

Regular Board Meeting – October 23, 2019

Resolution Summary

Resolution	Description	Byers	Dalton	Doneghy	Luetke	Savage	
<b>Resolution No. 77-19</b>	Ratification of Schedule of Payables	Motioned	2 <sup>nd</sup>				Approved
<b>Resolution No. 78-19</b>	2020 Request for Advance of Taxes Collected		Motioned		2 <sup>nd</sup>		Approved
<b>Resolution No. 79-19</b>	Resolution Accepting the Amounts & Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor	2 <sup>nd</sup>			Motioned		Approved
<b>Resolution No. 80-19</b>	Contract Approval, Blue Creek Metropark Multi-Use Trail Extension, 7035 Providence Road, Whitehouse, Ohio 43571	Motioned			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**

**WEDNESDAY, OCTOBER 23, 2019, 8:30 A.M.**

**FALLEN TIMBERS VISITORS CENTER**

**Commissioners Present:**

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

Executive Director, Dave Zenk

Dave Smigelski, Legal Counsel

Staff present: Jill Molnar, Matt Killam, Scott Carpenter, Emily Ziegler, Carrie Alexander, Allen Gallant, Ally Effler, Joe Fausnaugh, Tim Schetter, Nate Ramsey, Amy Mossing, Lori Miller, Bethany Sattler, Wendy Garczynski, Jon Zvanovec, Felica Clark, Greg Mahlman and Eric Varner.

**1. NON-RESOLUTION BOARD ITEMS**

President Scott Savage called the meeting to order at 8:34 a.m.

Mr. Savage led the Pledge of Allegiance.

**2. CONSENT AGENDA ITEMS**

Mr. Fritz Byers identified two corrections to the consent agenda, to move the retirement recognition of employees Mr. Dutch Baumgartner and Mrs. Julie Bethel to the November 20, 2019 Board meeting and to remove the executive session. Mr. Byers made a motion to approve the consent agenda, as amended, and for the disposition of the minutes for the regular Board meeting held on September 25, 2019. This motion was seconded by Mr. Kevin Dalton and approved.

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

**A. Friend of the Metroparks Recognition**

Mr. Byers recognized the passing of Metroparks Toledo's long-time friend and supporter, Mr. Clint Mauk. Mr. Mauk was well-versed in the history of the various aspects of the area's environmental community and natural resources, and he was a valuable asset to Metroparks Toledo. His many contributions supported the development of Metroparks Toledo's parks. Mr. Byers reflected on what a truly an extraordinary man Mr.

Mauk was and said he will be greatly missed.

B. Matt Cleland, Deputy Director/Treasurer – Draft 2020 Budget and Treasurer’s Report

Mr. Matt Cleland presented an overview of the draft 2020 budget. Mr. Cleland explained the process of how the budget is prepared, and reviewed the proposed changes in revenue for 2020. He noted the increase in fees, which will be the result of the Cannaley Treehouse Village becoming available for use. He stated that the biggest portion of the budget increase is related to salaries due to pay raises and the overall growth of the park district staffing. Additionally, there was a large increase in budget requests for contract services. Because of those requests and the valid reasoning for them, the budget was extremely challenging to build and some reductions were made, specifically within materials and supplies.

Mr. Byers inquired what type of capital outlays are included in the draft general fund budget. Mr. Cleland responded that an example is technology, and specifically hardware upgrades. He reported that the Information Services budget actually decreased this year due to the purchase of switches last year that were needed to support Metroparks’ overall systems.

Mr. Cleland presented a slide reporting fund balance projections, which is consistent with Metroparks’ policy of maintaining a three-month fund balance.

Mr. Cleland also reported on staffing changes. In 2019, five new full-time and three new part-time positions were created. Mr. Savage inquired about how the salary impact of those changes is considered in the budget. Mr. Cleland explained the process of “rolling up” the different departments’ budgets and requests and comparing them with the financial forecast to determine feasibility.

In presenting the land acquisition and development portion of the budget, Mr. Cleland noted that the land acquisition fund has been funding itself through grants and other reimbursements. No general fund monies have been transferred into this fund for the last four years, and no such transfers are projected through 2024.

Mr. Byers inquired if, in the actual budget document, the detail regarding the capital projects is specific as to the overall project costs, grant funding, and Metroparks Toledo’s matching percentage. Mr. Cleland reported that, yes, those items are represented within the charts in the budget document.

Mr. Cleland reported that the Government Finance Officers Association’s (“GFOA”) format requirements and the posting of the budget on the website helps Metroparks Toledo maintain transparency.

Mr. Byers stated that the Board of Park Commissioners does not have many questions because the entire finance team has earned a high level of trust as a result of their due diligence and dependability in their projections regarding expense and revenues. He thanked Mr. Cleland and the entire team for their efforts, including Ms. Wendy Garczynski, Ms. Lillie Frybarger, and Ms. Jill Molnar.

Mr. David Zenk stated that the goal is to give the Board of Park Commissioners an opportunity to review the draft budget over the next month and then present the budget for approval at the November 20, 2019 Board meeting.

Mr. Savage inquired about the process of the GFOA peer review. Mr. Cleland responded that three reviewers will review the proposed budget and make suggestions for potential future changes. Each year these recommendations are considered for the improvement of the document. Mr. Cleland gave the example that cascading goals will be included in the 2020 budget document to support the performance measures section. Mr. Savage thanked everyone for their due diligence in this process.

**Treasurer’s Report**

Mr. Cleland reported that salaries are closer to budget than usual and, as a result, Metroparks Toledo will be

monitoring and adjusting operations as necessary through the end of the year. He stated that the remainder of the report is very much routine.

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

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

Resolution No. 77-19 - Ratification of Schedule of Payables

Mr. Savage inquired about the mower purchased for Swan Creek, and asked whether it was the second or third one purchased. Mr. Cleland responded that it was a smaller mower and different from the type that Metroparks Toledo leases. Mr. Joe Fausnaugh reported that the smaller size is needed to access the picnic area where the wide area mower cannot fit.

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

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

Resolution No. 78-19 – 2020 Request for Advance of Taxes Collected

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

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

Resolution No. 79-19 – Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Mr. Cleland reported that this is done annually and this year's amount is \$40,000.00 less than last year's amount. When Metroparks Toledo inquired about this, the Auditor's Office explained that last year it used estimates and this year it has actual numbers following the revaluation of properties.

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 Ms. Luetke:

Resolution No. 80-19 –Contract Approval, Blue Creek Metropark Multi-Use Trail Extension, 7035 Providence Road, Whitehouse, Ohio 43571

Mr. Jon Zvanovec reported that Metroparks Toledo received very positive feedback, and stated that the completion date in 2020 may have enticed the contractors to submit bids. Mr. Byers stated that it is great to see how close in clusters the bids were and how well Metroparks estimated the project.

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

5. BOARD INITIATED TOPICS AND DISUCSSIONS

Mr. Zenk asked Dr. Tim Schetter to report on the update of the dyke issues in Jerusalem Township, including at Howard Marsh. There are four and one-half (4½) legacy dykes which are deteriorating, and Metroparks Toledo owns one (1) mile of this area. Dr. Schetter reviewed a proposed solution which would create a barrier to prevent

a breach. The engineers working with Metroparks Toledo stated that they do not foresee an actual failure, and characterized it as highly unlikely. Metroparks Toledo has contracted with George Gradel, in an amount under the Board approval threshold, and the project is anticipated to be completed prior to the winter months. Dr. Schetter said he views this as a good solution and anticipates it will help Metroparks Toledo's neighbors and supporters in Jerusalem Township. Mr. Savage stated that this course of action is in response to what Metroparks' visitors had requested.

*Special Events Updates*

Mr. Matt Killam reported that a murder mystery at the mill will occur on November 1 and 2, 2019, at Providence. A concert series event will be held on November 10, 2019, at Brookwood, partnering with Black Swamp Conservancy. On Friday, November 22, 2019, a volunteer recognition event will be held at the Manor House.

Mr. Savage thanked Mr. Zenk and his team for dedicating themselves to Metroparks Toledo's Mission and Vision and for tirelessly executing the Strategic Plan. He observed that very few organizations are able to do this on a daily basis, and he expressed gratitude and admiration on behalf of the Board of Park Commissioners for the work Mr. Zenk and his team have accomplished and the work they will continue to do in the future.

With no further business or action to be taken, Ms. Luetke made a motion to adjourn the Board meeting at 9:33 a.m., which was seconded by Mr. Dalton and approved.

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Scott Savage, President

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

DDZ/kjm  
10/23/2019