

**Wood County Park District
Board of Park Commissioner's Minutes Regular Meeting
11/8/2022**

1. Call to Order

The meeting was called to order by Chairperson Sandy Wiechman at 3:00 p.m. at Wood County Park District Headquarters, 18729 Mercer Rd., Bowling Green, OH. 43402.

2. Roll Call

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

Staff present: Chris Smalley, Andrew Kalmar, Diana Ziems, Steve Thomson, Rob Brian, Zeb Albert

Members of the Press: Debbie Rogers-Sentinel Tribune, Jan Larson-McLaughlin-B.G. Independent News, Jane Maiolo-Perrysburg Messenger

Guests: Candace Weis – Friends of the Parks president

3. Approval of Minutes

Ms. Wiechman stated the minutes from the 10/11/2022 board meeting was distributed to the board prior to the meeting. Mr. Myers moved approval of the 10/11/2022 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 former park commissioner and long-time board chairman George Thompson passed away last week. She stated visitation is today, 11/8/2022, at Thompson Stone Hall at Otsego Park, with a celebration of life gathering immediately following.

Ms. Wiechman stated the Thanksgiving Food Drive is happening 11/12/2022 – 11/13/2022 and donations will go to support the Brown Bag Food Project. Ms. Wiechman stated the Friends of the Parks are having their annual Photo Contest and are accepting applications for Wood County Parks photo entries in the four categories of landscape, wild life, plant life or heritage. Ms. Wiechman stated the Heritage Holiday Festival will be at Carter Historic Farm on Saturday, 12/10/2022, from 1 p.m. to 4 p.m. Ms. Wiechman stated Wild Lights is coming up in January 2023. She stated there will be a workshop on 1/11/2023 from 4 p.m. to 7 p.m., and the main event will be 1/13/2023 thru 1/15/2023 from 5 p.m. to 8 p.m.

5. Director's Report

Mr. Smalley stated his first item is the Portage River Water Trail Memorandum of Understanding. He stated since the Wood County Park District originally joined as a partner for the Portage River Water Trail group, the park district of Ottawa County has volunteered to be facilitator to the group. Mr. Smalley stated he is presenting an updated version of the Portage River Water Trail Memorandum of Understanding clarifying Ottawa County as being facilitator and updating the language. Ms. Wiechman presented resolution 22-028 to the Board of Park Commissioners. Mr. Cameron motioned to approve the resolution. Mr. Parish seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated a draft of the 2023 Operating Budget was passed out to the Board of Park Commissioners for review. He stated along with new updates the board will find a list of the Capital Projects for 2023. Mr. Smalley stated the board is welcome to meet with him to discuss in greater detail. He stated the finalized 2023 Operating Budget will be distributed at the December board meeting.

Mr. Smalley stated the Otsego Park Engineering Professional Services Agreement is for Kleinfelder Group to assess what it will take to repair the issues in the basement of Otsego Park Thompson Stone Hall. Ms. Wiechman presented resolution 22-029 to the Board of Park Commissioners. Mr. Cameron motioned to approve the resolution. Mr. Myers seconded. Mr. Myers asked if the budget for the Otsego Park basement repairs was still around \$60,000. Mr. Smalley stated this is an approximate figure and we'll have a better idea once we receive Kleinfelder's assessment. Mr. Myers asked if Kleinfelder's assessment is part of the \$60,000. Mr. Smalley stated he was hoping to take the funds out of Special Services of the 2022 budget. Mr. Parish asked what the main concerns are regarding repair at Otsego. Mr. Kalmar stated the concrete surrounding the beams in the west end of the basement is falling off. Mr. Kalmar stated in years past Thompson Stone Hall had similar repairs, steel beams were installed to help support the main floor. Mr. Parish asked if there is any imminent danger to the public regarding floor sinking or shifting. Mr. Kalmar stated Phil Whaley, who is a structural engineer from Kleinfelder, would have noted this on his initial evaluation if this were the case. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated the Reuthinger Architectural Services Agreement has been an item on the parks budget for the last several years. Mr. Smalley stated the facility at Reuthinger is undersized for the activity happening. Mr. Smalley wants to make sure the correct steps are taken to start the process. Ms. Wiechman presented resolution 22-030 to the Board of Park Commissioners. Mr. Myers motioned to approve the resolution. Ms. Rose seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated he's looking to seek out alternative vehicle purchasing sources for Wood County Park District. Mr. Smalley stated the Park Police 2022 Ford Explorer order has been cancelled and replaced with a 2023 order. Mr. Smalley stated this still leaves Park Police without a new vehicle or a spare vehicle. He stated Gov Deals has a section specified to smaller law enforcement agencies. Mr. Smalley stated we could bid on a patrol vehicle from a different municipality that still has serviceable life. He stated this method could be used for non-police package vehicles as well. Ms. Wiechman presented resolution 22-031 to the Board of Park Commissioners. Mr. Parish motioned to approve the resolution. Mr. Myers seconded. Mr. Myers asked if the vehicles purchased through Gov Deals is as-is condition. Mr. Smalley confirmed they are purchased as-is. Mr. Myers inquired on the repair process for our vehicles. Mr. Smalley stated some repairs are completed by the Operations department, some are taken to local dealerships and we have an agreement with the Wood County Garage and have access to their equipment for repairs. Ms. Rose asked if this vehicle purchased through Gov Deals would replace the police vehicle on order. Mr. Smalley stated by the time the new vehicle arrives we'll be into next year and next year's budget. Mr. Myers asked if the Park District is looking for any other vehicles. Mr. Smalley stated the Park District is only looking for a Police vehicle. Ms. Rose asked what type of police vehicle is being looked at for patrol. Mr. Smalley stated they're open to all possibilities, although trucks are becoming harder to find. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated we will be discussing the Vehicle Replacement Program again in January, and inquired on any questions the Board of Commissioners may have on this program in the meantime. Mr. Parish asked, regarding the Vehicle Replacement Program, how many re-sold for more than what was on the contract versus how many were sold for a loss. He also asked who are the Northwest Ohio entities that have used this program and for how long. Ms. Wiechman stated she contacted one of the entities and asked for their pros and cons. She stated this entity has a large quantity of police vehicles and has worked wonderfully, until this year due to low vehicle availability. Ms. Wiechman did not disclose who the entity is. Mr. Parish stated the public has the right to know the Board of Commissioners and Wood County Park District did their due diligence. Mr. Cameron asked, regarding the Vehicle Replacement Program, how many vehicles do each of the Northwest Ohio entities have in their fleet and are these entities similar in size to Wood County Park District. Mr. Smalley stated he would reach out for answers to the Board's questions and get back to them.

Mr. Smalley stated he presented a draft with the 2023 Board of Commissioners meeting schedule. He stated he'd like to have a final schedule with meeting locations for the December board meeting. He asked the Board to reach out to him directly if they have any thoughts or suggestions on it.

Mr. Smalley stated the Park District recently completed an audit of compensatory time and noticed a few employees had large balances. Mr. Smalley stated to help manage

compensatory time balances moving forward, he proposed adding to our employee manual an additional line on compensatory time stating employees may not have a balance higher than 80 hours. Mr. Smalley stated due to this being a change to the employee manual, board of commissioner's approval is required. Ms. Wiechman presented board resolution 22-032 to the board of park commissioners. Mr. Myers motioned to approve the resolution. Ms. Rose seconded. Mr. Cameron asked if the 80-hour compensatory time balance was by code. Mr. Smalley stated per Ohio Revised Code the compensatory time balance is set at 240. Mr. Kalmar stated the limit for law enforcement can go as high as 480. Mr. Kalmar stated the wording of the Ohio Revised Code is these hours may go as high as 240 or 480. Mr. Parish stated due to Wood County Park District having multiple classifications of employees, there is the option to offer a lesser compensatory balance amount than what the Ohio Revised Code offers. Mr. Kalmar stated employees will not lose any compensatory time earned. Mr. Cameron asked, for example, if a timesheet shows 84 hours worked, how would that be paid out. Mr. Smalley stated any compensatory hours over 80, the employee will be paid out. Mr. Smalley stated any hours worked over 80 in a pay period requires authorization from the department head, per the employee manual. Mr. Smalley stated multiple park districts' compensatory balance limits were reviewed. He stated some districts had a 100-hour limit, and some had a 40-hour limit. Ms. Rose asked if the compensatory balances carry over year to year. Mr. Smalley stated per the Ohio Revised Code employees are required to use their compensatory time within 180 days. Mr. Kalmar stated, for example, Wood County sweeps the compensatory balances twice a year to keep balances at a minimum. Mr. Parish asked if the compensatory balance overage was a human resources or administrative issue. Mr. Smalley stated it is a combination of both departments, and the goal is to correct and address the issue now before it gets any more out of hand or in violation. Mr. Parish asked if any compensatory overages are being addressed, if this resolution passes. Mr. Smalley stated the goal is to correct and address the current overages and get back within manageable means. Ms. Wiechman asked if these balances will be paid out before the end of the year. Mr. Smalley stated they will be paid out before the end of the year so we can start fresh next year. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated the Country Register was presented to the board members. He stated there's a nice advertisement for Heritage Holidays in there and Jamie Sands did a nice job on the advertisement.

Departmental Reports

Ms. Wiechman stated the departmental reports were distributed to the board members

6. Approval of Payables

Ms. Wiechman stated the payables for the month of October were distributed to board members prior to the meeting and called for a motion to approve. Mr. Cameron made a motion to approve the payables, Ms. Rose seconded. Mr. Myers asked about a refund

of \$11,000 listed on a billing schedule and was it something we didn't follow through on. Mr. Smalley stated this should read "remaining" not "refund". He stated this is the second payment for the capital improvement project for the W.W. Knight Preserve. Mr. Myers asked about a repair in the amount of \$5,400.00. Mr. Smalley stated due to lack of vehicles the repair was needed. A roll call vote was conducted with all in favor, motion carried.

7. Old Business

Ms. Wiechman brought up for discussion the remote work policy due to Covid. Ms. Wiechman stated the state of emergency expired in June 2021. She stated due to state of emergencies being expired for one year, this policy should be rescinded and have all public employees in the office where the public and staff needs them. Mr. Parish stated he believes a resolution needs to be prepared and presented before changes are made, due to this policy being part of the employee manual. Mr. Parish asked how many employees work away from home. Mr. Smalley stated the Park District is no longer a centralized site, so departments use teleworking differently. He stated, for example, Jim Witter in Programs is teleworking today preparing programs and research work while his children are home sick. He stated, Kristin Long in Administration worked yesterday and today, and is teleworking the next two days. Mr. Smalley stated changes can be made to make a teleworking policy that is less discretionary and better documented. Mr. Kalmar stated not all staff have the option or ability to work remotely. He stated a teleworking policy allows for flexibility as life's circumstances happen. Mr. Cameron stated he would rather have a teleworking policy in place for flexibility purposes, as long as staff and their work is accountable. Mr. Smalley stated he'll put together a revised policy and resolution to present to the board of commissioners.

8. New Business

Mr. Kalmar presented photos of painting projects completed around the Park District, including the open shelter and Riverview shelter at Harrison Park. He also presented photos showing the 3-day fence post installation at Carter Historic Farm.

9. Friends of the Wood County Parks

Candace Weis stated this is time of review for the Friends of the Parks and making goals for next year.

10. Hearing of Visitors

No visitors heard at this time.

11. Executive Session

Ms. Wiechman stated the Board of Commissioners will be entering into executive session after the regular meeting to discuss land acquisition. She stated there will be no decisions and no vote. Mr. Cameron moved to adjourn to executive session; Mr. Myers seconded. The meeting ended at 3:48 p.m.

12. Adjournment

Adjournment from executive session was moved by Mr. Cameron and seconded by Mr. Myers. Executive session ended at 4:09 p.m.



Sandra Wiechman, Chairperson



Christopher Smalley, Director

Wood County Park District Headquarters, 18729 Mercer Rd., Bowling Green, OH. 43402