

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
May 10, 2011**

The regular meeting of the Geauga Park District Board was held on May 10, 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
Paige Hosier, Marketing & Admin. Services Director
Sandy Klepach, Communications Specialist
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:

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

April 19, 2011

Mr. Leech moved to adopt the minutes of April 19, 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

April 23, 2011

Mr. Patterson moved to adopt the minutes of April 23, 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

Glen Miller of *The Maple Leaf* was present.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
APRIL 30, 2011

GENERAL FUND

BEGINNING FUND BALANCE APRIL 1, 2011

4,531,970.79

EXPENDITURES & OTHER USES

579,841.16

Personnel	256,569.57
Medicare	3,012.99
Dental /Hospitalization	43,534.27
PERS	31,236.20
Worker's Compensation	32,959.11
Vouchers	212,529.02

REVENUES & OTHER SOURCES

447,106.45

General Tax Collections

- Real Estate Tax	9,048.05
- State Reimburse Tax	412,585.79

Investment Income 288.09

Gifts & Donations 10,516.00

- Patrons - Bird seed/critter care donation (\$66)
- Patrons - In memory of Dan Williams (\$275)
- Patrons - Nature Scopes program (\$111)
- Patrons - Exhibit donations (\$64)
- Reinberger Foundation - Observatory Park (\$10,000)

Fees

- Camping	80.00
- Lodge heat fee	175.00
- Workshops - General - Public program	156.00
- Programs - General - Public Program	10.00

Sales

- Tapper's Treasures - MC	1,183.76
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- Tree Tops - TWW	4,048.44	
<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	100.00	
- Recycling Proceeds - Steel/Aluminum	46.80	
- Refunds- Other - Overage on postage payment	31.19	
- Local Government Funds	7,237.33	
ENDING FUND BALANCE APRIL 30, 2011		\$ 4,399,236.08

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE APRIL 1, 2011		1,960,680.55
EXPENDITURES & OTHER USES		8,000.00
Vouchers	8,000.00	
REVENUES & OTHER SOURCES		509.35
<u>Investment Income</u>	155.18	
<u>Royalties/In-Lieu Fees</u>	354.17	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
ENDING BALANCE AS OF APRIL 30, 2011		\$ 1,953,189.90

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE APRIL 1, 2011		82,285.17
REVENUES & OTHER SOURCES		7.79
<u>Investment Income</u>	7.79	
ENDING FUND BALANCE APRIL 30, 2011		\$ 82,292.96

VOUCHER RESOLUTION NO. 26-11

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. 26-11, a copy of which is on file in the Park District office.

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

COMMUNICATIONS TO THE BOARD

Mr. Curtin read a letter from Bainbridge Library thanking Dottie Mathiott for presenting a program on Maple Sugaring.

Mr. Patterson congratulated Paige Hosier on becoming a member of University Hospitals (Geauga) Board of Directors.

OPEN TO THE PUBLIC

There were no questions from the public.

UNFINISHED BUSINESS

PARK UPDATES

Bass Lake

The Park District is awaiting a schedule from the contractor for punch list items from last year's work done at the park.

Chickagami Park

The Park District's construction crew will begin work on the new trail. The contractor replaced three pine trees that died last year.

Observatory Park

The contractor has begun work on punch list items from last year's work done at the park.

Orchard Hills

The contractor has begun work on Phase II.

Union Chapel

The Operations Department top-dressed the drive with gravel and removed three tree stumps.

Trail Assessments

Trail assessments will be conducted throughout the year as part of the new Americans with Disabilities Act (ADA) regulations.

Health and Fitness Programs

Mr. Curtin met with a local health care professional to explore various health and fitness programs that could be utilized in the parks.

"Live United" Award

The Park District received the "Live United" Award from United Way Services of Geauga County.

Ohio Parks and Recreation Association (OPRA) Update

Mr. Curtin informed the Board that OPRA is monitoring House Bill 153 and its potential impact on park districts.

Donation of Meteorite Collection

A letter was received from George Gilba who would like to donate a collection of six to ten meteorites to Observatory Park.

Binocular Blitz

"Bino Blitz" Field Days are scheduled for May 9-17, 2011 for those schools participating in the Natuescopes program.

National Register Application – Union Chapel

The National Register application for Union Chapel was submitted and is being reviewed by the Ohio Historic Preservation Office.

Retirement

Mr. Curtin reported that he received a letter from Sandy Woolf indicating that she will retire on August 1, 2011.

Observatory Park Signage

The Board reviewed the draft text for the signage at Observatory Park, along with the renderings for the henge stone feature.

Frohring Meadows

A two-acre area at Frohring Meadows will be mowed and designated as an off-leash dog area.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin reported that there has been an overwhelming response to the first Coffee House Series scheduled for May 11, 2011 at Observatory Park. Currently, 145 people have registered for the event.

The O'Neill Brothers Foundation of Solon donated \$15,000 to the Observatory Park campaign fund.

CONTRACT REVIEW

There were no contract documents to review.

STRATEGIC VISION

The Board is gathering information on the economic value of parks which will be used in strategic planning. A discussion on the strategic vision will be held at a later date.

NEW BUSINESS

PAYROLL AUTHORIZATION FORM, RESOLUTION NO. 28-11

As required by the County Auditor's Office, the Board was asked to approve the Payroll Authorization Form which identifies staff members who are eligible to approve payroll and status change forms. Staff members include the Executive Director, Deputy Director, Human Resources Manager, Accountant and Chief Financial Officer.

Mr. Leech made a motion to approve the Payroll Authorization Form, Resolution No. 28-11. 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

REQUEST FOR BIENNIUM FUNDING, RESOLUTION NO. 27-11

The Board was presented with Resolution No. 27-11 which requests funds from ODOT's Park Road Improvement Fund for FY 2012-13. These funds are administered through the Ohio Parks and Recreation Association (OPRA) and can be used to cover the cost of materials and labor for construction, repairs, reconstruction or maintenance of public vehicular access roads.

The amount of available funds for FY 2012-13 will be determined once the Biennium funding has been approved in the State budget. The resolution will be amended at a later date to specify the amount of funding the Park District will receive.

Mr. Patterson moved to adopt Resolution No. 27-11, Request for Biennium Funding:

*Request of Funds from the Ohio Department of Transportation (ODOT)
and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2012-13
through the Ohio Parks & Recreation Association (OPRA).*

WHEREAS, the Board of Park Commissioners (the Board) for Geauga Park District has need for improvement of public park roadways owned and maintained by the Park District in Geauga County; and

WHEREAS, the Park District was created according to Ohio Revised Code 1545 and owns or holds, at a minimum, a 15-year lease of eligible parkland for roadwork funding and has adequate, available resources for the construction and maintenance of requested park road improvements; and

WHEREAS, the Ohio Park Districts Roadwork Fund is provided by the Ohio Department of Transportation (ODOT) for such purposes as authorized by Ohio Revised Code 5511.0, and is coordinated by the Ohio Parks & Recreation Association (OPRA); and

WHEREAS, the Board understands the requirements for receiving such funds and agrees to comply with the OPRA Policy dated April 13, 2007, and as amended on November 7, 2008, by the Ohio Parks and Recreation Association (OPRA) Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners of Geauga Park District requests the yet to be determined designated allocation from the Ohio Parks Districts Roadwork Fund, along with any remaining balance of funds in accordance with the following stipulations:

1. Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, park access roads and parking lots. The funds also may be used for the purchase and hauling of materials for the

improvement, repair and maintenance of park drives, park roads, park access roads, and parking lots, and rental of labor and equipment. Force account labor costs (charges by park district employees or associates) are ineligible. Ineligible costs include bikeways and items such as shelter houses, wells, pumps, restrooms facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e. testing and inspection) of let projects.

2. The Park District will pay all costs incurred over the appropriated allocation and, also, for all costs associated with design, environmental studies and documents, and right-of-way activities. Any deviation from the guidelines regarding environmental studies or roadway design requires the written approval of ODOT.

3. Thomas G. Curtin, Executive Director of Geauga Park District, is designated as the contact person for the local arrangements to sign all documentation on behalf of the Board of Park Commissioners.

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

There were no items to be declared as surplus property.

COMMISSIONERS' TIME

Mr. Patterson commented that he attended a presentation by a professor at Ohio State University who discussed the benefits of trees. It was noted that the presenter would be great to have for a future GPD program and that the information would be useful for the schools and GPD newsletter.

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

EXECUTIVE SESSION – ROLL CALL

Mr. Patterson moved to go into Executive Session at 4:27 p.m. for the purpose of discussing land acquisition and compensation of a public employee.

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 5:09 p.m. The following item was brought forward for resolution:

Property located in Burton and Claridon Townships

The Board discussed acquiring 2.9 acres of land from the owners of Grandview Golf Course along the railroad right-of-way which would complete The Maple Highlands Trail connection.

Mr. Patterson made a motion for the Executive Director to proceed with the purchase of 2.9 acres of real property owned by Grandview Golf Course located in Burton and Claridon Townships in the amount of \$185,000.00.

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

Dr. Rzeszotarski signed the purchase and sale agreement on behalf of the Board.

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

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

Quilt Proposal

Keith McClintock, Deputy Director, presented a proposal for the creation of six quilts for the Observatory Park public building. After viewing the samples and discussing the proposal, the Board decided not to proceed with the proposal.

ADJOURNMENT

The meeting was adjourned at 5:25 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