

Canfield, Ohio
January 8, 2018

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, January 8, 2018, 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, and Tom Frost, present.

The Board was presented with the Minutes of the Meetings of November 13, 2017, and December 18, 2017, Commissioner Frey moved that the minutes be accepted into the records.

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 #75004 - #75325, for a total of \$1,651,035.62 be approved. The motion was seconded by Tom Frost and the roll being called upon its adoption, the vote resulted as follows:

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

Kevin presented the 2018 budget for approval. Lee Frey moved that the budget be approved as presented.

2018 Budget - Income & Expense Summary Sheet

Finance Department
Last updated: January 2, 2018
Prepared by: Kevin W. Smith



	100 General Fund	701 Replacement Reserve	702 Law Enforce. Asst. Fund	Total All Funds
Carryover				
Unencumbered Cash Balance	\$ 2,685,332.56	\$ 226,232.82	\$ 9,409.59	\$ 2,920,974.97
Prior Year Encumbrances	1,373,041.80	435,191.94	529.35	1,808,763.09
Estimated Revenues				
General Property Tax	\$ 7,768,594.00 76%			\$ 7,768,594.00 55%
Local Government Fund	317,000.00 3%			317,000.00 2%
Park Activities	2,001,367.08 19%		2,420.00	2,003,787.08 14%
Gas Well Income		60,000.00		60,000.00 0%
Bikeway Phase III Grant - Right of Way		308,810.39		
Bikeway Phase III Grant - Design/Engin.		162,458.06		
Bikeway Phase III Grant - Right of Way (2017)		75,000.00		
Bikeway Phase III Grant - Construction		2,840,850.00		2,840,850.00 20%
Idora Bridge Improv. - FHWA Grant		200,000.00		200,000.00 1%
West Newport Drive Impr. - ODOT Grant		126,933.23		126,933.23 1%
Clean Ohio Rd 7A - Mill Creek Preserve		64,303.48		64,303.48 0%
Clean Ohio Rd 11 - Glenwood/Devonshire		43,965.00		43,965.00 0%
Xfer from General Fund - Partial Bikeway Grant Match		600,000.00		600,000.00 4%
Friends of Fellows Riverside Gardens	100,000.00 1%			100,000.00 1%
Mill Creek Park Foundation	100,000.00 1%			100,000.00 1%
Total Estimated Revenue	\$ 10,286,961.08 72%	\$ 4,482,320.16 32%	\$ 2,420.00 0%	\$ 14,225,432.79 100%
Total Carryover & Estimated Revenues	\$ 14,345,335.44	\$ 5,143,744.92	\$ 12,358.94	\$ 18,955,170.85
Appropriations				
Transfer to Fund 701 - Replace. Resrv.	\$ 600,000.00 5%			600,000.00 3%
Park Operations-Mat. & Supplies	3,455,146.04 26%		10,000.00	3,465,146.04 19%
Park Operations-Salaries & Wages	5,972,969.60 45%			5,972,969.60 33%
Capital Equipment	566,528.00 4%			566,528.00 3%
Capital Improvements	1,172,650.00 9%	4,662,944.96		5,835,594.96 32%
Total 2018 Appropriations	\$ 11,767,293.64	\$ 4,662,944.96	\$ 10,000.00	\$ 16,440,238.60
Outstanding Purchase Orders (2017)	1,373,041.80 10%	435,191.94	529.35	1,808,763.09 10%
Total Expenditures	\$ 13,140,335.44 72%	\$ 5,098,136.90 28%	\$ 10,529.35 0%	\$ 18,249,001.69 100%
Projected Ending Fund Balance	\$ 1,205,000.00	\$ 45,608.02	\$ 1,829.59	

Germaine Bennett seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Aaron Young, Executive Director informed the Board that the draft Seventh Amended Trust Agreement update with the MetroParks Foundation is still in the process of being reviewed and once legal counsel has completed the edits, it will be presented to the Board.

Lee Frey motioned that the following resolution be approved:

**R-18-01
A RESOLUTION HONORING**

Dr. Thomas Shipka

For His Service to Mill Creek MetroParks

WHEREAS: Dr. Thomas Shipka served as a dedicated volunteer Mill Creek MetroParks Commissioner from June 1, 2016, through December 31, 2017, and

WHEREAS: Dr. Shipka worked to provide for continuing input to the Commissioners and MetroParks staff by members of the community through the proposal and creation of seven standing committees including Development, Environment, Finance, Horticulture, Nature Education, Community Engagement and Wildlife; and

WHEREAS: Dr. Shipka sought to advance the knowledge of the Commissioners about the problems, issues and opportunities facing the MetroParks through the proposal and creation of bi-monthly work sessions to supplement the regular meeting schedule; and

WHEREAS: Dr. Shipka sought to foster the development of a comprehensive fund-raising program that would integrate and coordinate all fund-raising activities on behalf of the MetroParks; and

WHEREAS: Dr. Shipka sought to improve the infrastructure of the MetroParks and generously contributed financially towards the development and construction of the new restroom facility located at the East Newport Boat Launch on East Newport Drive.

WHEREAS: Dr. Shipka brought a special passion to the MetroParks, both as a representative, a life-long resident of the Mahoning Valley and as a frequent park user.

NOW THEREFORE BE IT RESOLVED: That the Board of Park Commissioners publicly proclaims its sincere appreciation to Dr. Shipka for his outstanding service to, and heartfelt support of, Mill Creek MetroParks and community. A suitable copy of this Resolution shall be prepared and presented to Dr. Shipka, and an additional copy shall be placed in the permanent archives of Mill Creek MetroParks.

Tom Frost seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Jim Willock, Chief of Police, presented updates to the Police Policy Manual, to conform to Ohio Collaborative Procedures. Lee Frey motioned that the Policy updates be approved. Germaine Bennett seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

Chris Litton, Development Director, presented the following resolution:

Resolution R-18-02

ACKNOWLEDGEMENT OF GRANTS, DONATIONS, OR TRUSTS

BE IT RESOLVED by the Board of Park Commissioners of Mill Creek Metropolitan Park District that we deem it necessary and in the best public interest to acknowledge the grants, donations or trusts submitted to the Park District for the period of November 1, 2017 through December 30, 2017, as detailed on the summary marked Exhibit A, and authorize legal counsel to make application to the Probate Court pursuant to Ohio Revised Code 1545.11 for approval and to secure Journal Entry of the Probate Court.

Donations 2017 for period Nov 1, 2017 – Dec 31, 2017

Development Department
 Last update: December 31, 2017
 Prepared by: Chris Litton, Development Director



Donor	Intention / Sponsorship	Amount	Date Received
Nancy Sprockett	General Donation	\$250.00	11/1/2017
Sherry Ault	General Donation	\$100.00	11/2/2017
Loren & Dolores Beck	General Donation	\$500.00	12/1/2017
Devon Cretella	General Donation	\$50.00	11/11/2017
David Beeghly	Rose Garden Endowment	\$40,000.00	12/6/2017
Sallie B. Jones	Rose Garden Endowment	\$25,000.00	12/8/2017
Schmutz Family Fund	Ford Nature Center	\$1,000.00	12/13/2017
Jane Beeghly	Rose Garden Endowment	\$100,000.00	12/8/2017
Garden Club of Youngstown	Maintenance of Garden	\$100.00	12/12/2017
Karen Krolopp	General Donal	\$25.00	12/15/2017
Mill Creek MetroParks Foundation	Ford Nature Center Design Plans	\$51,145.81	11/9/2017
Mill Creek MetroParks Foundation	Capital Campaign Printing	\$2,108.00	11/9/2017
Mill Creek MetroParks Foundation		\$2,196.00	11/9/2017
Kayla Lewis	General Donation	\$96.80	12/6/2017
David Dawson	General Donation	\$96.80	11/28/2017
Elizabeth McPherson	Rose Garden Endowment	\$20,000.00	12/19/2017
Laura Beeghly	Rose Garden Endowment	\$20,000.00	12/27/2017
	TOTAL	\$262,668.41	

Lee Frey motioned that the Resolution be accepted. Tom Frost seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Justin Rogers, Planning Manager, presented the following resolution:

R-18-03

**Resolution Authorizing MetroParks Executive Director to Apply for
Clean Ohio Conservation Program Funds**

WHEREAS, the Board of Park Commissioners of the Mill Creek Metropolitan Park District, operating under Chapter 1545 of the Ohio Revised Code, intends to apply to the Ohio Public Works Commission for Clean Ohio Conservation Program Funds.

NOW THEREFORE BE IT RESOLVED, that the MetroParks Executive Director is hereby authorized to apply, on behalf of the Board of Park Commissioners, to the Ohio Public Works Commission for Clean Ohio Conservation Program funds, and

BE IT FURTHER RESOLVED that the MetroParks Executive Director is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Lee Frey motioned that the Resolution be accepted. Tom Frost seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Kevin Smith presented the following resolution:

R-18-03

**RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE OF MILL CREEK METROPARKS TO
TRANSFER FUNDS FROM THE GENERAL FUND TO THE REPLACEMENT RESERVE FUND**

WHEREAS, the Director of Finance of Mill Creek MetroParks has requested that monies from the General Fund be transferred to the Replacement Reserve Fund, and,

WHEREAS, the amount of the request is a transfer up to \$600,000 into Fund 701 Replacement Reserve Fund, and,

WHEREAS, the Director of Finance has certified that Mill Creek MetroParks has sufficient funds in the General Fund available to transfer to the Replacement Reserve Fund and,

Lee Frey motioned that the Resolution be accepted. Germaine Bennett seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

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

- a. Request of Muscular Dystrophy Association to hold a fundraising event at Birch Hill Cabin, on Wednesday, February 21, 2018.
- b. Request of Second Sole to hold a fundraiser/community event on Mill Creek Park roads and trails, on Sunday, April 22, 2018.
- c. Request of YMCA to hold a fundraiser/community event in the Lake Glacier Area on Saturday, May 26, 2018.
- d. Request of Cross Country Boosters to hold a fundraiser/community event on the MetroParks Bikeway, on Sunday, June 17, 2018.
- e. Request of the Northeast Ohio Trail Club to hold a fundraiser/community event on trails throughout Mill Creek Park on Sunday, September 15, 2018.

Lee Frey motioned that the requests be approved. Tom Frost seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

Andrew Pratt, Gardens Director presented a request from Glaciers, Inc. to hold their annual fundraiser in the Davis Center, at Fellows Riverside Gardens, on February; 10, 2018.

Lee Frey motioned that the request be approved. Germaine Bennett seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

Lee Frey motioned that the following Board Meeting Schedule for 2018 be approved, and that every meeting will be a Regular Meeting, that every agenda will have line items for Standing Committee Reports, and for Special Presentations. It is requested that when Standing Committees have a report, that they please let us know ahead of time if possible so that it can be included on the agenda.

**Mill Creek MetroParks
 2018 BOARD REGULAR MEETING SCHEDULE**

Monday	January 8	6pm	MetroParks Farm
Monday	February 12	6pm	MetroParks Farm
Monday	March 12	6pm	MetroParks Farm
Monday	April 9	6pm	MetroParks Farm
Monday	May 14	6pm	MetroParks Farm
Monday	June 11	6pm	MetroParks Farm
Monday	July 9	6pm	MetroParks Farm
Monday	August 13	6pm	MetroParks Farm
Monday	September 10	6pm	MetroParks Farm
Tuesday	October 9	6pm	MetroParks Farm
Tuesday	November 13	6pm	MetroParks Farm
Monday	December 17	6pm	Davis Center at Fellows Riverside Gardens

Dates, time, and location are subject to change.
 Please check www.millcreekmetroparks.org, or call 330-702-3000 to verify.

Germaine Bennett seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Executive Director's report

1. Acknowledge the work that Departments put into the development of the 2018 Budget.
2. Rehabilitation of Historic Dividing Sycamore Bridge Funding Approval; \$164,000

Commissioners Comments

- Lee Frey moved that the following Goals for the Executive Director be approved:
 1. The Executive Director will develop, with Board approval, a written plan that gives a clear vision for the upcoming year by the February meeting. The plan will include measurable goals and objectives.
 2. The Executive Director will increase the understanding of, and support for, the Park's mission and programs among community residents, public and private sector leaders and potential donors. The Executive Director will include this in his monthly report.
 3. A comprehensive fundraising plan in writing shall be given to the Board by the March meeting. The plan should include measurable goals and objectives. It will also include a plan to coordinate, diversify, and expand the Park's funding base. An update will be given to the Board in June, September, and December.
 4. The Executive Director will develop a plan in writing on how he will promote staff, employees and volunteer morale. How tasks are delegated and how clear attainable goals can be met. What is being done to increase volunteers and numbers to be included as well as working with the Community Engagement Committee. A staff professional development plan shall also be included. This will be presented to the Board at the April meeting.
 5. The Executive Director will attend at least one meeting a year of each of the Standing Committees to allow them to meet him and exchange ideas with him.
 6. Quarterly reports on the status of the Arborist and how we are using our resources.
 7. Creating the position of, and hiring a full time Natural Resource Steward.

Germaine Bennett seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

- Lee Frey moved that the following Goals for the Park Board be approved:
 1. Have an attitude of cooperation, open mindedness and objectivity whether in agreement or disagreement.
 2. Work with the Executive Director, not over or around, but also give him direction when we feel it is needed. Request, receive, evaluate and make decisions based on communication with the Executive Director.
 3. Inspire the park community's confidence, respect and support.
 4. Spend time at Board meetings on policies, programs and procedures, and not operational details. We concentrate on the what, and the Executive Director on the how.
 5. Make no disparaging remarks about other Board members or their opinions.
 6. Keep high ethical standards.
 7. Display talent for working well with others.
 8. Not to promise in advance how you will vote before listening to other facts and points of view.
Make decisions
 9. Create a culture of trust, mutual respect and honesty.

Tom Frost seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

- Germaine Bennett wished everyone a Happy New Year, and looks forward to continued work with the committees and staff.
- Tom Frost indicated that he was impressed with the passion of the employees and residents. He thanked Tom Shipka for his time on the Board.

Lee Frey announced that speaking at a Board meeting is a courtesy the Board extends to the public. He will ask everyone wishing to speak, to speak about Board business, and to indicate at the beginning of their time, what Board action can be taken for their topic.

Public Comments:

- Judy Peyko – spoke about her right to speak at a Board meeting, and that it is not a courtesy. She requested that the Executive Director return his raise from 2017, to go towards crumbling bridges. She began to speak about the recent article in the Vindicator about Judge Rusu, and Lee Frey asked her to stop because that didn't have anything to do with Board business.

Lee Frey announced that the next Regular Meeting is scheduled for February 12, 2018, at 6 p.m., at the MetroParks Farm in Canfield.

Germaine Bennett moved the Board meet in Executive Session to 1. To consider the appointment, employment, discipline, or compensation of public employees, and 2. Pending or imminent court action. Tom Frost seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

The motion was passed, and the Board met in Executive Session at 6:50 p.m.

Lee Frey motioned to return to Regular Session. Germaine Bennett seconded the motion and the Board returned from Executive Session at 8:07 p.m. and the roll being called upon its adoption, the vote resulted as follows:

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

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

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

The meeting adjourned at 8:07 p.m.