

Canfield, Ohio  
April 10, 2017

A Special Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, April 10, 2017, at the MetroParks Farm. President Lee Frey welcomed guests and staff.

The meeting opened at 6 p.m. with recitation of The Pledge of Allegiance. Roll Call was as follows: Germaine Bennett, present, Lee Frey, present; Tom Frost, present; John Ragan, absent; and Tom Shipka, present.

Kevin Smith, Finance Director presented the Finance Director's report. Lee Frey moved, the funds having been certified as on hand and duly appropriated, that disbursements #72714 - #72967, for a total of \$599,620.89 be approved. The motion was seconded by Germaine Bennett, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Shipka  
Voting Nay: None

Kevin presented the cash balances as shown below:

### Departmental Report for Finance

Finance Department

Last updated: March 30, 2017

Prepared by: Kevin W. Smith - Director of Finance



#### INFORMATION ITEMS:

#### CASH BALANCES March 30, 2017

Cashier Change	\$5,900.00
Cash-Active Account	\$810,706.40
Cash-Payroll Account	\$10,000.00
*Star Ohio Investment Acct.	\$1,447,667.92
**Home Savings Money Market	\$1,002,540.61
TOTAL CASH	\$3,276,814.93

\*Star Ohio has a current net yield of 0.78%.

\*\*Home Savings Money Market has a current net yield of 1.0%

#### ITEMS REQUIRING BOARD APPROVAL:

#### CHECK APPROVAL

Approval required of checks written per the check registers provided to the board.

Justin Rogers, Planning Manager, presented the following Rules and Regulations for the Wet Playground Use.

Wet Playground – Rules  
 Memorial Day weekend through Labor Day  
 Hours of Operation: 12:00 noon – 5:00 pm

- Children of all ages are welcome; children under 13 years old must be accompanied by an adult
- Use of this unsupervised facility is at your own risk; no lifeguard on duty
- Be courteous and safe using this facility; no running, no rough play, no jumping, no climbing on equipment
- Please do not cover or block drains; do not tamper with any nozzles or equipment
- Appropriate swimsuits and/or attire must be worn at all times; youths must wear proper swim diapers; water shoes are suggested
- Prohibited Items: Pets, Food, Glass Containers, Bikes, Skateboards, Rollerblades, Toys and Athletic Equipment (Bats, Balls, Beach Balls, Noodles, Sand Buckets, etc.) -
- Please do not contaminate this facility with mulch, sand, mud, sticks, stones, etc.
- Please keep area clean and dispose of trash in receptacles
- This facility is smoke-free; all tobacco products are prohibited
- Be mindful of inclement weather; do not use this facility under threat of or during severe weather conditions; take appropriate precautions
- This facility may be closed at any time due to weather, maintenance, or operational concerns

Mill Creek MetroParks reserves the right to remove a participant/spectator from the wet playground for violating any of the above rules or engaging in inappropriate behavior.

Tom Shipka moved the Rules be accepted, Germaine Bennett seconded the motion. After discussion, the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Ragan, Shipka  
 Voting Nay: None

Steve Avery, Planning and Operations Director presented the following Bid Tabulations for approval.

**TABULATION OF BIDS**

Planning & Operations Department

Date: April 5, 2017

By: Stephen Avery, *Planning & Operations Director*

Replacement of Waterwheel at Lanterman's Mill

BID OPENING:	April 5, 2017	ESTIMATE:	\$200,000.00
		10% BID CAP:	\$220,000.00
Name of Bidder	Total Amount of Bid as Read at Bid Opening	Total Amount of Bid After Tabulation	
B.E. Hassett-Millwrights, Inc.	182,500.00	182,500.00	

NOTES:

1. Two (2) bids were received, checked and tabulated. The total amount of B.E. Hassett-Millwrights' bid was within the 10% bid cap. The Ruhlin Company's bid exceeded the 10% bid cap and must be rejected in accordance with Section 153.12 of the Ohio Revised Code.
2. No mathematical errors were found in B.E. Hassett-Millwrights' bid.
3. The low bidder at bid opening and after tabulation is B.E. Hassett-Millwrights, Inc.
4. All required bonds, documents, forms and attachments were included with B.E. Hassett-Millwrights' bid.
5. B.E. Hassett-Millwrights is experienced in the type of work required on the project. In addition to satisfactorily completing the MetroParks Qualifications Questionnaire, the following attachments were included with their bid:
  - A 3-page listing of 25 completed projects, 20 of which are projects specifically dealing with mills.
  - A letter of recommendation from Bale Grist Mill State Historic Park (1850's mill in California).
  - A listing of six completed projects which received historic preservation awards.

RECOMMENDATION:

1. It is recommended that B.E. Hassett-Millwrights, Inc. be awarded the contract for the project named "Replacement of Waterwheel at Lanterman's Mill" at the grand total amount bid of \$182,500.00

Tom Shipka moved the bid of B.E. Hassett-Millwrights, Inc be accepted, Germaine Bennett seconded the motion. After discussion, the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost Shipka  
Voting Nay: None

Lee Frey moved to approve that the local Audubon Society volunteer to conduct geese counting on various MetroParks properties for 2017, 2018, and 2019. Tom Shipka seconded the motion. After discussion, the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Shipka  
Voting Nay: None

Tom Shipka moved, to promote a safe and secure environment for all employees, volunteers, and visitors of the Mill Creek MetroParks, there will be background checks at MetroParks expense of current employees, applicants for paid positions who are finalists, and applicants for volunteer positions. In the case of current employees, applicants for paid positions who are finalists, and applicants for volunteer positions, the Executive Director will order these checks. However, a current employee shall not be required to undergo a background check more frequently than every five years unless mandated by the Executive Director or the Board of Commissioners for just cause. In the case of applicants for the position of Executive Director, the President of the Board of Commissioners will order these checks. The Board of

Commissioners shall be informed of any such checks which discover a felony. Tom Frost seconded the motion. After discussion, the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Shipka  
Voting Nay: None

Tom Shipka moved, to promote a safe and secure environment for all employees, volunteers, and visitors of the Mill Creek MetroParks, the MetroParks will require background checks of contractors and their employees and lessees and their employees at the expense of the contractors and lessees. The Executive Director will ensure that these checks are carried out prior to finalization of any legal agreements with contractors or lessees. The Board of Commissioners shall be informed of any such checks which discover a felony. Germaine Bennett seconded the motion. After discussion, the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Shipka  
Voting Nay: None

Paul Hagman, President of the Friends of Fellows Riverside Gardens, offered to donate, up to \$25,000, for a hoop house greenhouse structure, with labor and incidentals, to Fellows Riverside Gardens, with the work to be done this spring. Aaron Pratt, Fellows Riverside Gardens Director stated that, while he was appreciative of the donation, he would prefer the work be done in late summer or early fall. After discussion, Lee Frey motioned that the acceptance of the donation would be tabled until timing was suitable, and after the Horticulture Standing Committee gives their recommendation. Tom Shipka seconded it motion, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Ragan, Shipka  
Voting Nay: None

Lee Frey announced that immediately following this meeting, will be a Work Session of the Board.

There being no further business, Germaine Bennett moved to adjourn the meeting. Tom Shipka seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Ragan, Shipka  
Voting Nay: None

The meeting adjourned at 6:30 p.m.