

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
June 8, 2010**

The regular meeting of the Geauga Park District Board was held on June 8, 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
Sherry Bosworth, Business Affairs Director
Paige Hosier, Marketing & Admin. Services Director
Sandy Klepach, Communications Specialist
Chris Lynn, Park Planner
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Diane Valen, Naturalist Services Director

Visitors Present:

Glen Miller, *The Maple Leaf*

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

Dr. Rzeszotarski moved to adopt the minutes of May 11, 2010 as written.

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

INTRODUCTION OF GUESTS

Paige Hosier introduced Sandy Klepach, the Park District's new Communications Specialist and the Board welcomed her to the Park District.

Mr. Curtin recognized Michele Pennell as the new Chief Financial Officer and the Board extended their congratulations to her.

PRESENTATION OF FINANCIAL STATEMENT

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

GENERAL FUND

BEGINNING FUND BALANCE MAY 1, 2010

\$3,364,424.52

EXPENDITURES & OTHER USES

511,273.22

Personnel	211,222.31
Medicare	2,952.00
Dental /Hospitalization	40,281.33
PERS	30,703.90
Vouchers	226,113.68

REVENUES & OTHER SOURCES

22,001.02

Investment Income 320.24

Gifts & Donations 3,060.00

- General donation -Bessie Benner Metzenbaum Foundation, Bissell (\$3,005)
- TWW snake care donation -Kinder (\$50)
- Donation box TWW -patrons (\$5)

Fees

- Camping 340.00
- Shelters 120.00
- Lodge heat fee 25.00
- Workshops - General - Public program 11.00
- Programs - General - Public Program 20.00

Sales

- Tapper's Treasures - MC 271.45
- Tree Tops - TWW 547.77
- Credit Card - All facilities 552.80

Other Receipts

- Tax reimbursement - Exempt property, Brede 3,983.00
- Swine Creek house - Harry 400.00
- Burton Wetlands house- Kolar 400.00
- Hyde house - McKinnon 400.00
- Chickagami house - Mast 400.00
- Citation Disbursement 63.00
- Local Government Funds 10,777.77
- Auction Proceeds (cameras, parking curbs) 92.00
- Miscellaneous Receipts 216.99
 - Postage reimb - GPDF (\$54.51)
 - Training reimbursement - Ohio Attorney General for Rangers (\$140)
 - Service Charge Reimbursement – Keesecker -\$22.48

ENDING FUND BALANCE AS OF MAY 31, 2010 **\$2,875,152.32**

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE MAY 1, 2010 **3,258,596.18**

EXPENDITURES & OTHER USES **33,986.11**

Vouchers 33,986.11

REVENUES & OTHER SOURCES **89,659.55**

Investment Income 224.43

Gifts & Donations 10,600.00

- Observatory donation - Reinberger Foundation (\$10,000

- Observatory donation - Sisters of Notre Dame (\$600)

Property Sale by WRLC 78,052.70

Royalties 782.42

- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart,
Sunnybrook, Swine Creek

ENDING FUND BALANCE AS OF MAY 31, 2010 **\$3,314,269.62**

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE MAY 1, 2010 **82,197.00**

EXPENDITURES & OTHER USES **0.00**

REVENUES & OTHER SOURCES **0.00**

ENDING FUND BALANCE AS OF MAY 31, 2010 **\$82,197.00**

VOUCHER RESOLUTION NO. 29-10

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. 29-10, 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 with the Board the following:

- An email which was received from the Munson Boy Scouts who thanked the Park District for asking them to participate in the flag ceremony at the re-dedication of Best Preserve. The Scouts were appreciative of the opportunity and had a wonderful time.
- A note from the Ohio Horseman's Council expressing appreciation for an enjoyable ride on the railroad-right-of-way from Middlefield to the Tare Creek Bridge.

Dr. Rzeszotarski presented a donation of American Chestnut seeds from Gary Durham of Burton. Mr. Curtin indicated that the seeds will be given to the Natural Resources Management Department for planting in the parks.

OPEN TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

PARK UPDATES

Park Vehicle Sold at Auction

Mr. Curtin reported that the Ford Taurus recently sold at the Geauga County auction for \$2,115.00.

Asphalt Improvements

There are a few punch list items which need to be completed to the asphalt improvements at the Meyer Center.

Bass Lake Lodge

The lodge at Bass Lake was demolished and site preparation has begun.

Chickagami Park

The contractor is working on the restroom and pergola installations. Two lean-tos have been completed by the Park's construction crew and trail construction will begin soon.

Observatory Park

The footers are in and the pad for the building will be poured later in the week.

Mr. McCullough asked that reflectors be placed on the gates so people visiting the park will be able to see the gate at night.

Dr. Rzeszotarski asked Chris Lynn, Park Planner, about the plans for the seismic station. Mr. Lynn explained that the seismic station will be connected to the Ohio Seismic Network and that the unit is currently being tested.

Orchard Hills Park

Work on the entrance drive and grading for the shelter is underway.

Dr. Rzeszotarski suggested placing signs at parks under construction giving patrons a general timetable of when construction will be complete.

2011 Temporary Budget

Mr. Curtin distributed copies of the 2011 Temporary Budget to the Commissioners for their review. The budget will be discussed at the July board meeting.

Public Records Requests

Mr. Curtin informed the Board that the Park District has spent \$1,188 in staff time in 2010 fulfilling public record requests.

Headwaters Lease Agreement with City of Akron

Mr. Curtin reported that Collin Coy, Watershed Superintendent for the City of Akron, has retired. Betsy Borling is his replacement and she will be working on extending the lease agreement for Headwaters Park.

Windstream Communications Contract

Mr. Curtin informed the Board that Windstream has completed data connections at North Operations, The West Woods Nature Center, the Meyer Center and the Geauga County Department of Information Technology hub. The South Operations connection should be complete by June 10th. The phone system will be installed once the data connection is complete.

Deer Management Program Update

The Board was given a draft of an informational hunting brochure which will be sent out to prospective hunters and also to those hunters that participated last year. The brochure will also be available at the Meyer Center, The West Woods Nature Center, Great Lakes Outdoors and on the Park District's website.

Union Chapel – Ohio Historical Marker

Mr. Curtin reported that the final text for the Historical Marker for Union Chapel has been reviewed and approved. The dedication of the marker is scheduled for August 26, 2010, which is the 90th anniversary of the ratification of the 19th amendment to the U.S. Constitution.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin provided an update on the Annual Campaign. Donations to date total \$23,711, as compared to last year's total of \$12,652 for the same time period.

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.

Mr. Curtin reported that Observatory Park Phase II, Change Order #3, in the amount of \$1,776.62 is for sediment control measures.

Mr. Curtin reported that Matt McCue, Park Planner, met with the neighbors of Orchard Hills to discuss landscape screening.

Dr. Rzeszotarski asked about the damage to Sunnybrook Preserve due to the recent heavy rains and flooding. Mr. Curtin reported that there was quite a bit of damage to the trails and the area surrounding the footbridge. The Operations Department is busy repairing the damage and will be installing turf-reinforced matting to the ditches.

NEW BUSINESS

EMPLOYEE AWARD PROGRAM – REVISION, RESOLUTION NO. 31-10

The Board was presented with a request to change the employee award program from the “Spark Plug Award Program” to the “Living the Brand Award Program” to honor those staff members who are “ambassadors” for Geauga Park District.

The format of the program would remain the same, with nominations submitted by staff members and reviewed by the Human Resources Manager and the Management team. Two winners would be chosen in June and two in November.

Mr. Leech moved to adopt the “Living the Brand Award Program,” Resolution No. 31-10. 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

PERSONNEL POLICY REVISION - PUBLIC RECORDS, RESOLUTION NO. 32-10

The Board was asked to approve changes to the language in the Park District’s public records policy, which is included in Section 217.1 of the personnel policy.

In Section 4 of the Public Records Policy, the title was changed from “E-Mail as Public Records” to “Electronic Records as Public Records.” In addition, sections 4.0 and 4.1 were revised to define examples of electronic mail format and hand held devices.

After reviewing the policy changes, Mr. Leech suggested changing “e-mail” to the term “electronic records” throughout the document for consistency.

Mr. Leech moved to adopt the changes to Geauga Park District’s Personnel Policy, Public Records Requests, Section 217.1, as amended.

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

RECORDS RETENTION SCHEDULE, RESOLUTION NO. 33-10

As part of Ohio’s Public Records Law (ORC 149.43), the Park District is required to create a record retention schedule. Because the Geauga County Government Offices have a record retention policy in place, it was determined that the Park District would use the County’s policy and add additional items as applicable to the Park District and include the statement, “Where possible, Geauga Park District will utilize the Geauga County Schedule of General Retention and Disposition.”

After reviewing the document, the Board asked for clarification on a few of the items. Dr. Rzeszotarski also suggested changing the phrase from “Where *possible...*” to “Where *practical...*”

Mr. Leech made a motion to approve the Records Retention Schedule (Resolution No. 33-10) 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

ACCOUNTING AUTHORIZATION FORM

The Board was presented with an updated Accounting Authorization Form for their approval. The form authorizes the Executive Director, the Deputy Director, the Business Affairs Director and the Chief Financial Officer to sign payment requests from the SO5, RRA and Q41 Funds.

Mr. Leech made a motion to adopt the updated Accounting Authorization form.

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 form was signed by Board President Robert McCullough.

GRANT REQUIREMENTS

The Park District has been selected to receive an Ohio EPA 319 grant for Orchard Hills Park. It is a matching grant totaling \$825,000 (\$425,000 from the EPA and \$400,000 from the Park District). The grant requires that separate accounts be maintained to administer the revenue and expenses.

To meet these requirements, two new line items (75-Q41 – Grant Special Tracking Expense and 95-Q41 – Grant Special Tracking Revenue) will be established within the Land Improvement

Fund. These new line items will be funded by transferring existing appropriations and certification previously in other line items within the same fund.

The Board agreed by unanimous consent to add two new line items within the Land Improvement Fund of the budget to meet the requirements of the Ohio EPA grant.

SURPLUS PROPERTY (AMEND PREVIOUS MOTION)

At the May 11, 2010 board meeting, several items were declared surplus property. One of those items was a map file cabinet. Since that meeting, the Naturalist Department has determined that they would like to keep the map file cabinet.

The Board was asked to amend the previous motion made at the May 11, 2010 Board meeting and remove the map file cabinet as surplus property.

Mr. Leech made a motion to amend a previous motion made at the May 11, 2010 Board meeting declaring the map file cabinet 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

DECLARATION OF SURPLUS PROPERTY

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

- Fans from North Ops storage (Brett)
- Old wooden chairs from Bass Lake (per lot price)
- 2004 Ford F-350
- 1996 Evinrude Boat Motor - 15HP 2 cycle
- 2005 Ford F-250
- 2003 Ford F-150
- 1994 John Deere diesel tractor with backhoe

Dr. Rzeszotarski moved to declare the above-mentioned items as surplus property.

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

COMMISSIONERS' TIME

Dr. Rzeszotarski commented on the wonderful Re-dedication Ceremony at Best Preserve.

QUESTIONS FROM THE PUBLIC

Glen Miller of *The Maple Leaf* asked several follow-up questions regarding the construction at Orchard Hills Park and Bass Lake.

EXECUTIVE SESSION – ROLL CALL

Mr. McCullough moved to go into Executive Session at 5:00 p.m. for the purpose of discussing land acquisition.

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 6:02 p.m. There were no items brought forward for resolution.

REPORTS FROM COMMITTEES OF THE BOARD

Mr. Curtin provided the Board with an update on an employee who has been awarded 10% permanent partial disability arising from a Workers’ Compensation claim.

REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD

Departmental reports for the month of May 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 6:12 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