

Regular Board Meeting – February 22, 2017

RESOLUTION SUMMARY

Resolution	Description	Byers	Doneghy	Savage	
Resolution No. 14-17	Schedule of Payables	Motioned	2 nd		Approved
Resolution No. 15-17	2017 Supplementing and Amending Appropriation Measure - Fulton County Single Track, Blue Creek North Perimeter Trail and Toledo Bike Share	2 nd	Motioned		Approved
Resolution No. 16-17	Proposal to Enter into a Contract Agreement with Jake Coolman for Canal Boat Pulling for 2017 Season of the Canal Experience at Providence Metropark	Motioned	2 nd		Approved
Resolution No. 17-17	Expense Approval Request for District Signage	2 nd	Motioned		Approved
Resolution No. 18-17	Approval to Engage Tamie Spears for Graphic Design Services	Motioned	2 nd		Approved
Resolution No. 19-17	Expense Approval- Marketing Plan Development	2 nd	Motioned		Approved
Resolution No. 20-17	Authorization to Execute Employment Agreement	Motioned	2 nd		Approved

The mission of Metroparks of the Toledo Area is to conserve the region's natural resources by creating, developing, improving, protecting, and promoting clean, safe, and natural parks and open spaces for the benefit, enjoyment, education, and general welfare of the public.



Board Minutes

METROPOLITAN PARK DISTRICT OF THE TOLEDO AREA
WEDNESDAY, FEBRUARY 22, 2017, 8:30 A.M.
LIVING ROOM/MANOR HOUSE – WILDWOOD PRESERVE

Commissioners Present:

Scott Savage, President
Lera Doneghy, Vice President
Fritz Byers, Vice President

David D. Zenk, Executive Director
David Smigelski, Legal Counsel

Staff present: Matt Cleland, Jill Molnar, Dawn Dickerson, Joe Fausnaugh, Scott Carpenter, Sherri Mossing, Emily Ziegler, Tim Schetter, Cathy Marinelli, Trish Hausknecht, Jon Zvanovec, Robin Brown, Heather Mosqueda, Shannon De Young, and Karin Shindel.

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:35 a.m.

Mr. Savage thanked all who were involved with the Ohio Parks and Recreation Association (OPRA) Awards. He stated how exciting it was to see so many employees attend the OPRA ceremony and thanked Mr. Fritz Byers and Mrs. Lera Doneghy for attending as representatives of the Board of Park Commissioners. Mr. Savage also stated that, when he thinks of how to describe what is happening in the Park District now, one word comes to mind: momentum. He said that the continued momentum within the Park District is very exciting.

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. Fritz Byers made a motion for approval of the consent agenda, as well as the disposition of the minutes for the regular Board meeting held on January 25, 2017. This motion was seconded by Mrs. Lera Doneghy and approved.

3. CONSIDERATION OF REPORTS FROM DIRECTOR AND EMPLOYEES OF THE DISTRICT FOR BOARD REVIEW

Ms. Ruth Griffin – 2017 Special Events

Ms. Griffin reviewed the calendar of special events. They are as follows:

- Happy Trails – This will be Metroparks’ 13th Happy Trails event. It will take place at night and include various obstacles.
- Under the Moon Series – This has become a very well attended event averaging about 500 people, including families and individuals who come to walk. The goal is to get people out and moving, which is what Toledo Road Runners promotes. Metroparks’ partnership with Toledo Road Runners has been wonderful; Toledo Road Runners provides significant promotion for the event in addition to what Metroparks does. This year Metroparks’ programming department will be incorporated and provide various programs after the runs.
- Dr. Insecta – The turnout has been fabulous and will require an additional tent because of the expected number of attendees. The goal is to increase attendance to 1,000 people this year. This is a free event.
- RC Boating – This is a new event this year. Metroparks will offer one weekend, August 12-13, for anyone to come drive their electric boats at any of the Metroparks.
- Fall Frenzy at the Quarry – Metroparks worked with all of the partners associated with Blue Creek Metropark to coordinate this event. Last year Metroparks had nearly 2,500 attendees for a four-hour event. Additionally, Metroparks will be pursuing a new Guinness Book of World Records at the event this fall. The Village of Whitehouse has recognized the value of Metroparks, including by placing Metroparks on the cover of its 2017 calendar and rolling out a new marketing plan connected to nature.
- Holidays in the Manor House – Carriage rides have been a big hit and will be offered on one additional day this year. S’mores are very popular at this event.

Mrs. Doneghy complimented Ms. Griffin on the number of partnerships Metroparks has in place. Those partnerships are very important to Metroparks’ mission.

Mr. Dave Zenk stated that part of the reason Ms. Griffin provided the Special Event update is because of the marketing efforts that are required for these events. He reported that the Board of Park Commissioners will be reviewing a proposed marketing plan at today’s meeting.

Mr. Byers stated that this was a thrilling presentation and observed that park attendees can experience profound moments at these special events. Metroparks has engaged so many different people into its parks. He thanked Ms. Griffin for her dedication and hard work as she is the forefront of special events.

Mr. Savage stated that as he drove past the current Marina District, he counted roughly 40 cars in the parking lot as if they were waiting for something to come. He also thanked Ms. Griffin for all of her hard work.

Ms. Sherri Mossing, Comptroller - Treasurer’s Report

Ms. Sherri Mossing reported that, regarding the general fund, Metroparks has have the first month’s data in; however, since the quarter is not yet over, this data is incomplete. She stated that Metroparks is still on track for the year with no material variances from the budget known or expected for either revenue or expenditures.

The all fund report is showing a budgeted year end fund balance that is higher than the likely outcome for the year. It is anticipated that actual expenditures will exceed budget because of the previous year’s encumbrances. This is primarily related to the Howard Marsh project. Mr. Savage and Mr. Byers asked if there is a way to better report the financials to account for the encumbrances as Metroparks moves toward the end of the year.

Fund advances – Mr. Matt Cleland reported that the fund advances are expected to be the same as last year and will be paid this year. He further stated that Metroparks could have brought new advances to the Board of Park Commissioners this year, but that, if the Board is comfortable, Mr. Cleland would like to wait and only advance funds if there is a negative balance at year’s end which would be returned in January. The Board of Park Commissioners would like to consider this a little further before making a decision. Mr. Byers’ initial concern is that Metroparks has a process in place.

Outstanding debt – Same item as last year.

Investment ledger – Three new government securities were purchased with money market funds, and the small cash balance relates to an interest payment that is in transit to the money market account at month end.

Then and Now Report – This Report currently contains eight items, which Ms. Mossing stated this is unacceptable and will be addressed.

4. BOARD APPROVAL OF CONTRACTS, DEEDS, AGREEMENTS, ETC.

A. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 14-17 - Schedule of Payables

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

B. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 15-17 - 2017 Supplementing and Amending Appropriation Measure - Fulton County Single Track, Blue Creek North Perimeter Trail and Toledo Bike Share

Ms. Robin Brown is asking for an amendment in order to set up the grant accounts for these projects.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

C. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 16-17 - Proposal to Enter into a Contract Agreement with Jake Coolman for Canal Boat Pulling for 2017 Season of the Canal Experience at Providence Metropark

Mrs. Shannon DeYoung stated that Metroparks increased Jake Coolman's allowance this year, but it is still \$6,000 less than what was paid in 2014. Additionally, Mr. Coolman has been asked to increase his responsibilities, such as maintenance and providing additional rides.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

D. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 17-17 - Expense Approval Request for District Signage

Mr. Joe Fausnaugh reported that this is for the continuous replacement signage throughout the park system. The partnership is with Terrabilt which offers design and an extremely durable system. Mr. Savage inquired as to when Metroparks began this program. Mr. Fausnaugh stated that it began in 2012 and that the signs are still in really great shape.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

E. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 18-17 - Approval to Engage Tamie Spears for Graphic Design Services

Mr. Scott Carpenter stated that Mrs. Tamie Spears does much of Metroparks' internal signage, including the beautiful interpretive signs throughout the district.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the

appendix to these minutes.

F. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 19-17 - Expense Approval- Marketing Plan Development

Mr. Zenk stated that of the seven plans that Metroparks is currently developing, this is the beginning phase of the marketing plan. Mr. Byers stated that he and the other Board members are very pleased at the continued streamlining of the creation of these plans. He further expressed that he is very enthusiastic for Metroparks to be working with NORTH Design and begin the integration process.

After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

Mr. Savage inquired as to the status of the overall planning process status. Mr. Zenk reported that the philanthropic process has begun, stakeholders have been identified, and contacts will be made shortly. Programming has been tasked with researching top programming departments to be compared with Metroparks. This will also go in front of Metroparks' management team for discussion. The Capital plan has been loosely flushed out and comprises a large list that will be reduced over time. Additionally, Root has been contacted in regard to a proposal of how to pull all of these pieces together.

5. EXECUTIVE SESSION

At 9:46 a.m., President Scott Savage made a motion to recess into executive session to consider the items that qualify for consideration in executive session. Mr. Savage stated that the purpose of the executive session was to consider employment and compensation of a public official and to discuss the purchase of property, pursuant to Ohio R.C. §121.22, (G) (1) and (2). Mr. Savage asked if there was any discussion and reported, under Ohio R.C. §121.22, that a roll call vote on this motion is necessary. Mr. Scott Carpenter conducted a roll call vote of the commissioners.

ROLL CALL

Mrs. Doneghy - Yes

Mr. Byers – Yes

Mr. Savage – Yes

Mr. Carpenter reported upon roll call vote the motion passed and the Board recessed into executive session.

The Board adjourned executive session at 10:58 a.m.

Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 20-17 – Authorization to Execute Employment Agreement

Mrs. Doneghy made a motion to adjourn the Board meeting at 10:59 a.m., which was seconded by Mr. Byers and approved.

Scott Savage, President

Attest: _____
David D. Zenk, Executive Director

DDZ/kjm
2/22/2017