

Regular Board Meeting – December 20, 2017

RESOLUTION SUMMARY

Resolution	Description	Byers	Doneghy	Savage	
Resolution No. 97-17	Authorization to Request Funding Through the Ohio Department of Natural Resources (“ODNR”), Division of Wildlife	2 nd	Motioned		Approved
Resolution No. 98-17	Authorization for Additional Expense Approval - Professional Services Associated with Howard Marsh Metropark Class 1 Dam Certification	Motioned	2 nd		Approved
Resolution No. 99-17	Contract Approval, Metroparks District-Wide Painting Services	2 nd	Motioned		Approved
Resolution No. 100-17	Approval to Amend Resolution No. 96-16	Motioned	2 nd		Approved
Resolution No. 101-17	Establish Use and Amount of Blanket Purchase Orders for 2018	2 nd	Motioned		Approved
Resolution No. 102-17	Authorization to Engage the Law Firm Spengler Nathanson P.L.L. for 2018 Legal Services	Motioned	2 nd		Approved
Resolution No. 103-17	Issuance of Super Blanket Purchase Order for 2018 Recycling and Waste Disposal Services	2 nd	Motioned		Approved
Resolution No. 104-17	Issuance of Super Blanket Purchase Orders for 2018 Utilities	Motioned	2 nd		Approved
Resolution No. 105-17	Authorization of Issuance of a 2018 Super Blanket Purchase Order to Wright Express Fleet Services (WEX Bank)	2 nd	Motioned		Approved
Resolution No. 106-17	Authorization of Purchase Order for Purchase of 2018 General Liability, Etc. Insurance Coverage from Hylant Administrative Services	Motioned	2 nd		Approved
Resolution No. 107-17	Issuance of Super Blanket Purchase Orders for 2018 Health Insurance	2 nd	Motioned		Approved
Resolution No. 108-17	Issuance of Purchase Order for 2018 Annual Workers’ Compensation Premium	Motioned	2 nd		Approved
Resolution No. 109-17	Ratification of Schedule of Payables	2 nd	Motioned		Approved
Resolution No. 110-17	Authorization to enter into a Marketing Partnership with NORTH Design	Motioned	2 nd		Approved
Resolution No. 111-17	Authorization of Blue Water Communications to Negotiate on Behalf of Metroparks for the Placement of Advertising	2 nd	Motioned		Approved
Resolution No. 112-17	Revision to Board Governance Policies	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, DECEMBER 20, 2017, 8:30 A.M.
WARD PAVILION, 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, Sherri Romanski, Emily Ziegler, Tim Schetter, Cathy Marinelli, Allen Gallant, Joe Fausnaugh, Ally Effler, Felica Clark, Scott Carpenter, Nate Ramsey, Jim Cassidy, Jim Shaw, Tyler Lehman, Trish Hausknecht, Jon Zvanovec, Dutch Baumgartner, Wade Goetz, and Rich Birt.

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:33 a.m.

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. 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 November 15, 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

A. Jim Cassidy – Construction Crew Update

Mr. Savage introduced Mr. Jim Cassidy, Supervisor of the “Construction Crew,” and acknowledged the members of this team.

B. Sherri Romanski, Comptroller – Treasurer’s Report

Ms. Sherri Romanski reported that regarding the General Fund there was nothing unusual to report and everything is on target and trending as expected.

Regarding the All Funds report, Ms. Romanski reported that there were some significant variances for both revenues and expenditures due to timing relating to the Howard Marsh and the Marina District projects.

Mr. Byers requested an explanation regarding the number of fund advances on the Treasurer's report this month. Mr. Matt Cleland responded that it is due to a change in process. Previously for grants, Metroparks would advance funds at the beginning of a grant and estimate a date for the return of the advance; however, the grants often were not completed when expected or were extended. The decision was made that beginning in 2017, the finance department would no longer track advances with unlikely return dates. Rather, prior to the end of each year, the finance department will assess all grants and ensure funds are advanced to prevent negative fund balances at year end. Advances will be returned to the general fund in January of the following year. Initiating this process required quite an effort by the finance staff to reconcile all of the old grants with balances. For example, one grant fund required a purchase order for \$1.20 to the Treasurer of the State of Ohio to reconcile it and bring it to a proper zero balance.

Mr. Byers stated that it is worth noting that the care and detail of the actual budget is so precise. This close to the end of the year, it is impressive that the budget to actual variance is very consistent across categories. Mr. Dave Zenk added additional praise for finance stating that Ms. Sherri Romanski is down a key position, and her department was able to close 2017 purchase requisitions on a Friday and open 2018 on that following Monday. In Mr. Zenk's tenure with Metroparks, this has never happened. Thank you to finance!

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. 97-17 – Authorization to Request Funding Through the Ohio Department of Natural Resources ("ODNR"), Division of Wildlife

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. 98-17 – Authorization for Additional Expense Approval - Professional Services Associated with Howard Marsh Metropark Class 1 Dam Certification

Mr. Byers inquired as to what factors contributed to the contractor's increase. Dr. Tim Schetter said it was the weather. The six-month contract was ambitious and, due to the weather, the contractor could not complete in time.

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. 99-17 – Contract Approval, Metroparks District-Wide Painting Services

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. 100-17 – Approval to Amend Resolution No. 96-16

Mr. Byers inquired whether these were not additional projects, but rather additional items outside of the

scope. Ms. Romanski responded that is correct.

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. 101-17 – Establish Use and Amount of Blanket Purchase Orders for 2018

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. 102-17 – Authorization to Engage the Law Firm Spengler Nathanson P.L.L. for 2018 Legal Services

Mr. Byers stated that the Board keeps close tabs on these costs and is extremely satisfied with the legal services provided by Spengler Nathanson P.L.L.

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. 103-17 – Issuance of Super Blanket Purchase Order for 2018 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.

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

Resolution No. 104-17 – Issuance of Super Blanket Purchase Orders for 2018 Utilities

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. 105-17 – Authorization of Issuance of a 2018 Super Blanket Purchase Order to Wright Express Fleet Services (WEX Bank)

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. 106-17 – Authorization of Purchase Order for Purchase of 2018 General Liability, Etc. Insurance Coverage from Hylant Administrative Services

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. 107-17 – Issuance of Super Blanket Purchase Orders for 2018 Health Insurance

Mr. Byers inquired as to what the increases would be for health insurance. Mr. Cleland reported that initially Metroparks was told it would be a three percent (3%) increase; however, that will not come to pass. There may be fixed dollar increases of \$25.00 per month for single coverage and \$50.00 per month for family coverage, which would result in additional expense to Metroparks beginning in March 2018.

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. 108-17 – Issuance of Purchase Order for 2018 Annual Workers' Compensation Premium

Mr. Byers inquired whether Metroparks' Worker's Compensation rates are based upon its experiences or are county-wide. Mr. Cleland responded that the rates are based upon county-wide experiences.

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. 109-17 – 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.

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

Resolution No. 110-17 – Authorization to enter into a Marketing Partnership with NORTH Design

Mr. Byers inquired whether this was project-based pricing or hourly pricing. Mr. Matt Killam responded that it was estimated based on prior experiences. Mr. Byers inquired whether Metroparks will know costs for projects prior to being billed, Mr. Killam reported that, yes, that will be the case, and billing occurs on an hourly basis.

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

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

Resolution No. 111-17 – Authorization of Blue Water Communications to Negotiate on Behalf of Metroparks for the Placement of Advertising

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

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

Resolution No. 112-17 – Revision to Board Governance Policies

Mrs. Cathy Marinelli reported that, periodically, it is necessary to review all of Metroparks' Board Governance Policies. The current changes included Metroparks' name change, adding the vision statement, deleting two former policies, and including five policies that have been approved by the Board individually.

Mrs. Lera Doneghy asked whether Policy #16 had a grammatical error.

Mr. Savage asked that there be consistency regarding “Metroparks Toledo” within the policies.

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

5. ADDITIONAL ITEMS

Mr. Cleland provided each member of the Board of Park Commissioners a copy of the Grants Management policy. When the comprehensive finance procedures handbook is completed, these grants management materials will be migrated into the new handbook. He explained that the Grants Management policy addresses requirements for federally funded projects and that no action on Metroparks’ part is required.

Mrs. Doneghy attended a holiday party with the Alzheimer’s Association, which had a Metroparks theme. The group was very pleased and excited about Metroparks’ growth and development .

Mrs. Doneghy also stated that she hoped everyone had an opportunity to see the Holidays at the Manor House, as it truly was an excellent experience. She thanked all who made it happen, along with all of the volunteers that assisted.

6. EXECUTIVE SESSION

At 10:05 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. Zenk stated that the purpose of the executive session was to discuss public employment and land acquisition 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. Ms. Jill Molnar conducted a roll call vote of the commissioners.

ROLL CALL

Mrs. Doneghy – Yes

Mr. Byers – Yes

Mr. Savage – Yes

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

The Board adjourned executive session at 10:20 a.m. and resumed its regular session.

Mr. Byers verbally moved to award a merit-based bonus for the 2017 year to Executive Director, Dave Zenk, in the amount of \$15,000.00, which is contemplated pursuant to the terms of his employment agreement and as a result of the recently completed evaluation process, and that such bonus will be made in accordance with the Park District’s regular payroll procedures.

Mrs. Doneghy seconded the motion, and it was unanimously approved.

With no further business or action to be taken, Mrs. Doneghy made a motion to adjourn the Board meeting at 10:25 a.m., which was seconded by Mr. Byers and approved.

Scott Savage, President

Attest: _____
David D. Zenk, Executive Director

DDZ/kjm
12/20/2017