

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
October 11, 2011**

The regular meeting of the Geauga Park District Board was held on October 11, 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
Paige Hosier, Marketing & Administrative Services Director
James Kailburn, Ranger
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Eileen Smith, Administrative Services Coordinator
Sandy Ward, Communications Specialist

Guests:

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

APPOINTMENT OF RANGER – JAMES KAILBURN, RESOLUTION NO. 41-11

The Board agreed to adopt the following resolution:

Resolved, that in accordance with Section 1545.13 of the Ohio Revised Code, James Kailburn be appointed as Ranger of Geauga Park District, effective September 20, 2011, and

Resolved, that his appointment be in effect until such time as his commission expires or he is no longer employed by Geauga Park District.

Mr. Curtin called James Kailburn forward and administered to him the Oath of Office.

ADOPTION OF THE MINUTES

Mr. Leech moved to adopt the minutes of September 13, 2011 as amended.

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

INTRODUCTION OF GUESTS

Mr. Curtin welcomed Nora Stanton of the Ohio Horseman's Council.

PRESENTATION OF THE FINANCIAL STATEMENT

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

GENERAL FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2011 **5,066,376.93**

EXPENDITURES & OTHER USES **364,650.78**

Personnel	211,299.28
Medicare	3,046.97
Dental /Hospitalization	38,607.25
PERS	29,908.19
Vouchers	81,789.09

REVENUES & OTHER SOURCES **435,112.94**

General Tax Collections

- State Reimburse Tax 412,569.66

Investment Income 108.26

Gifts & Donations 9,219.00

- Patrons - General donations (\$205)
- GPD Foundation - Exhibit donation transfer (\$4,635)
- GPD Foundation - Nature Scopes donation transfer (\$4,379)

Fees

- Programs - Schools - Out-of-county 120.00
- Lodge heat fee 25.00
- Administrative Fees - From GPD Foundation 5,000.00
- Workshops - General - Public program 35.00
- Programs - General - Public Program 18.00

Sales

- Tapper's Treasures - MC 75.85
- Tree Tops - TWW 344.95

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 125.00
- Local Government Funds 5,772.22
- Miscellaneous Receipts 100.00
- Lease agreement - Leaders Park (\$100)

ENDING FUND BALANCE AS OF SEPTEMBER 30,2011 **\$ 5,136,839.09**

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2011 **1,715,157.03**

EXPENDITURES & OTHER USES **221,686.02**

Vouchers 221,686.02

REVENUES & OTHER SOURCES		193,750.12
<i>Investment Income</i>	50.39	
<i>Gifts & Donations</i>	112,344.50	
- GPDFoundation - Observatory Park transfer (\$111,921)		
- Cleveland Foundation - Affelder quarterly interest (\$423.50)		
<i>Royalties/In-Lieu Fees</i>	846.51	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
<i>Other</i>	80,508.72	
- Farley and Abela Easement Deed payments		
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2011		\$ 1,687,221.13

RETIREMENT RESERVE ACCOUNT		
BEGINNING FUND BALANCE SEPTEMBER 1, 2011		82,307.02
REVENUES & OTHER SOURCES		2.84
<i>Investment Income</i>	2.84	
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2011		\$ 82,309.86

VOUCHER RESOLUTION NO. 40-11

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. 40-11, 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 reported that he had received an inquiry from a resident requesting a dog park at Big Creek Park.

Dr. Rzeszotarski mentioned that he was recently at Orchard Hills Park and received many positive comments from visitors who were enjoying the park.

OPEN TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

PARK UPDATES

Bass Lake Lodge

A one year walk-through will be conducted.

Annual Bridge Inspections

The annual bridge inspections are underway and should be completed this month.

Observatory Park

Construction is moving along well and the concrete work is almost complete. The entrance drive and parking area are scheduled to be paved soon.

Orchard Hills Park

The one year walk-through for Phase I was completed. Phase II is substantially complete.

2012 Board Meetings

The Board reviewed the board meeting dates for 2012: January 10, February 14, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, and December 11. Board meetings are held on the second Tuesday of every month at 3:30 p.m. at the Donald Meyer Center.

Ranger Manual – Draft

The Board reviewed the latest section of the Ranger Manual on *ATV Use and Boat Patrols*.

Damage to Bridge at Sunnybrook Preserve

Mr. Curtin reported that the bridge at Sunnybrook Preserve, which was damaged after a recent storm, is being reinforced with steel girders.

Western Reserve Land Conservancy

Mr. Curtin reported that The Western Reserve Land Conservancy is producing a comprehensive conservation report summarizing all properties in the region which have been preserved.

Community Connections

Mr. Curtin reported that he will be meeting with Jim Dvorak (Burton Township Trustee) and Geauga County Probate Judge Timothy Grendell.

Tour of Observatory Park

A group of officials from “The Headlands” in Emmett County, Michigan will be touring Observatory Park on October 25th. “The Headlands” recently received designation as an International Dark-Sky Park and the group is interested in talking to Park District staff about the design and operation of Observatory Park.

Frohring Meadows Dog Area

An informal survey was conducted by the Ranger Department and Operations Department to determine dog usage at the Frohring Meadows dog area. Over a two-week period, only one dog and owner were observed utilizing the area.

Donation of Meteorites

Six to eight meteorites are being donated to Observatory Park by George Gilba and should arrive by the end of October.

Trail Connection

Mr. Curtin informed the Board that a trail is being constructed by Leader’s Mobile Home Park to connect the mobile home park to The Maple Highlands Trail. The plans for the connection have been reviewed by the Planning Department and found to meet our requirements.

Funding for The Maple Highlands Trail

Mr. Curtin reported that he has contacted Congressman LaTourette’s office to determine if funding is available for the remaining sections of The Maple Highlands Trail. He will contact Senator Portman and Senator Brown in the near future.

Fish Management Agreement

The Park District is considering entering into an agreement with the Ohio Department of Natural Resources for fish management at Best Preserve and Bass Lake. Mr. Curtin indicated that additional information will be forthcoming.

Chip Henry Institute for Outdoor Adventure

Mr. Curtin announced that the Chip Henry Institute for Outdoor Adventure has scheduled a launch date of November 11, 2011 at 6:00 p.m. at The West Woods. Invitees will have an opportunity to tour the *Snowbelted* exhibit.

GEAUGA PARK DISTRICT FOUNDATION

Mr. Curtin reported that the Executive Committee will meet on October 17, 2011 and that the Trustee meeting is scheduled for November 17, 2011.

CONTRACT REVIEW

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

BRIDGE CONSTRUCTION, THE MAPLE HIGHLANDS TRAIL

The Board reviewed cost estimates for construction of a bridge over the east branch of the Cuyahoga River on The Maple Highlands Trail. Two estimates were included – one for a covered bridge and the other for an open bridge using the existing railroad girders. After some discussion, the Board decided to table the issue and incorporate the bridge design into the larger engineering contract for the southern portion of The Maple Highlands Trail at a future date.

NEW BUSINESS

APPROVAL OF RANGER CONTRACT

The Board reviewed the three-year contract (2012-2014) for the Ranger and Sergeant Ranger contracts and noted that there were no substantive changes from the previous contract.

Mr. Leech moved to adopt the 2012-2014 Geauga Park District Ranger and Sergeant Ranger contracts. 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

ENGINEERING DESIGN AWARD, THE MAPLE HIGHLANDS TRAIL

The Board reviewed the RFPs received for engineering services for portions of The Maple Highlands Trail north of Chardon and south of Headwaters Park to Bridge Road.

Cost estimates for surveys, permits, design development and construction documents were received from five companies:

CT Consultants	\$470,000.00
Floyd Browne Group	\$382,450.00
Foresight Engineering	\$283,400.00
GPD Group	\$248,640.00
Hess & Associates	\$467,750.00

RFPs for bidding and construction administration will be sent out at a future date.

The Board agreed to award the engineering design award to GPD Group of Akron as they were lowest and best bid. Mr. Curtin indicated that the GPD Group has performed design work for both Portage Park District and Metroparks Serving Summit County and is their preferred consultant for bike ways and trails. In addition, it was noted that funds for the project are in the current budget.

Mr. Patterson made a motion to award the engineering design award to GPD Group in the amount of \$248,640.00.

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

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare a Dell Color Laser printer and eight CRT monitors as surplus property.

Mr. Leech made a motion to declare a Dell Color Laser printer and eight CRT monitors 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

- Dr. Rzeszotarski stated that he submitted a letter to Judge Grendell indicating interest in being reappointed to the Board.
- Mr. Patterson asked if the date of the November board meeting could be changed from Tuesday, November 8th to Wednesday, November 9th. The Board agreed.

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 4:42 p.m. for the purpose of discussing compensation of Park District employees.

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 5:18 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

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

ADJOURNMENT

The meeting was adjourned at 5:19 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