

Minutes

December 15, 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.

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 November 10, 2021, meeting with two minor amendments, noted on the signed copy.

Second: Commissioner Miears

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.

(2) Resolution 2021-19: December Schedule of Payables

Ms. Price distributed copies of the Schedule of Payables via email. She asked the Board if they had any questions regarding the financials. She stated that the Schedule of Payables are smaller due to it being the end of the year and spending in winding down. She noted a few payments, including to the Local Park Grant recipients, \$5,000 to Barnes for the demolition and site work of the old barns on the Barnyard site, and \$5,000 for invasive spraying at the Hemminger Ditch. Ms. Bowman-Moore added that after the discussion last month regarding the new fence estimates at the Barnyard, the other estimates came in lower, between \$17,000 and \$24,000. Ms. Price noted the purchase of limestone was for Edison Woods MetroPark trails.

Comm. Wisehart inquired about the purchase to Tuffman Equipment, Ms. Price answered that it was for some hand and tabletop power tools for staff, they are on our inventory list. Comm. Miears asked where the new door was located that was installed for \$2,264. Ms. Bowman-Moore stated that it was for the front door on the Maple Grove Center. The other door was ill fitted and rotted.

Commissioner Wisheart moved to approve Resolution 2021-19 Schedule of Payables as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

(3) 2022 Interim Budget

Ms. Price noted that it is customary to approve an interim budget to carry us for the first quarter of the year. She noted an error and will correct it before sending to the Auditor's Office. It should have reflected the \$3,263,000 plus the \$50,000 for capital improvement projects in 2022. She added that she is in contact with the Auditor's Office to make sure she correctly documents the transfer to the new Capital Fund account for the nature center.

Commissioner Wisheart moved to approve the 2022 Interim Budget as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

Bob Eirons was in attendance representing the Firelands Area Pickleball Association. He wanted to address the Board concerning their consideration to add in four more pickleball courts. He wanted to reiterate to the Board the 30% growth of participation, the fact that they have increased from six to eight courts at the Cedar Point Sports Center for winter play, they do recognize that it is a significant investment and they do not want to take away from other groups using the parks. There is some growth from younger players and people come from all over the country. He also added that the group were pillars of the community and thanked the Board for their support. The Board thanked Mr. Eirons.

EXECUTIVE DIRECTOR'S REPORT

Ms. Bowman-Moore referenced her report sent via email. She reported that:

-The insurance for the Milan-Jenkins warehouse is progressing, the wording is being worked out between the lawyers and the insurance company.

-The Western Reserve Land Conservancy and Vermilion beach agreement is complete.

-She distributed a rough draft of plans for the nature center and provided a timeline. She would like to obtain an architectural drawing so that she has a rough design to put out for bid. Discussion ensued.

-She stated that program numbers were down in November due to weather related cancellations and social media posts are increasing.

-Ms. Bowman-Moore asked the Board if they would consider granting staff extra COVID time due to the resurgence in the area. A discussion ensued and the Board agreed to the following:

(4) Commissioner Wisheart moved to approve up to twenty hours of additional COVID time for staff providing the following conditions are met: Must be vaccinated, have a positive COVID test and have the illness, which prevents the staff from being able to work from home. The additional hours are effective December 19, 2021, and are valid for the first quarter of 2022, expiring April 1, 2022.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

-Ms. Bowman-Moore then asked if the Board would like to discuss staff salary increases at this time. She explained that we will be moving from an older to younger staff with several staff retiring in the next five or so years. She asked for a sum of \$24,000 to be distributed among current staff for pay increases.

(5) Commissioner Wisehart moved to authorize a salary pool of \$24,000 for staff distribution in 2022.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

(6) Commissioner Murray moved to acknowledge and file the Executive Director's Report as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

OLD BUSINESS

None

NEW BUSINESS

Policy 4.1.8 Employee Compensation and Classification revision for seasonal staff.

Ms. Bowman-Moore explained that considering the increase of wages all over to attract applicants, we have adjusted the top range of the seasonal staff compensation range from \$12 to \$15 per hour.

(7) Commissioner Murray moved to approve the revision of Policy 4.1.8 Employee Compensation and Classification, to update the pay range for seasonal staff.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

Policy 4.1.3.A Accommodation (new)

Ms. Price explained that we have an employee with a developing impairment, and we worked on an accommodation policy so that we have protocols in place to provide a reasonable accommodation that would not create an undue hardship on the park district. This policy has been reviewed by legal counsel and will provide guidelines for management staff on a case-by-case basis.

(8) Commissioner Murray moved to approve Policy 4.1.3.A Accommodation as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

Approval of 2022 Board Meeting Calendar

Ms. Bowman-Moore asked the Board to review and approve the 2022 Board Meeting Calendar. There was a mistake on the January 2022 date. It was presented as the 13th, and should be the 12th, and was corrected.

(9) Commissioner Murray moved to approve the 2022 Board Meeting Calendar as presented.

Second: Commissioner Wisheart
Action: Motion carried unanimously with three affirmative votes.

Election of 2022 Board Officers

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

- (10) Commissioner Wisheart moved to approve the 2022 Board Officers Slate 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 new special permit to acknowledge and file this month.

- (11) Commissioner Murray moved to acknowledge and file the Special Permit Summary provided.
Second: Commissioner Wisheart
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.

- (12) Commissioner Murray moved to acknowledge and file the Credit Card Summary provided.
Second: Commissioner Wisheart
Action: Motion passed unanimously with three affirmative votes.

Disposal of Surplus Personal Property & Remove from Inventory NONE

Other (Misc. items from Board or Administration) NONE

EXECUTIVE SESSION

Purchase or sale of property, Personnel-Compensation.

Commissioner Wisheart moved to enter Executive Session to consider the following matters:
Purchase or sale of property, Personnel- Compensation.

- (13) Second: Commissioner Murray
Roll Call: Commissioner Miers: aye
Commissioner Murray: aye
Commissioner Wisheart: aye
Action: Motion passed unanimously with three affirmative votes.

The Park Commissioners entered Executive Session at 1:47 PM and returned to Regular Session at 2:12 PM.

Commissioner Miers stated that we would write the letter for approval of salary increase for Executive Director, Amy Bowman-Moore for 2022.

ADJOURNMENT

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

- (14) Commissioner Murray moved to adjourn the meeting at 2:14 PM.
- Second: Commissioner Wisehart
- 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 December 15, 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
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ATTEST:

Amy Bowman-Moore, Executive Director	Date
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