

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

The regular meeting of the Geauga Park District Board was held on December 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
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
Aaron Young, Planning Director
Scott Wilson, Chief Ranger
Paul Pira, Natural Resource Management Director
Amanda Stith, Development Associate
Kimberly Czuchnicki, Secretary
Don Lombardy, Information Technology Manager

Guests:

John Augustine
Glen Miller, *The Geauga Maple Leaf*
Tom and Diane Jones, *Wind in the Woods Farm*
Nora Stanton, *Ohio Horsemen's Council*
John A. Ralph, *Judge Grendell's Office*
Michael Brown

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 November 13, 2012 as amended.

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

INTRODUCTION OF GUESTS

Mr. Curtin welcomed guests Tom and Diane Jones, Nora Stanton, John Ralph, Michael Brown, Glen Miller and GPD Staff Members. Eileen Smith introduced Kimberly Czuchnicki, Geauga Park District's new part-time secretary.

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided a copy of the November 2012 Financial Statement. The Board asked for clarification on items. All questions were answered satisfactorily.

Geauga Park District FINANCIAL STATEMENT MONTH ENDED NOVEMBER 30, 2012

GENERAL FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2012	5,716,964.81
EXPENDITURES & OTHER USES	
Personnel	337,457.72
Medicare	4,900.53
Dental /Hospitalization (including McIntock waiver/ McDonald COBRA)	43,562.96
PERS (Oct payment)	3,155,268.00
Vouchers	131,254.77
EXPENDITURES & OTHER USES	3,672,443.98
REVENUES & OTHER SOURCES	
<u>General Tax Collections</u>	
- Real Estate Tax (Public Housing Distribution)	1,275.90
<u>Investment Income</u>	
	507.77
<u>Gifts & Donations</u>	
- Cleveland Touring Club - Bike Maintenance Station donation	998.70
<u>Fees</u>	
- Programs - Schools - Out-of-county	150.00
- Camping	160.00
- Canoe and Kayak	115.00
- Utility fees	1,230.00
- Workshops - General - Public program	558.00
<u>Sales</u>	
- Tapper's Treasures - MC	61.66
- Tree Tops - TWW	2,230.64
<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 - Overpayment on invoice - NEO Electric	116.40
- Local Government Funds	5,475.69
- Miscellaneous Receipts	2,490.63
- GPD Foundation - Lease payment December \$492.00	

- Public Entities Pool of Ohio - Insurance Claim Payment \$888.72
- Western Reserve Farm Co-Op - Rail Road Ties from covered bridge site \$377.91
- GPD Foundation Copier & Lease Payment December - \$732.00

REVENUES & OTHER SOURCES	16,970.39
ENDING FUND BALANCE AS OF NOVEMBER 30, 2012	2,061,491.22

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2012	2,222,874.62
EXPENDITURES & OTHER USES	
Vouchers	15,279.82
EXPENDITURES & OTHER USES	15,279.82
REVENUES & OTHER SOURCES	
<i>Investment Income</i>	203.71
<i>Royalties/In-Lieu Fees</i>	1,238.94
Farley, Troyer, Kihns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb - 223.91	
Geauga Title Insurance refund on Tiber Property closing - \$1015.00	
REVENUES & OTHER SOURCES	1,442.65
ENDING FUND BALANCE AS OF NOVEMBER 30, 2012	\$2,209,037.45

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE NOVEMBER 1, 2012	\$82,361.83
EXPENDITURES & OTHER USES	0.00
REVENUES & OTHER SOURCES	7.09
<i>Investment Income</i>	7.09
ENDING FUND BALANCE AS OF NOVEMBER 30, 2012	\$82,368.92

VOUCHER RESOLUTION NO. 52-12

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. 52-12, 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:

- Ohio Horsemen’s Council sent a letter congratulating the entire Park District staff on the passage of the levy, and thanking us for all that we do for them.
- A note from the state wide Tourism Bureau members thanking the Park District for hosting their meeting at Observatory Park.
- A card was received from Josh Knights, Executive Director of the Ohio Chapter of the Nature Conservancy, congratulating the Park District on the successful levy campaign and advising how pleased the Nature Conservancy is to partner with us on conservation efforts.
- Auburn Career Center sent a letter congratulating the Park District on the levy passage, which is a testimony to the confidence the community has placed in us.
- We had sent a letter to the City of Cleveland regarding their lighting plan for Public Square and the West Side Market, asking them to consider Dark Sky Friendly lighting for their project. We received a response on behalf of Mayor Jackson thanking us for our interest and referring us to the Chief of Sustainability for the City of Cleveland who we can contact regarding our concerns and recommendations.
- We received an e-mail from a visitor to Observatory Park regarding a presentation he attended with his 2nd grade daughter who loves to read and learn about science. Not only was he pleased with what his daughter learned, but was also surprised at how much he learned. He commented on Chris Mentrek’s passion and enthusiasm and thanked both Wayne Kriynovich and Chris for an informative presentation.

OPEN TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

PARK UPDATES

2012 Deer Hunting Report

The Board was supplied with an update on the 2012 deer management program. Mr. Petruziello requested information confirming which Parks the District has targeted for 2012 deer management, if hunting was permitted on Pinebrook property on Whitney Road and how many acres the property consisted of. Mr. Curtin advised that the Landies family provides all property management for Pinebrook and that it consists of 720 acres. The 2012 hunting schedule and further data on 2012 deer management program will be provided to the Board.

Observatory Park

Mr. Curtin reported that he, Bill Ginn and Foundation Trustee Paula Aveni had the good fortune to take Dr. Julian Earls on a tour of Observatory Park. Dr. Earls is the Executive in Residence at the Nance College of Business Administration at Cleveland State University, a former Director of NASA’s Glenn Research Center and a Board member of the Jennings Foundation. Dr. Earls was very enthusiastic and impressed with Observatory Park, the Nassau Observatory and the educational opportunities afforded by both. He is excited about assisting us with relationship building with both Cleveland State and NASA.

Mr. Patterson reported the Ohio State Alumni publication included articles on B. Scott Gaudi, Associate Professor with the Ohio State Astronomy Department and on a GELT telescope. Mr. Patterson made contact with Ohio State and was referred to the Dean of Graduate School with whom he spoke to today. Ohio State has a large and active astronomy department and expressed interest in Observatory Park, the Nassau Observatory project and our Dark Sky Certification. Mr. Patterson extended an invitation for a visit/presentation at Observatory Park. Mr. Curtin noted that Dark Sky Certification has benefitted with fund raising, visiting astronomers and programming.

Chip Henry Institute of Outdoor Adventure

Mr. Curtin provided the Board with update on the recent Chip Henry Institute Board meeting. To date \$10,700.00 has been raised with a goal to raise an additional \$15,000.00 for this year. Two different day camps are being planned for 2013: Adventure Camp and Space Camp. Both will be open to the public with a limited number of openings held for children in Geauga County Jobs and Family Services programs. Mr. Patterson commented that there is a lot of enthusiasm and the opportunities available for children thru the Institute are exactly as envisioned when it was initiated.

Gas Line – North Operations

A gas line will be installed to heat one of the maintenance buildings at North Ops, currently heated by oil. The install will be completed by Dominion Gas East and private contractor. The switch to natural gas will save on operational costs in the future.

Frohring Meadows Communications Tower

Mr. Curtin provided an update on the Frohring Tower with the Sheriff’s Department and the City of Cleveland. The City of Cleveland has received a proposal from East Ohio Gas for construction of a gas line on an existing easement to power their own back-up generator. An updated drawing was shared with the board indicating the location of the easement and the fenced area for City’s electronics and proposed generator. Discussions are continuing between the Sheriff’s Department and the City of Cleveland. Once agreement has been reached, we will receive a revised Agreement for our review.

Paving Projects

The Park District has been in touch with the County Engineers office who will be contacting the Prosecutor for an opinion regarding collaboration on paving projects.

December 24th Park District Closing

The Board was provided with the information that the County Commissioners have voted to provide their employees with a day off and close all County Offices on Monday, December 24th, except those that support emergency services. If the Park District followed suit, the Ranger Department would remain on duty, but The West Woods and Meyer Center buildings would close.

Mr. Leech moved to provide the Park District employees with December 24th off and to close all Park District buildings. The Ranger Department will remain on duty.

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 Park Projects

Wetland Creation

The Board was provided with maps and information (see below) on proposed projects to create wetlands in Frohring Meadows and Observatory Park. This project is in conjunction with the US Fish and Wildlife Services and the Park District would be reimbursed 100% for the construction costs to create these wetlands through their *Partners for Fish and Wildlife Program*.

Wetland	Estimated Size of Wetland	Estimated Cost/Acre	Water Control Structures	Total
Frohring Meadows	3.47	\$3,000	\$1,000	\$11,410
Observatory Park	1.5	\$3,000	\$1,000	\$5,500
Total	4.97			\$16,910

Mr. Petruziello asked what percentage of Park property is classified as wetlands. He noted that he understands the concerns regarding loss of wetlands, but inquired why we would want to generate more if we have a proportionate difference of the two. Mr. Curtin will supply the percentage information to the Board and reported that the importance of wetland creation adjacent to existing habitats is to increase the ability to attract wildlife and enhance breeding habitats that do not exist in other areas.

Mr. Leech moved to approve the creation of wetland areas at Frohring Meadows and Observatory Park.

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

Mr. Petruziello	No
Mr. Patterson	Yes
Mr. Leech	Yes

Observatory Park Shelter

The Board was provided with a proposal for construction of a shelter at Observatory Park. The O’Neill Foundation has provided \$60,000 for the project and the original intent was for an open-sided shelter. After discussions with Park staff, the recommendation is for an enclosed shelter that could be used year-round for additional programming, event and resident use. Mr. Patterson requested that multiple shelter designs and corresponding construction costs be provided to the Board for additional discussions.

Maple Highlands North and South

The Board was provided with estimated construction costs and maps for three (3) proposed trail construction projects for Maple Highlands North and South (two projects). The pricing estimate from the engineering report was more than anticipated.

There was discussion on construction costs. The Planning Department informed the Board that all three project designs are independent of each other. Consideration was given to requesting the bid process to include costing breakout by project so that final decision can be determined for each project independently. Glen Miller of *The Geauga Maple Leaf* requested copies of cost estimates.

Mr. Leech moved to approve putting the projects out for bid, requesting the bid itemize by 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

Covered Bridge – Maple Highlands South

The Board was provided with a project update, 2013 budgeted expenditures and a rendering of the covered bridge being constructed on Maple Highlands Trail South. No action was necessary by the Board.

Paving Projects – Beartown Lakes and Meyer Center

Beartown Lakes: Mr. Curtin advised the Board that due to poor weather conditions the paving scheduled for Fall 2012 at Beartown Lakes will be completed Spring of 2013. Cost will remain at 2012 pricing. No action was necessary by the Board.

Big Creek Park: The Board received pricing estimates for the Big Creek Paving Project. Mr. Curtin showed the Board a rendering of the 2013 paving project for Big Creek Park, detailing three paving phases by location.

The Park District is exploring the possibility of assistance from the Geauga County Engineer’s office and Road Department but it is contingent upon the findings of the Prosecutor’s opinion on collaboration between the Park District and County Departments.

Mr. Leech moved to approve putting the Big Creek Paving project out for bid.
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

Meyer Center HVAC

Mr. Curtin advised the Board that the Park District has received the engineering plans, recommendations and pricing for the upgrade of the Meyer Center HVAC system. The cost estimate of \$258,000.00 includes replacement of 11 existing units and the addition of 6 units for office areas impacted by exterior heat and cold. As the 11 new units will be more efficient and will modulate heating and cooling, Mr. Curtin proposed eliminating the 6 additional units reducing the estimate by \$90,000. Mr. Leech suggested exploring an estimate on geo-thermal heating which is more efficient than electric and noted that the District has been satisfied with the geo-thermal system at The West Woods. Based on the cost estimate provided, the Board requested that the Park District acquire additional recommendations, including geo-thermal, for review at a future meeting.

Ranger Office Relocation

Concept plans for a proposed future relocation of the Ranger Office from the Meyer Center to The West Woods were handed out to the Board. This move would provide a central location for the Rangers and improve response time. A cost estimate of approximately \$25,000 was relayed, which included the work being performed by the Park District Construction Department. No action required by the Board pending discussions with Planning, Operations, Naturalist Services, Ranger Department and 2012/2013 budgeting.

GEAUGA PARK DISTRICT FOUNDATION REPORT

The Geauga Park District Foundation held its quarterly meeting on December 6th and installed three (3) new Trustees, Paula Aveni, Jeff Hyde and Ed Myers. To date, the Foundation has received donations of \$88,500.00

towards the goal for the Case Observatory. This includes monies from received from the Lake-Geauga Fund of the Cleveland Foundation, and \$15,000 that will be received from the Davis Fund for the Nassau Observatory. Proposals have, or will be submitted, for funds from the Reinberger Foundation, Cleveland Foundation, Sherwick Fund and Bicknell Fund.

Park Update Question

Mr. Patterson asked if the Park District had any policy on placing rip wrap along shores for safety purposes. Mr. Patterson suggested researching policies of other Park Districts, safety organizations and if there is merit, to consider implementation. Aaron Young, of the Planning Department, advised that rip wrapping is practiced at various sites for erosion and muskrat control. Mr. Curtin advised that the District currently has no policy, but will explore its merit and report its findings to the Board.

CONTRACT REVIEW

There were no items presented for contract review.

NEW BUSINESS

Bass Lake Club Amended Home Owner’s Association Agreement

The Board was presented with an Amendment to Use Agreement between Geauga Park District and Bass Lake Club reflecting that the Association will no longer assist the Park District with maintenance of the shelter and boat launch facility.

Mr. Leech moved to approve the Amended Home Owner’s Association Agreement.
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. Leech wished all Happy Holidays and Mr. Petruziello wished everyone a Merry Christmas and Happy New Year.

QUESTIONS FROM THE PUBLIC

John Ralph inquired if the Park District was going to continue the deer management program and, would the Park consider re-instating a turkey management program. Mr. Curtin advised that the turkey program was discontinued due to a lack of data relating to turkey population and environmental damage by the turkeys. To re-instate the program, studies would have to be done in select parks to provide hard data regarding population and damage. Mr. Ralph asked if volunteers/outdoorsmen could assist with data tracking. Mr. Curtin advised it would be helpful and Geauga Park District’s Citizen Science Program could possibly assist.

John Augustine asked the Park District to explore the approval of Nuisance Permits from the DNR to cull deer in the off season to help control the eating of vegetation that is important to other wild life species. He also inquired if local astronomers have been working with townships regarding light ordinances. Mr. Curtin advised that the Park District will continue working on this project in 2013 and that approximately seven (7) townships have passed lighting ordinances. Mr. Augustine noted that the ordinances are only effective if enforced, and suggested information on the ordinances, and types of dark sky lighting which saves money, be included in the Park District news letter.

There were further discussions on the Maple Highlands North and South Trails. Mr. Miller requested a list of all approved projects.

Supervision Reports

Mr. Petruziello requested a schedule of Park District Committee meetings so that Park Commissioners could attend if available. Schedule information will be provided to the Board.

EXECUTIVE SESSION - ROLL CALL

Mr. Patterson moved to go into Executive Session at 5:00 p.m. for the purpose of discussing personnel compensation and 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 6:33 p.m. and brought forward the following items for motion:

Joan Properties, Limited

The Board requested the Joan Properties, Limited purchase agreement be voided, and re-dated and signed with today's date (December 11, 2012).

Mr. Leech moved to approve to re-date sign the Joan Properties, Limited purchase agreement with today's date (December 11, 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

Employee Compensation

The Board was requested to consider a 2% across the board rate increase for all Geauga Park District staff effective the first pay of 2013.

Mr. Leech moved to approve a 2% across the board rate increase for all Geauga Park District staff effective the first pay of 2013.

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

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

Executive Director's Employment Contract

The Board discussed proposed changes to the Executive Director's employment contract. The Board agreed to maintain Mr. Curtin's salary at its current level (\$97,911.84) for the 2013 contract period.

Mr. Leech made a motion to renew the Executive Director's contract for a one-year period at a salary of \$97,911.84.

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. Curtin informed that Board that he will be taking vacation December 26, 27 and 28, 2012, but would in and out of the office preparing for the January 3rd Board meeting.

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.

ADJOURNMENT

The meeting was adjourned at 6:37 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 G. Curtin, Executive Director

James F. Patterson, President