

Regular Board Meeting – March 28, 2018

RESOLUTION SUMMARY

Resolution	Description	Byers	Doneghy	Savage	
Resolution No. 26-18	Authorization of Kilburn Road Joint Cooperation Agreement	Motioned		2 nd	Approved
Resolution No. 27-18	Authorization for Additional Expense Approval, SmithGroup JJR – Urban Waterfront Master Planning	Motioned		2 nd	Approved
Resolution No. 28-18	Contract Approval, Metroparks Toledo Parkland Reforestation through Pittman-Robertson Wildlife Restoration Program	Motioned		2 nd	Approved
Resolution No. 29-18	Ratify Amendment to Board Resolution No. 33-17 For 2017	Motioned		2 nd	Approved
Resolution No. 30-18	Ratify Amendment to Board Resolution No. 33-17 for 2018 and 2019	Motioned		2 nd	Approved
Resolution No. 31-18	Authorization for Long-term Capital Lease Agreement for a 2018 Groundsmaster 4100D Wide Area Mower	Motioned		2 nd	Approved
Resolution No. 32-18	Contract Approval, LUC - Metroparks Springer Farm Pond Construction, 9725 Monclova Road, Monclova, Ohio 43542	Motioned		2 nd	Approved
Resolution No. 33-18	Contract Approval, Toledo Bike Share, Metropolitan Park District of the Toledo Area, Lucas County, Ohio	Motioned		2 nd	Approved
Resolution No. 34-18	Ratification of Schedule of Payables	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
AGENDA**

**METROPOLITAN PARK DISTRICT OF THE TOLEDO AREA
WEDNESDAY, MARCH 28, 2018, 8:30 A.M.
BROOKWOOD AREA**

Commissioners Present:

Scott Savage, President
Fritz Byers, Vice President

Via telephone - Lera Doneghy, Vice President

David Smigelski, Legal Counsel

Staff present: Matt Cleland, Jill Molnar, Tim Schetter, Matt Killam, Allen Gallant, Joe Fausnaugh, Scott Carpenter, Jon Zvanovec, Amy Mossing, and Heather Mosqueda.

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:40 a.m.

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. Savage requested to add land acquisition and pending court action to the executive session. Mr. Byers made a motion for these changes to be made in the consent agenda, for approval of the consent agenda, and for the disposition of the minutes for the regular Board meeting held on February 23, 2018. This motion was seconded by Mr. Fritz Byers.

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

A. Michele Free, Account Manager, Meyer Hill Lynch (MHL) – Executive Support Contract Presentation

Mrs. Michele Free and Ms. Sue Trares, MHL's Director of Support Services, provided an overview of the recently appointed support contract with Metroparks Toledo.

Mr. Byers inquired whether the total hours for the 2018 support contract were based off historical data. Mrs. Free responded yes and elaborated that, last year, additional devices and business solutions were added because of the new growth within the entire park system.

While Mr. Byers knows that Metroparks Toledo is not deficient in the area of security, he asked Mrs. Free to

comment on how MHL responds to cyber security threats. Mrs. Free responded that employees of MHL have over 100 hours in certifications and trainings per year, which includes security training. Additionally, MHL offers lunch and learns for its staff by bringing in vendors who update staff on enhancements, including security measures. MHL also has created a cyber security package that educates clients on various situations involving malware, adware, etc. MHL subscribes to many newsletters from vendors through which MHL receives updates with bulletins regarding the latest potential vulnerabilities, which assist MHL in preventing issues with its clients.

Mr. Savage stated that he is thankful for the internal support that Ms. Heather Mosqueda offers, as well as MHL's support, particularly with all of the cyber security scares. Mr. Byers thanked MHL for coming to the meeting to provide this overview.

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

Mr. Matt Cleland reported that the general fund is as expected. Revenue is ahead of budget in the "other" category, which is a result of auction proceeds and Toledo Botanical Garden (TBG) resident organizations which have paid their full year's rent. Mr. Byers inquired about the increase in the "services/fees" category. Mrs. Patty Morgenstern reported that Metroparks is up thirty percent (30%) in year-to-date rentals. Mr. Byers also noticed that the fringe benefits are substantially under budget. Mr. Cleland reported that the February payment for health insurance did not hit the ledger until the first or second day in March. Mr. Byers inquired about salaries. Mr. Cleland stated that Metroparks has budgeted for full-time positions that currently only have part-time positions charged against them and that vacancies further contribute to the savings.

Regarding the all funds report, Mr. Cleland stated that it is hard to recognize any trends that are meaningful with two months compared against a 12-month budget, but nothing appears out of line.

Currently Metroparks does not have any debt.

In the investment ledger, Metroparks had only a single maturity. Mr. Savage inquired whether Metroparks has altered its strategy regarding interest rates. Mr. Cleland responded that Metroparks has done so within the limitations of its investment policy and stated Metroparks' current duration is approximately two years. Metroparks has met with a financial consultant for a market update. Mr. Cleland hopes that in the future Metroparks can become more aggressive in the amount it places in its portfolio based upon cash flow projections. Mr. Savage stated Metroparks should be well ahead in budget income given changes in interest rates. Mr. Cleland concurred.

The "Then and Now" is showing five items requiring certification by the board.

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. Savage:

Resolution No. 26-18 – Authorization of Kilburn Road Joint Cooperation Agreement

Mr. Jon Zvanovec provided a map to illustrate this project. Mr. Byers asked Mr. David Smigelski if there were any issues with this agreement. Mr. Smigelski responded that, no, there were no issues. Mr. Byers inquired who would be responsible for maintaining this site. Mr. Smigelski responded that Lucas County will be responsible.

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. Savage:

Resolution No. 27-18 – Authorization for Additional Expense Approval, SmithGroup JJR – Urban Waterfront Master Planning

Mr. Zvanovec reported that, due to the complexity of planning this park, additional hours are required to continue the work. Mr. Byers recognizes that this consultant provides excellent services and that he is fully satisfied with this addition to the contract.

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

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

Resolution No. 28-18 – Contract Approval, Metroparks Toledo Parkland Reforestation through Pittman-Robertson Wildlife Restoration Program

Dr. Tim Schetter reported that Metroparks has had success utilizing this money through The Nature Conservancy. He received a call from The Nature Conservancy with an idea to improve wetlands with these funds with Ohio Department of Natural Resources (ODNR), which unfortunately fell through. The Nature Conservancy asked Dr. Schetter if Metroparks Toledo had any projects that could utilize this funding. The caveat to this is that the project had to be completed by the end of April. Since this required planting 30,000 trees, the concern was whether any trees were even available. If Metroparks would have done this on its own, it would have taken 5-7 years to complete this project. Between Mr. Zvanovec and Mr. Tim Gallagher, they were able to provide a quick turnaround and get this out to bid. Mr. Byers inquired if Metroparks specified the species. Mr. Gallagher reported that the species were determined based on what is native in the park system, so yes, Metroparks was able to specify.

Mr. Savage thanked Dr. Schetter, Mr. Gallaher, and Mr. Zvanovec for all of their hard work. This speaks to the heart of the agency. Metroparks could have easily declined the request, but this is a real reflection of the team and of the entire organization as a whole. Mrs. Lera Doneghy stated that this was phenomenal. Mr. Byers also reported that Metroparks is so fortunate to have this relationship and available funding for this project.

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 Mr. Savage:

Resolution No. 29-18 – Ratify Amendment to Board Resolution No. 33-17 For 2017

Mr. Joe Fausnaugh stated that this is for Metroparks' HVAC contract throughout the agency. With the operational acquisition of TBG in 2017, there were an additional 30 furnaces added to the contract. This resolution rectifies the overage. Mr. Byers inquired whether this is an hourly-based contract. Mr. Cleland reported that, yes, it is an hourly-based contract. My. Byers also stated it is certainly understandable why the increase in these services occurred. Mr. Fausnaugh observed that, in addition to the approval provided by the board through this Resolution, major repairs are put out to bid for an additional level of diligence.

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

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

Resolution No. 30-18 – Ratify Amendment to Board Resolution No. 33-17 for 2018 and 2019

Mr. Fausnaugh reported that when this contract was approved in April 2017, there was an ability to increase this contract and, because of the additional park amenities, this Resolution is asking for the increase.

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 Mr. Savage:

Resolution No. 31-18 – Authorization for Long-Term Capital Lease Agreement for a 2018 Groundsmaster 4100D Wide Area Mower

Mr. Fausnaugh reported that it is a little unusual for Metroparks to lease equipment; however, this mower handles a large portion of the mowing throughout the district so it is vital that Metroparks' equipment is in top working condition. Mr. Byers understands that this makes the most operational sense and inquired whether Mr. Cleland was comfortable from a finance perspective. Mr. Cleland responded that, yes, it does make sense, and confirmed that the cost of the lease is very low relative to interest rates. Mr. Byers stated that Metroparks prides itself on being such a large entity that carries virtually no debt and thanked Mr. Fausnaugh for his due diligence to provide this type of a solution.

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

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

Resolution No. 32-18 – Contract Approval, LUC - Metroparks Springer Farm Pond Construction, 9725 Monclova Road, Monclova, Ohio 43542

Mr. Zvanovec reported that the winning bidder is also the contractor for Howard Marsh and is very excited for this project.

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 Mr. Savage:

Resolution No. 33-18 – Contract Approval, Toledo Bike Share, Metropolitan Park District of the Toledo Area, Lucas County, Ohio

Mr. Savage introduced Ms. Gretchen DeBacker from Mayor Wade Kapszukiewicz's office and stated that the relationship between Metroparks and the Mayor's office is truly valued. Mr. Byers is very excited about the enthusiasm and excitement that the Mayor's office has generated since his inauguration. Mr. Savage also stated that he is excited about what is to come.

Mr. Zvanovec suggested that the bid submittal by the apparent low bidder, CycleHop, be considered non-responsive. CycleHop failed to affirmatively demonstrate in its bid how its proposed system equipment and operational characteristics will meet bid specifications; interviews of bike share operators by Mr. Zvanovec revealed two of three references provided by CycleHop would not hire CycleHop again; CycleHop, by being vague in its submittal, purposely or otherwise, could be incentivized to provide the products/solution that would not meet Metroparks' standards. ODOT concurred with Mr. Zvanovec's recommendation in a March 26 email – in response to Mr. Zvanovec's March 21, 2018 letter to ODOT recommending rejection of the apparent low bid. Mr. Byers asked that it be reflected that there is an email conversation between Mr. Zvanovec and ODOT. A copy of this email conversation is attached hereto as Exhibit A and the letter to ODOT as Exhibit B.

Mr. Savage inquired when the bike share system might be implemented. Mr. Zvanovec responded that it could happen by June 2018, but there are many factors that must be resolved. He stated that this is the only

American-made bike in this Bike Share world.

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

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

Resolution No. 34-18 – 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.

5. OTHER ITEMS

Mr. Savage stated that he was thankful for the inclusion at the All Employee meeting. This was a very well attended event and great energy.

Mr. Savage recognized Ranger Gail Awls. He went on to say Gail Awls has performed her last patrol as a ranger for the park district and will be retiring at the end of this month. Eighteen years ago, Ms. Awls made a courageous decision to pursue a new career path as a park ranger. She went through the Toledo Police Academy, worked hard, and made it through the physical and mental challenges of that program. As a ranger, Ms. Awls used her customer service experience from her previous career to build positive relationships with park visitors across the park district. She was particularly popular with the regular park visitors at Pearson and Wildwood. Ms. Awls also served as a RAD instructor for the park district. Through conducting these trainings, Ms. Awls gave many women increased peace of mind, as well as the skills they need to fend off a physical assault. Ms. Awls' infectious smile and willingness to lend a hand will be missed. The Board of Park Commissioners recognizes that Ms. Awls is a true reflection of a leader and wishes her well in her well-deserved retirement.

Mr. Fausnaugh stated that Ms. Awls was very well-respected and had phenomenal customer service skills.

6. EXECUTIVE SESSION

At 9:52 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 discuss pending land acquisition, pending court action, and preparing for and reviewing negotiations with park district collective bargaining units pursuant to Ohio R.C. §121.22(G)(2)(3)(4). 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

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.

With no further business or action to be taken, Mr. Byers made a motion to adjourn the Board meeting at 10:21 a.m., which was seconded by Mr. Savage and approved.

Scott Savage, President

DDZ/kjm
3/28/2018

Attest: _____
Matt Cleland, Deputy Director/Treasurer