

PARK BOARD

May 13, 2024

The May 13, 2024 Park Board meeting was called to order at 5:30 p.m. at the White Shelter in Harrison Smith Park by Kate Niederkohr, Chairperson. Park Board members present were Jennifer Banta, Jon Blackburn, Dean Leonard, Kate Niederkohr, and Bill Sturgeon. Bob Blocksom was absent.

Others present included: Kyle McColly, Mayor; Keith Niederkohr, Parks Manager; Angela Polachek, Pool Manager; Ben Voorheis; Dawn Voorheis; John Walker; Brian Hemminger, Daily Chief Union; and Sarah Bennett, Clerk.

The summary of bills totaling \$102,748.65 was presented.

A motion was made by Mrs. Banta, seconded by Mr. Leonard, for the approval and payment of bills totaling \$102,748.65. Upon Voice Vote, all members voted Yes. The Chairperson declared the motion carried.

The minutes of the April 11, 2024 Park Board meeting, having been mailed to each Park Board member, were approved as received.

Mr. Ben Voorheis addressed the Park Board and explained the Eagle Scout Project that he completed in March 2024. Mr. Voorheis placed identification labels on approximately one hundred seventy (170) trees in Stepping Stones Park and also mapped these trees. Mr. Niederkohr plans to continue labeling trees with future plantings in Stepping Stones Park. Park Board members thanked Mr. Voorheis for his work and congratulated him on achieving his Eagle Scout rank.

Ms. Angela Polachek reported on the following:

- Ms. Polachek and Mrs. Stephanie Hessey, Human Resource Officer, conducted interviews for lifeguards and cashiers. A list of the applicants recommended for hiring was provided to the Park Board. It was noted that the hiring of lifeguards should be pending them obtaining the necessary certifications.
- An advertisement for the position of Assistant Manager is currently posted. Ms. Polachek indicated that she had initially planned to proceed with the pool season as the only manager, but new developments have led to that decision to be reconsidered. Ms. Polachek plans to continue as the pool manager for the entirety of the season, and she will be primarily handling the administrative role of manager throughout the season but she will need an assistant manager to assist with various duties. Ms. Polachek inquired about a special Park Board meeting to be held on Tuesday, May 22, 2024 at 4:00 p.m. to address the hiring for the assistant manager position. Mrs. Niederkohr indicated that the Park Board will discuss this special meeting under new business.
- Ms. Polachek complimented the Water Department employees for being helpful and answering her questions, and for their background knowledge of the pool.
- Communications are underway with the Upper Sandusky Black Marlins Summer Swim Team and the Upper Sandusky Learn to Swim swim lessons program regarding their operational preferences and needs to make their seasons successful.
- The Upper Sandusky Park Pool Facebook page is the primary source of information and is still under development and will have regular updates. All pre-season work will be updated by Friday, May 17, 2024. The swim teams' Facebook page is linked to the Park Pool Facebook page. The Learn to Swim page had some technical difficulties and now swim lesson information is posted to the Park Pool Facebook page as the primary location.
- Mr. Brian Hemminger, Daily Chief Union Editor, will be meeting with Ms. Polachek for an article to outline things planned for the pool for the 2024 season.
- Updating season passes and including a liability waiver form as part of the pass forms was suggested. Ms. Nancy Lehnhart, Water Office Manager, has been in communication with Ms. Polachek with suggestions to improve season passes.

A motion was made by Mrs. Banta, seconded by Mr. Sturgeon, to hire Aidan Bacon, Jayne Blackburn, Brynlee Cundiff, Nora Estes, Aiden Frey, Leah Herring, Arabel Kreais, Callie Lynch, Levi Plymale, Emily Ruhlen, Sierra Shasteen, and Ellie Zeller as lifeguards, pending them obtaining their lifeguard and CPR/first aid certifications, at an hourly pay rate of \$12.00 for first year lifeguards and an additional 25¢ per year for each returning lifeguard. Upon Voice Vote, all members voted Yes. The Chairperson declared the motion carried.

A motion was made by Mr. Leonard, seconded by Mrs. Banta, to hire Aleena Bendele, Elaina Conigy, Halle Darnell, Lauren Dilley, and Addison Niederkohr as cashiers at an hourly rate of pay of \$10.50. Upon Voice Vote, all members voted Yes. The Chairperson declared the motion carried.

Revisions to the Employees' Personnel Policy and Procedure Manual were presented and discussed.

A motion was made by Mr. Blackburn, seconded by Mrs. Banta, to recommend to City Council to approve the revisions to the Employees' Personnel Policy and Procedure Manual. Upon Voice Vote, all members voted Yes. The Chairperson declared the motion carried.

Mr. Niederkohr reported on the following:

- The Lions Club has repaired two portions of equipment for one of the slides located in Harrison Smith Park.
- The Upper Sandusky Community Library's Story Walk in Stepping Stones Park has been installed and is ready to read, and Mrs. Jill Stansbery will be maintaining the information for the Story Walk. Mr. Niederkohr thanked the Elks and Wyandot County Community Foundation for their contributions.
- The splash pad in Bicentennial Park will open on Memorial Day weekend and the daily hours will be from 11:00 a.m. to 8:00 p.m.
- The swimming pool in Harrison Smith Park will open on Memorial Day weekend.
- New nets have been installed at the sand volleyball courts in Harrison Smith Park.
- The pickleball court in Harrison Smith Park is being used alot.
- The fountains in the ponds in Harrison Smith Park and Duck Pond Park will be installed this week.
- Angeline will be having a drive-thru graduation in Harrison Smith Park on Tuesday, May 21, 2024.
- Mr. Niederkohr reminded the softball leagues to drag the diamonds after they play on them for maintenance purposes.
- Bicentennial Park is currently too wet for the construction of the pickleball courts. Construction will begin when the weather permits.
- The placement of the banners on the posts in the downtown will be done as soon as possible.

Mayor McColly shared information received from the Onion Bag Litter Prevention Project and a request for permission for the installation of a bag dispenser box in Stepping Stones Park. Park Board members voiced no objections to this request.

There being no further business, the Chairperson declared the meeting adjourned.

Sarah J. Bennett, Clerk

Kate Niederkohr, Chairperson