

<b><i>Minutes</i></b>	<b>March 15, 2023</b>
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**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

Commissioner Wisheart called the meeting to order at 1:07 PM in the Commission Room of the Maple Grove Center, Osborn MetroPark, Huron, Ohio.

**ROLL CALL**

Park Commissioners Present:           James “Don” Miers, Chairperson (late)  
  Troy Wisheart, 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 11, 2023, meeting. *(The February Board meeting was cancelled.)*

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

**FINANCIAL REPORTS**

January and February 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 2023-07: February & March Schedule of Payables

Ms. Ferback distributed copies of the Schedule of Payables via email. She asked the Board if they had any questions. Comm. Murray inquired about the double entries for Turner Construction on page 4, under the Capital Projects Fund. Ms. Ferback explained that we follow a cash-based accounting system, and it always shows a debit and a credit for each entry. She added that it all comes out of the one checking account although there are two funds, the General Fund and the Capital Projects Fund. She added there were two payments to Turner Construction on the Schedule of Payables and one for Emerald FX on page three for the design work for the tree experience they are building for the nature center.

Commissioner Murray moved to approve Resolution 2023-07 Schedule of Payables as presented.

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

**PUBLIC COMMENT**

Gary Toll, Why Club member, was in attendance and presented a plan for the stabilization of the pond. He stated that they could apply for the permit, it is free, but would take about six months to get. The WHY Club would like to use the pond silt from when it was dug out to stabilize the sides. Erie Conservation District said that they should use stone and clay. There was a discussion as to the roundabouts on Cleveland Road and how far back that might encroach on the WHY Club area. They might wait and see before they apply. Ms. Bowman-Moore and Ms. Price stated that they have had meetings with the WHY Club president and EMP staff about this and will bring the plans to staff to discuss.

\*Comm. Miars was absent from the start of the meeting and wished to revisit the financials and nature center costs. He inquired if all the bills on the financials were part of the original costs and where are we now in the process of building the new nature center. Ms. Bowman-Moore explained that we should know the guaranteed maximum price by the end of April, they are bidding out the project right now. What we are paying for now are preconstruction costs and they were all projected and budgeted for.

Comm. Miars asked about the payment for \$2,500 for tree stakes. Ms. Bowman-Moore and Ms. Ferback explained that they were being used to construct an artificial dam for the beaver dam stream restoration project at Edison Woods MetroPark. Discussion ensued as to some confusion on final budget numbers vs financial reports and how some reports don't match, as the financial reports are reconciled at the end of the month and the Schedule of Payables report up to the day before the board meeting in the middle of the month.

(3) Commissioner Miars moved to keep the reporting of Schedule of Payables the same, but to add a subtotal at the end of the previous month, and then at the end of current months reporting, with a grand total at the bottom.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Bowman-Moore referenced her report sent via email. She added the following:

-We received the state grant paperwork for the \$175,000 for the nature center construction, once we spend that much, we will finish paperwork and get reimbursed.

-Received the Medical Mutual health insurance renewal. It is a 6.3% increase for the 2023-2024 period.

-Ms. Bowman-Moore and Ms. Price met with Judge McGookey. Judge McGookey reviewed the process to follow and gave us the approval to surplus the Jenkins Warehouse property. It is believed the Village of Milan will be the only municipality who will be interested in taking possession of the property. Mr. Peters, Legal Counsel, stated the next action will be that Ms. Bowman-Moore send a letter to all the municipalities of Erie County to see if any-have an interest. The entities showing interested will be contacted about conditions for the property's future.

- (4) Commissioner Murray moved to surplus the Jenkins Warehouse property.  
Second: Commissioner Miers  
Action: Motion carried unanimously with three affirmative votes.

- We are receiving more donations for the nature center, and she will be holding public meetings and Ms. Price will be speaking to groups about the project.
- The 2023 Local Park Capital Improvement Grant cycle is underway; we will be giving out \$40,000 again this year.
- The Operations Department has been doing tree removal and equipment upgrades.
- Several staff have been attending trainings.

Ms. Price provided the Deputy Director's report for March, she added the following:

- She held strategic planning and team building with staff which included planning, staff reports, some fun team activities, etc.
- We reviewed our four core values which she will display in the new nature center, stewardship, service, integrity, and community.
- We are working on 2024 plans and goals, the 2024 levy, community surveys, 3–5-year strategic plan, demo the old building, forming an adaptability committee, etc.
- Partnering with Old Woman Creek to fight the invasive European frog bit.
- Operations staff have offers out to hire seasonal staff.
- At the Castalia Quarry MetroPark, a lot of work has been done by staff, widening the trails, and using the fecon mowing head to remove the invasives by the root instead of just cutting back. Some reseeding has also been done. Next, they will move on to Edison Woods MetroPark.
- The solar eclipse will be in April of 2024. We are part of a regional effort to prepare and provide programming for the incoming tourists or visitors.
- Nature camp registration started on March 6<sup>th</sup>, 4 of the 5 camps are already full, and the last one only has a few left.
- Met with the Erie Metro Live Steamers and they are planning for 2023 and have 9 public rides set up.
- Met with Rich Shiltz, President of the WHY Club and renewed their lease agreement and discussed the pond issues and work that EMP would like to do to the barn.
- They met with Joyce Deering, FEMP, and finalized plans for the Annual Gathering and other items.

- (5) Commissioner Murray moved to approve both Director's Report as presented.  
Second: Commissioner Miers  
Action: Motion carried unanimously with three affirmative votes.

## **OLD BUSINESS**

### **A. Jenkins Warehouse update**

This was discussed earlier in the Director's Report.

## **NEW BUSINESS**

### **A. Approval of the 2023-2024 Medical Insurance Renewal**

Ms. Bowman-Moore stated earlier that the renewal came in with a 6.3% increase.

(6) Commissioner Murray moved to approve the 2023-2024 Medical Insurance Renewal as presented.

Second: Commissioner Miers

Action: Motion carried unanimously with three affirmative votes.

B. 2023 Local Park Capital Improvement Grant Information

This was discussed earlier in the Director's Report.

C. Approval of 2023 Final Budget

This was discussed earlier in the financial report section of the meeting.

(7) Commissioner Miers moved to approve the 2023 Final Budget as presented.

Second: Commissioner Murray

Action: Motion passed unanimously with three affirmative votes.

D. Approval of the 2022 Annual Donation Report

(8) Commissioner Murray moved to approve the 2022 Annual Donation Report as presented.

Second: Commissioner Miers

Action: Motion passed unanimously with three affirmative votes.

**INFORMATION ITEMS:**

Travel & Training Summary (acknowledge and file) (None)

Special Permit Summary (acknowledge and file)

There were four new special permits to acknowledge and file this month.

(9) Commissioner Miers 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 for February and March.

(10) Commissioner Miers 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 (None)

Other (Misc. items from Board or Administration)

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

- (10) Commissioner Miers moved to adjourn the meeting at 2:15 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 March 15, 2023, 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:

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Troy Wisehart, Acting Chairperson

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Amy Bowman-Moore, Executive Director

\_\_\_\_\_  
Date