

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
June 12, 2012**

Prior to the meeting, the Board toured the South Operations Maintenance facility.

The regular meeting of the Geauga Park District Board was held on June 12, 2012 at the Swine Creek Reservation, Middlefield Township. 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
Kathy Hanes, Executive Secretary
Shawn Harry, Foreman
John Oros, Operations Director
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director
Sandy Ward, Communications Specialist

Guests:

Eddie Dengg, WRLC
Diane & Tom Jones
Joy Keco, Ohio Horseman's Council
Glen Miller, *The Geauga Maple Leaf*
John Ralph
Nora Stanton, Ohio Horseman's Council
Chris Szell, WRLC

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

ADOPTION OF THE AGENDA

Mr. Patterson asked that the agenda be modified so that the Board could go into Executive Session after Introduction of Guests.

Mr. Leech moved to adopt the revised 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

May 1, 2012 - Work Session with Operations Department

Mr. Leech moved to accept the minutes of May 1, 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

May 8, 2012 - Regular Board Meeting Minutes

Mr. Leech moved to accept the minutes of May 8, 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

May 10, 2012 - Work Session with Naturalist Department

Mr. Leech moved to accept the minutes of May 10, 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

May 15, 2012 - Work Session with Human Resources Department

Mr. Leech moved to accept the minutes of May 15, 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

May 15, 2012 - Work Session with Development Office

Mr. Leech moved to accept the minutes of May 15, 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

May 24, 2012 - Special Meeting

Mr. Leech moved to accept the minutes of May 24, 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 GPD staff and the guests in attendance.

EXECUTIVE SESSION - ROLL CALL

Mr. Leech moved to go into Executive Session at 3:40 p.m. with representatives from the Western Reserve Land Conservancy 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 3:53 p.m. There were no items brought forward for resolution.

PRESENTATION OF FINANCIAL STATEMENT

Geauga Park District		
FINANCIAL STATEMENT MONTH ENDED		
MAY 31, 2012		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE MAY 1, 2012		5,576,112.95
EXPENDITURES & OTHER USES		
Personnel	217,203.14	
Medicare	3,119.81	
Dental /Hospitalization	41,090.94	
PERS (April payment)	30,535.00	
Unemployment Transfers	0.00	
Worker's Compensation	31,298.97	
Vouchers	73,594.56	
EXPENDITURES & OTHER USES		396,842.42
REVENUES & OTHER SOURCES		
<u>Grants</u>	450.00	
- ODNR-Step Outside Grant - Passport to Fishing - 450.00		
<u>Gifts & Donations</u>	523.90	
- Amphitheater 5/19 Performance donations -\$ 23.90		
- Fairmount Minerals Sponsorship Cave Man Race - 500.00		
<u>Fees</u>		
- Camping	180.00	
- Shelters	200.00	
- NAF Table Fees	200.00	
- Utility fees	510.00	
- Programs - General - Public Program	185.00	
<u>Sales</u>		
- Tapper's Treasures - MC	453.30	
- Tree Tops - TWW	1,642.27	
- Syrup Sales - Surplus to Gingrich Family Sugarbush	1,155.60	

<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	
- Refunds- Other -		56.40	
- Auditor refund property status to exempt - \$26.40			
- Ace Hardware rebate on fertilizer - \$30.00			
- Local Government Funds		13,890.39	
- Auction Proceeds - Computers, Glass Jugs		180.00	
- Miscellaneous Receipts		613.01	
- Foundation Reimbursement of Postage - \$463.01			
- Burton Elementary Registration for Caveman Race \$150.00			
REVENUES & OTHER SOURCES			21,839.87
ENDING FUND BALANCE AS OF MAY 31, 2012			\$ 5,201,110.40
<u>LAND IMPROVEMENT FUND</u>			
BEGINNING FUND BALANCE MAY 1, 2012			1,727,795.19
EXPENDITURES & OTHER USES			
Vouchers		39,240.61	
EXPENDITURES & OTHER USES			39,240.61
REVENUES & OTHER SOURCES			
<u>Gifts & Donations</u>		25,000.00	
- Old World Amish Safety Committee-Buggy Path Donation			
<u>Royalties/In-Lieu Fees</u>		485.08	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart Sunnybrook, Swine Creek, Stinchcomb			
REVENUES & OTHER SOURCES			25,485.08
ENDING FUND BALANCE AS OF MAY 31, 2012			\$ 1,714,039.66
<u>RETIREMENT RESERVE ACCOUNT</u>			
BEGINNING FUND BALANCE MAY 1, 2012			\$ 82,327.65
EXPENDITURES & OTHER USES			
Vouchers		0.00	
REVENUES & OTHER SOURCES			0.00
<u>Investment Income</u>		0.00	
ENDING FUND BALANCE AS OF MAY 31, 2012			\$ 82,327.65

Mr. Leech expressed appreciation to the Old World Amish Safety Committee for their generous donation of \$25,000 to the buggy path.

Mr. Patterson commented on the increased costs for worker's compensation and the impact it will have on the 2013 budget.

VOUCHER RESOLUTION NO. 19-12

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. 19-12, 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 communications with the Board:

- a Certificate of Appreciation received from Geauga County thanking GPD for participating in the County Wellness Expo in May.
- a thank you from the Ohio Horseman's Council for installation of a porta-potty at the bridle trail at The West Woods.
- a letter from Geauga County STARS program thanking Naturalists John Kolar, Linda Gilbert and Dottie Mathiott for the program they provided to the students.
- a notification from Auburn Early Learning Center that they have been named an official WILD School Site by ODNR.

OPEN TO THE PUBLIC

Certificates of Appreciation

The Board recognized Chardon Middle School for their assistance in removing garlic mustard at Big Creek Park and to Joshua Cyrus for organizing a work crew to stack wood at the Swine Creek Sugarhouse.

Commissioner Comments

Mr. Patterson commented that he and Mr. Petruziello attended the Geauga County Special Needs Youth Fishing Derby held at Best Wildlife Preserve on June 9, 2012 and that it was a great program. It was co-hosted by the Union Sportsmen's Alliance, Ohio/Kentucky/Local Bricklayers & Allied Craftworkers and the Park District.

Mr. Patterson commended the Park District staff on a very successful Caveman Crawl 5K Trail Run held at The West Woods on Sunday, June 10. Funds raised from the event will be donated to the Chip Henry Institute.

Mr. Curtin mentioned that the Cleveland Touring Club hosted their annual bike ride and used Big Creek Park as a rest stop for over 300 riders.

Public Comments

Joy Keco of the Ohio Horseman's Council expressed appreciation for the new loop bridle trail at The West Woods. She also thanked GPD for considering opening up the Ellerin property for trail use which will alleviate safety concerns riding on the road. There was discussion on whether other park bridle

trails should be evaluated and Mrs. Keco indicated that the OHC feels the trails in their current state are fine.

UNFINISHED BUSINESS

PARK UPDATES

Transit of Venus Event

Mr. Curtin reported that approximately 840 people attended the Transit of Venus program held at Observatory Park and that it was a unique experience. Mr. Leech commented that he attended and was very pleased with the program.

Observatory Park

The following update was provided:

- The official park opening is scheduled for June 16 and a donor recognition party will be held on June 15.
- A program at the park was presented for residents of South Franklin Circle (Chagrin Falls) Retirement Community.
- The fields are being prepared for soybeans which will allow for meadow planting in the future.
- A one-year walk through for Phase III will be conducted later this year.

The Maple Highlands Trail, Northern and Southern Connectors

Engineering drawings have been received by the GPD Group for the northern section; we are waiting on drawings for the southern section.

Orchard Hills Park

The one-year walkthrough will be held this year. We are awaiting final closeout paperwork.

Project Priority List

The Board reviewed the revised project priority list and Mr. Curtin highlighted changes to the proposed 2013 and 2014 projects.

In regard to 2013 projects, Mr. Curtin reported that costs for the southern connector of The Maple Highlands Trail have increased due to the proposed widening of the trail from 10' to 12' to accommodate buggy traffic. On the northern portion, there is an increase in costs because of wetland mitigation in an area north of Fifth Avenue. In 2014, project costs for Observatory Park will decrease due to the reduction in length (from 4 miles to 2.25 miles) of the proposed trails.

Mr. Petruziello asked if the covered bridge project is being postponed until next year. Mr. Curtin responded that there have been delays in receiving the necessary materials and that construction may take place in the Fall (dependent upon weather) or next year.

Communication Tower Upgrades

Mr. Curtin reviewed the City of Cleveland's proposal to add emergency radio equipment to the communications tower at Frohring Meadows. He explained that there is no coverage on the eastern edge of Cuyahoga County (eastern corridor the Chagrin River). Upgrading the communications tower would provide for better communication for patrols in the area and would also provide coverage inside buildings, which they currently do not have.

As part of the proposal, Cleveland officials want to increase the size of the propane tank located on the property and build a small utility shed near the tower.

At the May 8, 2012 board meeting, the Commissioners indicated that they preferred installing a gas line rather increasing the size of the propane tank and requested that Mr. Curtin gather more information.

Mr. Curtin reported that the cost of installing a gas line from the road to the tower (a distance of 1,300') would cost approximately \$95,000. The line would be 3" in diameter and would be buried 30" below grade in the easement currently owned by Geauga County. However, East Ohio Gas does not believe the current easement would support the proposed pipe size. City of Cleveland officials would prefer gas; however, they are concerned about the costs of installation. After some discussion, the Board agreed that because of safety concerns, they would rather have a gas line installed than increase the size of the propane tank. Mr. Curtin indicated that he will advise the officials of the Board's decision.

Spotted Turtle Data

The Board reviewed the current data from the Natural Resource Management Department on GPD's spotted turtle population at The Rookery.

Vehicle Counter Data

The Board was provided with the vehicle counter data for Observatory Park.

GEAUGA PARK DISTRICT FOUNDATION

Mr. Curtin reported that the Observatory Park Capital Campaign has reached 88% of their goal for a total of \$1,856,254). They campaign should be complete by the end of June.

The Foundation Trustees have two meetings scheduled, one on September 6 and the other on December 6.

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.

The Board reviewed the final project costs for the stream riparian restoration at Orchard Hills. There were no questions.

NEW BUSINESS

MEYER CENTER HVAC IMPROVEMENT PROJECT

Requests for proposals were sent to three firms that were selected from the biannual prequalified listing of firms on May 21, 2012. On June 5, 2012, two design and engineering proposals were received for the Donald W. Meyer Center HVAC improvement project.

The breakdown of these proposals is listed below:

Company	Lump Sum Proposal	Design Schedule
URS Corporation	\$38,470	12 weeks
Westlake, Reed, Leskosky	3.85% of construction costs + \$3,000 reimburse.	13 weeks
CT Consultants	Did not submit	

Based upon the accuracy of the completed proposal, a known cost of \$38,470, shorter schedule, similarly completed projects and a good previous work history, it was recommended that the Board enter into a contract with URS Corporation.

Mr. Leech made a motion to enter into an agreement with URS Corporation in the amount of \$38,470 for the Donald W. Meyer HVAC improvement project.

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

2013 TEMPORARY DRAFT BUDGET

The Board was provided with the 2013 temporary budget for their review.

Mr. Patterson commented that the 2013 budget is down 3% overall and that budgeted items have stayed flat or decreased, except for worker's compensation.

The Board will vote on the budget at the July meeting.

LEVY RESOLUTION FOR BOARD OF ELECTIONS, RESOLUTION NO. 20-12

Mr. Patterson reviewed the levy resolution and explained that it has been certified by the Geauga County Auditor's Office and that it will be sent to the Board of Elections. He explained that approval of the levy will decrease taxes, in that there are two levies - one from 1993 and the other from 1995 - and that the 1995 levy will be dropped and the 1993 levy will be replaced with one mill. In essence, taxpayers would be paying 16-18% less to support the parks.

Mr. Curtin advised the Board that the notice requirements of ORC 121.22 and the implementing rules adopted by the Board thereto were complied with for the meeting.

Mr. Leech introduced the following Resolution and moved its adoption:

RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX IN EXCESS OF THE TEN MILL LIMITATION FOR THE BENEFIT OF GEAUGA PARK DISTRICT

RESOLUTION NO. 20-12

WHEREAS, the amount of taxes which may be raised within the ten mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Geauga Park District; and

WHEREAS, two existing Geauga Park District levies of 1.0 mill each will expire at the end of 2012 and Geauga Park District desires to permit the 1995 1.0 mill levy to expire and further desires to replace the 1993 1.0 mill levy with a 1.0 mill levy for a period of 20 years in order to properly provide for the necessary requirements of the Park District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Geauga Park District, Geauga County, Ohio, two thirds of all members elected thereto concurring, that it is necessary to levy a tax in excess of the ten mill limitation for the purpose of preserving, protecting, operating, maintaining, improving, and acquiring

lands and parks of the Geauga Park District under the provisions of Ohio Revised Code Section 1545.21 and 5705.19 (H) at a rate not exceeding 1.0 mills for each one dollar of valuation, which amounts to 0.10 cents for each \$100 of valuation, for a period of 20 years, which is a replacement levy at the same rate as an existing levy; and

BE IT FURTHER RESOLVED that the question of levying such additional taxes be submitted to the electors of Geauga County at the General Election to be held at the usual voting places within said Geauga County on the 6th day of November, 2012; and

BE IT FURTHER RESOLVED that said levy be placed upon the tax list of the current year after the February settlement next succeeding the election, if a majority of the electors voting thereon vote in favor thereof; and

BE IT FURTHER RESOLVED that the Clerk of the Geauga Park District Board of Commissioners be and is hereby directed to certify a copy of this Resolution to the Board of Elections, Geauga County, Ohio by close of business on August 8, 2012 and to notify said Board of Elections to cause notice of election on the question of levying said tax to be given as required by law.

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

Adopted this 12th day of June, 2012.

PERSONNEL STATUS CHANGES

Chief Ranger Retirement, Resolution No. 21-12

Robert Urban retired as Chief Ranger on May 31, 2012. The Board was asked to rescind the appointment of Robert Urban as a Chief Ranger (*Resolution No. 20-05, Geauga Park District Minutes, July 19, 2005, Book 6, Page 304*).

Mr. Petruziello made a motion to rescind the appointment of Robert Urban as a Geauga Park District Chief Ranger.

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

Robert Urban - Auxiliary/Special Status, Resolution No. 22-12

The Board was asked to approve auxiliary/special status for Robert Urban. Mr. Urban will remain in auxiliary/special status to retain his Ohio Police Officer Training Academy (OPOTA) Commission. In this status, he is not a Geauga Park District employee nor will he be paid.

Mr. Leech made a motion to approve auxiliary status for Robert Urban.

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

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare a NEC Projector, two Dell Inspiron laptops and five Dell Dimension workstations as surplus property.

Mr. Petruziello made a motion to declare a NEC Projector, two Dell Inspiron laptops and five Dell Dimension workstations as surplus property.

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

- Mr. Petruziello commented that he would like the Board to review the Park District's mission statement. Mr. Patterson and Mr. Leech concurred and suggested scheduling a special meeting to revisit the mission statement.
- Mr. Patterson asked about the GPD website statistics. Sandy Ward, Communications Specialist, explained that the statistics track visitor usage.

QUESTIONS/COMMENTS FROM THE PUBLIC

Diane Jones and John Ralph asked if the Foundation meetings are open to the public. Mr. Curtin explained that the organization is a 501(C)(3) and may not be subject to the Sunshine Laws. He suggested that Mrs. Jones and Mr. Ralph send a letter to the Foundation asking if they can attend the meeting.

EXECUTIVE SESSION - ROLL CALL

Mr. Leech moved to go into Executive Session at 5:04 p.m. for the purpose of discussing land acquisition and discipline of an 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 5:45 p.m. The following item was discussed for resolution:

Land Acquisition

Middlefield Village

Mr. Leech moved to authorize the Executive Director to enter into negotiations for real property located in Middlefield Village.

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 May 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 5:50 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