

MINUTES OF THE MEETING OF THE BOARD OF PARK COMMISSIONERS OF MILL CREEK  
METROPARKS HELD MONDAY, JANUARY 13, 2020

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, January 13, 2020, at the MetroParks Farm. President Lee Frey welcomed guests and staff and reminded those in attendance to sign-in if they wish to address the Board as part of the public comment portion of the meeting.

The meeting opened at 6:10 p.m. after the swearing-in of Tom Frost and Germaine Bennett, with recitation of The Pledge of Allegiance.

Roll Call was as follows:

Germaine Bennett;	Present
Lee Frey;	Present
Tom Frost,	Present
Jeff Harvey;	Present
Paul Olivier;	Absent

The Board was presented with the Minutes of the Meeting of December 16, 2019. Commissioner Frey accepted the minutes into the records as written.

Kevin Smith, Finance Director/Treasurer presented the Department Report for Finance and requested that disbursements #81174 - #81354 for a total of \$710,522.57 be approved. Lee Frey moved, at the request of the Finance Director, the funds having been certified as on hand and duly appropriated, that disbursements #81174 - #81354 for a total of \$710,522.57 be approved. The motion was seconded by Jeff Harvey, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Aaron Young, Executive Director acknowledged Steve Avery, Planning Director for his 31 years of services to Mill Creek MetroParks and presented him with a keepsake. Steve is retiring effective January 31, 2020. Steve offered a few comments on his tenure at the MetroParks and the history of the contributions of landscape architects to the MetroParks. Steve specifically acknowledged Justin Rogers, Mark Fisher and Aaron Young. Steve wished the MetroParks well moving forward.

Aaron provided the Board with an update on the status of the Ford Nature Center Redevelopment Project. The Ford Nature Center will temporarily close to the public on January 31, 2020, in preparation for the redevelopment project, which is expected to take approximately 24 months in total.

Aaron also shared with the Board that the funding request submitted to the Eastgate Regional Council of Governments for the East Park Hike & Bike Trail: Phase II project was approved. The request was for \$136,000 through the FY 2021-2024 Transportation Alternatives Program. The project is currently scheduled for 2022.

Mark Wenick, President of the Mill Creek MetroParks Presented the 2019 Foundation Annual Report dated January 13, 2020. In 2019, total assets exceeded \$3 million with examples including \$210,000 was pledged for the FNC Capital Campaign, \$300,000 was pledged to the Endowment Drive and \$2,500 was received in the form of Tributes & Memorials.

Steve Avery, Planning Director gave the 2020 Capital Improvement Projects Presentation. All noted projects have been included within the 2020 Permanent Budget.

Brian Tolnar, Golf & Recreation Director presented the 2020 Golf Rates to the Board for approval. 2020 Golf Rates will remain the same as 2019 for Seniors & Juniors. The resident and non-resident rates will

see modest increases and there will be a new league rate and new senior league rate. Lee Frey moved, at the request of the Golf & Recreation Director, to approve the 2020 Golf Rates as presented. The motion was seconded by Germaine Bennett, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Kevin Smith, Finance Director presented the 2020 Permanent Budget to the Board for approval. Lee Frey moved, at the request of the Finance Director, to approve the 2020 Permanent Budget, dated January 8, 2020 as presented. The motion was seconded by Tom Frost, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

**2020 Budget - Income & Expense Summary Sheet**

Finance Department  
 Last updated: January 8, 2020  
 Prepared by: Kevin W. Smith, Finance Director/Treasurer



	100 General Fund	200 Unclaimed Funds	701 Replacement Reserve	702 Law Enforce. Asst. Fund	Total All Funds
<b>Carryover</b>					
Unencumbered Cash Balance	\$ 2,817,463.90	\$ 1,014.85	\$ 836,043.64	\$ 12,769.20	\$ 3,667,291.59
Prior Year Encumbrances	608,873.66	0.00	195,956.19	600.00	805,429.85
<b>Estimated Revenues</b>					
General Property Tax	\$ 7,103,107.00	53%			\$ 7,103,107.00
Intergovernmental Revenues	877,000.00	6%			877,000.00
Local Government Fund	356,462.00	3%			356,462.00
Park Activities	2,110,000.00	16%		3,000.00	2,113,500.00
Gas Well Income			65,000.00		65,000.00
Bikeway Phase III Grant - Construction			3,423,900.00		3,423,900.00
Old Orchard Bridge - Transportation Block Grant			160,000.00		160,000.00
Road Improvements - ODOT Allocation			123,316.00		123,316.00
Comfort Station Improve. ODNR NatureWorks Grant			37,245.00		37,245.00
Land Acquisition Grant			450,000.00		450,000.00
Transfer from General Fund			500,000.00		500,000.00
Friends of Fellows Riverside Gardens	75,000.00	1%			75,000.00
Mill Creek Park Foundation	3,000,000.00	22%	150,000.00		3,150,000.00
<b>Total Estimated Revenue</b>	<b>\$ 13,521,569.00</b>	<b>100%</b>	<b>\$ 4,909,461.00</b>	<b>\$ 3,000.00</b>	<b>\$ 18,434,530.00</b>
<b>Total Carryover &amp; Estimated Revenues</b>	<b>\$ 16,947,906.56</b>	<b>\$ 1,514.85</b>	<b>\$ 5,941,460.83</b>	<b>\$ 16,369.20</b>	<b>\$ 22,907,251.44</b>
<b>Appropriations</b>					
Transfer to Fund 701 - Replace. Resrv.	\$ 500,000.00	3%			500,000.00
Park Operations-Mat. & Supplies	3,299,249.00	21%		8,000.00	3,307,249.00
Park Operations-Salaries & Wages	5,973,954.49	38%			5,973,954.49
Capital Equipment	487,810.00	3%			487,810.00
Capital Improvements	4,990,000.00	31%	5,479,633.00		10,469,633.00
<b>Total 2020 Appropriations</b>	<b>\$ 15,251,013.49</b>	<b>\$ -</b>	<b>\$ 5,479,633.00</b>	<b>\$ 8,000.00</b>	<b>\$ 20,738,646.49</b>
Outstanding Purchase Orders (2019)	608,873.66	4%	195,956.19	600.00	805,429.85
<b>Total Expenditures</b>	<b>\$ 15,859,887.15</b>	<b>100%</b>	<b>\$ 5,675,589.19</b>	<b>\$ 8,600.00</b>	<b>\$ 21,544,076.34</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 1,088,019.41</b>	<b>\$ 1,514.85</b>	<b>\$ 265,871.64</b>	<b>\$ 7,769.20</b>	

John Novosel, Police Sgt. presented the Law Enforcement Trust Fund Annual Report. No action was needed by the Board. The Board thanked Jim for the information.

James Ridge, Accountant, presented the Quarterly Credit Cart Report. No action was needed by the Board. The Board thanked James for the information.

Andrew Pratt, Gardens Director, requested approval for the Glacier Sports, Inc, Night at the Races Fundraiser on 02-08-20 at FRG Rossi Auditorium. Lee Frey moved, at the request of the Gardens Director, to approve the event request as presented. The motion was seconded by Tom Frost, after discussion, 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 approval for the Meridian Healthcare, Winter Sprinter Event on 02-29-20 at the MetroParks Bikeway and McMahon Hall. Lee Frey moved, at the request of the Recreation Manager, to approve the event request as presented. The motion was seconded by Germaine Bennett, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Lee Frey, Board President provided the Board with a list of proposed Citizens Advisory Committees along with related discussion points and operating procedures for consideration. Lee Frey moved to approve the following Citizens Advisory Committee Structure.

The Citizens Advisory Committees will serve in a voluntary, advisory role to the Board of Park Commissioners in support of the mission and implementation of the strategic plan.

Committees:

1. Natural Resources Citizens Advisory Committee (*combination of the Horticulture, Wildlife & Environment Standing Committees with new purpose*)
  - A. To inform and advise the Board on the current trends and best management practices in the fields of natural resource and wildlife management in an effort to promote and enhance environmental sustainability and ecological biodiversity within the MetroParks.
2. Recreation Citizens Advisory Committee (*a new committee with new purpose*)
  - A. To inform and advise the Board of the current trends and regulations pertaining to the fields of outdoor recreation to ensure that a diverse range of recreational opportunities are provided for all.
3. Education Citizens Advisory Committee (*a continued committee with new purpose*)
  - A. To inform and advise the Board of the current trends, techniques, and standards related to the fields of environmental education and interpretation to ensure that a diverse range of high quality educational programming and interpretation is provided for all.
4. Finance Citizens Advisory Committee (*a continued committee with new purpose*)
  - A. To inform and advise the Board of the current practices, standards and requirements in the fields of public finance and accounting to ensure the long-term financial sustainability of the MetroParks.

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

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

Lee Frey moved to approve the following Citizens Advisory Committee Membership & Governance Guidelines. The motion was seconded by Tom Frost, as part of discussion, Jeff Harvey moved to amend the proposed Citizens Advisory Committee Membership & Governance Guidelines to state that the meeting times shall be determined by the Committees. The motion to amend was seconded by Germaine Bennett, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

As to the original motion made by Lee Frey for approval of the now amended Citizens Advisory Committee Membership & Governance Guidelines, and being seconded by Tom Frost, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Committee Membership & Governance:

1. Membership:
  - A. One (1) MCMP Staff Liaison as determined by the Executive Director:
    - i. Staff Liaison will be the Chair of the respective Committee
    - ii. Staff Liaison will develop the agenda for the meetings.
    - iii. Staff Liaison will provide the annual goals for the Committees.
    - iv. Staff Liaison will prepare a written summary of activities of the Committee to the Board of Park Commissioners in December of each calendar year.
  - B. A Maximum of Nine (9), Minimum of Seven (7) Members of the General Public
    - i. Members must be residents of Mahoning County.
    - ii. Members will serve for one year renewable terms.
    - iii. Members will be selected by the President of the Board after successful completion of the application & background check process.
    - iv. Members serve at the pleasure of the Board of Park Commissioners and may be removed at any time as determined by the Board of Park Commissioners.
2. Meetings:
  - A. Committees will comply with the Open Meetings Act (ORC 121.22)
  - B. Committees will meet at a minimum twice per calendar year.
  - C. Committees will meet ~~during normal business hours (8:00 am to 4:30 pm)~~ at the MetroParks Administrative Building at a time that is to be determined by the Committee.
  - D. Subcommittees are not permitted.

Misc.:

1. Committees will be reevaluated by the Board of Park Commissioners after the expiration of the one year term on December 31, 2020.
2. Committee membership has been expanded from Seven (7) to Nine (9) members.

Lee Frey moved to approve the following Citizens Advisory Committee Meeting Guidelines. The motion was seconded by Germaine Bennett, as part of discussion, Jeff Harvey moved to amend the proposed Citizens Advisory Committee Meeting Guidelines to state that draft meeting minutes shall be prepared and made available within five (5) business days of the committee meeting date. The motion to amend was seconded by Tom Frost, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

As to the original motion made by Lee Frey for approval of the now amended Citizens Advisory Committee Meeting Guidelines, and being seconded by Germaine Bennett, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

### Guidelines of Committee Meetings:

What is needed before the meeting:

1. Notice of meeting set well in advance
2. Minutes of previous meeting for approval or changes
3. Agenda of fourth coming meeting
4. Any relevant papers that are designated for informational purposes and/or discussion

Format for minutes

1. Title of Meeting
2. Date, Time, Venue
3. People present
4. Conflicts of interests
5. Corrections of minutes from previous meeting
6. Actions relating to previous meeting till this meeting
7. Items on the agenda
8. Items to be discussed and decided plus decisions made
9. Date, Time, Venue of next meeting

Agenda Template

1. Title of Meeting
2. Date, Time, Venue
3. Conflicts of interests
4. Minutes of previous meeting to be approved or amended
5. Actions taken relating to previous meeting
6. Items to be discussed and/or decided
7. Reports from members assigned from previous meeting
8. Old Business
9. New Business
10. Date, Time, Venue of next meeting

Chairing the Meeting

1. Direct discussion so the objectives of the meeting are met.
2. Decisions are taken, recorded and carried out
3. There is full participation
4. Time limits for meetings as a whole and agenda items
5. Be well briefed about each item on the agenda
6. Arrive in good time
7. Check with staff before to ensure time, place and set up

Chair during the meeting - you are the guide

1. Start the meeting, welcome and introduce new members
2. Check for conflict of interests on agenda items
3. Ensure additions or amendments to the minutes are recorded
4. Set the objectives of the meeting
5. Try to be brief when making a point.
6. Allow flexibility and freedom of expression
7. Keep to agenda
8. Ensure a quorum
9. Ensure proper minutes
10. Clarify decisions or discussions - summarize
11. Ending meeting
  - A. Summarize decisions
  - B. Agree on Date, Time, Venue for next meeting
  - C. Agree what items need to be carried over to the next meeting
  - D. Ensure minutes are written up in a proper fashion

Members must:

1. Attend meetings
2. Listen and be respectful
3. Arrive on time
4. Pay attention
5. Be familiar with the agenda
6. Stay on point
7. Say what you think
8. Keep informed
9. Be aware of legal duties- NEVER PASS YOURSELF OFF AS REPRESENTING THE PARK TO ANY OTHER AGENCY OR PERSON
10. Volunteer to help the Park
11. Place items on the agenda
12. Help to clear up the area for future use.

Chris Litton, Development Director presented the monthly deposit report for the period of 12-13-19 to 01-01-20. No action was needed by the Board. The Board thanked Chris for the information.

Commissioners Comments:

- Germaine Bennett – Wished all a Happy New Year. Thanked Steve for his contributions to the MetroParks.
- Lee Frey – Thanked Steve for his service. Looking forward to a successful 2020. Encouraged members of the public to apply for the Committees. He had the following statement prepared regarding the committees:

I am going to recommend people who are on the same journey that we, as a Park are on. Who will recognize our mission statement and work for it. I want people who will encourage, model how a committee person should act and respond, as well as and most importantly, hold us accountable so we stay focused. We must focus on picking the right problem with the right people and hold the meeting at the right time and place. John F. Kennedy said. *“As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.”* There is an old Italian saying, *“After the game, the king and pawn go into the same box.”*

- Tom Frost – Thanked Steve for his tenure at the MetroParks. Thanked Aaron for his leadership and staff for their dedication. Looking forward to see if the new committee structure is successful.
- Jeff Harvey – 2020 will be a busy year for staff. Hopes that the new committee structure allows the committees to better support the liaison and the MetroParks.

Public Comments to the Board:

- No one signed up to address the Board, though there was a question as to whether there would be additional kayak launches installed such as the one that was recently completed on East Newport. At this time, no new launches were planned.
- Nancy Brundage asked when the new committee application process would begin. The Board indicated that the new process would begin as soon as possible with applications due by February 6, 2020.

Lee announced that the next meeting is scheduled for Monday, February 10, 2020, at 6 p.m., at the MetroParks Farm.

There being no further business, the meeting adjourned at 7:46 p.m.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary