

Regular Board Meeting – January 22, 2020

Resolution Summary

Resolution	Description	Byers	Dalton	Doneghy	Luetke	Savage	
Resolution No. 01-20	Ratification of Schedule of Payables		2 nd	Motioned			Approved
Resolution No. 02-20	Approval of Supplement and Amendment of the 2020 Certificate of Estimated Resources and Appropriations Measure	Motioned		2 nd			Approved
Resolution No. 03-20	Approval of Return of Advances from Funds 256, 258, and 402 to the General Fund	2 nd			Motioned		Approved
Resolution No. 04-20	Transfers from General Fund to Capital Construction and Education Funds	2 nd		Motioned			Approved
Resolution No. 05-20	Authorization to Request Support through the AmeriCorps National Civilian Community Corps	Motioned		2 nd			Approved
Resolution No. 06-20	Approval to Purchase Signage from Terrabilt Way Finding Systems	2 nd		Motioned			Approved
Resolution No. 07-20	Approval of Board Governance Policy; Revenue Policy	2 nd			Motioned		Approved
Resolution No. 08-20	Approval of Board Governance Policy; Partnership Policy			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 22, 2020, 8:30 A.M.
WARD PAVILION – WILDWOOD PRESERVE METROPARK

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, Matt Cleland, Emily Ziegler, Joe Fausnaugh, Scott Carpenter, Carrie Alexander, Allen Gallant, Ally Effler, Nate Ramsey, Lillie Frybarger, Chris Smalley, Craig Elton, Heather Mosqueda, Wendy Garczynski, Patty Morgenstern, Hanna Calandra, Bailey Ballmer

1. NON-RESOLUTION BOARD ITEMS

President Scott Savage called the meeting to order at 8:39 a.m.

Mr. Savage led the Pledge of Allegiance.

2. CONSENT AGENDA ITEMS

Mr. Fritz 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 December 18, 2019. This motion was seconded by Mrs. Lera Doneghy and approved.

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

A. Lori Miller, Manager of Staff Development & Performance – Position Update

Ms. Lori Miller provided an overview of her position as it relates to talent management and the plan for the agency in 2020. She further reported that her role will focus on training and development by aligning clear development pathways, as well as on-the-job learning components, including consolidating, tracking, and administration for Metroparks' employees.

Another component of Ms. Miller’s new role is succession planning and leadership. Mr. Kevin Dalton asked how Metroparks handles employees in positions who perhaps do not want to grow. Mr. Dave Zenk explained the progression established for numerous positions. Ms. Carrie Alexander reiterated how Ms. Miller will be working with managers to determine if their employees want to grow or stay status quo and how to work with employees in each of these areas of performance. Mr. Joe Fausnaugh also commented that Metroparks is currently working with the rangers and assigning them special projects so that they are growing in their roles as well. Mr. Matt Cleland explained that the rangers implemented an improvement plan a year ago that outlines the expectations of their role. All of the rangers participated in this process, and it has been well received.

Mr. Byers commented that the presentation was very compelling. He stated that it struck him how this succession planning and leadership work has been embraced by the organization and is a great predictor of success from top to bottom. He further stated that he is excited that Ms. Miller can return later in the year to report on results.

B. Emily Ziegler, Chief of Planning and Capital Projects; Matt Killam, Chief of Community Outreach and Experiences – Treehouse Update

Ms. Emily Ziegler reported on the status of the Cannaley Treehouse Village and stated that the project is in the home stretch. She discussed the names and themes of each of the structures within the village.

Mr. Matt Killam reported that, to begin the reservation process, Metroparks Toledo has designed a raffle system that will go live online on February 3, 2020. In the first week of May 2020, Metroparks Toledo will work with the Imagination Station on a very creative way to announce the winners of this raffle. Additionally, Metroparks Toledo will reserve specific dates and times that will not be a part of the raffle to allow underprivileged or specific groups or persons to use the facilities.

The raffle will allow winners to book stays during the first year and a half after the Cannaley Treehouse Village opens to the public. Beginning July 1, 2020, any un-booked dates will be made publicly available.

Mrs. Lera Doneghy inquired about how many of the treehouses are ADA accessible. Ms. Ziegler responded that the Common Treehouse and the 4-person treehouse are ADA accessible.

Mrs. Doneghy has requested that the May 2020 board meeting be held in the Common Treehouse.

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

Mr. Matt Cleland reported that 2019 finished as expected with revenues slightly ahead of budget and expenses within budget.

Mr. Savage inquired about the difference between the totals on the investment ledger and the fund balance on the All Funds Budget Versus Actual report. Mr. Cleland responded that the difference is due to monies held in checking accounts at the bank, rather than monies held in investment accounts as reported on the investment ledger. Mr. Savage inquired whether both items can be listed somewhere on the report for additional clarification, and Mr. Cleland confirmed he will make the change.

Mr. Savage inquired if there are implications from the merger with TD Ameritrade and Charles Schwab. Mr. Cleland said there are no implications because the Money Market funds at TD Ameritrade will be directed to land acquisition in January 2020.

Mr. Savage stated that expenses were within seven percent (7%) and revenues were within one percent (1%). He stated that he very much appreciates the precision of the budget and that it clearly indicates modeling, planning, and execution.

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. Dalton:

Resolution No. 01-20 - 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.

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

Resolution No. 02-20 – Approval of Supplement and Amendment of the 2020 Certificate of Estimated Resources and Appropriations Measure

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. 03-20 – Approval of Return of Advances from Funds 256, 258, and 402 to the General Fund

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

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

Resolution No. 04-20 – Transfers from General Fund to Capital Construction and Education Funds

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 Mrs. Doneghy:

Resolution No. 05-20 – Authorization to Request Support through the AmeriCorps National Civilian Community Corps

Mr. Allen Gallant reported that this grant application is to receive a team to work at Toledo Botanical Garden and Wildwood for a 7-week period. Mr. Gallant reported that he and Mr. Steve Stockford spoke to AmeriCorps about to how to improve Metroparks' application and received great feedback. Mr. Byers inquired as to how many applications were received for this grant. Mr. Gallant responded that he is not aware of the number of applicants, but that it is very competitive nationally. AmeriCorps was very interested in the adaptive garden project and Metroparks anticipates receiving the results fairly quickly.

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

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

Resolution No. 06-20 – Approval to Purchase Signage from Terrabilt Way Finding Systems

Mr. Byers stated that this is a tremendous way finding system, and he regularly hears positive feedback. He inquired how far in completion this project will be agency-wide by the end of the year. Mr. Fausnaugh responded that he anticipates it will be another 2-3 years before the entire park district's signage will be updated. He reported that Oak Openings and Pearson still have quite a few trails that are not yet completed.

Ms. Luetke responded that this system allows people to feel safe. Additionally the branding aspect pairs well with Metroparks Toledo's brand, which lends to the overall experience.

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

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

Resolution No. 07-20 – Approval of Board Governance Policy; Revenue Policy

Ms. Luetke reported that Ms. Alexander and Mr. Byers have devoted considerable time and effort to the proposed Revenue Policy and Partnership Policy. These policies define how Metroparks charges fees and evaluates partnerships. Ms. Alexander stated that these policies at times will work in tandem with each other, but also may apply individually.

While Metroparks Toledo already has such fee practices in place, the earned revenue policy solidifies and defines the criteria of how and when to charge a fee. There will be times where Metroparks Toledo will break even with certain fees and times when it will make a profit.

The Partnership Policy will allow Metroparks Toledo to evaluate its current partnerships, including whether those partnerships fit within Metroparks Toledo's Mission and goals.

Ms. Luetke is very proud of these policies because they provide a more formal approach to revenues and partnerships. Ms. Alexander stated that Metroparks Toledo is one of the first agencies in this area to have such policies.

Mr. Byers stated that Ms. Alexander did a tremendous job researching these areas, and these policies will allow Metroparks to be an industry leader following best practices in these areas. Additionally, the policies are well-reasoned and in line with Metroparks Toledo's Mission.

Mr. Dalton inquired if Metroparks Toledo conducts background checks on partners that may interact with park visitors. Ms. Alexander responded that it is something Metroparks Toledo will evaluate.

Ms. Alexander stated that some partnerships may not need to come before the Board; factors to consider include the significance of the partnership and whether the partnership involves earned income.

Mr. Zenk reported that the goal is to apply these concepts to all Board policies so that the approach is consistent and flows like a policy handbook. Metroparks Toledo's staff will continue to work on these policies throughout the year.

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

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

Resolution No. 08-20 – Approval of Board Governance Policy; Partnership Policy

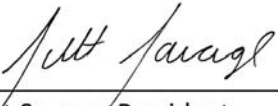
After discussion and upon unanimous vote the resolution was declared duly adopted and recorded in the appendix to these minutes.

5. BOARD INITIATED TOPICS AND DISCUSSIONS

Mr. Matt Killam reported on current events, including:

- The Igloo dining experiences
- Upcoming music series
- 2nd Wintering the Towpath on February 22, 2020
- Behind the Scenes at the Manor House
- Pop-up Snow Shoes

With no further business or action to be taken, Mr. Byers made a motion to adjourn the Board meeting at 10:06 a.m., which was seconded by Mrs. Doneghy and approved.



Scott Savage, President


Attest: _____
Dave Zenk, Executive Director

DDZ/kjm
1/22/20