

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
FEBRUARY 12, 2019**

1. CALL TO ORDER

The meeting was called to order by Chairman Tom Myers at 3:31 p.m. at Park District Headquarters, 18729 Mercer Road, Bowling Green, OH.

2. ROLL CALL

Tom Myers, present
Dennis Parish, present
Bob Hawker, present
Bill Cameron, absent
Sandy Wiechman, present

Others present: Neil Munger, Rob Brian, Kellie Paniagua, Steve True, Corinne Gordon, Troy Bateson, Jamie Sands and Adrien Lowien.

3. APPROVAL OF MINUTES

Mr. Myers stated the minutes of the January 8, 2019 regular meeting were distributed to the Board and asked if there were any additions or corrections. Mr. Parish moved approval of the January 8, 2019 regular meeting minutes. Mr. Hawker seconded. All in favor. Motion carried.

4. CHAIRMAN'S REPORT

Nothing at this time.

5. DIRECTOR'S REPORT

Reuthinger Pond – Mr. Munger stated the Park District has been approached by the E.S. Wagner Company about the possibility of a borrow pit at the Reuthinger Preserve. The E.S. Wagner Company will be submitting a bid on ODOT's DiSalle Bridge relocation project and is looking at Reuthinger Preserve as a source for fill dirt. Mr. Munger reviewed the proposal which includes approximately 6½ acres. Discussion ensued regarding Perrysburg Township zoning regulations, pond depth and aeration. Mr. Munger stated this is an exciting opportunity for the Park District and the addition of a pond may allow for additional canoeing and fishing opportunities within the county. The pond may also be used to irrigate the greenhouse. Mr. Munger mentioned that he has discussed with the farmer of the property, the possibility of taking the land out of crop production. Mr. Munger reiterated that this proposal is part of the E.S. Wagner Company's project bid and is dependent on them winning the bid noting that an answer is expected by mid-March. Discussions have also taken place regarding installation of a four-way stop in the area. Mr. Munger discussed other amenities possible at the park including restroom facilities and trails.

Waterline Easement Request – Mr. Munger stated the Park District has been approached by the Northwestern Water and Sewer District who is installing a

waterline and requested a permanent 20x10 foot easement. Mr. Munger stated legal counsel has reviewed the easement language and recommends moving forward.

Mr. Parish moved to approve Resolution 19-002 authorizing Neil Munger to enter into an agreement with the Northwestern Water and Sewer District granting easements for the purpose of installation, operation and maintenance of water and/or sanitary sewer lines at the J.C. Reuthinger Memorial Preserve. Seconded by Mr. Hawker. Responding to the Board, Mr. Munger stated he is unaware of any structures to be placed on the property, noting the area is rather small. All in favor. Motion carried.

Credit Card Policy – Mr. Munger stated at the end of 2018, the State Legislature passed required changes to park district credit card policies. Mr. Munger highlighted some of the changes including, that Kristin Long will serve as the Park District's compliance officer. Mr. Munger will establish a purchasing authority list to include employees permitted to use credit cards noting that as the compliance officer Ms. Long will not be on the list. Mr. Munger highlighted changes to the policy noting that it has been reviewed and approved by legal counsel.

Mr. Myers asked in regards to Ms. Long acting as the compliance officer, who will reconcile monthly and who will double-check the work to ensure that proper checks and balances are in place. Mr. Munger explained that Ms. Long will reconcile each month and noted there isn't someone in place to double check the work. Mr. Munger stated the records are reconciled with the county when bills are submitted for payment. Mr. Munger stated that Ms. Long will review receipts and match with invoices. Responding to Ms. Wiechman, Mr. Munger confirmed that the credit cards will be locked up and in Ms. Long's possession.

Mr. Hawker moved to approve Resolution 19-003 accepting the revision of the credit card policy in the Wood County Park District employee manual. Seconded by Ms. Wiechman. All in favor. Motion carried.

Operations Truck Purchase – Mr. Munger stated that the operations department has included in the budget a half-ton pick-up truck with a V8 engine and four-wheel drive to replace an older truck. Mr. Munger confirmed that quote specifications were delivered to Wood County dealerships and Charlie's Dodge and only two quotes were received. Thayer submitted a quote at \$32,078 and Al Smith at \$25,870. After reviewing the quotes, Mr. Munger recommended acceptance of the low quote from Al Smith.

Ms. Wiechman moved to approve Resolution 19-004 authorizing Neil Munger to purchase a Dodge Ram 1500 for use by the operations department from Al Smith Chrysler, Dodge, Jeep, Ram for the amount of \$25,870. Seconded by Mr. Hawker. Responding to Mr. Parish, Mr. Munger stated that this is below the state requirements for bids. Mr. Munger confirmed that bid specifications were provided to Charlie's Dodge as well as Wood County dealers. All in favor. Motion carried.

Mileage Reimbursement – Mr. Munger stated that the IRS mileage reimbursement rate is up to 58 cents per mile. Mr. Munger stated the Park District follows this

standard and explained that staff must use a Park District vehicle if one is available. If a vehicle is not available, the staff member may request mileage reimbursement.

Mr. Hawker moved to approve Resolution 19-005 accepting the revisions to the Wood County Park District mileage reimbursement policy, in keeping with current Internal Revenue Service (IRS) standards. Seconded by Mr. Parish. All in favor. Motion carried.

Mr. Munger showed several pictures of ice and water damage at Buttonwood Park. Mr. Munger stated major ice damage occurred back in 2015. Mr. Munger highlighted some of the damage including to the fence, sign, gate, kiosk and field. Mr. Parish stated that when the time comes to repair or replace, a serious discussion needs to take place as to the investment of money in this park. Mr. Munger stated this is the second time in his 27 years with the Park District that Buttonwood has sustained significant ice damage. Mr. Munger noted that in 2015 the cost to repair the park was tens of thousands of dollars with the biggest expense in reconstructing the driveway and parking lot. The Board discussed the walleye run and use of the fields. Mr. Munger will review the purchase agreement for the park to see what the Park District is obligated to do. Responding to Ms. Wiechman, Rob Brian stated mowing the area takes approximately six hours per week.

6. DEPARTMENTAL REPORTS

Mr. Myers stated departmental reports were distributed and asked for questions. Responding to Mr. Hawker, Officer Troy Bateson stated that open views at Thompson Stone Hall and the Hankison Great Room attract from four to 30 people per month depending on season. Ms. Sands confirmed that facility open views are promoted on the website and in rental brochures. Mr. Munger stated he is unsure if Buttonwood will be clear by the walleye run. Mr. Myers commented on the police departmental report regarding cows loose on the bike path. Officer Bateson stated that there is a farm near the trail where occasionally the cows get loose.

7. APPROVAL OF PAYABLES

Mr. Myers stated payables have been distributed and asked for questions.

Ms. Wiechman moved approval of expenditures for the month of January. Seconded by Mr. Parish.

Mr. Munger, responding to the Board, stated the Park District only pays taxes on property where money is recouped for farming including Carter Farm, Bradner Preserve and Reuthinger Preserve. Mr. Munger stated that assessments are required to be paid but everything else is tax exempt. Mr. Munger stated that the Toledo Metropolitan Area Council of Governments (TMACOG) membership calculation is based on the size and budget of an agency. Mr. Munger stated that the benefit to TMACOG membership is regional planning, assistance with grant writing, as well as bike/pedestrian coordination and committees. Mr. Munger feels TMACOG membership is very beneficial to the Park District. Mr. Hawker pointed out that the membership fee is \$2,750 annually. 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**
Mr. Parish moved adjournment. Ms. Wiechman seconded. All in favor. The meeting adjourned at 4:07 p.m.



Tom Myers, Chairman



Neil A. Munger, Director

Wood County Park District
18729 Mercer Road, Bowling Green, OH 43402 (419) 353-1897