

**Wood County Park District  
Board of Park Commissioner's Minutes Regular Meeting  
10/10/2023**

**1. Call to Order**

The meeting was called to order by Chairperson Tom Myers at 3:04 p.m. at William Henry Harrison Park, 644 Bierley Ave., Pemberville, OH. 43450.

**2. Roll Call**

Tom Myers, present  
Sandy Wiechman, present  
Bill Cameron, present  
Wendy Headley, absent  
Rebecca Ferguson, present

Staff present: Rob Brian, Steve Thomson, Zeb Albert, Tom Belcher, Andrew Kalmar, Kristin Long, Diana Ziems, Chris Smalley, Jim Witter

Members of the Press: Julie Carle (B.G. Independent News), Jane Maiolo (Perrysburg Messenger), Clint Corpe (WBGU – Morning News), Marie Thomas (Sentinel Tribune)

Guests: Candace Weis

**3. Approval of Minutes**

Mr. Myers stated the minutes from the 9/12/2023 board meeting was distributed to the board prior to this meeting. Ms. Wiechman moved approval of the 9/12/2023 meeting minutes as presented. Ms. Ferguson seconded. A roll call vote was conducted with all in favor, motion carried.

**4. Chairman's Report**

Mr. Myers stated the Heritage Farm Fest was last weekend at Carter Historic Farm and thanked staff members for another successful event. He stated the Hiking Challenge is still going on through the end of October. Mr. Myers stated the Heritage Holiday event is coming up at Carter Historic Farm on Saturday, December 9<sup>th</sup> from 1:00 p.m. to 4:00 p.m. He stated Wild Lights will be coming up in January 2024 and is always a fun post-holiday event.

**5. Director's Report**

Mr. Smalley shared some of the Wood County Park District's Capital Projects that were accomplished in 2023, including an emergency playground repair at Cedar Creeks Preserve, paving of the Park District Headquarters parking lot, fireplace switch replacements at Otsego Park's Thompson Stone Hall and W.W. Knight Nature Preserve's Hankison Great Room, board walk replacement and repair at W.W. Knight Nature Preserve, relocation of the patio ramp at the W.W. Knight Nature Preserve, repairs to the

basement supports at Otsego Park, replacement of wooden benches at Otsego Park, a new refrigerator and microwave in Otsego Park's Thompson Stone Hall kitchen, large-scale clearing completed along Slippery Elm Trail, installation of park entrance signs at Bradner Preserve and Baldwin Woods, tar and chipping completed at the Timmons Road and Caldwell Road entrances at Bradner Preserve, creation of staircase in the large barn at Carter Historic Farm, installation of a pond aerator at J.C. Reuthinger Memorial Preserve, septic tank repairs at Sawyer Quarry Preserve, reseeding and grading around the pond at J.C. Reuthinger Memorial Preserve. Mr. Myers inquired on the amount budgeted for Capital Projects for the year in comparison to what was spent. Mr. Smalley stated some of the projects came in under budget, including tar and chipping at Bradner Preserve and the J.C. Reuthinger Memorial Preserve expansions. He stated the Park District is still under budget, while keeping in mind there were some expenditures that were not expected, including playground equipment replacement and septic repairs.

Mr. Smalley advised there is paperwork for the Park Commissioners to review regarding a summary of improvements to the Park District rental program from the rental review committee led by Chief Thomson. Mr. Smalley stated after review, he'd like to move forward at the November meeting. Ms. Ferguson asked where to find the current cost per rental for comparison. Mr. Smalley stated this information is found on our website, as well as in the full information packet distributed to board members earlier in the year.

Mr. Smalley stated Andrew Kalmar and Kristin Long have spent many hours reviewing the Park District Employee Manual in search of needed updates, corrections and additions. Mr. Smalley and Commissioner Ferguson reviewed the manual as well. Mr. Smalley advised a packet of the employee manual with all changes tracked in red has been given to all Park Commissioners for review. Ms. Ferguson thanked Mr. Kalmar and Ms. Long for their hard work on this project. She stated they will be reviewing the manual, including discussing why the parks close when the County offices are closed due to weather conditions.

In housekeeping, Mr. Smalley distributed copies of the Portage River Water Trail and advised William Henry Harrison Park is listed as the first stop on the trail. Mr. Smalley stated The Archer Company recommended to update two Park District positions after reviewing their Comprehensive Position Questionnaires. The Archer Company recommended the Volunteer Services/Communications Specialist position be upgraded from pay grade 6 to pay grade 7 and title changed to Community and Communications Specialist. The Archer Company recommended the Historic Farm Specialist position be upgraded from pay grade 8 to pay grade 9 and title changed to Historic Farm Coordinator. Ms. Ferguson moved to approve the change of pay grade and title for Volunteer Services/Communications Specialist. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried. Ms. Ferguson moved to approve the change of pay grade and title for Historic Farm Specialist. Mr. Cameron seconded. A roll call vote was conducted with all in favor, motion carried.

**6. Departmental Reports**

Mr. Myers stated departmental reports were distributed prior to the board meeting for review. No additional discussion.

**7. Approval of Payables**

Mr. Myers stated the payables for the month of September were distributed to board members prior to the meeting and called for a motion to approve. Ms. Ferguson moved to approve the payables. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

**8. Old Business**

Nothing heard at this time.

**9. New Business**

Nothing heard at this time.

**10. Friends of the Wood County Parks**

Candace Weis stated the Fall Bird Seed Sale has ended, with half the orders placed online and half the orders mailed in to Park District Headquarters. She stated the Friends received as many donations as bird seed orders. Ms. Weis advised the Fall Native Plant Sale was held at Cedar Creeks Preserve and was stocked with fall planting items and also had plots available for sale. Ms. Weis stated the Friend's Fall Newsletter was mailed to members last week. She advised the Fall Membership Meeting is coming up on 10/15/2023 at Otsego Park's Thompson Stone Hall with lunch provided and special speaker Deb Nofzinger from Sandusky County Park District. Ms. Weis stated the Scarecrow Contest at Heritage Farm Fest was a success and she enjoyed being a judge. She advised the Eagle Scout painting project at Riverview Shelter at William Henry Harrison Park was funded by Friends of the Wood County Parks. Ms. Weis stated the Friends have started the History of the Wood County Parks committee. She stated this committee has gone through decades of scrapbook information and is starting to form the history of the Wood County Parks. She stated they will continue by searching for information in local libraries, having individuals sift through the historical audio/visual items found and interviewing folks who have played a part in building the parks system.

**11. Hearing of Visitors**

No visitors heard at this time.

**12. Executive Session**

No executive session scheduled.

**13. Adjournment**

Ms. Wiechman moved to adjourn. Ms. Ferguson seconded. Meeting adjourned at 3:33 p.m.



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Tom Myers, Chairperson



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Chris Smalley, Director

Wood County Park District Headquarters, 18729 Mercer Rd., Bowling Green, OH. 43402