

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
JUNE 9, 2020**

1. CALL TO ORDER

The meeting was called to order by Chairman Tom Myers at 4:00 p.m. at the Hankison Great Room at the W.W. Knight Nature Preserve, 29530 White Road, Perrysburg, Ohio.

2. ROLL CALL

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

Staff present: Neil Munger,

3. APPROVAL OF MINUTES

Mr. Myers stated the minutes of the May 21, 2020 regular meeting were distributed to the Board in advance of the meeting and asked if there were any additions or corrections. Ms. Wiechman moved approval of the May 21, 2020 regular meeting minutes as presented. Ms. Rose seconded. All in favor. Motion carried.

4. CHAIRMAN'S REPORT

Mr. Myers extended his appreciation to the Park District staff for their hard work in difficult times. Mr. Myers noted that he has spent a great deal of time in the parks and noted that they were packed with visitors each time he visited and noted that they looked incredible. Mr. Myers added that as a resident and taxpayer of Wood County he appreciates that the parks are there for the enjoyment of the public, particularly during these times when there is little else to do for entertainment.

5. DIRECTOR'S REPORT

Mr. Munger stated that as he reported at last month's meeting, we ran into issues with the stormwater drainage at the Rudolph Bike Park and the associated parking lot on site. Landscape Architect, Tim Bockbrader who is our project manager, has been working with an engineer to establish a stormwater plan for the site. On Friday, June 5, we had a video conference between Tim, myself and a representative of PumpTrax, the contractor awarded the contract for the bike park. Tim went over the overall stormwater plan including contouring of the area, stormwater catch basins and an overlay of the bike park and parking lot. Tim explained the grading that will be necessary to get the proper flow of stormwater to the catch basins that eventually empty to the Portage River just to the south of the park. Mr. Munger noted that the Slippery Elm Trail runs parallel to the bike park and crosses the Portage River approximately 4-tenths of a mile south of the Bike Park property. Mr. Munger stated that the redesigned plan is to directionally bore a stormwater line that will take the storm water off site and directly into the river.

Mr. Munger stated that the stormwater line begins with an outlet near the parking lot then extends through the bike park with four catch basins to drain in four specific areas of the bike tracks. Mr. Munger noted the line then continues to the trail property where it turns south and follows the property to the river. Mr. Munger reported that based upon the estimated volume of water, the proper size pipe has been identified by engineers working on the stormwater plan. Mr. Munger noted that based upon the initial drawings the estimated cost of the project is \$46,773.19. Mr. Munger stated that as noted last month, this is a change order for the parking lot project and noted that there is a deduction on this estimate for the storm drainage included in the original bid which brings the additional cost of the project down to \$38,547.94. Mr. Munger stated that Mr. Bockbrader expressed concerns that as we are unaware of the past history of railroad use of the property and any structures that may have been on site previously, causing obstructions to the boring of the stormwater line creating added cost. Mr. Munger noted that after discussions with Mr. Bockbrader he recommends adding \$12,000 to bring the total approved for the change order up to \$50,547.94. Mr. Munger noted that hopefully this will not be needed but approval now would prevent any potential additional delays to the already delayed project. Mr. Munger noted that he has reviewed the current year capital improvement budget and found items that can be redirected to the project. Mr. Munger noted that included in the budget, is \$10,000 committed to a mountain bike trail that was contingent on receiving a grant for the remainder of the project. Mr. Munger noted that naturalist, Craig Spicer, recently learned that the Park District was not awarded the grant so those funds can be redirected. Mr. Munger noted that \$24,000 was budgeted for construction of a small shelter at the bike park that will be put off to a future year. Mr. Munger noted that the original estimated budget for the parking lot was \$49,000. Mr. Munger stated that the low bid selected for the project came in at \$37,766, leaving \$11,234 remaining in the budget. Mr. Munger noted that these three items combine for a total of \$45,234 that we have available within the 2020 capital improvement budget. Ms. Rose moved approval of resolution 20-026, approving a change order in the amount of \$50,547.94 for the Rudolph Bike Park Parking Lot. Ms. Wiechman seconded. All in favor, motion carried.

Mr. Munger reported that construction of the Sawyer Interpretive Center has finally concluded with the final completion of a few items identified during a walk-through of the project. Mr. Munger stated that the next steps are the installation of the climbing wall, that was awarded last year, and the selection of a company to complete the interpretive displays in the building. Mr. Munger stated that naturalist Craig Spicer has taken the lead on the planning team working on the display content and has requested three quotes for the project. Mr. Munger noted that Mr. Spicer worked to get three quotes however, one of the companies contacted declined to bid at the last minute due to the Covid-19 pandemic. Mr. Munger stated that the two quotes submitted for the project were from Taylor Studios for \$60,000 and from 2020 Exhibits for \$48,352.60. Mr. Munger stated that he discussed the two proposals with Mr. Spicer and Mr. Spicer recommended going with the low quote submitted by 2020 Exhibits. Ms. Wiechman moved approval of contracting with 2020 Exhibits for creation and installation of interpretive displays in the Sawyer Interpretive Center for the amount of

\$48,352.60. Ms. Rose seconded. All in favor, motion carried.

Mr. Munger reported that he has been working with staff on compiling the statutory budget for 2021. Mr. Munger noted that the statutory budget is a preliminary look at projected budget needs for the upcoming year based upon current budget figures in the current budget cycle. Mr. Munger stated that each year as we prepare the statutory budget, he ask the various department heads to meet with their staff members to review their respective budget lines. They take into account current budget balances as well as projected changes in needs and supply me with their budget requests. Mr. Munger stated that he has received all budget requests and has discussed with department heads their preliminary projected budget needs for 2021. Replacement equipment and vehicles specifically are based on the vehicle rotation schedule and current conditions and mileage of each vehicle that is included in the budget. Mr. Munger noted that whenever possible, vehicles deemed to be in good operational condition are kept as spare vehicles that are used on an as needed basis. Vehicles that are deemed to be at their mechanical limits are declared as surplus and sold by sealed bid per ORC requirements. Mr. Munger stated that we do not include specific capital improvement projects in the statutory budget but rather just a proposed lump sum. Mr. Munger added that specific capital projects are determined in the fall and are included in the final operating budget that is approved in December. Mr. Munger noted that the first draft of the budget was distributed to the Board in advance for their review. Mr. Parish questioned if there were any staff salary increases included in the proposed statutory budget. Mr. Munger responded that the only increases included in the statutory budget are step increases with any cost of living determined and included in the final operating budget in December. Mr. Parish recommended that as cost of living increases have historically been between 1% and 3%, we include a 1.5% increase in the statutory budget to account for this. Mr. Parish added that with that if there is an additional increase it will not be as large of an increase to the operating budget. The other board members agreed and Mr. Munger stated he would make that adjustment to the final draft. Mr. Myers questioned the line item for telephone and internet service increase is almost 25% and asked what the reason was for the increase. Mr. Munger responded that with the addition of the Sawyer Interpretive Center and the new Park Police office at Harrison Park internet service will need to be installed at these new locations. Mr. Myers questioned the increase to the consultants line for the program department under contract services. Mr. Munger stated that Program Coordinator, Jim Witter, is planning on bringing in more guest speakers to supplement our program staff and add new expanded program topics for public programs. Ms. Rose questioned if there is any spraying for mosquito control taking place in any of the parks. Mr. Munger responded that the Park District does not spray for mosquitoes as the practice is quite ineffective in controlling the mosquito population but at the same time adversely effects other insect and aquatic life that we do not want to harm. Mr. Munger noted that he will provide a final draft for review prior to the July 14 meeting at which time the budget will be presented for approval.

6. DEPARTMENTAL REPORTS

Mr. Myers stated departmental reports were distributed to the board in advance of

the meeting for review and asked if there were any questions that Mr. Munger could pass along to department heads. No questions were raised.

7. **APPROVAL OF PAYABLES**

Mr. Myers stated payables for the month of May have been distributed for the Board for review. Ms. Rose moved, seconded by Ms. Wiechman to approve payables for the month of May. No questions were raised. All in favor, motion carried.

8. **OLD BUSINESS**

Mr. Parish questioned if there were any new guidelines released by the State in regards to picnic shelters. Mr. Munger responded that he took part in a video conference meeting of statewide directors and the director of the Ohio Parks and Recreation Association and it was noted in that video conference that there have been no guidelines released as of yet but they are anticipated soon. Mr. Parish questioned what the annual rental income is that the Park District anticipates. Mr., Munger responded that the budget reflects an anticipated income of \$105,000.

9. **NEW BUSINESS**

Nothing at this time.

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

No members of the Friends were present and no concerns were raised.

11. **HEARING OF VISITORS**

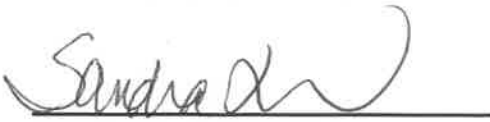
No concerns were raised.

12. **EXECUTIVE SESSION**

Nothing at this time.

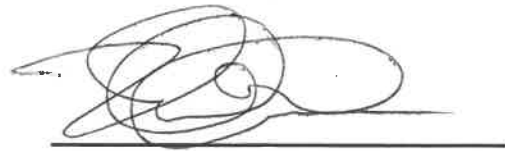
13. **ADJOURNMENT**

Ms. Wiechman moved adjournment. Ms. Rose seconded. All in favor. The meeting adjourned at 4:32 p.m.



~~Tom Myers, Chairman~~

SANDRA WIECHMAN, VICECHAIR



Neil A. Munger, Director

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