

Regular Board Meeting – December 19, 2018

RESOLUTION SUMMARY

Resolution	Description	Byers	Doneghy	Savage	
Resolution No. 106-18	Contract Approval, Equipment Rental, Cannaley Treehouse Village	2 nd	Motioned		Approved
Resolution No. 107-18	Ratification of Contract with Nelson Treehouse & Supply	Motioned	2 nd		Approved
Resolution No. 108-18	Authorization to Request Funding Through the National Fish and Wildlife Foundation	2 nd	Motioned		Approved
Resolution No. 109-18	Authorization to Request Funding Through the Ohio Department of Natural Resources Division of Forestry	Motioned	2 nd		Approved
Resolution No. 110-18	Authorization to Request Funding Through the Ohio Parks and Recreation Association Foundation	2 nd	Motioned		Approved
Resolution No. 111-18	Contract Approval, Furnishings and Delivery of Aggregate Materials	Motioned	2 nd		Approved
Resolution No. 112-18	Declaration of Structure at 9725 Monclova Road as Surplus Property	2 nd	Motioned		Approved
Resolution No. 113-18	Approval to Purchase Signage from Terrabilt Way Finding Systems	Motioned	2 nd		Approved
Resolution No. 114-18	Approval to Engage Tamie Spears for Graphic Design Services	2 nd	Motioned		Approved
Resolution No. 115-18	Authorization to Engage North Design for Provision of Marketing Services	Motioned	2 nd		Approved
Resolution No. 116-18	Appointment of Credit Card Compliance Officer	2 nd	Motioned		Approved
Resolution No. 117-18	Approval of General Fund Advance	Motioned	2 nd		Approved
Resolution No. 118-18	Approval of Final Amendment and Supplement of the 2018 Certificate of Estimated Resources and Appropriations Measure	2 nd	Motioned		Approved
Resolution No. 119-18	2019 Certificate of Estimated Resources	Motioned	2 nd		Approved
Resolution No. 120-18	Establish Use and Amount of Blanket Purchase Orders for 2019	2 nd	Motioned		Approved
Resolution No. 121-18	Issuance of Super Blanket and	Motioned	2 nd		Approved

	Blanket Purchase Orders for 2019 Health Insurance				
Resolution No. 122-18	Authorization of Purchase Order for Purchase of General Liability, Etc. Insurance Coverage from Hylant Administrative Services	2 nd	Motioned		Approved
Resolution No. 123-18	Authorization to Engage the Law Firm Spengler Nathanson P.L.L. for Legal Services	Motioned	2 nd		Approved
Resolution No. 124-18	Issuance of Super Blanket Purchase Order for 2019 Waste Disposal Services	2 nd	Motioned		Approved
Resolution No. 125-18	Issuance of Purchase Order for 2019 Annual Workers' Compensation Premium	Motioned	2 nd		Approved
Resolution No. 126-18	Authorization of Issuance of Super Blanket Purchase Order for 2019 Bank Fees	2 nd	Motioned		Approved
Resolution No. 127-18	Authorization of Issuance of Super Blanket Purchase Order for Real Estate Taxes	Motioned	2 nd		Approved
Resolution No. 128-18	Authorization of Issuance of Super Blanket Purchase Order for 2019 Unemployment Fees	2 nd	Motioned		Approved
Resolution No. 129-18	Issuance of Super Blanket Purchase Orders for 2019 Utilities	Motioned	2 nd		Approved
Resolution No. 130-18	Authorization of Issuance of Super Blanket Purchase Order to Wright Express Fleet Services (WEX Bank)	2 nd	Motioned		Approved
Resolution No. 131-18	Ratification of Schedule of Payables	Motioned	2 nd		Approved
Resolution No. 132-18	Authorizing and Directing the Incorporation of Project-Specific Project Labor Agreements with the Northwest Ohio Building and Construction Trades Council for Certain Capital Improvement Projects		Motioned	2 nd	Approved
Resolution No. 133-18	Approval Pursuant to R.C. 1545.05 to Expand the Membership of the Board of Park Commissioners from Three Members to Five Members and to Request the Probate Judge to Appoint Additional Members	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 19, 2018, 8:30 A.M.
THE CENTER AT FALLEN TIMBERS BATTLEFIELD METROPARK

Commissioners Present:

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

Executive Director, Dave Zenk

Dave Smigelski, Legal Counsel

Staff present: Matt Cleland, Matt Killam, Emily Zeigler, Sherri Romanski, Ally Effler, Heather Mosqueda, Felica Clark, LaRae Sprow, Sandy McFarland, Julian Kelson, Chad Eldridge, Julie Bethel, Jennifer Elsworth, Lori Miller, Dawn Dickerson, Sonja Jennings, Scott Carpenter, Jon Zvanovec, Craig Elton, Nate Ramsey, Joe Fausnaugh, Trish Hausknecht, Josh Brenneman, Allen Gallant, Pete Boss, Marty Overholt, Patty Morgenstern

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:32 a.m.

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. Byers made a motion to approve the consent agenda and for the disposition of the minutes for the regular Board meeting held on November 14, 2018 and the minutes for the Special Board Meeting held on November 29, 2018. 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. Culture Team Presentation

Each member of the Culture Team introduced themselves. The current members are Lori Miller, Felica Clark, Sandy McFarland, LaRae Sprow, Julian Kelson, Chad Eldridge, Julie Bethel, Jennifer Elsworth, Sonja Jennings, and Marty Overholt.

All members of the Culture Team presented an update to the Board that encompassed a chronological timeline of all of their milestones for 2018. The Culture Team assessed Metroparks Toledo's culture with a survey that went out to all staff. The Culture Team used those results to engage in further discussion of topics

through Art of Hosting sessions at all employee meetings and with the Leadership Team. The Metroparks Way, the park district's newly-defined culture, came out of these conversations and the survey results. Goals and next steps for the Culture Team in 2019 include working with the entire agency on action steps for the six desired outcomes of the newly-defined culture.

The Board members all expressed their pleasure with the progress of the Culture Team and its direction. Mrs. Doneghy said this is an awesome piece, and she is excited about what is still to come. Mr. Byers was impressed with the terminology of the Metroparks Way and how it is being integrated. He said he was not surprised that the team was given a task, hit the ground running, and took it to a higher level. Mr. Savage said he was impressed with the team members' individual contributions to the team effort, and that it is inspiring to see how the Culture Team is defining the Metroparks Way and working toward making it seamless across the park district.

B. Matt Cleland, Deputy Director, Treasurer– Treasurer's Report

Mr. Matt Cleland stated finances are as expected and noted that the balance in the education/programming fund is quite low. He explained that grant reimbursements and similar transactions will result in a positive year-end fund balance for the education/programming fund. Mr. Cleland brought attention to the new credit card section of the treasurer's report and stated that the addition is a function of changes in the Ohio Revised Code and new Metroparks' policy.

Mr. Savage stated that everything appears to be straightforward.

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. 106-18 – Contract Approval, Equipment Rental, Cannaley Treehouse Village

Mr. Pete Boss stated that this is the same type of agreement entered regarding the Cannaley Treehouse Village restrooms. This resolution anticipates equipment needs over the next year. If Metroparks is finished with the equipment before year-end, it can be returned early.

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. 107-18 – Ratification of Contract with Nelson Treehouse & Supply

Ms. Emily Zeigler reported that with the announcement of the Cannaley Treehouse Village that this resolution had been temporarily delayed. It provides the hardware and staff training from the Nelson Group.

Mr. Byers asked if this is proprietary equipment from the Nelson Group and the answer is yes.

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. 108-18 – Authorization to Request Funding Through the National Fish and Wildlife Foundation

Mr. Allen Gallant noted that this is similar to last year's funding request for Howard Marsh. This resolution is for funds to be used at Manhattan Marsh.

Mr. Byers said anything that Metroparks can do to advance the Manhattan Marsh area is a benefit to the community.

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. 109-18 – Authorization to Request Funding Through the Ohio Department of Natural Resources Division of Forestry

Mr. Gallant mentioned that the purchase of the skid sprayer is to assist with the prescribed burns that Natural Resources has planned and will help expand its capabilities.

The Board asked for more information about the use of a skid sprayer, and Ms. LaRae Sprow explained it assists with extinguishing fires.

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. 110-18 – Authorization to Request Funding Through the Ohio Parks and Recreation Association Foundation

Mr. Gallant mentioned that this is a smaller request for conducting Performance Training with Metroparks Staff.

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. 111-18 – Contract Approval, Furnishing and Delivery of Aggregate Materials

Mr. Joe Fausnaugh explained that this is a similar contract to what Metroparks Toledo has entered in the past, and involves one vendor for the year versus multiple vendors. In the course of the bidding procedure, Metroparks reviews the upcoming projects for which aggregate materials are needed.

Mr. Byers asked if Mr. Fausnaugh knew why there were no bid responses the first time this went out to bid. Mr. Fausnaugh said no, but when it was re-submitted there were five bids returned. Mr. Byers asked what the time frame was from the first bid request to the second, and approximately two months had passed.

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. 112-18 – Declaration of Structure at 9725 Monclova Road as Surplus Property

Mr. Fausnaugh mentioned that originally Metroparks hoped that the barn could be renovated at the Cannonball Prairie Metropark. However, after careful consideration it has been determined that is not fiscally possible or responsible to renovate the barn. So it was determined to sell the structure with the hopes that the buyer will re-construct it as a barn.

Mr. Byers wanted to know if Metroparks can impose conditions on potential buyers for the barn to be deconstructed and then re-constructed as a barn. Mr. Fausnaugh responded that it would be difficult to do that. Mr. Byers asked what methods of advertising will be used, and Mr. Fausnaugh explained that a local auctioneer has experience in this area and that Metroparks is going to rely on the auctioneer's expertise in this matter. Mr. Fausnaugh mentioned the possibility that the barn could be sold and the buyer could repurpose it as flooring, which would be a different use for the barn.

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. 113-18 – Approval to Purchase Signage from Terrabilt Way Finding Systems

Mr. Fausnaugh stated that this is a continuation of the work that Metroparks has been doing for the last seven years on its signage. This is a way to maintain the Metroparks brand uniformly throughout the park district. Mr. Fausnaugh stated that he continues to receive phone calls about Metroparks' award winning sign system.

Mr. Savage mentioned that a week does not go by that someone does not comment on how wonderful the signage is in the park district.

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. 114-18 – Approval to Engage Tamie Spears for Graphic Design Services

Mr. Killam explained that Metroparks has used Ms. Spears for the last several years. She has demonstrated the ability to meet demanding deadlines, and the amount the Metroparks is charged for her services has been very reasonable in the past.

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. 115-18 – Authorization to Engage NORTH Design for Provision of Marketing Services

Mr. Killam explained that Marketing would like to continue to use NORTH Design for the year of 2019 due to the amount of work that is needed to be done with the new park openings.

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. 116-18 – Appointment of Credit Card Compliance Officer

Matt Cleland explained that this is a function of the new policy, and Josh Brenneman has the qualifications to fill this role.

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. 117-18 – Approval of General Fund Advance

Mr. Cleland explained that there is a correction that needs to be made in this resolution. The amount of \$894,000.00 is overstated and actually should read \$451,000.00. The advances will be returned in January.

Mr. Byers said everything sounds straightforward and had no questions.

After discussion and upon unanimous vote the resolution was declared duly adopted as amended 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. 118-18 – Approval of Final Amendment and Supplement of the 2018 Certificate of Estimated Resources and Appropriations Measure

Mr. Cleland mentioned that this is the final 2018 budget which was passed at the beginning of the year. He explained that this is the final update to make sure all budgets and expenses have been covered, so no line items have a negative balance.

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. 119-18 – 2019 Certificate of Estimated Resources

Mr. Cleland stated that this is the upcoming 2019 budget that has been updated and will be sent to the County Budget Commission.

Mr. Byers said he reviewed and had no questions about the budget.

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. 120-18 – Establish Use and Amount of Blanket Purchase Orders for 2019

Mr. Cleland stated that this is a standard resolution.

Mr. Savage asked when the \$25,000 threshold last was reviewed. Mr. Cleland explained that the state increased it to \$50,000.00 and that Metroparks has been reviewing it internally to see if Metroparks should increase the amount from \$25,000.00 to \$50,000.00. This review will continue.

Mr. Dave Smigelski said that the \$25,000.00 statutory threshold had applied since the 1990s but was changed about 5 or 6 years ago. He also added the \$50,000.00 threshold may be under review by the State.

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. 121-18 – Issuance of Super Blanket and Blanket Purchase Orders for 2019 Health Insurance

Mr. Cleland stated that this covers the annual health insurance premiums for the entire organization. There is no change for 2019. Mr. Cleland anticipates that changes will be made in time but does not know when.

Mr. Savage asked if there is going to be an increase but at this time no changes have been noted.

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

- Q. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:
Resolution No. 122-18 – Authorization of Purchase Order for Purchase of General Liability, Etc., Insurance Coverage from Hylant Administrative Services

Mr. Cleland states that Metroparks participates in the Ohio Plan, which is administered by Hylant Administrative Services.

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

- R. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:
Resolution No. 123-18 – Authorization to Engage the Law Firm Spengler Nathanson P.L.L. for Legal Services

Mr. Cleland stated that this is the same as last year's resolution. This resolution covers expenditures of the general fund and land acquisition as well.

Mr. Byers said it has been a very active year with contract negotiations, land purchases, etc., and the quality of Metroparks' legal representation has allowed for things to move very smoothly with the Law Firm of Spengler Nathanson, and it only makes sense to continue services.

Dave Smigelski thanked the Board for their kind words.

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

- S. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:
Resolution No. 124-18 – Issuance of Super Blanket Purchase Order for 2019 Waste Disposal Services

Matt Cleland stated that this covers Republic and Waste Management for the park district.

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

- T. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:
Resolution No. 125-18 – Issuance of Purchase Order for 2019 Annual Workers' Compensation Premium

Mr. Cleland explained that this is consistent with last year but it is slightly higher. Last year there was a credit, but Mr. Cleland does not anticipate that there will be a credit this year. Mr. Smigelski stated that the credit

was a rebate similar to that provided in previous years.

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

- U. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:
Resolution No. 126-18 – Authorization of Issuance of Super Blanket Purchase Order for 2019 Bank Fees

Matt Cleland stated that this is for the credit card transactions that Metroparks processes.

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

- V. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:
Resolution No. 127-18 – Authorization of Issuance of Super Blanket Purchase Order for Real Estate Taxes

Matt Cleland stated that this super blanket order is for real estate taxes for Metroparks properties that remain taxable and for assessments.

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

- W. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:
Resolution No. 128-18 – Authorization of Issuance of Super Blanket Purchase Order for 2019 Unemployment Fees

Matt Cleland explained that this is the second year unemployment fees are anticipated to require Board approval because they will exceed the threshold to do so.

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

- X. Mr. Byers offered and moved for adoption of the following resolution, with a second by Mrs. Doneghy:
Resolution No. 129-18 – Issuance of Super Blanket Purchase Orders for 2019 Utilities

Matt Cleland explained that this is a blanket purchase order for the entire park district's utilities bills.

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

- Y. Mrs. Doneghy offered and moved for adoption of the following resolution, with a second by Mr. Byers:
Resolution No. 130-18 – Authorization of Issuance of Super Blanket Purchase Order to Wright Express Fleet Services (WEX Bank)

Matt Cleland explained that this is the company that manages Metroparks' fuel purchasing cards for the entire park district as they have done in the previous years.

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

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

Resolution No. 131-18 – Ratification of Schedule of Payables

Mr. Savage stated the schedule of payables had been electronically distributed and reviewed by Board members in the prior week.

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

Mr. Savage said there is a remarkable amount of work that goes into creating the finance reports and resolutions each month and that the entire finance department's attention to detail and the quality of work is very much appreciated.

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

Resolution No. 132-18 – Authorizing and Directing the Incorporation of Project-Specific Project Labor Agreements with the Northwest Ohio Building and Construction Trades Council for Certain Capital Improvement Projects

Mr. Byers stated that Metroparks is in a rapid expansion and the breadth and complexity of Metroparks' future projects calls to require project-specific labor agreements between contractors doing work for the park district and the Northwest Ohio Building and Construction Trades Council for capital improvement projects over a specified dollar amount. Mr. Byers said that the move is also related to the park district's rapid expansion, which, given the magnitude of the vision Metroparks has, may continue.

This agreement for construction projects would require contractors to use local labor represented by the Building Trades. The requirement ensures skilled workers to produce quality results on time and on budget while keeping money spent on wages here in the community.

Mr. Savage stated that Mr. Byers has kept everyone informed and that the decision to move forward on this project-specific labor agreement is helping Metroparks improve its capacity to fulfill the high expectations of the park district's vision for the Toledo Region. This vision includes new parks, new experiences, and new reasons to take a second look at the community for the incomparable quality of life that it offers.

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

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

Resolution No. 133-18 – Approval Pursuant to R.C. 1545.05 to Expand the Membership of the Board of Park Commissioners from Three Members to Five Members and to Request the Probate Judge to Appoint Additional Members

Mr. Savage explained that this resolution seeks to expand the Board from three members to five members. The Ohio legislature permits park district board expansions, and allows a growing district to expand its board from three to five members. Over the years there has been discussion about making this increase. As this discussion and Metroparks' growth has continued, Metroparks desires to broaden the representation across the community and to increase diversity. Many hands make slight work, and December is a good time to do this. The Board members will serve staggered terms. Mr. Savage is confident that Judge Puffenburger will select individuals who will broaden the representation of the community. The additional members will bring a greater diversity of ideas and viewpoints to the table.

Ms. Doneghy, Mr. Byers, and Mr. Savage stated before the end of the Board meeting that being part of the

Board and Metroparks' mission constitutes something bigger than all of us and that the park district and its employees are top notch.

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

5. OTHER INITIATED TOPICS AND DISCUSSION

Mr. Dave Zenk announced that Metroparks is in the running for the Governor's Award through the Ohio Parks and Recreation Association (OPRA) again this year for Howard Marsh.

With no further business or action to be taken, Mr. Savage made a motion to adjourn the Board meeting at 9:45 a.m., which was seconded by Mrs. Doneghy and approved.

Scott Savage, President

Attest: _____
Dave Zenk, Executive Director

DDZ/dmd
12/19/2018