

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Commissioner Miears called the meeting to order at 1:00 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
 Margaret Murray, Vice Chairperson

APPROVAL OF MINUTES

- (1) Commissioner Wisehart moved to waive the reading and approve the draft minutes of the March 8, 2019 meeting.
 Second: Commissioner Murray
 Action: Motion carried unanimously with two affirmative votes.

FINANCIAL REPORTS

March 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 stated that we had received our first half tax settlement of \$1,173,983.00 in March.

Resolution 2019-11: March 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 somewhat larger due to some larger expenses and projects, such as the spillway repair project at Edison Woods MetroPark on page 4 for \$14,500, paid out of capital improvements. Page 4, installation of a new floor at The Coupling MetroPark for \$5,217. Page 8, the purchase of the new Shelter #5 kit for \$11,050. Comm. Miears inquired about the payment on page 6 to Chuck Oeder for \$5,000. Ms. Bowman-Moore stated that it was for the electric shut off and capping at the old Bow & Barrel house on SR 61, so that we can reconnect to the electric in the future, when we build a shelter.

Comm. Wisehart inquired about the purchase of an iPad Pro. Ms. Bowman-Moore stated that it was purchased with the Erie County Community Foundation Wish List Grant. She added we have received several other grants including an ODNR grant for the purchase of a fire pump, and another to assist in paying for Shelter #5, and almost \$800 in PEP+ grants, from our liability insurance company to purchase safety equipment.

Comm. Wisheart inquired about all the refunds that were listed. Ms. Bowman-Moore and Ms. Price explained that it was due to an issue with the Nature Camp registrations. The price of an in-county registration was wrong in the computer. By the time it was discovered, it was too late to fix due to the high volume of registrations that were coming in as soon as the office opened that day, and the camps were sold out within about an hour that morning. Staff will make sure that doesn't happen again.

(2) Commissioner Wisheart moved to approve Resolution 2019-11 Schedule of Payables as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

Ms. Elaine Waterfield, a neighbor who lives on Galloway Road attended the meeting. She wanted to let the Park and its Board know that she thought that they were doing a fantastic job- she remembers when the park system was much smaller and is impressed with its growth. She stated that we were doing a magnificent job growing the park system. She asked about fishing opportunities in the parks, as her grandsons were coming. A discussion ensued and Ms. Bowman-Moore provided her information. The Board thanked Ms. Waterfield for attending and for the kind comments. They invited her to attend future meetings if she wished.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore reported the following:

- Shelter #5 kit has been delivered, we are waiting on bids for the cement pad.
- Gerold Construction has begun staging their equipment for building of pickle ball courts.
- Nature Discovery Trail- the pads are set to start being installed Monday, pouring of the pads.
- The State Audit starts next week, it will be an abbreviated audit, saving us money.
- Dog Park- we are working on the water issue that was reported in the paper.
- The Bow & Barrel house is set to come down May 14th.
- Staff completed controlled burn at James H McBride Arboretum.
- All the seasonal staff have been hired, and begin starting in May.
- Earth Day Extravaganza is Sunday, April 28th at Osborn MetroPark.
- The FEMP Annual Gathering went very well, 142 attended.
- The kayak docks have been installed at The Enchanted Cottage.
- The new estimate for the Nature Discovery Trail is approximately \$134,000. We applied for several grants including the Mylander Foundation for \$122,000 and offered naming rights to the trail.
- SR 6 is currently still closed for road work, so the operations staff took advantage of the closure and did some side arm mowing along the roadway of the parks in that area.
- Controlled burn at the arboretum, and also completed the brush hog mowing that they requested.
- Met with Pete Daniel, County Administrator, to go over lease renewals for the water tower, and north property contract renewals for the next twenty years. Sent to legal for review.
- Had a \$40,000 claim for the wind damage on the maintenance barn roof.
- Two naturalists attended the Environmental Education Conference of Ohio Conference.

- Naturalist Mike made two gallons of maple syrup in his first year.
- The Easter Egg Hunt in conjunction with Vacationland Federal Credit Union had approximately 300 in attendance.
- A. Moore, S. Daniel and S. Flittner attended the OPRA Women’s Leadership Conference in Columbus with 172 ladies in attendance. Amy presented on a panel.
- Distributed the 2017-2018 Biennial Report to the Board. She explained it is required and we have expanded it to be a historical document recording our accomplishments for those two years. Sue Daniel compiles the information and generates the report. We received very positive feedback on the report from Erie County Commissioners, Matt Old and Steve Shoffner.

Comm. Miears went back to the report on the barn wind damage for clarity. Ms. Bowman-Moore explained that during that large windstorm, the maintenance barn roof sustained some major damage to the roof and the soffits on the sides. She put in an insurance claim and we had to do an emergency repair (which will go towards our deductible.) The adjuster was out and wanted to repair part (one side) of the roof, the contractor stated that the entire roof has been damaged and needs replaced. We are waiting for the insurance adjuster to see if they will allow the reroof of the entire roof, it is a \$40,000 estimate.

OLD BUSINESS

Organizational Chart update

Ms. Bowman-Moore explained that a position of a Deputy Director in 2020, would be added, and also update the current compensation ranges. Ms. Bowman-Moore stated the posting for Deputy Director will be an internal posting. Ms. Bowman-Moore proposed new compensation ranges based off of a statewide OPRA salary survey. The new ranges would not go into effect until 2020, and generally studied every five years.

Comm. Wisheart asked if they would like to adopt the ranges and that it does not mean that they need to give any raises now for staff. Ms. Price stated that no, we are not giving out staff raises, those are done at the end of the year during evaluations.

(3) Commissioner Wisheart moved to add Deputy Director to the proposed Organizational Chart and to approve the compensation ranges, beginning in 2020, effective for five years that were provided to them.

- Second: Commissioner Murray
- Action: Motion passed unanimously with three affirmative votes.

Fee Rates

Ms. Bowman-Moore explained that it is up to the Board to establish fee rates. She would like to stay consistent with all group fee rates, i.e. Bay Area Soccer League (BASL), Firelands Area Pickleball Association (FAPA), etc. She explained the fee structure for Bay Area and what they get for that fee, i.e. exclusive rights to the fields during time period, etc. She thinks that we need to approach FAPA in the same way, so that they have exclusive rights to the courts, parking, etc. during that time period. She explained that whomever reserves the time, gets to use it, and it will not always be available for FAPA to use as they wish. Discussion ensued. Comm. Wisheart would like Ms. Bowman-Moore to talk to FAPA and come to an agreement, he offered to attend a

meeting with her. He asked her to explain to them why they need to reserve and pay for the courts. Comm. Mears stated that he doesn't have a problem with charging fees as long as fees are reasonable. Ms. Bowman-Moore reiterated that she would like to be proactive on this. She stated she would set up a meeting with FAPA and include Comm. Wisehart.

(4) This motion was tabled until Ms. Bowman-Moore meets with Firelands Area Pickleball Association to explain the situation and discuss fee rates.

NEW BUSINESS

Resolution 2019-12 (PEP) Public Entities Pool Insurance Renewal

Ms. Bowman-Moore stated that we had received our PEP liability insurance renewal for 2019 and is requesting the approval to pay. Ms. Price added that it was only a 3.7% for the year and was a very nominal increase.

(5) Commissioner Murray moved to approve Resolution 2019-12 as presented.
Second: Commissioner Wisehart
Action: Motion passed unanimously with three 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.

(6) Commissioner Murray moved to acknowledge and file the Special Permit Summary provided to them.
Second: Commissioner Wisehart
Action: Motion passed unanimously with three affirmative votes.

Credit Card Summary (acknowledge and file)

Ms. Bowman-Moore and Ms. Price explained to Comm. Mears (who had been absent) the need for the Credit Card Summary and process for tracking.

(7) Commissioner Wisehart moved to acknowledge and file the Credit Card Summary provided to them.
Second: Commissioner Murray
Action: Motion passed unanimously with three 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.

(8) Second: Commissioner Wisehart

Roll Call: Commissioner Mears: aye
Commissioner Murray: aye
Commissioner Wisehart: aye
Action: Motion passed unanimously with three affirmative votes.

The Park Commissioners entered into Executive Session at 1:51 PM and returned to Regular Session at 2:04 PM.

ADJOURNMENT

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

(9) Commissioner Wisehart moved to adjourn the meeting at 2:05 PM.
Second: Commissioner Murray
Roll Call: Commissioner Mears: aye
Commissioner Murray: aye
Commissioner Wisehart: aye
Action: Motion passed unanimously with three affirmative votes.

APPROVAL OF MINUTES

The foregoing is a true and accurate account of the April 19, 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" Mears, Vice Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date