

GEAUGA PARK DISTRICT  
September 9, 2008

The regular meeting of the Geauga Park District Board was held on September 9, 2008 at Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:32 p.m. President Robert McCullough was in the Chair. Board members Dr. Rzeszotarski and Mr. Leech were present.

Employees present:

Tom Curtin, Executive Director  
Keith McClintock, Deputy Director  
Kathy Hanes, Executive Secretary  
John Hayhurst, Lt. Ranger  
Paige Hosier, Marketing Director  
Larry McKinnon, Sgt. Ranger  
Chris Maksim, Zone Leader, West Operations  
Michele Pennell, Accountant  
Robin Pilarczyk, Human Resources Manager  
Dennis Sloan, Ranger  
Robert Urban, Chief Ranger  
Aaron Young, Planning Director

Visitors Present:

Kathy Allen

**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 AUGUST 12, 2008**

Dr. Rzeszotarski moved to adopt the minutes of August 12, 2008 as amended.

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

**INTRODUCTION OF GUESTS**

Mr. Curtin introduced Kathy Allen, Geauga Park District Foundation representative.

**Geauga Park District**  
**FINANCIAL STATEMENT MONTH ENDED**  
AUGUST 31, 2008

**GENERAL FUND**

**BEGINNING FUND BALANCE AUGUST 1, 2008** **3,977,715.22**

**EXPENDITURES & OTHER USES** **1,584,414.21**

Personnel	287,225.30
Medicare	3,959.61
Dental /Hospitalization	30,384.90
PERS	41,291.50
Transfer to Land Improvement Fund	1,100,000.00
Vouchers	121,552.90

**REVENUES & OTHER SOURCES** **666,501.45**

General Tax Collections

- Real Estate Tax	5,272.43
- State Reimburse Tax	436,192.47
- State Reimbursed Personal Property Tax	178,156.03

Investment Income

3,019.01

Gifts & Donations

12,200.00

- NAF proceeds donation - Cooper, Beaumier (\$50)
- Regional Parks sponsorship –  
Richland Engineering, Aetna Inc, David Williams & Assoc. (\$900)
- General donation - Papenbrock (\$100)
- Nature Scope transfer - Geauga Park District Foundation (\$4,550)
- Biennial transfer - Geauga Park District Foundation (\$6,170)
- Horse mounting blocks - Shulman, Boggs Equipment (\$430)

Fees

- Camping	10.00
- Shelters	280.00
- NAF Table Fees	45.00
- Lodge rental	180.74
- Workshops - General - Public program	445.00

Sales

- Tapper's Treasures - MC	521.54
- Tree Tops - TWW	1,019.23
- Credit Card - All facilities	629.40
- Water Vending Machine Sales - TWW	16.00

- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - McKinnon	400.00
- Chickagami house - Mast (security deposit, rent)	750.00

Other Receipts

Citation Disbursement	142.00
Parking Ticket Collections	40.00
Recycling Proceeds	81.32
Refunds- Other - Mast, Electric bill	18.85
Local Government Funds	6,080.35
Miscellaneous Receipts	20,202.08
- Tax payment return - Geauga County Auditor (\$694.76)	
- Postage reimb - GPD Foundation (\$112.73)	
- Auction proceeds - Misc patrons -Vehicles, Computers (\$5,319.59)	
- Juvenile restitution payment - Geauga County Juvenile Court (\$75)	
- Hart house auction down-payment - Detweiler, Robert (\$14,000)	

**ENDING FUND BALANCE AS OF AUG 31, 2008** **3,059,802.46**

**LAND IMPROVEMENT FUND**

**BEGINNING FUND BALANCE AUGUST 1, 2008** **4,963,377.25**

**EXPENDITURES & OTHER USES** **520,223.33**

Vouchers	520,223.33
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**REVENUES & OTHER SOURCES** **1,112,258.12**

Investment Income 9,664.84

Transfer from General Fund 1,100,000.00

Gifts & Donations 1,600.00

Grants

Royalties

- Oxford Oil Co - Swine Creek property	415.11
- Cedar Valley Energy - Hehmeyer property	257.01
- Cedar Valley Energy - Sunnybrook property	172.49
- Power Gas - Farley property	148.67

**ENDING FUND BALANCE AS OF AUG 31, 2008** **5,555,412.04**

**VOUCHER RESOLUTION NO. 34-08**

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

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 34-08, 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

**COMMUNICATIONS TO THE BOARD**

Patron comments were sent to the Board for their review prior to the meeting. Mr. Curtin stated that many positive comments were received from patrons using the shelters, lodges, and camping facilities at the parks.

**OPEN TO PUBLIC**

There were no comments from the public.

Mr. Curtin introduced Chris Maksim, new Zone Leader for West Operations.

**PRESENTATION BY RANGER DEPARTMENT**

Robert Urban, Chief Ranger, updated the Board on recent activities within the Ranger Department. The PowerPoint presentation highlighted the various uses of the Polaris "Ranger", the Ranger Department's ongoing training with Airsoft weapons and the department's coordination of the Volunteer Bike Patrol.

Dr. Rzeszotarski suggested that recording the mileage of the bike patrollers would be useful. Mr. Leech suggested placing a sign at the entrance to Mountain Run Station indicating that the Bike Patrol is on duty. The sign could also provide information on how to become a volunteer bike patroller.

The Board thanked the Ranger Department for an informative and interesting presentation.

**UNFINISHED BUSINESS**

**PARK UPDATES**

Park Fines

Mr. Curtin presented a comparative overview of court costs versus actual monies received from violations to Park rules.

The Ranger Department will be contacting other park districts to see if they will be increasing their fines due to the passage of House Bill 511 (which allows park commissioners to prescribe penalties for violations to park rules, regulations and ordinances). No Board action was taken at this time.

#### Wild Nights

Construction of The Wild Nights exhibit is progressing nicely. A Donor Preview Party is scheduled for October 30, 2008 at 7:00 p.m.

#### Beartown Lakes Reservation

The one year walkthrough is complete. Some small cracks in the spillway were noted and the engineer will be following up on the problem.

#### Camp Chickagami

The Scouts have received approval to begin demolition of the dam.

A public input meeting for Camp Chickagami is scheduled for September 17, 2008 at 7:00 p.m. at the Parkman Community House.

#### Frohring Meadows

The one year walkthrough is complete. Some minor erosion problems will be corrected.

#### Headwaters Park

Improvements to the parking lot are substantially complete.

#### Hyde Dam

Improvements are underway.

#### Landscape Plans - The West Woods

Requests for quotes on landscaping materials were sent to five landscapers and only one has replied.

#### Observatory Park, Phase I

The project is progressing well. Requests for proposals for Phase II are due September 18, 2008.

#### Sunnybrook Preserve

Trees are being planted.

#### Best Preserve

Requests for proposals are due September 22, 2008.

#### Encroachment on Railroad Right of Way

Park legal counsel, David Ondrey, sent the property owners a letter asking them to remove items from the right of way. The owners will be signing a licensing agreement and will be removing the items.

Dr. Rzeszotarski inquired as to the status of the lightning arrestors for Frohring Meadows. Mr. Curtin stated that he would follow up and report back to the Board.

Dr. Rzeszotarski stated that the Audit Meeting he attended was very productive and the 2009 budget looks to be in order.

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

Kathy Allen, Geauga Park District Foundation representative, presented the Foundation report.

A number of meetings are scheduled in the near future: The Annual Fund letter signing party is scheduled for September 10, 2008 at Munson Town Hall; The Major Gifts Committee will be meeting on September 11, 2008 to review the campaign consultant proposals; and the monthly Trustee meeting is scheduled for September 25, 2008 at Affelder House.

### **CONTRACT REVIEW**

The Board was provided with the Contract Review documents prior to the meeting. Aaron Young, Planning Director, reported that all projects are still behind schedule due to the inclement weather.

### **2009 TEMPORARY BUDGET, RESOLUTION NO. 37-08**

Mr. Leech moved the adoption of the 2009 Temporary Budget, Resolution No. 37-08:

WHEREAS, This Board of Park Commissioners, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2009; and

WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it,

RESOLVED, By the Board of Park Commissioners of Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further,

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Amount to be derived from levies outside 10 mill limitation:

General Fund		\$7,207,645.00
	Maximum Rate Authorized To Be Levied	County Auditor's Estimate of Yield of Levy
Current expense levy authorized by voters on November 8, 2005	.70	\$929,344.00
Current expense levy authorized by voters on November 3, 1992	1.00	\$1,731,162.00
Current expense levy authorized by voters on November 7, 1995	1.00	\$2,017,926.00
Current expense levy authorized by voters on November 7, 2000	1.00	\$2,529,213.00
Total levies outside 10 mill limitation	3.70	\$7,207,645.00

And be it further RESOLVED, that the Secretary of this Board be and he is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

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

## NEW BUSINESS

### 2009 FEE SCHEDULE, RESOLUTION NO. 38-08

Mr. Curtin reviewed the current fee schedule for out-of-county reservations for camping, shelters, lodges, and rental of the Cherry Room at the Meyer Center and the Oak Room at The West Woods. After some discussion, the Board agreed by unanimous consent to adjust the fee schedule as follows:

	Current Fee	Change To
Camping	\$10.00 per site/per visit	\$20.00 per site/per visit
Picnic Shelter	\$40.00	\$60.00
Lodge Building	\$50.00 per session	\$100.00 per session
Lodge with heat*	\$25.00 per session	No change
Heat fee mandatory from...	October 15 – March 15	October 15 – April 1
Oak/Cherry Room Rental	\$50.00	\$100.00
Oak/Cherry Room Rental for indoor speaker programs	\$50.00	\$100.00

The increase in fees are for out-of-county residents only and all increases will be in effect beginning January 1, 2009.

**FAMILY MEDICAL LEAVE ACT (FMLA) REVISION, RESOLUTION NO. 36-08**

Robin Pilarczyk, presented revisions to the Family Medical Leave Act (FMLA), Geauga Park District Personnel Policy 402.1.

Dr. Rzeszotarski recommended striking the following sentence from page one of the policy:

*FMLA is for serious illness or injury to the employee or qualified member of the employee's immediate family as defined in the federal statute.*

Dr. Rzeszotarski moved to adopt revised Geauga Park District Personnel Policy 402.1, Family Medical Leave Act (FMLA), Resolution No. 36-08.

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 revised policy is available for review in the Park District's Human Resources' office.

**CLEAN OHIO FUND, RESOLUTION NO. 35-08**

*A resolution in support of a fully-funded renewal of the Clean Ohio Fund bond package which will be placed on the November 4, 2008 ballot in order to meet the growing demand for green space conservation projects, brownfield revitalization, recreational trail development, farmland preservation and other important projects related to the Clean Ohio Fund.*

**WHEREAS**, the state of Ohio is home to many beautiful natural areas and vibrant urban areas that are in need of conservation and revitalization;

**WHEREAS**, conservation and preservation of natural areas, open spaces and farmlands is essential to Geauga Park District's mission "to preserve, conserve, and protect the natural features of Geauga County";

**WHEREAS**, renewal of the Clean Ohio Fund would help, not only the residents of Geauga County but all Ohioans, to maintain and enhance their current quality of life through conservation, revitalization, and preservation projects;

**WHEREAS**, voters across the state of Ohio will be asked to vote yes on Issue I, which will be funded by the sale of bonds and not from a new tax levy, in November of this year;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Geauga Park District on this ninth day of September, 2008, supports the renewal of the Clean Ohio Fund Bond Package and encourages voters to vote yes on November 4, 2008.

Mr. Leech made a motion to adopt Resolution No. 35-08 in support of the Clean Ohio Fund Bond Package.

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

### **SURPLUS PROPERTY**

The Board reviewed the list of surplus property slated for the Geauga County auction. The items include an HP Designjet Plotter (being sold for parts) and a Dell Precision 340 Computer System.

Dr. Rzeszotarski moved to declare the Designjet Plotter (being sold for parts) and a Dell Precision 340 Computer System 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**

Mr. Leech commented that the Fair display was a success and that it was good to see that visitation was strong.

The Board retreat will be held on September 20, 2008 at The West Woods. The strategic plan will be discussed.

Mr. McCullough asked where windows could be added to the plans for the Observatory building at Observatory Park. Mr. Curtin replied that an architect would need to determine if windows could be placed there because incoming light would interfere with the planetarium and the displays.

Mr. McCullough asked if the Foundation could rent out golf carts at Mountain Run Station for use on the trail. Because of Ohio Department of Transportation funding rules, motorized vehicles are not permitted, but Mr. Curtin suggested golf carts could be incorporated into a naturalist program at Orchard Hills.

**EXECUTIVE SESSION – ROLL CALL**

Mr. Leech moved to go into Executive Session at 5:00 p.m. for the purpose of discussing land acquisition and compensation of a public employee.

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

The Board returned from Executive Session at 5:45 p.m. and the following was brought forward for resolution:

**Land Acquisition**

Dr. Rzeszotarski moved to authorize the Executive Director to enter into negotiations for real property located in Montville Township.

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

**Compensation of a Public Employee**

Mr. Leech made a motion to provide a take home vehicle as part of the compensation package for those individuals in Pay Grade 7 of Geauga Park District's Wage and Compensation System.

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.

**Employee Satisfaction Survey**

The Board received the results of the Employee Satisfaction Survey prior to the Board meeting.

Dr. Rzeszotarski and Mr. Leech both commented on the high percentage of employees who are satisfied with their jobs. Dr. Rzeszotarski added that people should be aware that it is unusual for a company or agency to have an 80 percent employee job satisfaction rate and that there will always be some employees who are dissatisfied with their jobs.

Dr. Rzeszotarski stated that he feels any comments on the survey that are personal in nature (e.g., those that include names and/or positions) are not appropriate, not constructive and should be redacted. Mr. Leech agreed and stated that the Board reviews all responses and comments from employee surveys and, although there may be some areas of concern, the staff needs to be aware that the Board feels strongly that personal comments are not appropriate.

Dr. Rzeszotarski suggested summarizing the survey so no one person is identifiable and, in the future, placing a disclaimer on the survey stating that all comments will be summarized and anonymized and that individual attacks will be removed.

Robin Pilarczyk, Human Resources Manager, and Aaron Young, Planning Director, participated in the discussion and expressed concern regarding the inappropriate comments aimed at specific personnel and asked how the Board would address those items on behalf of named personnel.

There was further discussion regarding the dissemination of the survey data and Dr. Rzeszotarski commented that he does not believe the survey, in itself, is a public document. The survey is an internal document that the Park will use as a guide to strategic planning.

Mr. Leech asked why a significant portion of the staff does not want to volunteer to work on the levy campaign. He would like some feedback and suggested park employees should support the levy in everything they do.

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

Departmental reports from the Supervisors were submitted for the month of August 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 6:06 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