

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
March 13, 2012**

The regular meeting of the Geauga Park District Board was held on March 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
Brett Bellas, Maintenance Supervisor
Gloria Freno, Accountant
John Hayhurst, Ranger Lt.
Paige Hosier, Marketing & Admin. Services Director
Don Lombardy, Information Technology Manager
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:

Pat Leech
Glen Miller, *The Maple Leaf*
Marlene Miller
John Ralph
Iola Skinner
Nora Stanton, Ohio Horseman's Council
Tom Sterlekar

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

ADOPTION OF THE AGENDA

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

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

ADOPTION OF THE MINUTES

Mr. Leech moved to adopt the minutes of February 14, 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 Tom Sterlekar, Glen Miller, Iola Skinner, Marlene Miller, Nora Stanton, Pat Leech and John Ralph.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District		
FINANCIAL STATEMENT MONTH ENDED		
February 29, 2012		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE FEBRUARY 1, 2012		
		3,777,048.63
EXPENDITURES & OTHER USES		
		302,512.55
Personnel	219,645.68	
Medicare	3,154.74	
Dental /Hospitalization	40,028.08	
PERS (Previous Month adjustment, no disbursement)	-29,629.24	
Vouchers	69,313.29	
REVENUES & OTHER SOURCES		
		29,570.54
<u>Gifts & Donations</u>		
	748.50	
- Patrons - TWW donation box/bird seed (\$463.50)		
- Patrons - Honcey Memorial (\$285.00)		
<u>Fees</u>		
- Programs - Schools - Out-of-county		
	774.00	
- Camping		
	180.00	
- Utility fees		
	1,745.00	
- Workshops - General - Public program		
	306.00	
<u>Sales</u>		
- Tapper's Treasures - MC		
	65.01	
- Tree Tops - TWW		
	1,778.86	
<u>Other Receipts</u>		
- Tax reimbursement/Lease fee - Exempt properties		
	1,182.00	
- Swine Creek house - Harry		
	400.00	
- Burton Wetlands house- Kolar		
	400.00	
- Hyde house - McKinnon		
	400.00	
- Chickagami house - Mast		
	400.00	
- Citation Disbursement		
	60.00	
- Recycling Proceeds - Steel/Aluminum		
	24.94	
- Local Government Funds		
	11,328.98	
- Miscellaneous Receipts		
	9,777.25	
Various agencies - Regional Parks Conference fee (\$4,365)		
Hostetler - Timber proceeds from Park lumber (\$5,300)		
Mast - Jury duty reimbursement (\$25)		
Western Reserve Farm Co-Op - Annual distribution (\$87.25)		
ENDING FUND BALANCE AS OF FEBRUARY 29, 2012		\$ 3,504,106.62

<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE FEBRUARY 1, 2012		855,057.05
EXPENDITURES & OTHER USES		300.00
Vouchers	300.00	
REVENUES & OTHER SOURCES		14,949.99
<i>Gifts & Donations</i>	14,500.00	
- Steffee, Ray - Observatory Park		
<i>Royalties/In-Lieu Fees</i>	449.99	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
ENDING FUND BALANCE AS OF FEBRUARY 29, 2012		\$ 869,707.04
<u>RETIREMENT RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE FEBRUARY 1, 2012		82,318.62
EXPENDITURES & OTHER USES		0.00
REVENUES & OTHER SOURCES		0.00
ENDING FUND BALANCE AS OF FEBRUARY 29, 2012		82,318.62

VOUCHER RESOLUTION NO. 09-12

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. 09-12, 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

Honoring Dr. Mark Rzeszotarski, Resolution No. 10-12

Board President James Patterson read the following resolution in honor of Dr. Mark Rzeszotarski's service to the Board:

***WHEREAS**, Dr. Mark Rzeszotarski was appointed to the Geauga Park District Board of Commissioners in August 1995 and has served faithfully for sixteen years;*

***WHEREAS**, Dr. Mark Rzeszotarski's dedication to the mission and values of Geauga Park District has been demonstrated through his thoughtful and insightful leadership;*

***WHEREAS**, Dr. Mark Rzeszotarski's devotion to the Park District extended beyond his duties as Park Commissioner, as evidenced by his selfless volunteer service during the Annual Swine Creek Butterfly Count for the past 21 years, his caretaking of the wildflower garden at the Geauga County Fair Building, and his representation of Geauga Park District at numerous community events;*

***WHEREAS**, Dr. Mark Rzeszotarski demonstrated his commitment to fiscal responsibility through his service on the Geauga Park District audit committee;*

***WHEREAS**, Dr. Mark Rzeszotarski's wise and prudent leadership helped to garner state-wide, national and international recognition for the Park District's superior facilities and services;*

***WHEREAS**, Dr. Mark Rzeszotarski is known as the "connoisseur" of homemade peanut brittle, enjoyed by both Park District staff and volunteers;*

***WHEREAS**, Dr. Mark Rzeszotarski is to be commended for his dedication, loyalty and valuable contributions to the Park District;*

***THEREFORE BE IT RESOLVED**, the Geauga Park District Board of Commissioners, its staff and volunteers extend their gratitude to Dr. Mark Rzeszotarski for his efforts in preserving a vital resource.*

Mr. Petruziello moved to adopt Resolution No. 10-12, Resolution Honoring Dr. Mark Rzeszotarski. 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

On behalf of the Board, Mr. Patterson expressed his appreciation to Dr. Rzeszotarski for his many years of service. The Resolution will be presented to Dr. Rzeszotarski at the Volunteer Brunch on April 21, 2012.

Pinebrook BioBlitz Presentation

Paul Pira, Natural Resource Management Director, provided a presentation on the results from the 2011 Bioblitz at Pinebrook Preserve where 727 species were documented. The Board thanked Mr. Pira for his informative presentation.

UNFINISHED BUSINESS

PARK UPDATES

Ellerin Property

The Planning Department continues to work on the master plan for the Ellerin property and met with officials from Cleveland Metroparks regarding possible trail connections on the property. The master plan should be completed sometime in the fall.

The Maple Highlands Trail

Survey work is underway and base maps should be completed by the end of March.

Observatory Park

Work is continuing on some minor issues and also some warranty work.

Orchard Hills Park

Representatives from National Resources Conservation Service reviewed the erosion problem on the sledding hill and recommended installing a drain and perforated pipe to alleviate the situation.

ENVIRON Research Agreement

Mr. Curtin informed the Board that ENVIRON has withdrawn its offer to provide a free ecosystem services study in light of other pro-bono opportunities.

Email Accounts for Board Members

Mr. Curtin informed the Board that the cost for providing Geauga Park District email accounts for each board member would be \$6.25/per month.

Snowbelted Exhibit

The *Snowbelted* Exhibit has been dismantled. Total attendance was 14,309 (adults and children). Mr. Curtin reported that the exhibit was under budget due to partnerships and donations.

Park District Levy

Mr. Curtin informed the Board that a combine-renew levy cannot be considered as no such combination exists, but rather a combine-replace-reduce levy. A levy resolution will be presented at an upcoming board meeting.

Youth Fishing Program

The Union Sportmen's Alliance, along with the Ohio/Kentucky Bricklayers and Allied Craft workers, will host a youth fishing program for special needs children at Walter Best Preserve on June 9, 2012. The rain date is June 10.

Deer Management Program

The Board was presented with the final results of the Park District's Deer Management program. The number of deer harvest this year was 63, compared to 110 in 2010. John Oros, Operations Director, indicated that the low numbers are due in part to the weather and low hunter turn out.

Cash Balance Projections

The Board was provided with a cash balances vs. expenses chart showing the combination of carry-over and levy revenue from 2009 projected through 2019.

Archaeological Study

An archaeological study has been requested for the wetlands property adjacent to Tare Creek Park in Middlefield as a contingency of the grant from the Water Resource Restoration Sponsor Program. Costs for the study will be paid for from the grant.

The Board approved a contract award to Weller & Associates in the amount of \$3,991.05 for the study. Mr. Petruziello expressed concern that grant agreements could be used to stipulate how the property is managed.

Observatory Park

Mr. Leech mentioned that he thought the surface material used along the planetary path at Observatory Park was too soft. Mr. Curtin reported that there are several options available to make it firmer, such as adding an epoxy material to the mix as well as removing some of the material.

Mr. Curtin reported that the International Dark Sky Park sign is being fabricated by the park's construction department and should be done soon.

GEAUGA PARK DISTRICT FOUNDATION

Mr. Patterson and Mr. Petruziello, who attended the meeting, commented that they were impressed with the Foundation, saying that they are a dedicated and professional group.

The Foundation Trustees met recently and are working on the final stages of the Observatory Park Capital Campaign. They will be hosting a donor thank-you party at Observatory Park on June 15th.

CONTRACT REVIEW

There were no contracts presented for review.

NEW BUSINESS

Personnel Status Change – Ranger Resignation, Resolution No. 11-12

Joel Firem has resigned as a full-time Ranger to take a position as a part-time land steward in the Natural Resource Management Department, effective March 10, 2012. The Board was asked to rescind the appointment of Mr. Firem as a Ranger (Resolution No. 28-04 as noted in *Geauga Park District Minutes, November 16, 2004, Book 6, Page 229*).

Mr. Leech made a motion to rescind the appointment of Joel Firem as a Geauga Park District Ranger. 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

ORCHARD HILLS PARK – STREAM AND RIPARIAN RESTORATION

Three proposals were received for the Orchard Hills Park stream and riparian restoration project. The Board was asked to approve the proposal from Radick’s Landscaping in the amount of \$11,957.10 based on the following criteria:

- The submitted proposal was reviewed, determined to be complete and was the lowest and best bid.
- The submitted proposal of \$11,957.10 was well within the budgeted amount of \$24,999.
- After checking their references, it is apparent that Radick’s Landscaping, Inc. of Bainbridge, Ohio is a reputable and fiscally responsible company.
- Radick’s Landscaping, Inc. was a sub-contractor in 2010 for Orchard Hills Park, Phase I improvements which was successfully executed to completion.

Mr. Leech made a motion to award the contract to Radick’s Landscaping in the amount of \$11,957.10 for stream and riparian restoration at Orchard Hills Park.

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

Mr. Petruziello asked if school groups or volunteers could work on the project. Paul Pira, Natural Resource Management Director, commented that school groups, scouting organizations and companies have volunteered for recent projects at Orchard Hills Park to help with reforestation efforts.

REMOVAL OF INACTIVE ACCOUNTS, RESOLUTION NO. 12-12

The Board was asked to approve the closure of two funds that are currently active with the Geauga County Auditor’s Office, but no longer being used by the Park District.

The funds, described below, have a zero balance and would be removed from the list of available funds on file:

- 6012 – Park Board Debt: originally created when the Park District acquired debt to maintain a separate fund per audit requirements. It has not been used in the past 10 years.
- 6016 – Park Board Retainage: originally created when the Ohio Department of Transportation funded the construction of The Maple Highlands Trail and all retainage was required to be held in a separate fund per the terms of the grant agreement. Construction was completed in 2005 and the account has not been active since that time.

Mr. Petruziello made a motion to close and remove Funds 6012 and 6016 from the Geauga Park District list of available funds on file.

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

COBRA PIPELINE PROPOSAL

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 company has offered to pay \$30.00/per linear foot for installation of the pipeline.

The Board reviewed the current proposal and asked Mr. Curtin to reopen negotiations with the company. In addition, the Board requested that the proposal be revised to address liability issues and “best management practices” for soil and erosion control.

SURPLUS PROPERTY

The Board was asked to declare the following items as surplus property. All items will go to the Geauga County auction, except those identified as scrap.

<i>Description</i>	<i>Starting Bid</i>
5 cases of 1/2 gallon glass jugs from sugaring - no longer used	\$ 25.00
2.5 cases of 500ml glass jugs from sugaring - no longer used	\$ 30.00
1 case of 250 ml glass jugs from sugaring - no longer used	\$ 8.00
Nurit 2085 credit card reader (replaced)	scrap
Hypercom T7 plus credit card reader (replaced)	scrap
Dell Dimension 2400 computer (replaced)	\$ 25.00

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

- Mr. Patterson suggested setting up work sessions with each department to discuss the budget and review future plans.
- Mr. Leech commended the Ranger Department for their assistance and professionalism during the recent tragedy at Chardon High School.

QUESTIONS/COMMENTS FROM THE PUBLIC

John Ralph commented that he has been participating in the deer management program from its inception and agreed that the numbers were low for deer harvesting this past season. He asked the Board to consider a turkey management program due to an increase in the turkey population.

EXECUTIVE SESSION – ROLL CALL

Mr. Patterson moved to go into Executive Session at 4:46 p.m. for the purpose of discussing compensation of public employees.

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

The Board returned from Executive Session at 6:01 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

Departmental reports for the month of February 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 6:05 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