

Regular Board Meeting – April 27, 2016

## RESOLUTION SUMMARY

<b>Resolution</b>	<b>Description</b>	<b>Byers</b>	<b>Doneghy</b>	<b>Savage</b>	
<b>Resolution No. 21-16</b>	Approval to Request Funding Through the State of Ohio Transportation Fund for Wabash Cannonball Trail Extension	Motioned	2 <sup>nd</sup>		Approved
<b>Resolution No. 22-16</b>	Approval to Apply for Outdoor Legacy Partnership Program	2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 23-16</b>	Approval of Grant of Easement to Evelyn Nicoll, Successor Trustee of the Robert Arnett Living Trust Dated April 25, 1996	Motioned	2 <sup>nd</sup>		Approved
<b>Resolution No. 24-16</b>	Request Approval for Purchase of Two (2) 2016 Bobcat Compact Loaders	2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 25-16</b>	Request Approval for Purchase of a 2016 Caterpillar 299D2 Skid Steer Loader	Motioned	2 <sup>nd</sup>		Approved
<b>Resolution No. 26-16</b>	Authorization for the Purchase and Installation of Play Structures for Oak Openings Metropark	2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 27-16</b>	Request Approval to Declare Equipment Surplus	Motioned	2 <sup>nd</sup>		Approved
<b>Resolution No. 28-16</b>	Contract Approval, Howard Farms Metropark Phase One Improvements, 601 South Howard Road, Curtice, Ohio 43412	2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 29-16</b>	Contract Approval, Demolition of Howard Marsh Metropark Surplus Structures, South Rialto Drive, Curtice, Ohio 43412	Motioned	2 <sup>nd</sup>		Approved
<b>Resolution No. 30-16</b>	Approval of Grant Application to Ohio EPA for Maumee River Sediment Reduction Project	2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 31-16</b>	Schedule of Payables	Motioned	2 <sup>nd</sup>		Approved
<b>Resolution No. 32-16</b>	Creation of New Funds – Federal, State and Local and Other Fund Numbers 256, 257 and 258	2 <sup>nd</sup>	Motioned		Approved
<b>Resolution No. 33-16</b>	Ratify Amendment/Supplement to the 2016 Appropriations Measure – Cardinal, Buckeye, Education/Programming and Land Development Funds	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, APRIL 27, 2016, 8:30 A.M.**

**SECOR ROOM – SECOR METROPARK**

Commissioners Present:

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

Stephen W. Madewell, Executive Director  
David Smigelski, Legal Counsel

Staff present: Dave Zenk, Matt Cleland, Jill Molnar, Tim Schetter, Joe Fausnaugh, Michelle Grigore, Scott Carpenter, Denise Johnson, Cathy Marinelli and Jon Zvanovec.

1. NON-RESOLUTION BOARD ITEMS

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

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. Savage began the meeting by acknowledging all the hard work that employees put in to the board meeting preparation as well as congratulating Metroparks on receiving three NACPRO awards; Fallen Timbers Battlefield, Westwinds Metropark and the partnership regarding the regional GIS database.

Mr. Savage stated there is one change to the consent agenda, the discussion of the Vision Statement has been postponed due to the lengthy agenda. With this change, Mr. Fritz Byers made a motion for approval of items which include the consent agenda and the disposition of the minutes for the regular board meeting held on March 23, 2016. This motion was seconded by Mrs. Lera Doneghy and approved.

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

A. Vision Statement Discussion – postponed.

B. Manhattan Marsh Update - Tim Schetter, Director of Natural Resources

Dr. Tim Schetter provided an update regarding the Manhattan Marsh project. Dr. Schetter reported that he has been working with the Toledo Land Bank to transfer property they own to Metroparks. Additionally, Metroparks will be working with the City of Toledo to acquire the properties they own. There are some

small private parcels which are tax delinquent and Metroparks is working with the Land Bank regarding these properties as well. Mr. Byers inquired as to the timeline for Metroparks' acquisition of the property. Dr. Schetter responded that by the end of 2016 we will acquire the property from the Land Bank and from the City of Toledo. Realistically, Metroparks will begin the restoration phase of this park this coming winter and in the spring of 2017; however, this will be a 5 year project for the entire restoration process.

Mr. Byers asked what might be required to control the water levels for management of invasive plant species in this area. Dr. Schetter indicated that, as a non-engineer, he does not foresee significant issues unless it affects Suder Avenue. He stated a simple box unit can be installed, which would be beneficial but is not critical.

Mrs. Doneghy inquired as to the condition of the property and whether hazardous waste was present. Dr. Schetter responded that environmental testing was completed prior to acquisition of the property and there was no indication of hazardous material on site.

The final phase is the park development phase. While this has been designated as one of the 10 new parks in 10 years, there is no firm date as to when the development will begin. Initial design includes a walkway from Chase STEM Academy, a small parking lot, a trail surrounding the marsh, and a platform. The estimated cost for development is \$1.1M; however, two grant submissions of approximately \$500,000 each, if granted, could fast track the development.

Mr. Savage inquired as to the material for and length of the trail. Dr. Schetter responded that it will be a combination of aggregate and board walk and the distance is just over one mile.

C. Matt Cleland, Director of Finance/Treasurer

Mr. Matt Cleland reported that we are at the end of a quarter so we can finally begin to look at trends in budget to actual. Mr. Cleland thanked Ms. Robin Brown and Ms. Karin Shindel stating they have done a wonderful job completing some items that have been backlogged. Mr. Savage inquired how this affects our financial reports. Mr. Cleland responded that we have not done a hard close for 2015 yet, so information is able to be reported in the appropriate period.

Mr. Cleland reported that we have a new comptroller that will be starting on May 4, 2016.

Regarding the intergovernmental revenue, Mr. Cleland did some research and found out we are on track to receive the same amount of local government revenue as last year. The point of concern is House Bill 66 as this is the last year we will be receiving funds from this reimbursement. This year we will be receiving approximately \$250,000 less than projected. He is not yet overly concerned because it will likely balance out with one of the hundreds of other variables that make up the financial forecast, with this being the first to be reviewed. For budgeting next year, Mr. Byers confirmed that Metroparks will not include the funds from House Bill 66 for 2017 of which Mr. Cleland concurred.

In reviewing the multi-fund report, Mr. Cleland stated the favorable bids from the Howard Marsh project will help the fund 401 balance, as Mr. Cleland had negative numbers inserted for this project following an update of beginning fund balance.

The investment ledger indicates that we have had some investments mature and Mr. Cleland has decided to leave them in cash, due to the surety bond required for Howard Marsh. This is for the dam portion of the project which is approximately \$3.8M. The cost of a bond could be \$100,000; rather than incur this cost Mr. Cleland hopes to take advantage of an opportunity to place funds, equal in value to the dam project, in escrow with the treasurer of state in lieu of purchasing a bond. With this opportunity, Metroparks is able to receive the interest earned on the funds held for surety.

Regarding the "Then and Now" reporting, fewer items are again being reported and Mr. Cleland is hopeful that continuation of the current processes will provide continued decline.

Mr. Savage inquired if the new position is a controller. Mr. Cleland responded that in government, the position is typically titled comptroller, but is essentially the same type of position.

Mr. Savage inquired about Metroparks' payroll process and if it is currently functioning well. Mr. Cleland responded that Angie Williams currently handles payroll and he has not focused on it, mainly because things have been working. The new comptroller will be focusing on efficiencies and processes within the payroll area. We are looking to either continue to process in-house with efficiencies added where possible or, if it makes sense, to outsource it. Mr. Cleland stated Ms. Williams has experience in organizations with internal and outsourced payrolls so she may be a good resource in the review process. Regardless, there is enough work within Metroparks for Ms. Williams should the payroll get outsourced.

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

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

Resolution No. 21-16 – Approval to Request Funding Through the State of Ohio Transportation Fund for Wabash Cannonball Trail Extension

Mr. Dave Zenk explained that there is a separate arm in federal funding that focuses on urban settings. Because of this, Metroparks has decided to work with NORTA to submit this grant. Metroparks will assume construction and day-to-day operations. NORTA would be responsible for capital improvements.

Mr. Byers inquired as to the 5% match and if it that is the upper limit of our match, Mr. Zenk stated, given the current estimate, yes.

Mr. Savage asked if there is a short piece that will not be paved. Mr. Zenk responded that there is a section that is connected to the railroad and that will be pursued at another time. He also inquired if there is an open trail by Liberty Center. Mr. Zenk responded that yes that is the South Fork Trail. Mr. Savage also inquired if we measure how many miles of trails for which we are responsible. Mr. Zenk and Mr. Fausnaugh reported that Metroparks manages over 150 miles in trails.

Mr. Byers reported that, as a Lucas County resident and a regular user of these trails, the proposed expansion of the trail outside Lucas County will be extremely beneficial for all users of the trails. He is very supportive of utilizing Metroparks funds for this project because of the obvious benefits for Lucas County residents. The expansion of the Wabash-Cannonball Trail will be of great assistance for those in training or those just looking to explore other areas of the region.

Mrs. Doneghy responded that this is another piece of positive advertising for everything Metroparks is doing.

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

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

Resolution No. 22-16 – Approval to Apply for Outdoor Legacy Partnership Program

Mr. Zenk reported that this program was specifically written for Manhattan Marsh. This is one of the few grants that will aid in amenities for a natural area. Metroparks will be asking for \$475,000. Mr. Byers inquired as to whether a commitment above 1 to 1 would enhance our application. Mr. Zenk reported that yes that is correct. Mr. Byers inquired if this resolution is just for approval of the \$475,000. Mr. Zenk responded yes, there is another section that will be presented to the board in the future. Mr. Zenk said all of the partners have pledged to donate to this cause. This is a very competitive application with only 2 applications from the state that will advance to the National level.

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

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

Resolution No. 23-16 – Approval of Grant of Easement to Evelyn Nicoll, Successor Trustee of the Robert Arnett Living Trust Dated April 25, 1996

Mr. Zenk reported that Metroparks collaborated many years ago with other park districts in regards to this property. This request stems from an adjacent landowner's desire to build a residence and allow access to that residence over an existing agricultural path which has been utilized for years; the other parks have signed off and we are the last partner to sign off on this. This easement will be limited and used only for a driveway.

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

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

Resolution No. 24-16 – Request Approval for Purchase of Two (2) 2016 Bobcat Compact Loaders

Mr. Joe Fausnaugh reported that one of our units had an accident and caught on fire. No one was hurt, but the unit was destroyed. Mr. Byers inquired if we will be utilizing state pricing for the purchase. Mr. Fausnaugh responded that yes we will. Additionally, we have submitted an insurance claim and will submit the invoice from this purchase for reimbursement. Mr. Byers inquired if there were any issues with the insurance claim filed; Mr. Cleland responded none what-so-ever.

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

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

Resolution No. 25-16 – Request Approval for Purchase of a 2016 Caterpillar 299D2 Skid Steer Loader

Mr. Byers inquired as to the amount of savings achieved by utilizing the state pricing. Mr. Fausnaugh stated that it's pretty substantial with up to \$30,000 in savings.

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

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

Resolution No. 26-16 – Authorization for the Purchase and Installation of Play Structures for Oak Openings Metropark

Mr. Fausnaugh reported that this unit will replace the playground by Mallard Lake. The design will match the natural amenities within the park such as flying squirrels, oak trees, etc.

Mr. Byers inquired as to when installation would occur. Mr. Fausnaugh stated that they plan to begin in August, 2016 with completion by September, 2016.

Mr. Savage asked if we were still comfortable working with GameTime. Mr. Fausnaugh responded that he reached out to three (3) different vendors for their designs. GameTime really stepped up and provided a great design. Mr. Savage also stated he appreciated the inclusion of referencing the strategic plan in the brief as a good reminder of how Metroparks continues to utilize and implement what has been defined in the plan.

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

7. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:  
Resolution No. 27-16 – Request Approval to Declare Equipment Surplus

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

8. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:  
Resolution No. 28-16 – Contract Approval, Howard Farms Metropark Phase One Improvements, 601 South Howard Road, Curtice, Ohio 43412

Mr. Jon Zvanovec reported that we received really good numbers. Mr. Byers commented that we received nine very credible bids and was pleased with the response. Mr. Savage stated that this is quite a project, and while it feels like we're moving quickly on this, it really has been in process for over 5 years.

Mr. Steve Madewell discussed the various steps that were taken over these years and the numerous agencies that Metroparks has worked with in getting us to this point. This project is on the national radar. This is the single biggest project that Metroparks has ever engaged in. This has been very well thought out and we have pulled the best people in the business to work on this. Mr. Madewell indicated there has been a tremendous amount of staff involved, Dr. Schetter, Mr. Zvanovec, Mr. Denis Franklin, amongst others. He also thanked Mr. Zvanovec with everything he has juggling right now.

Mr. Byers inquired how optimistic is the end construction date, November 2017. Mr. Zvanovec responded that yes, they will have this completed by that date. He went on to state that the contractor is extremely motivated and ready to hit the project 7 days after the contract has been signed.

Mr. Byers went on to say that he is confident in the public record of our meetings, that it will reflect clearly the amount of work that has gone in preparation for this project. He feels as a board member, he's been very well informed regarding this project, along with all the other information on the projects happening within Metroparks.

Dr. Schetter wanted to thank Ohio Department of Natural Resources for upholding their contribution of over \$4M.

Mr. Byers invited comment and explanation for the structure of the base bid and three alternates. He also requested further comment on the rationale and reasoning for the recommendation that the Board approve the base bid and all three alternates. Mr. Zenk responded that the first alternate was the restroom which was awarded via grant. The second alternate was a "pay me now or pay me later" for the riprap. It was not a question of if it should be done. They were not originally expecting the bid they received and with the lower number received; they decided it would be better to do this now. Dr. Schetter explained that the way they approached the alternates originally was that we could cut them from this project if the bid was too high. So each of the alternates were prioritized as what could be removed if need be. For the third alternate, they had decided the trees could be planted by Metroparks as a last resort. However, for the third alternate, the tree planting will be a significant amount in savings in time and money if it can be performed by the contractors. Mr. Byers responded that based on this information and thought process, it makes sense to include these alternates.

Mr. Scott Carpenter reported that there were two well-attended open houses regarding Howard Marsh and throughout the process all three Jerusalem Township Trustees were supportive and continue to be very

supportive of this project.

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

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

Resolution No. 29-16 – Contract Approval, Demolition of Howard Marsh Metropark Surplus Structures, South Rialto Drive, Curtice, Ohio 43412

Mr. Zvanovec reported that the contractor that won the Howard Marsh project wanted control of this project as well. Therefore, they strived to have the lowest bid so they could handle all aspects of this Howard Marsh project. Jerusalem Township will be performing the burns as a fire training effort and the contractor will complete the demo.

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

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

Resolution No. 30-16 – Approval of Grant Application to Ohio EPA for Maumee River Sediment Reduction Project

Dr. Schetter reported that this initially started back in 2014. This application is largely a formality, and there is a 100% chance of us receiving the grant. This will largely complete the Cannaley property amongst some other areas.

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

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

Resolution No. 31-16 – Schedule of Payables

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

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

Resolution No. 32-16 – Creation of New Funds – Federal, State and Local and Other Fund Numbers 256, 257 and 258

Mr. Cleland reported that this will allow us to better streamline the grants and incorporate their new account structure they have developed in finance. The department portion of the account structure as well as the project numbers will be used to differentiate grants within these funds in lieu of using new fund numbers for each grant. This will prevent the district from running out of fund numbers to use under the current logic.

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

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

Resolution No. 33-16 – Ratify Amendment/Supplement to the 2016 Appropriations Measure – Cardinal, Buckeye, Education/Programming and Land Development Funds

Mr. Cleland reported that this was created to accommodate various situations that come about. For example, a scout had raised \$1,500 towards a project he wanted to work on at Swan Creek, yet there was not a place to appropriate these funds from. Mr. Savage inquired if Mr. Cleland was comfortable with the controls in place for these funds. Mr. Cleland responded that yes, there are processes in place where budget requests and purchase requests each go through.

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

5. PUBLIC ISSUES

Mr. Byers reported that upon review of the schedule of events, it is a testimony to the numerous programs offered throughout the park district. He went on to acknowledge the diversity of programs that we offer to the public. Additionally, it is a reflection of Metroparks' effort to protect our natural resources and offer so many opportunities to our constituents.

6. EXECUTIVE SESSION

At 10:14 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 review compensation of a public employee or official, a legal matter to be discussed with legal counsel and a pending land acquisition pursuant to ORC 121.22, (G) (1) (2) (3). Mr. Savage asked if there was any discussion and reported, under Ohio Revised Code Section 121.22, a roll call vote on this motion is necessary. Ms. Jill Molnar advised the commissioners that as their names were called they should answer yes to enter meeting or those opposed answer no.

ROLL CALL

Mrs. Doneghy – Yes

Mr. Savage – Yes

Mr. Byers - Yes

Ms. Molnar reported upon roll call vote the motion passed and the Board recessed into executive session.

Mrs. Doneghy made a motion to adjourn executive session at 11:04 a.m., which was seconded by Mr. Byers, approved by Mr. Savage.

Mrs. Doneghy made a motion to adjourn the board meeting at 11:04 a.m., which was seconded by Mr. Byers, approved by Mr. Savage.

\_\_\_\_\_  
Scott Savage, President

Attest: \_\_\_\_\_  
Stephen W. Madewell, Executive Director

SWM/kjm  
4/27/16