

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
April 19, 2011**

The regular meeting of the Geauga Park District Board was held on April 19, 2011 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Dr. Mark Rzeszotarski was in the Chair. Board members John Leech and Jim Patterson were present.

Employees Present:

Thomas Curtin, Executive Director
Keith McClintock, Deputy Director
Kathy Hanes, Executive Secretary
Gloria Freno, Accountant
Sandy Klepach, Communications Specialist
John Oros, Operations Director
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Paul Pira, Park Biologist/NRM Supervisor
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director

Guests:

Patty Armenio, Seasonal Intern

ADOPTION OF THE AGENDA

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

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

ADOPTION OF THE MINUTES

March 8, 2011

Mr. Leech moved to adopt the minutes of March 8, 2011 as written.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

March 29, 2011

Dr. Rzeszotarski moved to adopt the minutes of March 29, 2011 as written.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

INTRODUCTION OF GUESTS

Paul Pira introduced Patty Armenio, the seasonal intern for the Natural Resources Management Department.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
MARCH 31, 2011

<u>GENERAL FUND</u>	
BEGINNING FUND BALANCE MARCH 1, 2011	\$2,120,262.98
EXPENDITURES & OTHER USES	903,764.28
Personnel	217,855.64
Medicare	3,050.89
Dental /Hospitalization	42,965.48
PERS	31,824.86
Transfer to Land Improvement Fund	500,000.00
Vouchers	108,067.41
REVENUES & OTHER SOURCES	3,315,472.09
<u>General Tax Collections</u>	
- Real Estate Tax	3,257,616.22
- State Reimburse Tax	27,915.50
<u>Investment Income</u>	
	189.33
<u>Gifts & Donations</u>	
	3,923.10
- Patrons - Sap's program (\$784.61)	
- Patrons - In memory of Dan Williams (\$740)	
- Patrons - General (\$187.24)	
- Patrons - Program donations (\$286.25)	
- GPD Foundation - Nature Scopes transfer (\$1,925)	
<u>Fees</u>	
- Programs - Schools - Out-of-county	53.00
- Camping	220.00
- Shelters	160.00
- Bid Plans	1,300.00
- Lodge heat fee	1,650.00
- Workshops - General - Public program	80.00

- Programs - General - Public Program	243.00	
<u>Sales</u>		
- Tapper's Treasures - MC	292.68	
- Tree Tops - TWW	2,844.43	
- Syrup Sales	2,284.08	
- Credit Card - All facilities	2,555.42	
<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	25.00	
- Local Government Funds	5,509.81	
- Auction Proceeds - Ranger equipment, Crown Vic	2,223.50	
- Miscellaneous Receipts	4,787.02	
- Regional Parks Conference - Various agencies (\$4,610)		
- GPDF - Postage reimbursement (\$88.02)		
- Patrons/staff - Misc. reimbursement for gas, general (\$114)		
ENDING FUND BALANCE AS OF MARCH 31, 2011		\$ 4,531,970.79
 <u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE MARCH 1, 2011		1,387,783.91
EXPENDITURES & OTHER USES		
Vouchers	10,070.00	10,070.00
Vouchers - Grant Tracking (OH 319 Grant)		
REVENUES & OTHER SOURCES		
<u>Investment Income</u>	93.29	
<u>Transfer from General Fund</u>	500,000.00	
<u>Gifts & Donations</u>	5,880.05	
- GPD Foundation - Observatory Park transfer (\$5,456.55)		
- Cleveland Foundation - Affelder trust donation (\$423.50)		
<u>Royalties/In-Lieu Fees</u>	76,993.30	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
- FC LLC - Mitigation fees - Silver Creek (\$75,600)		
ENDING FUND BALANCE AS OF MARCH 31, 2011		\$ 1,960,680.55
 <u>RETIREMENT RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE MARCH 1, 2011		82,278.13
REVENUES & OTHER SOURCES		
<u>Investment Income</u>	7.04	
ENDING FUND BALANCE AS OF MARCH 31, 2011		\$ 82,285.17

VOUCHER RESOLUTION NO. 21-11

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. 21-11, a copy of which is on file in the Park District office.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

COMMUNICATIONS TO THE BOARD

Mr. Curtin presented the following communications:

- A letter from Carol Grover expressing concern on the trapping of raccoons at The Rookery. (A reply letter will be sent with information on the humane traps that will be utilized).
- A letter from Larry Veasey requesting that the paved trail by Lake Side Shelter at Swine Creek Reservation be extended around the lake.
- A note from Pat and Wayne Hosmer expressing appreciation for the Lifetime Achievement Award presented to them at the Volunteer Brunch.

OPEN TO THE PUBLIC

There were no questions from the public.

Resolution Honoring Sherry Bosworth

Dr. Rzeszotarski moved to adopt Resolution No. 18-11, honoring Sherry Bosworth for 30 years of service to the Park District:

Whereas, in 1975, Sherry Bosworth was hired for the position of bookkeeper and secretary for Geauga Park District under the leadership and direction of Donald W. Meyer, which position commenced on January 5, 1976;

Whereas, during her tenure at Geauga Park District, Sherry Bosworth held the job titles of Bookkeeper/Secretary, Administrative Assistant, Executive Secretary, Fiscal Officer and Business Affairs Director with the responsibility of handling the fiscal and managerial functions of Geauga Park District;

Whereas, Sherry Bosworth has exhibited exemplary performance and dedication by filling in as Interim Director of Geauga Park District when the need required;

Whereas, during Sherry Bosworth’s tenure, portions of her job responsibilities were delegated to form new positions or departments, namely marketing, human resources, development, special events coordinator, and volunteer coordinator;

Whereas, through her example and supervision, Sherry Bosworth passed to others the highest regard for the mission of Geauga Park District;

Whereas, Sherry Bosworth has contributed to the establishment of guidelines and policies in support of the mission of Geauga Park District;

Whereas, under Sherry Bosworth's management of fiscal operations, Geauga Park District has maintained the highest standard of accountability for the taxpayers' dollar;

Whereas, Sherry Bosworth has been a participant in the history of Geauga Park District, which began as a small 4-acre parcel in Chardon Township to more than 9,000 acres of protected land in Geauga County;

Whereas, Sherry Bosworth will retire from dedicated service to Geauga Park District after thirty years;

Therefore, be it resolved that on the 17th day of March, 2011, in celebration of her many achievements, the Board of Park Commissioners extend their deepest gratitude to Sherry Bosworth upon her retirement from Geauga Park District.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

UNFINISHED BUSINESS

PARK UPDATES

Chickagami Park

Mr. Curtin reported that a walk-through of Chickagami Park, Phase II was conducted and a few pine trees need to be replaced. The Park District's construction crew met with the Planning Department to discuss trail construction for Phase III.

Observatory Park

Punch list work is underway. A construction schedule will be submitted by the contractor for Phase III work.

Orchard Hills

The Planning Department is waiting on a signed agreement for Phase II work.

Sponsorship Agreement

The Trust for Public Land asked the Park District to enter into a sponsorship agreement for implementing a Water Resource Restoration Sponsor Program (WRRSP) project at Bass Lake. Funding for the project will be provided through WRRSP.

Mr. Curtin signed the sponsorship agreement on behalf of the Park District.

Observatory Park Operational Plan

The Board reviewed the draft copy of the Observatory Park Operational Plan and suggested some minor changes.

Newspaper Article on Maple Syrup

Mr. Curtin shared a copy of an article on maple syrup from *The News Herald*. The article highlighted the health benefits of maple syrup, including 54 antioxidants recently discovered by scientists.

Deer Management Report

The Board reviewed the Deer Management Report for 2010-11 which included the harvest summary and updates on data collection methods. John Oros, Operations Director, reported that during the 2010-11 season, a total of 110 deer were harvested.

After some discussion, the Board approved the following deer management recommendations for the 2011-12 deer season:

FIREARMS HUNTS		
Park	Hunting Implement	Hunting Dates
Big Creek Park	Shotgun	November 28 th to December 4 th
The Rookery	Shotgun	December 17 th and 18 th
Frohring Meadows <i>(Staff & hand-picked hunters)</i>	Muzzleloader	January 7 th to January 10 th
PUBLIC ARCHERY HUNTS		
Park	Hunting Implement	Hunting Dates
Ellerin Property	Compound Bow or Crossbow	September 24 th to February 5 th

Mr. Patterson made a motion to approve the Deer Management Plan for 2011-12.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

Geauga Park District Audit

Mr. Curtin reported that there were no findings in the 2009-2010 audit and the report is being compiled by the State Auditor.

Trail Repair

Middlefield Village will be making repairs to the surface of the railroad right-of-way between Burton Station and Tare Creek Parkway. The Park District’s share of gravel for the repair is \$2,145.00.

Ranger Manual - Draft

The Board reviewed portions of the draft Ranger Manual and suggested some minor changes.

Trail Access

An email was received from Bill Franz asking if the Park District could provide trail access for ambulatory-challenged individuals who drive powered vehicles. Mr. Curtin reported that the Park District will be assessing trails and identifying which ones could accommodate disabled persons using motorized vehicles. The information collected will be helpful in meeting the new Americans with Disabilities Act (ADA) regulations.

GEAUGA PARK DISTRICT FOUNDATION REPORT

The Geauga Park District Foundation is discussing the creation of subcommittees to work on specific projects.

CONTRACT REVIEW

There were no contract documents to review.

APPROVAL TO ESTABLISH A RECORDS COMMISSION, RESOLUTION NO. 17-11

At the March 8, 2011 Board meeting, the establishment of a Records Commission was approved contingent upon clarification of the language relating to “chairman of the governing board.” After consultation with Park legal counsel, David Ondrey, it was determined that the President of the Board of Park Commissioners is required to be a member of the commission.

The Board was asked to add the Geauga Park District Board President as a member of the Records Commission. In addition to the Board President, the Commission will include a fiscal representative, the records retention officer and a legal representative.

Mr. Leech made a motion to adopt Resolution No. 17-11, Approval to Establish a Records Commission.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

NEW BUSINESS

PERSONNEL POLICY REVISION, VACATION LEAVE – SECTION 411.1, RESOLUTION NO. 22-11

The Park District’s current vacation leave policy states that vacation leave must be utilized in four-hour block minimums. The Board was asked to modify the policy to allow employees to take vacation in one-hour increments.

Mr. Leech made a motion to adopt the revisions to Personnel Policy, Section 411.1, Vacation Leave. Mr. Patterson seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

TRANSFER OF FUNDS, RESOLUTION NO. 23-11

The Board was asked to approve the transfer of funds from the General Fund (S05) to the Land Improvement Fund (Q41) which occurred on March 17, 2011. This amount is the first half (\$500,000.00) of the planned transfer according to the approved budget.

Mr. Patterson moved to approve Resolution No. 23-11, Transfer of Funds.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

2011 LIABILITY INSURANCE, RESOLUTION NO. 24-11

The Board was presented with the 2010-11 liability insurance renewal invoice in the amount of \$69,072.86 from Public Entities Pool of Ohio. This fee is up slightly from the 2009-10 rate of \$61,639.40 due to additional coverage for the new buildings built or purchased during the last year.

There may be additional changes throughout the year due to new construction or purchases which result in additional premiums being due on the insurance plan. The plan will continue to be administered through Pease-Kerr Agency located in Chardon. An updated appraisal is expected to occur in the 2012 fiscal year.

Mr. Leech moved to approve Resolution No. 24-11, 2011 Liability Insurance.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

DEPARTMENT OF WATER RESOURCES, RIGHT-OF-WAY REQUEST, RESOLUTION NO. 25-11

The Board was asked to approve a request from the Geauga County Department of Water Resources for an easement on the Ellerin property for the purpose of installing a secondary water supply line to Chagrin Falls Park. The easement agreement will include a gravel access drive for maintenance of the line and for use as part of the trail system on the property.

Mr. Patterson moved to approve granting an easement to the Geauga County Department of Water Resources for an easement on the Ellerin property for the purpose of installing a secondary water supply line with the condition that a gravel access drive will be installed for use as part of the trail system on the property.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare a computer, a Canon copier and an Epson Stylus Sublimation printer as surplus property.

Mr. Leech made a motion to declare the computer, Canon copier and Epson Stylus Sublimation printer as surplus property.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

COMMISSIONERS' TIME

Economic Value of Parks

The Board discussed a recent article which documented the economic value of parks. It was suggested that partnering with local organizations to produce a report on the economic benefit of parks in Geauga County would be worthwhile. Mr. Curtin replied that work has begun with other agencies in the County and that a study is being discussed with a professor at Kent State University.

Lunar Sculpture at Observatory Park

Mr. Curtin showed the Board a picture of the lunar sculpture recently installed at Observatory Park.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 4:34 p.m. for the purpose of discussing land acquisition and the potential discipline of an employee.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 4:49 p.m. There were no items brought forward for resolution.

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 March 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 4:51 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

Dr. Mark Rzeszotarski, President