

MINUTES – REGULAR SESSION
Board of Park Commissioners & Governing Board of the
LORAIN COUNTY METROPOLITAN PARK DISTRICT

Date: Thursday, January 25, 2024
Time: 11:00 a.m.
Place: Amherst Beaver Creek Reservation Visitor Center
Present: Commissioners: Kenneth M. Lieux, Chairman
Sherrill M. McLoda, Vice-Chairman
Joseph E. Hribar
Legal Counsel: Dennis M. O'Toole
Director/Secretary: James E. Ziemnik
Park Staff: Jennifer L. Bracken, Assistant Director
Paul J. Hruby, Jr., Assistant Director/Chief Ranger
Bonnie J. Burns, Administrative Services Manager/Treasurer
Michael S. McAndrews, Planning Supervisor
Mariah Deitz, Public Information Officer
Joani Longbrake, Secretary
Visitor: Barb Fieger, President of Friends of Metro Parks in Lorain County

OPENING OF MEETING

Roll call by Director/Secretary: Kenneth M. Lieux – Aye
Sherrill M. McLoda – Aye
Joseph E. Hribar – Aye

Chairman Lieux declared all members present and opened the meeting.

OLD BUSINESS:

- A. Approval of the Minutes of the December 21, 2023 Regular Session. The Minutes were distributed prior to the meeting, enabling the commissioners to read them in advance. Commissioner Hribar motioned and Commissioner McLoda seconded the motion for approval; motion passed unanimously this 25th day of January, 2024.
- B. The Director/Secretary advised the Board of the Statement of Accounts.
- C. **Resolution 2024-1.** Payment of accounts payable. Motion by Commissioner McLoda for adoption of Resolution for payment of line items on the Cash Disbursements Journal for the period of December 1 to December 31, 2023 and on the Aged Payables report dated January 24, 2024; and ratification of payments on Exhibit A; seconded by Commissioner Hribar. The Chairman then called for the individual line-item votes of the Commissioners to be approved for payment by at least a majority of the Commissioners and be certified by the Treasurer and Secretary of the Board of Park Commissioners for issuance of checks for payment. The line-item votes of the Commissioners were cast as follows:

Commissioner Lieux: Affirmative for all line items on the Cash Disbursements Journal for the period of December 1 to December 31, 2023 and on the Aged Payables report dated January 24, 2024 and affirmative for ratification of payments on Exhibit A.

Commissioner McLoda: Affirmative for all line items on the Cash Disbursements Journal for the period of December 1 to December 31, 2023 and on the Aged Payables report dated January 24, 2024 and affirmative for ratification of payments on Exhibit A.

Commissioner Hribar: Affirmative for all line items on the Cash Disbursements Journal for the period of December 1 to December 31, 2023 and on the Aged Payables report dated January 24, 2024 and affirmative for ratification of payments on Exhibit A.

RESOLUTION 2024-1:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to ratify the payments on Exhibit A and to direct and authorize the issuance of checks for payment of all line items on the Cash Disbursements Journal for the period of December 1 to December 31, 2023 and the Aged Payables report dated January 24, 2024, as approved for payment by vote of at least a majority of the Board of Park Commissioners. The Cash Disbursements Journal, Aged Payables report, Exhibit A, and

the commissioners' votes are hereby made a part of the minutes of this meeting on January 25, 2024.

Kenneth M. Lieux – Aye
Sherrill M. McLoda – Aye
Joseph E. Hribar – Aye

ATTEST _____ APPROVED _____
James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

NEW BUSINESS:

- A. **Resolution 2024-2.** The Board of Park Commissioners directed that the reappointment of Joseph E. Hribar as Park Commissioner for the term of three years commencing January 1, 2024 be recorded in the minutes; motioned by Commissioner Hribar, seconded by Commissioner McLoda, passed unanimously this 25th day of January, 2024.

RESOLUTION 2024-2:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to direct that the re-appointment of Joseph E. Hribar as Park Commissioner for the term of three years commencing January 1, 2024 be recorded in the minutes.

ATTEST _____ APPROVED _____
James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

- B. **Resolution 2024-3.** Nomination of officers: Commissioner Lieux nominated Sherrill M. McLoda for Chairman for the ensuing year and until her successor is elected and qualified, and motioned that nominations be closed and a unanimous ballot be cast. The motion was seconded by Commissioner Hribar and passed unanimously this 25th day of January 2024.

RESOLUTION 2024-3:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to declare that nominations are closed and Sherrill M. McLoda has been duly nominated and elected by unanimous ballot as Chairman of the Board of Park Commissioners for the ensuing year until her successor is elected and qualified.

ATTEST _____ APPROVED _____
James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

- C. **Resolution 2024-4.** Nomination of officers: Commissioner McLoda nominated Joseph E. Hribar for Vice-Chairman for the ensuing year and until his successor is elected and qualified, and motioned that nominations be closed and a unanimous ballot cast. The motion was seconded by Commissioner Hribar and passed unanimously this 25th day of January 2024.

RESOLUTION 2024-4:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to declare that nominations are closed and Joseph E. Hribar has been duly nominated and elected by unanimous ballot as Vice-Chairman of the Board of Park Commissioners for the ensuing year until his successor is elected and qualified.

ATTEST _____ APPROVED _____
James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

Note: *The Board members agreed that Commissioner Lieux will preside over the rest of this meeting.*

- D. **Resolution 2024-5.** The Board of Park Commissioners reappointed James E. Ziemnik and Joseph E. Hribar as the Park District's representatives of the Otto B. Schoepfle Charitable Fund for the entire calendar year of 2024; motioned by Commissioner Hribar, seconded by Commissioner McLoda, passed unanimously this 25th day of January, 2024.

RESOLUTION 2024-5:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to reappoint James E. Ziemnik and Joseph E. Hribar as the Park District's representatives of the Otto B. Schoepfle Charitable Fund for the entire calendar year of 2024.

ATTEST _____ APPROVED _____
James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

E.

Resolution 2024-6

Resolution for Automated Clearing House (ACH) and Electronic Transactions

WHEREAS, the Lorain County Auditor has informed all Subdivisions that its office and the Lorain County Treasurer's office are putting policies and procedures in place to make certain financial transactions to the Subdivisions electronically using the Automated Clearing House (ACH) online network instead of issuing paper warrants; and

WHEREAS, the Lorain County Auditor has requested that each Subdivision pass a Resolution or Ordinance enabling such transactions to occur; and

WHEREAS, the Board of Park Commissioners deems that it is in the best interest of the Park District to be able to receive funds electronically from the Lorain County Auditor;

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of electronic financial transactions and signatures, and shall be effective immediately upon passage of this Resolution:

- 1.) Park District Treasurer Bonnie Burns and Park District Director/Secretary James E. Ziemnik shall be responsible for establishing with the Lorain County Auditor and the Lorain County Treasurer all ACH arrangements for the Park District.
- 2.) Park District Treasurer Bonnie Burns and Director/Secretary James E. Ziemnik are authorized to disclose the Park District's banking information with the Lorain County Auditor and the Lorain County Treasurer for the purpose of facilitating ACH transfers and the ACH process; and further, upon advance notification to and approval from the Board of Commissioners, make changes or modifications to those Park District bank accounts where funds will be settled on behalf of the Park District.
- 3.) Park District Treasurer Bonnie Burns and Director/Secretary James E. Ziemnik shall be responsible for accounting, reporting, and overseeing compliance.

Approval of the above Resolution was motioned by Commissioner McLoda, seconded by Commissioner Hribar, passed unanimously this 25th day of January, 2024.

ATTEST _____ APPROVED _____
 James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

F. **Resolution 2024-7.** The Board of Park Commissioners ratified the Director/Secretary's signing Residential Leases for rental of the vacant house on the Dunford property located at 3226 North Ridge Road, Elyria for \$389 monthly commencing January 1, 2024; and rental of the vacant house on the Ommert property located at 4375 State Route 601, Norwalk for \$393 monthly, also commencing January 1, 2024; motioned by Commissioner Hribar, seconded by Commissioner McLoda, passed unanimously this 25th day of January, 2024.

RESOLUTION 2024-7:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to ratify the Director/Secretary's signing Residential Leases for rental of the vacant house on the Dunford property located at 3226 North Ridge Road, Elyria for \$389 monthly commencing January 1, 2024; and rental of the vacant house on the Ommert property located at 4375 State Route 601, Norwalk for \$393 monthly, also commencing January 1, 2024.

ATTEST _____ APPROVED _____
 James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

G. **Resolution 2024-8.** The Board of Park Commissioners adopted the amended Administrative Accounting/Funds Policy; motioned by Commissioner McLoda, seconded by Commissioner Hribar, passed unanimously this 25th day of January, 2024.

RESOLUTION 2024-8:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to adopt the amended Administrative Accounting/Funds Policy.

ATTEST _____ APPROVED _____
 James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

- H. **Resolution 2024-9.** The Board of Park Commissioners acknowledged the donation, grant, or trust on 2024 Donation Exhibit #1 and authorized legal counsel to make application to the Probate Court pursuant to Ohio Revised Code for approval and to secure Journal Entry of the Probate Court; motioned by Commissioner Hribar, seconded by Commissioner McLoda, passed unanimously this 25th day of January, 2024.

RESOLUTION 2024-9:

BE IT RESOLVED by the Board of Park Commissioners of the Lorain County Metropolitan Park District that we deem it necessary and in the best public interest to acknowledge the donation, grant, or trust on 2024 Donation Exhibit #1 and authorize legal counsel to make application to the Probate Court pursuant to Ohio Revised Code for approval and to secure Journal Entry of the Probate Court.

ATTEST _____ APPROVED _____
James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman

- I. Reports, requests, and comments of the Director/Secretary
- J. Questions, requests, and comments from the Commissioners to the Management
- K. Questions, requests, and comments from the public to the Commissioners and to the Management
- L. Reports, requests, and comments of Legal Counsel
- M. There being no further old or new business, the Chairman entertained a motion for adjournment. Commissioner McLoda motioned and Commissioner Hribar seconded the motion for adjournment. There being no objections or dissenting votes, the meeting adjourned at 11:38 a.m.

ATTEST _____ APPROVED _____
James E. Ziemnik, Director/Secretary Kenneth M. Lieux, Chairman