

MINUTES OF THE MEETING OF THE BOARD OF PARK COMMISSIONERS OF MILL CREEK  
METROPARKS HELD MONDAY, FEBRUARY 10, 2020

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, February 10, 2020, at the MetroParks Farm. President Lee Frey welcomed guests and staff and reminded those in attendance to sign-in using the sign-in sheet if they wish to address the Board as part of the public comment portion of the meeting.

The meeting opened at 6:00 p.m., with recitation of The Pledge of Allegiance.

Roll Call was as follows:

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

Lee Frey turned control of the meeting over to Aaron Young, Executive Director. Aaron entertained a motion for the position of Board President. Germaine Bennett moved to nominate Lee Frey as Board President. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Aaron turned control of the meeting over to Lee Frey, Board President.

Lee entertained a motion for the position of Board Vice President. Jeff Harvey moved to nominate Germaine Bennett as Board Vice President. The motion was seconded by Lee Frey, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

The Board was presented with the Minutes of the Meeting of January 13, 2020. 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 #81355 - #81491 for a total of \$712,869.78 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 #81355 - #81491 for a total of \$712,869.78 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, Harvey, Olivier
Voting Nay:	None

Kevin Smith, Finance Director/Treasurer requested approval of Resolution R-20-01, requesting authorization to make tax advance requests to the Mahoning County Auditor on behalf of the Board as they become available throughout 2020. Lee Frey moved, at the request of the Finance Director, to approve Resolution R-20-01 as presented. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Kevin Smith, Finance Director/Treasurer presented short-term (Five Year) loan proposals relating to the Ford Nature Center Redevelopment Project and requested approval of a tax-exempted, fixed rate loan proposal from Farmers National Bank of Canfield in the amount of \$3.5 million. FNB's proposal also includes a deposit account for the loan proceeds that provide an interest income that matches the loan interest. This deposit account negates any interest charged to the MetroParks until the funds are used. The loan is needed to account for the timeframes associated with the pledges received in support of the project. Lee Frey moved, at the request of the Finance Director, to approve tax-exempted, fixed rate loan proposal from Farmers National Bank of Canfield in the amount of \$3.5 million 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, Harvey, Olivier  
Voting Nay: None

Aaron Young, Executive Director acknowledged the promotion of Justin Rogers to the position of Director of Planning & Operations. Justin takes over for the retired Steve Avery.

Megan Millich, HR Director presented updates and requested approval of the MetroParks Policy and Procedures Manual. Lee Frey moved, at the request of the HR Director to approve the MetroParks Policy and Procedures Manual as presented. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoptions, the vote resulted as follows;

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

Megan Millich, HR Director presented updates and requested approval of the MetroParks Cancellation Policy. Changes to the policy make it uniform throughout the MetroParks' Facilities. Lee Frey moved, at the request of the HR Director to approve the MetroParks Cancellation Policy as presented. The motion was seconded by Jeff Harvey, after discussion, the roll being called upon its adoptions, the vote resulted as follows;

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

Brian Tolnar, Golf & Recreation Director presented and requested approved for the Hole #55 Lease Agreement for the 2020 Golf Season. Lee Frey moved, at the request of the Golf & Recreation Director, to approve Hole #55 Lease Agreement for the 2020 Golf Season 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, Harvey, Olivier  
Voting Nay: None

Brian Tolnar, Golf & Recreation Director presented and requested approved for the following Golf Course Events:

- a. The Till Open – 4th Year Hosting; 07-03-20  
Requesting use on the: North & South Courses
- b. The Greatest Golfer of the Valley – 11th Year Hosting; 08-14-20  
Requesting use on the: North & South Courses

Lee Frey moved, at the request of the Golf & Recreation Director, to approve the Golf Events as presented. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Chris Bundy, Recreation Manager presented the 2020 Sports Field Fees and Recreation Rates to the Board for approval. Lee Frey moved, at the request of the Recreation Manager, to approve the 2020 Sports Field Fees and Recreation Rates as presented. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Chris Bundy, Recreation Manager presented the following Races to the Board for approval:

- a. American Foundation for Suicide Prevention Walk; 09-19-20
- b. Youngstown Ultra Trail Classic; 09-12-20
- c. Youngstown Road Runners; 03-22-20

Lee Frey moved, at the request of the Recreation Manager, to approve the Races 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, Harvey, Olivier  
Voting Nay: None

Andrew Pratt, Gardens Director presented the following Fundraiser Requests for approval:

- a. Garden Forum of the Greater Youngstown Area; Meeting & Scholarship Fundraiser, 04-18-20 & 10-10-20 @ FRG Rossi Auditorium

Lee Frey moved, at the request of the Gardens Director, to approve the Fundraiser Request as presented. 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, Harvey, Olivier  
Voting Nay: None

Aaron Young, Executive Director presented the following Fundraiser Requests for approval:

- a. Copper Horse Crusade, a 501c3 Horse Rescue, to hold a fundraiser @ Vickers Nature Preserve Equestrian Facilities on 05-17-20

Lee Frey moved, at the request of the Executive Director, to approve the Fundraiser Request as presented. The motion was seconded by Paul Olivier, after discussion including a request by the Board that all future requests be presented using the same special request form, the roll being called upon its adoption, the vote resulted as follows:

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

Chris Litton, Development Director provided an update on the deposit reports for the time period of January 14 to February 9, 2020 a total of; \$79,510.69. Chris also presented the 2020 Annual Development Plan to the Board for approval. Lee Frey moved, at the request of the Development Director, to approve the 2020 Annual Development Plan as presented. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Commissioners Comments:

- Germaine Bennett – Congratulated Lee on being Board President. Congratulated Justin on his promotion.

- Lee Frey –He would like an April Board Workshop and requested that Aaron distribute a Doodle poll of available dates. Lee was sorry to hear of the passing of Frank, who worked the front desk at the Golf Course. Lee announced that Citizen Advisory Committee Applicants will be discussed in Executive Session and a decision will be forthcoming.
- Jeff Harvey – Congratulated Lee and Germaine for their respective positions. Congratulated Justin on his promotion.
- Paul Olivier - None

Public Comments to the Board:

- None

Lee announced that the next meeting is scheduled for Monday, March 9, 2020, at 6 p.m., at the MetroParks Farm.

Lee Frey moved to exit regular session and enter executive session at 6:34 p.m. for the purpose of; to consider the appointment, employment, discipline, or compensation of public employees. 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, Harvey, Olivier  
 Voting Nay: None

Lee Frey moved to exit executive session and enter regular session at 7:20 p.m. 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, Harvey, Olivier  
 Voting Nay: None

Lee Frey moved to appoint the following individuals to the respective Citizens Advisory Committees:

	LAST	FIRST	Address	City
	<b>FINANCE</b>			
1	HARVEY	MICHAEL	1509 MAHONING AVE	YOUNGSTOWN
2	METZINGER	TOM	3390 LINDEN PL	CANFIELD
3	NOLASCO	FRANK	97 RED GROUSE CT	YOUNGSTOWN
4	CERCONE MILLER	CATHERINE	6 ELM ST	STRUTHERS
5	MROFCHAK	MARK	6446 TARA DR	POLAND
6	CLARK	ERIC	5694 COLGATE AVE	YOUNGSTOWN
7	SLATTERY	KIMBERLY	1657 CHATTANOOGA AVE	YOUNGSTOWN
	<b>NATURAL RESOURCES</b>			
1	NOBLE	JOSHUA	20 COLONIAL DR APT 6	POLAND
2	MILLIKEN	PETER	3250 BRANDYWINE DR #155	YOUNGSTOWN
3	MARTIN	ELIZABETH	3503 ORCHARD HILL DR	CANFIELD
4	SCUDIER	SARA	246 OUTLOOK AVE	YOUNGSTOWN
5	KICHTON	RONALD	2640 CHRISTINE LANE	YOUNGSTOWN
6	ZIMMERMAN	JOHN	61 MONTGOMERY LN UNIT 2	CANFIELD
7	BARAN	SEAN	4255 CHESTER DR	YOUNGSTOWN
8	EMMANUELSON	JOSHUA	2690 S CANFIELD NILES RD	YOUNGSTOWN
9	CAMPBELL	ROBERT	4052 ST ANDREWS COURT APT 1	CANFIELD
	<b>RECREATION</b>			
1	DARLING	LUKAS	117 REGENT ST	CAMPBELL
2	WALKER	RYAN	4703 NORQUEST BLVD	YOUNGSTOWN
3	COURTWRIGHT	LAURA	3405 W PINE LAKE RD	COLUMBIANA
4	SUGAR	NICHOLAS	4652 NEW ENGLAND BLVD	YOUNGSTOWN
5	SHATTUCK	DEBRA	8245 N PALMYRA RD	CANFIELD
6	HAYEK	K. ANTHONY	26 FIELDSTONE	POLAND
7	DORIAN	HEATH	5283 NASHUA DR	AUSTINTOWN
8	KENNEALLY	RENEE	39 SOUTHSORE DR	BOARDMAN
9	BENISTON	KRISTA	3630 GLENMERE DR	YOUNGSTOWN

The motion was seconded by Germaine Bennett, after discussion and where it was identified that there were not enough applicants to fill the Education Citizens Advisory Committee and that applications will continue to be accepted for the Education Citizens Advisory Committee, with the hope of selections being made at the March 9, 2020 Meeting, the roll being called upon its adoption, the vote resulted as follows:

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

Lee Frey moved to approve the following goals for the Executive Director for 2020:

1. The Executive Director will promote the mission of the MetroParks and its impact on Mahoning County. This goal will be reached through the following:
  - A. Continued implementation of community engagement, marketing and public relations efforts inclusive of personal appearances, public presentations, and community collaborations.
  - B. Continued promotion of the successful implementation of the 2013 Strategic Plan.
  - C. Continued support of the newly structured Citizens Advisory Committees.
  
2. The Executive Director will continue to implement the goals and strategies of the 2013 Strategic Master Plan. This goal will be reached through the following:
  - A. Continued implementation of the current (2017-2021) five year capital improvement plan.
  - B. Providing new recreational opportunities in a manner that is both economically feasible and sustainable for the MetroParks.
  - C. Increasing the physical presence of the MetroParks within Mahoning County through strategic land acquisition of parcels that border, or are adjacent to existing properties and/or acquiring parcels in unserved areas of Mahoning County in a manner that is both economically feasible and sustainable for the MetroParks.
  
3. The Executive Director will continue to develop and lead a professional administration that is committed to transparency, efficiency, fiscal responsibility and long-term sustainability. This goal will be reached through the following:
  - A. Continuing to maintain and operate by a set of Board approved personnel policies and procedures.

- B. Continuing to upgrade and maintain technological resources utilized by the MetroParks.
  - C. Continuing to provide training and professional development opportunities for all MetroParks employees.
4. The Executive Director will continue to pursue third-party funding support for the MetroParks through both public and private entities. This goal will be reached through the following:
- A. Continuing to apply for public sector grants through local, state and federal sources where it is most appropriate to meet the goals of the 2013 Strategic Plan.
  - B. Continued collaboration with the Mill Creek MetroParks Foundation in the successful implementation of the Annual Development Plan.
  - C. Continued collaboration with the Friends of Fellows Riverside Gardens in providing funding for horticulture programming and capital improvements at Fellows Riverside Gardens.

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, Harvey, Olivier  
Voting Nay: None

There being no further business, the meeting adjourned at 7:26 p.m.

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Presiding Officer

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Secretary