

Seneca County Park District Board of Park Commissioners

November 8, 2022 – 9:00 AM
Park Office, 3362 S TR 151, Tiffin OH 44883

Meeting Minutes

Lee Martin called the meeting to order at 9:00 AM.

Roll Call:	Jakob Boehler	<u>present</u>	Sarah Betts	<u>present</u>
	Lori Hall	<u>present</u>	Shelly Smola	<u>present</u>
	Lee Martin	<u>present</u>		
	Jacob Price	<u>present</u>		
	Janet Shutt	<u>present</u>		

Staff & Guests: Vicki Johnson & Catherine Gase.

Consent Agenda: A motion was made by Jakob Boehler to approve the meeting agenda & the minutes of the 10/11/22 regular meeting. Motion was seconded by Jacob Price, and was approved unanimously by roll call vote of members present.

Financial Reports: A motion to approve the financial statements was made by Lori Hall and seconded by Janet Shutt. Motion was approved unanimously by roll call vote of members present.

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

- Sarah provided an overview of her written report.
- After reviewing the Q3 comprehensive plan report, a motion to change the frequency of the reporting to semi-annual was made by Jacob Price and seconded by Lori Hall. Motion was approved unanimously by roll call vote of members present.
- Kim was able to identify workforce development funds to cover a portion of the cost of welding training for Grady and Sarajane.

Programs Report presented by Sarah Betts

- Programs are going well, and staff has been busy with a wide range of program activities.
- Sarah provided an overview of the special programming that was done for schools and community organizations in the month of October.

Operations & Natural Resources Report presented by Sarah Betts (see attachment for full report).

- Sarah provided an overview of Kim's written report.
- Due to the strong winds over the weekend, operations employees have been busy checking for wind damage and removing fallen trees and branches.

Public Comment: N/A

Unfinished Business: N/A

New Business:

Business Manager Job Description Updates – Accepting the changes to the Business Manager job description to reflect current job duties. A motion to accept the Business Manager job description change was made by Lori Hall and seconded by Jakob Boehler. Motion was approved unanimously by roll call vote of members present.

Accepting the 2023 Regular Board Meeting Schedule: A motion to accept the 2023 Board of Park Commissioners regular board meeting schedule was made by Janet Shutt, seconded by Jacob Price and was approved unanimously by roll call vote of members present.

Resolution 11-8-2022 #1: Approving and Authorizing Capital Improvement for Privacy Fence Construction at Bowen Nature Preserve Nature Preserve. Collectively, the Board opted to postpone bringing this resolution to the table until cost estimates are available.

Executive Session:

- A motion was made by Lori Hall, seconded by Jakob Boehler to enter into executive session to discuss personnel matters at 9:25 AM, and was approved unanimously.
- The Board exited executive session at 9:57 AM. A motion to exit executive session and resume the regular meeting was made by Lori Hall, seconded by Jacob Price, and was approved unanimously.

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 the Executive Director's wage by 4% effective 12/17/2022 was made by Lori Hall, seconded by Jacob Price and was approved unanimously by roll call vote of members present.

Adjournment: Motion to adjourn was made by Lori Hall, seconded by Jakob Boehler, and was approved unanimously. Meeting adjourned at 10:00 AM.

Next Meetings:

Regular Meeting: December 13, 2022 – 9:00AM
SCPD Park Office

Regular Meeting: January 10, 2023 – 9:00AM
SCPD Park Office

Respectfully Submitted by: Shelly Smola, Secretary