

GEAUGA PARK DISTRICT
December 6, 2007

The regular meeting of the Geauga Park District Board was held on December 6, 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
Les Bednar, Development Officer
Dan Best, Senior Naturalist
Sherry Bosworth, Business Affairs Director
Kathy Hanes, Executive Secretary
Paige Hosier, Marketing Director
John Oros, Operations and Natural Resources Director
Robin Pilarczyk, Human Resources Manager
Aaron Young, Planning Director

Visitors present:

Pat Leech
Steve Johnson
Tom Johnson

ADOPTION OF THE AGENDA

Mr. Leech moved to adopt 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 NOVEMBER 13, 2007 AND DECEMBER 1, 2007

Mr. Leech moved to adopt the minutes of November 13, 2007 as written and the minutes of December 1, 2007 as corrected.

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 Pat Leech, Steve Johnson and Tom Johnson.

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
NOVEMBER 30, 2007

GENERAL FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2007 **1,973,898.86**

EXPENDITURES & OTHER USES **390,548.16**

Personnel	172,690.71
Medicare	2,365.31
Dental /Hospitalization	34,653.54
PERS	24,445.57
Vouchers	156,393.03

REVENUES & OTHER SOURCES **347,970.08**

General Tax Collections

- Personal Property Tax	318,503.51
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<u>Investment Income</u>	9,015.91
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<u>Gifts & Donations</u>	2,595.00
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- In memory of D Michell Jr - Various donors (\$695)
- Benches and Nature scope transfer - Geauga Park District (\$1,900)

Fees

- | | |
|--|--------|
| - Programs - Schools - Out-of-County | 11.00 |
| - Camping | 10.00 |
| - Shelters | 40.00 |
| - Lodge Rental | 800.00 |
| - Workshops - Greens | 45.00 |
| - Workshops - General - Public Program | 160.00 |
| - Programs - General - Public Program | 225.00 |

Sales

- | | |
|-------------------------------------|--------|
| - Tapper's Treasures - MC | 219.94 |
| - Tree Tops - TWW | 860.44 |
| - Credit Card - All Facilities | 919.25 |
| - Water Vending Machine Sales - TWW | 27.00 |

Rental Properties

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

Other Receipts

Parking Ticket Collections	20.00
Recycling Proceeds	30.92
Local Government Funds	6,745.61

Miscellaneous Receipts	6,541.50	
- Regional Parks Conference Registration Fee – Cleveland MetroParks (\$640)		
- Auction proceeds - Blazer, Crown Vic, Rototiller, Delta planer (\$5,901.50)		
ENDING FUND BALANCE AS OF NOVEMBER 30, 2007		\$1,931,320.78
LAND IMPROVEMENT FUND		
EXPENDITURES & OTHER USES		416,733.43
Vouchers	416,733.43	
REVENUES & OTHER SOURCES		23,780.04
<u>Investment Income</u>	21,753.50	
<u>Gifts & Donations</u>	1,250.00	
- Observatory and Frohring transfer – Geauga Park District Foundation (\$1,250)		
<u>Grants</u>		
<u>Royalties</u>		
- Oxford Oil Co - Swine Creek	181.78	
- Cedar Valley Energy - Hehmeyer property	489.53	
- Cedar Valley Energy - Sunnybrook property	105.23	
ENDING FUND BALANCE AS OF NOVEMBER 30, 2007		\$4,764,151.44

VOUCHER RESOLUTION NO. 34-07

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

Mr. Leech moved to adopt Voucher Resolution No. 34-07, a copy of which is on file in the Park District office.

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

COMMUNICATIONS TO THE BOARD

Mr. Curtin shared the following communications with the Board:

Geauga Park District received third place in the Healthy Ohioans Worksite Award from the State of Ohio. The award is given to employers that demonstrate a commitment to employee health through wellness programs and healthy activities.

Carol Brill from Metzenbaum School expressed her appreciation for use of The Oak Room at The West Woods Nature Center for a recent meeting.

Thanks to Naturalists John Kolar and Linda Gilbert for their help in trying to save an injured Barred Owl found by the road in Chardon Township.

Janet Moster, Geauga Park District secretary, expressed her appreciation to Tom Mansfield of the Operations Department for his assistance in fixing her flat tire.

OPEN TO THE PUBLIC

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

UNFINISHED BUSINESS

PARK UPDATES

2007-08 Deer Count Recommendations

John Oros, Operations and Director of Natural Resources, presented the 2007-08 Deer Count recommendations to the Board.

Parks hunted 2006-2008:

Bass Lake Preserve, Beaver Creek Preserve, Becvar Preserve, Burton Wetlands State Nature Preserve, Ellerin, Oakton Area, Observatory Park and Sunnybrook Preserve at a cost of \$3,934.00. To date, 24 deer have been harvested by hunters for the 2007-08 season. An aerial deer count is needed to substantiate whether hunting is reducing deer populations.

Parks for possible sharp shooting:

Big Creek Park, The Rookery, The West Woods, Beartown Lakes Reservation, Bessie Benner Metzenbaum Park and Frohring Meadows. The cost for an aerial count is \$5,406.00. A plan will be submitted in 2008 to the Ohio Division of Wildlife for consideration. These parks have only been counted once and a second count will provide the Ohio Division of Wildlife with another data set to help substantiate the Park's request.

Parks for baseline (first time) counts:

The Heymeyer property at a cost of \$108.00. Field observations by Natural Resource Management staff have shown significant deer browse on this property and others west of State Route 44. Some properties may be too small to justify deer management and may not warrant deer counts.

Total costs: \$9,448.00

The Board agreed that aerial deer counts were needed to establish a data point and gave Mr. Oros authorization to contract with Larry Davis Aviation for the deer counts. Mr. McCullough thanked Mr. Oros for his informative presentation.

Beartown Lakes

The project is closed and a one-year walk through will be conducted in September 2008.

Camp Chickagami

The Boy Scout Council will be removing the dam and working on getting the necessary permits.

Frohring Meadows

Seeding has been placed on hold due to weather conditions. Seeding will take place as soon as weather permits.

Headwaters Park

Mr. Curtin and Dru Siley, Park Planner, met with a representative from the City of Akron to discuss additions to Headwaters Park.

Donald W. Meyer Center and The West Woods

Requests for proposals are being developed for the landscape plans.

Mountain Run Station

The final payout has been processed. A one-year walk through is scheduled for July 2008.

Observatory Park, Phase I

Have received the construction documents and specifications and are in the process of reviewing them.

Sunnybrook Preserve

Still developing design plans. Although there are two gas wells on the property, the Park will not be able to utilize these wells to heat the proposed building. One well is supplying gas to the Ruh family and the other will be capped by the company.

Human Resources Consultant

An unsolicited proposal was received from J. F. Lencewicz & Associates for human resources consulting services. The Board was given a copy of the proposal for review.

“Wild Nights” Exhibit Presentation

Dan Best, Senior Naturalist, distributed preliminary plans for the 2008 “Wild Nights” Exhibit. The exhibit will be held at The West Woods Nature Center from November 2008 through February 2009 and will focus on nature at night and underground using interactive, multi-sensory exhibits.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Pat Leech reported that the Foundation was pleased with the results of the Annual Fund Campaign. The goal was \$18,000 and the final amount exceeded \$25,000. All donors received personalized notes and those contributing \$100 to \$500 received coffee mugs delivered by Foundation members.

The November meeting was held at Orchard Hills Park and the following officers were elected for 2008: John Steigerwald, President; Mary Beth O’Neill, Secretary; and Tim Nichols, Treasurer.

CONTRACT REVIEW

The Board was provided with the Contract Review documents prior to the meeting. The Board was pleased that the 2007 projects were finished under budget.

DIX AND EATON COMMUNICATION PLANS

The draft Crisis and Volunteer Communication Plans developed by Dix and Eaton were distributed to the Board prior to the meeting. Dr. Rzeszotarski suggested a number of changes to the documents. After the revisions are made, the plan will be presented to Geauga Park District staff and volunteers.

NEW BUSINESS

APPOINTMENT OF GEAUGA PARK DISTRICT FOUNDATION TRUSTEE, RESOLUTION NO. 35-07

Gauga Park District Foundation Board of Trustees recommended appointing Kathy Leavenworth for a three-year term commencing January 1, 2008 and ending December 31, 2010. The Board expressed their delight in the choice.

Mr. Leech moved to appoint Kathy Leavenworth as Geauga Park District Foundation trustee for a three-year period commencing January 1, 2008 and ending December 31, 2010.

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

EMPLOYEE STATUS CHANGES

Rescind Resolution Nos. 02-07, 25-05 and 25-03

The Board was asked to approve the following employee resignations: Ranger Scott Haumesser (rescind Resolution No. 02-07); Ranger Mark Reid (rescind Resolution No. 25-05) and Ranger Kathleen Henning (rescind Resolution No. 25-03).

Mr. McCullough moved to approve the resignations of Rangers Haumesser, Reid, and Henning, Resolution Nos. 02-07, 25-05, and 25-03.

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

Adopt Resolution No. 36-07

The Board was asked to approve Resolution No. 36-07, changing Ranger Frank Klinger's employment from part-time to full-time, effective December 1, 2007.

Dr. Rzeszotarski moved to approve Resolution No. 36-07, changing the status of Ranger Frank Klinger's employment from part-time to fulltime, effective December 1, 2007.

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

2008 TAXABLE UNIFORM PAYMENT

The Board was asked to consider approving the following guidelines for the 2008 Taxable Uniform payment, taking into consideration actual expenditures in 2007:

Each November, commencing November 2008, to issue a payroll check to each non-law enforcement personnel who purchased uniforms in the amount of \$15.00, for the purpose of out of pocket expenses for taxable uniform cost. Excluded from this payment would be any new hires for the current year.

In addition, each November, commencing November 2008, a payroll check will be issued to each non-law enforcement personnel that is a new hire in the current year, an amount equal to 18% of the funds spent on taxable uniforms for that individual, for the purpose of out of pocket expenses for taxable uniform cost.

Dr. Rzeszotarski moved to adopt the 2008 Taxable Uniform Payment guidelines.

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

2008 CONTRACT SUBMISSION LIST

Mr. Curtin presented the 2008 Contract Submission List. He noted that the item description for Chardon Postmaster should read "bulk rate permit" rather than "direct mail service" and the item description for County Waste Company should read "port-a-let" rather than "septic service".

Dr. Rzeszotarski moved to accept the Contract Submission List for 2008 with the changes listed above. 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

2008 INTERNAL REVENUE SERVICE MILEAGE REIMBURSEMENT RATES

The Internal Revenue Services has announced that the mileage reimbursement rate as of January 1, 2008 will be 50.5 cents per mile. According to Park District policy, the Park must adhere to the rates established by the Internal Revenue Service.

COMMISSIONERS' TIME

Dr. Rzeszotarski mentioned that he attended the Audit Committee Meeting and that the meeting went very well. Dr. Rzeszotarski indicated that other Park commissioners are welcome to serve on the Committee if they desire.

Due to a scheduling conflict, the January meeting was changed from January 8, 2008 to January 9, 2008.

Mr. McCullough commented that he would like studies conducted at various corridors throughout the County. This could include butterfly monitoring, fish sampling, mollusk population studies and citizen science activities.

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 4:50 p.m. for the purpose of discussing land acquisition and compensation of public employees.

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 7:35 p.m. The following items were brought forward for resolution:

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 2008 calendar year.

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

Dr. Rzeszotarski moved to authorize a one-time adjustment to the pay scale of certain individuals to bring them into quartile alignment as per the merit matrix. A record of these adjustments is in the Human Resources Office Wage Increase File as well as in the personnel record of the individual employees.

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 moved to authorize a Five Percent (5%) increase for all pay ranges, beginning January 1, 2008.

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. Leech made a motion to renew the contract of Executive Director Thomas Curtin for a one-year period from January 1, 2008 through December 31, 2008. The amount of compensation was approved by the three commissioners and will be included in a letter from Board Chair Robert McCullough to the Human Resources Director.

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

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 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 7:45 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