

Canfield, Ohio
January 14, 2019

Prior to the meeting opening, Probate Judge Rusu swore in Lee Frey for a new 3-year term as a MetroParks Commissioner.

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, January 14, 2019, 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.

Lee Frey moved the Board meet in Executive Session to consider the appointment, employment, discipline, or compensation of public employees. 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 motion was passed, and the Board met in Executive Session at 6:03 p.m.

Paul Olivier moved to return to Regular Session. Jeff Harvey seconded the motion and the Board returned from Executive Session at 6:29 p.m. and the roll being called upon its adoption, the vote resulted as follows:

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

The Board was presented with the Minutes of the Meeting of December 17, 2018. Commissioner Frey accepted the minutes into the records.

Kevin Smith, Finance Director/Treasurer presented the Department Report for Finance. Lee Frey moved, the funds having been certified as on hand and duly appropriated, that disbursements #78124 - #78343 for a total of \$1,135,994.08 be approved. 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

Steve Avery, Planning & Operations Director gave a PowerPoint presentation "2019 Capital Improvement Projects", and fielded questions from the Board. This presentation will be available on the MetroParks website.

Lee Frey presented the 2019 Organizational Chart and Salary Adjustments, and moved that they be approved. Tom Frost 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

Kevin Smith presented the 2019 Budget, and thanked the Finance Standing Committee for their feedback.

2019 Budget - Income & Expense Summary Sheet

Finance Department

Last updated: January 7, 2019

Prepared by: Kevin W. Smith, Finance Director/Treasurer



	100 General Fund	701 Replacement Reserve	702 Law Enforce. Asst. Fund	Total All Funds
Carryover				
Unencumbered Cash Balance	\$ 2,455,334.08	\$ 783,642.16	\$ 18,248.94	\$ 3,257,225.18
Prior Year Encumbrances	438,427.06	384,690.53	0.00	823,117.59
Estimated Revenues				
General Property Tax	\$ 7,024,952.00 52%			\$ 7,024,952.00 43%
Intergovernmental Revenues	880,000.00 7%			880,000.00 5%
Local Government Fund	332,000.00 2%			332,000.00 2%
Park Activities	1,979,534.25 15%		8,500.00	1,988,034.25 12%
Gas Well Income		65,000.00		65,000.00 0%
Bikeway Phase III Grant - Construction		2,840,850.00		2,840,850.00 17%
Sycamore Bridge Improv. - FHWA Grant		164,000.00		164,000.00 1%
Disc Golf Course		16,056.00		16,056.00 0%
Xfer from General Fund - Partial Bikeway Grant Match		0.00		0.00 0%
Friends of Fellows Riverside Gardens	100,000.00 1%			100,000.00 1%
Mill Creek Park Foundation	3,065,000.00 23%	0.00		3,065,000.00 19%
Total Estimated Revenue	\$ 13,381,486.25 100%	\$ 3,085,906.00	\$ 8,500.00	\$ 16,475,892.25 100%
Total Carryover & Estimated Revenues	\$ 16,275,247.39	\$ 4,254,238.69	\$ 26,748.94	\$ 20,556,235.02
Appropriations				
Transfer to Fund 701 - Replace. Resrv.	\$ - 0%			0.00 0%
Park Operations-Mat. & Supplies	3,443,900.50 22%		10,000.00	3,453,900.50 18%
Park Operations-Salaries & Wages	5,960,775.77 38%			5,960,775.77 30%
Capital Equipment	329,826.00 2%			329,826.00 2%
Capital Improvements	5,311,280.00 34%	3,781,062.00		9,092,342.00 46%
Total 2019 Appropriations	\$ 15,045,782.27	\$ 3,781,062.00	\$ 10,000.00	\$ 18,836,844.27
Outstanding Purchase Orders (2018)	438,427.06 3%	384,690.53	0.00	823,117.59 4%
Total Expenditures	\$ 15,484,209.33 100%	\$ 4,165,752.53	\$ 10,000.00	\$ 19,659,961.86 100%
Projected Ending Fund Balance	\$ 791,038.06	\$ 88,486.16	\$ 16,748.94	

Lee Frey motioned the 2019 Budget be approved. 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

Mark Wenick, President of the Mill Creek MetroParks Foundation, presented their Annual Report.

Lee Frey presented an updated Standing Committee Policy and motioned for approval:

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
 - a. **Committee replacements will be Mahoning County residents, since the financing of the Park through a levy is voted on by those residents.**
 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;
1. **If there is no meeting scheduled by February 1, the Staff Liaison will meet with the committee chair person to set up two meetings which will occur in March and September.**
 2. **Staff liaisons will give the reports of the Committees.**
- 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 Staff Liaisons will review with the committee their respective purpose, and notify the Board if the committee goes outside of their charge.**
- P. 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;
- Q. 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;
- R. 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;
- S. 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;
- T. 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;
- U. 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
- V. 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
Amended 1/14/19

Tom Frost seconded the motion, and after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Jim Willock, Chief of Police, presented a Joint Communications District Agreement, for dispatching and radio maintenance. Lee Frey made a motion to accept the policy. After discussion, 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

Carol Vigorito, Education & Recreation Director, presented Sports Field Rental Fees for approval, which had not been increased since 1991. Lee Frey motioned they be approved. Paul Olivier seconded the motion, and after discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Carol also presented two special events for approval: 1. Youngstown Roadrunners Club Annual Distance Classic Half-Marathon to be held Sunday, March 24, 2019, and 2. Second Sole Run Y-Town 10-miler to be held on Sunday, April 14, 2019. Lee Frey made a motion to approve the events. 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

Brian Tolnar, Director of Golf, presented two special events for approval: 1. The Tilt Open to be held on July 6, 2019, and 2. Vindy's Greatest Golfer of the Valley to be held on August 16, 2019. Lee Frey made a motion to approve the events. The motion was seconded by Paul Olivier, and after some discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Chris Litton, Development Director, gave an update on the first deposits of 2019.

Commissioners Comments

- Paul Olivier – Happy New Year
- Jeff Harvey – spoke about the changes for the standing committees that were approved at tonight's meeting, and indicated that it can be revisited if it's not working
- Tom Frost – Thanked Lee Frey for his service. Tom also made a motion that the March 11, 2019, meeting be changed to March 18, 2019. Lee Frey 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
- Lee Frey – thanked everyone

Public Comments to the Board - none

Lee Frey announced that the next meeting is scheduled for Monday, February 11, 2019, at 6 p.m. at the MetroParks Farm.

Paul Olivier left the meeting at 7:35 pm.

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

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

The motion was passed, and the Board met in Executive Session at 7:36 p.m.

Lee Frey moved to return to Regular Session. Jeff Harvey seconded the motion and the Board returned from Executive Session at 8:55 p.m. and the roll being called upon its adoption, the vote resulted as follows:

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

The meeting adjourned at 8:56 p.m.