

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
DECEMBER 11, 2018**

1. CALL TO ORDER

The meeting was called to order by Chairman Dennis Parish at 3:04 p.m. at Park District Headquarters, 18729 Mercer Road, Bowling Green, OH.

2. ROLL CALL

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

Others present: Neil Munger, Rob Brian, Kellie Panning, Jim Witter, Steve True, Corinne Gordon, Eric Scott and Adrien Lowien.

3. APPROVAL OF MINUTES

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

4. CHAIRMAN'S REPORT

Mr. Parish congratulated Ms. Wiechman on her reappointment to the Board for a three year term. Ms. Wiechman stated that she thoroughly enjoys the Board and is looking forward to serving a full term. Mr. Parish stated that the Board had two major goals for 2018. The first goal was to pass the levy which was successful. Secondly, the Board wanted to update the Archer compensation study. Mr. Parish stated the scale adopted with the study had some flaws and that there were some positions that needed to be re-evaluated. Mr. Myers took over as the chair of the compensation committee to lead the effort. Mr. Parish discussed the grade/step chart noting that the first chart was completed entirely by hand and has since been converted to a spreadsheet by Mr. Baney. Mr. Parish explained how figures were established, including minimum and maximums, and changes to the steps pointing out that each step is now 1.31%. Mr. Parish stated several positions have been re-evaluated as far as total tasks and how those positions function within the park system. Identified positions included the operations specialists, program naturalist and administrative assistant as being inconsistently low and adjustments have been made. Mr. Parish stated the office manager/HR coordinator should be paid the same as other managers. Additionally, wage adjustments to seasonal, part-time and intern positions will be made due to the difficulty in filling the positions. Finally, Mr. Parish stated that in past years the cost of living raise has been implemented different times throughout the year. In the future cost of living increases will be part of the operating budget for the next year and identified to the public. Mr. Parish stated that the County Commissioners are awarding a 3% cost of living increase. Mr. Parish noted that this Board makes its own independent judgment but

the reality is that Park District employees are county employees. Therefore, the Board is recommending a 3% increase, which is included in the 2019 operating budget. Mr. Parish pointed out that this is 50% lower than what Archer recommended and he didn't feel that Archer's recommendation was based on political reality. Mr. Parish explained that the 3% increase will cost \$43,500. Mr. Parish expressed his appreciation to Mr. Myers for chairing the committee and to Mr. Baney and Mr. Munger for figuring it all out. There were no questions from the Board.

5. DIRECTOR'S REPORT

2019 Operating Budget – Mr. Munger thanked Mr. Parish for reviewing the salaries and moved on noting that there are not many changes from the prior version of the budget. Mr. Munger stated that a couple of additions have been made in the capital improvement budget including \$2,500 for construction of gates for the Baldwin Woods parking lot and \$18,000 for a seeding project at Carter Historic Farm. Mr. Munger reminded the Board that the wetland construction will be funded by a grant with the Park District responsible for the upland portion and about \$18,000 for seeding. Mr. Munger stated employee health insurance was over budget this year so that account has been increased. Mr. Munger pointed out that the 2019 budget is \$200,000 less than the 2018 budget.

Mr. Hawker moved to approve Resolution 18-029 establishing the 2019 operating budget for the Wood County Park District. Seconded by Ms. Wiechman.

Mr. Munger confirmed that the final health insurance figures have been received from the County and noted that rates have not increased. All in favor. Motion carried.

Park Police Radios – Mr. Munger stated that the Park Police have been contacted by Wood County EMA (Emergency Management Agency). Wood County EMA received a grant to purchase new portable radios and have offered the Park District six of their current portable radios which will enable communication with north county agencies utilizing the 800 MARCS (Multi-Agency Radio Communication System). The EMA has offered to donate six radios to the Park Police Department as part of the grant. Mr. Munger stated that a resolution is necessary to accept the radios as a portion of the grant.

Mr. Cameron moved to approve Resolution 18-030 authorizing the acceptance of the donation of six portable radios and accessories from the Wood County Emergency Management Agency. Seconded by Ms. Wiechman.

Ms. Wiechman stated these radios are essential and expressed extreme gratitude to Wood County EMA. All in favor. Motion carried.

Employee Manual Update – Mr. Munger stated that leading into 2018 there were discussions about updating the employee manual. In the past, the Park District has always looked at Wood County's manual and adjusted it for the Park District. However, there are differences between county employees and park district

employees including basic fundamentals of employment. Mr. Munger stated that Sandusky County Park District recently updated their manual with the assistance of Clemans-Nelson & Associates and is very happy with the finished product. Mr. Munger stated he's recommending contracting with Clemans-Nelson to develop a personnel policy and procedure manual. Mr. Munger recommended hiring Clemans-Nelson on a retainer for \$175/month which includes telephone consultations and a reduced rate if they need to visit the Park District.

Mr. Cameron moved to approve Resolution 18-032 authorizing Neil A. Munger to enter into an agreement with Clemans-Nelson & Associates, Inc. to provide human resources consulting. Seconded by Mr. Hawker.

Mr. Cameron stated that he's worked with Clemans-Nelson for a number of years and they are very good and easy to work with. All in favor. Motion carried.

Mr. Cameron moved to approve Resolution 18-031 authorizing Neil A. Munger to enter into an agreement with Clemans-Nelson & Associates, Inc. for the development of a personnel policy and procedure manual. Seconded by Mr. Hawker. All in favor. Motion carried. Mr. Hawker pointed out that former board member Ms. Seiler would be thrilled with the process.

Mr. Munger reviewed the 2019 meeting schedule. A few adjustments will be made and the schedule will be sent out to the Board.

6. **DEPARTMENTAL REPORTS**

Mr. Parish stated departmental reports were distributed and asked for questions.

There was nothing at this time.

7. **APPROVAL OF PAYABLES**

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

Mr. Hawker moved approval of expenditures for the month of November. Seconded by Mr. Cameron. Responding to the Board, Mr. Witter explained the tour guide system and explained that a contractor maintains the water feature at W.W. Knight Nature Preserve. All in favor. Motion carried.

8. **OLD BUSINESS**

Mr. Parish asked Ms. Gordon to come forward and presented a check made payable to the Park District for \$2,000 to help pay for the new stove at the Carter Historic Farm. Mr. Munger thanked Mr. Parish for his support.

9. **NEW BUSINESS**

Nothing at this time.

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

Nothing at this time.

11. **HEARING OF VISITORS**

Mr. Witter stated the Heritage Holiday event was well attended. Mr. Parish mentioned using the Carter Historic Farm as a fundraising venue for a dinner party.

12. **EXECUTIVE SESSION**

Mr. Hawker moved to adjourn to executive session to discuss property acquisition. Mr. Cameron seconded. All in favor. The meeting adjourned to executive session at 3:38 p.m.

13. **ADJOURNMENT**

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



Denny Parish, Chairman



ROBERT HAWKER, VICE-CHAIR
Wood County Park District

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Neil A. Munger, Director