

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

The regular meeting of the Geauga Park District Board was held on July 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
Kathy Hanes, Executive Secretary
Paige Hosier, Marketing & Admin. Services Director
Sandy Klepach, Communications Specialist
Chris Lynn, Park Planner
Matt McCue, Senior Park Planner
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Diane Valen, Naturalist Services Director

Visitors Present:

Neil Hess, The Trust for Public Land
Cheryl Moore, Rider's Express 4H Club
Gina Moschella, Rider's Express 4H Club

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

Mr. Leech moved to adopt the minutes of June 8, 2010 as written.

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 welcomed representatives from the Rider's Express 4H Club and Neil Hess from The Trust for Public Land.

PRESENTATION OF FINANCIAL STATEMENT

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
JUNE 30, 2010**

GENERAL FUND

BEGINNING FUND BALANCE JUNE 1, 2010 **\$2,875,152.32**

EXPENDITURES & OTHER USES **463,258.43**

Personnel	223,486.29
Medicare	3,129.83
Dental /Hospitalization	40,855.32
PERS	32,423.32
Vouchers	163,363.67

REVENUES & OTHER SOURCES **99,577.19**

General Tax Collections

- State Reimbursed Personal Property Tax 83,748.54

Investment Income 325.95

Gifts & Donations 114.25

- Program donations -Patrons (\$30.75)

- Donation box TWW -patrons (\$83.50)

Fees

- Camping 180.00

- Shelters 120.00

- Canoe and Kayak 82.00

- Lodge heat fee 75.00

- Workshops - General - Public program 53.00

- Programs - General - Public Program 24.00

Sales

- Tapper's Treasures - MC 132.23

- Tree Tops - TWW 570.36

- Credit Card - All facilities 679.10

Other Receipts

- Land use - Hi-Tech Extrusions 1,000.00

- Swine Creek house - Harry 400.00

- Burton Wetlands house- Kolar 400.00

- Hyde house - McKinnon 400.00

- Chickagami house - Mast 400.00

- Citation Disbursement 53.00

- Recycling Proceeds (Abitibi, Scrap metal) 104.78

- Refunds- Other - CSU cancelled class 399.00

- Local Government Funds 7,814.45

- Auction Proceeds (Taurus)	2,001.53	
- Miscellaneous Receipts	500.00	
TWW photo shoot usage - Russell Lee Photo (\$500)		
ENDING FUND BALANCE AS OF JUNE 30, 2010		\$2,511,471.08

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE JUNE 1, 2010		\$3,314,269.62
EXPENDITURES & OTHER USES		91,796.86
Vouchers	91,796.86	
REVENUES & OTHER SOURCES		425,300.65
<i>Investment Income</i>	343.03	
<i>Gifts & Donations</i>	458.00	
- Affelder donation - Affelder Trust, Key Bank (\$458)		
<i>Grants - Clean Ohio for Orchard Hills</i>	398,070.53	
<i>Mitigation Credits - Ohio Wetlands Fndn - Pinebrook</i>	25,480.00	
<i>Royalties</i>	949.09	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek		
ENDING FUND BALANCE AS OF JUNE 30, 2010		\$3,647,773.41

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE JUNE 1, 2010		82,197.00
ENDING FUND BALANCE AS OF JUNE 30, 2010		\$ 82,197.00

Dr. Rzeszotarski commented that he was pleased that the Park District received grant funding from the Clean Ohio Fund for Orchard Hills and also funding from the Ohio Wetlands Foundation (mitigation credits) for Pinebrook.

VOUCHER RESOLUTION NO. 34-10

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

Mr. Leech inquired about the final cost to repair the damage at Sunnybrook Preserve due to heavy rains and flooding. Mr. Curtin said the cost was approximately \$24,000.

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 34-10, 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 shared the following communications with the Board:

- An email thanking the Planning Dept. and the Operations Department for adding temporary trails at Orchard Hills for use during construction.
- A note from the Soil and Water Districts of Geauga and Portage counties thanking the Naturalist staff for hosting the Wonders of Watersheds workshop.
- A thank you note from Betsy Siman and her daughter who enjoyed their recent visit to the Hyde property.
- A letter thanking Tom Curtin for his presentation to the Chesterland Chamber of Commerce.

Dr. Rzeszotarski reported that 78 people attended the *Burgers ‘n Butterflies, Dogs ‘n Dragons* program held at Swine Creek Reservation. He commented that this is the 18th year he has facilitated the program. It was very productive and the crowd was enthusiastic.

OPEN TO THE PUBLIC

There were no comments from the public.

Presentation of Certificates of Appreciation

Mr. McCullough presented a Certificate of Appreciation to Gina Moschella of the Rider’s Express 4H Club for their assistance in maintaining the prairie garden at Frohring Meadows.

The Board also expressed their appreciation to Cub Scout Pack 102 for picking up debris along the trails at The Rookery, Beartown Lakes Reservation, Frohring Meadows, and Bessie Benner Metzenbaum parks.

Amending of the Agenda

The Board agreed by unanimous consent to amend the agenda and go into Executive Session to accommodate the schedule of Neil Hess from The Trust for Public Land.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 3:58 p.m. for the purpose of discussing land acquisition and the potential discipline of an employee.

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 4:49 p.m. There were no items brought forward for resolution.

UNFINISHED BUSINESS

PARK UPDATES

Vehicle Counter Statistics

Mr. Curtin distributed the vehicle counter statistics for Beartown Lakes, Swine Creek Reservation and Frohring Meadows for the Board to review.

Asphalt Improvements

Asphalt improvements for 2010 are complete.

Bass Lake Lodge

The concrete floor for the lodge at Bass Lake is complete and block work is underway.

Chickagami Park

The contractor will begin installing the pavilion and the Park's construction crew has completed the lean-tos.

The dedication of the park will take place on October 2 at 10:00 a.m.

Observatory Park

The project is moving along well. Framing of the observatory building is in progress.

Orchard Hills Park

Sub-grade work is continuing.

South Newbury Union Chapel

Dedication of the Union Chapel Ohio Historical Marker is scheduled for August 26, 2010 at 6:00 p.m.

Frohring Meadows

Mr. Curtin reported that Paul Pira, Park Biologist, has completed a report assessing the prairie at Frohring Meadows. The prairie did not "take" and a plan is being developed for re-establishing a meadow in identified areas in the park.

The Board discussed various options and agreed that they would like to see a mixture of short grass prairie, tall grass prairie, and Allegheny meadow established there for educational purposes.

Communications Tower at Frohring Meadows

Mr. Curtin reported that the Sheriff's Department will be asking the Bainbridge Zoning Commission for a height variance on the communications tower to be installed at Frohring Meadows.

Department of Transportation Funding

Mr. Curtin reported that the Park District will not be receiving any immediate funding from the Ohio Department of Transportation for construction of the southern portion of The Maple Highlands Trail.

Mr. Curtin has contacted the Old Order Amish Safety Committee and asked if they would assist the Park District in clearing the existing trail (south of Grandview Golf Course) which has already been surveyed. They were receptive to the idea and would be willing to furnish volunteers.

Observatory Park

Mr. Curtin showed the Board various flooring options for the public building at Observatory Park. The flooring material is sheeted, recycled rubber and comes in a variety of colors.

The Board commented that they would be satisfied with any of the color choices.

Western Reserve National Heritage Corridor

Mr. Curtin distributed an update on the progress of the Western Reserve Heritage Feasibility Study Committee. The committee is studying the possibility of designating a 14-county area as a National Heritage Corridor.

First Energy Transmission Lines

Mr. Curtin informed the Board that he talked with Mia Moore of First Energy concerning the construction of the 138kV transmission lines along the primary route in Geauga County. First Energy needs 100 property easements and hopes to begin construction in June 2012 with completion by 2013.

Meeting with City of Akron

Mr. Curtin discussed the possibility of using the abandoned railroad right-of-way between Burton and Middlefield for a buggy/pedestrian trail and between Russell Park and Burton Wetlands for walking/bridle trails. He will be contacting the City of Akron to set up a meeting to discuss acquiring access through city-owned property.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin mentioned that the next Foundation meeting is scheduled for August 19th at 5:00 p.m. 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 asked about the pad undercut required at Bass Lake. Matt McCue, Senior Park Planner, explained that the pavilion sub-grade failed a proof roll test. The sub-grade that did not meet the specified compaction rates was over-excavated and replaced with compacted aggregate.

NEW BUSINESS

NASSAU STATION RESTORATION DESIGN PROPOSAL AWARD, RESOLUTION NO. 37-10

Mr. Curtin presented the design proposal award for the Nassau Station Restoration project. Five pre-qualified architectural firms submitted proposals, based on the scope provided in the RFP. All firms were required, as part of their proposal, to complete a site visit.

Based on the value, experience, quality of site visit, quality of proposal, area of expertise and familiarity with the project, the Planning Department recommended that the design services proposal contract be awarded to Westlake Reed and Leskosky. They clearly outlined the project, its associated costs, supplied additional fee information beyond what was required and came to the site visit with ideas in mind. In addition, their work with the Cleveland Museum of Natural History Planetarium, as well as their work with the National Park Service on the James Garfield Historic site, displays their expertise in the field.

Mr. Leech commented that the firm is outstanding and that they have worked on projects across the country.

Dr. Rzeszotarski commented that two other firms had lower bids. Mr. Curtin explained that the award is for the base design fee only and that Westlake Reed and Leskosky had the lowest and best proposal of \$49,390.00. He also mentioned that the Lake-Geauga Fund is providing funding in the amount of \$30,000 to help defray the cost of the proposal.

Mr. Leech moved to award the design services proposal to Westlake Reed and Leskosky in the amount of \$49,390.00.

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

2011 TEMPORARY BUDGET, RESOLUTION NO. 35-10

The Board was provided with a copy of the 2011 Temporary Budget for their review prior to the Board meeting. The Board indicated they were satisfied with the draft of the budget.

Dr. Rzeszotarski moved to adopt the 2011 Temporary Budget, Resolution No. 35-10, 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:

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

PERSONNEL POLICY REVISION, TIME CARDS AND WORK SCHEDULES, RESOLUTION NO. 36-10

The Board was presented with revisions to the Personnel Policy, Section 601.1, Time Cards and Work Schedules.

Time Cards: New language was added requiring all employees (exempt and non-exempt) to submit biweekly, electronic time cards. The timecards must be submitted according to the deadlines established in the electronic time card guidelines.

Work Schedules: New language was added to the sentence, “Flexible scheduling is available.” The new sentence reads as follows: “Flexible scheduling is available *in extenuating circumstances.*” After some discussion, the Board asked that the sentence be modified to read: “Flexible scheduling is available in extenuating circumstances *subject to the approval of the Supervisor who will review the requested schedule changes for parity.*”

Dr. Rzeszotarski made a motion to accept the revisions to Personnel Policy, Section 601.1, Time Cards and Work Schedules.

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

APPROVAL OF GEAUGA PARK DISTRICT FOUNDATION TRUSTEES

The Board was asked to approve Doug Nemeckay, Dave Chew, and Christine Lewis as nominees for the Geauga Park District Foundation Board for a three-year term, effective August 2010.

The Board agreed by unanimous consent to approve Doug Nemeckay, Dave Chew, and Christine Lewis as nominees for the Geauga Park District Foundation Board.

NATURE EDUCATION DONOR RECOGNITION PROPOSAL

The Board discussed the proposal for a “nature education” sculpture near The West Woods Nature Center to acknowledge the financial contributions made by individual donors, civic organizations and businesses. These contributions support various nature education programs, specifically the Nature Scopes Program.

Mr. Curtin distributed a rendering showing the proposed location and site details. Matt McCue, Senior Park Planner, discussed the concept with the Board. Dr. Rzeszotarski asked if a local artist could create the sculpture or if a contest could be held for the art work. Mr. Curtin informed the Board that all options would be explored in terms of the location, type of sculpture, costs, and design work.

The Board agreed that the proposal was worthwhile, but was concerned that the timing may not be right because both the Park District and the Foundation have campaigns underway. The consensus of the Board was to support the project, but to proceed slowly with it.

COMMISSIONERS' TIME

Mr. McCullough discussed the Sandhill cranes that were killed on Rapids Road and asked that a "crane crossing" sign be posted.

Mr. Leech commented that a group had reserved The Rookery for a wedding, but couldn't use it because it was so hot in the building. Mr. Leech suggested looking at providing an open pavilion in the future.

Dr. Rzeszotarski commented that he was pleased to see that the Park District was being proactive by conducting ergonomics reviews for all employees.

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

Departmental reports for the month of June 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 6:05 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,

Thomas G. Curtin, Executive Director

Robert McCullough, President