

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
MARCH 13, 2018**

1. CALL TO ORDER

The meeting was called to order by Chairman Dennis Parish at 3:00 p.m. at W.W. Knight Nature Preserve, 29530 White Road, Perrysburg, Ohio.

2. ROLL CALL

Dennis Parish, present
Bob Hawker, present
Sandy Wiechman, present
Tom Myers, present
Bill Cameron, absent

Others present: Neil Munger, Jeff Baney, Rob Brian, Jim Witter, Kellie Panning, Jamie Sands, Steve True, Todd Nofzinger, Craig Spicer, Beth Parker and Steve True.

3. APPROVAL OF MINUTES

Mr. Parish stated the minutes of the February 13, 2018 regular meeting were distributed to the Board and asked if there were any additions or corrections. Mr. Hawker moved approval of the February 13, 2018 regular meeting minutes. Ms. Wiechman seconded. All in favor, motion carried.

4. CHAIRMAN'S REPORT

Mr. Parish deferred to Mr. Munger for an update on the levy campaign. Mr. Munger stated that he and levy chair Bob Callecod have been working with a graphic artist to design signs, billboards and a brochure promoting the levy. Mr. Munger stated a brochure will be mailed to residents and signs will go up in April. Mr. Munger is scheduling speaking engagements and offered to speak to interested groups. Mr. Hawker offered to speak if Mr. Munger's schedule doesn't permit.

5. DIRECTOR'S REPORT

Park District Volunteer Manual - Mr. Munger introduced the project noting that Jamie Sands has been working diligently on the manual. Ms. Sands stated the Park District enjoys a very robust and growing volunteer base that assists in conservation and educational efforts. Ms. Sands stated she sought advice and manuals from most park districts within Ohio as well as the National Parks and Recreation Association. Ms. Sands stated that in addition to the new volunteer manual the Park District will institute a background check program for volunteers. The background checks are \$12.95 each and will be paid by the Park District. Ms. Sands stated these checks are looking at court convictions, not BCI or FBI arrest records. This service was recommended to the Park District by the National Parks and Recreation Association and is called the Background Investigation Bureau. Ms. Sands also stated than an online module will be added to the Park District's website where volunteers can sign up for programs, monitor hours, and communicate directly with staff. Responding to the Board, Ms. Sands further

explained that the background check searches for convictions, mainly criminal, throughout the entire country. Ms. Sands reviewed the background check process, results and correspondence with a prospective volunteer based upon the results of the background check. BIB links with all county records throughout the nation through a secure network. Ms. Sands indicated that the company is highly recommended and is more timely than using the FBI/BCI which can be a lengthy process. Responding to Mr. Parish, Ms. Sands replied that the FBI/BCI checks are approximately \$50, noting that cost is a factor but public safety is the number one concern. Mr. Parish questioned if BIB has access to the database for registration of teachers who have lost their teaching license due to actions in schools. Ms. Sands indicated she is unaware but will check into this. Mr. Hawker suggested the Board move forward today to get the process started and if an amendment is necessary it can be handled at a future meeting.

Ms. Wiechman moved to approve Resolution 18-006 establishing a volunteer manual to govern volunteers serving with the Wood County Park District. Seconded by Mr. Hawker. All in favor. Motion carried.

Village of Pemberville Waterline Easement Request – Mr. Munger stated the Park District was initially contacted by the Village of Pemberville in 2006 for an easement along the southern park boundary. This project was delayed and the Village is again seeking approval of the waterline easement. Nathan Schulte, Village Water Superintendent, explained that there are dead-end lines on Bierley Avenue and on Water Street. The Village wants to connect these two lines via a 14 foot easement crossing the far southern edge of William Henry Harrison Park from Bierley Avenue to Water Street. Mr. Schulte stated the area contains mostly scrub and brush. Mr. Munger stated there is no plan for that area of the park and requested the Board support proceeding with the easement paperwork. Responding to Mr. Parish, Mr. Schulte confirmed that the Village will provide notice to the Park District before doing any work or maintenance on the property.

It was the consensus of the Board that Neil Munger and the Village of Pemberville proceed with having an easement agreement drawn up for legal counsel review for the Village of Pemberville Waterline Easement Request. Mr. Schulte confirmed that a 14 foot access is sufficient for vehicles if access is required in the future.

W.W. Knight Great Room Acoustic Treatment – Mr. Munger stated the Great Room is used frequently for meetings, presentations and programs. A problem often noted is the acoustics in the room which make it difficult to hear. Staff researched different options and determined that the installation of acoustic panels on the ceiling was the best option. The low quote received was from Torrence Sound at \$13,860 for installation of the ceiling panels. Mr. Munger confirmed this project is within the budgeted amount and recommended moving forward with the low quote.

Mr. Hawker moved to approve Resolution 18-007 authorizing Neil Munger to enter into an agreement with Torrence Sound Equipment Company for the installation of acoustic panels in the Hankison Great Room at the W.W. Knight Nature Preserve for the amount of \$13,860. Seconded by Mr. Myers. All in favor. Motion carried.

Mr. Munger confirmed the panels will be attached to the ceiling and nothing will be installed on the walls.

North Coast Regional Council of Park Districts Board Representative – Mr. Munger stated the Park District joined with the North Coast Regional Council of Park Districts (NCRCPD) in 2004. The NCRCPD was formed in 1998 as a group of park districts primarily established to conduct wetland mitigation. The Wood County Park District is preparing to conduct the first wetland mitigation project for the District at the Reuthinger Memorial Preserve. Mr. Munger explained that each member agency has two seats, one held by the director and the second is a citizen representative. The citizen seat is currently vacant and Mr. Munger explained meeting times, dates and location and requested Board members consider filling the seat so that action may be taken at the April Board meeting.

Ranger Policy Manual – Mr. Munger stated that the ranger policy manual needs revised and the rangers are interested in contracting with Lexipol, a company that provides state specific public safety policy development. Lexipol not only assists with policy development but will defend policies in court. Chief Ranger Todd Nofzinger stated that Lexipol develops generic policies that can be tailored to fit each agency's needs. Chief Nofzinger stated that once the policy is developed it becomes the property of the Wood County Park District. He also explained that training is part of the contract and each officer will be required to answer thirty questions monthly based upon the policy manual. Chief Nofzinger stated that the entire ranger department will provide input on the manual. Chief Nofzinger stated that there are several agencies in the area that have recommended using Lexipol. The cost of an annual subscription is \$3,500.

Ms. Wiechman moved to approve a request to enter into a contract with Lexipol for the creation of a Ranger Policy Manual. Seconded by Mr. Myers. All in favor. Motion carried.

Sealcoating at Cedar Creeks Preserve and Otsego Park – Mr. Munger stated these two parks are scheduled for sealcoating of the parking lots and drives. These projects are initially paid by the Park District and the Park District is then reimbursed by the State of Ohio. Strawser Construction holds the state bid and will complete the projects with Onyx. Onyx is the same product used last year on the Slippery Elm Trail with positive results. The cost for sealcoating Otsego Park is \$8,862 and \$11,891 for Cedar Creeks Preserve. The total for both projects includes sealing and re-stripping.

Mr. Myers moved to approve Resolution 18-008 authorizing Neil Munger to enter into an agreement with Strawser Construction Incorporated for the surface coating of the drives and parking lots at Cedar Creeks Preserve and Otsego Park for the amount of \$20,753. Seconded by Mr. Hawker. All in favor. Motion carried.

6. **DEPARTMENTAL REPORTS**

There was a brief discussion regarding an employee vehicle incident. Mr. Parish noted that there is a need to discuss an item on Ms. Long's report.

7. **APPROVAL OF PAYABLES**

Mr. Parish stated payables have been distributed and asked for questions.

Ms. Wiechman moved approval of expenditures for the month of February. Seconded by Mr. Hawker.

Mr. Munger clarified a couple of items on the payables including the final invoice for the Otsego roof project. All in favor, motion carried.

8. **OLD BUSINESS**

Nothing at this time.

9. **NEW BUSINESS**

Tom Carpenter, farmer of the Carter Loomis property expressed concern regarding a proposed 20 acre wetland on the Carter property. Mr. Carpenter discussed his history with the Carter family and suggested the area be maintained as farmland not turned into a wetland. Mr. Munger explained the proposal is a demonstration plan to show filtering of water before it flows into Lake Erie to combat water quality issues as well as to restore the area to wetlands as it was years ago. The easement for the property contains language regarding restoration of some of the natural areas. Mr. Carpenter appreciated the explanation but asked the Board to reconsider the wetland plan. It was noted that the plan is in early stages and will not move forward for a while. Mr. Parish stated that there will be public hearings before a vote is taken on the issue and noted that water quality is an issue. Mr. Parish assured Mr. Carpenter that the Board will consider his concerns.

10. **FRIENDS OF THE WOOD COUNTY PARKS**

Nothing at this time.

11. **HEARING OF VISITORS**

Program Coordinator Jim Witter introduced Craig Spicer and Beth Parker to the Board.

12. **EXECUTIVE SESSION**

Mr. Hawker moved to adjourn to executive session to discuss personnel. Ms. Wiechman seconded. All in favor. Motion carried. The meeting adjourned to executive session at 3:47 p.m.

13. **ADJOURNMENT**

Mr. Hawker moved adjournment. Mr. Myers seconded. All in favor. The meeting adjourned at 4:25 p.m.



Denny Parish, Chairman



Neil A. Munger, Director

Wood County Park District

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