

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
JANUARY 10, 2017**

1. CALL TO ORDER

The meeting was called to order by Chairman Bob Hawker at 3:01 p.m. at Park District Headquarters, 18729 Mercer Road, Bowling Green, Ohio.

2. ROLL CALL

Bob Hawker, present
John Calderonello, present
Bob Dorn, present
Dennis Parish, present
Christine Seiler, present

Others present: Neil Munger, Bryan Bockbrader, Jamie Sands, Jeff Baney, Rob Brian, Jim Witter, Kellie Panning and Eric Shiffler.

3. APPROVAL OF MINUTES

Mr. Hawker stated the minutes of the December 13, 2016 regular meeting were distributed to the Board in advance of the meeting for review and asked if there were any additions or corrections. Mr. Parish moved approval of the December 13, 2016 regular meeting minutes. Mr. Calderonello seconded. All in favor, motion carried.

4. CHAIRMAN'S REPORT

Mr. Hawker compared program statistics from 2015 to 2016 noting a dramatic increase in 2016. Mr. Hawker attributed the significant increase to better, more interesting programs and advertising. Mr. Hawker suggested staff continue monitoring program attendance and adjust programming as necessary. Mr. Hawker stated that the cover photo of the 2017 Public Entities Pool (PEP) calendar is a photo of a Wood County Park as well as the month of September. Mr. Hawker then read a letter from the Village of Walbridge thanking the Wood County Park District for a recent grant award and the success of the program. Mr. Munger pointed out that the PEP calendar cover photo is the winner of the 2015 photo contest sponsored by the Friends of the Wood County Park District.

5. DIRECTOR'S REPORT

Revision to Mileage Reimbursement Policy – Mr. Munger stated that the Internal Revenue Service (IRS) has revised the mileage reimbursement rate to \$.535 from \$.54. The new rate has been adopted by the Wood County Board of County Commissioners and the Wood County Park District follows the BOCC policy for mileage reimbursement. Mr. Munger stated that mileage reimbursement for personal vehicles is permitted with supervisory permission or when an office vehicle is unavailable.

Mr. Dorn moved approval of Resolution 17-001 accepting the revisions to the Wood County Park District mileage reimbursement policy, in keeping with current

Internal Revenue Service (IRS) standards. Seconded by Ms. Seiler. All in favor. Motion carried.

Bradner Interpretive Center Interpretive Display – Mr. Munger stated Bryan Bockbrader is leading a team of staff members on developing the interpretive center displays. Mr. Bockbrader stated the goal is to create displays that are interactive, fun and educational for visitors of all ages. Mr. Bockbrader explained that the exhibits will encourage visitors to discover natural features at the preserve. Mr. Bockbrader reviewed the building layout and identified different ideas for each area including an interpretive room/library which will be kid-focused and window on wildlife area which will be an adult-focused room. The large display is a wall mural measuring 24 feet x 8 feet with interchangeable wildlife. Mr. Bockbrader highlighted several other ideas for the building including a center display case for interchangeable interpretive displays. The back room will be used for programming and displays including an ant colony. A microphone will be setup in the window on wildlife room playing the actual outdoor sounds. Mr. Bockbrader reviewed quotes received noting the budget is \$78,000. Ms. Seiler spoke in favor of 2-Scale of Holland noting they are a locally owned, well-respected company with a female CEO. Mr. Bockbrader stated the grand opening for the Bradner Interpretive Center is scheduled for May 20th. Mr. Munger reviewed quotes received pointing out that 2-Scale in Holland came in lowest at \$47,905 and recommended moving forward with 2-Scale.

Mr. Dorn moved approval of Resolution 17-002 authorizing Neil A. Munger to enter into an agreement with 2-Scale Environments, Exhibits and Design for the construction of interpretive displays at the Bradner Interpretive Center for the amount of \$47,905. Seconded by Mr. Calderonello.

Mr. Munger stated that \$78,000 is budgeted for the project and he expects to stay under budget. Responding to the Board, Mr. Bockbrader confirmed that the displays will be durable. All in favor. Motion carried.

Ranger Patrol Vehicle Purchase – Mr. Munger stated that included in the budget is replacement of a ranger patrol vehicle with a Dodge SSV. The Dodge SSV has a heavy-duty alternator and electrical system capable of powering the law enforcement equipment the rangers use in their vehicles. There is also box storage built into the bed of the truck. All local Wood County Dodge dealers and Charlie's Dodge were provided quote forms and three were returned. The low quote came in at \$28,975 from Al Smith Dodge in Bowling Green. Optional equipment requested includes a tonneau cover, side step and a back-up camera. With the optional equipment added, Al Smith Dodge remained the low bid at \$30,117. Mr. Munger recommended accepting this bid.

Mr. Dorn moved approval of Resolution 17-003 authorizing Neil A. Munger to purchase a Dodge 1500 SSV pick-up truck for use by the ranger department from Al Smith Chrysler, Dodge, Jeep, Ram for the amount of \$30,117. Seconded by Mr. Calderonello. Responding to Ms. Seiler, Ranger Shiffler confirmed that rangers generally put around 20,000 miles per year on their vehicles and vehicles are replaced approximately every six years. The ranger vehicle scheduled for

replacement this year will be used as a spare vehicle for other departments. All in favor. Motion carried.

Skid Steer Purchase – Mr. Munger stated that included in the budget is funding for a skid steer for primary use by the stewardship department. Mr. Munger stated the low quote of \$36,647 from Wood County Implement is for a John Deere 324E Skid Steer. The budgeted amount is approximately \$46,000 so the quote came in well under budget. Mr. Munger recommended acceptance of the low quote from Wood County Implement.

Mr. Dorn moved approval of Resolution 17-004 authorizing Neil A. Munger to purchase a John Deere Model 324E Skid Steer from Wood County Implement for the amount of \$36,647.10. Seconded by Mr. Calderonello.

Responding to Ms. Seiler regarding lifespan of a skid steer, Mr. Munger stated this is the first purchase of a skid steer but generally the district gets nearly 15 years life on tractors. All in favor. Motion carried.

Housekeeping Items – Mr. Munger stated that a Chairman and Vice Chairman are elected at the first meeting of each year and opened the floor to nominations.

Mr. Dorn nominated Mr. Parish as Chairman. Seconded by Mr. Hawker. Mr. Parish nominated Mr. Dorn as Vice Chairman. Seconded by Ms. Seiler. All in favor. Motion carried.

Maintenance Building Addition Change Order – Mr. Munger explained that the building is heated with radiant heaters. With the building addition, it was discovered that the gas line did not have enough capacity to reach the addition. A new gas line was run to the back of the building for \$1,841. Per policy, the change order was approved by Mr. Munger and now requires ratification by the Board.

Mr. Dorn moved to approve Resolution 17-005 ratifying Change Order Number 001 for the operations building expansion in the amount of \$1,841 approved by Director Neil A. Munger. Seconded by Mr. Hawker. All in favor. Motion carried.

Zimmerman School Move Change Order – Mr. Munger stated that with the move a modification was needed to provide additional support under the middle of the school with new footers. In addition, on the front of the building the four brick columns required additional support as well as the fire place. The total approved was \$2,550 and now requires Board ratification.

Mr. Dorn moved to approve Resolution 17-005 ratifying Change Order Number 006 for the Zimmerman School in the amount of \$2,550 approved by Director Neil A. Munger. Seconded by Mr. Parish.

Ms. Seiler stated the brick columns and fire place didn't change in the move and questioned why the Park District paying for the contractor's error. Mr. Munger explained the contractor thought there was enough support. Mr. Munger stated that all contractors were bidding the same drawings which did not include the supports.

Ms. Seiler suggested a 50/50 split with an acknowledgement that something was overlooked. Mr. Parish recommended that the change order be referred to legal counsel for an opinion as to whether the Park District pay the full amount, negotiate a lesser fee or refuse payment.

Mr. Parish moved to withdraw the original motion and recommended that this be referred to legal counsel with the specific question of payment, negotiation or refusal to pay. Seconded by Mr. Dorn.

A lengthy discussion took place regarding the change order and acceptance of low bids. Mr. Hawker suggested requesting legal counsel insert language into contracts indicating that if the contractor misses something they are the responsible party to eliminate ambiguity. All in favor. Motion carried.

Mr. Munger presented the Board with the 2017 meeting calendar. The consensus is that meetings continue on the second Tuesday of the month at 3:00 p.m. The Board requested modifications to meeting locations. Mr. Munger will update the calendar and provide the revisions to the Board.

6. **DEPARTMENTAL REPORTS**

Mr. Hawker stated departmental reports were distributed. There were no questions.

7. **APPROVAL OF PAYABLES**

Mr. Hawker stated payables have been distributed and asked if there were any questions.

Mr. Calderonello moved approval of expenditures for the month of December. Seconded by Mr. Parish.

Mr. Dorn asked if the Park District has service projects planned for MLK Jr. Day of Service. Mr. Bockbrader stated students from Mercy Medical College will be on site and resurfacing picnic tables. Mr. Parish questioned the fee for baby changing stations. Mr. Brian explained that twelve changing stations were installed. The fee shown includes the units and liners. 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**

Nothing at this time.

11. **HEARING OF VISITORS**

Nothing at this time.

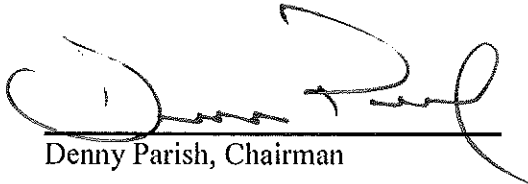
12. **EXECUTIVE SESSION**

Nothing at this time.

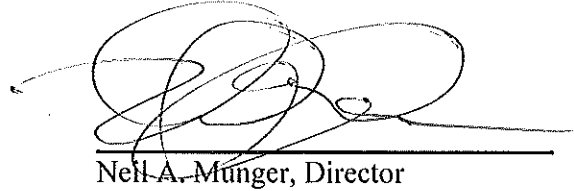
13. **ADJOURNMENT**

Ms. Seiler stated she attended the Holiday Open House at Carter Historic Farm and commented on how nice the event was.

Mr. Dorn moved adjournment. Mr. Calderonello seconded. All in favor. The meeting adjourned at 4:02 p.m.



Denny Parish, Chairman



Neil A. Munger, Director

Wood County Park District
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