

MINUTES OF THE MEETING OF THE BOARD OF PARK COMMISSIONERS OF MILL CREEK  
METROPARKS HELD MONDAY, JANUARY 11, 2021.

A Regular Meeting of the Board of Park Commissioners of Mill Creek MetroParks was held on Monday, January 11, 2021. 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.

Lee Frey welcomed guests and the Honorable Judge Robert Rusu. Judge Rusu swore in Jeff Harvey and Paul Olivier as commissioners, each for an additional three (3) year term.

Roll Call was as follows:

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

The Board was presented with the Minutes of the Meeting of December 14, 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 #83699 - #83758 for a total of \$522,825.17 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 #83699 - #83758 for a total of \$522,825.17 be approved. The motion was seconded by Tom Frost after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Kevin Smith, Finance Director/Treasurer presented the quarterly credit card compliance report for the fourth quarter of 2020. No action was needed.

Aaron Young, Executive Director provided an update that the invasive pest Hemlock Woolly Adelgid has been identified within Mill Creek Park along the Slippery Rock Trail. MCMP staff confirmed the sighting after it was first identified by a member of The Nature Conservancy. MCMP staff is coordinating and communicating with ODNR, ODA & The Nature Conservancy on next steps. Those steps will include surveying of hemlocks within the MetroParks and the identification of various potential treatment options along with their respective cost considerations.

Aaron Young, Executive Director provided an update on a potential partnership between MCMP and The Nature Conservancy known as the Mill Creek Sanctuary Wetland Restoration Project that would lead to the re-establishment/rehabilitation of approximately 21 acres of riparian wetland and 9 acres of associated buffer on portions of the newly acquired Mill Creek Sanctuary Expansion Property. The partnership would result in an estimated financial investment of an approximately \$813,000 from The Nature Conservancy upon the property. This investment would generate in-kind mitigation credits to replace advanced mitigation credits already sold within the Mahoning Watershed.

Lee moved at 6:10 p.m. to exit Regular Session and to go into Executive Session for the purpose of: to consider the appointment, employment, discipline or compensation of public employees. The motion was seconded by Jeff Harvey, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Lee moved at 6:40 pm to exit Executive Session and to go into Regular Session. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Aaron Young, Executive Director requested approval from the Board to waive all rental and profit sharing payments associated with the Garden Café and Inspired Catering Lessee at the D.D. & Velma Davis Education and Visitors Center for the months of January thru April 12, 2021 as a result of the facility closures due to the COVID-19 pandemic. Lee Frey moved, at the request of the Executive Director to waive all rental and profit sharing payments associated with the Garden Café and Inspired Catering Lessee at the D.D. & Velma Davis Education and Visitors Center for the months of January thru April 12, 2021 as a result of the facility closures due to the COVID-19 pandemic 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: Frey, Frost, Harvey, Olivier  
Voting Nay: None

Lee Frey, Board President moved to reappoint Tom Sanborn to the MetroParks Foundation Board for a three (3) year term to expire on 02-28-24. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Lee Frey, Board President moved in an effort to continue to educate the Board and Members of the Public about the functions of the MetroParks, to have the various departments leaders provide a presentation or report to the Board on a reoccurring annual basis as determined by the Executive Director, of their respective departmental roles and responsibilities. The motion was seconded by Jeff Harvey, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Lee Frey, Board President moved to continue the Citizens Advisory Committees until December 2021 under the same parameters that were approved in January 2020. The motion was seconded by Tom Frost, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Randy Campana, Chief of Police presented the Law Enforcement Trust Fund Annual Report to the Board. No action was needed. The Board thanked Randy for the report.

Justin Rogers, Planning & Operations Director presented the 2021 Capital Improvement Projects power-point presentation. All projects noted are included in the proposed 2021 Permanent Budget. Year 2021 will be the fifth year in the first of three five-year capital improvement plans. A copy of the presentation will be added to the MetroParks website for the public to view.

Aaron Young, Executive Director requested that the Board approve the proposed 2021 Part-Time Pay Grade Structure as well as the proposed 2021 Salaries and Wages for both full-time and part-time, non-

union employees. This proposed 2021 Salaries and Wages include a 1% wage increase for all full time, non-union employees, along with merit increases for various employees as determined by the Executive Director, who have exhibited exemplary performance. The 1% wage increase for all full time, non-union employees equals the wage increase that is included in both the FOP and AFSCME Union Agreements for 2021. Frey moved, at the request of the Executive Director to approve the 2021 Part – Time Pay Grade Structure and the 2021 Salaries and Wages for full-time and part-time, non-union employees, 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: Frey, Frost, Harvey, Olivier  
 Voting Nay: None

Kevin Smith, Finance Director/Treasurer presented the 2021 Permanent Budget for approval. Lee Frey moved, at the request of the Finance Director to approve the 2021 Permanent Budget, 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: Frey, Frost, Harvey, Olivier  
 Voting Nay: None

**2021 Budget - Income & Expense Summary Sheet**

Finance Department  
 Last updated: January 5, 2021  
 Prepared by: Kevin W. Smith, Finance Director/Treasurer



	100 General Fund	200 Unclaimed Funds	701 Replace Reserve	702 Law Enforce. Asst. Fund	809 Ford Center Redevelopment	Total All Funds		
<b>Carryover</b>								
Unencumbered Cash Balance	\$ 3,264,861.53	\$ 1,866.65	\$ 486,362.89	\$ 14,909.00	\$ 410,306.35	\$ 4,178,266.42		
Prior Year Encumbrances	1,073,824.91	0.00	669,982.59	0.00	2,417,355.21	4,161,162.71		
<b>Estimated Revenues</b>								
General Property Tax	\$ 7,151,058.00	66%				\$ 7,151,058.00	45%	
Intergovernmental Revenues	880,000.00	8%				880,000.00	6%	
Local Government Fund	314,316.00	3%				314,316.00	2%	
Park Activities	2,342,760.00	21%	500.00			2,405,260.00	15%	
Gas Well Income				3,000.00	60,000.00	30,000.00	0%	
Bikeway Phase III Grant - Construction			30,000.00			30,000.00	0%	
Old Orchard Bridge - Transportation Block Grant			3,423,900.00			3,423,900.00	22%	
Road Improvements - ODOT Allocation			160,000.00			160,000.00	1%	
E. Park Trail - Transp. Alternatives Progr. Funding			123,316.00			123,316.00	1%	
Transfer from General Fund			136,000.00			136,000.00	1%	
Friends of Fallows Riverside Gardens	184,000.00	2%	500,000.00			500,000.00	3%	
Mill Creek Park Foundation	100,004.94	1%	70,000.00		\$ 287,722.95	457,727.89	3%	
<b>Total Estimated Revenue</b>	\$ 10,972,137.94	100%	\$ 600.00	\$ 4,443,216.00	\$ 3,000.00	\$ 347,722.95	\$ 15,766,576.89	100%
<b>Total Carryover &amp; Estimated Revenues</b>	\$ 15,310,824.38		\$ 2,356.65	\$ 5,599,551.48	\$ 17,909.00	\$ 3,175,384.51	\$ 24,108,026.02	
<b>Appropriations</b>								
Transfer to Fund 701 - Replace. Resrv.	\$ 500,000.00	3%				500,000.00	2%	
Park Operations-Mat. & Supplies	3,757,144.94	26%		6,700.00	287,722.95	4,050,567.89	18%	
Park Operations-Salaries & Wages	5,816,979.63	40%				5,816,979.63	26%	
Capital Equipment	401,375.00	3%				401,375.00	2%	
Capital Improvements	2,981,600.00	20%		4,519,875.00	100,000.00	7,581,375.00	34%	
<b>Total 2021 Appropriations</b>	\$ 13,436,999.47		\$ -	\$ 4,519,875.00	\$ 5,700.00	\$ 387,722.95	\$ 18,350,297.42	
Outstanding Purchase Orders (2020)	1,073,824.91	7%	0.00	669,982.59	0.00	2,417,355.21	4,161,162.71	18%
<b>Total Expenditures</b>	\$ 14,510,824.38	100%	\$ -	\$ 5,189,857.59	\$ 6,700.00	\$ 2,805,078.16	\$ 22,511,460.13	100%
<b>Projected Ending Fund Balance</b>	\$ 800,000.00		\$ 2,356.65	\$ 409,693.89	\$ 12,209.00	\$ 370,308.35		

Chris Litton, Development Director provided the Board with a monthly deposit summary for the period of December 2- 29, 2020; \$413,3190 was deposited towards the FNC Campaign, \$8,095 was deposited for endowments, \$402 was received from online giving, \$750 was received as unrestricted gift from an anonymous donor.

**Commissioners Comments:**

- Lee Frey – Thanked Jeff and Paul for their commitment to the MetroParks. He thanked the staff for their dedicated work.

- Tom Frost – Congratulations to Jeff and Paul on their reappointment and he looks forward to work with them moving forward. Thanked staff for their reports as he feels very well informed as a commissioner.
- Jeff Harvey – Thrilled to be reappointed to the Board. The Park is in great shape as compared to three years ago.
- Paul Olivier – Has seen steady growth and great resiliency from the staff.

Public Comments to the Board:

- None

Lee moved at 7:33 p.m. to exit Regular Session and to go into Executive Session for the purpose of: to consider the appointment, employment, discipline or compensation of public employees, as well as pending or imminent court action and purchase or sale of property. The motion was seconded by Paul Olivier, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

Lee moved at 8:14 pm to exit Executive Session and to go into Regular Session. The motion was seconded by Jeff Harvey, after discussion, the roll being called upon its adoption, the vote resulted as follows:

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

The next meeting is scheduled for Monday, February 8, 2020, at 6 p.m., at the MetroParks Farm.

There being no further business, the meeting adjourned at 8:15 p.m.

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Presiding Officer

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Secretary