

Seneca County Park District Board of Park Commissioners
January 10, 2023 – immediately following the 9:00AM Organizational Meeting
Park Office: 3362 S TR 151, Tiffin OH 44883

Regular Meeting Minutes

Janet Shutt called the meeting to order at 9:04 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: Ryan Caudill, Joan Q. Public & Linda Rose.

Consent Agenda: A motion was made by Lori Hall to approve the meeting agenda and the minutes of the 12/13/22 regular meeting. 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 Lee Martin and seconded by Jakob Boehler. Motion was approved unanimously by roll call vote of members present.

Executive Director’s Report presented by Sarah Betts (see attachments for full reports).

- Sarah provided an overview of her written Director’s Report, the Comprehensive Plan Summary, and the 2022 Seneca Parks Impact Summary.
- Three firms submitted Statements of Qualifications in response to the RFQ (request for qualifications) posted for the construction of a new nature education building at Fruth Wetland Nature Preserve. A review team comprised of Bryce Kuhn, Mason Correll, and Sarah reviewed the submissions and determined that all three firms were qualified. An RFP (request for proposals) will be sent out to the three firms later today.

Programs Report presented by Linda Rose

- Winter Camp went well, with 34 total camp participants.
- The February – May 2023 programs have been finalized.
- There were 52 species of birds sighted in Seneca County during this year’s Christmas Bird Count program. There were several rare sightings, including a black-crowned night-heron spotted at Garlo Heritage Nature Preserve.

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 powerful winter storm that went through the area recently, operations employees are again busy clearing trails and removing fallen trees and branches.

Public Comment: A person identifying themselves as Joan Q. Public voiced their displeasure on the way the trail at Schekelhoff Nature Preserve was trimmed, the difficulty they experienced in finding the proper contact information, and several other complaints. There was a discussion lasting approximately 20 minutes in length between Park Board members, Sarah and Joan Q. Public. Schekelhoff Nature Preserve is not owned or maintained by the Seneca County Park District; it is owned and maintained by the City of Tiffin. Ryan Caudill from Ag-Pro shared that he would be happy to assist the Park District with any upcoming equipment purchases.

Unfinished Business: N/A

Resolution 01-10-2023 #1: Approving and Authorizing the Executive Director to enter into an architectural/engineering service agreement with Garmann/Miller Architects at a cost not to exceed \$80,000.00 for the future nature education facility at Fruth Wetland Nature Preserve. The Board's legal counsel has reviewed the document and it was approved as to form. A motion to approve the resolution was made by Lori Hall and seconded by Jakob Boehler. Motion was approved unanimously by roll call vote of members present.

New Business:

Resolution 01-10-2023 #2: Accepting and Approving the Report of 2022 Donations and Grant Funds. A motion to approve the resolution was made by Jacob Price and seconded by Lee Martin. Motion was approved unanimously by roll call vote of members present.

Resolution 01-10-2023 #3: Approving and Authorizing a Capital Improvement for concrete work at Fruth Wetland Nature Preserve, at a cost not to exceed \$20,000.00. A motion to approve the resolution was made by Lori Hall and seconded by Jakob Boehler. Motion was approved unanimously by roll call vote of members present.

Resolution 01-10-2023 #4: Approving a resolution for the intent to sell property by internet auction in calendar year 2023. A motion to approve the resolution was made by Jakob Boehler and seconded by Jacob Price. Motion was approved unanimously by roll call vote of members present.

Resolution 01-10-2023 #5: Authorizing Transfer of Funds in the amount of \$10,000.00 from 2188 Park "Transfer Out" expense account to 2209 Preschool "Transfer In" revenue account. A motion to approve the resolution was made by Lori Hall and seconded by Lee Martin. Motion was approved unanimously by roll call vote of members present.

Resolution 01-10-2023 #6: Approving and Authorizing a Supplemental Appropriation of Fund 2188 to Contract Services in the amount of \$45,000.00. A motion to approve the resolution was made by Jakob Boehler, seconded by Jacob Price. Motion was approved unanimously by roll call vote of members present.

Resolution 01-10-2023 #7: Approving and Authorizing the Executive Director to accept the Real Estate Lease Agreement renewal provided by the Seneca County Commissioners in an amount not to exceed \$10,000.00 per year, for a term of up to five years. A typographical error under item #2 of the lease agreement was corrected from "commencing on the first day of January 2023 until the thirty-first day of December 2023" to "commencing on the first day of January 2023 until the thirty-first day of December 2027" A motion to approve the corrected resolution was made by Lee Martin, seconded by Lori Hall. Motion was approved unanimously by roll call vote of members present.

Board members paused to sign resolutions at 9:48 AM, and the meeting resumed at 9:58 AM

Executive Session:

- The Board entered into executive session to discuss employee compensation at 9:58 AM.
- A motion to exit executive session was made by Lori Hall, seconded by Lee Martin, and was approved unanimously. The Board exited executive session and reconvened the regular meeting at 10:05 AM.

Employee Retention Bonuses: A motion to authorize one-time employee retention bonuses in the amount of \$3,000.00 for full time employees and \$1,500.00 for part time employees, payable on the next available payroll was made by Lori Hall, seconded by Lee Martin and was approved unanimously by roll call vote of members present.

Adjournment: Motion to adjourn was made by Jakob Boehler, seconded by Jacob Price, and was approved unanimously. Meeting adjourned at 10:07 AM.

Next Meetings:

Regular Meeting: February 14, 2023 – 9:00AM
SCPD Park Office

Regular Meeting: March 14, 2023 – 9:00AM
SCPD Park Office

Respectfully Submitted by: Shelly Smola, Secretary