

GEAUGA PARK DISTRICT
October 16, 2007

The regular meeting of the Geauga Park District Board was held on October 16, 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:
Tom Curtin, Executive Director
Keith McClintock, Deputy Director
Sherry Bosworth, Business Affairs Director
Kathy Hanes, Executive Secretary
Paige Hosier, Marketing Director
Robin Pilarczyk, Human Resources Manager
Aaron Young, Planning Director

Visitors present:
Jay Giles
Kristine Roudebush

ADOPTION OF THE AGENDA

Mr. Leech moved to accept the revised agenda for the meeting.
Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

ADOPTION OF THE MINUTES OF SEPTEMBER 18, 2007

Mr. Leech moved to accept the minutes of September 18, 2007 as amended.
Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

INTRODUCTION OF GUESTS

Mr. Curtin acknowledged the presence of Jay Giles and Kristine Roudebush.

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
SEPTEMBER 30, 2007

GENERAL FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2007		3,490,337.43
EXPENDITURES & OTHER USES		1,836,511.79
Personnel	178,342.69	
Medicare	2,447.03	
Dental /Hospitalization	35,220.37	
PERS	25,290.80	
Transfer to Land Improvement Fund	1,500,000.00	
Vouchers	95,210.90	

520,305.01

REVENUES & OTHER SOURCESGeneral Tax Collections

- State Reimburse Tax	373,764.36
- State Reimbursed Personal Property Tax	125,748.94

Investment Income

10,290.84

Gifts & Donations

100.00

- Program donation- Eagle Shrine Club (\$100)	
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Fees

- Programs - Schools - Out-of-County	4.00
- Shelters	320.00
- Lodge Rental	100.00
- Workshops - General - Public Program	482.00
- Programs - General - Public Program	40.00

Sales

- Tapper's Treasures - MC	743.28
- Tree Tops - TWW	525.19
- Credit Card - All Facilities	682.27
- Water Vending Machine Sales - TWW	16.00

Rental Properties

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

Other Receipts

Citation Disbursement	75.00
Recycling Proceeds	21.16
Local Government Funds	5,674.63
Miscellaneous Receipts	517.34

- Restitution - Geauga Juvenile Court (\$381.34)
- Fair maple product awards - Geauga Agriculture Society (\$94.00)
- Auction proceeds - antelope head, desk (\$42.00)

ENDING FUND BALANCE AS OF SEPTEMBER 30, 2007	2,174,130.65
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LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2007	3,530,039.88
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EXPENDITURES & OTHER USES	7,178.73
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Vouchers	7,178.73
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REVENUES & OTHER SOURCES	1,588,531.10
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Investment Income

16,552.22

Transfer from General Fund

1,500,000.00

Gifts & Donations

426.50

- Affelder Trust Donation - Cleveland Foundation (\$426.50)

Grants

70,000.00

- Frohring Meadows Grant - ODNR

Royalties

- Oxford Oil Co - Swine Creek	453.06
- Cedar Valley Energy - Hehmeyer property	651.81
- Great Lakes Energy - Hart property	88.69
- Cedar Valley Energy - Sunnybrook property	358.82

ENDING FUND BALANCE AS OF SEPTEMBER 30, 2007	5,111,392.25
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VOUCHER RESOLUTION NO. 29-07

The Board asked for clarification on a number of voucher items. All questions were answered satisfactorily.

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 29-07, 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. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

Mr. McCullough commented that he would like to see a map holder placed at Burton Wetlands. Mr. Curtin explained that maps were placed there previously but frequently ended up in the trash. Mr.

Curtin said that he will look into an alternative placement for the map holder. Mr. McCullough commented that it would be nice to have the elevations of bodies of water on signs at various Park locations.

COMMUNICATIONS TO THE BOARD

The following communications were shared with the Board:

Commendations were received from Governor Ted Strickland and President George Bush for the Park District's 2007 Wellness Day Training program.

Dr. Rzeszotarski mentioned that he received a call from a resident that had questions about geocaching. He referred the caller to the Geauga Park District Naturalist Department.

OPEN TO THE PUBLIC

Mr. McCullough opened the floor to members of the public present at the meeting. There were no comments.

UNFINISHED BUSINESS

Health Care Update

Robin Pilarczyk, Human Resources Manager, presented an update on health care coverage and recommended that Geauga Park District participate in the Geauga County healthcare plan. This is based on projected cost savings from CEBCO, a nonprofit corporation formed by the County Commissioners' Association for benefit programs in Ohio. CEBCO offers Anthem and the quote reflects a fourteen percent decrease for similar coverage the Park District has had the last two years. Mrs. Pilarczyk explained that the contract is for three years and recommended that the employee contribution remain the same. The dental plan, Delta Dental, will be upgraded to Dental Preferred at no additional cost to the Park District or the employees. There is no provision for part-time employees, and couples who are married and work for Geauga County will be required to take single coverage. Waiver amounts have not been released; they will be forwarded to the Board when they become available.

The rates for the 2008 Health Care Plan are as follows:

Health Insurance	Total Premium 2007	Total Premium 2008	Board Share 2007	Board Share 2008	Employee Share 2007/08
Enhanced Single	\$366.44	\$304.53	\$345.04	\$283.13	\$21.40
Enhanced Family	\$919.12	\$802.73	\$865.32	\$748.93	\$53.80
Basic Single	\$315.64	\$259.49	\$315.64	\$259.49	\$0.00
Basic Family	\$791.98	\$684.03	\$791.98	\$684.03	\$0.00
Delta Dental					
Single	\$26.75	\$26.21	\$26.75	\$26.21	\$0.00
Family	\$74.11	\$70.89	\$74.11	\$70.89	\$0.00

Mr. Leech made a motion for Geauga Park District to participate in Geauga County's 2008 Health Care Plan.

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

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

PARK UPDATES

Pine Brook Mitigation Bank Banking Agreement and Environmental Covenant, Resolution No. 32-07

Mr. McClintock presented the Pine Brook Wetlands Mitigation Bank Banking Agreement and Environmental Covenant. He explained that the agreements involve less than 718 acres in Montville Township owned by Pine Brook Properties, Inc. The Ohio Wetlands Foundation will acquire a permanent Environmental Covenant on the acreage, prior to the sale of mitigation credits. The Pine Brook site will be maintained and operated as a wetlands mitigation bank site. At the conclusion of the ten-year monitoring period, Ohio Wetlands will pay Geauga Park District a lump sum of \$208,700 for the long-term stewardship of the Pine Brook site. This payment will be applied against future maintenance costs associated with the control of invasive species. The Covenant specifies that the Park District is not permitted to engage in commercial development, dumping, the alteration of water courses, the drilling of oil and gas wells, construction (limited to no greater than 14 acres and for the development of trails and roads), and cutting of vegetation (except for control of invasive species).

Mr. Leech made a motion to enter into the Pine Brook Mitigation Bank Banking Agreement and Environmental Covenant for 706 acres located in Montville Township and owned by Pine Brook Properties, Inc.

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

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

Mr. McCullough signed the Pine Brook Mitigation Bank Banking Agreement and Environmental Covenant on behalf of the Board.

Regional Parks Conference

Mr. Curtin invited the Board to attend the Regional Parks Conference scheduled for December 18, 2007.

Bass Lake Preserve

The dock will be pulled next week for the winter.

Beartown Lakes Reservation

The Park is awaiting the return of the final certificate of completion.

Camp Chickagami

The Natural Resource Management Plan will be completed in early 2008.

Frohring Meadows

Frohring Meadows was opened to public on October 15, 2007.

Hyde Dam

The design is in progress.

Donald W. Meyer Center and The West Woods Landscape Improvements

Landscape plans are complete and will be presented at the November Board meeting.

The Maple Highlands Trail, Central

Waiting for closeout documents from Floyd Browne Engineering.

Mountain Run Station

The Park is waiting for closeout documents from Ohio Paving before the retainage can be released.

Observatory Park

Going through Phase I drawing revisions for the entrance drive.

Bridge Inspections

The Park is entering into a two-year agreement with Smolen Engineering for bridge inspections. Mr. McCullough suggested putting up Load Limit signs at each of the bridges.

Water Well Survey

Mr. Curtin reviewed the results of a water well survey of other park districts in Ohio. Forty-one were contacted and nine responded. Some of the parks have not experienced any problems, while others indicated problems with costly maintenance fees and high bacteria counts. Dr. Rzeszotarski suggested that signs be put up at the park locations telling people to bring their own water.

First Energy Transmission Lines

Mr. Curtin reported that he has been in contact with First Energy asking for the environmental impact reports for the proposed alternative route. To date, he has not received a response. Once the environmental impact reports are received, the Park will make a statement regarding concerns related to flora and fauna. Mr. Curtin stated that it needs to be pointed out that Geauga Park District was not mentioned in the report for the alternative route.

Hart Property

The Township and County Planning officials wanted assurances that the Hart Property on Claridon-Troy Road would remain as park land. The original deed restriction was previously approved by vote of the Park Commissioners on March 13, 2007. The Park has a revised deed that includes the restriction.

Letter of Appreciation, The Maple Highlands Trail

Mr. Curtin read a letter of appreciation from the Board commending Geauga Park District staff for the work done on The Maple Highlands Trail. The letter was signed by Commissioners McCullough, Rzeszotarski and Leech.

Dear Geauga Park District Staff:

The Board of Park Commissioners wishes to extend to you its appreciation for your tireless energy and dedication in making The Maple Highlands Trail a reality. We realize the success of this project is due to the combined effort of all your labors.

Present and future generations will reap the benefits of your hard work and enthusiasm. Your contribution in this effort will truly leave a legacy.

Please accept our deepest gratitude for a job well done.

Sunnybrook Preserve and Best Preserve

Mr. Curtin reviewed the conceptual drawings for Sunnybrook Preserve. Mr. Leech inquired as to whether there would be heat in the building and Mr. Curtin indicated that it would be heated by free gas from a well on site. The Board commented that the design was great. There will be a public meeting when the plans are finalized.

Mr. Curtin also presented changes to Best Preserve. The Planning Department proposes enlarging the parking lot, adding a picnic shelter, extending the trail along the lake, and updating the restroom. Dr. Rzeszotarski suggested putting small pavilions by the parking lot to give visitors other options.

Park District Closing

Mr. Curtin asked the Board to consider closing the Park District on Friday, November 23, 2007 and Monday, December 24, 2007, based on a recent decision by the Geauga County Commissioners to close County Offices for those days. The closures are for 2007 only.

Mr. McCullough made a motion to close the Park District on November 23, 2007 and December 24, 2007.

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

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

Town Hall Meetings

Mr. Curtin advised the Board that the Park will begin holding Town Hall Meetings in January 2008. These meetings will be held in the western tier townships first. The intent is to increase communication with the public. The Board will be advised of dates and times as the schedule evolves.

John P. Murphy Foundation

Mr. Curtin advised the Board that the Park had received a two-year grant from the John P. Murphy Foundation in the amount of \$40,000. The grant monies will be placed in the Observatory Park account.

Oral History Grant Project

The Oral History Grant Project is in progress. Interviewees are being contacted.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Jay Giles, Geauga Park District Foundation representative, reported that the process of fine-tuning the funding solicitation list to separate individual donors from companies is almost complete.

Informational binders have been compiled and will serve as a wonderful resource when used for a formal presentation to a potential donor. At the last Foundation meeting, an update on the project matrix was given.

Mr. Giles mentioned that he and his wife are Bike Patrol Volunteers and that it has been a good experience.

CONTRACT REVIEW

The Board commented on the usefulness of the information provided in the Contract Review documents and the number of projects in progress. Mr. Curtin stated that this has been the smoothest construction season thus far; projects have been on time and under budget.

NEW BUSINESS

Travel Expense Guidelines

The Board was presented with the 2008 Travel Expense Guidelines for their review. The Travel Expense Guidelines are as follows:

Hotel . . .Government Rate if available	
Breakfast	Limit \$10.00
Lunch	Limit \$12.00
Dinner	Limit \$20.00

Mr. Leech made a motion to accept the 2008 Travel Expense Guidelines. Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

REVISIONS TO PARK BY-LAWS, RESOLUTION NO. 31-07

Mr. Curtin presented proposed revisions to the Park District By-Laws, as approved by David Ondrey, Park Legal Counsel (August 22, 2007), Tracy Jemison, Geauga County Auditor, and Brian Carbenia, Assistant Chief Legal Counsel for Auditor of State of Ohio (September 12, 2007). These revisions were suggested to accommodate the streamlining of payment of contracts.

The current wording of Article XII of the By-laws is as follows:

“No contract, agreement, deed, option or other document or action creating any right or obligation, contractual relationship from, in or to the Board shall be executed, given, transferred, assigned, delivered, accepted or received on behalf of the Board except with the approval or authorization of the Board unless same has been approved in the annual appropriations, and/or meets the competitive bidding requirements of ORC.307.86. The Executive Director and the Deputy Director have authority to execute change orders on existing goods or services within approved annual appropriations.”

The proposed wording of Article XII of the By-laws is as follows:

“No contract, agreement, deed, option or other document or action creating any right or obligation, contractual relationship from, in or to the Board shall be executed, given, transferred, assigned, delivered, accepted or received on behalf of the Board except with the approval or authorization of the Board unless same has been approved in the annual appropriations, and/or unless it is not covered by the competitive bidding requirements of ORC. 307.86. The Executive Director or Deputy Director have authority to execute change orders on existing goods or services of approved annual appropriations and other contracts not covered by the requirements of ORC 307.86 to the extent they do not exceed the approved budgeted amount.”

The current wording of Article XIV of the By-laws is as follows:

“The Executive Director is authorized to purchase equipment, supplies or services without prior approval of the Board if the cost of the items of equipment, supplies or service, alone or combined for a single common project, does not exceed the annual appropriations, and/or meets the competitive bidding requirements of ORC 307.86. The Executive Director shall report such expenditures to the Board at the next meeting.”

The proposed wording of Article XIV of the By-laws is as follows:

“The Executive Director is authorized to purchase equipment, supplies or services without prior approval of the Board if the cost of the items of equipment, supplies or service, alone or combined for a single common project, does not exceed the annual appropriations, and/or is less than the amount required for competitive bidding under ORC 307.86. The Executive Director shall report such expenditures to the Board at the next meeting.”

Mr. Leech made a motion to approve Resolution No.31-07 amending the Park District By-laws as stated above.

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

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

POST PROPERTY, RESCIND RESOLUTION NO. 28-07

The Post property agreement was approved by Resolution No. 28-07 at the August 16, 2007 Board meeting. However, due to revisions in the agreement requested by the Posts after the Board meeting, Resolution No. 28-07 needs to be rescinded. The agreement was revised to read “Trustees Deed” throughout the document.

Mr. McCullough made a motion to rescind the Post Property Agreement, Resolution No. 28-07.

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

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

DONATION OF REAL ESTATE, RESOLUTION NO. 30-07

Mr. Curtin acknowledged receipt of the following Journal Entry signed by Judge Charles Henry regarding the donation of real estate to Geauga Park District.

IN THE COURT OF COMMON PLEAS
PROBATE DIVISION
GEAUGA COUNTY, OHIO

IN RE:)
)
DONATION OF REAL ESTATE) JUDGE CHARLES HENRY
TO GEAUGA PARK DISTRICT)

Under the provisions of Section 1545.11 of the Ohio Revised Code, the Court finds that Kenneth C. and Mary Ann Post have tendered a gift to Geauga Park District for inclusion in the District's Parks Lands, the said parcel of land being 10 acres, more or less, as described in attachment "A", and it is

Further found that there are contingencies or terms involving the aforesaid lands as follows: the land herein shall be used and maintained forever as a nature preserve and it is therefore

ORDERED that the aforesaid donation of lands be and it is hereby approved by the Court.

The donation consists of ten acres on Hall Road in Claridon Township and shall be named the "George and Elizabeth Meyer Nature Preserve."

Dr. Rzeszotarski made a motion to approve Resolution No. 30-07 and accept the donation of ten acres of property from Kenneth C. and Mary Ann Post. Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

SHELTER AND PROGRAM FEES

Mr. Curtin provided the Board with the proposed out-of-county shelter and program fees for 2008. The fees are as follows:

Shelter Fees

Picnic Shelter	\$40.00
Lodge Building	\$50.00 per session
Lodge Building with heat, add	\$25.00 per session
<i>(Heat is mandatory October 15th through March 15th and applies to Geauga County patrons as well)</i>	
Camping	\$10.00 per site, per visit

Outdoor Programs

\$2.00 per person with a minimum fee of \$25.00 per school or group for <i>Signs of the Season Walks</i> and other programs.	
\$3.00 per person with a minimum fee of \$25.00 per school or group for <i>Natural Communities, Geology, and Wetlands</i> which are more intensive and longer in duration.	

Indoor Programs
\$50.00 for speaker programs for passive (seated) audiences.

Ranger Department Fees

Parking Fine	\$10.00
Handicapped Parking Fine	\$25.00

Mr. Curtin stated that these fees are the same as last year; however, he asked that the Board consider charging an electricity fee for Bass Lake Lodge due to the costs incurred for running dehumidifiers and fans. After some discussion, the Board decided to revisit the issue next year after review of the patron usage numbers.

Dr. Rzeszotarski made a motion to accept the 2008 Shelter and Program Fees. Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

FROHRING MEADOWS DEDICATION DAY

Mr. Curtin recommended that the dedication of Frohring Meadows be scheduled for May 31, 2008 from 10:00 a.m. until noon. The event would be held at the Katydid Shelter. The Board agreed, contingent upon approval from the Frohring family.

SURPLUS PROPERTY

A Jacobson Ruff Mower, serial number 691164573, was included as part of the purchase agreement with Orchard Hills; however, the mower did not suit the needs of the Operations Department. Once the mower is declared surplus, it will be traded in for a multi-use vehicle. The trade-in value is \$10,500.00, leaving a balance of \$5,000 to purchase the new vehicle.

Mr. McCullough moved to declare the Jacobson Ruff Mower, serial number 691164573, as surplus property.

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

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

COMMISSIONERS' TIME

The Board retreat is scheduled for December 1, 2007 at The West Woods Nature Center.

Mr. Leech suggested some changes to the Year-at-a-Glance Calendar and the monthly Board packet. He indicated it would helpful to have a monthly calendar which would include such things as meetings, programs and other events that a Commissioner may wish to attend.

The Board took a break from 5:05 p.m. to 5:20 p.m.

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 5:20 p.m. for the purpose of discussing land acquisition and the compensation of a public employee.

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

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

The Board returned from Executive Session at 5:50 p.m. The following item was brought forward for resolution:

LAND ACQUISITION

Mr. McCullough made a motion for the Executive Director to proceed with the purchase of 718 acres of real property owned by Pinebrook Properties and located in Montville and Huntsburg Townships. A legal description of said properties is available in the Park District office.

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

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

COUNCIL OF PARK DISTRICTS

Mr. Curtin reported that he met with Chris Craycroft and Keith Shy of the Council of Park Districts to discuss the draft consultant agreements for wetlands mitigation. The Council had concerns about requests made by the consultant to change the language in certain sections of the agreement; therefore, no action was taken.

MARKETING PROPOSAL

To improve communications with the public, the marketing department sent out requests for proposals for marketing services, with an emphasis on "brand development". Two firms met the guidelines and Mr. Curtin discussed contracting with Breehl, Traynor and Zehe (BTZ). The Board discussed the costs involved and other components of the proposal. The Board agreed that, while they feel brand development services are needed, they would like to explore the option further and meet informally with BTZ to discuss the proposal.

REPORTS FROM COMMITTEES OF THE BOARD

There were no reports from committees of the Board.

REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD

Departmental reports from the Supervisors were submitted for the month of September 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 6:33 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