

**WOOD COUNTY PARK DISTRICT
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING
AUGUST 11, 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 July 14, 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 July 14, 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 many citizens have turned to the parks as an outlet to get out and exercise during this time and the staff has really stepped up and kept the parks in great shape during difficult times. Mr. Munger stated that this year it was not possible to hire seasonal staff and in the operations department alone that amounts to 200-hours of labor each week that is missing and being completed by the dedicated operations staff. Mr. Munger added that across the board staff have stepped up their work and taken on new tasks in order to keep the Park District running and the parks looking good for the public and expressed his gratitude for the work of the Park District staff.

5. DIRECTOR'S REPORT

Mr. Munger reported that included in this year's equipment budget is the purchase of a mulching head attachment for the Caterpillar compact track loader purchased last year for use primarily by the stewardship department. Mr. Munger noted that this attachment will enable staff to make quick work of various land management projects much more efficiently than if they had to do it by hand. Mr. Munger stated that as was the case with the Caterpillar Track Loader purchase last year, this is a manufacturer specific piece of equipment and is only available through a Caterpillar dealer. Mr. Munger stated that Stewardship Coordinator, Eric Scott, has contacted the local Caterpillar dealer in Perrysburg and he was quoted the Caterpillar HM315C mulcher with installation at \$37,346 which is slightly under the \$40,000 budgeted for the equipment. Mr. Munger noted that the pricing he

used is based upon utilizing the Sourcewell government purchasing program and saves us \$5,475 over regular retail. Ms. Wiechman moved approval of resolution 20-031 authorizing Mr. Munger to purchase a Caterpillar mulcher attachment from Ohio Cat for the amount of \$37,346. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that he has served as a member and chairman of the Natural Resource Assistance Council (NRAC) since the inception of the Clean Ohio Program in 2003. Mr. Munger noted that NRAC is the committee responsible for reviewing and making recommendations to the Ohio Public Works Commission for recipients of the Clean Ohio Greenspace grant awards. Mr. Munger noted that the Park District has been fortunate to have received four awards through the Clean Ohio program, including most recently the funding for Harrison Park expansion last year. Mr. Munger stated that his appointment to the council expires in September and would like to continue to serve. Mr. Munger added that he feels this is a very worthwhile committee to participate on not only to represent Wood County but park districts in general. Ms. Wiechman moved to nominate Mr. Munger to continue to serve on the Natural Resources Assistance Council. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that the Park District has a number of items to be declared surplus and disposed of that are no longer in good working order. Mr. Munger stated that a list of vehicles and other items was included in the Board packet. Mr. Munger added that park staff repurposes and uses vehicles as long as they are in good working order, adding that the vehicles included on the list of surplus equipment have been determined to have outlived their useful purpose and are in need of repairs that are not recommended based upon the value of the vehicle. Mr. Munger stated that per the Ohio Revised Code, obsolete and unused equipment may be declared surplus by the board, then sold or otherwise disposed of, depending on the value. Ms. Wiechman moved approval of resolution 20-032, declaring the list of equipment and vehicles presented as surplus. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that with all the facility rental cancellations and refunds we have issued due to the COVID-19 pandemic the refunds account is over and we need to transfer funds from the unencumbered balance to cover additional refunds. Mr. Munger noted that the refund account is budgeted to cover the damage deposits that are refunded following rentals which is normally \$50 or \$200 per event, depending on if an alcohol permit is included. With full refunds coming out of that account we are now refunding either \$300 or \$525 per event which has caused the overage in the account. Mr. Munger stated that Office Manager, Kristin Long, has done a great job tracking all refund amounts and has determined that we are at nearly \$18,000 in additional charges due to full rental refunds. Based upon that, Ms. Long has prepared a fund transfer letter transferring \$18,000 from the unappropriated account into the refund account. Mr. Parish questioned if we can take the funds out of our rental account rather than the unencumbered. Mr. Munger explained that as facility rental payments come in the funds go directly into the unencumbered balance so basically we are transferring the rental payments

into the refund account . Ms. Rose moved to approve the transfer of \$18,000 from the unappropriated funds into the refunds budget. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that back at the January Board meeting of the Board of Park Commissioners, the Board approved contracting with Carpet Wholesalers for the replacement of the tile floor in the Otsego Park River Overlook and restrooms. Mr. Christopher Durbin was the contractor that was brought in through Carpet Wholesalers to complete the work. Mr. Munger stated that Mr. Durbin completed the tear out of the old floor and installation of the new floor in March, upon inspection of the work, we found several issues including tiles that were installed crooked, uneven, and not securely mortared down to the floor as well as other defects in workmanship. Mr. Munger stated that a meeting was held with Mr. Durbin, at which time they walked him through the project, noting all of the issues we had with the project. Mr. Munger stated that operations manager, Rob Brian, prepared a supplemental agreement, outlining the issues we found in workmanship that Mr. Durbin signed agreeing to complete the work to our satisfaction. Mr. Munger noted that there was some delay, approximately two weeks, due to the pandemic, however, we found that he was being very unresponsive to the project and after tearing out all of the work that needed to be repaired, he stopped showing up to complete the work. Mr. Munger noted that a timeline detailing the series of events was included in the board packets. Mr. Munger stated on June 17, Mr. Brian informed Mr. Durbin that his proposed July 31 completion date was unacceptable at which time Mr. Durbin left his key to the building on the desk at Otsego and removed all of his equipment, leaving the project unfinished. Mr. Munger stated that Mr. Durbin continued to submit invoices for work that was left incomplete. Mr. Munger stated that Mr. Brian and Mr. Baney met with Park District legal counsel, Bob Kuhlman, and explained the situation to him. At that time Mr. Kuhlman submitted a letter to Mr. Durbin noting that he was in breach of contract and the Park District would not pay any additional funds. Mr. Munger stated that is where the situation stands today, with Park District personnel working on completing the install left unfinished by Mr. Durbin. Mr. Parish asked if Mr. Munger could provide numbers in regards to how much was paid to Mr. Durbin and what the costs of the project were overall, including the time spent by staff to complete the job. Mr. Munger responded that he would get those numbers to the Board once the project is complete and final numbers are in.

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. Ms. Wiechman expressed her appreciation of Office Manager, Kristin Long, and the work she is doing. Ms. Wiechman questioned if the utilities have been adjusted with the closure of the rental facilities. Mr. Munger responded that adjustments have been made wherever possible, noting that with restrooms open for public use air conditioning cannot be shut down completely but areas where air conditioning can be adjusted have been. Ms. Wiechman noted that besides keeping up on her regular responsibilities Ms. Long has taken on a lot of added work with documentation required during the

COVID pandemic and was able to keep up with all of it. Ms. Wiechman asked that Mr. Munger pass along the gratitude of the Board to Ms. Long for her hard work and dedication.

7. **APPROVAL OF PAYABLES**

Mr. Myers stated payables for the month of July were distributed to the Board in advance of the meeting for review. Ms. Wiechman moved approval of the payables for the month of July. No questions were raised, a roll call vote was conducted with all in favor, motion carried.

8. **OLD BUSINESS**

Mr. Myers stated that as everyone is aware, Park District rental facilities have been closed since March due to the pandemic. Mr. Munger reported that he had forwarded information from the State of Ohio Department of Health COVID-19 website, noting that the Governor has recently reiterated in a press conference that the mandate banning mass gatherings of 10 or more people remains in effect. Mr. Munger stated that as he reviewed the situation and the potential for reopening the facilities and kept coming back to the same conclusion that nothing has really changed since the closure of the facilities back in March. Mr. Munger added that as the Board felt back in March that the safe and prudent course of action was to close facilities and cancel scheduled rentals he felt that the same should hold true today. Mr. Munger noted that with no difference in the state of the pandemic it would not make sense to have told rentals back in March that their rentals needed to be cancelled for the sake of public health but that today the same does not hold true. Mr. Munger stated that until there is a definitive change in the situation he feels the facilities should remain closed. Mr. Parish stated that as long as the Governor of the State of Ohio says there shall be no mass gatherings our facilities should remain closed. Mr. Parish added that as the facilities are now closed it would require a vote of the Board to reopen facilities. Should the situation change the Board could meet in special session to reopen facilities but until the board feels it is safe to reopen facilities they will remain closed. Mr. Munger stated that he understands that the Board must act to reopen facilities and that is the message that continues to be conveyed to the public. However, Mr. Munger added that the public continues to call and ask about their rentals for future dates and for the remainder of the year. Mr. Munger reminded the Board that at the start of the pandemic when facilities were closed, the Park District reservation system was adjusted to shut off availability for the remainder of 2020 with reservations again available beginning in January of 2021. Mr. Parish stated that he is not willing to put staff in jeopardy as a result of having to deal with rentals as well as cleanup from rentals. Ms. Wiechman recommended that the Board establish at this time that all rental facilities are closed through the end of 2020 and will remain closed until further notice. After discussion all agreed to close rental facilities through the end of December, 2020.

9. **NEW BUSINESS**

Nothing at this time.

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

Nancy Wenning, president of the Friends of the Parks stated that the Friends' Board of Trustees will be meeting soon and will be discussing the ability to hold the birdseed sale as has been the custom in October. Ms. Wenning stated that in order to do that they would need a facility to use as a distribution location and with rental facilities closed she wondered if there was any other option. Ms. Wenning added that the distribution would be a touchless distribution with Friends volunteers loading the birdseed into the cars with the general public remaining in their cars. Mr. Munger noted that annually the Friends use the operations garage for the plant sale in the spring and didn't see any reason they couldn't utilize that facility for the birdseed distribution as well. Mr. Munger added that with the operations garage, garage doors could be opened and the facility is large enough to accommodate social distancing as well. All agreed that the facility could be used by the Friends.

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 4:44 p.m.



Tom Myers, Chairman



Neil A. Munger, Director

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