

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
April 13, 2010**

The regular meeting of the Geauga Park District Board was held on April 13, 2010 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. 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 & Admin. Services Dir.
John Oros, Director of Operations
Michele Pennell, Accountant
Robin Pilarczyk, Human Resources Manager
Robert Urban, Chief Ranger
Diane Valen, Naturalist Services Director
Sandy Woolf, Secretary
Aaron Young, Planning Director

Visitors Present:

Beverly Ash, Union Chapel Trustee
Michael Fath, Union Chapel Trustee
Glen Miller, *The Maple Leaf*
Becky Strong
P.J. Strong

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:

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

ADOPTION OF THE MINUTES OF MARCH 9, 2010

Mr. Leech moved to adopt the minutes of March 9, 2010 as amended.

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

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

INTRODUCTION OF GUESTS

Mr. Curtin introduced Union Chapel Trustees Beverly Ash, Michael Fath and Sandy Woolf.

PRESENTATION OF FINANCIAL STATEMENT

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
MARCH 31, 2010**

GENERAL FUND

BEGINNING FUND BALANCE MARCH 1, 2010

\$1,173,800.44

EXPENDITURES & OTHER USES

469,686.47

Personnel	213,660.12
Medicare	2,985.25
Dental /Hospitalization	40,663.70
PERS	31,039.95
Vouchers	181,337.45

REVENUES & OTHER SOURCES

3,243,967.18

General Tax Collections

- Real Estate Tax	3,203,735.83
- State Reimburse Tax	27,915.50

Investment Income

45.41

Gifts & Donations

1,574.81

- Sap's Sunday donations - Patrons (\$738.81)
- In memory donations -Various (\$575)
- Exhibit box donations - Various (\$131)
- General or Program donations -Various (\$130)

Fees

- Programs - Schools - Out-of-county	99.00
- Camping	60.00
- Shelters	60.00
- Lodge heat fee	250.00
- Workshops - General - Public program	36.00

Sales

- Tapper's Treasures - MC	19.12
- Tree Tops - TWW	311.79
- Syrup Sales	1,391.89
- Credit Card - All facilities	320.76

Other Receipts

- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - McKinnon	400.00
- Chickagami house - Mast	400.00
- Recycling Proceeds	171.21
- Local Government Funds	5,476.50
- Miscellaneous Receipts	899.36

Stimulus reimb - First Energy (\$593.82)

Postage reimb - GPDF (\$280.83)

Public records request - Various patrons (\$24.71)

ENDING FUND BALANCE AS OF MARCH 31, 2010

\$3,948,081.15

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE MARCH 1, 2010

\$2,912,871.50

EXPENDITURES & OTHER USES

552,902.33

Vouchers

552,902.33

REVENUES & OTHER SOURCES

114,448.87

Investment Income

100.17

Gifts & Donations

458.00

- Affelder trust - Key Bank (\$458.00)

Grants

112,369.51

- Barkman property grant - WRLC

Royalties

- Oxford Oil Co - Swine Creek property

222.45

- Cedar Valley Energy - Sunnybrook property

255.06

- Hall & Horning - Stinchcomb property

51.91

- Power Gas - Farley property

991.77

ENDING FUND BALANCE AS OF MARCH 31, 2010

\$2,474,418.04

VOUCHER RESOLUTION NO. 18-10

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. 18-10, 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. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

COMMUNICATIONS TO THE BOARD

Mr. Curtin read an email thanking Naturalists Linda Gilbert and John Kolar for the slideshow they created and distributed to participants in the Crinkleroots "Signs of Spring" program.

Mr. Curtin shared letters received from several students at local Amish schools thanking the Park District for the bat box kits.

Dr. Rzeszotarski spoke with a patron who, while on the trail at Sunnybrook, couldn't find the way back to the parking lot. Dr. Rzeszotarski asked if a sign could be placed on the Jumping Mouse Trail indicating the direction to the parking lot. Mr. Curtin indicated he will follow-up on the request.

OPEN TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

PARK UPDATES

Park Projects

Mr. Curtin updated the board on the status of various park projects:

- Waiting on the pre-construction schedules for Bass Lake Lodge and also the asphalt improvements project.

- A pre-construction meeting for Chickagami Park is scheduled for April 14, 2010.
- Pre-construction meetings were held for Orchard Hills Park and Observatory Park.
- The punch list for Best Preserve is complete.

Geauga County Auditor's Report

Mr. Curtin distributed a graph which was prepared by the Geauga County Auditor and posted on the Geauga County website. Mr. Curtin explained that the information dealing with 2009 tax revenue is misleading in that the full tax rates are used instead of effective tax rates. In the past, effective tax rates have been used by the County Auditor's Office in publications. Using the full tax rates provides a false picture of the Park District's revenue.

Mr. Leech commented that it is important that County officials receive the correct information. Mr. Curtin stated that the effective tax rate data will be sent to the Geauga County Commissioners and to the Geauga County Auditor. Mr. Curtin will ask the County Auditor to put the effective tax information on the website. The Park District will continue to work with the Auditor's Office to ensure that any information on the County's website and in publications dealing with Park District revenue is accurately depicted. Mr. Curtin and the Board thanked Michele Pennell, Accountant, for her efforts in compiling the data.

National Association of Interpreters (NAI) Award

Nora Sindelar was recently recognized by the National Association of Interpreters for meritorious service at the Region 4 NAI Conference. The Board extended their best wishes to Nora.

Wellness Day Training

The 2010 Wellness Day Training for staff is scheduled for September 23, 2010. The total cost for the training is \$1,900.00. The Board agreed by unanimous consent to approve the cost of the training.

Chardon Middle School Fundraiser

Mr. Curtin informed the Commissioners that Chardon Middle School is hosting a fundraiser for the Flight 93 Memorial Foundation using The Maple Highlands Trail for a walk/run/jog event on May 15, 2010. The organizers have asked if the link from Mountain Run Station to The Maple Highlands Trail could be renamed "Flight 93 Link" for the day. The Board expressed their support for the idea, but agreed that a "proclamation" might be more appropriate. The issue was tabled for further discussion.

Observation Binoculars at Bass Lake Preserve

The Bass Lake Club Association asked if observation binoculars could be installed at Bass Lake Preserve. Mr. Curtin contacted the neighbors on the opposite shore and they expressed concerns about security and privacy. Mr. Curtin recommended that the binoculars not be installed and the Board agreed.

Geauga County Rivers and Watershed Map

Mr. Curtin distributed a map created by Paul Pira, Park Biologist. The map shows the various river and watershed systems located in Geauga County.

GEAUGA PARK DISTRICT FOUNDATION REPORT

The Observatory Park Capital Campaign is progressing well.

CONTRACT REVIEW

Contracts

Mr. Curtin reported there were no contracts to review.

Observatory Park

Aaron Young, Planning Director, recommended potential reductions in the scope of work for Observatory Park, Phase II to bring the project cost within the budgeted amount. Mr. Young stated that the reductions wouldn't impact the project adversely. After some discussion, the Board agreed that removing the battery system, 24 solar panels, the seating beams and the turf reinforcement and installing sod instead would bring the project costs in line with the budget. Additional reductions may be needed and the issue will be revisited at a later time.

BASS LAKE AGREEMENT, RESOLUTION NO. 21-10

The Commissioners reviewed a copy of the agreement between Geauga Park District and the Bass Lake Club Association. The agreement was reviewed by the Park's legal counsel, David Ondrey.

Mr. Leech made a motion to approve the Bass Lake Agreement, Resolution No. 21-10. Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

The agreement was signed by the Commissioners.

WINDSTREAM COMMUNICATIONS CONTRACT

Mr. Curtin presented the Windstream Communications Contract for the Board's review. Mr. Leech expressed concern about language in the agreement regarding warranties and service termination. Mr. Curtin will ask David Ondrey, Park legal counsel, to review the document and make changes as needed. The contract will be presented for approval at the next board meeting.

PUBLIC SAFETY COMMUNICATIONS TOWER AGREEMENT, RESOLUTION NO. 25-10

Mr. Curtin updated the Board on the status of the Communications Tower agreement between the Park District and the Geauga County Sheriff's Department. The Park District would receive revenue from ground leases, but not tower "add-ons," as had been requested by the Park District. The Board agreed to remove the request for "add-on" revenue from the agreement and agreed to the provision for revenue from ground leases.

Mr. Leech made a motion to approve the Public Safety Communications Tower Agreement, Resolution No. 25-10 as amended. Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

NEW BUSINESS

UNION CHAPEL STRATEGIC PLAN

The Union Chapel trustees were present to review the proposed strategic plan with the Commissioners. A few minor changes were made to the Mission and Vision Statements. The Board agreed to the following Mission and Vision Statements:

Mission Statement

To preserve the South Newbury Union Chapel and increase public knowledge about the nationally important historic events which occurred within its walls.

Vision Statement

To educate and enhance public awareness that the South Newbury Chapel is a nationally significant site for freedom of speech on issues such as Women’s suffrage rights, workers’ rights and other social welfare programs. Many of the ideas presented at the Chapel grew into topics of national importance.

The Board discussed prioritizing the objectives of the strategic plan and agreed that identifying and appraising the items inside the Chapel, developing a historical brochure, creating conceptual plans for a driveway and access to the Chapel, and exploring potential funding sources should be the focus during 2010.

Dr. Rzeszotarski suggested that a digital archive could be made available in the future so people could view the items and the inside of the Chapel remotely. This could be something done by a history scholar using grant money.

The Board thanked the Trustees for their work and dedication to Union Chapel.

PERSONNEL POLICY REVISION, SECTION 503.1, RESOLUTION NO. 19-10

Robin Pilarczyk, Human Resources Manager, presented changes to Section 503.1 of the Personnel Policy dealing with overtime work pay. Instead of listing each job title separately, all employees in grades 4 through 9, with the exception of Ranger Sgt. and Ranger Lieutenant, will be exempt from overtime pay.

Mr. Leech made a motion to approve changes to Personnel Policy, Section 503.1., Overtime Pay as stated above.

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

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

SPECIAL REVENUE FUND, RESOLUTION NO. 23-10

Establishment of a Special Revenue Fund

The Board was presented with a resolution to establish a special revenue fund, named the Retirement Reserve Account (RRA), for the purpose of payment of accumulated sick leave and vacation leave, or for payments in lieu of taking compensatory time off, upon the retirement of an employee.

Mr. Leech made a motion to approve the establishment of a Special Revenue Fund named the Retirement Reserve Account (RRA).

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

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

Transfer of Funds from the General Fund to Retirement Reserve Account (RRA)

The Board was asked to approve the transfer of \$82,197.00 from the General Fund to the Retirement Reserve Account.

Dr. Rzeszotarski made a motion to transfer \$82,197.00 from the General Fund to the Retirement Reserve Account (RRA).

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

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

Resolution No. 23-10, as adopted, reads as follows:

WHEREAS, to ensure that funds for payments to Geauga Park District employees who are retiring are available when needed, a special revenue fund will be established;

WHEREAS, Ohio Revised Code 5705.13(B) allows a taxing authority to establish a special revenue fund to accumulate cash to pay accumulated leave, or for paying salaries when the number of pay periods exceeds the usual and customary number for a year;

NOW, THEREFORE, BE IT RESOLVED, there be a special revenue fund established and an account within this special revenue fund be named the Retirement Reserve Account (RRA) in the amount of \$82,197. The RRA shall be restricted and dedicated solely for the purpose of payment of accumulated sick leave and vacation leave, or for payments in lieu of taking compensatory time off, upon the retirement of an employee.

Moreover, the RRA shall be reflected as a distinct and verifiable line item in the Park's audited financial statements and may be drawn upon only with Park Board approval.

The balance of the RRA shall be maintained at the level established by the Geauga Park District Board of Commissioners. Thereafter, the amount of the RRA may be adjusted with Park Board approval.

The RRA cash balance shall be maintained by the Geauga County Treasurer and may be invested in a manner similar to the manner in which other similar accounts are invested. All income earned on the RRA shall be to the benefit of the Geauga Park District.

The Park Board may rescind the fund at any time with the accumulated resources being returned to the fund from which they came.

NOW BE IT FURTHER RESOLVED, that this Resolution is effective this 13th day of April 2010.

TRANSFER OF FUNDS, RESOLUTION NO. 20-10

Mr. Curtin informed the Board of the Geauga County Auditor’s Office notification that the first half of tax revenue has been posted to the Park District’s General S05 Account.

Dr. Rzeszotarski moved the adoption of Resolution No. 20-10, transferring \$500,000.00 from the General S05 Account to the Q41 Land Improvement Fund.

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

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

2010 LIABILITY INSURANCE CONTRACT, RESOLUTION NO. 22-10

The Board was presented with the 2010 Liability Insurance proposal from Public Entities Pool of Ohio in the amount of \$49,500.40. The 2010 premium is an annual reduction of \$20,228.60 (29%) from last year’s premium of \$69,728.96. Dr. Rzeszotarski asked why there was a reduction in the price of the premium. Mr. Curtin responded that the reduced price was the result of the industrial appraisal of the parks done in 2008.

Mr. Leech moved to accept the liability insurance contract from Public Entities Pool of Ohio, Resolution No. 22-10, in the amount of \$49,500.40.

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

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

DEER MANAGEMENT PLAN

John Oros, Director of Operations, reviewed the deer management summary from 2009 and the proposed deer management plan for 2010-11. He explained that a number of statistical tools are used in creating the deer management plan, such as deer exclosure data, harvest-based population estimates, and camera surveys. Dr. Rzeszotarski suggested contacting the Division of Wildlife to see if they keep records of deer harvest by township as it could be used as another measurement tool.

Mr. Oros recommended that the Park District continue with the use of archery and firearms, as both options have proven valuable in reducing deer in parks where there are high densities. 70% of the deer harvested in 2009-10 was with archery equipment and the other 30% of the harvest was with firearms.

In terms of safety, hunters would continue to be prequalified before a permit would be issued. Mr. Oros also explained that his department works closely with the Ranger Department to ensure there is adequate ranger coverage.

Mr. Oros proposed the following schedule for the 2010-11 hunting season for parks normally open to the public which will be closed during the hunt:

- The West Woods, November 29, 2010 to December 5, 2010 – shotgun
- The Rookery, December 18 and 19, 2010 – shotgun

Mr. Oros proposed the following for parklands not open to the public for the 2010-2011 hunting season:

- Observatory Park (neighbors with permits only), January 8 to January 11, 2011 – muzzleloader
- Ellerin Property, September 25, 2010 to February 6, 2011 – compound bow or crossbow
- Observatory Park (neighbors with permits only), November 29 to December 5 – shotgun
- From September 25, 2010 to February 6, 2011:
 - persons who have permits and live on land contiguous to parklands not open to the public (including preserve areas at Bass Lake and Burton Wetlands) may bow hunt.
 - persons who live on land contiguous to parklands not open to the public may allow other hunters who have permits to access such park properties through their adjacent land.

Mr. Oros proposed the following for staff participation in the 2010-2011 hunting season:

- Park staff with permits may hunt on parkland designated above (plus the preserve area at The Rookery) when space or permits are available at such properties. In addition, park staff will be utilized to coordinate hunts and ensure deer culling efforts are maintained.

Mr. Oros mentioned that he will be approaching Chagrin Falls officials for permission to conduct archery hunting on their portion of the Frohring Meadows property. Hunting strategy will be determined at a future time.

The Board asked Mr. Oros to develop a timeline for the hunting season that provides specific information about park closures, hunting dates and neighbor notification. The Board restated their intent that when firearm hunts are taking place on park property open to the public, the entire park (including trails, Nature Centers, shelters) must be closed to the public. In addition, when archery hunts are taking place on park property open to the public, the public use areas of the park (including trails, Nature Centers, shelters) will be off-limits to hunters with hunting activity limited to preserve areas. In all hunting scenarios, written notification will be sent in advance to neighbors (whose land is contiguous to park land where hunting is taking place) and officials (Local Trustees and Law Enforcement personnel who have jurisdiction in the Township where hunting is taking place).

Mr. McCullough made a motion to adopt the 2010-11 Deer Management Plan.

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

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

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare the following items as surplus property:

- Filter tank for sugaring (contains lead)
- Miscellaneous parts to cubicles
- Minolta SRT-202 Camera w/ accessories and bag
- Olympus d-600L Camera
- Minolta Maxxum 7000 Camera w/ accessories
- Map base made of walnut for scrap materials
- Cub Cadet 54" lawn mower (purchased 2004)
- Homelite weed trimmer
- Concrete parking curbs (quantity of 27, price for all)

Mr. Leech moved to declare the above-mentioned items as surplus property.

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

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

COMMISSIONERS' TIME

Dr. Rzeszotarski asked for an update on the total amount of maple syrup produced this season.

Mr. Curtin replied that, due to the short season, only 92 gallons were produced.

Dr. Rzeszotarski inquired about the status of the Music Street dam repair. Mr. Curtin reported that the Park District is in the process of contacting the land owner.

Mr. McCullough mentioned that he would like the Park District to concentrate on water resources in the County over the next 25 years. This could include mapping the streams and ponds and connecting water corridors for canoeing or kayaking.

The Commissioners asked that a new line item called "Open to the Public for Questions" be included in the agenda under New Business. This would provide time for the public to ask questions about specific agenda items that had already been discussed.

Mr. McClintock mentioned that Mr. McCullough signed the final closing documents for the Orchard Hills acquisition prior to today's Board meeting. The official closing on the property will take place on April 14, 2010 with the transfer of the property from Western Reserve Land Conservancy to Geauga Park District.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 5:35 p.m. for the purpose of discussing potential 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:

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

The Board returned from Executive Session at 6:09 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 for the month of March were submitted to the Executive Director and a summary sheet was forwarded to the Board prior to the Board meeting.

ADJOURNMENT

The meeting was adjourned at 6:15 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