

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

The regular meeting of the Geauga Park District Board was held on March 12, 2013 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 Michael Petruziello and Nicholas Fischbach were present.

**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  
Aaron Young, Planning Director  
Larry McKinnon, Ranger Sergeant  
Michael Rose, Ranger  
Jessica Newsome, Ranger

**Guests:**

John Augustine, Geauga County Resident  
Glen Miller, *The Geauga Maple Leaf*  
Tom and Diane Jones, *Wind in the Woods Farm*  
Frank Stehli, Park District Volunteer  
Joy Keco, *Ohio Horsemen's Council*  
John A. Ralph, *Judge Grendell's Office*  
Tim Lannon, *Visitor/CT Consultants*  
Jeff & Beverly Frischkorn, *News Herald*  
Ralph Spidalieri, *Geauga County Resident*  
Iola Skinner, *Park District Volunteer*

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

**ADOPTION OF THE AGENDA**

Mr. Petruziello moved to adopt the agenda for the meeting.

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

**ADOPTION OF THE MINUTES**

Mr. Fischbach moved to accept the minutes of the February 12<sup>th</sup>, 2013 Regular Meeting, as amended.

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**

Mr. Curtin introduced Michael Rose and Jessica Newsome, the two new Park Rangers, GPD Staff, and guests John Augustine, Glenn Miller, Tom and Diane Jones, Frank Stehli, Joy Keco, John Ralph, Tim Lannon, Ralph Spidalieri and Lola Skinner. A special mention was made of Jeff Frischkorn and wife Beverly as Jeff is retiring as reporter for the News Herald.

## **PRESENTATION OF FINANCIAL STATEMENT**

The Board was provided a copy of the February 2013 Financial Statement. The Board asked for clarification on items. All questions were answered satisfactorily.

**Geauga Park District**  
**FINANCIAL STATEMENT MONTH ENDED**  
FEBRUARY 28, 2013

**GENERAL FUND**

<b>BEGINNING FUND BALANCE FEBRUARY 1, 2013</b>	<b>4,620,153.43</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Personnel	230,125.03
Medicare	3,306.05
Dental /Hospitalization	43,423.98
Vouchers	88,530.06
<b>EXPENDITURES &amp; OTHER USES</b>	<b>365,385.12</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<u>Investment Income</u>	234.09
<u>Gifts &amp; Donations</u>	41.78
- Krause, Andrew - Eagle Scout balance of fundraising	
<u>Fees</u>	
- Programs - Schools - Out-of-county	72.00
- Camping	180.00
- Shelters	200.00
- Utility fees	1,470.00
- Workshops - General - Public program	120.00
- Programs - General - Public Program	4.00
<u>Sales</u>	
- Tapper's Treasures - MC	94.38
- Tree Tops - TWW	2,350.34
<u>Other Receipts</u>	
- Agriculture/Other Lease fees - Petersen	600.00
- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - McKinnon	400.00
- Chickagami house - Mast (2 month payment)	800.00
- Recycling proceeds - Steel/Aluminum	32.00
- Local Government Funds	9,036.75

- Miscellaneous Receipts	612.66
- WR Farm Co-Op - Purchase dividend 2012 (\$120.66)	
- GPD Foundation - Lease payment February (\$492)	

<b>REVENUES &amp; OTHER SOURCES</b>	<b>17,048.00</b>
<b>ENDING FUND BALANCE AS OF FEBRUARY 28, 2013</b>	<b>4,271,816.31</b>

**LAND IMPROVEMENT FUND**

<b>BEGINNING FUND BALANCE FEBRUARY 1, 2013</b>	<b>2,228,313.60</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Vouchers	272,098.38
<b>EXPENDITURES &amp; OTHER USES</b>	<b>272,098.38</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<i>Investment Income</i>	68.72
<i>Royalties/In-Lieu Fees</i>	535.83
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb	
<b>REVENUES &amp; OTHER SOURCES</b>	<b>604.55</b>
<b>ENDING FUND BALANCE AS OF FEBRUARY 28, 2013</b>	<b>\$ 1,956,819.77</b>

**RETIREMENT RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE FEBRUARY 1, 2013</b>	<b>\$ 82,382.16</b>
<b>EXPENDITURES &amp; OTHER USES</b>	<b>0.00</b>
Vouchers	0.00
<b>REVENUES &amp; OTHER SOURCES</b>	<b>4.96</b>
<i>Investment Income</i>	4.96
<b>ENDING FUND BALANCE AS OF FEBRUARY 28, 2013</b>	<b>\$ 82,387.12</b>

Mr. Petruziello moved to adopt the February 2013 Financial Statement  
 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

**VOUCHER RESOLUTION NO. 10-13**

The Board asked for clarification on a few of the voucher expenditures.

Mr. Fischbach moved to adopt Voucher Resolution No. 10-13, 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	Yes

Mr. Patterson reviewed the guidelines regarding public input at Park Board Meetings.

Mr. Patterson recognized Jeff Frischkorn, reporter for the Lake County News Herald. Mr. Frischkorn stated it is his last day to cover the Geauga Park District and it has been a delight to watch the Park District grow. He noted he has known and enjoyed working with the Board members and Tom for a long time. Mr. Frischkorn recognized the employees of the Park District stating that the Board should be proud of them, as they are the ones that get people into the Park. It is their programming, their ideas, their dedication and love. Tom thanked Mr. Frischkorn for his fair and balanced articles over the years. Mr. Frischkorn stated that he would have been remiss as a reporter if he did not include Geauga Park District in his reporting to the community, and in observing the operational differences of Lake Metroparks and the Geauga Park District, feels that the Geauga Park District operates in a way that is perfectly suited for this county and wishes the very best for the Geauga Park District and employees.

Mr. Fischbach added that Mr. Frischkorn is an outstanding outdoorsman, conservationist and real professional. Mr. Patterson said Jeff has become icon in natural resources, conservation and that his support of the park systems in maintaining the open land and natural treasures has been shown time after time in his articles and thanked him for being the voice of those interests. The Board, GPD employees and guests thanked Mr. Frischkorn for his service over the years.

**COMMUNICATIONS TO THE BOARD**

There were no communications to the Board.

**OPEN TO THE PUBLIC**

Frank Stehli introduced himself, and commented on the Maple Leaf article regarding Park District research grants. Mr. Stehli has spent most of his life working on research grants and felt that the questions raised in the article were answered adequately except the economic impact of the grants. The Park’s research is handled by three full-time and two-part time people and performing all that is necessary is difficult and not always possible for that group. They are dependent on getting help from outside experts. Mr. Stehli had a small research grant from the Park a few years ago. He kept track of the time spent on the research, which equated to a cost of \$1.67/hour to the Park District- indicating a definite economic benefit for the use of research grants. Mr. Stehli stated that it is important to have a good grant selection process and that the Geauga Park District has a good working system, with qualified people reviewing the process and grants. Mr. Curtin stated that Frank is a Park District volunteer, was a scientist with Case Western Reserve, a past Dean of Research at the University of Florida, world traveler and that we are fortunate to have him associated with the Park District.

Joy Keco, of the Geauga Ohio Horseman’s Council expressed the group’s enjoyment of the Park District’s horse trails. Ms. Keco relayed that they have approximately 100 members with 57 reporting trail miles as follows: 24,491 reported miles ridden; The West Wood – 4,064 miles; Beartown – 124 miles; Big Creek – 673 miles;

Headwaters – 471 miles and Swine Creek – 128 miles. The Horseman’s Council also assisted with the Hunter Jumper Classic at the Polo Field, whose participants pay to compete in. The OHC’s share of the revenue was \$100, which they are turning over to the Geauga Park District Horse Trails Fund. The Board and Mr. Curtin thanked Ms. Keco on behalf of the Park District.

John Augustine thanked the Board for their time, and stated that he wanted to talk about the Park’s spending for research dollars that was discussed at the last meeting as there was some difference of opinion about it. One of the biggest reasons for park districts being started was to protect open space and bio-diversity. Knowledge is needed to do that. Mr. Augustine said that Park Naturalists can’t be expected know everything about biology and natural history, just as a general practitioner doesn’t know everything about medicine. He noted that individuals from Cleveland Museum of Natural History applying for grants are top in their fields mentioning Larry Rosche as one of the best birder’s around. Mr. Augustine feels that it is sometimes easy to criticize research, naming Senator Proxmire, who used to make fun of researchers because he didn’t understand what they were doing. If people understood the purpose of the grants, they would see the value of these projects. Mr. Augustine stated that though the Park District spends a lot of money on a lot of things, a lot does not go to natural areas and bio-diversity. Research is a small amount of their total budget and he urged the Park District to keep it. He is more than happy to see some of his tax dollars go towards the area of research.

## **UNFINISHED BUSINESS**

### **PARK UPDATES**

#### **Deer Management Report**

Mr. Curtin provided the Board with an update on the 2012 deer management program and advised a complete summary and proposal for the 2013 program will be provided to the Board at the April meeting.

#### **City of Akron Watershed**

The Park District normally receives renewal leases from the City of Akron for Headwaters and Eldon Russell Park this time of year. They will be delayed as the City’s law department is reviewing the leases. We will not be assessed a late fee, nor will there be an increase in the lease amount in 2013.

#### **Chip Henry Institute for Outdoor Adventure**

The Committee met and approved funds to support the Park District’s Space and Adventure Day Camps. The Committee has raised just over \$30,000 and will spend approximately \$12,000 for camp equipment. The Committee also approved Jim Dvorak’s request for support of a fishing program for special needs children in an amount of \$1,200. The program will include a school-day field trip with children providing their own lunches. Fishing rods/equipment will be provided and the event is intended as a method for introducing the children to recreational opportunities within the Park District. The equipment purchased will be made available for future programming supported by the Institute.

#### **Coyote Signage – Frohring Meadow**

Mr. Curtin advised the Board that it is Coyote breeding season and they are again active at Frohring Meadows Park. The Board was provided with a copy of the new signage alerting people to keep their dogs on leash, as it was a problem last year. The cameras monitoring the trails where denning occurred last year have indicated that the coyotes are back and, that about one-half the people with dogs using the trail have them off leash. Our Rangers are stepping up patrols on this portion of trail. Mr. Fischbach inquired if the DNR and our Ranger Department were eliminating these types of animals when they see them. Mr. Curtin replied no, but advised if an animal did prove to be a problem it would be removed. Mr. Petruziello expressed his concerns regarding coyotes approaching Park patrons, especially children who may wander off paths, and felt that Park staff should have the authority to remove the animals. Mr. Fischbach asked if coyotes had been sighted at Orchard

Hills and added that the DNR considers coyotes nuisance animals in all 88 counties in Ohio. Mr. Pira advised that walkers at Orchard Hills have reported coyote sightings, but there are no documented cases of nuisance animals. Mr. Curtin added that problems arise only when dogs are let off-leash. Mr. Petruziello would like the Park District to have a procedure that would give Rangers and Naturalists the authority to remove nuisance animals immediately. Mr. Curtin advised the Park District will provide procedures regarding control of nuisance animals and forward to the Board for review and approval. Mr. Fischbach agreed with the creation of these procedures and, based on need, Mr. Patterson requested this be completed prior to the April Board meeting.

#### Park Rental Houses

The Park District has three (3) vacant rental houses and will make available to staff.

#### Beartown Paving

Beartown Paving was on the 2012 fall calendar for completion, but due to weather was pushed to 2013. It is currently scheduled for May 3 through 9, 2013.

#### Ranger Uniforms

The Board was advised that the Ranger Department is interested in changing their uniform out from black to green pants. A sample was shown to the Board.

#### Project Moonwatch

Mr. Curtin shared that George Gliba, the same gentleman who donated the meteorites to Observatory Park, contacted us about artifacts for the Nassau Museum. In the late 1950's, Project Moonwatch – a citizen program to assist scientists in tracking satellites – created a special telescope. The program was activated to watch Spudnik, and Ohio groups were formed in Canton and Cleveland. Groups of 10-20 people lined up with their telescopes and tracked the time and location of Sputnik's passage. Mr. Gliba's donation of the Moonwatch telescope and pictures of Moonwatch groups will be a great story for us to tell. We're very fortunate to have him as a Park supporter.

### **UNFINISHED BUSINESS**

#### **PARK UPDATES**

##### Meyer Center HVAC

The Board reviewed and discussed the revised cost estimate of \$86,020.00 from URS for replacement of the existing HVAC system.

Mr. Fischbach moved to approve putting the project out for bid, based on the cost estimate of \$86,020.

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

##### Ellerin Barns

The Board was provided with cost estimates for demolition and disposal of the barns versus the cost to advertise the barns as surplus property for the purpose of auctioning them off. The Board concurred that auctioning the barns off as surplus property would be most cost effective for the Park District.

Mr. Fischbach moved to approve the removal of the barns by auctioning them off for scrap property.

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

2013 Small Research Grants

The five (5) research grants that the Board discussed during the February Board meeting were brought forward for further discussion. Mr. Patterson gave his opinion that the universe the Park Board members sit in is one of educating, conserving and protecting the Park treasures. He feels that research grants are part of this, and is in favor of approving the grants. Mr. Petruziello responded to the comments directed to the Board regarding research grants, confirming that that he is in favor of research grants where needed and when cost effective. Mr. Petruziello cited the counting of fruit bearing paw-paw trees and felt that this, and some of the other work outlined in the grant proposals, could be performed by students from Geauga County school districts. Mr. Petruziello further explained that he is concerned with the amounts requested for equipment, mileage, gasoline versus the time spent on research. Mr. Fischbach requested each grant be reviewed individually and then voted upon.

**Natural Predation on Nests of Painted Turtle: Evaluating which Olfactory Cues are Used to Find Nests – Meghan D. Kelley**

Mr. Pira advised this grant presents as an opportunity to work with John Carroll University and the research provided will assist the Park District in creating management programs for maintaining spotted turtle populations. This will be done by documenting the number of turtles currently in our Parks and provide information on how predation of this species occurs. Mr. Curtin added that this research could translate to understanding the predation of other species, and will provide the baseline data, as previously requested by the Board, on populations of predators (specifically raccoons) and turtles. After discussions on the costs associated with the grant, the type of work being done to gather the necessary information, the benefit of the research to the Park District and past work that was associated with the spotted turtle, Mr. Fischbach requested that this matter be tabled until after review of the other grant requests

**Inventory of Flora and Fauna of the prairie meadow at Frohring Meadows in Bainbridge Township – Larry Rosche, Judy Semroc, Jonathan White, Kim Hall**

Mr Curtin advised this project studies different bird species, migratory birds that move through the park as well as inventorying the plants, and types of bird life associated with the various plant habitats. Mr. Petruziello stated that these are things that juniors and seniors in our schools could do, and inquired why we were not giving the grants to those children. He has reviewed the documentation supplied by Mr. Pira containing information provided to the schools regarding grants and stated none of the projects now being discussed were mentioned. The procedure for posting grants and receiving proposals was outlined. Mr. Curtin confirmed that Geauga County high schools are aware of the grant opportunities, that the school districts did not respond, and that many of the projects require a level of expertise that high-school age students cannot provide.

Mr. Fischbach moved to approve the small research grant for inventory of flora and fauna of the prairie meadow at Frohring Meadows.

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

Mr. Fischbach	Yes
Mr. Petruziello	No
Mr. Patterson	Yes

**Amphibian survey for inventory and monitoring in wetlands, streams, and woodlands in the Geauga Park District – Jennifer Clark**

Mr. Pira advised the Board that this grant provides an opportunity to establish a working relationship with Hiram College. The two undergraduate students working on the project will document amphibian species by park, establish information on how newly created wetlands are being populated and conduct research on viruses connected to amphibian decline.

Mr. Fischbach moved to approve the small research grant for amphibian survey for inventory and monitoring in wetlands, streams and woodlands in the Geauga Park District.

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

Mr. Fischbach	Yes
Mr. Petruziello	No
Mr. Patterson	Yes

**Gene Flow Patterns in Relic Populations of *Eumeces fasciatus* (skink) – Tara B. Buk**

Mr. Pira informed the Board that a graduate student from the University of Akron will research the gene flow pattern of the skink, a native Northeast Ohio lizard specie that the Park District knows very little about. The information received will provide recommendations on how to manage populations and habitat locations for this uncommon specie.

Mr. Fischbach moved to approve the small research grant to study the gene flow patterns in relic populations of *Eumeces fasciatus*.

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

Mr. Fischbach	Yes
Mr. Petruziello	No
Mr. Patterson	Yes

***Asimina triloba* (pawpaw tree) in Riparian Forest Communities of Geauga County – Steve Corso**

Mr. Pira informed the Board that this project would be in conjunction with the Holden Arboretum, who has a laboratory with the ability to help with the identification work of microscopic animals and invasive plants that are associated with the pawpaw. The work will also include the collection of baseline data with GIS mapping of locations of the vegetative communities within the Parks, and document a Southern specie of butterfly associated with the plant, that is appearing in Geauga County. Mr. Petruziello raised the question of students and the Natural Resource Management Dept. collecting the data to be sent to Holden for testing. Mr. Pira responded that for accurate testing the data had to be collected in a certain way that required an expertise that high school students do not possess, and that the NRM department did not have time complete.

Mr. Patterson moved to approve the small research grant to study *Asimina triloba* in Riparian Forest Communities of Geauga County.

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

Mr. Fischbach	Yes
Mr. Petruziello	No
Mr. Patterson	Yes



The grant request for **Natural Predation on Nests of Painted Turtle: Evaluating which Olfactory Cues are Used to Find Nests – Meghan D. Kelley** was again brought before the Board.

Mr. Fischbach made a motion to not accept the research grant to study the natural predation on nests of spotted turtles.

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	No

### **GEAUGA PARK DISTRICT FOUNDATION**

There was no Park District Foundation report.

### **CONTRACT REVIEW**

#### Observatory Park Picnic Shelter

The Board was advised that the bids to construct the Observatory Park Picnic Shelter came in over budget. There were discussions on options to complete this project and it was recommended the project be put on hold. The Board would like to revisit this project in April and has requested more detailed information on the three options for the project: 1) Rebid the project for year 2013 based on available project funds 2) Purchase the product and schedule completion by our Park District construction crew 3) Roll the project into 2014 and include it with the proposed camping and overflow parking area project to increase the size of the project for possible better pricing.

Mr. Fischbach moved to table discussions on the Observatory Park Picnic Shelter to the April Board meeting, and 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	Yes

#### Maple Highlands Trail – Chardon

The Board was provided information on the bids for the Maple Highlands Trail – Chardon project, with the recommendation to accept the bid from Easton Leasing, Inc. The recommendation is based on the following:

- The submitted low bid has been reviewed and determined to be complete.
- The submitted low bid of \$353,924.25 is .26% over the engineer's estimate of \$353,000, but within the 10% required bidding threshold according to the Ohio Revised Code.
- The submitted low bid of \$353,924.25 is within the budgeted amount of \$425,000.
- Successful reference checks were performed.
- The Ohio Auditor Findings for Recovery Database yielded no results,

Mr. Fischbach moved to accept the bid from Easton Leasing, Inc. for the Maple Highlands Trail – Chardon project, in an amount of \$353,924.25.

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

#### Maple Highlands Trail – South

The Board was provided information for the Maple Highlands Trail – South project with the recommendation to accept the bid from LCI Construction. The recommendation is based on the following:

- The submitted low bid has been reviewed and determined to be complete
- The submitted low bid of \$284,450 is 4.4% below the engineer’s estimate of \$297,500.
- The submitted low bid of \$284,450 is within the *revised\** budgeted amount of \$330,000.  
*(\*Original budgeted amount of \$275,000 was determined from an engineer’s estimate that was later identified as erroneous.)*
- LCI Construction was the successful contractor on the OP-Phase III project that was completed in 2013.
- The Ohio Auditor Findings for Recovery Database yielded no results.

Mr. Petruziello moved to accept the bid from LCI Construction for the Maple Highlands Trail – Chardon project, in an amount of \$284,450.

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

#### 2013 Big Creek Park Paving Project

The Board was provided information for the Big Creek Park paving project with the recommendation to accept the bid from Chagrin Valley Paving, Inc. The recommendation is based on the following:

- The submitted bid has been reviewed and determined to be complete.
- The submitted bid of \$215,740.30 is within the budgeted amount of \$433,000.
- After checking their references and from past work they have performed for the Geauga Park District it is apparent that Chagrin Valley Paving, Inc. has a high quality of workmanship and is a fiscally responsible company.
- The company successful completed Best Preserve Park Improvements in 2009.
- Chagrin Valley Paving was the contractor for our 2009 & 2010 Paving Improvements which were successful executed to completion.
- The project appears to be well within their scope of expertise.

With the project budget balance, it is recommended to add alternatives #1 and #2 totaling \$27,100 for the removal and replacement of the existing 12” and 24” culverts at Big Creek Park.

Mr. Petruziello moved to accept the bid Chagrin Valley Paving, Inc. for paving at Big Creek Park in the amount of \$215,740.30, and the amount of \$27,100.00 (alternatives #1 and #2) for the replacement of existing culverts.

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

**NEW BUSINESS**

2014-2015 Biennium Funding – Resolution No. 06-13

The Board was presented with Resolution No. 06-13, Request for 2014-2015 Biennium Funding from the Ohio Department of Transportation for approval.

Mr. Petruziello made a motion to approve Resolution No. 06-13 as stated below:

Geauga Park District  
Board of Park Commissioners  
Resolution No. 06-13

Request of Funds from the Ohio Department of Transportation (ODOT)  
and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2014-2015  
through the Ohio Parks & Recreation Association (OPRA).

WHEREAS, the Board of Park Commissioners (the Board) for Geauga Park District has need for improvement of public park roadways owned and maintained by the Park District in Geauga County; and

WHEREAS, the Park District was created according to Ohio Revised Code 1545, owns or holds at a minimum a 15-year lease of eligible parkland for roadwork funding and has adequate, available resources for the construction and maintenance of requested park road improvements; and

WHEREAS, the Ohio Park Districts Roadwork Fund is provided by the Ohio Department of Transportation (ODOT) for such purposes as authorized by Ohio Revised Code 5511.0, is subject to the Park District Guidance To ODOT’s Metropark Program as prescribed by ODOT, and is coordinated by the Ohio Parks & Recreation Association (OPRA); and,

WHEREAS, the Board understands the requirements for receiving such funds and agrees to comply with the OPRA Policy dated April 13, 2007, and as amended on November 7, 2008, by the Ohio Parks and Recreation Association (OPRA) Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners of the Geauga Park District requests the designated allocation from the Ohio Parks Districts Roadwork Fund along with any remaining balance of funds in accordance with the following stipulations:

1. Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, park access roads and parking lots. The funds also may be used for the purchase and hauling of materials for the improvement, repair and maintenance of park drives, park roads, park access roads, and parking lots, and rental of labor and equipment. Force account labor costs (charges by park district employees or associates) are ineligible. Ineligible costs include bikeways and items such as shelter houses, wells, pumps, restrooms facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e. testing and inspection) of let projects.

2. The Park District will pay all costs incurred over the appropriated allocation and, also, for all costs associated with design, environmental studies and documents, and right-of-way activities. Any deviation from the guidelines regarding environmental studies or roadway design requires the written approval of ODOT.

3. Thomas G. Curtin, Executive Director of Geauga Park District, is designated as the contact person for the local arrangements to sign all documentation on behalf of the Board of Park Commissioners.

Board of Park Commissioners

\_\_\_\_\_  
James F. Patterson, President

\_\_\_\_\_  
Thomas G. Curtin, Executive Director

\_\_\_\_\_  
Michael J. Petruziello, Vice-President

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Nicholas E. Fischbach, Commissioner

\_\_\_\_\_  
Date

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

Supplemental Appropriation- Resolution No. 07-13

The Board was asked to approve a supplemental appropriation for the Maple Highlands Trail – South project due to an error that was found in the Engineer’s estimate.

Mr. Petruziello moved to approve the supplemental appropriation, Resolution No. 07-13.

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

Computer Use Policy Revision – Resolution No. 08-13

The Board was asked to review and approve the addition to the Park District’s Computer Use Policy for language concerning portable data storage devices.

Mr. Petruziello moved to approve the addition of the following language to the Computer Use Policy, Resolution No. 08-13:

**Portable Data Storage Device Policy Guidelines**

Portable data storage devices include but are not limited to external hard drives, jump drives, flash drives, and thumb drives, pen drives etc.

Agency data can only be placed on portable data storage devices that have been issued by GPD. Personal storage devices are prohibited.

Agency data cannot exist solely on the portable storage device; it can only be a copy, with the original data stored in a proper location that satisfies our record retention policies.

Data on these drives must be regarded as temporary and erased from the drive after its intended use has been satisfied.

An inventory will be taken of these devices and upon disengagement from Agency employment, portable data storage devices must be returned to the IT Manager.

If your device is lost or damaged, Notification needs to be made to the IT Manager.

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

Resolution for Merchant Account – Resolution No. 09-13

The Board was asked to approve the opening of a checking account at Huntington National Bank for the purpose of receiving payments from credit card sales in our Nature Stores and online program registration fees.

Mr. Petruziello moved to approve the opening of the checking account, Resolution No 09-13.

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

Record Retention Schedule, Resolution No. 11-13

The Board was requested to approve changes to the Park District Record Retention Policy, which amends the current Record Retention Policy, Resolution No. 11-11.

Mr. Fischbach moved to approve Resolution No. 11-13 making the following changes to the Park District Record Retention Policy:

1. At the suggestion of the Finance Department, Park and Foundation financial records have been separated out (D-11-70).
2. At the suggestion of IT, AC—11-57's retention status was changed to "permanent".

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

Mr. Patterson, a member of the Records Commission, commended Eileen Smith on her extraordinary attention to detail and excellent work on this project.

Appointment of Rangers – Resolutions No. 12-13 and 13-13

Mr. Fischbach made a motion for the adoption of the following resolutions:

RESOLVED, that in accordance with section 1545.13 of the Ohio Revised Code, Michael Rose be appointed as Ranger of the Geauga Park District – Resolution No. 12-13; and

RESOLVED, that in accordance with section 1545.13 of the Ohio Revised Code, Jessica Newsome be appointed as Ranger of the Geauga Park District – Resolution No. 13-13

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	Yes

Memorandum of Understanding

The Board was provided with a *Memorandum of Understanding* which details the annual responsibilities of the Foundation and the Geauga Park District. This document will be updated annually.

Mr. Petruziello moved to approve the Memorandum of Understanding.

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

Surplus Property

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

	Inventory No.	Description	Starting Bid
1	-	Epson PowerLite 5600p projector - not working (2001)	scrap
2	2205	HP Compaq 8510 (2007) - continuously rebooting - not working	scrap
3	-	3 x 8 work benches removed from Rookery (lot of 3)	\$ 25.00
4	1249	Kubota L4310 tractor (trading in on replacement per budget)	trade-in
5	1440	Woods BB72 brush hog (trading in on replacement per budget)	trade-in

Mr. Petruziello moved to approve 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	Yes

**COMMISSIONERS' TIME**

Mr. Patterson requested information regarding Park District Ranger involvement with the shooting incident in Middlefield. Chief Wilson reported that one of our Rangers was the first back-up law enforcement officer on the scene and helped secure the area until additional back-up arrived. In addition, he provided first aid to the injured officers. Chief Wilson stated that the Ranger Sloan did a very, very good job. Mr. Fischbach commended the officer for his assistance to the Middlefield Police Department and Mr. Petruziello added that

our Rangers have been involved in numerous incidents and tragedies this year and have always stepped up and done a great job.

**QUESTIONS FROM THE PUBLIC**

Diane Jones addressed the Board regarding situations when their group takes young, untested horses into the Parks and encounter off-leash and individuals walking multiple dogs, most frequently in Beartown Lakes Preserve. Mrs. Jones added that at times an individual from their group has had to address the dog walkers, asking them to put their dog on leash or that a Park Ranger would be called, but they did not know what number to use to report the incident and inquired as to the procedure. Chief Wilson acknowledged that off-leash dogs are a problem in our Parks and advised that the Rangers are dispatched through the Sheriff's Department. The number to call is 440-286-1234, and the Park District encourages people to report incidents so that Rangers can respond and enforce the law. Mrs. Jones added that most people are courteous, but there is that occasional individual that has the potential to create havoc for a lot of people.

Mr. Patterson commented that the Park District posts leash law signs, but if the dispatch number is not on them, should be added.

Glenn Miller asked for clarification on the location of the trail work for Maple Highlands South trail, and was provided the information

**EXECUTIVE SESSION - ROLL CALL**

Mr. Fischbach moved to go into Executive Session at 5:30 p.m. for the purpose of discussing personnel 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	Yes

The Board returned from Executive Session at 7:08 p.m. and the following personnel changes were brought forward for motion:

- The Board has decided not to fill the Deputy Director position at this time.
- A part-time Secretary will be offered a full-time position (40 hours) at the current Grade Two pay level.
- The IT position, Information Technology Manager, will be separated from the Marketing Department and become a stand-alone position/department, reporting directly to the Executive Director, at a mid-level Grade 5 pay range.
- Two Maintenance Foremen will receive pay increases closer to mid-level of Grade 3.
- The position of Administrative Services Coordinator will receive a pay increase to mid-level Grade 4.
- A part-time Land Steward will be offered a full-time (40 hour) position at current pay level.
- A new position, Director of Strategic Planning, has been created at pay Grade 7. The Sr. Park Planner has been appointed to this newly created position. The position reports directly to the Executive Director.
- The pay grade for the position of HR Manager has been increased to pay Grade 6. This position reports directly to the Executive Director

Mr. Petruziello moved to approve the above outlined personnel changes.

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

**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 7:15 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,

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Thomas G. Curtin, Executive Director

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James F. Patterson, President