

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
May 8, 2012**

The regular meeting of the Geauga Park District Board was held on May 8, 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 Hosier, Marketing & Admin. Services Director
Wayne Kriynovich, Observatory Park Naturalist
Chris Mentrek, Observatory Park Naturalist
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
Scott Wilson, Chief Ranger

Guests:

Marilyn Fisher
Joy Keco, Ohio Horseman's Council
Tim and Tess Lannon
Glen Miller, *The Geauga Maple Leaf*
John Ralph
Iola Skinner
Nora Stanton, 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 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

April 2, April 10, and April 26, 2012 - Work Sessions

Mr. Leech moved to accept the minutes of April 2, April 10, and April 26, 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

Mr. Petruziello asked if the Natural Resource Department could supply data on raccoon management and spotted turtle projections. Paul Pira, Natural Resource Management Director, stated that representatives from the U.S.D.A. will be conducting estimates of the raccoon population at The Rookery this summer.

April 10, 2012 - Regular Board Meeting Minutes

Mr. Leech moved to accept the minutes of April 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

INTRODUCTION OF GUESTS

Mr. Curtin welcomed the guests in the audience, as well as new employees Chief Ranger Scott Wilson and Observatory Park Naturalist Wayne Kriynovich.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District		
FINANCIAL STATEMENT MONTH ENDED		
APRIL 30, 2012		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE AS OF APRIL 1, 2012		6,395,237.39
EXPENDITURES & OTHER USES		1,261,680.14
Personnel	205,663.53	
Medicare	2,960.44	
Dental /Hospitalization	41,670.94	
PERS (March payment)	44,986.51	
Transfer to Land Improvement Fund	750,000.00	
Vouchers	216,398.72	
REVENUES & OTHER SOURCES		442,555.70
<i><u>General Tax Collections</u></i>		
- Real Estate Tax	8,401.32	
- State Reimburse Tax	418,076.86	
<i><u>Investment Income</u></i>	476.39	
<i><u>Gifts & Donations</u></i>	566.50	
- C.A.S.- Donation for Archives & Library at Nassau - \$500.00		
- T.W.W. Waterfall pond - change collected - \$16.50		
- Memory of Ken Kinder - for T.W.W. Critters - \$50.00		
<i><u>Fees</u></i>		
- Programs - Schools - Out-of-county	100.00	
- Camping	185.00	
- NAF Table Fees	50.00	
- Utility fees	475.00	
- Workshops - General - Public program	77.00	
<i><u>Sales</u></i>		
- Tapper's Treasures - MC	1,067.02	
- Tree Tops - TWW	2,462.93	

<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	
- Local Government Funds	8,913.08	
- Miscellaneous Receipts	94.60	
- 20% Art Sales Commission - Saps A Risin - \$94.60		
ENDING FUND BALANCE AS OF APRIL 30, 2012		\$ 5,576,112.95
<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE AS OF APRIL 1, 2012		1,000,393.44
EXPENDITURES & OTHER USES		23,251.92
Vouchers	23,251.92	
REVENUES & OTHER SOURCES		750,653.67
<u>Investment Income</u>	105.09	
<u>Transfer from General Fund</u>	750,000.00	
<u>Royalties/In-Lieu Fees</u>	548.58	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
ENDING FUND BALANCE AS OF APRIL 30, 2012		\$ 1,727,795.19
<u>RETIREMENT RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE AS OF APRIL 1, 2012		82,318.62
EXPENDITURES & OTHER USES		0.00
Vouchers	0.00	
REVENUES & OTHER SOURCES		9.03
<u>Investment Income</u>	9.03	
ENDING FUND BALANCE AS OF APRIL 30, 2012		\$ 82,327.65

VOUCHER RESOLUTION NO. 16-12

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. 16-12, 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 a letter received by Jim Patterson from Martha Cathcard who expressed her disappointment that the trail at Frohring Meadows was closed due to the recent coyote activity. A letter responding to her concerns has been prepared.

OPEN TO THE PUBLIC

Mr. Curtin introduced Chris Mentrek, Observatory Park Naturalist.

Mr. Kriynovich and Mr. Mentrek shared with the Board some of the projects they are working on, for example, classroom presentations, planetarium programs, open houses, curriculum development for summer camps and special event programming.

Comments from Public

Mrs. Fisher asked if state tax cuts will impact GPD. Michele Pennell, Chief Financial Officer, responded that the cuts will impact the Park District, but that we have budgeted for the cuts.

Tim and Tess Lannon expressed their appreciation for everything the Park District provides to the public. They enjoyed camping in the parks and commented that they have camped every month during 2011.

Certificate of Appreciation

The Board extended their appreciation to Cub Scout Pack 92 for assisting with the clean-up of the Hemlock Trail in Big Creek Park.

UNFINISHED BUSINESS

PARK UPDATES

The Maple Highlands Trail

Engineering work continues on The Maple Highlands Trail, northern and southern connectors.

Observatory Park

Repairs have been made to the cabling system on the roof of the Oberle Observatory.

Orchard Hills Park

Work on additional riparian plantings has been delayed due to recent rains.

Playgrounds

Mr. Curtin presented information on play areas/trails, including a conceptual drawing developed by Senior Naturalist Dan Best for a play area at Burton Wetlands.

Ecosystem Services Valuation

A representative from ENVIRON will be meeting with the Natural Resource Department to gather GIS data for the ecosystems services valuation which is being conducted.

Fish Stocking Update

Mr. Curtin reported that the following parks have been stocked with fish: Orchard Hills - 150 bass (12-14") and Swine Creek Reservation - 150 bass and 75 bluegill.

Vehicle Counter Data

The Board was provided with the vehicle counter data for Frohring Meadows.

Worker's Compensation Rates

The Board reviewed the worker's compensation rates for 2012. The Park District budgeted \$55,835 based on estimates and the actual was \$31,298, a savings of \$24,536 from the budgeted amount. It is estimated that the premium for the 2013 will be \$141,960 based on an increase in worker's compensation claims over the last few years. In 2014, one large claim will drop off and one claim will remain.

GPS Units for Ranger Department

Mr. Curtin reported that GPS units for the Ranger Department are not available due to compatibility issues with the Spillman software the department uses. Other options will be explored.

Communication Tower Upgrades

The Park District was approached by City of Cleveland officials on proposed communication upgrades to the cell tower at Frohring Meadows. The City needs to upgrade their emergency system and have asked permission to place equipment on the tower and to build a small utility building nearby. This would be done at no cost to the Park District.

After some discussion, the Board agreed to table the issue for time to explore other options.

GEAUGA PARK DISTRICT FOUNDATION

The Board was updated on the status of current fundraising campaigns undertaken by the Foundation in 2012: Annual Campaign (\$25,789), NatureScopes (\$6,958), The Chip Henry Institute (\$2,906), Caveman Crawl (\$2,275 in scholarships), Observatory Park (\$84,753).

Mr. Curtin reported that "The City Dark" documentary on light pollution sponsored by the Foundation was well received and will be shown to South Franklin Circle residents and also at the Cleveland Museum of Natural History in the future.

The Foundation will be participating in the following upcoming events: Art by the Falls, Caveman Crawl and Nature Arts Festival.

The Foundation trustees will be hiring two part-time staff to assist with accounting and clerical needs.

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. There were no questions from the Board.

COBRA PIPELINE AGREEMENT

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.

Mr. Curtin reported that the company has submitted a final offer of \$30/foot, but have not stated what size pipe would be laid within the easement. The Board agreed to table the issue until that information is received from the company.

NEW BUSINESS

CODE OF ETHICS, PERSONNEL POLICY 218.1, RESOLUTION NO. 17-12

The Board was asked to approve Personnel Policy 218.1 (Code of Ethics):

Employees shall comply with the Ethics requirements of Chapter 102 of the Ohio Revised Code and related statutes. Upon their hire, all employees shall be provided and acknowledge receipt of a copy of the Ohio Ethics Law.

Employees shall conduct themselves in a manner above reproach at all times and shall not use their position for personal gain in such a way as to violate public trust. Acceptance of money, gifts, or services by an employee is prohibited.

Employees having direct dealings with individuals shall treat those individuals with courtesy, and in a respectable, efficient and effective manner.

Violation of the ethics law, this code of Ethics or discourteous treatment of the public may be considered grounds for discipline and may also subject the employee to criminal prosecution .

Mr. Leech made a motion adopt Personnel Policy 218.1, Code of Ethics.

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

PRIORITIZATION OF PROJECTS FOR 2013

The Board discussed the 2013 project priority and cost listing data supplied by the Planning Department. Future projects include: Maple Highlands Trail North & South, Hyde-Kaplan Park development, Observatory Park (Nassau Station renovation and trail system), playground improvements at various parks, and Ellerin Park development.

They also discussed recommendations and cost estimates for mountain bike trail locations, equestrian trails and dog parks. Mr. Patterson commented that he would like GPD to allow bike riders on all trails. Mr. Curtin stated that the Planning Department would analyze the trails for suitability for bicycle use and provide recommendations for specific trails.

The Board decided to table the prioritization of projects for further review and stated that they would make a decision at the May 24th work session.

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare an Epson Stylus Photo 820 Inkjet Printer as surplus property.

Mr. Petruziello made a motion to declare an Epson Stylus Photo 820 Inkjet Printer 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. Leech welcomed Chief Ranger Scott Wilson.
- Mr. Petruziello asked representatives from the Ohio Horseman's Council if they had a preference as to the type of material used on trails (man-made vs. natural). Mrs. Keco responded that they would prefer a natural surface for the horses.
- Mr. Leech asked if a looped version of "The City Dark" could be shown at the fair display this year.

QUESTIONS/COMMENTS FROM THE PUBLIC

Mrs. Fisher asked if fracking could be prevented on park property. Mr. Curtin responded that the Park District has a legal opinion which prevents drilling on park lands.

EXECUTIVE SESSION - ROLL CALL

Mr. Leech moved to go into Executive Session at 4:48 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 5:18 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 April 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 5:26 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