

Regular Board Meeting – May 10, 2019

Resolution Summary

Resolution	Description	Byers	Dalton	Doneghy	Luetke	Savage	
<b>Resolution No. 30-19</b>	Ratification of Contract for Electrical Supply Services	2 <sup>nd</sup>	1 <sup>st</sup>				Approved
<b>Resolution No. 31-19</b>	Ratification of FitPark Ride Trail Components	1 <sup>st</sup>	2 <sup>nd</sup>				Approved
<b>Resolution No. 32-19</b>	Approval of Plant Collection Policy for Toledo Botanical Garden			1 <sup>st</sup>	2 <sup>nd</sup>		Approved
<b>Resolution No. 33-19</b>	Authorization to Request Funding Through the National Fish and Wildlife Foundation	2 <sup>nd</sup>			1 <sup>st</sup>		Approved
<b>Resolution No. 34-19</b>	Authorization to Request Funding Through the Ohio Department of Natural Resources		1 <sup>st</sup>	2 <sup>nd</sup>			Approved
<b>Resolution No. 35-19</b>	Request of Funds from Ohio Department of Transportation (“ODOT”) and Designation of Projects for Ohio Park Districts Roadwork Fund FY 2020-2021 through the Ohio Parks & Recreation Association (“OPRA”)	1 <sup>st</sup>			2 <sup>nd</sup>		Approved
<b>Resolution No. 36-19</b>	Contract Increase, Glass City Metropark Design & Engineering	2 <sup>nd</sup>		1 <sup>st</sup>			Approved
<b>Resolution No. 37-19</b>	Approval of Supplement of the 2019 Certificate of Estimated Resources and Appropriations Measure			2 <sup>nd</sup>	1 <sup>st</sup>		Approved
<b>Resolution No. 38-19</b>	Ratification of Schedule of Payables		1 <sup>st</sup>	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**

**FRIDAY, MAY 10, 2019, 8:30 A.M.**

**FALLEN TIMBERS BATTLEFIELD VISITOR'S CENTER**

**Commissioners Present:**

Scott Savage, President  
Fritz Byers, Vice President  
Lera Doneghy, Vice President  
Molly Luetke, Officer  
Kevin Dalton, Officer

Executive Director, Dave Zenk

Dave Smigelski, Legal Counsel

Staff present: Matt Cleland, Matt Killam, Ally Effler, Heather Mosqueda, Scott Carpenter, Jon Zvanovec, Nate Ramsey, Tim Schetter, Joe Fausnaugh, Allen Gallant, Bob Heckman, Amy Mossing, Chris Smalley, Craig Elton, Eric Varner, Shannon Hughes, Dawn Dickerson, Lillian Frybarger, Jonathan Milbrodt, Wendy Garczynski, Bethany Sattler and Pete Boss.

**1. NON-RESOLUTION BOARD ITEMS**

President Scott Savage called the meeting to order at 8:36 a.m.

Mr. Savage led the Pledge of Allegiance.

**2. CONSENT AGENDA ITEMS**

Mr. Scott Savage asked that the agenda be updated to remove the resolution authorizing a contract agreement with 2Scale for design, production, and installation of exhibits for Fallen Timbers Visitors Center. Mr. Fritz Byers made a motion to approve the consent to the change in the agenda and for the disposition of the minutes for the regular Board meeting held on February 20, 2019. 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. Programming Update: Matt Killam, Director of Marketing/Programming; Shannon Hughes, Strategic Manager of Programming and Interpretation

Mr. Matt Killam reported that programming was identified as one of Metroparks Toledo's top seven priorities during the Root Inc. ("Root") process. He stated that programming is a fundamental tool in connecting individuals to Metroparks' mission. Mr. Killam described two internal Root sessions conducted with a diverse group representing Metroparks, with the purpose of honing in on additional specifics related to programming. Mr. Killam said this group engaged in an honest dialogue and that the group identified four "Points of Pride" for programming: (1) Outreach/Lifetime Connections; (2) Quality = Staff Experience; (3) Unique Experiences; and (4) Inclusive Programming.

Mr. Killam stated that the Root sessions and input from Metroparks' staff led to a restructuring of programming, including a more definitive direction regarding future programming goals. Mr. Killam described some of the next steps to include restructuring the programming department related to integrated marketing, programming, and special events; focusing on department leadership and structure; improving creativity and responsiveness; understanding target audiences and user needs; prioritizing quality over quantity; engaging in outreach; and providing programs reflecting Metroparks' position as a leader in conservation.

Ms. Shannon Hughes gave an update regarding the annual participation in and status of Metroparks' programming. She stated that, in 2018, Metroparks' programming served over 80,000 participants; provided over 2,500 public programs; and had over 20,000 different individuals enjoy the requested programs. For 2019, over seventy percent (70%) of programs sold out from January through March. Metroparks offered over 320 programs from January through April 2019, and offered 30 camp experiences over an eight-week period. Over a three-month period in 2019, Metroparks offered 165 requested programs. And, in May 2019 alone, Metroparks will serve over 1,600 children in 26 programs.

Ms. Hughes also provided an overview of future plans and goals, including Metroparks' continuum of services and program progression; premium programs; processes; reaching target audiences; and requested programs. She stated that the idea is to encourage visitors who might come to a special event to progress into Try-Its/101 programs, then 201 programs and advanced programming. Ms. Hughes reported that the Appalachian Trail Trip sold out in 14 days in 2019. Mr. Dave Zenk responded that this is a really big deal to have individuals who have never backpacked prepare to take on hiking the Appalachian Trail. Participants learn how to purchase equipment, participate in backpacking 101, and take a 10-mile hike in preparation for hiking on the Appalachian Trail. Mr. Killam said Metroparks Toledo develops a level of trust with program participants. Ms. Molly Luetke stated that she attended the Wintering the Towpath event, and other attendees were talking about the Appalachian Trail trip.

Ms. Hughes identified the additional goals of incorporating requested programs for user ease, increasing corporate sales, and developing a commercial and testimonials to advertise programs. The idea is to incorporate sales into every program to keep attendees on the continuum of services and capitalize on the experiences they have.

Mr. Fritz Byers asked about the long-term outlook, and what Metroparks will do to continue to expand programming if the current programs are selling out. Ms. Hughes stated that goals for 2020 include expanding the camp reach and reaching out to utilize Metroparks' underused facilities. Mr. Zenk mentioned that there is a revenue component and increased growth over the year. The revenue will be used to increase connection camps. Mr. Matt Cleland described the additional goal of reaching new markets, including through Outdoor Adventure Day and Outdoor Inclusive Adventure Day at Middlegrounds, on which Metroparks is working with the Ability Center and Epilepsy Center to create adaptable programs.

Mr. Scott Savage asked if Metroparks Toledo offers a "feedback loop." Mr. Killam responded yes, and said Metroparks offers a survey component, and has decided to keep the program audit in place. For example, a survey following an E-sports program indicated that eighty-seven percent (87%) of attendees were interested in learning more about Metroparks' programming. In response, in 2020, Metroparks will be offering a larger scale E-sports program where attendees can play games, then go outside and participate in archery, kayaking, nature walks, etc. Mr. Killam further reported a forty-five percent (45%) increase in Connection Camps from

2018. Mr. Kevin Dalton inquired about the under-utilized facilities. Mr. Killam said the programming department wants to take programming to parks, like Middlegrounds, that typically do not have a programming staff on site. Metroparks enters all programs into a calendar, which is reviewed to make sure that each week a program is offered in each park region.

4. Matt Cleland, Treasurer– Treasurer’s Report

Mr. Cleland reported that the Budget-to-Actual reports included activity for both February and March 2019. He also pointed out the addition of a second wide-area mower lease in the debt section of the report. Mr. Byers inquired about an item on the Then and Now list that was over 60 days out of compliance. Mr. Cleland explained that it was a TMACOG invoice issued in November 2018 for 2019 services. This item is actually only one day out of compliance because the purchase order was numbered on January 2 and it is possible that services may have been provided on January 1. Mr. Byers also inquired about the variance in interest income above projection. Mr. Cleland indicated that a portion of the interest revenue will be distributed to other funds. In reference to the credit card compliance report, Mr. Savage asked who determines credit card limits for individuals. Mr. Cleland said the departments using the cards drive the limits based upon their volume of use. Mr. Savage also asked about controls for the “Metroparks” credit card. Mr. Cleland reported that the credit cards are held in the finance office and checked out and returned on an as-needed basis. Receipts of specific purchases are provided upon return of the card. Mr. Savage stated the projections of the reports are very helpful and added that he is glad to hear the new payroll system is working nicely.

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

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

Resolution No. 30-19 – Ratification of Contract for Electrical Supply Services

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 Mr. Dalton:

Resolution No. 31-19 – Ratification of FitPark Ride Trail Components

Mr. Joe Fausnaugh stated this is Metroparks Toledo’s second FitPark installation at Beach Ridge Area and that it exposes people to mountain biking to prepare them for the Beach Ridge Area. Some of the equipment has a long lead time, so Metroparks Toledo needed to start the purchases of the equipment.

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 Ms. Luetke:

Resolution No. 32-19 – Approval of Plant Collection Policy for Toledo Botanical Garden

Mr. Fausnaugh introduced Mr. Jonathan Milbrodt, who was instrumental in this accreditation. Mr. Fausnaugh said that this puts Toledo Botanical Garden on the reciprocating gardens list. Mr. Savage asked if Mr. Milbrodt had anything to add. Mr. Milbrodt said the policy was last revised about five years ago. He stated that the policy guides how plant collections are conducted, explains how different societies help, and provides structure and guidelines for plant purchase and collection. Mr. Byers asked about making this a Metroparks Policy and inquired whether there are changes or if this is just an update. Mr. Milbrodt stated that the policy includes changes to titles and regarding how Metroparks operates the gardens. Mr. Byers said that, upon the integration of Toledo Botanical Garden and Metroparks, some wondered whether Metroparks would honor the botanical flavor of the garden, and Metroparks has done so. Mr. Byers

expressed that Mr. Milbrodt’s involvement and Metroparks’ continued commitment reflects Metroparks’ dedication to the Toledo Botanical Garden heritage.

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

- D. Ms. Luetke offered and moved for adoption of the following resolution, with a second by Mr. Byers:

Resolution No. 33-19 – Authorization to Request Funding Through the National Fish and Wildlife Foundation

Mr. Allen Gallant said the Nature Conservancy is the lead on this request, which will help fund two seasonal positions over a two-year period. Mr. Byers asked if staff time counts towards the grant, and Mr. Gallant responded that it does.

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

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

Resolution No. 34-19 – Authorization to Request Funding Through the Ohio Department of Natural Resources

Mr. Gallant stated this is for long-standing program improvements at Blue Creek. Mr. Byers asked why it is not an even \$100,000.00 for Lucas County. Mr. Gallant explained that this is how the grant works. Mr. Savage thanked Mr. Gallant for all of his hard work tracking down the grant funding available to Metroparks.

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 Ms. Luetke:

Resolution No. 35-19 – Request of Funds from Ohio Department of Transportation (“ODOT”) and Designation of Projects for Ohio Park Districts Roadwork Fund FY 2020-2021 through the Ohio Parks & Recreation Association (“OPRA”)

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. 36-19 Contract Increase, Glass City Metropark Design & Engineering

Mr. Zenk explained how conceptualizing the Glass City Metropark resulted in furthering the planning of the new park in Downtown Toledo. Mr. Byers mentioned that it might appear to some that this is an increase. However, as plans advanced, the program (specifically related to park structures and the marina/cove design) was redefined. The revisions represent both new and expanded scopes of services and program creating the opportunity to add complexity and detail to the project. Mr. Zenk said that this project will go out to bid and hopefully the contract will be awarded in June 2019.

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

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

Resolution No. 37-19 – Approval of Supplement of the 2019 Certificate of Estimated Resources and Appropriations Measure

Matt Cleland stated that this is a supplement to the certificate. These additions are for additional revenues coming in since the budget was created in Fall 2018.

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

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

Resolution No. 38-19 – 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.

6. ADDITIONAL COMMENTS

Scott Savage mentioned that he was recently at Secor Metropark. He said that no one was around and he spotted two members of the Secor Maintenance crew around 7:30 a.m. working hard. He said he was grateful for all the work being done in the parks every day and is appreciative of all the staff members doing such a great job.

7. EXECUTIVE SESSION

At 9:50 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 consider the employment and compensation of a public employee or official pursuant to Ohio R.C. §121.22(G)(1). 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. Mr. Cleland conducted a roll call vote of the commissioners.

ROLL CALL

- Mrs. Doneghy – Yes
- Ms. Leutke – Yes
- Mr. Dalton - Yes
- Mr. Byers – Yes
- Mr. Savage – Yes

Mr. Savage reported, upon roll call vote, that the motion passed, and the Board recessed into executive session.

The Board adjourned executive session at 10:21 a.m. and resumed its regular session.

With no further business or action to be taken, Mr. Savage made a motion to adjourn the Board meeting at 10:22 a.m., which was seconded by Mrs. Doneghy and approved.

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

Attest: \_\_\_\_\_  
Dave Zenk, Executive Director

DDZ/dmd  
5/10/2019