

Minutes

October 11, 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 (Excused)
 Troy Wisehart, Vice Chairperson
 Margaret Murray, Vice Chairperson

APPROVAL OF MINUTES

(1) Commissioner Murray moved to table the approval of the minutes of the September 13, 2023, meeting, due to Comm. Miears absence and he is the other person to approve the September minutes, as Comm. Wisehart was absent from that meeting.

Second: Commissioner Wisehart acknowledged the motion.

Action: Motion tabled to November meeting.

FINANCIAL REPORTS

September 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 2023-17: October Schedule of Payables

Ms. Ferback distributed copies of the Schedule of Payables and a new sheet for the Capital Projects Fund Budget & Expense Year to Date Report via email. She asked the Board if they had any questions. Comm. Murray inquired about the Intergovernmental Funds account and what they entailed. Ms. Ferback and Ms. Price explained that there are things such as rollbacks, manufactured home taxes, etc. and that they vary from year to year. They are only off by approximately \$55,000 from budgeted to actual. Comm. Murray also asked about the Capital Outlay budgeted vs actual. Ms. Ferback explained that many things, such as the larger barn roof, etc. will be completed and paid for in the last quarter of the year. Comm. Wisehart about the payment of \$4,750 for a trailer. Ms. Bowman-Moore stated that it was a purchase of the replacement archery trailer from the storm damage.

Commissioner Murray moved to approve Resolution 2023-17 Schedule of Payables as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with two affirmative votes.

PUBLIC COMMENT

None

DIRECTOR’S REPORT

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

- The Heritage Society has been removing their items from the Bicentennial Barn, our Barnyard volunteer has removed a horse trailer, so we are making more room to store our equipment.
- On the building update, working on getting a background for the General Requirement Costs, so that we can pay the August and September payments to Turner. They will be paid next month. The floor should be poured next week, they are finishing the electrical and plumbing and planning for utility hook ups to the new building. They are about 20% completed as of today.

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 discussed the public input that she collected at the Osborn Fall Fest regarding the hours for the new nature center.
- She has submitted a grant for funding to complete the next phase of work at Wakefield MetroPark. It is a one-to-one matching reimbursement grant. She requested \$60,000 to complete phase three of the master plan, slated for 2025. This includes a compacted gravel walkway, observation platform, seating areas and native plantings.

- (3) Commissioner Murray moved to approve both Director’s Reports as presented.
 Second: Commissioner Wisehart
 Action: Motion carried unanimously with two affirmative votes.

OLD BUSINESS

None

NEW BUSINESS

Commissioner Murray moved to approve Resolutions 2023-18 and 2023-19 with one vote.

A. Resolution 2023-18: Resolution of Necessity For Levy 2024

- (4) Commissioner Murray moved to approve Resolution 2023-18 as presented.
 Second: Commissioner Wisehart
 Action: Motion carried unanimously with two affirmative votes.

B. Resolution 2023-19: Resolution to Proceed With Levy 2024

- (5) Commissioner Murray moved to approve Resolution 2023-19 as presented.
 Second: Commissioner Wisehart
 Action: Motion carried unanimously with two 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 two 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 Murray moved to acknowledge and file the Credit Card Summary provided.

Second: Commissioner Wisehart

Action: Motion passed unanimously with two affirmative votes.

Disposal of Surplus Personal Property & removal from inventory

Ms. Bowman-Moore asked the board to approve the surplus list as presented.

(8) Commissioner Murray moved to approve the surplus list as provided.

Second: Commissioner Wisehart

Action: Motion passed unanimously with two affirmative votes.

Other (Misc. items from Board or Administration)

Comm. Murray wanted to discuss the new report for the Capital Projects Fund Budget named Erie MetroParks Budget for New Nature Center that was provided at the meeting. Discussion ensued for clarification of the report. Ms. Bowman-Moore stated that this is how Comm. Miears had set up the report and the way he wanted to see it. Comm. Murray added that it was still a bit confusing, but clearer than last month's report. Ms. Bowman-Moore added that column labels and a formula to map out the equations would be added for clarity. Ms. Ferback agreed to the added items.

Mr. Peters, Legal Counsel, reported that he had received a signed letter of intent for the Westerhold donation for the new nature center and explained the contents.

EXECUTIVE SESSION

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

(9) Second: Commissioner Wisehart

Roll Call: Commissioner Miears: excused

Commissioner Murray: aye

Commissioner Wisehart: aye

Action: Motion passed unanimously with two affirmative votes.

The Park Commissioners entered Executive Session at 1:30 PM and returned to Regular Session at 1:55 PM.

ADJOURNMENT

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

- (10) Commissioner Murray moved to adjourn the meeting at 1:57 PM.
 - Second: Commissioner Wisehart
 - Roll Call: Commissioner Mears: excused
Commissioner Murray: aye
Commissioner Wisehart aye
 - Action: Motion passed unanimously with two affirmative votes.

APPROVAL OF MINUTES

The foregoing is a true and accurate account of the October 11, 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:

Troy Wisehart, Acting Chairperson

Date

ATTEST:

Amy Bowman-Moore, Executive Director

Date