

**WOOD COUNTY PARK DISTRICT  
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING  
JULY 14, 2020**

**1. CALL TO ORDER**

The meeting was called to order by Vice Chair Sandy Wiechman at 4:00 p.m. in the Hankison Great Room at the W.W. Knight Nature Preserve, 29530 White Road, Perrysburg, Ohio.

**2. ROLL CALL**

Tom Myers, absent  
Sandy Wiechman, present via video conference  
Dennis Parish, present via video conference  
Bill Cameron, absent  
Kim Rose, present via video conference

Staff present: Neil Munger

**3. APPROVAL OF MINUTES**

Ms. Wiechman stated the minutes of the June 9, 2020 regular meeting were distributed to the Board in advance of the meeting and asked if there were any additions or corrections. Mr. Parish moved approval of the June 9, 2020 regular meeting minutes as presented. Ms. Rose seconded. All in favor. Motion carried.

**4. CHAIRMAN'S REPORT**

Ms. Wiechman had nothing to report.

**5. DIRECTOR'S REPORT**

Mr. Munger reported that annually in July our membership in the Public Entities Pool for insurance coverage comes up for renewal. Mr. Munger noted that under normal circumstances he meets with with Joe Schroeder, our local agent with Miller's Insurance that handles our Public Entities Pool membership, to discuss any changes from the previous year. This year with the pandemic meetings are not being held and everything is based upon last year's statistics. Mr. Munger introduced Joe Schroeder of Miller's Insurance. Mr. Schroeder stated that the membership contribution for this year is \$77,608, up slightly from last year's \$76,107. Mr. Schroeder indicated the increase is due to the land acquisitions at Harrison Park and Baldwin Woods. Mr. Schroeder noted that the proposal includes options for raising liability limits. Mr. Schroeder noted that last year, the Park District raised their liability limit to the current \$4 million level, up from \$3 million, as well as increasing the employee dishonesty limit from \$10,000 to \$50,000. Mr. Schroeder stated that based upon his experience with the Park District, the \$4 million liability limit is sufficient and didn't believe there is a need to increase at this time. Mr. Schroeder noted that Mr. Munger meets annually with Public Entities Pool risk management personnel to review Park District facilities and procedures and makes recommendations for improving exposure based upon their observations. Mr. Schroeder noted that risk management reports have been extremely favorable with few recommendations for change. Mr. Schroeder noted

that Mr. Munger and the park staff have been very proactive in utilizing the risk management personnel when planning new facilities, noting specifically the archery range and rappelling programs. Mr. Munger presented resolution 20-028 authorizing renewal of the Park District's membership in the Public Entities Pool of Ohio for the amount of \$77,608. Mr. Parish moved approval, Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that the final draft of the 2021 Statutory Budget was distributed to the Board for review in advance of the meeting. Mr. Munger noted the only change included in this from the draft distributed and discussed at the June meeting is the revision to the salaries that now reflect step increases with a 1.5% COLA increase as a base number per the request of the board. Mr. Munger presented resolution 20-029 establishing the 2021 Statutory Budget for the Wood County Park District. Mr. Parish moved approval, Ms. Rose seconded. Ms. Wiechman questioned if the current pandemic and downturn of the economy would affect our ability to meet the budget as proposed. Mr. Munger responded that at the present time he feels comfortable with the budget as it stands. Mr. Munger added that he will continue to be in contact with the County Auditor for updates on income projections and will make necessary adjustments when time comes for preparation of the Operating Budget which is approved in December. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that included in this year's budget is the construction of an agricultural machinery barn at the Carter Farm. Mr. Munger noted that as we have added to our farm implements it has become necessary to construct this facility in order to store our equipment securely and out of the elements. In the past, we have utilized the main barn for storage but as the farm program has progressed that space is now utilized for other essential farm duties as it should be. Mr. Munger noted that when the Park District took ownership of the farm there was an equipment storage barn in place, however, it was in bad condition and removed. Mr. Munger added that the proposed structure is based upon the previous structure and it being build in the same location to preserve the historic integrity of the site. Mr. Munger stated that plans were developed for the structure and submitted to four contractors to submit quotes for construction. Mr. Munger added that the four project bid packets distributed to contractors, two of the contractors submitted quotes. Pleasant View Building Services submitted a quote of \$49,875 and Adohr Corporation submitted a quote of \$95,790. Mr. Munger stated that staff discussed the two quotes and as we have worked with Pleasant View Building Services previously with good results they recommend awarding contract to the low bidder. Mr. Munger presented resolution 29-030 authorizing entering into agreement with Pleasant View Building Services for construction of an implement storage barn at Carter Historic Farm for the amount of \$49,875. Mr. Parish moved approval, Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger noted that presently all Park District rental facilities are closed through August 2, 2020 due to the COVID-19 pandemic. Mr. Munger noted that in looking at the current situation, he does not see a large difference in the current situation as opposed to the last several months when facilities were closed and as a

result does not see any rationale that would point to reopening facilities at this time. Mr. Munger stated that he has looked at other Park Districts around the state and has found that some have reopened their facilities with heavy restrictions while others have refrained from opening. Mr. Parish stated that he does not feel comfortable with opening any facilities while the county is under a health advisory. Mr. Parish stated that even when the decision is made to reopen it should be under strict guidelines, including facility capacities at one-half the normal capacity. Mr. Parish added that further, masks will be required by all attendees, staff will set up tables and chairs with the proper social distancing and renters are to be instructed to not move the furnishings. Mr. Parish added that this should all be developed into a rental supplemental agreement that must be signed by renters. If renters do not agree to the terms full refunds should be granted. Ms. Wiechman stated that as the end of the month is still two weeks away it is hard to make a determination at this time. Mr. Parish moved that all Park District rental facilities shall remain closed until the full Board of Park Commissioners meet and vote to reopen. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried. Mr. Parish stated that if Board members feel there is an adequate change in the circumstances that would warrant reopening the facilities, a special meeting can be called by the Board and a vote taken at that time, provided all board members are in attendance to vote. If a meeting is not called, facilities will remain closed for the following month. Mr. Munger noted that in order to supply renters with adequate warning of closure it would be necessary to make that determination at least two weeks prior to the end of the month.

**6. DEPARTMENTAL REPORTS**

Ms. Wiechman stated departmental reports were distributed to the board in advance of the meeting for review and asked if there were any questions that Mr. Munger could pass along to department heads. No questions were raised.

**7. APPROVAL OF PAYABLES**

Ms. Wiechman stated payables for the month of June were distributed for the Board for review. Mr. Parish moved, seconded by Ms. Rose to approve payables for the month of June. No questions were raised. A roll call vote was conducted with 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**

No members of the Friends were present and no concerns were raised.

**11. HEARING OF VISITORS**


No concerns were raised.

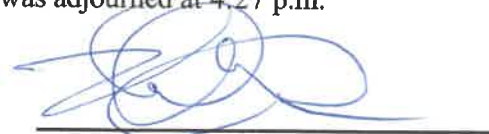
12. **EXECUTIVE SESSION**

Nothing at this time.

13. **ADJOURNMENT**

Mr. Parish moved adjournment. Ms. Rose seconded. A roll call vote was conducted with all in favor. The meeting was adjourned at 4:27 p.m.

  
Sandra Wiechman, Vice Chairman

  
Neil A. Munger, Director

**Wood County Park District, 18729 Mercer Road, Bowling Green, OH 43402**