

**GEAUGA PARK DISTRICT  
BOARD MEETING MINUTES  
June 14, 2011**

The regular meeting of the Geauga Park District Board was held on June 14, 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 James Patterson were present.

Employees Present:

Thomas Curtin, Executive Director  
Kathy Hanes, Executive Secretary  
Gloria Freno, Accountant  
Paige Hosier, Marketing & Admin. Services Director  
Sandy Klepach, Communications Specialist  
Don Lombardy, Information Technology Manager  
Michele Pennell, Chief Financial Officer  
Robin Pilarczyk, Human Resources Manager  
Eileen Smith, Administrative Services Coordinator  
Robert Urban, Chief Ranger  
Diane Valen, Naturalist Services Director

Guests:

Robert Demko  
Mike Farrell, Claridon Township Trustee  
Glen Miller, *The Maple Leaf*

**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. Patterson moved to adopt the minutes of May 10, 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**

Robert Demko, Mike Farrell (Claridon Township Trustee) and Glen Miller (*The Maple Leaf*) were present.

**PRESENTATION OF THE FINANCIAL STATEMENT**

**Geauga Park District  
FINANCIAL STATEMENT MONTH ENDED  
MAY 31, 2011**

**GENERAL FUND**

**BEGINNING FUND BALANCE MAY 1, 2011** 4,399,236.08

**EXPENDITURES & OTHER USES** 344,987.18

Personnel 215,003.92

Medicare 3,100.33

Dental /Hospitalization 41,894.98

PERS 30,329.34

Vouchers 54,658.61

**REVENUES & OTHER SOURCES** 21,777.45

- Grants 500.00

*Investment Income* 299.49

*Gifts & Donations* 3,023.00

- Bessie Benner Metzenbaum Fund - Nature Scopes donation (\$3,000)

- Patrons - Program/General (\$23)

*Fees*

- Camping 80.00

- NAF Table Fees 50.00

- Lodge heat fee 475.00

- Workshops - General - Public program 297.00

- Programs - General - Public Program 124.00

*Sales*

- Tapper's Treasures - MC 223.68

- Tree Tops - TWW 1,985.86

- Credit Card - All facilities 728.99

*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 25.00

- Parking Ticket Collections 10.00

- Local Government Funds 11,777.30

- Auction Proceeds - Sign printer 578.13

**ENDING FUND BALANCE MAY 31, 2011** \$ 4,076,026.35

**LAND IMPROVEMENT FUND**

**BEGINNING FUND BALANCE MAY 1, 2011** 1,953,189.90

**EXPENDITURES & OTHER USES** 194,312.50

Vouchers 194,312.50

**REVENUES & OTHER SOURCES** 268.94

*Investment Income* 130.65

<u>Royalties/In-Lieu Fees</u>	138.29	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
<b>ENDING FUND BALANCE MAY 31, 2011</b>		\$ 1,759,146.34

<b><u>RETIREMENT RESERVE ACCOUNT</u></b>		
<b>BEGINNING FUND BALANCE MAY 1, 2011</b>		82,292.96
<b>REVENUES &amp; OTHER SOURCES</b>		5.67
<u>Investment Income</u>	5.67	
<b>ENDING FUND BALANCE MAY 31, 2011</b>		\$ 82,298.63

**VOUCHER RESOLUTION NO. 29-11**

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

Mr. Patterson moved to adopt Voucher Resolution No. 29-11, 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	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

**COMMUNICATIONS TO THE BOARD**

Mr. Curtin read a note he received from Lynda Nemeth (Director of Geauga County Tourism Council) thanking Sgt. Larry McKinnon for his assistance in changing a flat tire on her car.

Dr. Rzeszotarski commented on the tremendous attendance (184) at the Observatory Park Coffee House held on May 11<sup>th</sup>. He also mentioned that he met a couple while at the Park District's Fair Building and they commented on how much they look forward to the Fair display each year.

**OPEN TO THE PUBLIC**

Robert Demko, Middlefield Township

Mr. Demko inquired about the plans for the 2.9 acres of land the Park District purchased from Grandview Golf Course. Mr. Curtin explained that the land would be used as a connector for The Maple Highlands Trail and tie into the current trail located in Middlefield. No plans will be developed until the land is acquired for the northern section of the trail and then an engineering firm will be hired to develop plans for both sections.

Glen Miller, The Maple Leaf

Mr. Miller asked about the northern section of the trail and Mr. Curtin explained that a small section of land in the City of Chardon (an easement from the Pentair Corporation) is needed to complete the northern section. However, Mr. Curtin also noted that completion of the trail is dependent upon funding.

Mike Farrell, Claridon Township Trustee

Mr. Farrell explained that Claridon Township is looking for ways to save money and is considering switching to more efficient street lighting. This would not only conserve energy but reduce light pollution in the township. Mr. Farrell asked if the Park District would lend support and perhaps assist in

some way, possibly with grant writing or technical advice. The Board agreed that energy efficiency and dark sky preservation are important and indicated that they are willing to work with not only Claridon, but other townships in the County on this issue. Mr. Curtin will meet with the Claridon Township Trustees to discuss the issue further.

The Board thanked the visitors for their comments.

## **UNFINISHED BUSINESS**

### **PARK UPDATES**

#### **Projects**

- Bass Lake  
The contractor is completing some minor punch list items.
- Chickagami Park, Phase II  
The Operations Department is working on the perimeter trail.
- Observatory Park  
The contractor will begin work on punch list items from last year's work done at the park. Grading work is has begun for construction of the trails. It is anticipated that the seismograph will be installed by the end of July.
- Orchard Hills  
The contractor is completing some minor punch list items from Phase I construction. The contractor has begun work on Phase II. The Natural Resource Department has been spraying for invasive plants.

#### **Elimination of Division of Natural Areas and Preserves (DNAP)**

Mr. Curtin updated the board on possible changes to the structure of ODNR's Natural Areas and Preserve Division. Due to proposed budget cuts, the Division may face elimination. The Board asked Mr. Curtin to keep them apprised of the situation.

#### **Strategic Planning**

The Board discussed possible dates for a strategic planning session. It was decided to hold the session after the board meeting on July 12, 2011.

#### **Holiday Schedule for Facility Reservations**

The Board was asked to consider a change in procedure for facility reservations on holidays. Lodges and shelters would remain open on Easter, Thanksgiving, Christmas and New Year's and would be available on a first-come, first-serve basis; however, they would not be able to be reserved. This would eliminate the need for staffing on the Easter, Thanksgiving, Christmas and New Year's holidays.

Mr. Leech made a motion to approve the change to facility reservation procedure.

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

#### **Ranger Manual**

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

### **Park Levies**

Mr. Curtin reported that there were nine park levies on the ballot in Ohio during May. Eight renewal levies passed and one combination (new and renewal) failed.

### **GEAUGA PARK DISTRICT FOUNDATION REPORT**

There are a number of grant proposals being submitted and fundraising continues for Observatory Park, the Annual Campaign and the *Snowbelted* Exhibit.

### **CONTRACT REVIEW**

The Board was presented with the contract review documents for the Meyer Center roof replacement, Observatory Park, Phase II and Orchard Hills, Phase II.

The Board asked about the difference between the original budgeted amount of (\$84,000) and the actual construction cost (\$49,270) for the roof replacement. Mr. Curtin explained that it was determined a portion of the roof over the new addition did not need to be replaced, thus, reducing the amount.

### **NEW BUSINESS**

#### **2012 DRAFT BUDGET**

The Board was given the 2012 draft budget to review prior to the meeting. The budget will be presented at the next Board meeting for approval.

#### **PERSONNEL POLICY REVISION, TRAVEL POLICY, SECTION 602.1, RESOLUTION NO. 30-11**

The Board was asked to approve changes to the travel policy regarding frequent flier miles. The State Auditor requested that language be added to the personnel policy stating that employees are prohibited from earning frequent flier miles for airline travel while conducting Park business.

The Board reviewed the revised policy:

*In as much as the offer of "frequent flier" miles could result in an improper influence upon staff members, staff members shall not be entitled to earn frequent flier benefits from an airline during the course of travel for Geauga Park District.*

*Staff members are not prohibited from receiving the benefit of a reward program offered by his/her credit/debit card provided that: 1) the use of a personal credit/debit card for job-related expenses does not result in a higher cost to the District 2) the staff member does not seek reimbursement for any amount that is greater than the debt actually owed to the credit/debit card issuer.*

The Board also suggested adding the word "internet fees" to the *Expenses* section (reimbursable expenses):

*Other – actual parking, tolls, long distance calls, **and internet fees** when used for Park business; registration fees.*

Mr. Patterson made a motion to adopt the revised Personnel Policy, Section 602.1, Travel.  
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 three window screens, a 3-drawer chest and an HP LaserJet M1522 printer as surplus property.

Mr. Leech made a motion to declare three window screens, a 3-drawer chest and an HP LaserJet M1522 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**

Mr. Paterson asked if the Park District could explore ways to partner with local township parks and provide assistance as needed. The issue will be discussed further during the strategic planning session.

Mr. Leech asked for more information about beech bark disease survey conducted in the parks.

The Board asked about the status of vehicular help for disabled persons using the parks. Mr. Curtin will contact other agencies to see what type of equipment they are using and how they have incorporated ADA requirements into trail policies.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**"CAVEMAN CRAWL" PRESENTATION**

Paige Hosier, Marketing and Administrative Services Director, presented a video clip of the Caveman Crawl Race held at The West Woods over the weekend. The event exceeded expectations, with more than 300 runners participating. In addition, all expenses were covered through generous donations from local businesses and sponsors.

The Board congratulated the race committee on a very successful event.

**EXECUTIVE SESSION – ROLL CALL**

Mr. Patterson moved to go into Executive Session at 4:45 p.m. for the purpose of discussing land acquisition and the compensation of employees of the board.

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 5:43 p.m. The following item was brought forward for resolution:

Property located in Montville Township

Mr. Leech moved to authorize the Executive Director to enter into negotiations for real property located in Montville Township.

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

**REPORTS FROM COMMITTEES OF THE BOARD**

Mr. Curtin asked the Commissioners to consider the establishment of an endowment fund through the Geauga Park District Foundation in honor of Betty Cope (The Betty Cope Land Stewardship Fund). The Board suggested tabling the matter until the July Board meeting, after a vision and mission could be developed.

**REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD**

Departmental Reports

Departmental reports for the month of May 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 5:56 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