

**Wood County Park District
Board of Commissioner's Minutes Regular Meeting
1/9/2024**

1. Call to Order

The meeting was called to order by Chairperson Rebecca Ferguson at 3:01 p.m. at Wood County Park District Headquarters, 18729 Mercer Road, Bowling Green, OH. 43402.

2. Roll Call

Rebecca Ferguson, present
Sandy Wiechman, present
Wendy Headley, absent
Jonathan Smith, present
Kathleen Attwood, present

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

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

3. Approval of Minutes

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

4. Chairman's Report

Ms. Ferguson stated some of the Wood County Park District activities happening are Wild Lights coming up 1/19/2024 through 1/21/2024, Base Camp Stories series, Christmas Tree Recycling at select park locations, Women's Introduction to the Outdoors, and a flyer celebrating Wood County Park District's 90th year of providing natural and cultural resources in Wood County.

5. Director's Report

Mr. Smalley stated mileage reimbursement is reviewed on an annual basis. In an effort to streamline the process, information was added in the resolution to follow the IRS guidelines regarding gratuity after today's meeting, or until the board decides to change this decision. Ms. Ferguson presented resolution 24-001 to the Board of Park Commissioners. Ms. Wiechman moved to approve the resolution. Mr. Smith seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated the Owens Community Collage Law Enforcement Consortium membership allows Park Police staff to obtain access to crucial training and networking

opportunities. Ms. Ferguson presented resolution 24-002 to the Board of Park Commissioners. Ms. Wiechman moved to approve the resolution. Mr. Smith seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated Park Police manual updates are needed periodically due to being managed by a third-party company, Lexipol, which keeps Park Police compliant with state and federal regulations. Ms. Wiechman inquired on the phrasing "Medical Marijuana" on the resolution. Chief Thomson stated Lexipol has decided to make minor adjustments and keep medical included for now. Ms. Ferguson presented resolution 24-003 to the Board of Park Commissioners. Ms. Attwood moved to approve the resolution. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated the Farmland Lease Agreement for the 50+ acres that are actively farmed adjacent to the Bradner Preserve is up for annual renewal. Ms. Ferguson presented resolution 24-004 to the Board of Park Commissioners. Ms. Wiechman moved to approve the resolution. Ms. Attwood seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley shared the Public Entities Pool calendar that included three photos taken by Jamie Sands of different locations and events at the Wood County Park District.

Mr. Smalley stated a CPQ update was conducted in the fall for Jim Witter's position of Programs Coordinator through the Archer Company. Mr. Smalley stated the Archer Company recommended to change this position's pay grade from 9 to 10 and change the position title from Programs Coordinator to Programs Manager. He stated a resolution isn't necessary, but an approval from the board is required. Ms. Attwood moved to approve the CPQ updates. Ms. Wiechman seconded. Mr. Smalley advised Jim's position has evolved since his start date in 2014; for example, his duties extend to all park locations and now encompass the staff at Carter Historic Farm.

Mr. Smalley welcomed the new Park Commissioners, Jonathan Smith and Kathleen Attwood, and stated he's looking forward to working together.

6. Departmental Reports

Ms. Ferguson stated departmental reports were distributed prior to the board meeting for review. She stated the reports are helpful and department heads do a good job of capturing what is happening within their departments. Ms. Wiechman stated she appreciates the adjustments and explanations added to the reports in recent years.

7. Approval of Payables

Ms. Ferguson stated the payables for the month of December were distributed to board members prior to the meeting and called for a motion to approve. Ms. Wiechman moved to approve the payables. Ms. Attwood 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 was not in attendance. Mr. Smalley advised that Ms. Weis is looking forward to February's meeting. She stated the Friend's next meeting is later this month and that will get business going for Friends of the Wood County Parks in 2024. Mr. Smalley stated the Friends assisted the Park District in securing a grant through the Bowling Green Community Foundation to help replace four benches along Slippery Elm Trail and installation of two new benches at Carter Historic Farm.

11. Hearing of Visitors

Jim Witter highlighted the upcoming program "Women in the Outdoors" led by Historic Farm Coordinator Anna Cotterman and Program Naturalist Emma Taylor. He stated this collaborative effort will encourage and educate women to be comfortable in the outdoors and in our Wood County Parks.

12. Executive Session

Ms. Ferguson stated there will be an Executive Session to discuss purchase of property for public good. Ms. Wiechman moved to enter Executive Session at 3:24 p.m. Mr. Smith seconded. A roll call vote was conducted with all in favor, motion carried.

13. Adjournment

Ms. Wiechman moved to adjourn. Ms. Attwood seconded. Meeting adjourned at 4:03 p.m.



Sandra Wiechman, Vice-Chairperson

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



Chris Smalley, Director

