

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
JANUARY 12, 2021**

1. CALL TO ORDER

The meeting was called to order by Chairman Tom Myers at 4:00 p.m. at the Hankison Great Room at the W.W. Knight Nature Preserve, 29530 White Road, Perrysburg, Ohio.

2. ROLL CALL

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

Staff present: Neil Munger

3. APPROVAL OF MINUTES

Mr. Myers stated the minutes of the December 8, 2020 regular meeting were distributed to the Board in advance of the meeting and asked if there were any additions or corrections. Mr. Cameron moved approval of the December 8, 2020 regular meeting minutes as presented. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

4. CHAIRMAN'S REPORT

Mr. Myers noted the success of the recent Wild Lights Weekend program that was held at the W.W. Knight Preserve. Mr. Myers noted that there was a crowd before the program even started and remained that way throughout the program with a constant stream of visitors. Mr. Myers praised the work of the staff in continuing to provide family friendly and fun activities that continue to draw visitors to the parks.

5. DIRECTOR'S REPORT

Mr. Munger updated the Board on the progress on construction of the Rudolph Bike Park. Mr. Munger noted that while the first phase of construction is complete work remains to be done. Mr. Munger noted that seeding will be completed by the Park District Stewardship Department. Mr. Munger noted that inside the various track loops, staff will be planting native grasses that will serve as a visual buffer while the outer perimeter will be planted to turf grass and mowed on a regular basis. Mr. Munger stated that a park entrance sign similar to what you see at all of our parks will be constructed by park staff as well as the erection of other signage around the site. Mr. Munger stated that repairs to the exterior of the garage located at the corner of Mermill and Rudolph Roads will be completed including painting of the building and replacement of a metal roof that was damaged in a recent wind storm. Mr. Munger stated that he will be working with the contractor, PumpTrax USA, to complete the second phase of asphaltting of the course as soon as weather permits and the asphalt companies open for business in the spring. Mr. Munger

reported that there was one issue that was raised recently by the Liberty Township Trustees. Mr. Munger stated that there was a miscommunication between Pump Trax and the Liberty Township Zoning Inspector and the necessary zoning permits were not obtained by the contractor. Mr. Munger noted that he was contacted by the Trustees and met on site with them along with our construction manager and the a representative of Pump Trax to discuss the issues. Mr. Munger stated that the biggest issue that was raised is that setback requirements were not adhered to along Rudolph Road which means Pump Trax USA will need to apply for a variance for the project. Mr. Munger stated that after discussing the matter with the Trustees, they are well aware that the Park District is not at fault as it is clearly spelled out in the contract that Pump Trax was required to obtain any and all permits associated with the project. Mr. Parish questioned if the Township Trustees are receptive to doing the variance on the Bike Park. Mr. Munger noted that the Township Trustees appear very willing to work with our contractor in obtaining the necessary variance but added that the matter must go through the established zoning hearings in order to for Pump Trax to obtain the variance. Mr. Parish noted that along with any costs associated with the required variance, Pump Trax should be liable for any legal fees the Park District may need to pay. Mr. Munger responded that at this time he does not foresee any legal fees; however, agreed that the contractor should be liable if there are any legal fees. Mr. Myers agreed, noting that as this is an exposure that the Park District would not have been a part of if the contractor had completed their responsibilities as spelled out in the contact. Mr. Myers also noted that he is concerned with the ramifications from a public relations standpoint in regards to it reflecting badly on the Park District because that is not how we do business. Mr. Munger responded that the Township Trustees are clear that the fault lies with the contractor and stated in our meeting that the Park District is not at fault in this matter. Mr. Parish questioned at what point we would be ready for a grand opening celebration for the facility. Mr. Munger responded that all seeding would be completed and signage installed before any planning would begin on a grand opening. Mr. Munger added that the COVID-19 pandemic will be the biggest factor in conducting a grand opening as it would not be possible under the current conditions.

Mr. Munger stated that in previous meeting discussions, Mr. Parish has raised the question of what guidelines would be followed once the Board decides to open rental facilities to public use again. Mr. Munger stated that he has been looking at what other agencies have done in working to reopen their rental facilities and has developed a draft supplemental agreement that establishes guidelines that must be adhered to by anyone that intends to rent our facilities, adding that a draft of the supplemental agreement was included in the Board packets. Ms. Wiechman questioned if the food servers should be required to wear gloves as well as a mask. Mr. Munger stated he would add that to the guidelines. Ms. Wiechman also noted that the agreement states that renters should supply their own cleaning supplies and questioned if it would be better for the Park District to provide the supplies to insure that the proper cleaning chemicals are being used. Mr. Munger agreed and stated that would also be revised in the agreement. Mr. Parish stated that he believes the agreement should state that failure for the renter to comply to the guidelines may result in the immediate termination of their event and forfeiture of the security deposit. Ms. Wiechman added that failure to abide by the guidelines

may also affect the ability to rent facilities in the future. Mr. Munger noted that he is not proposing that we open facilities at this time, this is merely in anticipation of the eventual opening of facilities. Mr. Munger added that as long the Governor and the State Health Commissioner continue to stress avoiding large gatherings and Wood County remains under red level three in the state health advisory system, he believes we should continue the closure of our rental facilities.

Mr. Munger stated that with the start of the new year there are a few housekeeping items to be addressed. Mr. Munger stated that the Tuesday meeting day has worked out well and last year the Board moved the meeting time from 3:30 to 4:00pm and that appeared to make the meetings more in line with the schedules of the Board members. Mr. Munger added that under normal circumstances additional department heads attend the meetings and moving the meeting back much later would adversely affect their work schedules making it difficult for them to attend. The consensus of the Board was to leave the meeting dates at the current second Tuesday of each month at 4:00pm. Mr. Munger stated additionally, the bylaws of the Park District call for election of a Chairman and Vice Chairman at the first meeting in January. Mr. Myers stated that he has served as Chairman for the past two years and noted that past practice has been for a Chairman to serve two years. Mr. Myers noted that Ms. Wiechman has served as Vice Chair and moved to nominate Ms. Wiechman to serve as Chairman of the Board. Mr. Cameron seconded. Mr. Parish moved to nominate Ms. Rose to serve as Vice Chairman. Ms. Wiechman seconded. All in favor, Ms. Wiechman was elected Chairman and Ms. Rose was elected Vice Chairman.

6. DEPARTMENTAL REPORTS

Mr. Myers 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

Mr. Myers stated payables for the month of November were distributed to the Board in advance of the meeting for review. Mr. Cameron moved approval of the payables for the months of December. Ms. Wiechman seconded. Ms. Wiechman questioned if rental reservations were still being taken, forcing us to refund rental fees while the facilities are closed. Mr. Munger explained that the reservation policy is that rentals can be made in advance one year to the date, so rentals being refunded were made prior to the December meeting when it was decided to cancel refunds through February. Mr. Munger noted that at that time he had the reservation system set to not accept any new reservations through June in order to avoid added refunds. Mr. Munger noted that once the Board acts to reopen facilities the reservation system will again be set to accept new reservations. A roll call vote was conducted with all in favor, motion carried.

8. OLD BUSINESS

Nothing at this time.

9. **NEW BUSINESS**

Mr. Cameron noted that in December the Board of County Commissioners approved bonuses for employees in their departments for the extraordinary work they accomplished through very difficult circumstances throughout the year with the COVID-19 pandemic. Mr. Cameron questioned if the Board of Park Commissioners should do the same thing for employees. Mr. Munger noted that in 2020 there were funds remaining in the salaries line of the budget due to no seasonal employees being hired. With the start of the new year those funds went back into the unappropriated funds and the 2021 budget did not include any funds to cover these costs. Mr. Munger added that it is his hope that seasonal employees will be able to be hired in 2021 so those funds would be used this year. Mr. Parish stated that he personally does not agree with using taxpayer funds to fund employee bonuses. Ms. Wiechman questioned if it was not taxpayer funds that the County Commissioners used to pay the bonuses. Mr. Myers stated that the Park District and the Board of Park Commissioners are not obligated to follow the practices of the County Commissioners and agreed with Mr. Parish that he does not feel taxpayer funds should be used to pay employee bonuses. No formal motion was made and no vote taken.

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

Friends of the Parks' President, Nancy Wenning, stated that she wished to express her appreciation to Naturalist, Craig Spicer, for his planning of the Wild Lights Weekend. Ms. Wenning noted that the Friends of the Parks sponsored the event with cash prizes for first, second and third place designs created by citizens who participated in the design of the displays.

11. **HEARING OF VISITORS**

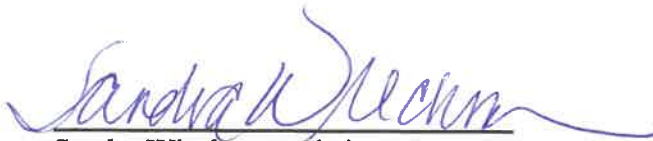
No concerns were raised.

12. **EXECUTIVE SESSION**

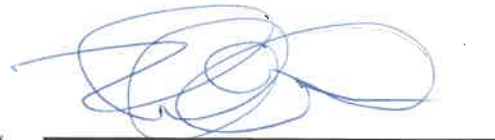
Nothing at this time.

13. **ADJOURNMENT**

Ms. Rose moved adjournment. Mr. Parish seconded. The meeting adjourned at 4:29 p.m.



Sandra Wiechman, Chair



Neil Munger, Director