

TENTATIVE MINUTES OF THE MEETING OF THE BOARD OF PARK COMMISSIONERS OF
MILL CREEK METROPARKS HELD ON DECEMBER 19, 2016

The Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, December 19, 2016, in the Davis Center at Fellows Riverside Gardens. President John Ragan 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, Bob Durick, present; Lee Frey, present; John Ragan, present; and Tom Shipka, present.

John Ragan presented the Minutes of the Regular Meeting of November 14, 2016, Minutes of Special Meeting of November 14, 2016, and Minutes of the Regular Meeting December 5, 2016, and asked that they be approved. Germaine Bennett motioned they be approved, with a change on the December minutes, under her motion on the structure of committees #s. to read: "The Community Engagement Committee will monitor and evaluate the Park's 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." The motion was seconded by Lee Frey and passed, and the vote taken resulted as follows:

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

Kevin presented the Finance Director's report. Lee Frey moved, the funds having been certified as on hand and duly appropriated, that disbursements #71940- #72251, for a total of \$764,916.40 be approved. The motion was seconded by Bob Durick and the vote taken resulted as follows:

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

Kevin also presented the cash balances as shown below:

CASH BALANCES
December 12, 2016

Cashier Change	\$1,900.00
Cash-Active Account	\$1,305,293.10
Cash-Payroll Account	\$10,000.00
*Star Plus Investment Acct.	\$1,894,293.04
**Home Savings Money Market	\$1,000,000.00
TOTAL CASH	\$4,211,486.14

*Star Plus has a current net yield of 0.40%.

**Home Savings Money Market has a current net yield of 1.25%

Kevin requested approval to reduce appropriations in Fund 701 – Replacement Reserve by \$475,000.

Bob Durick motioned the request be approved. The motion was seconded by Lee Frey and passed, and the vote taken resulted as follows:

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

Kevin Smith presented the 2016 Temporary Budget for approval:

2017 Temporary Budget

Finance Department
Last updated: December 1, 2016
Prepared by: Kevin W. Smith



Mill Creek Metropolitan Park District 2017 Temporary Budget

	<u>General Fund</u>
<u>Estimated Expenses Through January 2017</u>	
Materials & Supplies	
Administration	25,125.00
Community Engagement	16,750.00
Planning	3,350.00
Golf	30,150.00
Horticulture	20,100.00
Operations	33,500.00
Recreation	16,750.00
Police	8,375.00
Total Materials & Supplies	<u>154,100.00</u>
Salaries & Benefits	
Administration	55,275.00
Community Engagement	16,750.00
Planning	25,125.00
Golf	60,300.00
Horticulture	82,075.00
Operations	159,125.00
Recreation	43,550.00
Police	93,800.00
Total Salaries & Benefits	<u>536,000.00</u>
<u>Total Temporary Budget Estimated Expenses through January 2017</u>	<u>690,100.00</u>

After discussion, Tom Shipka moved that it be adopted for the first month of 2016. Lee Frey seconded the motion and the Temporary Budget was approved, the vote taken resulted as follows:

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

Kevin Smith presented the Gasoline and Fuel Oil Bid Tabulations:

Mill Creek Metropolitan Park District

Gasoline/Fuel Oil Bids
Prepared By: James Ridge, Staff Accountant

Guidelines asked of the bidders by Mill Creek Metropolitan Park District:

1. Use of O.P.I.S. Average PADD 2 Pricing as of 11/21/2016
2. Personal Property Tax Delinquency Affidavit
3. Statement of Proposers Qualifications
4. Non-Collusion Affidavit
5. Condensed Net Worth Statement
6. S.D.S. Sheets for the gasoline and fuel being provided.

Company	O.P.I.S. PADD 2 Pricing	Personal Property Tax Delinquency Affidavit	Statement of Proposed Qualifications	Non-Collusion Affidavit	Condensed Net Worth Statement	S.D.S. Sheets
Western Reserve	X	X		X	X	
Reed Oil Company		X	X	X	X	
RKA Petroleum		X	X	X	X	X
Great Lakes Petroleum	X	X	X	X	X	X

RECOMMENDATION

As per the Gasoline and Fuel Oil Bid Packet, The Board of Park Commissioners reserves the right to reject any, part of any or all bids, to waive any informality in the bidding process and to accept and bid they feel to be in the best interest of the park.

There was only one company, Great Lakes Petroleum, which met our entire bid criteria. However, they are 207% higher than the lowest bid that provided the correct pricing. Both Reed Oil Company and RKA Petroleum used PADD 1 pricing. After discussion, we recommend that the gasoline and fuel oil be re-bid.

After discussion, Lee Frey moved that the bids received will be rejected, and will be re-bid. The motion was seconded by Tom Shipka and the roll being called upon it's adoption, the vote resulted as follows:

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

Justin Rogers, Planning Manager presented R-16-07:

R-16-07

**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.

After discussion, Lee Frey moved that the Resolution be approved. Bob Durick seconded the motion and the vote taken resulted as follows:

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

Aaron Young, Executive Director, presented a draft of the Yellow Creek Park Lease with Aqua Ohio, for the southern section. After discussion, it was decided to wait until the final agreement is in place.

Brian Tolnar, Golf Director, presented the South Course Head Golf Professional Employment Agreement. After discussion, Tom Shipka moved that the Agreement be approved. Lee Frey seconded the motion and the vote taken resulted as follows:

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

Public Comments

- Jack Saunders requested to lease park land at the corner of Tippecanoe Canoe Rd. and Western Reserve Rd. for his composting and topsoil business.

The Board thanked the public for their comments and input.

Commissioners Comments

- All commissioners thanked the staff and volunteers for their hard work all year, for Christmas at the Mill event, and decorating at the Davis Center.
- John Ragan spoke regarding the committee background checks, that we do these checks for all volunteers and employees. We will send the letters out as soon as we get all background check approvals in.
- Lee Frey spoke regarding the committees, background checks, and asked that an all-committee orientation be held at 10 a.m., January 21, 2017, at 10 a.m., in McMahon Hall, at the MetroParks Farm. The other commissioners agreed.
- Germaine Bennett spoke regarding the January 19, 2017, Special Board Meeting. This meeting is for planning the Board Retreat, with her, John, Lee, and facilitator Janus Small.
- Tom Shipka thanked all of the applicants, and suggested we have Legal Counsel attend the orientation meeting to go over the Open Meetings Act.

John Ragan announced that the next Regular Board Meeting will be held on Monday, January 9, 2017, at 6 p.m. at the MetroParks Farm.

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

Germaine Bennett - Aye
Bob Durick – Aye
Lee Frey – Aye
John Ragan - Aye
Tom Shipka - Aye

The motion was passed, and the Board met in Executive Session at 6:37 p.m.

Lee Frey motioned to return to Regular Session. Germaine Bennett seconded the motion and the Board returned from Executive Session at 7:40 p.m. The vote taken resulted as follows:

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

Lee Frey motioned for 2017 salary adjustments, to begin January 1, 2017, not retroactive, in compensation for the added duties that some leadership staff took on in 2016. Bob Durick seconded the motion, and the vote taken resulted as follows:

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

Aaron Young made a statement: The approved compensation adjustments support the MetroParks' strategic objective of being both internally equitable and externally competitive regarding employee compensation and they further demonstrate the organizations commitment to maintaining a highly qualified and professional workforce.

These adjustments are possible due to the positive internal efficiency changes implemented by MetroParks leadership and will aid in alleviating some of the salary compression problems of critical supervisors who continue to provide dedicated service to the organization.

There being no further business, Germaine Bennett moved to adjourn the meeting. Bob Durick seconded the motion, and the vote taken resulted as follows:

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

The meeting adjourned at 7:45 pm