

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONER'S MINUTES REGULAR MEETING
12/14/2021**

1. CALL TO ORDER

The meeting was called to order by Chairman Sandy Wiechman at 4:00 p.m. at the Park District Headquarters, 18729 Mercer Road, Bowling Green, Ohio 43402.

2. ROLL CALL

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

Staff present: Neil Munger, Chris Smalley, Jim Witter, Jeff Baney, Rob Brian, Corinne Gordon, Jamie Sands, Eric Shiffler, Troy Bateson, Zeb Albert, Diana Ziems

Additional guests: Judge David Woessner, Andrew Kalmar, Bob Hawker, Doug Wulff
Members of the press

3. APPROVAL OF MINUTES

Ms. Wiechman stated she had the minutes from the November 9th, 2021 meeting as well as the minutes from the November 30th, 2021 special meeting that were distributed to the board in advance of the meeting and asked for motion to approve those minutes. Mr. Myers moved approval of the November 9th, 2021 meeting and November 30th, 2021 special meeting. Ms. Rose seconded. Ms. Wiechman asked if there were any questions or discussion on those minutes. Regarding the November 9th, 2021 minutes, all in favor, motion carried. Regarding the November 30th, 2021 minutes, all in favor, motion carried.

4. CHAIRMAN'S REPORT

Ms. Wiechman reported she will not be available for the January 11th, 2022 meeting due to having a medical procedure that day. She requested of the board to re-organize for 2022 at this meeting regarding electing a new Chairman and Vice-Chair. Mr. Parish moved to approve Sandy Wiechman to remain Chairman and Kim Rose to remain Vice-Chair for 2022. Mr. Cameron seconded. Ms. Wiechman asked for any discussion. A roll call vote was conducted with all in favor, motion carried.

Ms. Wiechman asked for motion to approve Resolution 21-026 by the Board of Park Commissioners of the Wood County Park District hiring Christopher Smalley as Director of Wood County Park District. Mr. Cameron moved to approve Resolution 21-026. Mr. Myers seconded. All in favor, motion carried. Mr. Parish offered, as an explanation for Resolution 21-026, that due to the unique negotiations with Mr. Smalley, it could've been completed either by contract or by resolution. Since there are no contracted employees at Wood County Park District, it was advised to use a resolution.

Ms. Wiechman offered a sincere thank you to all Wood County Park District staff for going above and beyond the past two years. Ms. Wiechman stated the staff's dedication, enthusiasm and overall creative abilities has not gone unnoticed by the board. Ms. Wiechman expressed another hearty thank you to the Wood County Park District staff and the board is looking forward to what the Wood County Park District can do in 2022.

Ms. Wiechman indicated her appreciation and thanks to retiring Park Police Chief, Todd Nofzinger. She began noting his work experience by stating he started with the Five Rivers Metropark in Dayton, OH. in Greene County. Then attended Cuyahoga Community College and received his certification. Upon graduation, began working for Put In Bay Police Department. In fall of 1995, he began working for Sandusky County Park District as chief and remained for 11 years. In 2007, he began with Wood County Park District as chief, and has remained until his upcoming retirement. On behalf of the board, Ms. Wiechman expressed her sadness to see him go, but wished him the best with all endeavors in his retirement.

Ms. Wiechman conveyed thanks and gratitude towards Jeff Baney, regarding his retirement. She began noting his work experience with Wood County Park District by listing his first job, seasonal operations staff member, starting in 1989. He then became operations manager in 1995. In 2002, he became assistant director of the Wood County Park District. On behalf of the board, Ms. Wiechman extended thanks to Mr. Baney for his contribution towards the Wood County Park District over his years of service.

Ms. Wiechman expressed gratitude and a very hearty thank you towards Neil Munger regarding his retirement. She continued by stating the Wood County Park District has grown by leaps and bounds during his 21 years of service as director. She began noting his work experience with Wood County Park District starting 33 years ago with seasonal maintenance. He then became a park ranger, serving for many years. After working with Andrew Kalmar in Administration, he became Director after Mr. Kalmar left 21 years ago. Among Mr. Munger's accomplishments noted were finalizing Cedar Creek Park and developing several additional parks, including Sawyer Quarry Nature Preserve. She went on to state that due to Mr. Munger's leadership and his belief in staff members, we now have pristine woods and beautiful parks. On behalf of the board, while Ms. Wiechman noted it's not close to what is deserved, she presented a small token of appreciation to Mr. Munger and once again expressed gratitude for his 31 years of service to the Wood County Park District. Ms. Rose also stated it's been a privilege to serve with Mr. Munger and thanked him for being so gracious in the years she first began on the board.

5. DIRECTOR'S REPORT

Mr. Munger reported the 2022 operating budget has a few changes from the original sent in the board packet. He stated under salaries, the additional 3% step increase was not accounted for in Christopher Smalley's salary. In addition, increases for the park time employees was not accounted for. This adjusts the total salaries budget to \$1,834,187.00. Mr. Munger added the department heads contributed to the 2022 operating budget totals by helping to project and adjust what will be needed in 2022. Mr. Munger stated he was confident this will be a good 2022 operating budget. He then asked if there were any questions on the 2022 operating budget. Mr. Myers stated, regarding seasonal and part-time employees, we may want to acknowledge a change needed regarding the budget number as it pertains to retention of employees. Also, Mr. Myers had a question regarding PERS, particularly the spike that is happening from year to year. What's driving that? Per Mr. Munger, it is due to increase in

salaries. As salaries increase, the percentage of contribution increases from the county. Mr. Myers made an inquiry regarding any special lump-sums. Mr. Munger responded by stating no special lump-sums. Mr. Parish further inquired on OPERS, regarding all other OPERS increase at approximately \$3,000 and Law Enforcement at approximately \$15,000. Mr. Munger responded stating there is a higher percentage OPERS pays for law enforcement than the regular OPERS. Mr. Parish continued with additional questions regarding personnel overtime. The 2022 operating budget shows personnel overtime at \$100,000, while last year it was \$17,000. Mr. Munger responded by stating this is due to pay-outs for retirees. A percentage of sick time is paid out, along with remaining vacation time. Mr. Parish continued, regarding stewardship, chemicals and pesticide increase. He inquired if this is due to land acquisition. Mr. Munger responded by stating there are a number of different projects regarding pesticide control, and the budget came very close this year. Mr. Parish continued with another question regarding capital improvements regarding Otsego Park at \$59,800. Mr. Munger responded by saying they will be completing tuck-pointing and re-sealing on the back of the building to maintain the wall structure and avoid collapse. Mr. Munger also stated the front of the building may be addressed next year. Mr. Parish also inquired on an increase in capital improvements at Reuthinger Memorial Preserve. The 2021 budget stated \$176,000 for this location, the 2022 budget states \$313,000. Mr. Munger responded by stating this is due to carryover of the building project, also putting in a new drive. Mr. Parish continued by inquiring on the program's equipment budget. Last year's budget amount was \$37,500, and the projected 2022 budget amount for program's equipment is \$64,000. Mr. Munger responded by stating the majority of that Carter Historic Farm's equipment used is primarily antique and hard to find. Also, Carter Historic Farm is looking to purchase horses for the farm's use. Mr. Parish continued by posing a question regarding the stewardship heavy equipment budget projection for 2022. While nothing was budgeted in this category in 2021, \$91,000 is projected in 2022 for heavy equipment. Mr. Munger responded by stating the purchase of a new diesel truck to replace an existing truck, a tilt bed trailer and an ATV to replace an existing ATV. Mr. Parish inquired about the new vehicle process. Mr. Munger responded by stating they look at how many years of service we can get out of our vehicles. With park police, we replace one vehicle every year. With six park policemen, we have six vehicles so we have a six-year rotation. Mr. Munger also stated we always look for ways to extend the use of vehicles, including monitoring mileage and always checking to see if other departments need vehicles. No further questions were presented. Mr. Munger presented resolution 21-027 establishing the 2022 operating budget for the Wood County Park District. Mr. Parish moved approval of resolution 21-027, Mr. Myers seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reminded the board of resolution 21-023 to acquire the property south of the Portage River by the Wood County Historic Museum, adjacent to the Arrowwood Archery Range, to expand the archery range. Mr. Munger continued by stating he's spoken to Andrew Kalmar, Wood County Administrator regarding turning over this property to the Park District. Mr. Munger mentioned a caveat added to both properties acquired from the Wood County Commissioners office stating if either property was no longer being used by the Wood County Park District, those properties will revert back to Wood County Commissioner's ownership. Mr. Kalmar had both quit claim deeds for the property pertaining to Arrowwood Archery Range & the property adjacent. Mr. Kalmar presented the quit claim deed for the newly acquired adjacent property, south of the Portage River. Mr. Kalmar then presented the quit claim deed releasing the original property back to the Wood County Commissioner's, and then presented the document to quit claim deed the property back to the Wood County Park District.

Mr. Munger reported last month the distribution of the updated employee manual draft. This draft virtually followed the Wood County Commissioner's employee manual. Mr. Munger stated the Wood County Commissioner's employee manual has already been approved by the Wood County Prosecutor's office, making it an easy process to update all to fit with Wood County Park District. Mr. Munger stated the only update is actually showing the day after Thanksgiving as a recognized floating holiday. Mr. Munger presented resolution 21-028 authorizing accepting revisions to the Wood County Park District employee manual. Mr. Cameron moved approval of resolution 21-028, Ms. Rose seconded. No further discussion. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported moving forward with ordering a park police vehicle in December, so the order could be added to the purchase queue. Mr. Munger stated this vehicle purchase is completed on an annual rotation. Mr. Munger also stated this item is usually brought up in the first board meeting of the year, however since most departments start their vehicle orders at the first of the year, and since the annual budget has been approved, an earlier purchase order was completed. Mr. Munger stated Sgt. Eric Shiffler researched different vehicles, ultimately deciding on a hybrid SUV. The only company that meets the law enforcement employee manual guidelines and has a hybrid SUV is Ford—specifically the Ford Police Interceptor Utility. Mr. Munger then stated Sgt. Shiffler obtained three quotes from three different Ford dealerships. Reineke Ford in Fostoria quoted \$39,660, Bauman Ford in Oregon quoted \$40,971, Thayer Ford in Bowling Green quoted \$42,370. Mr. Munger recommended moving forward with the quote from Reineke Ford quoted at \$39,660. Mr. Munger presented resolution 21-029 authorizing the purchase of the Ford Police Interceptor Hybrid Utility from Reineke Ford in Fostoria. Mr. Parish moved approval of resolution 21-029, Mr. Myers seconded. Mr. Cameron inquired if the queue process is initiated through Reineke Ford or through Ford itself. Mr. Munger responded stating the queue process is directly through Ford, and the order queue is the order in which our particular vehicle is built on the Ford production line. Mr. Cameron inquired if we know the order in which our vehicle will be built. Mr. Munger responded by saying there is no known time of completion. Sgt. Shiffler stated Ford started production on the 2022 models in November of 2021. Ms. Wiechman inquired which park police officer's vehicle is being replaced and what will we be doing with the old cruiser. Sgt. Shiffler stated Officer Mark Wagner's vehicle is being replaced, and no discussion yet regarding the old cruiser. Ms. Wiechman inquired if the old cruiser will stay within the Wood County Park District, Sgt. Shiffler responded by saying yes, typically it transfers to operations for additional use, or whichever department is in need. Mr. Munger stated usually park police will keep one spare police vehicle, in case a police vehicle is being repaired, etc. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported in the budget next year is the replacement of the park police hand guns. Sgt. Shiffler obtained two quotes from two different companies for 9-millimeter hand guns from the Glock manufacturer, Vance's Firearms in Columbus, OH. for \$4,097.96 and Kiesler Policy Supply in Jeffersonville, IN. for \$4,533.72. Mr. Munger also stated due to Mr. Smalley being a certified peace officer, and the park police department always having a spare hand gun, seven hand guns would need to be ordered from Vance's Firearms with the quoted amount of \$4,097.96. Mr. Munger stated this also includes trade-in of the old weapons, with a trade-in value of \$270.00 each. Park Police officers have been permitted in the past to buy the old weapons at the trade-in value. Mr. Munger presented resolution 21-030 authorizing entering

agreement with Vance's Firearms for the purchase of replacement park police hand guns in the amount of \$4,097.96, this includes shipping and handling. Mr. Myers moved approval of resolution 21-030, Ms. Rose seconded. Mr. Parish inquired on individual cost of each hand gun. Sgt. Shiffler responded by stating each hand gun is \$429.00. Mr. Parish asked if the park police officers traditionally purchase their old weapon. Sgt. Shiffler stated that number varies, perhaps a few officers will this year. Ms. Wiechman inquired on the cost difference between .40 caliber ammo and 9-millimeter ammo. Sgt. Shiffler responded by stating typically 9-millimeter ammo is less expensive. Ms. Wiechman also inquired on the necessity of the hand gun purchase, besides the annual schedule. Sgt. Shiffler responded by stating the current hand guns are functioning fine, however the 10-year replacement period that was established has arrived. A roll call vote was conducted, majority in favor, motion carried.

DEPARTMENTAL REPORTS

Ms. Wiechman stated all board commissioners have received copies of head of departments reports and have had a chance to review. Ms. Wiechman asked if there were any questions. Mr. Parish reminded all board commissioners that along with her regular duties, Kristin Long has encountered additional work due to Covid measures for the last 2 years, making the position much more difficult. Mr. Parish continued by asking the board of commissioners to take this into consideration, especially when salary surveys are received back.

APPROVAL OF PAYABLES

Ms. Wiechman stated all board commissioners have received copies of the schedule of payables prepared by Kristin Long for review. Mr. Myers posed a question regarding the entry for Environmental Insurance for approximately \$9,200.00 asking where that is applied. Mr. Munger replied it is a third-party insurance policy to pay for the Wood County Park District's portion of the trail behind W.W. Knight Preserve. Mr. Parish moved approval of payables, Mr. Myers seconded. No further discussion. A roll call vote was conducted, all in favor, motion carried.

OLD BUSINESS

Mr. Parish updated the board of commissioners on the dike built at Buttonwood Park property. An initial hearing was held in front of the Wood County Planning Commission in October. Phil Dombey represents the petitioners. An 11-12-foot dike was built parallel to Hull Prairie Road. The effect of the dike is when the ice and the logs and full trees come across the dike and starts moving in the spring, these will stop and slide and hit the dike, then move towards Buttonwood Park, causing damage to the park. Mr. Parish stated the Wood County Park District position can be summed up in four sentences. (1) The property owner cannot enhance their property to the detriment of a adjoining property or neighbor. (2) You cannot build a dike on a flood plain. (3) If they applied for a permit like they are required to by law two years ago, we would not be here facing this dilemma or problem. (4) Whatever decision is made will set a precedent on building on a flood plain without a permit. Mr. Parish stated the next hearing will be 12/15/2021 at 2:00 p.m., when it is presumed a decision will be made regarding the construction of the dike. Mr. Parish will update the board of commissioners.

Mr. Munger stated he would update the board of commissioners regarding the Bike Trail zoning situation. Mr. Munger continued by stating Pump Trax USA, the company that installed the bike trail, per their contract, expressed they would take care of all zoning requirements. Mr. Munger stated it was discovered after the fact they did not do this. Mr. Munger stated we are working

to resolve the zoning issues with the Township, and he and Mr. Smalley will be attending the Township meeting to express any delay is not on the part of the Wood County Park District. Zoning board of appeals hearing is January 3rd, 2022. Ms. Rose asked what still needs to be completed. Mr. Munger stated there's a 50-foot set back off of Rudolph Road and where it's constructed there's about 10 feet off of the right of way. Mr. Munger stated that the Township Trustees have asked for a concrete wall to be built with a fence on top of that, for safety purposes. Mr. Myers inquired if that will be an additional cost to Wood County Park District. Mr. Munger responded absolutely not, since the zoning documentation was filed after the fact, Wood County Park District will not be responsible for additional cost. It's Pump Trax's responsibility.

NEW BUSINESS

Mr. Parish addressed Mr. Smalley regarding mapping and signage for the Rudolph Savanna. He suggested to make sure the website is updated with current mapping. Mr. Parish stated he noticed Fuller Preserve isn't on the website and perhaps that was a conscious decision. Mr. Munger confirmed the conscious decision not to add Fuller Preserve.

Mr. Doug Wulff, Center Township Trustee, thanked the board of commissioners for the stop signs at the archery range. Mr. Wulff stated a new problem has been discovered, including illegal activity. Per Mr. Wulff, a property owner on Linwood Road stated they've witnessed activity at the turn-around that they were afraid to confront. Mr. Wulff has also witnessed drug paraphernalia on the ground at the turn-around. Mr. Wulff stated he was hoping to have deterring signage installed, or extra lighting, to help deter these activities. Mr. Wulff also stated he'd like to have signage to help deter hunting activities outside of the assigned hunting locations, for the safety of the property owners. Park Police Officer, Troy Bateson, stated they were dispatched on a recent incident of illegal hunting in that area. Officer Bateson advised Mr. Wulff to call the Wood County Sherriff's office, so police will be dispatched.

FRIENDS OF THE PARK

No one from Friends of the Park was in attendance.

HEARING OF VISITORS

Judge David Woessner addressed the board by expressing his experience with meeting and working with Neil Munger. Judge Woessner publicly thanked Mr. Munger for his years of service to the citizens of Wood County and to Wood County Park District, and stated it's been a privilege to work with him over the years. Judge Woessner also expressed his thanks directly to the board of park commissioners.

Andrew Kalmar addressed the board by expressing his congratulations to Neil Munger on his retirement and acknowledgement of a job very well done.

Bob Hawker addressed the board by expressing his well wishes to Neil Munger on his retirement and acknowledged his hard work, good communication and approachability. Mr. Hawker stated it was a pleasure working with Mr. Munger.

EXECUTIVE SESSION

No executive session held at this meeting.

ADJOURNMENT

Mr. Myers moved to adjourn the meeting, Ms. Rose seconded. The meeting adjourned at 5:00 p.m.



Kim Rose, Vice-Chair



Chris Smalley, Director

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

