

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
November 9, 2010**

The regular meeting of the Geauga Park District Board was held on November 9, 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 Mark Rzeszotarski and John Leech were present.

Employees Present:

Thomas Curtin, Executive Director
Keith McClintock, Deputy Director
Kathy Hanes, Executive Secretary
Brett Bellas, Maintenance Manager
Paige Hosier, Marketing & Admin. Services Dir.
Sandy Klepach, Communications Specialist
Bob Lange, Land Steward
Chris Lynn, Park Planner
Michele Pennell, Chief Financial Officer
Robert Urban, Chief Ranger
Diane Valen, Naturalist Services Director
Aaron Young, Planning Director

Visitors Present:

Steve Allenson, The Cargill Company
Kate Best, Chardon HS National Honor Society
Glen Miller, *The Maple Leaf*
Charles Osborn
Anna Parker, Chardon HS National Honor Society
Chris Parker

ADOPTION OF THE AGENDA

In the interest of time, Dr. Rzeszotarski asked that the agenda be revised and that the Certificates of Appreciation be presented prior to the Adoption of the Minutes.

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

PRESENTATION OF CERTIFICATES OF APPRECIATION

Chardon High School National Honor Society

Mr. Curtin introduced Kate Best and Anna Parker of the Chardon High School National Honor Society. Mr. Leech presented them with a Certificate of Appreciation for the group's assistance in planting trees at Orchard Hills Park as part of the habitat reforestation project there.

The Cargill Company

Mr. McCullough presented Steve Allenson of The Cargill Company with a Certificate of Appreciation honoring the company for assistance in planting trees at Orchard Hills Park as part of the habitat reforestation project there.

Pioneer Memorial Presbyterian Church

Mr. Curtin recognized Pioneer Memorial Presbyterian Church for their assistance in arbor-tying trees along the fairway at Orchard Hills Park as part of the reforestation project.

West Geauga High School Environmental Science Class

West Geauga High School Environmental Science Class was recognized for their assistance in planting trees along a former fairway at Orchard Hills Park. Mike Sustin, the teacher who coordinated the project, sent a note expressing his appreciation to the Park District for the recognition.

ADOPTION OF THE MINUTES

Minutes of October 2, 2010

Mr. Leech moved to adopt the minutes of October 2, 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

Minutes of October 12, 2010

Dr. Rzeszotarski moved to adopt the minutes of October 12, 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

Minutes of October 29, 2010

Dr. Rzeszotarski moved to adopt the minutes of October 29, 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

INTRODUCTION OF GUESTS

Mr. Curtin introduced Glen Miller of *The Maple Leaf* and Charles Osborn.

PRESENTATION OF THE FINANCIAL STATEMENT

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

GENERAL FUND

BEGINNING FUND BALANCE OCTOBER 1, 2010 **\$ 4,537,403.19**

EXPENDITURES & OTHER USES **976,800.92**

Personnel	217,260.03
Medicare	3,039.23
Dental /Hospitalization	41,237.69
PERS	31,537.31
Transfer to Land Improvement Fund	500,000.00
Vouchers	183,726.66

REVENUES & OTHER SOURCES **13,628.82**

Investment Income 505.77

Gifts & Donations 100.00

- General donations - Patrons (\$50)
- Program donations - Patrons (\$50)

Fees

- Programs - Schools - Out-of-county 151.00
- Camping 128.00
- Shelters 60.00
- Lodge heat fee 795.00
- Workshops - General - Public program 118.00
- Programs - General - Public Program 109.00

Sales

- Tapper's Treasures - MC 85.01
- Tree Tops - TWW 461.77
- Credit Card - All facilities 424.94

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 - Steel/Aluminum 564.00
- Local Government Funds 8,526.33

ENDING FUND BALANCE AS OF OCTOBER 31, 2010 **\$ 3,574,231.09**

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE OCTOBER 1, 2010 **\$ 2,997,969.65**

EXPENDITURES & OTHER USES **261,853.86**

Vouchers 261,853.86

REVENUES & OTHER SOURCES **502,974.95**

Investment Income 376.38

Transfer from General Fund 500,000.00

<u>Gifts & Donations</u>	1,000.00	
- Nassau Obs.Donation - Cleveland Astronomical Society		
<u>Royalties</u>	1,598.57	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek		
ENDING FUND BALANCE AS OF OCTOBER 31, 2010		\$3,239,090.74

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE OCTOBER 1, 2010		82,232.03
REVENUES & OTHER SOURCES		9.59
<u>Investment Income</u>	9.59	
ENDING FUND BALANCE AS OF OCTOBER 31, 2010		\$ 82,241.62

VOUCHER RESOLUTION NO. 60-10

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

Mr. Leech moved to adopt Voucher Resolution No. 60-10, 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

Letter from Charles Osborn

Mr. Curtin read a letter from Charles Osborn, who represents *Geauga Parks For All*. The group would like to see recreational activities (such as baseball, golf, snowmobiling and soccer) offered by the Park District and the organization’s goal is to “defund” the Park District through legislative change until recreational opportunities are supported and funded.

Mr. Osborn was present at the meeting and reiterated his concerns. The Board thanked Mr. Osborn for attending and stated they will take Mr. Osborn’s comments under consideration.

Letter of Appreciation to GPD Ranger Department

Mr. Curtin read a letter from Don Strother of Montville who expressed appreciation to Rangers Benesh and Sloan for their assistance when his car became disabled after a recent Ohio Horseman’s Council trail ride.

OPEN TO THE PUBLIC

There were no comments from the public. Mr. McCullough thanked the visitors for attending the meeting.

UNFINISHED BUSINESS

PARK UPDATES

Bass Lake Preserve

Mr. Curtin reported that Bass Lake Lodge is complete. He also reported that the one-year walk through for the dam improvements was completed and no problems were noted.

Bridge Inspections

The bridge inspections are complete and the Park District is awaiting the report from CT Consultants, Inc.

Communications Tower at Frohring Meadows

The contract for the communications tower at Frohring Meadows has been approved by the Geauga County Commissioners. The anticipated completion date for the project is January 2011.

Small Research Grants

Final reports for two of the Small Research Grants were submitted to the Board for their review. The Commissioners commented on the high quality of the research conducted and suggested that the grantees present their findings at a park program.

Deer Management Update

Hunting notification postcards were sent to Observatory Park and West Woods neighbors as well as respective officials (local trustees and law enforcement personnel who have jurisdiction in the township where hunting is taking place). They were informed that hunting will take place November 29 to December 5, 2010 at Observatory Park and The West Woods.

Excessive Cleaning Fee

The Board was asked to consider implementing an excessive cleaning fee of \$50.00 for shelters and lodges that require more than the "standard" one hour cleaning following an event. After some discussion, the Board agreed to table the issue until the December meeting.

Park and Recreation Levies

Mr. Curtin mentioned that Butler and Erie County Park Districts passed their recent levies and that 85% of the park ballot initiatives passed in Ohio.

Vehicle Counter Data

The Board reviewed the vehicle counter data for Headwaters Park from the period of September 24, 2010 to October 10, 2010.

Record Retention

Gauga County Archives Department has informed the Park District that it will no longer provide storage space for Park District records and that an alternate location will need to be found.

Donation of Fireplace Screen for The West Woods Nature Center

Mr. Leech has been in contact with a local blacksmith, Ken Roby, who would like to create and donate an ornamental fireplace screen to The West Woods Nature Center. Mr. Curtin distributed a sketch of the proposed project. The Board expressed their appreciation to Mr. Roby for the generous donation and suggested that a plaque be installed to commemorate the gift.

Nassau Station Restoration Design Proposal

Mr. Curtin presented the architectural renderings from Westlake, Reed and Leskosky, Inc. for the proposed renovations to Nassau Observing Station. The estimated cost is \$661,000 which includes construction of an elevator, peaked roof and restrooms. The cost of the project will be paid through private funding.

GEAUGA PARK DISTRICT FOUNDATION REPORT

A donation of \$50,000 was received from the Kelvin Smith Foundation for the Observatory Park Capital Campaign.

The Board commented that the Association of Professional Fundraisers (AFP) Award Ceremony for Bill Ginn was wonderful and thanked Emilie Gottsegen for her work on the nomination proposal.

CONTRACT REVIEW

Pursuant to Article XI of the Geauga Park District By-laws, the Planning Department provided the Board with the construction costs and change orders for current park projects. Aaron Young, Planning Director, noted that all projects are on schedule.

SEPTIC SYSTEM CLEANING CONTRACT, RESOLUTION NO. 43-10

At the August board meeting, the Board requested that Requests for Proposals be sent out again for septic system cleaning services, this time specifying a two or three year contract instead of a five year contract. This would allow for more competitive pricing. RFPs were sent to six local businesses. Two companies submitted properly completed proposals for two year contracts: Kaufman Septic System in the amount of \$37,270 and Tim Frank Septic Tank Cleaning in the amount of \$36,250.

The Board discussed the proposals and agreed to enter into a contract with Tim Frank Septic Tank Cleaning, as their bid was the lowest and best, and because of the good working relationship the Park District has with them. The contract will be for a one-year period (\$17,760 for 2011) with an option to renew for 2012 (\$18,490).

Dr. Rzeszotarski moved to enter into a contract with Tim Frank Septic Tank Cleaning in the amount of \$17,760.00 for a one year period effective January 1, 2011 with an option to renew the contract in 2012 for \$18,490.

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

2011 RENTAL HOUSE FEES, RESOLUTION NO. 61-10

The current monthly rental rate for each of the Park District's four rental houses is \$400.00 per month. Mr. Curtin informed the Board that the rental rate has been in effect for a number of years and that the rent more than covers the property taxes on each of the rentals.

Dr. Rzeszotarski moved to adopt the 2011 Rental House fees.

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

2011 CONTRACTS

The Board was presented with the list of 2011 contracts for their review. The contracts are included in next year's budget, so no action was taken by the Board.

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare a Dell flat panel monitor and a Tungston palm pilot as surplus property.

Dr. Rzeszotarski made a motion to declare a Dell flat panel monitor and a Tungston palm pilot 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 asked about the status of the Disaster Recovery Plan and also the Social Networking Policy. Mr. Curtin replied that both policies will be presented at the December meeting for Board review.

Mr. McCullough asked if a study could be conducted on Geauga County's biggest trees.

QUESTIONS FROM THE PUBLIC

Glenn Miller of *The Maple Leaf* asked for the Board's thoughts on comments made by Mr. Osborn earlier in the meeting. The Board stated they appreciated Mr. Osborn's comments but that they would need time to look into the issue further.

Mr. Miller also asked if the Park District had plans to acquire Grandview Golf Course and continue operating it as a golf course. Mr. Curtin replied that the owners approached the Park District wanting to sell the golf course. However, the Park District is not interested in purchasing the golf course, only two acres of an existing right-of-way to extend the bike trail. Mr. Curtin explained that the Trust for Public Land (TPL) was attempting to purchase Grandview Golf Course but was having a difficult time raising the funds so it was not certain if they would be successful in acquiring the golf course. If TPL receives the necessary funds, some of the funding would have restrictions associated with it which would preclude operating the property as a golf course. Mr. Curtin also commented that many golf courses are not profitable and that it would not be an appropriate use of tax payer dollars to subsidize golf course operations.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 4:45 p.m. for the purpose of discussing land acquisition, discipline of a public employee and employee compensation.

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 5:17 p.m. The following item was brought forward for resolution:

Purchase and Sale Agreement

The Board discussed the acquisition of 10 acres from St. Mary's Church in Chardon to provide for the uninterrupted extension of The Maple Highlands Trail from Route 44 to Fifth Avenue.

Dr. Rzeszotarski moved to enter into a Purchase and Sale Agreement with St. Mary's Church for 10 acres of land located in the City of Chardon at a purchase price of \$165,000.

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. McCullough signed the agreement on behalf of the Board.

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 October 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 5:32 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