

Canfield, Ohio
June 12, 2017

A Special Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, June 12, 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; present; and Tom Shipka, present.

Kevin Smith, Finance Director presented the Finance Director's report. Tom Shipka moved, the funds having been certified as on hand and duly appropriated, that disbursements #73209-#73487, for a total of \$767,493.55 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, Ragan, Shipka
Voting Nay: None

Kevin presented the cash balances as shown below:

" INFORMATION ITEMS: ¶

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CASH BALANCES ¶

June 5, 2017 ¶

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Cashier-Change	\$7,400.00
Cash-Active-Account	\$1,296,342.66
Cash-Payroll-Account	\$10,000.00
*Star-Ohio-Investment-Acct.	\$1,449,903.30
**Home-Savings-Money-Market	\$2,004,208.41
TOTAL-CASH	\$4,767,854.37

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*Star-Ohio has a current net yield of 0.98%. ¶

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

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

EAST COHASSET DRIVE IMPROVEMENTS – PHASE 2

BID OPENING: June 07, 2017 ESTIMATE: \$326,424.25
10% BID CAP: \$359,066.68

Name of Bidder	Total Amount of Bid as Read at Bid Opening	Total Amount of Bid After Tabulation
R.T. Vernal Paving & Excavating, Inc.	338,961.60	338,961.60

NOTES:

1. One (1) bid was received, checked and tabulated. The total amount of the bid was within the 10% bid cap.
2. No mathematical errors were found in R.T. Vernal's bid.
3. The low bidder at bid opening and after tabulation is R.T. Vernal Paving & Excavating, Inc.
4. The low bidder is currently prequalified with ODOT in 17 separate work classifications, at least 11 of which are directly applicable to the project.
5. All required bonds, documents, forms and attachments were included with R.T. Vernal's bid.
6. R.T. Vernal is experienced in the type of work required. Three projects were listed on the MetroParks' Qualifications Questionnaire which totaled \$9.3 million. R.T. Vernal has been a bidder on numerous MetroParks projects through the years. Their most recent project as the general contractor for the MetroParks was the Scholl Tennis/Basketball Court improvement project in 2006, although they were the asphalt paving subcontractor on the 2016 Lily Pond parking lot project.
7. ODOT placed a 6% Disadvantaged Business Enterprise (DBE) Participation Goal on the project. The required DBE Utilization Plan was properly submitted prior to the bid opening by R.T. Vernal and has subsequently been approved by ODOT. However, the required DBE Affirmation Forms are still being gathered from R.T. Vernal's subcontractors. Upon receipt, the DBE Affirmation Forms will be submitted to ODOT for approval.

RECOMMENDATION:

1. A conditional award should be made to R.T. Vernal Paving & Excavating, Inc. for the project named "East Cohasset Drive Improvements – Phase 2" at the grand total amount bid of \$338,961.60, based on the condition that all DBE documentation is approved by ODOT.
2. The Executive Director should be authorized to execute the Agreement with R.T. Vernal.

Tom Shipka moved that a conditional award should be made to R.T. Vernal Paving & Excavating, Inc. for the project named "East Cohasset Drive Improvements – Phase 2" at the grand total amount bid of \$338,961.60, based on the condition that all DBE documentation is approved by ODOT. And, that the Executive Director should be authorized to execute the Agreement with R.T. Vernal. Tom Frost 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

Aaron Young, Executive Director, requested that, due to its popularity, the hours at the Splash Pad at the Wick Recreation Area be extended. John Ragan motioned that the MetroParks staff be given permission to set the hours at the Splash Pad. 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

Carol Vigorito, Recreation & Education Director, presented the following event requests:

1. Boy Scouts – request to have an overnight campout in the Wick Recreation Area, Morley Lawn, the night of Friday, September 22, 2017.

2. Salvation Army – request to hold a Family Fun Bike Ride Fundraiser on the MetroParks Bikeway, on Sunday, June 17, 2017.

Germaine Bennett moved that the requests be approved. John Ragan seconded the motion. After discussion, the vote resulted as follows:

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

Lee Frey announced that the next Regular Meeting of the Board of Park Commissioners, is scheduled for Monday, July 10, 2017.

Lee Frey moved to suspend the meeting, and begin the Work Session. Tom Frost seconded the motion, and the vote resulted as follows:

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

The Work Session began at 6:18 p.m.

TENTATIVE MINUTES OF THE MEETING OF THE BOARD OF PARK COMMISSIONERS OF MILL CREEK METROPARKS HELD ON MONDAY, JUNE 12, 2017

Kevin Smith, Finance Director introduced Dave Christy who gave the Finance Standing Committee report. The committee recommended that the MetroParks submit financial information for the Ohio Online Checkbook, which was accomplished recently. The second recommendation was to break out the legal fees from the other professional services.

Joe Antenucci, Finance Committee, requested permission to explore working with students from YSU's College of Business for cost accounting issues. Tom Shipka moved to permit the Finance Committee to move forward with this proposal. Tom Frost seconded the motion. After discussion, the vote resulted as follows:

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

Eric Synenberg, Deputy Legal Counsel & Public Affairs Liaison gave a presentation on how to use the Ohio Online Checkbook.

Andrew Pratt, Fellows Riverside Gardens Director, presented a detailed cost estimate for the high tunnel greenhouse at Fellows Riverside Gardens, which the Friends of Fellows Riverside Gardens had offered a donation.

Lee Frey read a flier for a Water Quality Celebration event being held at the MetroParks Farm.

The Board returned to Regular Session at 6:51 p.m.

At 6:52 p.m., Germaine Bennett motioned that the Board meet in Executive Session to consider the appointment, employment, discipline, or compensation of public employees. Tom Frost seconded the motion. The vote resulted as follows:

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

At 8:03 p.m., John Ragan motioned to return to Regular Session. Germaine Bennett seconded the motion. The vote resulted as follows:

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

There being no further business, Tom Shipka moved to adjourn the meeting. Tom Frost seconded the motion, and the vote taken resulted as follows:

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

The meeting adjourned at 8:05 p.m.