

Canfield, Ohio  
November 13, 2017

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, November 13, 2017, at the MetroParks Farm. President Lee Frey welcomed guests and staff.

The meeting opened at 6 p.m. with recitation of The Pledge of Allegiance. Roll Call was as follows: Germaine Bennett, present, Lee Frey, present, Tom Frost, present, John Ragan, present, and Tom Shipka, present.

The Board was presented with the Minutes of the Meetings of September 18, 2017, and October 10, 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 #74530 - #74805, for a total of \$850,821.66 be approved. The motion was seconded by Germaine Bennett and the roll being called upon its adoption, the vote resulted as follows:

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

Jeff Harvey, and Kat Paull spoke regarding the Nature Education Standing Committee's recommendation, from the October 10, 2017 Board Meeting, that all school programs offered by Mill Creek MetroParks can be correlated with state standards. Lee Frey motioned that the recommendation be accepted. 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, Ragan, Shipka  
Voting Nay: None

Jeff Harvey, and Kat Paull spoke regarding the Nature Education Standing Committee's recommendation, from the October 10, 2017 Board Meeting, that the word "education" be added to the MetroParks' Mission Statement. Lee Frey motioned that the recommendation be accepted. Tom Shipka seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Shipka  
Voting Nay: Ragan

Rick Shale presented the Community Engagement Standing Committee's recommendation, from the October 10, 2017 Board Meeting, that a Naming Policy be adopted as follows:

### **Mill Creek MetroParks Naming Policy**

***Adopted by the Board of Park Commissioners 11/13/17***

The purpose of this policy is to provide guidance, clarity, and consistency when naming park structures, facilities, or natural features.

1. Naming rights granted in exchange for a monetary or property donation shall be supervised by the Development Director, who shall consult with the Development Committee.
2. Nominations for naming rights that do not involve a monetary donation and are bestowed to honor or memorialize a person who has a significant record of service to the MetroParks either as

a Park Commissioner, staff member, or volunteer shall be judged and approved by the Board of Park Commissioners.

3. Any Park Commissioner, staff member, volunteer, or member of the public shall be permitted to submit names to honor persons who have served the park in a significant way. The nominator shall provide a written nomination to the park board with supporting documentation if appropriate. Except in special circumstances, persons being honored should have a minimum of 10-15 years of service as a board member, staff member, or volunteer.
4. Unless term limits on naming rights are negotiated at the time of a monetary donation or nomination, the assumption shall be that the name will be permanent. The park board should consider renaming a structure or area only in rare cases and then only after careful study and with extreme caution.
5. Natural areas, streams, and geological formations are best named for what they are rather than for people.
6. The board should be wary and reluctant to change longstanding historical names in the park.
7. The design of signs for structures or for trails and other outdoor features named for people should be consistent with present signage and the MetroParks brand.
8. Any policy should not prevent the park commissioners from occasionally making an exception to the rule if special circumstances are involved.
9. The Park Board shall have final approval of all naming rights.
10. Naming anything in the park should be considered an opportunity for positive news stories, marketing, and good public relations with the community.

Lee Frey motioned that the policy be approved as presented. 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, Ragan, Shipka  
Voting Nay: None

Rick Shale presented the Community Engagement Standing Committee's recommendation, from the October 10, 2017 Board Meeting, that a Historic Document Preservation Policy be adopted. After discussion, the motion was tabled until the January meeting, after the Records Retention Committee meets and discusses the policy in December.

Frank Krygowski presented the Community Engagement Standing Committee's recommendations, from the October 10, 2017 Board Meeting, that a Bicycle Facilities Safety Policy be put in place. After a lengthy discussion, the motion was tabled.

Lee Frey motioned that the Environment Standing Committee's recommendation, from the October 10, 2017 Board Meeting, to change their charge, will add the sentence: "The Environment Standing Committee will also provide recommendations to the Board regarding protecting and enhancing the Park's environmental quality and natural resources." Tom Frost seconded the motion, and the vote resulted as follows:

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

Justin Rogers, Planning Manager, spoke regarding a recent Eagle Scout Project, by Nicholas Locke, in which he worked with the Planning Department, fundraised, built and donated 25 song bird boxes to the MetroParks. The Board, staff, and guests thanked him.

Chris Litton, Development Director, presented the following resolution:

Resolution R-17-16

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 September 1, 2017, through October 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 September 1 – October 30, 2017**

Development Department

Last update: October 30, 2017

Prepared by: Chris Litton, Development Director



Donor	Intention / Sponsorship	Amount	Date Deposited
Anne Jennifer Cushwa	General Donation	\$100.00	9/12/2017
Phyllis D. Perlman	General Donation	\$10.00	9/14/2017
Sherry Madding	Planting Donation at FRG	\$100.00	9/6/2017
Marjorie Strimbu	General Donation	\$100.00	9/14/2017
Mark Wittow	Planting Donation at FRG	\$100.00	9/9/2017
Susan Kodish	Planting Donation at FRG	\$100.00	9/10/2017
Bruce and Carol Sherman	General Donation	\$25.00	9/1/2017
Susan & Richard Sokolov	Owl Box	\$200.00	8/29/2017
Steven Landau	General Donation	\$20.00	8/30/2017
Sherrod Brown	General Donation	\$250.00	9/6/2017
Lynda Campana	General Donation	\$50.00	9/6/2017
Joy Cushwa	General Donation	\$25.00	9/7/2017
The John P. Batt and Mara E. Cushwa Family	General Donation	\$100.00	8/29/2017
Helene K. Zlotnick Trust	General Donation	\$25.00	9/6/2017
Jon Benedict	Song Bird Donation	\$100.00	8/29/2017
Jeri Bertison	General Donation	\$20.00	9/6/2017
Judith & Andrew Moyer	General Donation	\$20.00	9/20/2017
Missy and Richard White	General Donation	\$25.00	9/14/2017
Shelly S. Marlowe	Bird Boxes	\$200.00	9/25/2017
Renee K. Burke	Memorial Stone	\$1,000.00	10/2/2017
	Total	\$2,570.00	

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

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

Megan Millich, Human Resources Director, presented the 2018 Healthcare figures for 12/1/17 – 11/30/18 for approval as follows:

- We are requesting to maintain coverage through Medical Mutual at a 4.5% overall increase in premium
- We are requesting to continue the MetroParks current contributions to the to the health savings accounts for the HSA plan (1,000.00 employee only, 2,000.00 family)
- We are requesting to maintain dental and vision benefits through Lincoln Financial with a 4.5% increase in dental premiums and a decrease of 1.96% in vision premiums.

Lee Frey motioned for approval. Tom Shipka seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Carol Vigorito, Recreation & Education Director, presented a request from the Mahoning County Federation of Sportsmen's Clubs to hold a raffle during their annual fundraising dinner, on January 13, 2018, in McMahan Hall. Lee Frey motioned to allow the event. Tom Shipka seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

Carol also presented the following requests:

1. Request of Meridian Healthcare to hold their Run/Walk Fundraiser at McMahan Hall, and the MetroParks Bikeway on February 24, 2018.
2. Request of the Youngstown Roadrunners Club to hold their Annual Distance Classic Half Marathon Fundraiser in the Wick Recreation Area, and roads in the area, on March 4, 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, Ragan, Shipka  
Voting Nay: None

Executive Director's Report

1. City of Youngstown Connector Trail to Mill Creek Park: ODNr COTF Grant Award
2. ODOT Plans to improve Interstate Route 680, inclusive of minor *maintenance (structural steel repairs/painting, concrete patching/sealing and clearing/grubbing of vegetation beneath and adjacent to the bridge)* (Structure No. MAH-680-0481) over Price Road and Mill Creek. ODOT & Contractor to coordinate related work and communicate with Mill Creek MetroParks.

#### Commissioners Comments

- Tom Shipka – thanked the staff, volunteers, and standing committees. Also announced that there is a new restroom on East Newport Drive, which will open soon.
- Tom Frost – appreciates the work of the standing committees and enjoys learning about the Park.
- John Ragan – thanked the staff and directors for the amazing upkeep of the MetroParks.
- Germaine Bennett – appreciates the work of the standing committees, and mentioned a thank you letter the MetroParks received about the speedy cleanup of a tree.
- Lee Frey – thanked everyone for their interest, and thanked the department directors for taking ownership of their work.

#### Public Comments

- Ellen Speicher, former Assistant Horticulture Director, and a member of the Horticulture Standing Committee, gave a brief history of forestry operations in the MetroParks, and presented information on why the Committee continues to recommend an Arborist be put on staff. Lee Frey stated that the position was on the Temporary Budget to be presented at the December Board meeting.
- Jeff Harvey thanked John Ragan for his service to the Board. He spoke about the annual Audubon Society's Big-Sit event at the Wildlife Sanctuary, in which 69 species of birds were counted, making this group the #1 in the State of Ohio. He thanked the staff for helping with this event.
- Nancy Brundage, Vice-President of the local Audubon Society presented binoculars to the Ford Nature Center. Carol Vigorito accepted them and thanked her.
- Tom McMonagle spoke about the study of the Sanctuary that the Cleveland Museum of Natural History, where they recommended trapping of nuisance animals such as beaver, muskrat, and raccoon. He would like trapping re-established at the Sanctuary.

Lee Frey announced that the next meeting is a Special Meeting with Work Session, scheduled for December 18, 2017, at 6 p.m., at the Davis Center in Fellows Riverside Gardens.

Lee Frey moved the Board meet in Executive Session to discuss pending or imminent court action. Tom Shipka seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

The motion was passed, and the Board met in Executive Session at 8 p.m.

Lee Frey motioned to return to Regular Session. John Ragan seconded the motion and the Board returned from Executive Session at 8:35 p.m. and the roll being called upon its adoption, the vote resulted as follows:

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

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

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

The meeting adjourned at 8:36 p.m.