

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
October 13, 2009**

The regular meeting of the Geauga Park District Board was held on October 13, 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
Kathy Hanes, Executive Secretary
Cindy Ford, Communications Manager
Paige Hosier, Marketing Director
Christian Lynn, Park Planner
Michele Pennell, Accountant
Robin Pilarczyk, Human Resources Manager
Diane Valen, Naturalist Services Director
Sandra Woolf, Secretary
Aaron Young, Planning Director

Visitors Present:

Patti Barz, Cleveland Metroparks
Tom Coles, Cleveland Metroparks
Ian Cooper, Chagrin Valley Astronomical Society
Roseanne Radyowski, Chagrin Valley Astronomical Society
Dan Rothstein, Chagrin Valley Astronomical Society
Philip Sherman, Chagrin Valley Astronomical Society

ADOPTION OF THE AGENDA

Mr. Leech moved to adopt the 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 SEPTEMBER 14, 2009

Mr. Leech moved to adopt the minutes of September 14, 2009 as amended.

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 SEPTEMBER 24, 2009

Mr. Leech moved to adopt the minutes of September 24, 2009 as amended.

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

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

INTRODUCTION OF GUESTS

Tom Curtin introduced guests Patti Barz, Law Director at Cleveland Metroparks and Tom Coles, Risk Manager at Cleveland Metroparks.

RESOLUTION HONORING VERN HARTENBURG, RESOLUTION NO. 46-09

Dr. Rzeszotarski read Resolution No. 46-09 honoring Vern Hartenburg’s service as Executive Director of Cleveland Metroparks.

WHEREAS, Cleveland Metroparks has enhanced the quality of life in Northeast Ohio;

WHEREAS, Vern Hartenburg has faithfully served as its Executive Director for 21 years;

WHEREAS, Vern Hartenburg’s dedication to conservation and appreciation for natural resources has resulted in the acquisition of an additional 2,375 acres of parkland during his tenure;

WHEREAS, under Vern Hartenburg’s skilled leadership, Cleveland Metroparks has become a “natural” destination for more than 16 million visitors each year;

WHEREAS, Cleveland Metroparks received the coveted National Gold Award for Excellence in Parks three times from the National Parks and Recreation Association;

NOW, THEREFORE, BE IT RESOLVED, on this thirteenth day of October, 2009, the Geauga Park District Board of Commissioners extends best wishes to Vern Hartenburg upon his retirement after 21 years of service to Cleveland Metroparks.

PRESENTATION OF FINANCIAL STATEMENT

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

GENERAL FUND		
BEGINNING FUND BALANCE SEPTEMBER 1, 2009		3,075,338.28
EXPENDITURES & OTHER USES		587,486.47
Personnel	213,869.97	
Medicare	2,989.40	
Dental /Hospitalization	34,566.88	
PERS	30,801.62	
Vouchers	305,258.60	
REVENUES & OTHER SOURCES		694,143.56
<u>General Tax Collections</u>		
- Real Estate Tax	1,452.13	
- State Reimburse Tax	412,548.02	
- State Reimbursed Personal Property Tax	245,174.32	
<u>Investment Income</u>	242.57	
<u>Gifts & Donations</u>	16,827.64	
- General donation - Bissell (\$5)		
- In Memory of Billie Smith - Various (\$235)		
- Discarded Workshop donation - Wal-Mart (\$500)		

- Additional work donation - Best Sand (\$9,337.50)
- Donor designated transfer donations - GPD Foundation (\$6,750.14)

Fees

- Programs - Schools - Out-of-county	24.00
- Camping	200.00
- Shelters	245.00
- Lodge heat fee	320.00

Sales

- Tapper's Treasures - MC	1,009.96
- Tree Tops - TWW	509.19
- Credit Card - All facilities	1,181.80

Other Receipts

- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - McKinnon	400.00
- Chickagami house - Mast	400.00
- Parking Ticket Collections	50.00
- Recycling Proceeds	110.11
- Local Government Funds	7,251.91
- Auction Proceeds (tractor)	5,212.37
- Miscellaneous Receipts	184.54
Postage reimbursement - GPD Foundation (\$104.54)	
Jury duty reimbursement - Barnhart (\$80)	

ENDING FUND BALANCE AS OF SEPTEMBER 30, 2009 **3,181,995.37**

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2009 **3,814,862.12**

EXPENDITURES & OTHER USES **858,392.55**

Vouchers	858,392.55
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REVENUES & OTHER SOURCES **203,702.95**

<u>Investment Income</u>	495.08
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<u>Gifts & Donations</u>	201,479.50
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- Estate donation transfer - GPD Foundation - Charlotte Stafford (\$200,000)
- Observatory donation – Cleveland Astronomical Society (\$1,000)
- Affelder Trust Interest (\$479.50)

Royalties

- Oxford Oil Co - Swine Creek property	186.93
- Cedar Valley Energy - Hehmeyer property	505.74
- Cedar Valley Energy - Sunnybrook property	410.93
- Power Gas - Farley property	624.77

ENDING FUND BALANCE AS OF SEPTEMBER 30, 2009 **3,160,172.52**

VOUCHER RESOLUTION NO. 45-09

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. 45-09, 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

COMMUNICATIONS TO THE BOARD

Mr. Curtin shared the following communications with the Board:

- A letter was received from Chardon City Council member Debbie Reiter thanking the Park District for providing the residents of Chardon with information about The Maple Highlands Trail.
- A number of emails were received from patrons who commented on the beautiful, clean shelter at Sunnybrook Preserve.
- A thank you note was received from Jim Rapone, Chairman of the Arrowhead District, Boy Scouts of America. Mr. Rapone expressed his gratitude for the hard work done by Park staff on the grounds, trails, parking lot and new campsites at Chickagami Park.
- Nancy Craun wrote a letter thanking Dottie Mathiott for organizing the horseback hiking program at Headwaters Park.

OPEN TO PUBLIC

Mr. Curtin welcomed Patti Barz and Tom Coles from Cleveland Metroparks who led a discussion on risk management issues.

Mr. Coles provided an overview of how Cleveland Metroparks provides safety oversight for the Park staff, volunteers and visitors. Ms. Barz spoke to the Board regarding sovereign immunity, public records requests, special permits, and alcohol consumption in the Cleveland Metroparks.

Mr. Curtin thanked Mr. Coles and Ms. Barz for their presentation.

UNFINISHED BUSINESS

The Affelder House

Landscaping improvements at The Affelder House have been completed by the Operations Department.

Bass Lake Preserve

Improvements to the dam are substantially complete.

The public input meeting that discussed plans for the new shelter went very well. Approximately 300 postcards were mailed to neighbors notifying them of the meeting. Another public meeting will be scheduled sometime in November. In addition to sending postcards, Mr. Leech suggested posting a sign near the lodge stating that another public input meeting will be held.

Bridge Inspections

Bridge inspections are scheduled to take place at the end of October.

Geauga Park District Dam Inventory

The dam inventory should be complete by the end of October.

Sunnybrook Preserve

A one-year walk through of Sunnybrook Preserve was completed and just a few minor items need to be addressed.

Observatory Park

Chris Lynn, Park Planner, presented an update on the Observatory Park project. The design portion is 45% complete and work will begin soon on the construction drawings. Plans call for a planetarium, a self-contained restroom, an observatory building with a manual roll-off roof, and a storage area. Green features will include a green roof, rain barrels to collect roof water run-off, a wind system that could potentially power a low-level LED lighting system, and use of recycled materials whenever possible.

Geauga Park District Audit

A report was received from the State of Ohio Auditor who reported no discrepancies.

The Maple Highlands Trail, North

The Park District has been in discussion with St. Mary's Church about the abandoned railroad right-of-way which is located on St. Mary's Church property. It was proposed that the Park enter into either a licensing or an easement agreement with St. Mary's for access to the right-of-way. Park legal counsel, David Ondrey, recommended an easement rather than a licensing agreement because of its permanency.

After some discussion, the Board agreed to offer St. Mary's \$5,000.00 for an easement to access the railroad right-of-way. Mr. Curtin stated he will contact St. Mary's and advise them of the Board's decision.

Historical Marker – Union Chapel

The Ohio Historical Society notified the Park District that the application for the historical marker for Union Chapel has been received and that grant funding for the marker is under consideration.

Invasive Species

The Nature Conservancy has entered into an agreement with the Park District to spray for phragmites at Observatory Park, weather permitting. The Conservancy will be conducting the work free of charge and will be working in cooperation with the Park's Natural Resources Management department.

ATV Trails

Mr. Curtin reported that he received a letter from Representative Matt Dolan in response to a request by Munson Township residents for construction of an ATV trail in the parks. The Board agreed that there are no plans in the future to construct an ATV trail in any of the parks. Mr. Curtin will respond to Representative Dolan's letter.

Mountain Run Station

The dedication of the Chardon Rotary Pavilion at Mountain Run Station in September was well attended and many positive comments were received about the facility.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin reported that the Foundation is busy reviewing the by-laws, working on their budget, and organizing the capital campaign for Observatory Park.

CONTRACT REVIEW

Pursuant to Article XII of the Geauga Park District By-laws, the Planning Department provided the Board with project construction costs and change orders prior to the meeting.

Aaron Young, Planning Director, was asked if there were any projected cost over-runs. Mr. Young indicated that there were not.

**RESOLUTION HONORING CHAGRIN VALLEY ASTRONOMICAL SOCIETY,
RESOLUTION NO. 47-09**

Mr. Curtin introduced Ian Cooper, Roseanne Radyowski, Dan Rothstein and Philip Sherman from the Chagrin Valley Astronomical Society.

Dr. Rzeszotarski read Resolution No. 47-09 honoring Chagrin Valley Astronomical Society:

WHEREAS, Chagrin Valley Astronomical Society (CVAS) has been in existence since 1963 and is the largest astronomical organization in Northeast Ohio;

WHEREAS, CVAS members have contributed countless hours to school groups, scouting organizations and the public, encouraging star-gazers to discover the natural wonders of astronomy;

WHEREAS, CVAS has partnered with Geauga Park District for more than 30 years, providing astronomy and night study programs to both young and old alike;

WHEREAS, CVAS has been at the forefront in educating the public about light pollution, working to restore and preserve the dark skies of Geauga County;

WHEREAS, CVAS members have selflessly donated their time and expertise to assist in the planning and development of Observatory Park;

WHEREAS, CVAS is the heart and soul of astronomy in Northeast Ohio and their contribution to astronomy education cannot be measured in hours or days;

NOW, THEREFORE, BE IT RESOLVED, on this thirteenth day of October, 2009, the Board of Park Commissioners extends their deepest gratitude to CVAS for their promotion of astronomy education in Northeast Ohio.

Mr. Cooper, President of the Chagrin Valley Astronomical Society, accepted the resolution on behalf of his fellow members and expressed his appreciation to the Board of Commissioners.

MEMORANDUM OF UNDERSTANDING – UNION CHAPEL, RESOLUTION NO. 48-09

Mr. Curtin presented the Board with the Memorandum of Understanding for Union Chapel. The agreement establishes a partnership with the Trustees of Union Chapel and provides guidelines for the maintenance and operation of the Chapel by the Park District to ensure the long-term viability and preservation of the property.

The agreement was drafted by Park legal counsel, David Ondrey, and signed by the Union Chapel Trustees on October 9, 2009.

Mr. McCullough made a motion to enter into an agreement with the Trustees of Union Chapel. 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

Mr. McCullough signed the agreement on behalf of the Board of Commissioners. Sandra Woolf, Union Chapel Trustee, thanked the Board for their support of the Chapel.

NEW BUSINESS

PERSONNEL POLICY REVISIONS

The Board was presented with three personnel policy revisions for their review:

Personnel Policy 301.1 – Types of Employment, Resolution No. 49-09

The Types of Employment benefit table (differentiating between full-time, part-time, seasonal and temporary employees) has been revised to reflect that part-time employees will be eligible for holiday pay if the holiday occurs on their regularly scheduled work day.

Mr. Leech made a motion to adopt the revision to Personnel Policy 301.1, Types of Employment. 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

Personnel Policy 414.1 – Holidays, Resolution No. 50-09

The Holiday policy has been revised to reflect that part-time employees will be eligible for holiday pay if the holiday occurs on their regularly scheduled work day.

Dr. Rzeszotarski made a motion to adopt the revision to Personnel Policy 414.1, Holidays. 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

Personnel Policy 415.1 – Board Approved Building Closures, Resolution No. 51-09

A new policy has been created which defines board approved building closures. Typically these days are before or after holidays and are approved annually by the Board of Commissioners. They are not holidays and no holiday pay will be paid to staff that work these days.

Dr. Rzeszotarski made a motion to adopt Personnel Policy 415.1, Board Approved Building Closures.

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

VISION REIMBURSEMENT PROCEDURE – AMENDING PREVIOUSLY APPROVED MINUTES

On October 22, 2008 at a special board meeting, a vision reimbursement procedure was approved for all employees, their spouses, and IRS dependents.

In the minutes, which were subsequently approved by the Board, the phrase “their spouses and IRS dependents” was omitted. The Geauga County Auditor has requested that the portion of the minutes from October 22, 2008 describing the vision reimbursement procedure be amended and the phrase “their spouses and IRS dependents” be inserted for clarification.

Mr. Leech made a motion to amend a portion of the minutes of October 22, 2008 and insert the phrase “their spouses and IRS dependents” in the vision reimbursement procedure.

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

2010 VISION REIMBURSEMENT PROCEDURE, RESOLUTION NO. 52-09

The Board was presented with the vision reimbursement procedure for 2010. The Board agreed to continue the present procedure which provides all full-time employees, their spouses, and IRS dependents up to \$200.00 in reimbursement for non-covered, prescription eye-care expenses and provides all part-time employees, their spouses, and IRS dependents up to \$100.00 in reimbursement for non-covered, prescription eye-care expenses, effective January 1, 2010.

Mr. Leech made a motion to adopt the 2010 Vision Reimbursement procedure, effective January 1, 2010.

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

2010 EMPLOYEE UNIFORM ALLOWANCE PROGRAM

The Board was presented with the employee uniform allowance program. The current reimbursement schedule is as follows:

- \$250 for full-time “field” employees
- \$100 for part-time “field” employees
- \$200 for part-time “field” employees, if steel-toed boots are needed
- \$100 for full- and part-time office staff

The Board agreed by unanimous consent to continue the Uniform Allowance Program for one more year, effective January 1, 2010.

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare a 2000 fiberglass truck cap, a 2002 Chevy Silverado Truck, an HP inkjet printer, two ACER LCD monitors, and a walk-in cooler from Nassau Observatory (Observatory Park) as surplus property.

Mr. Leech moved to declare a 2000 fiberglass truck cap, a 2002 Chevy Silverado Truck, an HP inkjet printer, two ACER LCD monitors, and a walk-in cooler from Nassau Observatory as surplus property.

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

COMMISSIONERS' TIME

Dr. Rzeszotarski asked if the Board meeting scheduled for November 10, 2009 could be rescheduled as he is unable to attend due to a scheduling conflict. Mr. Curtin will follow-up and suggest alternative dates.

Mr. Curtin asked the Board members if they had any requests for the 2010 budget. Mr. Leech suggested linking the asphalt trail to the gravel trail at Frohring Meadows.

Mr. McCullough mentioned that he would like the Scouts to be included in the grand opening celebration at Chickagami Park.

EXECUTIVE SESSION

There were no items brought forward for Executive Session.

REPORTS FROM COMMITTEES OF THE BOARD

Departmental Reports

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

REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD

There were no reports from Officers and Employees of the Board.

The meeting was adjourned at 6:10 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