

**Wood County Park District
Board of Park Commissioner's Minutes Regular Meeting
01/10/2023**

1. Call to Order

The meeting was called to order by Chairperson Sandy Wiechman at 3:03 p.m. at Wood County Park District Headquarters, 18729 Mercer Rd., Bowling Green, OH. 43402.

2. Roll Call

Sandy Wiechman, present
Tom Myers, present
Bill Cameron, present
Wendy Headley, present
Rebecca Ferguson, present

Staff present: Corinne Gordon, Andrew Kalmar, Diana Ziems, Chris Smalley, Steve Thomson, Tom Belcher, Rob Brian, Jim Witter, Troy Bateson, Zeb Albert

Members of the Press: Clint Corpe – WBGU Radio, Jane Maiolo – Perrysburg Messenger, Jan Larson McLaughlin – B.G. Independent News, Marie Thomas – Sentinel Tribune

Guests: Candace Weis – Friends of the Parks, president

3. Approval of Minutes

Ms. Wiechman stated the minutes from the 12/13/2022 board meeting was distributed to the board prior to the meeting. Mr. Cameron moved approval of the 12/13/2022 minutes as presented. Mr. Myers seconded. A roll call vote was conducted with all in favor, motion carried.

4. Chairman's Report

Ms. Wiechman stated the dates coming up for Basecamp Stories at W.W. Knight Nature Preserve. Ms. Wiechman stated the Christmas Tree Recycling program is running through January 31st and stated the drop off locations. Ms. Wiechman stated Wild Lights is happening January 13th-15th at W.W. Knight Nature Preserve.

Ms. Wiechman welcomed new Wood County Park Commissioners Wendy Headley and Rebecca Ferguson.

5. Director's Report

Mr. Smalley also welcomed new Wood County Park Commissioners Wendy Headley and Rebecca Ferguson. Mr. Smalley stated this is the time of year to appoint the Chairperson and Vice-Chairperson of the Board of Park Commissioners. He stated this is also the time for the board to form committees. Ms. Wiechman nominated Mr. Myers

as the new Chairperson of the Board of Park Commissioners. Mr. Cameron seconded. Mr. Myers accepted the position of Chairperson. A roll call vote was conducted with all in favor, motion carried. Mr. Myers nominated Ms. Wiechman as the new Vice-Chairperson of the Board of Park Commissioners. Mr. Cameron seconded. Ms. Wiechman accepted the position of Vice-Chairperson. A roll call vote was conducted with all in favor, motion carried. Mr. Myers welcomed new Wood County Park Commissioners Wendy Headley and Rebecca Ferguson. He thanked them for their commitment to the constituents of Wood County and to the employees of Wood County Park District. Mr. Myers welcomes their new perspectives and looks forward to working together. Mr. Cameron stated he also appreciates the prospect of new ideas, especially with existing park commissioners transitioning out soon.

Mr. Smalley stated the renewal of the Owens Community College Center for Law Enforcement and Professional Development Training Consortium membership needs addressed for 2023. Mr. Smalley stated Owens Community College developed this membership for law enforcement agencies in and around northwest Ohio to have a centralized location for training and minimize the cost impact for smaller agencies. Mr. Smalley stated the membership fee is \$500.00 annually. Ms. Wiechman presented resolution 23-001 to the Board of Park Commissioners. Mr. Cameron motioned to approve the resolution. Ms. Ferguson seconded. Mr. Myers asked if this membership needs to be reviewed by our attorneys before submitting for renewal. Mr. Smalley stated it would not be necessary. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated the Edward Byrne Memorial Justice Assistance Grant (JAG) is a federal grant that the park district has applied for in the past with varying results. Mr. Smalley stated Chief Thomson and Sergeant Bateson applied in 2022 for funds to purchase portable radios to replace the current radios to enable fluidity in communication with multiple surrounding law enforcement agencies. Mr. Smalley stated due to the approval of this grant being unexpected, the budget didn't reflect this purchase. He stated the park district has funds in the law enforcement equipment line item to purchase the portable radios initially, then reimburse the budget when the JAG funds are received. Mr. Smalley commended Sergeant Bateson on his work in applying for and obtaining \$30,000.00 in JAG funds for the portable radios and related accessories. Ms. Wiechman stated it is very difficult to obtain a regular Justice Assistance Grant on the first attempt. She clarified this grant is not a JAG LE, but a regular JAG with many hoops to jump through. Ms. Wiechman presented resolution 23-002 to the Board of Park Commissioners. Mr. Myers motioned to approve the resolution. Ms. Headley seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated mileage reimbursement has been updated by the I.R.S. to 65.5 cents per mile. Ms. Wiechman presented resolution 23-003 to the Board of Park

Commissioners. Mr. Cameron motioned to approve the resolution. Ms. Ferguson seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated an update to the Wood County Park District credit card policy was in order due to the changing nature of purchasing items and services online rather than by purchase order. Mr. Smalley stated the park district has also lost vendors as a result of not having the option to use a credit card as payment. Mr. Smalley stated he tasked Andrew Kalmar to research nearby agencies with existing credit card policies for ideas on implementation and to revise the park district's existing credit card policy. He stated, for example, currently a lot of travel expenses and conferences are paid for directly by the employee and they are reimbursed. Mr. Kalmar stated the park district advertises frequently via Facebook and other online venues and a credit card would be very helpful to pay for these services. Ms. Headley asked if employees will still be required to turn in a receipt. Mr. Smalley stated an itemized, coded receipt will be a requirement. Mr. Myers asked if there will be one account tied to multiple credit cards. Mr. Smalley stated the current plan is to have one or two credit cards with a list of authorized users. He stated the credit card will be signed in and signed out through the office manager, using the same procedure as the park district's current vendor cards. Mr. Myers asked if there is a public entity card company that will be utilized. Mr. Kalmar stated after speaking with the County Auditor, he discovered they use Huntington Bank for credit card services and the park district will most likely follow suit. Ms. Headley asked if there will be checks and balances regarding the credit card spending. Mr. Smalley stated, as per current policy, the board will receive quarterly credit card reports and the annual credit card report. Ms. Ferguson asked if there is a difference between the emailed copy and printed copy of the credit card report received. Mr. Smalley stated he was ensuring the credit card policy was seen, either via email or printed copy. Ms. Wiechman asked if the same forms will be implemented when making credit card purchases, or will this form only be used for larger equipment purchases. Mr. Smalley stated these forms are used for capital equipment and larger cost purchases. Ms. Wiechman presented resolution 23-004 to the Board of Park Commissioners. Mr. Myers motioned to approve the resolution. Mr. Cameron seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated ORC code requires board members, law enforcement staff and administration to be bonded. He stated this ORC code has been recently updated to allow a Faithful Performance and Employee Dishonesty duty coverage thru Public Entities Pool that covers all noted positions and is built into the park district's current policy. Mr. Smalley stated the cost will be comparable and it will save time and additional paperwork. Ms. Wiechman presented resolution 23-005 to the Board of Park Commissioners. Ms. Headley motioned to approve the resolution. Ms. Ferguson seconded. A roll call vote was conducted with all in favor, motion carried.

Mr. Smalley stated Jamie Sands submitted photos for consideration in the Public Entities Pool calendar, and a photo from the W.W. Knight Nature Preserve was chosen to be

included. Mr. Smalley stated updated letterhead and name plates will be present by the February board meeting.

6. Departmental Reports

Ms. Wiechman stated department reports were distributed previous to the meeting. Ms. Wiechman stated regarding the human resources/office manager report, the year-end balance has not been received by the auditor's office yet. Ms. Ferguson stated the departmental reports were nicely done and, as a new board member, it was nice having something to read from the departments.

Mr. Kalmar presented photos and architectural plans of Otsego Park Thompson Stone Hall's basement. He stated that due to the steel beam being added for structural purposes, the architectural firm is not concerned with a structural issue with the floor. Mr. Kalmar stated a small corner room in the basement requires additional structural work, but access may be challenging due to plumbing on the ceiling. He stated a contractor will need to be hired to lower the plumbing from the ceiling to allow access for installation of the structural reinforcement beams. Mr. Kalmar stated the next step will be to make calls inquiring on cost of the structural beams and cost of relocating the plumbing. Mr. Myers asked if this section was part of the common area of the event hall. Mr. Kalmar stated it is part of the event hall. Ms. Headley asked if it was a concrete ceiling. Mr. Kalmar stated yes, with the terrazzo floor above the ceiling. Ms. Wiechman asked if Otsego Park Thompson Stone Hall was the park district's oldest building. Mr. Kalmar stated it is the oldest building. Mr. Myers asked if the new Ford Explorer is up and running with the Park Police. Chief Steve Thomson stated it has been driven by Office Brett Foes for the past two weeks.

7. 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, Mr. Myers seconded. A roll call vote was conducted with all in favor, motion carried.

8. Old Business

No old business heard at this time.

9. New Business

Mr. Kalmar distributed the W.W. Knight Nature Preserve Staff Work Day final work schedule for the board members to review. Ms. Wiechman stated the Staff Work Day at Sawyer Quarry Preserve last month was a success.

10. Friends of the Wood County Parks

Candace Weis stated the Friends of the Parks are gearing up for 2023 and focusing on membership involvement. Ms. Weis stated they will be focusing on membership involvement and sponsoring more park events. Ms. Weis stated the Friends of the Parks will be sponsoring a hot cocoa stand at the Wild Lights event January 13th – 15th. Ms. Weis stated they will be working with the park district regarding the possibility of replacing some of the older park benches and sponsoring staff lunches during staff work days. Ms. Weis stated the Friends will be preparing for the annual Native Plant Sale and the spring membership meeting.

11. Hearing of Visitors

No visitors heard at this time.

12. Executive Session

Ms. Wiechman stated there would be no Executive Session.

13. Adjournment

Ms. Ferguson moved for adjournment; Mr. Myers seconded. The meeting ended at 3:42 p.m.



Tom Myers, Chairperson



Christopher Smalley, Director

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

