

<i>Minutes</i>	January 16, 2019
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PLEDGE OF ALLEGIANCE

CALL TO ORDER

Commissioner Miears called the meeting to order at 1:03 PM in the Commission Room of the Maple Grove Center, Osborn MetroPark, Huron, Ohio.

ROLL CALL

Park Commissioners Present: James “Don” Miears, Chairperson
 Troy Wisehart, Vice Chairperson EXCUSED
 Margaret Murray, Vice Chairperson

APPROVAL OF MINUTES

(1) Commissioner Murray moved to waive the reading and approve the draft minutes of the December 12, 2018 meeting.

Second: Commissioner Miears
Action: Motion carried unanimously with two affirmative votes.

FINANCIAL REPORTS

December Fund Activity Summary, Citizens Bank Checking Account Reconciliation, Citizens Bank MMIA Reconciliation:

Members of the Park Commission had received copies of these reports. Ms. Price reported that at the end of 2018 our cash balance was \$3,242,787.40. Ms. Price explained that she had to reopen the 2018 books to reflect an omitted ODOT grant that was a memo in and out and did not change the year end carryover.

Resolution 2019-01: December Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email and paper copies during the meeting. She stated that they were smaller than usual due to beginning of the year, and noted that one of the larger payments was for our Bureau of Worker’s Compensation premium. Comm. Miears noted another larger one for Firelands Electric for \$3,900. Ms. Bowman-Moore stated that was for the rewiring of the new gas tanks to bring them up to code.

Comm. Miears inquired about the \$25 Account Analysis Fee charged by Civista Bank. Ms. Price stated that she believed that it was a standard fee to monitor our bank accounts. Comm. Miears asked her to look into exactly what that charge was for and if there was a way to have the fee waived. Comm. Miears asked about the ADP service fees, inquired if they were for our payroll processing. Ms. Price concurred that they were.

(2) Commissioner Murray moved to approve Resolution 2019-01 Schedule of Payables as presented.

Second: Commissioner Miers

Action: Motion carried unanimously with two affirmative votes.

PUBLIC COMMENT

There were no public observers present at today's meeting.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore reported the following:

-The buoys have been removed from Putnam Marsh for the season.

-Staff are working on their year-end reports.

-OPRA has completed and shared a compensation study with members.

-Staff is helping the Friends of Erie MetroParks apply for a grant to purchase a shed to store the canoe/kayak personal protection equipment in at The Coupling MetroPark.

-Contacted Bow & Barrel Archers, notified them EMP would be removing the old house at that site.

-The Ohio Parks & Recreation Conference will be held Feb 3-6, 2019 at Kalahari.

-Staff is working on yearly inventory.

-Hosted a nice Christmas party for Job & Family Services.

-Had very successful gingerbread and wreath & swag making programs.

-Posted for seasonal job positions.

-Held 32 programs for 1,074 people.

-Asked the Board to consider new fees for the pickle ball courts for rentals. She distributed a paper entailing how they came up with the fees for the pickle ball tournament scheduled in August, including the court rentals and the adjacent areas for parking, etc. Discussion ensued and Comm. Miers stated to tell the group that the fee is \$570 and that it includes the courts, parking etc. Ms. Bowman-Moore added that they are supposed to start on the new courts in April and be completed by June 1st.

-Asked the Board for thoughts on siding or replacing the smaller barns at The Barnyard. She stated that no company wants to side them, they are in bad shape structurally. It would be more cost effective to tear down and build new. Comm. Miers suggested that they build an inner frame so that the contractor would have something to adhere the siding to, it may then be able to save the barn. He has done that personally. Ms. Bowman-Moore stated that they would look into it.

-Asked about the train cars at The Coupling MetroPark, would like to keep and stabilize the yellow caboose and red train car, and replace the brown box car, as it is in disrepair, with a wooden bunkhouse structure. A discussion ensued and Comm. Miers stated that if they can do it that way with the money that was already approved for that capital project, he had no problem with that solution. Comm. Murray agreed.

OLD BUSINESS

Capital Project- Playground Summary

Ms. Bowman-Moore passed out drawings of the pieces that the committee had chosen to purchase. She stated that the purchase price was \$94,402. There will be approximately \$10,000

for signage (which they are trying to get grants for), and additional costs for the installation and site work, including offloading pieces, concrete bases, installation, landscaping, etc. Comm. Murray inquired if there would still be soft surfaces installed under the pieces. Ms. Bowman-Moore stated that yes there would, there are standard fall zones that are required for fall protection. Discussion ensued.

NEW BUSINESS

Ms. Bowman-Moore stated that the following resolutions, 2019-02 through 2019-05, are standard resolutions that we propose at the beginning of the year, to conduct park business. Comm. Miers suggested that the Board make one motion to approve the four resolutions, 2019-02 to 2019-05 with one vote. Comm. Murray made the motion, and the four resolutions were seconded by Comm. Miers and carried by two affirmative votes. They are recorded below.

Resolution 2019-02 Dispose of Surplus Personal Property

(3) Commissioner Murray moved to approve the Resolution 2019-02 Dispose of Surplus Personal Property as presented.

Second: Commissioner Miers

Action: Motion passed unanimously with two affirmative votes.

Resolution 2019-03 Authorize Payments between Meetings

(4) Commissioner Murray moved to approve the Resolution 2019-03 Authorize Payments between Meetings as presented.

Second: Commissioner Miers

Action: Motion passed unanimously with two affirmative votes.

Resolution 2019-04 Request of Funds from the Ohio Dept. of Transportation (ODOT)

(5) Commissioner Murray moved to approve the Resolution 2019-04 Request of Funds from the Ohio Dept. of Transportation (ODOT) as presented.

Second: Commissioner Miers

Action: Motion passed unanimously with two affirmative votes.

Resolution 2019-05 Setting Regular & Special Meetings and establishing rules for Board mtgs.

(6) Commissioner Murray moved to approve the Resolution 2019-05 Setting Regular & Special Meetings and establishing rules for Board mtgs. as presented.

Second: Commissioner Miers

Action: Motion passed unanimously with two affirmative votes.

Resolution 2019-06 Authorize to Appoint a Credit Card Compliance Officer

Ms. Bowman-Moore explained that ORC 1545.072 was recently added to the Ohio state statute to govern the use of credit cards by 1545 Park Districts. Erie MetroParks has to comply with the new statute. Distributed was the updated Purchasing Policy that was reviewed and approved by our legal counsel to comply with the statute, and the ORC 1545.072. The statute adds that the Board must appoint a Credit Card Compliance Officer to record and report to the Board per the statute. Erie MetroParks shall utilize the Accounting Clerk as the Credit Card Compliance Officer, since that position already tracks the credit card use, and has no purchasing authority. Discussion ensued.

(7) Commissioner Murray moved to approve the Resolution 2019-06 Authorize to Appoint a Credit Card Compliance Officer as presented.

Second: Commissioner Mears

Action: Motion passed unanimously with two affirmative votes.

INFORMATION ITEMS:

Travel & Training Summary (acknowledge and file) NONE

Special Permit Summary (acknowledge and file)

There were three new special permits added to the list. Ms. Bowman-Moore explained them and asked the board to acknowledge.

(8) Commissioner Murray moved to acknowledge and file the Special Permit Summary provided to them.

Second: Commissioner Mears

Action: Motion passed unanimously with two affirmative votes.

Other (Misc. items from Board or Administration) NONE

EXECUTIVE SESSION

Commissioner Murray moved to enter into Executive Session to consider the following matters: Land Acquisition.

(9) Second: Commissioner Mears

Roll Call: Commissioner Mears: aye

Commissioner Murray: aye

Commissioner Wisehart: excused

Action: Motion passed unanimously with two affirmative votes.

The Park Commissioners entered into Executive Session at 1:50 PM and returned to Regular Session at 2:09 PM.

ADJOURNMENT

With there being no further business brought before the Park Commission,

(10) Commissioner Murray moved to adjourn the meeting at 2:10 PM.

Second: Commissioner Mears

Roll Call: Commissioner Mears: aye

Commissioner Murray: aye

Commissioner Wisehart: excused

Action: Motion passed unanimously with two affirmative votes.

APPROVAL OF MINUTES

The foregoing is a true and accurate account of the January 16, 2019 meeting of the Park Commission, and has been formally adopted by the Commissioners as such, and shall be placed in and become part of the official Proceedings of the Board of Park Commissioners.

APPROVED:

James L. "Don" Miers, Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date