

**GEAUGA PARK DISTRICT  
BOARD MEETING MINUTES  
July 18, 2011**

The regular meeting of the Geauga Park District Board was held on July 18, 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  
Gloria Freno, Accountant  
Paige Hosier, Marketing & Admin. Services Director  
Christin Morton, Part-time Secretary  
Michele Pennell, Chief Financial Officer  
Robin Pilarczyk, Human Resources Manager  
Eileen Smith, Administrative Services Coordinator

Guests:

Ed Meyers, Western Reserve Land Conservancy  
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**

June 14, 2011

Mr. Patterson moved to adopt the minutes of June 14, 2011 as amended.

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

July 7, 2011

Dr. Rzeszotarski moved to adopt the minutes of July 7, 2011 as amended.

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**

Eileen Smith introduced and welcomed Christin Morton, new part-time secretary. Mr. Curtin introduced Chris Szell and Ed Meyers of the Western Reserve Land Conservancy.

**MODIFICATION OF THE AGENDA**

Mr. Curtin asked that the agenda be modified to allow the Board to go into Executive Session after presentation of the vouchers. The Board agreed by unanimous consent.

**PRESENTATION OF THE FINANCIAL STATEMENT**

**Geauga Park District  
FINANCIAL STATEMENT MONTH ENDED  
JUNE 30, 2011**

<b><u>GENERAL FUND</u></b>		
<b>BEGINNING FUND BALANCE JUNE 1, 2011</b>		<b>4,076,026.35</b>
<b>EXPENDITURES &amp; OTHER USES</b>		<b>445,476.53</b>
Personnel	214,071.05	
Medicare	3,086.42	
Dental /Hospitalization	39,792.18	
PERS	31,049.28	
Vouchers	157,477.60	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>102,868.08</b>
<u>General Tax Collections</u>		
- State Reimbursed Personal Property Tax	85,772.29	
<u>Investment Income</u>		164.08
<u>Gifts &amp; Donations</u>		152.75
- TWW Patrons - Bird seed donation (\$101.50)		
- Patrons - Program/General (\$51.25)		
<u>Fees</u>		
- Programs - Schools - Out-of-county	8.00	
- Camping	180.00	
- Shelters	345.00	
- Lodge heat fee	25.00	
- Workshops - General - Public program	1,313.00	
- Programs - General - Public Program	2,627.00	
<u>Sales</u>		
- Tree Tops - TWW	211.68	
- Credit Card - All facilities	111.65	
<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	
- Recycling Proceeds - Steel/Aluminum	50.00	
- Local Government Funds	8,269.57	

- Miscellaneous Receipts	2,013.06	
- Foundation Postage reimb - \$138.06		
- Cleveland Plays Racing race fees proceeds - \$1,875.00		
<b>ENDING FUND BALANCE JUNE 30, 2011</b>		<b>\$ 3,733,417.90</b>

**LAND IMPROVEMENT FUND**

<b>BEGINNING FUND BALANCE JUNE 1, 2011</b>		<b>1,759,263.13</b>
<b>EXPENDITURES &amp; OTHER USES</b>		<b>172,724.97</b>
Vouchers	172,724.97	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>29,669.48</b>
<i>Investment Income</i>	79.75	
<i>Gifts &amp; Donations</i>	423.50	
- Cleveland Foundation - Affelder Trust		
<i>Royalties/In-Lieu Fees</i>	29,166.23	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
<b>ENDING FUND BALANCE JUNE 30, 2011</b>		<b>\$ 1,616,207.64</b>

**RETIREMENT RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE JUNE 1, 2011</b>		<b>82,298.63</b>
<b>REVENUES &amp; OTHER SOURCES</b>		<b>3.54</b>
<i>Investment Income</i>	3.54	
<b>ENDING FUND BALANCE JUNE 30, 2011</b>		<b>\$ 82,302.17</b>

**VOUCHER RESOLUTION NO. 32-11**

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. 32-11, 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

**EXECUTIVE SESSION – ROLL CALL**

Mr. Patterson moved to go into Executive Session at 3:45 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. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 4:12 p.m. There were no items brought forward for resolution.

### **COMMUNICATIONS TO THE BOARD**

Mr. Curtin read two notes received from students at St. Helen's School in Newbury thanking the Park District for allowing them to participate in the school program at Observatory Park.

Dr. Rzeszotarski commented on the *Burgers 'n Butterflies, Dogs 'n Dragons* program held at Swine Creek on July 10<sup>th</sup>. There were 55 people in attendance and all had a great time.

### **OPEN TO THE PUBLIC**

There were no comments from the public.

#### Certificate of Appreciation – Rider's Express 4-H Club

The Board thanked the Rider's Express 4-H Club for their volunteer work at Frohring Meadows.

### **UNFINISHED BUSINESS**

#### **PARK UPDATES**

##### Geauga County Comprehensive Annual Financial Report

Mr. Curtin distributed a copy of the 2010 Geauga County Comprehensive Annual Financial Report to the Board members for their review.

##### Human Resources

Mr. Curtin reported on the following employee status changes:

- Christin Morton has been hired as a part-time secretary.
- Sylvia Neptune has been hired as a seasonal secretary.
- Matt Farrar has been hired as a full-time Maintenance Tech.
- David Baird has been hired as a part-time Maintenance Tech.
- Interviews are being conducted for two part-time Rangers.
- Park District employees Jerry Holzheimer, Tom Sterlekar and Sandy Woolf are retiring. The Board wished them well.

##### Ranger Manual

The Board reviewed Section 10 of the Ranger Manual and suggested some minor changes.

##### Community Connections

Mr. Curtin reported that he attended the following township meetings and events:

- Claridon Township  
As a follow-up to a presentation at the June Board meeting by Mike Farrell (Claridon Township Trustee), Mr. Curtin met with the trustees to discuss energy-efficient street lighting. The Township Trustees and the Park District are gathering additional information on solar-powered street lights. Mr. Curtin suggested using the entrance to Observatory Park as a "test" site for a solar-powered street light.
- Geauga County Township Trustees' Association  
Mr. Curtin reported that he made a presentation at the Geauga County Township Trustees' Association meeting.

- **Parkman Community Picnic**  
Mr. Curtin attended the picnic and gave a presentation on park projects, specifically improvements to Chickagami Park. He received many positive comments about changes to the park.

Hiram College

Mr. Curtin reported that he took two faculty members from Hiram College on a tour of Observatory Park. The college is interested in using the features at Observatory Park as part of an introductory Astronomy course.

Increase in IRS Mileage Reimbursement Rate

Mr. Curtin informed the Board that effective July 1, 2011, the IRS is increasing the mileage reimbursement rate. The current rate is 51 cents and the new rate is 55.5 cents.

Naming of Observatory Park Public Event Building, Resolution No. 34-11

The Board discussed the official naming of the Public Event Building at Observatory Park. To honor Robert McCullough, former long-time Park Board President and Commissioner, the Board suggested naming the building the “Robert McCullough Science Center.”

The name will be announced at the Observatory Park Dedication Ceremony on August 20, 2011.

Mr. Patterson made a motion to name the Public Event Building at Observatory Park the “Robert McCullough Science Center.”

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

Vehicle Counter Data

The Board was presented with the vehicle counter data collected by the Ranger Department for Maple Highlands Trail Spur, Mountain Run Station, Frohring Meadows and Headwaters Park.

The Board commented on the high volume of people visiting Frohring Meadows.

Ohio Division of Natural Areas and Preserves (DNAP)

Mr. Curtin updated the board on the status of the Division of Natural Areas and Preserves. The state budget, which was approved at the end of June, included \$1.2 million a year in funding to support DNAP for two years.

Observatory Park Plaza and Weather Trail Signage

Mr. Curtin distributed renderings of the proposed signage for the Central Plaza and weather trail at Observatory Park. Signage will be mounted on rock “outcroppings” instead of standard posts at an additional cost of \$19,000. Although the cost is higher, the Board felt the “outcroppings” looked more natural and agreed to the upgrade.

Frohing Meadows Herbicide Application

Mr. Curtin shared a letter from the Wise family who expressed concern about the odor they experienced during herbicide applications at Frohing Meadows. A response letter was sent outlining the guidelines the Park District followed during application of the herbicide.

**GEAUGA PARK DISTRICT FOUNDATION REPORT**

The Foundation is in the process of developing a strategic plan.

**CONTRACT REVIEW**

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

**NEW BUSINESS**

**BUILDING CLOSURES – 2012, RESOLUTION NO. 33-11**

The Board was asked to approve the following building closures for 2012:

January 1, 2012 – New Year’s Day	Meyer Center and The West Woods closed
January 2, 2012 – New Year’s Day observed	Meyer Center closed, The West Woods open
April 8, 2012 – Easter	Meyer Center and The West Woods closed
November 22, 2012 – Thanksgiving	Meyer Center and The West Woods closed
November 23, 2012 – Day after Thanksgiving	Meyer Center and The West Woods closed
December 25, 2012 – Christmas Day	Meyer Center and The West Woods closed

Mr. Patterson made a motion to adopt the 2012 Building Closure schedule.

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 an Echo weed whip as surplus property.

Dr. Rzeszotarski made a motion to declare an Echo weed whip as surplus 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

**COMMISSIONERS’ TIME**

There was nothing to report.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**EXECUTIVE SESSION – ROLL CALL**

Mr. Leech moved to go into Executive Session at 5:04 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 5:25 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**

50<sup>th</sup> Anniversary Celebration

Paige Hosier, Marketing & Administrative Services Director, provided an update on the plans for the 50<sup>th</sup> Anniversary/Observatory Park Dedication on August 20, 2011. She reviewed the draft agenda and planned activities.

Pine Brook Management Agreement

Mr. McClintock provided an update on the discussions with the Landies family regarding the management agreement at Pine Brook.

Personnel

Mr. Curtin reported that an employee’s unemployment claim and subsequent appeal of the claim has been denied. Also, an employee remains off duty because of a work-related injury and has not been released back to work at this time.

Departmental Reports

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

**CONCLUSION OF BUSINESS**

The official business of the meeting concluded at 5:52 p.m. and, after a short recess, the Board reconvened at 6:14 p.m. for a Strategic Planning Session.

**STRATEGIC PLANNING SESSION**

Land Acquisition

Land acquisition over the next five to ten years will be extremely selective and the Board discussed prioritizing parcels of land that the Park District would be interested in if they were to become available. This would include parcels in geographically underserved areas of the County and those areas adjacent to existing parks and parcels with unique environmental features.

Development of Parks and Programming

The Board expressed a desire to provide activities on park properties targeting all age groups. The Board would like to see the opening of key park properties (Ellerin, Hyde/Kaplan), the extension of The Maple Highlands Trail and other properties in underserved areas, and also in those areas of high

population density. The Board would like to see an audit of GPD's trail systems and development of additional shorter loops for residents (small children and adults) with limited mobility.

In terms of programming, the Board would like to see a focus on:

- the sciences (with an emphasis on technology) for school-aged children
- Senior Citizens
- unique program offerings

The Board also discussed how programming and park development opportunities could drive ecotourism in the County.

#### Maintenance

The Board would like to determine the cost for maintaining park properties and amenities, including the Park District's rental houses. They would like to see the development of a building maintenance and improvements strategic plan.

#### Facilities

The Board discussed opening park facilities for retreats and other business rentals, the concept of using electric cart-type vehicles in the parks for "Senior Safaris," hosting concerts in the parks, creating a Speaker Series and developing a partnership with Geauga Hospital for lectures, walks and other health-related activities. In addition, they discussed the development of mobile (cell phone) applications for the landmarks of the Park District.

#### **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,

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Thomas G. Curtin, Executive Director

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Dr. Mark Rzeszotarski, President