

BOARD OF PARK COMMISSIONERS MEETING



BOARD OF PARK COMMISSIONERS MEETING
Thursday, September 18, 2025
Olander Park Callahan Administrative Office, 4:30pm

AGENDA

1. Attendance
2. Approve the Minutes of the August 21, 2025 Board Meeting*
3. August 2025 Financial Review*
4. Payroll Recap Approval
 1. Pay Periods 16, 17*
5. September Voucher Review & Approval Recap
6. Director's Report*
7. New Business:
 1. Resolution 2025.9.18 Resolution Accepting The Amounts And Rates As Determined By The Budget Commission And Authorizing The Necessary Tax Levies And Certifying Them To The County Auditor
 2. Resolution 2025.9.18a Motion to Expand Board to Five Members
8. Old Business:
 1. Policy Handbook Part 1 Approval
 2. Other
9. Comments from Visitors
10. Executive Session: Land Acquisition
11. Adjourn

*items included in packet

Next Outdoor Sylvania Board of Park Commissioners Meeting
Thursday, October 17, 2025, 4:30pm
Olander Park, Callahan Administrative Office

Notes



BOARD OF PARK COMMISSIONERS MEETING
Thursday, September 18, 2025
Olander Park Callahan Administrative Office, 4:30pm

AGENDA

1. Call to Order
 1. Time
2. Attendance:
3. Approve the Minutes of the August 21, 2025 Board Meeting*
 1. Motion_____
 2. Second_____
 3. Vote:
4. August 2025 Financial Review*
5. Payroll Recap Approval
 1. Pay Periods 16, 17*
6. September Voucher Review & Approval Recap
 - 1.
7. Director's Report*
 - 1.
8. New Business:
 1. Resolution 2025.9.18 Resolution Accepting The Amounts And Rates As Determined By The Budget Commission And Authorizing The Necessary Tax Levies And Certifying Them To The County Auditor
 - i. Motion_____
 - ii. Second_____
 - iii. Vote:
 2. Resolution 2025.9.18a Motion to Expand Board to Five Members
 - i. Motion
 - ii. Second
 - iii. Vote
9. Old Business:

1. Policy Handbook Part 1 Approval

- i. Motion:

- ii. Second:

- iii. Vote:

2. Other

10. Comments from Visitors

11. Executive Session: Land Acquisition

- 1.

12. Adjourn

1. Motion

2. Second

3. Time

Meeting Notes Template

Meeting Notes

Meeting Information

- **Date:** September 18
- **Time:** September 18 4:38 PM
- **Location:** Callahan Administrative Offices
- **Attendees:** Dale Theis, Sandy Luetke, Scott Smith (Remote)
- **Facilitator:** Erika

Agenda Items and Notes

2. Approve Minutes of August 21

- **Discussion Points:**
 - [Point 1]
 - [Point 2]
- **Approval:**
 - Motion made by: Sandy
 - Second made by: Dale
 - Vote:
- **Action Items:**
 - Update Meeting date to Correct October meeting date
 - Check about a new fund for capital improvements
 -
- **Relevant Files:**  File

3. Financial Review August 31

- **Discussion Points:**
 - Internal accounting of salaries
- **Relevant Files:**  File
- **Related Calendar Event:**  Calendar event

4. Payroll Recap and Approval 16, 17

- **Discussion Points:**
 - [Point 1]
- **Decisions Made:** [Decision]
- **Action Items:**
 - Disability payments concurrent with PTO, need to determine if we're going to change that in the future.
- **Relevant Files:**  File
- **Related Calendar Event:**  Calendar event

5. New Business

- **Resolution 2025.9.18 Resolution Accepting The Amounts And Rates As Determined By The Budget Commission And Authorizing The Necessary Tax Levies And Certifying Them To The County Auditor**
 - **Discussion Points:**
 - Change from 2024 to 2025
 - Being conservative because of valuation appeals in 2025.
 - **Approval:**
 - Motion made by: Dale
 - Second made by: Sandy
 - Vote: All in Favor
 - **Action Items:**
 - [Action 1] - Assigned to:  Person - Due Date:  Date
 - [Action 2] - Assigned to:  Person - Due Date:  Date
 - [Action 3] - Assigned to:  Person - Due Date:  Date
 - **Relevant Files:**  File
 - **Related Calendar Event:**  Calendar event
- **Resolution 2025.9.18a Motion to Expand Board to Five Members**
 - **Discussion Points:**
 - Erika and Sandy met with Judge Puffenberger meeting last week

- Asked what gaps we need to fill–
 - Fundraising
 - Organizational Leadership/Development
 - Financial Management
 - Public Administration/Leadership
 - Realtor–Land Acquisition
 - Would appoint both this year because of the term timing
- **Approval:**
 - **Motion made by: Scott**
 - **Second made by: Dale**
 - **Vote All in Favor**
- **Action Items:**
 - Print off list for Dale, send it to Scott
- **Relevant Files:**  File
- **Related Calendar Event:**  Calendar event

- **Other: Strategic Planning**

- Using ZingTrain
 - Llibrary
 - Lourdes
 - Chamber
 - City
 - Township
 - School District
 - State Reps
 - Conservation–TNC?
 - Scouts
 - SAJARD/Metroparks
 - YMCA

- Clarity of where we fit and how we contribute

6. Old Business

- **Policy Handbook Part 1 Approval**

- **Discussion Points:**
 - Minor changes by sandy and erika
- **Approval:**
 - Motion made by: Dale
 - Second made by: Sandy
 - Vote Unanimous
- **Action Items:**
 - [Action 1] - Assigned to:  Person - Due Date:  Date
 - [Action 2] - Assigned to:  Person - Due Date:  Date
 - [Action 3] - Assigned to:  Person - Due Date:  Date
- **Relevant Files:**  File
- **Related Calendar Event:**  Calendar event

- **Other—Unanticipated expense—Chat GPT**

- **Discussion Points:**
 - Non-profit from Chat GPT—

7. Comments from Visitors

- **No visitors**

8. Executive Session - Land Acquisition

- **Enter Session:**  September 18
 - Motion made by: Dale
 - Second made by: Sandy
 - Role Called
- **Exit Session:**  Date

- Motion made by: Dale
 - Second made by: Sandy
- **Discussion Points:**
 - Dave Woodcock and his return to work
- **Decisions Made:** [Decision]
- **Action Items:**
 - Talk to legal about about return to work
 - Confirm with Guardian that we are doing things right
- **Relevant Files:**  File
- **Related Calendar Event:**  Calendar event

8. Adjourn

- **Enter Session:**  Date
 - Motion made by: Dale
 - Second made by: Sandy
 - Closing 6:30

Next Meeting

- **Date:**  Date
- **Time:**  Date
- **Location:**  Place
- **Agenda Items for Next Meeting:**
 - [Item 1]
 - [Item 2]

1:1 notes



OUTDOOR SYLVANIA

1:1 notes

Cadence Weekly ▾

Event 📅 Erika/Lois

Participants Erika Buri Lois Sanders

Agenda

	Time	File
gate	10 min	📎 File
	10 min	📎 File
	8 min	📎 File

September 22

Notes

Gas Aggregate Stuff

- Dan and Lois are getting this organized because

Donations

- Send Lois an email regarding cash from the safe

Vacation

- Leaving this Friday, returning following Thursday (October 2)

Challenges and dependencies

- Note current obstacles
- Identify future challenges

Next steps

Action items

- ☐ Send Email to Lois about cash from safe Erika Buri
- ☐ Put vacation on Calendar and send update in Slack Lois Sanders

Topics for future discussions

- Quarter 3 Check-ins

Career growth



Career growth

Cadence **Monthly** ▾

Event **Calendar event**

Career goals

Goal

Goal 1

Goal 2

Goal 3

Achievements

Highlight

Highlight 1

Highlight

Highlight 2

Highlight 3

Strengths

What do you do well?

Strength

Strength

Strength

Strength

Strength

Strength

Strength

Growth opportunities

What are areas of improvement?

Growth opportunity

Growth opportunity

Growth opport

Growth opportunity

Growth opportunity

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