

GEAUGA PARK DISTRICT
December 9, 2008

The regular meeting of the Geauga Park District Board was held on December 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. Mark Rzeszotarski and Mr. Leech 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
Diane Valen, Naturalist Services Director

Visitors Present:

none

ADOPTION OF THE AGENDA

Dr. Rzeszotarski moved to adopt the agenda for the meeting.

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

ADOPTION OF THE MINUTES OF NOVEMBER 13, 2008

Mr. Leech moved to adopt the minutes of November 13, 2008 as written.

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

ADOPTION OF THE MINUTES OF NOVEMBER 18, 2008

Dr. Rzeszotarski moved to adopt the minutes of November 18, 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

No guests were present.

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
NOVEMBER 30, 2008

GENERAL FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2008 **2,412,416.03**

EXPENDITURES & OTHER USES **534,838.73**

Personnel	225,710.13
Medicare	3,158.87
Dental /Hospitalization	29,754.60
PERS	32,481.72
Vouchers	243,733.41

REVENUES & OTHER SOURCES **205,673.85**

<u>General Tax Collections</u>	
- Personal Property Tax	172,336.67
- State Reimbursed Personal Property Tax	7,554.12
<u>Investment Income</u>	
	5,236.08
<u>Gifts & Donations</u>	
	3,591.00
- In mem of Pete Duck - Kelknap (\$35)	
- General donation - Fishleigh, Petrich (\$145)	
- Transfer of donations - GPD Foundation Pavers, Nature Scopes, Biennial	
<u>Fees</u>	
- Lodge heat fee	625.00
- Workshops - General - Public program	533.00
- Programs - General - Public Program	12.00
<u>Sales</u>	
- Tapper's Treasures - MC	199.97
- Tree Tops - TWW	1,377.14
- Syrup Sales	472.50
- Credit Card - All facilities	829.40
- Water Vending Machine Sales - TWW	17.00
<u>Other Receipts</u>	
- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - McKinnon	400.00
- Chickagami house - Mast	400.00
- Citation Disbursement	58.00
- Parking Ticket Collections	20.00
- Recycling Proceeds	21.51
- Local Government Funds	6,905.15
- Auction Proceeds (plotter)	5.00
- Miscellaneous Receipts	4,280.31
Regional Parks Conference registration - Cleveland MetroParks (\$3,680)	
Foundation postage reimb (\$532.31), Public records request (\$68)	

ENDING FUND BALANCE AS OF NOV 30 2008 **\$ 2,083,251.15**
LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2008		4,356,839.11
EXPENDITURES & OTHER USES		444,871.97
Vouchers	444,871.97	
REVENUES & OTHER SOURCES		10,960.72
<u>Investment Income</u>	8,823.96	
<u>Grants</u>		
Farm crop grant - USDA	1,337.00	
<u>Royalties</u>		
- Oxford Oil Co - Swine Creek property	336.94	
- Cedar Valley Energy - Hehmeyer property	100.32	
- Great Lakes Energy - Hart property	96.69	
- Cedar Valley Energy - Sunnybrook property	121.12	
- Power Gas - Farley property	144.69	
ENDING FUND BALANCE AS OF NOV 30, 2008		\$3,922,927.86

VOUCHER RESOLUTION NO. 50-08

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. 50-08, 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

The Board members expressed their appreciation for the thank you notes received from various Geauga Park District staff.

OPEN TO PUBLIC

There were no comments from the public.

APPOINTMENT OF BOARD MEMBER, RESOLUTION NO. 57-08

IN THE MATTER OF:) JUDGE CHARLES HENRY
THE APPOINTMENT OF A)
PARK BOARD MEMBER TO)
GEAUGA PARK DISTRICT) JOURNAL ENTRY

On the 5th day of December, 2008, the Court appoints Mark Rzeszotarski to a three year term on the Geauga Park District Board of Commissioners commencing January 1, 2009 and ending on December 31, 2011.

Before entering upon the performance of his duties, said Commissioner shall take an oath to faithfully perform his duties of office and shall post bond for the faithful performance of the duties of office in a sum of Five Thousand Dollars (\$5,000.00). Such bond shall be approved and filed with the auditor of Geauga County.

The Commissioner herein appointed shall serve without commission, but shall be allowed actual and necessary expenses incurred in the performance of duties. This appointment is made in accordance with Ohio Revised Code Section 1545.05.

IT IS SO ORDERED.

CHARLES E. HENRY, PROBATE JUDGE
December 20, 2006

UNFINISHED BUSINESS

PARK UPDATES

Display Map for Meyer Center Lobby

Mr. Curtin distributed the proposed plans for placement of an updated topographic map which will be placed in the Meyer Center lobby.

Clean Ohio Fund

Mr. Curtin reported that he is optimistic that the Park District will receive funding from the Clean Ohio Fund for the restoration of Orchard Hills Park.

Dr. Rzeszotarski asked if the Park could create a design for wildlife viewing blinds. He suggested contacting various civic groups to see if they would be willing to work on the project. Mr. McCullough suggested placing the viewing blinds at Frohring Meadows.

GEAUGA PARK DISTRICT FOUNDATION REPORT

The Foundation will be meeting on January 8, 2009 for the purpose of planning.

CONTRACT REVIEW

Mr. Curtin reported that all projects are substantially complete.

NEW BUSINESS

GEAUGA PARK DISTRICT FOUNDATION APPOINTMENT

Mr. Curtin informed the Board that Keith Tompkins expressed interest in being appointed to a three year term as a Geauga Park District Foundation trustee, effective January 1, 2009. The Board thanked Mr. Tompkins for agreeing to serve as a trustee.

Mr. McCullough moved to appoint Keith Tompkins to a three year term as a Geauga Park District Foundation trustee, effective January 1, 2009.

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

POLICY REVISIONS – SICK LEAVE, PERSONAL LEAVE AND BONUS DAYS

Mr. Curtin presented revisions made to the current Sick Leave, Personal Leave and Bonus Days policies. The changes were made for clarity and payroll purposes.

In Section 412.1, Personal Days, Mr. Leech suggested the following changes (in italics):

This leave must be used between the first day of the first pay period of December and the last day of the last pay period of November *of the following year*.

The amended policy reads as follows:

Personal Days, Section 412.1

Full-time Geauga Park District employees receive three (3) personal days (24 hours) of paid leave and part-time employees receive one and one-half (1-1/2 days)(12 hours) of paid leave on the first day of the first pay period of December.

This leave must be used between the first day of the first pay period of December and the last day of the last pay period of November of the following year.

Employees must notify their supervisors of their intent to use personal time. Personal leave is not cumulative. Personal leave which is not used during the designated pay periods will be paid out to the employee in the first pay of December or may be added to the employee's accumulated sick leave total at the employee's written request.

Under 401.3, Bonus Days, Mr. Leech suggested inserting the words "in which":

...last pay period of the year *in which* they were received

...last pay period in the year *in which* they are received will be lost.

The amended policy reads as follows:

Bonus days, 401.3

A full-time employee who completes an entire year using no more than 16 hours of sick leave beyond that substantiated by a physician's excuse will be credited two (2) Bonus Days (16 hours) in the first pay period of the first pay of the following year.

Bonus Days are scheduled time off with pay which must be used by the last day of the last pay period of the year in which they were received. Bonus Days are not accumulative from year to year. Employees must submit a written request at least seventy-two hours in advance for use of Bonus Days and they must be used in 8 hour increments.

Bonus Days that are not used by the last day of the last pay period in the year in which they are received will be lost.

The Board accepted the revisions to Sick Leave Benefits, 401.2 as written. The revised policy reads as follows:

Upon returning from sick leave, the employee must complete a form stating the date of sick leave and provide a signature. With the approval of the department supervisor and Administrative personnel, such sick leave request will be approved.

Sick Leave Use Documentation

If medical attention is required, a statement certifying the visit from the licensed physician or facility may be required to justify the use of sick leave.

To be considered excused sick time for attendance purposes, a physician's note must be received within 5 days of the end of the pay period in which the sick time was used.

In cases of a condition exceeding three (3) continuous working days, a physician's statement specifying the employee's inability to work and the probable date of recovery shall be required. When a physician's statement is required, unexcused absences shall be charged to vacation leave and are subject to disciplinary proceedings. Information will be requested and received by the Human Resource Manager in accordance with HIPAA guidelines and regulations.

The proper use of sick leave may be substantiated through telephone confirmation, physician certification or any other means. The Executive Director may require an employee to see a designated medical examiner for an examination at any time. The cost of any such examination, not covered by the employee's medical insurance, shall be paid by the District.

The use of sick leave for any purpose other than provided by District policies or applicable law is abuse of sick leave. Examples of sick leave abuse include, but are not limited to:

- *Calling in sick when one is able to work;*
- *Reporting illness in the immediate family when such illness does not exist;*
- *Reporting illness in order to be able to participate in other activities or take care of personal business;*
- *Establishing a pattern of reporting off sick, such as certain days of the week, or following regular days off.*

Failing repeatedly to follow the rules and regulations regarding use of sick leave and reporting procedures will result in disciplinary action up to and including termination.

Employees failing to comply with sick leave policy and procedures will not be paid. Falsification of a sick leave form or medical certificate will be grounds for disciplinary action, up to and including termination.

2009 CONTRACTS, RESOLUTION NO. 52-08

The Board was provided with a list of contracts for 2009 for their review.

The Board suggested that the allocation of funds in the budget for the contract funds be expended contingent upon being satisfied with the services rendered by the vendors.

Mr. Leech moved to accept the 2009 contract submission list and that contract funds be expended contingent upon being satisfied with the services rendered by the vendors. 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

2009 NEWSLETTER CONTRACT, RESOLUTION 53-08

The 2009 newsletter print and mail bids were presented to the Board for review.

The recommended vendors, Premier Printing and Weekley's Mailing, provided services in 2008 and are vendors in good standing. Premier Printing is now a certified user of "biolocity", environmentally responsible sheet-fed inks.

Mr. Leech moved to enter into contracts with Premier Printing in the amount of \$34,928.00 and Weekley's Mailing Service in the amount of \$34,174.00 for 2009. 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

**OBSERVATORY PARK, PHASE II, DESIGN & ENGINEERING CONTRACT,
RESOLUTION 54-08**

The Board was presented with a recommendation from the Planning Department for the design and engineering work for Observatory Park, Phase II.

After thorough review of the contract, the Planning Department recommended hiring Schmidt Copeland Parker Stevens, Inc., of Cleveland for design and engineering services in the amount of \$63,650.00.

Mr. McCullough moved to enter into a contract with Schmidt Copeland Parker Stevens, Inc., of Cleveland for design and engineering services for Observatory Park, Phase II, in the amount of \$63,650.00.

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

2009 RENTAL HOUSE FEES

Mr. Curtin informed the Board that the current Park District rental house fees are \$400.00 per month and asked the Board to consider a motion to keep the fees the same for 2009.

Dr. Rzeszotarski made a motion to keep the rental house fees at the same rate of \$400.00 per month for 2009.

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

2009 INTERNAL REVENUE MILEAGE REIMBURSEMENT RATE

Beginning January 1, 2009, the standard business IRS mileage reimbursement rate will be 55 cents per mile. The current rate is 58.5 cents per mile. The new rate reflects the most recent reversal in rising gas prices.

No action was taken by the Board, as the Park District adheres to the guidelines established by the Internal Revenue Service.

ARCHIVING OF BOARD MINUTES

The Board was asked to consider a motion for archival of Geauga Park District Board minutes from 2003 to 2008. It is the recommendation of the Geauga County archivist that board minutes be archived every five years.

Mr. Leech made a motion to archive the Board minutes from 2003 to 2008 and approve a schedule for archiving the board minutes every five years.

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

COMMISSIONERS' TIME

Dr. Rzeszotarski mentioned that he would like the Wild Nights home page on the Park District website to include driving directions to the exhibit.

Mr. Leech asked about the status of the deer management program. Mr. Curtin said the Board would be provided with an update at the January meeting.

Mr. McCullough asked if the Park District could provide historical information on the Underground Railroad, Native Americans in Geauga County and the B & O railroad.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 4:16 p.m. for the purpose of discussing 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:

Compensation of a Public Employee

Dr. Rzeszotarski made a motion to renew the contract of Executive Director Thomas Curtin for a one-year period from December 14, 2008 through December 31, 2009. The amount of compensation was approved by the three commissioners and will be included in a letter from Board President Robert McCullough to the Human Resources Manager.

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

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 at 5:50 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