

MINUTES OF THE MEETING OF THE BOARD OF PARK COMMISSIONERS OF MILL CREEK  
METROPARKS HELD MONDAY, DECEMBER 14, 2020.

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, December 14, 2020. The Meeting was video recorded and broadcasted live via Facebook Live Video.

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,	Present
Jeff Harvey;	Present
Paul Olivier;	Present

The Board was presented with the Minutes of the Meeting of November 9, 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 #83486 - #83698 for a total of \$1,357,876.32 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 #83486 - #83698 for a total of \$1,357,876.32 be approved. 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, Olivier
Voting Nay:	None

Kevin Smith, Finance Director/Treasurer requested to decrease appropriations to fund 100 – General Fund by \$2,450,000.00. This year end fund adjustment is needed to ensure that appropriations do not exceed the estimated resources and amount available to spend in the fund at the end of the year. Lee Frey moved, at the request of the Finance Director, to decrease appropriations to fund 100 – General Fund by \$2,450,000.00 as requested. 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, Olivier
Voting Nay:	None

Kevin Smith, Finance Director/Treasurer requested to decrease appropriations to fund 701 – Replacement Reserve Fund by \$4,450,000.00. This year end fund adjustment is needed to ensure that appropriations do not exceed the estimated resources and amount available to spend in the fund at the end of the year. Lee Frey moved, at the request of the Finance Director, to decrease appropriations to fund 701 – Replacement Reserve Fund by \$4,450,000.00 as requested. 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, Frost, Harvey, Olivier
Voting Nay:	None

Kevin Smith, Finance Director/Treasurer requested to decrease appropriations to fund 809 – Ford Nature Center Redevelopment Fund by \$100,000.00. This year end fund adjustment is needed to ensure that appropriations do not exceed the estimated resources and amount available to spend in the fund at the end of the year. Lee Frey moved, at the request of the Finance Director, to decrease appropriations to fund 809 – Ford Nature Center Redevelopment Fund by \$100,000.00 as requested. 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, Olivier  
Voting Nay: None

Kevin Smith, Finance Director/Treasurer presented and requested approval of the 2021 Temporary Budget. Lee Frey moved, at the request of the Finance Director, to approve the 2021 Temporary Budget as requested. 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, Olivier  
Voting Nay: None

Kevin Smith, Finance Director/Treasurer presented the 2021 Chemical and Fertilizer Bids and requested approval to utilize the lowest and best bids from all three vendors. Lee Frey moved, at the request of the Finance Director, to approve the 2021 Chemical and Fertilizer Bids as requested. 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, Frost, Harvey, Olivier  
Voting Nay: None

Kevin Smith, Finance Director/Treasurer presented the 2021 Fuel Bids and recommended that Reed Oil be approved as the fuel supplier. Lee Frey moved, at the request of the Finance Director, to approve the Bid of Reed Oil as requested. 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, Olivier  
Voting Nay: None

Lee Frey, Board President moved to suspend the agenda to be able to allow Mark Wenick, President of the Mill Creek MetroParks Foundation to present the 2020 Foundation Report. 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, Olivier  
Voting Nay: None

Mark presented the following report:

## 2020 Annual Report

Mill Creek MetroParks Foundation

Date: December 14, 2020

Prepared by: Mark Wenick, *Foundation President*  
Aaron C. Young, *MCMP Executive Director*  
Chris Litton, *MCMP Development Director*



- I. Operate in accordance with the Seventh Amended and Restated Trust Agreement
  - A. Approved by MCMP Board on February 12, 2018
  - B. Huntington National Bank as Trustee
- II. Members (*See also attached member listing*)
  - A. Mark Wenick, President
  - B. Thomas H. Sanborn, Secretary
  - C. Reid Schmutz, Treasurer
  - D. Cynthia Wollet, Board Member
  - E. Ted Schmidt, Board Member
  - F. Lee Frey, Board Member
  - G. Paul Olivier, Board Member
- III. Meetings
  - A. Typically 1<sup>st</sup> Tuesday of Month for March, June, September & December
    - i. March 3, 2020
    - ii. June 2, 2020
    - iii. September 1, 2020
    - iv. December 10, 2020
  - B. Meeting Framework
    - i. Roll Call
    - ii. Approval of Minutes
    - iii. Finance Report
    - iv. MetroParks Executive Director Report
    - v. MetroParks Development Director Report
    - vi. MetroParks Board President Report
    - vii. Unfinished Business
    - viii. New Business
- IV. Annual Development Plan
  - A. Created by the MetroParks Executive Director & Development Director
  - B. Presented to MCMP Board of Commissioners on February 10, 2020
  - C. 2020 Yearly Summary
    - i. Total Amount Raised was \$558,034.21 via 164 transactions.
      - a. \$270,000 in pledge payments
      - b. \$288,034.21 in new gifts.
    - ii. Capital Campaign: FNC Redevelopment
      - a. \$406,339.06 via 77 Transactions
    - iii. Endowment Drive
      - a. \$115,895.15 via 84 Transactions
    - iv. Planned Giving
      - a. \$38,896.25 via Hike & Bike Endowment
    - v. Annual Appeal
      - a. \$101,958.43 via 67 Transactions
      - b. 35% Retention Rate
    - vi. Online Giving
      - a. \$2,174.00 via 24 Transactions
    - vii. Projects
      - a. \$35,800 via 3 Transactions
- V. Financial Statement
  - A. As of October 31, 2020 (*see attached*)

Mark summarized that the Foundation expects to have a full audit for 2020 after a review of controls by Hill, Barth & King (HBK). The Board thanked Mark for the presentation and the Foundation for their work.

Aaron Young, Executive Director presented and requested approval of Resolution R-20-07 Conditional Authorization and Direction to Proceed with the Re-Bidding and Constructing A New Outdoor Education Building with the Family Garden of Fellows Riverside Gardens. This resolution was a requirement of FFRG for the \$100,000 in funding support. Lee Frey moved, at the request of the Executive Director to approve Resolution R-20-07 as requested. 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, Olivier  
Voting Nay: None

Resolution R-20-07

**Board of Park Commissioners of Mill Creek MetroParks**

CONDITIONAL AUTHORIZATION AND DIRECTION TO PROCEED WITH RE-BIDDING AND  
CONSTRUCTING A NEW OUTDOOR EDUCATION BUILDING WITHIN THE FAMILY GARDEN OF  
FELLOWS RIVERSIDE GARDENS

BE IT RESOLVED by the Board of Park Commissioners of the Mill Creek Metropolitan Park District that, in furtherance of the use and enjoyment of the lands controlled by it, the Board hereby conditionally authorizes and directs the Park District to proceed with re-bidding in the Spring of 2021 and constructing in the Summer of 2021 a new outdoor education building within the Family Garden of Fellows Riverside Gardens ("this Project"), at a total anticipated cost for this Project of \$400,000, subject to the following funding conditions:

1. The Park District hereby affirms that it has encumbered and will spend Park District funds in the sum of \$100,000.00 for this Project;
2. The Park District hereby affirms that a previous grant of \$200,000.00 from the Commercial Intertech Foundation, through the Friends of Fellows Riverside Gardens, was received by the Park District for and will be spent on this Project, along with \$41,000.00 for professional design fees; and
3. The Park District hereby affirms that, upon its receipt of a lump sum donation of \$100,000.00 from the Friends of Fellows Riverside Gardens by December 31, 2020, subject to the sole restriction that it will be spent by Park District on this Project, the funding conditions will have been met, and the Park District will proceed with re-bidding and constructing this Project as generally anticipated

above.

The Board further affirms that, in support of its request for such donation of \$100,000.00 from the Friends of Fellows Riverside Gardens, the Park District provided the Friends with a copy of the conceptual perspective rendering of the outdoor education building along with a copy of the bid-ready construction drawings for this Project, transmitted by correspondence dated November 2, 2020, from the Park District's Executive Director, all of which is incorporated herein by this reference.

Upon motion duly made and seconded, the foregoing resolution was adopted.

CERTIFICATE

We, the members of the Board of Park Commissioners, hereunto set our hands to certify that the foregoing is a true copy of a resolution duly passed by the Board of Park Commissioners on December \_\_, 2020.

\_\_\_\_\_  
Lee Frey, President

\_\_\_\_\_  
Germaine Bennett, Vice President

\_\_\_\_\_  
Thomas Frost, Commissioner

\_\_\_\_\_  
Jeff Harvey, Commissioner

\_\_\_\_\_  
Paul Olivier, Commissioner

Aaron Young, Executive Director provided several updates on staff accomplishments. Chris Bundy and Stephen Olesky obtained their Certified Playground Safety Inspector Licenses. Stacie Butler was selected to represent the MetroParks on the National Women's Golf Leader Platform by PGA Magazine. Brian Tolnar was named 2020 Northern Ohio PGA Section Merchandiser of the Year in the Public Golf Course Category. Randy Campana secured three (3) mobile speed detection trailer units from other departments at no cost. The Police Department also received provisional Ohio Collaborative Law Enforcement Agency Certification on the Safe Policing for Safe Communities Standards.

Aaron Young, Executive Director reported that the 2021 Board Schedule has been prepared with the meetings to continue to be held on the second Monday of the Month at 6:00 pm.

Aaron Young, Executive Director recommended that the current Rental Facility, Program and Events closures that are in effect be extended until April 12, 2021. The motion was seconded by Germaine Bennet, after discussion, the roll being called upon its adoption, the vote resulted as follows:

Voting Aye: Bennett, Frey, Frost, Harvey, Olivier

Voting Nay:     None

Commissioners Comments:

- Germaine Bennett – Requested an electronic copy of the Executive Director Review Form. Germaine identified that there are no term limits on Board President and thanked Lee for his work. Germaine thanked all for their work and is impressed with the projects being done in the Parks. Germaine thanked Aaron for his leadership role in pushing staff to get their professional certifications. She wished all a Happy Holiday
- Lee Frey – Provided the Board with an evaluation form of the Executive Director to complete and return. He is welcoming any edits or changes to the evaluation to be discussed in January. Lee also identified that a review of the By-laws is required to be done in 2021. Lee would also like to go over the second five year capital improvements plan at some time in 2021. Lee ended by thanking all for their work in 2020.
- Tom Frost – Received a phone call compliment on the new signage for the Parks roads. Was please with the Foundation report and wished all a Happy Holiday.
- Jeff Harvey – Thanked the staff for their work. Reported that the Big Sit came in Fifth in the World!
- Paul Olivier – Echoed the comments of the other Board members. He thinks we made great progress and thanked all for their work.

Public Comments to the Board:

- None

Lee announced that the next meeting is scheduled for Monday, January 11, 2020, at 6 p.m., at the MetroParks Farm.

There being no further business, the meeting adjourned at 6:35 p.m.

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Presiding Officer

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Secretary