

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
April 10, 2012**

The regular meeting of the Geauga Park District Board was held on April 10, 2012 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President James Patterson was in the Chair. Commissioners John Leech and Michael Petruziello were present.

Employees Present:

Thomas Curtin, Executive Director
Keith McClintock, Deputy Director
Kathy Hanes, Executive Secretary
Paige Hosier, Marketing & Admin. Services Director
John Oros, Operations Director
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Paul Pira, Natural Resource Management Director
Holly Sauder, Volunteer Coordinator
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director
Sandy Ward, Communications Specialist

Guests:

Steve Gallowan
Joy Keco, Ohio Horseman's Council
Glen Miller, *The Maple Leaf*
Marlene Miller
Nora Stanton, Ohio Horseman's Council
Jamie Taylor
Terry Taylor
Dan Whiting

Board President James Patterson reviewed the guidelines regarding public input at Park Board meetings.

ADOPTION OF THE AGENDA

Mr. Leech moved to adopt the agenda for the meeting.

Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

ADOPTION OF THE MINUTES

March 13, 2012 - Regular Meeting

Mr. Leech moved to accept the minutes of March 13, 2012 as written.

Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

March 21, 2012 and March 28, 2012 - Work Sessions

Mr. Leech moved to accept the minutes of March 21 and 28, 2012 as written.

Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

INTRODUCTION OF GUESTS

Mr. Curtin welcomed Glen Miller, Joy Keco, Nora Stanton, Marlene Miller, Jamie Taylor, Terry Taylor, Steve Gallowan and Dan Whiting.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District			
FINANCIAL STATEMENT MONTH ENDED			
March 31, 2012			
<u>GENERAL FUND</u>			
BEGINNING FUND BALANCE MARCH 1, 2012			3,504,106.62
EXPENDITURES & OTHER USES			
Personnel		205,432.48	
Medicare		2,948.65	
Dental /Hospitalization		42,153.80	
PERS (January/February payment)		59,422.11	
Vouchers		85,676.70	
REVENUES & OTHER SOURCES			
<u>General Tax Collections</u>			
- Real Estate Tax		3,247,540.17	
<u>Gifts & Donations</u>			
- Patrons - Exhibit/Program/Sap's donations (\$757.37)			
- Meister - General donation (\$1,500.00)			
- Anderson Renewal - NAF sponsorship donation (\$1,500.00)			
- Cleveland Foundation - Affelder donation (\$393.75)			
- GPD Foundation - Transfer Exhibit, NS donations (\$20,577.73)			
<u>Fees</u>			
- Programs - Schools - Out-of-county		67.00	
- Camping		20.00	
- Bid Plans		20.00	
- NAF Table Fees		50.00	
- Utility fees		930.00	
- Workshops - General - Public program		56.00	
<u>Sales</u>			
- Tapper's Treasures - MC		35.09	
- Tree Tops - TWW		2,730.91	
- Syrup Sales		1,445.53	
<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		340.00	
- Recycling Proceeds - Steel/Aluminum- Covered bridge site		144.30	
- Refunds- Other - Richards Maple overpayment		37.50	
- Local Government Funds		7,019.16	
ENDING FUND BALANCE AS OF MARCH 31, 2012			\$ 6,395,237.39
<u>LAND IMPROVEMENT FUND</u>			
BEGINNING FUND BALANCE MARCH 1, 2012			869,707.04
EXPENDITURES & OTHER USES			2,475.12
Vouchers		2,475.12	
REVENUES & OTHER SOURCES			133,161.52
<i>Gifts & Donations</i>		132,790.73	
- GPD Foundation - Transfer Observatory Park donations			
<i>Royalties/In-Lieu Fees</i>		370.79	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb			
ENDING FUND BALANCE AS OF MARCH 31, 2012			\$ 1,000,393.44
<u>RETIREMENT RESERVE ACCOUNT</u>			
BEGINNING FUND BALANCE MARCH 1, 2012			82,318.62
EXPENDITURES & OTHER USES			0.00
REVENUES & OTHER SOURCES			0.00
ENDING FUND BALANCE AS OF MARCH 31, 2012			\$ 82,318.62

VOUCHER RESOLUTION NO. 13-12

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. 13-12, a copy of which is on file in the Park District office.

Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

COMMUNICATIONS TO THE BOARD

Mr. Curtin shared a letter he received from a representative of South Franklin Circle Retirement Community thanking Naturalist John Kolar for the bird walk he conducted for the residents.

COMMENTS FROM THE PUBLIC

Terry Taylor asked if the Park District could purchase an American flag for the flagpole at Headwaters Park. Mr. Taylor also commented that he walks the parks frequently and thinks the staff does a wonderful job. He proceeded to ask why the coyote signs were posted at Frohring Meadows; he feels the signs make the coyotes seem like a menace to visitors. Mr. Curtin stated that the Park District has closed the trail until June as a protection for both the coyotes and people utilizing the trail.

Joy Keco of the Ohio Horseman's Council (OHC) asked if the missing plaque honoring Nora Stanton and purchased by the OHC could be replaced on the picnic table at The West Woods. She also volunteered the services of the Council to help clean up glass coming to the surface from a small dump site on the Music Street trail link at The West Woods. She asked if trees and briars could be cleared from the short loop trail at the end of Ansel's Cave Trail and if a sign could be installed reminding cars to slow down before crossing the wooden bridge along The West Woods entrance drive.

Steve Gallowan asked if the Park District was involved in the upcoming Chautauqua 2012 event being held at Century Village in Burton in July. Ms. Hosier explained that she is on the marketing committee for the event and that The West Woods Nature Center will be a host site for three of the programs.

Dan Whiting asked about the final destination point for The Maple Highlands Trail. Mr. Curtin responded that the trail will end at Swine Creek Reservation but won't continue any further south at this time because Swine Creek has washed out portions of the railroad right-of-way.

UNFINISHED BUSINESS

PARK UPDATES

Trail Closure at Frohring Meadows

The Board reviewed a report from the Natural Resource Management Department on the status of the trail closure at Frohring Meadows due to a coyote encounter that took place there recently. A female park patron was jogging with her dog and encountered a territorial coyote along the northwestern portion of Big Bluestem Trail. Both the Ranger Department and Natural Resources Management Department went to the site of the encounter and discovered a den with five pups. Subsequently, educational signage was installed and Big Bluestem Trail was closed. As a result of the human disturbance, the coyotes re-located their pups to another nearby location. As recommended by the Natural Resources Management Department, portions of the trail will remain closed until June 1, 2012.

Mr. Petruziello expressed concern about coyotes and public safety. Mr. Pira explained that the coyote was not a "nuisance" but rather territorial because of the coyote pups.

The Maple Highlands Trail - Northern and Southern Connectors

The engineering firm has completed aerial mapping which will be followed by wetlands delineation and base-mapping.

Observatory Park

Repairs have been made to the cabling system on the roof of the Oberle Observatory.

Orchard Hills Park

The contract for tree plantings has been signed; landscaping will begin soon.

Youth Volunteering in Parks

Holly Sauder, Volunteer Coordinator, provided the Board with an update on the numerous volunteer opportunities for youth in the parks. These include: Student Mentorship Program, Lakeland Community College Parks and Recreation Internship, Community Service Hours and Service Projects, Eagle Scout Projects and Natural Resource Management Student Outreach program.

The Board asked about collaborative efforts between the park district and local schools. Mrs. Sauder reported that nine students will be mentoring at the parks this spring and that each year the number increases.

2012 Liability Insurance

Mr. Curtin informed the Board that this year's quote for liability insurance from the Public Entities Pool of Ohio was \$72,408.86 and that it was \$12,591 under the appropriated budget for the annual renewal.

Archaeological Survey

An archaeological survey of the wetlands property adjacent to Tare Creek Park in Middlefield was performed as a contingency of a grant from the Land and Water Conservation Fund. The cost of the survey was paid from the grant. Mr. Curtin reported that the survey found no historic properties on the site.

Fundraiser for Chip Henry Scholarship Fund

The Geauga County Bar Association would like to create a "Chip Henry Scholarship Fund" and asked the Park District if they could host a fundraiser on park property. Mr. Curtin explained that current rules and regulations do not allow fundraising within the parks; however, if the event were to be coordinated through the Geauga Park District Foundation then it would not conflict with the park district's policy. The Board agreed that it was a worthwhile event and approved it based on the Bar Association's involvement with the GPDF for the event.

Mr. Petruziello made a motion to allow the Geauga Bar Association to host a fundraising event on park property, contingent upon coordination with the Geauga Park District Foundation.

Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

Arts and Leisure Day at Observatory Park

Leadership Geauga has asked for permission to serve wine at an event they are hosting at Observatory Park on May 18, 2012.

Mr. Leech made a motion to allow Leadership Geauga to serve wine at the Arts and Leisure Day event at Observatory Park on May 18, 2012.

Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

GEAUGA PARK DISTRICT FOUNDATION

The Annual Campaign as well as the Observatory Park Campaign are progressing well.

CONTRACT REVIEW

Pursuant to Article XI of the Geauga Park District By-laws, the Planning Department provided the Board with the construction costs for current park projects. There were no questions from the Board.

2012-13 DEER MANAGEMENT PROGRAM

The Board reviewed the proposed deer management program for 2012-13. The Board had some questions regarding the program and would like to discuss it further. The Board agreed to table the issue and discuss it during the scheduled work session with the Natural Resource Management Department.

COBRA PIPELINE AGREEMENT

The Cobra Pipeline Company has submitted a proposal to install 2,656 linear feet of additional gas transmission pipeline along Bridge Road on the north side of Swine Creek Reservation in Middlefield Township. The proposed pipeline would not impact the park as it would take advantage of the existing right-of-way and be laid parallel to the existing pipeline.

The Board was provided with a revised version of the agreement which was reviewed by park legal counsel. Mr. Curtin reported that he has not heard back from the company in regard to the revisions; therefore, the Board decided to table the issue until the next board meeting.

NEW BUSINESS

DISCUSSION OF DRAFT LEVY RESOLUTION

The Board was provided with a draft of the proposed levy resolution. Mr. Curtin reported that additional park properties have been added to the resolution since it was passed in 2005. Legal counsel will be reviewing the language. The Board will be discussing the levy resolution at a future meeting.

FRAUD REPORTING SYSTEM, PERSONNEL POLICY 219.1, RESOLUTION NO. 14-12

The Auditor of the State has directed all public offices to establish a fraud reporting system:

Pursuant to the Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

In response to this directive, the Board was asked to approve Personnel Policy 219.1 (Fraud Reporting System)

The Ohio Auditor of State's office maintains a system for reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

*Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street, PO Box 1140
Columbus, OH 43215
Web: www.ohioauditor.gov*

Pursuant to Ohio Revised Code 117.103 (B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee has thirty days after beginning employment to confirm receipt of this information.

Acknowledgement of Receipt

By signing this form, you (the employee) acknowledges that Geauga Park District has provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code and that you read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

Mr. Leech made a motion adopt Personnel Policy 219.1, Fraud Reporting System.

Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

TRANSFER OF FUNDS, RESOLUTION NO. 15-12

The Board was asked to approve Resolution No. 15-12 to transfer \$750,000 from the General Fund (S05) to the Land Improvement Fund (Q41). This amount represents one-half of the total amount to be transferred to the Land Improvement Fund during 2012. The funds are used for current and future projects to be expensed from the Land Improvement Fund.

Mr. Leech made a motion to approve the transfer of \$750,000 from the General Fund to the Land Improvement Fund.

Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

RACCOON MANAGEMENT PLAN

The Board was updated on the USDA's Wildlife Services Raccoon Management Plan. Trapping of raccoons at The Rookery took place during the summer of 2011 as part of a regional spotted turtle restoration program. A total of 88 raccoons were trapped and removed. The report indicated that area researchers have observed more newly hatched turtles with many of these turtles successfully surviving to 2012.

The Board was asked to approve the continuation of the program at The Rookery through 2012. Mr. Petruziello asked why the park district is preserving one species (coyotes) and eliminating another (raccoons). A discussion followed on the park district's wildlife management philosophy.

The Board asked that the issue be tabled so that there could be further discussion with the Natural Resource Management Department at a work session scheduled for April 26, 2012. Mr. Patterson

mentioned that it would be interesting for the park district to host a public program with speakers sharing differing opinions on wildlife management.

ENVIRON ECOSYSTEMS SERVICES VALUATION

At the February 16, 2012 board meeting, a proposal for an ecosystems services valuation by the ENVIRON Corporation was submitted to the board. ENVIRON would be providing the study at no cost to the Park District. After discussion, the proposal was brought to a vote and the results were as follows: one vote in favor; one vote opposed. The motion did not pass.

President Jim Patterson, who was not in attendance at the February meeting, requested that the proposal be reintroduced.

Mr. Patterson made a motion to enter into an agreement with ENVIRON for an ecosystems services valuation.

Mr. Leech seconded the motion.

Mr. Patterson asked for discussion on the motion.

Mr. Petruziello reiterated his position that a "value cannot be put on the water and air you breathe." Mr. Patterson commented that he believes the study will place quantitative values on qualitative aspects of the parks and that the information provided may be of value. Mr. Leech stated that when the Board reviews the final report a determination can be made if the data is useful and how (or if) it will be used.

There being no further discussion, Mr. Patterson called for the vote. The vote resulted as follows:

Mr. Petruziello	No
Mr. Patterson	Yes
Mr. Leech	Yes

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare a Dell monitor as surplus property.

Mr. Leech made a motion to declare a Dell monitor as surplus property.

Mr. Patterson seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

COMMISSIONERS' TIME

The Commissioners are concerned about the location of the computer servers in the Meyer Center basement due to the vulnerability of water damage from the water filtration system. It was suggested the computers be moved to another location.

The Board discussed the possibility of installing playground equipment in some of the parks. Mr. Curtin reported that the Planning Department will provide the Board with conceptual plans and cost estimates.

Mr. Leech commented that the Work Sessions with each department are going well and that he is extremely impressed with the GPD staff. The other Commissioners concurred.

QUESTIONS/COMMENTS FROM THE PUBLIC

Mr. Taylor commented that he thinks GPD is the best park district in Northeast Ohio. He stated that he has been a park supporter for 42 years and that his earlier criticism does not take away from his support of the park district.

EXECUTIVE SESSION

There were no items brought forward for Executive Session.

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 March 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 5:29 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 Curtin, Executive Director

James Patterson, President