on the eclipse parties. Thanked Maintenance for grinding up the tornado debris from the community. Sophie Nieport and her staff for getting an online shop set up for the Bear's Mill products.

-President Tina White also thanked the staff for the great Eclipse events that were held at the Park District in various parks.

OLD BUSINESS

The Director reported that he has tried to reach out to Mr. Abney at a new phone number but has not received anything back. He will reach out again to Mr. Abney and then Mr. Rudy will also need contacted. Nothing further was discussed concerning recreational trails. Land owner discussions still need to be completed.

Director Robb Clifford indicated that the Park District's work on Phase II of the Bear's Mill renovation project is on hold until the Park District hears whether their State capital campaign has been successful. Nothing further was discussed.

The Director reported that the August 3 date for the Husted Family Day event at the Mill was still a go. Nothing further was discussed.

Director Robb Clifford reported that the work on updating the server system and the alarm systems at the three Park District buildings will go forward as soon as the companies have the materials and plans in place. The alarm work at the Nature Center is happening at the present time. Doss is ready to start on the server system but are finishing a big project so want to complete that before beginning our project; a couple of weeks.

The Financial Administrator reported that the checks to Apex Solar had been returned to the Park District for wrong address. Deb Fall is checking on that and making sure they get right back out to the correct address. The address should have been correct as the company filled out a form recently to have the checks reissued.

The Director reported that he had talked to the owner of the Lazy R Campground about their easement request. They are working on having the plans put together for the project but do not have anything to present yet. Perhaps by the next meeting. Nothing further was discussed.

NEW BUSINESS

The Director talked about his research into getting the alcohol permit for the Gathering at Garst. Discussion followed. The President suggested reviewing the bylaws and checking with CEBCO to make sure there isn't anything that would not let the Park District have alcohol at some events. Permission would be given for each individual request.

EXECUTIVE SESSION

Tina White moved to adjourn to Executive Session at 5:30 p.m. for discussion of personnel policy and staffing.

Mike Henderson seconded.

Discussion-none.

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

Motion carried.

RETURN TO REGULAR SESSION

Mike Henderson moved to return to Regular Session at 7:15 p.m. with no formal action taken in Executive Session.

Tina White seconded.

Discussion-none.

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

Motion carried.

John Cook made a motion to approve the “Employee Certification Policy” effective 4/18/24 as presented.

Mike Henderson seconded.

Discussion-none.

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

Motion carried.

John Cook made a motion to approve the Employee Handbook update with the addition of the “Employee Certification Policy” as presented.

Mike Henderson seconded.

Discussion-none.

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

Motion carried.

RETURN TO EXECUTIVE SESSION

John Cook moved to adjourn to Executive Session at 7:20 p.m. for discussion of personnel structure.

Mike Henderson seconded.

Discussion-none.

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

Motion carried.

RETURN TO REGULAR SESSION

John Cook moved to return to Regular Session at 7:49 p.m. with no formal action taken in Executive Session.

Tina White seconded.

Discussion-none.

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

Motion carried.

ADJOURNMENT-

Tina White moved to adjourn the meeting at 7:51 p.m.

John Cook seconded.

Discussion-none

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

Motion carried.

Tina E. White, President

Date

John Cook, Vice President

Date

Michael W. Henderson, Commissioner-at-Large

Date

Robert J. Clifford, Director

Date