

ERIE METROPARKS
Board of Park Commissioners

Minutes

November 18, 2020

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Commissioner Miers called the meeting to order at 1:00 PM via Zoom, in the Commission Room of the Maple Grove Center, Osborn MetroPark, Huron, Ohio.

ROLL CALL

Park Commissioners Present: James “Don” Miers, 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 October 14, 2020 as presented.
Second: Commissioner Murray
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 \$4,647,823.41 at the end of October.

Resolution 2020-16: November Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email. She noted a few items. On page 1, new security cameras at Osborn MetroPark, The Enchanted Cottage and Edison Woods MetroPark. Page 2, Davey Resources Group, \$7,126 for invasive spraying along East Sandusky Bay. Page 8, Davey Resources Group for the remaining balance for the East Sandusky Bay Restoration Plan for \$12,930. Comm. Miers asked if the security upgrade project was bid out. Ms. Bowman-Moore explained that it was- we obtained three bids, per policy. He then asked why it is not considered a capital outlay project. Ms. Bowman-Moore explained capital improvements are the larger projects.

Comm. Miers inquired about the \$12,930 to Davey Resources Group, what is it for. Ms. Bowman-Moore explained that it was for a professional, comprehensive plan for the restoration of areas of East Sandusky Bay MetroPark. We need and will be able to use it for grant funding and as we go forward with more natural resource restoration and not building projects. She added that this was

also put out for bid, per our policy. She added that it is a one-time fee for the plan, and it could potentially be reimbursed with future, acquired funding.

Comm. Murray stated she was surprised that we have an annual fee for our credit card since we do such a substantial amount of business with them each year. Ms. Price noted that and stated that she will look into it and update the Board.

(2) Commissioner Murray moved to approve Resolution 2020-16 Schedule of Payables as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

Budget Transfers

Ms. Price stated that there was not a need for any budget transfers at this time.

2021 Interim Budget

Ms. Price asked if the Board had received the 2021 Interim Budget in their email this morning and if they had time to look it over. Discussion ensued and it was decided to table to the December meeting so that the board had time to review.

PUBLIC COMMENT

Bob Eirons, representative for Firelands Area Pickleball Association (FAPA), addressed the Board. He discussed the successful season and thanked the Board for the renovation of the four courts and windscreens. He stated that pickleball offered physical and social contact for many during the pandemic while adhering to the rules and guidelines of Erie MetroParks, Erie County Health Department, and others. He thanked Erie MetroParks for a successful season and added that participation had grown dramatically, with a 95% capacity during their reserved times.

Mr. Eirons requested that the park district provide higher fencing on the south side to the renovated courts to equal the height of the new courts. They also requested additional windscreens to the north and south sides of the four renovated courts. He added that FAPA can contribute to the purchase of the new windscreens. He then explained that they did have an injury that resulted in broken ocular and collar bone, due to a trip from an over extension that he attributed to the wind.

Comm. Wisehart stated that they needed to know the costs of additional fencing and windscreens and asked Ms. Bowman-Moore to research those costs and report to the Board. Ms. Bowman-Moore stated that she will look into how the posts are in the ground and look into the costs. She then invited Mr. Eirons to meet with her and look at the courts and discuss. Ms. Bowman-Moore added that staff had sealed the cracks in Court #5 that Mr. Eirons was concerned with.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore sent her monthly Director's Report to the Board via email. She wanted to note/discuss the following:

-All COVID tests have come back negative and some staff are working at home. Divided the Frost Center staff into two teams, minimize exposure.

-She stated that our general fund is doing very well, and she asked the Board if Erie MetroParks could raise the Local Park Capital Improvement Grant disbursement from \$30,000 to \$50,000. Comm. asked why. Ms. Bowman-Moore explained that the requests were larger than what allotted for disbursement and the increase would really let the smaller townships, villages, etc. do a little more. It is a good program and we even had Kelleys Island apply for a grant this year. Comm. Wisheart asked if we had to give it all out every year. Ms. Bowman-Moore stated no, it is an application/judged process, not everyone gets approved and it also a reimbursement grant. If you do not complete on time and submit the proper paperwork, you do not receive your money. Discussion ensued and Ms. Bowman-Moore asked about increasing to \$40,000 for next year. The Board agreed.

(3) Commissioner Wisheart moved to approve Resolution 2020-17 to increase the 2021 Local Park Capital Improvement Grant program to \$40,000 from \$30,000.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

-Ms. Bowman-Moore stated that the staff collectively discussed moving Columbus Day holiday to Christmas eve. Comm. Wisheart was surprised that staff worked all day Christmas eve. Comm. Miers stated that it was a good trade off and the rest of the Board agreed.

(4) Commissioner Murray moved to change the holiday Columbus Day to Christmas eve, in the holiday pay policy.

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

-Ms. Bowman-Moore stated that Erie MetroParks has a very old batwing mower that has been surplused and was not worth much in a trade. The City of Vermilion Parks and Recreation Department could really use this mower, and she would like to donate it to them to help them out.

(5) Commissioner Wisheart moved to donate the surplused batwing mower to the Vermilion Parks and Recreation Department.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

(6) Commissioner Murray moved to approve the Director's Report as presented with the additional votes and corrected spelling errors.

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

OLD BUSINESS

Renewal of the James H. McBride Arboretum contract

Ms. Bowman-Moore had previously provided the James H. McBride Arboretum Addendum and asked the Board to authorize her to sign and complete the contract.

(7) Commissioner Wisehart moved to authorize Ms. Bowman-Moore to complete the James H. McBride Arboretum contract as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

NEW BUSINESS

Approval of 2021 Capital Improvement Report

Ms. Bowman-Moore asked the Board to approve the Capital Improvement Report as presented for \$255,000 for 2021. She added that we will be carrying over the Edison Woods restroom project to 2021 due to the delay in permits. Comm. Murray asked what that additional carryover would be, she stated approximately \$32,000.

Comm. Miers asked why Erie MetroParks does not put the equipment replacement under capital outlay. Ms. Price explained that both improvement of sites and equipment are included in capital outlay as separate GL lines. The chart of accounts was simply set up that way, and it is easier to track. Comm. Murray added that she agreed that it should be separate, as equipment gets surplused and replaced and capital does not ask they are more permanent improvements. Discussion ensued.

Comm. Miers asked to approve the two votes together.

(8) Commissioner Wisehart moved to approve the proposed 2021 capital improvement projects as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

Approval of 2021 Equipment Replacement

(9) Commissioner Wisehart moved to approve the Equipment Replacement list as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

INFORMATION ITEMS:

Travel & Training Summary (acknowledge and file) NONE

Special Permit Summary (acknowledge and file)

There was one special permit added to the list. Ms. Bowman-Moore explained that they were for soil sampling at Edison Woods MetroPark.

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

Second: Commissioner Wisehart
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.

- (10) Commissioner Murray moved to acknowledge and file the Credit Card Summary provided.
Second: Commissioner Wisehart
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)

EXECUTIVE SESSION

Land Acquisition, Personnel Compensation- Executive Director

The Park Commissioners entered Executive Session at 1:35 PM and returned to Regular Session at 2:03 PM.

- (11) Commissioner Wisehart motioned to approve a three percent salary increase for Ms. Bowman-Moore, Executive Director, following her annual performance evaluation.

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

ADJOURNMENT

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

- (12) Commissioner Wisehart moved to adjourn the meeting at 2:09 PM.
Second: Commissioner Murray
Roll Call: Commissioner Miers: 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 18, 2020 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