

Canfield, Ohio  
April 9, 2018

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, April 9, 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, absent, Lee Frey, present; Tom Frost, present; Jeff Harvey present, and Paul Olivier present.

The Board was presented with the Minutes of the Meeting of March 12, 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 #75591-#75854 for a total of \$933,391.81 be approved. The motion was seconded by Tom Frost, and the roll being called upon its adoption, the vote resulted as follows:

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

Aaron Young, Executive Director, gave an update on the Anderson Run Riparian Corridor Preservation Project that has been approved for financial assistance by the Ohio Public Works.

Carol Vigorito, Recreation and Education Director, presented the following special event request for approval:

- a. The Youngstown Marathon Foundation to hold a fundraiser race on roads throughout Mill Creek Park, on Sunday, June 3, 2018

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

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

Aaron presented the agreement with Pittsburgh Penguins Foundation, for Dek Hockey in the Wick Recreation Area, and gave a summary of how this project came about. Lee Frey moved that the agreement be approved. The motion was seconded by Jeff Harvey. After discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Megan Millich, Human Resources Director presented updates to the 2018 Employee Manual.

POLICY #	POLICY TOPIC	Revision	NOTES
1.1	Welcome	Updated	Minor updates, added information about Volney Rogers and park lands
1.2	Mission Statement	Updated	Added education to the mission statement
2.1	Employment Defined	Updated	Note added addressing police and non-police overtime requirements
2.4	Self-Disclosure of Criminal Convictions	New Policy	New policy reviewed by legal council requiring the disclosure of criminal convictions
2.7	License Requirements	Updated	Minor clarification update requiring driver's license or commercial driver's license
2.9	Transfers within MetroParks	Updated	Note added regarding internal applicants for open positions
2.10	Secondary Employment	Updated	Minor clarification updates in line with Ohio Ethics Law
2.12	Breaks and Lunch Periods	Updated	Note added to address interrupted break periods
3.1	Non-Discrimination	Updated	Updated to include pregnancy, sexual orientation and gender identity
3.2	ADA/Employee Disability	Updated	Note added on who to contact when requesting accommodations or further information
3.3	Nepotism and Conflicting Relationships	Updated	Reference to the anti-harassment policy added
3.6	Gifts and Gratuities	Updated	Minor term update to mirror Ohio Ethics Law
3.9	No Recording	New Policy	Created based on the advice of legal to prevent surreptitious recording
4.5	Weapons Policy	Updated	No content changes, update to reflect change from Senate Bill 199 to Ohio Revised Code 2923.1210
4.6	Solicitation	Updated	Minor clarification updates added regarding ethics laws and elections
4.7	Attendance/Punctuality	Updated	Note added on excessive absenteeism
4.8	Internet and Electronic Mail	Updated	Note added prohibiting sharing assigned passwords
4.10	Cellular Phones	Updated	Updated to include various cell phone activities in addition to phone calls and texts, note added regarding keeping phone in silent mode, note added regarding carrying permissions, note added regarding public records law
4.12	Public Relations	Updated	Minor updates based on contributions from the Community Engagement department
4.13	Vehicle Use Policy	New Policy	New policy created to address vehicle guidelines employees needed clarification on
5.2	Timekeeping	Updated	Note added on employees performing volunteer duties, note added on time card accuracy
5.3	Overtime	Updated	Minor updates that reflect collective bargaining agreements
5.5	Travel and Expenditures	Updated	Updated to require a travel expense report at the cost of two hundred dollars or more, covered cost updated to include tips of up to fifteen percent and daily parking fees
6.1	Family Medical Leave	Updated	Updated to clarify employees will not be permitted to return to work without proper fit for duty certification
6.5	Ohio Public Employees Retirement System	Updated	Additional information added regarding Ohio Public Employee Retirement System
6.8	Sick Leave	Updated	Clarification of excused and unexcused sick leave added, requirement for remaining at home aside from medical appointments added
6.9	Personal Days	Updated	Line removed, written requests are no longer utilized
6.10	Holidays	Updated	Note added to give salaried employees an additional day off when their normally scheduled day off falls on the observed holiday
6.13	Optional Services	Updated	Updates to direct deposit options, information on the employee pass added to the policy
7.5	Personal Protective Equipment	Updated	Note added regarding the Certification of Hazard Assessment
8.1	All Staff Meetings	Updated	Minor updates based on changes to the staff meetings

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

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

Aaron Young presented Facility Rental rate and cancellation policy changes for 2018. Lee Frey moved that the changes be approved.

Mill Creek MetroParks  
 2018 Fees and Charges Schedule – *Proposed changes*  
 Prepared by: Mandy Walker, Office Manager



Rental Facility	Regular Rate	Discounted Resident Rate
Old Log Cabin & Bears Den Cabin		
Half day	\$80 <del>\$100</del>	\$60 <del>\$75</del>
All day	\$130 <del>\$165</del>	\$100 <del>\$125</del>
Birch Hill Cabin		
Half day	\$125 <del>\$165</del>	\$95 <del>\$125</del>
All day	\$220 <del>\$300</del>	\$170 <del>\$225</del>
Classroom A	\$30/hr <del>\$40/hr</del>	\$25/hr <del>\$30/hr</del>
Plus Use of playroom	\$35/hr <del>\$60/hr</del>	\$30/hr <del>\$45/hr</del>
Plus Wagon tour	\$35/tour <del>\$60/tour</del>	\$30/tour <del>\$45/tour</del>
Plus Use of playroom + wagon tour	\$60/tour <del>\$105/tour</del>	\$45/tour <del>\$80/tour</del>
Yellow Creek Lodge & Pioneer Pav.	\$60/hr <del>\$80/hr</del>	\$50/hr <del>\$60/hr</del>
Thomas J. Bresko Pavilion Walter Scholl Pavilion Cpt. John Struthers Pavilion	\$80/day <del>\$130/day</del>	\$60/day <del>\$100/day</del>
Walter Stitt Pavilion Chestnut Hill Pavilion Slippery Rock Pavilion	\$115/day <del>\$130/day</del>	\$90/day <del>\$100/day</del>

Currently we have two different cancellation refund schedules:

**Banquet Halls**

- Prior to 60 days before reserved date 85% refund
- 30-60 days before reserved date 50% refund
- Less than 30 days before reserved date no refund

**All other facilities:**

**(Change all facilities to be this same schedule)**

- Prior to 30 days before reserved date 100% refund
- 10-30 days before reserved date 85% refund
- Less than 10 days before reserved date no refund

The motion was seconded by Jeff Harvey, and the roll being called upon its adoption, the vote resulted as follows:

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

Lee Frey spoke regarding the Standing Committee Policy, section e 5, which was added in September 2017, regarding attendance at meetings.

Executive Director's Report, Aaron Young

- Staff Development Summary

Chris Litton, Development Director, gave an update of donations and funds received.

Chris asked that the Naming and Recognition Agreement, with the Joanne F. Beeghly donor family be approved, for the Rose Garden at Fellows Riverside Gardens. Lee Frey moved that the agreement 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: Frey, Frost, Harvey, Olivier  
Voting Nay: None

Chris announced that Congressman Johnson issued a Proclamation to Nancy Brundage for her 35+ years of volunteer service to the MetroParks. Jeff Harvey read the Proclamation and gave it to Nancy. It will be read at the State House on April 10, 2018. Everyone congratulated her.

The Environment Standing Committee requested, in writing, changes regarding attendance, to the Standing Committee Policy, for all committees. After discussion, the Board postponed this request until the May 14 Regular Board Meeting, when someone from the Environment Committee can be present to discuss the requests further.

The Community Engagement Standing Committee requested, in writing, changes regarding a sub-committee, to the Bicycle & Recreation Facilities Safety Policy that was approved last month. Lee Frey motioned that the policy change be adopted. There was no second to the motion, therefore it failed. Discussion on sub-committees will need to take place, and an amendment to the current Standing Committee Policy to address this issue.

Lee Frey presented changes to the Standing Committee policy, include guidelines for sub-committees. After discussion, it was decided that it will be revised and submitted to legal counsel before bringing it back to the Board.

Jaime Yohman, Community Engagement Director gave a PowerPoint presentation on Volunteers in the MetroParks, and fielded questions from the Board and audience.

#### Commissioners Comments

- Lee Frey – Rep. David Leland is introducing a ban on fracking in Ohio State Parks, and motioned that the Board give permission for him to submit a letter of support on behalf of the Board. Lee suggested that members of the public submit letters of support also. Paul Olivier seconded the motion. After discussion, and the roll being called upon its adoption, the vote resulted as follows:  
Voting Aye: Frey, Frost, Harvey, Olivier  
Voting Nay: None

Lee thanked the volunteers and staff that worked the Farm Animal Baby Shower yesterday, for doing a wonderful job. He urged all volunteers to invite a friend to volunteer. Lee asked Chris to bring the handout for potential bench and bird box tributes, to the next meeting. Lee announced that there would be a Special Board Meeting- Board Retreat, on Saturday, April 14, 9 a.m., in Classroom A. This is open to the public to listen, but not open for comments.

- Tom Frost – Thanked the community and volunteers for their commitment. He was also impressed by the amount of endowments and pledges received during the 1<sup>st</sup> quarter. He spoke

about the joint collaboration for the Dek Hockey, with the Pittsburgh Penguins, and Phantoms. Was pleased to hear that we have 2 internal staff members interested in Arborist training.

- Jeff Harvey – Thanked the Farm Animal Baby Shower volunteers, said it was cold but very nice. He also commented that the Development Director is doing a great job getting donations.
- Paul Olivier – compliments to the Foundation. He was happy to see so many positive news stories lately.

Public Comments - none

Lee Frey announced that the next Regular Board Meeting has been scheduled for Monday, May 14, 2018, at 6 p.m. at the MetroParks Farm.

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

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

The motion was passed, and the Board met in Executive Session at 7:26 p.m.

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

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

The meeting adjourned at 8:46 p.m.