

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
JUNE 11, 2019**

1. CALL TO ORDER

The meeting was called to order by Vice Chairman Denny Parish at 4:30 p.m. at the Beaver Creek Preserve, 23028 Long Judson Road, Grand Rapids, OH.

2. ROLL CALL

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

Others present: Neil Munger, Jeff Baney, Eric Shiffler and Aaron Hoyos.

3. APPROVAL OF MINUTES

Mr. Parish stated the minutes of the May 14, 2019 regular meeting were distributed to the Board and asked if there were any additions or corrections. Mr. Cameron moved approval of the May 14, 2019 regular meeting minutes. Ms. Wiechman seconded. All in favor. Motion carried.

4. CHAIRMAN'S REPORT

Nothing at this time.

5. DIRECTOR'S REPORT

Public Entities Pool Membership Renewal – Mr. Munger reported that the proposal was received Monday from Robert Miller Insurance Agency and recommended postponing this topic until next month giving Mr. Schroeder and the Board an opportunity to adequately review the proposal. Mr. Schroeder will be in attendance at the July Board meeting to review the proposal and answer questions. Mr. Munger stated that due to the increase in property values he suspects that the proposal will be higher than last year. Responding to Mr. Parish, Mr. Munger stated that over the Memorial Day weekend power was down at Cedar Creeks Preserve which back-fed into the restrooms and caused damage to both hand dryers, the video security equipment and the grinder pump. Mr. Munger met with a claims adjuster and is working with Public Entities Pool (PEP) on coverage for this incident. Mr. Munger agreed to provide claims information from the last five years to the Board for the July meeting.

Draft 2020 Statutory Budget – Mr. Munger stated that two new positions are proposed in the draft budget. The first is a full-time position for an agricultural specialist at Carter Historic Farm. This position will include agricultural and maintenance duties at the farm. Mr. Munger stated this position will relieve the stewardship and operations departments from many duties they are currently performing at the farm and is key to moving forward with other planned activities. Responding to Mr. Parish, Mr. Baney stated that he does not believe there is

anyone on staff with the necessary skills to fill the position. Mr. Munger stated the position will be reviewed by the Archer Company and a salary recommended. The second position is a part-time position for landscaping in the stewardship department. Currently, there is no position specifically dedicated to landscaping. This position will assist with master gardeners and volunteers who assist with landscaping. Mr. Munger then reviewed some equipment purchases that will be useful. Mr. Munger suggested that Board members call him with questions and stated next month the final draft will be presented for approval.

Portable Saw Mill - Mr. Munger stated a portable saw mill will be extremely beneficial allowing staff to mill and use downed trees. Mr. Munger stated that next year a new building will be constructed to house a blacksmith shop at the farm and staff will utilize lumber from the property saving the Park District money. Mr. Munger stated the regular price for the saw mill is \$5,995 but it's on sale now for \$5,695. Mr. Munger stated the item was not budgeted; however, the operations pick-up truck came in under budget so he recommended moving forward with the purchase of the saw mill.

Mr. Cameron moved to approve Resolution 19-015 authorizing Neil Munger to purchase a model LT15Start Portable Sawmill from Wood-Mizer, LLC for an amount not to exceed \$5,695. Seconded by Ms. Wiechman.

Responding to the Board, Mr. Baney confirmed the saw mill will be ordered Wednesday to ensure the sale price is received. All in favor. Motion carried.

Park Police Department Policy Manual – Mr. Munger stated Clemans Nelson has reviewed the policy manual and made recommendations so there are no discrepancies between the employee and the police department manual. Mr. Munger stated the department put a lot of effort into the manual and requested the Board take some time to review the document with a vote next month. Mr. Munger confirmed that the police department is comfortable with recommended changes.

6. **DEPARTMENTAL REPORTS**

Mr. Parish stated departmental reports were distributed and asked for questions. Mr. Cameron discussed security at Park District HQ and requested staff conduct a review of potential security upgrades. Mr. Cameron stated that the building needs to be as secure as possible. Mr. Munger explained that the glass has been replaced in the front office, a panic button installed on the phone, and cameras are in use. Mr. Baney also stated all doors are locked at all times so there is no entry into the building without a key or a code except for the lobby where the new bullet resistant glass was installed. Mr. Cameron requested a report for the Board to review HQ safety to include what has been done and what can be done for the next meeting. Mr. Parish cautioned staff to provide only certain information for safety purposes. Responding to Ms. Wiechman, Mr. Baney confirmed that typically there are two staff members at the farm at any given time.

7. **APPROVAL OF PAYABLES**

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

Mr. Cameron moved to approve payables for the month of May. Seconded by Ms. Wiechman.

Officer Shiffler confirmed that body cam software was purchased with grant funds. Resping to the Board, Mr. Munger explained that the memorial bench was covered entirely by memorial donations. All in favor. Motion carried.

8. **OLD BUSINESS**

Mr. Munger stated that staff is waiting on the Caterpillar equipment purchase to come through to schedule clean up at Buttonwood.

9. **NEW BUSINESS**

Mr. Cameron asked about planting at Carter. It was noted that nothing has been planted yet and minus the crop, the tiling could be completed.

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

Nothing at this time.

11. **HEARING OF VISITORS**

Officer Aaron Hoyos was introduced as the Park District's newest police officer.

12. **EXECUTIVE SESSION**

Nothing at this time.

13. **ADJOURNMENT**

Mr. Cameron moved adjournment. Ms. Wiechman seconded. All in favor. The meeting adjourned at 4:56 p.m.



Tom Myers, Chairman



Neil A. Munger, Director

Wood County Park District
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