

**WOOD COUNTY PARK DISTRICT  
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING  
NOVEMBER 10, 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 via video conference  
Sandy Wiechman, present  
Dennis Parish, present via video conference  
Bill Cameron, present  
Kim Rose, present

Staff present: Neil Munger

**3. APPROVAL OF MINUTES**

Mr. Myers stated the minutes of the October 13, 2020 regular meeting were distributed to the Board in advance of the meeting and asked if there were any additions or corrections. Mr. Cameron moved approval of the October 13, 2020 regular meeting minutes as presented. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

**4. CHAIRMAN'S REPORT**

Mr. Myers stated he had nothing to report at this time.

**5. DIRECTOR'S REPORT**

Mr. Munger stated that at the August meeting the Board approved the purchase of a mulcher attachment for the stewardship department Caterpillar skid steer. Mr. Munger stated that in discussing the ordering of the equipment with stewardship staff, it was discovered that the quote supplied for the resolution did not include the cost of the debris kit. Mr. Munger noted the quote approved was for \$37,346 and the cost of the debris kit is \$2,070 for a corrected total of \$39,416. Mr. Munger stated that the debris kit is an essential component of the mulcher and noted that the corrected total of 439,416 remained within the budgeted amount of \$40,000. Mr. Munger stated that in keeping with Park District policy, he approved the change order, adding that at this time what is required is for the board to ratify the change order and the revised purchase price for the mulcher. Mr. Cameron moved approval of resolution 20-035, ratifying change order 1 for the purchase of mulcher attachment from Ohio Cat in the amount of \$2,070 for a revised purchase price of \$39,416. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that after looking over the construction progress, the staff noted that there is an additional storage opportunity if we construct a loft above the work shop. Mr. Munger stated that staff discussed the option with Mike Dunipace

of Dunipace Buildings, the contractor constructing the barn, and he supplied a quote of \$4,287 for materials and labor to complete the loft construction. Munger started that after discussing it with staff, he approved the change order to permit the project to move forward and noted that again the board simply needs to ratify the change order. Mr. Munger presented resolution 20-036 ratifying change order 1 for the construction of an implement barn in the amount of \$4,287. Mr. Parish moved approval of resolution 20-036. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that draft copies of the 2021 operating budget were emailed to the board prior to the meeting for review but noted that there were a few items he wanted to specifically note. Mr. Munger noted that in the area of salaries, the compensation committee consisting of Chairman, Tom Myers and Vice Chair, Sandy Wiechman, met and reviewed a few requests by department heads regarding specific positions. Mr. Munger stated that there were three requests from program coordinator, Jim Witter. First, pertained to Farm Specialist, Corinne Gordon. Mr. Witter requested that Ms. Gordon's position be reevaluated due to the fact that she now has supervisory responsibilities. Mr. Witter also noted that the employee supervised by Ms. Gordon is at the same pay grade as she and has no supervisory responsibilities other than working with volunteers. Mr. Munger stated that the committee examined the compensation plan for comparable positions with supervisory responsibilities and found that the proper pay grade would be pay grade 8. Mr. Munger noted that Ms. Gordon's new rate of pay at the revised rate would be \$23.60, up from \$19.13. Mr. Munger stated that the second request from Mr. Witter was to convert the current part time naturalist position to a full time position. Mr. Munger stated that the main purpose of this is to increase hours to better fill the needs of the department. Mr. Munger also noted that with part time staffing it is often difficult to retain personnel and constant training of new personnel makes it difficult for the program department to function. Mr. Munger noted that the starting range for the program naturalist would be \$19.19-\$19.95. The final request for the program department was the addition of one seasonal employee at the Carter Historic Farm. Mr. Munger reported that in the park police department, police chief Todd Nofzinger requested converting one of the police officer positions to a second police sergeant position. Mr. Munger noted that this position would be focused primarily on investigations and would also serve as a supervisory officer in the absence of Chief Nofzinger. Mr. Munger noted that officer Troy Bateson has completed all but one course necessary to become a certified inspector and would be the officer to fill the new position. Officer Bateson's new pay rate would be \$24.22, up from \$20.68. Mr. Munger reported that the final staffing request was in the operations department. Operations Manager, Rob Brian, requested that Eli Eynon, Maintenance Specialist Level 1, be promoted to Maintenance Specialist Level 2, citing the fact that he has increased his skillset over the last year and taken on a greater leadership role within the department. Mr. Munger noted that Mr. Eynon's new pay rate would be \$21.02, up from \$18.39. Finally, Mr. Munger reported that the recommendation of the compensation committee is for a 3% cost of living increase for staff in 2021. Mr. Munger noted this is up from the 2.5% increase at the start of 2020. Mr. Parish requested that Mr. Munger supply the board with salary figures that include the

proposed 3% cost of living increase and how it impacts the total salary budget. Mr. Munger responded that the figures included in the budget reflect the proposed 3% cost of living as well as the proposed position adjustments. Mr. Cameron questioned if the compensation difference for Mr. Bateson was adequate given the added responsibilities. Mr. Munger responded that the compensation committee looked at Mr. Bateson's current step 8 classification and felt that giving him service credit at half of the years served in his present position would be fair as opposed to bringing him in at the starting rate. Ms. Wiechman stated that bringing Mr. Bateson in at the starting rate would not be adequate but felt that step 4 was a fair increase, adding she is open to further discussion. Mr. Munger responded that he would supply the board with additional salary step information for their review prior to the next meeting.

Mr. Munger reported that there is one piece of equipment at the Carter Historic Farm that is in disrepair and actually not of the correct time period for use on the farm. The hay tedder is actually from the mid-19<sup>th</sup> century as opposed to the 1930's depicted on the farm and not a piece of equipment Ms. Gordon feels would be used even if repairs were made. Mr. Munger did note that Ms. Gordon has been in touch with Tillers International who have a museum in Michigan. Ms. Gordon indicated that they would very much like the piece of equipment and after making necessary repairs would make a notation on the piece that it was donated by the Park District. Mr. Munger noted that per the ORC the Board is able to declare items such as this surplus and donate it to a non profit for further use. Mr. Munger presented resolution 20-037 declaring one antique hay tedder as surplus and donating it to the Tillers International. Mr. Parish moved approval of resolution 20-037. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that as in previous years, the County Commissioners have passed a resolution closing all county offices that do not require 24-hour service the day after Thanksgiving. Mr. Munger noted that as has been past practice, he would like to follow suit and offer park staff the same courtesy that the County Commissioners have by closing offices for the day and compensating employees. Mr. Munger stated that as in the past, the day would be treated the same as other floating holidays. Employees may choose to work the day, or in some cases cover necessary shifts, and in turn they can float the holiday to be used as a vacation day of their choosing. The day does need to be used in the calendar year in which it occurs. Mr. Munger presented resolution 20-038 closing park offices the day after Thanksgiving and compensating employees in the manner of a floating holiday. Mr. Cameron moved approval of resolution 20-038. Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried.

## 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 October were distributed to the Board in advance of the meeting for review. Ms. Wiechman moved approval of the payables for the months of October. Mr. Cameron seconded. No questions were raised, a roll call vote was conducted with 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**

No information raised.

11. **HEARING OF VISITORS**

No concerns were raised.

12. **EXECUTIVE SESSION**

Nothing at this time.

13. **ADJOURNMENT**

Mr. Parish moved adjournment. Ms. Wiechman seconded. The meeting adjourned at 4:31 p.m.



Tom Myers, Chairman



Neil A. Munger, Director

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