

Regular Board Meeting – December 21, 2016

RESOLUTION SUMMARY

Resolution	Description	Byers	Doneghy	Savage	
Resolution No. 86-16	Authorization to Increase a Super Blanket Purchase Order to Toledo Botanical Gardens for 2016 Annual Services	2 nd	Motioned		Approved
Resolution No. 87-16	Ratify Final Amendment to 2016 Appropriations Measure	2 nd	Motioned		Approved
Resolution No. 88-16	Authorization of Blue Water Communications to Negotiate on Behalf of Metroparks for the Placement of Advertising	2 nd	Motioned		Approved
Resolution No. 89-16	Authorization of a Service Agreement with the Downtown Toledo Improvement District	2 nd	Motioned		Approved
Resolution No. 90-16	Establish Use and Amount of Blanket Purchase Orders for 2017	2 nd	Motioned		Approved
Resolution No. 91-16	Authorization to Issue a Super Blanket Purchase Order to Toledo Botanical Gardens for 2017 Services	2 nd	Motioned		Approved
Resolution No. 92-16	Authorization of Issuance of a 2017 Super Blanket Purchase Order to Wright Express Fleet Services (WEX Bank)	2 nd	Motioned		Approved
Resolution No. 93-16	Issuance of Purchase Order for payment of 2017 Annual Workers' Compensation Premium	2 nd	Motioned		Approved
Resolution No. 94-16	Issuance of Super Blanket and Blanket Purchase Orders for 2017 Health Insurance	2 nd	Motioned		Approved
Resolution No. 95-16	Authorization of Purchase Order for Purchase of 2017 General Liability, Etc. Insurance Coverage from Hylant Administrative Services	2 nd	Motioned		Approved
Resolution No. 96-16	Authorization to Engage the Law Firm Spengler Nathanson P.L.L. for 2017 Legal Services	2 nd	Motioned		Approved
Resolution No. 97-16	Issuance of Super Blanket Purchase Orders for 2017 Recycling and Waste Disposal Services	2 nd	Motioned		Approved
Resolution No. 98-16	Issuance of Super Blanket Purchase Orders for 2017 Utilities	2 nd	Motioned		Approved
Resolution No. 99-16	Schedule of Payables	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, DECEMBER 21, 2016, 8:30 A.M.

WARD PAVILION – WILDWOOD METROPARK

Commissioners Present:

Lera Doneghy, Vice President
Fritz Byers, Vice President

Scott Savage, President, unable to attend

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, Doug Carr, Tim Gallagher, Julie Bethel and Cathy Marinelli

1. NON-RESOLUTION BOARD ITEMS

Vice-President Fritz Byers called the meeting to order at 8:33 a.m.

Mr. Byers led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mrs. Lera Doneghy made a motion for approval of the consent agenda; as well as the disposition of the minutes for the regular Board meeting held on November 18, 2016; as well as the disposition of the minutes for the Special Board Meetings held on December 7, December 8, December 12, and December 14, 2016. This motion was seconded by Mr. Byers and approved.

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

A. Recognition of Ranger Mark LeGendre

Mr. Byers and Mrs. Doneghy formally recognized retired Ranger Mark LeGendre's years of service by presenting him with a plaque that featured his badge.

B. Vision Statement Discussion

Mr. Byers reported that, about a year ago, the topic of revising Metroparks' Vision Statement began. He said that it was just over a year ago that Metroparks revised the Mission Statement to make it a truer reflection of Metroparks.

Mr. Byers stated that a Vision Statement is the contemplation of the future of Metroparks and includes a reflection of the park district's aspirations, which, while grand, are plausible.

The revised Vision Statement is as follows:

Metroparks of the Toledo Area will be known nationally as one of the premier park systems in the country, and it will be recognized as a centerpiece of our region's appeal as a place to live, work, and visit.

Mr. Byers said that the concept of the revised Vision Statement contains two parts. First, it looks outward. Metroparks is making a statement to the nation that its park system is as good as or better than any other. Second, the Vision Statement focuses on the natural aspects of and all of the natural resources within this region. Metroparks continues to make this region a wonderful place to live, work, and raise a family. The commissioners' goal in the revised Vision Statement was to marry these two concepts.

Mr. Zenk is very excited about this new Vision Statement. He reviewed it for the first time after the board appointed him as Executive Director, at which point he recognized that the Vision Statement reflects his comments at the all-employee meeting.

Mrs. Doneghy stated that it really speaks to the issues and what the board wants the world to know about Metroparks.

Mrs. Doneghy moved for the adoption of the Vision Statement. This motion was seconded by Mr. Byers and approved.

C. Wildlife Management Update

Mr. Tim Schetter gave a presentation to the board that covered the history of wildlife management. He reviewed the growth of the deer population and the damage the animals have done to Metroparks' natural habitat.

Metroparks began monitoring deer browse in 2015 utilizing a scientific method. The results clearly indicated persistent damage to Metroparks' plant population.

Mr. Schetter identified two methods that can be utilized to count deer. Population index, which is the preferred counting method, is a helicopter snow count. This method utilizes three employees. Two of those employees act as observers and count by looking out each side of the helicopter. The third employee acts as an observer in the front of the helicopter and aids the pilot in navigation and counting the deer in the blind spots of the side observers. The other method is utilizing a thermal infrared count. The main disadvantage is that this method is quite expensive.

Based on these recent counts, Mr. Schetter stated that Wildwood counts are down with no current need for management tactics. However, Oak Openings counts are high, which demonstrates that wildlife management needs to continue.

Mrs. Doneghy stated that this report is wonderful and really speaks to and explains the need for wildlife management. Mr. Byers stated that he agreed, and the board is very grateful for Mr. Schetter's scientific expertise as well as following the policies that have been put in place for the betterment of Metroparks.

Mr. Byers inquired whether this presentation is available on Metroparks' website. Mr. Zenk responded that it is not yet available, but discussions have been had with Mr. Scott Carpenter as to how to provide the most comprehensive information on Metroparks' website. Based on Metroparks' most recent survey, nearly seventy percent (70%) of Lucas County residents support wildlife management when the results show there is an overabundance of deer and destruction occurring to Metroparks.

Mrs. Doneghy inquired whether this information will be shared with other parks. Locally, Mr. Schetter will be presenting this information at the Oak Openings forum. Metroparks' next step is to turn this information into something succinct that it can share across the state.

Mr. Byers encourages Metroparks to be forthcoming with the public about this information and to accept full accountability.

D. Mr. Matt Cleland, Deputy Director of Administration/Treasurer

Mr. Cleland reported that, regarding the general fund budget versus actual, the fourth quarter revenues are relatively small because Metroparks' greatest source of income, tax revenue, is received in the first and third quarters. He reported that in the all funds report, revenue and expenses are trending as expected. The fund advances report contains some changes, including that the ODNR grant will be transferred; however, the GLRI grants will be delayed until next year because one of the grants has been extended into next year. The checks for the other grants will not arrive until January 2017. Mr. Byers inquired whether there were any issues with adjusting the return of advance into December 2017. Mr. Cleland responded that there are no consequences related to the time within the fiscal year that the advance is returned.

Mr. Cleland reported that the debt report is the same as it has been.

Mr. Cleland also reported that the investment ledger had activity this month. Metroparks had three CDs that matured and were reinvested. The in-transit items listed in cash in previous months have made their way into money market accounts.

Mr. Cleland reported that the then and now report had two items that required certifications, which is consistent with the staff and process' recent improvement in purchasing. Ms. Sherri Mossing was proactive this year by generating a report for supervisors showing the then and now from past years so they can be prepared and reduce the number appearing on this report.

Mr. Byers stated that the board feels very comfortable with the professionalism of the staff and is focused on the then and now report and taking the steps to better educate Metroparks' staff for overall improvement.

Mr. Byers inquired whether the software systems are acceptable for the staff. Mr. Cleland said yes and that he is still happy with the systems; however, there are challenges. For example, the speed of the software needs improvement. The vendor has accepted accountability by hiring someone to look specifically into this problem to increase efficiency. Mr. Cleland additionally stated that there are other areas that Metroparks has not utilized, such as crystal reporting, and said that Ms. Heather Mosqueda will be attending training in this area.

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. 86-16 Authorization to Increase a Super Blanket Purchase Order to Toledo Botanical Gardens for 2016 Annual Services

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. 87-16 Ratify Final Amendment to 2016 Appropriations Measure

Mr. Cleland provided a corrected version of the resolution with an updated number. This was the result of some reporting and cleanup of end of the year budget adjustments.

Mr. Byers stated that Resolution 87-16 with the amended whereas clause to ratify the appropriations measure for the corrected amount of \$35,959,918.

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. 88-16 – Authorization of Blue Water Communications to Negotiate on Behalf of Metroparks for the Placement of Advertising

Mr. Scott Carpenter reported that this is the routine resolution provided each year, but anticipates re-evaluating Metroparks' marketing initiatives in the coming year. Mr. Byers inquired whether this is just for Blue Water to represent Metroparks in the negotiating advertising. Mr. Carpenter responded that yes, it is a blanket PO to cover fees received.

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. 89-16 – Authorization of a Service Agreement with the Downtown Toledo Improvement District

Mr. Joe Fausnaugh stated that a temporary agreement was put in place earlier this year for additional aid at Middlegrounds Metropark. He described the service provided to be a blend of the functions typical of seasonal employees and volunteer trail patrol. He stated that one of the biggest benefits Metroparks saw was tying Middlegrounds with downtown, for example, Metroparks was receiving information about events that were happening which may increase visitation. Another example is that Metroparks was being included in other happenings in downtown. Mr. Fausnaugh stated that park staff at Pearson gave glowing reviews about this partnership and with the Downtown Toledo Improvement District (DTID) staff.

Mr. Byers inquired if DTID shares Metroparks' vision regarding interaction with its visitors. Mr. Fausnaugh stated that yes, they support the same philosophies. Mrs. Doneghy inquired whether DTID is requesting additional assistance from Metroparks. Mr. Fausnaugh stated that no, most of the time DTID is offering assistance to Metroparks.

Mr. Byers stated it was most notable that Mr. Fausnaugh referenced Metroparks' connectivity with downtown. This is particularly important for Metroparks' future plans and the growth in downtown.

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. 90-16 – Establish Use and Amount of Blanket Purchase Orders for 2017

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

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

Resolution No. 91-16 – Authorization to Issue a Super Blanket Purchase Order to Toledo Botanical Gardens for 2017 Services

Mr. Byers inquired as to what yearly amount Metroparks pays to Toledo Botanical Gardens (TBG). Mr. Cleland responded that, for 2017, Metroparks will pay \$316,000 and has included an additional \$20,000 from its capital budget to further improve its restroom building. Mr. Cleland reported that this will be \$79,000 paid on a quarterly basis with the first payment distributed at the end of 2016 so that TBG will receive it at the beginning of the quarter.

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. 92-16 – Authorization of Issuance of a 2017 Super Blanket Purchase Order to Wright Express Fleet Services (WEX Bank)

Mr. Cleland reported that this is similar to a credit card for Metroparks' staff to utilize for gas purchases. This is actually a reduction from past years due to the decrease in fuel prices.

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

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

Resolution No. 93-16 – Issuance of Purchase Order for payment of 2017 Annual Workers' Compensation Premium

Mr. Byers inquired as to how Metroparks' premiums are trending. Mr. Cleland stated he will have to gather that information and share it in a future update.

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. 94-16 – Issuance of Super Blanket and Blanket Purchase Orders for 2017 Health Insurance

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

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

Resolution No. 95-16 – Authorization of Purchase Order for Purchase of 2017 General Liability, Etc. Insurance Coverage from Hylant Administrative Services

Mr. Byers inquired about Metroparks' deductible and claims history. Mr. Cleland responded that Metroparks has a \$25,000 deductible per claim and its history is actually quite good with only the claim for the burned skid loader last year.

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. 96-16 – Authorization to Engage the Law Firm Spengler Nathanson P.L.L. for 2017 Legal Services

Mr. Byers stated he has done enough work with various firms and is very comfortable with the great services Metroparks receives from not only Mr. Dave Smigelski, but from the other members of the firm as well. Mr. Byers asked Mr. Smigelski to share the board's appreciation with the rest of his firm.

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

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

Resolution No. 97-16 – Issuance of Super Blanket Purchase Orders for 2017 Recycling and Waste Disposal Services

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. 98-16 – Issuance of Super Blanket Purchase Orders for 2017 Utilities

Mr. Byers inquired as to how Metroparks' utilities have been trending. Mr. Cleland stated that there have been budget reductions in each of the last two years.

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

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

Resolution No. 99-16 – Schedule of Payables

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

5. PUBLIC EVENTS

Mrs. Michelle Grigore reported that she is devoting efforts to the Winter Quest in conjunction with the City of Toledo. She also reported that there have been some pop-up snow shoe programs this week.

Mr. Byers thanked all of those in attendance stated that, while Metroparks has had a great year, the board is looking forward another great year ahead.

Mrs. Doneghy made a motion to adjourn the Board meeting at 9:49 a.m., which was seconded by Mr. Byers and approved.

Fritz Byers, Vice-President

Attest: _____
David D. Zenk, Executive Director

DDZ/kjm
12/21/16