

GEAUGA PARK DISTRICT
MINUTES
October 11, 2005

The regular meeting of the Geauga Park District Board was held on October 11, 2005, at the Park District office, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Robert McCullough was in the chair. Board members Betty Cope and Mark Rzeszotarski were present.

Employees present were:
Tom Curtin, Executive Director
Keith McClintock, Deputy Director
Les Bednar, Development Officer
Sherry Bosworth, Business Affairs Director
Barb Emch, Executive Secretary
Paige Hosier, Marketing Director
Michele Pennell, Accountant
Robin Pilarczyk, Human Resources Manager

Guests Present: Derrall W. Romine,
Great Lakes Geophysical, Inc.

ADOPTION OF THE AGENDA

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

ADOPTION OF THE MINUTES OF SEPTEMBER 20, 2005

Dr. Rzeszotarski moved that the minutes of September 20, 2005, be approved as amended.
Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

ADOPTION OF THE MINUTES OF SEPTEMBER 24, 2005

Miss Cope moved that the minutes of September 24, 2005, be approved as amended.
Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

INTRODUCTION OF NEW STAFF MEMBER

Tom Curtin introduced Aaron Young, the Park District's new Park Planner.

FINANCIAL STATEMENT
FOR THE MONTH ENDING
September 30, 2005

GENERAL FUND		
BALANCE SEPTEMBER 1, 2005		1,655,283.38
EXPENDITURES		417,194.55
Personnel	231,106.69	
Medicare	2,745.39	
Dental /Hospitalization	30,149.99	

PERS	31,781.99	
Vouchers	121,410.49	
RECEIPTS		462,185.59
General:		
State Reimburse Tax	404,601.25	
Fees:		
Out of County School Program Fees	220.00	
- Camping	30.00	
- Shelters	405.00	
- Rookery Heat	25.00	
- Programs - General - public program	64.00	
Rental Properties		
Tax reimbursements - Geauga County Auditor	19,831.30	
- Harry- Swine Creek house	350.00	
- Kolar - Burton Wetlands House	350.00	
- McKinnon - Hyde House	400.00	
Sales:		
Sales: Gift Cart - Meyer Center	400.16	
Sales: Tree Tops	637.81	
Sales - Credit Cards	1,025.67	
(\$111.90 - Meyer Center, \$913.77 Tree Tops)		
Sales: Water Vending Machine Sales - TWW	47.00	
Other:		
Citation Disbursement	363.00	
Parking Ticket Collections	30.00	
Local Government Funds	6,011.06	
Interest earned	6,406.81	
Insurance Reimbursement	20,336.28	
- BC Shop contractor settlement		
- Damaged vehicle claim		
Other Miscellaneous	651.25	
- Auction proceeds		
- Cell phone usage reimbursement		
BALANCE AS OF SEPTEMBER 30, 2005		1,700,274.42
CONSTRUCTION FUND		
BALANCE SEPTEMBER 1, 2005		2,474,982.85
EXPENDITURES		330,194.39
Vouchers	330,194.39	
RECEIPTS		15,542.79
Interest Earned	4,738.66	
Donations	25.00	
- Christ Presbyterian Church		
Donations : Affelder Trust	406.00	
Other -	9,148.55	
- Big Creek Spur reimbursement - Auditor of State		
- Driveway lease - Hi-Tech		
Royalties: Oxford Oil Co	633.61	
Royalties: Cedar Valley Energy	454.39	
Royalties: Great Lakes Energy	136.58	

BALANCE AS OF SEPTEMBER 30, 2005	2,160,331.25
RETAINAGE FUND*	
BALANCE SEPTEMBER 1, 2005	188,000.00
RECEIPTS	448.07
Interest Earned	448.07
BALANCE AS OF SEPTEMBER 30, 2005	188,448.07
* Established in August 2005	

VOUCHER RESOLUTION NO.30-05

Dr. Rzeszotarski moved the adoption of the voucher resolution, a copy of which is on file in the Park District office, so marked Resolution No. 30-05.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

COMMUNICATIONS TO THE BOARD

Mr. Curtin had no communication to report.

TRACKS N' TREADS PROGRAM

Robin Pilarczyk reported on the development of the Tracks N' Treads (TNT) wellness program. University Hospital Health System-Geauga Regional Hospital has agreed to a sponsorship of this program with a contribution of Ten Thousand Dollars (\$10,000.00). The American Cancer Society and the Geauga YMCA have also agreed to contribute marketing and program support. This project was a team effort with Cindy Ford, Marketing Assistant, Les Bednar, Sherry Bosworth and Robin Pilarczyk working together on the projected costs and the partnership outreach. Dr. Rzeszotarski suggested that the committee think outside the box on programming ideas and suggested that a speaker series would be well attended. Mr. McCullough suggested working with corporations and schools as well as senior centers on program ideas. Mrs. Pilarczyk reported that a meeting will take place on October 20th with all of the stakeholders. Details regarding the fees associated with the program as well as how the names of the various sponsors will be used in printed materials are still to be worked out.

PARK UPDATES

Mr. Curtin updated the Board on the following:

Healthcare Plan

Robin Pilarczyk reported that the Geauga County Commissioners will be voting on October 13, 2005 to approve Medical Mutual as the healthcare carrier. They are still working out some details of the plan. Mrs. Pilarczyk reported that it will be a two-year contract. More details and costs will be presented to the Board at the November meeting.

The Maple Highlands Trail- Signs

Tom presented several designs for signs that will be placed on The Maple Highlands Trail for the Board's review. Signs will be placed at the trail heads to show patrons where they are located on the trail. The information boards will contain a trail map with brief text. Dr. Rzeszotarski suggested increasing the font size so that it can be read from six feet away. Mr. Curtin passed out several styles of logos for the bridges along the trail. Suggestions were made for other signage along the trail, such as elevation, township boundary markers, and mile markers.

Newspaper Article

Mr. Curtin reported that he and Sherry Bosworth will be meeting with Jeff Frischkorn, Outdoor Editor of *The News Herald* on October 12, 2005 to discuss a proposed article explaining the Park District's budget. Tom stated that he will be meeting with the editorial board of *The News Herald* to seek an endorsement of the Park District's levy.

Affelder House

Rod Sharpnack is working through the Geauga County Building Department to obtain permits for the electrical work for the project.

Beartown Lakes Reservation-Lower Bear Lake Dam Improvements

Smolen Engineering Ltd. has returned to the site to take measurements of the dam.

Frohring Meadows

Mercyhurst Archaeological Institute completed the field work for the archaeological survey on September 28, 2005. They did not find anything of archaeological significance on the site. Seeding of the meadow will take place between October 31st and November 4th. The Environmental Design Group has completed the site survey work.

The Maple Highlands Trail-Central

The demolition of the Claridon Road bridge is at ninety-five percent (95%) completion. The sub-contractor for Western Reserve Oil Company has completed the clean-up of the oil-contaminated pipe at State Route 608 caused by the oil spill. Grading and ditch work continues north and south of State Route 322. The Able Fence Company has begun the installation of safety fencing.

Mountain Run Station

The items remaining on the punch list have been corrected.

Observatory Project

A meeting is scheduled on October 18, 2005 with Burt Hill, the design firm for the project. Concept drawings for the driveway and the placement of the buildings will be discussed. Dr. Rzeszotarski suggested contacting the distance learning expert at Lake Geauga Computer Association to discuss the ideas that we have for the educational initiatives for this property.

INFINITREE GEAUGA EXHIBITION

Mr. Curtin reported that we received a request from the *InfiniTree* committee regarding a Preview Night event scheduled for Saturday, April 8, 2006 at The West Woods Nature Center. *InfiniTree* is a joint venture between Geauga Park District and the Geauga Council for Arts and Culture. The Committee is requesting permission to serve wine and to charge a nominal fee of Ten Dollars (\$10.00) per person to cover the cost of expenses, including the hors d'oeuvres and wine. Dr. Rzeszotarski asked for clarification of the total costs of the event. He also asked if the costs could be underwritten through donations. Mr. Curtin replied that he would pass these questions along to Teresa Runion, the *InfiniTree* Committee representative making the request. Mr. Curtin will update the Board with the information at their November meeting.

Dr. Rzeszotarski made a motion to approve the serving of wine at the Preview Night event for the *InfiniTree* exhibition on Saturday, April 8, 2006 at The West Woods Nature Center.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

2006 FEE SCHEDULE

The Board members reviewed the proposed schedule of fees for 2006. Geauga County residents are not charged fees for shelters. All patrons are charged the lodge heat fee. Programs are free for in county residents. The fee schedule for out-of-county patrons is as follows:

OUT OF COUNTY SHELTER & PROGRAM FEES

Picnic Shelter	\$40.00
Lodge Building	\$50.00 per session
with heat, add	\$25.00 per session- mandatory November through February (heat fee applies to all county patrons as well)
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 Signs of the Season Walks and other programs.
 \$3.00 per person with a minimum fee of \$25.00 per school or group for Natural Communities, Geology, and Wetlands 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

Miss Cope asked for clarification regarding the change in the heat fee from the Thirty-Five Dollars (\$35.00) which was approved in February 2005. Mr. Curtin explained that in February of 2005, the Board approved changes required for the new on-line shelter reservation system which included making two time slots for lodges and establishing a mandatory heat fee in the winter months. That fee was established at Thirty-Five Dollars (\$35.00) per time slot. When the time came to implement the changes into the on-line system, a fee of Twenty-Five Dollars (\$25.00) per time slot was entered and published on the website. The fee of Twenty-Five Dollars (\$25.00) per time slot was also included in the information sent to our frequent shelter patrons for their 2006 reservations. This error was only recently discovered. It has been determined that the heat fee of Twenty-Five Dollars (\$25.00) per time slot is covering the cost of fuel. Consideration could be given to raising the heat fee incrementally in the future if fuel costs continue to rise.

Dr. Rzeszotarski made a motion to approve the fee schedule for 2006 as stated above. Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 4:35 p.m. for the purpose of discussing the Executive Director’s contract.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

The Board returned from Executive Session at 4:52 p.m. The following was discussed for resolution:

Executive Director’s Contract

At the September 24, 2005 meeting of the Board of Park Commissioners, a motion was made and approved for a one-year contract for the Executive Director effective October 1, 2005 at the annual salary of Eighty-One Thousand Dollars (\$81,000.00).

Dr. Rzeszotarski made a motion to amend the length of the Executive Director’s contract to be effective October 1, 2005 and extend through December 31, 2006 in order to align this contract with the annual budget cycle. At the previously agreed upon rate increase, the additional three months will add Seven Hundred Seven Dollars and Twenty Cents (\$707.20) to the contract amount for budgetary purposes.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

GUND FOUNDATION GRANT FOR THE GREEN ROOF DISPLAY

Mr. McClintock reported that the Park District has been awarded a grant in the amount of Four Thousand Dollars (\$4,000.00) from the Gund Foundation for the signs and informational brochures for the green roof project at The West Woods.

BUDGET PROJECTIONS

Mr. Curtin distributed budget projection information through 2013 for the Board’s review and comment. He noted that the continual reduction in the tangible personal property tax will result in a loss of Two Million Seven Hundred Forty-Six Thousand Two Hundred Seventy Three Dollars (\$2,746,273.00) by 2017. Department budgets were projected with a Five Percent (5%) increase each year. Dr. Rzeszotarski asked if the infrastructure could be maintained with the projected reduction in the Q41 Construction Account. Mr. Curtin replied in the negative. Mr. McClintock added that increases in grant revenue was not included in the projections but would be a significant part of the fundraising efforts in the future. Miss Cope stated that goals need to be established for the Endowment Fund. Mr. Curtin agreed that dollars would need to be raised for the unrestricted fund of the endowment to offset the losses in tax revenue.

STRATEGIC PLAN

Mr. Curtin asked for comments regarding the Executive Summary which was distributed to the Board members prior to this meeting. Dr. Rzeszotarski had offered his edits and asked that the other Board members review the draft to be sure that it conveys a good message to all of the Park District’s constituencies and addresses the issue of financial accountability.

GEOPHYSICAL TESTING PROPOSAL

Mr. Derrall W. Romine from Great Lakes Geophysical, Inc. joined the meeting at this time. Mr. Romine wanted to follow up with the Board regarding his presentation at the September 20, 2005 Board meeting where he sought permission to do a geophysical survey on Park property. Mr. Romine reported that he met with his client who will offer Four to Five Hundred Dollars (\$400.00-\$500.00) to the Park District if they permit testing for possible reserves for oil and or natural gas on the Scout Camp property in Parkman Township. Mr. Curtin replied that it would cost the Park District staff time and dollars to have a testing contract reviewed which would exceed the amount of remuneration offered. Mr. Curtin added that the Board discussed the proposal and decided that the Park District will not grant permission for testing due to concerns about damage and destruction of the habitat. Mr. Romine stated that he would report that decision to his client.

DEPARTMENTAL REPORTS

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 5:17 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