

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

The regular meeting of the Geauga Park District Board was held on November 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  
Dan Best, Senior Naturalist  
Emilie Gottsegen, Development Director  
Michele Pennell, Chief Financial Officer  
Robin Pilarczyk, Human Resources Manager  
Eileen Smith, Administrative Services Coordinator  
Sandy Ward, Communications Specialist

Guests:

Pam Granger, Volunteer  
Joy Keco, Ohio Horseman's Council  
Nora Stanton, Ohio Horseman's Council

**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 October 11, 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 GPD volunteer Pam Granger.

Dr. Rzeszotarski welcomed Joy Keco and Nora Stanton of the Ohio Horseman's Council.

**PRESENTATION OF THE FINANCIAL STATEMENT**

<b>Geauga Park District</b>			
<b>FINANCIAL STATEMENT MONTH ENDED</b>			
<b>OCTOBER 31, 2011</b>			
<b><u>GENERAL FUND</u></b>			
<b>BEGINNING FUND BALANCE OCTOBER 1, 2011</b>			<b>5,136,839.09</b>
<b>EXPENDITURES &amp; OTHER USES</b>			<b>433,135.47</b>
Personnel		207,723.38	
Medicare		2,999.35	
Dental /Hospitalization		38,459.31	
PERS		29,759.89	
Vouchers		154,193.54	
<b>REVENUES &amp; OTHER SOURCES</b>			<b>25,059.72</b>
<i><u>General Tax Collections</u></i>			
- State Reimburse Tax		2,138.16	
<i><u>Investment Income</u></i>			
		169.58	
<i><u>Gifts &amp; Donations</u></i>			
		183.00	
- Patrons - General donations (\$13)			
- Patrons - In memory of Elko (\$170)			
<i><u>Fees</u></i>			
- Programs - Schools - Out-of-county		166.00	
- Camping		160.00	
- Shelters		510.00	
- Lodge heat fee		585.00	
- Workshops - General - Public program		1,089.00	
- Programs - General - Public Program		12.00	
<i><u>Sales</u></i>			
- Tapper's Treasures - MC		476.49	
- Tree Tops - TWW		1,983.11	
<i><u>Other Receipts</u></i>			
- Swine Creek house - Harry		400.00	
- Burton Wetlands house- Kolar		400.00	
- Hyde house - McKinnon		400.00	
- Chickagami house - Mast		400.00	
- Recycling Proceeds - Steel/Aluminum - South Ops		100.45	
- Local Government Funds		6,747.03	
- Auction Proceeds - Truck to County Maint. Dept.		9,100.00	
- Miscellaneous Receipts		39.90	
Hess & Assoc. - Public records request (\$39.90)			
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2011</b>			<b>\$ 4,728,763.34</b>

<b><u>LAND IMPROVEMENT FUND</u></b>			
<b>BEGINNING FUND BALANCE OCTOBER 1, 2011</b>			<b>1,687,221.13</b>
<b>EXPENDITURES &amp; OTHER USES</b>			<b>73,003.00</b>
Vouchers		73,003.00	
<b>REVENUES &amp; OTHER SOURCES</b>			<b>1,314.31</b>
<i>Investment Income</i>		59.60	
<i>Royalties/In-Lieu Fees</i>		1,254.71	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb			
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2011</b>			<b>\$ 1,615,532.44</b>
<b><u>RETIREMENT RESERVE ACCOUNT</u></b>			
<b>BEGINNING FUND BALANCE OCTOBER 1, 2011</b>			<b>82,309.86</b>
<b>REVENUES &amp; OTHER SOURCES</b>			<b>2.74</b>
<i>Investment Income</i>		2.74	
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2011</b>			<b>\$ 82,312.60</b>

#### **VOUCHER RESOLUTION NO. 42-11**

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. 42-11, 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**

Mr. Curtin presented two letters he received from officials from Emmet County, Michigan expressing appreciation for the hospitality shown during their recent tour of Observatory Park.

#### **OPEN TO THE PUBLIC**

Joy Keco reported that members of the Horseman's Council were pleased to hear that horse trails were planned for the Ellerin property in Bainbridge.

#### **UNFINISHED BUSINESS**

##### **PARK UPDATES**

###### **Chip Henry Institute for Outdoor Adventure**

Mr. Curtin reported that the official launch of the Chip Henry Institute for Outdoor Adventure will be held at The West Woods Nature Center on Friday, November 11, 2011. He also shared a copy of the *Voices of Nature* winter newsletter which highlights programming related to the Chip Henry Institute.

### Annual Bridge Inspections

The annual bridge inspections are complete and a report will be available in December.

### Engineering Design for The Maple Highlands Trail

The Planning Department will be meeting with the GPD Group regarding the engineering contract for portions of The Maple Highlands Trail north of Chardon and south of Headwaters Park to Swine Creek Reservation.

### Observatory Park

The one-year walk through for Phase II will take place soon. The contractor for Phase III is making repairs to the entrance drive. Phase III is moving along well.

### Orchard Hills Park

Minor repairs to Phase I are complete and punch list items are being worked on for Phase II.

### November 2012 Levy

Mr. Curtin provided the Board with a revised levy message for their review.

### Government Accounting Software

Michele Pennell, Chief Financial Officer, provided the Board with an update on the new accounting software implemented by the Geauga County Auditor's Office. Ms. Pennell reported that there have been delays in checks being issued by the Auditor's Office due to the new software.

### Ecosystem Services

Mr. Curtin shared information from a study undertaken by the state of New Jersey which quantified the value of natural resources.

### Ranger Manual – Draft

The Board reviewed the latest section of the Ranger Manual pertaining to *Records and Property Management*.

### Trail Policy for Bicycle Usage

Mr. Curtin reported that most park districts have not developed specific policies related to bicycle use on trails and incorporate guidelines into their Rules and Regulations instead. He mentioned that Lake Metroparks opened up six trails to mountain bikes and that there have been very few conflicts between different user groups.

### Letter of Support

A letter of support was sent to the Ohio Department of Natural Resources supporting Western Reserve Land Conservancy's request for a Lower Grand River Watershed Coordinator grant.

### Gauga Park District Foundation IRS Status Change

Mr. Curtin informed the Board that paperwork is being submitted to change the Foundation's current status as a 509(a) (3) organization to a 509(a) (1) organization. The status change will provide for greater eligibility for donations to the Foundation.

### Donation of Meteorites

The Board viewed a sample of one of nine meteorites recently donated to Observatory Park.

### Extension of Bike Trail

The City of Chardon has received grant funding for design services for the portion of the bike trail through the City of Chardon.

### Revenue Certification Changes

Mr. Curtin presented the Board with information regarding revenue certification changes. The Park District submits annual revenue certification requests to the Budget Commission members who review and approve the requests based on projected revenue. The certifications are adjusted as needed throughout the year and again at year-end to more closely match the actual revenues received during the fiscal year.

Through September 2011, Geauga Park District, received a larger amount of funds than initially projected in the General Fund (\$26,190.13) and a lower amount in the Land Improvement Fund (\$644,900.00). These amounts reflect the total fund changes and are broken down even further between the accounts within the fund as follows:

<u>General Fund</u>	<u>Initial</u>	<u>Change</u>	<u>Y/E Certification Total</u>
Fees	\$15,860.00	\$12,000.00	\$27,860.00
Sales	35,000.00	(5,000.00)	30,000.00
Refunds	0.00	431.38	431.38
Grants	0.00	758.75	758.75
Other Receipts	41,782.00	<u>18,000.00</u>	59,782.00
Total General Fund Changes		\$26,190.13	
<u>Land Improvement Fund</u>	<u>Initial</u>	<u>Change</u>	<u>Y/E Certification Total</u>
Investment Income	\$3,000.00	(\$1,900.00)	\$1,100.00
Donations	396,000.00	(143,000.00)	253,000.00
Other Receipts	12,000.00	185,000.00	197,000.00
Matching Funds/Grants	1,357,945.79	<u>(685,000.00)</u>	672,945.79
Total Land Improvement Fund Changes		(\$644,900.00)	

The changes were presented to the Board for informational purposes only; therefore, no action was taken by the Board.

### 2012 Meal Allowance

The current meal allowance is \$50.00 per day when an overnight stay is required by an employee who attends a training or conference. The rate has been in effect since 2008. The Board agreed to continue the daily meal allowance at its current rate for 2012.

### 2012 Contracts

The Board was presented with the list of 2012 contracts for their review. The contracts are included in next year's budget, so no action was taken by the Board.

Bridge Construction

The Board discussed the costs for construction of a timber frame bridge vs. a “standard” bridge over the east branch of the Cuyahoga River on The Maple Highlands Trail. They reviewed design quotes from the GPD Group as well as the previously submitted quote from Smolen Engineering. A standard bridge would cost approximately \$188,000 while a timber frame bridge would cost approximately \$196,000. Based on the fact that the timber frame would last significantly longer, the board agreed that it would be more cost effective to construct a timber frame bridge. The cost of the bridge would come out of the capital improvement budget.

Mr. Patterson made a motion to enter into a contract with Smolen Engineering in the amount \$30,500 for engineering costs for bridge design.

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

2011 Small Research Grants

The Natural Resource Management Department provided the Board with copies of the 2011 Small Research Grants. All grants were completed satisfactorily, except for one which is currently undergoing revisions. The Board was impressed with the quality of the reports and suggested that the grant recipients provide public programs on their findings.

**GEAUGA PARK DISTRICT FOUNDATION**

The Foundation meeting is scheduled for November 17, 2011. The Board was presented with the Foundation’s strategic plan and case for support documents for review.

**CONTRACT REVIEW**

Contract review documents were provided to the Board prior to the meeting. All projects are progressing well.

**BASS LAKE AND BEST PRESERVE FISHING AGREEMENTS**

The Board reviewed the proposed five-year trial fishing agreement with the Ohio Department of Natural Resources, Division of Wildlife (ODNR) for Bass Lake Preserve and Walter C. Best Preserve. ODNR will provide assistance at no charge for data analysis, surveys and fisheries management.

Mr. Patterson made a motion to enter into an agreement with the Ohio Division of Wildlife for a five-year trial period for fisheries management at Bass Lake Preserve and Walter C. Best Preserve.

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

## NEW BUSINESS

### GEAUGA PARK DISTRICT FOUNDATION TRUSTEE APPOINTMENT

The Board agreed to appoint Gary Witosky as a Trustee of the Geauga Park District Foundation for a three-year term beginning in 2012.

Mr. Leech made a motion to approve the appointment of Gary Witosky to the Geauga Park District Foundation.

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 its appreciation to Mr. Witosky for his willingness to serve as Trustee.

### 2012 HEALTH CARE COVERAGE RATES, RESOLUTION NO. 47-11

The Board reviewed the proposed health care rates for 2012.

Mrs. Pilarczyk, Human Resources Manager, explained the difference in standard rates vs. wellness rates. The wellness rate is cheaper and to obtain this rate, an employee must complete a specified set of criteria (wellness doctor visits, participation in a fitness program and/or seminars, wellness training) developed by the Geauga County Commissioners.

In response to a question from Mr. Patterson, Mrs. Pilarczyk noted that Geauga Park District employees are offered the same health care plan as Geauga County employees. Employee participation in wellness initiatives lowers the overall group insurance rate.

The Board discussed the rates and agreed to keep the monthly employee contribution rate the same for 2012. Dr. Rzeszotarski suggested that consideration be given next year to increasing the employee contribution rate to encourage employee participation in wellness initiatives.

Rate Type	Policy/Coverage Type	Board Contribution	Employee Contribution
Wellness	Enhanced, Single	\$372.12	\$21.40
Wellness	Enhanced, Family	983.50	53.80
Wellness	Basic, Single	346.94	0.00
Wellness	Basic, Family	914.52	0.00
Standard	Enhanced, Single	367.84	25.68
Standard	Enhanced, Family	972.74	64.56
Standard	Basic, Single	336.54	10.40
Standard	Basic, Family	887.08	27.44

Mr. Leech moved to adopt the 2012 Health Care Coverage Rates, Resolution No. 47-11, effective January 1, 2012.

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

**2012 OVER-AGE DEPENDENT HEALTH CARE COVERAGE RATES, RESOLUTION NO. 48-11**

Mrs. Pilarczyk explained to the Board that Geauga Park District is mandated by law to offer parents the opportunity to purchase health care coverage for their children ages 26-28. The rates for this coverage are set by the Geauga County Commissioners:

Enhanced rate: \$263.66 (includes Rx)  
 Basic rate: \$232.46 (includes Rx)

Mr. Patterson moved to adopt the 2012 Over-age Dependent Health Care Cost Rates, Resolution No. 48-11, effective January 1, 2012.

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

**2012 HEALTH CARE WAIVER RATES, RESOLUTION NO. 46-11**

The Board was presented with the health care waiver rates for 2012. The annual waiver amounts are the same as the 2011 rates and are set by the Geauga County Commissioners. The waiver is paid to those employees not enrolling in health care coverage offered by the Park District.

Type of Waiver	Single (annually)	Family (annually)
Waiving medical and prescription only - keeping dental	\$720.00	\$1,884.00
Full waiver - waving medical, prescription and dental	\$792.00	\$2,088.00

Mr. Patterson moved to adopt the 2012 Health Care Waiver Rates, Resolution No. 46-11, effective January 1, 2012.

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



**2012 UNIFORM ALLOWANCE, RESOLUTION NO. 44-11**

The Board reviewed the proposed uniform allowance for 2012 and agreed to maintain the current levels:

- \$250 for full-time field employees
- \$825 for full-time Rangers, per FOP contract
- \$100 for part-time "field" employees
- \$200 for part-time "field" employees (if steel-toed boots are required)
- \$100 for full and part-time office staff

Mr. Leech moved to adopt the 2012 Uniform Allowance, Resolution No. 44-11, effective January 1, 2012.

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

**2012 VISION CARE COVERAGE RATES, RESOLUTION NO. 45-11**

The Board was presented with the proposed vision care coverage rates for 2012:

- \$200 total reimbursement benefit for each full-time employee and his/her family\*
- \$100 total reimbursement benefit for each part-time employee and his/her family\*

(A family is identified as spouse and IRS dependents only).

Mr. Leech moved to adopt the 2012 Vision Care Coverage Rates, Resolution No. 45-11, to become effective January 1, 2012.

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

**2012 RENTAL HOUSE FEES, RESOLUTION NO. 43-11**

The current monthly rate for each of the four Park District rental houses is \$400 per month. Included in the rental fee are numerous services of benefit to the Park District provided by the renter, including interior and exterior maintenance of the house, property protection (security), and care of the grounds. The Board agreed to maintain the rental rates for 2012.

Mr. Leech made a motion to maintain the rental house fees at \$400 per month for 2012.

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

**DECLARATION OF SURPLUS PROPERTY**

The Board was asked to declare a 2002 GMC S15 extended cab pickup truck as surplus property.

Mr. Patterson made a motion to declare a 2002 GMC S15 extended cab pickup truck 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**

- Mr. Patterson inquired about the EX-Go Cart for people with limited mobility. Mr. Curtin explained that it will be integrated for use into existing programming beginning next year. Mr. Patterson suggested having the cart available at different parks throughout the week.
- Mr. Leech and Mr. Curtin attended a meeting at Cleveland MetroParks to discuss strategic planning for an eight-county park consortium.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**EXECUTIVE SESSION – ROLL CALL**

Mr. Leech moved to go into Executive Session at 4:53 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 5:14 p.m. The following item was brought forward for resolution:

**Property located in Chester Township**

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

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 October were submitted to the Executive Director and a summary sheet was forwarded to the Board prior to the meeting.

Sunnybrook Preserve

Mr. Patterson discussed the trail at Sunnybrook Preserve and possible accommodations for neighboring properties.

**ADJOURNMENT**

The meeting was adjourned at 5:44 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