

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, May 13, 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, present, Lee Frey, present; Tom Frost, present; Jeff Harvey, present, and Paul Olivier, absent.

The Board was presented with the Minutes of the Meeting of April 8, 2019. Commissioner Frey accepted the minutes into the records as written.

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 #78964 - #79207 for a total of \$631,174.83 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, Harvey
Voting Nay: None

Kevin Smith requested to increase appropriations to account 1000.2100.5007 – Fellows Riverside Gardens – Contract Jobs, by \$12,880.00. The Mill Creek MetroParks Foundation provided this funding for exterior painting of the Kidston Pavilion and Beeghly Gazebo. Lee Frey moved that the appropriation request be approved. Jeff Harvey seconded the motion, and the roll being called upon its adoption, the vote resulted as follows:

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

Steve Avery, Planning & Operations Director presented the following bid tabulations:

Wick Recreation Area Maintenance Facility

BID OPENING:	May 3, 2019	ESTIMATE:	\$479,832.00
		10% BID CAP:	\$527,815.20
Name of Bidder	Total Amount of Bid as Read at Bid Opening	Total Amount of Bid After Tabulation	
Brock Builders, Inc.	852,600.00	852,600.00	
Murphy Contracting Company	838,000.00	838,000.00	
VendRick Construction, Inc.	844,700.00	844,700.00	

NOTES:

1. Three (3) bids were received, checked and tabulated.
2. The total amount of each of the three bids exceeded the 10% bid cap and therefore all three bids must be rejected in accordance with Section 153.12 of the Ohio Revised Code.

RECOMMENDATION:

1. In accordance with Section 153.12 of the Ohio Revised Code, all bids must be rejected for the project named Wick Recreation Area Maintenance Facility.

Lee Frey moved that all bids be rejected as recommended. Tom Frost seconded the motion, after discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Carol Vigorito presented the following special event requests for approval.

- a. NEOASCNA to hold a fundraiser at Chestnut Hill Pavilion, on June 30, 2019
- b. YSU to conduct an after-dark kayak event, on July 16, 2019
- c. MVSRA changed the date for their emergency radio event to June 22 & 23, 2019

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

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

Brian Tolnar, Director of Golf and Recreation, requested that two organizations, HBA, and First National Bank be permitted to hold night golf events this summer. Lee Frey moved that the requests 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, Harvey
 Voting Nay: None

Mandy Smith, Education Manager presented a request from Birds In Flight Sanctuary to fundraise during a MetroParks event on August 4, 2019. Lee Frey moved that the request be approved. The motion was seconded by Jeff Harvey, and the roll being called upon its adoption, the vote resulted as follows:

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

Mandy Smith presented an updated Miscellaneous Program Fee Schedule for approval.

Miscellaneous Fees - Proposed		Mahoning Resident (R)	Regular Rate (NR)	Notes
School Group Program or Interpretive Tour	Ford Nature Center, Mill, MetroParks Farm, Lanterman's Mill, Fellows Riverside Gardens	Free	\$3/child	Minimum of 10 students. One adult admitted free with every 10 students Preschool - Grade 12. Additional adults are charged a fee - Mahoning Resident (R) School: \$2/adult; Regular Rate (NR) School: \$3/adult.
Non-School Group Interpretive Tour - Scouts, Homeschool, Afterschool, other Youth groups	Ford Nature Center, Mill, MetroParks Farm, Lanterman's Mill, Fellows Riverside Gardens	\$2/person	\$4/person	Fee is per person including all youth and adults attending. Minimum 10 participants; less than 10 will be a self-guided visit.

Family or Adult Group Interpretive Tour	Ford Nature Center, Mill, MetroParks Farm, Lanterman's Mill	\$4/person	\$6/person	Minimum 10 participants; less than 10 will be a self-guided visit.
Outreach School Program		\$25/day	\$90/day	Programs at your location must have a minimum of 15 students. Inquire about scheduling back-to-back programs. Includes: Mahoning, Trumbull, Columbiana; other counties will have an additional fee.
Adult Group Garden Interpretive Tour	Fellows Riverside Gardens	\$35/group	\$100/group	Includes use of Tyler or Kidston Classroom for 90 minutes (10-25 people). If your group is larger than 25 people, then a larger room may be available to rent for an additional fee.
Addition of a Speaker to Gardens Interpretive Tour or Rental or Garden Club	Fellows Riverside Gardens	\$20/hour	\$50/hour	
Speaker's Fee - On-site	MCMP	\$30/hour	\$60/hour	Includes use of a classroom or cabin for 90 minutes (10-25 people). Other facilities will be charged the standard rental fee based on facility chosen.
Speaker's Fee - Outreach		\$50/hour	\$100/hour	Programs at your location must have a minimum of 15 people. Inquire about scheduling back-to-back programs. Includes: Mahoning, Trumbull, Columbiana; other counties will have an additional fee.

Lee Frey moved that the fees be approved. The motion was seconded by Germaine Bennett, after discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Mandy Smith presented a Program Registration Policy/Procedure as follows:

Program Registration Policy & Procedures

Registration Procedure:

- Registrations for programs are processed on a first come/first serve basis in the order that payment is received.
- **Payment is due upon registration.**
- Registration is required 48 hours in advance for all programs (except when noted).
- Some programs will accept registration after the 48 hour deadline with an additional fee.
- Visa, MasterCard, Discover, cash, and checks are accepted.
- Programs are held rain, snow, or shine.

- Please be advised that if you elect to come to a program, that is not advertised as drop-in, without pre-registering and paying, you may be turned away if the instructor cannot accommodate you. If you do attend a program as a drop-in, you must pay with exact cash or a check made out to Mill Creek MetroParks.

Cancellation Procedure:

- Cancellations less than 48 hours are non-refundable.
- Cancellations less than one week, but before 48 hour deadline will have a 10% cancellation fee.
- Cancellations made one week prior will receive a full refund.
- No program credits or transfers will be given.
- Many programs will allow you to send an alternate participant if you are unable to attend. Please contact the facility prior to the program, otherwise the alternate will not be accepted.
- A full refund will be issued if the program is cancelled by Mill Creek MetroParks.

John S. and Doris M. Andrews Horticulture Certificate Program and Summer Discovery Camp

Cancellation Procedures:

- Cancellations less than two weeks prior to a course or camp are non-refundable.
- Cancellations less than four weeks, but before the two week deadline will have a 10% cancellation fee.
- Cancellations made four weeks prior will receive a full refund.
- No program credits or transfers will be given.
- A full refund will be issued if the course or camp is cancelled by Mill Creek MetroParks.

Lee Frey moved that the fees 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: Bennett, Frey, Frost, Harvey
 Voting Nay: None

Nick Derico, Natural Resources Manager reviewed a recommendation made by the Environment Standing Committee that the MetroParks prohibit the intentional launching of balloons into the atmosphere at all MetroParks locations. Lee Frey moved that the General Rules & Regulations be changed. Jeff Harvey seconded the motion, after discussion, and the roll being called upon its adoption, the vote resulted as follows:

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

Nick Derico reviewed other recommendations from the Environment Standing Committee's 2019 Annual Report.

- Encourage all park users, including hikers, to pick up litter they encounter and deposit it in the nearest trash can or recycling container, as appropriate. This could be accomplished through community engagement.
- Endorse an annually-scheduled and publicly-promoted litter cleanup day, in addition to the Earth Day Cleanup. This additional cleanup would originate from a park cabin and target a nearby heavily-littered park area in conjunction with Youngstown Litter Control and Recycling and the Mahoning County Recycling Division.
- Park-office-sponsored printing and photocopying be done on both sides of each sheet of paper to conserve paper, whenever possible, and encourage paperless communication where possible.
- Request that park gift shops issue only paper bags, and not plastic bags, to their customers as soon any current stock of plastic bags in the MetroParks' possession is exhausted. This decision will be left up to the gift shop managers.

- Request creation of reusable canvas MetroParks souvenir bags to be sold in gift shops. This will be explored by the Community Engagement Department.
- Encourage food and drink vendors and caterers operating on park premises to issue paper, not plastic, drinking straws, and to issue drinking straws only to customers who request them. Current vendor lease/contract agreements will be reviewed. It was noted that the Garden Café already issues paper straws.
- Endorse the installation on park premises of food waste composting bins for use by park food vendors and caterers, if suitable locations and funding sources can be found for the bin installation. A waste audit will be conducted.
- Request completion of installation of cigarette-butt collection containers. They are currently being installed.
- Request completion of installation of fishing line collection containers, with explanatory signs. This would be an excellent project for students or scouts needing community service hours.
- Request to place any waste reduction, litter control, and recycling recommendations it adopts on the MetroParks' website and social media for public education and awareness purposes.

No motion was made to accept these changes, but the Board felt they were all good ideas and indicated that we'd try to incorporate as appropriate.

Aaron Young, Executive Director Report.

1. Welcome new HR Generalist Katina Landgraff
2. Announced retirement of Office Manager Mandy Walker, effective June 7, 2019
3. Presented our Mahoning Valley Safety Council Award
4. He and Development Director Chris Litton represented the MetroParks at the Regional Chamber Columbus Drive-in
5. Representing the MetroParks for the City of Canfield Comprehensive Plan Steering Committee
6. Equestrian Facilities Operation: Continued discussions with BHPA Counsel

Chris Litton, Development Director presented an update on the recent Foundation deposits, and gave a presentation on highlights in the Development Department.

Commissioners Comments

- Lee Frey – apologized to the staff about how he handled the controversy from the last meeting regarding Phase III of the MetroParks Bikeway. He has full confidence that the staff is doing their due diligence. He also went through how he makes decisions as the Board President, listening but being skeptical of self-evident truths presented, being aware of manipulation, being aware of the physical state of the body, being aware of beliefs pitched and pushed, adopt beliefs only after thought and reflection.
- Germaine Bennett – Commended Lee on being an excellent leader. She also said that Mandy will be missed when she retires.
- Tom Frost – Thanked Mandy for her 30 years of service to the MetroParks. He welcomed Katina to the staff. He also feels that Lee's leadership is exemplary.
- Jeff Harvey – Thanked Mandy for her service to the MetroParks. Reminded that public input is desired, but please sign up if you wish to speak. He's happy with the condition of the Park this spring.

Public Comments to the Board

- Pamela Garver – turned in resignation of 4 members of the Horticulture Standing Committee.
- Nancy Brundage – happy about the ban on launching balloons, and the fishing line recycling program.

Lee Frey announced that the next meeting is scheduled for Thursday, June 6, 2019, at 6 p.m., in Yellow Creek Lodge in Struthers. A meeting of the Public Records Commission will be held at 5:30 p.m. that evening.

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

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

The motion was passed, and the Board met in Executive Session at 6:50 p.m.

Lee Frey moved to return to Regular Session. Germaine Bennett seconded the motion and the Board returned from Executive Session at 7:26 p.m. and the roll being called upon its adoption, the vote resulted as follows:

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

Lee made a motion to award staff members Lance Bailey & Dave Donaldson a \$1,000/yr increase in salary because they completed the arborist certification process. Germaine Bennett seconded the motion, and it was noted that the recommendation for more arborists in the MetroParks was made by the Horticulture Standing Committee. The roll being called upon its adoption, the vote resulted as follows:

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

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

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

The meeting adjourned at 7:27 p.m.