

**WOOD COUNTY PARK DISTRICT  
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING  
JULY 11, 2017**

**1. CALL TO ORDER**

The meeting was called to order by Chairman Dennis Parish at 3:02 p.m. at the Carter Historic Farm Park, 18331 Carter Road, Bowling Green, Ohio.

**2. ROLL CALL**

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

Others present: Neil Munger, Jeff Baney, Bryan Bockbrader, Kellie Panning, Jamie Sands, and Steve True.

**3. APPROVAL OF MINUTES**

Mr. Parish stated the minutes of the June 13, 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 June 13, 2017 regular meeting minutes. Ms. Seiler seconded. All in favor, motion carried.

**4. CHAIRMAN'S REPORT**

Mr. Parish stated that he has friends visiting soon and plans on touring some of the parks during their visit.

**5. DIRECTOR'S REPORT**

Statutory Budget – Mr. Munger explained that there were a couple of amendments to the draft statutory budget provided last month. The revisions include a reduction in the Capital Improvement Project (CIP) budget to \$870,000 and land acquisition was reduced to \$500,000. These modifications decrease the overall statutory budget from \$4,652,485.91 to \$4,307,485.91. Mr. Munger stated the largest capital improvement project included in the 2018 budget is the house at the Sawyer Quarry Nature Preserve to set up the facility as a nature and programming center.

Mr. Dorn moved approval of Resolution 17-031 establishing the 2018 Statutory Budget for the Wood County Park District. Seconded by Mr. Hawker.

Mr. Munger clarified the insurance line item after questions from Mr. Dorn. Mr. Dorn expressed that he is reluctant to spend a significant amount of money at the Sawyer Quarry Nature Preserve. Mr. Parish suggested renovating one house at a time and pointed out that the proposed 2018 budget is less than this year's proposed budget and what will actually be spent this year showing fiscal responsibility. All in favor. Motion carried.

Workers Compensation Memorandum of Understanding – Mr. Munger stated the Park District is included in the Wood County Retrospective Rating Program for Workers Compensation and every year a memorandum of understanding is approved and signed off.

Mr. Hawker moved to approve Resolution 17-032 authorizing Neil A. Munger to enter into a Workers Compensation Memorandum of Understanding retrospective rating reserve fund agreement. Seconded by Mr. Dorn.

Mr. Munger confirmed that the Park District is required to be part of the program and has had a couple of claims but nothing major with the county handling all of the recordkeeping. All in favor. Motion carried.

Records Retention Agreement – Mr. Munger explained that the ORC requires the Park District establish a records retention policy and as part of that a records commission is required to review all records proposed for disposal. The Board of County Commissioners has agreed to allow the county's records commission to serve as the Park District's records commission.

Mr. Dorn moved to approve Resolution 17-033 authorizing Neil A. Munger to enter into an agreement for the Wood County Records Commission to serve as the Park District's Records Commission. Seconded by Mr. Calderonello. All in favor. Motion carried.

Construction Department Cargo Van – Mr. Munger stated that the budget includes replacement of one of the construction department's pick-up trucks. Mr. True has requested a cargo van. Mr. Munger stated quote sheets were sent to all Wood County dealers and two quotes were received. Only one quote met the specifications which includes a towing capacity of at least 9,500 lbs. The \$26,112.50 quote was submitted by Ed Schmidt GMC for a GMC Savana 2500 extended cargo van. Mr. Munger requested the addition of a back-up camera at \$199 for a total of \$26,311.50, under the \$30,000 budgeted amount.

Mr. Dorn moved to approve Resolution 17-034 authorizing Neil A. Munger to purchase a GMC Savana 2500 extended cargo van for use by the construction department from Ed Schmidt GMC for the amount of \$26,311.50. Seconded by Mr. Hawker.

Upon questioning, Mr. Munger stated earlier this year two vehicles were purchased, one for operations and one for the ranger department. Ms. Seiler questioned if the van will serve the construction department's needs better than the pick-up. Mr. True confirmed that a cargo van will prove more versatile and that the truck being replaced is a 1999 with 200,000 miles. Mr. True stated that racks will be constructed for the van to hold tools. All in favor. Motion carried.

North Coast Regional Council of Park Districts Bylaws Revisions – Mr. Munger explained that the NCRCPD is network of five park districts that work collectively on wetland mitigation projects and pointed out that the Wood County Park District has a wetland mitigation project coming up at the Reuthinger Preserve. The

NCRCPD recently reviewed the organization's bylaws and have proposed amendments. Mr. Munger reviewed a couple of the changes noting that NCRCPD board consists of two representatives from each park district, the director and a citizen representative. Mr. Munger explained wetland mitigation to the Board and NCRCPD responsibilities. Mr. Parish stated that NCRCPD currently has approximately \$350,000 of either funds or credits. Mr. Parish stated he is comfortable with the bylaws. Mr. Munger explained continued obligations in the event that the Park District would withdraw from the program. Mr. Munger stated NCRCPD was established in 1998 and the Park District joined in 2004.

Mr. Dorn moved to approve Resolution 17-035 approving the revised and restated bylaws of the North Coast Regional Council of Park Districts. Seconded by Ms. Seiler. All in favor. Motion carried.

Wood County Historical Society Board Appointment – Mr. Munger stated that staff member Tim Gaddie was appointed as the staff liaison to the Wood County Historical Society Board a few months ago. With Tim's resignation from the Park District, Mr. Munger suggested the Board re-appoint him for the remainder of the year. Upon hiring of a new historic farm specialist, that staff member will then be appointed to the board.

Ms. Seiler moved to appoint Mr. Munger to serve on the Board of the Wood County Historical Society. Seconded by Mr. Dorn. All in favor. Motion carried.

**6. DEPARTMENTAL REPORTS**

Mr. Parish stated departmental reports were distributed. Mr. Parish noted that no rangers were present and questioned the ranger report which noted a computer error prohibited necessary information from being gathered from the Sheriff's Department's computer system. Mr. Munger stated the new tablets have now been set up and access restored. Responding to the Board, Mr. Baney stated he's received positive comments regarding the Onyx resurfacing of the Slippery Elm Trail (SET) and pointed out there is a warranty on the product. Ms. Seiler stated she was walking the SET while it was damp and the traction is very good. Ms. Seiler did point out that there are certain areas near Kenwood and Gypsy Lane Road that the older pavement shows through. Mr. Baney stated those areas are tree covered and were damp at the time of coating but he'll check them out. Mr. Dorn asked about liability crossing the main roads and asked if motorists warning signs may be erected. Mr. Munger confirmed that there already are signs.

Responding to the Board, Mr. Munger stated feedback has been positive on the new bouldering program. Ms. Sands reviewed tasks she's working on including strategic planning, history of the parks video, oral histories of the Sawyer family and many other projects in addition to social media updates. Ms. Sands stated the Wood County Fair is coming up too. The Board discussed donations and suggested posting lists of requested items. Further, Ms. Seiler recommended establishment of a protocol for handling all donations so that donors get immediate responses and talk to just one staff member.

**7. APPROVAL OF PAYABLES**

Mr. Parish stated payables have been distributed and asked if there were any questions.

Mr. Dorn moved approval of expenditures for the month of June. Seconded by Mr. Hawker. All in favor, motion carried.

8. **OLD BUSINESS**

Mr. Calderonello inquired about the sign near the Black Swamp Preserve on Gypsy Lane Road. Mr. Munger stated that the space available is minimal and he doesn't feel that a larger sign is feasible in that location.

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**

Mr. Dorn moved to adjourn to executive session to discuss a personnel matter. Ms. Seiler seconded. All in favor, motion carried. The meeting adjourned to executive session at 3:47 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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