

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
December 13, 2011**

Prior to the start of the meeting, Dr. Rzeszotarski was honored with cake and punch in recognition of 16 years of service as a Park Board Commissioner. Mr. Curtin thanked Dr. Rzeszotarski for his dedication to the Park District.

The regular meeting of the Geauga Park District Board was held on December 13, 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
Gloria Freno, Accountant
Bob Lange, Land Steward
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Paul Pira, Natural Resource Management Director
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director
Sandy Ward, Communications Specialist

Guests:

Steve Allenson, Cargill Corporation
Robert Faehnle, Leadership Geauga
Joy Keco, Ohio Horseman's Council
Robert McCullough
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 November 9, 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 Bob McCullough, Joy Keco, Nora Stanton, Steve Allenson and Robert Faehnle.

Dr. Robert Faehnle, Executive Director of Leadership Geauga, announced that James Patterson was one of the two 2012 Emerald Leader Award recipients. The award will officially be presented at the Leadership Geauga Emerald Ball in March. Dr. Faehnle explained that the award is given to an individual who exemplifies outstanding leadership by positive contributions through volunteerism, philanthropy, or innovation that impact the quality of life in Geauga County.

PRESENTATION OF THE FINANCIAL STATEMENT

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

GENERAL FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2011		4,728,763.34
EXPENDITURES & OTHER USES		452,596.05
Personnel	215,135.41	
Medicare	3,097.32	
Dental /Hospitalization	38,204.31	
PERS	31,374.92	
Vouchers	164,784.09	
REVENUES & OTHER SOURCES		313,203.31
<i>General Tax Collections</i>		
- Real Estate Tax	1,361.57	
- State Reimbursed Personal Property Tax	262,893.40	
<i>Investment Income</i>	126.48	
<i>Gifts & Donations</i>	6,776.66	
- Patrons - General donations (\$595.66)		
- GPD Foundation - Transfer Nature Scopes and General donations (\$6,181)		
<i>Fees</i>		
- Camping	100.00	
- Lodge heat fee	1,520.00	
- Workshops - General - Public program	331.00	
<i>Sales</i>		
- Tapper's Treasures - MC	486.19	
- Tree Tops - TWW	3,045.35	
<i>Other Receipts</i>		
- Swine Creek house - Harry	400.00	
- Burton Wetlands house- Kolar	400.00	
- Hyde house - McKinnon	400.00	
- Chickagami house - Mast	400.00	
- Citation Disbursement	69.00	
- Recycling Proceeds - Steel/Aluminum - South Ops	63.00	
- Local Government Funds	6,288.32	
- Auction Proceeds - Phone system	250.00	
- Miscellaneous Receipts	28,292.34	
Blue Technologies - Buy-out payment for copiers (\$28,070)		
Spirit of Bainbridge - Check payment to wrong vendor (\$220)		
Petruziello - Public records request (\$2.34)		
ENDING FUND BALANCE AS OF NOVEMBER 30, 2011		\$ 4,589,370.60
<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE NOVEMBER 1, 2011		1,615,532.44
EXPENDITURES & OTHER USES		157,059.26

Vouchers	157,059.26	
REVENUES & OTHER SOURCES		35,462.93
<i>Investment Income</i>	43.26	
<i>Gifts & Donations</i>	34,718.00	
- Cleveland Astronomical Society - Nassau Observatory		
- GPD Foundation - Observatory donation transfer		
<i>Royalties/In-Lieu Fees</i>	701.67	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
ENDING FUND BALANCE AS OF NOVEMBER 30, 2011		\$ 1,493,936.11

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE NOVEMBER 1, 2011		82,312.60
REVENUES & OTHER SOURCES		2.52
<i>Investment Income</i>	2.52	
ENDING FUND BALANCE AS OF NOVEMBER 30, 2011		\$ 82,315.12

VOUCHER RESOLUTION NO. 49-11

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. 49-11, 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 read a letter received from a young student who requested that publications and maps be made available to park visitors. Paige Hosier, Marketing and Administrative Services Director, responded with a letter which included maps for each of the parks.

OPEN TO THE PUBLIC

Silver Partner of Preservation Award - Cargill Corporation

Bob Lange introduced Steve Allenson from the Cargill Corporation. The Cargill Corporation has provided many hours of volunteer service by assisting in the reforestation of Orchard Hills Park. Dr. Rzeszotarski presented Mr. Allenson with the inaugural Silver Partner of Preservation Award, honoring Cargill's continued stewardship.

Certificate of Recognition - Hawken School

Dr. Rzeszotarski recognized the Stock Advisory Council of Hawken School for their assistance in invasive species control at The West Woods.

Ohio Horseman's Council

Nora Stanton expressed her appreciation to the Commissioners for their support of the Ohio Horseman's Council.

UNFINISHED BUSINESS

PARK UPDATES

50th Anniversary Video

Mrs. Hosier showed a video which was produced in honor of the Park District's 50th anniversary. The Board was impressed with the quality of the video.

AINO Meeting

Mr. Curtin reported that the Park District and Geauga County Tourism are co-hosting the Adventures in Northeast Ohio (AINO) Annual Meeting. AINO is 16-county agency which focuses on regional tourism and marketing of Northeast Ohio as a destination. The meeting will be held at Observatory Park on October 2, 2012.

Annual Bridge Inspections

The annual bridge inspections are complete and no major structural problems were reported.

Survey Work for The Maple Highlands Trail

The GPD Group will begin survey work for the design of The Maple Highlands Trail north of Chardon and south of Headwaters Park to Swine Creek Reservation.

Observatory Park

Remediation work has begun at Observatory Park as part of the one year warranty agreement. Phase II is complete.

Orchard Hills Park

The Natural Resource and Planning Departments are working on a planting plan utilizing the remaining funds in the 319 restoration grant.

Bridge Construction

Construction of a timber frame bridge over the east branch of the Cuyahoga River on The Maple Highlands Trail by the Operations Department will cost an additional \$30,000. This is due to prevailing wage requirements. However, the total cost of the project will be partially offset with a \$20,000 donation from the Old Order Amish Safety Committee.

Snowbelted Exhibit

To date, 4,162 patrons have visited the exhibit since its opening in November.

Funding Sources for Park Districts

The Board was presented with the results of a survey conducted by the Ohio Parks and Recreation Association. The intent of the survey was to demonstrate the various funding sources and revenue streams provided to park districts in Ohio.

GEAUGA PARK DISTRICT FOUNDATION

Mr. Curtin reported that paperwork has been submitted to change the status of the Foundation from a 509(a) (3) organization to a 509(a) (1) organization. The status change will provide for greater eligibility for donations to the Foundation.

CONTRACT REVIEW

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

NEW BUSINESS

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare a wireless access point, two Tungsten E2s and a Palm m515 as surplus property.

Mr. Leech made a motion to declare a wireless access point, two Tungsten E2s and a Palm m515 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

- The Commissioners commented that the launch of the Chip Henry Institute for Outdoor Adventure was nicely done. Mrs. Hosier indicated that all proceeds from the Annual Caveman Crawl scheduled for June will benefit the Chip Henry Institute.
- Mr. Leech asked about water levels at Bass Lake Preserve. Mr. McClintock reported that the Natural Resource Management Department is working on measures to better control the water level throughout the year. He also indicated that there has not been any physical property damage due to the high water levels.

QUESTIONS FROM THE PUBLIC

Nora Stanton asked if there was an update on plans for the Ellerin Property. Mr. Curtin stated that a master plan will be developed in 2012 with possible construction in 2013.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 4:37 p.m. for the purpose of discussing compensation of a public employee.

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 5:44 p.m. The following item was brought forward for resolution:

Executive Director's Employment Contract

The Board discussed proposed changes to the Executive Director's employment contract. The Board agreed to maintain Mr. Curtin's salary at its current level (\$97,911.84) for the 2012 contract period. The Board also agreed to a tuition reimbursement rate of \$3,800.00 for 2012.

Mr. Leech made a motion to renew the Executive Director’s contract for a one-year period at a salary of \$97,911.84 and a tuition reimbursement rate of \$3,800.00.

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

Personnel

Mr. Curtin reported that briefs have been prepared for the Denise Weisbarth arbitration and a decision will be made in early 2012. The lawsuit filed by Ms. Weisbarth with the Equal Employment Opportunity Commission has been dismissed.

ADJOURNMENT

The meeting was adjourned at 5:51 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