

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
SPECIAL BOARD MEETING – WORK SESSION
June 17, 2013**

A Special Board Meeting – Work Session of the Geauga Park District Board of Commissioners was held on June 17, 2013 at Big Creek Park, The Meyer Center. The meeting was called to order at 9:00 a.m. President James Patterson was in the Chair. Commissioners Michael Petruziello and Nicholas Fischbach were present.

Employees Present:

Thomas Curtin, Executive Director
Anna McDonald, Executive Secretary
Paige Orvis, Marketing and Administrative Services Director
Robin Pilarczyk, Human Resources Director
Scott Wilson, Chief Ranger
Larry McKinnon, Sgt. Ranger
Dennis Sloan, Ranger
Aaron Young, Planning Director
Michele Pennell, Chief Financial Officer
Gloria Freno, Accountant

Guests:

Josh Echt, *Geauga Maple Leaf*
Tom & Diane Jones, Wind in the Woods Farm

President James Patterson called the meeting to order, and the Pledge of Allegiance was recited.

ADOPTION OF THE AGENDA

Mr. Patterson requested moving agenda item ‘Expanded Ranger Patrol’ to the first item under Unfinished Business.

Mr. Fischbach moved to adopt the agenda for the meeting with order change.

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	Yes

INTRODUCTION OF GUESTS

Josh Echt of the Geauga Maple Leaf and Tom and Diane Jones of Wind in the Woods Farm were present at the meeting.

UNFINISHED BUSINESS

Expanded Ranger Patrol

The Board discussed the recommendation previously submitted by Chief Wilson for expanded Ranger coverage. To accomplish this, the part-time ranger would become full-time and an additional full time Ranger would be hired. The increase in staff will allow for 24 hour coverage in our Parks that offer camping and the ability to better monitor all facilities throughout the Park District. Mr. Curtin advised that the Park District will be able to accommodate the budget increase from savings realized from fund raising by the Foundation for the Observatory Park – Nassau Station project, that will offset the amount

the Park District has budgeted for the project and, if necessary, by changing the scope of future projects.

Mr. Fischbach moved to approve making the current part-time Ranger full time and the hiring of an additional full-time Ranger to provide 24 hour Ranger coverage for the Park District.

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	Yes

2014 Proposed Budget and Projects

The Board received the Temporary Budget packet for review. Mr. Patterson thanked Ms. Pennell and Ms. Freno for the excellent work on providing the requested explanations on variances from the 2013 to 2014 budget. Mr. Patterson noted that the temporary budget will be submitted to the Budget Commission by July 15th and a hearing with the Commission will be held in August attended by Mr. Curtin, Ms. Pennell and Park Board Commissioners if available. The budget will remain temporary and changes can be made through the end of the year at which time the budget will be finalized.

There were general discussions regarding the impact to the budget based on the wage survey that will be presented to the Board this summer, and the 2014 Affordable Healthcare Act. Ms. Pennell budgeted a 6% increase in 2014 for health care, but the actual amount will not be known until the County completes its bidding process.

Mr. Patterson requested that Mr. Curtin give an overview of the proposed 2014 projects.

Observatory Park: Mr. Curtin distributed information depicting proposed improvements to Observatory Park and the Nassau Observing Station.

Observatory Park Improvements:

- Overflow parking area
- Picnic shelter
- Grass Camping area
- Access road from main campus to Nassau Station

Nassau Observing Station Improvements:

- Main floor addition to house restrooms and elevator
- Conversion of first floor living quarters to program space, bedrooms to offices and reception area to an exhibit and display space
- Peaked roof (second floor)
- Move second floor computer room to accommodate elevator access
- Adapt the observatory floor to accommodate school groups and other visitors

Mr. Curtin advised that after discussions with Mr. Young it is recommended that the Park District contract with the original architects for contract administration to allow for their expertise when changes are needed and that funding would come from 2014 budgeted Engineering/Architects Fees. Mr. Young advised that balance of the monies for Engineering/Architects fees will be used towards 2015 projects that may require engineering or architect work. There were discussions regarding the final cost for the Nassau Station Renovation. Mr. Curtin advised that this amount will not be known until all results from grant submissions are received, that any monies in the temporary budget can be adjusted prior to the final budget and, until all projects, grant funding and costing information are finalized the numbers in the budget should remain as they are.

Playgrounds: Mr. Patterson opened discussions for possible playground projects. Mr. Curtin advised that the Board received costing and a playground concept plan from David Williams and Associates in an amount of \$100,176.88 and that currently there is \$50,000.00 budgeted for playgrounds in 2014. Mr. Patterson and Mr. Fischbach expressed surprise at the cost of a playground and inquired if other proposals had been received. Mr. Young advised that he would supply the Board with additional plans and cost estimates.

General: Ms. Pennell advised that the temporary budget must be available for public review two weeks prior to Board approval. As the Board will approve the Temporary Budget on July 8th, it will be available for public review at the Meyer Center on June 24th. Mr. Patterson inquired into the detail on the Worker's Compensation decreased budget amount. Ms. Pennell advised that the drop is due to county charge-backs to the Park District for large claims being complete and that 2013 claims are smaller.

PARK UPDATES

Raccoon Management: Mr. Curtin followed up on Mr. Petruziello's request for a comparison of trapped raccoons from 2012 to 2013, advising that in 2012, 28 raccoons were trapped to date vs. 15 in 2013.

July 4th Holiday: Mr. Curtin informed the Board that he received information that the County Commissioners took action at their June meeting to approve the closing of County offices on July 5th in conjunction with the July 4th holiday and inquired if the Board would want to follow the County's action. If the Board approved the closure, the Nature Centers would remain open and the Ranger coverage would not be affected. Employees who are required to work on July 5th would follow Park District policy regarding compensation / additional time off.

Mr. Petruziello moved to adopt a Board Approved Building Closure for July 5, 2013 as outlined above. 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	Yes

Maple Highlands Trail South – Manure Control: Mr. Curtin reported that Holmes County Park District advised that manure control has not been a problem on the buggy trails and no complaints have been received. If the need to remove manure does arise, they utilize a tractor with a blower attachment. Our Operations Department has the same type of device and the Park District could adopt the same strategy as needed.

Disaster Recovery Plan: Mr. Curtin distributed the proposed Geauga Park District Disaster Recovery Plan to the Board. Mr. Curtin requested that the Board read and prepare any questions as they will be asked to adopt the Plan at the July Board Meeting.

July Board Meeting Agenda: Mr. Curtin distributed a draft copy of the July Board meeting tentative agenda which included: Comprehensive Plan-Mission, Vision and Philosophy; 2013-13 Deer Management Plan; Disaster Recovery Plan; Amended Bylaws and asked if the Board would like to move any of the items to the August Agenda. Mr. Patterson suggested moving the discussion on the Park District's Mission, Vision and Philosophy to the August meeting or schedule a Special meeting for these discussions. Mr. Fischbach concurred stating that this is a very important step in the creation of the Park's Comprehensive Plan. A scheduling e-mail will be sent to the Board for a Special Meeting to discuss the Park's Mission, Vision and Philosophy.

QUESTIONS FROM THE PUBLIC

Mrs. Jones addressed the Board asking for an update on the expiration of levies and the possibility of new levies for the Park District. Ms. Pennell advised that the 1995 levy expired and that there are no further collections from it. Mr. Curtin confirmed that a Resolution was passed to the effect that the Park District would not seek renewal or replacement of 1995 levy. Mr. Patterson advised that the next projected levy is scheduled for 2019.

EXECUTIVE SESSION - ROLL CALL

Mr. Petruziello moved to go into Executive Session at 10:09 a.m. for the purpose of discussing land acquisition.

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	Yes

The Board returned from Executive Session at 10:23 a.m. There were no items brought forward

REPORTS FROM COMMITTEES OF THE BOARD

There were no reports from Committees of the Board.

ADJOURNMENT

The meeting was adjourned at 10:23 a.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