

GEAUGA PARK DISTRICT  
MINUTES  
May 8, 2007

The regular meeting of the Geauga Park District Board was held on May 8, 2007 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 members Mr. Leech and Dr. Rzeszotarski were present.

Employees present:	Visitors present:
Tom Curtin, Executive Director	Al Coogan
Keith McClintock, Deputy Director	Dorothy Stinchcomb
Les Bednar, Development Officer	
Cindy Ford, Marketing Assistant	
Kathy Hanes, Executive Secretary	
Paige Hosier, Marketing Director	
Robin Pilarczyk, Human Resources Manager	
Eileen Smith, Administrative Assistant	
Bob Urban, Chief Ranger	
Aaron Young, Planning Director	

Geauga Park District Foundation Representative: Mary Beth O'Neill

**ADOPTION OF THE AGENDA**

Mr. Leech moved to accept the agenda for the meeting.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**ADOPTION OF THE MINUTES OF APRIL 10, 2007**

Mr. Leech moved to accept the minutes of April 10, 2007 as amended.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**ADOPTION OF THE MINUTES OF APRIL 18, 2007**

Mr. Leech moved to accept the minutes of April 18, 2007 as written.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Abstained

**INTRODUCTION OF GUESTS**

Mr. Curtin acknowledged the presence of Al Coogan and Dorothy Stinchcomb.

**Geauga Park District  
FINANCIAL STATEMENT MONTH ENDED  
APRIL 30, 2007**

**GENERAL FUND**

**BEGINNING FUND BALANCE APRIL 1, 2007** **3,700,044.32**

**EXPENDITURES & OTHER USES** **1,952,774.48**

Personnel	170,359.27
Medicare	2,331.32
Dental /Hospitalization	33,343.27
PERS	24,176.09
Transfer to Construction Fund	1,500,000.00
Vouchers	222,564.53

**REVENUES & OTHER SOURCES** **361,885.37**

General Tax Collections

- State Reimburse Tax	344,981.00
- Grants	300.00
<u>Gifts &amp; Donations</u>	690.00

- In Honor of Bob McCullough - McCullough - (\$80)	
- General Donation - Mattlin (\$100)	
- In Memory of Elton Childs - Childs (\$260)	
- Training donation - GPD Volunteers (\$250)	

Fees

- Camping	80.00
- Shelters	40.00
- Facility Utilities	300.00
- Workshops - General - Public Program	24.00
- Programs - General - Public Program	58.00

Sales

- Tapper's Treasures - MC	524.14
- Tree Tops - TWW	853.82
- Credit Card - All Facilities	723.74
- Water Vending Machine Sales - TWW	26.25

Rental Properties

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

Other Receipts

Recycling Proceeds	245.84
Local Government Funds	6,607.84
Miscellaneous Receipts	887.22
- Auction proceeds - printer, compressor, display case, microphone (\$696.22)	
- Geauga County Juvenile Court - Restitution bridge vandalism (\$50)	
- Jury Duty reimbursement - Rod Sharpnack (\$15)	
- Geauga Maple Festival - Maple syrup contest winnings (\$126)	

**ENDING FUND BALANCE AS OF APRIL 30, 2007** **\$ 2,109,155.21**

**LAND IMPROVEMENT FUND**

**BEGINNING FUND BALANCE APRIL 1, 2007** **3,474,274.71**

**EXPENDITURES & OTHER USES** **125,286.91**

Vouchers	125,286.91
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**REVENUES & OTHER SOURCES** **1,841,211.44**

Investment Income 15,571.86

Transfer from General Fund 1,500,000.00

Other Revenue 324,650.23

- Wetland Mitigation - Granite Development Partner (\$37,800)
- Cleveland Foundation return of endowment funds (\$286,850.23)

Royalties

- Oxford Oil Co - Swine Creek	220.89
- Cedar Valley Energy - Hehmeyer property	404.51
- Great Lakes Energy - Hart property	53.54
- Cedar Valley Energy - Sunnybrook property	310.41

**ENDING FUND BALANCE AS OF APRIL 30, 2007** **\$ 5,190,199.24**

**RETAINAGE FUND**

**BEGINNING FUND BALANCE APRIL 1, 2007** **202,175.86**

**REVENUES & OTHER SOURCES** **898.86**

Investment Income 898.86

**ENDING FUND BALANCE AS OF APRIL 30, 2007** **203,074.72**

**VOUCHER RESOLUTION NO. 08-07**

The Board requested that the Hasman donation be stricken from the April financial statement as it was previously listed in the March financial statement.

Mr. McCullough moved to adopt Voucher Resolution No. 08-07 as amended, a copy of which is on file in the Park District office.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

## **COMMUNICATIONS TO THE BOARD**

Mr. Curtin shared the following communications with the Board:

Tim Pochodzay of Mentor commented on the cleanliness of Big Creek Campsite A and thanked the Park for providing firewood during his stay.

A note was received from Ron Schnittger of Chardon expressing his appreciation for the “beautiful work “of the staff. He said the receptionist was great, the reservation process was easy, and the rangers were attentive.

Jerry Smetana of Burton said the Swine Creek Lodge was clean and his children enjoyed the pond.

Alberta Urbanic of Mentor commented that the Lake Side Shelter was excellent.

Mr. McCullough relayed a conversation he had with a gentleman from Streetsboro who was fishing at Headwaters Park. The fisherman expressed his appreciation for the help he received from the Ranger Department

## **OPEN TO PUBLIC**

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

Al Coogan, legal counsel for Dorothy Stinchcomb, spoke to the Board about entering into a “pooling” agreement with Mrs. Stinchcomb for oil and gas well drilling. Mrs. Stinchcomb owns fifteen acres of property adjacent to Big Creek Park and would like to pool her acreage with five acres of Park District property. The five acres belonging to the Park would be non-drilling acreage, but the Park would receive a portion of the royalties. Mr. Coogan distributed a map showing where the drilling would take place on Mrs. Stinchcomb’s property. Mr. Curtin responded that the Park’s legal counsel had issued an opinion on the matter, but that the Board would discuss it further.

## **UNFINISHED BUSINESS**

### **Park Updates**

#### **Affelder House**

The patio extension and the walkway will be completed by Park staff.

#### **Bass Lake Preserve**

The parking lot has been delineated and the road back to the boat launch area has been excavated.

#### **Beartown Lakes Reservation**

The Planning Department is awaiting submission of the schedule from Northeast Ohio Trenching.

#### **Frohning Meadows**

The contractor has completed eight hundred feet of the entrance road and is currently working on the aggregate trail. Aaron Young, Planning Director, reported that there have not been any problems with the spraying.

### **Camp Chickagami**

Mr. Curtin reported that he and the Park Planners met with the Western Reserve Council of Boy Scouts regarding the dam at Camp Chickagami. According to the terms of the lease agreement, the Boy Scout Council is required to remove the dam on the Grand River. However, the Council would like to keep the dam because of the cost and paperwork involved in removing it.

The Council suggested removing just a portion of the dam, but it is not certain if the dam is structurally sound because there has not been an assessment done since 1992. Mr. Curtin will contact the Boy Scout Council and keep the Board apprised.

### **Mountain Run Station**

Work on culvert maintenance will begin the week of May 14, 2007. The contractor will begin paving after May 21, 2007.

### **Maple Highlands Trail, Central**

Soda Construction Company is working on the slope failures and on the installation of fencing along the trail on the eastern side of Route 608.

### **Hyde Dam Property**

The application has been submitted to the Army Corps of Engineers and the Planning Department is awaiting their response.

### **Eminent Domain**

The Local Government Committee in the Ohio Senate is holding hearings on Senate Bill Number 7 which addresses the issue of eminent domain. One of the provisions of the Bill requires park districts to secure approval of the local governmental authority in which a parcel is located before exercising eminent domain rights. A letter expressing opposition to portions of Senate Bill Number 7 was signed by the Park Commissioners and sent to the Senate committee members.

### **2006 Annual Report**

Prior to the meeting, the Board was provided with a draft copy of the 2006 Annual Report. Dr. Rzeszotarski commented that he likes the colors and that the report was well done. Mr. Leech complimented the staff on the nice design and layout.

### **GEAUGA PARK DISTRICT FOUNDATION REPORT**

Mary Beth O'Neill reported that three of the Foundation Trustees participated in a site visit to Observatory Park and were excited about the upcoming project. The Trustees are working diligently to create a "presence" and have planned activities which will promote the Foundation and the work of Geauga Park District. The appointment of a new trustee brings the total number of trustees to twenty-four.

The Trustees expressed their appreciation to Mr. and Mrs. Jim Kewley who made a \$10,000.00 donation to Observatory Park. The next Foundation meeting will be held at The West Woods Nature Center on May 24, 2007.

### **NEW BUSINESS**

#### **Sunnybrook Master Plan Presentation**

Aaron Young, Planning Director, distributed a draft copy of the Sunnybrook Master Plan to Board members. Mr. Young explained that an entrance drive will be constructed off Heath Road, along with a forty-car parking lot and a shelter located close to the parking lot. The ADA accessible loop trail is a half-mile long and the aggregate trail is 1.5 miles in length. Although the parking lot is big enough for horse trailers, Dr. Rzeszotarski stated that he would discourage horse riders because of the length of the trail. The final public input meeting is scheduled for May 9, 2007.

**Frohing Meadows Pay Application No. 01**

Mr. Curtin presented the Danco Construction pay application request for Frohring Meadows in the amount of \$58,554.90.

Dr. Rzeszotarski moved to approve the Frohring Meadows Pay Application No. 01 in the amount of \$58,554.90.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**Bass Lake Change Order, Order No. 02**

Mr. Curtin presented the Clemson Excavating change order request in the amount of \$12,000.00 for additional stone and geogrid to complete the loop road and boat launch parking lot at Bass Lake.

Mr. McCullough moved to approve the change order request in the amount of \$12,000.00 for additional stone and geogrid to complete the loop road and boat launch parking lot at Bass Lake. Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**Health Insurance**

Robin Pilarczyk, Human Resources Manager, spoke with three brokerage firms to explore alternative health care options. Only one firm, McGoahn Brabender of Dayton, Ohio, responded with proposals.

Proposal #1 is the same plan the Park currently has except with a seven percent reduction in rates. Proposal #2 is a high-deductible plan through Medical Mutual that incorporates a Health Savings Account (HSA). The HSA is an interest bearing, tax deductible savings account which is used to meet medical expenses until the annual deductible is met. Contributions to the account can be made by both the employer and employee through payroll deduction. If the employee retires or leaves for any reason, the account goes with him/her to be used for future medical expenses. The rate quoted is thirty percent less than the Park's current rate. With these rate deductions, insurance could be offered to part-time employees.

**Internship Program**

Mrs. Pilarczyk presented an overview of the proposed internship program. Park internship positions would be posted on the ClevelandIntern.net website, a free website service for employers and students in Northeast Ohio. Interns would be covered by liability insurance and workman's compensation. The cost for each paid intern would be approximately \$2,000.00. By unanimous consent, the Board agreed to adopt the Geauga Park District Internship Program and provide funding for up to two interns at a cost of \$4,000.00.

**Personnel Policy Revisions**

Two personnel policy revisions were submitted for Board approval:

Section 403.1 Catastrophic Sick Leave Bank - change the wording in the "How to Enroll" section to read: Open enrollment will be held the entire month of *May*.

Section 707.1, Drug-Free Workplace - change the wording in "Section II, Conditions, Part B" to read: *...minor misdemeanor or greater....*

The wording in Section 707.1 was recommended by Lt. John Hayhurst of the Ranger Department to broaden the level of reportable offenses.

Mr. Leech suggested adding the word *District* after Geauga Park District in paragraph one under the section entitled "Intent". The paragraph would read: *...Gauga Park District ("District")*

In paragraph two,"Education and Training", sentence three, Mr. Leech recommended adding the word *Park*. The sentence would read: *...within the Park District.*

Mr. Leech moved to approve changes to Section 403.1 Catastrophic Sick Leave Bank and Section 707.1, Drug-Free Workplace as stated above.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**APPOINTMENT OF TRUSTEE TO FOUNDATION BOARD**

Mr. Curtin asked the Board to approve the appointment of Tim Nichols to the Geauga Park District Foundation Board for a three-year term beginning May 8, 2007 and ending December 31, 2010.

Mr. McCullough made a motion to appoint Tim Nichols as trustee to the Geauga Park District Foundation Board for a three-year term beginning May 8, 2007 and ending December 31, 2010.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**SPILLMAN COMMUNICATIONS CONTRACT**

Chief Ranger Bob Urban presented an overview of the Spillman Communications Contract. The Geauga County Sheriff's Department has invited the Ranger Department to participate in the purchase of communications software. The equipment will enable collaboration between area police departments and the Park District. It will expand the capabilities of the current equipment to include global positioning and visual imaging software. The Sheriff's Department will be absorbing the cost of the hardware, so the only expense to the Park District is \$4,216.00, plus \$800 to \$1,000 in maintenance costs each year. If the Park District were to purchase the equipment and software, it would cost approximately \$200,000. Installation will begin this summer and it is anticipated that the equipment will be ready by fall.

Mr. McCullough made a motion to approve the contract from Spillman Communications in the amount of \$4,216.00 for the purchase of communications software for the Ranger Department.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

#### **SURPLUS PROPERTY**

Prior to the meeting, the Board was provided with a list of items to be declared surplus property. These include a 2000 Ford Explorer, a 1999 Ford F350 Dump Truck, a 2000 Ford Crown Victoria, a Toshiba 2550 Copier, a 1999 Ford Taurus Wagon and a space ship toy storage bin. All items will be placed in auction, except for the 1999 Ford F350 Dump Truck which will be traded in for a new vehicle.

Mr. Leech moved to declare the 2000 Ford Explorer, the 1999 Ford F350 Dump Truck, the 2000 Ford Crown Victoria, the Toshiba 2550 Copier, the 1999 Ford Taurus Wagon and the space ship toy storage bin as surplus property.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

#### **THOMPSON HINE CONTRACT INCREASE**

Mr. Curtin asked the Board for approval to increase the contract for Thompson Hine in the amount of \$35,000.00.

Mr. Leech made a motion to approve the Thomson Hine Contract increase in the amount of \$35,000.00.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

#### **COMMISSIONERS' TIME**

Mr. McCullough asked the Commissioners if there were any comments or questions.

Mr. Leech attended the Volunteer Brunch on April 21, 2007 and said it was lovely. He suggested the Board recognize the hard work and dedication of the volunteer staff with an official acknowledgement in the minutes.

Mr. Leech moved to recognize the volunteer staff for their hard work and dedication to Geauga Park District.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes



Mr. McCullough asked that the June 12, 2007 Board meeting be held at Affelder House and the Board agreed.

The Commissioners discussed the gas and oil well pooling proposal presented by Mrs. Stinchcomb. After some discussion, the Board agreed by unanimous consent that it would not be in the Park's best interest to enter into a non-drilling lease with Mrs. Stinchcomb in keeping with the legal opinion received on March 5, 2007 from David S. Kessler of Blaugrund, Herbert & Martin, Worthington, Ohio.

The Board took a break at 5:20 p.m.

**EXECUTIVE SESSION**

Mr. Curtin advised the Board that there were no personnel items to be discussed.

Mr. McCullough moved to go into Executive Session at 5:40 p.m. for the purpose of discussing land acquisition.

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

Mr. Leech	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 6:05 p.m.

**RIVER OAKS INVESTMENT COMPANY**

River Oaks Investment Company has filed a lawsuit against the Park District and the City of Chardon. The company is seeking an at-grade crossing at Maple Highlands Trail Central to build houses on the northern side of the railroad right-of-way and is suing to get access. The Park's legal counsel has responded to the complaint.

**REPORTS FROM COMMITTEES OF THE BOARD**

There were no reports from committees of the Board.

**REPORTS OF OFFICERS AND EMPLOYEES OF THE BOARD**

Departmental reports from the Supervisors were submitted for the month of April 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 6:15 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,

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Thomas G. Curtin, Executive Director

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Robert McCullough, President