

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
JULY 13, 2021**

1. CALL TO ORDER

The meeting was called to order by Chairman Sandy Wiechman at 4:00 p.m. at the Carter Historic Farm, 18331 Carter Road, Bowling Green, Ohio 43402

2. ROLL CALL

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

Staff present: Neil Munger, Jim Witter, Jeff Baney, Rob Brian, Corinne Gordon, Chris Dauer

3. APPROVAL OF MINUTES

Ms. Wiechman stated the minutes of the June 8, 2021 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 minutes for the June 8, 2021 meeting as presented. Ms. Rose seconded. All in favor, motion carried.

4. CHAIRMAN'S REPORT

Ms. Wiechman stated she had nothing to report.

5. DIRECTOR'S REPORT

Mr. Munger reported that for some time he has been working with EDGE Group on redesigning the drive, parking lot and primitive campground at Buttonwood Recreation Area following the serious damage sustained at the park as a result of ice jams and flooding. Mr. Munger introduced Mr. Jack McDonough from the EDGE Group. Mr. McDonough described the damage that occurred with the ice jams in 2015 and 2018, noting that the damage that took place at Buttonwood was in the same areas in both instances which prompted them to examine what options were available that would enable the reconstruction of the infrastructure without the risk of damage incurred previously. Mr. McDonough displayed illustrations that showed the redesigned infrastructure for Buttonwood Park. Mr. McDonough noted that the area to the south of the park, which where the previous parking lot and campground area were located, was the area that was hit hardest by flood damage. Mr. McDonough noted that with the new design, the infrastructure has been realigned to the southern portion of the park which was not damaged in the two previous ice jams. Mr. McDonough stated that the new design provides for a much smaller parking lot with 20 spaces included as well as a 10-site primitive campground, noting again that all improved areas are located outside of the zone that damage previously occurred. Mr. McDonough stated that the area previously seeded to soccer fields is now planned as a native prairie that will act as the floodplain when the river floods. Mr. McDonough noted that contributing to the

issue is the fact that adjacent property owner has put up an earthen dike that borders Buttonwood to the north. With this new dike in place it makes it difficult to predict what the floodwaters will do as the water will behave differently than previous flood occurrences and potential damage is difficult to predict. Mr. McDonough noted that the dike was constructed in a FEMA flood zone which is not permitted. Mr. McDonough stated that Mr. Munger spoke with County Planning Director, Dave Steiner, who indicated that permits were not obtained for the work; however, the property owner is working with an engineering firm to apply for a variance to permit the dike construction. Mr. Parish questioned if it is safe to assume that the presence of the newly constructed dike will cause additional issues with Buttonwood. Mr. McDonough responded that he cannot say for certain however, as the ice and flood waters previously covered the field behind the dike they most likely will now be diverted to Buttonwood. Mr. Parish questioned if there has been any conversation regarding the liability the landowner has to the Park District. Mr. Munger responded that Mr. Steiner has indicated that the property owner is working on the variance request for the planning commission and once he has submitted the request there will be a hearing scheduled. Mr. Munger stated that once the hearing is scheduled he intends to attend and voice the concerns of the Park District. Mr. Parish pointed out that from a legal standpoint the land owner cannot make improvements to their property to the detriment of another landowner. Mr. Parish stated that with the current situation, the Board cannot approve moving forward with any reconstruction plans with the dike in place. Should the dike be removed the Board can further discuss the possibility of improvements. Mr. Munger stated that the plans are being presented to the Board today strictly for informational purposes and no action is requested at this time.

Mr. Munger reported that the final draft of the 2022 Statutory Budget was included in the board information packets emailed to the board in advance. Mr. Munger noted that this draft remains unchanged from the draft that was reviewed at the June 8 meeting. Mr. Munger noted that staff salaries noted are based upon a 1.5% COLA plus the annual step increases as was suggested by the board previously. Mr. Munger noted that that as stated at the previous meeting, we do not include specific capital improvement projects in the statutory budget but rather just a proposed lump sum. Mr. Munger explained that specific capital projects are identified in the fall and are included in the final operating budget that is approved in December. Mr. Munger presented resolution 21-015, establishing the Park District Statutory Budget for 2022. Mr. Cameron moved approval of resolution 21-015. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that at the June meeting, the topic of seasonal wages arose and at that time he noted that if we wished to increase seasonal wages we needed to update our salary survey to insure that we were still competitive as the seasonal wages would be very close if not above our starting full time wages. Mr. Munger noted that he reviewed the Park District salary survey and noted that it recommends considering conducting an update in three to five year. Mr. Munger noted that it has now been six years since we completed the survey and he believes it is a good time to complete an update. Mr. Munger stated that he contacted Jim Battaglia at the Archer Group and Mr. Battaglia advised that a salary update

could be completed for \$7,500. He further advised that the study could begin in August and be completed by December which would enable us to utilize the data with the 2022 operating budget. As this is in line with the approved survey I recommend that we move forward with the update. Mr. Munger presented resolution 21-016, authorizing him to enter into agreement with the Archer Company to conduct an update to the Park District salary study. Mr. Cameron moved approval of resolution 21-016. Mr. Myers seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger noted that back at the February meeting a proposed waterline easement request from the City of Perrysburg at the W.W. Knight Preserve was discussed. Mr. Munger reported that the city is constructing a 24-inch water main that will extend down White Road and connect to the City of Toledo's 66-inch water main that is located on the right of way for the Chessie Circle Trail, on the southeast boundary of the Knight Preserve. Mr. Munger stated that for the connection, several chambers for valves and meter are required, which cannot fit inside the existing City of Toledo right-of-way. As a result, Perrysburg is asking for easements from the Park District to house the items and the required piping. Mr. Munger stated that he received the finalized easement request which was forwarded on to legal counsel, Bob Kuhlman, for review. Mr. Munger noted that Mr. Kuhlman had several revisions recommended which were all incorporated into the agreement that is included in your board packets. Mr. Munger stated that there are two easement requests, adding that the only difference between the two is the legal description attachment so there is just one agreement presented for review. Mr. Munger recommend approval of the agreement as presented and presented resolution 21-017 authorizing him to enter into agreement with the City of Perrysburg for two permanent easements for the purpose of installation, operation and maintenance of a water main. Mr. Parish moved approval of resolution 21-017. Mr. Myers seconded. Mr. Parish questioned if we had any idea the size of the structure that will be on site in regards to dimensions and height. Mr. Munger responded that the easement notes the size of the easement in area but that he had no knowledge of the height of the structure that would be constructed on site. Mr. Munger added that one of the easements note a receiving pit and meter vault which would lead him to believe that at least that portion would be completely underground but added that that is speculation on his part as he does not have complete knowledge of the construction specifics. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger noted that at the June meeting he proposed the naming of the new interpretive center at the Sawyer Quarry to be the *Ann B. Sawyer Interpretive Center* in honor of Ann who was the driving force behind the donation of the property. Mr. Munger noted that per our facility naming policy, we have waited the mandatory 21-days and have received no public comments, therefore he recommends the official name to the facility be established. Mr. Munger stated he did not believe that a resolution was necessary, with a motion and voice vote of the board being sufficient. Mr. Cameron Moved to approve the naming of the facility at the Sawyer Quarry Nature Preserve the Ann B. Sawyer Interpretive Center. Ms. Rose seconded. A voice vote was conducted with all in favor, motion carried.

Mr. Munger stated that as the board is aware, our employee health, prescription, dental, vision and life insurance are all provided through an agreement with the Wood County Commissioners office. Mr. Munger noted that this agreement allows us to offer a quality benefits package to our employees at a cost that is far less than we would pay if we were to go on our own. Mr. Munger noted that he received an updated version of the insurance participation agreement between the Commissioners and agencies outside the Commissioner's Office that authorizes the participation in the program. Mr. Munger noted that he had legal counsel, Bob Kuhlman, review the agreement and Mr. Kuhlman found the agreement to be suitable. Mr. Munger stated that he recommends approval of the proposed revised agreement as included in the board packets and presented resolution 21-018, authorizing himself to enter into agreement with the Board of County Commissioners of Wood County, Ohio to allow participation in the Wood County Employee Health Benefits Plan to provide benefits to Park District employees. Mr. Cameron Moved approval of resolution 21-018. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger stated that back in February the board approved the purchase of a 2021 Dodge Ram 1500 pick-up truck for the Operations Department from Charlie's Dodge who supplied the low quote of \$26,713. Mr. Munger noted that last week he received a call from the sales manager at Charlie's Dodge informing him that the manufacturer has cancelled the order as they are unable to fulfill the request due to a shortage of parts at the manufacturing plant. Mr. Munger stated that in discussing the situation with the sales manager he informed him that they will not be accepting any orders most likely through the end of the year. Mr. Munger stated that he resent the vehicle specification sheet out to other dealers within Wood County requesting quotes. Mr. Munger stated that he was contacted by the sales manager at Cronin GMC in Perrysburg notifying him that he is in the same situation as the Dodge dealer and GMC is no longer taking orders on 2021 models and 2022 orders will not be accepted until August 12 at the earliest with delivery most likely in the first quarter of 2022. Mr. Munger stated that operations manager, Rob Brian, spoke with the sales manager at Bob Kelley Chevrolet in North Baltimore when he dropped off the vehicle specification sheet and he also stated that 2021 trucks are no longer being manufactured and it would be a while before 2022 orders would be accepted, adding that he has also not had a response from Thayer Chevrolet after emailing the vehicle specification sheet to them. Mr. Munger stated that the sales manager at Thayer Ford submitted a quote of \$33,590.08, slightly above their quote of \$33,236 submitted in February. Mr. Munger stated that he spoke with the sales manager directly and he was assured that Ford is still taking orders and manufacturing trucks. Mr. Munger noted that \$40,000 was budgeted for the truck so while the \$33,590.08 is more than the original awarded bid to Charlie's Dodge, the vehicle is still under budget. Mr. Munger presented resolution 21-019, authorizing himself to enter into agreement with Thayer Ford for the purchase a Ford F-150 pick-up truck for the amount of \$33,590.08. Ms. Rose moved approval of resolution 21-019. Mr. Myers seconded. Mr. Cameron questioned what assurance we have that Ford is actually producing trucks at this time, noting that his research indicates that they are not. Mr. Munger responded that as he noted previously, the sales manager at Thayer Ford did indicate that Ford is producing trucks at this time and they would be able

to provide the truck. Mr. Munger noted that beyond that he had no additional assurances. Mr. Munger added that even if the truck was unable to be manufactured the Park District is out nothing other than waiting until the new model year. Mr. Cameron questioned if there was a possibility that a truck could be located at another dealer that could be brought in. Mr. Munger responded that it would be highly unlikely as the specifications we have provided for the trucks are a very plain vehicle while typically most of the trucks ordered for dealer stock have a lot of optional equipment that is not included in our specifications. A roll call vote was conducted with Ms. Wiechman, Ms. Rose, Mr. Parish and Mr. Myers in favor and Mr. Cameron opposed, motion carried.

Mr. Munger reported that June 19 has been declared a federal holiday to commemorate June 19, 1865 and the emancipation of enslaved people in the US. Mr. Munger stated that the Ohio General Assembly followed suit declaring it a state holiday with an amendment to the recent state budget bill. Mr. Munger added that the Board of Wood County Commissioners added it to the list of observed holidays and this year recognized July 2 as the observed holiday, with June 19 being the official holiday moving forward. Mr. Munger stated that as we have traditionally followed the state list of holidays as noted in the Ohio Revised Code, this would be an additional holiday that would need board approval. Mr. Munger recommend that June 19, Juneteenth holiday, be added as a fifth floating holiday to the Park District holiday policy. Mr. Munger explained that Park District policy presently utilizes Martin Luther King Jr. Day, Presidents Day, Columbus Day and Veterans Day as floating holidays. With floating holidays, the Park District does not have to pay holiday pay for the days employees work which saves the Park District a great deal of money. In lieu of the normally recognized holiday dates the employees are able to either take the holiday on the observed day or select their preferred date of observance, much like a vacation day. Mr. Munger added that the day must be used in the year in which it was accrued. Mr. Myers moved approval of adding June 19 as the Juneteenth holiday in the Park District Employee Manual as a floating holiday. Mr. Cameron seconded. Mr. Parish questioned if the day after Thanksgiving is a floating holiday in our policy manual. Mr. Munger responded that it is not specified as a holiday in our policy but rather is a date that the board annually acts upon to close the offices and declare the day a holiday. A voice vote was conducted with all in favor, motion carried.

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. Mr. Myers questioned how things were going in regards to facility rentals since facilities were reopened. Mr. Munger stated that he has not heard of any issues. Ms. Wiechman asked if some pictures of the progress on the house at Harrison Park that is being renovated to offices for the park police could be sent to the board so they can see the progress. Mr. Munger stated that he would get those photos and email them to the board.

7. APPROVAL OF PAYABLES

Ms. Wiechman stated payables for the month of June were distributed to the board in advance of the meeting for review. Mr. Parish moved approval of the payables

for the month of June, Mr. Cameron seconded. A roll call vote was conducted, all in favor, motion carried.

8. **OLD BUSINESS**

Nothing at this time.

9. **NEW BUSINESS**

Mr. Munger stated that as discussed previously, the scheduled August 10 board meeting will be cancelled. Mr. Munger noted that he will be out on sick leave and unable to attend the scheduled September 14 meeting. Mr. Munger stated that the September meeting is the one that has been scheduled to be held on the Pratt Family farm. Mr. Munger noted that she spoke with Mrs. Pratt and they are available and willing to host the meeting on either August 24 or 31. Mr. Munger asked that the board members check their calendars and let him know which of the two dates would work with their schedules and he would take care of scheduling and setting up the meeting with Mr. and Mrs. Pratt.

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

Friends of the Parks President, Nancy Wenning, reported that the Friends will be having a staff appreciation luncheon for the staff on Thursday, July 15. Ms. Wenning noted that the luncheon is something the Friends do annually as a thank you for all the hard work the staff puts in.

11. **HEARING OF VISITORS**

No items raised at this time.

12. **EXECUTIVE SESSION**

Ms. Wiechman noted that there is a need for executive session to discuss a personnel issue. Mr. Parish moved to adjourn to executive session. Mr. Myers seconded and the board moved into executive session

Mr. Cameron moved to adjourn from executive session. Ms. Rose seconded and the executive session was adjourned.

13. **ADJOURNMENT**

Mr. Myers moved adjournment. The meeting was adjourned at 5:42 p.m.



Sandra Wiechman, Chair



Neil Munger, Director

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