

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 Wisheart, Vice Chairperson
 Margaret Murray, Vice Chairperson

APPROVAL OF MINUTES

- (1) Commissioner Wisheart moved to waive the reading and approve the draft minutes of the April 19, 2019 meeting.
 Second: Commissioner Murray
 Action: Motion carried unanimously with three affirmative votes.

FINANCIAL REPORTS

April 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 a cash balance of \$3,976,689.00, and we had received the first half rollback and manufactured home settlements of approximately \$72,000.

Resolution 2019-13: April Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email and paper copies during the meeting. She stated that had a few larger expenditures including our liability insurance payment. She noted on page 1- we purchased four new laptops for staff from Dell for \$3,079, on page 2 the liability insurance premium for \$42,716 which was a 3.7% increase from last year. The health insurance premium is higher this month reflecting a census change for an added child. Comm. Wisheart inquired about the claim reimbursements, Ms. Price explained that they were employee health reimbursements from CDA, our third-party administrator. Comm. Murray asked about payment to American Bedding- was that the last of the payments for the bunkhouse. Ms. Bowman-Moore explained that payment was for the mattresses and bunks, the bunkhouse is still being manufactured and will pay for when it arrives. Comm. Miears inquired as to the payment for Buckeye Tree Service, Ms. Price explained that it was for removal of hazardous trees around the Kinship house and Enchanted Cottage due to safety issues. Comm. Murray asked about the

purchase of carpet from Lowe's. Ms. Price explained that after the previous tenant left, we painted and re-carpeted the Weiland house before the next renter moved in.

(2) Commissioner Murray moved to approve Resolution 2019-13 Schedule of Payables as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

Gary Toll was present and spoke on behalf of the WHY Club. He stated that they were getting ready for their Day in the Outdoors in June- the Saturday right before Father's Day. They would like to know if they could use the fishing and archery trailers and equipment. Ms. Bowman-Moore stated that she would check and see if staff were available that day to bring out the equipment and assist. She would let them know.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore reported the following:

- The property leases with Erie County are now at both of our lawyers for review.
- Credit Card policy and purchases were being looked at by the Auditor, and we were found to be compliant.
- The audit was completed and we are waiting for an exit interview.
- The Nature Discovery Trail pads are in and waiting for structures to be installed.
- Kinship building will be under construction in late summer/fall for approx. 8 weeks and Ms. Bowman-Moore offered them the use of the Maple Grove Center from 3-10pm, she asked the Board if it was ok, Comm. Murray thought it was a great idea.
- The new pickle ball courts have been started.
- The Bow & Barrel house on SR 61 has been demolished and clean up of the site is continuing.
- Reviewed our liability insurance with our local agent, now preparing for a visit from our insurance company.
- Earth Day Extravaganza was last Sunday, approx. 3,000 in attendance.
- Walk it Out program started Monday.
- We have received several grants. FEMP has received several grants, including more than expected. EMP has received \$12,500 from the Dorn and Erie County Community Foundations, we are still waiting for word from the Mylander Foundation.
- It was the Free Fishing weekend and we participated in the Take the Kids Fishing event with the City of Sandusky.
- Program staff went to Kelleys Island to set up programming.
- FYI- we will be reviewing by-laws and will be updating, will be researching and looking into increasing spending limits for Director and Financial Administrator.
- There were 43 programs for 8,930 participants.

OLD BUSINESS

Fee Rates

Ms. Bowman-Moore explained this was tabled from the last meeting. She and Comm. Wisheart met with Bob Eirons and Mike Wohl from the Firelands Area Pickleball Association (FAPA) to discuss fees and reservations/special permits. Ms. Bowman-Moore explained to the gentlemen what the current fees would be for the time they are using the four courts, they agreed upon \$100 per month for the exclusive use of the four courts, Monday through Friday for one four-hour time period. She told them that the rate may be adjusted in November when the new courts are added, and the rate may increase occasionally due to inflation, etc. Comm. Wisheart added that they told FAPA that they wanted to remain consistent with other groups, such as soccer, and charge a flat fee, make reservations and have a special permit. The agreed upon \$100 fee will be in effect from June through October. Comm. Miers had a question about the invoicing. Ms. Bowman-Moore explained that is why we do a special permit, and what it entails and that FAPA will have the exclusive use of the four courts for Monday- Friday, for four hours each day upon payment.

(3) Comm. Wisheart moved to authorize the fee of \$100.00 per month for the Firelands Area Pickleball Association to use the four courts for four hours a day, Monday through Friday, per the Special Permit.

Second: Commissioner Murray

Action: Motion passed unanimously with three affirmative votes.

NEW BUSINESS

2019 EMP Local Park Capital Improvement Grant Program Awards, authorization for Ms. Bowman-Moore to complete the contracts.

Ms. Bowman-Moore stated there was \$45,808 in grant requests and she is asking to approve \$29,897 to award 9 grants to local park agencies. She explained that everyone received their first priority and that two are getting partially funded due to the large amount requested. She explained how the applications were judged and awarded. Discussion ensued. Comm. Wisheart asked if we could add the remaining \$103 dollars to the Groton Township waterline project and give out the entire \$30,000. Ms. Bowman-Moore stated yes, that would be great.

(4) Commissioner Wisheart moved to authorize Ms. Bowman-Moore to complete the award contacts as presented, modifying Groton Township to receive the additional \$103, for a total of \$30,000.

Second: Commissioner Murray

Action: Motion passed unanimously with three affirmative votes.

INFORMATION ITEMS:

Travel & Training Summary (acknowledge and file) NONE

Special Permit Summary (acknowledge and file)

There was one new special permit added to the list. Ms. Bowman-Moore explained it and asked the board to acknowledge.

(5) Commissioner Wisehart moved to acknowledge and file the Special Permit Summary provided to them.

Second: Commissioner Murray

Action: Motion passed unanimously with three affirmative votes.

Credit Card Summary (acknowledge and file)

Ms. Bowman-Moore asked the board to acknowledge and file the Credit Card Summary.

(6) 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 Wisehart moved to enter Executive Session to consider the following matters: Land Acquisition.

(7) Second: Commissioner Murray

Roll Call: Commissioner Miears: aye

Commissioner Murray: aye

Commissioner Wisehart: aye

Action: Motion passed unanimously with three affirmative votes.

The Park Commissioners entered Executive Session at 1:36 PM and returned to Regular Session at 1:40 PM.

There was a discussion about the two Unusual Incident Reports that were filed due to two suspicious letters that were sent to the Park District via U.S. mail.

ADJOURNMENT

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

(8) Commissioner Wisehart moved to adjourn the meeting at 1:48 PM.

Second: Commissioner Murray

Roll Call: Commissioner Miears: 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 May 8, 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, Vice Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date