

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
JUNE 13, 2017**

1. CALL TO ORDER

The meeting was called to order by Chairman Dennis Parish at 3:01 p.m. at the Bradner Interpretive Center, 11491 Fostoria Road, Bradner, Ohio.

2. ROLL CALL

Dennis Parish, present
Bob Dorn, present
Bob Hawker, absent
John Calderonello, absent
Christine Seiler, present

Others present: Neil Munger, Jeff Baney, Bryan Bockbrader, Kellie Panning, Jamie Sands, Jim Witter, Steve True, Larry Messer, Joseph Schroeder, Miller Insurance and Thomas Welsh, Burnham & Flower of Ohio.

3. APPROVAL OF MINUTES

Mr. Parish stated the minutes of the May 2, 2017 regular meeting were distributed to the Board in advance of the meeting for review and asked if there were any additions or corrections. Mr. Dorn moved approval of the May 2, 2017 regular meeting minutes. Ms. Seiler seconded. All in favor, motion carried.

4. CHAIRMAN'S REPORT

Mr. Parish stated that he is in receipt of a tentative lease agreement prepared by Attorney Bob Kuhlman for the properties located along Lime City Road adjacent to Sawyer Quarry Nature Preserve. Mr. Parish anticipates execution of the leases beginning soon, leasing the property to property owners at \$1 per year. Mr. Munger stated that Rob Krain, Director of the Black Swamp Conservancy, will present the agreement to the Conservancy board for review at their next meeting. Discussion followed regarding notification of property owners.

5. DIRECTOR'S REPORT

Public Entities Pool Membership Renewal – Mr. Munger introduced Joe Schroeder with Miller Insurance. Mr. Schroeder explained that Public Entities Pool (PEP) is one of the largest insurers for risk management in the State of Ohio. Mr. Schroeder noted that with the addition of rappelling and archery the Park District's contribution is up slightly. Mr. Schroeder pointed out that the liability limit is \$3 million. Mr. Schroeder introduced Thomas Welsh, Burnham & Flower of Ohio, who stated PEP has over 500 members in Ohio and reviewed the PEP Plus grant which is reimbursement up to \$500 for safety or risk management, education, and training. Responding to Ms. Seiler, Mr. Welsh stated that the \$3 million limit is adequate. Mr. Welsh further explained that in the event of a claim, defense costs are in addition to the \$3 million limit.

Ms. Seiler moved approval of Resolution 17-027 authorizing Neil A. Munger to renew the Park District's membership in the Public Entities Pool of Ohio, for

liability, vehicle and property insurance coverage for the amount of \$72,472. Seconded by Mr. Dorn. All in favor. Motion carried.

Otsego Roof – Mr. Munger stated that bids were received for replacement of the roof for Thompson Stone Hall which includes installation of a new roof with insulation. Mr. Munger stated that two bids were received. Indoor Air Technologies from New York submitted the low bid at \$57,120. Overhead Door of Toledo submitted a bid at \$57,210. Mr. Munger stated that Poggemeyer Design Group (PDG) conducted a background check on Indoor Air Technologies and found nothing out of the ordinary with the company. In conducting reference checks, one reference was positive. A second company declined comment citing New York state law. Three other companies were contacted and did not respond. Mr. Munger conferred with legal counsel who indicated there is no reason not to accept the low bid. Mr. Munger noted the other option is rejection of all bids to allow the project to be rebid.

Mr. Dorn moved to approve Resolution 17-028 authorizing Neil A. Munger to enter into an agreement with Indoor Air Technologies for the replacement of the roof at \$57,120. Seconded by Ms. Seiler.

Mr. Parish stated that he is uncomfortable with the fact that only one reference was received and voiced that he will not vote for the project declaring that the project should be rebid. Mr. Parish also expressed concern that only two companies submitted bids. Mr. Baney stated that the project is near the threshold for prevailing wage. Otherwise, the bid did not contain any specifications that would have caused companies to overlook the project. Further discussion ensued regarding bids.

Mr. Dorn withdrew the motion to approve Resolution 17-028.

Mr. Dorn moved to reject all bids. Responding to Ms. Seiler, Mr. Parish explained that not going with the “best” bid could open the Park District up for a lawsuit. There was discussion regarding legislation to define best bid to include location. Mr. Munger confirmed that PDG made several attempts to contact references. The Board discussed the need for PDG to seek additional bidders. Seconded by Ms. Seiler. All in favor. Motion carried. The project will be rebid for construction this fall.

Statutory Budget – Mr. Munger explained that the statutory budget is a preliminary look at budget needs for the upcoming year. Capital Improvement Projects are not spelled out and reflected as a lump sum at this point. Planned improvements at the Sawyer Quarry Nature Preserve include the addition of public restrooms, an interpretive center and an area for programming. The naturalist staff offices are also planned for the Sawyer Quarry Nature Preserve. Mr. Munger explained that to begin the planning process staff evaluates expenses for the first six months of the year and project out. Mr. Munger confirmed that unspent funds are carried over to the general fund.

Bradner Paving Project Change Order – Mr. Munger explained that the change

order was for removal of a stump too close to the drive within the one foot berm. The change order was \$732.25.

Mr. Dorn moved to approve Resolution 17-029 ratifying Change Order Number 1 for the paving of the Bradner Preserve drive and parking lot in the amount of \$731.25 previously approved by Director Neil A. Munger. Seconded by Ms. Seiler. All in favor. Motion carried.

Computer File Server Replacement – Mr. Munger stated the server is several years old and due for replacement. Intech IT Solutions submitted a quote for \$14,613.47 and Applied Imagination for \$13,693.60. Mr. Munger stated there is no reason not to go with the low bid. Currently, the Park District utilizes Intech IT Solutions for computer maintenance and troubleshooting. Mr. Munger confirmed the server replacement includes the hardware and software and will not impact the Park District's current agreement with InTech IT Solutions.

Mr. Dorn moved to approve Resolution 17-030 authorizing Neil A. Munger to purchase a replacement file server and software from Applied Imagination, Inc. for the amount of \$13,693.60. Seconded by Ms. Seiler. All in favor. Motion carried.

6. DEPARTMENTAL REPORTS

Mr. Parish stated departmental reports were distributed. Mr. Parish discussed the need to update the website frequently. Ms. Sands stated the Park District's new website will launch soon and text on the homepage will be updated frequently. Mr. Witter confirmed that staff is expecting a large turn out for the Heritage Farm Festival and discussed parking. Mr. Baney confirmed the foundation is complete on Zimmerman School.

Mr. Munger confirmed that the parking lot at Black Swamp Preserve was not scheduled for sealing this year but may be sealed next year. Responding to Mr. Dorn, Mr. Bockbrader stated the Eagle Scout project should be complete soon.

7. APPROVAL OF PAYABLES

Mr. Parish stated payables have been distributed and asked if there were any questions. Mr. Munger stated the Senior Naturalist position has been advertised with position closing on June 23. Discussion took place on the number of applicants and where the job is posted. Mr. Dorn questioned the Collaborative bill for the restroom project at William Henry Harrison Park. Discussion took place regarding park grant funding disbursement.

Ms. Seiler moved approval of expenditures for the month of May. Seconded by Mr. Dorn. All in favor, motion carried.

8. OLD BUSINESS

Nothing at this time.

9. NEW BUSINESS

Nothing at this time.

10. FRIENDS OF THE WOOD COUNTY PARKS

Nothing at this time.

11. HEARING OF VISITORS

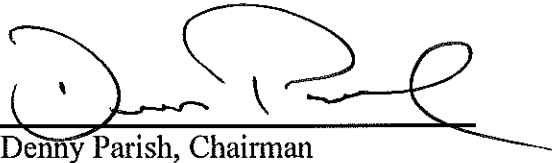
Nothing at this time.

12. EXECUTIVE SESSION

Ms. Seiler moved to adjourn to executive session to discuss a personnel matter. Mr. Dorn seconded. All in favor, motion carried. The meeting adjourned to executive session at 3:59 p.m.

13. ADJOURNMENT

Mr. Dorn moved adjournment. Ms. Seiler seconded. All in favor. The meeting adjourned at 4:35 p.m.



Denny Parish, Chairman



Neil A. Munger, Director

Wood County Park District

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