

**GEAUGA PARK DISTRICT  
BOARD MEETING MINUTES  
February 10, 2009**

The regular meeting of the Geauga Park District Board was held on February 10, 2009 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:31 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  
Brett Bellas, Maintenance Manager  
Sherry Bosworth, Business Affairs Director  
Kathy Hanes, Executive Secretary  
John Hayhurst, Lt. Ranger  
Paige Hosier, Marketing Director  
Bob Keesecker, Development Officer  
Robin Pilarczyk, Human Resources Manager  
Diane Valen, Naturalist Services Director  
Aaron Young, Planning Director

Visitors Present:

John and Nora Stanton

**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:

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

**ADOPTION OF THE MINUTES OF JANUARY 21, 2009**

Mr. Leech moved to adopt the minutes of January 21, 2009 as written.

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

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

**INTRODUCTION OF GUESTS**

Mr. Curtin introduced visitors John and Nora Stanton from the Ohio Horseman's Council.

**Geauga Park District**  
**FINANCIAL STATEMENT MONTH ENDED**  
 JANUARY 31, 2009

**GENERAL FUND**

**BEGINNING FUND BALANCE JANUARY 1, 2009** **\$1,767,198.47**

**EXPENDITURES & OTHER USES** **492,148.09**

Personnel	317,150.49
Medicare	4,446.98
Dental /Hospitalization	33,485.72
PERS	45,747.85
Vouchers	91,317.05

**REVENUES & OTHER SOURCES** **21,680.50**

General Tax Collections

Investment Income 2,335.87

Gifts & Donations 1,120.00

- In mem of Ken Post - Various (\$610)
- In mem of Sandy Wilcox - Various (\$310)
- In mem of Charles Kinder - Various (\$100)
- In mem of Murl Clemson - Various (\$50)
- Program donation - Shutterbug Camera Club - Imhoff (\$50)

Fees

- Programs - Schools - Out-of-county 50.00
- Lodge heat fee 425.00
- Workshops - General - Public program 81.00
- Programs - General - Public Program 10.00

Sales

- Tapper's Treasures - MC 263.03
- Tree Tops - TWW 1,164.73
- Credit Card - All facilities 1,911.64
- Water Vending Machine Sales - TWW 16.00

Other Receipts

- Agriculture Land use - Marsic, Soltis, Petersen, Briggs 3,182.00
- Swine Creek house - Harry 400.00
- Burton Wetlands house- Kolar 400.00
- Hyde house - McKinnon 400.00
- Chickagami house - Mast 400.00
- Citation Disbursement 68.00
- Recycling Proceeds 52.29
- Refunds- Other - Farm Plan overpayment 261.66
- Local Government Funds 7,678.97
- Auction Proceeds (ink cartridge lot) 5.50
- Miscellaneous Receipts 1,454.81

Regional Parks Conference registration - Lorain, Summit (\$1,080)

Council of Parks Fund Distribution at Dissolution (\$373.01)

Public Records Request (\$1.80)

**ENDING FUND BALANCE AS OF JANUARY 31, 2009** **\$1,296,730.88**

**LAND IMPROVEMENT FUND**

**BEGINNING FUND BALANCE JANUARY 1, 2009**

**\$3,932,513.97**

**EXPENDITURES & OTHER USES**

**62,624.94**

Vouchers

62,624.94

**REVENUES & OTHER SOURCES**

**5,651.77**

Investment Income

4,746.41

Royalties

- Oxford Oil Co - Swine Creek property 213.00
- Cedar Valley Energy - Hehmeyer property 271.95
- Great Lakes Energy - Hart property 55.24
- Power Gas - Farley property 365.17

**ENDING FUND BALANCE AS OF JANUARY 31, 2009**

**\$3,875,540.80**

**VOUCHER RESOLUTION NO. 05-09**

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. 05-09, 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:

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

**COMMUNICATIONS TO THE BOARD**

The following communications were shared with the Board:

Dan Best, Senior Naturalist sent a letter to the Board thanking them for their continued support and kind acknowledgements.

Mr. Curtin distributed a recent News-Herald article which featured a program sponsored by the Shutterbug Club and led by Naturalist Services Director Diane Valen.

United Way is sending out a promotional mailing which features a picture of Geauga Park District staff who participated in the "Day of Caring" work day at Camp Ho Mita Koda.

The Park received a letter from the Geauga County Department of Job and Family Services thanking the Park District for the donation of socks to the "Sponsor a Family" program. Mr. Curtin thanked Eileen Smith for coordinating the Park's "Socks for Tots" program.

A letter was received from Carrie Leon, Solon Early Childhood PTA Field Trips Coordinator, who thanked the Naturalist Staff for organizing a tour of the Wild Nights Exhibit for the students.

Dr. Rzeszotarski commented that he attended the Orchard Hills Public Input Meeting. He said the Planning Department did an excellent job on the presentation and that the crowd was very enthusiastic and had many suggestions.

**OPEN TO PUBLIC**

Jack and Nora Stanton, members of the Ohio Horseman’s Council, stated that the Council is renewing their commitment to Geauga Park District this year and will be available for any help that is needed. The Board thanked the Horseman’s Council for their past help and their willingness to assist the Park again this year.

**UNFINISHED BUSINESS**

**2009 FINAL APPROPRIATIONS, RESOLUTION NO. 06-09**

The Board reviewed the 2009 Final Appropriations documents which were provided to the Board prior to the meeting. The Board commended the staff for their work on the preparation of the budget.

Mr. Leech moved to adopt the 2009 Final Appropriations, Resolution No. 06-09, 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:

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

**PARK UPDATES**

**Bid Opening**

The bid openings for improvements to Bass Lake Dam, Big Creek Park, and Camp Chickagami are scheduled for March 4, 2009.

**Asphalt Improvements**

The request for proposals for asphalt improvements at Swine Creek and Beartown Lakes has been sent out.

**Wild Nights Exhibit**

The attendance to date is 17,200.

**Speaker Series**

The final speaker series program will take place on March 1, 2009 at Notre Dame Educational Center from 2:00 p.m. to 3:00 p.m. Dr. Mark Rzeszotarski will be presenting a program on *Sensational Moths*.

**Letter of Support**

A letter of support for The Trust for Public Land’s acquisition of Grandview was signed by the Board and sent to Senator Steve LaTourette’s office.

**Transmission Lines**

Citizens Advocating Responsible Energy (CARE) may be appealing to the Ohio Supreme Court the Ohio Power Siting Board’s decision regarding the transmission lines. The Board discussed whether the Park District should file an opposition brief and the Board determined it would not be necessary.

**Deer Management Update**

The Board was provided with an update of the deer management program. The total number of deer harvested during the 2008-09 season was 124.

**BASS LAKE LICENSING AGREEMENT, RESOLUTION NO. 08-09**

The Board reviewed the Bass Lake Licensing Agreement between Geauga Park District and The Burlington Group, who owns property adjacent to Bass Lake Dam. The agreement would provide the Park access to the property for the necessary dam improvements.

Dr. Rzeszotarski moved to approve the Bass Lake Licensing Agreement between Geauga Park District and The Burlington Group.

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

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

Mr. McCullough signed the agreement on behalf of the Board.

**GEAUGA PARK DISTRICT FOUNDATION REPORT**

Bob Keesecker, Development Officer, reported that work is continuing on fundraising for Observatory Park and planning for the Annual Campaign. The Foundation Trustees will be meeting on February 26, 2009.

**CONTRACT REVIEW**

Mr. Curtin reported that the bid package for Best Preserve will go out in March.

**NEW BUSINESS**

**GEAUGA PARK DISTRICT FOUNDATION TRUSTEES, RESOLUTION NO. 07-09**

Mr. Curtin informed the Board that Timothy and Mariann Offtermatt expressed interest in being appointed to a three year term as Geauga Park District Foundation trustees, effective February 26, 2009. The Board thanked the Offtermatts for agreeing to serve as trustees.

Mr. Leech moved to appoint Timothy and Mariann Offtermatt to a three year term as Geauga Park District Foundation trustees, effective February 26, 2009.

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

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

**EMPLOYEE AND VOLUNTEER SAFETY, RESOLUTION NO. 09-09**

Gauga Park District legal counsel, David Ondrey, drafted a policy for staff and volunteers regarding the carrying of a firearm, other weapon or ordnance while performing Park duties.

The Staff policy regarding firearms will be incorporated into the Geauga Park District Personnel Handbook and will be identified as Section 713.1 under Employee Safety. The Volunteer procedure regarding firearms will be added to the Geauga Park District Volunteer Handbook.

Dr. Rzeszotarski suggested adding the words "or in a Park District vehicle" to the proposed policies.

Employee Safety Policy

*No Geauga Park District staff member, other than a Ranger, shall be permitted to carry any firearm, loaded or unloaded, including a handgun, whether concealed or not, or other deadly weapon or dangerous ordnance on their person **or in a Park District vehicle** while on Park District property when performing his/her duties.*

Volunteer Safety Procedure

*No Geauga Park District volunteer shall be permitted to carry any firearm, loaded or unloaded, including a handgun, whether concealed or not, or other deadly weapon or dangerous ordnance on their person **or in a Park District vehicle** on Park District property when performing his/her duties.*

In addition, the Board was asked to affirm a previously approved procedure requiring background checks, including fingerprinting, for all employees and volunteers.

*“The affiant (referred to in this affidavit as the “applicant”) understands that the Board is required to conduct a criminal records check of all new employees and volunteers, including gathering a set of impressions of the applicant’s fingerprints.”*

Dr. Rzeszotarski made a motion to adopt the Employee Safety policy, the Volunteer Safety procedure and to affirm the previously adopted procedure regarding fingerprinting for all employees and volunteers. These policies and procedures are effective February 10, 2009, contingent upon final review by David Ondrey, Park legal counsel.

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

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

**COMMISSIONERS’ TIME**

The Board discussed drafting resolutions of appreciation to honor organizations that have helped with various park projects.

Dr. Rzeszotarski commented that he was a judge at a recent school Science Fair and that he would like to see the Park District offer assistance to students with their Science Fair projects.

**EXECUTIVE SESSION – ROLL CALL**

Mr. McCullough moved to go into Executive Session at 5:03 p.m. for the purpose of discussing land acquisition. There were no personnel items to be discussed.

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

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

The Board returned from Executive Session at 5:40 p.m. The following was brought forward for resolution:

**LAND ACQUISITION – LETTER OF INTENT**

The Board reviewed a letter of intent from the Western Reserve Land Conservancy (WRLC) relative to the possible purchase by Geauga Park District of approximately 200 acres of the 235-acre BAK Development property located in the Village of Middlefield. The purchase price is

\$700,000.00 and the funds would be transferred to Geauga Park District from the Ohio EPA Water Resource Restoration Sponsor Program (WRRSP).

Dr. Rzeszotarski made a motion to approve the letter of intent to transfer \$700,000.00 from the WRRSP to Geauga Park District for the purchase of approximately 200 acres in the Village of Middlefield from the Western Reserve Land Conservancy.

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

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

Mr. McCullough signed the Letter of Intent on behalf of the Board.

#### **REPORTS FROM COMMITTEES OF THE BOARD**

There were no reports from committees of the Board.

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

The Board discussed various aspects of the recreational immunity statute and how it applies to Park facilities and fees. No action was taken and the issue was tabled for further discussion.

Departmental reports from the Supervisors were submitted for the month of January 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 6:07 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