

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
November 13, 2012**

The regular meeting of the Geauga Park District Board was held on November 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
Anna McDonald, Executive Secretary
Gloria Freno, Accountant
Paige Orvis, Marketing & Admin. Services Director
Robin Pilarczyk, Human Resources Manager
Michele Pennell, Chief Financial Officer
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director
Sandy Ward, Communications Specialist
Scott Wilson, Chief Ranger
Brett Bellas, Maintenance Supervisor

Guests:

John Augustine
Glen Miller, *The Geauga Maple Leaf*

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 accept the minutes of October 9, 2012.

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. Leech moved to accept the minutes of October 16, 2012.

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	Abstain

Mr. Leech moved to accept the minutes of October 24, 2012.

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 John Augustine, GPD Staff Members and other guests in the audience.

PRESENTATION OF FINANCIAL STATEMENT

Geauga Park District		
FINANCIAL STATEMENT MONTH ENDED		
OCTOBER 31, 2012		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE OCTOBER 1, 2012		6,110,687.06
EXPENDITURES & OTHER USES		
Personnel	218,330.86	
Medicare	3,159.41	
Dental /Hospitalization	41,412.00	
PERS (Sept payment)	48,257.28	
Vouchers	106,314.90	
EXPENDITURES & OTHER USES		417,474.45
REVENUES & OTHER SOURCES		
<i>Investment Income</i>	530.78	
<i>Fees</i>		
- Programs - Schools - Out-of-county	25.00	
- Camping	200.00	
- Utility fees	1,500.00	
- Workshops - General - Public program	436.00	
- Programs - General - Public Program	8.00	
<i>Sales</i>		
- Tapper's Treasures - MC	129.79	
- Tree Tops - TWW	2,414.50	

<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	
- Citation Disbursement	40.00	
- Refunds - Property Tax Refund - St. Mary/Stafford properties	5,374.08	
- Local Government Funds	5,922.71	
- Auction Proceeds - Ford Explorer	4,532.50	
- Miscellaneous Receipts	2,068.84	
- GPD Foundation - Lease payment July - October \$1,728.00		
- Patrons - Public records request fees - \$0.84		
- Void- North Coast Scuba - re-issue for different amount - \$340		
REVENUES & OTHER SOURCES		24,782.20
ENDING FUND BALANCE AS OF OCTOBER 31, 2012		5,717,994.81
* Beginning balance adjusted by pay-in 2012-00003544 for \$2,261.26 posted after month end for previous month by Auditor's office		
<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE OCTOBER 1, 2012		2,445,334.64
EXPENDITURES & OTHER USES		
Vouchers	223,834.80	
-		
EXPENDITURES & OTHER USES		223,834.80
REVENUES & OTHER SOURCES		
<u>Investment Income</u>	178.98	
-		
<u>Gifts & Donations</u>	0.00	
- GPD Foundation Observatory Park Transfer		
<u>Royalties/In-Lieu Fees</u>	1,195.80	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
REVENUES & OTHER SOURCES		1,374.78
ENDING FUND BALANCE AS OF OCTOBER 31, 2012		\$ 2,222,874.62

<u>RETIREMENT RESERVE ACCOUNT</u>		
-		
BEGINNING FUND BALANCE OCTOBER 1, 2012	\$	82,354.97
EXPENDITURES & OTHER USES		0.00
Vouchers	0.00	
REVENUES & OTHER SOURCES		6.86
<i>Investment Income</i>	6.86	
ENDING FUND BALANCE AS OF OCTOBER 31, 2012	\$	82,361.83

FINANCIAL STATEMENT

The Board was provided a copy of the October 2012 Financial Statement.

Mr. Leech moved to adopt the October 2012 Financial Statement as final and for filing of record.

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

VOUCHER RESOLUTION NO. 48-12

The Board asked for clarification on a few of the voucher expenditures. Research on a question by the Board regarding bridge repair at the Rookery is being conducted and the findings will be reported to the Board.

Mr. Petruziello moved to adopt Voucher Resolution No. 48-12, 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. Petruziello	Yes
Mr. Patterson	Yes
Mr. Leech	Yes

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

OPEN TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

Amending Resolution No. 39-12, Ranger Radio Upgrade

The Board was provided with an Amended Resolution No 39-12, to reflect a name change of the vendor the radios were purchased from.

Mr. Leech moved to amend Resolution No. 39-12, Ranger Radio Upgrade to reflect Motorola Solutions as the vendor the radios were purchased from.

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

Research Grants – Request for Payment

The Board was provided with final reports for grant projects approved by the Board in January 2011 and January 2012. The Board questioned if the project data received by the Park District was valuable and whether this information could be shared with local schools. Mr. Curtin reported that the grant projects provide the Park District with excellent information for areas/subjects that the Park District does not have time to research and have created baseline studies on many subjects. The Park District has done public programs on research projects in the past, and that there are elements of the grant reports that can be included in our Elementary, Middle and High school programs. All Board members were impressed with the quality and findings documented in the grant reports.

Mr. Petruziello moved to approve payment of the following grant proposals:

2011/2012 Interactions among top-down regulators and their influences on structure and function of detrital forest-floor food web resources. Second year report included in CD and final payment requested. (Dr. Hickerson)
Balance Due: \$2,900.80

2012 Crickets, Katydid and Habitat Restoration: Frohring Meadows and Orchard Hills from 2008-2012. (Lisa Rainsong)
Balance Due: \$1,500.00

2012 Interconnectivity of the Mussel Fauna in the Geauga County Highlands. (Dr. Krebs)
Balance Due: \$3,000.00

2012 Amphibian Declines in Northeastern Ohio. (Timothy Matson)
Balance due \$3,000.00

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

PARK UPDATES

Meyer Center – HVAC System

Drawings and study of the system will be complete by the end of November. The report will be reviewed in December and action recommended.

Park Bridge Inspections

All park bridges have been inspected, and GPD is waiting on the engineering report.

Observatory Park Wind Turbine

The foundation for the wind turbine will be laid at Observatory Park the week of November 26, 2012.

Memorial Tree

A tree will be planted at Beartown Lake in memory of David Gorham. Date of the memorial planting to be determined based on Board and family availability.

Court Subpoena

A subpoena was received by the Park District to testify at the trial of an individual who, while riding a motorcycle on Savage Road adjacent to Frohring Meadows, swerved to miss a deer and subsequently hit a CEI utility pole. The Park District is requested to testify, RE: the deer population problem in the area.

Insurance Claim

The Park District has received a payment of \$880.00 from the insurance company for truck damage incurred when a truck bumped into a tree stump. (Total Damage approximately \$1,400.00 less a \$500.00 deductible).

Frohring Meadows Radio Tower

The Geauga Sheriff's office is waiting for the revised agreement from the City of Cleveland to tie into the radio tower for emergency radio service. East Ohio Gas has given the O.K. for gas line power to the generator.

Controlled Hunting Program

The Board was provided with postcards sent to the public regarding the controlled hunting program which will take place at The West Woods on November 26, 27, 30 and December 1, 2012. There was discussion regarding the hunter qualification process, number of qualified hunters, total number of deer harvested and Park areas where hunting is permitted. All questions were answered satisfactorily, and the Board was advised that they would receive a report in December including data on number of participating hunters and deer harvested.

GEAUGA PARK DISTRICT FOUNDATION REPORT

There was no report from the Foundation.

CONTRACT REVIEW

There were no items presented for contract review.

NEW BUSINESS

2013 Vision Reimbursement Benefit, Resolution No. 45-12

The Board was provided with information regarding employee participation and current rates for the 2012 Vision Reimbursement Benefit. It was recommended that benefits remain the same and continue for 2013.

Mr. Leech moved to adopt the 2013 Vision Care Coverage Rates, Resolution No. 45-12, to become effective January 1, 2013.

- \$200 total reimbursement benefit for each full-time employee and his/her family*
- \$100 total reimbursement benefit for each part-time employee and his/her family*

(*A family is identified as spouse and IRS dependents only).

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 Meal Allowance

The Board was provided with information on the 2012 daily meal allowance when an overnight stay is required by an employee for training attendance.

Mr. Petruziello moved to maintain the current daily meal allowance of \$50.00 for 2013.

Mr. Leech seconded the motion and the roll being call upon its adoption, the vote resulted as follows:

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

2013 Uniform Allowance, Resolution No. 46-12

The Board reviewed the proposed uniform allowance for 2013 and agreed to maintain the current levels:

- \$250 for full-time field employees
- \$825 for full-time Rangers, per FOP contract
- \$100 for part-time "field" employees
- \$200 for part-time "field" employees (if steel-toed boots are required)
- \$100 for full and part-time office staff

Mr. Leech moved to adopt the 2013 Uniform Allowance, Resolution No. 46-12, effective January 1, 2013.

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

Appointment of Legal Counsel, Resolution No. 47-12

As required by the Ohio State Auditor, legal counsel must be appointed each year. Request for Proposals were sent to four (4) law firms to provide general legal services to the Geauga Park District during 2013. The services requested included public sector law, land acquisition, human resources (including bargaining), risk management and special litigation. The firms were chosen based on their area of specialty.

Three firms (Ulmer & Berne, Squire Sanders, LLC and Peterson & Ibold) did not respond with proposals. One firm, Thrasher, Dinsmore and Dolan, responded with proposal. After reviewing the proposal and taking into consideration their fee structure and prior experience with the Park District, the Board agreed to continue using the law firm of Thrasher, Dinsmore & Dolan in 2013.

Mr. Leech moved to enter into an agreement with Thrasher, Dinsmore & Dolan to provide legal services for 2013.

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

Revenue Certification, Resolution No. 49-12

Revenue Certification requests to adjust certifications for both the Land Improvement and General Fund were submitted to the Board by the Finance Department based on estimates to end the fiscal year 2012. Certifications for the General Fund were requested to be increased by a total of \$83,861.56 and Certifications for the Land Improvement Fund were requested to be increased by \$231,070.76.

A memorandum from the Finance Department indicated the greatest variations were seen in State reimbursed personal property tax in the General Fund, which is estimated to end the year larger than first budgeted and State reimbursed grants and donations in the Land Improvement Fund, which are increased over estimates.

Mr. Leech made a motion to approve the Revenue Certification, Resolution No. 49-12.

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

Request for New Account – State/Reimbursed Grants, Resolution No. 50-12

The Board received information on *Request for Fund Approval or Additional Line Items* to be filed with the Geauga County Auditor to create a new account, "State/Reimbursed Grants" which is to be maintained in the Land Improvement Fund. This new account is needed for grants that no longer fit in the modified chart of accounts provided to us by the Geauga County Auditor which changed the previously named "Grant" account to "Federal Grants".

Mr. Leech made a motion to approve the Request for New Account, Resolution No 50-12.

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

Appropriations Transfer, Resolution No. 51-12

The Board was asked to approve the transfer of \$25,000.00 from the Land Improvement Contracts – Projects Account, to the Land Acquisition Fund. The \$25,000.00 will cover the remaining land purchase in Montville Township.

Mr. Leech made a motion to approve Appropriations Transfer, Resolution No 51-12.

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

Insurance Consulting Services

Every three years Geauga Park District initiates Requests for Proposal for liability insurance. It was recommended that Board approve the use of Sutton Insurance Agency to initiate these requests. All questions from the Board were answered satisfactorily.

Mr. Leech made a motion to approve the use of Sutton Insurance Agency to initiate Requests for Proposal for liability insurance as follows:

Period of Consulting: 6 months commencing December 1, 2012

Consulting Fee: \$3,800 **NOTE:** Same fee as charged 3 years ago. No fee increase for this service.

Services: Prepare and send out Request for Proposals on behalf of the Geauga Park District for Liability Insurance and provide Geauga Park District with detailed proposal information.

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

Surplus Property

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

	Inventory No.	Description	Starting Bid
1	211	Honda Generator - motor does not work	scrap
2	282	Briggs & Stratton 1 HP motor - does not work - replaced	scrap

Mr. Petruziello made a motion to declare the above outlined property as surplus.

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 expressed his appreciation on the vote for the Park District Levy and the support of staff and the community. Mr. Petruziello was happy to learn that the Geauga Park District received two awards from OPRA for Observatory Park and Orchard Hills, but felt that we should have received the top honors for Observatory Park. Mr. Patterson requested a date change for the January 8th Board of Commissioner’s meeting due to a conflict.

QUESTIONS FROM THE PUBLIC

John Augustine addressed the board regarding the use of lead-based ammunition for deer culling in the Park. He brought up the possibility of requiring the use of copper-based ammunition to limit the exposure of lead which can be toxic to scavenger animals and humans who consume the meat. Mr. Augustine cited studies conducted in California which documented Condor illness and death from consuming animals contaminated from lead-based ammunition. Chief Wilson noted that there are a greater number of hunters switching to copper-based ammunition and Mr. Curtin advised that the Park District would discuss the possibility of requiring the use copper-based ammunition by Park qualified hunters.

EXECUTIVE SESSION - ROLL CALL

Mr. Petruziello moved to go into Executive Session at 4:15 p.m. for the purpose of discussing land acquisition. 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 4:32 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 July were submitted to the Executive Director and a summary sheet was forwarded to the Board prior to the meeting.

ADDITIONAL COMMISSIONER TIME

Mr. Petruziello requested that the Park District consider utilizing County-owned equipment when the need arises to rent equipment not owned by the Park District. He cited that various Geauga County townships are taking advantage of County equipment/expertise, especially regarding asphalt projects. Mr. Curtin was asked to explore this resource, specifically in relation to the upcoming repaving of the Meyer Center parking areas.

Paige Orvis approached the Board regarding the possibility of including a letter from the Commissioners to include in the Park District newsletter thanking the community for their support.

Mr. Curtin advised the Board that he will be requesting personal vacation time from July 8th thru July 26th, 2013.

The Board requested that they be kept apprised of the progress and involved in interview process for a Deputy Director.

ADJOURNMENT

The meeting was adjourned at 4:42 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 F. Patterson, President