

Minutes

February 10, 2021

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. (via Zoom)

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 January 13, 2021 meeting.
 Second: Commissioner Wisehart
 Action: Motion carried unanimously with three affirmative votes.

FINANCIAL REPORTS

January 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 \$4,356,919 at the end of January.

(2) Resolution 2021-06: February Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email and paper copies during the meeting. Ms. Price asked if there were any questions. She explained that it is operations as usual for the beginning of the year. She noted two expenditures. One was for the cost of the GIS sharing software for \$4,753 and \$6,236 for Hartung to complete contracts. Comm. Miears asked if we still use the GIS software and if the cost was worth it. Ms. Bowman-Moore stated that we use it quite a bit. Herself, Natural Resources and Operations staff all use it for various things.

Comm. Miears inquired about the legal fees for \$1,296, was that for several months? Ms. Price looked up and stated that it was for November and December and included work on the Zarvis property projects. Comm. Murray added at that time he was also working to complete the county leases.

Commissioner Wisehart moved to approve Resolution 2021-06 Schedule of Payables as presented.
 Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

There were no public in attendance at today's meeting.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore referenced her report which was included in the Board packet. She stated that at the end of 2021 or early in 2022 she would like to replace the Financial Administrator, so that Ms. Price would have ample time to train them. She would then like to post internally for the Director position and train Ms. Price for that position to take over for Ms. Bowman-Moore when she retires. Comm. Miears asked if Beth Ferback, the current accounting clerk would be interested. He added that she has been here a long time, we have invested a lot of time in her, and it would be economically beneficial to us to promote her into that position and replace the accounting clerk. Ms. Price gave insight to Ms. Ferback's background and feelings on the position. She has spoken to her about the position and Ms. Ferback is weighing her options, possibly interested in the position. Comm. Miears stated that it would behoove Ms. Bowman-Moore and Ms. Price to encourage her to step forward and promote her. Comm. Murray asked if they could hire from within and not post the Director position outside the district. Ms. Bowman-Moore stated that we could. Comm. Miears added that he would like to have the Board interview Ms. Price one on one for the director's position. All agreed.

Comm. Miears referred to Ms. Bowman-Moore's note on Director's Report regarding the Barnyard and Bickley Barns. Ms. Bowman-Moore explained that Mr. Bickley no longer rents the Milan barn. His son contacted a gentleman and tried to sell the hand-hewn logs from the Milan warehouse to him. The gentleman reached out to her to see if Erie MetroParks owned the building. Ms. Bowman-Moore met with the gentleman yesterday. He said the logs were quite valuable and he would like to purchase the logs, clean up the area and build a small shelter in its place. Ms. Bowman-Moore added that maybe with some interpretive panels that explained the canal history. Comm. Murray inquired if this building was adjacent to park property. Ms. Bowman-Moore stated that is adjacent to the Milan Towpath MetroPark opening. Discussion ensued. Comm. Miears stated they should see if the roof needs repaired and then pursue taking it down and selling the logs. Ms. Bowman-Moore stated that next she would talk with the historical society and see if they wanted to partner on the shelter and signage. The Board agreed.

Ms. Bowman-Moore stated that staff will be applying for archery grants, and Erie MetroParks plans on turning the Bow and Barrel archery area on SR 61 into a public archery range, and if Bow and Barrel would like to use, they can reserve and obtain a special permit.

Next, Ms. Bowman-Moore stated that they had received the major medical renewal for 2021. The best plan would be in increase the deductible from 3000/6000 to 4000/8000 for an increase of 5.3%. It renews on April first and that covers 42 individuals. We budgeted for 8% increase, so that comes in under budget. Discussion ensued and Board agreed to go ahead and renew with the increased deductible.

Ms. Bowman-Moore stated that they were worried that the ODOT funding to OPRA members was going to be reduced in the next state budget. Due to people are not driving as much and not as much gas tax is being collected. However, the preliminary State Budget has an added \$2.5 million dollars for driveway and park roadways into the next budget. Hopefully, the budget will get passed with this addition.

OLD BUSINESS

None

NEW BUSINESS

Approval of 2021 Final Budget

Ms. Price reminded the Board that this is a long process, that begins in February with Strategic Planning, gets refined throughout the year with budget manager meetings, has capital projects and equipment purchases that were approved in the fall, and then an approved preliminary budget. She added that our budget was extremely healthy. There was a 3.4% increase in projected spending due to salaries, major medical and carried over capital projects. Comm. Wisehart stated that is a very large carryover and we should spend some of that money. He suggested some upgrades to the dog park. Discussion ensued.

- (3) Commissioner Wisehart moved to approve the 2021 Final Budget as presented.
Second: Commissioner Murray
Action: Motion passed unanimously with three affirmative votes.

Annual Donation Report

Comm. Miars stated that this was a very nice report. Ms. Price reminded the Board why we produce this report and file with the Probate Court of Erie County.

- (4) Commissioner Wisehart moved to acknowledge and file the Annual Donation Report as presented.
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 to acknowledge and file this month.

- (5) Commissioner Wisehart moved to acknowledge and file the Credit Card 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.

- (6) 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)

Ms. Bowman-Moore asked the board to acknowledge and file the list of items presented as surplus and remove from inventory.

- (7) Commissioner Murray moved to acknowledge and file the Disposal of Surplus Property as provided.
Second: Commissioner Wisehart
Action: Motion passed unanimously with three affirmative votes.

Other (Misc. items from Board or Administration)

EXECUTIVE SESSION

None

ADJOURNMENT

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

- (9) Commissioner Wisehart moved to adjourn the meeting at 1:39 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 February 10, 2021 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" Miears, Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date