

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
July 12, 2012**

The regular meeting of the Geauga Park District Board was held on July 12, 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
Barb Emch, Administrative Assistant
Gloria Freno, Accountant
John Oros, Operations Director
Robin Pilarczyk, Human Resources Manager
Paul Pira, Natural Resource Management Director
Diane Valen, Naturalist Services Director
Sandy Ward, Communications Specialist

Guests:

Jeff Frischkorn, *The News-Herald*
Jim Dvorak
Diane & Tom Jones
Joy Keco, Ohio Horseman's Council
Glen Miller, *The Geauga Maple Leaf*
John Ralph
Nora Stanton, Ohio Horseman's Council
Kathryn Sickling, Ohio Horseman's Council

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

ADOPTION OF THE AGENDA

Mr. Leech moved to adopt the amended 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 June 12, 2012 as presented.

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 JUNE 30, 2012		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE JUNE 1, 2012		\$5,201,110.40
EXPENDITURES & OTHER USES		
Personnel	336,714.12	
Medicare	4,853.15	
Dental /Hospitalization	40,690.98	
PERS (May payment)	32,330.06	
Vouchers	145,463.70	
EXPENDITURES & OTHER USES		560,052.01
REVENUES & OTHER SOURCES		
<u>General Tax Collections</u>		
- State Reimbursed Personal Property Tax	15,292.02	
<u>Investment Income</u>	677.75	
<u>Gifts & Donations</u>	7,749.22	
- Amphitheater 6/2 Performance donations -\$60.47		
- GPD Foundation Paver/Bench - \$150.00		
- GPD Foundation Nature Scopes - \$6,895.00		
- Audubon Society Honorarium- \$100.00		
- Affelder Grant - \$393.75		
- Mary A. Babcock Memorial from Mary A Post - \$50.00		
- Bird Seed Donation Box TWWNC - \$100.00		
<u>Fees</u>		
- Camping	220.00	
- Shelters	400.00	
- Canoe and Kayak	80.00	
- NAF Table Fees	1,600.00	
- Utility fees	540.00	
- Workshops - General - Public program	124.00	
- Programs - General - Public Program	25.00	
<u>Sales</u>		
- Tapper's Treasures - MC	437.70	
- Tree Tops - TWW	994.17	
<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	

- Recycling proceeds - Steel/Aluminum		116.40	
- Refunds- Other -		87.50	
- Lakeland CC - S.Wilson Class - \$ 32.50			
- AFP - A. Stith Chapter Dues - \$ 55.00			
- Local Government Funds		10,044.75	
- Miscellaneous Receipts		2,403.50	
- Foundation Reimbursement of Postage - \$68.50			
- Caveman Crawl Race Registrations \$2,260.00			
- Jury Duty Stipend - P.H. Orvis - \$75.00			
REVENUES & OTHER SOURCES			42,392.01
ENDING FUND BALANCE AS OF JUNE 30, 2012			\$4,683,450.40
<u>LAND IMPROVEMENT FUND</u>			
BEGINNING FUND BALANCE AS OF JUNE 1, 2012			\$1,714,039.66
EXPENDITURES & OTHER USES			
Vouchers		448,778.73	
EXPENDITURES & OTHER USES			448,778.73
REVENUES & OTHER SOURCES			
<i>Investment Income</i>		205.54	
<i>Gifts & Donations</i>		100,607.42	
- GPD Foundation Observatory Park Transfer - \$25,607.42			
- GPD Foundation Observatory Park - \$75,000.00			
<i>Grants Payments</i>		402,790.00	
- EDI Reimbursement Grant - Heritage Acres			
<i>Royalties/In-Lieu Fees</i>		475.46	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart Sunnybrook, Swine Creek, Stinchcomb			
REVENUES & OTHER SOURCES			504,078.42
ENDING FUND BALANCE AS OF JUNE 30, 2012			\$ 1,769,339.35
<u>RETIREMENT RESERVE ACCOUNT</u>			
BEGINNING FUND BALANCE AS OF JUNE 1, 2012			\$82,327.65
EXPENDITURES & OTHER USES			-
REVENUES & OTHER SOURCES			10.47
<i>Investment Income</i>		10.47	
ENDING FUND BALANCE AS OF JUNE 30, 2012			\$82,338.12

VOUCHER RESOLUTION NO. 23-12

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. 23-12, 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

There were no communications to the Board.

OPEN TO THE PUBLIC

Comments from the Public

Diane Jones commented that she had reviewed the budget and inquired about the large increase in the Marketing Department budget for 2012. Mr. McClintock explained that the increase is due to combining the Administrative Services Department budget with the Marketing budget. He noted that the Administrative Services budget includes information technology purchases such as computers, peripherals and software.

Ohio Horseman's Council

Joy Keco expressed appreciation to the Board for opening the trails at the Ellerin property to the Ohio Horseman's Council. She said members love the trails and hope that they can be utilized in the future to the maximum extent possible.

UNFINISHED BUSINESS

PARK UPDATES

Retirement

Mr. Curtin reported that Kathy Hanes, Executive Secretary, will be retiring in December and thanked her in advance for her service. A job announcement has been posted.

Project Updates:

The following updates were provided:

- An analysis of the HVAC system at the Meyer Center is being conducted.
- The first draft of drawings for The Maple Highlands Trail (Northern and Southern connectors) have been submitted by the engineers and are being reviewed by the Planning Department.
- A one-year warranty walk through will be conducted at Observatory Park in the fall. Some reseeded may need to be done and another supplier is being sought for purchase of a wind turbine.
- Planning for the donor recognition area at Observatory Park is ongoing and the target completion date is in the fall.

Use of Frohring Meadows by Film Company

Mr. McClintock reported that a filmmaker from South Russell has requested the use of Frohring Meadows on July 30, 2012 for a scene in a movie they are producing. The park will remain open during the filming. An agreement was received from the company and was reviewed and approved by GPD's legal counsel. Mr. Leech suggested that the agreement should include a statement that no Park District signs may be shown on the film. After some discussion, the consensus of the Board was to allow the filming.

Website Statistics

Sandy Ward, Communications Specialist, distributed information to the board regarding website usage. She explained how the data is compiled and supplied statistics on the number of visits to the GPD webpage, Facebook and YouTube accounts.

USDA Raccoon Trapping

The Board was provided with an update on the status of raccoon trapping at The Rookery:

- A raccoon density study was completed by the USDA.
- Standard (normal) raccoon populations should be less than or equal to 15 individual animals per square kilometer.
- Standard protocol for raccoon density studies uses 50 traps set for 10 consecutive nights in a 3 km² study area.
- In total, 50 unique raccoons were captured during the study period (28 in the park and the remainder from outside park boundaries on private properties).
- Based on the trapping effort conducted, the raccoon density index for The Rookery would be classified as high density.
- The USDA will continue trapping throughout the summer.

Mr. Petruziello asked what the target number is for removal. Staff responded that the number is difficult to attain and that the goal is to reduce the population to the above-listed healthy population threshold.

Communication Tower Upgrades

Mr. Curtin provided an update on the City of Cleveland's proposal to add emergency radio equipment to the communications tower at Frohring Meadows. The City of Cleveland has been working with the Park District and the Geauga County Sheriff's Department on a proposal. A draft agreement was submitted, reviewed by legal counsel, and sent back for revisions. The City indicated they would prefer to use the existing 500 gallon propane tank on the property instead of running natural gas lines to the site.

Chardon Dam Upgrade

The Ohio Department of Natural Resources (ODNR), Division of Soil and Water Dam Safety, is requiring an upgrade to a dam located along Industrial Parkway in Chardon. The ODNR has reclassified the dam and determined that an upgrade is necessary to prevent possible flooding of homes in the nearby subdivision. Mr. McClintock explained that four other entities, along with the Park District, legally own part of the dam and are responsible for its upkeep according to ODNR regulations. He reported that the cost for the Park District's share of the remediation plan is not known at this time.

Permission to Serve Wine

Mr. Curtin asked the Board to consider a request from United Way for permission to serve wine at an event they are hosting at Observatory Park in August. The Board agreed by unanimous consent.

Ecosystems Evaluation

An update was provided on the ecosystems evaluation being conducted by Environ Corporation. The GIS mapping information is being assembled and a draft report may be ready by mid-August.

Trails Suitable for Bicycle Use

The Board reviewed information on opening up trails for bicycle use in specific parks. The identified parks would be promoted as having multi-use trails (open to hiking, jogging and biking). These parks include Orchard Hills Park, Observatory Park, Frohring Meadows, Walter C. Best Preserve, Chickagami Park, Headwaters Park, Beartown Lakes Reservation, The Rookery (the Interurban Trail only) and Sunnybrook Preserve. The Board members were in agreement and asked that the changes be implemented as soon as possible.

Vehicle Counter Data

The Board was provided with vehicle counter data from The Rookery and Observatory Park for their review.

Succession of Duties

The Board reviewed information regarding a resolution passed in 1992 providing for "succession of duties." The resolution assigned operation of the Park District to the Administrative Assistant if the Executive Director and Deputy Director were not able to fulfill the duties of the office.

Mr. Curtin asked the Board if they would consider amending the resolution and assign responsibility for the operation of the Park District to the Marketing and Administrative Services Director in the event the Executive Director and Deputy Director were not able to fulfill the duties of office. The Board agreed and asked Mr. Curtin to present a resolution at the next board meeting.

Playgrounds and Play Trails

Mr. McClintock presented conceptual plans for playground and play trails in Orchard Hills Park, Frohring Meadows, Walter C. Best, and The West Woods. He explained that play trails are a relatively new concept whereby nature-themed playground equipment with interpretive signs is placed in "play pods" along a trail. The pods encourage exercise and movement along the trail as well as providing educational enrichment. The use of pods also spreads out user groups (i.e., separating younger and older children) to create a more positive experience. The cost of playgrounds/play trails vary in size and range from \$50,000 to \$70,000.

Mr. McClintock explained that as part of long-range planning the Park District is projecting the possibility of installing playgrounds/play trails in the following parks over a four-year period: Orchard Hills Park (2013), Frohring Meadows (2014), Walter C. Best (2015), and The West Woods (2016).

Mr. Leech inquired about building the structures from wood and Mr. McClintock stated that wood could be problematic because of safety issues and wear. Mr. Curtin suggested looking at alternative materials. The Board was very interested in the plans and agreed to discuss the issue further with the goal of going out to bid for the equipment in early 2013.

Geauga County Special Needs Youth Fishing Derby

Jim Dvorak, coordinator of the Youth Fishing Derby, presented an overview of the event which was held on June 9, 2012 at Walter C. Best Preserve. The Fishing Derby was a joint effort between the Park District and the Union Sportsmen's Alliance and Bricklayers & Allied Craftworkers and was coordinated by over 50 volunteers.

Mr. Dvorak reported that 30 Geauga County special needs children and their parents participated in the event. Donations of time and equipment were provided by numerous educational, civic and governmental agencies, as well as local businesses. Mr. Dvorak commented that it was a very successful and meaningful program which provided the children an opportunity to spend time outdoors and learn a new skill. Mr. Patterson thanked Mr. Dvorak and asked that he convey the Board's deep gratitude to all the members, volunteers and organizations who participated.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin reported that the Foundation has hired two part-time staff for financial and administrative support services. He stated that the Park District looks forward to the continued partnership with the Foundation. He noted that the Foundation is paying the salaries for the new staff as well as other job-related expenses (rental of space at the Meyer Center, computers and peripherals).

CONTRACT REVIEW

There were no items presented for contract review.

2013 TEMPORARY BUDGET APPROPRIATIONS, RESOLUTION NO. 24-12

The Board was provided with the temporary budget for their review prior to the meeting. Mr. Patterson stated that the Board has reviewed the budget over the last few months during work sessions.

Mr. Petruziello asked for clarification on the budget carryover. It was explained that the combination of carryover and revenue is needed to meet the needs of the Park District in the future, thereby avoiding the need to ask voters for additional funds.

There being no further discussion, Mr. Leech moved the adoption of Resolution No. 24-12:

SECTION I Resolved, that to provide temporary appropriations for the current expenses and other expenditures of the Geauga Park District during the fiscal year commencing January 1, 2013 the following sums are hereby set aside and appropriated as follows:

SECTION II That there be appropriated from the General Park Board Fund (6017):

6017-057-00-501	PERSONNEL	2,890,385.39
6017-057-00-503	HOSPITALIZATION	504,587.94
6017-057-00-502	MEDICARE	41,910.97
6017-057-00-504	OHIO PERS	413,530.93
6017-057-00-505	WORKERS' COMPENSATION	141,960.00
6017-057-00-506	UNEMPLOYMENT COMPENSATION	2,000.00
6017-057-00-701-5701	SUPPLIES	274,136.00
6017-057-00-701-5702	MATERIALS	234,833.00
6017-057-801	EQUIPMENT	332,544.00
6017-057-00-602	CONTRACT – REPAIR	17,200.00
6017-057-00-601	CONTRACT – SERVICES	593,825.85
6017-057-00-903	ADVERTISING	23,225.00
6017-057-00-902	TRAVEL AND EXPENSES	21,550.00
6017-057-00-901-5701	OTHER	101,252.00
6017-057-00-901-5703	CONTINGENCY	300,000.00
6017-057-00-999	TRANSFERS	1,500,000.00
	<i>TOTAL – GENERAL FUND</i>	<i>7,392,941.08</i>

SECTION III That there be appropriated from the Land Improvement Fund (6015):

6015-057-00-601	CONTRACT – SERVICES	90,000.00
6015-057-00-603	CONTRACT – PROJECTS	1,196,000.00
6015-057-00-802	LAND ACQUISITION	200,000.00
6015-057-00-901	OTHER	<u>0.00</u>
	<i>TOTAL – LAND IMPROVEMENT FUND</i>	<i>1,486,000.00</i>

SECTION IV That there be appropriated from the Retirement Reserve Fund (6033):
No appropriations for this fund.

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

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

NEW BUSINESS

SURPLUS PROPERTY

The Board was asked to declare the following items as surplus property:

Description	Starting Bid
Weight benches - surplus lot of 2 from Ranger Department	\$ 50.00
Elliptical machine - surplus from Ranger Department	\$ 10.00
1998 Moritz UFB-16 utility trailer - replaced	\$ 500.00
2005 Ford F-250 4x2 Vin # 1FTNF20515EC87855	\$ 6,000.00

Mr. Leech made a motion to declare the above mentioned items as surplus property.
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

COMMISSIONERS' TIME

There were no items brought forward for discussion.

QUESTIONS FROM THE PUBLIC

Tom Jones stated he had been told by the County Health Department that any trapped animal (i.e., raccoons) had to be dispatched and could not be released back into the wild. Mr. Curtin replied that he was not familiar with the County's policy and that the USDA may have a different policy. Mr. Curtin said he would check further and provide the information to Mr. Jones.

Jim Dvorak asked if the Park District would be interested in becoming an associate member of the Geauga County Township Trustee Association. Membership in the association provides opportunities for sharing equipment.

EXECUTIVE SESSION - ROLL CALL

Mr. Leech moved to go into Executive Session at 5:32 p.m. for the purpose of discussing land acquisition. 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 5:47 p.m. The following item was discussed and then brought forward for resolution:

Land Exchange

Chester Township

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

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

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 June 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 5:48 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