

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
February 8, 2011**

The regular meeting of the Geauga Park District Board was held on February 8, 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 member John Leech was present. Board member James Patterson was absent.

Employees Present:

Thomas Curtin, Executive Director
Keith McClintock, Deputy Director
Kathy Hanes, Executive Secretary
Sherry Bosworth, Business Affairs Director
Gloria Freno, Accountant
Paige Hosier, Marketing & Admin. Services Director
Robert Keesecker, Development Officer
Sandy Klepach, Communications Specialist
Robert Lange, Land Steward
John Oros, Operations Director
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Paul Pira, Park Biologist
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director
Aaron Young, Planning Director

Visitors Present:

Ken Bevington
Meiring Borchers
Kristi Schmitt-Burr
William Ginn
Chip Hess
Don Hornak
Curt Huffman
Clay Lawrence

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. Patterson	Absent
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

ADOPTION OF THE MINUTES

Mr. Leech moved to adopt the minutes of January 11, 2011 as amended.

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

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

INTRODUCTION OF GUESTS

Mr. Curtin welcomed Bill Ginn and Kristi Burr. Other guests including Ken Bevington, Meiring Borcherds, Chip Hess, Don Hornak, Curt Huffman and Clay Lawrence arrived later in the meeting.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District

FINANCIAL STATEMENT MONTH ENDED JANUARY 31, 2011

GENERAL FUND

BEGINNING FUND BALANCE JANUARY 1, 2011

2,853,755.84

EXPENDITURES & OTHER USES

370,343.66

Personnel	220,241.45
Medicare	3,078.68
Dental /Hospitalization	44,048.98
PERS	32,034.26
Vouchers	70,940.29

REVENUES & OTHER SOURCES

44,187.35

Investment Income 328.35

Gifts & Donations 22,685.05

- Foundation Transfer - Exhibit (\$6,685)
- Foundation Transfer - Paver donations (\$979)
- Patrons - General (\$2,595)
- Foundation Transfer - Nature Scopes (\$7,425)
- Foundation Transfer - Trail donation (\$5,001.05)

Fees

- Camping 120.00
- Shelters 10.00
- Lodge heat fee 1,275.00
- Workshops - General - Public program 549.00
- Programs - General - Public Program 369.00

Sales

- Tapper's Treasures - MC 39.75
- Tree Tops - TWW 761.76
- Credit Card - All facilities 1,205.07

Other Receipts

- Agriculture use - Briggs 800.00
- Swine Creek house - Harry 400.00
- Burton Wetlands house- Kolar 400.00
- Hyde house - McKinnon 400.00
- Chickagami house - Mast 400.00
- Local Government Funds 8,089.11
- Auction Proceeds - Ford Van, truck cap, firewood 3,935.50

- Miscellaneous Receipts	2,419.76	
- Regional Parks Conference - Various agencies (\$2,340)		
- Foundation - Postage reimbursement (\$79.76)		
ENDING FUND BALANCE AS OF JANUARY 31, 2011		\$ 2,527,599.53

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE JANUARY 1, 2011 **1,180,373.16**

EXPENDITURES & OTHER USES **180,607.10**

Vouchers 180,607.10

Vouchers - Grant Tracking (OH 319 Grant)

REVENUES & OTHER SOURCES **113,002.56**

Investment Income 161.64

Gifts & Donations 111,929.48

- Paul & Maxine Frohring Foundation - Observatory Park (\$20,000)

- Foundation Transfer - Observatory Park (\$88,064.48)

- Foundation Transfer - Land Stewardship (\$3,865)

Royalties 911.44

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

ENDING FUND BALANCE AS OF JANUARY 31, 2011 **\$ 1,112,768.62**

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE JANUARY 1, 2011 **82,261.84**

REVENUES & OTHER SOURCES **8.50**

Investment Income 8.50

ENDING FUND BALANCE AS OF JANUARY 31, 2011 **82,270.34**

VOUCHER RESOLUTION NO. 08-11

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

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 08-11, a copy of which is on file in the Park District office.

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

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

COMMUNICATIONS TO THE BOARD

A note was received from Chris Parker complimenting the Park District on the grooming of trails at Mountain Run Station and The Maple Highlands Trail.

Aggie Sojka sent a note thanking the staff for a great job on the "What Do Farms Have to Do With It?" program.

OPEN TO THE PUBLIC

Resolution Honoring William Ginn

Mr. Leech moved to accept Resolution No. 10-11, honoring William “Bill” Ginn for his service to Geauga Park District.

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

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

Dr. Rzeszotarski presented William Ginn with the following resolution:

WHEREAS, William “Bill” Ginn has devoted his time and energy to Geauga Park District for the past 19 years;

WHEREAS, through Bill Ginn’s visionary guidance, the Geauga Park District Foundation was established and has raised over \$3.5 million for land preservation, park projects and programs;

WHEREAS, Bill Ginn, believing that actions speak louder than words, leveraged his own assets to personally guarantee the preservation of 524 acres of land (now known as The West Woods) and then spearheaded a successful fundraising and levy campaign to complete the purchase;

WHEREAS, Bill Ginn was instrumental in the preservation of other “natural treasures,” including 422 acres of wetland habitat in Munson Township, now known as The Rookery, and 281 acres in Montville, the site of Nassau Astronomical Observing Station at Observatory Park;

WHEREAS, Bill Ginn’s tenacity and his unparalleled passion for conservation is evidenced by his leadership on various Geauga Park District committees, including The West Woods Preservation Campaign, the Observatory Park Technical Advisory Committee, the Observatory Park Capital Campaign Committee, and the Union Chapel Preservation Committee;

WHEREAS, Bill Ginn embodies the word “philanthropist” and his legacy of selfless giving for the common good serves as an inspiration for all;

THEREFORE, BE IT RESOLVED, on this eighth day of February, 2011, the Board of Commissioners of Geauga Park District expresses gratitude to William “Bill” Ginn for his dedication, loyalty and valuable contributions to Geauga Park District.

Mr. Ginn expressed his appreciation to the Park District and the Board of Commissioners.

UNFINISHED BUSINESS

2011 FINAL APPROPRIATIONS, RESOLUTION NO. 09-11

The Board was provided with copies of the 2011 Budget prior to the meeting. Dr. Rzeszotarski provided a brief overview of the final appropriations. The Board commended the staff for their work on preparation of the budget.

Mr. Leech moved adoption of Resolution No. 09-11:

SECTION I That to provide appropriations for the current expenses and other expenditures of the Geauga Park District during the fiscal year commencing January 1, 2011 the following sums are hereby set aside and appropriated as follows:

SECTION II That there be appropriated from the General Park Board Fund S05:

63-S05	PERSONNEL	2,905,507.26
63-S05	UNIFORM ALLOWANCE	15,925.00
63-S05 H	HOSPITALIZATION	548,504.57
63-S05 H	HOSPITALIZATION –FITNESS REIMB	5,625.00
63-S05 M	MEDICARE	41,196.81
63-S05 P	OHIO PERS	415,218.53
63-S05 W	WORKERS' COMPENSATION	61,000.00
63-S05 U	UNEMPLOYMENT COMPENSATION	2,000.00
64-S05	SUPPLIES	255,657.00
65-S05	MATERIALS	260,381.85
66-S05	EQUIPMENT	445,894.84
67-S05	CONTRACT – REPAIR	24,100.00
68-S05	CONTRACT – SERVICES	781,515.25
71-S05	ADVERTISING	28,370.00
72-S05	TRAVEL AND EXPENSES	23,365.00
76-S05	OTHER	119,534.33
76A-S05	CONTINGENCY	600,000.00
999-S05	TRANSFERS	<u>1,000,000.00</u>
	TOTAL – GENERAL FUND	7,533,795.44

SECTION III That there be appropriated from the Land Improvement Fund Q41:

70-Q41	CONTRACT – SERVICES	408,595.00
71-Q41	CONTRACT – PROJECTS	1,316,101.00
72-Q41	LAND ACQUISITION	1,099,493.50
77-Q41	OTHER	<u>0.00</u>
	TOTAL – CONSTRUCTION FUND	2,824,189.50

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

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

PARK UPDATES

Bidding of Projects

Mr. Curtin reported that the Meyer Center roof replacement and Observatory Park (Phase III) projects went out to bid on February 7, 2011.

Orchard Hills

Mr. Curtin distributed the revised plans for Orchard Hills Park, Phase II. The plans include construction of a shelter, restrooms, parking area and footbridge to connect the main parking lot to the sledding hill. The project will go out for bid on February 21, 2011.

Mr. Leech made a motion to approve the revised plans and authorize bidding of the Orchard Hills Park, Phase II project.

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

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

Frohning Meadows – Proposed Dog Play Area

The Board reviewed a map of Frohning Meadows and the location of a proposed dog play area consisting of approximately two acres. The area will be mowed and dogs will be permitted to be off-leash. Signs will be posted asking residents to bring their own water. Dog owners are expected to clean up after their pets.

The Board thought the dog play area was worthwhile and agreed to the proposed location.

Economic Development

Mr. Curtin reported that he will be attending a meeting at Kent State University along with representatives from the Western Reserve Land Conservancy to discuss economic development issues in Geauga County.

South Newbury Union Chapel

An Advisory Committee has been established and will meet on February 24th to begin the planning process for Union Chapel. The Advisory Committee consists of representatives from Hiram College, James Garfield Historic Site, Newbury Local Schools, Ursuline College, Geauga Park District Foundation, volunteers, Geauga Park District staff and Union Chapel Trustees.

Renovations to Nassau Astronomical Observing Station

Mr. Curtin showed the Board the construction drawings for the proposed interior and exterior renovations to Nassau Astronomical Observing Station.

House Encroachment Update

A house is encroaching on railroad right-of-way owned by the Park District. The house, currently owned by First Place Bank, is located immediately west of the right-of-way north of Burton Station Road in Burton. The bank cannot sell the home until the encroachment is removed. The Park District has agreed to transfer a portion (eight feet) of the parcel to the bank by declaratory action.

Mr. Curtin informed the Board that the bank is working on an agreement. Once complete, it will be sent to Dave Ondrey, Park legal counsel, for review.

Supplemental Seeding at Frohring Meadows Park

The Board reviewed information provided by the Natural Resources Management Department regarding supplemental seeding at Frohring Meadows Park. Eight sites totaling approximately 15 acres will be planted with additional seed. Signage will be posted at Frohring Meadows a week in advance of herbicide applications notifying visitors of the management activity.

Mr. Leech expressed concern about additional herbicide applications. Bob Lange, Land Steward, explained that the number of herbicide applications is based on research from companies and recommended methods. The Board stressed the importance of keeping neighbors and visitors informed of the proposed management activity at the park.

Controlled Hunt Program

The Board reviewed the current results of the 2010-11 Controlled Hunting program. Sixty-four deer have been harvested to date.

Ranger Manual Update

The Board was provided with a draft copy of portions of the Ranger Manual prior to the meeting. The Board stated they did not have any objections with the draft as written.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Robert Keesecker, Development Officer, provided the Board with an update on the GPD Foundation. The Foundation Board is having a retreat to review the Foundation's mission and vision and to begin work on a strategic fundraising plan. Three new trustees (Christine Lewis, Dave Chew and Doug Nemeckay) began 3-year terms in January.

Mr. Keesecker also provided an update on the Capital Campaign for Observatory Park, with over \$1.3 million having been raised to date. He presented the new McCullough Society brochure and logo. The McCullough Society acknowledges those who have made lifetime gifts in support of Geauga Park District. Members of The McCullough Society have distinguished themselves by making gifts through their estate plans, creating life-income and other deferred gifts, creating named endowment funds, or giving \$25,000 or more in current cash gifts. The Society was created on September 4, 2010, in honor of Robert McCullough upon his retirement from the Geauga Park District Board of Park Commissioners after 38 years of service.

CONTRACT REVIEW

There were no documents to review.

PERSONNEL POLICY REVISION, SOCIAL NETWORKING – RESOLUTION NO. 12-11

The Board was presented with an addition to Personnel Policy, Section 901.1 - Computer Use. It provides guidelines for social networking:

Social Networking

Geauga Park District recognizes that social networking – including but not limited to personal websites, blogs, Facebook, MySpace, Twitter, online group discussions, message boards, chat rooms, podcasting and photo and video sharing – may be used by employees for personal as well as business purposes and takes no position on their decisions to engage in any of those activities. However, Geauga Park District also understands that use of social media can shape the way the public views its services, identity, reputation, employees, vendors, partners and patrons. Therefore, Geauga Park District has established the following rules and guidelines for communicating Park District-related information within or outside of the workplace:

- 1) Unless specifically authorized to do so by job description or by a supervisor, you are prohibited from blogging, creating videos, taking pictures, or engaging in personal use of social networking sites during work time or during working hours.*
- 2) Unless given permission by a supervisor, employees are not authorized to speak on behalf of the organization or represent that they do so, as outlined in Personnel Policy 702.1.*
- 3) Any employee contacted via social network about Geauga Park District business by reporters or other media personnel will not respond and shall refer such contact to the Marketing Department.*

Where no guideline exists in Geauga Park District personnel policies (when personally networking with professional contacts, for instance), employees should use their best judgment and take the most prudent action possible. When in doubt, consult Human Resources.

In all cases, be reminded that we all share a community, even online, and anything you say or do online will in some ways represent Geauga Park District and will likely remain accessible in perpetuity. Thus, be respectful and responsible.

Violation of any of these rules and guidelines regarding social networking may result in disciplinary action.

Mr. Leech made a motion to adopt the revisions to Personnel Policy, Section 901.1, Computer Use.

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

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

RECORDS RETENTION SCHEDULE, RESOLUTION NO. 11-11

As part of Ohio’s Public Records Law (ORC 149.43), the Park District is required to create a record retention schedule. Because the Geauga County Government Offices already had a record retention policy in place, it was determined that the Park District would use the County’s policy and add additional items to it as needed. A records retention schedule (Resolution No. 33-10) was adopted by the Board of Park Commissioners at the June 8, 2010 meeting.

In November 2010, the Geauga County Archives Department informed the Park District that they would no longer be providing space for record storage. Therefore, a new records retention schedule needed to be developed to reflect this change.

Eileen Smith, Administrative Services Coordinator, presented the proposed records retention schedule to the Board. She explained that once approved, it will be forwarded to the Ohio Historical Society for review. Dr. Rzeszotarski suggested that it might be feasible to keep both electronic and paper records in certain instances. The Board thanked Mrs. Smith for her work in creating the records retention schedule.

Dr. Rzeszotarski made a motion to rescind Resolution No. 33-10, Records Retention Schedule, previously adopted at the June 8, 2010 board meeting.

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

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

Mr. Leech made a motion to adopt Resolution No. 11-11, Records Retention Schedule.

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

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

Modification of Agenda

In the interest of time, Mr. Curtin recommended going into Executive Session prior to discussing New Business items. The Board agreed by unanimous consent.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 4:39 p.m. for the purpose of discussing land acquisition.

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

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

The Board returned from Executive Session at 5:30 p.m. There were no items brought forward for resolution.

PRESENTATION BY CHESTER TOWNSHIP OFFICIALS

Clay Lawrence, Chester Township Trustee and Meiring Borchers, Chester Township Zoning Inspector, presented information on proposed plans for a passive recreation park in Chester Township. The Township is applying for grants to help fund the project and asked the Park District for assistance with the project.

The Commissioners stated that they were supportive of the project but could not offer any financial assistance. However, they offered to provide assistance in the planning and development of trails and other amenities.

NEW BUSINESS

2011 AND 2012 BRIDGE INSPECTION AWARD RECOMMENDATION, RESOLUTION NO. 13-11

The Board was presented with the award recommendation for the 2011 and 2012 bridge inspections. In January 2011, requests for proposals for engineering services were sent to six firms. Cost proposals were received back from the following firms:

- CT Consultants \$ 4,500.00
- Smolen Engineering \$ 5,200.00
- KCI Associates \$ 5,500.00
- URS Corporation \$22,500.00

The Board agreed to award the project to CT Consultants in the amount of \$4,500.00 (\$2,250 for 2011 and \$2,250 for 2012) in that it was the lowest and best bid.

Dr. Rzeszotarski made a motion to award the 2011 and 2012 bridge inspection project to CT Consultants in the amount of \$4,500.00 (\$2,250.00 for 2011 and \$2,250.00 for 2012).

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

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

RENEWAL OF ELDON RUSSELL PARK LEASE

The Park District has an annual lease agreement with the City of Akron for approximately 97 acres of Eldon Russell Park. This year’s lease expires on February 28, 2011. The lease rate for 2011 is \$145.25 per year.

Mr. Leech suggested asking the City of Akron if the lease term could be extended.

Dr. Rzeszotarski made a motion to renew the Eldon Russell Park lease agreement for 2011 in the amount of \$145.25 per year.

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

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

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare the following items as surplus property:

- Ford Crown Victoria (Ranger spare car)
- 4 Nylon duty belts
- 1 Leather duty belt
- 3 Leather cuff cases
- 1 Nylon cuff case
- 4 Leather double magazine holders
- 3 Nylon double magazine holders
- 3 Leather holsters for Glock
- 3 Nylon holsters for Glock (size 2)
- 1 Nylon mace holder
- 1 Leather flashlight holder
- 3 plastic ASP holders
- 1 ASP
- 7 Nylon belt keepers
- 3 metal batons
- 2 speed loaders
- 3 leather radio holders
- 2 Polaroid instant one step cameras
- 1 Sony Mavica dual media camera 1.2 megapixel (tag 1702)
- Silver Canyon red 10 speed Shimano equipped bicycle
- Murray 3 speed brown bicycle
- Pacific Neptune DS purple & white 15 speed bicycle
- Tomar Heliobe light bar-long cord
- Tomar Heliobe light bar-missing end corner lights
- Tomar Heliobe light bar-red/white & blue/white lights on end
- Red and Blue light bar
- Body Guard partition by Setina Mfg (Crown Vic 99-03)
- Body Guard partition by Setina Mfg (Crown Vic 99-03)
- Body Guard partition by Setina Mfg (Blazer)

Mr. Leech made a motion to declare the above-mentioned items as surplus property. Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

COMMISSIONERS' TIME

Dr. Rzeszotarski asked about the status of the *Snowbelted* exhibit. Mr. Curtin stated that the Operations Department has begun construction and that it is progressing well.

Mr. Leech inquired about the attendance at the *Creativity Tapped* exhibit. Mr. McClintock responded that there were approximately 200 people present on opening night.

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 5:52 p.m. for the purpose of discussing potential land acquisition. There were no personnel items to be discussed.

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

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

The Board returned from Executive Session at 6:12 p.m. The following item was brought forward for resolution:

Land Negotiation – Munson Township

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

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

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

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 January 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 6:35 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