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

February 22, 2022 – 9:00AM

Fruth Wetland Nature Preserve, 10130 W. State Route 18, Fostoria OH 44830

**Meeting Minutes**

Janet Shutt called the meeting to order at 9:02 AM.

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

Lee Martin absent  
Jacob Price absent  
Janet Shutt present

**Staff & Guests:** Kim Wickman, Melanie Zender, Catherine Gase & Vicki Johnson.

**Consent Agenda**: A motion was made by Lori Hall to approve the meeting agenda & minutes of the 1/11/22 organizational & 1/11/22 regular meetings. Motion was seconded by Jakob Boehler, and was approved unanimously by roll call vote of members present.

**Financial Reports:** A motion to approve the financial statements was made by Jakob Boehler and seconded by Lori Hall. 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 shared additional co-operative partners of the invasive species removal project at Clinton Nature Preserve and Schekelhoff Nature Preserve. The City of Tiffin, Ohio Department of Natural Resources and the Izaak Walton League were co-operative partners not previously listed.
* The Izaak Walton League provided a donation for the planting of trees at Clinton Nature Preserve after the invasive species has been removed. Tree planting will be at a future date and volunteers will be needed to help.
* Progress on the river access project at Steyer Nature Preserve continues as permitted by weather and the river’s water level.

**Programs Report** n/a

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

* The meeting with Gibson at Bowen Nature Preserve has been postponed due to weather and scheduling issues.
* The Bowen barn electric updates have been completed and are awaiting final inspection.
* Kim and Melanie will be attending the Ohio Woodland Water and Wildlife Conference presented by the Ohio State University’s Ohio Woodland Stewards Program in Mansfield, OH on March 2nd.

**Public Comment:** n/a

**Old Business:** n/a

**New Business:**

**Resolution 2-22-2022 #1:** Approving an Equipment purchase of a new KX040-4R3AP Kubota Compact Excavator with accessories, not to exceed the amount of $52,576.02. A motion was made by Jakob Boehler and seconded by Lori Hall. Motion was approved unanimously by roll call vote of members present.

**Resolution 2-22-2022 #2:** Approving an Equipment purchase of Accessories for the Kubota Compact Excavator, not to exceed the amount of $6,615.00. A motion was made by Lori Hall and seconded by Jakob Boehler. Motion was approved unanimously by roll call vote of members present.

**Resolution 2-22-2022 #3:** Approving an Equipment purchase of accessories and peripheries for a John Deere Utility Tractor, not to exceed an amount of $4,209.49. A motion was made by Jakob Boehler and seconded by Lori Hall. Motion was approved unanimously by roll call vote of members present.

**Resolution 2-22-2022 #4:** Accepting and Approving the Disposal of Unneeded Equipment. A motion was made by Lori Hall and seconded by Jakob Boehler. Sarah clarified that tractor is planned to be placed on GovDeals with a reserve. Motion was approved unanimously by roll call vote of members present.

**Updating Job Descriptions & Starting Pay Ranges:** Authorizing updates to the Park Technician job description to add a full time option and updating starting pay ranges for all jobs to reflect current rates. A motion was made by Lori Hall, seconded by Jakob Boehler and was approved unanimously by roll call vote of members present.

**Executive Session**: n/a

**Adjournment:** Motion to adjourn was made by Lori Hall, seconded by Jakob Boehler, and was approved unanimously by members present. Meeting adjourned at 9:21 AM.

**Next Meetings:**   
  
Regular Meeting: March 8, 2022 – 9:00AM  
 SCPD Park Office

Regular Meeting: April 12, 2022 – 9:00AM  
 SCPD Park Office

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