

**ERIE METROPARKS**  
**Board of Park Commissioners**

***Minutes***

**December 16, 2020**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

Commissioner Miers called the meeting to order at 1:02 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 EXCUSED

**APPROVAL OF MINUTES**

- (1) Commissioner Wisehart moved to waive the reading and approve the draft minutes of the November 18, 2020 as presented.
  - Second: Commissioner Miers
  - Action: Motion carried unanimously with two affirmative votes.

**FINANCIAL REPORTS**

November 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 \$4,559,568.00 at the end of November.

Resolution 2020-18: December Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email. She thanked the Board and appreciated their patience on receiving the payables, as she was out sick with COVID-19. On page six, she noted that the payment to James Schlachter had the details omitted. She explained that it was stone delivery to the new restroom site at Edison Woods MetroPark.

Comm Miers inquired about the recurring \$28.00 fee to Civista Bank on page three. Ms. Price stated it was a standard charge. Comm. Miers would like to see the fees waived due to the considerable amount of funds we have at Civista Bank. Discussion ensued.

Comm. Miers asked about the spool gun purchased from the Small Tools account on page six. Ms. Price stated that it was used for welding. Ms. Bowman-Moore added that it is used on a welder to feed/ or pool the wire through the gun for a neater weld. Discussion ensued.

- (2) Commissioner Wishart moved to approve Resolution 2020-18 Schedule of Payables as presented.  
Second: Commissioner Mears  
Action: Motion carried unanimously with two affirmative votes.

#### 2021 Interim Budget

Ms. Price explained that the Ohio Revised Code allows us to approve an Interim Budget for the first quarter of 2021 to operate on until we approve the Final Budget.

- (3) Commissioner Wishart moved to approve the 2021 Interim Budget as presented.  
Second: Commissioner Mears  
Action: Motion carried unanimously with two affirmative votes.

#### **PUBLIC COMMENT**

There was no public present at this meeting.

#### **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:

-She stated in her report she asked the Board for a three percent of wages raise pool for employees. She reported it was \$20,000.00 but corrected it that it would be \$22,000.00.

Commissioner Wishart moved to approve \$22,000.00 for salary increases for the staff in 2021.

- (4) Second: Commissioner Mears  
Action: Motion passed unanimously with two affirmative votes.

-Ms. Bowman-Moore asked the Board their thoughts on reserving park facilities in the spring and summer of 2021, as people are already calling trying to reserve shelters and the Firelands Room. Comm. Wishart inquired if she was worried about taking reservations and then having to cancel like we had to this year. She stated yes, people will make the reservations, send out the invitations and then we must cancel, and they are upset. Discussion ensued and it was agreed to watch and follow local health department, state, and CDC guidelines. Comm. Mears added that he felt that this was a decision for the Executive Director, as it was their decision on how to operate the parks. Comm. Wishart agreed.

- (5) Commissioner Wishart moved to approve the Director's Report as presented.  
Second: Commissioner Mears  
Action: Motion carried unanimously with two affirmative votes.

#### **OLD BUSINESS**

None

## **NEW BUSINESS**

### Approval of 2021 Board Meeting Calendar

Ms. Bowman-Moore asked the Board to review and approve the 2021 Board Meeting Calendar.

- (6) Commissioner Wisheart moved to approve the 2021 Board Meeting Calendar as presented.  
Second: Commissioner Mears  
Action: Motion carried unanimously with two affirmative votes.

### Election of 2021 Board Officers

Comm. Wisheart suggested that they keep the slate of officers the same. Comm. Mears agreed.

- (7) Commissioner Wisheart moved to approve the 2021 Board Officers Slate as presented.  
Second: Commissioner Mears  
Action: Motion carried unanimously with two affirmative votes.

### Approval of Fee Rates for 2021- Pickleball review

Ms. Bowman-Moore stated that the only fee that really needs to be reviewed this year would be pickleball court fees, due to the recent renovations completed. Comm. Wisheart asked what they pay now. Ms. Bowman-Moore stated that they pay \$5.00 per court, approximately \$100.00 per month. Discussion ensued and Comm. Wisheart stated that they are a good group and provide recreational activity for the community and that for next year we should keep the rates the same. Comm. Mears agreed.

## **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 it for vernal pool research at Edison Woods MetroPark.

- (8) Commissioner Wisheart moved to acknowledge and file the Special Permit Summary provided.  
Second: Commissioner Mears  
Action: Motion passed unanimously with two affirmative votes.

### Credit Card Summary (acknowledge and file)

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

- (9) Commissioner Wisheart moved to acknowledge and file the Credit Card Summary provided.  
Second: Commissioner Mears  
Action: Motion passed unanimously with two 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.

The Park Commissioners entered Executive Session at 1:26 PM and returned to Regular Session at 1:51 PM.

**ADJOURNMENT**

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

(10) Commissioner Wisheart moved to adjourn the meeting at 1:54 PM.

Second: Commissioner Miers

Roll Call: Commissioner Miers: aye

Commissioner Murray: excused

Commissioner Wisheart aye

Action: Motion passed unanimously with two affirmative votes.

**APPROVAL OF MINUTES**

The foregoing is a true and accurate account of the December 16, 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