

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
August 9, 2011**

The regular meeting of the Geauga Park District Board was held on August 9, 2011 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. Dr. Mark Rzeszotarski was in the Chair. Board members John Leech and James Patterson were present.

Employees Present:

Thomas Curtin, Executive Director
Keith McClintock, Deputy Director
Kathy Hanes, Executive Secretary
Emilie Gottsegen, Development Officer
Michele Pennell, Chief Financial Officer
Diane Valen, Naturalist Services Director
Sandy Ward, Communications Specialist

Guests:

Joy Keco
Nora Stanton
Chris Szell, Western Reserve Land Conservancy

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

Mr. Leech moved to adopt the minutes of July 18, 2011 as amended.

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

INTRODUCTION OF GUESTS

Mr. Curtin introduced Joy Keco and Nora Stanton of the Ohio Horseman's Council and Chris Szell of the Western Reserve Land Conservancy.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District		
FINANCIAL STATEMENT MONTH ENDED		
JULY 31, 2011		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE JULY 1, 2011		3,733,417.90
EXPENDITURES & OTHER USES		588,752.19
Personnel	330,180.41	
Medicare	4,782.95	
Dental /Hospitalization	40,824.48	
PERS	47,593.40	
Vouchers	165,370.95	
REVENUES & OTHER SOURCES		16,139.18
<u>Grants</u>	258.75	
- USDA - WHIP fire break grant		
<u>Investment Income</u>	161.60	
<u>Gifts & Donations</u>	660.32*	
- Patrons - Previous month in-memory donations for Williams (\$-965.00) - See Q41 page 2		
- TWW Patrons - general/program (\$95.73)		
- Anderson Windows - NAF sponsorship (\$1,500)		
- Patrons - Exhibit box (\$30)		
<u>Fees</u>		
- Camping	300.00	
- Shelters	145.00	
- Canoe and Kayak	60.00	
- NAF Table Fees	1,450.00	
- Workshops - General - Public program	189.75	
- Programs - General - Public Program	203.00	
<u>Sales</u>		
- Tapper's Treasures - MC	195.74	
- Tree Tops - TWW	1,232.54	
<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	20.00	
- Parking Ticket Collections	10.00	
- Recycling Proceeds - Steel/Aluminum - Chickagami	325.60	

- Refunds- Other - Preston brake reimb, electric reimb	400.19	
- Local Government Funds	8,920.69	
- Auction Proceeds - chest	6.00	
ENDING FUND BALANCE AS OF JULY 31, 2011		3,160,804.89
<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE AS OF JULY 1, 2011		1,616,207.64
EXPENDITURES & OTHER USES		172,944.87
Vouchers	172,944.87	
REVENUES & OTHER SOURCES		2,179.72
<i>Investment Income</i>	71.75	
<i>Gifts & Donations</i>	1,165.00*	
- DE Williams Electric - In Mem of Dan Williams – Observatory Park (\$200)		
- Adjustment from previous month – In Mem of Dan Williams - Observatory Park (\$965)		
<i>Royalties/In-Lieu Fees</i>	942.97	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
ENDING FUND BALANCE AS OF JULY 31, 2011		1,445,442.49
*Adjustment to move donations for Williams memorial to Q41 fund during July		
<u>RETIREMENT RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE AS OF JULY 1, 2011		82,302.17
REVENUES & OTHER SOURCES		3.43
<i>Investment Income</i>	3.43	
ENDING FUND BALANCE AS OF JULY 31, 2011		82,305.60

VOUCHER RESOLUTION NO. 35-11

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. 35-11, 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

The following communications were shared with the Board:

- A note from a park volunteer thanking John Kolar for the amazing job at the Naturescopes Volunteer Picnic.
- A note from a resident thanking John Oros for addressing a blocked culvert problem on Clay Street.

Joy Keco of the Ohio Horseman’s Council expressed appreciation to the Park District for the work on the bridle trails. Dr. Rzeszotarski mentioned that he received a request from the Horseman’s Council for the possible development of an additional bridle loop at The West Woods.

OPEN TO THE PUBLIC

There were no comments from the public.

MODIFICATION OF AGENDA

Mr. Curtin asked that the agenda be modified and that the Board go into Executive Session to discuss potential land acquisition. The Board agreed by unanimous consent.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 3:54 p.m. for the purpose of discussing land acquisition. 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 4:18 p.m. There were no items brought forward for resolution.

UNFINISHED BUSINESS

PARK UPDATES

Park Projects

Mr. Curtin provided the following updates on park projects:

- Bass Lake Preserve – the project is finished and the final payment application is under review.
- Chickagami Park – the trail construction and electrical upgrades are complete.
- Observatory Park, Phase II – the final payment is under review.
- Observatory Park, Phase III – the concrete is being poured for the planetary path, the day and night gardens are finished, and the weather station and seismograph have been installed.
- Orchard Hills – Phase II is moving along well. There are problems with the paving done in Phase I. The contractor will remedy the situation by repaving the parking lot and entrance drive.

Laurel School

Mr. Curtin reported that he met with Chuck Allen of Laurel School to discuss programming and partnership opportunities.

Ohio Horseman's Council

Mr. Curtin met with the Council to discuss possible trail development at the Ellerin property.

Chip Henry Institute

The Park District is working with representatives from Big Brothers/Big Sisters to develop programs for the Chip Henry Institute which will provide outdoor activities for their members.

Ranger Manual - Draft

The Commissioners had some minor corrections to the Ranger Manual.

Use of Helmets in Park Programs

Mr. Curtin reported that other park districts such as Cleveland, Summit, Lake, and Miami require the use of helmets during park-sponsored programs, such as horseback riding. Mr. Patterson indicated that he would like to see if we could change the mandatory requirement to "recommended." Mr. Curtin will check with the Park District's insurance carrier to see if helmets are required.

USDA Raccoon Program

The USDA Raccoon program will continue at The Rookery through August.

Fish Stocking

Mr. Curtin shared with the Board the price and location of fish stocking in the parks for the last two years.

ADA Accessible Doors

A press release was sent out informing the public that new ADA accessible doors were installed at the Meyer Center.

50th Anniversary Celebration

Paige Hosier met with a representative from the Amish community to share news about the 50th Anniversary Celebration being held on August 20, 2011.

Water Resource Restoration Sponsor Program (WRRSP)

Mr. Curtin reported that The Trust for Public Land has resubmitted a WRRSP application for the Bass Lake land protection project.

Trail Access

The Park District is reviewing electric cart options for providing trail access for people with limited mobility.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Trustee Appointments

The Board was asked to approve the appointments of Trevor Wilson and Jan Fitts as Trustees to the Foundation Board for a three-year term beginning in 2012.

Mr. Leech made a motion to approve the appointments of Trevor Wilson and Jan Fitts as Foundation Trustees.

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 extended their appreciation to Mr. Wilson and Mrs. Fitts for their willingness to serve as Trustees.

IRS Status Change

Mr. Curtin discussed the Foundation's current IRS status as a 509(a)(3) organization and how this status has prevented the Foundation from receiving several grants this year. A change to 509(a)(1) status would resolve this problem. The Board agreed to contract with Thompson Hine LLP to complete the necessary legal documents for the change in status.

CONTRACT REVIEW

The Board was presented with the contract review documents for Observatory Park Phase III and Orchard Hills Park Phase II. It was noted that progress is being made on both projects.

NEW BUSINESS

TRANSFER OF FUNDS, RESOLUTION NO. 36-11

The Board was asked to approve the transfer of \$500,000.00 from the General Fund (S05) to the Land Improvement Fund (Q41). The funds will be used for current and future projects expensed from the Land Improvement Fund.

Mr. Leech made a motion to transfer \$500,000.00 from the General Fund to the Land Improvement Fund.

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

Dr. Rzeszotarski asked about the status of the dog off-leash area at Frohring Meadows. Mr. Curtin stated that the project is complete but has not seen much usage.

The Board discussed the need to continue with strategic planning and will do so in the fall.

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 5:13 p.m. for the purpose of discussing land acquisition and compensation of public employees.

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

The Board returned from Executive Session at 6:10 p.m. The following item was brought forward for resolution:

Land Acquisition

The Board discussed the acquisition of Heritage Acres, a 40-acre parcel located in Munson Township, adjacent to the Beaver Creek Preserve.

Mr. Leech moved to authorize the Executive Director to purchase 40 acres of real property, known as Heritage Acres, located in Munson Township in the amount of \$428,000.00.

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

No other items were 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

Personnel

Mr. Curtin informed the Board that the Park District has approved the continuance of a three-month leave of absence for a pending Workers' Compensation claim. The Board was also provided with potential arbitration dates for the Weisbarth claim.

Departmental Reports

Departmental reports for the month of July were submitted to the Executive Director and a summary sheet was forwarded to the Board prior to the meeting.

ADJOURNMENT

The meeting was adjourned at 7:46 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