

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
OCTOBER 11, 2016**

1. CALL TO ORDER

The meeting was called to order by Chairman Bob Hawker at 3:00 p.m. at Park District Headquarters, 18729 Mercer Road, Bowling Green, Ohio.

2. ROLL CALL

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

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

3. APPROVAL OF MINUTES

Mr. Hawker stated the minutes of the September 13, 2016 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 September 13, 2016 regular meeting minutes. Mr. Parish seconded. All in favor, motion carried.

4. CHAIRMAN'S REPORT

Mr. Hawker stated the Pow-Wow's return to Buttonwood in September was a huge success and acknowledged staff for accommodating the event with professionalism and organization. Mr. Hawker was surprised at the number of quarts of honey harvested from the District's beehive. Mr. Hawker stated he recently spoke to an individual who attended a program at Carter Historic Farm. This individual spoke favorably of the program and staff. Mr. Hawker then encouraged staff to continue to keep programming fresh and providing participants with engaging experiences and the Park District will flourish.

5. DIRECTOR'S REPORT

2017 Local Park Improvement Grant Program Recommendations – Mr. Munger introduced Mr. Baney who explained the process briefly and noted the grant panel consisted of a park professional from Hancock and Sandusky County Park Districts as well as an individual from Toledo MetroParks. Mr. Baney stated there were a couple of grants that stood out this year including Northwood which had research completed by a student. The second noteworthy application came from the Village of Risingsun where much of the playground equipment is outdated and hazardous. Responding to the Board, Mr. Baney stated high priority projects are safety concerns and projects with matching funds and in-kind work. Mr. Baney stated there are three different categories: Level One: \$1-\$5,000, Level Two: \$5,000-\$10,000 and Level Three: \$10,000+ and entities are encouraged to apply for all three. Ms. Seiler and Mr. Parish requested additional information prior to the Board making a decision including what entities applied, who was chosen, amount each entity requested and amount awarded and what percentage of the project the

grant will cover. Mr. Baney stated matching funds are not required and stated that each award is based on its own merit. The Board pointed out that they are not questioning the decision making of the committee but rather seeking additional information as a reference point. Mr. Munger stated that funds will be disbursed in February 2017 and stated that the month delay will not necessarily hold up any projects but did point out that the entities need the figures for budgeting purposes. Further, Mr. Calderonello requested which entities have received grants in the past and how many they have received.

2017 Operating Budget Capital Improvement Project Review – Mr. Munger reviewed capital improvement projects proposed for 2017 including installation of additional playground equipment at Cedar Creeks Preserve. Responding to the Board, Mr. Munger stated that Buttonwood is fully restored as it was prior to the ice damage minus bleachers. Mr. Munger has not heard back from the soccer club regarding spring play on the fields. Mr. Munger stated the restrooms at William Henry Harrison Park will be rebuilt and comply with ADA standards. The operations department stone lot will be expanded and new windows will be installed at headquarters to replace the two large inefficient windows in the front of the building. The boardwalk at W.W. Knight Nature Preserve will be repaired and shelter rail restored. The embankment behind Thompson Stone Hall at Otsego Park is failing and an engineer will be hired to assess it for repairs. Also, the stairs leading to the river are cracked and need to be replaced. The roof on the hall will be assessed for energy efficiency and installation of insulation on the outside so that the aesthetics inside are not impacted. The prosecutor's office and engineering department are reviewing legal descriptions for the archery range at the Wood County Historical Center. Zimmerman School will be relocated to the Carter Historic Farm property and the composting restroom fiberglass vault will be moved and the restroom reconstructed after the move. The Slippery Elm Trail (SET) will be seal coated with a product that has a binder which doesn't fade as quickly and has grit. Mr. Munger stated the SET has been treated but has never been seal coated. SET – North Baltimore parking lot drainage issues will be addressed. An outbuilding at Carter Historic Farm will undergo foundation repair, the chimney will be repaired on the house and the house will be painted. Responding to Mr. Parish, Mr. Munger stated that the rangers are working on video surveillance for the farm. Boardwalk construction will continue at Bradner Preserve. Responding to Mr. Dorn, Mr. Munger stated that the Friends of the Wood County Parks may support the greenhouse project at the Bradner Preserve and noted this has not been budgeted for this year. The Barker Retreat Center at Beaver Creek Preserve will undergo repairs to allow the center to be marketed for events. The new house at the Sawyer Quarry Nature Preserve will undergo renovations to the restroom facilities to allow them to be opened from the outside with the rest of the building being locked off. The living room will also be expanded to improve functionality. Mr. Calderonello, discussing alternative energy sources, suggested Perrysburg residents be surveyed regarding a solar array on the grounds at W.W. Knight Nature Preserve. Mr. Munger stated three possible locations for a solar array have been identified but no decision has been made. Mr. Calderonello discussed buy-in and use of energy from the new solar field in Bowling Green.

Mr. Calderonello discussed a recent bid awarded to an out-of-county contractor and asked what considerations there are other than low bid, specifically if business location and employee hourly rates are considered. Mr. Munger stated this project was above the \$50,000 bid limit threshold therefore regulations in the Ohio Revised Code must be followed for lowest and best bid. When jobs are estimated under \$50,000, consideration is often given to Wood County businesses as these projects are not required to go out for bid. Mr. Munger then reviewed prevailing wage requirements. Ms. Seiler cautioned that regulations must be consistently followed. Mr. Parish stated it is imperative to remain transparent and fair with bidding, using common sense judgment and noted the Park District has historically selected the low bid with few exceptions.

Mr. Calderonello left the meeting at 3:44 p.m.

Zimmerman School Project Update – Mr. Munger provided an overview of projects currently underway throughout the Park District noting the addition to the operations building is progressing well. Responding to the Board, Mr. Brian stated the addition will be used for equipment and vehicle maintenance with construction projects handled in the existing area. Mr. Munger stated the metal roof is being installed at Carter Historic Farm along with the office addition. The new foundation for Zimmerman School is underway on the farm property. Mr. Munger stated once the ground is dry or frozen the school will be relocated. Mr. Munger stated staff is hopeful the school will be moved in time for the Heritage Farm Fest in 2017 so a grand opening can be held at that time.

Headquarters Building Painting – Mr. Munger stated that the building is peeling and the budget includes funds to paint the facility. The plan is for the painting to take place before winter and includes the entire front building. The low quote was received from A.F. Bryer for \$5,700 and Mr. Munger recommended proceeding with this bid.

Mr. Parish moved approval of Resolution 16-044 authorizing Neil A. Munger to enter into an agreement with A.F. Bryer to paint the exterior of the Park District Headquarters building for the amount of \$5,700. Seconded by Mr. Dorn.

Ms. Seiler questioned if \$5,700 was reasonable. Mr. True confirmed that the fee is equitable for the work which includes the aluminum, trimming around windows and painting the garage door. All in favor. Motion carried.

November 25 Office Closing – Mr. Munger stated annually the Board of County Commissioners close offices the day after Thanksgiving and the Park District has as well treating it as a floating holiday for Park District staff. Ms. Seiler suggested updating the employee manual to incorporate this day as a floating holiday rather than voting on this annually. Mr. Parish stated this has been done for a long time and asked how many employees actually work this day. Mr. Munger responded that rangers will be on duty and operations staff for hall cleaning.

Mr. Parish moved approval of Resolution 16-045 authorizing the closing of the Park Office on November 25, 2016. Seconded by Mr. Dorn. All in favor. Motion carried.

6. **DEPARTMENTAL REPORTS**

Mr. Baney introduced Construction Manager Steve True who has been with the Park District for over 18 years. Mr. True's employee, Tim Feasel, has over thirty years' construction experience and brings a lot of talent to the Park District. Mr. True reviewed budgeting, project schedules, permitting and various local, state and federal regulations that must be complied with. Mr. True stated he and Mr. Feasel coordinate and supervise contractors and subcontractors on park projects, perform general maintenance and assist with routine maintenance on rental facilities as needed. They also perform maintenance on equipment and vehicles, assist with displays and other requests. Some of the construction department's projects include the Bradner restroom facility, boardwalks at Cedar Creeks Preserve and Bradner Preserve, Sawyer Quarry Nature Preserve ADA ramp and porch, park entrance signs, and playgrounds at Otsego Park and Cedar Creeks Preserve. Mr. True stated they constructed approximately thirty feet of boardwalk per day. All playgrounds are installed per national playground safety standards. Mr. True and Mr. Brian are both nationally certified playground safety inspectors.

Mr. Parish asked if staff tracks projects undertaken and the amount it would cost to have a contractor do the work. Mr. Munger stated that the architect's estimates are generally what dictates if staff will complete the work versus sending it out for bid. Anything \$50,000 and over, per the ORC, must be put out for bid. Mr. Parish stressed the importance of letting the voting public know the amount of money saved when staff completes projects versus contractors. Mr. Parish stated that he is impressed with the quality and craftsmanship of projects completed by staff.

Next Operations Manager Rob Brian highlighted his staff noting that the department is split into two areas, maintenance specialists and facilities and lawn specialists. The maintenance specialists perform general park maintenance and vehicle and equipment maintenance amongst other tasks while the facilities and grounds specialists' main focus is on cleaning of rental facilities and mowing. During the summer months five seasonal employees are brought on to supplement the mow crews. Some of the projects undertaken by staff include building gates, signs, fences, sidewalks, installation of lights and light poles, stone parking lots, and coordination with contractors. Responding to Ms. Seiler, Mr. Brian stated that several females have worked in the department but not many females apply.

The skill sets of his staff include plumbing, electrical, automotive, welding and fabrication, carpentry, excavation, masonry and equipment operation. Mr. Brian reviewed some additional projects undertaken by his staff including grinder pump repair, equipment maintenance, construction and installation of park entrance gates, concrete fence installation, office addition and many others. Responding to Mr. Parish, Mr. Brian stated Eli Eynon does most of the repairs on vehicles. If he is

unable to complete the repairs, various local businesses are utilized. The operations department was instrumental in repairing damage to Buttonwood Park after the ice flow.

Mr. Brian's staff also includes grounds maintenance and facility cleaning. The crews mow approximately 68 acres per week and clean the two rental halls among other tasks. Operations staff is also responsible for snow removal and assist with event set up and take down including the Wood County Fair, Folklore and Funfest, Carter festivals and the Pow-Wow.

Mr. Baney reviewed for the Board vehicle and equipment maintenance and employee time maintenance logs. This log allows time to be properly tracked by employee, location and task. Mr. Baney stated there are standards that have been established for all routine tasks. These standards have been established so staff can be trained and make it simple and detailed so they understand exactly what is expected. Responding to Mr. Parish, Mr. Brian stated that safety standards are enforced. The Board thanked Mr. Baney, Mr. Brian and Mr. True for the thorough presentation. To close, Mr. Baney stated that all full-time operations staff participate in maintenance management school.

7. APPROVAL OF PAYABLES

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

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

Mr. Parish pointed out that the ranger report mentioned a dumping incident. Mr. Munger stated the dumping of trash at Cricket Frog Cove is under investigation.

8. OLD BUSINESS

Nothing at this time.

9. NEW BUSINESS

Nothing at this time.

10. FRIENDS OF THE WOOD COUNTY PARKS

Mr. Munger stated the bird seed and bulb sale just concluded and mentioned sales were down slightly this year.

Responding to the Board, Mr. Bockbrader stated the beehive had about 60,000 bees this year.

11. HEARING OF VISITORS

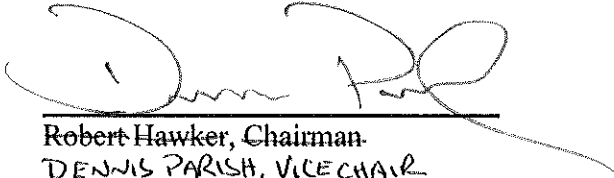
Nothing at this time.

12. **EXECUTIVE SESSION**

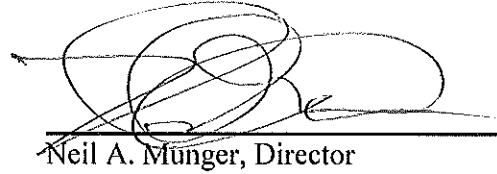
Mr. Parish moved to adjourn to executive session to discuss a land acquisition matter. Mr. Dorn seconded. All in favor. The meeting adjourned to executive session at 4:45 p.m.

13. **ADJOURNMENT**

Mr. Dorn moved adjournment. Ms. Seiler seconded. All in favor. The meeting adjourned at 5:10 p.m.



Robert Hawker, Chairman
DENNIS PARISH, VICE CHAIR



Neil A. Munger, Director

Wood County Park District
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