

Minutes

June 14, 2023

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 May 10, 2023, meeting.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

FINANCIAL REPORTS

May Fund Activity Summary, Citizens Bank Checking Account Reconciliation, Citizens Bank MMIA Reconciliation:

Members of the Park Commission have received copies of these reports.

(2) Resolution 2023-10: June 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 on the cash receipts from NCRCPD. Ms. Ferback explained that these show up when we use the account and request reimbursement. Erie MetroParks requested reimbursement for the Natural Resources Manager salary and for Turner Construction payments. There was a question on the two payments from FAPA (Firelands Area Pickleball Association). Ms. Ferback explained that we received payment for rental of the courts 1-7 for seasonal daily play and a second payment for three scheduled tournaments including shelter use, for this year.

Commissioner Wisehart moved to approve Resolution 2023-10 Schedule of Payables as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

None

DEPUTY DIRECTOR’S REPORT

Mrs. Price joined the meeting via phone.

Ms. Price referred to her report sent via email. Ms. Price added the following to her Deputy Director’s report:

- We received a grant for \$21,700 but did not state where it was from. She wanted to clarify that it was from Shores and Islands Ohio.

DIRECTOR’S REPORT

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

-All the Milan warehouse paperwork was submitted to Judge McGookey for approval. Mr. Peters, Legal Counsel, explained the next steps, and the splitting of the property and quit claim deed, etc. and that this all would take a few weeks to complete.

-She added that Monday June 19th is a holiday, and offices would be closed.

-Comm. Murray asked about the Howe Breeze Farm she mentioned in her report. Ms. Bowman-Moore explained that we have a conservation easement through the Western Reserve Land Conservancy, and our staff does a walk-through assessment and report each year.

(3) Commissioner Murray moved to approve both Director’s Reports as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

OLD BUSINESS

A. New Nature Center

Ms. Bowman-Moore explained the latest negotiations with Turner Construction, and they all agreed upon a GMP- Guaranteed Maximum Price of \$4,336,782. She asked the Board for permission to sign the letter and start the project. She thanked Mr. Peters for all his work on the contract- and hopefully today they will have the final version. Comm. Miears asked when Turner would start construction. Ms. Bowman-Moore said three weeks after they received the signed letter. He also asked when will the increase in the building price be reflected in the budget. Ms. Bowman-Moore and Ms. Ferback explained the Board would need to approve the Guaranteed Maximum Price first, and then Erie MetroParks would be able to transfer the funds from the General Fund to the Capital Projects Fund and amend either the affected 2023 Final Budget or the 2024 Final Budget by their prospective deadlines.

(4) Commissioner Wisehart moved to authorize Ms. Bowman-Moore to sign and complete the letter with Turner Construction.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

NEW BUSINESS

A. 2024 Preliminary Budget Approval

Ms. Ferback explained that the 2024 Preliminary Tax Budget was based on estimates from the 2023 budget. It is a working document and would be refined and updated. Erie MetroParks is required by the Ohio Revised Code to adopt a preliminary budget by July 15th.

(5) Commissioner Murray moved to approve the 2024 Erie MetroParks Preliminary Tax Budget as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

B. BGSU Firelands Maintenance Agreement expiration

Ms. Bowman-Moore explained that Ms. Price had provided an executive summary in the board packet for the Board to review. Ms. Price was on vacation and joined the meeting via cellphone. Ms. Bowman-Moore explained some history and asked if this would be a good time to sever ties and end the agreement. She explained the difficulty we were having with obtaining seasonal staff. Comm. Murray explained she received an email from Ms. Price explaining that we were planning to end the agreement. She explained that the EMP Board and the Arboretum Board were not consulted about this agreement and decision. She explained that we were helping an organization in Erie County and that this aligns with the Park District's mission. She added that money was not an issue, so her recommendation was that we continue the agreement. Ms. Price stated that she was looking at it from a business perspective and did not find it a sound business decision. Ms. Price explained that Erie MetroParks was subsidized in the original 25-year lease, BGSU severed that lease at year 24, and we began a three-year maintenance agreement to help them.

Comm. Murray expressed that the agreement was good for our mission. Many people use the Arboretum for education and recreation. Comm. Wisehart added that he would like to see a cost analysis of our agreement. Ms. Bowman-Moore clarified the decision was not a principally financial, but labor decision. Of this year's full time seasonal help hired by Erie MetroParks, two have left for various reasons, which left Erie MetroParks shorthanded for mowing. Ms. Price offered the option of subsidizing the Arboretum with a monetary donation rather than commit our stretched labor hours as a partnership. Discussion ensued and Comm. Miers asked for a total cost for three years of EMP service to the Arboretum and then may consider subsidizing them. Comm. Wisehart added that he would speak with Ed Wimmer, who provides the landscape maintenance for BGSU Firelands. Comm. Miers then tabled the agreement to the next meeting to provide time for the cost/labor analysis.

C. Authorization to retain a civil engineer to complete plans for widening our public driveways.

Ms. Price and staff had a meeting with ODOT about the work that will be commencing on US 6 (Cleveland Rd.) and explained that EMP would like to widen our driveways along that area for two vehicles to pass safely. She asked if we could link with their project and complete work at the same time. ODOT explained that we would have to provide engineering drawings to ODOT standards, and we would need to contract with a civil engineer to provide those. She asked for permission to retain a civil engineer to assist in those plans.

(6) Commissioner Murray moved to authorize Ms. Price to retain a civil engineer to complete plans for EMP public driveway widening.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

D. Resolution 2023-11 Request for Funds from ODOT for the FY 24-25

Ms. Bowman-Moore explained that this is a request from ODOT to have a resolution in place by July 1, 2023, for the next two fiscal years to cover the grant cycle.

- (7) Commissioner Wishart moved to approve Resolution 2023-11 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.

- (8) Commissioner Wishart 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 as presented.

- (9) Commissioner Wishart 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 (Approve)

- (10) Commissioner Wishart moved to approve the list of items for Disposal and inventory removal as provided.
Second: Commissioner Murray
Action: Motion passed unanimously with three affirmative votes.

Other (Misc. items from Board or Administration)

EXECUTIVE SESSION

Comm. Mears asked to go to an Executive Session to discuss personnel matters.

Commissioner Wishart moved to enter Executive Session to consider the following matters:
Personnel Matters.

- (11) Second: Commissioner Murray
Roll Call: Commissioner Mears: aye
Commissioner Murray: aye
Commissioner Wishart: aye
Action: Motion passed unanimously with three affirmative votes.

The Park Commissioners entered Executive Session at 1:40 PM and returned to Regular Session at 2:14 PM.

ADJOURNMENT

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

- (12) Commissioner Wisehart moved to adjourn the meeting at 2:15 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 June 14, 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:

James L. "Don" Miears, Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date