

Regular Board Meeting – JANUARY 25, 2017

RESOLUTION SUMMARY

| Resolution | Description | Byers | Doneghy | Savage | |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------|----------|
| Resolution No. 01-17 | Amendment to Board Resolution 46-14 | 2 nd | Motioned | | Approved |
| Resolution No. 02-17 | Authorize an Agreement for the Purchase and Installation of a New Play Structure at Swan Creek Preserve | Motioned | 2 nd | | Approved |
| Resolution No. 03-17 | Approval to Request Funding Through the Coastal Management Assistance Grant | 2 nd | Motioned | | Approved |
| Resolution No. 04-17 | Approval to Enter Into a Joint Cooperation Agreement for the Purposes of Obtaining Grant Funding and Constructing Phase One of the University Parks Trail Extension | Motioned | 2 nd | | Approved |
| Resolution No. 05-17 | Approval to Commit Funds for Local Match to Construct Phase One of the University Parks Trail Extension | 2 nd | Motioned | | Approved |
| Resolution No. 06-17 | Approval to Request Funding Through the Recreational Trails Program | Motioned | 2 nd | | Approved |
| Resolution No. 07-17 | Ratification of Land Purchase: 10731 Old State Line Road, Swanton, Ohio | 2 nd | Motioned | | Approved |
| Resolution No. 08-17 | Ratification of Land Purchase: 764 Howard Road, Curtice, Ohio | Motioned | 2 nd | | Approved |
| Resolution No. 09-17 | Ratification of Land Purchase: 1055 Irwin Road and 1187 Irwin Road, Holland, Ohio | 2 nd | Motioned | | Approved |
| Resolution No. 10-17 | Ratify Authorization to Apply for Ohio Environmental Education Fund Grant Funds | Motioned | 2 nd | | Approved |
| Resolution No. 11-17 | Ratify Approval of Repayment of Advance from ODNR Program Fund #236 to the General Fund | 2 nd | Motioned | | Approved |
| Resolution No. 12-17 | Schedule of Payables | Motioned | 2 nd | | Approved |
| Resolution No. 13-17 | Aly Sterling Philanthropy | 2 nd | Motioned | | 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, JANUARY 25, 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, Joe Fausnaugh, Scott Carpenter, Sherri Mossing, Michelle Grigore, Emily Ziegler, Tim Schetter, Cathy Marinelli, Jon Zvanovec, Arlene Slusher, Patty Morgenstern, Amy Mossing, Sandy McFarland, Annie Devine, Robin Brown, Nancy Jomantas, and Karin Shindel.

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:38 a.m.

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 December 21, 2016; as well as the disposition of the minutes for the Special Board Meetings held on January 6, 2017 and January 11, 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

Mr. Matt Cleland, Deputy Director of Administration/Treasurer

Mr. Dave Zenk discussed how the new goal for Metroparks is to create a three year strategic plan which is comprised of seven individual plans; financial plan, marketing plan, philanthropy plan, capital project plan, community partnership plan, programming plan and a staff development plan. Mr. Zenk sees this process as the focus of the first quarter which will align us for the next three to five years. Additionally, Mr. Zenk reviewed the steps Metroparks will be taking to reach this goal. The first step is to work with the management team to gather ideas of what specifically needs to be within these plans and then work with the board for further input. Mr.

Savage inquired as to when this will involve the board. Mr. Zenk replied that, while there is no set date, most of these plans are in draft form and the goal is to schedule something for the board's consideration in the first quarter.

Mr. Cleland provided an overview of the financial forecast. Areas discussed included; methodology – traditional, comprehensive, capital projects, and operations. Mr. Byers asked Mr. Cleland to elaborate on the area of grant support. Mr. Cleland responded that the staff is able to estimate grant awards from sources through experience and historical success. Mr. Byers inquired about the methodology regarding the application of additional operating expenses to the forecast. Mr. Cleland responded the expenses were applied in a straight line in acknowledgement of the fluid nature of the capital development plan.

The next area of discussion was in regards to revenue and expenditures. Mr. Cleland stated that an overarching theme that runs throughout the document pertains to sustainability. As we build more parks, services, etc., operating expenditures will increase which will be accommodated by a decrease in operating transfers to capital development.

In discussing fund balance, Mr. Byers inquired if the six month operating expense level referenced was for the general operating fund. Mr. Cleland replied that that is correct.

Mr. Cleland explained that this forecast differs from traditional forecasts in that it contains a projection with all funds combined in a single composite forecast.

Mr. Byers inquired as to why there is a significant bump in intergovernmental revenue for 2018 on the composite forecast. Mr. Cleland responded that the bump is attributed to grants for the reimbursement of land purchases.

Mr. Savage stated he appreciates everyone that had a hand in preparing the financial forecast. Mr. Zenk responded that what he is most pleased with is that it displays a fundamental commitment to what the board agreed to when the land acquisition levy was passed. Mr. Byers also commented on his appreciation of this process and sees it as a tool as we move forward. Mr. Savage said it's very important to review our public surveys and to be sure to include all employees as well as volunteers, as we begin to develop the strategic plan.

Treasurer's Report

Ms. Sherri Mossing reported that the revenues came in right at budget for the general fund.

Regarding expenses, Ms. Mossing reported that the variance is at 9.35%; however, historically this percentage has been higher. Mr. Byers asked as to why the actual was \$1.3 million below budget. Mr. Cleland responded that there was no particular reason or attempt to reduce expenditures but it was closer to budget than prior years due to improved budgeting by staff.

Ms. Mossing went on to state that in the all funds report the big variance is a result of the development schedule for Howard Marsh, which was discussed previously.

Regarding the fund advance report, Ms. Mossing stated that there are now two advances which will be returned in 2017. Additionally, the outstanding debt report indicated that Metroparks still has one debt that remains outstanding but will be paid in 2017.

Ms. Mossing reported in the investment ledger there are a couple of accounts that are in transition at the end of the month which are listed as cash. The then and now report contains two items.

Mr. Savage inquired as to the spread of the salaries and fringe benefit percentages. Mr. Cleland reported that finance also noticed that the salaries variance is 6% and fringe benefits are at 11%. Not every fringe benefit is tied to salaries. Fringes such as health, retirement, and unemployment can be incurred at different rates than salaries. Historically, the difference between salary and fringe variances have been similar to those of 2016.

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

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

Resolution No. 01-17 - Amendment to Board Resolution 46-14

Mr. Joe Fausnaugh reported that it is an amendment for a resolution in 2014 that had an error in the referencing the term of the contract. Rather than the contract ending in fiscal year 2016, it ends in May, 2017. This resolution corrects that date.

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

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

Resolution No. 02-17 - Authorize an Agreement for the Purchase and Installation of a New Play Structure at Swan Creek Preserve

Mr. Fausnaugh reported that the play structure on the Airport Highway side is in need of replacement. The design of the play structure was to reflect the nature of Swan Creek. The structure has been designed to mimic the flow of Swan Creek. Mr. Byers inquired as to how long and when construction will take place. Mr. Fausnaugh responded that the project should be completed by July with construction lasting between 6-8 weeks. Mrs. Doneghy inquired if our construction crew will be assisting, of which Mr. Fausnaugh reported that yes, the construction crew will be prepping the site and then the vendor, Playworld Midstates, would return to finalize the structure.

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

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

Resolution No. 03-17 - Approval to Request Funding Through the Coastal Management Assistance Grant

Mrs. Emily Zeigler stated Metroparks would like to improve access to the Maumee River at Fort Miamis, which includes an overlook, trail enhancements, new aggregate trail components, etc. The City of Maumee sees this as an opportunity to provide additional amenities to the community. Mr. Byers inquired if Maumee City Council has approved the improvements to the adjacent roadway. Mrs. Zeigler responded that they have not; however, the City of Maumee plans on tying the planned improvements to their sewer projects through 2021.

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 Mrs. Doneghy:

Resolution No. 04-17 - Approval to Enter Into a Joint Cooperation Agreement for the Purposes of Obtaining Grant Funding and Constructing Phase One of the University Parks Trail Extension

Mrs. Zeigler reported that this project has been in the works for several years but needed EPA approval to move forward. Once the EPA approved the property, Metroparks initiated this project which includes many partners as part of the collaboration. Lucas County Commissioners are the owners of the property and are willing to support this effort. Mr. Zenk would like to thank the Lucas County Commissioners for their nimbleness towards this project.

Mr. Byers moved to amend the resolution so that the language reflects that the Board of Park Commissioners will authorize the Park District to enter into a joint cooperation agreement, subject to review of Metroparks' legal counsel.

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

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

Resolution No. 05-17 - Approval to Commit Funds for Local Match to Construct Phase One of the University Parks Trail Extension

Mr. Byers inquired as to when this project will transpire. Mrs. Zeigler responded that it will be in 2018. Mr. Savage would like to thank the County Commissioners for their efforts on this very exciting project and to all those who had a hand in making this vision come true. Mrs. Doneghy is appreciative of the collaboration efforts as well.

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. 06-17 - Approval to Request Funding Through the Recreational Trails Program

Mrs. Zeigler reported that this area is located at the former Beverly School site where we would like to build a parking lot as well as restrooms. This particular site will be called out on the Chessie Trail as a Trail Head area. Mr. Byers inquired as to how we decided the size of the parking lot. Mrs. Zeigler responded that Metroparks felt that for now, a 10 spot lot is sufficient, but the plan includes the capacity for an expansion. Mr. Byers commented that with everything that Metroparks is doing regarding connectivity, this is the centerpiece and the excitement generated from this will be one of the many things in Toledo that make this a wonderful place to live. Mr. Byers went on to say that connectivity is the driver of everything about lifestyle and having healthy choices and what we are doing is just fantastic.

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

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

Resolution No. 07-17 - Ratification of Land Purchase: 10731 Old State Line Road, Swanton, Ohio

Mr. Tim Schetter stated that this purchase will allow us to connect Wiregrass Lake to Westwinds through the Kitty Todd property. There is some clean up that is required, but USEPA will work with Metroparks in that area. Mr. Byers inquired as to what exactly that means. Tim stated that the USEPA have already committed funds to cleaning up this area and has already done much of the heavy lifting such as testing soils and ground water. They have also committed to removing the heavy dumping. Mr. Byers inquired if this is all reimbursable. Mr. Schetter stated that yes it is.

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

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

Resolution No. 08-17 - Ratification of Land Purchase: 764 Howard Road, Curtice, Ohio

Mr. Schetter stated that this is not grant funded, but an important purchase for the park. It will improve the entrance area to Howard Marsh.

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

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

Resolution No. 09-17 - Ratification of Land Purchase: 1055 Irwin Road and 1187 Irwin Road, Holland, Ohio

Mr. Schetter reported that this purchase is grant funded; however there really is not much to do to the property. It will serve as a buffer to the connection trail. Mr. Byers inquired if the construction of the trail will go to the west of the property. Mr. Schetter reported that yes, roughly a quarter mile.

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

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

Resolution No. 10-17 - Ratify Authorization to Apply for Ohio Environmental Education Fund Grant Funds

Mrs. Michelle Grigore reported that this grant application would help Metroparks to reach middle school students and train teachers in the Globe Concept. Metroparks would be offering environmental education which would allow students exploring opportunities. Mrs. Doneghy inquired as to what teachers this will apply to. Mrs. Grigore responded that certain districts have reached out already; however, if a teacher has been through the Globe training, they could be a part of this as well. Mr. Byers inquired as to what portion of the expenses are not covered from the grant. Mrs. Grigore responded that there is no additional expense from us, except for the contractor that does the survey designs which would be roughly \$6,000. Mr. Byers stated that it is just fantastic that we continue provide outreach into the community regarding environmental education.

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

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

Resolution No. 11-17 - Ratify Approval of Repayment of Advance from ODNR Program Fund #236 to the General Fund

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

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

Resolution No. 12-17 - Schedule of Payables

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

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

Resolution No. 13-17 – Authorization for Professional Services for the Implementation of Metroparks Foundation with Aly Sterling Philanthropy

Mr. Zenk stated that within the Financial Forecast, Metroparks is moving into a new model of operation which decreased our operations revenue. Several months ago, Mr. Zenk began his research regarding how to grow

this area of development which included meeting with other agencies. Additionally, he met with Aly Sterling Philanthropy and they have a great process to implement this. Mr. Byers agrees that Mr. Cleland's forecast clearly defines the need for this and supports this. Mr. Savage also agreed that this is something that has to be an integral part of our strategic plan and is hopeful that our community will support this effort. This is a change within our organization and he is very supportive.

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

5. EXECUTIVE SESSION

At 10:09 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 a pending land acquisition and a legal matter to be discussed with legal counsel, pursuant to Ohio R.C. §121.22, (G (2), (3). Mr. Savage asked if there was any discussion and reported, under Ohio R.C. §121.22, 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 11:38 a.m.

Mrs. Doneghy made a motion to adjourn the Board meeting at 11:39 a.m., which was seconded by Mr. Byers and approved.

Scott Savage, President

Attest: _____
David D. Zenk, Executive Director

DDZ/kjm
1/25/2017