

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
October 12, 2010**

The regular meeting of the Geauga Park District Board was held on October 12, 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:

Tom Curtin, Executive Director
Keith McClintock, Deputy Director
Eileen Smith, Administrative Services Coordinator
Sherry Bosworth, Business Affairs Director
Paige Hosier, Marketing & Administrative Services Director
Chris Lynn, Park Planner
John Oros, Operations Director
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resource Manager
Robert Urban, Chief Ranger
Aaron Young, Planning Director

Visitors Present:

David Ondrey
Julia Musson
Robert Owen
Glenn Miller

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 September 14, 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 David Ondrey, Thrasher, Dinsmore and Dolan; Julia Musson, Western Reserve Land Conservancy; Robert Owen, Western Reserve Land Conservancy; and Glenn Miller, *The Maple Leaf*.

PRESENTATION OF FINANCIAL STATEMENT

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

GENERAL FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2010

\$4,189,797.97

EXPENDITURES & OTHER USES

369,989.58

Personnel	227,066.14
Medicare	1,594.66
Dental /Hospitalization	41,237.69
PERS	32,890.22
Vouchers	67,200.87

REVENUES & OTHER SOURCES

717,594.80

General Tax Collections

- Real Estate Tax (Manufactured homes, Public housing)	9,027.06
- State Reimburse Tax (Rollback reimb, Excess KW hour)	443,388.47
- State Reimbursed Personal Property Tax	251,245.58

Investment Income

259.38

Gifts & Donations

250.50

- General donations - Patrons (\$60)
- In honor of B. McCullough - Patrons (\$175)
- Bird feed donations - Patrons (\$15.50)

Fees

- Programs - Schools - Out-of-county	50.00
- Camping	260.00
- Shelters	310.00
- Lodge heat fee	285.00
- Workshops - General - Public program	601.00
- Programs - General - Public Program	126.00

Sales

- Tapper's Treasures - MC	65.84
- Tree Tops - TWW	514.05
- Credit Card - All facilities	1,476.75

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	40.00	
- Recycling Proceeds - Abitibi	28.44	
- Refunds- Other - GFOA training refund	60.00	
- Local Government Funds	7,157.39	
- Auction Proceeds - Computers	57.00	
- Miscellaneous Receipts	792.34	
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2010		4,537,403.19

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2010		3,053,254.00
EXPENDITURES & OTHER USES		667,162.28
Vouchers	667,162.28	
REVENUES & OTHER SOURCES		611,877.93
<u>Investment Income</u>	357.22	
<u>Grants/Agency Payments</u>	610,167.54	
- WRLC - Welton's Gorge		
<u>Gifts & Donations</u>	458.00	
- Affelder trust donation - Cleveland Foundation		
<u>Royalties</u>	895.17	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek		
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2010		\$2,997,969.65

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE SEPTEMBER 1, 2010		82,222.83
REVENUES & OTHER SOURCES		9.20
<u>Investment Income</u>	9.20	
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2010		\$82,232.03

VOUCHER RESOLUTION NO. 53-10

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. 53-10, 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

COMMUNICATIONS TO THE BOARD

Mr. Curtin received a letter from United Way thanking the Park District for the donation of maple syrup for their kick-off breakfast.

Dr. Rzeszotarski commented on the Chickagami Camp Dedication Ceremony. In spite of the inclement weather, approximately 125 attended the event and had a great time.

OPEN TO THE PUBLIC

Public Comments

There were no comments from the public.

Judge Ford Recognition, Resolution No. 58-10

Mr. Leech made a motion to adopt Resolution No. 58-10, recognizing the Honorable Robert B. Ford for his involvement and support of Geauga Park District in helping protect the natural heritage of Geauga County for many generations to come:

WHEREAS, Honorable Judge Ford was petitioned in 1961 by the Geauga County League of Women Voters to form a Park District;

WHEREAS, Honorable Judge Ford, according to Chapter 1545.01 of the Ohio Revised Code, established the Geauga County Park District on August 21, 1961.

WHEREAS, Honorable Judge Ford appointed Boards of Park Commissioners for Geauga Park District from its establishment in 1961 through 1963;

WHEREAS, Honorable Judge Ford, through his actions, established the seeds of a budding park district, and showed his continued support over the years;

WHEREAS, Geauga Park District has grown from managing a small 4-acre parcel in Chardon Township to protecting more than 9,000 acres of natural resources in Geauga County;

WHEREAS, Geauga Park District now provides the people of Geauga County with high quality nature education;

THEREFORE, BE IT RESOLVED, that on this twelfth day of October 2010, the Board of Commissioners of Geauga Park District extend their deepest gratitude to Honorable Judge Ford for helping to protect the natural heritage of Geauga County for many generations to come.

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

Eagle Scout Recognition, Jarrad Gold

The Board recognized Eagle Scout Jarrad Gold with a Certificate of Commendation for the many hours he spent clearing brush and painting the rifle range building at Chickagami Park. Jarrad spent over 218 hours planning, organizing, and working on the project.

UNFINISHED BUSINESS

Park Updates

Water Trail Presentation

Chris Lynn, Park Planner, presented a water trail video to the Board which was prepared by the Ohio Department of Natural Resources (ODNR), Division of Parks and Recreation. Water trails are recreational corridors between specific locations, comprised of access points, boat launches, and day and overnight use sites. One of the benefits of having a state water trail designation is to educate patrons in water stewardship. ODNR is trying to get the Cuyahoga River designated as a state water trail and is in the process of getting various sponsors. They would like Geauga Park District to be one of the sponsors.

Mr. McClintock mentioned that on October 28, 2010 in Akron, there will be a meeting of the steering committee. Mr. McClintock indicated that at this time the Park would be willing to participate on the steering committee.

Park Projects

Bass Lake

The contractors have reached substantial completion and are in the process of completing the punch list.

Chickagami Park

There are a few minor changes to the parking lot to close out that contract.

Observatory Park and Orchard Hills

The projects are about 75% complete.

Best Preserve

The Planning Department is working on the final payout.

Cross-Country Ski Trails

The price for purchasing a snowmobile to groom the cross-country ski trails is approximately \$10,599. The Park District has the grooming attachments. The Board agreed by unanimous consent to proceed with the purchasing of a snowmobile.

Pond and Rider Roads

A telephone pole fell over on Pond and Rider Roads, resulting in the loss of 150 gallons of product from the transformer. The Cleveland Illuminating Company cleaned up the spill and everything was contained with no damage to Park property.

Car Counter Data

The Board reviewed the car counter report for Sunnybrook Preserve.

2011 Board Meeting Dates

The Board was presented with the 2011 Board Meeting Schedule. All meetings are scheduled for the second Tuesday of the month at 3:30 p.m., with the exception of the January meeting. The January meeting will be held on January 12 due to Regional Parks Conference being held on Tuesday, January 11th.

Dog Parks

Mr. Curtin reported that he spoke with John O'Meara, Executive Director of the Franklin County Metro Parks, regarding dog parks. Mr. O'Meara provided the Park District with specifications and costs for a dog park which will be located in downtown Columbus.

An article was shared with the Board concerning the use of methane digesters in Boston, using the dog waste to power the lights at the dog park.

Ranger Headquarters

Mr. Curtin informed the Board that rental rates for a potential off-site ranger headquarters in the Newbury Business Park would be \$995 per month, which would include maintenance and utilities. This locale would provide the Ranger Department with a more central location to service all the parks.

Railroad Right-of-Way Encroachment

A house is encroaching on railroad right-of-way property owned by the Park District. The house, currently owned by the bank, is located immediately northwest of the right-of-way north of Burton Station Road in Burton. The bank cannot sell the home until the encroachment is removed.

Mr. Curtin recommended to the Board to include the driveway apron (24 feet) adjacent to the house. The Park District would transfer 24 feet to the bank by declaratory action.

Mr. Curtin indicated that this remedy would not interfere with the Park District's ability to develop the bike trail. Dr. Rzeszotarski suggested that Mr. Curtin call the zoning inspector to ensure that this would not be a zoning hardship. Mr. Curtin will have legal counsel draft a declaratory action for the Board's review.

Wellness Day

Mr. Curtin informed the Board that the total cost of Wellness Day Training, which was held on September 23, 2010, was \$2,370.47. This exceeds the amount previously approved at the April 2010 board meeting, but falls within the "not to exceed" budgeted amount of \$2,500.

Modification of Agenda

Mr. Curtin asked the Board if the agenda could be modified to enter into Executive Session. The Board was in agreement.

EXECUTIVE SESSION

Dr. Rzeszotarski moved to go into Executive Session at 4:15 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 4:32 p.m. The following items were brought forward for resolution:

Tare Creek Parkway

Mr. McCullough made a motion to approve the Agreement of Purchase and Sale between BMO LLC and Geauga Park District to acquire 197 acres of land on Tare Creek Parkway, Middlefield Village for the total purchase price of One Million Five Hundred Thousand (\$1, 500,000.00).

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

Dr. Rzeszotarski made a motion to enter into a Consulting Agreement between Geauga Park District and Western Reserve Land Conservancy to raise the funds to acquire the 197-acre parcel from BMO LLC. The motion also authorized Robert McCullough to sign the agreement on behalf of the Board.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

Dr. Rzeszotarski made a motion to approve the Mutual Termination Agreement between Geauga Park District and Western Reserve Land Conservancy regarding the above-mentioned property.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

EXECUTIVE SESSION

Dr. Rzeszotarski moved to go into Executive Session at 4:37 p.m. for the purpose of discussing land acquisition and pending litigation. David Ondrey of Thrasher, Dinsmore and Dolan was present for the discussion.

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 Board returned from Executive Session at 5:15 p.m. The following items were brought forward for resolution.

Montville Township

Dr. Rzeszotarski authorized the Executive Director to enter into negotiations for properties located in Montville Township.

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

Outside Legal Counsel

Dr. Rzeszotarski moved to hire outside legal counsel to assist with a personnel issue. 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

Geauga Park District Foundation Report

There was no report presented.

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.

The Board reviewed the documents and had no questions.

Deer Management Update

The Board was updated on the Deer Management program for Frohring Meadows for the 2010/2011 whitetail deer controlled hunting program. At the May 11, 2010 board meeting, John Oros submitted his proposal and recommendations for the 2010/2011 hunting season. The proposal included approaching the Village of Chagrin Falls asking for permission to allow hunting on their portion of the Frohring Meadows property. Permission was received from James Brosius, Chief of Police for Chagrin Falls.

The proposal recommends allowing Park District staff (on their own time) and select bow hunters access to Frohring Meadows between November 8th and 12th (Monday to Friday) and between November 15th and 19th (Monday to Friday). During these time frames, the entire park would not be closed – only portions of Big Bluestem Trail would be closed in areas of the park being hunted. To ensure the safety of patrons, trails would be closed utilizing barricades, signs, and high visibility tape. Also, a temporary trail re-route will be utilized to allow park patrons access to the meadow areas of the park.

A letter will go out to all adjacent neighbors at the end of October advising them of the hunting activity at Frohring Meadows. In addition, a press release will be sent.

NEW BUSINESS

2011 Vision Plan Reimbursement

Robin Pilarczyk, Human Resources Manager, presented the proposed 2011 Vision Plan to the Board. She explained that there are not any changes from the 2010 levels of reimbursement.

The Board tabled the discussion and decision on continuing this coverage until after health insurance costs for 2011 are determined.

2011 Daily Meal Allowance

Robin Pilarczyk provided the Board with the current daily meal allowance information. Mrs. Pilarczyk recommended that the current amount of \$50.00 when an overnight stay is required for seminar attendance be maintained for 2011.

The Board tabled the discussion and decision asking Mrs. Pilarczyk to compare the Park District’s meal allowance with that of the County.

2011 Uniform Allowance

Robin Pilarczyk presented the current Uniform Allowance schedule to the Board:

- \$250 for full-time “field” employees;
- \$100 for part-time “field” employees;
- \$200 for part-time “field” employees, if steel-toed boots are needed; and
- \$100 for full and part-time office staff

The Board tabled the discussion and decision asking Mrs. Pilarczyk to compare the Park District’s uniform allowance with that of the County.

2011 Disaster Recovery Plan

Robin Pilarczyk presented the current Disaster Recovery Plan which is reviewed annually by the Chief Ranger and herself. Dr. Rzeszotarski had several comments. He will be contacting Mrs. Pilarczyk to review these comments.

The Board tabled the discussion until the next Board meeting.

SURPLUS PROPERTY

The Board was asked to declare a small laminator at The West Woods as surplus property.

Dr. Rzeszotarski made a motion to declare a small laminator at The West Woods 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 would like a “pro-parks” bumper sticker created, as well as yard signs placed and rotated throughout the County to create awareness.

Mr. Leech commented on the successful Chickagami Park opening and thanked all Park District staff for a job well done.

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 Claims

Mr. Curtin updated the Board on two pending Workers' Compensation claims.

Levy Renewal

Mr. Curtin provided the Board with information regarding a renewal projection for the 2012 levy.

Departmental Reports

Departmental reports for the month of September 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 6:15 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