

Minutes

January 17, 2024

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 December 13 and 21, 2023, meetings with an edit to the December 13 minutes deleting one word.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

FINANCIAL REPORTS

December 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 2024-01: January 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 asked the Board to review and let her know if they had any questions. Comm. Murray inquired about the grant reimbursement to the City of Sandusky. She asked if they had been awarded one or two grants. Ms. Ferback explained that they had submitted one for reimbursement. Ms. Daniel added that they had been awarded two grants, they were only able to complete one. Comm. Miears asked about the payment to CNJ Tech Services. Ms. Ferback explained that was for John Winters, who provides technical support, and it is the new name of his company. Comm. Wisehart inquired about the \$10,000 credit on page two. Ms. Ferback explained that in our accounting software- the credit and debit lines have to match, the credit is for a combination of all the debit amounts on the adjoining column. Comm. Miears asked if we had paid our Ohio Bureau of Worker’s Compensation by credit card. Ms. Ferback explained yes, that is how our account is set up and it is their payment method.

Comm. Murray added that she believed the budget for the new nature center continues to look better and better, as it is being refined. Comm. Miears expressed that he thought that we should keep the \$160,000 in the NCRCPD account and not move to the nature center. Staff agreed, explaining that with donations coming in, they probably will not need that money for the nature center. Several nature center larger donations were discussed along with the timeline that they should be received by Erie MetroParks. Some expenses for the nature center building were discussed as well. Comm. Miears asked Ms. Ferback and Ms. Price to see a breakdown of Capital Outlay Expenses in the General Fund Budget, which includes the 2024 Capital Improvement Projects and the 2024 Equipment Replacement.

Commissioner Wisheart moved to approve Resolution 2024-01 Schedule of Payables as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

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

-Ms. Price stated that we received the first \$100,000 payment from Edward Jones for the naming rights to the nature center. She received an email from the Erie County Board of Elections, and we will be ballot issue #4 on the March 19, 2024, primary.

-She received the signed, amended maintenance agreement from Mark Charville at BGSU.

-Comm. Miears asked Ms. Price about the agenda item for an increase to the seasonal staff compensation range. He stated that the minimum wage had just increased to \$10.80. Ms. Price explained that the Board sets compensation ranges for positions and the Director has the authority to determine compensation within those ranges. She would like to be able to give returning seasonals a \$0.25 to a \$0.50 raise. A few of our returning seasonals are capped and that is why she is asking for an increase to stay competitive. Discussion ensued and Comm. Murray made a motion to increase.

(3) Commissioner Murray moved to approve to increase the end range of the seasonal staff compensation range from \$15.00 to \$17.00 for returning seasonals.

Second: Commissioner Wisheart

Action: Motion passed unanimously with three affirmative votes.

-Ms. Price added that Mike Hensley, Program Manager submitted his resignation, plans are in the works to replace him.

-We are currently on-boarding a part-time naturalist that started today to take over the preschool programs. She is a former seasonal and will be graduating with a biology degree in August.

-There will be some changes in the programming department, and Ms. Price will update the Board as changes are made.

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

OLD BUSINESS

A. Building Site Review- Amy Bowman-Moore

-Ms. Bowman-Moore reported that the building is approximately 43% completed. The roof is on the north end and the south end has plywood installed on it. Walls are in, and the atrium beams have been set.

-If the temperature is below 19 degrees, they are not required to work.

-She showed the Board a rendering of the Welcome Wall.

-She reported that Emerald FX was on site last week to do a walkthrough for the tree experience, and everything is on schedule for that. They are fabricating it now in their shop.

-Donations are on track and she feels that there may be additional donations, due to the time of year when individuals will have to take their required minimum distribution and may make donations to the new nature center.

NEW BUSINESS

Comm. Miers asked if the following resolutions, 2024-02 through 2024-04 are standard resolutions that we propose at the beginning of the year, to conduct park business. Ms. Price responded that they were. Comm. Miers suggested that the Board make one motion to approve the three resolutions, 2024-02 to 2024-04, with one vote. Comm. Murray made the motion to approve and adopt the three resolutions that were seconded by Comm. Wisheart and carried by three affirmative votes. They are recorded below.

A. Resolution 2024-02 Dispose of Surplus Personal Property

(5) Commissioner Murray moved to approve Resolution 2024-02 Dispose of Surplus Personal Property as presented.

Second: Commissioner Wisheart

Action: Motion passed unanimously with three affirmative votes.

B. Resolution 2024-03 Authorize Payments between Meetings

(6) Commissioner Murray moved to approve Resolution 2024-03 Authorize Payments between Meetings as presented.

Second: Commissioner Wisheart

Action: Motion passed unanimously with three affirmative votes.

C. Resolution 2024-04 Setting Regular & Special Meetings and establishing rules for Board mtgs.

(7) Commissioner Murray moved to approve Resolution 2024-04 Setting Regular & Special Meetings and establishing rules for Board mtgs. as presented.

Second: Commissioner Wisheart

Action: Motion passed unanimously with three affirmative votes.

D. Increase the compensation range for seasonal staff.

This was discussed and voted on during the Executive Director's Report.

INFORMATION ITEMS:

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

Special Permit Summary (acknowledge and file)

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

(8) 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. Price asked the Board to acknowledge and file the Credit Card Summary as presented.

(9) Commissioner Murray moved to acknowledge and file the Credit Card Summary provided.

Second: Commissioner Wisehart

Action: Motion passed unanimously with three affirmative votes.

Disposal of Surplus Personal Property & removal from inventory

Ms. Price asked the Board to acknowledge and file the Inventory Surplus list as presented, so those items could be removed from inventory, and be offered as a trade in, when purchasing new equipment.

(10) Commissioner Wisehart moved to acknowledge and file the inventory surplus list as provided.

Second: Commissioner Murray

Action: Motion passed unanimously with three affirmative votes.

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

EXECUTIVE SESSION

None

ADJOURNMENT

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

(11) Commissioner Wisehart moved to adjourn the meeting at 1:37 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 January 17, 2024, 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:

Melissa Price, Executive Director

Date