

Minutes

August 9, 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 July 12, 2023, meeting.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

FINANCIAL REPORTS

July 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 2023-13: August 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 had a question on the Capital Projects Fund Year To Date Income Statement. It does not reflect the actual amount approved for the project. Ms. Ferback explained funds have not been transferred but can be completed before the end of 2023. Comm. Miears asked about the Jim’s Taxidermy payment for taxidermy items for the new nature center on page 7. Ms. Ferback explained that it was, and future payments will be charged to the Capital Projects Fund expense account. He additionally asked how they would know how much was spent on the nature center, since the report only shows the current year actuals. Comm. Murray suggested adding a column to include total expense actuals for 2022, 2023 and 2024. Discussion ensued and Ms. Ferback stated that she would create a report to reflect the projected budget compared with the actual expenses for each year going forward. She would also increase the Capital Fund Budget to reflect the Board approved GMP (Guaranteed Maximum Price of \$4,336,782).

Comm. Mears inquired about the expense for two wireless security boxes and why we had purchased them. Ms. Ferback explained that they were purchased in the original installation but previously never properly received a bill. Staff verified the receipt of service, no receipt of bills, and no previous payment. The expense was for two remote locations for security cameras that do not have phone line access. Comm. Mears inquired about what the life insurance payment covered. Ms. Bowman-Moore explained that it was for all full-time staff members, and it was the monthly premium with a \$50,000 policy. Also discussed were expenses for janitorial supplies for the general use and veterinarian services for the Barnyard.

Commissioner Wisheart moved to approve Resolution 2023-13 Schedule of Payables as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

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

- Rocky the Snake, rock painting project at Osborn MetroPark has been a great success, one day we had 60 individuals come in to paint a rock to add to the snake.
- Ms. Bowman Moore wanted it noted that the staff really reacted well to the storm event. They all stepped up and handled it well.
- She is working with the insurance claims adjusters.
- Pickleball courts have been reopened after repairs were made to the fencing from storm damage.
- The Bicentennial Barn sustained roof damage. Lots of destruction throughout Osborn MetroPark.
- The site work for the nature center should begin Monday, August 14th.
- There was a discussion on tree value and Comm. Murray and Mr. Peters, legal counsel, suggested reaching out to Barnes Nursery to get replacement cost estimates.

DEPUTY DIRECTOR'S REPORT

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

- Ms. Price thanked the Board for the vote appointing her the next Executive Director starting January 1, 2024. She is very excited to lead the staff and Erie MetroParks into the future.
- She presented a very nice note from the Firelands Area Pickleball Association for EMP's prompt response to the court damage, and having the courts repaired and reopened within one week.
- She explained that she tries to keep her Deputy Director's notes to one page, she asked the Board to let her know if they would like more or less information.
- Per the ODOT meeting, the Maples Motel has a very large leach field on the property, and they are not yet sure how they will proceed with the Perkins Avenue roundabout.
- In 2024 she will seek funding for site work on the Wakefield property, looking at various grants and funding sources.
- She added about the storm clean-up that it was great to see the staff work together, as a team and pitched in where they could. Staff departments praised each other, and we are looking to revise procedures as necessary.

- (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

None

NEW BUSINESS

A. Memorial Donation

Ms. Price explained that she was approached by Mr. Roland van Rijn about purchasing and placing a memorial at the Wakefield MetroPark, in honor of his late wife. Mr. van Rijn wanted Gino Miles, a world-renowned sculptor, to design a custom piece for Wakefield placed near the river channel. Ms. Price first sought approval with Western Reserve Land Conservancy to see if that was possible, with the conservation easements that are in place, they said that would be allowed. Mr. Miles proposed a 10-foot-tall bronze sculpture on a sandstone base, anchored in concrete, with creative liberty to design. Discussed ensued and Comm. Mears asked Ms. Price to contact the mayor of Vermilion and stakeholders and get their feedback before we proceed or give any authorization. Comm. Wisehart agreed, he did not feel comfortable moving forward unless all the interested parties agreed to it.

- (4) Commissioner Wisehart moved to table the discussion of the Memorial Donation to allow Ms. Price time to obtain feedback from the appropriate stakeholders.
Second: Commissioner Murray
Action: Motion carried unanimously with three affirmative votes.

B. New Position Description- Facilities Manager

Ms. Bowman-Moore explained that Facilities Manager duties aren't really being performed by one person at this time. Discussion ensued on the job responsibilities and need for this position. This person will be the point person for all things connected to our facilities. The position will be posted internally.

- (5) Commissioner Wisehart moved to approve the job description 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.

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

- (7) 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 & removal from inventory (None)

Other (Misc. items from Board or Administration) (None)

EXECUTIVE SESSION

Commissioner Murray moved to enter Executive Session to consider the following matters: Land Acquisition and Personnel Matters.

- (8) Second: Commissioner Wisehart
 - Roll Call: Commissioner Miears: aye
 - Commissioner Murray: aye
 - Commissioner Wisehart: aye
 - Action: Motion passed unanimously with three affirmative votes.

The Park Commissioners entered Executive Session at 1:54 PM and returned to Regular Session at 2:30 PM.

- (9) Commissioner Wisehart moved to authorize Ms. Price to contact the City of Sandusky expressing interest in having ownership of the drive-in property transferred to Erie MetroParks and to meet with the City Manager to discuss.
 - Second: Commissioner Murray
 - Action: Motion passed unanimously with three affirmative votes.

ADJOURNMENT

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

- (10) Commissioner Wisehart moved to adjourn the meeting at 2:40 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 August 9, 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" Miers, Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date