

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
February 12, 2013**

The regular meeting of the Geauga Park District Board was held on February 12, 2013 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. Vice President Michael Petruziello was in the Chair. Commissioner Nicholas Fischbach was present. President James Patterson was absent.

Employees Present:

Thomas Curtin, Executive Director
Anna McDonald, Executive Secretary
Paige Orvis, Marketing & Admin. Services Director
Robin Pilarczyk, Human Resources Manager
Michele Pennell, Chief Financial Officer
Eileen Smith, Administrative Services Coordinator
Scott Wilson, Chief Ranger
Paul Pira, Natural Resource Management Director
Tami Gingrich, Field Naturalist
John Oros, Operations Director
Sandy Ward, Communications Specialist
Diane Valen, Naturalist Services Director
Don Lombardy, Information Technology Manager

Guests:

John Augustine, Geauga County Resident
Glen Miller, *The Geauga Maple Leaf*
Tom and Diane Jones, *Wind in the Woods Farm*
Nora Stanton, *Ohio Horsemen's Council*
Joy Keco, *Ohio Horsemen's Council*
John A. Ralph, *Judge Grendell's Office*
Kathy Flora, Geauga County Resident
Bill Salmon, Geauga County Resident
Carolyn & Lawrence Rice, Geauga County Resident
Fred Welty, Geauga County Resident

Vice President Michael Petruziello called the meeting to order and reviewed the guidelines regarding public input at Park Board Meetings. The Pledge of Allegiance was recited.

ADOPTION OF THE AGENDA

Mr. Fischbach moved to adopt the agenda, as revised, for the meeting.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

ADOPTION OF THE MINUTES

Mr. Fischbach moved to accept the minutes of the January 3rd 2013 Regular Meeting as written.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

INTRODUCTION OF GUESTS

Mr. Curtin welcomed GPD Staff and guests Glen Miller of the Maple Leaf, John Augustine, Nora Stanton and Joy Keco of the Ohio Horsemen's Council, Bill Salmon, Carol and Larry Rice, Kathy Flora, Fred Welty, and John Ralph.

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided a copy of the January 2013 Financial Statement. There were no questions from the Board regarding the January Statement. Mr. Fischbach stated that the 2013 Budget looks good and thanked Mr. Curtin. Mr Curtin thanked Michele Pennell, Gloria Freno and the entire staff.

Geauga Park District FINANCIAL STATEMENT MONTH ENDED JANUARY 31, 2013

GENERAL FUND

BEGINNING FUND BALANCE JANUARY 1, 2013	4,947,565.58
EXPENDITURES & OTHER USES	
Personnel	210,706.23
Medicare	3,029.51
Dental /Hospitalization (including fitness reimb)	42,333.68
PERS (Dec payment)	29,716.32
Vouchers	60,215.84
EXPENDITURES & OTHER USES	346,001.58
REVENUES & OTHER SOURCES	
<u>Investment Income</u>	397.24
<u>Gifts & Donations</u>	439.27
- GC Arts Council - Ornament sales donation (\$287.25)	
- Patrons - Bird seed and critter food donations (\$132.02)	
- Patrons - General donations (\$20)	
<u>Fees</u>	
- Utility fees	1,050.00
- Workshops - General - Public program	48.00
<u>Sales</u>	
- Tapper's Treasures - MC	248.22
- Tree Tops - TWW	2,593.22
<u>Other Receipts</u>	
- Agriculture/Other Lease fees - Marsic, Soltic, Briggs, Hi-Tech	3,692.00
- Swine Creek house - Harry	984.00
- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - McKinnon	400.00

- Recycling proceeds - Steel/Aluminum	158.20
- Refunds - Amex refund from merchant account	15.90
- Local Government Funds	7,742.79
- Miscellaneous Receipts	20.59
- Patrons - Public records request document fees (\$12.59)	
- GPD - Cider from program (\$8)	

REVENUES & OTHER SOURCES	18,589.43
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ENDING FUND BALANCE AS OF JANUARY 31, 2013	4,620,153.43
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LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE JANUARY 1, 2013	2,265,589.99
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EXPENDITURES & OTHER USES	
Vouchers	48,554.74

EXPENDITURES & OTHER USES	48,554.74
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REVENUES & OTHER SOURCES	
<i>Investment Income</i>	171.43

<i>Grants Payments</i> - OH 319 EPA reimbursement grant - Orchard Hills	10,307.04
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<i>Royalties/In-Lieu Fees</i>	799.88
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb	

REVENUES & OTHER SOURCES	11,278.35
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ENDING FUND BALANCE AS OF JANUARY 31, 2013	\$ 2,228,313.60
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RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE JANUARY 1, 2013	\$ 82,375.78
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EXPENDITURES & OTHER USES	0.00
Vouchers	0.00

REVENUES & OTHER SOURCES	6.38
<i>Investment Income</i>	6.38

ENDING FUND BALANCE AS OF JANUARY 31, 2013	\$ 82,382.16
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VOUCHER RESOLUTION NO. 04-13

There were no questions from the Board regarding voucher expenditures.

Mr. Fischbach moved to adopt Voucher Resolution No. 04-13, 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. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

COMMUNICATIONS TO THE BOARD

Mr. Curtin shared the following communications with the Board:

Stacia Clawson, Executive Director of Chardon Tomorrow, thanked the Naturalists and Park District for their participation in Winterfest. She also expressed thanks for the bringing snow snakes to the event, and noted that it would not be successful without the help and support of the Geauga Park District. Ms. Clawson expressed her hope that the Park District will again be a partner in 2014.

Gauga County Department of Job and Family Services thanked the Park District for their kindness and participation in the ‘Sponsor a Family’ program which assisted 601 families (includes 1,208 children). The program distributed toys, gifts and approximately 10,000 pounds of food.

Berkshire Local School District thanked Robin Pilarczyk and the Park District for participation in their Wellness Fair. It was well received and they look forward to including us in future events.

OPEN TO THE PUBLIC

Bill Salmon, a Chardon resident and cross-country skier, thanked the Park District and Mr. Curtin for the long-term support of cross-country skiing. He and other skiers appreciated that the Maple Highlands trail was groomed for use during the holiday season when people were on vacation. The trail is a great venue, gentle, and protected from the elements. Mr. Salmon thanked John Oros, who performed some of the grooming himself, and expressed interest in future discussions with Mr. Oros regarding trail grooming.

Fred Welty of Chardon addressed the Board asking if there will be hydraulic fracturing of horizontally drilled gas wells on Park land. Mr. Curtin responded that the Park District has a legal opinion that states we should not allow any type of oil or gas wells on the property, that we have adhered to that opinion in the past and felt that the Park District would continue to defer to that legal opinion. Mr. Welty stated that he applauds our decision.

UNFINISHED BUSINESS

PARK UPDATES

Project Updates: Mr. Curtin updated the Board on Park projects as follows: We are in the bidding process for the paving of Big Creek Park, the completion of Maple Highlands North and South, and the picnic shelter for Observatory Park. Pre-bid meetings for all interested parties will be held February 26th starting at 10:00 a.m. and bid opening meetings will be held on March 5th, 2013 starting at 10:00 a.m. The meetings will be held at the Meyer Center.

Accident and Injury Report: A 2012 Accident and Injury Report was provided to the Board for review. No action was required by the Board. Mr. Fischbach advised that a trail at Eldon-Russell Park contained a large hole. Mr. Oros will look into and repair as necessary.

ATV Use in Park Property: Mr. Curtin updated the group regarding a prior request from an individual who inquired into the possibility of allowing ATV use in Park properties. He had provided us with information from Michigan and West Virginia park systems that allowed ATV use in their parks. These parks were not similar to the Geauga Park District (they are much larger systems) and Mr. Curtin requested additional information on parks similar to the Geauga Park District be provided. No additional information has been received. The letter provided to the Board, from Chardon residents, outlines their concerns regarding ATV use in park districts. There was no action required of the Board, but Mr. Fischbach noted that he feels the Geauga Park District should not allow ATV use due to possible property destruction.

Deer Management Program: The Board was provided with an updated deer management report advising a reported total of 44 deer culled to date. The Board asked what the impact of culling deer was to the Park District. Mr. Pira reported that there was a decrease in damaged vegetation in some areas, more tree seedlings have survived but he felt that additional culling would further help limit the damage on vegetation. The subject will be discussed by the Board at a later date.

Henge Exercises

The Board was provided with information on exercises that could be performed using the Henge at Observatory Park that will help in the creation of programming for schools and the general public. No action was required of the Board.

Fishing Program:

Jim Dvorak, Burton Twp. Trustee, has approached the Park District advising that his volunteer group comprised of the Brick Layers Union and local Rotary Clubs would again like to host a fishing program at Best Preserve for children with developmental challenges. They held a similar program last year that was very successful. Mr. Dvorak will be meeting with our Operations and Ranger departments to discuss and help put the program together. The target dates for the event are May 21 or 22, 2013.

2013 IRS Mileage Reimbursement Rate

Mr. Curtin advised the Board the 2013 mileage reimbursement rate would be \$0.56 per mile. No approval from the Board was necessary, as the Board adheres to guidelines established by the Internal Revenue Service.

Frohning Meadows Communication Tower

The City of Cleveland and the Geauga County Sheriff's Department are continuing their discussions regarding generator usage. A formal agreement has not yet been received by the Park District.

Volunteer Bike Patrol

The Park District's Volunteer Bike Patrol patrols the Maple Highlands North and Central portions to assist trail users. In 2012 they clocked 462.5 hours, 3,622.5 miles, had 6,915 visitor contacts and 48 visitor assists. In addition, the Bike Patrol participated in/assisted the Park District at various events and sponsored clinics on bicycle maintenance. Ranger Denise Weisbarth is assigned to oversee the Volunteer Bike Patrol. Mr. Fischbach inquired whether Ranger Weisbarth is 'bike trail certified'.

Nature Center Weekend Staffing

The Board had previously discussed adding additional seasonal staff to provide weekend coverage at both The West Woods and The Meyer Center during summer months and was provided with the cost to add two additional seasonal secretaries. These two seasonal staff members would allow for two staff members on duty

during weekends at The Meyer Center and The West Woods and would address our concerns for safety and backup.

Mr. Fischbach made a motion to approve the hiring of two additional seasonal secretaries to staff The Meyer Center and The West Woods during the summer months.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

Meyer Center HVAC

The Board was provided with cost estimates for repair and/or replacement of the HVAC system at the Meyer Center, and requested the Board approve putting the replacement of the Meyer Center HVAC out to bid. The Board had multiple questions regarding the estimates and requested this topic be tabled pending additional information and discussions.

Mr. Fischbach made a motion to table this item pending additional information and discussions.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

Ellerin Barns

The Board was provided with information on cost estimates for demolition and disposal of the barns, and the cost to advertise the barns as surplus property for the purpose of auctioning them off as scrap property. Mr. Fischbach inquired into the possibility of a local fire department using the barns as a training tool for fire fighting. It was agreed to table this item pending information on whether the barns could be utilized as a training tool for local fire departments.

Mr. Fischbach made a motion to table this item pending receipt of requested information.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

2013 Final Appropriations, Resolution No. 05-13

The Board was previously provided the final budget for review. Ms. Pennell handed out supplemental information detailing the difference between the 2012 and 2013 budgets. The Board had questions regarding the changes, all of which were answered satisfactorily.

Mr. Fischbach made a motion to approve the 2013 Final Appropriations, Resolution No. 05-13.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

Geauga Park District Foundation

Mr. Curtin reported that the Foundation has set an ambitious goal of \$150,000 for the 2013 annual campaign. The 2012 goal was \$100,000 and they raised \$106,000. The next Foundation Board meeting is being held at 5:00 p.m. on February 28th at The West Woods. Mr. Curtin requested that Park Board Members attend if available.

Contract Review

There were no items presented for contract review.

NEW BUSINESS

2013 Small Research Grants

The Board was provided with copies of five (5) small research grant proposals. Mr. Curtin explained that on an annual basis the Park District accepts proposals from the academic community to conduct research on Park District property, that the results of this research helps us better manage Park District Land and provides us with baseline data as we move into the future. Mr. Petruziello inquired if we had approached local school district biology class teachers within our county to engage the schools, and provide them with the grant money to complete these studies for us and was advised that local schools are contacted. Mr. Petruziello requested that the Board receive the information on Park District outreach to the local school districts regarding grant research.

The Board asked what the Park District did with the data received and how the research would benefit the taxpayers of the county. Mr. Pira advised that the data received would be used for land management recommendations and that the grants allow us to partner with/foster new scientists and establish relationships with local universities. Mr. Curtin added the data received helps us manage Park land enabling us preserve natural areas for future generations that are in good shape and, that one of the Park District goals is reduce negative impacts whether from predation or wildlife populations that are out of balance, so the taxpayers now and in the future will benefit from natural areas.

Mr. Petruziello specifically asked questions regarding the grant research proposal from Meghan Kelly that would examine the role of olfactory cues left by female turtles and what asked "what smell has to do with us" (*Natural Predation on Nests of Painted Turtle, Chrysemys picta marginata: Evaluating Which Olfactory Cues Are Used To Find Nests*). Mr. Curtin noted that predators are attracted to nests based on their olfactory senses. Mr. Petruziello asked how we can change that. Mr. Curtin said that it is not about change, it is about the processes and understanding how best to manage wildlife. Mr. Petruziello stated that he didn't know how we can handle / manage Mother Nature and asked why our NRM department was not doing the research. Mr. Curtin explained that we don't have the staff to do all the research and the grants are a way to increase our ability to accomplish more research without adding staff and expenses.

The Board requested a brief summary on the other four (4) grant proposals. Mr. Pira supplied them with the information.

There was further discussion by Board members regarding the grant process and value to Geauga County taxpayers. Mr. Curtin stated that our Natural Resource Management Department manages the Park lands and the grants allow us to increase our research, providing us with information that helps guide our land management programs enabling us to preserve healthy park lands for future generations. Mr. Pira added that the Geauga Park District is a leader in this area and we are known throughout Ohio for this program. Mr. Petruziello agreed that this is a very admiral program, but he has a hard time sending our tax dollars to other counties when we have Kent State and Ohio State extensions in our Geauga County. Mr. Pira and Mr. Curtin confirmed that the grants were advertised and that both KSU and OS Geauga extensions had the opportunity to apply for the grants.

Mr. Fischbach made a motion to table small research grant proposals pending further discussions.
Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

2013-2014 Bridge Inspection Proposals:

A proposal was put to the Board to approve engineering services associated with 2013-2014 bridge inspections. Requests for Proposals (RFP) were sent out and 4 proposals were received as follows:

- | | | |
|-------------------------|--------------|--------------------------------------|
| 1. CT Consultants, Inc. | \$ 4,290.00 | (\$2,145 for 2013, \$2,145 for 2014) |
| 2. E.L. Robinson | \$ 4,400.00 | (\$2,200 for 2013, \$2,200 for 2014) |
| 3. Hess & Associates | \$ 11,400.00 | (\$6,000 for 2013, \$5,400 for 2014) |
| 4. MS Consultants | \$ 12,335.00 | (\$6,067 for 2013, \$6,268 for 2014) |

It is recommended that this proposal be awarded to CT Consultants, Inc. as their proposal was the lowest at \$4,290.00, we have worked with them in the past and have been satisfied with their work.

Mr. Fischbach made a motion approve the use of CT Consultants, Inc. for 2013-2014 bridge inspections.
Mr. Petruziello seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

Surplus Property:

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

	Inventory No.	Description	Starting Bid
1	1192	ALC Sandy Jet Abrasive Sandblaster	\$ 50
2	2082	Pressure Washer (2007	scrap

Mr. Petruziello made a motion to declare the above outlined property as surplus.
Mr. Fischbach seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

COMMISSIONERS' TIME

Mr. Fischbach inquired as to which Parks allowed camping, and the fees associated with reserving shelters/lodges, and was supplied with satisfactory answers.

QUESTIONS FROM THE PUBLIC

Diane Jones addressed the Board and said she was intrigued regarding research grants and was curious as to how the public can find out when the referenced grants are available for proposals and how people qualify. Mr. Curtin advised that it is posted on our website and notification letters are sent out to educational institutions. The completed research report/data is also posted on our website in December or January. Mrs.

Jones asked who owns the research papers, if the public can view them, and if the results categorized. Mr. Curtin advised that the public can view the papers and that they are categorized by Park and subject matter.

Kathy Flora of Thompson addressed the Board saying that she is a taxpayer and would like to see taxpayer monies go for research, as well as capital improvements,

EXECUTIVE SESSION - ROLL CALL

Mr. Fischbach moved to go into Executive Session at 4:46 p.m. for the purpose of discussing personnel discipline and land acquisition.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Absent

The Board returned from Executive Session at 5:08p.m. There were no items brought forward.

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 December 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 5:09 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