

ASHTABULA COUNTY METROPARKS
25 West Jefferson Street, Jefferson, OH 44047

BOARD MEETING MINUTES

Wednesday October 12, 2016

The regular monthly meeting of the Ashtabula County Metroparks Board of Commissioners was held at the Board Office meeting room at 91 N. Chestnut Street in Jefferson, Ohio and called to order at 6:32 pm by Bob Best, Vice President. Board Members in attendance and completing a quorum were: Bob Best, Vice President (who initially presided); Marie Lane, Member; and Charlie Kohli, Member. Larry Frimerman, Executive Director and Pam Blough, Clerk were also in attendance. Terry Berkey, Member, was absent. Paul Carpenter, President, arrived at 6:35pm per prior arrangement, upon which time, Mr. Best handed the meeting over to Mr. Carpenter. Also in attendance: Russ Jepson, retired Maintenance Volunteer.

Business at Hand:

1. The September Regular and Special Minutes, October Special, and Current Monthly Expense Worksheet were reviewed. September financials were reviewed. Motion to approve Minutes by Kohli, Second by Lane. All approved. Motion passed
2. Motion by Kohli to approve bills/expenses, excluding the mileage reimbursement to Berkey which will require further discussion and clarification from Mr. Berkey with the Board. Second by Lane. All approved. Motion passed.
3. Motion to accept financials, Kohli; second by Best. All approved. Motion passed.
4. Motion by Lane to pass Resolution 2016-011, amending Resolution 2015-010, Camp Peet Metropark Acquisition Approval; adding **Special Revenue Fund** wording. Second by Kohli. Call of the Roll: Best, aye; Carpenter, aye; Lane, aye; Kohli, aye. Resolution passed by unanimous vote of members present, constituting a quorum.
5. Motion by Kohli to pass Resolution 2016-012 Designation of Public Records Training: Board appoints Larry Frimerman, Executive Director, having been certified in 2016, as current designee. Second by Lane. Call of the Roll: Best, aye; Carpenter, aye; Lane, aye; Kohli, aye. Resolution passed by unanimous vote of members present, constituting a quorum.

Audience Participation is limited to three minutes each and the Board thanks them for their input.

Russ Jepson suggested the Metroparks plan a new access point for kayaks and canoes at Harpersfield Metropark. There is a need for a low level dock. The Board thought it was a good idea, but one that would need to wait until the Lamprey Barrier Project has been completed.

Tom and Marie Moore of Ashley Moore Stables requested permission to hold their annual Fall Scavenger hunt at Lampson Reservoir Metropark. They have been holding it on the old Berardinelli property for 30 years. They clear up the existing trails and are careful not to go through muddy areas. If the Metroparks needs help with volunteers for trail cleanup in the future, they would be glad to help. The Board felt there was no reason not to allow the event to take place. It will be held October 23rd or 30th, pending weather conditions.

New Business:

1. The Parks Foundation has agreed to accept the Friends of the Metroparks account Funds; providing the Metroparks Board agrees to be the authority to accept responsibility on fund expenditures. Ms. Lane moved that the Board accept the authority. Mr. Kohli seconded the motion. All were in favor. Motion passed.

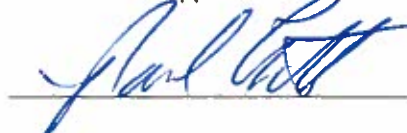
Old Business:

1. Mr. Best moved to go into Executive Session at 8:20pm; inviting staff, to discuss potential land acquisition. Second by Ms. Lane. Call of the Roll: Lane, Aye; Carpenter, Aye; Best, Aye; Kohli, Aye. So moved by unanimous vote.
Back into regular session at 8:45pm.
2. Ms. Lane made a motion for the Metroparks to make a request to the Ohio EPA and Ohio DNR for a parking area move at Camp Peet; the parking area could be split and moved to the east side to provide a safer access point. Also; to request an adoption of a one acre footprint as allowed by the Conservation Easement to accommodate the new pavilion. Map of request and letter to be sent to the State agencies in this regard. Second by Mr. Kohli. Motion passed by all members present.
3. Ms. Lane made a motion for the Metroparks to purchase 8 acres of land in the Redbrook Project, at \$75,000; pending the condition of the Western Reserve Land Conservancy applying for funds to pay all or part of this purchase price, and Western Reserve applying for funds for purchase of 118 acres for passive use and a Restoration Grant. Second by Mr. Kohli. Lane, aye; Carpenter, abstain; Best, aye; Kohli, aye. So passed by majority of members present, constituting a quorum.
4. Discussion of Lutheran Camp House purchase agreement. Motion made by Ms. Lane to accept purchase agreement pending several contingencies, second by Mr. Best. After further discussion, Ms. Lane and Mr. Best requested, and the Board agreed to hold off on the purchase agreement language until the many issues could be worked out. Before accepting, the Board would like clarification on closing costs, elimination of carrying costs, and transfer of mineral rights. Tabled for further discussion at the next meeting.

Adjourn: There being no further business; Mr. Kohli moved the meeting be adjourned at 8:50pm. Ms. Lane seconded the motion. All in favor. Meeting Adjourned.

Next Board Meeting: November 9th, 2016 @ 6:30pm 91 N Chestnut St Jefferson
Next Work session: October 26th, 2016 @ 6:30pm

Minutes to be approved: November 2016



Paul Carpenter, President/Chair (or representative)



Pam Blough, Clerk

ASHTABULA COUNTY METROPARKS
25 West Jefferson Street, Jefferson, OH 44047

BOARD MEETING MINUTES

Wednesday November 9th, 2016

The regular monthly meeting of the Ashtabula County Metroparks Board of Commissioners was held at the Board Office meeting room at 91 N. Chestnut Street in Jefferson, Ohio and called to order at 6:30 pm by Paul Carpenter, President. Board Members in attendance and completing a quorum were: Paul Carpenter, President; Bob Best, Vice President; Terry Berkey, Member, Marie Lane, Member; and Charlie Kohli, Member. Larry Frimerman, Executive Director and Pam Blough, Clerk were also in attendance.

Business at Hand:

1. The October Regular and Special Minutes, and Current Monthly Expense Worksheet were reviewed. October financials were reviewed. Motion to approve Minutes by Berkey, Second by Kohli. All approved. Motion passed
2. Motion by Kohli to approve bills/expenses, second by Best. All approved. Motion passed.
3. Motion to accept financials, Kohli; second by Best. All approved. Motion passed.
4. Motion by Kohli to pass Resolution 2016-014, Lampson Reservoir Stream Restoration and Dam Removal. Metroparks desires financial assistance from state, federal and local agencies for the removal of the Mill Creek dam. Second by Lane. Call of the Roll: Best, aye; Carpenter, aye; Lane, aye; Kohli, aye; Berkey, nay. Resolution passed by majority vote of members present, constituting a quorum.

Audience Participation is limited to three minutes each and the Board thanks them for their input: N/A

Director's Report:

- Mr. Frimerman presented a copy of the revised by-laws to the Board for review. Discussion and possible vote to adopt next meeting.
- Copy of revision to Purchasing Policies and Procedures Manual was submitted to the Board for review. Prior meeting the Board was given the entire draft for review. Only page 10 was updated.
- Ms. Lane moved to approve the whole document: Purchasing Policies and Procedures Manual with the amended page 10. Second by Berkey. All in favor. Passed.
- First draft of the Metroparks Employee Handbook presented to the Board for first reading and review. Legal to review and then the Board will work on it at the next work session.
- Advisory Council meeting to be held on November 17th at the Henderson Memorial Library in Jefferson at 6pm. It will include a meet & greet, laying ground rules, updating and taking the next steps.
- Mr. Frimerman attended the GAC River Partnership Meeting held on November 1st at Lake Erie College. The Metroparks may host a future meeting; at Kent State Ashtabula?
- No report back from County Sheriff at this time regarding Mr. Frimerman's request to contract services for the Metroparks.
- Budget Hearing Commission meeting held November 7th: Mr. Frimerman attended with Board Members Paul Carpenter, Bob Best, and Marie Lane. Pam Blough Clerk was also present. Mr. Frimerman felt the meeting was positive and the Commission supportive.

Old Business:

1. NST Update: Review of new route map. Noted: no bill yet from Smolen Engineering. Breakout list of tasks and responsible parties (draft) sent to the City of Ashtabula by Mr. Frimerman. The City needs to respond soon. CDC must also review and approve any MOU between the Metroparks and the City of Ashtabula.
2. Motion to re- commit to recording the two easements in hand for Andover Bank and Guerriero for the North Shore Trail made by Kohli, second by Berkey. All in favor. The Metroparks will authorize the recording and expense of the two documents by Smolen.
3. Motion by Lane to pay appraiser Andrzejczyk for his time in scoping out the Goodwill Property for the amount of \$350.00. Smolen will bill us. Second by Best. All in favor. Motion passed.
4. Heartland Trail Coalition Summit attended by Mr. Kohli last week. Next meeting will be December 13 in Youngstown. Mr. Kohli plans to attend.
5. Memorial tribute to Duane Mallory, one of the first to organize the Greenway Bike Patrol and Volunteer Maintenance Crews will be submitted by Mr. Kohli for social media.
6. Lamprey PPA has been signed. Ohio Rail has granted permission for the clean sediment to be dropped at the Lampson Staging Area, WRGT. Conference calls are scheduled for the second and fourth Tuesday of each month.
7. Expense reimbursement policy Guidelines adjusted. The Board revisited and reviewed the area of policy that addresses Board Members requesting mileage reimbursement. Should only be used for project or maintenance functions. Lane moved to authorize mileage reimbursement for Berkey up to \$150 per month from September 2016 through December 2016. Mileage reimbursement request must be detailed and reviewed by the Board for final approval. Second by Best. All in favor; Berkey abstained. Motion passed by majority. Purchase of truck next year to avoid future costs.
8. Park updates:
 - o Blakeslee parking lot should be completed by Friday.
 - o Lampson Reservoir walkabout Thurs morning. Gate/barrier bid has been received for \$2900. Motion made by Best to authorize up to \$2900 for acquisition and installation of a barrier/gate at Lampson Reservoir Metropark. Second by Berkey. All in favor. Mr. Carpenter will try to obtain two other bids.
 - o Natureworks Grant improvements finished except for installation of two signs.

Board Minutes
November 9, 2016

New Business:

1. Move by Berkey to allow Legal to record NatureWorks grant notice at County Recorder and bill ACMP. Best second. All in favor. Motion carried.
2. Snow plow bids: Move to accept bid by TLC for Old Austinburg (\$40), Lampson Stage (\$70) and Eagleville (\$40) per push for specific parking areas along the Greenway. Valley Garden Center was awarded the Orwell parking lot at (\$25) per push. Contract to be drawn by Legal. Only plow at 5" or more, only service in daylight. Must be insured. Second by Kohli. All in favor, motion carried.
3. Trail Volunteer Dinner expenditure. Moved by Kohli to pay from Foundation monies, Greenway Fund. Second by Berkey. All in favor. Motion passed.
4. Move to go into Executive Session from Regular Meeting to discuss personnel and land acquisition by Kohli, Second by Berkey. Call of Roll: Kohli, aye; Best, aye; Carpenter, aye; Lane, aye; Berkey, aye. So resolved. Moved to Executive Session.
5. Back in regular session at 9:20pm
6. Move by Lane to adopt Executive Director's position description for Office Manager and hire Pam Blough Clerk for that position, at \$16.34 per hour, full time plus health insurance benefits effective Jan 1, 2017. Second by Kohli. All in favor. Motion carried.
7. Motion to move work session to November 22nd to accommodate Holiday by Kohli, second by Best. All in favor. Motion carried.

Adjourn: There being no further business; Mr. Berkey moved the meeting be adjourned at 9:20pm. Mr. Best seconded the motion. All in favor. Meeting Adjourned.

Next Board Meeting: December 14th, 2016 @ 6:30pm 91 N Chestnut St Jefferson
Next Work session: November 22nd, 2016 @ 6:30pm (Tuesday)

Minutes to be approved: December 2016



Paul Carpenter, President/Chair (or representative)



Pam Blough, Clerk

ASHTABULA COUNTY METROPARKS
25 West Jefferson Street, Jefferson, OH 44047

BOARD MEETING MINUTES

Wednesday December 14, 2016

The regular monthly meeting of the Ashtabula County Metroparks Board of Commissioners was held at the Board Office meeting room at 91 N. Chestnut Street in Jefferson, Ohio and called to order at 6:30 pm by Paul Carpenter, President. Board Members in attendance and completing a quorum were: Paul Carpenter, President; Bob Best, Vice President; Terry Berkey, Member, and Charlie Kohli, Member. Mare Lane, Member, could not be in attendance. Larry Frimerman, Executive Director and Pam Blough, Clerk were also in attendance.

Business at Hand:

1. The November Regular and Special Minutes, and Current Monthly Expense Worksheet were reviewed. November financials were reviewed. Motion to approve Minutes by Berkey, Second by Kohli. All approved. Motion passed
2. Motion to accept financials, Kohli; second by Berkey. All approved. Motion passed.
3. Motion by Best to approve bills/expenses, second by Berkey. All approved. Motion passed.
4. Motion by Kohli to pass Resolution 2016-015, Accepting Amounts and Rates as determined by the Budget Commission, Authorizing and Certifying to County Auditor. Second by Berkey. Call of the Roll: Best, aye; Carpenter, aye; Kohli, aye; Berkey, aye. Resolution passed by unanimous vote of members present, constituting a quorum.
5. Temporary Appropriations for 2017 approved: moved to accept by Berkey, second by Kohli. All in favor. Motion passed.

Audience Participation is limited to three minutes each and the Board thanks them for their input: N/A

Director's Report:

- Mr. Frimerman recommended for the Board office; the WC7835 Xerox copier with Lease of \$133 month, plus copies. Quarterly copies of 1500 b/w and 500 color are complimentary. So moved to authorize the Director to move forward with securing the copier and managing the lease by Best. Second by Berkey. All in favor. Motion passed.
- Mr. Frimerman met with the Ashtabula County Sheriff to discuss contracting a Sheriff's Deputy and car for Metroparks Security. Options: cost estimate of \$80,000 a year. Mr. Koslowski, County Commissioner also met with Mr. Frimerman and offered to speak to the Sheriff regarding a budget to accommodate both the needs of the County and the needs of the Metroparks. One other option is to hire a security firm, downside is they would have no arrest powers.
- The North Shore Trail Joint Agreement between the City of Ashtabula and the Ashtabula Metroparks has been signed by both parties.
- Discussion of Funding for the second phase of the North Shore Trail (Engineering and Construction). TAP funds are 80/20 match, but don't include engineering costs. CDC may contribute. A letter of intent will be submitted to ODOT regarding the Metroparks interest in the TAP Funding.
- Presentation to the Board: Position Descriptions for Operations Manager and Executive Director.
- Second reading of Employee Handbook Draft.
- Presented Ad submitted to the Visitor's Bureau for the 2017 Guide
- Lutheran Camp Project will close in 2016, Union Railroad in 2017.
- Advisory Council Update: Steve Searle to provide an updated volunteer list. Mark Winchell has offered to co-chair a Programming Committee.
- Board goals and plans for 2017? Please submit to the Director ASAP.
- Vehicle acquisition(s) for 2017. Discussion of needs/type.

Moved to go into Executive Session at 7:40pm by Mr. Carpenter to discuss personnel. Second by Kohli. Call of the Roll: Berkey, aye; Best, aye; Kohli, aye; Carpenter, aye.

Back into regular meeting at 7:54pm.

New Business:

1. Conneaut Property appraisal has been ordered. Grant money may be available for creek front property.
2. Proposed park names for soon to be acquired Lutheran Camp and Union Railroad properties: Upper Grand River Metropark and Turkey Creek Metropark? Moved by Berkey to adopt the proposed names. Second by Kohli. All in favor. Motion passed.
3. Motion by Mr. Best to allow the Friends of Harpersfield to hold a fundraiser to purchase Playground Equipment for the Harpersfield Covered Bridge Metropark. Provision: they need to obtain Board approval for the style and placement of any equipment. Second by Mr. Berkey. All in favor. Motion carried.

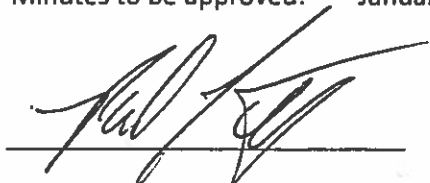
Old Business:

1. Approval of position descriptions: Mr. Berkey moved to accept the job description as written by Mr. Frimerman for the Operations Manager. Mr. Kohli seconded. All in favor. Motion passed. Mr. Best motioned to accept the job description as amended for the Executive Director, seconded by Berkey. All in favor. Motion passed.
2. The Board decided to dedicate the next work session to work on the Employee Handbook and to move the work session from December 28 to December 21st. A Special Meeting will follow.
3. Mr. Kohli moved to approve the Lutheran Camp Conservation Easement. Second by Mr. Berkey. All in favor. Motion carried.
4. Heartland Trail Coalition Summit attended by Mr. Kohli last week Geneva. County meeting of all groups to collaborate should happen. Park connections. Larry to work on acquiring easements to establish route from Jefferson to Rt 193 in Dorset. Charlie would like to assist.
5. Need to look into types of used car to purchase for use by the Operations Manager and the Director. The Board will then look into buying a used truck for Maint/Volunteers. Mr. Frimerman will research.
6. Motion made by Mr. Kohli for Board approval to allow Katherine Riedel to record the two easement for the North Shore Trail. Second by Mr. Berkey. All in favor. So passed.

Adjourn: There being no further business; Mr. Berkey moved the meeting be adjourned at 9:05pm. Mr. Best seconded the motion. All in favor. Meeting Adjourned.

Next Board Meeting: December 21st, 2016 after the work session
January 11, 2017 @ 6:30pm 91 N Chestnut St Jefferson
Next Work session: December 21, 2016 @ 6:30pm

Minutes to be approved: January 2017



Paul Carpenter, President/Chair (or representative)



Pam Blough, Clerk