

December 17, 2012
Canfield, Ohio

The Board of Park Commissioners of Mill Creek MetroParks met in Regular Session on Monday, December 17, 2012, at 6:00 p.m. with members Bob Durick, Jay Macejko, Valencia Marrow, John Ragan, and Louis Schiavoni present.

Dan Walsh was introduced and welcomed as the new Golf Course General Manager.

Mr. Macejko moved the Minutes of the Meeting of November 13, 2012, be approved. The motion was seconded by Ms. Marrow and passed.

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Kevin Smith, Administrative Services Director/Treasurer presented the Treasurer's Report. Mr. Schiavoni moved, the funds having been certified as on hand and duly appropriated, that disbursements #59612 through # 59824 be approved. The motion was seconded by Mr. Macejko and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Kevin requested the following appropriation increases be made:

APPROPRIATION INCREASE REQUESTS

Appropriations increase of \$1,000 to Programs/Special Events - Materials & Supplies - Account 100-2600-5073. This was a portion of a donation from Akron Children's Hospital.

Appropriation increase of \$29,500 to Newport Wetlands Fund #807.

After discussion, Mr. Macejko motioned that the increases be approved. The motion was seconded by Ms. Marrow, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Kevin requested the following appropriation decreases be made:

APPROPRIATION DECREASE REQUESTS

Special Revenue Fund:	Clean Ohio Property Acquisition	\$418,530.00
	Bikeway Phase III	\$128,994.00
	Golf Course Special Revenue	\$33,139.78

Capital Project Fund:	Natural Playground	\$6,400.00
	Wetland Restoration	\$19,691.00
	Rain Garden	\$1,022.43

Due to the above changes and the changes made in appropriations throughout the year, total appropriations by fund are:

General Fund	\$10,574,222.75
Special Revenue Funds:	
Replacement Reserve Fund	\$449,226.35
Law Enforcement Assistance Fund	\$3,497.89
Clean Ohio Property Acquisition Fund	\$8,020.00
Bikeway Phase III	\$11,827.00
Golf Course Special Revenue Fund	\$6,000.00
Total Special Revenue Funds	\$478,571.24

Capital Project Funds:		
E. Cohasset Drive Improvements Fund		\$344,632.84
Natural Playground Fund	\$722.84	
Wetland Restoration Fund		\$0
Rain Garden Fund	\$0	
Newport Wetlands Fund	\$123,516.00	
Total Capital Project Funds		\$468,871.68
Total All Funds \$11,521,665.67		

After discussion, Ms. Marrow motioned that the decreases be approved. The motion was seconded by Mr. Macejko, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Kevin requested the following cash advances be made:

CASH ADVANCES

Due to timing of payments and reimbursements of several grant projects, several funds will end the year with a negative cash position. To comply with the Ohio Revised Code, no fund may have a negative cash position. To alleviate this situation, I am requesting the following cash advances be made. All will be made from the Replacement Reserve Fund to the Funds listed below. When the anticipated revenue is received in each fund, these advances will be repaid to the Replacement Reserve Fund.

Special Revenue Funds:

Clean Ohio Property Acquisition	\$2,520.00
Bikeway Phase III	\$210.00

Capital Improvement Fund:

Newport Wetlands	\$100,000.00
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After discussion, Mr. Macejko motioned that the cash advances be approved. The motion was seconded by Mr. Schiavoni, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Kevin Smith presented the 2013 Temporary Budget, and Mr. Schiavoni moved that it be adopted for the first quarter of 2013:

Mill Creek MetroParks
Temporary Budget
January 1 through March 31, 2013

Temporary
General Fund
Appropriations

General Expense
\$ 685,000.00

Park Operations
\$ 1,710,000.00

Capital Expenditures
 \$ 100,000.00
 Total General Fund
 \$ 2,495,000.00
 Total Temporary Budget
 \$ 2,495,000.00

Mr. Ragan seconded the motion and the Temporary Budget was approved, the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
 Voting Nay: None

Kevin Smith presented the following Seasonal, and Part-Time, Rates for 2013:

2013
 SEASONAL and PART-TIME RATES
 Effective January 2, 2013

Seasonal I -- \$7.70/Hour \$7.85/Hour
 This classification is the first year rate for office clerks, checkers, Wick Court Area attendants, janitors, open pavilion caretakers, boating attendants, cashiers, laborers, caretakers at recreation areas, Lantermanâ€™s Mill attendants or others so designated by the Executive Director.

Seasonal II -- \$7.85/Hour \$8.00/Hour
 This classification is the first year rate for utility person, scooter operator, ranger, truck drivers. This is the second year rate for jobs listed under Seasonal I or others so designated by the Executive Director.

Seasonal III -- \$8.00/Hour \$8.15/Hour
 This classification is the first year rate for semi-skilled seasonal laborers or others so designated by the Executive Director. It is the second year rate for jobs listed under Seasonal II. It is the third year rate for jobs listed under Seasonal I.

Seasonal IV -- \$8.15/Hour \$8.30/Hour
 This classification is the second year rate for jobs listed under Seasonal III. It is the third year rate for jobs listed under Seasonal II.

Seasonal V -- \$8.50/Hour
 This classification is the first year rate for seasonal supervisors and third year rate for semi-skilled seasonal laborers or others so designated by the Executive Director.

Seasonal VI -- \$8.75/Hour
 This classification is the second year rate for seasonal supervisors or others so designated by the Executive Director.

Seasonal VII -- \$9.05/Hour
 This classification is the third year rate for seasonal supervisors or others so designated by the Executive Director.

PART-TIME EMPLOYEES -- HOURLY
 (Except Police Officers)
 Effective January 2, 2013

Part-Time I -- \$7.70/Hour \$7.85/Hour
 This is the first year rate for attendants at the Ford Nature Education Center, Pioneer Pavilion, Yellow Creek Park and other Park District facilities or others so designated by the Executive Director.

Part-Time II -- \$7.85/Hour \$8.00/Hour

This is the second year rate for attendants at the Ford Nature Education Center, Pioneer Pavilion, Yellow Creek Park and other Park District facilities or others so designated by the Executive Director.

Part-Time III -- \$8.00/Hour \$8.15/hour

This is the third year rate for attendants at the Ford Nature Education Center, Pioneer Pavilion, Yellow Creek Park and other Park District facilities or others so designated by the Executive Director.

Part-Time IV -- \$8.65/Hour

This is the first year rate for part-time Naturalists, part-time supervisors, part-time custodians, part-time rangers, part-time Farm Technicians, part-time guest services (EVC) or others so designated by the Executive Director.

Part-Time V -- \$9.25/Hour

This is the second year rate for part-time Naturalists, part-time supervisors, part-time custodians, part-time rangers, part-time Farm Technicians, part-time guest services (EVC) or others so designated by the Executive Director.

Part-Time VI -- \$9.80/Hour

This is the first year rate for Mill Managers, Graphic Specialists, Educators, and Police Dispatchers or others so designated by the Executive Director. This is the third year rate for part-time Naturalists, part-time supervisors, part-time custodians, part-time rangers, part-time Farm Technicians, part-time guest services (EVC) or others so designated by the Executive Director.

Part-Time VII -- \$10.30/Hour

This is the second year rate for Mill Managers, Graphic Specialists, Educators, and Police Dispatchers or others so designated by the Executive Director. This is the fourth year rate for part-time Naturalists, part-time supervisors, part-time Farm technicians, part-time guest services (EVC) or others so designated by the Executive Director.

Part-Time VIII -- \$10.80/Hour

This is the third year rate for Mill Managers, Graphic Specialists, Educators, Police Dispatchers or others so designated by the Executive Director.

Part-Time IX -- \$11.30/Hour

This is the fourth year rate for Mill Managers, Graphic Specialists, Educators, Police Dispatchers or others so designated by the Executive Director.

Part-Time X -- \$11.90/Hour

This is the rate for Mill Managers, Graphics Specialists, Educators, Police Dispatchers or others so designated by the Executive Director that have at least 10 years of service, with recommendation of Department Director and Executive Director.

Part-time employees with at least 10 years of service are eligible to be advanced one additional step upon recommendation of Department Director and approval of Executive Director.

Dependent upon experience, new employees may be started at a rate higher than the first year rate with approval of the Executive Director.

Mr. Macejko moved the rates be approved. The motion was seconded by Mr. Schiavoni, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Kevin Smith presented the Gasoline and Fuel Oil Bid Tabulations.

Bid Tabulations
GASOLINE AND FUEL OIL
Date: December 7, 2012

All bids listed below are the price differential over RAK prices to be charged

- Bidder
- Reg. Grade Gasoline
- Med. Grade Gasoline
- Fuel Oil (Off Road)
- Fuel Oil (On Road)
- Ports Petroleum Co., Inc.
- .0479
- .0479
- .0529
- .0529
- *Reed Oil Company
- .02
- .02
- .0195
- .0195
- Great Lakes Petroleum
- .125
- .125
- .125
- .125

*Designates lowest and best bid

After discussion, Ms. Marrow moved the bid of Reed Oil Company be accepted, it being the lowest and best bid. Mr. Macejko seconded the motion, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
 Voting Nay: None

Keith Kaiser, Horticulture Director reported that there was only one bid for the Lease of the Garden CafÃ©, that of the Georgetown. He presented their bid for approval, and requested the Executive Director be authorized to sign the Lease Agreement.

After discussion, Mr. Ragan moved the bid be accepted, and the Executive Director be given approval to sign the Agreement. Mr. Macejko seconded the motion, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
 Voting Nay: None

Keith presented the following fee changes for rental facilities at Fellows Riverside Gardens:

Mill Creek MetroParks " Fees and Charges

Fellows Riverside Gardens

GARDEN WEDDING		Mahoning County Resident
Regular		
Gazebo or Kidston Pavilion		\$150
\$180	\$200 \$240	

GARDEN TOUR		NC
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\$30 \$35/Group

D.D. and Velma Davis Education & Visitor Center
WELLER GALLERY

20% Sales Commission

CLASSROOM

Tyler or Kidston \$20
 \$25/hour \$25 \$30/hour
 Available 9 a.m. to 11 p.m. 3 hour minimum
 3 hour minimum

RADIUS ROOM

Three (3) hours or less " 9 a.m. to 5 p.m. \$200
 \$240 \$260 \$310
 Each additional hour \$50
 \$60 \$65 \$80
 Three (3) hours or less " extending past 5 p.m. to 11 p.m. \$250
 \$300 \$325 \$390
 Each additional hour \$65
 \$80 \$85 \$100

Year Round " MONDAYS, TUESDAYS, WEDNESDAYS, THURSDAYS
 January through March " FRIDAYS, SATURDAYS, SUNDAYS

AUDITORIUM

9 a.m. to 5 p.m. \$400
 \$480 \$520 \$625
 Extending past 5 p.m. to 11 p.m. \$800
 \$960 \$1,040 \$1,250

AUDITORIUM plus RADIUS ROOM

9 a.m. to 5 p.m. \$675
 \$810 \$875 \$1,050
 Extending past 5 p.m. to 11 p.m. \$1,000
 \$1,200 \$1,300 \$1,560

GARDEN CAFÉ

5 p.m. to 11 p.m. \$400
 \$480 \$520 \$625

April through December " FRIDAYS, SATURDAYS, SUNDAYS

AUDITORIUM

9 a.m. to 5 p.m. \$600
 \$720 \$880 \$1,050
 Extending past 5 p.m. to 11 p.m. \$1,100
 \$1,320 \$1,430 \$1,720

AUDITORIUM plus RADIUS ROOM

9 a.m. to 5 p.m. \$925
 \$1,110 \$1,200 \$1,440
 Extending past 5 p.m. to 11 p.m. \$1,500
 \$1,800 \$1,950 \$2,350

GARDEN CAFÉ

5 p.m. to 11 p.m. \$550
 \$660 \$715 \$860

NOTE: RESIDENT RATE IS FOR MAHONING COUNTY RESIDENTS

(Reflects Increase of 20% - no rate increase since February 2008.)

After discussion, Mr. Ragan moved the fee changes be accepted. Mr. Schiavoni seconded the motion, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Keith presented the following changes in the catering policy for Fellows Riverside Gardens:

Fellows Riverside Gardens
D.D. and Velma Davis Education & Visitor Center

CATERER'S APPLICATION

Caterer's Business Name: _____

Contact Individual: _____
Address: _____
City: _____ State: _____ Zip: _____
Work Phone: _____ FAX: _____
Email: _____

- I have received a copy of the
- Regulations for Caterers at Mill Creek MetroParks's Fellows Riverside Gardens
- Mill Creek MetroParks's Board Bartending Policy
- General Regulations Policies for Reservations
- Catered Event Checklist

As a representative of this Catering Company, I agree to abide by these stipulations and hereby apply for inclusion on the Approved Caterers List.

Caterer's Signature: _____

Along with this application, please supply current copies of the following documents. These documents must be kept current in Park District files in order to remain on the Approved Caterers List (you may want to make a notation on your calendar as to their expiration dates).

- Board of Health Inspection Certificate/Food License
- Proof of Liability Insurance
- Workers's Compensation Certification
- A \$1,200 annual fee (or \$200 per event fee) is required for the use of the kitchen facilities, utilities and to offset wear and tear on the building and equipment.

Send the completed application with the proper documents (by mail or facsimile) to:
Arlene Lanz
Fellows Riverside Gardens
Mill Creek MetroParks
123 McKinley Ave.
Youngstown, OH 44509

Fax: 330.740.7128

Approved by: _____

Date _____

Mill Creek
MetroParks
rv 2/27/4

Call 330.740.7116 for more information or if there are any questions regarding this request for information.

Notice to All Mill Creek MetroParks
Approved Caterers regarding:

Mill Creek MetroParks Bartending Policy

As you may know, alcohol is prohibited on Mill Creek MetroParks grounds as well as most of its facilities. The MetroParks Board of Trustees Park Commissioners has allowed alcohol to be served in particular areas of the Davis Center under certain conditions. To enforce these conditions, the governing Board has made it mandatory that our guests hire their bartender(s) through the caterer that they have hired from the Approved List in order to assure that individuals handling alcohol are professional, responsible, and are insured.

When the consumption of alcohol becomes excessive, there is a greater possibility that our facility could suffer damages or that our guests may inadvertently be putting themselves at risk. Because you probably have similar concerns regarding your own properties, we trust that you are sympathetic to our concerns and respectful of our desire to control damages (unlike the uninsured friend of family member of the rental party).

In the past it has been the caterer responsive to our best interest, which has alerted us to a potential problem and has also intervened on our behalf. The board is confident that you, as an approved caterer who has agreed to abide by the Rules and Regulations of the MetroParks and the policies of Fellows Riverside Gardens, would also appreciate the liabilities of serving under-aged individuals and would take steps to assure that does not happen.

We are most grateful to this sense of partnership that we enjoy with the caterers who are approved through the Davis Center and extend our thanks for consistently helping us to safeguard the MetroParks and those who visit here.

Sincerely,

Arlene Lanz
Visitor Services Manager

D.D. and Velma Davis Education & Visitor Center, Fellows Riverside Gardens - Mill Creek MetroParks

Your cooperation in the proper use and preservation of Mill Creek MetroParks is requested.

Regulations for Caterers Beverages

Locations for beverage stations, activities or displays that generate moisture will be determined and set up by MetroParks personnel in designated areas only. The caterer is to provide protection for the floor if necessary (during wet weather conditions we may need all of the "Water Hog" mats for our entries). Alcoholic beverages are permitted at functions restricted to invited guests only, where no admission is charged and alcohol is not sold.

CLEANING

The caterer is responsible for cleaning the following:
Spills that occur during the catered event that could cause a possible safety concern such as a slip and fall.
Food preparation areas " Furnishings are to be wiped clean, left in the original condition and location.
Exterior grounds " All trash, decorations or debris that accumulated as a result of

the catered event.

Trash is to be removed from the building in trash bags and placed in the dumpster. Caterers are to recycle glass, plastic, and aluminum, etc., in the appropriately designated bins.

Deliveries

Deliveries are to be made through the loading dock between the hours of 10 a.m. and 5 p.m. Caterers are to provide their own dollies and/or hand trucks.

FOOD

Food should be delivered to the facility ready to serve. On-site cooking is not permitted, although the kitchen is available for final preparation.

Furniture

Furnishings belonging to Mill Creek MetroParks are not to be removed from the building for any reason. MetroParks staff will set up, move or rearrange MetroParks furniture only prior to an event. Furnishings should not touch the walls.

RENTAL EQUIPMENT

Delivery of equipment in advance of an event may be made with prior arrangement. Please label your equipment. All catering equipment, including rental items, must be removed from the facility immediately after a function. Items left after the specific rental time may be subject to disposal unless prior arrangements have been made. Mill Creek MetroParks is not responsible for any equipment belonging to a food service provider or rental company.

Public Safety

Mill Creek MetroParks is obliged to adhere to State of Ohio and City of Youngstown Fire Codes. Clearance must be maintained in corridors, around sprinkler heads, and emergency exits must not be blocked. The use of flammable material, combustibles, open flames (including candles without protective chimneys) or smoke producing devices is prohibited.

SMOKING

Smoking or the use of tobacco products is not permitted in this facility. Caterers are expected to assist in the enforcement of Mill Creek MetroParks non-smoking policies.

INSPECTION

A Mill Creek MetroParks employee together with a caterer's representative will conduct a site inspection of the areas that were used during the catered event in order to assure that the facility was not left soiled or damaged. Any caterer failing to leave the facility in satisfactory condition will be removed from the Approved Caterers List.

I have read, understand, and agree to abide by these stipulations as set forth by the Board of Trustees Park Commissioners of the Mill Creek Metropolitan Park District.

Signature: _____

Date: _____

These regulations are subject to change at the discretion of Mill Creek MetroParks.

After discussion, Mr. Schiavoni moved the catering policy changes be accepted. Ms. Marrow seconded the motion, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Keith presented the following facility rental policy changes for Fellows Riverside Gardens:

D.D. and Velma Davis Education & Visitor Center
Mill Creek MetroParks - Fellows Riverside Gardens

Your cooperation in the proper use and preservation of Mill Creek MetroParks is requested.

General REGULATIONS POLICIES for reservations

Catered events must use a caterer from the MetroParks's™ Approved Caterers List. The Visitor Services Manager must be notified as to the choice of caterer prior to planning the room setup for the event.

No ticket sales or admittance charge is permitted on the premises. Gambling in any form is prohibited.

Smoking is prohibited within the building and on the terraces and front and back entry areas.

A rental permit does not grant exclusive use of the public parking lot (capacity is 187 vehicles).

The use of alcoholic beverages in the parking area or anywhere on the grounds is prohibited. The sale of alcohol is prohibited. The possession and consumption of alcoholic beverages by persons under the age of 21 is prohibited at all times. Bartenders or anyone serving alcohol must be hired through a caterer from the MetroParks's™ Approved Caterers List in order to assure correct certification and liability coverage.

Disorderly or drunken conduct and boisterous or profane language will not be tolerated.

Food and beverages are not permitted outside of the designated rental area.

Throwing of confetti, rice or similar items is not permitted in the Davis Center or on the premises of the Gardens. Bubbles may be used OUTDOORS ONLY.

Parties held by children or teenage groups must be attended by not less than two adult chaperones for each twenty-five children or teenagers in attendance. Chaperones must be parents of the children or teenagers. If the group is affiliated with a recognized youth organization (YMCA, Boy/Girl Scouts, Church, School, etc.), the chaperones may be the adult sponsors or leaders of the group.

Rental groups have the exclusive use of the reserved area for the time that it has been rented but in no situation past the departure time of midnight. The event itself must end no later than 11:00 p.m. The catered event itself must end no later than 11:00 p.m. Departure time should be no later than midnight.

Departure time is defined as the time that the building Davis Center has been cleared of all decorations and trash from the rental event, the kitchen has been cleaned by the caterer if there has been use of the kitchen, all parties have departed, and the building is locked down. Use of the facility beyond the designated time will result in additional charges at \$200 per hour (1 hour minimum charge).

Property or decorations left behind after a rental will go into the Lost and Found for two (2) weeks. If the items are not picked up during that time, they will be donated to Goodwill or another local charity.

The set up of MetroParks tables and chairs by MetroParks staff will take place prior to arrival time on the day of a rental. Once a rental has begun, the moving or set up and take down of tables and chairs will not be permitted. Rented tables and chairs will not be set up or taken down by MetroParks staff.

The Davis Center should not be damaged in any way. No nails, tacks, tape or other adhesives are to be used in decorating the reserved area. Attachment of anything to the walls, ceiling, floors, etc. is prohibited.

The indoor use of anything that produces smoke (i.e. smoke machine, fogger, incense, etc.) is prohibited. Wish lanterns, sparklers or fireworks of any kind are not permitted anywhere in Fellows Riverside Gardens.

In compliance with Section F-307.3 of the Local Fire Code: "The use of candles shall be secured on non-combustible holders and shall be protected by non-combustible holders, domes or containers. Candles shall not be placed directly or indirectly under any smoke or heat-detecting device located in the hall. NO OTHER TYPE OF OPEN FLAME SHALL BE USED."

Audio-visual equipment (Slide or overhead projector, TV or VCR) is available if reserved in advance and for an additional fee.

After 5 p.m., all rentals include the service of one or more MetroParks' Police officers depending on the size of the group. All parties intending to hire police officers for security during a daytime rental or additional security for an evening rental must hire off-duty Mill Creek MetroParks Police for this purpose.

Violation of the Policies of Mill Creek MetroParks or any of these regulations, including the maximum attendance regulation, will result in immediate revocation of the reservation and eviction of all guests.

Reservations

Details concerning reservations should be discussed with the Visitor Services Manager, as fees are not entirely refundable. See cancellation policies below.

Reservations must be made at least one week in advance of the reserved date. Reservations may be made no more than two (2) years in advance for all areas available for rent with the exception of the classrooms.

Payment for the reservation must be made in full at the time the reservation is made. Reservations may be made by phone 330-740-7116 or in person at the D.D. and Velma Davis Education and Visitor Center with cash, check, Visa, MasterCard, Discover or money order.

The Davis Center is closed on New Year's Eve, New Year's Day, Thanksgiving, Christmas, and on Mondays with the exception of Memorial Day, Labor Day or a Monday Independence Day. On Mondays when the Davis Center is closed, the Auditorium may be rented for events starting at 4:00 p.m.

No reservation will be accepted for groups in excess of the maximum capacity for a designated rental area nor will more than the maximum capacity of people be allowed into a scheduled event.

Anyone making a reservation must be 21 years of age or older. Adult supervision must be maintained throughout the rental period for events consisting of primarily children or teenagers.

Reservations may be transferred, with a permit number, up to ten (10) days prior to the date of the reservation. An original reservation may be transferred a maximum of two (2) times, after that, it will be treated as a cancellation.

Non-profit organizations that are United Way Agencies or are exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code and provide proof of this status or eligibility at the time of reservation are automatically eligible for a 50% discount of the rental fee. Each non-profit organization is permitted up to two requests per calendar year for no more than one day's use.

Cancellations

The permit number of a reservation must be given to MetroParks staff at the time of cancellation in order to process a refund.

When canceling any reservation, (Auditorium, Garden CafÃ©, Radius Room, Classroom, Gazebo or Kidston Pavilion), refunds will be based on the following schedule:

Cancellations made prior to sixty (60) days before the reserved date	85%
refund	
Cancellations made within thirty to sixty (30-60) days before the reserved date	50% refund
Cancellations made less than thirty (30) days before the reserved date	No refund

When canceling a reservation that has been transferred, the refund schedule is based on the original date of the reservation, not the transferred date.

Refunds will be processed and mailed to the permit holder within five (5) working days after the cancellation is received by the MetroParks Business Office.

I have read, understand, and agree to abide by these policies as set forth by the Board of Park Commissioners of the Mill Creek MetroParks.

Signature: _____ Date: _____

These policies are subject to change at the discretion of Mill Creek MetroParks.

All MetroParks employees are paid for their service. Tips are not accepted. Please report any lack of service or discourtesy on the part of any MetroParks employee to the Executive Director of Mill Creek MetroParks.

2/20/08

D.D. and Velma Davis Education & Visitor Center
Mill Creek MetroParks - Fellows Riverside Gardens

Daniel L. Rossi Auditorium

The Lower Level of the Davis Center includes several areas available for private parties, professional and public meetings. These may be used for dining events, lectures, seminars, and other similar functions.

The maximum banquet capacity for the Auditorium is approximately 150 people. The maximum banquet capacity for the Auditorium plus Radius Room is 230 220 people.

Rental of the Auditorium includes exclusive use of the Rossi Auditorium, the surrounding lobby area, and the Courtyard Terrace (White Garden) for the duration of the scheduled reservation.

Rental of the Auditorium plus Radius Room have exclusive use of the Rossi Auditorium, the surrounding lobby area, Radius Room, and Courtyard Terrace (White Garden) for the duration of the scheduled reservation. No other public use of the lower level including the Kidston Classroom or Mill Creek Park Museum will be scheduled during this reservation.

These areas may be reserved for a time period between 9 a.m. and 11 p.m. on days when the Davis Center is available.

Rental includes use of kitchen by a caterer selected from the MetroParksâ€™ Approved Caterers List, and set-up of MetroParks tables and chairs by MetroParks staff.

For rentals after 5:00 p.m., dedicated security staff will be scheduled. Large events include the scheduling of one Mill Creek MetroParks Police Officer.

All activities taking place in the Auditorium or Auditorium plus Radius Room such as room set-up, including the location and placement of tables and chairs, delivery of food, beverages, decorations and rental items must be coordinated with the Visitor Services Manager.

With this rental, weddings may take place within the area(s) of exclusive use as long as the ceremony requires no additional setup or takedown once guests have arrived. Ceremonies may only take place within the scheduled reservation hours.

Consumption of alcohol, food, and other beverages is permitted only in the areas of exclusive use as described.

A ceiling-mounted projection screen is available for use with this rental.

The permit number of a reservation must be given to the Davis Center at the time of cancellation in order to process a refund.

When canceling a reservation of the Auditorium or Auditorium plus Radius Room, refunds will be based on the following schedule:

Cancellations made prior to sixty (60) days before the reserved date 85% refund
Cancellations made within thirty to sixty (30-60) days before the reserved date
50% refund
Cancellations made less than thirty (30) days before the reserved date No refund

2/20/08

D.D. and Velma Davis Education & Visitor Center
Mill Creek MetroParks - Fellows Riverside Gardens

Radius Room

The Radius Room is available for private parties, professional, and public meetings. The Radius Room may be used for dining events, lectures, seminars, and other similar functions.

The capacity of the Radius Room is:

Lecture seating " 60
Classroom " 32
Banquet - 48

This area may be reserved for a time period between 9 a.m. and 11 p.m. on days when the Davis Center is available. The rental rate includes up to three hours or less.

This rental includes use of the lower level kitchen by a caterer selected from the MetroParks™ Approved Caterers List, set up of MetroParks tables and chairs by MetroParks staff, as well as dedicated security personnel if the reservation is after 5:00 p.m.

All activities taking place in the Radius Room such as room set-up, including the location and placement of tables and chairs, delivery of food, beverages, decorations and rental items must be coordinated with the Visitor Services Manager.

Groups renting the Radius Room have exclusive use of this space for the duration of the scheduled reservation.

With this rental, consumption of alcohol, food, and other beverages is permitted only in the Radius Room.

With this rental, weddings may take place within the Radius Room as long as the ceremony requires no additional setup or takedown once guests have arrived.

For lectures or programs planning to show slides or other media, a projection screen is

available.

The permit number of a reservation must be given to the Davis Center at the time of cancellation in order to process a refund.

When canceling reservation of the Radius Room, refunds will be based on the following schedule:

Cancellations made prior to sixty (60) days before the reserved date	85% refund
Cancellations made within thirty to sixty (30-60) days before the reserved date	50% refund
Cancellations made less than thirty (30) days before the reserved date	No refund

2/20/08

D.D. and Velma Davis Education & Visitor Center
Mill Creek MetroParks - Fellows Riverside Gardens

Garden Caf 

The Garden Caf  is available for private parties, professional, and public meetings, such as showers, rehearsal dinners, small wedding receptions, graduation parties and cocktail parties, etc. The Garden Caf  may be used for dining events, lectures, seminars, and other similar functions.

The capacity of the Garden Caf  for a sit-down event is 48 people.

This area may be reserved for a time period between 5 p.m. and 11 p.m. on days when the Davis Center is available.

This rental includes use of the lower level kitchen by a caterer selected from the MetroParks  Approved Caterers List; set up of MetroParks tables and chairs by MetroParks staff; dedicated security personnel; and access to the Caf  for set up after 5 p.m. All activities taking place in the Caf  such as room set-up, including the location and placement of tables and chairs, delivery of food, beverages and decorations and rental items must be coordinated with the Visitor Services Manager. Existing seating (tables and chairs) will remain in the Garden Caf . Banquet tables may be set up for buffets, beverage tables, etc., but no furniture may be removed.

Groups renting the Garden Caf  have exclusive use of this space for the duration of the scheduled reservation.

With this rental, consumption of alcohol, food, and other beverages is permitted only in the Garden Caf  and surrounding Caf  Terrace.

With this rental, weddings may take place within the Garden Caf  as long as the ceremony requires no additional setup or takedown once guests have arrived.

The permit number of a reservation must be given to the Davis Center at the time of cancellation in order to process a refund.

When canceling reservation of the Caf , refunds will be based on the following

schedule:

Cancellations made prior to sixty (60) days before the reserved date	85%
refund	
Cancellations made within thirty to sixty (30-60) days before the reserved date	
50% refund	
Cancellations made less than thirty (30) days before the reserved date	No
refund	

2/20/08

D.D. and Velma Davis Education & Visitor Center
Mill Creek MetroParks - Fellows Riverside Gardens

Classrooms

The Tyler Classroom (Garden Level) and Kidston Classroom (Lower Level) may be used for meetings, lectures, seminars, and other similar functions. Either may be available for rental for dressing or other bridal party preparations.

The capacity of the Tyler Classroom:

The capacity of

the Kidston Classroom:

48 Lecture seating " " " " " "

64 Lecture seating " " " " " "

24 Classroom " " " " " "

Classroom - 32

The Classrooms may be reserved for any time period between 9 a.m. and 11 p.m. on days when the Davis Center is available. The rental rate is based on a three (3) hour time period.

Light snacks, box lunches, and beverages may be served in the Classrooms. These rooms are not intended to accommodate full-service/buffet meal functions.

Groups renting the Classrooms have exclusive use of these spaces for the duration of the scheduled reservation.

Rental includes the set up of MetroParks 8 foot long tables and folding chairs by MetroParks staff; dedicated security personnel after 5 p.m., and a projection screen. All activities taking place in the Classrooms such as room set-up, including the location and placement of tables and chairs, delivery of food, beverages and decorations must be coordinated with the Visitor Services Manager.

Depending on availability, garden clubs that are members of the Garden Forum of Greater Youngstown may use a classroom free of charge during daylight hours while security personnel are on duty. Classroom use by these clubs, extending past dark, will receive a 50% discount on the rental rates as indicated.

The permit number of a reservation must be given to the Davis Center at the time of

cancellation in order to process a refund.

When canceling a reservation of the Classroom(s), refunds will be based on the following schedule:

Cancellations made prior to sixty (60) days before reserved date	85% refund
Cancellations made within thirty to sixty (30-60) days before reserved date	50% refund
Cancellations made less than thirty (30) days before reserved date	NO REFUND

2/20/08

â€D.D. and Velma Davis Education & Visitor Center
Mill Creek MetroParks - Fellows Riverside Gardens

Outdoor Wedding Ceremonies
gazebo and kidston pavilion

Outdoor weddings are a colorful tradition at Fellows Riverside Gardens and it is a beautiful setting for a special day. To ensure that the memories of this day are pleasant, it is recommended that couples The Gazebo and Kidston Pavilion are available for outdoor ceremonies including weddings, vow renewals and commitments. Memorial ceremonies may be held provided cremated remains are not scattered anywhere in the Gardens.

Please read the following rules and regulations very carefully before applying for a permit. All couples granted a permit The responsible individual assumes responsibility for their partyâ€™s compliance with the MetroParksâ€™ rules and regulations at Fellows Riverside Gardens.

Interested parties are encouraged to visit the site(s) prior to submitting any application.

The following items are not permitted before, during or after a wedding ceremony:

- Aisle cloths of any kind are not permitted on lawn areas.
- Rice, birdseed, confetti, or rose petals are not to be thrown.
- Balloons, fireworks, wish lanterns or butterflies are not to be released.
- Possession or consumption of alcohol is prohibited in the Gardens including the adjacent parking lot.
- Signs are not permitted.
- Food or beverages are not permitted.

Wedding Ceremony Permit and Schedule: The permit fee grants a two-hour reservation (10 a.m.-Noon, Noon-2 p.m., 2-4 p.m., or 4-6 p.m.) for either the Gazebo or the Kidston Pavilion for the purpose of conducting a wedding ceremony. Weddings Ceremonies may take place on Saturdays, April 1-October 31. It is suggested that wedding all ceremonies be performed at 10:30 a.m., 12:30 p.m., 2:30 p.m. or 4:30 p.m.

Weddings Ceremonies are limited to a maximum of 100 participants (Bridal Party and guests). Security staff on duty may request to see your permit or personal information contained on your permit for verification. The number of wedding permits for any one day may be limited.

Exceptions: Wedding c Ceremonies may be permitted Sunday through Friday or outside of

the April-October period after 2:00 p.m. with permission of the MetroParksâ€™ Assistant Horticulture Director Gardenâ€™s Visitor Services Manager at 330.740.7116.

rehearsals: A rehearsal may be held without further permit during the week prior to the wedding ceremony provided they do it does not interfere with scheduled MetroParks events or other weddings ceremonies taking place in the Gardens. Please call the Fellows Riverside Gardens to confirm availability.

Decorations: Highlighting the area with decorations is permitted as long as they are freestanding, able to be hand-carried across lawn areas, may be set up and torn down during the two-hour time period, allowing time for the ceremony to take place. At no time may streamers, banners, garland, etc. be attached in any way to any structure in Fellows Riverside Gardens.

Accommodation: Fellows Riverside Gardens exists for the enjoyment and education of every visitor and remains open to the public while weddings outdoor ceremonies are taking place. As a public facility, the MetroParks cannot guarantee complete privacy nor allow wedding parties ceremony guests to disrupt or disturb the activities of other visitors. Wedding parties Ceremony guests and their photographers must observe common courtesies and not block entrances, walkways, drinking fountains, restrooms or access through the parking lot.

Reasonable accommodation of limousines bearing the members of the wedding party will be made although reservation of parking spaces is not possible. "No Parking" areas must be kept clear at all times. Security personnel will direct you to appropriate parking.

The Kidston Classroom or Tyler Classroom inside the Davis Center may be available for rental for dressing or other bridal party preparation. The restrooms are not available for these activities.

No facilities are available at Fellows Riverside Gardens, including the D.D. and Velma Davis Education and Visitor Center, for dressing or other bridal party preparations.

Seating: The Gazebo can accommodate approximately eighteen (18) guests on its built-in benches. The Kidston Pavilion can accommodate approximately sixteen (16) guests on its built-in benches. Guests are encouraged to stand during the ceremony as rented chairs are permitted only on the paved or bricked surfaces and must be set up and removed during the two-hour time period, allowing time for the ceremony to take place. Both the Gazebo and the Kidston Pavilion are accessible to guests using wheelchairs.

Music: Musical accompaniment is encouraged. Electricity, however, is limited but available in the Gazebo and the Pavilion. Amplification of music beyond the reasonable limits of your ceremony is prohibited. Instruments must be hand-carried, set up, and disassembled in the same manner and time frame as decorations and chairs.

Photography: Commercial wedding photography is permitted in the Gardens from March through November at no charge and on an as-available basis.

Each wedding party group must vacate the Gazebo or the Kidston Pavilion by the conclusion of its reserved period. Once a wedding party group vacates a site for any reason after the ceremony, the reservation for that site is ended.

No photography is permitted in the Davis Center under this permit.

Application: Reservations must be made at least one week in advance of the reserved date and reserved no more than two (2) years in advance. Payment for the reservation must be made in full at the time the reservation is made. Reservations may be made by phone 330.740.7116 or in person at the D.D. and Velma Davis Education and Visitor Center with cash, check, Visa, MasterCard, Discover or money order.

There is a \$150 \$180 permit fee for Mahoning County residents. Residents outside of Mahoning County must pay \$200 \$240 for the permit to have a wedding ceremony in Fellows Riverside Gardens. Cash, check, Visa, MasterCard, Discover or money order are accepted.

Wedding ceremonies must be in compliance with Chapter 3101 of the Ohio Revised Code. Applicants are required to present a valid marriage license at least four (4) days prior to the date reserved for the wedding.

Cancellation OR Transfer:

Reservations may be transferred, with a permit number, up to ten (10) days prior to the date of the reservation. An original reservation may be transferred a maximum of two (2) times, after that, it will be treated as a cancellation.

When canceling reservation of the Gazebo or Kidston Pavilion, refunds will be based on the following schedule:

- Cancellations made prior to sixty (60) days before the reserved date 85% refund
- Cancellations made within thirty to sixty (30-60) days before the reserved date 50% refund
- Cancellations made less than thirty (30) days before the reserved date No refund

Fellows Riverside Gardens is not responsible for inclement weather and provides no indoor areas for weddings ceremonies under this permit.

Applicants are responsible for alternative plans.

I have read, understand, and agree to abide by these stipulations as set forth by the Board of Park Commissioners of Mill Creek MetroParks.

Signature: _____ Date:

2/20/08

D.D. and Velma Davis Education & Visitor Center
Mill Creek MetroParks - Fellows Riverside Gardens

APPROVED CATERERS LIST

Guests of the Davis Visitor and Education Center must choose a caterer from this list. These caterers are all independent firms, and Mill Creek MetroParks is not responsible for the quality of their product.

To be eligible for the list, catering firms must be full-line catering services that prepare food on their premises. Their premises must be inspected and approved by the Board of Health of the jurisdiction in which they are located. Caterers are also required to carry insurance coverage in the amount of \$1,000,000 or more for property damage, product liability, and workers compensation.

Current copies of licenses and insurance coverage as well as a signed copy of the MetroParks™ Caterer Application must be on file to maintain listing on the authorized catering list. The list is continuously revised; firms may be added to the list if they meet the specified criteria and pay the appropriate fee.

Please contact the caterer directly for quotes and pricing.

(List of Approved Caterers " this list changes continually. When this list is sent to the public, the most current list is included)

After discussion, Mr. Schiavoni moved the facility rental policy changes be accepted. Mr. Macejko seconded the motion, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Dennis Miller, Executive Director presented a change in wording in the current Employee handbook as follows:

Recommended change:

Overtime/Compensatory Time

Salaried Employees - Exempt salaried employees are not paid for overtime work and do not accumulate compensatory time. However, they are permitted time off with pay with the approval of their Supervisor by submitting a written request to their department director and final approval by the Executive Director if they have worked an excessive amount over their normal work requirements as determined by departmental requirements.

After discussion, Ms. Marrow moved the change to the Employee Handbook be accepted. Mr. Macejko seconded the motion, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Dennis requested permission to sign the Employment Contract for Golf Pro Andy Santor for the 2013 golfing season. After discussion, Mr. Schiavoni moved the Executive Director be permitted to sign the Contract. Ms. Marrow seconded the motion and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Chief of Police Jim Willock requested approval of thee updated Lexipol Policy Manual dated 12/20/12. After discussion, Mr. Macejko moved the manual be approved. Ms. Marrow seconded the motion and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Jim recognized the lifesaving efforts of two MetroParks Police staff, Sgt. Dustin Strines, and Officer Christian Hunter for saving Geraldine Calvin who fell of the trail on West Newport Drive. Ms. Calvin thanked the officers and presented the officers with their Meritorious Honor Medal.

Jim announced that the Mahoning Valley Chiefs of Police Association recognized Asst. Chief Emery, Sgt Campana, and Officer Murphy for receiving a community policing award for their Hooked on Fishing Program. The Board congratulated them.

Jim presented the following resolution for approval.

R-12-09
RESOLUTION HONORING
RETIRING METROPARKS ASSISTANT CHIEF OF POLICE
Bruce Emery

WHEREAS: Bruce Emery has served Mill Creek MetroParks and the people of Mahoning County since 1975, and

WHEREAS: Assistant Chief Emery has ensured the safety of park visitors and staff through excellent police work, as well as creating a visitor-friendly, helpful police presence in the MetroParks, and

WHEREAS: Assistant Chief Emery and the Mill Creek MetroParks Police have earned the respect and cooperation of law enforcement entities both adjoining the MetroParks and in the community at large, and

WHEREAS: Assistant Chief Emery has led the members of the MetroParks Police in their efforts to better serve park visitors and make park facilities more safe, and

NOW THEREFORE BE IT RESOLVED THAT: The Mill Creek MetroParks Board of Park Commissioners and staff wish to thank Assistant Chief Bruce Emery and honor him for his outstanding service to the MetroParks and this community.

After discussion, Mr. Macejko motioned that the resolution be approved. The motion was seconded by Ms. Marrow and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Jim presented the following resolution for approval.

R-12-10
RESOLUTION HONORING
RETIRING METROPARKS POLICE OFFICER
Wilbert Drayton

WHEREAS: Wilbert Drayton has served Mill Creek MetroParks and the people of Mahoning County since 1994, and

WHEREAS: Officer Drayton has ensured the safety of park visitors and staff through excellent police work, as well as creating a visitor-friendly, helpful police presence in the MetroParks, and

WHEREAS: Officer Drayton and the Mill Creek MetroParks Police have earned the respect and cooperation of law enforcement entities both adjoining the MetroParks and in the community at large, and

NOW THEREFORE BE IT RESOLVED THAT: The Mill Creek MetroParks Board of Park Commissioners and staff wish to thank Officer Wilbert Drayton and honor him for his outstanding service to the MetroParks and this community.

After discussion, Mr. Macejko motioned that the resolution be approved. The motion was seconded by Mr. Ragan and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

Dr. Durick presented the following Tentative 2013 Board Meeting Schedule.

TENTATIVE 2013 BOARD MEETING SCHEDULE
Monday
January 14
6pm
MetroParks Farm
Monday
February 11
6pm
MetroParks Farm
Monday
March 11
6pm
MetroParks Farm

Monday
 April 8
 6pm
 MetroParks Farm
 Monday
 May 13
 6pm
 MetroParks Farm
 Monday
 June 10
 6pm
 Fellows Riverside Gardens
 Monday
 July 8
 6pm
 Fellows Riverside Gardens
 Monday
 August 12
 6pm
 Fellows Riverside Gardens
 Monday
 September 9
 6pm
 MetroParks Farm
 Tuesday
 October 15
 6pm
 MetroParks Farm
 Tuesday
 November 12
 6pm
 MetroParks Farm
 Monday
 December 16
 6pm
 Fellows Riverside Gardens

After discussion, Mr. Schiavoni motioned that the schedule be approved. The motion was seconded by Ms. Marrow and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
 Voting Nay: None

Keith presented a request from Glaciers Sports, Inc. to hold a "Night at the Races" fundraiser in the Davis Center at Fellows Riverside Gardens on Saturday, February 9, 2013.

After discussion, Mr. Schiavoni motioned that the request be approved. The motion was seconded by Mr. Macejko and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
 Voting Nay: None

The Board received the following public comments

" Nancy Brundage " Canfield " commended the officers on their retirement and years of service to the MetroParks. She mentioned programs in the MetroParks.

At the end of the public comment session, the Board thanked the public for their comments.

Dr. Durick announced that the next Regular Board Meeting has been scheduled for Monday, January 14, at 6:00 p.m. at Fellows Riverside Gardens.

Mr. Schiavoni moved the Board meet in Executive Session to discuss Labor Negotiations, and Property Acquisition. The motion was seconded by Mr. Ragan and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

The Board went into Executive Session at 6:43 p.m., and returned at 8:00 p.m.

There being no further business, Mr. Macejko moved to adjourn the meeting. Ms. Marrow seconded the motion, and the vote taken resulted as follows:

Voting Aye: Durick, Macejko, Marrow, Ragan, Schiavoni
Voting Nay: None

The meeting adjourned at 8:00 p.m.