

**GEAUGA PARK DISTRICT  
BOARD MEETING MINUTES  
August 17, 2010**

The regular meeting of the Geauga Park District Board was held on August 17, 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  
Kathy Hanes, Executive Secretary  
Brett Bellas, Maintenance Manger  
Sherry Bosworth, Business Affairs Director  
John Hayhurst, Lt. Ranger  
Paige Hosier, Marketing & Admin. Services Director  
Sandy Klepach, Communications Specialist  
John Oros, Operations Director  
Michele Pennell, Chief Financial Officer  
Robert Urban, Chief Ranger  
Diane Valen, Naturalist Services Director  
Aaron Young, Planning Director

Visitors Present:

Glen Miller, *The Maple Leaf*

**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:

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

**ADOPTION OF THE MINUTES**

Mr. Leech moved to adopt the minutes of July 13, 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 Glen Miller of *The Maple Leaf*.

**PRESENTATION OF FINANCIAL STATEMENT**

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

**GENERAL FUND**

**BEGINNING FUND BALANCE JULY 1, 2010** **2,511,471.08**

**EXPENDITURES & OTHER USES** **643,849.63**

Personnel	338,214.38
Medicare	4,753.02
Dental /Hospitalization	40,855.32
PERS	49,071.20
Vouchers	210,955.71

**REVENUES & OTHER SOURCES** **26,504.88**

Investment Income 273.55

Gifts & Donations 150.50

- Program donations -Patrons (\$90.50)
- General donations -patrons (\$20.00)
- In mem of R. Holzheimer -patrons (\$20.00)
- TWW bird feed donation -patrons (\$20.00)

Fees

- |  |          |
|--|----------|
| - Programs - Schools - Out-of-county   | 6.00     |
| - Camping                              | 260.00   |
| - Shelters                             | 100.00   |
| - Canoe and Kayak                      | 30.00    |
| - NAF Table Fees                       | 50.00    |
| - Lodge heat fee                       | 50.00    |
| - Workshops - General - Public program | 2,445.00 |
| - Programs - General - Public Program  | 318.00   |

Sales

- |                                |          |
|--------------------------------|----------|
| - Tapper's Treasures - MC      | 1,049.87 |
| - Tree Tops - TWW              | 639.07   |
| - Credit Card - All facilities | 736.28   |

Other Receipts

- |  |          |
|--|----------|
| - Swine Creek house - Harry              | 400.00   |
| - Burton Wetlands house- Kolar           | 400.00   |
| - Hyde house - McKinnon                  | 400.00   |
| - Chickagami house - Mast                | 400.00   |
| - Citation Disbursement                  | 60.00    |
| - Parking Ticket Collections             | 20.00    |
| - Local Government Funds                 | 8,903.49 |
| - Auction Proceeds (Tractor, boat motor) | 9,813.12 |

**ENDING FUND BALANCE JULY 31, 2010** **\$ 1,894,126.33**

**LAND IMPROVEMENT FUND**

<b>BEGINNING FUND BALANCE JULY 1, 2010</b>		<b>3,647,773.41</b>
<b>EXPENDITURES &amp; OTHER USES</b>		<b>519,412.42</b>
Vouchers	519,412.42	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>58,934.12</b>
<i>Investment Income</i>	358.47	
<i>Gifts &amp; Donations</i>	57,029.27	
- Constance Thomas bequest		
<i>Royalties</i>	1,546.38	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer Hart, Sunnybrook, Swine Creek		
<b>ENDING FUND BALANCE AS OF RETIREMENT RESERVE ACCOUNT</b>		<b>\$ 3,187,295.11</b>

<b>BEGINNING FUND BALANCE JULY 1, 2010</b>		<b>82,197.00</b>
<b>REVENUES &amp; OTHER SOURCES</b>		<b>18.04</b>
<i>Investment Income</i>	18.04	
<b>ENDING FUND BALANCE JULY 31, 2010</b>		<b>\$ 82,215.04</b>

**VOUCHER RESOLUTION NO. 39-10**

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

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 39-10, 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 a note from Cub Scout Pack 101 (Auburn Township) thanking Judy Barnhart for the wonderful program she presented on geo-caching.

The Board commented that they received many positive comments about the Nature Arts Festival and those involved did a great job. Mr. Curtin mentioned that approximately 4,000 people attended the event.

## **OPEN TO THE PUBLIC**

There were no comments from the public.

## **UNFINISHED BUSINESS**

### **PARK UPDATES**

#### Vehicle Counter Statistics

Mr. Curtin distributed the vehicle counter statistics for The Rookery and Sunnybrook Preserve for the Board to review.

Mr. Leech suggested that it would be interesting to track the weather and determine how it might impact user statistics.

#### Park Projects

Mr. Curtin informed the Board that the projects at Bass Lake, Chickagami Park, Orchard Hills and Observatory Park are moving along well and are on schedule.

#### Big Creek Park

A final walk-through will take place in September.

#### Chickagami Park

The electrical work at the shelter will be completed next week.

#### Walter Best Preserve Improvements

A one-year walkthrough is scheduled for September.

#### Windstream Communications

Installation for wireless internet capabilities is in progress. The upgraded phone system will be ordered; however, installation date has not yet been determined. In the interim, an automated phone system is being utilized on a trial basis.

#### 50<sup>th</sup> Anniversary Celebration

An overview of the plans for the exhibit for the 50<sup>th</sup> Anniversary celebration was distributed to the Board. Dan Best, Senior Naturalist, will provide additional information at the September Board meeting.

## **GEAUGA PARK DISTRICT FOUNDATION REPORT**

Mr. Curtin mentioned that the next Foundation meeting is scheduled for August 19<sup>th</sup> at The Affelder House.

## **CONTRACT REVIEW**

Pursuant to Article XII of the Geauga Park District by-laws, the Planning Department provided the Board with the construction costs and change orders for current park projects.

Dr. Rzeszotarski commented that he is concerned about the negative balance in the amount of \$1,872.48 for the Observatory Park project. Aaron Young, Planning Director, explained that change orders are in progress and the September report will show the project to be within budget.

**2011 AMENDED TEMPORARY BUDGET, RESOLUTION NO. 41-10**

The Board was asked to amend a portion of 2011 Temporary Budget (Resolution No. 35-10) which was approved at the July Board meeting. The portion to be amended is the result of an undetermined carryover which includes monies being held for possible grant funding which may or may not be received in 2010. Because of this, the Contract/Projects Account (71-Q41) in the Land Improvement Fund (Q41) will need to be adjusted by \$2 million dollars. The new appropriation will be \$3.15 million.

Dr. Rzeszotarski made a motion to amend a portion of the 2011 Temporary Budget (Resolution 35-10) and adjust the Contract/Projects Account (71-Q41) in the amount of \$2 million dollars. 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

**NEW BUSINESS**

**WARRANTY EASEMENT DEEDS, RESOLUTION NOS. 38-10 AND 41-10**

Mr. McClintock informed the Board that the warranty easement deeds for the Wetland Reserve Program for the Abela (PPN# 25-704022) and Farley (PPN# 25-704017) properties are complete. Both properties are located in Parkman Township. The Park District will be receiving \$83,130 for the easements.

Dr. Rzeszotarski made a motion to accept the Wetland Reserve Program warranty easement deeds for the Abela property (Resolution No. 38-10) and the Farley property (Resolution No. 41-10).

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

Authorization to Sign Warranty Easement Deeds, Resolution No. 45-10

Dr. Rzeszotarski made a motion to grant Robert McCullough, Board President, authorization to sign the Warranty Easement Deeds for the Abela and Farley properties.

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

**WASTE REMOVAL CONTRACT, RESOLUTION NO. 42-10**

Mr. Curtin reported that Requests for Proposals for a five-year term were sent to four waste removal companies. Proposals were received from two companies: Universal Disposal in the amount of \$37,860.00 and Waste Management in the amount of \$32,244.72.

The Board commented that the bids were very competitive and were pleased that the contract prices were “locked in” for a five-year period.

The Board discussed the proposals and agreed to enter into a contract with Waste Management, as their bid was the lowest and best, and because of the good working relationship the Park District has with them.

Mr. Leech moved to enter into a contract with Waste Management Company in the amount of \$32,244.72 for a five-year period beginning January 1, 2011.

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

**SEPTIC SYSTEM CONTRACT**

Mr. Curtin informed the Board that Requests for Proposals were sent to four local septic system cleaning companies. The RFPs specified a five-year contract period. Only one proposal was received and it was from Tim Frank Septic Cleaning in the amount of \$83,130.00.

The Park District’s current five-year contract with Tim Frank Septic Cleaning is in the amount of \$55,000. The Board felt the submitted bid of \$83,130.00 was a substantial increase. They were also concerned that only one proposal was returned.

The Board tabled the matter and requested that RFPs be sent out again specifying a two or three year contract term instead of five years to allow for more competitive pricing.

**2011 BUILDING CLOSURE SCHEDULE**

The Board reviewed the proposed building closure schedule for 2011 for The West Woods Nature Center and the Donald Meyer Center.

<i>Sunday, April 24, 2011</i>	<i>Easter Sunday</i>
<i>Friday, November 25, 2011</i>	<i>Day after Thanksgiving</i>
	<i>(The West Woods will be open for the new exhibit)</i>
<i>Monday, December 26, 2011</i>	<i>Christmas Day observed*</i>
	<i>*because Christmas Day 2011 falls on a Sunday, the holiday will be observed Monday.</i>

Mr. Leech made a motion to adopt the 2011 Building Closure Schedule. 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

**SURPLUS PROPERTY**

**Declaration of Surplus Property**

The Board was asked to declare the following items as surplus property: APC computer backups (2), 12 picnic tables, and a Stihl weed whip.

Mr. Leech made a motion to declare the APC computer backups (2), 12 picnic tables, and a Stihl weed whip 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

**Donation of Picnic Tables**

The Park District received a request from the Chardon Township Park Committee for a donation of 12 picnic tables declared as surplus property.

Mr. Leech made a motion to donate 12 picnic tables to the Chardon Township Park Committee. 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

**LAKE ERIE VIDEO CONTRACT, RESOLUTION NO. 44-10**

The Park District’s Marketing Department issued a Request for Proposal on the Park District’s website and in *The Geauga Maple Leaf* for the production of a 5- to 7-minute video coinciding with the Park District’s 50<sup>th</sup> anniversary celebration.

Two companies submitted requests by the August 13<sup>th</sup> deadline. Lake Erie Video Productions of Chardon bid \$7,500 and Impact Communications of Cleveland bid \$39,975.

Lake Erie Video’s quote includes production meetings, filming interviews, testimonials, programming, and other activities. The Marketing Department commented that they have had positive previous experiences with this company.

The Board discussed the proposal and agreed it was the lowest and best bid.

Mr. Leech moved to enter into a contract with Lake Erie Video Productions in the amount of \$7,500.

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**

- Mr. Leech thanked the Park District’s construction crew for building the trail link at Frohring Meadows.
- Dr. Rzeszotarski asked for information about the YouTube link on the Park District’s website. Sandy Klepach, Communications Specialist, explained that a number of Geauga Park District YouTube videos have been posted on the website, including a snake video, a concert in the amphitheater, a controlled burn video and an interview with Keith McClintock. Dr. Rzeszotarski suggested obtaining some video of the bike trail during fall foliage and placing it on the website.
- Mr. McCullough suggested that a sign be placed at Observatory Park recognizing local scientists and their contributions to Geauga County.
- Dr. Rzeszotarski asked if the Park District has a social networking policy in place. Mr. McClintock commented that Robin Pilarczyk, Human Resource Manager, is working on one.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.



**EXECUTIVE SESSION – ROLL CALL**

Dr. Rzeszotarski moved to go into Executive Session at 4:24 p.m. for the purpose of discussing possible land acquisition, the potential discipline of an employee and compensation of employees.

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 5:31 p.m. There were no items brought forward for resolution.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**REPORTS FROM COMMITTEES OF THE BOARD**

There were no reports from Committees of the Board.

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

Workers’ Compensation Claim

Mr. Curtin provided an update on a pending workers’ compensation claim. Robin Pilarczyk, Human Resource Manager, is working on an employee job analysis.

Departmental Reports

Departmental reports for the month of July 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 5:36 p.m.

**SUNSHINE LAW COMPLIANCE**

It is declared that notification of this meeting and any business conducted therein by the Geauga Park District Board of Commissioners was in compliance with Ohio’s Sunshine Laws.

Respectfully submitted,

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Thomas G. Curtin, Executive Director

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Robert McCullough, President