

Regular Board Meeting – November 20, 2019

Resolution Summary

Resolution	Description	Byers	Dalton	Doneghy	Luetke	Savage	
<b>Resolution No. 81-19</b>	Approval of Supplement and Amendment to the 2019 Certificate of Estimated Resources and Appropriations Measure	Motioned	2 <sup>nd</sup>				Approved
<b>Resolution No. 82-19</b>	Transfers from General Fund to the Capital Construction Fund			Motioned	2 <sup>nd</sup>		Approved
<b>Resolution No. 83-19</b>	2020 Certificate of Estimated Resources		Motioned		2 <sup>nd</sup>		Approved
<b>Resolution No. 84-19</b>	2020 Annual Appropriation Measure	Motioned			2 <sup>nd</sup>		Approved
<b>Resolution No. 85-19</b>	Ratification of Schedule of Payables			2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 86-19</b>	Designation of Law Enforcement Personnel	Motioned			2 <sup>nd</sup>		Approved
<b>Resolution No. 87-19</b>	Authorization to Request Funding Through the Ohio Department of Natural Resources Division of Forestry	2 <sup>nd</sup>			Motioned		Approved
<b>Resolution No. 88-19</b>	Contract Approval, Fort Miamis Shoreline Improvements, 600 Michigan Ave., Maumee, OH 43537			2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 89-19</b>	Contract Approval, Metroparks Toledo – Wildwood Resurfacing Project	Motioned		2 <sup>nd</sup>			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, NOVEMBER 20, 2019, 8:30 A.M.**

**SECOR ROOM – SECOR METROPARK**

**Commissioners Present:**

Scott Savage, President  
Lera Doneghy, Vice President  
Fritz Byers, Vice President  
Molly Luetke, Officer  
Kevin Dalton, Officer

Executive Director, Dave Zenk

Dave Smigelski, Legal Counsel

Staff present: Jill Molnar, Matt Killam, Scott Carpenter, Emily Ziegler, Carrie Alexander, Allen Gallant, Ally Effler, Joe Fausnaugh, Tim Schetter, Nate Ramsey, Amy Mossing, Bethany Sattler, Lillie Fryberger, Jon Zvanovec, Felica Clark, Chris Smalley, Craig Elton, Heather Mosqueda, Brad Navarre and Rich Ketchum.

**1. NON-RESOLUTION BOARD ITEMS**

President Scott Savage called the meeting to order at 8:36 a.m.

Mr. Savage led the Pledge of Allegiance.

**2. CONSENT AGENDA ITEMS**

Mr. Scott Byers identified three corrections to the consent agenda; the addition of the Treasurer's Report, the removal of Resolution 90-19 and the Ms. Emily Ziegler's presentation for Fort Miamis will take place prior to the discussion of Resolution 89-19. Mr. Byers made a motion to approve the consent agenda, as amended, and for the disposition of the minutes for the regular Board meeting held on October 23, 2019. This motion was seconded by Mr. Kevin Dalton and approved.

Mr. Savage introduced and recognized retired ranger, Mrs. Julie Bethel.

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

A. Carrie Alexander, Chief of Strategic Planning & Business Development – Overview/Update of current role

Ms. Carrie Alexander provided an overview of what her position entails which also includes various strategic initiatives internally as well as with partnerships within the community.

One area that the agency has focused on in the past six months is within the human resource area. Ms. Amy Mossing and Ms. Sandy McFarland continue to do an amazing job with recruitment, onboarding, and other HR functions. The addition of Ms. Lori Miller to the newly-created role of Manager, Staff Development & Performance gives us the capacity to develop a comprehensive approach to talent management – including enhancements to training, development, and culture.

Ms. Alexander also reviewed the Evolution of Experience, which is a timeline that outlines what has transpired in the past two years which includes; introduction of Predictive Index as a management tool, the evolved Culture Team who defined Metroparks Toledo new culture standard, “The Metroparks Way” which was a natural transition for Ms. Miller’s new role. Moving forward, we will continue to utilize the tools of the Predictive Index as well as increase overall staff performance. Ms. Miller has performed various training sessions especially within the pay for performance arena. Additionally, Ms. Miller will formalize a process to assist with employees who wish to grow into perhaps a completely different area within the organization.

Another area that Ms. Alexander is focusing on are annual goals and overall goal setting. She is currently working closely with Senior Staff to finalize 2020 annual goals, which will cascade to inform goals for each individual staff member.

One area new to Metroparks will be an earned income. Ms. Alexander will begin with the development of a policy to guide our experiences so that everything is done fairly and keeps us to the core of Clean, Safe and Natural.

Mr. Fritz Byers inquired about the life cycles of strategic planning, even the current plan that goes through 2020. Ms. Alexander stated that the short-term focus is to establish annual goals that support execution of the strategic plan; meanwhile, it is time to discuss the approach and begin developing the next iteration of the three-year strategy.

Mr. Savage inquired about the one page about policy on Diversity of Funding and Ms. Alexander responded that it should be coming to the board within the next month. Mr. Savage stated that this is very important to get formalized and I something that is needed.

He went on to say that in organizations there are many that would like to advance or improve their current skills, he is pleased to hear that the organization has taken a serious interest in allowing development for those who wish to excel in their existing role as well as those seeking promotional opportunities.

Mr. Kevin Dalton inquired as to how much interaction we are having with all employees and not only senior staff. Ms. Alexander responded by stating that either she or Ms. Miller attend staff meetings as well as meeting with Union Leadership to ensure that all major initiatives consider staff feedback.

Ms. Luetke inquired as to how culture team was selected. Mr. Dave Zenk responded that it was a group that was specifically mid-level (natural leaders who are not technically supervisors) and had the eyes and ears of what was happening throughout.

**B. Matt Cleland, Deputy Director/Treasurer – Treasurer’s Report**

Mr. Matt Cleland reported that salaries are tracking on par. Mr. Byers inquired about the current state of our software. Mr. Cleland reported that in the past, while he had responded positively to this question, lately he has been spending more time with our current software vendor, SSI, to confirm that there are capabilities that have been underutilized. Mr. Cleland and the finance staff have been working with a consultant from SSI to gain better understanding of and learn to use these capabilities.

Mr. Byers also inquired about the significant differences of materials and supplies, is that a result of timing? Mr. Cleland reported that in addition to the timing of projects, we are limited in the number of staff available to complete various projects.

Mr. Savage asked about the inter-governmental, we are at 66%, are we expecting more? Mr. Cleland reported that there is a typographical error in the YTD Budget column and the revenue is currently on target for the year. Regarding the monthly expenses in October, Mr. Savage stated that this seems tighter than previously. Mr. Cleland reported that while it shows 1%, we have been pushing salaries fairly tight. Expenditures are tracking as such that at the end of the year we will be within budget. Mr. Cleland stated that in addition to aggressively budgeting for 2019, we have made decisions mid-year that have reduced the budget to actual variance.

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

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

Resolution No. 81-19 - Approval of Supplement and Amendment to the 2019 Certificate of Estimated Resources and Appropriations Measure

Mr. Cleland responded that we are just updating our budget for various projects, for example, the Glass City Metropark items, so we can transfer necessary funds.

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 Ms. Luetke:

Resolution No. 82-19 – Transfers from General Fund to the Capital Construction Fund

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

- C. Mr. Dalton offered and moved for adoption of the following resolution, with a second by Ms. Luetke:

Resolution No. 83-19 – 2020 Certificate of Estimated Resources

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

- D. Mr. Byers offered and moved for adoption of the following resolution, with a second by Ms. Luetke:

Resolution No. 84-19 – 2020 Annual Appropriation Measure

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

- E. Ms. Luetke offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 85-19 – Ratification of Schedule of Payables

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

- F. Mrs. Byers offered and moved for adoption of the following resolution, with a second by Ms. Luetke:

Resolution No. 86 -19 – Designation of Law Enforcement Personnel

Mr. Joe Fausnaugh introduced Ranger Mr. Rich Ketchum, who was a seasonal in years past and had now returned as a Ranger. Two other seasonals who were unable to attend today's meeting, Ms. Candice Andrzejak and Mr. Zachary Coffield went through the Peace Officer training on their own and have now been hired as Metroparks Toledo Rangers.

Mr. Savage recognized Mr. Fausnaugh and his ranger team for receiving a First Place OPRA in Law Enforcement and thanked him for his great leadership in pursuit of this initiative.

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

- G. Ms. Luetke offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 87 -19 – Authorization to Request Funding Through the Ohio Department of Natural Resources Division of Forestry

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

- H. Ms. Luetke offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:

Resolution No. 88 -19 – Contract Approval, Fort Miamis Shoreline Improvements, 600 Michigan Ave., Maumee, OH 43537

Ms. Emily Ziegler provided an overview of the Fort Miamis project. This site has been recognized as a historical site which allows for modest improvements and interpretive signage. When Metroparks Toledo went through the ten year comprehensive planning process, this site was identified as a priority project. This project will allow for better access to the shoreline as well as interpretive and accessibility features.

Mr. Jon Zvanovec said upon bid opening, we received 5 bids; however due to the nature of the specifics of the work, there are not many contracts that perform this specialty. Mr. Byers inquired as to when the work will be done and Mr. Zvanovec replied that it will be sooner rather than later due to the fish runs. Because of the nature of this work, the project will be bid in two different phases. The second phase will actually be one deliverable with a couple of different contractors because of the nature of the work needed to be performed.

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

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

Resolution No. 89 -19 – Contract Approval, Metroparks Toledo – Wildwood Resurfacing Project

Mr. Zvanovec reported that this is additional funding from the scrap tire grant and work will not begin until the next construction season.

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

appendix to these minutes.

5. BOARD INITIATED TOPICS AND DISUCSSIONS

Mr. Mark Sattler and Mr. Dave Bench, Jerusalem Township, attended the meeting to officially thank Metroparks Toledo for the Spur Dike that was built. There is a formal letter that will be posted on their website as well sending out publicly. They are very grateful for Metroparks Toledo swift action to resolve the issue. Mr. Savage went on to thank Dr. Tim Schetter and Mr. Scott Savage for their assistance in finding a solution to this issue. He also thanked the gentlemen for returning to thank Metroparks Toledo as a follow-up. Dr. Schetter also extended a thank you to Mr. Denis Franklin with all of his work with the vendor to find a solution.

*Special Events Updates*

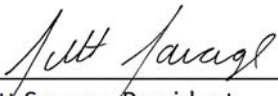
Mr. Matt Killam stated that this Friday, November 22, a thank you to all of the Metroparks Toledo Volunteers at the Manor House. There is a membership preview on December 6 which includes a tree lighting. Our marketing and operations department has worked diligently on adding new additions to this event.

Mr. Killam went on to report that Metroparks Toledo is currently running neck and neck with Graceland for the USA Today 10Best Holiday Historic Home Tours contest

Mr. Savage also thanked the other OPRA winners; Wintering the Towpath, Single-track Trail and Forest Therapy.

Mr. Savage acknowledged the retirement of Mr. Dutch Baumgartner who has retired after 40 years with Metroparks Toledo and thanked him for his many years of dedication and services to the agency. Mr. Baumgartner has been primarily known as an artist with all of his work on the gazebos and most recently on the Cannaley Treehouse Village.

With no further business or action to be taken, Ms. Luetke made a motion to adjourn the Board meeting at 9:52 a.m., which was seconded by Mr. Dalton and approved.

  
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Scott Savage, President

Attest:   
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Dave Zenk, Executive Director

DDZ/kjm  
11/20/2019