

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

1. CALL TO ORDER

The meeting was called to order by Chairman Sandy Wiechman at 4:00 p.m. at the Park District Headquarters, 18729 Mercer Road, Bowling Green, Ohio 43402

2. ROLL CALL

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

Staff present: Neil Munger, Jim Witter, Jeff Baney, Rob Brian, Corinne Gordon, Eric Scott

3. APPROVAL OF MINUTES

Ms. Wiechman stated the minutes of the October 12, 2021 regular meeting and October 27, 2021 special meeting were distributed to the board in advance of the meeting and asked if there were any additions or corrections. Mr. Myers moved approval of the October 12, 2021 meeting minutes as presented. Mr. Cameron seconded. All in favor, motion carried. Mr. Cameron moved approval of the October 27, 2021 special meeting minutes as presented. Ms. Rose seconded. All in favor, motion carried.

4. CHAIRMAN'S REPORT

Ms. Wiechman had nothing to report.

5. DIRECTOR'S REPORT

Mr. Munger reported that included in the board packet was the proposed 2022 operating budget. Mr. Munger noted that he has reviewed the current status of this year's operating budget and made a few minor adjustments based upon current status. Mr. Munger noted that he distributed the proposed budget to all department heads as well for their review just in case there are any expenses anticipated next year that he is not unaware of. Mr. Munger noted that the budget as a whole is higher than the statutory budget and that is due to the capital improvement budget being higher than anticipated. Mr. Munger reminded the board that the previous month he reviewed the proposed capital projects and expenses for next year, noting that the increase was due to projects left uncompleted this year due to materials expenses being so high. Mr. Munger noted that in regards to the salaries line, the budget reflects the preliminary 1.5% cost of living increases included in the statutory budget. Mr. Munger noted that the compensation committee would need to meet prior to the December 14 board meeting to discuss a recommendation to the board for cost of living increases. Mr. Munger noted that he communicated with Jim Battigaglia from the Archer Group and noted that they are now working on the update to our compensation plan. Mr. Munger added that should the update

not be done in time for the budget passage at the December meeting the board can amend the budget at a later date with updated salaries to reflect any recommended changes if they so desire.

Mr. Munger reported that he has been in contact with County Administrator, Andrew Kalmar, regarding the Park District acquiring the remaining acreage south of the Portage River at the Wood County Museum, adjacent to the Arrowwood Archery Range. Mr. Munger stated that Mr. Kalmar presented the proposed acquisition to the County Commissioners and they were favorable to the land being deeded over to the Park District. Mr. Munger noted that this gives the Park District many opportunities for the archery range, including the orientation of the archery tower scheduled for construction next year and other potential amenities such as primitive group camping and possibly permanent restrooms. Mr. Munger noted that the property would include a reverter clause stating that should the Park District discontinue use of the property as park land it would revert back to the County Commissioners. Mr. Munger presented resolution 21-023, authorizing Mr. Munger to enter into agreement with the County Commissioners for the acquisition of the land. Mr. Myers moved approval of resolution 21.023, Mr. Cameron seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger stated that OSHA guidelines state that during the hot summer months employers are required to provide electrolyte supplements (such as Gatorade) to employees working out in the heat. Mr. Munger stated that Ms. Long was recently notified by the Auditor's Office that state law prohibits paying for this type of beverage unless authorized by the Board. Mr. Munger noted that Park District staff always look for the least expensive option for providing electrolyte supplements, which is often a powdered drink mix that is mixed in 5-gallon coolers and distributed as needed. Mr. Munger presented resolution 21-025 authorizing the purchase of electrolyte beverages in the summer months for the purpose of hydration of employees. Mr. Cameron moved approval of resolution 21-025, Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Munger reported that Office Manager/HR Manager, Kristin Long, has been working hard on updating the Park District employee manual to make it current with the County Commissioner's most recent version as well as keeping current with changes within the Park District. Mr. Munger noted that the revised manual was included in board packets with changes noted. Mr. Munger noted that the County Prosecutor has previously reviewed the County manual that this matches and approved the policies so he does not see the need for the expense of having legal counsel review it again. Mr. Munger noted that the board may review the manual and contact him if they have any questions or concerns. The manual will be brought before the board in December for approval. Mr. Munger expressed his gratitude to Ms. Long for her work on updating the manual.

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 21-024 closing park offices the day after Thanksgiving and compensating employees in the manner of a floating holiday. Mr. Cameron moved approval of resolution 21-024, Ms. Wiechman seconded. A roll call vote was conducted with all in favor, motion carried. Mr. Munger noted that as had been previously suggested by the board, this holiday has been added to the list included in the employee manual revision previously discussed.

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. No questions were raised.

7. APPROVAL OF PAYABLES

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

8. OLD BUSINESS

No old business was raised.

9. NEW BUSINESS

No new business was raised

10. FRIENDS OF THE WOOD COUNTY PARKS

No comments from the Friends of the Parks.

11. HEARING OF VISITORS

No comments from visitors.

12. EXECUTIVE SESSION

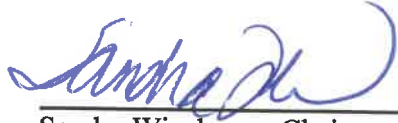
Mr. Cameron moved to adjourn to executive session for the discussion of personnel. Mr. Myers seconded. The board moved into executive session

Ms. Rose moved to adjourn from executive session. The executive session was adjourned.

Ms. Wiechman moved from the Chair to authorize Mr. Parish to make an offer to the preferred candidate for the position of Director, Mr. Myers seconded. A roll call vote was conducted with all in favor, motion carried.

13. ADJOURNMENT

Mr. Cameron moved adjournment of the meeting. The meeting was adjourned at 5:16 p.m.



Sandra Wiechman, Chair

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



Neil Munger, Director