

**Minutes of
Trumbull County MetroParks Board
Wednesday, January 17, 2018**

REORGANIZATION MEETING:

Location: Trumbull County Planning Commission, 185 E. Market Street, Warren, Ohio

CALL TO ORDER: by the 2017 Board Chair, John Brown, Jr. at 4:15 p.m.

Attendees: Park Commissioners: John Brown, Jr., Nicolette Darkangelo, Steven Maas, Kurt Sauer – Mr. Sava was excused from this meeting

Also in attendance: Gary McBride & Moneen McBride - Burning River Adventures; Sue Ramdin, Ray Novotny, Bob Danko, Pete Morabito, and Don Rex - Trumbull Canoe Trails Club

Others: Zachary Svette, MetroParks Operations Director, and Mitzi Sabella, Secretary.

Let the record show that the Park Commissioners of the Trumbull County Metropolitan Park District: John Brown, Jr., Nicolette Darkangelo, Steven Maas and Kurt Sauer have been duly sworn and otherwise qualified through the provisions of the *Ohio Revised Code*, and that they are duly appointed Park Commissioners of the Board of the Trumbull County MetroParks.

REORGANIZATION OF OFFICERS: Board Chair, and Vice Chair with discussion by the Park Commissioners on what positions they might want.

Motion by Ms. Darkangelo, seconded by Mr. Maas, to place in nomination and to elect John Brown, Jr. to the position of Board Chair for 2018.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Mr. Maas - Yes, Mr. Sauer, Yes
Approved 4-0

Motion by Mr. Brown, Jr., seconded by Mr. Sauer to place in nomination and to elect Nicolette Darkangelo to the position of Board Vice Chair for 2018.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Mr. Maas - Yes, Mr. Sauer, Yes
Approved 4-0

REORGANIZATION BUSINESS:

1). The *Revised Roberts Rules of Order* shall be the official guideline for conducting meetings for one year, effective immediately.

Motion by Mr. Maas, seconded by Mr. Sauer to approve this guideline.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Mr. Maas - Yes, Mr. Sauer, Yes
Approved 4-0

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2) The Regular Monthly Board Meeting day shall be set for the Fourth Wednesday of the month at 4:15 p.m. at the Trumbull County MetroParks, 185 East Market Street in Warren, Ohio.

Motion by Ms. Darkangelo, seconded by Mr. Maas to approve setting regular meeting day.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Mr. Maas - Yes, Mr. Sauer, Yes
Approved 4-0

3) **To adopt the following resolution:** (Section 121.22, *Ohio Revised Code*)

WHEREAS, the Park Commissioners of the Trumbull County Metropolitan Park District encourage all interested citizens of Trumbull County to attend meetings of the Board; and

WHEREAS, Section 121.22 requires certain actions by every public body;

BE IT RESOLVED, by the Board of Park Commissioners of the Trumbull County Metropolitan Park District that the following policy for Public Notice rules are established:

- 1) All notices to be posted or provided within this policy shall be posted in front of the MetroParks Office. The notice shall also be sent to at least one newspaper of general circulation published within the county provided in the manner or manners described as part of this policy. News media or any other entities or individuals requesting notice in writing to the Trumbull County MetroParks shall also receive a notice of any meeting. This form of notice can be by mail, facsimile, telephone, or by E-Mail. Notices of Regular meetings shall also be posted on the Trumbull County MetroParks Internet Web Site. All meetings to be held at the Trumbull County MetroParks located at 185 East Market Street in Warren, Ohio.
- 2) If the date or time of a regular meeting is changed, or if the location is to be held at a place other than at the location of Section 1 of this policy, notice of the change shall be as provided in Section 1 at least 3 days prior to said meeting.
- 3) All other meetings of the Park District shall be called as required to complete the business of the District and shall be treated as Special meetings or Emergency meetings. Any Special or Emergency meetings will be held at the call of any one of the Board Members.
- 4) The Call for a Special meeting shall specify the date, time, location, and the purpose or purposes of the meeting. A Special meeting requires at least 24 hours notice and to follow the rules as set forth in Section 1.
- 5) The call for an Emergency meeting shall give immediate notice as per Section 1. The notice must disclose the time, place, and purpose or purposes of the meeting.

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BE IT FURTHER RESOLVED, by the Board of Park Commissioners of the Trumbull County Metropolitan Park District that the following policy on public comment at monthly board meetings rules are established.

- 1) Those who sign in (register) before the meeting is called to order will be allowed to speak at the beginning of the meeting.
- 2) To register a person must fill out the “request to offer public comment” form.
- 3) Each registered speaker will have a maximum of three minutes to speak.
- 4) This policy does not deal with invited guests, supervisors, associates, and staff.

Motion by Ms. Darkangelo seconded by Mr. Sauer to approve the resolution and policies.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Mr. Maas - Yes, Mr. Sauer, Yes
Approved 4-0

Regular Order of Business:

Mr. Brown, Jr. called the regular meeting to order at 4:28 p.m.

I. Board Minutes of December 20, 2017, meeting

Ms. Darkangelo made a motion to approve the minutes of December 20, 2017; seconded by Mr. Sauer. The motion carried.

II. Financial Report

Mr. Sauer made a motion to set mileage for reimbursement to 54.5 cents per mile for all business miles effective January 1, 2018; seconded by Mr. Maas. The motion carried.

Mr. Sauer made a motion to set the per diem (in state) as \$40 per day (\$8 breakfast, \$12 lunch, and \$20 dinner) and \$60 out of state (\$15 breakfast, \$20 lunch and \$25 dinner); seconded by Ms. Darkangelo. The motion carried.

Mr. Sauer made a motion to increase Mr. Svette’s pay by .35 an hour effective August 1, 2017, .35 an hour effective August 1, 2018, and .35 an hour effective August 1, 2019; seconded by Ms. Darkangelo. The motion carried. (Note: this is the same increase given to other county employees by the Trumbull County Commissioners on January 10, 2018)

II. Financial Report, Continued:

Mr. Maas made a motion to approve the staff approving or paying recurring monthly bills up to \$1,000 and any purchase up to \$1,000, and that any purchase over \$1,000 will require the Board's approval; seconded by Mr. Sauer. The motion carried.

III. General Business

Mr. Sauer made a motion to approve the Sick and Vacation Leave Conversation Plan for Zachary Svette for the term effective January 1, 2018, through December 31, 2018; seconded by Ms. Darkangelo. The motion carried. Note: The plan is in compliance with *Ohio Revised Code* Section 145.01 and *Ohio Administrative Code* 145-1026, and shall be submitted to the Ohio Public Employees Retirement System (OPERS) for acceptance prior to the March 31, 2018, deadline.)

Ms. Darkangelo made a motion to contract with Mitzi Sabella as an independent contractor for 2018 for bookkeeping and secretarial services for the MetroParks at \$200 per month; seconded by Mr. Maas. The motion carried.

Gary and Moneen McBride of Burning River Adventures were in attendance to present their proposal to set up a canoe livery service at Canoe City. There were members of the Trumbull Canoe Trails Club in attendance (names listed above) in support of the McBrides' proposal. The board members discussed items to be included in the contract between Burning River Adventures and the Trumbull County MetroParks: Two-year term; \$0 rent for the two-year term; Burning River Adventures will pay the electric at the Park, any property taxes that may arise will be paid by Burning River Adventures, and any alternations to the building at Canoe City must be approved by the board. After the presentation and much discussion, Ms. Darkangelo made a motion to approve the Canoe Livery Proposal with the above-mentioned items included in the contract; seconded by Mr. Maas. The motion carried.

Mr. Sauer made a motion to extend the agreement with the Trumbull County Prosecutor's Office to represent the Trumbull County MetroParks for 2018; seconded by Mr. Maas. The motion carried.

Mr. Sauer made a motion to approve membership for 2018 for the Trumbull County Tourism Bureau for \$50.00; seconded by Mr. Maas. The motion carried.

IV. Communications

The Board reviewed and accepted two communications at this meeting;

1. Letter of support from the Trumbull County Tourism Bureau – dated January 17, 2018, in support of the canoe/kayak livery.
2. Email from Richard King – dated January 15, 2018 – reporting that the snow fence at Eastlake MetroPark needs repaired.

V. Operations Director's Report

Mr. Svette reviewed his report with the members present of his workload.

WOW Committee

Mr. Svette reported that this will be the last year that the WOW Committee, as it is currently composed, will hold the WOW Ride.

Levy Committee

Mr. Sauer made a motion to have Mr. Svette pursue interested citizens to serve on a committee regarding a possible park levy; seconded by Ms. Darkangelo. The motion carried

VI. Reports on Current MetroParks – No report

VII. Other Parks, Preserves and Lands – No report

VIII. Future Planning

The next MetroParks' meeting is scheduled for Wednesday, February 28, 2018, at 4:15 p.m. at the Trumbull County Planning Commission Office.

IX. Adjournment

There being no further business, Mr. Sauer made a motion to adjourn; seconded by Mr. Maas. The motion carried. The meeting was adjourned at 5:27 p.m.

Respectfully Submitted,

Mitzi Sabella, Secretary