

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
September 11, 2012**

The regular meeting of the Geauga Park District Board was held on September 11, 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
Dan Best, Senior Naturalist
Gloria Freno, Accountant
Paige Orvis, Marketing & Admin. Services Director
Robin Pilarczyk, Human Resources Manager
Paul Pira, Natural Resource Management Director
Eileen Smith, Administrative Services Coordinator
Sandy Ward, Communications Specialist
Scott Wilson, Chief Ranger

Guests:

Marilyn Fisher
Anna McDonald
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. 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

Mr. Petruziello moved to accept the minutes of August 13, 2012 as written.

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

Tour of North Operations

Mr. Patterson mentioned that he and Mr. Leech participated in an informational tour of the North Operations facility prior to the Board meeting (Mr. Petruziello had participated in a tour of the facility earlier in the year). Mr. Patterson commented that he and Mr. Leech were impressed with how orderly and clean the facility was and how well the Park vehicles are maintained.

INTRODUCTION OF GUESTS

Mr. Curtin welcomed GPD staff, Anna McDonald (newly-hired Executive Secretary), and other guests in the audience.

PRESENTATION OF FINANCIAL STATEMENT

Geauga Park District FINANCIAL STATEMENT MONTH ENDED		
AUGUST 31, 2012		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE AUGUST 1, 2012		4,301,717.20
EXPENDITURES & OTHER USES		
Personnel	224,624.56	
Medicare	3,230.23	
Dental /Hospitalization	40,881.86	
PERS (July payment)	32,522.65	
Vouchers	110,374.41	
EXPENDITURES & OTHER USES		411,633.71
REVENUES & OTHER SOURCES		
<i><u>General Tax Collections</u></i>		
- Real Estate Tax	2,859,966.80	
<i><u>Investment Income</u></i>	310.97	
<i><u>Gifts & Donations</u></i>	283.11	
- Amphitheater Donations -\$53.11		
- D. Meyer Memorial Donations - \$100.00		
- Program Donations - \$130.00		
<i><u>Fees</u></i>		
- Camping	140.00	
- NAF Table Fees	115.00	
- Utility fees	330.00	
- Workshops - General - Public program	101.00	
- Programs - General - Public Program	63.00	
<i><u>Sales</u></i>		
- Tapper's Treasures - MC	206.72	
- Tree Tops - TWW	2,090.53	
<i><u>Other Receipts</u></i>		
- 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	17.80	
- Refunds - Property Tax Refund - Orchard Hills and Pine/Dean Prop	2,788.40	
- Local Government Funds	4,781.85	
- Auction Proceeds - Weight benches and computer lot	245.00	
REVENUES & OTHER SOURCES		2,873,040.18

ENDING FUND BALANCE AS OF AUGUST 31, 2012		6,763,123.67
<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE AUGUST 1, 2012		1,695,700.97
EXPENDITURES & OTHER USES		
Vouchers	67,814.03	
EXPENDITURES & OTHER USES		67,814.03
REVENUES & OTHER SOURCES		
<i>Investment Income</i>	119.16	
<i>Royalties/In-Lieu Fees</i>	269.64	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
REVENUES & OTHER SOURCES		388.80
ENDING FUND BALANCE AS OF AUGUST 31, 2012		\$1,628,275.74
<u>RETIREMENT RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE AUGUST 1, 2012		\$ 82,342.92
EXPENDITURES & OTHER USES		0.00
Vouchers	0.00	
REVENUES & OTHER SOURCES		5.67
<i>Investment Income</i>	5.67	
ENDING FUND BALANCE AS OF AUGUST 31, 2012		\$ 82,348.59

VOUCHER RESOLUTION NO. 29-12

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. 29-12, 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 read a letter from Chuck Hess who thanked Holly Sauder, Volunteer Coordinator, for her participation in the Bainbridge Ox Roast.

OPEN TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

PARK UPDATES

Raccoon Trapping at The Rookery

Mr. Curtin updated the Board on the raccoon trapping program being implemented by the USDA at The Rookery. To date, 37 raccoons have been trapped and euthanized compared to 85 in 2011. Mr. Leech noted that there was close to a 50% reduction in the number trapped from last year. Paul Pira, Natural Resource Management Director, commented that progress is being made on reducing the population and that the program will continue for one more year.

ATV Use on Park Properties

Mr. Curtin provided additional information regarding Attorney William Zaffiro's request to allow ATVs on park property. Mr. Zaffiro's supporting documents refer to ATV usage at Silver Lake State Park in Michigan, a park that encompasses 2,936 acres of which 450 are reserved for off-road vehicle use. The other example provided was the Hatfield and McCoy Trail in West Virginia, a 300-mile trail system created by the West Virginia legislature and managed by a multi-county recreation authority. Mr. Curtin noted that GPD does not have any similar properties that would compare in size and setting to these two areas.

Purchasing Guidelines

The Board was provided with the revised Purchasing Guidelines. Mr. Petruziello mentioned that he had some additional language to be added to the guidelines. Because the revised manual is a procedures document and not a policy, no action was required of the Board.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Curtin reported that the Geauga Park District Foundation (GPDF) has received a \$25,000 challenge grant from The Coleman Foundation. If the GPDF is able to raise \$25,000 by the end of September, the Coleman Foundation will match it. To date, \$13,000 has been raised.

Preliminary plans are being discussed for conducting a capital campaign for the renovation of the Nassau Observing Station.

CONTRACT REVIEW

There were no items presented for contract review.

Mr. Curtin reported that work is ongoing on the engineering drawings for The Maple Highlands Trail (northern and southern connectors). The Park District is awaiting easement (right-of-entry) documents from First Energy so that a wetlands delineation review can be conducted.

GPD PERSONNEL POLICY REVISION, RESOLUTION NO. 27-12

The Board was presented with revisions to Personnel Policy 711.1, Cell Phones and Communication Devices which specifies Park District procedures for phone, fax and pager usage.

Mr. Leech made a motion to approve the revisions to Personnel Policy 711.1, Resolution No. 27-12. 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

2013 TAX BUDGET, RESOLUTION NO. 32-12

As part of the budget process, the Board is required to adopt a resolution certifying the tax levy millage and planned income for the following year. The Board was presented with the 2013 tax budget for their approval.

Mr. Leech moved to approve the 2013 Tax Budget, Resolution 32-12:

WHEREAS, This Board of Park Commissioners, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2013; and

WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it,

RESOLVED, By the Board of Park Commissioners of Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further,

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Amount to be derived from levies outside 10 mill limitation:

GENERAL FUND

\$6,927,607.00

Maximum Rate Authorized To Be Levied		County Auditor's Estimate of Yield of Levy
Current expense levy authorized by voters on November 8, 2005	.70	\$860,515.00
Current expense levy authorized by voters on November 3, 1992	1.00	\$1,647,741.00
Current expense levy authorized by voters on November 7, 1995	1.00	\$1,944,816.00
Current expense levy authorized by voters on November 7, 2000	1.00	\$2,474,535.00
Total levies outside 10 mill limitation	3.70	\$6,927,607.00

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

OTHER POWER-DRIVEN MOBILITY DEVICE POLICY, RESOLUTION NO. 33-12

The Board was presented with the Other Power Driven Mobility Devices (OPDMD) policy for their review. The Planning and Operations Departments conducted a review of existing GPD trails to determine which trails are most appropriate for use of OPDMDs. Based on the trail analysis and in accordance with the Americans with Disabilities Act (ADA) requirements, recommendations were made to allow electric power-driven mobility devices on designated trails.

After some discussion, the Board agreed it might be necessary to establish separate guidelines for the use of OPDMDs on The Maple Highlands Trail.

Mr. Petruziello made a motion to approve the Other Power Driven Mobility Devices (OPDMD) policy, Resolution No. 33-12, in accordance with the Americans with Disabilities Act.

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

Mr. Patterson commented that based on previous discussions a comprehensive plan may be needed to govern overall trail use for "regular" bikes, mountain bikes and ATVs (or similar mechanized vehicles). Mr. Curtin suggested the plan could also include trail usage guidelines for other groups (walkers, joggers, and horses).

NEW BUSINESS

TRANSFER OF FUNDS, RESOLUTION NO. 30-12

The Board was asked to approve the transfer of \$750,000 from the General Fund (S05) to the Land Improvement Fund (Q41). This amount represents the remaining one-half of the total amount to be transferred to the Land Improvement Fund during 2012. These are budgeted funds which will be used for current and future projects to be expensed from the Land Improvement Fund.

Mr. Leech made a motion to approve the Transfer of Funds, Resolution No. 30-12.

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

INVENTORY THRESHOLD CHANGE, RESOLUTION NO. 31-12

The Board reviewed a proposal to change the current threshold of inventoried assets from \$300 to \$500. Currently, every item purchased or received by the park district with a value of \$300 or more is tagged and included in the inventory database. A review of these items is done annually by each department to ensure there have not been any unexpected or unknown losses.

Mr. Curtin explained that of the 1,200 total items in the inventory, 26% are under \$500, yet the items under \$500 represent less than .1% of the total cost of inventory.

The Board discussed the proposal and asked if raising the threshold would result in a cost savings. Mr. McClintock commented that efficiency would be increased by reducing the number of man hours expended during inventory review time. The Board also asked about the potential of theft if the threshold were to be increased. Mr. Curtin explained that GPD supervisors do not feel that theft would be an issue as it has not been a problem in the past. The change would go into effect on January 1, 2013.

Mr. Leech made a motion to adopt the Inventory Threshold Change, Resolution No. 31-12. 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

SURPLUS PROPERTY

The Board was asked to declare a 2006 Ford Explorer 4 x 4 as surplus property.

Mr. Petruziello made a motion to declare a 2006 Ford Explorer 4 x 4 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 thanked Mr. Patterson for attending the Geauga Park District Foundation meeting and the County Auditor's Budget meeting.
- Mr. Leech commended the staff and GPDP for their hard work on a successful Observatory Park Capital Campaign. He stated the success of the campaign shows a great deal of support from the community.
- Mr. Petruziello mentioned that he and his grandchildren visited Observatory Park and enjoyed a great program presented by Naturalist Chris Mentrek.
- Mr. Patterson stated that there is an important issue on the ballot, namely, the GPD levy request. He commented that there will be both positive and negative comments about the Park District, but hopes that the negative comments are coming from people that don't have all the facts. Mr. Patterson stated that he has visited many areas of the state and feels that GPD is one of the finest park district in Ohio. Mr. Leech and Mr. Petruziello agreed.

QUESTIONS FROM THE PUBLIC

Mrs. Fisher stated that she hopes motorized vehicles will not be allowed on the trails within the Park District. Mr. Curtin responded that park policy does not currently allow motorized vehicles on the trails but that a request was brought forward asking the Board to review the policy. Mr. Patterson commented that when reviewing these types of issues or requests the Board tries to provide, if they are able, the most benefit for the greatest number of people.

Mrs. Fisher also complimented the Park District on placing handicap parking spaces close to the facilities.

EXECUTIVE SESSION - ROLL CALL

Mr. Leech moved to go into Executive Session at 4:35 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 4:46 p.m.

The following item was brought forward for resolution:

Land Negotiation – Montville Township

Mr. Leech moved to authorize the Executive Director to enter into negotiations for real property located in Montville 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 August 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 4:52 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