

Canfield, Ohio
June 18, 2018

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, June 18, 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; Tom Frost, present; Jeff Harvey present, and Paul Olivier present.

The Board was presented with the Minutes of the Meeting of May 14, 2018. Commissioner Frey moved that the minutes be accepted into the records.

Kevin Smith, Treasurer/Administrative Services Director, presented the Treasurer's Report. Lee Frey moved, the funds having been certified as on hand and duly appropriated, that disbursements #76119-#76355 for a total of \$1,107,623.42 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, Harvey, Olivier
Voting Nay: None

Kevin presented an Appropriation Request – Request to increase appropriations to account 100-0010-5056 Administration Professional Services by \$10,151.39. The MetroParks had two vehicles damaged and repaired recently and this is for the insurance reimbursement plus deductible for both vehicles. Lee Frey moved the request be approved. The motion was seconded by Jeff Harvey, and the roll being called upon its adoption, the vote resulted as follows:

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

Kevin presented an Appropriation Request – Request to increase appropriations to Fund 701-7042 – Replacement Reserve Clean Ohio by \$59,000.00. We were previously approved for a Clean Ohio grant award for the Glenwood Corridor Open Space Acquisition. Lee Frey moved the request be approved. The motion was seconded by Tom Frost. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Kevin Smith presented the following resolution for approval.

R-18-12
**RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE OF MILL CREEK METROPARKS TO
CREATE A THEN AND NOW PURCHASE ORDER**

WHEREAS, the Director of Finance of Mill Creek MetroParks has received a Request for a Purchase Order for services that began prior to the date of the request; and,

WHEREAS, the amount of the request exceeds \$3,000.00; and,

WHEREAS, the Director of Finance has certified that at the time of making the contract or order for services or materials and remaining until the present that a sufficient sum has been appropriated for the purpose of such contract and that said funds are either in the treasury or in the process of collection to credit of an appropriate fund, free from any previous encumbrances, all as required by and in conformity with Ohio Revised Code; and,

WHEREAS, the Board of Park Commissioners of Mill Creek MetroParks has determined it is appropriate to pay the amounts set forth in this Resolution.

NOW, THEREFORE BE IT RESOLVED, by the Board of Park Commissioners of Mill Creek MetroParks, that the Board authorizes that the Director of Finance shall have the authority to create the following Purchase Order Number 1800000109 , in the amount of \$11,864.00 as a Then and Now Certificate.

Lee Frey moved that the Resolution be approved. The motion was seconded by Paul Olivier. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Aaron Young, Executive Director, presented the Beeghly House Auction Services Agreement, and requested that the Agreement be approved, and that the Executive Director be authorized to sign the Agreement. Lee Frey moved that the Agreement be approved, and the Executive Director be authorized to sign the Agreement. The motion was seconded by Germaine Bennett. After discussion about the value, and the roll being called upon its adoption, the vote resulted as follows:

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

Aaron Young presented an Agreement for the creation of the Mill Creek MetroParks Land Preservation & Conservation Endowment Fund, and requested that the Executive Director be authorized to sign the Agreement. Lee Frey moved that the Agreement be approved, and the Executive Director be authorized to sign the Agreement. The motion was seconded by Jeff Harvey. Justin Rogers, Planning Manager, provided an update on the history of the Sunoco funds and why they were received. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Justin Rogers presented the following resolution for approval.

R-18-11

**Resolution Authorizing MetroParks Executive Director to Apply for
ODNR NatureWorks Grant Program Funds**

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the State of Ohio NatureWorks Grant Program and

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 Department of Natural Resources for NatureWorks Grant 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 Department of Natural Resources for NatureWorks Grant 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, as well as to provide all information and documentation required to become eligible for obtaining this financial assistance, and

BE IT FUTHER RESOLVED that the Board of Park Commissioners of the Mill Creek Metropolitan Park District agrees to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the NatureWorks Grant Program.

Lee Frey moved that the Resolution for the purpose of a disc golf course, be approved. The motion was seconded by Tom Frost. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Lee Frey presented the new amended Policy on Standing Committees, approved by Legal Counsel, as follows:

POLICY ON STANDING COMMITTEES
OF THE BOARD OF COMMISSIONERS
OF MILL CREEK METROPARKS

- A. Each Standing Committee will comply with the Open Meetings Act (ORC 121.22);
- B. Standing Committees will serve in an advisory role to the Board of Commissioners;
- C. Each Standing Committee will consist of seven voting members with knowledge of and interest in the area(s) of concern of the Committee to which he/she is appointed;
- D. The Executive Director of the Park or his/her designee will be a non-voting, ex officio member of each Standing Committee;
- E. Standing Committees will be appointed by the President of the Board from the list of applicants as follows:
 - 1. The other four Board Members will submit lists to the President of four applicants for each of the seven committees, identifying one person on each list as the preferred candidate;
 - 2. The President will appoint all of these preferred candidates;
 - 3. The President will then appoint the balance of the committee members from the entire list of applicants;
 - 4. The President will select replacements of committee members who resign or are unable to serve; and
 - 5. Any member of a Standing Committee who misses two consecutive meetings of the committee on which he or she serves, relinquishes his or her membership on the committee, unless the absences are due to an illness or a previously scheduled vacation. Further, the President of the Board of Commissioners shall thereupon appoint a replacement for the remainder of the term from among current applicants for the committee, or, if there are no qualified applicants, from among recommendations of members of the committee in question, and from among recommendations of the members of the Board of Commissioners.
- F. Standing Committee members may include current and former Board members;
- G. Standing Committee members may not include current staff members;

- H. Each Standing Committee will meet at least two times a year and will report to a meeting of the Board at least once a year;
- I. Each Standing Committee will select its own chairperson for a given calendar year.
- J. The voting members of each Standing Committee will serve for three-year, renewable terms;
- K. Standing Committees will be appointed no later than January, 2017;
- L. Standing Committees will be provided space on Park property to conduct their meetings;
- M. Standing Committees will be provided information which they request by Park staff to carry out their work;
- N. Each Standing Committee will, at the December meeting of the Board in every calendar year,
 - 1. Submit to the Board a written report of the Standing Committee's activities during the past calendar year. This report should include a summary of the Park's activities or matters that were monitored and evaluated by the Committee, as well as a summary of any recommendations to the Board regarding those activities or matters.
 - 2. Submit to the Board a written proposal of up to three (3) goals of the Standing Committee for the ensuing calendar year. The goals are to align with the Board's mission statement and the Standing Committee's charge as stated in the Board's Policy on Standing Committees, which charges appear in the following Sections O through U herein. The proposed goals of each Standing Committee for the ensuing calendar year are subject to subsequent Board review, revision and approval.
- O. The Finance Standing Committee will monitor and evaluate the Park's revenues and expenditures, evaluate proposed budgets, and make recommendations on these matters to the Board to ensure long-term fiscal soundness;
- P. The Development Standing Committee will monitor and evaluate the Parks' fund-raising efforts, including those of the Mill Creek MetroParks Foundation, the Friends of Fellows Riverside Gardens, and other relevant Park entities, and make recommendations to the Board to coordinate and improve these efforts;
- Q. The Wildlife Standing Committee will monitor and evaluate the welfare and treatment of animals on Park property and make appropriate recommendations to the Board on this matter;
- R. The Nature Education Standing Committee will monitor and evaluate the nature education programs offered by the Park and make appropriate recommendations to the Board on them;
- S. The Environment Standing Committee will monitor and evaluate the current contracts, and proposed future contracts, between the park and private or public companies which use, or seek to use, Park property to extract or transport gas, oil, or other materials or chemicals and make appropriate recommendations to the Board on such matters. The Environment Standing Committee will also provide recommendations to the Board regarding protecting and enhancing the Park's environmental quality and natural resources;

- T. The Horticulture Standing Committee will monitor and evaluate the programs used and the practices followed in the Park to grow, sustain, or remove plants, flowers, trees, and other vegetation and make appropriate recommendations to the Board on such matters; and
- U. The Community Engagement Standing Committee will monitor and evaluate the Parks' current efforts to attract and retain qualified and dedicated volunteers, and the recreational sites and activities in the Park, and make appropriate recommendations to the Board on such matters.

Approved by the Board of Park Commissioners 1/9/17
Amended 2/13/17
Amended 9/18/17
Amended 11/13/17
Amended 6/18/18

Lee Frey moved that the new amended policy, be approved. The motion was seconded by Germaine Bennett. After much discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Carol Vigorito, Recreation & Education Director presented a request for a Fundraiser/Community Event, Panerathon on Sunday, August 26, 2018, in Mill Creek Park. Lee Frey moved that the request be approved. The motion was seconded by Tom Frost. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Harvey
Voting Nay: None
Abstain: Olivier

Carol also presented a request for a Fundraiser/Community Event, Struthers Rotary Rubber Duck Race on Saturday, August 18, 2018, at Yellow Creek Park. Lee Frey moved that the requests be approved. The motion was seconded by Germaine Bennett. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Executive Director's Report (Aaron Young, Executive Director)

1. Wick Recreation Area Food & Beverage Lease shared with the Board; no action needed.
2. Staff Acknowledgements: Seven (7) MetroParks Educators earn National Association for Interpretation (NAI) Certified Interpretive Guide (CIG) Title. The CIG Certification recognizes that these individuals have completed 32 hours of coursework and have demonstrated proficiency in interpretive knowledge and skills through a written test, practical program outline and an interpretive presentation give to their peers an instructors. William Gilmour, Brenda Markley, Kim Moff, Nicholas Parish, Cody Stoll, Marilyn Williams, Lynn Zocolo.
3. Sergeant Robert Vukovich administered 2 doses of Narcan, ultimately saving the life of the individual who overdosed.
4. Nick Derico, new Natural Resources Steward

Chris Litton, Development Director, presented the following resolution for approval:

Resolution R-18-10

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 January 1, 2018, through May 31, 2018, 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 2018 for period January 1, 2018 – May 31, 2018

Development Department

Last update: May 31, 2018

Prepared by: Chris Litton, Development Director



Donor	Intention / Sponsorship	Amount	Date Deposited
Carol Somerville	Memorial Contribution	\$50	2/20/18
The Garden Forum of Youngstown	Fellows Riverside Gardens	\$1,500	3/16/18
Becker Funeral Homes	Concert Series Sponsorship	\$600	3/4/18
Andrew Petiya	Memorial Contribution	\$25	4/19/18
Norma Gotton	Memorial Contribution	\$25	4/19/18
Denise Debartolo York	Hooked on Fishing Sponsor	\$500	5/29/18
	Total	\$2,700	

Lee Frey moved that the Resolution be approved. The motion was seconded by Tom Frost. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Finance Standing Committee report.

Kevin Smith introduced Eric Clark to provide a Boathouse Cost-Benefit Analysis report, both overhead and print version. The Committee recommended price increases to be effective July 1, 2018. Lee Frey moved that the recommended increases be approved. The motion was seconded by Germaine Bennett. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Community Engagement Standing Committee. Rick Shale provided a summary of his recommendation that the Standing Committee Policy specify that the yearly standing committee report be a written report. Lee Frey identified that this request was accommodated in the Policy that was updated earlier in this meeting.

Lee Frey requested that the chairs/heads of the standing committees get together to discuss various items, and draft a proposal for review by the other chairs, and then present to the MetroParks Board of Park Commissioners.

Commissioners Comments

- Lee Frey – thanked the department directors for all they do.
- Tom Frost – commented that the Y-town Marathon visitors loved the MetroParks, and he was proud to hear that.
- Germaine Bennett – mentioned that a YouTube video from nearby Cleveland was great.
- Paul Olivier – great job to all
- Jeff Harvey – no comment

Public Comments to the Board – none

Lee Frey announced that the next Regular Board Meeting has been scheduled for Monday, July 9, 2018, at 6 p.m. at the MetroParks Farm.

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

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

The motion was passed, and the Board met in Executive Session at 7:22 p.m.

Lee Frey motioned to return to Regular Session. Germaine Bennett seconded the motion and the Board returned from Executive Session 8:45 p.m. and the roll being called upon its adoption, the vote resulted as follows:

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

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

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

The meeting adjourned at 8:46 p.m.