

Regular Board Meeting – January 20, 2021

Resolution Summary

Resolution	Description	Byers	Dalton	Doneghy	Luetke	Savage	
RES 01-21	Approval of Supplement and Amendment of the 2021 Certificate of Estimated Resources and Appropriations Measure	2 nd		Motioned			Approved
RES 02-21	Ratification of Schedule of Payables	Motioned	2 nd				Approved
RES 03-21	Approval to Purchase Signage from Terrabilt Way Finding Systems		Motioned	2 nd			Approved
RES 04-21	Authorization of a Service Agreement with the Downtown Toledo Development Corporation	2 nd			Motioned		Approved
RES 05-21	Contract Approval, Metroparks Toledo, Spring 2021 Reforestation Effort	Motioned	2 nd				Approved
RES 06-21	Contract Approval, Metroparks Toledo – Riverside Trail East Re-Bid, 1001 Front Street, Toledo, Ohio 43608	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, JANUARY 20, 2021, 8:30 A.M.
LIVESTREAM

Commissioners Present:

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

Dave Zenk, Executive Director

Staff Present: Matt Cleland, Jill Molnar, Carrie Alexander, Emily Ziegler, Joe Fausnaugh, Matt Killam, Scott Carpenter, Jon Zvanovec, Tim Schetter, Allen Gallant and Ally Effler

Others present and appearing before the Board: David Smigelski

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:31 a.m.

Mr. Savage did a role call for all Board of Park Commissioners.

Mr. Savage stated that hearts are heavy this morning as the Board and community mourn the loss of 24-year-old Toledo Police Officer Brandon Stalker. Mr. Savage called for a minute of silence in Office Stalker’s honor.

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. Fritz Byers made a motion to approve the consent agenda and for the disposition of the minutes for the regular Board meeting held on December 16, 2020. This motion was seconded by Mr. Kevin Dalton and approved.

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

A. Strategic Planning Update – Carrie Alexander, Chief of Strategic Planning & Business Development

Ms. Carrie Alexander presented the 2021 Strategic Plan update.

Ms. Alexander reported that Metroparks Toledo first began the strategic planning process in 2017, utilizing the services of ROOT Learning. Because of the work completed during that prior extensive process, Metroparks Toledo did not have to start from scratch to update the Strategic Plan and can build upon the existing strong foundation.

Ms. Alexander sought the Board's feedback regarding the updated proposed strategic priorities. The proposed strategic priorities were developed from a culmination of many meetings that Ms. Alexander and Ms. Lori Miller held over the course of the summer, along with interviews with the Board of Park Commissioners, Senior Staff, and other Key Managers. The final result will include a revised Future State Map and an updated Strategic plan for the entire agency.

Ms. Alexander reviewed the key themes:

- Proud of the execution of the previous strategic plan
- Driving the region's efforts for a place people want to live, work, and play
- Balance our Mission (clean, safe, natural)
- Empowering our staff related to capacity, organizational structure, and culture/engagement
- Strong focus on the conservation of natural resources

Mr. Byers stated that the presentation affirms where Metroparks Toledo has been and where it is going.

Ms. Alexander said that Senior Staff held two workshops, and that with COVID reaching some of its highest peaks, the workshops occurred via Zoom. The workshops offered candid discussion in an open space about potential revisions of the Future State Map, updates to the Vision Statement, and modifications to the strategic priorities.

At the end of 2020, Metroparks Toledo conducted a staff survey based on the results of a previous survey, which had indicated an area for improvement regarding Senior Staff's obtaining input from all staff regarding key decisions. Based on the results of the latest survey, the themes that emerged from the leadership interview process align with the staff's input.

Staff Survey results were:

Points of Pride:

- Opening parks within 5 miles of every Lucas County resident
- Stewardship of Natural Resources
- Winning the NRPA Gold Award

Opportunities

- DEI
- Staffing, training development
- Community engagement

Challenges

- Pace and sustainability
- Organizational structure and staffing
- Internal communication
- Readiness to react to societal changes (economy, equality)

Senior Staff recognizes the importance of providing feedback to all staff based on their comments and will respond within the next few weeks.

Ms. Alexander provided an overview regarding an updated Vision Statement:

- Recognize the need to be operationally excellent
- Clarify what it means to be THE leader in natural resources conservation
- Metroparks will lead the community effort to elevate our region
- Vision must be longer-term (10 years)

Mr. Savage stated that achieving Metroparks Toledo's previous vision was a great accomplishment, and he has asked Mr. Byers to lead the effort of creating the updated Vision Statement. Mr. Byers stated that the envisioned process will be very much informed by the considerations that have been identified. He said the process for updating the Vision Statement will include evaluating the most aspirational results of what the Board would like to accomplish in the long term. Mr. Byers said the Board will engage in its principles of governance, and work with Metroparks Toledo's leadership to refine the process and correlate with the updated strategic priorities. He is hoping to have these discussions over the next few weeks, and said a proposed Vision Statement may be ready within the next two months.

Proposed Updated Strategic Priorities:

- Sustainability of Funding
- Maintenance of Core Services
- Strategic Community Partnerships
- Organizational Health
- Engagement in Our Story
- Diversity, Equity & Inclusion
- Natural Resources Conservation

Mr. Dalton asked for an example regarding the meaning of Diversity, Equity and Inclusion ("DEI") for purposes of these strategic priorities. Ms. Alexander gave the examples of how Metroparks Toledo recruits or hires staff, Metroparks' response to the community, and possible updates to Metroparks' policies. Mr. Dalton noted the importance of DEI permeating every aspect of the agency, so that it does not become a silo. Ms. Molly Luetke similarly recognized that, although the DEI strategic priority is listed individually, it cannot act as a silo. Mr. Dave Zenk reported that there is a process underway with ROOT Learning to assist in defining what the DEI strategic priority involves. Mrs. Lera Doneghy, Ms. Luetke, and staff members are a part of this process, which will include creating a new Diversity, Equity and Inclusion policy.

Mr. Byers agrees that DEI needs to be a strategic priority, and emphasized that, more fundamentally, it is a core value of the agency. He observed that Metroparks Toledo will articulate this core value in its policy, and noted that everything Metroparks does regarding DEI diffuses into all aspects of the park district, infuses within Metroparks' Strategic Community Partnerships, and is a center of Metroparks' values within the community.

Mrs. Doneghy and Ms. Luetke commented that the ROOT process so far has involved listening and evaluating how Metroparks can improve in the DEI space. Ms. Luetke reported that it is important to keep the silo concept in mind. The next steps in the ROOT process will include reviewing the information learned.

Mr. Savage reported that the information provided is consistent and clear, and the Board of Park Commissioners is aligned with these strategic planning efforts.

Mr. Byers reported that the process Ms. Alexander is leading has been terrific, including updating the vision and modifying Metroparks Toledo's strategic priorities. He thanked Ms. Alexander for all of her work. Mr. Byers discussed the label of Core Services, and said there is a sense that standing at the center it should reflect what is most important. He observed regarding conservation of natural resources that Metroparks needs to keep in mind the operative verb and connecting to the Mission, "Conserve Natural Resources." Mr. Byers described a dynamic relationship between maintaining Core Services and Natural Resources Conservation. He

stated that he likes the change to Organizational Health, and it will be very interesting to see how the metrics of health will be articulated. He looks forward to how the agency will measure the metrics and the success of this priority, with the inclusion of core value of DEI. Regarding the meaning of “Engagement in our Story”, Mr. Byers noted that this is the cumulative narrative of how Metroparks’ strategic priorities connect to its mission and vision. He emphasized that this needs to be clear in Metroparks’ efforts in the community and communications to constituents, so Metroparks can engage the community and constituents in that story. Mr. Byers discussed that this process is a cumulative story of Metroparks’ strategic priorities as the park district continues to learn and improve as a place to work, live, and visit within the region. Ultimately, Metroparks Toledo will continue to strive to be the best within the nation.

Ms. Alexander invited suggestions regarding potential improvements or to identify anything missing from her presentation.

Mrs. Doneghy thanked Ms. Alexander and the staff for working through some of these challenging topics. This shows the community that Metroparks is stepping up to the plate and encourages everyone to be involved as Metroparks Toledo continues to grow.

Mr. Dalton and Ms. Luetke expressed that all of these aspirations and goals will continue to develop as Metroparks works to meet its Mission and Vision.

Ms. Alexander reported that next steps will be:

- Senior Staff to finalize strategic priority descriptions
- Finalize updates to Vision
- Host a Board of Commissioner Workshop in February, with the hopes of formally adopting the new strategic priorities at the February board meeting
- Update strategy booklet, develop rollout materials

Mr. Savage stated that this process is very important and the Board of Park Commissioners takes it very seriously. He said he looks forward to how these efforts will resonate with the community and the staff, and that the Board will support this initiative in any way it can.

B. Treasurer’s Report – Matt Cleland, Deputy Director & Treasurer

Mr. Matt Cleland reported that the charges and fees finished at twenty-five percent (25%) behind budget for 2020 due to COVID-19 restrictions as previously discussed. Sales revenue finished well as a result of strong participation at the kayak concessions. The other revenue category was above budget due to Workers’ Compensation rebates of \$105,000.00 and \$155,000.00 that were not anticipated at the beginning of the year. With regard to expenditures, the total was under budget by thirteen percent (13%), which is larger than past years. This variance from the norm can be attributed to the planning expense line item. If year-end totals were adjusted by the \$1 million that is not yet expended in planning, the total would be eight percent (8%) under budget, which is consistent with prior years. Beginning with 2021, these planning expenses have been moved to the capital project funds they support to allow for a more accurate view of operational expenses throughout the year.

In the all funds report, the programming department revenue was well under budget because of limited offerings due to COVID-19. However, with that reduced revenue, the leadership in that department adjusted expenditures appropriately and finished the year with a better-than-projected position for the fund balance.

The invest budget had one CD called in December 2020. Balances have been allowed to accrue in money market accounts in anticipation of future cash needs. Next month’s reports will show that Metroparks has drawn down its money market accounts as anticipated.

Mr. Byers stated that the complete report of 2020 is insightful as to the fidelity of Metroparks as a steward of taxpayer dollars. It is exceptional to exceed revenue by two percent (2%) during this time of COVID. Mr. Byers thanked Mr. Cleland and all who have contributed to this result.

Mr. Savage added that as it relates to Strategic Priorities and Diversity of Funding, twenty-six percent (26%) of Metroparks' expenditures were funded by grants received, in the amount of about \$9 million dollars. He congratulated the team that works to receive these grants, which leverage Metroparks' taxpayer dollars in such a positive way.

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. 01-21 – Approval of Supplement and Amendment of the 2021 Certificate of Estimated Resources and Appropriations Measure

Mr. Cleland reported these are largely things that Metroparks Toledo is carrying forward from 2020.

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. 02-21 – 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.

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

Resolution No. 03-21 – Approval to Purchase Signage from Terrabilt Way Finding Systems

Mr. Joe Fausnaugh reported that this is a continuation of Metroparks Toledo's way finding and signage that sets Metroparks apart from other park districts.

Mr. Savage inquired as when Metroparks began the overhaul of the signage. Mr. Fausnaugh reported that it began in 2011.

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. 04-21 – Authorization of a Service Agreement with the Downtown Toledo Development Corporation

Mr. Fausnaugh reported that this has been a very valuable partnership regarding the workings of downtown, particularly with Middlegrounds. Because of the value of this partnership, it was natural to partner with the Downtown Toledo Development Corporation for Glass City Metropark as well.

Mr. Dalton requested that, regarding the staff priorities and keeping up with the sustainability of the parks, Mr. Zenk and the team look at adding additional park staff in this space. Mr. Dalton suggested this gives

Metroparks Toledo an opportunity within the DEI space and to allow for growth and development for other potential staff. Mr. Fausnaugh responded that this initially will allow Metroparks Toledo to move this first phase forward, and the park district will continue to look at this space and its potential uses in the future.

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. Dalton:

Resolution No. 05-21 – Contract Approval, Metroparks Toledo, Spring 2021 Reforestation Effort

Mr. Jon Zvanovec reported that natural resources asked if this could be processed rather quickly because Metroparks had the funding from a grant. He reported that there is a typographical error, and that the reference to a one percent (1%) contingency should be replaced with a ten percent (10%) contingency.

Mr. Byers stated that with the changes regarding the contingency 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. 06-21 – Contract Approval, Metroparks Toledo – Riverside Trail East Re-Bid, 1001 Front Street, Toledo, Ohio 43608

Mr. Zvanovec reported that Metroparks is asking the Board to approve three (3) of the five (5) alternates and is excited to begin this project. Mr. Byers asked Mr. Zvanovec about the base bids and alternates. Mr. Zvanovec stated that ODOT only awards to the lowest base bid, without consideration of alternates; however, if you include alternates, the number actually favors another bidder.

Ms. Ziegler responded that the alternates involve the aesthetics of the bridge and space.

Mr. Savage inquired whether almost \$950,000.00 will be grant funded. Mr. Zvanovec responded that, yes, that is correct.

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 DISCUSSIONS

Mr. Dalton thanked Mr. Zenk and Metroparks' entire staff for all of their hard work and continued efforts regarding the mission and vision of Metroparks Toledo.

Mr. Savage congratulated Mr. Byers and Mr. Dalton for each being sworn in for an additional 3-year term on the Board of Park Commissioners.

Mr. Byers stated that he wanted to go on record regarding a discussion during the December 16, 2020 Board meeting executive session regarding the Metroparks Executive Director's compensation. He further moved that the Board of Park Commissioners should authorize the President of the Board to continue discussions with Mr. Dave Zenk on the terms of his employment, and implement changes to the terms of his employment, including compensation, with the Board President to report back to the Board next month for ratification of the outcome. With that said, Mr. Byers motioned, Mr. Dalton seconded, and the motion was approved.

With no further business or action to be taken, Mr. Dalton made a motion to adjourn the Board meeting at 10:09 a.m., which was seconded by Ms. Luetke and approved.



Scott Savage, President

DDZ/kjm
01/20/21



Attest: _____
Dave Zenk, Executive Director