

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
July 14, 2009**

The regular meeting of the Geauga Park District Board was held on July 14, 2009 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 Dr. Mark Rzeszotarski and Mr. John Leech were present.

Employees present:

Tom Curtin, Executive Director
Keith McClintock, Deputy Director
Kathy Hanes, Executive Secretary
Sherry Bosworth, Business Affairs Director
Cindy Ford, Communications Manager
Paige Hosier, Marketing Director
John Oros, Director of Operations
Robin Pilarczyk, Human Resources Manager
Robert Urban, Chief Ranger
Aaron Young, Planning Director

Visitors Present:

John Baker
Eric Bartholomew
Audrey Heinen
Andrew Kirkpatrick
Ed Meyers

ADOPTION OF THE AGENDA

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

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

ADOPTION OF THE MINUTES OF JUNE 11, 2009

Mr. Leech moved to adopt the minutes of June 11, 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

Tom Curtin, Executive Director, introduced guests James Baker and Audrey Heinen, both of Montville Township.

PRESENTATION OF FINANCIAL STATEMENT

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
JUNE 30, 2009**

GENERAL FUND

BEGINNING FUND BALANCE JUNE 1, 2009 **2,408,140.52**

EXPENDITURES & OTHER USES

428,605.11

Personnel	220,455.16
Medicare	3,085.58
Dental /Hospitalization	34,012.48
PERS	31,732.10
Unemployment Transfers	0.00
Worker's Compensation	0.00
Transfer to Land Improvement Fund	0.00
Vouchers	139,319.79

REVENUES & OTHER SOURCES

113,856.53

General Tax Collections

- Real Estate Tax	0.00
- State Reimburse Tax	0.00
- Personal Property Tax	3,461.48
- State Reimbursed Personal Property Tax	81,724.78

Grants

- Grants - OJP Vest Grant	0.00
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Investment Income

698.93

Gifts & Donations

231.00

- Program donation - Kirtland Bird Club, St. Christopher's Gld.(\$191)	
- Display case donation - Herttna (\$40)	

Fees

- Programs - Schools - Out-of-county	0.00
- Camping	90.00
- Shelters	0.00
- Canoe and Kayak	0.00
- Bid Plans	0.00
- NAF Table Fees	45.00
Facility Room Usage	0.00
- Lodge heat fee	0.00
Administrative Fees - From GPD Foundation	0.00
- Maple Table Fees	0.00
- Workshops - Greens	0.00
- Workshops - General - Public program	363.00
Workshops - Sap Bucket	0.00
- Programs - General - Public Program	1,552.00

Programs - Sugaring	0.00	
Workshops - Bluebird	0.00	
Workshops - Trout Carving	0.00	
<u>Sales</u>		
- Tapper's Treasures - MC	231.52	
- Tree Tops - TWW	825.26	
- Syrup Sales	0.00	
- Credit Card - All facilities	718.40	
- Water Vending Machine Sales - TWW	0.00	
- Artwork Commission	0.00	
<u>Other Receipts</u>		
- Agricultural Land Use - Briggs, Rick	0.00	
- Tax reimbursement - Exempt property, Brede	0.00	
- Agriculture Land use - Marsic, Soltis, Petersen, Briggs	0.00	
- Swine Creek house - Harry	400.00	
- Scott - Krehlik House	0.00	
- Burton Wetlands house- Kolar	400.00	
- Hyde house - McKinnon	400.00	
Krehlik House Rental	0.00	
- Chickagami house - Mast	400.00	
Jury Duty payment - S. Wohlken	0.00	
Recycled Metal & Aluminum-Hollis Dye	0.00	
- Citation Disbursement	144.00	
- Parking Ticket Collections	20.00	
- Recycling Proceeds	30.35	
- Refunds- Other - BWC refund, Precious Cargo Bus	0.00	
- Local Government Funds	7,252.82	
Insurance Reimbursement	0.00	
- Auction Proceeds (Copier, tools, doors, grader)	864.41	
- Miscellaneous Receipts	14,003.58	
R/E tax return - Orchard Hills/WRLC (\$14,003.58)		
ENDING FUND BALANCE AS OF JUNE 30, 2009		\$2,093,391.94
LAND IMPROVEMENT FUND		
BEGINNING FUND BALANCE JUNE 1, 2009		3,268,809.74
EXPENDITURES & OTHER USES		122,799.85
Vouchers	122,799.85	
REVENUES & OTHER SOURCES		2,868.71
<u>Investment Income</u>	843.68	
<u>Transfer from General Fund</u>	0.00	
<u>Transfer from Retainage Fund</u>	0.00	
<u>Gifts & Donations</u>	479.50	
<u>Grants</u>	0.00	
- Affelder Trust Interest		
<u>Royalties</u>		
- Oxford Oil Co - Swine Creek property	84.50	
- Cedar Valley Energy - Hehmeyer property	412.36	

- Great Lakes Energy - Hart property	0.00
- Cedar Valley Energy - Sunnybrook property	326.42
- Burton	0.00
- Power Gas - Farley property	722.25
In Lieu Fees - Silver Creek	0.00
<u>Other</u>	
- Other - First Energy Rebate on Sunnybrook	0.00
ENDING FUND BALANCE AS OF JUNE 30, 2009	\$3,148,878.60

VOUCHER RESOLUTION NO. 28-09

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

Mr. Leech moved to adopt Voucher Resolution No. 28-09, a copy of which is on file in the Park District office.

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

COMMUNICATIONS TO THE BOARD

Cleveland Metro Parks sent a letter to the Park District thanking them for sponsoring a “dark-sky display” at the Zoo’s Migratory Bird Day in May.

A thank you letter was received from the Ohio Department of Natural Resources for the Park’s letter of support for the preservation of The Raccoon Ecological Management Area (REMA) and Vinton Furnace Experimental Forest, Ohio’s largest undeveloped tract of forested land.

OPEN TO PUBLIC

Audrey Heinen of Montville Township asked the Board why horseback riding was not permitted at Observatory Park. Mrs. Heinen stated she has been riding her horse on the old logging road for years.

James Baker asked if a special permit could be issued to allow horseback riding on the Observatory Park property off Clay Street.

Mr. Curtin explained that due to liability issues and maintenance concerns, horseback riding was not permitted on park properties not open to the public. However, he agreed to evaluate the trails for possible usage and will be contacting Ms. Heinen and Mr. Baker in the near future.

The Board thanked both Ms. Heinen and Mr. Baker for their comments and for attending the meeting.

UNFINISHED BUSINESS

PARK UPDATES

Park Projects

Big Creek Park

The pergola and parking lot improvements at the Bridle Trails at Big Creek Park are progressing nicely.

Bass Lake Preserve

Repair to the dam at Bass Lake Preserve will begin the first part of August.

Camp Chickagami Park

The parking lot and entrance drive improvements are in progress.

Headwaters Park

Camping area improvements are in progress.

Mountain Run Station

Construction of the pavilion by Chardon Rotary is progressing nicely. The name of the pavilion will be *Chardon Rotary Pavilion*.

Case Observatory

The condition of the telescope at the Case Observatory was evaluated recently. It was determined that, although the telescope is functional, the mirror will need to be cleaned. Local telescope restorer John Augustine has volunteered to donate his services for restoration of the telescope.

Walter Best Preserve

Improvements are underway and the project is scheduled for completion by mid-September.

Union Chapel, Memorandum of Understanding

Mr. Curtin distributed a copy of the Union Chapel Memorandum of Understanding to the Board. It will be presented to the Union Chapel Trustees for their review and approval. Mr. Curtin informed the Board that the application for the Ohio Historical Marker is complete and that Barri Stith, former Geauga County archivist, suggested the Park also apply for a National Historic Register marker.

Strategic Plan

Mr. Curtin asked the Board if they had any questions regarding the revised Strategic Plan. Dr. Rzeszotarski commented that he thought it was well done. The Strategic Plan will be posted on the Park District's website.

Antique Telescope

Mr. Curtin updated the Board on the Park's proposal for acquisition of an antique telescope. The owner of the telescope has decided to donate the telescope to an educational institution.

Geauga County Tourism Progressive Dinner

Geauga County Tourism is having a progressive dinner on September 17, 2009 and would like to include the Meyer Center as one of the stops. The stop would include dessert and square dancing in the Cherry Room.

Workers' Compensation Claim

Mr. Curtin updated the board on the status of Bureau of Workers' Compensation Claim # 07-396167. The State doctor has recommended that the claim be allowed. The Park District will continue with the appeal process based on the recommendation of legal counsel David Thomas and the Park's managed care organization, Comp Management, Inc.

Consultant Contract

The Park District has entered into a consultant contract with Terry McGowan, a lighting design engineer, at the rate of \$120.00 per hour, not to exceed \$1,000.00. He will assist in lighting design at Observatory Park to ensure the park meets the criteria set forth by the International Dark-Sky Association. He is also assisting the Park District on a volunteer basis by evaluating the existing lighting fixtures at each park.

Brand Identity Manual

The Board was provided with the draft of the Brand Identity Manual prior to the Board meeting. Dr. Rzeszotarski suggested some minor changes in wording. Once revised, the Manual will be distributed to staff for reference.

Birding at Eldon Russell Park

Mr. Curtin received a letter from Shawn Artman, who recently visited Eldon Russell Park and commented about his extraordinary birding experience there. Mr. Artman detailed his visit on the Ohio Birding website and encouraged others to visit the park.

GEAUGA PARK DISTRICT FOUNDATION

The Board is being updated on the activities of the Foundation via weekly updates.

CONTRACT REVIEW

The Board was provided with contract review documents prior to the meeting. Aaron Young, Park Planner, stated that all projects are going well.

CHANGE TO AGENDA

In the interest of time, Mr. Curtin asked to revise the agenda and move “Sheriff’s Department Communications Proposal” from New Business, Item D. to New Business, Item A. The Board agreed by unanimous consent.

NEW BUSINESS

Mr. Curtin introduced Eric Bartholomew from the Geauga County Sheriff’s Department.

SHERIFF’S DEPARTMENT COMMUNICATIONS PROPOSAL

Mr. Bartholomew distributed a copy of the Communications Proposal to the Board. The Sheriff’s Department is experiencing gaps in emergency radio communications in the Chagrin Falls area and would like to construct a communications tower on the northeast quadrant at Frohring Meadows. Although the tower could be constructed on private lands, the Bainbridge Zoning Department and Geauga County prosecutor recommended using public lands to expedite the process. The tower would be approximately 300 feet high with a low intensity red light at the top.

The consensus of the Board was that the proposed site would have to be evaluated prior to any agreement and that it may be beneficial for the Sheriff’s Department to consider other existing properties, such as the parcels owned by First Energy and the City of Chagrin Falls.

The Board thanked Mr. Bartholomew for his presentation and indicated that they will follow-up on the request.

DAM AND WATER BODY INVENTORY, RESOLUTION NO. 32-09

Mr. Curtin presented the bid recommendation for the Dam and Water Body Inventory and Analysis. Three bids were received and Aaron Young, Planning Director, recommended the Board accept the bid from Hess and Associates Engineering, Inc. in the amount of \$13,750.00, in that it was the lowest and best bid.

Dr. Rzeszotarski asked if the Park had prior experience with Hess and Associates and Mr. Curtin stated that the company did design work for the sanitary system at The West Woods Nature Center.

Mr. Leech moved to accept the bid from Hess and Associates in the amount of \$13,750.00 for the Dam and Water Body Inventory Contract, Resolution No. 32-09.

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

ORCHARD HILLS CONTRACT AWARD, RESOLUTION NO. 33-09

Mr. Curtin presented the bid recommendation for design and engineering services for Orchard Hills Park. Three proposals were received and Aaron Young, Planning Director, recommended the Board accept the bid from URS Corporation of Cleveland, Ohio in the amount of \$144,911.29, in that it was the lowest and best bid.

Mr. Leech asked if the Park District had contracted with URS on any other projects. Mr. McClintock replied that the Park had not, but that the company has an excellent reputation.

Mr. Leech moved to accept the bid from URS Corporation in the amount of \$144,911.29 for the Orchard Hills Contract Award, Resolution No. 33-09.

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

2010 PARK PROJECTS

Mr. Curtin presented an overview of park projects scheduled for 2010:

- Orchard Hills Park, Phase I – will progress as grant funding is received.
- Bass Lake Preserve – lodge is scheduled for replacement.
- Camp Chickagami Park, Phase II – picnic shelter and ADA trail will be constructed.
- Maple Highlands Trail, South – dependent upon funding.
- Hyde Property – restroom installation along The Maple Highlands Trail.

The Board also discussed various funding options for Observatory Park. One option would be to utilize Park District funds (as a loan) and apply them to Phase II construction costs. Once grant money is received, the Park District would be reimbursed. The Board agreed, as long as it does not negatively impact fundraising efforts.

2010 TEMPORARY BUDGET, RESOLUTION NO. 29-09

The Board was provided with a copy of the 2010 Temporary Draft Budget for their review prior to the Board meeting. The Board indicated they were satisfied with the draft of the budget.

Mr. Leech moved to adopt the 2010 Temporary Draft Budget, Resolution No. 29-09, a copy of which is on file in the Park District office.

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

PERSONNEL POLICY REVISION, HOLIDAY PAY, RESOLUTION NO. 30-09

The Board was presented with revisions to the Personnel Policy, Holiday Pay, Seasonal and Part-time Employees. The revisions clarify the previous policy in regard to regular part-time employees and holiday pay.

The following statement was added to Section 414.1:

Seasonal employees and part-time employees must work the holiday to get paid for the holiday. Seasonal and part-time employees working a holiday shall be paid one and one-half times their hourly rate for hours worked.

Dr. Rzeszotarski suggested adding the words "at the regular rate" in the section, Floating Holidays. The revised statement reads:

They (employees) will have their optional holiday off with pay *at the regular rate*.

Dr. Rzeszotarski made a motion to accept these changes to the Personnel Policy, Holiday Pay. 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

2009 WELLNESS DAY TRAINING EXPENSES, RESOLUTION NO. 31-09

The Board was asked to approve educational activities and training expenses for the 2009 Employee Wellness Day, scheduled for September 24, 2009. The cost will not exceed \$2,500.00.

Dr. Rzeszotarski made a motion approve Resolution No. 31-09, 2009 Wellness Day Training Expenses.

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

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare the following items as surplus property: Compaq computer, Sony Digital Camera, Laptop Docking Station, Compaq Hub, Toshiba Copier, three Dell Latitude Laptops, Dell Workstation, Dell CRT, Compaq CRT, HP Deskjet, and Robotic Control for a Parabolic Dish. All items will be sent to the Geauga County auction, with the exception of the robotic control, which will be destroyed.

Dr. Rzeszotarski moved to declare the Compaq computer, Sony Digital Camera, Laptop Docking Station, Compaq Hub, Toshiba Copier, three Dell Latitude Laptops, Dell Workstation, Dell CRT, Compaq CRT, HP Deskjet, and Robotic Control for a Parabolic Dish as surplus property.

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

COMMISSIONERS' TIME

Dr. Rzeszotarski asked what the theme of the Fair display is this year. Diane Valen, Naturalist Services Director, replied that it is *Greenscaping Your Yard*.

Mr. McCullough inquired if some artwork could be placed on the walls at the Affelder House. Mr. Curtin replied that he would follow-up on the request.

The Board took a break at 5:03 p.m.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 5:15 p.m. for the purpose of discussing land acquisition. There were no personnel items to be discussed.

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

The Board returned from Executive Session at 5:41 p.m. There were no items brought forward for resolution.

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

Departmental reports for the month of June were submitted to the Executive Director and a summary sheet was forwarded to the Board in their packets prior to the Board meeting.

Access to Best Preserve

Mr. McClintock reported that he received a letter from Carol and Steve Peters who expressed concern over the development of Best Preserve and asked for permission to access Best Preserve from their property. Mr. Curtin will follow up on issuing a special permit for access.

Letter to the Editor

The Board discussed a recent letter to the editor regarding pay raises for Park District employees.

Public Records Requests

Cindy Ford, Communications Manager, received three public records requests. They are currently being processed.

Western Reserve Land Conservancy Representatives

Mr. McClintock introduced Ed Meyers and Andrew Kirkpatrick of The Western Reserve Land Conservancy who arrived at 5:50 p.m.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 5:51 p.m. for the purpose of discussing land acquisition.

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

The Board returned from Executive Session at 6:03 p.m. The following item was brought forward for resolution:

LETTER OF IMMEDIACY

The Board was presented with a letter of immediacy from Western Reserve Land Conservancy which will be submitting a Clean Ohio Grant application for the purchase of the Barkman Property located in Burton Township.

Dr. Rzeszotarski moved to sign the letter of immediacy 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 on behalf of the Board.

The meeting was 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,

Thomas G. Curtin, Executive Director

Robert McCullough, President