

January 26, 2024 Board Meeting Minutes  
Preservation Parks of Delaware County  
1:00 PM Deer Haven Park

**Roll Call:** The meeting was called to order at 1:00 PM, with Board members John Bader, Chair; Bruce Ruhl, Vice Chair; and Glenn Marzluf, Secretary present. Staff included Mary Van Haften, Executive Director; Rich Niccum, Deputy Director; Kyle Pace; Beth McCollam; Chief Welch; Matt Simpson; Casey Smith; Chris Roshon; Tony Benishek; Tyler Swartzlander; and Bonnie Houk. Public present: Amy Tovar

**Public Comments:** None

**Consent Agenda**

1. Approval of December 18, 2023 Regular Board Minutes
2. Approval of December 28, 2023 Special Board Minutes
3. Resolution 2024 - 570 Revised 2024 Budget
4. Resolution 2024 - 571 Declaration of Surplus Property
5. Resolution 2024 - 572 Award of Design/Engineering Contract to Carpenter Marty Transportation for McCammon Creek Park Entrance Drive and Parking Lot Project in the amount of \$49,849.00
6. Accepting a \$3,000 unrestricted donation from the Lakemacher Family

**Items Removed from the Consent Agenda:** None

**Approval of Consent Agenda:** J. Bader moved to approve the consent agenda, B. Ruhl seconded, all members voted aye. The motion passed.

**Financial Report and Ratification of Vouchers:** B. Ruhl moved to approve the Financial Report and Ratification of Vouchers, J. Bader seconded, all members voted aye. The motion passed.

**Human Resources Changes in Personnel Report:** B. Ruhl moved to approve the Changes in Personnel Report, J. Bader seconded, all members voted aye. The motion passed.

**Department Reports:**

M. Van Haften reported that part of McCammon Creek Park opened this week, north of Orange Road. This section includes 1.25 miles of the Red Fox Trail.

Outdoor Connections Manager C. Smith reported on Winter's Day on the Farm, Big Trees Ohio, and the kickoff of the Winter Letterbox program. The Letterbox prize this year is solar eclipse glasses, designed by the Marketing Department, which she shared with the board. C. Smith also announced the delivery of the District's 50<sup>th</sup> Anniversary time capsule.

Human Resources Manager T. Benishek reported on completion of benefits open enrollment and employee performance appraisals. A new component of the appraisals asked staff to reflect on each of the District's core values as part of the process.

Chief D. Welch reported on the attempted break-in at Hogback maintenance garage in December; nothing was taken but the gate and door were damaged. Officers issued a citation to a visitor at Hickory Woods Park for drug paraphernalia. Officers concluded an investigation into a vehicle break-in over the summer and were able to get an indictment and warrant issued for the suspect. Interviews were held for a park officer position and an open Sergeant's position; both are still in process.

Marketing Manager B. McCollam shared photos of the 2023 photo contest winners along with the new web page for McCammon Creek Park North Area, and the Facebook post announcing the opening of the area. The Orange Friends Church has agreed to allow visitors to park in their parking lot; signs will be posted directing visitors to the trail entrance.

Natural Resources Manager C. Roshon reported on the start of restoration at the recently purchased Havener property along US 23. Seeding has been done, drain tile removal has started, and the contracted invasive species removal work is nearly complete.

Park Operations Manager K. Pace reported on improvements to Hogback Ridge Park wildlife viewing area and updates to the steps and ramp at the Sandel Legacy Trailhouse.

Sr. Park Planner M. Simpson reported on the opening of the McCammon Creek Park North Area and shared the new trail map, Bicentennial Barn discussions are ongoing with the architect, as well as utility planning at Hickory Woods Park.

**Public Comments:** A. Tovar inquired about where to find seasonal job openings. B. McCollam directed her to the appropriate section of the Park District website.

#### **Other Business**

1. *Reappointment of Bruce Ruhl to the Park Board of Commissioners.* B. Ruhl's term will run from February 6, 2024 through February 5, 2027.
2. *Election of Officers.* B. Ruhl nominated J. Bader for Chair of the Park Board, G. Marzluf seconded. J. Bader nominated B. Ruhl for Vice Chair of the Park Board, G. Marzluf seconded. B. Ruhl nominated G. Marzluf for Secretary, J. Bader seconded. All members voted aye. J. Bader assumed the Chair and conducted the remainder of the meeting.
3. *The Year In Review Presentation.* Staff played a Year in Review video that will be shared on the Park District website. Highlights of 2023 included land acquisition, planning and operations projects and initiatives, programs, marketing projects, and technology initiatives.
4. *Bicentennial Barn Update* – M. Simpson presented cost-saving modifications to keep the project within the original budget of \$4.6M. Modification options included reducing the basement to the area below the original barn structure only, and eliminating the stand-alone restroom, stage, paved patio, and paved parking from the current project scope. The architect will provide updated drawings and costs in the next couple of weeks.
5. *Revisions to the Employee Handbook* – Human Resources Manager Tony Benishek presented changes to the handbook including Pre-Employment Background Checks and Drug Policy; Alcohol, Drugs, and Smoking; Preventative Health Measures; Use of Park Vehicles; Travel Reimbursement; and Receipt Policies. B. Ruhl moved to accept revisions to the handbook as presented, G. Marzluf seconded. All members voted aye.
6. *Approval of Public Comment Policy* – Staff presented a Public Participation Policy for board consideration. G. Marzluf moved to approve the Public Comment Policy as presented, B. Ruhl seconded. All members voted aye.

**Executive Session:** B. Ruhl moved to go into executive session at 2:05 PM for the purpose of discussing land acquisition and compensation of a park employee, G. Marzluf seconded. Roll call was taken; all members were present and all members voted aye. The motion passed.

The board returned to regular session at 2:46 PM. J. Bader excused himself due to another commitment. The remaining board members took the following action:

B. Ruhl moved to approve a 4.5% raise for the Executive Director, G. Marzluf seconded; members present voted aye. The motion passed.

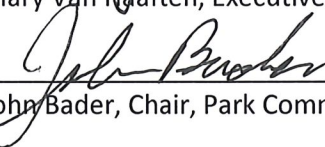
**Next Board Meeting Date:** Thursday, February 20, 1:00 PM at Deer Haven Park.

**Adjournment:** B. Ruhl moved to adjourn the meeting at 3:02 PM, G. Marzluf seconded; members present voted aye. The motion passed.

Respectfully submitted,



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Mary Van Haaften, Executive Director



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John Bader, Chair, Park Commissioner

