

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
August 13, 2012**

The regular meeting of the Geauga Park District Board was held on August 13, 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
Gloria Freno, Accountant
Paige Orvis, Marketing & Admin. Services Director
Robin Pilarczyk, Human Resources Manager
Michele Pennell, Chief Financial Officer
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director
Sandy Ward, Communications Specialist

Guests:

Joy Keco, Ohio Horseman's Council
Cassie Holub
Pat Leech
Cheryl Moone
John Ralph
Nora Stanton, Ohio Horseman's Council
William Zaffiro

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

Mr. Leech moved to accept the minutes of July 12, 2012 as amended.

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 GPD staff and the guests in the audience.

PRESENTATION OF FINANCIAL STATEMENT

Geauga Park District		
FINANCIAL STATEMENT MONTH ENDED		
JULY 31,2012		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE JULY 1, 2012		4,683,450.40
EXPENDITURES & OTHER USES		
Personnel	224,307.85	
Medicare	3,230.15	
Dental /Hospitalization	41,170.98	
PERS (June payment)	32,104.19	
Vouchers	99,901.96	
EXPENDITURES & OTHER USES		400,715.13
REVENUES & OTHER SOURCES		
<u>General Tax Collections</u>		
<u>Investment Income</u>	288.36	
<u>Gifts & Donations</u>	159.68	
- Amphitheater Donations -\$34.68		
- Peggy Page Memorial Donations - \$125.00		
<u>Fees</u>		
- Programs - Schools - Out-of-county	33.00	
- Camping	520.00	
- NAF Table Fees	1,315.00	
- Utility fees	130.00	
- Workshops - General - Public program	90.00	
- Programs - General - Public Program	97.00	
<u>Sales</u>		
- Tapper's Treasures - MC	377.98	
- Tree Tops - TWW	1,142.22	
<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	
- Parking Ticket Collections	10.00	
- Refunds - MNJ Refund for Duplicate Payment	5,804.54	
- Local Government Funds	6,024.41	
- Auction Proceeds - HP Server	250.00	
- Miscellaneous Receipts	1,139.74	
- Perfect Pace - Cave Man Crawl Race Proceeds - \$1089.74		
- Excessive Clean Up Fee Sunnybrook Shelter - \$50.00		

REVENUES & OTHER SOURCES			18,981.93
ENDING FUND BALANCE AS OF JULY 31,2012			4,301,717.20
<u>LAND IMPROVEMENT FUND</u>			
BEGINNING FUND BALANCE JULY 1, 2012			1,769,339.35
EXPENDITURES & OTHER USES			
Vouchers		74,380.92	
EXPENDITURES & OTHER USES			74,380.92
REVENUES & OTHER SOURCES			
<i>Investment Income</i>		129.38	
<i>Royalties/In-Lieu Fees</i>		613.16	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb			
REVENUES & OTHER SOURCES			742.54
ENDING FUND BALANCE AS OF JULY 31,2012			\$ 1,695,700.97
<u>RETIREMENT RESERVE ACCOUNT</u>			
BEGINNING FUND BALANCE JULY 1, 2012			\$ 82,338.12
EXPENDITURES & OTHER USES			0.00
REVENUES & OTHER SOURCES			4.80
<i>Investment Income</i>		4.80	
ENDING FUND BALANCE AS OF JULY 31, 2012			\$ 82,342.92

VOUCHER RESOLUTION NO. 25-12

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. 25-12, 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 the following:

- Susan Thompson contacted the Park District to express her concerns about the board's decision to permit bicycle use on the trails in designated GPD parks.
- Shari Cattell sent an email describing the great experience she had camping with her family at Big Creek Park.
- Anita Silvestro, organizer of the One Heartbeat Charity Ride, expressed appreciation to the GPD Bike Patrol and GPD staff members for their assistance in making the bike ride a positive and successful event.
- Bill Franz sent a note thanking the Park District for the grandparent's program held recently at Orchard Hills Park.

OPEN TO THE PUBLIC

Certificates of Appreciation

On behalf of the Board, Mr. Patterson expressed appreciation to the Pentair Water Purification Company for their assistance on reforestation efforts at Orchard Hills Park.

Mr. Patterson presented Rider's Express 4-H Club with a Silver-Tier "Partner of Preservation" Award for their work in removing invasive plants at the Frohring Meadows Prairie Garden. The Silver-Tier Award is given to volunteer groups who have completed more than three service projects. Cassie Holub accepted the award on behalf of the club. The Board expressed their gratitude to Cassie and also Cheryl Moone, club advisor, for the group's continued participation in volunteer opportunities.

Mr. Petruziello made a motion to recognize the Pentair Water Purification Company and Rider's Express 4-H Club for their participation in volunteer projects.

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

Ohio Horseman's Council (OHC)

Joy Keco presented the Park District with a donation in the amount of \$667.27 to be placed in the Bridle Trail Fund. The Board thanked the OHC for their contribution and expressed appreciation for the group's continued support of the Park District.

Proposal to Allow Mechanized Vehicles on Trails

Attorney William Zaffiro, who is representing a private client, asked the Board to consider allowing mechanized vehicles (such as small motorcycles) on trails within the Park District. Mr. Zaffiro distributed documents for the board to review and indicated that he will be submitting an official proposal at a later date. The Board stated they would review the documents and thanked Mr. Zaffiro for his presentation.

UNFINISHED BUSINESS

PARK UPDATES

Park Projects

The following updates were provided:

- The Planning Department is reviewing the design plans for the HVAC system at the Meyer Center.
- Engineering work for The Maple Highlands Trail (Northern and Southern connectors) continues. Geauga Soil and Water District would like an agreement stating the Park District would comply with storm water management regulations should the trail section be paved in the future.
- Reseeding will be done at Observatory Park as part of the Phase III wrap-up.
- One-year warranty work on the trails will take place at Orchard Hills Park this fall.

Mr. Leech asked about the donor wall at Observatory Park and Mr. Curtin responded that work on the wall continues and the target completion date is later this fall. The labor is being provided by GPD staff and many of the materials have been donated by local companies.

Amending the Minutes of December 13, 2011

Mr. Curtin reported that the minutes from December 13, 2011 (Gauga Park District Minutes, Book 8, Page 0096) are incorrect and the portion referencing the Executive Director's contract and tuition payment needs to be amended. The minutes from 2011 state that the Board "agreed to tuition reimbursement." Mr. Curtin explained that the correct wording should be "agreed to pay the tuition" which would mirror the language in his employment contract.

Mr. Leech moved to amend the minutes from December 13, 2011 as stated above.

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

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

Carryover Figures

Mr. Curtin distributed information to the Board to clarify the carryover figure amounts for 2009 through 2012. He explained that the carryover includes both the general fund and land improvement fund and the actual difference is a 3.8% increase in carryover, not the 80% increase mentioned at the last board meeting.

Spotted Turtle Program

The Board was provided with a list of researchers monitoring the spotted turtle population at The Rookery.

Mr. Leech commented that the Park District is working with the Cleveland Metroparks Zoo and other agencies and on a breeding program for spotted turtles. The turtles will eventually be released at The Rookery.

"Other Power-Driven Mobility Device" Policy

The Board was presented with a draft policy on "Other Power Driven Mobility Devices (OPDMD)." The Planning and Operations Departments conducted a review of existing GPD trails to determine the safest and most appropriate use of OPDMDs. Based on the trail analysis, recommendations were made to allow motorized wheel chairs on certain accessible trails.

After some discussion, the Board agreed to table the issue until the September board meeting.

Vehicle Counter Data

The Board was provided with vehicle counter data from The Rookery.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin provided an update on the following:

- the Foundation hired two part-time staff (Marilyn Pickett and Christin Morton) for financial and administrative support services.
- a donation of \$10,000 was received in planet sponsorship (Venus) on the planetary trail at Observatory Park. This leaves a balance of only \$44,100 to meet the Observatory Park Capital Campaign goal of \$2,088,000.
- an endowment fund is to be established with funds from Frohring Foundation for Frohring Meadows Park.

CONTRACT REVIEW

There were no items presented for contract review.

SUCCESSION OF DUTIES, RESOLUTION NO. 26-12

The Board reviewed information regarding a resolution passed in 1992 providing for "succession of duties" to the Administrative Assistant if the Executive Director and Deputy Director were not able to fulfill the duties of the office. The Board was asked to amend Resolution No. 10-92 (Geauga Park District Minutes, Book 4, Page 0766) and assign responsibility for the operation of the Park District to the Marketing and Administrative Services Director.

After review of the proposed changes, Mr. Leech suggested a few minor revisions. The amended resolution reads as follows:

In the event that the Executive Director of Geauga Park District, by reason of illness, prolonged absence, or incapacitation, is unable to fulfill the duties of the office, or in the event that the position of Executive Director becomes vacant, then the duties necessary for the operation of the Park District become the responsibility of the Deputy Director.

In the event that the above conditions occur while the position of Deputy Director is vacant, or in the event that the Deputy Director is similarly unable to carry out the responsibilities and duties of the Executive Director; it shall become the responsibility of the Marketing and Administrative Services Director to assume those responsibilities and duties.

Nothing here written shall be construed to limit the rights, duties, or responsibilities of the Board of Park Commissioners of Geauga Park District.

Mr. Leech moved to amend Resolution No. 10-92 and adopt the revised Succession of Duties, Resolution No. 26-12.

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

NEW BUSINESS

RADIO SYSTEM REPLACEMENT PROPOSAL, RESOLUTION NO. 28-12

Mr. Curtin reported that The Federal Communications Commission (FCC) is requiring all analog radio communication systems be upgraded to meet new digital requirements and that the Park District's analog radio communications system will not be functional after September 1, 2012.

To upgrade the current system to meet the new requirements would cost approximately \$139,000.00.

It was determined that push-to-talk (PTT) cell phones would be less costly than purchasing an upgraded radio system as it would take 8.5 years to recoup the costs. The cost for PTT cell phones would be \$16,225.00 per year and would be issued to all employees who currently use a radio. In addition, the cell phones would replace the stationary radio units located in GPD's vehicles, offices, and shops.

The Board discussed the proposal and asked about the advantages of using cell phones. Mr. McClintock explained that the cell phones maximize safety and provide a greater range of communication. He also explained that the Ranger Department would retain their radios because they are being upgraded as part of Geauga County's emergency communications system. However, the Ranger Department would also receive PTT cell phones so they are able to communicate with other departments within the Park District.

Mr. Leech made a motion to adopt the radio system replacement proposal.

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

PERSONNEL POLICY REVISION, RESOLUTION NO. 27-12

The Board was presented with proposed revisions to Personnel Policy 711.1 (Use of Phone and Mail Systems). Mr. Curtin asked that the issue be tabled until the September board meeting.

2013 BUILDING CLOSURE SCHEDULE

The Board was asked to approve the building closure schedule for 2013, in accordance with GPD's Personnel Policy, Section 415.1.

The West Woods Nature Center and the Donald Meyer Center will be closed on the following dates:

January 1, 2013	New Year's Day
March 31, 2013	Easter Sunday
November 28, 2013	Thanksgiving
November 29, 2013	Day after Thanksgiving
December 25, 2013	Christmas Day

Mr. Petruziello made a motion to approve the 2013 Building Closure Schedule.

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

COMMISSIONERS' TIME

There were no items brought forward for discussion.

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

EXECUTIVE SESSION - ROLL CALL

Mr. Leech moved to go into Executive Session at 4:39 p.m. for the purpose of discussing land acquisition and compensation of a public employee.

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

The Board returned from Executive Session at 5:17 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 July 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 5:18 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