

<i>Minutes</i>	October 9, 2019
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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 September 26, 2019 meeting.
 Second: Commissioner Murray
 Action: Motion carried unanimously with three affirmative votes.

FINANCIAL REPORTS

September 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 our cash receipts show the \$71,155 for the homestead rollback tax. We also received our Nature Works grant reimbursement match of \$8,181 towards the purchase of Shelter #5.

Resolution 2019-20: September Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email and paper copies during the meeting. She stated the payables are rather small due to the last meeting being so late. She noted the payment to Pannier for \$14,453 was for the Discovery Trail signs- which were reimbursed by grants from the Erie County Community Foundation and the Dorn Foundation. Comm. Miears inquired about the payments marked Entertainer Fees for HH. He wanted to know if they were for the festival and he would like to see a report on the revenue and expenses from the event. Ms. Bowman-Moore stated that they usually present a report in November since all the expenditures are not posted by the time of the October meeting.

- (2) Commissioner Wisheart moved to approve Resolution 2019-20 Schedule of Payables as presented.
 Second: Commissioner Murray
 Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

There were no public present that wished to address the Board today.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore reported the following:

- There were 45 programs for 2,377 participants.
- Two naturalists attended the Dean Sheldon Memorial.
- The Erie County Community Foundation contacted Ms. Bowman-Moore. They would like to give us \$25,000 for a mental health/ mindfulness project in honor of their 25th anniversary. Staff met and came up with some ideas for projects such as hammocks and a labyrinth and are researching some other ideas and locations. They will present their ideas to the ECCF representatives on October 16th. So that the ECCF Board may review at their Oct. 25th meeting.
- Received approximately \$8,000 rebate check from Workman's Compensation from our 2017 premium.
- Staff has been providing hayrides around Osborn MetroPark for the area care facilities.
- We had three grand openings at Harvest Happenings: Shelter 5, Pickleball, and Discovery Trail.
- Some HH stats: 50 cars Saturday at the car show, over 1200 hay riders Saturday and 873 riders for the Erie Metro Live Steamers, Friends of Old Woman Creek gave out over 200 pumpkins in three hours, the Friends of Erie MetroParks ran out of pumpkins Saturday (had @400 to paint), and Ohio Horseman's Council have over 300 horse rides on Saturday. It was a great turnout.
- Created a SAMPLE budget to show The Landing Park funding needs. Would need @\$430,000 annually to start- would need to go on ballot in 2024 with a 0.4 mill levy. Would need six additional operations staff- based on what we know right now, that would be for just labor and equipment- no supplies. Discussion ensued.
- Ms. Bowman-Moore's evaluation will be at the November Board meeting.
- Staff evaluations will be done by Thanksgiving.
- Edison Woods MetroPark will be closed on October 29, 2019 for a Tactical Training Session hosted by the Erie County Sheriff's Office for local law enforcement, they will be staged at the Smokey Road entrance.
- The Rhodesian Ridgeback dog group held their national event at Osborn MetroPark this past Monday. Had @1,000 people and dogs.

OLD BUSINESS

Easement for Landing Park

This was not completed in time for the October meeting. Ms. Bowman-Moore read an email from Mr. Peters, Legal Counsel, apologizing for the delay. He stated that he was extremely busy, he is working on it now and will have drafts to Ms. Bowman-Moore by next week.

NEW BUSINESS

Position Descriptions

Ms. Bowman-Moore explained why these job descriptions had been updated and a summary of changes was provided. She asked if the Board had any questions. Comm. Murray inquired as to why the Deputy Director was going to be only posted internally. Ms. Bowman-Moore stated that it was only for this time. She then asked will the Deputy Director position always be combined with

Financial Administrator. Ms. Bowman-Moore stated that it can be separated back out in the future if we decide to. Comm. Miears asked why we would have positions listed as full-time and not regular. He stated when he worked at Cedar Point, they were advised against it. A discussion ensued, staff explained that these have been through legal review, and it is what we have learned from all our human resource training. Comm. Murray presented some valid points and will send new wording for the Deputy Director position description pertaining to referencing good character with no history of serious criminal activity.

(3) Commissioner Wisheart moved to approve the position descriptions with Commissioner Murray's modifications.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Resolution 2019-23 Updated By-Laws

Ms. Bowman-Moore explained that we recently reformatted the by-laws and increased the daily spending limit for the Executive Director. These have been reviewed by our legal counsel. Comm. Miears explained that he did not understand the changes and wanted to see the original by-laws with track changes. Staff explained that they researched and reformatted the by-laws, making it difficult to track changes. Discussion ensued and Comm. Miears asked for a copy of the original by-laws and a summary of the changes for the November meeting. Comm. Murray nominated Comm. Wisheart to be the by-law committee and work with the staff to bring the new by-laws with a summary of changes to the November Board meeting.

(4) Commissioner Wisheart moved to table the updated By-Laws Resolution 2019-23 to the November Board Meeting.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Resolution 2019-21 Request Tax Valuation for 2020 Levy

Ms. Bowman-Moore explained that this is required to secure the most recent tax valuation from the Erie County Auditor's office.

(5) Commissioner Wisheart moved to approve Resolution 2019-21 Request Tax Valuation for 2020 Levy as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Resolution 2019-22 Levy (2020) Authorization for Director to Certify

Ms. Bowman-Moore explained this permits her to put the levy on the ballot.

(6) Commissioner Murray moved to approve Resolution 2019-22 Levy (2020) Authorization for Director to Certify as presented.

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

Ms. Bowman-Moore wanted to add to the previous Director's Report. She stated that at the Monday, October 7th Erie County Commissioner's meeting, they did not sign the leases.

INFORMATION ITEMS:

Travel & Training Summary (acknowledge and file) NONE

Special Permit Summary (acknowledge and file)

There was one new special permit listed on the Summary.

(7) Commissioner Wishart moved to acknowledge and file the Special Permit Summary provided.

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.

(8) Commissioner Wishart moved to acknowledge and file the Credit Card Summary provided.

Second: Commissioner Murray

Action: Motion passed unanimously with three affirmative votes.

Disposal of Surplus Personal Property & Remove from Inventory (acknowledge and file)

Ms. Bowman-Moore asked the board to acknowledge and file the Surplus Personal Property List as presented. Comm. Murray expressed some concern over the confusing information on the conditions of the items and asked in the future for a streamlined list with the items and reasons for discarding.

(9) Commissioner Wishart moved to acknowledge and file the Credit Card Summary provided.

Second: Commissioner Murray

Action: Motion passed unanimously with three affirmative votes.

Other (Misc. items from Board or Administration) NONE

EXECUTIVE SESSION

There was no executive session needed at today's meeting.

ADJOURNMENT

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

(10) Commissioner Wishart moved to adjourn the meeting at 1:52 PM.

Second: Commissioner Murray

Roll Call: Commissioner Miears: aye

Commissioner Murray: aye

Commissioner Wishart aye

Action: Motion passed unanimously with three affirmative votes.

APPROVAL OF MINUTES

The foregoing is a true and accurate account of the October 9, 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, Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date