

**GEAUGA PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
BOARD MEETING MINUTES  
November 19, 2013**

The regular meeting of the Geauga Park District Board was held on November 19, 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.

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

**Employees Present:**

Tom Curtin, Executive Director  
Anna McDonald, Executive Secretary  
Paige Orvis, Mktg. & Administrative Services Director  
Robin Pilarczyk, Human Resources Director  
Michele Pennell, Chief Financial Officer  
Gloria Freno, Accountant  
John Oros, Operations Director  
Scott Wilson, Chief Ranger  
Don Lombardy, IT Manager  
Paul Pira, Natural Resource Management Director  
Tami Gingrich, Natural Resource Mgmt. Department  
John Kolar, Chief Naturalist  
Eileen Smith, Admin. Services Coordinator

**Guests:**

Tom and Diane Jones, A Wind in the Woods Farm  
Mike Brown, Chardon Township Resident  
Robert Laczko, Geauga County Resident  
Beverly Fischbach, Burton Resident  
Linda Swaney, Burton Resident  
David Ondrey, Thrasher, Dinsmore & Dolan  
Jeff Kline, Munson Resident  
Carly Kline, Student - NDCL  
Joy Keco, Ohio Horsmen's Council  
Kathryn Sickling, Ohio Horsemen's Council  
Josh Echt, Geauga Maple Leaf

Board President James Patterson reviewed the guidelines regarding public input at Park Board meetings.

**ADOPTION OF THE AGENDA**

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

**ADOPTION OF THE MINUTES**

The Board was presented with revised minutes from the August 22<sup>nd</sup> Special Board Meeting, October 8<sup>th</sup> Regular Board Meeting and October 15<sup>th</sup> Special Board Meeting for approval.

Mr. Fischbach moved to approve the August 22<sup>nd</sup> Special Board Meeting, October 8<sup>th</sup> Regular Board Meeting and October 15<sup>th</sup> Special Board Meeting minutes as presented.

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

All guests and Park District employees attending the Board meeting introduced themselves.

## PRESENTATION OF FINANCIAL STATEMENT

The Board was provided a copy of the October 2013 Financial Statement. There were no questions from the Board.

**Geauga Park District**  
**FINANCIAL STATEMENT MONTH ENDED**  
OCTOBER 31, 2013  
GENERAL FUND

<b>BEGINNING FUND BALANCE OCTOBER 1, 2013</b>	<b>6,685,640.28</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Personnel	219,731.59
Medicare	4,857.46
Dental /Hospitalization	44,964.28
PERS (September payment)	32,095.52
Vouchers	88,990.80
<b>EXPENDITURES &amp; OTHER USES</b>	<b>390,639.65</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<u>Investment Income</u>	112.28
<u>Gifts &amp; Donations</u>	253.10
- TWW Bird Box Donations - \$3.10	
- COBA Pipeline annual donation - \$250.00	
<u>Fees</u>	
- Programs - Schools - Out-of-county	69.00
- Camping	340.00
- Shelters	100.00
- Utility fees	1,200.00
- Workshops - General - Public program	576.00
- Programs - General - Public Program	83.00
<u>Sales</u>	
- Tapper's Treasures - MC	60.84
- Tree Tops - TWW	960.20
- Credit Card - All facilities	752.70
<u>Other Receipts</u>	
- Observatory house - Farrar	300.00
- Foundation rental space/equipment - GPD Foundation	501.84
- Swine Creek house - Harry	400.00

- Burton Wetlands house- Kolar	400.00
- Hyde house - Rose	400.00
- Chickagami house - Maksim	400.00
- Citation Disbursement	120.00
- Local Government Funds	7,677.29

<b>REVENUES &amp; OTHER SOURCES</b>	<b>14,706.25</b>
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<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2013</b>	<b>6,309,706.88</b>
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**LAND IMPROVEMENT FUND**

<b>BEGINNING FUND BALANCE OCTOBER 1, 2013</b>	<b>2,871,904.94</b>
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<b>EXPENDITURES &amp; OTHER USES</b>	
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Vouchers	4,654.28
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<b>EXPENDITURES &amp; OTHER USES</b>	<b>4,654.28</b>
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<b>REVENUES &amp; OTHER SOURCES</b>	
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<i>Investment Income</i>	43.57
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<i>Royalties/In-Lieu Fees</i>	272.72
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- Sunnybrook - \$105.80, Ford-Windsor - \$166.92

<i>Other Revenue</i>	420.00
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- Hemly Tool Surplus Hardware return unused from covered bridge project - \$420.00

<b>REVENUES &amp; OTHER SOURCES</b>	<b>736.29</b>
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<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2013</b>	<b>\$2,867,986.95</b>
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**RETIREMENT RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE OCTOBER 1, 2013</b>	<b>\$ 82,409.14</b>
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<b>EXPENDITURES &amp; OTHER USES</b>	<b>0.00</b>
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Vouchers	-
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<b>REVENUES &amp; OTHER SOURCES</b>	<b>1.37</b>
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<i>Investment Income</i>	1.37
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<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2013</b>	<b>\$ 82,410.51</b>
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**VOUCHER RESOLUTION NO. 39-13**

The Board was provided with a copy of the October 2013 vouchers. All questions by the Board were answered satisfactorily.

Mr. Petruziello moved to adopt Voucher Resolution No. 39-13, a copy of which is on file in the Park District office.

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

**COMMUNICATIONS TO THE BOARD**

There were no communications to the Board.

**OPEN TO THE PUBLIC**

There were no comments from the public.

**UNFINISHED BUSINESS**

**PARK UPDATES**

By-Laws Conflict of Interest Clause: The Board was provided with a copy of the following “Conflict of Interest” clause drafted by David Ondrey, Park District Legal Counsel, for review and possible inclusion in the By-Laws.

Conflict of Interest: All members of the Board of Park Commissioners (“Commissioners”) shall endeavor to conduct themselves in Geauga Park District matters according to the highest ethical standards and shall strive to avoid even the slightest appearance of impropriety. In that regard, Commissioners shall not – either directly or indirectly—derive a personal profit or advantage from their positions as Commissioners, in that the prime obligation of a Commissioner is to the Geauga Park District and not to himself or herself. No contract or business relationship shall be entered into between the Geauga Park District and a Commissioner or any entity in which that Commissioner or his or her family have significant interest, unless the material facts of the relationship and transaction are disclosed or are made known to the Board and a majority of the disinterested commissioners specifically authorize the contract or business relationship. Commissioners shall generally abstain from discussing at a meeting, or voting upon, any matter in which they, their immediate family members or any entity in which they have significant interest, have a personal financial interest in that outcome. No Commissioner shall solicit personal favors or exert—direct or implied—influence on any Geauga Park District employee in order to gain business or personal favors for himself. If a Commissioner believes that he or she may have a conflict of interest in some other way, that Commissioner must disclose such to the Board. Every Commissioner shall strive to put the interests of the Geauga Park District above any personal considerations to benefit himself, herself, family, or others.

Mr. Fischbach moved to adopt and include the above Conflict of Interest Clause in the By-Laws.

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

Controlled Hunting: Two deer have been reported culled to date for archery hunters. The lottery and qualifications for all firearms hunters are complete.

Foundation Update: Mr. Curtin reviewed the proposed 2014 Memorandum of Understanding between Geauga Park District Foundation and Geauga Park District with the Board. This document outlines the fundraising goals for various programs and capital projects, and specifies the obligations and responsibilities of the Park District and the Foundation. The Foundation Finance Committee will review the document at their meeting tonight and the full Foundation Board will review at their December 5<sup>th</sup>, 2013 meeting. Mr. Curtin advised that the only changes from the 2013 Memorandum of Understanding are the monetary amounts the Foundation agrees to raise for the various campaigns and programs.

Mr. Petruziello moved to approve the proposed 2014 Memorandum of Understanding between Geauga Park District Foundation and Geauga Park District.

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

Mr. Curtin further advised that just over \$244,000.00 is needed to complete the Nassau Campaign and that the Abington Foundation has awarded \$40,000.000 to the Nassau Campaign. Mr. Petruziello noted that the Geauga Park District Foundation does a great job.

Ellerin Barn: The Ellerin Barns have been demolished, with just minor clean-up the purchaser is responsible for and will complete.

Observatory Park House: Mr Curtin advised that the renter will be moving out of the Observatory Park house at the end of November and proposed to the Board that the living quarters upstairs be converted to offices for staff that are working at Observatory Park part-time, full-time and seasonal. Cost estimates to convert the area to 5 work stations (2 enclosed offices, 3 open work spaces) would be approximately \$18,200.00 for wiring and an additional \$10,000.00 for office furniture. To convert to just 2 enclosed offices the cost would be approximately \$13-14,000.00 for wiring and furniture. Mr. Curtin asked the Board to consider putting a place marker in the 2014 Budget for this conversion, and discuss/decide during the budget approval at the January 2014 Board meeting.

2014 Building Closure Dates: The 2014 Building Closure dates were reviewed and approved at the August 2013 Board Meeting. The approval was inadvertently omitted from the Board Meeting Minutes and the Board is being asked to acknowledge approval of these dates and incorporate the approval of the closures in the November 12<sup>th</sup> Board Meeting Minutes.

There were discussions regarding the approved dates and if they coincided with the County closures.

Mr. Fischbach raised questions regarding the approval of the day after Thanksgiving as a building closure and inquired if the County approved this day off for its employees. Mr. Patterson requested that Ms. Pilarczyk, Geauga Park District Director of Human Resources, step out and place a call to the County. Ms. Pilarczyk reported that the County has approved the day after Thanksgiving as a day off for their employees in 2013, but the decision for 2014 has not yet made.

Mr. Patterson moved to approve the Building Closure dates for 2014 as presented at the August 12<sup>th</sup> Board 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

### **2013 RESEARCH GRANTS – REQUEST FOR PAYMENT**

The Board was provided with Executive Summaries for the following 2013 Small Research Grants and requested to approve payment of the Grants:

2013: Inventory and recommendations for maintaining the wetland and grassland birds at Frohring Meadows (Larry Rosche, Judy Semrock, Jonathan White, Kim Hall)  
Balance due: \$2,986.80

2013: Amphibian survey for inventory and monitoring in vernal pools in the Geauga Park District (Jennifer Clark)  
Balance due: \$3,000.00

2013: *Asimina triloba* (Pawpaw) in Forest Communities of Geauga County Parks (Steve Corso)  
Balance due: \$2,000.00

2013: Gene flow patterns in relic populations of *Eumeces Fasciatus* (skink) (Tara Buk)  
Balance due: \$3,000.00

Mr. Fischbach moved to approve payment of the 2013 Small Research Grants as presented.

Mr. Patterson 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

### **3<sup>rd</sup> AMENDMENT TO AGREEMENT – OHIO WETLANDS FOUNDATION**

The Board was provided with a copy of the 3<sup>rd</sup> Amendment to Agreement between the Ohio Wetlands Foundation and the Geauga Park District. The Amendment states that it will not be necessary for the Geauga Park District to front the money necessary to purchase the 2.2 acres of mitigation credits from the Trumbull Creek Mitigation Bank required by the Army Corp. of Engineers to complete the Maple Highlands Trail Project. The Ohio Wetlands Foundation will deduct the amount owed to Trumbull Creek Mitigation Bank from what is owed the Park District for Mitigation Credits purchased from Pinebrook. The Board is being asked to approve the Amendment to the Agreement.

Mr. Fischbach inquired if the State Auditor has approved this Agreement. Mr. Curtin advised that the State Auditor is advised of the situation and they will review to confirm that this course of action is appropriate.

Mr. Fischbach moved to approve the 3<sup>rd</sup> Amendment to Agreement between the Ohio Wetlands Foundation and the Geauga Park District, with the stipulation that if the State Auditor does not approve this action, the Board of Commissioners approval would be rescinded.

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

**CONTRACT REVIEW**

The Board was provided with an informational update on current Park District Projects.

**NEW BUSINESS**

**2014 UNIFORM ALLOWANCE – RESOLUTION NO. 36-13**

The Board reviewed the proposed uniform allowance for 2014 and agreed to maintain the current levels:

- \$250 for full-time field employees
- \$825 for full-time Rangers, per FOP contract
- \$100 for part-time “field” employees
- \$200 for part-time “field” employees (if steel-toed boots are required)
- \$100 for full and part-time office staff

Mr. Petruziello moved to adopt the 2014 Uniform Allowance, Resolution No. 36-13, effective January 1, 2014.

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

**2014 VISION REIMBURSEMENT – RESOLUTION NO. 38-13**

The Board was provided with information regarding employee participation and current rates for the 2013 Vision Reimbursement Benefit. It was recommended that benefits remain the same and continue for 2014.

Mr. Fischbach moved to adopt the 2014 Vision Reimbursement Policy, Resolution No. 38-13, effective January 1, 2014 as follows:

- \$200 total reimbursement benefit for each full-time employee and his/her family\*
  - \$100 total reimbursement benefit for each part-time employee and his/her family\*
- (\*A family is identified as spouse and IRS dependents only).

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 DAILY MEAL ALLOWANCE**

The Board was provided with information on the 2013 daily meal allowance when an overnight stay is required by an employee for training attendance.

Mr. Petruziello moved to maintain the current daily meal allowance of \$50.00 for 2014.

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

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

**DECEMBER 24<sup>TH</sup> BUILDING CLOSURE**

The Board was provided with information that the Board of County Commissioners took action to close the County offices on December 24, 2013 with those employees who are required to work receiving overtime pay. The Board was asked to approve that Geauga County Park District employees be granted this day off also.

Mr. Petruziello moved to approve that the Geauga Park District employees be granted December 24<sup>th</sup> off, with those employees who are required to work receiving overtime pay.

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

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

#### **APPOINTMENT OF LEGAL COUNSEL – RESOLUTION NO 37-13**

As required by the Ohio State Auditor, legal counsel must be appointed each year. In December 2012, RFPs were sent out for legal services and after review, Thrasher, Dinsmore & Dolan was appointed as GPD legal counsel for 2013.

The rate for services for 2013 is \$175.00 per hour for general legal work and they will maintain this rate for 2014. Mr. Curtin recommended the Park District continue with Thrasher, Dinsmore & Dolan as legal counsel for the Geauga Park District in 2014.

Mr. Fischbach made a motion to appoint Thrasher, Dinsmore & Dolan as legal counsel for 2014, Resolution No. 37-13.

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

#### **REVENUE CERTIFICATION CHANGES – RESOLUTION NO. 40-13**

Revenue Certification requests to adjust certifications for the General Fund, Land Improvement Fund and Retirement Reserve Fund were submitted to the Board by the Finance Department based on estimates to end the fiscal year 2013. Certifications for the General Fund were requested to be increased by a total of \$61,335.00, Certifications for the Land Improvement Fund were requested to be increased by \$26,316.00 and Certifications for the Retirement Reserve Fund were requested to be decreased by \$212.00.

Mr. Fischbach made a motion to approve the Revenue Certification Changes – Resolution No. 40-13.

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

#### **AMENDMENT TO PINEBROOK AGREEMENT**

Mr. Curtin presented a request from the Managers of Pinebrook Preserve to increase the amount of land cleared for grouse management from 2.5 acres to 5 acres in 2014, and supplied the Board with a map indicating the area of expansion. The Board had numerous questions regarding the Management Agreement and tabled discussion and decision on the request pending receipt of: Pinebrook Management Agreement, information on the purchase price of Pinebrook, and a list of programs that have been held on the property.

#### **SURPLUS PROPERTY**

The Board was asked to approve the following as Surplus Property:



## Items to be declared surplus

Inventory No.	Description	Starting Bid
1988 E	DELL E176FP flat panel monitor (item not functional)	Scrap
1924 C	2005 4'x8' Classic flue pan for sugar house	Item traded in
1467 C	1983 4'x6' Leader evaporator front pan for sugar house	Item traded in
1867 C	2004 4'x6' Leader front pan for sugar house	Item traded in
1470 C	7" Leader filter press for sugar house	Item traded in
-	4'x14' arch for sugar house	Item traded in
1982 E	DELL E176FP flat panel monitor (item not functional)	Scrap

Mr. Petruziello made a motion to approve the Surplus Property as presented.

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

### **SUPERVISOR'S REPORT:**

Mr. Patterson asked if there were any questions on the Supervisor's Report that was included in their Board packet. Mr. Petruziello requested information on the vandalism incidents reported by the Ranger Department. Chief Wilson advised that there were turfing incidents at Big Creek Park and Whitlam Woods.

### **COMMISSIONERS' TIME**

Mr. Petruziello thanked the other Board members for postponing the November Board meeting a week.

### **QUESTIONS FROM THE PUBLIC**

Diane Jones of Auburn Twp. addressed the Board regarding action the Park District has taken regarding the fracking issue and asked that Mr. Ondrey, counsel for Geauga Park District, give an update on the status. Mr. Ondrey reported that the communication to Chesapeake Exploration, LLC was to advise them that they would require Park District consent should they decide to perform the horizontal well drilling. Chesapeake has relayed that there are other options available to them for drilling, and that they have not made a final decision on the course of drilling. They are aware that should they wish to pursue the horizontal drilling it will be necessary to negotiate the terms of the agreement with the Park District and will contact Mr. Ondrey. Ms. Jones thanked Mr. Ondrey.

### **EXECUTIVE SESSION – ROLL CALL**

Mr. Fischbach moved to go into Executive Session at 4:09 p.m. for the purpose of discussing land and compensation of Park District employees.

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 6:25 p.m. The following items were brought forward:

Mr. Petruziello made a motion to approve the recommendations of adjustment in pay ranges as proposed by consultant, Chris Belz, as presented. The recommendation included a number of employees whose current base pay fell below the base rate whose rates will be adjusted upward. In addition, three employees will be provided with upward adjustment to 85% of their pay range. These changes will be effective the first day of the first pay period of 2014.

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

Mr. Fischbach made a motion to approve a 3% pay increase to all Park District employees effective the first day of first pay period of 2014.

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 requested that a Special Board Meeting be scheduled for Monday, November 25, 2013 at 3:00 p.m. for the purpose of personnel evaluation.

#### **REPORTS FROM COMMITTEES OF THE BOARD**

There were no reports from Committees of the Board.

#### **REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD**

There were no reports from officers and employees of the Board.

#### **ADJOURNMENT**

The meeting was adjourned at 6:35 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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John Oros, Interim Deputy Director

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James F. Patterson, President