

**WOOD COUNTY PARK DISTRICT  
BOARD OF PARK COMMISSIONERS MINUTES REGULAR MEETING  
FEBRUARY 9, 2021**

**1. CALL TO ORDER**

The meeting was called to order by Chairman Sandy Wiechman 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  
Kim Rose, present

Staff present: Neil Munger

**3. APPROVAL OF MINUTES**

Ms. Wiechman stated the minutes of the January 12, 2021 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 January 12, 2021 regular meeting minutes as presented. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

**4. CHAIRMAN'S REPORT**

Ms. Wiechman stated that she is excited to take over as the Chair of the Board of Park Commissioners and had nothing additional to report.

**5. DIRECTOR'S REPORT**

Mr. Munger stated that at the January meeting the board reviewed a proposed supplemental agreement for all facility rentals that details extra guidelines and precautions that will be put in place relative to the COVID-19 pandemic. Mr. Munger stated that the board received a revised copy of the proposed agreement with revisions noted at the January meeting and asked the board if there were any additional revisions that anyone noted and four corrections were noted. Mr. Munger stated that with no further corrections he will use this revised draft as the final supplemental agreement and will work to get the agreement out to all future renters. Mr. Munger stated that currently rentals are cancelled through the end of February with rentals still in place beginning in March with three rentals scheduled at the Knight Preserve and two at Otsego. Mr. Munger stated that for several months Wood County has been at level three in the Ohio Public Health Advisory System which recommends eliminating gatherings of any number. Mr. Munger added that as long as Wood County is under this level he recommends facilities remain closed and when caution level is raised the board can consider the reopening of facilities with the limitations noted in the supplemental agreement. The board agreed and the consensus was for facilities to remain closed through the month of March. Mr. Parish recommended that a letter be sent to all renters

through July alerting them to the fact that the facilities are currently closed and will remain closed until the board acts to reopen which will not be even be taken under consideration until the caution level is raised. Mr. Munger agreed and stated he would have staff work on that immediately.

Mr. Munger reported that included in the 2021 Equipment Budget is the replacement of one operations department mow trucks. Mr. Munger stated that he distributed quote sheets for the vehicle to nine local dealers and received three quotes on the vehicle. Mr. Munger noted that the low bid was submitted by Charlie's Dodge, Chrysler, Jeep, Ram for \$26,713. Other bids received were from Thayer Ford in the amount of \$33,236 and Cronin Hillsdale Chrysler, Dodge, Jeep, Ram in the amount of \$28,470 for a Dodge 1500. Mr. Munger noted that the bid from Cronin Hillsdale, while in Michigan, was actually submitted by the fleet sales manager at Cronin GMC of Perrysburg. Mr. Munger presented resolution 21-001 authorizing him to purchase a Dodge Ram 1500 from Charlie's Dodge, Chrysler, Jeep, Ram for the amount of \$26,713. Mr. Cameron moved approval of resolution 21-001, authorizing the purchase of a Dodge Ram 1500 from Charlie's Dodge Ram 1500 from Charlie's Dodge, Chrysler, Jeep, Ram for the amount of \$26,713 Ms. Rose seconded. Mr. Parish questioned if the vehicles bid by the various dealers were comparable. Mr. Munger responded that the bid sheets distributed to all dealers included vehicle specifications that detailed the vehicle they were to bid so all dealers were working off the same specifications. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that at the December, 2020 meeting, it was noted that the section of the Slippery Elm Trail south of Gypsy Lane Road in Bowling Green has some significant damage due to tree roots and is causing issues, particularly for cyclists and in-line skaters. Mr. Munger stated that to remedy the situation, we are repaving a section of the trail just under one-half mile in length. Mr. Munger noted that in December in preparation for this work the board authorized Morlock Asphalt to come in with a rock saw and cut along the entire length of that section 18" down to sever the roots and prevent them from continuing to grow and recreating the damage. Mr. Munger stated that operations manager Rob Brian has requested and received four quotes on the project. Morlock Asphalt from Portage is the lowest quote at \$36,300. Mr. Munger stated that remaining quotes received are from Rutter & Dudley Asphalt Maintenance from Bowling Green for \$53,290, Allied Paving from Holland for \$39,339 and Jennite Paving from Toledo for \$46,895. Mr. Munger stated that the Park District has worked with Morlock on previous occasions with good results and recommends accepting their quote of \$36,300. Mr. Munger presented resolution 21-002 authoring him to enter into agreement with Morlock Asphalt LTD. for repairs to the Slippery Elm Trail for the amount of \$36,300. Mr. Cameron moved approval of resolution 21-002, authoring Mr. Munger to enter into agreement with Morlock Asphalt LTD. for repairs to the Slippery Elm Trail for the amount of \$36,300. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that included in the 2021 Capital Improvement Budget is the renovation of the house at William Henry Harrison Park to convert it to offices for

the park police department. Mr. Munger noted that the first phase of the project was the replacement of the roof that was completed in 2020. Mr. Munger noted that this year we will continue the project in various phases with our construction department doing the bulk of the work. Mr. Munger stated that the next step is contracting to have the old furnace replaced and central air conditioning added to the system. Mr. Munger stated that Construction Manager, Steve True, obtained three quotes for the work with Downey PHCE from Tontogany submitting the lowest quote of \$6,404. Mr. Munger stated that this quote is for a 70,000 BTU , 96% efficient Ruud furnace with a 13 SEER Ruud air conditioning unit. Mr. Munger stated that the remaining quotes received for comparable units were submitted by Wojo's Heating, Air Conditioning and Plumbing from Northwood for \$6,690 and Tin Man Heating and Cooling from Bowling Green for \$9,024. Mr. Munger stated that we have used Downey on many occasions and have good results with their work and recommend approval of their low quote. Mr. Munger presented resolution 21-003 authoring him to enter into agreement with Downey PHCE, LLC for the purchase and installation of a furnace and air conditioner at William Henry Harrison Park for the amount of \$6,404. Mr. Cameron moved approval of resolution 21-003 authoring Mr. Munger to enter into agreement with Downey PHCE, LLC for the purchase and installation of a furnace and air conditioner at William Henry Harrison Park for the amount of \$6,404. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that he was recently contacted by an engineer from Proudfoot Associates on behalf of the City of Perrysburg. Mr. Munger stated the city is constructing a 24-inch water main that will extend down White Road and connect to the City of Toledo's 66-inch water main that is located on the right of way for the Chessie Circle Trail owned by the Park District. Mr. Munger noted that he was advised that for the connection, chambers for valves and meter are required, which cannot fit inside the existing City of Toledo right-of-way. As a result, the City of Perrysburg is asking for easements from the Park District to house the items and the required piping. Mr. Munger noted that he included drawings for review in the board packet that show the anticipated area and easements required. Mr. Munger noted that he was told by the engineer that these drawings are preliminary and may vary a bit but for the most part it is what will be needed. Mr. Munger stated that the only development in this vicinity would eventually be the Chessie Circle Trail, noting that he does not see that this easement request will have any effect on the planned trail construction. Mr. Munger stated that the trail corridor already has an easement for the City of Toledo for the water main so this is merely an extension of the existing easement for the City of Perrysburg. Mr. Munger stated that at this time this is merely informational, adding that once he receives the final plans and a formal easement request, he will have legal counsel review the agreement prior to presenting to the board for approval. Mr. Munger noted that the project is anticipated to begin sometime this summer.

## **6. DEPARTMENTAL REPORTS**

Ms. Wiechman stated departmental reports were distributed to the board in advance of the meeting for review and asked if there were any questions. Ms. Wiechman noted that there were a couple staff resignations noted in the reports.

Mr. Munger stated that long time stewardship specialist, Arden Pontasch, has accepted a job offer in Delaware and part-time historic farm assistant, Stephanie Ross, left for a full time position in her field. Mr. Munger noted that both employees have done an outstanding job for the Park District and will be missed.

7. **APPROVAL OF PAYABLES**

Ms. Wiechman stated payables for the month of January were distributed to the board in advance of the meeting for review. Mr. Myers moved approval of the payables for the months of December. Mr. Cameron seconded. A roll call vote was conducted with all in favor, motion carried.

8. **OLD BUSINESS**

Nothing at this time.

9. **NEW BUSINESS**

Mr. Munger announced that the Board of Park Commissioners will meet in a special work session for planning on Friday, February 19, at 4:00 pm. Mr. Munger noted that no votes will be taken at this meeting as it is strictly a planning session.

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

Friends of the Parks President, Nancy Wenning, was in attendance but had nothing to add.

11. **HEARING OF VISITORS**

No concerns were raised.

12. **EXECUTIVE SESSION**

Nothing at this time.

13. **ADJOURNMENT**

Mr. Myers moved adjournment. Ms. Rose seconded. The meeting was adjourned at 4:26 p.m.



Sandra Wiechman, Chair



Neil Munger, Director

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