

Minutes

November 13, 2019

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 Murray moved to waive the reading and approve the draft minutes of the October 9, 2019 meeting.
 Second: Commissioner Wisehart
 Action: Motion carried unanimously with three affirmative votes.

FINANCIAL REPORTS

October 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 \$3,960,560.00 at the end of October.

Resolution 2019-24: October Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email and paper copies during the meeting. Ms. Price opened the floor for discussion on any questions the Board had about the financials. Comm. Murray referenced the Proof of Cash and the Final Balance, she had a few questions. There was a difference of \$70,000 and she wanted to know where it was reflected. Ms. Price explained that the Proof of Cash and the Final Balance are not meant to match, there are other entries that need considered for instance, general journal contains: salaries and fringes, OPERS contributions, memo in/memo outs, movement between accounts, etc. There are other things that affect the checking account besides the payables. Ms. Price offered to send Ms. Murray more of the accounting journals monthly if she would like more information. Moving forward, Comm. Wisehart asked Comm. Murray to review the General Journals.

Comm. Murray also inquired about the variance between the Budgeted and Actuals within 1-460 Misc. Income. Ms. Price explained that miscellaneous reimbursements can be any number of things including grant reimbursements and insurance claim payouts. Comm. Murray inquired

about the remaining balances in 1-520 Purchased Services and 1-550 Capital Outlay. Ms. Price elaborated about specific projects that did not get completed or cancelled this year. A discussion ensued.

(2) Commissioner Wishart moved to approve Resolution 2019-24 Schedule of Payables as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Resolution 2019-25: Payment of Wikel and Coles Promissory Notes

Ms. Bowman-Moore stated that this is the ninth of ten payments. Ms. Bowman-Moore stated that she would like to pay Wikel and Coles the final payment in January of 2020 instead of waiting until the customary December payment to complete this cycle. Comm. Miers asked if we could just pay them off now. Comm. Murray stated that there may be tax implications to the recipients, if we doubled the payment in 2019. She was ok with waiting and paying off in 2020.

(3) Commissioner Murray moved to approve Resolution 2019-25 Payment of Wikel and Coles Promissory Notes as presented.

Second: Commissioner Wishart

Action: Motion carried unanimously with three affirmative votes.

Final Payment of Wikel and Coles Promissory Notes in 2020

A discussion ensued from the previous vote and:

(4) Commissioner Wishart moved to authorize the final payment of the Wikel and Coles Promissory Notes in January of 2020.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Budget Transfers

Ms. Price stated that she moved \$10,000 from Purchased Services to Other Expenses. She added that she was just moving money between accounts for some unexpected expenses, refunds, etc. She reiterated that it is just a transfer and the bottom line does not change.

(5) Commissioner Murray moved to approve the Budget Transfers as presented.

Second: Commissioner Wishart

Action: Motion carried unanimously with three affirmative votes.

2020 Interim Budget

Ms. Price stated that per Ohio Revised Code, Erie MetroParks can pass an Interim Budget to operate in the first quarter of 2020 while refining the 2020 Final Budget.

(6) Commissioner Murray moved to approve the 2020 Interim Budget as presented.

Second: Commissioner Wishart

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

Several members of the Ohio Climbers Coalition were present to request Board permission to rock climb at the Castalia Quarry MetroPark. Ms. Bowman-Moore explained the background regarding the group previously meeting with her and expressing their interest. Ms. Bowman-Moore expressed her support for the sport and the gentlemen, but due to the recurring issues at the Castalia Quarry MetroPark, she does not think it would be a good idea, at this time, or an ideal location. She voiced her concerns over the quarry rock shedding and the safety implications. The gentlemen explained that they were looking for an outside place closer to home to climb. They described what they would like from the park, and at least would like a designated area to use.

Comm. Miers asked how many people would be out there climbing at a time. They said it would be weather dependent but could be up to twenty with their group. Comm. Wisheart expressed he worried about the danger and liability issues. Murray asked if they would be affixing anything permanently. They stated that they would attach anchors to the rocks for the rope. She then asked what other areas they are permitted to climb and what type of rock. They replied mainly boulder outcroppings, no quarries, and a discussion ensued.

Comm. Miers asked Comm. Wisheart about our liability responsibilities. Comm. Miers stated that we have a duty to make people safe, he expressed concern over inexperienced climbers using the area and getting hurt. Ms. Bowman-Moore added that she appreciated the representative's training and experience but, she would have to open the area to everyone, not just their group, and she cannot see how we could do that appropriately and safely. Comm. Murray voiced her concerns that we do not have a good working knowledge on how this quarry would stand up to the stress of people climbing on it. She worried about loose rocks and injuries as well.

Comm. Wisheart stated that we have time to decide and asked the gentlemen if they could put together a presentation with more information. Comm. Murray added that she would like to see a feasibility study on the safety. She stated that the Board needed to discuss it more and needed more information. Comm. Miers stated that he would like to wrap this up. He asked the gentlemen to do a study and bring back the information. He stated that the Board would entertain the idea, but he was not making any guarantees. Comm. Wisheart added that right now the negatives outweigh the positives. Comm. Miers thanked the gentlemen for the time and interest.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore reported the following:

- We are expecting an addition \$27,500 from the Kalahari TIF leftover funds from the County.
- Held 62 programs for 13,536 people in October.
- We have submitted an ODNR Watercraft Grant to purchase stand up paddleboards.
- Working on a grant to replace the parking lot lights with LED lights.
- We are creating a Crisis Management Plan.
- On October 29, Sheriff Sigsworth conducted a tactical training within Edison Woods MetroPark.
- The barn roof will not be replaced until spring of 2020, too late in the season to start.
- Conducting employee evaluations.

-M. Bauman and A. Bowman-Moore will be attending the OPRA Leadership Summit in Columbus next week.

-A meeting was held of the Outside Audit Committee.

-Steinen Life Estate to open in 2020. Ms. Bowman-Moore stated that she was told that Mr. Steinen was now the president of the Why Club. Plans to open the Life Estate park area in 2020 will continue.

OLD BUSINESS

Resolution 2019-23 By-Laws

Ms. Bowman-Moore asked if the amended By-Laws that were presented by staff with the Executive Summary and copy of old By-Laws, and which had been reviewed by our legal counsel, were satisfactory to the Board for approval. Comm. Miers stated that it was much clearer.

(7) Commissioner Wisheart moved to approve Resolution 2019-23 Amended By-Laws as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Resolution 2019-21 Request Tax Valuation for 2020 Levy- Amended

Ms. Price explained that this is the same resolution that they had approved last month with more legal wording to satisfy the requirements to be on the ballot.

(8) Commissioner Murray moved to approve Resolution 2019-21 Request Tax Valuation for 2020 Levy- Amended as presented.

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

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

Ms. Price explained that this is the same resolution that they had approved last month with more legal wording to satisfy the requirements to be on the ballot. Ms. Bowman-Moore added that there was some confusion of the State Statute for 1545 park districts. We are going on the ballot as a renewal and not a replacement.

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

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

NEW BUSINESS

Approval of Capital Improvement Report for 2020

Ms. Bowman-Moore explained the Capital Improvement Report for 2020 that was presented to the Board. She explained the projects in detail and answered questions. A discussion ensued and Comm. Miers stated that he would like to see the Milan Towpath Bridge Project removed from the list for a savings of \$79,799.50. Ms. Bowman-Moore explained that we could do that, but we will still need to address the issues on the bridge at some point.

(10) Commissioner Wishart moved to approve the Capital Improvement Report for 2020 as amended to remove the Milan Towpath Bridge project for a new total bottom line of \$179,900.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Comm. Murray added that she would like Ms. Bowman-Moore to keep the schedule to open the Steinen Life Estate area in 2020.

Approval of Equipment Replacement for 2020

Ms. Bowman-Moore explained that the staff would like to replace a 25-year-old dump truck, which was purchased used, and purchase a new zero-turn mower for a total of \$88,000.00.

(11) Commissioner Wishart moved to approve the Equipment Replacement for 2020 as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

2019 Harvest Happenings Report

The Harvest Happenings event cost approximately \$3,000 this year, Ms. Bowman-Moore explained that this not a fundraiser or supposed to make money, it is a thank you to the community event. Comm. Murray thanked staff for preparing the report, it is very informative, the rest of the Board agreed.

(12) Commissioner Murray moved to acknowledge and file the 2019 Harvest Happenings Report as presented.

Second: Commissioner Wishart

Action: Motion carried unanimously with three affirmative votes.

INFORMATION ITEMS:

Travel & Training Summary (acknowledge and file) NONE

Special Permit Summary (acknowledge and file)

There were two new special permits listed on the Summary.

(13) 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.

(14) Commissioner Wisehart 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) NONE Other (Misc. items from Board or Administration)

Comm. Mears inquired to Ms. Price if the new designations for exempt and non-exempt employees affects the Park and paying overtime hours for staff. Ms. Price expressed that she had been keeping an eye on the developments for several years, and that it does not affect our operations.

EXECUTIVE SESSION

Commissioner Murray moved to enter Executive Session to consider the following matters: Land Acquisition, Personnel Compensation- Executive Director.

(15) 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 Executive Session at 2:15 PM and returned to Regular Session at 2:42 PM.

Comm. Mears motioned to approve a three percent salary increase for Ms. Bowman-Moore, Executive Director, following her annual performance evaluation.

(16) Second: Commissioner Wisehart

Action: Motion passed unanimously with three affirmative votes.

ADJOURNMENT

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

(17) Commissioner Wisehart moved to adjourn the meeting at 2:43 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 November 13, 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