

Minutes

November 13, 2024

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Commissioner Miears called the meeting to order at 1:00 PM in the Margaret M. Murray Conference Room, Roger Johnson Nature 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 Wisehart moved to waive the reading of and approve the draft minutes of the October 16, 2024, meeting.

Second: Commissioner Murray

Action: Motion carried unanimously with three 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.

(2) Resolution 2024-17: November Schedule of Payables

Ms. Ferback distributed copies of the Schedule of Payables and the sheet for the Capital Projects Fund Budget & Year to Date Expenses Report via email. She informed the board of ODOT monies reflected on the General Journal and asked the board if they had any questions.

Comm. Murray inquired about the FEMP (Friends of Erie MetroParks) donation as referenced on the Schedule of Payables. Ms. Ferback explained that FEMP applied for grants for the nature center, and the monies were donated to Erie MetroParks. Comm. Miears asked a few questions about payments. On page one, there was a payment of \$385.00 to CNJ Tech Services, LLC for server work at the Maple Grove Center and \$1,400.00 at the maintenance barn. He asked why our IT guy Kippie could not do this? Ms. Ferback explained these were technical issues to combine all our servers into one. He also inquired about the CNJ Tech Services LLC payment on page 5 for the new nature center. Ms. Price explained that John Winters is an IT professional who we have worked with for many years. He set up the wiring, the network, tv’s, cameras, door locks, etc. for the new building, and it was recorded in the Capital Projects Fund Budget. Comm. Miears asked about the \$3,322.25 Peak Software payment on page 6. Ms. Price explained this is our reservation software, and the price is very comparable to other software used by park and recreation

agencies. Comm. Miers asked to see a report listing of all our expenditures for communications, excluding one-time payments for the nature center. Discussion ensued about the report, and Ms. Ferback would send a report to the commissioners.

Commissioner Murray moved to approve Resolution 2024-17 Schedule of Payables as presented.

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

PUBLIC COMMENT

Alexis Sakas from the Nature Conservancy was in attendance to speak with the Board during Executive Session regarding a possible land acquisition.

DIRECTOR'S REPORT

Ms. Price referred to her report sent via email. Ms. Price noted a few items:

-We held an internal strategic planning with staff. Guest speaker was Arin Blair, Chief Planner for the City of Sandusky, who explained how we could use the data gained from our community survey for park planning.

-She spoke with Mona Rutger from Back to the Wild. Ms. Rutger will broach the topic with her Board and see if they are interested in starting a conversation.

-We are completing staff performance evaluations.

-Ms. Price read a very nice thank you letter from the Huron Fire Department expressing their gratitude for allowing them to use the Frost Center for fire and rescue training before the demolition. There were 64 firefighters from 13 different departments that participated in the training.

-EMP is now on Tik Tok providing educational videos. Comm. Miers inquired if it was in Erie MetroParks' best interest, since Tik Tok has been getting some negative press and he did not want our reputation tarnished. Discussion ensued and Ms. Price stated that we plan to keep it educational, to serve our mission, and that she would keep a tighter oversight into the content. Comm. Wisheart added to make sure that we address any safety/ data concerns as well as security.

(3) 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. ODOT Update- Jim Peters

-Mr. Peters provided an update on the Cuthbertson property. He and Ms. Price had met with one of the sons who believed that all his siblings were on the same page regarding the donation of the land. He drafted a donation agreement for them, and after the family having a meeting, one of the brothers was not in agreement and wanted more contingencies, etc. Mr. Peters and Ms. Price advised Mr. Cuthbertson to reach out to Erie MetroParks in the future if all of the siblings should reach an agreement in the donation of the property.

As far as ODOT, Mr. Peters stated that he had not heard anything from them yet. He had heard from some other entities that they have received offers, but he had not heard anything from them yet on our behalf.

NEW BUSINESS

A. Approval of Nature Center Assistant Job Description

Ms. Price explained that the Board must approve any new job descriptions and that with the retirement of Sandy Flittner, Visitor Service Coordinator, the nature of that position has changed. The staff decided to hire two part-time nature center assistants for the new nature center. They will report to Cheryl Kilmer, Program Manager, and will work 12-20 hours per week, during the nature center hours of Tuesday- Saturday, 10am to 4pm.

(4) Commissioner Murray moved to approve the Nature Center Assistant Job Description as presented.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

B. Resolution 2024-18: Local Park Capital Improvement Grant Program Increase

Ms. Price explained that the Board had previously discussed the grant program and the ability to increase the program distribution amount due to the healthy financial status of the MetroParks and the good will and positive projects that were able to be realized in the communities we serve within Erie County. The Board agreed to double the award amount from \$40,000 to \$80,000 starting in 2025. Comm. Miars added that he would like to see a press release about this program.

(5) Commissioner Wisehart moved to approve the increase of the Local Park Capital Improvement Grant Program from \$40,000 to \$80,000 per year.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

INFORMATION ITEMS:

Travel & Training Summary NONE

Special Permit Summary (acknowledge and file)

There were two new special permits 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. Price 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 three affirmative votes.

Disposal of Surplus Personal Property & removal from inventory NONE

