

GEAUGA PARK DISTRICT
MINUTES
December 12, 2006

Prior to the start of the meeting, a plaque was presented to Mr. Curtin from the Northern Ohio Administrative Council Bricklayers and Allied Craft Workers. Mr. Curtin won first place in the Celebrity Bricklaying Contest, which was held at the Geauga County Fair on September 2, 2006. Mr. Paul Newman and Mr. Jim Divorak expressed their appreciation to Mr. Curtin for his participation in the contest, which benefited the Geauga County Veteran's Memorial.

The regular meeting of the Geauga Park District Board was held December 12, 2006 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Robert McCullough was in the chair. Board member Betty Cope was present.

Employees present:

Tom Curtin, Executive Director
Keith McClintock, Deputy Director
Brett Bellas, Park Manager
Dan Best, Senior Naturalist
Sherry Bosworth, Business Affairs Director
Barb Emch, Secretary
Joel Firem, Ranger
Cindy Ford, Marketing Assistant
Rod Fyfe, West Operations
Kathy Hanes, Executive Secretary
Shawn Harry, North Operations
John Hayhurst, Lt. Ranger
Paige Hosier, Marketing Director
Jerry Holzheimer, Project Manager
Dottie Mathiott, Naturalist
Larry McKinnon, Sgt. Ranger
John Oros, Natural Resource Manager
Michele Pennell, Accountant
Robin Pilarczyk, Human Resources Manager
Rod Sharpnack, Project Manager
Dennis Sloan, Ranger
Eileen Smith, Administrative Assistant
Robert Urban, Chief Ranger
Diane Valen, Naturalist Services Director
Mike Valko, Operations, The West Woods
Aaron Young, Planning Director

Visitors present:

Jim Divorak
Sofie Horvath
John Leech
Pat Leech
Paul Newman
Gary Ostoyic
Bill Patterson
Dave Patterson
Jim Patterson

Gauga Park District Foundation Representative: Jacqueline Samuel

ADOPTION OF THE AGENDA

Miss Cope moved to accept the agenda for the meeting.
Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Absent

ADOPTION OF THE MINUTES OF NOVEMBER 14, 2006

Miss Cope moved to accept the minutes of November 14, 2006 as written.
Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Absent

INTRODUCTION OF GUESTS

Mr. Curtin acknowledged the presence of Sofie Horvath and Gary Ostoyic.

**FINANCIAL STATEMENT
FOR THE MONTH ENDING
NOVEMBER 30, 2006**

GENERAL FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2006		\$	2,190,656.76
EXPENDITURES & OTHER USES			334,217.76
Personnel	162,055.43		
Medicare	2,215.45		
Dental /Hospitalization	34,819.35		
PERS	22,585.14		
Vouchers	112,542.39		
REVENUES & OTHER SOURCES			97,792.62
<u>General Tax Collections</u>			
- State Reimbursed Personal Property Tax	68,896.18		
<u>Investment Income</u>	15,983.72		
<u>Gifts & Donations</u>	115.00		
- General donation - Durn, Raymond & Emma (\$100)			
- In memory of Johnny Cook - Armstrong (\$15)			

Fees

- Programs - Schools - Out-of-County	440.00
- Camping	10.00
- Bid Plans	15.61
- Facility Utilities	475.00
- Workshops - General - Public Program	430.00
- Programs - General - Public Program	160.00

Sales

- Tapper's Treasures - MC	356.31
- Tree Tops - TWW	1,599.13
- Credit Card - All Facilities	309.65
- Water Vending Machine Sales - TWW	24.75

Rental Properties

- Swine Creek house - Harry	400.00
- Burton Wetlands House- Kolar	400.00
- Hyde House - McKinnon	425.00

Other Receipts

Citation Disbursement	574.13
Recycling Proceeds	33.15
Local Government Funds	7,144.99

ENDING FUND BALANCE AS OF NOVEMBER 30, 2006 \$ **1,954,231.62**
LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2006 **4,098,788.51**

EXPENDITURES & OTHER USES **36,144.64**

Vouchers 36,144.64

REVENUES & OTHER SOURCES **85,694.07**

Investment Income 11,554.85

Other Receipts 72,796.00

Royalties

- Oxford Oil Co - Swine Creek	465.55
- Cedar Valley Energy - Hehmeyer property	272.91
- Range Resource Energy - Hart property	70.52
- Range Resource Energy - Sunnybrook property	534.24

ENDING FUND BALANCE AS OF NOVEMBER 30, 2006 \$ **4,148,337.94**

RETAINAGE FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2006 **197,866.85**

REVENUES & OTHER SOURCES **882.10**

Investment Income 882.10

ENDING FUND BALANCE AS OF NOVEMBER 30, 2006 **198,748.95**

VOUCHER RESOLUTION NO. 26-06

Miss Cope moved the adoption of the voucher resolution, a copy of which is on file in the Park District office, so marked Resolution No. 26-06.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Absent

COMMUNICATIONS TO THE BOARD

Mr. Curtin shared the following communications with the Board:

The Park District is the recipient of the OPRA Annual Award of Excellence - Superior Category for the Infinitree Exhibit. The plaque will be presented during the Awards luncheon at the OPRA Conference in February.

Comments were read from patrons who have recently used Park District facilities. Meg Obringer of Chagrin Falls wrote to say that her family used The Rookery for a Christmas party and enjoyed the fire and other amenities at the lodge. Sara Reda of Huntsburg also utilized The Rookery and said the facility exceeded her expectations and that she would be using it for future events. Darcy Anderson of Chesterland indicated that she would like to see indoor plumbing and better directional signs at the Bass Lake facility; otherwise, the facility was perfect for her son's birthday party. Sister Barbara Soplata of Notre Dame Education Center complimented Judy Barnhart, Nature Education Coordinator, for the presentation on Geauga's history and geology.

The Food Cupboard Committee at Burton Congregational Church extended their appreciation to the staff for the donation of canned goods to the church. The donation was given in conjunction with the Geauga United Way Canned Food Drive.

Ruth Holm, Park volunteer at The West Woods, donated \$500.00 to the NatureScopes Program. In a letter accompanying the donation, Mrs. Holm described an enjoyable conversation she had with a fifth grader from Newbury who came to the Center to purchase binoculars.

Mr. McCullough reported that while on the Bike Trail, a woman bicyclist commented to him that the Bike Trail was one of the best things to happen to Chardon.

OPEN TO PUBLIC

Mr. Curtin opened the floor to the members of the public present at the meeting.

Gary Ostoyic commended the Park District for allowing archery hunting on Park property, especially at Bass Lake Preserve. Mr. Ostoyic's family are long-time hunters and they feel fortunate to have places in Geauga where they can hunt. He expressed his appreciation to the staff for their decision.

Sofie Horvath of Munson Township voiced her opposition to hunting and shared with the Board a letter she received from a person also opposed to hunting. The author of the letter questioned the additional costs incurred for hunting. Mr. Curtin responded that there are no additional costs involved. Mrs. Horvath asked whether the park district had sent communications to the Munson Township Trustees regarding hunting in the area. Mr. Curtin responded that the trustees and neighbors of Bass Lake Preserve were invited to a meeting to address the issue of hunting. Mrs. Horvath also questioned an article on hunting that was written in an Ohio Department of Natural Resources publication. Mr. Curtin suggested she contact the Ohio Department of Natural Resources for clarification.

PARK UPDATES

Hart Property

Mr. Curtin reported that the Park District is interested in splitting the Hart acreage located on Claridon -Troy Road in Claridon. The Geauga County Planning Commission has advised the Park that placing a deed restriction on the remaining land would satisfy their requirements in that the restriction would prevent future development and guarantee that the land would remain park property in perpetuity.

Affelder House

The renovation of the house is complete and all project close-out paperwork has been received.

Frohring Meadows

A representative from the Army Corps of Engineers visited the site and stated that he would recommend that a permit be issued. The Park will begin advertising for bids next year.

Hyde Dam Improvements

Mr. Curtin reported that preparation has begun on the Request for Proposals for Engineering Services for redesign of the dam.

The Maple Highlands Trail

In June 2006, the Park received a draft license agreement from First Energy for the Fifth Street connector bike trail. After meeting with First Energy officials, First Energy has indicated that they will sign the agreement. Mr. Curtin stated that the agreement should be ready to go after the first of the year.

Mountain Run Station

Documents have been completed for bidding construction of the project.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Jacqueline Samuel reported that the Foundation is planning donor cultivation events for 2007 and is transitioning to a new committee framework. On November 30, 2006 the Foundation welcomed two new board members, Mr. Glenn Frohring and Mr. Todd Ray. The Board Development Committee requests names of potential trustees as they seek to expand the board. The Board is also actively involved in fundraising opportunities and, since August, has raised \$27,000 for Observatory Park and over \$50,000 for The Bio-Centennial Exhibit at The West Woods. Foundation Orientation is set for January 27, 2007. The Foundation looks forward to hosting their meetings at Affelder House next year.

SUNNYBROOK PRESERVE CONCEPT PLAN PRESENTATION

Eileen Smith presented the concept plan for Sunnybrook Preserve on behalf of the Master Planning Team. After giving a brief history of the property, Mrs. Smith discussed the design considerations of the Sunnybrook Preserve and how they correlate to the mission of the Geauga Park District. The team recommended that the design and related site features allow for a unique user experience. The site would also provide educational opportunities and a tribute to history, which would honor the legacy of former owners, Peter and Jean Ruh.

Dr. Rzeszotarski arrived at 4:26 p.m.

2007 YEAR AT-A-GLANCE CALENDAR

The Board accepted the 2007 Year-at-a-Glance Calendar as presented.

2007 CONTRACTS

Mr. Curtin presented the 2007 contracts and noted that five items exceed the \$25,000 threshold. After several questions were answered, there was no further discussion.

Dr. Rzeszotarski made a motion to accept the 2007 Contracts as written.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

THE MAPLE HIGHLANDS TRAIL, CENTRAL – CHANGE ORDER NO. 20

Mr. Curtin stated that the change order represents stone work performed last winter and the cost of snow brakes on the bridges over Taylor Wells and Aquilla Roads. Dr. Rzeszotarski asked if the bridge work was complete and Mr. Curtin answered in the affirmative.

Dr. Rzeszotarski made a motion to approve The Maple Highlands Trail, Central – Change Order No. 20 as written.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

NEWSLETTER BID AND DESIGN PROPOSAL

The newsletter bid and design proposal was presented by Paige Hosier, Marketing Director. Ms. Hosier was satisfied with the bid received after conducting interviews with three designers. Dr. Rzeszotarski suggested the newsletter include a section for children with puzzles and pictures that could be designed as a pull-out page.

Miss Cope made a motion to approve the newsletter bid and the four-color design proposal as written. Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

BETTY COPE RECOGNITION

Mr. Curtin congratulated Miss Cope on her many accomplishments and thanked her for her guidance during her 12-year tenure as Park Commissioner. He gave Miss Cope a memory book and a Blue Heron weather vane on behalf of the Park staff. He also presented resolutions from Senator George Voinovich and Representative Mathew Dolan. Judge Diane V. Grendell read a resolution from Senator Timothy J. Grendell and expressed appreciation to Miss Cope for her contributions to the Park District. Miss Cope introduced family members Casey, Bonnie, Linda and Chip Henry, Loretta, Kimberly, Scott, Rick and Heidi. In addition to family members, Jay Giles, Melissa Shipman, and John and Pat Leech were also present. Miss Cope shared with those in attendance her fondness for the Park and its staff. Judge Chip Henry spoke about Miss Cope’s work at WVIZ and how her presence on the Park Board impacted not only the Park District, but the community as well.

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 5:24 p.m. for the purpose of discussing land acquisition.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 6:40 p.m.

Dr. Rzeszotarski moved to go into Executive Session at 7:00 p.m. for the purpose of discussing compensation and wages.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 7:35 p.m.

PERSONNEL

Dr. Rzeszotarski moved to authorize an increase of Three and One-Half Percent (3.5%) to the merit matrix, effective with the first pay period of the 2007 calendar year.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

Dr. Rzeszotarski made a motion to renew Mr. Curtin’s contract and authorize a wage increase of Four Percent (4.0%).

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

PROPOSED NON-DRILLING GAS WELL LEASE AT BESSIE BENNER METZENBAUM PARK

Mr. Curtin reported that Cutter Exploration, Inc. would like develop a gas well on the property known as Metzenbaum Park. Mr. Curtin presented several options from Cutter Exploration, Inc.: 1) unitize the Park’s acreage with the Metzenbaum School properties as non-drill acreage 2) drill two wells on Metzenbaum and one well on Park property and 3) drill two wells on Park property and one well on Metzenbaum. Dr. Rzeszotarski expressed concern about the impact of drilling on the wetlands and flood plain along the river. Miss Cope asked for clarification on the cost involved if the proposal was implemented. It was suggested that royalties could be split according to acreage with no other parties or parcels attached. After much discussion, the Board agreed that one well on the Metzenbaum property would benefit the school monetarily. However, the Board also reiterated that any future proposals for an oil or gas lease would be dealt with on a case-by-case basis.

RENTAL HOUSE LEASES

The Board reviewed the 2007 rental lease agreements for the Hyde house, the Swine Creek house and the Burton Wetlands house. Dr. Rzeszotarski asked about degradation to the property and Mr. McClintock advised him that inspections are done annually and all houses are well-maintained and in good condition.

Mr. McCullough made a motion to renew the house leases and maintain the rental fee at \$400.00 per month during 2007.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

2007 DENTAL RATES ADJUSTMENT

Mr. Curtin reported that Delta Dental has decreased their monthly fee from \$26.75 a month for single to \$26.57 a month for single and from \$74.11 a month for family to \$73.12 a month for family.

2007 MILEAGE REIMBURSEMENT RATE

Mr. Curtin presented the proposed mileage reimbursement rate, as established by the Internal Revenue Service each year. In January, 2007 the rate will increase to 48.5 cents per mile from the current 44.5 cents per mile.

2007 TRAVEL EXPENSE POLICY

Mr. Curtin reviewed the current Travel Expense Guidelines which will remain the same for 2007.

REPORTS FROM COMMITTEES OF THE BOARD

Economic Development Speaker Series:

Mr. Curtin provided the Board with an overview of the Economic Development Speaker Series, a program which integrates preservation and economic development. After some discussion on the Park's level of commitment, the Board asked Mr. Curtin to explore the issue further.

REPORTS OF OFFICERS AND EMPLOYEES OF THE BOARD

Departmental reports from the Supervisors were submitted for the month of November to the Executive Director and a summary sheet was forwarded to the Board in their packets prior to the Board meeting.

The meeting adjourned at 8:20 p.m.

SUNSHINE LAW COMPLIANCE

The rules of the Park Board were complied with by sending notice pursuant to the rules adopted by the Board.

Respectfully submitted,

Thomas G. Curtin, Executive Director

Robert McCullough, President