

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
May 11, 2010**

The regular meeting of the Geauga Park District Board was held on May 11, 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 Manager
Sherry Bosworth, Business Affairs Director
Paige Hosier, Marketing & Admin. Services Director
Don Lombardy, Information Systems Coordinator
Chris Lynn, Park Planner
Michele Pennell, Accountant
Robin Pilarczyk, Human Resources Manager
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director
Aaron Young, Planning Director

Visitors Present:

None

ADOPTION OF THE AGENDA

Mr. Leech moved to adopt the agenda for the meeting.

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

ADOPTION OF THE MINUTES

Regular Meeting Minutes, April 13, 2010

Dr. Rzeszotarski moved to adopt the minutes of April 13, 2010 as amended.

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

Special Meeting Minutes, April 19, 2010 and April 26, 2010

The Board reviewed the minutes and discussed the procedures for special meetings.

Dr. Rzeszotarski moved to adopt the minutes of April 19, 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

Mr. Leech moved to adopt the minutes of April 26, 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

There were no guests present.

PRESENTATION OF FINANCIAL STATEMENT

**FINANCIAL STATEMENT MONTH ENDED
 APRIL 30, 2010**

<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE APRIL 1, 2010		\$3,948,081.15
EXPENDITURES & OTHER USES		1,007,855.44
Personnel	212,416.78	
Medicare	2,968.34	
Dental /Hospitalization	40,281.33	
PERS	30,765.57	
Worker's Compensation	34,964.49	
Transfer to Land Improvement Fund	500,000.00	
Transfer to Retirement Reserve Account	82,197.00	
Vouchers	104,261.93	
REVENUES & OTHER SOURCES		424,198.81
<i><u>General Tax Collections</u></i>		
- State Reimburse Tax	408,414.42	
<i><u>Investment Income</u></i>		94.66
<i><u>Gifts & Donations</u></i>		4,195.77
- Nature Scopes donations - Patrons, GPDF (\$4,067.77)		
- General or Program donations -Various (\$105)		
- Paver donations -GPDF (\$23)		
<i><u>Fees</u></i>		
- Programs - Schools - Out-of-county	336.00	
- Camping	160.00	

- NAF Table Fees	200.00	
- Lodge heat fee	500.00	
- Workshops - General - Public program	67.00	
- Programs - General - Public Program	72.00	
<u>Sales</u>		
- Tapper's Treasures - MC	125.15	
- Tree Tops - TWW	609.72	
- Credit Card - All facilities	895.57	
<u>Other Receipts</u>		
- Swine Creek house - Harry	400.00	
- Burton Wetlands house- Kolar	400.00	
- Hyde house - McKinnon	400.00	
- Chickagami house - Mast	400.00	
- Citation Disbursement	14.00	
- Parking Ticket Collections	20.00	
- Recycling Proceeds (Abitibi)	16.11	
- Local Government Funds	6,676.48	
- Auction Proceeds (desks, motorized wheelchair)	115.00	
- Miscellaneous Receipts	86.93	
Postage reimb - USPS (\$84.65)		
Public records request - Various patrons (\$2.28)		
ENDING FUND BALANCE AS OF APRIL 30, 2010		\$3,364,424.52
<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE APRIL 1, 2010		2,474,418.04
EXPENDITURES & OTHER USES		5,200.00
Vouchers	5,200.00	
REVENUES & OTHER SOURCES		789,378.14
<u>Investment Income</u>	176.90	
<u>Transfer from General Fund</u>	500,000.00	
<u>Gifts & Donations</u>	2,834.76	
- Observatory donations - GPDF		
<u>Grants</u>	285,000.00	
<u>Royalties</u> - Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek	1,366.48	
ENDING FUND BALANCE AS OF APRIL 30, 2010		\$3,258,596.18
<u>RETIREMENT RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE APRIL 1, 2010		0.00
EXPENDITURES & OTHER USES		0.00
Vouchers	0.00	
REVENUES & OTHER SOURCES		82,197.00
<u>Transfer from General Fund</u>	82,197.00	
ENDING FUND BALANCE AS OF APRIL 30, 2010		\$82,197.00

VOUCHER RESOLUTION NO. 28-10

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. 28-10, 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:

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

COMMUNICATIONS TO THE BOARD

Mr. Curtin shared with the Board the following:

- A letter was received from Charles Osborn of Middlefield asking if the Park District would be acquiring Grandview Golf Course. Mr. Curtin contacted Mr. Osborn and explained that The Trust for Public Land, not Geauga Park District, is attempting to purchase the golf course.
- A note was received from James Guilford, Director of the Stephens Memorial Observatory at Hiram College, congratulating the Park District on the groundbreaking ceremony at Observatory Park.
- An ad that was placed in *The Plain Dealer* by The Western Land Conservancy thanking the Northeast Ohio Regional Sewer District and Ohio EPA for their assistance in financing the purchase of Orchard Hills Park through the Water Resource Restoration Sponsorship Program.
- Thank you notes received from Chagrin River Watershed bus trip participants thanking the Park District for an outstanding trip and a wonderful program.
- A note from Sally Balsiger expressing her appreciation for the trails, bike path and programs (such as geocaching) that the Park District provides.
- An email from Chris Parker of the Bass Lake Homeowner’s Association thanking Bob Lange, GPD Land Steward, for assisting with invasive species control at Bass Lake Preserve.
- An email from Joel Fox, Vice-President of Development for the Great Lakes Science Center, thanking the Geauga Park District Foundation for their contribution of \$1,000.00 toward the sponsorship of the Hubble movie.

Mr. Leech commented that it is important to continue sharing information with the public regarding the status of Park District properties and projects.

Dr. Rzeszotarski mentioned that the Audit Meeting he attended in April was very informative and commended Aaron Young, Planning Director, for his presentation on park projects.

OPEN TO THE PUBLIC

There were no comments from the public.

Proclamation – Chardon Middle School

Mr. Leech read the following Proclamation honoring Chardon Middle School students for organizing the “Let’s Roll – Bike/Walk/Run” event to be held at The Maple Highlands Trail on May 15, 2010:

WHEREAS, the students of Chardon Middle School have organized the 1st Annual “Let’s Roll” Bike, Run Walk;

WHEREAS, the students and their faculty organizers have dedicated this event to help provide a memorial in Shanksville, Pennsylvania to the 40 heroes of Flight 93, who on September 11, 2001 sacrificed their lives to thwart a terrorist attack;

WHEREAS, all who participate today are honoring the memory of Flight 93 and its occupants who, in the adversity, demonstrated courage and valor;

THEREFORE, BE IT RESOLVED, on this eleventh day of May 2010, The Board of Park Commissioners of Geauga Park District hereby proclaim May 15, 2010 as “Let’s Roll Day” and express their support for those biking, running and walking on The Maple Highlands Trail.

Mr. Leech moved to adopt the proclamation honoring Chardon Middle School
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

UNFINISHED BUSINESS

PARK UPDATES

Park Projects

Mr. Curtin updated the Board on the following park projects:

- Asphalt improvements at the Meyer Center and The West Woods are complete except for a few punch list items.
- Construction at Bass Lake Preserve will begin next week, weather permitting.
- Bridge inspections will begin this fall and RFPs will be sent out for 2011-012.
- The contracted work at Chickagami Park is 50% complete and the in-house work by the Operations Department is progressing nicely.
- Survey work is underway at Observatory Park and construction may begin next week, weather permitting.

- Orchard Hills Park survey work is underway. Construction will begin soon, weather permitting.
- The Planning Department has conducted a site review of Union Chapel.
- The re-dedication of Best Preserve is scheduled for Saturday, May 15th at 10:00 a.m.

Ohio Department of Transportation

Mr. Curtin presented the Board with a correction to the “Request for Funds from Ohio Department of Transportation (ODOT)” Addendum. The date on the addendum previously adopted (April 26, 2010) was incorrect and the Board was asked to sign a new addendum with the correct date.

Mr. Leech moved to correct the date on the “Request for Funds from Ohio Department of Transportation (ODOT)” Addendum.

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

The corrected addendum reads as follows:

ADDENDUM TO PREVIOUSLY APPROVED
RESOLUTION NO. 44-09

REQUESTING FUNDS
FROM THE OHIO DEPARTMENT OF TRANSPORTATION
AND DESIGNATION OF PROJECTS FOR OHIO PARKS DISTRICTS ROADWORK
FUND FY 2010-2011 THROUGH OHIO PARKS AND RECREATION ASSOCIATION
RESOLUTION NO. 26-10

WHEREAS, the Board of Park Commissioners (the Board) for Geauga Park District has need for improvement of public park roadways owned and maintained by the Park District in Geauga County; and

WHEREAS, the Park District was created in accordance with Ohio Revised Code 1545 and owns or holds, at a minimum, a 15-year lease of eligible parkland for roadwork funding and has adequate, available resources for the construction and maintenance of requested park road improvements; and

WHEREAS, the Ohio Park Districts Roadwork Fund is provided by the Ohio Department of Transportation (ODOT) for such purposes as authorized by Ohio Revised Code 5511.06, and is coordinated by the Ohio Parks & Recreation Association (OPRA); and

WHEREAS, the Board understands the requirements for receiving such funds and agrees to comply with the OPRA Policy dated April 13, 2007 and amended on November 7, 2008 by the Ohio Parks and Recreation Association (OPRA) Board.

NOW, THEREFORE, BE IT RESOLVED, the Board of Park Commissioners of Geauga Park District requests the designated allocation of \$45,402.93 from the Ohio Parks Districts Roadwork Fund, along with any remaining balance of funds in accordance with the following stipulations:

1. Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, park access roads and parking lots. The funds also may be used for the purchase and hauling of materials for the improvement, repair and maintenance of park drives, park roads, park access roads, and parking lots, and rental of labor and equipment. Force account labor costs (charges by park district employees or associates) are ineligible. Ineligible costs include bikeways and items such as shelter houses, wells, pumps, restrooms facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e. testing and inspection) of let projects.

2. The Park District will pay all costs incurred over the appropriated allocation and, also, for all costs associated with design, environmental studies and documents, and right-of-way activities. Any deviation from the guidelines regarding environmental studies or roadway design requires the written approval of ODOT.

3. Geauga Park District, Director Thomas G. Curtin is designated as the contact person for the local arrangements to sign all documentation on behalf of the Board of Park Commissioners.

ADOPTED, this eleventh day of May, 2010, by the Geauga Park District Board of Park Commissioners.

Lease Agreement for Headwaters Park

Mr. Curtin reported that he has received the City of Akron's lease extension agreement for Headwaters Park. New language was added which grants the Ranger Department access to the fenced area on the dam and dike for the purpose of patrolling. The Park District's legal counsel will review the agreement.

Geauga Park District "Monopoly"

Mr. Curtin mentioned that the 50th Anniversary Committee has contacted a company which creates customized Monopoly games. The cost is approximately \$25,000 for 1,000 games. Because the games would be expensive to produce, the Park District would look for sponsors to defray the cost. The games could be sold or given away as prizes during special events.

Emergency Phone at The Affelder House

An emergency phone has been installed inside The Affelder House.

Boy Scout Expo

Mr. Curtin reported that 665 scouts, families and other visitors went through the GPD building during the Scout Expo at the Fairgrounds. The display was designed by the park district's Ohio Certified Volunteer Naturalists.

Communications Tower Update

Mr. Curtin provided an update from the Sheriff's Department on the status of the communications tower. The Prosecutor's Office is working with Bainbridge officials on some zoning issues and environmental studies at the site are currently underway. Soil borings will also be taken this week.

Controlled Hunt Timeline

The Commissioners were provided with a timeline for the 2010-11 controlled hunt season. Mr. Curtin asked the Commissioners if any changes needed to be made and all agreed that the timeline was satisfactory.

OPRA Correspondence

Mr. Curtin reported that Cleveland Metroparks has contacted the Ohio Parks and Recreation Association (OPRA) suggesting that the levy cap be raised from 2 mils to 4 mils. Any increase in the levy cap would need to be presented to the Ohio State Legislature, so OPRA contacted park districts across the state for feedback.

Mr. Curtin stated that he has spoken with other Park Directors who are not willing to support the request at this time due to the economic climate. The Board agreed and decided to remain neutral on the issue.

Bass Lake Agreement

Mr. Curtin informed the Board that the Bass Lake Homeowner's Club has signed the Bass Lake Use Agreement.

OPRA Spring Section Meeting

Mr. Curtin reported that the guest speaker at the OPRA spring meeting was the Director of the Ohio Department of Natural Resources (ODNR). The ODNR's financial future is grim and some departments may be consolidated.

"First Frontiers of Science" Speaker Series

Dave Simko, Geauga Park District Foundation Trustee, has arranged for the Park District to present an overview of Observatory Park at the "First Frontiers of Science" Speaker Series at the Cleveland Museum of Natural History. The Speaker Series begins in October and is the oldest continuous lecture series in the United States.

Windstream Communications Contract

Mr. Curtin asked the Board to reaffirm their approval of the Windstream Communications Contract.

Windstream will install virtual LAN service at a cost of \$15,000.00 for five locations (North Ops, Big Creek Park, The West Woods Nature Center and Swine Creek Reservation and the Geauga County Department of Information Technology (DOIT). Monthly recurring charges include \$220.00 per each Park District site and \$275 for the County DOIT site for total recurring charges of \$1,155.00 per month. The total contract amount is \$16,155.00.

The contract also specifies that a sixth site, Observatory Park, will be added at a date to be determined (but no later than June 2011) for an installation fee of \$5,000 to \$7,000, not to exceed \$7,000, and a monthly recurring charge of \$220.00 per month.

Mr. Leech moved to affirm the Board’s approval to enter into a contract with Windstream to provide communication services to the Park District.

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

Water Resource Restoration Sponsor Program (WRRSP)

Mr. Curtin informed the Board that he has asked Chris Knopf of Blue-Green Solutions to remove the Park District’s name from the WRRSP grant application that was submitted on behalf of the Munson Township Trustees.

Observatory Park

Chris Lynn, Park Planner, and Mr. Curtin provided the Board with a chronological review of the Observatory Park plans.

Mr. Curtin explained that the original drawing included a round barn design. After review by the architects, it was determined that this design could not accommodate the restrooms, storage area and entryway. This led to several revisions, including a rectangular-shaped building (which was determined to be too “industrial” looking), then a half-circle design and finally the current semi-circular design.

Mr. Lynn explained that Observatory Park will include numerous “green” features including:

- waterless toilets, heated in the winter and accessible through both the interior and exterior of the building
- green roof features (pre-planted trays) on both buildings
- a high-efficiency, low maintenance heating unit

- 27 solar panels placed on the west side of the roof
- a wind turbine
- LED lighting

Mr. Leech asked how often the buildings would be used for programs during the day. Mr. Curtin explained that the park would be available for school programs and that the busiest time would be in the spring and fall. Other programs would be held on the evenings and weekends with assistance from volunteer astronomers.

Mr. Curtin also mentioned that the Park District is collaborating with Great Lakes Science Center and Cleveland Museum of Natural History to develop programming.

Donation Boxes

Mr. McClintock reported that the Operations Department is installing donation boxes by the feeders at The West Woods Nature Center and the Meyer Center to help defray the cost of birdseed.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin reported that the Kelvin Smith Foundation has deferred the Park District's funding proposal for Observatory Park until fall.

Mr. Curtin provided an update on the Foundation's desire to amend its bylaws to include membership to individuals living outside of Geauga County. The Board of Commissioners would like the Foundation to consider limiting the number of members from outside the county to a certain percentage of the membership. This request has been forwarded to the Foundation Trustees for their review and consideration.

Dr. Rzeszotarski suggested that the Park District's website include instructions and/or a simple form which would help clarify donation procedures.

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 if there would be additional reductions in the scope of work at Observatory Park. Aaron Young, Planning Director, explained that sod would be installed instead of turf reinforcement in the Central Plaza area.

NEW BUSINESS

DECLARATION OF SURPLUS PROPERTY

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

- Cisco switches (quantity of 2 - not working)
- 2003 Ford Taurus SE
- Dell Optiplex Computer w/ no operating system
- Dell CRT Computer Monitor 17"
- View Sonic Computer Monitor 21"
- Dell CRT Computer Monitor 17"
- Dell CRT Computer Monitor 17"
- Map file located at Meyer Center
- 2 file cabinets
- Electric calculator
- Set of punch bowl with cups

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

Mr. Leech complimented the Naturalist staff and the volunteers on a great job coordinating the BinoBlitz program. He commented that the students were enthusiastic and everyone enjoyed the experience.

Mr. McCullough suggested placing a historical marker at the Nassau Observatory, installing a purple martin house at Observatory Park, and placing signage along the trails reminding people to clean up after their dogs.

The Commissioners commented on the crane, osprey and eagle sightings at various park properties.

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 5:00 p.m. for the purpose of discussing potential land acquisition and the possible 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 5:19 p.m. The following item was brought forward for resolution:

Land Negotiation – Montville Township

Dr. Rzeszotarski moved to authorize the Executive Director to enter into negotiations for real property located in Montville Township.

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

REPORTS FROM COMMITTEES OF THE BOARD

Mr. Curtin reported that an employee 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 April 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 5:26 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