

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
September 14, 2010**

The regular meeting of the Geauga Park District Board was held on September 14, 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
Kathy Hanes, Executive Secretary
Brett Bellas, Maintenance Manager
Dan Best, Senior Naturalist
Paige Hosier, Marketing & Admin. Services Director
Sandy Klepach, Communications Specialist
Don Lombardy, Information Systems Coordinator
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Aaron Young, Planning Director

Visitors Present:

Philip King – Mayor, City of Chardon
Dave Lelko – Manager, City of Chardon
Randy Sharpe – Asst. Mgr., City of Chardon

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 August 17, 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

Mr. Curtin introduced Philip King, Dave Lelko, and Randy Sharpe.

PRESENTATION OF FINANCIAL STATEMENT

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

GENERAL FUND

BEGINNING FUND BALANCE AUGUST 1, 2010

\$1,894,126.33

EXPENDITURES & OTHER USES

538,932.64

Personnel	224,187.71
Medicare	3,139.69
Dental /Hospitalization	40,855.32
PERS	32,545.60
Vouchers	238,204.32

REVENUES & OTHER SOURCES

2,834,604.28

General Tax Collections

- Real Estate Tax	2,812,174.15
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Investment Income

220.90

Gifts & Donations

8,529.56

- Program donations - Patrons (\$104.15)
- Donation box TWW - Patrons (\$163.41)
- Bird feed donations - Patrons (\$29)
- Paver/Bench donation transfer - GPDF (\$3,057)
- Donor designated transfer - GPDF (\$550)
- Nature Scope donation transfer - GPDF (\$4,626)

Fees

- Programs - Schools - Out-of-county	45.00
- Camping	380.00
- Shelters	60.00
- Lodge heat fee	75.00
- Workshops - General - Public program	427.00
- Programs - General - Public Program	463.00

Sales

- Tapper's Treasures - MC	141.46
- Tree Tops - TWW	2,224.73
- Credit Card - All facilities	856.83

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	325.00
- Parking Ticket Collections	10.00
- Refunds- Other - NAI, Cuyahoga Valley National Park	189.00
- Local Government Funds	6,882.65

ENDING FUND BALANCE AS OF AUGUST 31, 2010 **\$4,189,797.97**

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE AUGUST 1, 2010 **\$3,187,295.11**

EXPENDITURES & OTHER USES **261,719.65**

Vouchers 261,719.65

REVENUES & OTHER SOURCES **127,678.54**

Investment Income 333.37

Gifts & Donations 126,304.18

- Welton Gorge transfer of donation - GPDF (\$500)
- Observatory transfer of donation - GPDF (\$125,804.18)

Royalties 1,040.99

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

ENDING FUND BALANCE AS OF AUGUST 31, 2010 **\$3,053,254.00**

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE AUGUST 1, 2010 **82,215.04**

REVENUES & OTHER SOURCES **7.79**

Investment Income 7.79

ENDING FUND BALANCE AS OF AUGUST 31, 2010 **\$82,222.83**

VOUCHER RESOLUTION NO. 46-10

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. 46-10, 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 read a note from the Chardon Township Park Committee thanking Brett Bellas and the Park District for the donation of picnic tables.

A thank you card was received from the Union Chapel Trustees expressing their appreciation to the Park District staff for their hard work on the Ohio Historical Marker Dedication Ceremony.

OPEN TO THE PUBLIC

Public Comments

There were no comments from the public.

C. Robert McCullough Recognition, Resolution 48-10

Dr. Rzeszotarski made a motion to adopt Resolution No. 48-10, honoring C. Robert McCullough for his 38 years of dedicated service to the Geauga Park District Board of Commissioners.

WHEREAS, C. Robert McCullough has faithfully served as a member of the Geauga Park District Board of Commissioners for 38 years and as its President since 1983;

WHEREAS, Mr. McCullough's visionary leadership guided the Park District through the acquisition and preservation of over 7,500 acres of land, the opening of 18 parks, and the establishment of The Maple Highlands Trail;

WHEREAS, Mr. McCullough, as leader, guide and educator, has enriched the lives of thousands of children and adults in Geauga County and beyond;

WHEREAS, Mr. McCullough's love of nature and wealth of knowledge has been an inspiration to hundreds of Geauga Park District staff, both past and present;

WHEREAS, Mr. McCullough's devotion to environmental education exemplifies the preservation and conservation ethic central to his life;

THEREFORE, BE IT RESOLVED, that on this fourth day of September, 2010, the staff and the Board of Commissioners of Geauga Park District extend their deepest gratitude to C. Robert McCullough upon his retirement from the Geauga Park District Board of Commissioners.

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	Abstained

UNFINISHED BUSINESS – PARK UPDATES

Nassau Station Restoration Design Proposal

Mr. Curtin asked the Board to approve an additional fee of \$2,000 for the Westlake Reed and Leskosky design proposal for Nassau Station restoration, bringing the total award to \$51,390.00. The “not to exceed” fee is for reimbursable costs incurred during the design process.

Mr. Leech made a motion to approve an additional “not to exceed” fee of \$2,000 for the Westlake Reed and Leskosky design proposal for Nassau Station restoration.

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

Vehicle Counter Data

Mr. Curtin distributed the vehicle counter data for The Rookery from August 17-22 and September 7-12, 2010. The counters will be removed when snow-plowing begins.

New Phone System

Don Lombardy, IT Coordinator, reported that the new phone system has been ordered and will be installed sometime in October.

50th Anniversary Celebration

Paige Hosier, Marketing and Administrative Services Director, provided the board with an update on the plans for the 50th Anniversary celebration.

The 50th Anniversary tagline (*Geauga Park District – Nature’s Voice for 50 Years*) will be communicated to the public via the web, social media, a video and specialized programming. In addition, a 5K run is being planned for June 12, 2011, historical displays are being created and a Community Art Show is planned. The anniversary celebration will coincide with the dedication of Observatory Park on August 20, 2011.

Dan Best, Senior Naturalist, shared with the Board plans for the *Snowbelted: Winter’s a Blast* exhibit scheduled to open at The West Woods in November 2011. The exhibit will include wildlife dioramas, interactive activities, a “Wonders of Winter” photographic art show, and other displays.

Charlotte Stafford Estate

The Charlotte Stafford property, consisting of 31 acres off Mulberry Road in Chester Township, was bequeathed to the Geauga Park District Foundation in 2009. Mr. Curtin reported that he received a letter from the co-executrix of the estate asking if the Park District, in conjunction with the Western Reserve Land Conservancy, could erect a memorial on the property as a tribute to Ms. Stafford.

The Board agreed that it would be nice to recognize Ms. Stafford for her generous donation. Mr. Curtin will contact the Western Reserve Land Conservancy to begin planning for a memorial.

Letter from Russell Township Zoning Commission

Mr. Curtin reported that he recently received a letter from the Russell Township Zoning Commission regarding hunting on The West Woods property. In the letter, Zoning Inspector Ric Machnics stated that The West Woods is located within Russell Township's passive park zoning area and that hunting is prohibited within this zone.

Mr. Curtin explained to Mr. Machnics that he (Mr. Curtin) met with Russell Police Chief Tim Carroll and Trustee James Mueller in January 2010 to discuss the Park District's deer management policy. It was determined at the meeting that the deer management program at The West Woods would continue, as it meets the Park District's goals for stewardship.

Waste Management

The contract with Waste Management for garbage removal is in progress.

Septic System Cleaning

Mr. Curtin updated the Board on the status of the Request for Proposal (RFP) for septic system cleaning services. The new RFP specifies a two or three year contract rather than the five year time period specified in the original RFP.

Encroachment on Railroad Right-of-Way

Mr. Curtin informed the Board that 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. Park legal counsel, David Ondrey, suggested that the Park District file a declaratory action to transfer title to the bank for the portion of land that the house occupies.

After some discussion, the Board recommended the issue be tabled until additional information could be gathered.

Park Projects

Mr. Curtin informed the Board that construction projects at Observatory Park and Orchard Hills are moving along well and improvements to Chickagami Park are complete.

Modification of Agenda

Because of time constraints, Mr. Curtin asked if the agenda could be modified so that the Board could enter into Executive Session. The Board agreed by unanimous consent.

Executive Session – Roll Call

Dr. Rzeszotarski moved to go into Executive Session at 4:17 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 5:47 p.m. The following item was brought forward for resolution:

Land Negotiation – Claridon Township

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

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin reported that the next Foundation meeting is scheduled for November 18, 2010.

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.

The Board reviewed the documents and were pleased that all projects are on schedule.

2011 BUDGET, RESOLUTION NO. 47-10

Mr. Leech moved the adoption of Resolution No. 47-10, 2010 Budget.

WHEREAS, This Board of Park Commissioners, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2011; and

WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it,

RESOLVED, By the Board of Park Commissioners of Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further,

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Amount to be derived from levies outside 10 mill limitation:

GENERAL FUND		\$7,290,959.00
	<i>Maximum Rate Authorized To Be Levied</i>	<i>County Auditor's Estimate of Yield of Levy</i>
<i>Current expense levy authorized by voters on November 8, 2005</i>	<i>.70</i>	<i>\$935,613.00</i>
<i>Current expense levy authorized by voters on November 3, 1992</i>	<i>1.00</i>	<i>\$1,748,981.00</i>
<i>Current expense levy authorized by voters on November 7, 1995</i>	<i>1.00</i>	<i>\$2,041,978.00</i>
<i>Current expense levy authorized by voters on November 7, 2000</i>	<i>1.00</i>	<i>\$2,564,387.00</i>
Total levies outside 10 mill limitation	3.70	\$7,290,959.00

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

NEW BUSINESS

HVAC SERVICE CONTRACT, RESOLUTION 52-10

Mr. Curtin reported that Requests for Proposals for heating and cooling were sent out to eight heating and air conditioning companies. Proposals were received from two companies: Smylie One Heating and Cooling in the amount of \$28,028.00 and Imperial Heating in the amount of \$17,432.00. The quotes are for a five-year time; however, they would be renegotiated if the Park District were to add additional buildings during the next five years.

The Park District's current contract is with Imperial Heating at a rate of \$3,945.00 a year. The Board discussed the proposals and agreed to enter into a contract with Imperial Heating and Cooling, as their bid was the lowest and best and because of the good working relationship the Park District has with them.

Mr. Leech moved to enter into a five-year contract with Imperial Heating Company in the amount of \$17,432.00, effective January 1, 2011.

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

TRANSFER OF FUNDS, RESOLUTION NO. 49-10

The Geauga County Auditor’s Office has informed the Park District that the second half of tax revenue has been posted to the Park District’s General S05 account.

In keeping with the approved 2010 budget, \$500,000 will need to be transferred from the General Fund (S05) to the Land Improvement Fund (Q41). These funds will be used for current and future projects to be expensed from the Land Improvement Fund.

Dr. Rzeszotarski made a motion to transfer \$500,000 from the General Fund (S05) to the Land Improvement Fund (Q41).

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

MANAGEMENT AGREEMENT – ESTADT AND DEAN PROPERTIES, RESOLUTION 50-10

The Board reviewed the agreement between the Landies family and Geauga Park District for the management of the Estadt and Dean properties at Pine Brook Preserve. The Landies family will manage the property for aquatic nuisance species, provide deer management and control water levels.

Mr. Leech made a motion to enter into the management agreement for the Estadt and Dean properties and to authorize Mr. McCullough to sign the agreement on behalf of the Board.

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

Mr. McCullough signed the agreement on behalf of the Board.

FACILITY AND PROGRAM FEE SCHEDULE - 2011, RESOLUTION 51-10

The Board was presented with the Facility and Program Fee schedule for 2011, which remains unchanged from 2010:

Out-of County Facility Fees	
Camping	\$20.00 per site visit
Picnic Shelter	\$60.00
Lodge	\$100.00 per session
Oak and Cherry Rooms	\$100.00
Heat/Utility Fee	
Heat/Utility Fee*	\$25.00 per session <i>Mandatory heat fee from October 15th through April 1st applies to in-county and out-of-county reservations.</i>
Out-of County Outdoor Program Fees	
\$2.00 per person with a minimum fee of \$25.00 per school/group for <i>Signs of the Season Walks</i> and other programs.	
\$3.00 per person with a minimum fee of \$25.00 per school/group for <i>Natural Communities, Geology, and Wetlands</i> . These programs are more intensive and longer in duration.	
Out-of- County Indoor Program Fees	
\$100.00 for speaker programs for passive (seated) audiences.	
Ranger Department Fees	
Parking Fine	\$10.00
Handicapped Parking Fine	\$25.00

Mr. Leech made a motion to adopt the 2011 Facility and Program Fee Schedule. 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

2011-19 BUDGET PROJECTIONS

Mr. Curtin presented an overview of the 2011-19 budget projection data. He also distributed a report on master plan cost estimates for possible park development projects in the future.

The Board will review the data and discuss it at a special meeting scheduled for October 2, 2010.

SURPLUS PROPERTY

Declaration of Surplus Property

The Board was asked to declare an information board and a projector as surplus property.

Mr. Leech made a motion to declare the information board and projector 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

Donation to Russell Township Park Commission

The Park District received a request from the Russell Township Park Commission for a donation of the information board.

Mr. McCullough made a motion to donate the information board to the Russell Township Park Commission.

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

- Mr. McCullough expressed his appreciation to Geauga Park District staff for organizing his retirement party and thanked those who attended.
- Dr. Rzeszotarski mentioned that he spoke with John O’Meara (Director of Franklin County Metroparks) about dog parks. The dog parks are very popular and are managed by park volunteers.
- The Board commented that the new “Gauga County’s Plants and Animals” publication is very nice. The publication, developed with assistance from the Naturalist Department, will be used by Naturescopes students instead of the field guides currently being utilized. The new publication will save the Park District approximately \$3,500.00.
- Dr. Rzeszotarski suggested that the Park District expand its current oral history collection to include histories on park development in each of the Geauga County townships.

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

Workers' Compensation Claim

Mr. Curtin reported that the pending workers' compensation claim is still under review.

Departmental Reports

Departmental reports for the month of August 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 6:36 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