

Minutes

December 18, 2024

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Commissioner Wisheart called the meeting to order at 1:03 PM in the Margaret M. Murray Conference Room, Roger Johnson Nature Center, Osborn MetroPark, Huron, Ohio.

ROLL CALL

Park Commissioners Present: James “Don” Miers, Chairperson (delayed)
 Troy Wisheart, Vice Chairperson
 Margaret Murray, Vice Chairperson

APPROVAL OF MINUTES

(1) Commissioner Wisheart moved to waive the reading of and approve the draft minutes of the November 13, 2024, meeting.

Second: Commissioner Murray

Action: Motion carried unanimously with two affirmative votes.

FINANCIAL REPORTS

November 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 2024-19: December Schedule of Payables

Ms. Ferback distributed copies of the Schedule of Payables and the Capital Projects Fund Budget & Year-to-Date Expenses Report via email. She asked the board if they had any questions. She explained that there was a question on the Proof of Cash and Fund Balance, she found, corrected, and revised the error. The Total Activity & Balances ending balances remained correct. A description in the General Journal was corrected from 11/30/24 to 11/16/24. Ms. Ferback provided revised copies of both the Proof of Cash and Fund Balance and the General Journal for the Commissioners to review.

Comm. Miers arrived and discussion ensued on the Schedule of Payables. Comm. Wisheart inquired about the \$2,866.05 payment to Paul McCallister on page 5 for the maintenance barn doors. Mr. Malone, Park Manager for Capital Projects, explained that the exterior doors were failing, and they moved forward with replacing the steel doors for safety and heating issues. The contractor was paid for in two installments, with the first one for materials.

Comm. Miers inquired about the \$159,054.82 paid to Turner Construction on page 8. He asked was that the final payment, Ms. Ferback explained that it was. He then inquired about the

payments to Custom Concrete & Design LLC on page 8 for concrete work at the barn on SR 61 at Edison Woods MetroPark. Mr. Malone explained that he obtained quotes and selected the lowest bid. He explained the project required replacing rotten columns and other foundation work before pouring the concrete. Mr. Peters, legal counsel, asked if we had received the lien waiver on the building. Ms. Ferback stated that she was not sure but would check with Ms. Price and find out. Comm. Miears asked about the payment on page 10 to Chad Leimeister for tree work at the Northwoods in Osborn MetroPark. Mr. Malone explained that the top of a large tree had broken off in a storm and Mr. Leimeister cut down the spar. Comm. Miears then inquired about the two boxes of gloves purchased from Tuffman Equipment on page 10 and how many gloves were in the box. Mr. Malone explained that they were icy grip gloves for the operations staff to work out in water in the wintry weather. Discussion ensued.

Commissioner Murray moved to approve Resolution 2024-19 Schedule of Payables as presented.

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

Budget transfers were not needed at this time.

PUBLIC COMMENT

No public were in attendance.

DIRECTOR'S REPORT

Ms. Price sent her report via email in the board packet. Ms. Price was absent from the meeting, and there were no additions to the report presented at the meeting.

(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 reported that he had not heard anything from ODOT. He suggested waiting for ODOT to approach us, and hope for a good faith offer. Discussion ensued.

B. Comm. Miears thanked Ms. Ferback for emailing the requested 2024 IT Communication Expense Report. Discussion ensued.

NEW BUSINESS

A. Approval of 2025 Board Meeting Calendar

The presented calendar is for 2025. Comm. Miears stated that he would not be available for the March meeting. Comm. Wisheart stated that he had a trial starting right before the February meeting and it would be very unlikely that he would be able to attend that meeting. Mr. Peters also stated that he would be unavailable for the February meeting.

(4) Commissioner Murray moved to approve 2025 Board Meeting Calendar as presented.

Second: Commissioner Wisheart

Action: Motion carried unanimously with three affirmative votes.

B. Election of 2025 Board officers

(5) Commissioner Wisehart moved to retain the 2025 slate of Board Officers the same as it is currently.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

C. Approval of Capital Improvement Report for 2025

Comm. Miars stated that he did not receive the board packet until Tuesday and that he would like more time to review it. The Board inquired about the \$100,000 estimate for the Enchanted Cottage at Eagle Point Sanitary Project. Mr. Malone explained that the \$100,000 was to cover the higher of the two expense scenarios presented by the Erie County Health Department. The first was to tap into the forced sewer main pipes on Cleveland Rd. The second was to replace the old, non-functioning septic system. He conferred with the Health Dept., and soil samples were completed. The Health Dept. informed him just the day before that he would be able to complete the second scenario of replacing the septic system which is significantly less than having to tap right into the main sewer system. He is refining that estimate for the septic system replacement. Comm. Miars asked if they could put the vote on hold until the numbers are refined. Mr. Malone stated that he would obtain a more refined estimate.

Comm. Wisehart asked if the rest of the numbers are pretty solid, and Mr. Malone explained that they were and should not exceed those estimates. Discussion ensued and the Board agreed to approve the Capital Budget with the correction to not exceed \$25,000 for the sewer project for a new total of \$151,000.

(6) Commissioner Wisehart moved to amend the Enchanted Cottage Sanitary Project not to exceed \$25,000, changing the Capital Improvement Report total to \$151,000.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

D. Approval of Equipment Replacement for 2025

Mr. Malone explained that the Operations Staff would like to replace the Toro wide area mower that is used to mow the athletic fields at Osborn MetroPark. The prices have increased significantly and there is not a lot of competition selling that type of mower. He explained the enclosed trailer will become an equipment trailer for our prescribed burn program, where equipment could be housed and stored in one location and available quickly for transport when the conditions are right for a prescribed/ controlled burn. Staff will be submitting a matching 50/50 grant to help offset the expenses.

Comm. Wisehart asked about a trade in value for the mower. Mr. Malone stated that they had only offered \$6,000, which he considered an insult. They stated that they would have to put approx. \$12,000 into it, before they could resell it. Mr. Malone stated that we would likely sell it at auction. Discussion ensued and Comm. Miars stated that he would like to table the mower until the January meeting. He would like to approve the trailer so that it can be ordered.

(7) Commissioner Murray moved to approve trailer purchase and table the lawn mower to the January meeting to review.

Second: Commissioner Wisehart

Action: Motion carried unanimously with three affirmative votes.

Comm. Miers asked Mr. Malone to come back with bids and estimates for the mower.

E. 2025 Interim Appropriations (for 2025 Budget)

Ms. Ferback distributed copies of the 2025 Interim Appropriations and explained that we ask for this every year, it is for approval of expenditures for the first quarter to allow us to continue to operate until the final budget is passed in first quarter. Comm. Miers inquired about the \$20,000 in Capital Projects Fund Capital Outlay. Ms. Ferback explained that it was to complete the Window on Wildlife.

(8) Commissioner Wisehart moved to approve the 2025 Interim Appropriations as presented.

Second: Commissioner Murray

Action: Motion carried unanimously with three affirmative votes.

INFORMATION ITEMS:

Travel & Training Summary NONE

Special Permit Summary (acknowledge and file) NONE

There were no new special permits to acknowledge and file this month.

Credit Card Summary (acknowledge and file)

Ms. Ferback 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 NONE

Other (Misc. items from Board or Administration) NONE

EXECUTIVE SESSION

The Executive Session was tabled to the January 2025 Board meeting due to the absence of Executive Director, Melissa Price.

ADJOURNMENT

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

(11) Commissioner Wisehart moved to adjourn the meeting at 1:58 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 December 18, 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:

Beth Ferback, Financial Administrator
(In Ms. Price's absence)

Date