

Seneca County Park District Board of Park Commissioners

November 14, 2023 – 9:00 AM

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

Regular Meeting Minutes

Janet Shutt called the meeting to order at 8:58 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: Catherine Gase & Vicki Johnson.

Consent Agenda: A motion was made by Jacob Price to approve the meeting agenda, the minutes of the 10/10/23 regular meeting and the minutes of the 11/7/23 Governance, Policy & Human Resource committee 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 Lori Hall and seconded by Lee Martin. 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 the current Director's Report.

Programs Report presented by Sarah Betts

- Programs continue to go well.
- Linda will be starting a new in-school program at New Reigel Schools.

Operations Report presented by Sarah Betts

- The St. John's Mill parking lot improvements are expected to be completed before the end of the year.
- Operations staff continue to wrap up seasonal projects and are beginning to prepare for winter.

Friends of the Seneca Parks Report: Catherine Gase shared that the Friends have agreed to contribute \$1200 to help defer costs for the Nature Education Building mailing campaign. The Allen Eiry fund declined a grant request that the Friends had applied for.

Public Comment: N/A

Unfinished Business:

Resolution 11.14.2023 #1: Approving and Adopting the Revised 2024 Park District Draft Budget – Fund 2188. A motion to approve the resolution was made by Lee Martin, and seconded by Jakob Boehler. Motion was approved unanimously by roll call vote of members present.

New Business:

2024 Board Meeting Schedule: A motion to approve the Seneca County Park District Board of Park Commissioners 2024 meeting schedule was made by Lori Hall and seconded by Jacob Price. Motion was approved unanimously by members present.

Executive Session:

- A motion was made by Lori Hall, and seconded by Jacob Price to enter into executive session to discuss personnel matters at 9:14 AM, and was approved unanimously by members present.
- The Board exited executive session by general consensus, and a motion was made by Lori Hall, and seconded by Janet Shutt to resume the regular meeting at 9:35 AM. Motion was approved unanimously by members present.

Executive Director Performance Review: The Board completed a performance review for the Executive Director and recommends a 4% pay increase. A motion to accept the performance evaluation and increase the Executive Director’s wage by 4% effective 12/16/2023 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 Lori Hall, and was approved unanimously by members present. Meeting adjourned at 9:39 AM.

Next Meetings:

Regular Meeting: December 12, 2023 – 9:00 AM
Park Office

Regular and Organizational Meetings: January 9, 2023 – 9:00 AM
Park Office

Respectfully Submitted by: Shelly Smola, Board Secretary