**Seneca County Park District Board of Park Commissioners**

December 14, 2021 – 9:00AM

Park Office, 3362 S. TR 151, Tiffin OH 44883

**Meeting Minutes**

Lori Hall called the meeting to order at 8:59 AM.

**Roll Call:** Jakob Boehler present Sarah Betts present   
Lori Hall present Shelly Smola present

Lee Martin present   
Bill McAllister present  
Janet Shutt present

**Staff & Guests:** Gary McClure, Linda Rose, Ashton Stevenson, Kim Wickman, Catherine Gase

**Consent Agenda**: A motion was made by Jakob Boehler to approve the meeting agenda & minutes of the 11/9/21 regular meeting and the 11/19/21 special meeting. Motion was seconded by Bill McAllister, and was approved unanimously.

**Financial Reports:** A motion to approve the financial statements was made by Lee Martin and seconded by Janet Shutt. Motion was approved unanimously.

**Executive Director’s Report** presented by Sarah Betts (see attachment for full report).

* The Park District’s current website host is stopping service as of 12/31/21. Spire Advertising and Web Design will be taking over website duties, and will create a temporary webpage until the new website is able to be designed and launched.
* Applications for the 2022 Community Park Grants cycle will be due 5/1/2022. To be eligible entities must have filed their final reports for any previous Community Park Grant awards.
* The first row of block is expected to be laid later this week for the ODNR Abbott’s River Access project at Steyer Nature Preserve.

**Programs Report** presented by Linda Rose

* Program attendance numbers have been fairly good.
* The Park District participated in Tiffin Christmas Parade on Saturday, December 4th.
* Preparations for Winter Camp are underway.
* Program schedules for February – May are currently being developed.

**Operations & Natural Resource Report** presented by Kim Wickman (see attachment for full report).

* Kim emphasized the need to get equipment ordered as soon as possible in FY2022 due to long lead times and backorders.
* Photos were shown of improvements and project progress at various parks.
* Highlights of key items in the Operations & Natural Resource Report.

**Public Comment:** Catherine Gase shared that Linda has made a request for a canoe trailer and a canoe to potentially be donated to the Park District.

**Old Business:**

**Executive Director Performance Review**: The Board has completed a performance review for the Executive Director and recommends a 4% pay increase.A motion to increase Executive Director’s wage by 4% effective 12/18/2021 was made by Bill McAllister, seconded by Lee Martin and was approved unanimously.  
**Recognition of Commissioner Bill McAllister:** Bill is reaching his term limit as a Park Board Commissioners at the end of 2021, and was publicly recognized and thanked for his many years of service and dedication to the Park District, and nine years of service as a park commissioner. Sarah presented Bill with a certificate highlighting his many contributions over the years.

**Resolution 12.14.2021 #1:** Approving and Authorizing Capital Improvements for Exterior Electrical Improvements at Bowen Nature Preserve, in an amount not to exceed $7,000. A motion was made by Lee Martin, seconded by Jakob Boehler and was approved unanimously  
**2022 Board Schedule:** The Board agreed to reschedule the 2/8/2022 regular meeting to 2/18/2022 due to schedule conflicts.

**New Business :** N/A

**Executive Session :** N/A

**Adjournment:** Motion to adjourn was made by Bill McAllister, seconded by Jakob Boehler, and was approved unanimously. Meeting adjourned at 9:30 AM.

**Next Meetings:**

January 11 9 AM Park Office

February 18 9 AM Park Office

**Respectfully Submitted by**: Shelly Smola, Secretary