

**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 of and approve the draft minutes of the of the September 13, 2023, meeting.

Second:           Commissioner Miears

Action:           Motion carried unanimously with two affirmative votes.

(2) Commissioner Murray moved to waive the reading of and approve the draft minutes of the October 11, 2023, meeting.

Second:           Commissioner Wisehart

Action:           Motion carried unanimously with two affirmative votes.

**FINANCIAL REPORTS**

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

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

(3) Resolution 2023-20: November 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. Ms. Ferback explained that the General Fund Income Statement included the payments for the roofing of the Bicentennial Barn as well as three barns at Edison Woods MetroPark. The Shelter 1 capital project would be completed in 2024. She stated that she had received \$100,000 of the \$200,000 donation for the naming rights to the interior nature center area. She added an Erie MetroParks received a reimbursement from Western Reserve Land Conservancy for invasives spraying at DuPont Marsh, which was reflected in the Cash Receipts Journal. She asked the Board if they had any questions.

Commissioner Wisehart moved to approve Resolution 2023-20 Schedule of Payables as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

(4) Resolution 2023-21 Resolution to Designate Public Depository

Ms. Ferback explained that this was a regulatory process that we complete every five years per the Ohio Revised Code. She hand-delivered packets to Civista Bank, Fifth Third Bank and Premier Bank. The only response received was from Civista Bank, and they are our current depository. Ms. Ferback asked the Board to keep our banking services and approve the contract with Civista Bank.

Commissioner Murray moved to approve Resolution 2023-21 Resolution to Designate Public Depository as presented.

Second: Commissioner Wisehart

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:

- We have received most of the reimbursements from the insurance company for the storm damage, about 90%. The claim will remain open into 2024 until landscaping and construction of a new Shelter House 1 can be completed.
- Shelter #1 will not be ordered until 2024 and be built in the spring.
- There will be three hand painted murals in the nature center, and they will be sponsored by The Friends of Erie MetroParks, Barnes Nursery, and Tusing Builders.
- The concrete floors have been poured, the electric hookup has been delayed, and Buckeye Broadband has run the conduit to the new building.
- The walls were constructed offsite by the builders and are expected to be on site Monday.
- Turner Construction says that they are still on schedule to be completed at the end of May 2024.
- Ms. Bowman-Moore has applied for \$154,000 in reimbursement (90% of the award) from the State Capital Budget for the nature center.

**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 wanted to mention that she and Ms. Ferback will be reviving the External Audit Committee and asked the Board if they had any suggestions for potential members.

(5) 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. Approval of Capital Improvement Report for 2024**

The presented report had three different areas, one for nature center, one for wind damage and one for new capital projects. Comm. Miers asked for clarification regarding improvements for the nature center versus wind damage that were already approved. Comm. Murray inquired about the replacement fence at Dog Park and its cost. Mr. Malone, Park Manager explained that the wooden fence was rotting beyond repair and that this amount was an actual quote for a plastic coated, metal chain link fence. Discussion ensued.

- (6) Commissioner Murray moved to approve the Capital Improvement Report as presented.  
Second: Commissioner Wisehart  
Action: Motion carried unanimously with three affirmative votes.

### **B. Approval of Capital Equipment Replacement for 2024**

Ms. Price explained that the Operations Staff were requesting the purchase of a commercial brush chipper and a zero-turn mower with a bagger attachment. Mr. Malone explained that our current chipper was old, not safe for large clean up jobs, as they witnessed in the storm cleanup from this past summer. They had to borrow a large chipper from Perkins Township. Comm. Wisehart had asked if it would be feasible to rent the large chipper when needed. Mr. Malone explained that no one in our area rents chippers. He added that this new one would last many years at EMP and that we would be trading in the old chipper and zero-turn mower to offset the cost of the replacements. Discussion ensued.

- (7) Commissioner Murray moved to approve the Equipment Replacement for 2024 as presented.  
Second: Commissioner Wisehart  
Action: Motion carried unanimously with three affirmative votes.

### **C. Commercial Use of Park Property**

Ms. Price explained that the commercial use of park property under section 9 of the EMP Park Rules states that no person shall sell or offer for sale any article, thing, privilege, or service within the park or carry on any business or commercial enterprise without the approval of the Board as evidenced by a specific written permit from the Executive Director to do so. She further explained that Will Spence of Sports Force put in a proposal to rent Osborn MetroPark for a tournament next summer. Ms. Bowman-Moore stated that we do not allow commercial people to make money off the park. She added that the Bay Area Soccer League is no longer a 501 (c) 3, not for profit entity and seems to have been absorbed by Sports Force. If we wanted to allow this Special Permit for them, then she stated that we should look into creating a commercial use policy for future inquiries, etc. Comm. Miers asked why we would allow that then, reserving the entire park, is not serving the residents of Erie County. Ms. Price stated that is why they brought this to the Board's attention. Comm. Murray did a quick search and found that Bay Area Soccer League had lost their non-profit status in 2019.

Ms. Price stated that Mr. Spence pitched it as a community event, and she has been in correspondence with him on this matter and explained that the infrastructure of Osborn MetroPark does not support both a large event and public rental. Comm. Discussion ensued and Ms. Price requested that the Board vote on the matter so that the staff knows how to

proceed in the future.

(8) Commissioner Murray moved to maintain the policy of not allowing commercial entities to rent out the park for commercial use with a Special Permit, and to not approve the current request that was submitted.

Second: Commissioner Wisehart

Action: Motion passed 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.

(9) 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.

(10) 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

Other (Misc. items from Board or Administration)

**EXECUTIVE SESSION**

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

11) 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 1:37 PM and returned to Regular Session at 1:50 PM.

**ADJOURNMENT**

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

- (12) Commissioner Wisehart moved to adjourn the meeting at 1:51 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 November 8, 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